

**City of South Pasadena Finance Commission
Minutes for Special Meeting
April 28, 2022 7:00 P.M.**

Broadcast via ZOOM conference call.

- I. Roll Call Commission Chair Elsner – Present
Commissioner Findley – Present
Commissioner Tao – Present
Commissioner Quade – Present

- II. General Public Comment - None

- III. Action/Discussion
 - 1. Review of the Finance Department Policies and Procedures
 - i. Presentation made by Management partners
 - ii. Motion by Commissioner Findley to recommend the City Council adopt the Finance Policies and Procedures Manual with purchasing thresholds as shown below, second by Commission Chair Elsner. Approved 4-0.

Purchase Category	Revised Thresholds	Solicitation Method	Award Authority
Goods and/or General Services	Up to \$2,500	Quotes Optional	Dept. Director
	\$2,501 to \$10,000	3 Written Quotations	Dept. Director
	\$10,001 to \$30,000	3 Written Quotations	Purchasing Agent
	Greater than \$30,000	Formal Contract Authorized by City Council (Sealed Bidding)	City Council Approval
Professional Services	Up to \$30,000	Exempt from Bidding, Less than 3 quotes requires justification	City Manager
	Greater than \$30,000	Exempt from Bidding, Less than 3 quotes requires justification.	City Council
Public Works Projects	Up to \$50,000	CUPCCAA, Public Contr. Code 22000 et seq.	City Manager
	Greater than \$50,000		City Council

- IV. Communications - NONE

Next regular meeting – May 26, 2022

Meeting Adjourned at 8:25 PM