



**CITY OF SOUTH PASADENA  
CITY COUNCIL**

**A G E N D A**

**SPECIAL MEETING  
CLOSED SESSION**

**WEDNESDAY, JUNE 1, 2022  
5:00 P.M.**

**CITY MANAGER’S CONFERENCE ROOM, SECOND FLOOR, CITY HALL  
1414 MISSION STREET, SOUTH PASADENA, CA 91030**

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

The South Pasadena Special City Council Closed Session Meeting will be conducted in-person from the City Manager’s Conference Room, Second Floor, City Hall, 1414 Mission Street, South Pasadena. Pursuant to AB 361 Government Code section 54953, subdivision (e)(3), the City Council may conduct its meetings remotely and may be held via video conference.

Public comment regarding items on the Closed Session agenda will be taken at the beginning of the meeting. The public will be released from the meeting so that the Council can convene closed session discussion of items allowed under the Government Code. Any reportable action taken in closed session will be reported by the City Attorney during the next open session meeting. A separate Zoom webinar link will be provided for the open session for the public to attend.

Public Participation may be made as follows:

- In Person Hybrid – City Hall, City Manager’s Conference Room, Second Floor, 1414 Mission St
- Via Zoom – Meeting ID: **226 442 7248**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:  
<https://us06web.zoom.us/j/2264427248?pwd=aEFuSGszQ2I5WjJkemoTms0RTIVUT09> or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID and Passcode when prompted.

**CALL TO ORDER:** Mayor Michael Cacciotti

**ROLL CALL:**

Mayor	Michael Cacciotti
Mayor Pro Tem	Jon Primuth
Councilmember	Jack Donovan
Councilmember	Diana Mahmud
Councilmember	Evelyn G. Zneimer

**PUBLIC COMMENT**

**CLOSED SESSION AGENDA ITEMS**

**A. CONFERENCE WITH LEGAL COUNSEL: INITIATION OF LITIGATION**

Government Code Section 54956.9(d)(4)

Number of Potential Cases: 2

**B. CONFERENCE WITH LABOR NEGOTIATORS**

(Government Code Section 54957.6)

Conference with Labor Negotiators regarding labor negotiations with the following groups:

- South Pasadena Police Officers' Association
- South Pasadena Firefighters' Association
- South Pasadena Public Service Employees' Association
- South Pasadena Public Service Part Time Employees' Association
- Unrepresented Management Employees

City Negotiators: City Manager Arminé Chaparyan; Human Resources and Risk Manager Belinda Varela

**C. PUBLIC EMPLOYMENT- PERFORMANCE EVALUATION**

(Government Code Section 54957(b)(1))

Title: City Manager

**CERTIFICATION OF POSTING**

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **June 1, 2022**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's, website as required by law, on the date listed below.*

5/26/2022  
Date

Christina A. Muñoz  
Christina A. Muñoz, Deputy City Clerk



**CITY OF SOUTH PASADENA  
CITY COUNCIL**

**A G E N D A  
REGULAR MEETING  
WEDNESDAY, JUNE 1, 2022, AT 7:00 P.M.**

**CITY COUNCIL CHAMBERS  
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

**South Pasadena City Council Statement of Civility**

*As your elected governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

The South Pasadena City Council Meeting will be conducted in-person from the Council Chambers, Amedee O. "Dick" Richards, Jr., located at 1424 Mission Street, South Pasadena. Pursuant to AB 361 Government Code section 54953, subdivision (e)(3), the City Council may conduct its meetings remotely and may be held via video conference.

The Meeting will be available:

- In Person Hybrid – City Council Chambers, 1424 Mission Street
- Live Broadcast via the website - [http://www.spectrumstream.com/streaming/south\\_pasadena/live.cfm](http://www.spectrumstream.com/streaming/south_pasadena/live.cfm)
- Via Zoom – **Webinar ID: 825 9999 2830**

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:  
<https://us06web.zoom.us/j/82599992830> or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID.

<b>CALL TO ORDER:</b>	Mayor	Michael Cacciotti
<b>ROLL CALL:</b>	Mayor	Michael Cacciotti
	Mayor Pro Tem	Jon Primuth
	Councilmember	Jack Donovan
	Councilmember	Diana Mahmud
	Councilmember	Evelyn G. Zneimer
<b>PLEDGE OF ALLEGIANCE:</b>	Mayor	Michael Cacciotti

**PUBLIC COMMENT GUIDELINES**

The City Council welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the City Council or on an agenda item, you may participate **by one of the following options:**

Option 1:

Participate in-person at the City Council Chambers.

Option 2:

Public Comment speakers have three minutes to address the Council, however, the Mayor and City Council can adjust time allotted as needed. Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak. for up to three minutes per item.

Option 3:

Email public comment(s) to [ccpubliccomment@southpasadenaca.gov](mailto:ccpubliccomment@southpasadenaca.gov).

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than 12:00 p.m., on the day of the Council meeting.

PLEASE NOTE: The Mayor may exercise the Chair's discretion, subject to the approval of the majority of the City Council, to adjust public comment(s) to less than three minutes.

Pursuant to State law, the City Council may not discuss or take action on issues not on the meeting agenda, except that members of the City Council or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

**CLOSED SESSION ANNOUNCEMENTS****1. CLOSED SESSION ANNOUNCEMENTS****PUBLIC COMMENT****2. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)**

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

**PRESENTATIONS****3. MERCHANT MINUTE – RETREAT**

Business Owner Diane Staples

**4. PROCLAMATION DECLARING THE MONTH OF JUNE 2022 AS “PRIDE MONTH” IN THE CITY OF SOUTH PASADENA**



**COMMUNICATIONS****5. COUNCILMEMBER COMMUNICATIONS**

Time allotted per Councilmember is 3 minutes. Additional time will be allotted at the end of the City Council meeting agenda, if necessary.

**6. CITY MANAGER COMMUNICATIONS****7. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA****CONSENT CALENDAR****OPPORTUNITY TO COMMENT ON CONSENT CALENDAR**

Items listed under the consent calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless a public comment has been received or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

**8. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$219,026.22; GENERAL CITY WARRANTS IN THE AMOUNT OF \$393,457.86; ONLINE PAYMENTS IN THE AMOUNT OF \$6,768.02; PAYROLL IN THE AMOUNT OF \$721,549.00****Recommendation**

It is recommended that the City Council approve the Warrants as presented.

**9. MONTHLY INVESTMENT REPORT FOR MARCH 2022****Recommendation**

It is recommended that the City Council receive and file the Monthly Investment Report for March 2022.

**10. SECOND READING AND ADOPTION OF AN ORDINANCE ADOPTING A POLICY FOR THE APPROVAL, ACQUISITION, AND REPORTING OF MILITARY EQUIPMENT BY THE SOUTH PASADENA POLICE DEPARTMENT****ORDINANCE**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A POLICY FOR THE USE OF MILITARY EQUIPMENT BY THE SOUTH PASADENA POLICE DEPARTMENT

**Recommendation**

It is recommended that the City Council read by title only for second reading, waiving further reading, and adopt an ordinance adopting a Military Equipment Use Policy for the approval, acquisition, and reporting of Military Equipment by the South Pasadena Police Department, as required by Assembly Bill 481 (AB 481).

**11. SECOND READING OF AN ORDINANCE FOR THE CREATION OF A COMMUNITY SERVICES COMMISSION, AND CHANGE TO THE MEETING FREQUENCY OF THE PUBLIC ARTS COMMISSION MEETINGS****ORDINANCE**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SECTIONS 2.44 THROUGH 2.46

OF ARTICLE IVC "PARKS AND RECREATION" OF CHAPTER 2, SECTION 2.24 AND 2.30 OF ARTICLE IV "BOARDS AND COMMISSIONS", ARTICLE IVE "ANIMAL COMMISSION", SECTION 2.79-11 OF ARTICLE IVL "PUBLIC ARTS COMMISSION", AND ARTICLE IVF "SENIOR CITIZEN COMMISSION", OF THE SOUTH PASADENA MUNICIPAL CODE TO REFLECT CITY COUNCIL'S DIRECTION IN CONSOLIDATING CITY'S YOUTH, PARKS AND RECREATION, AND SENIOR COMMISSIONS TO COMMUNITY SERVICES COMMISSION AND REDUCING FREQUENCY OF THE PUBLIC ARTS COMMISSIONS.

**Recommendation**

It is recommended that the City Council approve the creation of a Community Services Commission, and approve a change to the frequency of meetings of the Public Arts Commission by adopting an ordinance amending Chapter 2 of the City Code.

**PUBLIC HEARING**

**12. REVIEW OF FISCAL YEAR 2022-2023 ANNUAL BUDGET AND ADOPTION OF THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM**

**Recommendation**

It is recommended that the City Council:

1. Conduct a Public Hearing regarding the proposed 2022-23 Annual Budget;
2. Approve Updated List of Designated Reserves;
3. Approve items to be funded by the State and Local Fiscal Recovery Fund (SLFRF); and
4. Adopt the 2022/2023 through 2026/2027 Five-Year Capital Improvement Program (CIP) consistent with the City's General Plan.

**ACTION / DISCUSSION**

**13. DIRECTION AND APPROVAL OF FINANCIAL POLICIES AND PROCEDURES**

**Recommendation**

It is recommended that the City Council:

1. Review and approve the Financial Policies and Procedures with consideration of the Finance Commission's recommended changes.
2. Direct staff to amend the South Pasadena Municipal Code to modifying the purchasing limits.

**INFORMATION REPORTS – NONE**

**PUBLIC COMMENT – CONTINUED**

**14. CONTINUED PUBLIC COMMENT – GENERAL**

This time is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 2. No new speakers will be accepted at this time.

**ADJOURNMENT**

**FOR YOUR INFORMATION****FUTURE CITY COUNCIL MEETINGS**

June 15, 2022	Regular City Council Meeting	7:00 p.m.
July 6, 2022	Regular City Council Meeting	CANCELLED
July 20, 2022	Regular City Council Meeting	7:00 p.m.

**PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS**

City Council meeting agenda packets, any agenda related documents, and additional documents are available online for public inspection on the City's website:

[www.southpasadenaca.gov/CityCouncilMeetings2022](http://www.southpasadenaca.gov/CityCouncilMeetings2022)

Regular meetings are live streamed via the internet at:

[http://www.spectrumstream.com/streaming/south\\_pasadena/live.cfm](http://www.spectrumstream.com/streaming/south_pasadena/live.cfm)

**AGENDA NOTIFICATION SUBSCRIPTION**

If you wish to receive an agenda email notification please contact the City Clerk's Division via email at [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov) or call (626) 403-7230.

**ACCOMMODATIONS**

The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov). Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

**CERTIFICATION OF POSTING**

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5/26/2022

/S/

Date

Christina A. Muñoz, Deputy City Clerk

CITY OF SOUTH PASADENA  
**PROCLAMATION**



Proclamation Declaring the  
 Month of June 2022 as “Pride Month”  
 in the City of South Pasadena

WHEREAS, The City of South Pasadena supports the rights of every citizen to experience equality and freedom from discrimination; and

WHEREAS, the City of South Pasadena denounces prejudice and unfair discrimination based on age, race, religion, national origin, sexual orientation, gender identity or gender expression, and is a city in which all persons should feel valued, safe, welcomed, respected, and affirmed by their peers and the community; and

WHEREAS, all are welcome in South Pasadena to live, work and play, and every family— in all of its various forms—deserves a place to call home where they are safe, happy and supported by friends and neighbors; and

WHEREAS, the City of South Pasadena appreciates the value and dignity of each person, recognizes the importance of equality and freedom, and acknowledges the positive contributions made by members of the LGBTQIA+ community to actively promote principles of equality, acceptance and love;

NOW, THEREFORE, I, Michael Cacciotti, on behalf of the City Council of the City of South Pasadena, hereby proclaim June 2022 as Pride Month in the City of South Pasadena recognizing all LGBTQIA+ residents whose influential and lasting contributions to our City make a vibrant community and encourage citizens to continue to promote the values of equality and diversity.

\_\_\_\_\_  
 Mayor, Michael A. Cacciotti

6/1/22

Date





# City Council Agenda Report

ITEM NO. 8

**DATE:** June 1, 2022

**FROM:** Arminé Chaparyan, City Manager *AC*

**PREPARED BY:** Kenneth L. Louie, Interim Finance Director

**SUBJECT:** **Approval of Prepaid Warrants in the Amount of \$219,026.22; General City Warrants in the Amount of \$393,457.86; Online Payments in the Amount of \$6,768.02; Payroll in the Amount of \$721,549.00**

### Recommendation

It is recommended that the City Council approve the Warrants as presented.

### Fiscal Impact

#### Prepaid Warrants:

Warrant # 314495-314499	\$ 203,349.35
ACH	\$ 15,676.87
Voids	\$ 0

#### General City Warrants:

Warrant # 314500-314574	\$ 181,279.58
ACH	\$ 212,178.28
Voids	\$ 0

#### Payroll Period Ending: 05/13/2022

Wire Transfers Out – To (LAIF)	\$ 0
Wire Transfers In – From (LAIF)	\$ 0
Wire Transfers (RSA)	\$ 0
Wire Transfers Out – To (Acct # 2413)	\$ 0
Wire Transfers Out – To (Acct # 1936)	\$ 0
Online Payments	\$ 6,768.02

#### RSA:

Prepaid Warrants	\$ 0
General City Warrants	\$ 0

Total	<u>\$ 1,340,801.10</u>
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**Explanation of Terms**

Warrant – Directs the Finance Department to pay a sum of money out of the City’s funds to bearer of claim/invoice (named individual, company) also known as a payable. The warrants (payments) are only released after City Council approval.

Warrant Summary – Summarizes all of the payments prepared during a specific cycle. The beginning of the cycle is the period after the last set of warrants were approved by Council and released as payment. The end of the cycle is the last date of invoice processing. All the warrants for the current cycle are summarized and the detail of warrants provided to Council for review and approval.

Prepaid Warrant List - A Prepaid Warrant directs the Finance Department to pay a sum of money out of the City’s funds to bearer of claim/invoice (named individual, company) also known as a payable. The Prepaid Warrants (payments) are released prior to City Council approval, however reported to City Council as a Prepaid. Prepayments are generally time sensitive and would incur additional charges if not paid within a specific time frame.

General City Warrant List – Detailed listing of all payments made for a specific cycle. The beginning of the cycle is the period after the last set of warrants were approved by Council and released as payment. The end of the cycle is the last date of invoice processing.

Online Payments – Payments made online. These are typically for time sensitive utilities, credit card payments, and sometimes require the use of the payee’s portal (SCE, So Cal Gas, Amazon, etc.).

Voids – Checks that were issued and voided. Examples of such instances would be lost checks that were mailed out. Checks that were on a warrant that did not get approved by Council.

Payroll – All payments made related to payroll, such as payroll taxes, retirement benefits, CalPERS, Garnishments, payroll etc.

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List
4. Online Payments
5. Payroll

**ATTACHMENT 1**  
**Warrant Summary**

**City of South Pasadena  
Demand/Warrant Register  
Recap by fund**

Fund No.	Date	6/1/2022	
		Amounts	
		Prepaid	Written
101		-	183,421.07
103	201,100.00		54,961.55
104		-	37,073.57
105		-	-
107		-	-
205		-	3,242.59
207	114.20		300.00
208		-	-
210	114.20		16,471.67
211		-	-
215	114.20		35,637.68
217		-	-
218		-	-
220		-	-
223		-	-
226		-	-
228		-	-
230	114.20		294.76
232		-	3,725.48
233		-	-
236		-	-
237		-	-
238		-	-
239		-	-
241		-	-
242		-	27,171.00
245		-	-
248		-	-
249		-	-
255		-	-
260		-	-
270		-	-
272		-	-
274		-	-
275		-	3,567.50
276		-	-
277		-	-
295		-	-
310		-	-
500	228.40		12,963.81
503		-	-
505		-	-
506		-	-
510		-	-
550		-	-
700	17,241.02		14,627.18
<b>Column Totals:</b>		<b>219,026.22</b>	<b>393,457.86</b>

Fund No.	Amounts	
	Prepaid	Written
227	-	-
<b>RSA Report Totals:</b>	<b>-</b>	<b>-</b>
<b>City Report Totals:</b>		<b>612,484.08</b>

Payroll Period Ending: 05/13/2022	721,549.00
Wire Transfer Out - To LAIF	-
Wire Transfer In - From LAIF	-
Wire Transfer - RSA	-
Wire Transfer Out - To Acct. # 2413	-
Wire Transfer Out - To Acct. # 1936	-
Online Payments	6,768.02
Voids - Prepaid	-
Voids - General Warrant	-

**Grand Report Total: 1,340,801.10**

Michael A. Cacciotti, Mayor

Kenneth L. Louie, Interim Finance Director

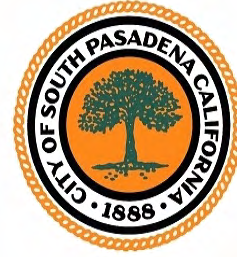


**ATTACHMENT 2**  
**Prepaid Warrant List**

# Accounts Payable

## Check Detail

User: calvarez  
Printed: 05/24/2022 - 4:09PM



Check Number	Check Date		Amount
<b>WLSHESCR - Wilshire Escrow Company</b>			
314495	05/23/2022		
Inv	3703-024		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/23/2022	Litigation Settlement (Smith)		200,000.00
Inv 3703-024 Total			200,000.00
314495 Total:			200,000.00
314496	05/23/2022		
Inv	3703-024		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/23/2022	Escrow Fees, Litigation Settlement (Smith)		1,100.00
Inv 3703-024 Total			1,100.00
314496 Total:			1,100.00
<b>WLSHESCR - Wilshire Escrow Company Total:</b>			201,100.00
Total:			201,100.00

# Accounts Payable

## Check Detail

User: calvarez  
Printed: 05/25/2022 - 11:25AM



Check Number	Check Date		Amount
<b>AME0229 - Ameritas</b>			
0	05/25/2022		
Inv	April 2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/01/2022	Employee Vision April 2022 Premiums		3,432.20
Inv April 2022 Total			3,432.20
Inv	May 2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/01/2022	Employee Vision May 2022 Premiums		3,389.28
Inv May 2022 Total			3,389.28
0 Total:			6,821.48
<b>AME0229 - Ameritas Total:</b>			
			6,821.48
<b>CSD3014 - Ca. State Disbursement Unit</b>			
314497	05/25/2022		
Inv	PR 05/13/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/11/2022	PR Batch 51322.05.2022 Garnishment - Case # FAMSS - 1406906		814.15
Inv PR 05/13/2022 Total			814.15
314497 Total:			814.15
<b>CSD3014 - Ca. State Disbursement Unit Total:</b>			
			814.15
<b>VRMZ7000 - Munoz, Valerie</b>			
314498	05/25/2022		
Inv	PR 05/13/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/11/2022	PR Batch 51322.05.2022 - Garnishment		750.00
Inv PR 05/13/2022 Total			750.00
314498 Total:			750.00

Check Number	Check Date	Amount
<b>VRMZ7000 - Munoz, Valerie Total:</b>		750.00
<b>SOU5435 - S.P. Police Officers Association 700-0000-0000-2246-000</b>		
0	05/25/2022	
Inv	May 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2022	Union SPPOA Insurance - May 2022	2,053.77
05/11/2022	SPPOA - Union Dues - May 2022	2,818.20
Inv May 2022 Total		4,871.97
0 Total:		4,871.97
<b>SOU5435 - S.P. Police Officers Association Total:</b>		4,871.97
<b>SOU5451 - S.P. Public Service Employees Association 700-0000-0000-2248-000</b>		
0	05/25/2022	
Inv	May 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2022	SPPSEA - Union Dues - May 2022	1,410.00
Inv May 2022 Total		1,410.00
0 Total:		1,410.00
<b>SOU5451 - S.P. Public Service Employees Association Total:</b>		1,410.00
<b>CEAP7000 - S.P. Public Service Employees Association-PT 700-0000-0000-2249-000</b>		
0	05/25/2022	
Inv	May 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2022	PART TIME ASSN. DUES - May 2022	256.00
Inv May 2022 Total		256.00
0 Total:		256.00
<b>CEAP7000 - S.P. Public Service Employees Association-PT Total:</b>		256.00
<b>SOU5230 - S.P.Firefighters L-3657</b>		
0	05/25/2022	
Inv	PR 05/13/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2022	Fire Assn. Insurance - May 2022	177.42
05/11/2022	FFA Fire Rec Fees - May 2022	90.00
05/11/2022	Firefighters 3657 - Union Dues - May 2022	2,050.00

Check Number	Check Date	Amount
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Inv PR 05/13/2022 Total	2,317.42
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0 Total:	2,317.42
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<b>SOU5230 - S.P.Firefighters L-3657 Total:</b>	2,317.42
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**SOGA6501 - SoCalGAS**

314499                      05/25/2022

Inv    4/1/2022-5/1/20

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/06/2022	Act # 196-493-8529 1 - CNG Fuel - 04/01/2022-05/01/2022	114.20
05/06/2022	Act # 196-493-8529 1 - CNG Fuel - 04/01/2022-05/01/2022	114.20
05/06/2022	Act # 196-493-8529 1 - CNG Fuel - 04/01/2022-05/01/2022	114.20
05/06/2022	Act # 196-493-8529 1 - CNG Fuel - 04/01/2022-05/01/2022	114.20
05/06/2022	Act # 196-493-8529 1 - CNG Fuel - 04/01/2022-05/01/2022	114.20
05/06/2022	Act # 196-493-8529 1 - CNG Fuel - 04/01/2022-05/01/2022	114.20

Inv 4/1/2022-5/1/20 Total	685.20
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314499 Total:	685.20
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<b>SOGA6501 - SoCalGAS Total:</b>	685.20
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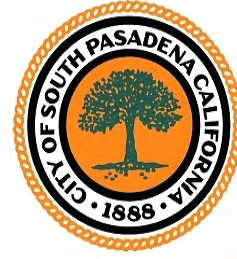
Total:	17,926.22
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# **ATTACHMENT 3 General City Warrant List**

# Accounts Payable

## Check Detail

User: calvarez  
Printed: 05/25/2022 - 11:06AM



Check Number	Check Date		Amount
<b>AEAH8021 - AED Institute of America Inc.</b>			
314500	06/01/2022		
Inv	051022B12		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/10/2022	Annual AED Readiness Program		350.00
Inv 051022B12 Total			350.00
314500 Total:			350.00
<b>AEAH8021 - AED Institute of America Inc. Total:</b>			350.00
<b>AFLA7010 - AFLAC</b>			
0	06/01/2022		
Inv	286861		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/28/2022	April Employee Optional Insurance		595.59
Inv 286861 Total			595.59
0 Total:			595.59
<b>AFLA7010 - AFLAC Total:</b>			595.59
<b>ALAL5011 - Alert-All Corp.</b>			
314501	06/01/2022		
Inv	222050126		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/16/2022	CUSTOM FIRE HATS (500) AND FIRE BADGE STICKERS (100		496.14
Inv 222050126 Total			496.14
314501 Total:			496.14
<b>ALAL5011 - Alert-All Corp. Total:</b>			496.14
<b>ALH0179 - Alhambra Car Wash</b>			
314502	06/01/2022		

Check Number	Check Date		Amount
Inv	April 2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/16/2022	Police Department Car Washes - April 2022		117.00
Inv April 2022 Total			117.00
314502 Total:			117.00
<b>ALH0179 - Alhambra Car Wash Total:</b>			117.00
<b>ACMT2920 - All City Management Services, Inc.</b>			
314503	06/01/2022		
Inv	77397		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/11/2022	Crossing Guard Services: 04/17/2022-04/30/2022		9,297.76
Inv 77397 Total			9,297.76
314503 Total:			9,297.76
<b>ACMT2920 - All City Management Services, Inc. Total:</b>			9,297.76
<b>ATTM4011 - AT &amp; T Mobility</b>			
314504	06/01/2022		
Inv	287288006612X04		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/02/2022	PW Cellphone Billing Cycle March-April 2022 Water Division		40.48
04/02/2022	PW Cellphone Billing Cycle March-April 2022 Water Division		656.35
04/02/2022	PW Cellphone Billing Cycle March-April 2022 Water Division		186.33
04/02/2022	PW Cellphone Billing Cycle March-April 2022 Water Division		217.90
Inv 287288006612X04 Total			1,101.06
314504 Total:			1,101.06
<b>ATTM4011 - AT &amp; T Mobility Total:</b>			1,101.06
<b>AT&amp;T5011 - AT&amp;T</b>			
314505	06/01/2022		
Inv	331841-07563432		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/07/2022	AN 331 841-0756 343 2 Services (05/07/22 - 06/06/22)		33.97
Inv 331841-07563432 Total			33.97
Inv	331841-08023436		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/07/2022	AN 331 841-0802 343 6 Services (05/07/22 - 06/06/22)		34.53



Check Number	Check Date	Amount
Inv 331841-08023436	Total	34.53
Inv 626577-66572137		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2022	AN 626 577-6657 213 7 Services (04/19/22 - 05/13/22)	17.99
Inv 626577-66572137	Total	17.99
314505 Total:		86.49
<b>AT&amp;T5011 - AT&amp;T Total:</b>		86.49
<b>CIN4011 - AT&amp;T Mobility</b>		
314506	06/01/2022	
Inv 287269956155X05		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/06/2022	AN 287269956155 Services (04/07/2022-05/06/2022)	297.84
Inv 287269956155X05	Total	297.84
Inv 287297984615X05		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2022	AN 287297984615 Services (04/03/2022-05/02/2022)	334.26
Inv 287297984615X05	Total	334.26
Inv 287312118886X05		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2022	AN 287312118886 Services (04/03/2022-05/02/2022)	1,343.28
Inv 287312118886X05	Total	1,343.28
314506 Total:		1,975.38
<b>CIN4011 - AT&amp;T Mobility Total:</b>		1,975.38
<b>ATSS6010 - Athens Services</b>		
314507	06/01/2022	
Inv 12007391		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2022	Athens Street Sweeping Services-Account#:SP0002624-March 2022	840.70
Inv 12007391	Total	840.70
Inv 12007392		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2022	Athens Bus Stop Barrel Pickup-Account#:SP0002654-March 2022	2,241.89

Check Number	Check Date	Amount
Inv 12007392	Total	2,241.89
314507 Total:		3,082.59
<b>ATSS6010 - Athens Services Total:</b>		3,082.59
<b>BAK0369 - Baker &amp; Taylor Books</b>		
0	06/01/2022	
Inv	2036569844	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2022	Books for Library	313.82
Inv 2036569844	Total	313.82
Inv	2036572953	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2022	Books for Library	673.08
Inv 2036572953	Total	673.08
Inv	2036592518	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Books for Library	630.32
Inv 2036592518	Total	630.32
Inv	2036594476	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Books for Library	249.30
Inv 2036594476	Total	249.30
Inv	2036685464	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/27/2022	Books for Library	140.81
Inv 2036685464	Total	140.81
Inv	2036690824	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Books for Library	1,282.67
Inv 2036690824	Total	1,282.67
Inv	2036700118	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/28/2022	Books for Library	462.80
Inv 2036700118	Total	462.80

Check Number	Check Date	Amount
Inv	2036715200	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/28/2022	Books for Library	78.77
Inv 2036715200 Total		78.77
Inv	2036717223	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/09/2022	Books for Library	117.43
Inv 2036717223 Total		117.43
Inv	2036726135	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Books for Library	372.19
Inv 2036726135 Total		372.19
0 Total:		4,321.19
<b>BAK0369 - Baker &amp; Taylor Books Total:</b>		4,321.19
<b>BAK0366 - Baker &amp; Taylor Entertainment</b>		
0	06/01/2022	
Inv	H61197890	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/28/2022	DVDs/ CDs	42.97
Inv H61197890 Total		42.97
Inv	H61228200	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	DVDs/ CDs	31.24
Inv H61228200 Total		31.24
Inv	H61270340	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2022	DVDs/ CDs	72.58
Inv H61270340 Total		72.58
0 Total:		146.79
<b>BAK0366 - Baker &amp; Taylor Entertainment Total:</b>		146.79
<b>BSHL6710 - Base Hill, Inc., dba Jan Point</b>		
0	06/01/2022	

Check Number	Check Date		Amount
Inv	21570		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/27/2022	Citywide Janitorial Services-April 2022		956.07
04/27/2022	Citywide Janitorial Services-April 2022		11,241.92
04/27/2022	Citywide Janitorial Services-April 2022		875.00
Inv 21570 Total			13,072.99
0 Total:			13,072.99
<b>BSHL6710 - Base Hill, Inc., dba Jan Point Total:</b>			13,072.99
<b>BT4U8180 - Better 4 You Meals, Inc.</b>			
314508	06/01/2022		
Inv	0422-3319		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/30/2022	Meals for Onsite and Home Delivery: April 2022		3,815.75
Inv 0422-3319 Total			3,815.75
314508 Total:			3,815.75
<b>BT4U8180 - Better 4 You Meals, Inc. Total:</b>			3,815.75
<b>LUCBRYES - Bonilla Reyes, Lucia</b>			
314509	06/01/2022		
Inv	121553		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/18/2022	Parent cancellation of Brit West Soccer		79.00
Inv 121553 Total			79.00
314509 Total:			79.00
<b>LUCBRYES - Bonilla Reyes, Lucia Total:</b>			79.00
<b>DBBRONST - Bronstein, Debra</b>			
314510	06/01/2022		
Inv	121163		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/02/2022	Patron cancelled horse camp due to inability to attend.		460.00
Inv 121163 Total			460.00
314510 Total:			460.00

Check Number	Check Date		Amount
<b>DBBRONST - Bronstein, Debra Total:</b>			460.00
<b>CAL5236 - CA Linen Services</b>			
314511	06/01/2022		
Inv	1982469		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/09/2022	Fire Station Linen Rental and Cleaning Services		91.14
Inv 1982469 Total			91.14
Inv	1984999		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/16/2022	Fire Station Linen Rental and Cleaning Services		95.89
Inv 1984999 Total			95.89
314511 Total:			187.03
<b>CAL5236 - CA Linen Services Total:</b>			187.03
<b>CPC4011 - California Police Chiefs Association</b>			
314512	06/01/2022		
Inv	22083		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/17/2022	Annual Membership for Police Lieutenants		145.00
Inv 22083 Total			145.00
Inv	22384		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/17/2022	Annual Membership for Chief of Police		695.00
Inv 22384 Total			695.00
314512 Total:			840.00
<b>CPC4011 - California Police Chiefs Association Total:</b>			840.00
<b>CAN0607 - Cantu Graphics Inc.</b>			
314513	06/01/2022		
Inv	20806		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/04/2022	Golf course temporary re-opener signs.		106.39
Inv 20806 Total			106.39
314513 Total:			106.39

**CAN0607 - Cantu Graphics Inc. Total:** 106.39

**CWNC2501 - Carl Warren & Company**

0                      06/01/2022

Inv    2008974-2008980

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/24/2021	City Claims Administration	507.30

Inv 2008974-2008980 Total 507.30

Inv    2010788-2010802

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/28/2021	City Claims Administration	662.40

Inv 2010788-2010802 Total 662.40

Inv    2011711-2011726

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/27/2021	City Claims Administration	931.20

Inv 2011711-2011726 Total 931.20

Inv    2012393-2012410

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2021	City Claims Administration	1,337.60

Inv 2012393-2012410 Total 1,337.60

Inv    2012412-2012414

<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2021	City Claims Administration	451.20

Inv 2012412-2012414 Total 451.20

Inv    2013420-2013440

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2021	City Claims Administration	1,326.40

Inv 2013420-2013440 Total 1,326.40

Inv    2013999

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/30/2021	City Claims Administration Annual Fee: 07/01/2021-06/30/2022	4,500.00

Inv 2013999 Total 4,500.00

Inv    2015749-2015775

<u>Line Item Date</u>	<u>Line Item Description</u>	
09/30/2021	City Claims Administration	2,170.10

Check Number	Check Date	Amount
Inv 2015749-2015775	Total	2,170.10
Inv 2017433-2017444		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2021	City Claims Administration	435.60
Inv 2017433-2017444	Total	435.60
Inv 2018372-2018390		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/28/2021	City Claims Administration	941.85
Inv 2018372-2018390	Total	941.85
Inv 2020474-2020491		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2022	City Claims Administration	1,207.80
Inv 2020474-2020491	Total	1,207.80
Inv 2022092-2022112		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/28/2022	City Claims Administration	1,247.40
Inv 2022092-2022112	Total	1,247.40
0 Total:		15,718.85
<b>CWNC2501 - Carl Warren &amp; Company Total:</b>		15,718.85
<b>CDW5246 - CDW Government LLC</b>		
0	06/01/2022	
Inv X131954		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2022	Library: Abby Finereader PDF	208.74
Inv X131954	Total	208.74
0 Total:		208.74
<b>CDW5246 - CDW Government LLC Total:</b>		208.74
<b>VERNCHNG - Chang, Veronica</b>		
314514	06/01/2022	
Inv 121338		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2022	Refunable security deposit for Eddie Park House reservation.	261.00
Inv 121338	Total	261.00

314514 Total:	261.00
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<b>VERNCHNG - Chang, Veronica Total:</b>	261.00
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**TIM4011 - Charter Communications**

314515                      06/01/2022

Inv    0029763042722

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/27/2022	AN 8448 20 899 0029763 Service 04/16/22 - 05/15/22	229.88

Inv 0029763042722 Total	229.88
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Inv    0070193050122

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2022	AN 8448 30 008 0070193 Service 05/01/22 - 05/31/22	83.95

Inv 0070193050122 Total	83.95
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Inv    0355990050222

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2022	AN 8448 30 008 0355990 Service 05/02/22 - 06/01/22	418.13

Inv 0355990050222 Total	418.13
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Inv    0357905040522

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2022	Account # 0357905040522 (04/05/2022-05/04/2022)	130.52

Inv 0357905040522 Total	130.52
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Inv    0357905050522

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2022	Account # 8448 30 008 0357905 (05/05/2022 - 06/04/2022)	130.52

Inv 0357905050522 Total	130.52
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314515 Total:	993.00
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<b>TIM4011 - Charter Communications Total:</b>	993.00
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**ALH4011 - City of Alhambra**

314516                      06/01/2022

Inv    SP 04/2022

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/09/2022	Inmate housing April 2022	1,634.00

Inv SP 04/2022 Total	1,634.00
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Check Number	Check Date	Amount
314516 Total:		1,634.00
<b>ALH4011 - City of Alhambra Total:</b>		1,634.00
<b>SPMN3010 - City of South Pasadena</b>		
314517	06/01/2022	
Inv	14044-04.20.22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2022	Utility bill for 650 Stoney Drive: 02/14/22 - 04/12/22	481.36
Inv 14044-04.20.22 Total		481.36
Inv	19126-04.13.22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2022	Utility bill for 802 Park Ave. 02/07/22 - 04/05/22	505.20
Inv 19126-04.13.22 Total		505.20
Inv	19386-04.20.22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2022	Utility bill for 614 Stoney Dr. 02/08/22 - 04/12/22	516.76
Inv 19386-04.20.22 Total		516.76
Inv	19387-04.20.22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2022	Utility bill 350 San Pascual: 02/08/22 - 04/12/22	493.16
Inv 19387-04.20.22 Total		493.16
314517 Total:		1,996.48
<b>SPMN3010 - City of South Pasadena Total:</b>		1,996.48
<b>SOU5343 - City of South Pasadena-Recreation</b>		
314518	06/01/2022	
Inv	02/28/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2022	Reimburse Petty Cash for Recreation Division	21.75
Inv 02/28/2022 Total		21.75
Inv	04/14/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/14/2022	Reimburse Petty Cash for Recreation Division	340.00
Inv 04/14/2022 Total		340.00

Check Number	Check Date	Amount
Inv	04/21/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/21/2022	Reimburse Petty Cash for Recreation Division	56.92
Inv 04/21/2022 Total		56.92
Inv	05/04/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2022	Reimburse Petty Cash for Recreation Division	207.07
Inv 05/04/2022 Total		207.07
314518 Total:		625.74
<b>SOU5343 - City of South Pasadena-Recreation Total:</b>		625.74
<b>CIV2123 - CivicStone, LLC</b>		
0	06/01/2022	
Inv	2018-172	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/22/2022	Caltrans Housing Consultant: April 2022	4,692.50
Inv 2018-172 Total		4,692.50
0 Total:		4,692.50
<b>CIV2123 - CivicStone, LLC Total:</b>		4,692.50
<b>COIT8031 - COIT Services, Inc.</b>		
314519	06/01/2022	
Inv	SOC-C-001129414	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2003	Cleaning of Drapery in the War Memorial Building	1,575.00
Inv SOC-C-001129414 Total		1,575.00
314519 Total:		1,575.00
<b>COIT8031 - COIT Services, Inc. Total:</b>		1,575.00
<b>CHWP2010 - Colantuono,Highsmith &amp; Whatley,PC</b>		
0	06/01/2022	
Inv	51758	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2022	General Services - April 2022	10,000.00
Inv 51758 Total		10,000.00

Check Number	Check Date	Amount
Inv 51759		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2022	Labor & Employment - April 2022	343.00
Inv 51759 Total		343.00
Inv 51760		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2022	Litigation - April 2022	784.00
Inv 51760 Total		784.00
Inv 51761		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2022	Water & Utilites - April 2022	1,176.00
Inv 51761 Total		1,176.00
Inv 51762		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2022	Special Projects - April 2022	7,532.50
Inv 51762 Total		7,532.50
Inv 51763		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2022	Litigation - April 2022	367.50
Inv 51763 Total		367.50
Inv 51764		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2022	Litigation - April 2022	1,568.00
Inv 51764 Total		1,568.00
Inv 51765		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2022	Litigation - April 2022	10,435.54
Inv 51765 Total		10,435.54
Inv 51766		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2022	Litigation - April 2022	6,867.50
Inv 51766 Total		6,867.50
Inv 51767		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
05/24/2022	Litigation - April 2022	1,682.12
Inv 51767 Total		1,682.12
Inv 51768		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2022	Litigation - April 2022	1,648.00
Inv 51768 Total		1,648.00
Inv 51769		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/24/2022	Litigation - April 2022	497.50
Inv 51769 Total		497.50
0 Total:		42,901.66
<b>CHWP2010 - Colantuono,Highsmith &amp; Whatley,PC Total:</b>		42,901.66
<b>GRISCOND - Conde, Griselda</b>		
314520	06/01/2022	
Inv 121073		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Partial refund for gazebo rental	62.50
Inv 121073 Total		62.50
314520 Total:		62.50
<b>GRISCOND - Conde, Griselda Total:</b>		62.50
<b>COO0695 - Cook Fire Extinguisher Co</b>		
314521	06/01/2022	
Inv 18334		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2022	Fire Extinguisher Service at Police Station	65.00
Inv 18334 Total		65.00
314521 Total:		65.00
<b>COO0695 - Cook Fire Extinguisher Co Total:</b>		65.00
<b>CRSR2010 - Corodata Shredding Inc.</b>		
0	06/01/2022	

Check Number	Check Date		Amount
Inv	DN 1359907		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/30/2022	Corodata Monthly Services (April) Oxley, Library, Mission		106.82
Inv DN 1359907 Total			106.82
0 Total:			106.82
<b>CRSR2010 - Corodata Shredding Inc. Total:</b>			106.82
<b>CPS0551 - CPRS</b>			
314522	06/01/2022		
Inv	A & I 014		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/17/2022	Recreation Leader Training Registration		325.00
05/17/2022	Recreation Leader Training Registration		25.00
Inv A & I 014 Total			350.00
314522 Total:			350.00
<b>CPS0551 - CPRS Total:</b>			350.00
<b>DEL4000 - Dell Marketing L.P.</b>			
0	06/01/2022		
Inv	10557780062		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/05/2022	Dell 22 Monitor (Qty # 15) & Dell Thunderbolt Dock		3,231.86
Inv 10557780062 Total			3,231.86
0 Total:			3,231.86
<b>DEL4000 - Dell Marketing L.P. Total:</b>			3,231.86
<b>DEL0771 - Delta Dental of California</b>			
314523	06/01/2022		
Inv	BE004950451		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/01/2022	Payment for Employee May 2022 Dental Premiums		11,884.84
Inv BE004950451 Total			11,884.84
314523 Total:			11,884.84
<b>DEL0771 - Delta Dental of California Total:</b>			11,884.84

Check Number	Check Date	Amount
<b>DPSI7101 - Desktop Publishing Supplies Inc.</b>		
314524	06/01/2022	
Inv 20028514		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/02/2022	Community Development Office Supplies	243.63
Inv 20028514 Total		243.63
314524 Total:		243.63
<b>DPSI7101 - Desktop Publishing Supplies Inc. Total:</b>		243.63
<b>DDSC8264 - Disc Dogs in Southern California</b>		
314525	06/01/2022	
Inv 05/07/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2022	FDisc dog demonstration for Doggy Day event: 05/07/2022	250.00
Inv 05/07/2022 Total		250.00
314525 Total:		250.00
<b>DDSC8264 - Disc Dogs in Southern California Total:</b>		250.00
<b>MARDBLLE - Donabellier, Marlene</b>		
314526	06/01/2022	
Inv 121075		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Refund due inability to attend Camp Med Program	166.00
Inv 121075 Total		166.00
314526 Total:		166.00
<b>MARDBLLE - Donabellier, Marlene Total:</b>		166.00
<b>KENDOSS - Doss, Karen</b>		
314527	06/01/2022	
Inv 121404		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2022	Refund due to parent re-registering under different credit card	236.00
Inv 121404 Total		236.00
314527 Total:		236.00

Check Number	Check Date		Amount
<b>KENDOSS - Doss, Karen Total:</b>			236.00
<b>KATDOWLG - Dowling, Katherine</b>			
314528	06/01/2022		
Inv	121162		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/04/2022	Refund soccer class due inability to attend		79.00
Inv 121162 Total			79.00
314528 Total:			79.00
<b>KATDOWLG - Dowling, Katherine Total:</b>			79.00
<b>REBDURPZ - Duran-Perez, Rebecca</b>			
314529	06/01/2022		
Inv	121342		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/18/2022	Refund for gazebo reservation due to cancellation.		62.50
Inv 121342 Total			62.50
314529 Total:			62.50
<b>REBDURPZ - Duran-Perez, Rebecca Total:</b>			62.50
<b>ECMS5010 - ECMS</b>			
314530	06/01/2022		
Inv	INV594258		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/09/2022	Safety Clothing/Equipment Fire Dept;TURNOUT REPAIRS & CLE		903.98
Inv INV594258 Total			903.98
314530 Total:			903.98
<b>ECMS5010 - ECMS Total:</b>			903.98
<b>ECPLSYTM - Economic &amp; Planning Systems, Inc.</b>			
314531	06/01/2022		
Inv	214034-6		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/30/2022	Inclusionary Housing In-Lieu Fee Study: April 2022		3,507.50
Inv 214034-6 Total			3,507.50

Check Number	Check Date	Amount
314531 Total:		3,507.50
<b>ECPLSYTM - Economic &amp; Planning Systems, Inc. Total:</b>		3,507.50
<b>AUGEICHL - Eichwald, Augustin</b>		
314532	06/01/2022	
Inv 121340		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2022	Refunable security deposit for War Memorial Building reservation	522.00
Inv 121340 Total		522.00
314532 Total:		522.00
<b>AUGEICHL - Eichwald, Augustin Total:</b>		522.00
<b>ESPS6010 - Environmental Specialty Products</b>		
314533	06/01/2022	
Inv 34224		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/28/2022	South Pawsadena Dog Park sign post replacement.	854.00
Inv 34224 Total		854.00
314533 Total:		854.00
<b>ESPS6010 - Environmental Specialty Products Total:</b>		854.00
<b>EURO6710 - Eurofins Eaton Analytical</b>		
0	06/01/2022	
Inv C00004004		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2022	Water Quality Testing & Analysis (FY21-22)-February 2022	3,335.00
Inv C00004004 Total		3,335.00
Inv C00004057		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2022	Water Quality Testing & Analysis (FY21-22)-March 2022	2,980.00
Inv C00004057 Total		2,980.00
Inv C00004109		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2022	Water Quality Testing & Analysis (FY21-22)-April 2022	1,886.00
Inv C00004109 Total		1,886.00



Check Number	Check Date	Amount
0 Total:		8,201.00
<b>EURO6710 - Eurofins Eaton Analytical Total:</b>		8,201.00
<b>EEPS7000 - Express Services Inc.</b>		
0	06/01/2022	
Inv	27030396	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/13/2022	Temporary Employees-PW Operation Divisions- 4/10/2022	3,944.00
Inv 27030396 Total		3,944.00
Inv	27064369	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/20/2022	Temporary Employees- PW Operation Divisions-4/17/2022	3,451.00
Inv 27064369 Total		3,451.00
Inv	27104122	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/27/2022	Temporary Employees- PW Operation Divisions- 4/24/2022	2,711.50
Inv 27104122 Total		2,711.50
Inv	27136573	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2022	Temporary Employees PW Operation Divisions-5/01/2022	2,958.00
Inv 27136573 Total		2,958.00
Inv	27171840	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2022	Temporary Employees-PW Operation Divisions-5/08/2022	2,958.00
Inv 27171840 Total		2,958.00
0 Total:		16,022.50
<b>EEPS7000 - Express Services Inc. Total:</b>		16,022.50
<b>GLCI2997 - Graphic Electric Inc.</b>		
314534	06/01/2022	
Inv	98600	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/16/2022	Library Electrical Services	2,328.51
Inv 98600 Total		2,328.51

Check Number	Check Date	Amount
314534 Total:		2,328.51
<b>GLCI2997 - Graphic Electric Inc. Total:</b>		2,328.51
<b>JDTHGRVE - Graven, Judith</b>		
314535	06/01/2022	
Inv 121160		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/19/2022	Refund Security Deposit for WMB Reservation	522.00
Inv 121160 Total		522.00
314535 Total:		522.00
<b>JDTHGRVE - Graven, Judith Total:</b>		522.00
<b>HALOINC - HALO Branded Solutions, Inc.</b>		
0	06/01/2022	
Inv 2022000066384		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/07/2022	Community Outreach Items for Police Department	1,465.32
Inv 2022000066384 Total		1,465.32
0 Total:		1,465.32
<b>HALOINC - HALO Branded Solutions, Inc. Total:</b>		1,465.32
<b>HDLC3011 - HdL Coren &amp; Cone</b>		
314536	06/01/2022	
Inv SIN016564		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/26/2022	Contract Services - Property Tax	3,249.26
Inv SIN016564 Total		3,249.26
314536 Total:		3,249.26
<b>HDLC3011 - HdL Coren &amp; Cone Total:</b>		3,249.26
<b>ITCR2501 - Intercare Holdings Insurance Services</b>		
0	06/01/2022	
Inv 76-008392		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2022	January 2022 Payment due for Workers' Comp Admin	7,776.40

Check Number	Check Date	Amount
Inv 76-008392	Total	7,776.40
Inv	76-008477	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2022	February 2022 Payment due for Workers' Comp Admin	13,997.52
Inv 76-008477	Total	13,997.52
Inv	76-008567	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2022	March 2022 Payment due for Workers' Comp Admin	11,067.31
Inv 76-008567	Total	11,067.31
Inv	76-008662	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/30/2022	April 2022 Payment due for Workers' Comp Admin	6,401.47
Inv 76-008662	Total	6,401.47
0 Total:		39,242.70
<b>ITCR2501 - Intercare Holdings Insurance Services Total:</b>		39,242.70
<b>JSAR4011 - Jack's Auto Repair</b>		
314537	06/01/2022	
Inv	17283	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/22/2022	Automotive Repairs for Police Unit # 1501	373.92
Inv 17283	Total	373.92
Inv	17317	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/27/2022	Automotive Repairs for Police Unit # 1405	255.22
Inv 17317	Total	255.22
Inv	17321	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/28/2022	Automotive Repairs for Police Unit # 1909	75.76
Inv 17321	Total	75.76
Inv	17373	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/12/2022	Automotive Repairs for Police Unit # 1405	304.86
Inv 17373	Total	304.86

Check Number	Check Date		Amount
Inv	17377		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/13/2022	Automotive Repairs for Police Unit # 1501 (1706)		80.00
Inv 17377 Total			80.00
Inv	17381		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/16/2022	Automotive Repairs for Police Department Vehicles		385.66
Inv 17381 Total			385.66
314537 Total:			1,475.42
<b>JSAR4011 - Jack's Auto Repair Total:</b>			1,475.42
<b>MYJERJIA - Jerjian, Mary</b>			
314538	06/01/2022		
Inv	05/12/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/24/2022	Parking Reimbursement for CALED Conference		21.00
Inv 05/12/2022 Total			21.00
Inv	05/16/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/24/2022	Parking Reimbursement for CALED Conference		66.00
Inv 05/16/2022 Total			66.00
314538 Total:			87.00
<b>MYJERJIA - Jerjian, Mary Total:</b>			87.00
<b>JHMS8020 - JHM Supply</b>			
0	06/01/2022		
Inv	290266/1		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/26/2022	Irrigation Supplies		1,066.34
04/26/2022	Parks Div- Supplies for Drip Line for Street Trees		379.34
Inv 290266/1 Total			1,445.68
0 Total:			1,445.68
<b>JHMS8020 - JHM Supply Total:</b>			1,445.68

Check Number	Check Date		Amount
<b>CUR7778 - L.N. Curtis &amp; Sons</b>			
314539	06/01/2022		
Inv	PINV719265		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/05/2022	FIREFIGHTING TURNOUT COATS AND PANTS (CAL-OSHA/N		17,029.91
Inv PINV719265 Total			17,029.91
314539 Total:			17,029.91
<b>CUR7778 - L.N. Curtis &amp; Sons Total:</b>			17,029.91
<b>VIKLAMPS - Lampros, Vicky</b>			
314540	06/01/2022		
Inv	120334		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/04/2022	Refund for Crayola world of design due to low enrollment		180.00
Inv 120334 Total			180.00
314540 Total:			180.00
<b>VIKLAMPS - Lampros, Vicky Total:</b>			180.00
<b>LIFE822 - Life-Assist Inc.</b>			
314541	06/01/2022		
Inv	1206285		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/06/2022	Medical Supplies Fire Dept.		1,773.37
Inv 1206285 Total			1,773.37
Inv 1207403			
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/11/2022	Medical Supplies Fire Dept.		834.26
Inv 1207403 Total			834.26
314541 Total:			2,607.63
<b>LIFE822 - Life-Assist Inc. Total:</b>			2,607.63
<b>MBII9190 - Michael Baker International Inc.</b>			
0	06/01/2022		
Inv	188784		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/04/2022	CEQA Compliance for Berkshire and Grevalie Pocket Parks		3,567.50

Check Number	Check Date	Amount
Inv 188784 Total		3,567.50
0 Total:		3,567.50
<b>MBII9190 - Michael Baker International Inc. Total:</b>		3,567.50
<b>MPLC8021 - Motion Picture Licensing Corp.</b>		
314542	06/01/2022	
Inv 504402477		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2022	Umbrella licensing fee for July 1,2022-July 1, 2023	386.36
Inv 504402477 Total		386.36
314542 Total:		386.36
<b>MPLC8021 - Motion Picture Licensing Corp. Total:</b>		386.36
<b>NCRS6711 - National Construction Rentals</b>		
314543	06/01/2022	
Inv 6497509		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2022	Emergency Chain Link Fence Installation at Arroyo Seco	500.00
Inv 6497509 Total		500.00
314543 Total:		500.00
<b>NCRS6711 - National Construction Rentals Total:</b>		500.00
<b>JNNG8110 - Nugent, Jonathan</b>		
314544	06/01/2022	
Inv 05/03-05/04/22		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2022	05/03/2022-05/04/2022; 2-DAY BASIC PEER SUPPORT TRAININ	250.00
Inv 05/03-05/04/22 Total		250.00
314544 Total:		250.00
<b>JNNG8110 - Nugent, Jonathan Total:</b>		250.00
<b>OREI6711 - O' Reilly Automotive Inc.</b>		
314545	06/01/2022	
Inv 3213-255337		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
04/14/2022		Auto Supplies for Street Division Fleet	242.13
Inv 3213-255337		Total	242.13
Inv 3213-255344			
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/14/2022		Auto Supplies for Street Division Fleet	14.01
Inv 3213-255344		Total	14.01
314545 Total:			256.14
<b>OREI6711 - O' Reilly Automotive Inc. Total:</b>			256.14
<b>IICC8025 - Occupational Health Centers of California</b>			
314546	06/01/2022		
Inv 15562173			
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/04/2022		Medical Test	50.00
Inv 15562173		Total	50.00
314546 Total:			50.00
<b>IICC8025 - Occupational Health Centers of California Total:</b>			50.00
<b>ORI2659 - Oriental Trading Co., Inc.</b>			
0	06/01/2022		
Inv 716551630-01			
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/17/2022		Decorations for Senior Prom	70.48
Inv 716551630-01		Total	70.48
Inv 716551630-02			
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/17/2022		Decorations for Senior Prom	55.11
Inv 716551630-02		Total	55.11
0 Total:			125.59
<b>ORI2659 - Oriental Trading Co., Inc. Total:</b>			125.59
<b>OVD8011 - OverDrive Inc.</b>			
0	06/01/2022		

Check Number	Check Date	Amount
Inv 01148CO22157315		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/12/2022	eBooks / Audiobooks	271.25
Inv 01148CO22157315 Total		271.25
0 Total:		271.25
<b>OVDR8011 - OverDrive Inc. Total:</b>		271.25
<b>PSLSV802 - Pasadena Live Scan Service</b>		
314547	06/01/2022	
Inv 932		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2022	Live Scan Services for pre-employment & volunteers	500.00
Inv 932 Total		500.00
Inv 945		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2022	Live Scan Services for pre-employment & volunteers	300.00
Inv 945 Total		300.00
314547 Total:		800.00
<b>PSLSV802 - Pasadena Live Scan Service Total:</b>		800.00
<b>PHOE4610 - Phoenix Group Information Systems</b>		
314548	06/01/2022	
Inv 032022184		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/19/2022	Parking Citation Processing & Database Access: March 2022	4,266.01
Inv 032022184 Total		4,266.01
314548 Total:		4,266.01
<b>PHOE4610 - Phoenix Group Information Systems Total:</b>		4,266.01
<b>POS5265 - Post Alarm Systems</b>		
0	06/01/2022	
Inv 1479368		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2022	War Memorial Building & Orange Grove period 06/01/22-06/30/202	54.33
05/05/2022	War Memorial Building & Orange Grove period 06/01/22-06/30/202	54.33
Inv 1479368 Total		108.66



Check Number	Check Date	Amount
0 Total:		108.66
<b>POS5265 - Post Alarm Systems Total:</b>		108.66
<b>BKAC2013 - Prime Actuarial Consulting, LLC</b>		
314549	06/01/2022	
Inv 29083		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/27/2022	Actuarial Review of Workers Comp Program: 2022 Analysis	4,500.00
Inv 29083 Total		4,500.00
314549 Total:		4,500.00
<b>BKAC2013 - Prime Actuarial Consulting, LLC Total:</b>		4,500.00
<b>PORT1126 - R. Portillo, Renee</b>		
314550	06/01/2022	
Inv 121074		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	Refund for gazebo reservation	62.50
Inv 121074 Total		62.50
314550 Total:		62.50
<b>PORT1126 - R. Portillo, Renee Total:</b>		62.50
<b>LAHARAPH - Raphael, Leah A.</b>		
314551	06/01/2022	
Inv 121161		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2022	Refund for gazebo due to reservation cancellation.	62.50
Inv 121161 Total		62.50
314551 Total:		62.50
<b>LAHARAPH - Raphael, Leah A. Total:</b>		62.50
<b>RTPC5500 - Regional TAP Service Center</b>		
314552	06/01/2022	
Inv 6016504		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2022	Metro 30 Day Senior Bus Pass subsidy payment	160.00

Check Number	Check Date	Amount
Inv 6016504 Total		160.00
314552 Total:		160.00
<b>RTPC5500 - Regional TAP Service Center Total:</b>		160.00
<b>CASRUIZ - Ruiz, Cassie</b>		
314553	06/01/2022	
Inv 121558		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2022	Refunable security deposit for War Memorial Building reservation	522.00
Inv 121558 Total		522.00
314553 Total:		522.00
<b>CASRUIZ - Ruiz, Cassie Total:</b>		522.00
<b>SAN4958 - San Marino Security System</b>		
314554	06/01/2022	
Inv 31961		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2022	Quarterly monitoring fee period for CSR: 04/01/2022 - 06/30/2022	207.00
04/01/2022	Quarterly monitoring fee period for CSR: 04/01/2022 - 06/30/2022	1,035.00
Inv 31961 Total		1,242.00
314554 Total:		1,242.00
<b>SAN4958 - San Marino Security System Total:</b>		1,242.00
<b>SSDV2018 - Sandoval, Sheila</b>		
0	06/01/2022	
Inv PR 05/13/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2022	PR Batch 51322.05.2022 - Garnishment	737.00
05/11/2022	PR Batch 51322.05.2022 - Garnishment	485.00
Inv PR 05/13/2022 Total		1,222.00
0 Total:		1,222.00
<b>SSDV2018 - Sandoval, Sheila Total:</b>		1,222.00
<b>RICHSALC - Saulcedo, Richardo</b>		

Check Number	Check Date		Amount
314555	06/01/2022		
Inv	120874		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/03/2022	Partial refund for gazebo reservation due to cancellation		62.50
Inv 120874 Total			62.50
314555 Total:			62.50
<b>RICHSALC - Saulcedo, Richardo Total:</b>			62.50
<b>SCAT6710 - Scott's Automotive</b>			
314556	06/01/2022		
Inv	16959		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/27/2022	Maintenance to Water Division Unit # 8		150.98
Inv 16959 Total			150.98
314556 Total:			150.98
<b>SCAT6710 - Scott's Automotive Total:</b>			150.98
<b>SDSI0107 - SDS Security Design Systems</b>			
314557	06/01/2022		
Inv	236142		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/01/2022	Monthly Security System Council Chambers-NM 583-April 2022		67.12
Inv 236142 Total			67.12
Inv	236143		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/01/2022	Monthly Security System Yard Cameras-NM 618-April 2022		29.15
Inv 236143 Total			29.15
Inv	236144		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/01/2022	Monthly Security System CH Access 1st floor-NM 582-April 2022		101.71
Inv 236144 Total			101.71
Inv	236145		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/01/2022	Monthly Security System for CH Rear Gate-NM 586-April 2022		45.66
Inv 236145 Total			45.66

Check Number	Check Date	Amount
Inv 236146		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2022	Monthly Security System for FD Gate-NM 585-April 2022	36.66
Inv 236146 Total		36.66
Inv 236147		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2022	Monthly Security System for Easy Access FD EOC-NM 584-April 2	77.14
Inv 236147 Total		77.14
Inv 236523		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2022	Monthly Security System for Council Chambers-NM 583-May 2022	67.12
Inv 236523 Total		67.12
Inv 236524		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2022	Monthly Security System for Yard Camaras-NM 618-May 2022	29.15
Inv 236524 Total		29.15
Inv 236525		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2022	Monthly Security System for CH Access 1st Floor-NM 582-May 20	101.71
Inv 236525 Total		101.71
Inv 236526		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2022	Monthly Security System for CH Rear Gate--NM 586-May 2022	45.66
Inv 236526 Total		45.66
Inv 236527		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2022	Monthly Security System for FD Gate-NM 585-May 2022	36.66
Inv 236527 Total		36.66
Inv 236528		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2022	Monthly Security System for Easy Access FD EOC-NM 584-May 21	77.14
Inv 236528 Total		77.14
Inv 236876		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2022	Monthly Security System for Council Chambers-NM 583-June 2022	67.12

Check Number	Check Date	Amount
Inv 236876 Total		67.12
Inv 236877		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2022	Monthly Security System for Yard Camaras-NM 618-June 2022	29.15
Inv 236877 Total		29.15
Inv 236878		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2022	Monthly Security System for CH 1st Floor-NM 582-June 2022	101.71
Inv 236878 Total		101.71
Inv 236879		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2022	Monthly Security System for CH Rear Gate-NM586-June 2022	45.66
Inv 236879 Total		45.66
Inv 236880		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2022	Monthly Security System for FD Gate-NM 585-June 2022	36.66
Inv 236880 Total		36.66
Inv 236881		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2022	Monthly Security System for Easy Access FD EOC-NM 584-June 21	77.14
Inv 236881 Total		77.14
Inv 236883		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2022	Security System for Civic Center	113.00
Inv 236883 Total		113.00
Inv 236884		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2022	Security System for Civic Center	30.00
Inv 236884 Total		30.00
314557 Total:		1,215.32
<b>SDSI0107 - SDS Security Design Systems Total:</b>		<b>1,215.32</b>

JESSELWY - Selwyn, Jesse

Check Number	Check Date		Amount
314558	06/01/2022		
Inv	05032022-01		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/03/2022	4/30/2022 Eclectic Music Festival Performance		148.75
Inv 05032022-01 Total			148.75
314558 Total:			148.75
<b>JESSELWY - Selwyn, Jesse Total:</b>			148.75
<b>MLSN8264 - Snyder, Melissa</b>			
314559	06/01/2022		
Inv	0001349D		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/12/2022	Reimbursement for Mother's Day Cupcakes		98.91
Inv 0001349D Total			98.91
Inv	00802D		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/12/2022	Reimbursement for Mother's Day Supplies		102.07
Inv 00802D Total			102.07
Inv	05/02-05/04/22		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/12/2022	Reimbursement for Mother's Day Luncheon Prizes		514.02
Inv 05/02-05/04/22 Total			514.02
314559 Total:			715.00
<b>MLSN8264 - Snyder, Melissa Total:</b>			715.00
<b>SCOT8300 - So Cal Office Technologies</b>			
314560	06/01/2022		
Inv	IN2609750		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/15/2022	Black/Color Copies (01/10/2022-04/09/2022)		5,365.57
Inv IN2609750 Total			5,365.57
Inv	IN2614671		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/18/2022	Waste Bottle for Copier		33.08
Inv IN2614671 Total			33.08

Check Number	Check Date	Amount
314560 Total:		5,398.65
<b>SCOT8300 - So Cal Office Technologies Total:</b>		5,398.65
<b>SCMM6116 - SoCal Mobile Maintenance</b>		
314561	06/01/2022	
Inv 20287		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/09/2022	Inspect CNG tank leak (Unit # 75)	250.00
Inv 20287 Total		250.00
314561 Total:		250.00
<b>SCMM6116 - SoCal Mobile Maintenance Total:</b>		250.00
<b>SPMSBOST - SPMS Athletic Boosters</b>		
314562	06/01/2022	
Inv 121076		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2022	Refunable security deposit for War Memorial Building reservation	500.00
Inv 121076 Total		500.00
314562 Total:		500.00
<b>SPMSBOST - SPMS Athletic Boosters Total:</b>		500.00
<b>SPBK - Springbrook Holding Company, LLC</b>		
0	06/01/2022	
Inv INV-009430		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2022	CivicPay Transaction Fee - April 2022	143.00
Inv INV-009430 Total		143.00
Inv TM INV-004895		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/13/2022	Re-Implementation of Payroll Services: 12/06/21-12/26/21	1,387.25
Inv TM INV-004895 Total		1,387.25
Inv TM INV-004897		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/13/2022	PO/AP Workflows Setup & FIN Refresher: 12/23/2021	39.75
Inv TM INV-004897 Total		39.75

0 Total:		1,570.00
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<b>SPBK - Springbrook Holding Company, LLC Total:</b>		1,570.00
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**SGMC2013 - St. George's Medical Clinic**

0	06/01/2022	
Inv	104355	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2021	Medical Exam - Covid Test	200.00
Inv 104355 Total		200.00
Inv	109070	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2021	Medical Exam	120.00
Inv 109070 Total		120.00
Inv	115412	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/01/2021	Medical Exam - Covid Test	200.00
Inv 115412 Total		200.00
Inv	115534	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2021	Medical Exam - Covid Test	200.00
Inv 115534 Total		200.00
Inv	115787	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2021	Medical Exam - Covid Test	200.00
Inv 115787 Total		200.00
Inv	116555	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Medical Exam - Covid Test	200.00
Inv 116555 Total		200.00
Inv	118796	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2022	Medical Exam - Covid Test	150.00
Inv 118796 Total		150.00



Check Number	Check Date	Amount
Inv 121493		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2022	Medical Exam - Covid Test	150.00
Inv 121493 Total		150.00
Inv 122078		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Medical Exam - Covid Test	200.00
Inv 122078 Total		200.00
Inv 122105		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2021	Medical Exam - Covid Test	200.00
Inv 122105 Total		200.00
Inv 122707		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2022	Medical Exam - Covid Test	150.00
01/01/2022	Medical Exam - Covid Test	200.00
Inv 122707 Total		350.00
Inv 125207		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/01/2021	Medical Exam - Covid Test	200.00
Inv 125207 Total		200.00
Inv 125628		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2022	Medical Exam	120.00
Inv 125628 Total		120.00
Inv 125928		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2022	Medical Exam - Covid Test	150.00
01/01/2022	Medical Exam - Covid Test	350.00
Inv 125928 Total		500.00
Inv 126095		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/01/2021	Medical Exam - Covid Test	200.00
Inv 126095 Total		200.00

Check Number	Check Date	Amount
Inv 131389		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Medical Exam - Covid Test	200.00
Inv 131389 Total		200.00
Inv 131461		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2021	Medical Exam - Covid Test	200.00
Inv 131461 Total		200.00
Inv 132323		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/01/2021	Medical Exam - Covid Test	200.00
Inv 132323 Total		200.00
Inv 132611		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Medical Exam - Covid Test	200.00
Inv 132611 Total		200.00
Inv 132634		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Medical Exam - Covid Test	200.00
Inv 132634 Total		200.00
Inv 132689		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Medical Exam - Covid Test	400.00
Inv 132689 Total		400.00
Inv 133349		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/01/2021	Medical Exam - Covid Test	200.00
Inv 133349 Total		200.00
Inv 133356		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/01/2021	Medical Exam	175.00
Inv 133356 Total		175.00
Inv 133419		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/01/2021	Medical Exam	175.00

Check Number	Check Date	Amount
Inv 133419 Total		175.00
Inv 133509		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/01/2021	Medical Exam	75.00
Inv 133509 Total		75.00
Inv 133608		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2021	Medical Exam	175.00
Inv 133608 Total		175.00
Inv 133612		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2021	Medical Exam	175.00
Inv 133612 Total		175.00
Inv 133655		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2021	Medical Exam	75.00
Inv 133655 Total		75.00
Inv 133778		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2021	Medical Exam	175.00
Inv 133778 Total		175.00
Inv 133872		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2021	Medical Exam	175.00
Inv 133872 Total		175.00
Inv 133883		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2021	Medical Exam	175.00
Inv 133883 Total		175.00
Inv 133912		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2021	Medical Exam	175.00
Inv 133912 Total		175.00

Check Number	Check Date	Amount
Inv 133931		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2021	Medical Exam	175.00
Inv 133931 Total		175.00
Inv 133936		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2021	Medical Exam	175.00
Inv 133936 Total		175.00
Inv 133955		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/01/2021	Medical Exam	175.00
Inv 133955 Total		175.00
Inv 134075		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2021	Medical Exam	175.00
Inv 134075 Total		175.00
Inv 134082		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2021	Medical Exam	175.00
Inv 134082 Total		175.00
Inv 134097		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2021	Medical Exam	75.00
Inv 134097 Total		75.00
Inv 134173		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2021	Medical Exam	75.00
Inv 134173 Total		75.00
Inv 134178		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2021	Medical Exam	175.00
Inv 134178 Total		175.00
Inv 134182		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2021	Medical Exam	175.00

Check Number	Check Date	Amount
Inv 134182 Total		175.00
Inv 134221		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/01/2021	Medical Exam	75.00
Inv 134221 Total		75.00
Inv 134667		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Medical Exam - Covid Test	200.00
Inv 134667 Total		200.00
Inv 134669		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Medical Exam - Covid Test	200.00
Inv 134669 Total		200.00
Inv 134675		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Medical Exam - Covid Test	200.00
Inv 134675 Total		200.00
Inv 134696		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Medical Exam - Covid Test	200.00
02/01/2022	Medical Exam - Covid Test	150.00
Inv 134696 Total		350.00
Inv 134854		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Medical Exam	650.00
Inv 134854 Total		650.00
Inv 134977		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Medical Exam - Covid Test	150.00
Inv 134977 Total		150.00
Inv 135011		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Medical Exam	775.00
Inv 135011 Total		775.00

Check Number	Check Date	Amount
Inv 135047		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Medical Exam	175.00
Inv 135047 Total		175.00
Inv 135056		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Medical Exam	175.00
Inv 135056 Total		175.00
Inv 135075		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Medical Exam - Covid Test	150.00
Inv 135075 Total		150.00
Inv 135170		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2022	Medical Exam	75.00
Inv 135170 Total		75.00
Inv 135279		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2022	Medical Exam	75.00
Inv 135279 Total		75.00
Inv 135336		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2022	Medical Exam	75.00
Inv 135336 Total		75.00
Inv 135363		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2022	Medical Exam	75.00
Inv 135363 Total		75.00
Inv 135389		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2022	Medical Exam - Covid Test	150.00
Inv 135389 Total		150.00
Inv 135433		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2022	Medical Exam	75.00

Check Number	Check Date	Amount
Inv 135433 Total		75.00
Inv 135520		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/01/2022	Medical Exam	75.00
Inv 135520 Total		75.00
Inv 135897		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2022	Medical Exam	175.00
Inv 135897 Total		175.00
Inv 135915		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2022	Medical Exam	75.00
Inv 135915 Total		75.00
Inv 80830		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/01/2022	Medical Exam	120.00
Inv 80830 Total		120.00
Inv 85113		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Medical Exam	120.00
Inv 85113 Total		120.00
Inv 85198		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Medical Exam - Covid Test	150.00
Inv 85198 Total		150.00
Inv 86537		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Medical Exam	120.00
Inv 86537 Total		120.00
Inv 88669		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Medical Exam - Covid Test	200.00
Inv 88669 Total		200.00

Check Number	Check Date	Amount
Inv 93515		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/01/2021	Medical Exam - Covid Test	200.00
Inv 93515 Total		200.00
Inv 94402		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Medical Exam - Covid Test	200.00
Inv 94402 Total		200.00
Inv 99009		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/01/2022	Medical Exam - Covid Test	150.00
Inv 99009 Total		150.00
0 Total:		12,925.00
<b>SGMC2013 - St. George's Medical Clinic Total:</b>		12,925.00
<b>STA5219 - Staples Business Advantage</b>		
0	06/01/2022	
Inv 3494388279		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/03/2021	Council Meeting Supplies	110.04
Inv 3494388279 Total		110.04
Inv 3494388281		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/03/2022	Water Division Office Suplies	101.55
Inv 3494388281 Total		101.55
Inv 3494862220		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2022	Office supplies for CSD Recreation Div.	102.62
Inv 3494862220 Total		102.62
Inv 3496844803		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/05/2022	Supplies Covid Expense	143.21
Inv 3496844803 Total		143.21
Inv 3496973903		
<u>Line Item Date</u>	<u>Line Item Description</u>	



Check Number	Check Date	Amount
01/07/2022	Council Meeting Supplies	141.56
Inv 3496973903	Total	141.56
Inv 3496973904		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/07/2022	Supplies COVID Expense	14.32
Inv 3496973904	Total	14.32
Inv 3497125779		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/08/2022	Printer paper for Recreation Division.	88.18
Inv 3497125779	Total	88.18
Inv 3497373079		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/13/2022	Operation Division Suplies	247.96
Inv 3497373079	Total	247.96
Inv 3497373083		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/13/2022	Mask for Community Service and Camp Med.	77.37
Inv 3497373083	Total	77.37
Inv 3497446109		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/14/2022	Water Division Suplies	636.26
Inv 3497446109	Total	636.26
Inv 3499373014		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/03/2022	Operation Division Suplies	268.49
Inv 3499373014	Total	268.49
Inv 3499373015		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/03/2022	Operation Division Suplies	110.24
Inv 3499373015	Total	110.24
Inv 3499696192		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/08/2022	Management Services Office Supplies	342.45
Inv 3499696192	Total	342.45

Check Number	Check Date	Amount
Inv 3499831705		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/10/2022	Operation Division Suplies	175.13
Inv 3499831705 Total		175.13
Inv 3499831706		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/10/2022	Operation Division Suplies-Break Room	38.61
02/10/2022	Operation Division Suplies-Break Room	38.62
02/10/2022	Operation Division Suplies-Break Room	38.62
Inv 3499831706 Total		115.85
Inv 3499902439		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/11/2022	Water Division Suplies	147.74
Inv 3499902439 Total		147.74
Inv 3500289039		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/16/2022	Operation Division Suplies	233.56
Inv 3500289039 Total		233.56
Inv 3500289040		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/16/2022	Operation Division Suplies	44.09
Inv 3500289040 Total		44.09
Inv 3500353193		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/17/2022	Teen Center supplies.	125.13
Inv 3500353193 Total		125.13
Inv 3502728789		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/16/2022	Office Supplies	133.08
Inv 3502728789 Total		133.08
Inv 3504722820		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/06/2022	Operation Division office and breakroom Supplies	8.35
04/06/2022	Operation Division office and breakroom Supplies	35.55
04/06/2022	Operation Division office and breakroom Supplies	8.35
Inv 3504722820 Total		52.25

Check Number	Check Date	Amount
Inv 3505763791		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/21/2022	Engineering Division Office Supplies	77.11
Inv 3505763791 Total		77.11
Inv 3505763792		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2022	Office supplies for CSD Recreation Div.	116.49
Inv 3505763792 Total		116.49
Inv 3506211922		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/27/2022	Ballpoint pens, Febreze, staples, paper clips	40.73
Inv 3506211922 Total		40.73
Inv 3506211923		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/27/2022	Operation Division Supplies	81.57
Inv 3506211923 Total		81.57
Inv 3506299920		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/28/2022	Council Meeting Supplies	155.65
Inv 3506299920 Total		155.65
Inv 3506299922		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/12/2022	Senior Center office supplies	238.38
Inv 3506299922 Total		238.38
Inv 3507185604		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2022	air dusters, sign holders	31.52
Inv 3507185604 Total		31.52
Inv 3507185605		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2022	Toner, mouse pad	109.50
Inv 3507185605 Total		109.50
Inv 3507185608		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/12/2022	Senior Center office supplies	92.59

Check Number	Check Date	Amount
Inv 3507185608	Total	92.59
Inv 3507578432		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/10/2022	Teen Center supplies.	131.75
Inv 3507578432	Total	131.75
Inv 3507941659		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/14/2022	11x17 paper	11.68
Inv 3507941659	Total	11.68
Inv 3507941660		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/12/2022	Community Development Office Supplies	370.59
Inv 3507941660	Total	370.59
0 Total:		4,868.64
<b>STA5219 - Staples Business Advantage Total:</b>		4,868.64
<b>TACTSECR - Tactical Integrated Security</b>		
314563	06/01/2022	
Inv 1009		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/17/2022	Emergency Services to Police CCTV Cameras / Cleaning and Servic	3,651.00
Inv 1009	Total	3,651.00
314563 Total:		3,651.00
<b>TACTSECR - Tactical Integrated Security Total:</b>		3,651.00
<b>HAFR7000 - The Hartford</b>		
314564	06/01/2022	
Inv 085032864499		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2022	Life Insurance May 2022 Premiums	924.75
Inv 085032864499	Total	924.75
314564 Total:		924.75

Check Number	Check Date		Amount
<b>HAFR7000 - The Hartford Total:</b>			924.75
<b>TRE9241 - Trench Shoring</b>			
314565	06/01/2022		
Inv	RI20188832		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/04/2022	Emergency K Rail at Arroyo Seco Golf Course & Pedestrian Trail		270.00
Inv	RI20188832 Total		270.00
Inv	RI20189744		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/26/2022	Emergency K Rail at Arroyo Seco Golf Course & Pedestrian Trail		180.00
Inv	RI20189744 Total		180.00
314565 Total:			450.00
<b>TRE9241 - Trench Shoring Total:</b>			450.00
<b>KELTROUT - Trout, Kellen</b>			
314566	06/01/2022		
Inv	121243		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/03/2022	Refund due to 5k run, unable to use gazebos.		250.00
Inv	121243 Total		250.00
314566 Total:			250.00
<b>KELTROUT - Trout, Kellen Total:</b>			250.00
<b>TSA8011 - Tsai Fong Books Inc</b>			
314567	06/01/2022		
Inv	12439		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/26/2022	Books for Library		357.72
Inv	12439 Total		357.72
314567 Total:			357.72
<b>TSA8011 - Tsai Fong Books Inc Total:</b>			357.72
<b>UQMS8010 - Unique Management Svcs Inc.</b>			
0	06/01/2022		

Check Number	Check Date	Amount
Inv	6100503	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2022	Library Recovery Services	89.50
Inv 6100503 Total		89.50
0 Total:		89.50
<b>UQMS8010 - Unique Management Svcs Inc. Total:</b>		89.50
<b>POR4707 - United Site Services, Inc.</b>		
314568	06/01/2022	
Inv	114-13031803	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2022	State Park portable toilet services period 04/19/2022 - 05/16/22	367.86
Inv 114-13031803 Total		367.86
314568 Total:		367.86
<b>POR4707 - United Site Services, Inc. Total:</b>		367.86
<b>VPSI407 - Valley Power Systems Inc.</b>		
314569	06/01/2022	
Inv	I37248 013070	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/08/2022	Vehicle Maint Fire Engine RA81;CHARGING ISSUES, LEAKAGE	7,752.88
Inv I37248 013070 Total		7,752.88
314569 Total:		7,752.88
<b>VPSI407 - Valley Power Systems Inc. Total:</b>		7,752.88
<b>VERW6711 - Verizon Wireless</b>		
314570	06/01/2022	
Inv	9905092824	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/26/2022	AN 270619951-0004 Services (03/27/2022-04/26/2022)	507.36
Inv 9905092824 Total		507.36
Inv	9905458645	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/01/2022	AN 642443919-0001 Services (04/02/2022-05/01/2022)	1,163.16
Inv 9905458645 Total		1,163.16

Check Number	Check Date	Amount
314570 Total:		1,670.52
<b>VERW6711 - Verizon Wireless Total:</b>		1,670.52
<b>VUL6601 - Vulcan Materials Company</b>		
0	06/01/2022	
Inv	73261328	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/20/2022	Water Divison-Sand purchase for backfill	496.95
Inv 73261328 Total		496.95
0 Total:		496.95
<b>VUL6601 - Vulcan Materials Company Total:</b>		496.95
<b>WES4152 - West Coast Arborists, Inc.</b>		
0	06/01/2022	
Inv	184711	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2022	Citywide Urban Forestry Services-4/1/22-4/15/22	10,435.00
04/15/2022	Citywide Urban Forestry Services 4/1/22-4/15/22	9,390.00
Inv 184711 Total		19,825.00
Inv	184873	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/15/2022	Citywide Urban Forestry Services-4/11/22-4/15/22	7,820.00
04/15/2022	Citywide Urban Forestry Services-4/11/22-4/15/22	2,880.00
04/15/2022	Citywide Urban Forestry Services-4/11/22-/4/15/22	5,034.00
Inv 184873 Total		15,734.00
0 Total:		35,559.00
<b>WES4152 - West Coast Arborists, Inc. Total:</b>		35,559.00
<b>WLHD8020 - Westlake Hardware</b>		
314571	06/01/2022	
Inv	14302365	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/10/2022	PD-Heaters & Hardware	366.34
Inv 14302365 Total		366.34

Check Number	Check Date	Amount
Inv	14302366	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/10/2022	CM Office & Truck Stock-Velero & Hardware	75.96
Inv 14302366 Total		75.96
Inv	14302371	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/10/2022	Spray Paint & Cloth Rags	49.76
Inv 14302371 Total		49.76
Inv	14302383	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/18/2022	Library & Shop stock-Light bulb replacements	116.80
Inv 14302383 Total		116.80
Inv	14302384	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2022	Air Conditioning Filters	16.50
Inv 14302384 Total		16.50
Inv	14302385	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2022	Orange Grove-Camp Med-HVAC air filters	63.92
Inv 14302385 Total		63.92
Inv	14302388	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2022	Planting Materials for FD Planters	238.50
Inv 14302388 Total		238.50
Inv	14302394	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/20/2022	Vehicle Maint. & Cleaning Supplies	53.76
01/20/2022	Vehicle Maint. & Cleaning Supplies	53.76
Inv 14302394 Total		107.52
Inv	14302407	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2022	Community Garden-Gate repair	59.51
Inv 14302407 Total		59.51
Inv	14302410	
<u>Line Item Date</u>	<u>Line Item Description</u>	



Check Number	Check Date	Amount
01/26/2022	Painting supplies	96.28
Inv 14302410	Total	96.28
Inv 14302417		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/27/2022	CH-Dry wall repair supplies	122.06
Inv 14302417	Total	122.06
Inv 14302422		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/02/2022	PD Water Heater Plumbing Hardware	82.83
Inv 14302422	Total	82.83
Inv 14302423		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/02/2022	PD Water Heater Plumbing Hardware	17.62
Inv 14302423	Total	17.62
Inv 14302424		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/02/2022	PD Water Heater Plumbing Hardware	14.53
Inv 14302424	Total	14.53
Inv 14302430		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/03/2022	Graffiti removal paint supplies-Raymond Tank	32.80
Inv 14302430	Total	32.80
Inv 14302438		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/07/2022	Library-Concrete light pole	16.27
Inv 14302438	Total	16.27
Inv 14302446		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/08/2022	Water Distribution supplies	242.10
Inv 14302446	Total	242.10
Inv 14302463		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2022	CH Sink repair	37.66
Inv 14302463	Total	37.66

Inv 14302467

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2022	Youth House-Paint supplies	107.47

Inv 14302467 Total 107.47

Inv 14302468

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2022	Graffiti removal supplies	54.63

Inv 14302468 Total 54.63

Inv 14302471

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/16/2022	Orange Grove-Air Filters	66.02

Inv 14302471 Total 66.02

Inv 14302477

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/22/2022	CH & PD-Air Filters for HVAC Civic Center	224.58

Inv 14302477 Total 224.58

Inv 14302482

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/22/2022	PD-Restroom Faucet repair	57.29

Inv 14302482 Total 57.29

Inv 14302501

<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2022	New hoses for power washers	185.16

Inv 14302501 Total 185.16

314571 Total: 2,452.11

**WLHD8020 - Westlake Hardware Total:** 2,452.11

**WIL2010 - Willdan Engineering, Inc.**

314572            06/01/2022

Inv 00416949

<u>Line Item Date</u>	<u>Line Item Description</u>	
12/17/2021	On-Call Construction Mgmt. - Fair Oaks Signal Project	221.55
12/17/2021	On-Call Construction Mgmt. - Fair Oaks Signal Project	886.20

Inv 00416949 Total 1,107.75

Check Number	Check Date	Amount
Inv 00417009		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/19/2022	On-Call Construction Mgmt. - Fair Oaks Signal Project	1,735.20
01/19/2022	On-Call Construction Mgmt. - Fair Oaks Signal Project	6,940.80
Inv 00417009 Total		8,676.00
Inv 00417070		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/14/2022	On-Call Construction Mgmt. - Fair Oaks Signal Project	3,221.20
02/14/2022	On-Call Construction Mgmt. - Fair Oaks Signal Project	12,884.80
Inv 00417070 Total		16,106.00
Inv 00417150		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/14/2022	On-Call Construction Mgmt. - Fair Oaks Signal Project	6,459.20
03/14/2022	On-Call Construction Mgmt. - Fair Oaks Signal Project	15,254.30
Inv 00417150 Total		21,713.50
Inv 00417221		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2022	On-Call Construction Mgmt. - Fair Oaks Signal Project	16,641.32
Inv 00417221 Total		16,641.32
314572 Total:		64,244.57
<b>WIL2010 - Willdan Engineering, Inc. Total:</b>		64,244.57
<b>XXRF5010 - Xerox Financial Services</b>		
314573 06/01/2022		
Inv 3218296		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/18/2022	AN 010-0061587-003 Services (04/18/2022 - 05/17/2022)	208.40
Inv 3218296 Total		208.40
314573 Total:		208.40
<b>XXRF5010 - Xerox Financial Services Total:</b>		208.40
<b>YTI1023 - Y Tire Performance LLC</b>		
314574 06/01/2022		
Inv 32428		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/14/2022	Street Tree Vehicle Maint.-Unit #209-Broken Shock & Horn Repair	1,704.57

Check Number	Check Date	Amount
Inv 32428	Total	1,704.57
314574	Total:	1,704.57
<b>YTI1023</b>	<b>- Y Tire Performance LLC Total:</b>	1,704.57
Total:		393,457.86

# **ATTACHMENT 4**

## **Online Payments**

City of  
**SOUTH PASADENA**

Online Payment Log			
Date	Vendor	Amount	Description
5/18/2022	So Cal Edison	\$6,768.02	Online Payment for City's So Cal Edison Accounts.
<b>Total:</b>		<b>\$6,768.02</b>	

**ATTACHMENT 5**  
**Payroll Summary**

# Payroll

## Payroll Summary Report



**Payroll Date:** 5/13/2022 Regular

Checks	\$	2,043.06
Direct Deposits	\$	468,213.41
IRS Payments	\$	88,516.29
EDD - State of CA	\$	26,029.80
PERS Pension	\$	114,278.60
Deferred Comp	\$	22,467.84
PERS Health	\$	-

**Subtotal:** \$ 721,549.00

**Grand Total:** \$ 721,549.00





# City Council Agenda Report

ITEM NO. 9

**DATE:** June 1, 2022  
**FROM:** Arminé Chaparyan, City Manager *AC*  
**PREPARED BY:** Ken Louie, Interim Finance Director  
Stephanie Pinto, Management Assistant  
**SUBJECT:** **Monthly Investment Report for March 2022**

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### Recommendation

It is recommended that the City Council receive and file the Monthly Investment Report for March 2022.

### Background

As required by law, a monthly investment report, including water bond funds, is presented to the City Council disclosing investment activities, types of investments, dates of maturities, amounts of deposits, rates of interest, and securities with a maturity of more than 12 months at current market values.

The reports reflect all investments at the above-referenced date and are in conformity with the City Investment Policy as stated in Resolution No. 7635. A copy of the Resolution is available in the City Clerk's Office.

### Analysis

The Monthly Investment Report provides a detailed report of the City's investments in various bonds and the Local Agency Investment Fund (LAIF). The report provides assurance that the City is in compliance with California Government Code Section 53646, whereby the investment liquidity meets the City's expenditure requirements for the next six months.

In March 2022, \$12,618,829 of the "Uninvested Cash" at Zions from February 2022 was invested, leaving a remaining balance of \$85,910 uninvested. Zions will continue to work with the City's approved investment policy to increase returns.

### Fiscal Impact

The investments herein provide sufficient cash flow liquidity to meet the estimated expenditures, as required in the investment policy.

Attachment: City Investment Report for March 2022

**ATTACHMENT 1**  
City Investment Reports for March 2022

**Exhibit A**  
**City of South Pasadena**  
**INVESTMENT REPORT**  
**March 31, 2022**

**Investment Balances at Month End**

INSTITUTION NAME	MATURITY DATE	CURRENT YIELD	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
<b>LOCAL AGENCY INVESTMENT FUND:</b>					
LAIF City	ON DEMAND	0.365%	28.47%	15,559,892.55	15,559,892.55
SUBTOTAL			28.47%	<b>15,559,892.55</b>	<b>15,559,892.55</b>
<b>ZIONS BANK</b>					
Corporate Bonds	See Exhibit B-1	2.73%	21.13%	11,549,523.96	11,256,008.01
Government Agency Securities	See Exhibit B-1	0.00%	0.00%	0.00	0.00
US Treasury Notes & Bonds	See Exhibit B-1	1.22%	48.80%	26,671,119.43	26,071,912.98
US Obligations Variable	See Exhibit B-1	0.64%	1.60%	874,953.20	875,574.95
SUBTOTAL			71.53%	<b>39,095,596.59</b>	<b>38,203,495.94</b>
<b>TOTAL INVESTMENTS</b>			<b>100.00%</b>	<b>\$54,655,489.14</b>	<b>\$53,763,388.49</b>

**BANK ACCOUNTS:**

Bank of the West Account Balance:	\$2,660,405.14
Zions Bank Uninvested Cash Balance <sup>1</sup> :	\$85,909.59
Zions Bank Unsettled Transactions <sup>1</sup>	-
BNY Mellon Uninvested Cash Balance <sup>2</sup>	158,310.47

**Footnotes:**

<sup>1</sup> The Zions Bank Uninvested Cash Balance and Unsettled Transactions are separate from the investment portion. The sum of the three Zions Bank balance totals to the balance reflected on the provided statement.

<sup>2</sup> The BNY Mellon Uninvested Cash Balance is information-only as it is funds intended for 2016 Water Revenue Bond.

**Required Disclosures:**

Average weighted maturity of the portfolio	<u>588</u> DAYS
Average weighted total yield to maturity of the portfolio	<u>1.279%</u>
Projected Expenditures for the next 6 months:	
Projected with Prior Year Same Period:	\$ 23,351,164
Projected with FY 2022 Adopted Budget:	\$ 33,119,219

\* Current market valuation is required for investments with maturities of more than twelve months.

In compliance with the California Code Section 53646, as the City Treasurer of the City of South Pasadena, I hereby certify that sufficient investment liquidity to meet the City's expenditure requirements for the next six months and that all investments are in compliance to the City's Statement of Investment Policy.

I also certify that this report reflects all Government Agency pooled investments and all City's bank balances.

\_\_\_\_\_  
Gary Pia, City Treasurer

\_\_\_\_\_  
Date

**Exhibit B-2**

**Funds and Investments  
Held by Contracted (Third) Parties  
March 31, 2022**

**2016 Water Revenue Bonds**

Investment Type	Issuer	Settlement Date	Par Value	Coupon Rate	Market Value	Current YTM	Maturity Date	Days to Maturity	CUSIP Account Number
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**BNY Mellon Project Fund**

1	Cash		0.46	0.010%	0.46	0.010%		1	
2	Morgan Stanley Treasury Portfolio		158,310.01	0.250%	158,291.81	0.250%		1	
<b>Subtotal Cash &amp; Cash Equivalents</b>		0.41%	<b>158,310.47</b>	<b>0.250%</b>	<b>158,292.27</b>	<b>0.250%</b>		1	
<b>Total Project Fund</b>			<b>158,310.47</b>	<b>0.250%</b>	<b>158,292.27</b>	<b>0.250%</b>		1	

**Exhibit C**

**March 31, 2022  
Investment Report**

**Summary of Invested Funds -- Last Day of the Month**

<b>MONTH</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>
JULY	14,003,563	17,332,153	20,958,651	26,306,572	28,541,631	74,033,803	33,187,829	34,119,395	39,309,559	47,220,730
AUGUST	13,043,563	17,330,985	12,658,088	26,294,151	28,405,544	73,122,925	31,258,493	34,245,197	35,205,219	47,188,874
SEPTEMBER	11,783,420	16,331,557	19,715,369	22,058,959	27,049,892	70,952,657	31,219,168	34,211,588	35,108,138	50,651,612
OCTOBER	11,795,960	13,841,158	17,221,779	22,325,114	27,023,005	70,917,973	26,989,542	30,424,551	32,530,753	47,647,956
NOVEMBER	11,800,260	13,836,635	17,221,849	22,287,418	73,246,265	26,547,176	26,916,772	30,394,571	36,836,391	47,638,933
DECEMBER	11,805,140	16,837,192	20,603,990	22,253,300	71,499,585	28,949,643	27,028,835	30,398,333	36,824,546	51,976,067
JANUARY	11,816,031	18,846,359	26,309,319	27,399,997	71,229,735	32,878,042	35,305,506	30,183,446	43,433,939	56,735,289
FEBRUARY	13,818,580	18,845,663	26,260,788	30,108,605	71,084,575	33,013,420	34,571,287	35,784,459	43,636,405	44,768,920
MARCH	13,319,038	13,145,894	26,315,158	28,939,924	72,604,964	32,833,141	32,568,840	35,894,036	43,608,698	53,763,388
APRIL	17,327,604	13,153,853	26,326,876	28,276,276	75,018,330	33,064,100	32,242,202	36,081,161	42,158,002	
MAY	19,327,983	23,452,878	26,310,240	28,429,928	76,053,277	32,879,674	36,925,478	34,133,626	42,180,215	
JUNE	19,323,510	22,452,628	29,289,712	26,594,581	75,918,587	33,102,349	38,922,757	34,218,755	42,164,581	

ZIONS BANK®

**Statement of Account**

March 1, 2022 Through March 31, 2022

**South Pasadena Custody**

[REDACTED]

City of South Pasadena  
1414 Mission Street  
South Pasadena, CA 91030

[REDACTED]

*Confidential And Privileged Information*



# Cash Reconciliation

	Income	Principal
<i>Opening Balance March 1, 2022</i>	\$ 362,839.92	\$ -362,839.92
<b>Receipts</b>		
Sales	0.00	0.00
Interest	-22,108.18	0.00
Dividends	34.42	0.00
Other Receipts	0.00	0.00
Collective Fund Earnings	0.00	0.00
Transfers	0.00	0.00
<b>Total Receipts</b>	-22,073.76	0.00
<b>Disbursements</b>		
Purchases	0.00	-12,593,442.80
Fees	0.00	0.00
Other Disbursements	0.00	-3,312.56
Transfers	0.00	0.00
<b>Total Disbursements</b>	0.00	-12,596,755.36
<b>Net Cash Management</b>	0.00	12,618,829.12
<i>Closing Balance March 31, 2022</i>	\$ 340,766.16	\$ -340,766.16



## Portfolio Summary

<b>March 31, 2022</b>	<b>Portfolio %</b>	<b>Market Value</b>	<b>Projected Income</b>	<b>Current Yield</b>
Cash & Equivalents	0.22%	85,909.59	8.59	0.01%
Fixed Income	99.78%	38,203,495.94	630,239.60	1.65%
<b><i>Total Portfolio</i></b>	100.00 %	38,289,405.53	630,248.19	1.65%
<b><i>Accrued Income</i></b>		161,660.59		
<b><i>Total Market Value</i></b>		38,451,066.12		





# Holdings

Shares / PV	Asset Description		Cost	Price	Market Est	Ann Inc	Yield	Acc Income	
<u>Money Market Funds - Taxable</u>									
85,909.59	Fidelity Gov Port III FCGXX		85,909.59	1.00	85,909.59	8.59	0.01%	15.17	
85,909.59	<b>** Sub Totals **</b>		85,909.59		85,909.59	8.59	0.01%	15.17	
<u>Corporate Bonds (30/360)</u>									
384,000	Apple Inc	2.700%	05/13/2022	386,822.73	100.21	384,811.15	10,368.00	2.69%	3,967.64
387,000	Bristol-Myers Squibb Co	2.000%	08/01/2022	388,305.27	100.17	387,662.46	7,740.00	2.00%	1,275.59
191,000	Visa Inc	2.150%	09/15/2022	192,555.51	100.31	191,586.50	4,106.50	2.14%	172.06
383,000	Chubb INA Holdings INC	2.875%	11/03/2022	387,203.87	100.60	385,304.01	11,011.25	2.86%	4,521.38
382,000	Lockheed Martin Corp	3.100%	01/15/2023	391,937.08	100.86	385,296.83	11,842.00	3.07%	2,480.87
383,000	Bank of New York Mellon	2.950%	01/29/2023	384,493.77	100.89	386,423.91	11,298.50	2.92%	1,925.16
289,000	Amazon Com Inc	2.400%	02/22/2023	288,869.68	100.64	290,857.82	6,936.00	2.38%	736.22
378,000	General Dynamics Corp	3.375%	05/15/2023	383,835.45	101.21	382,570.95	12,757.50	3.33%	4,810.79
191,000	Cisco Systems Inc	2.200%	09/20/2023	189,862.48	100.23	191,430.84	4,202.00	2.20%	117.37
373,000	Deere John Capital Corp	3.650%	10/12/2023	383,670.76	102.06	380,676.19	13,614.50	3.58%	6,388.93
374,000	State Street Corp	3.700%	11/20/2023	392,227.00	102.19	382,203.75	13,838.00	3.62%	5,024.97
373,000	Caterpillar Finl Svcs	3.750%	11/24/2023	391,723.44	102.48	382,253.85	13,987.50	3.66%	4,922.97
468,000	Truist Finl Corp	3.750%	12/06/2023	485,403.26	101.92	476,979.92	17,550.00	3.68%	5,588.55
185,000	MetLife Inc	3.600%	04/10/2024	192,070.29	101.91	188,525.05	6,660.00	3.53%	3,162.57
371,000	Comcast Corp New	3.700%	04/15/2024	389,411.64	102.16	379,001.05	13,727.00	3.62%	6,326.69
380,000	Texas Instrs Inc	2.625%	05/15/2024	387,088.44	100.42	381,584.11	9,975.00	2.61%	3,761.52
193,000	Paccar Financial Corp	2.150%	08/15/2024	198,071.89	98.94	190,944.68	4,149.50	2.17%	521.59
483,000	Unitedhealth Group Inc	2.375%	08/15/2024	499,393.26	99.61	481,096.98	11,471.25	2.38%	1,441.92
193,000	United Parcel Svcs Inc	2.200%	09/01/2024	195,191.81	99.69	192,394.19	4,246.00	2.21%	343.95
390,000	Coca Cola Co	1.750%	09/06/2024	395,146.14	99.06	386,340.75	6,825.00	1.77%	457.54
481,000	PNC Finl Svcs Group Inc	2.200%	11/01/2024	486,684.27	98.92	475,817.78	10,582.00	2.22%	4,404.24
380,000	Pepsico Inc	2.250%	03/19/2025	394,008.12	99.10	376,592.45	8,550.00	2.27%	262.71
383,000	Target Corp	2.250%	04/15/2025	393,670.49	98.61	377,667.87	8,617.50	2.28%	3,971.75
398,000	US Bancorp	1.450%	05/12/2025	398,598.79	95.70	380,886.00	5,771.00	1.52%	2,224.58



# Holdings

Shares / PV	Asset Description			Cost	Price	Market Est	Ann Inc	Yield	Acc Income
647,000	JPMorgan Chase & Co	3.900%	07/15/2025	692,153.92	102.67	664,271.36	25,233.00	3.80%	5,286.24
462,000	Bank Of America Corp	3.875%	08/01/2025	501,259.80	102.93	475,557.63	17,902.50	3.76%	2,950.41
370,000	Home Depot Inc	3.350%	09/15/2025	398,245.55	101.93	377,131.62	12,395.00	3.29%	519.34
199,000	Prudential Finl Inc	1.500%	03/10/2026	196,697.69	94.27	187,594.05	2,985.00	1.59%	166.76
403,000	Procter & Gamble Co	1.000%	04/23/2026	394,061.18	93.60	377,201.10	4,030.00	1.07%	1,767.35
406,000	Schwab Charles Corp	1.150%	05/13/2026	397,104.32	93.24	378,548.15	4,669.00	1.23%	1,786.74
378,000	Intel Corp	2.600%	05/19/2026	393,756.06	99.68	376,795.01	9,828.00	2.61%	3,596.28
11,258,000	<b>** Sub Totals **</b>			11,549,523.96		11,256,008.01	306,868.50	2.73%	84,884.68
	<u>U.S. Treasury Notes &amp; Bonds</u>								
1,157,000	U S Treasury Notes	1.875%	04/30/2022	1,160,824.84	100.13	1,158,447.41	21,693.75	1.87%	9,049.05
1,933,000	U S Treasury Notes	1.750%	07/15/2022	1,940,950.23	100.31	1,939,040.63	33,827.50	1.74%	7,008.46
1,835,000	U S Treasury Notes	1.750%	01/31/2023	1,842,513.47	100.19	1,838,440.63	32,112.50	1.75%	5,233.81
2,135,000	U S Treasury Notes	1.375%	06/30/2023	2,134,965.14	99.32	2,120,405.14	29,356.25	1.38%	7,298.52
1,188,000	U S Treasury Notes	0.250%	09/30/2023	1,173,488.71	97.27	1,155,607.99	2,970.00	0.26%	0.00
1,699,000	U S Treasury Notes	2.875%	11/30/2023	1,746,960.03	101.10	1,717,716.18	48,846.25	2.84%	16,237.35
1,621,000	U S Treasury Notes	2.125%	03/31/2024	1,626,222.56	99.64	1,615,237.35	34,446.25	2.13%	0.00
2,300,000	U S Treasury Notes	2.000%	04/30/2024	2,316,887.76	99.31	2,284,097.80	46,000.00	2.01%	19,187.85
2,191,000	U S Treasury Notes	0.625%	10/15/2024	2,156,939.71	95.54	2,093,261.68	13,693.75	0.65%	6,282.57
2,010,000	U S Treasury Notes	0.500%	03/31/2025	1,973,674.78	94.30	1,895,524.47	10,050.00	0.53%	0.00
1,843,000	U S Treasury Notes	0.250%	06/30/2025	1,775,777.95	93.00	1,713,918.12	4,607.50	0.27%	1,145.51
1,640,000	U S Treasury Notes	0.375%	11/30/2025	1,574,565.67	92.55	1,517,897.08	6,150.00	0.41%	2,044.37
1,751,000	U S Treasury Notes	0.375%	01/31/2026	1,689,140.62	92.26	1,615,502.37	6,566.25	0.41%	1,070.19
1,625,000	U S Treasury Notes	0.750%	03/31/2026	1,582,327.35	93.36	1,517,153.63	12,187.50	0.80%	0.00
2,036,000	U S Treasury Notes	0.750%	08/31/2026	1,975,880.61	92.81	1,889,662.50	15,270.00	0.81%	1,286.33
26,964,000	<b>** Sub Totals **</b>			26,671,119.43		26,071,912.98	317,777.50	1.22%	75,844.01
	<u>U.S. Obligations Variable</u>								
874,000	U S Treasury Notes	0.640%	10/31/2023	874,953.20	100.18	875,574.95	5,593.60	0.64%	916.73
874,000	<b>** Sub Totals **</b>			874,953.20		875,574.95	5,593.60	0.64%	916.73



# Holdings

Shares / PV	Asset Description	Cost	Price	Market Est	Ann Inc	Yield	Acc Income
39,181,909.59	** <i>Grand Totals</i> **	39,181,506.18		38,289,405.53	630,248.19	1.65%	161,660.59

*Cash Summary*

<i>Principal Cash</i>	-340,766.16
<i>Income Cash</i>	340,766.16
<i>Invested Income</i>	0.00



# Account Transactions

Date	Description	Income	Principal	Carrying Value
	<i>Starting Balances</i>	\$ 362,839.92	\$ -362,839.92	\$ 39,504,465.38
	<u>Interest</u>			
03/01/2022	Interest	924.00		
	United Parcel Svcs Inc 2.2000% 09/01/24			
03/01/2022	Purchase Accrued Interest	-1,997.81		
	Chubb INA Holdings INC 2.8750% 11/03/22			
03/01/2022	Purchase Accrued Interest	-98.40		
	Amazon Com Inc 2.4000% 02/22/23			
03/01/2022	Purchase Accrued Interest	-1,733.40		
	Apple Inc 2.7000% 05/13/22			
03/01/2022	Purchase Accrued Interest	-2,346.35		
	Truist Finl Corp 3.7500% 12/06/23			
03/01/2022	Purchase Accrued Interest	-563.78		
	Bank of New York Mellon 2.9500% 01/29/23			
03/01/2022	Purchase Accrued Interest	-361.67		
	Bristol-Myers Squibb Co 2.0000% 08/01/22			
03/01/2022	Purchase Accrued Interest	-2,152.19		
	Caterpillar Finl Svcs 3.7500% 11/24/23			
03/01/2022	Purchase Accrued Interest	-1,052.76		
	Cisco Systems Inc 2.2000% 09/20/23			
03/01/2022	Purchase Accrued Interest	-2,931.36		
	Deere John Capital Corp 3.6500% 10/12/23			
03/01/2022	Purchase Accrued Interest	-2,136.56		
	General Dynamics Corp 3.3750% 05/15/23			
03/01/2022	Purchase Accrued Interest	-851.64		
	Lockheed Martin Corp 3.1000% 01/15/23			
03/01/2022	Purchase Accrued Interest	-2,221.44		
	State Street Corp 3.7000% 11/20/23			
03/01/2022	Purchase Accrued Interest	-292.39		
	Unitedhealth Group Inc 2.3750% 08/15/24			
03/03/2022	Purchase Accrued Interest	-8,109.33		
	U S Treasury Notes 2.1250% 03/31/24			
03/03/2022	Purchase Accrued Interest	-2,360.77		
	U S Treasury Notes 0.5000% 03/31/25			
03/03/2022	Purchase Accrued Interest	-2,890.26		

Account Name : South Pasadena Custody



# Account Transactions

Date	Description	Income	Principal	Carrying Value
03/04/2022	U S Treasury Notes 0.6250% 10/15/24 Purchase Accrued Interest	-948.41		
03/04/2022	Bank Of America Corp 3.8750% 08/01/25 Purchase Accrued Interest	-2,971.51		
03/04/2022	Comcast Corp New 3.7000% 04/15/24 Purchase Accrued Interest	-1,615.25		
03/04/2022	Intel Corp 2.6000% 05/19/26 Purchase Accrued Interest	-1,948.16		
03/04/2022	JPMorgan Chase & Co 3.9000% 07/15/25 Purchase Accrued Interest	-2,206.88		
03/04/2022	Pepsico Inc 2.2500% 03/19/25 Purchase Accrued Interest	-1,859.13		
03/04/2022	Target Corp 2.2500% 04/15/25 Purchase Accrued Interest	-19.98		
03/07/2022	United Parcel Svcs Inc 2.2000% 09/01/24 Interest	1,505.00		
03/08/2022	Coca Cola Co 1.7500% 09/06/24 Purchase Accrued Interest	-21.19		
03/08/2022	Coca Cola Co 1.7500% 09/06/24 Purchase Accrued Interest	-3,412.91		
03/08/2022	Home Depot Inc 3.3500% 09/15/25 Purchase Accrued Interest	-2,095.50		
03/08/2022	PNC Finl Svcs Group Inc 2.2000% 11/01/24 Purchase Accrued Interest	-843.75		
03/08/2022	Procter & Gamble Co 1.0000% 04/23/26 Purchase Accrued Interest	-837.58		
03/08/2022	Schwab Charles Corp 1.1500% 05/13/26 Purchase Accrued Interest	-1,763.27		
03/08/2022	Texas Instrs Inc 2.6250% 05/15/24 Purchase Accrued Interest	-1,051.25		
03/10/2022	US Bancorp 1.4500% 05/12/25 Interest	652.50		
03/10/2022	Prudential Finl Inc 1.5000% 03/10/26 Purchase Accrued Interest	-9,193.37		
03/10/2022	U S Treasury Notes 2.0000% 04/30/24 Purchase Accrued Interest	-916.90		

Account Name : South Pasadena Custody



# Account Transactions

Date	Description	Income	Principal	Carrying Value
03/10/2022	U S Treasury Notes 0.3750% 11/30/25 Purchase Accrued Interest	-2,985.58		
03/11/2022	U S Treasury Notes 0.7500% 03/31/26 Purchase Accrued Interest	-1,585.50		
03/11/2022	MetLife Inc 3.6000% 04/10/24 Purchase Accrued Interest	-169.25		
03/11/2022	Paccar Financial Corp 2.1500% 08/15/24 Purchase Accrued Interest	-4.67		
03/11/2022	Prudential Finl Inc 1.5000% 03/10/26 Purchase Accrued Interest	-1,093.16		
03/15/2022	Visa Inc 2.1500% 09/15/22 Interest	6,197.50		
03/15/2022	Home Depot Inc 3.3500% 09/15/25 Interest	2,053.25		
03/21/2022	Visa Inc 2.1500% 09/15/22 Interest	2,101.00		
03/21/2022	Cisco Systems Inc 2.2000% 09/20/23 Interest	4,275.00		
03/31/2022	Pepsico Inc 2.2500% 03/19/25 Interest	17,223.13		
03/31/2022	U S Treasury Notes 2.1250% 03/31/24 Interest	5,025.00		
03/31/2022	U S Treasury Notes 0.5000% 03/31/25 Interest	6,093.75		
03/31/2022	U S Treasury Notes 0.7500% 03/31/26 Interest	1,485.00		
03/31/2022	U S Treasury Notes 0.2500% 09/30/23			
	<b>Sub Total</b>	-22,108.18	0.00	0.00
	<u>Dividends</u>			
03/01/2022	Dividend Fidelity Gov Port III FCGXX Interest From 02/01/2022 To 02/28/2022	34.42		
	<b>Sub Total</b>	34.42	0.00	0.00

Account Name : South Pasadena Custody



# Account Transactions

Date	Description	Income	Principal	Carrying Value
	<u>Buys</u>			
03/01/2022	Buy Chubb INA Holdings INC 2.8750% 11/03/22 212000 Par Val @ \$101.011		-214,143.32	214,143.32
03/01/2022	Buy Amazon Com Inc 2.4000% 02/22/23 164000 Par Val @ \$101.012		-165,659.68	165,659.68
03/01/2022	Buy Apple Inc 2.7000% 05/13/22 214000 Par Val @ \$100.484		-215,035.76	215,035.76
03/01/2022	Buy Truist Finl Corp 3.7500% 12/06/23 265000 Par Val @ \$103.167		-273,392.55	273,392.55
03/01/2022	Buy Bank of New York Mellon 2.9500% 01/29/23 215000 Par Val @ \$101.391		-217,990.65	217,990.65
03/01/2022	Buy Bristol-Myers Squibb Co 2.0000% 08/01/22 217000 Par Val @ \$100.37		-217,802.90	217,802.90
03/01/2022	Buy Caterpillar Finl Svcs 3.7500% 11/24/23 213000 Par Val @ \$103.502		-220,459.26	220,459.26
03/01/2022	Buy Cisco Systems Inc 2.2000% 09/20/23 107000 Par Val @ \$100.916		-107,980.12	107,980.12
03/01/2022	Buy Deere John Capital Corp 3.6500% 10/12/23 208000 Par Val @ \$103.006		-214,252.48	214,252.48
03/01/2022	Buy General Dynamics Corp 3.3750% 05/15/23 215000 Par Val @ \$101.97		-219,235.50	219,235.50
03/01/2022	Buy Lockheed Martin Corp 3.1000% 01/15/23 215000 Par Val @ \$101.516		-218,259.40	218,259.40
03/01/2022	Buy State Street Corp 3.7000% 11/20/23		-220,574.08	220,574.08

Account Name : South Pasadena Custody



# Account Transactions

Date	Description	Income	Principal	Carrying Value
03/01/2022	214000 Par Val @ \$103.072 Buy Unitedhealth Group Inc 2.3750% 08/15/24 277000 Par Val @ \$100.879		-279,434.83	279,434.83
03/03/2022	Buy U S Treasury Notes 2.1250% 03/31/24 902000 Par Val @ \$101.2422		-913,204.64	913,204.64
03/03/2022	Buy U S Treasury Notes 0.5000% 03/31/25 1116000 Par Val @ \$96.5195		-1,077,157.62	1,077,157.62
03/03/2022	Buy U S Treasury Notes 0.6250% 10/15/24 1211000 Par Val @ \$97.4688		-1,180,347.17	1,180,347.17
03/04/2022	Buy Bank Of America Corp 3.8750% 08/01/25 267000 Par Val @ \$104.731		-279,631.77	279,631.77
03/04/2022	Buy Comcast Corp New 3.7000% 04/15/24 208000 Par Val @ \$103.502		-215,284.16	215,284.16
03/04/2022	Buy Intel Corp 2.6000% 05/19/26 213000 Par Val @ \$101.867		-216,976.71	216,976.71
03/04/2022	Buy JPMorgan Chase & Co 3.9000% 07/15/25 367000 Par Val @ \$104.536		-383,647.12	383,647.12
03/04/2022	Buy Pepsico Inc 2.2500% 03/19/25 214000 Par Val @ \$101.095		-216,343.30	216,343.30
03/04/2022	Buy Target Corp 2.2500% 04/15/25 214000 Par Val @ \$100.593		-215,269.02	215,269.02
03/04/2022	Buy United Parcel Svcs Inc 2.2000% 09/01/24 109000 Par Val @ \$100.88		-109,959.20	109,959.20
03/08/2022	Buy Coca Cola Co 1.7500% 09/06/24 218000 Par Val @ \$100.097		-218,211.46	218,211.46



Account Name : South Pasadena Custody



# Account Transactions

Date	Description	Income	Principal	Carrying Value
03/08/2022	Buy Home Depot Inc 3.3500% 09/15/25 212000 Par Val @ \$103.922		-220,314.64	220,314.64
03/08/2022	Buy PNC Finl Svcs Group Inc 2.2000% 11/01/24 270000 Par Val @ \$100.261		-270,704.70	270,704.70
03/08/2022	Buy Procter & Gamble Co 1.0000% 04/23/26 225000 Par Val @ \$96.24		-216,540.00	216,540.00
03/08/2022	Buy Schwab Charles Corp 1.1500% 05/13/26 228000 Par Val @ \$95.758		-218,328.24	218,328.24
03/08/2022	Buy Texas Instrs Inc 2.6250% 05/15/24 214000 Par Val @ \$101.705		-217,648.70	217,648.70
03/08/2022	Buy US Bancorp 1.4500% 05/12/25 225000 Par Val @ \$97.788		-220,023.00	220,023.00
03/10/2022	Buy U S Treasury Notes 2.0000% 04/30/24 1280000 Par Val @ \$100.5742		-1,287,349.76	1,287,349.76
03/10/2022	Buy U S Treasury Notes 0.3750% 11/30/25 890000 Par Val @ \$94.6328		-842,231.92	842,231.92
03/10/2022	Buy U S Treasury Notes 0.7500% 03/31/26 900000 Par Val @ \$95.6016		-860,414.40	860,414.40
03/11/2022	Buy MetLife Inc 3.6000% 04/10/24 105000 Par Val @ \$102.769		-107,907.45	107,907.45
03/11/2022	Buy Paccar Financial Corp 2.1500% 08/15/24 109000 Par Val @ \$100.141		-109,153.69	109,153.69
03/11/2022	Buy Prudential Finl Inc 1.5000% 03/10/26 112000 Par Val @ \$96.404		-107,972.48	107,972.48
03/11/2022	Buy		-104,601.12	104,601.12



# Account Transactions

Date	Description	Income	Principal	Carrying Value
	Visa Inc 2.1500% 09/15/22 104000 Par Val @ \$100.578			
	<b>Sub Total</b>	0.00	-12,593,442.80	12,593,442.80
	<u>Disbursements</u>			
03/11/2022	Cash Disbursement Miscellaneous Disbursement Paid To : Morgan Stanley & Co. LLC Per Sec. 9 of the Custody Agreement-Inv#10823022066 dtd 3-7-22 Acct#255-138705		-3,312.56	
	<b>Sub Total</b>	0.00	-3,312.56	0.00
	<u>Cash Management</u>			
03/01/2022	Sweep - Sell Fidelity Gov Port III FCGXX Sold 2802001.86 Par Val @ \$1.00		2,802,001.86	-2,802,001.86
03/03/2022	Sweep - Sell Fidelity Gov Port III FCGXX Sold 3184069.79 Par Val @ \$1.00		3,184,069.79	-3,184,069.79
03/04/2022	Sweep - Sell Fidelity Gov Port III FCGXX Sold 1648680.6 Par Val @ \$1.00		1,648,680.60	-1,648,680.60
03/07/2022	Sweep - Buy Fidelity Gov Port III FCGXX 1505 Par Val @ \$1.00		-1,505.00	1,505.00
03/08/2022	Sweep - Sell Fidelity Gov Port III FCGXX Sold 1591796.19 Par Val @ \$1.00		1,591,796.19	-1,591,796.19
03/10/2022	Sweep - Sell Fidelity Gov Port III FCGXX Sold 3002439.43 Par Val @ \$1.00		3,002,439.43	-3,002,439.43
03/11/2022	Sweep - Sell Fidelity Gov Port III FCGXX Sold 435799.88 Par Val @ \$1.00		435,799.88	-435,799.88
03/15/2022	Sweep - Buy Fidelity Gov Port III FCGXX 8250.75 Par Val @ \$1.00		-8,250.75	8,250.75

March 01, 2022 through March 31, 2022

Account Name : South Pasadena Custody



## Account Transactions

<b>Date</b>	<b>Description</b>	<b>Income</b>	<b>Principal</b>	<b>Carrying Value</b>	
03/21/2022	Sweep - Buy Fidelity Gov Port III FCGXX 6376 Par Val @ \$1.00		-6,376.00	6,376.00	
03/31/2022	Sweep - Buy Fidelity Gov Port III FCGXX 29826.88 Par Val @ \$1.00		-29,826.88	29,826.88	
		<b>Sub Total</b>	0.00	12,618,829.12	-12,618,829.12
	<b>Ending Balances</b>	\$ 340,766.16	\$ -340,766.16	\$ 39,479,079.06	



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Statement Disclosures & Other Important Information**

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# City Council Agenda Report

ITEM NO. 10

**DATE:** June 1, 2022

**FROM:** Arminé Chaparyan, City Manager *AC*

**PREPARED BY:** Brian Solinsky, Chief of Police  
Tom Jacobs, Lieutenant

**SUBJECT:** **Second Reading and Adoption of an Ordinance Adopting a Policy for the Approval, Acquisition, and Reporting of Military Equipment by the South Pasadena Police Department**

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## Recommendation

It is recommended that the City Council read by title only for second reading, waiving further reading, and adopt an ordinance adopting a Military Equipment Use Policy for the approval, acquisition, and reporting of Military Equipment by the South Pasadena Police Department, as required by Assembly Bill 481 (AB 481).

## Background

On May 18, 2022, the City Council approved the first reading of an ordinance introducing a policy for the approval, acquisition, and reporting of military equipment by the South Pasadena Police Department. In September 2021, Governor Newsom approved California AB 481, which requires law enforcement agencies to obtain approval by the city council, by adoption of a Military Equipment Use Policy, as defined under AB 481 and codified in California Government Code Section 7070. The Legislature found that the public has a right to know about any funding, acquisition, or use of military equipment by state or local government officials, as well as a right to participate in any government agency's decision to fund, acquire, or use such equipment. A definition of 'Military Equipment' is provided in the policy, exhibit A to the ordinance.

Consequently, the Department is required to create a military equipment use policy, detailing the military equipment it possesses or may possess throughout the year, including the following details:

- A description of each type of military equipment, the quantity sought, its capabilities, expected lifespan, and product descriptions from the manufacturer of the military equipment.
- The purposes and authorized uses for which the Department proposes to use each type of military equipment.

- The fiscal impact of each type of military equipment, including the initial costs of obtaining the equipment and estimated annual costs of maintaining the equipment.
- The legal and procedural rules that govern each authorized use.
- The training, including any course required by the State Commission on Peace Officer Standards and Training (POST), that must be completed before any officer, agent, or employee of the Department is allowed to use each specific type of military equipment to ensure the full protection of the public's welfare, safety, civil rights, and civil liberties and full adherence to the military equipment use policy.
- The mechanisms to ensure compliance with the military equipment use policy, including which independent persons or entities have oversight authority, and, if applicable, what legally enforceable sanctions are put in place for violations of the policy.
- The procedures by which members of the public may register complaints or concerns or submit questions about the use of each specific type of military equipment, and how the Department will ensure that each complaint, concern, or question receives a response in a timely manner.

The Department is required to make available its proposed Military Equipment Use Policy on its website at least 30 days prior to any public hearing concerning the military equipment at issue. Any law enforcement agency seeking to continue the use of any military equipment acquired prior to January 1, 2022, must commence said approval process, in accordance with AB 481, no later than May 1, 2022, and the Department did so on April 4, 2022 by posting the proposed policy on the City's website. <https://www.southpasadenaca.gov/government/departments/police/military-equipment-ab-481>.

Following AB 481, the City has 180 days to complete the approval of the proposed policy, or the Department shall cease the use of military equipment until such policy approval and adoption is completed. The City Council must deliberate at a regular open meeting whether to approve the Department's proposed military equipment use policy by ordinance. The City Council may only approve the funding, acquisition, and use of the military equipment described in the Department's military equipment use policy if it finds all of the following:

- The military equipment is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.
- The proposed military equipment use policy will safeguard the public's welfare, safety, civil rights, and civil liberties.
- If purchasing the equipment, the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.
- Prior military equipment use complied with the military equipment use policy that was in effect at the time, or if prior uses did not comply with the accompanying

military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

### **Analysis**

The South Pasadena Police Department maintains a limited inventory of equipment identified pursuant to AB 481.

Items within the Police Department's inventory that are deemed "military equipment," pursuant to AB 481, include:

- Defense Technology blast dispersion oleoresin capsicum (pepper spray);
- Exact impact oleoresin capsicum;
- Expulsion grenade inert agent;
- 40mm ferret inert liquid power; and
- 40mm gas and distraction device.

A full list of such equipment is included in the attached proposed policy (Exhibit A of Ordinance - Attachment 1).

All items in the equipment list, other than the 40mm launchers and munitions, are used for training purposes. The training devices identified are used to familiarize officers with chemical agents and their effects, as exposure is probable when deployed as part of a regional mutual aid response team. The Police Department has been a member of Los Angeles County's mutual aid response plan for over 30 years. During that time, officers have been deployed or have utilized mutual aid assistance from outside law enforcement agencies for a variety of incidents where chemical agent have been or could have been used including hostage situations, armed and barricaded suspects, and civil unrest.

The kinetic energy devices (AB 48) are penetrating munitions, such as soft rubber less-lethal Exact Impact™ rounds. The 40mm launchers are used to deliver the Exact Impact™ rounds for non-lethal confrontations. This operational equipment is utilized under exigent circumstances and considered part of the industry's best practices, and minimizes injury to both citizens and officers under adverse conditions. Removing these items can potentially create unintentional consequences by limiting the available tools a peace officer may use in incident response or training efforts.

In addition to the Police Department's internal use of force policies, Assembly Bill 48 (AB 48), also signed by Governor Newsom on September 30, 2021, provides enhanced oversight on training and the use of projectile weapons, munitions, and chemical agents during assemblies or protests.

### Policy

AB 481 does not explicitly disallow the use of existing military equipment that was acquired prior to January 1, 2022. However, the Police Department must begin the process of seeking City Council approval via ordinance and policy adoption, in compliance with AB 481, prior to May 1, 2022.

The responsibilities of the Military Equipment Coordinator include, but are not limited to:

- Maintaining all equipment in current possession of South Pasadena Police Department;
- Conduct an inventory of all equipment at least annually;
- Coordinate the annual community engagement meetings;
- Prepare the yearly military equipment report for City Council; and
- Establish the procedures for a person to register a complaint.

### Complaint Process

The Military Equipment Policy (SPPD Duty Policy Manual Police No. 707) calls for procedures by which the public may register complaints, concerns, or questions about the use of specific type(s) of military equipment. This complaint process shall be separate from the standard complaint process used for officers or other Police Department policy issues.

The Policy complaint process shall also be posted on the Police Department webpage. The public will have the ability to register complaints online and other open forums such as public comment periods at City Council meetings. Complaints received will be responded to in a timely manner by the South Pasadena Police Department's Support Services Lieutenant for adjudication. A compilation of any complaints will be included in the Police Department's annual report to City Council.

### Training

Section 14 of AB 481 refers to 40mm projectile launchers, and AB 48 is a further restriction on this section. AB 48, Law Enforcement: Use of Force (Gonzalez) restricts the use of kinetic energy projectiles and chemical agents by law enforcement in public demonstrations. It states the use of kinetic energy projectiles and chemical agents shall only be used to disperse an assembly, protest, or demonstration by a properly trained officer (Police Officer Standards and Training-POST) when objectively reasonable to defend against a threat to life or serious bodily injury to any individual, including a peace officer, or to bring an objectively dangerous and unlawful situation safely and effectively under control.

AB 48 allows the use of kinetic energy weapons as a less-lethal alternative to deadly force circumstances.



### Mutual Aid

The Police Department and surrounding law enforcement agencies participate in regional mutual aid response teams to aid jurisdictions with limited resources during times of crisis or unusual events. The mutual aid system is an extension of the concept of "neighbor helping neighbor." Through this regional mutual aid, law enforcement agencies responding to assist South Pasadena, should the scenario arise, may have access to tools identified as "military equipment" pursuant to AB 481. Assisting law enforcement agencies shall comply with their respective military equipment use policies in rendering mutual aid when using military equipment.

### Compliance Measures

Policy compliance will be measured by the results of internal audits, and collection of data regarding violations of the military equipment use policy. These actions will be recorded in the annual report and presentation to the City Council, and will be posted on the Police Department's webpage.

### Annual Reporting

An annual report to City Council must be submitted within one year of adoption of this ordinance and policy adoption, and on a yearly basis thereafter, for as long as the military equipment is available for use. The annual report will include information from the preceding year summarizing how and why military equipment was used, a summary of any complaints, data on any violations and responsive action, fiscal impact information as outlined in Government Code 7072(a) (4) and (5), and if the Police Department intends on acquiring additional military equipment following the AB 481 military equipment criteria.

### Annual Public Meetings

Pursuant to AB 481, on a yearly basis, at one of its regular City Council meetings, during open session, there will be an agenda item specifically addressing the City Council's review of the annual report for military equipment, as well as consideration to disapprove, renew, or renew with amendments of the ordinance and policy.

Upon completion of City Council review and adoption, the results of said review will be available for the public on the Police Department's webpage.

### **Fiscal Impact**

There are no fiscal impacts to adopting this policy.

### **Alternatives Considered**

If the City Council does not approve the Department's proposed Military Equipment Use Policy within 180 days of submission of the proposed military equipment use policy to the City, the Department must cease its use of the military equipment until such time it receives the approval of the City Council. The policy is also subject to annual City Council review to determine whether, based on an annual military equipment report, the standards set forth in the approving ordinance have been met. The City Council may

Second Reading and Adoption of Ordinance Adopting Military Equipment Use Policy  
June 1, 2022  
Page 6 of 6

renew the authorizing ordinance, disapprove authorization for particular military equipment where standards have not been met, or require modifications to this military equipment use policy to address any non-compliance with standards.

Attachment: Ordinance Adopting Policy for the Use of Military Equipment

# **ATTACHMENT**

Ordinance Adopting Policy  
for the Use of Military Equipment  
by the South Pasadena Police Department

**CITY OF SOUTH PASADENA  
ORDINANCE NO. XXXX**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A POLICY FOR THE USE OF MILITARY EQUIPMENT BY THE SOUTH PASADENA POLICE DEPARTMENT**

**WHEREAS**, on September 30, 2021, Governor Gavin Newsom signed into law Assembly Bill 481, relating to the use of military equipment by law enforcement agencies; and

**WHEREAS**, Assembly Bill No. 481 (“AB 481”), codified as Government Code sections 7070 through 7075, requires law enforcement agencies to obtain approval from their governing body before requesting, funding, acquiring, using, or collaborating in the use of military equipment, as defined in Government Code section 7070; and

**WHEREAS**, any elected body that oversees a law enforcement agency with military equipment must adopt a Military Equipment Use Policy by ordinance at a regular meeting held pursuant to open meeting laws; and

**WHEREAS**, the elected body must make specific findings before approving a Military Equipment Use Policy; and

**WHEREAS**, the South Pasadena Police Department’s proposed Military Equipment Use Policy (“Policy”) is attached hereto as Exhibit A and is incorporated herein by reference; and

**WHEREAS**, the Policy was published on the South Pasadena Police Department’s internet website on April 4, 2022, more than 30 days before the Policy was considered at a public hearing before the City Council on May 4, 2022; and

**WHEREAS**, the Policy meets the requirements of California Government Code section 7070, subdivision (d); and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES ORDAIN AS FOLLOWS:**

**SECTION 1. FINDINGS.**

The City Council finds recitals above are true and correct and incorporates them herein. Based on the recitals and the information provided to the City Council at the public hearing on the Military Equipment Use Policy, the City Council finds as follows:

A. The military equipment is necessary because there is no reasonable

alternative that can achieve the same objective of officer and civilian safety.

- B. The proposed Military Equipment Use Policy will safeguard the public's welfare, safety, civil rights, and civil liberties.
- C. If purchasing the equipment, the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.
- D. Prior military equipment use complied with the Military Equipment Use Policy that was in effect at the time, or if prior uses did not comply with the accompanying Military Equipment Use Policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

## **SECTION 2. IMPLEMENTATION**

The City Council authorizes the Chief of Police to designate a Military Equipment Coordinator to implement the Policy.

## **SECTION 3. CEQA- EXEMPTION**

This proposed ordinance has been reviewed with respect to applicability of the California Environmental Quality Act ("CEQA") and the State CEQA Guidelines (California Code of Regulations, Title 14, Sections 15000 et seq.). The ordinance is not a project under CEQA Guidelines Section 15378 because it involves administrative activities that will not result in direct or indirect physical changes in the environment.

## **SECTION 4. SEVERABILITY**

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council of the City of South Pasadena hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or invalid or ineffective.

## **SECTION 5. PUBLICATION AND EFFECTIVE DATE**

This ordinance shall be published in accordance with applicable provisions of law, by either:

- publishing the entire ordinance once in a newspaper of general circulation, published in the City of South Pasadena, within fifteen (15) days after its

passage and adoption, or

- publishing the title or appropriate summary in a newspaper of general circulation, published in the City of South Pasadena, at least five (5) days prior to adoption, and a second time within fifteen (15) days after its passage and adoption with the names of those City Councilmembers voting for and against the ordinance; and

This Ordinance shall become effective thirty (30) days from and after the date of its passage.

**PASSED, APPROVED AND ADOPTED ON** this 1<sup>st</sup> day of June, 2022.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Michael A. Cacciotti, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Christina A. Muñoz

\_\_\_\_\_  
Andrew L. Jared, City Attorney

# EXHIBIT A

## South Pasadena Police Department Military Equipment Use Policy

# **[PROPOSED] South Pasadena Police Department**

## **Military Equipment Policy**

**(Government Code § 7070, et seq.)**

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### **I. POLICY**

It is the policy of the City of South Pasadena (“City”) and the South Pasadena Police Department (“Department”) that members of this Department comply with the provisions of Government Code §7071 and other applicable law with respect to military equipment, as defined herein.

### **II. PURPOSE AND SCOPE**

The purpose of this procedure is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (as defined herein)” as required under California Assembly Bill 481 (AB-481) and codified in California Government Code §§ 7070 – 7075.

### **III. BACKGROUND**

On September 30, 2021, the Governor of the State of California approved AB-481 requiring law enforcement agencies to obtain approval of the applicable governing body (City Council), by adoption of a “military equipment” use policy, as defined under AB-481. The Department is required to seek City Council approval of this Military Equipment Use Procedure by ordinance at a regular open meeting prior to taking certain actions relating to the funding, acquisition, or use of “military equipment,” as defined. The legislation allows the City Council to approve the funding, acquisition, or use of “military equipment” within its jurisdiction only if it determines that the “military equipment” meets specified standards. The ordinance is subject to annual City Council review to determine whether, based on an annual “military equipment” report, the standards set forth in the approving ordinance have been met. The City Council may renew the authorizing ordinance, disapprove authorization for particular “military equipment” where standards have not been met, or require modifications to this “military equipment” use procedure to address any non-compliance with standards.

Finally, the legislation requires publication of this Military Equipment Use Procedure and the annual “military equipment” report on the Department’s website. The Military Equipment Use Procedure must be posted on the website at least 30 days prior to the Council meeting.

### **IV. DEFINITIONS**

Definitions related to this policy shall be as stated below:

“**Governing body**” means the South Pasadena City Council. (“City Council”)



**“Military equipment”** means the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers. However, police or heavy-duty versions of standard consumer vehicles are specifically excluded from this definition.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached. However, unarmored all-terrain vehicles and motorized dirt bikes are specifically excluded from this definition.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. However, items designed to remove a lock, and handheld, one-person rams are specifically excluded from this definition.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms of less than .50 caliber.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Flashbang grenades and explosive breaching tools, tear gas, and pepper balls, excluding standard, service-issued hand-held pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs). Excludes department approved Electronic Control Device (ECD) utilized pursuant to Policy 302.
- The following are projectile launch platforms and their associated munitions:
  - Kinetic energy weapons,
  - 40mm projectile launchers, and
  - Specialty impact munition (SIM) weapons.
- Military equipment does not include general equipment not designated as prohibited or controlled by the federal Defense Logistics Agency.

**“Military equipment use policy”** refers to this policy governing the use of military equipment by the Department that addresses, at a minimum, all of the following:

- A description of each type of “military equipment,” the quantity sought, its capabilities, expected lifespan, and product descriptions from the manufacturer of the “military equipment.”
- The purposes and authorized uses for which the law enforcement agency or the state agency proposes to use each type of “military equipment.”

- The fiscal impact of each type of “military equipment,” including the initial costs of obtaining the equipment and estimated annual costs of maintaining the equipment.
- The legal and procedural rules that govern each authorized use.
- The training, including any course required by the Commission on Peace Officer Standards and Training, that must be completed before any sworn member is allowed to use each specific type of “military equipment” to ensure the full protection of the public’s welfare, safety, civil rights, and civil liberties and full adherence to the “military equipment” use policy.
- The mechanisms to ensure compliance with the “military equipment” use policy, including which independent persons or entities have oversight authority, and, if applicable, what legally enforceable sanctions are put in place for violations of the policy.
- The procedures by which members of the public may register complaints or concerns or submit questions about the use of each specific type of “military equipment”, and how the law enforcement agency will ensure that each complaint, concern, or question receives a response in a timely manner.

## V. MILITARY EQUIPMENT TYPES AND USAGE GUIDELINES

The Department acquires and utilizes a wide variety of military equipment, as defined, in order to best enhance the quality of life in, and safeguard, the community. While the inventory of military equipment is varied, the mere possession of the equipment does not warrant its use for every incident.

The Department recognizes that critical incidents are unpredictable and can be very dynamic in nature. A variety of military equipment options can greatly assist incident commanders, officers, and specific units in bringing those incidents to a swift resolution in a safe manner. The use of military equipment is restricted for use only in certain instances and in some cases only by certain units. While this procedure is wide-ranging, it is not all inclusive. There may be instances wherein unpredictable critical incidents demand the need for incident commanders to authorize military equipment to be used in a manner not outlined within this procedure. In scrutinizing those particular instances, the judgment of the incident commander influenced by the totality of the circumstances, public safety, officer safety, civil rights, and information available at the time will be used.

It is incumbent upon incident commanders, supervisors, individual officers, and specific units to recognize the particular circumstances wherein military equipment should be employed to enhance the safety of the public and officers, and to bring a critical incident to a safe resolution.

The following are the various types, descriptions, and guidelines for usage of military equipment currently employed by the Department. Because the acquisition and inventory of military equipment may not be consistent throughout the year, in describing quantities of military equipment, this Procedure has included the quantity of “military equipment” currently in the

Department's possession, and, in brackets, the quantity that the City Council has authorized to be acquired throughout the year. (\*NOTE: The manufacturer descriptions contained within are referenced via publicly accessible website source citations. The website source citations utilized in this procedure are for descriptive purposes only and are not an endorsement by the City or the Department of a particular product or vendor.)

The following list constitutes a list of description, purchase costs, quantity, and capabilities of Department military equipment:

1. **Description: 40mm Launchers (Projectile Launch Platforms)**
  - a. **Cost:** \$811.00/unit
  - b. **Quantity:** The Department has seven 40mm LMT™ in current inventory. The future purchase of Launchers will not exceed ten of the same or similar manufacture.
  - c. **Capabilities:** A single shot Extended Range Impact Weapon (ERIW) launcher capable of firing a variety of 40mm rounds. 40mm launchers are considered "Projectile Launch Platforms" under AB-481. 40mm launchers are capable of firing a variety of munitions with a maximum effective range of one hundred twenty (120) feet.
  - d. **Manufacturer:** Defense Technology Model 1425 or Combined Tactical Systems model TG
  - e. **Manufacturer Description:** (From Defense Technology) A tactical single shot launcher that features an expandable ROGERS Super Stock and an adjustable Integrated Front Grip (IFG) with light rail. The ambidextrous Lateral Sling Mount (LSM) and QD mounting systems allow both a single- and two-point sling attachment. The 40LMTS will fire standard 40mm less lethal ammunition, up to 4.8 inches in cartridge length. (From Combined Tactical Systems) A 40mm single-shot break-open frame launcher with a rifled barrel, fixed stock and combo rail. Features include: Double-action trigger, trigger lock push button and hammer lock safeties.
  - f. **Purpose and Authorized Use:** 40mm launchers utilized with less lethal pong rounds are designed to impact armed and/or violent suspects so officers can gain compliance, overcome resistance, or prevent serious injury or death to bystanders, officers, and the suspect.
  - g. **Expected Lifespan:** 10,000 rounds
  - h. **Fiscal Impact:** The annual fiscal impact of less than \$500 for training and servicing will be absorbed by the Department's operations budget.
  - i. **Training:** All Department 40mm launcher operators are trained in the usage of the 40mm Launcher and must maintain current ERIW qualifications.
  - j. **Legal and Procedural Rules:** South Pasadena Police Department Policy Manual Policy 303.9, Kinetic Energy Projectile Guidelines and Use of Force 300 lists the policy for deployment and training for officers.
2. **Description: eXact iImpact 40mm Standard Range Sponge Round**
  - a. **Cost:** \$18.00 per round
  - b. **Quantity:** The Department has 50 Sponge Rounds in current inventory. The future purchase of Sponge Rounds are not to exceed 200 of the same or similar manufacture.
  - c. **Capabilities:** 40mm Sponge Round is a point-of-aim, point-of-impact direct-fire round. This lightweight, high-speed projectile consisting of a plastic body and sponge nose that is spin stabilized via the incorporated rifling collar and the 40mm launcher's rifled barrel. The round utilizes smokeless powder as the propellant, and therefore

- have velocities that are extremely consistent.
  - d. Manufacturer: Defense Technology
  - e. Manufacturer Description: A point-of-aim, point-of-impact direct-fire round. This lightweight, high-speed projectile consisting of a plastic body and sponge nose that is spin stabilized via the incorporated rifling collar and the 40 mm launcher's rifled barrel. The round utilizes smokeless powder as the propellant, and, therefore, have velocities that are extremely consistent. Used for Crowd Control, Patrol, and Tactical Applications. (Defense Technology: <https://www.defense-technology.com/product/exact-impact-40-mm-standard-range-sponge-round/> )
  - f. Purpose and Authorized Use: Crowd control, patrol, and tactical applications. Designed to be used with 40mm launchers utilized with less lethal sponge rounds are designed to impact armed and/or violent suspects so officers can gain compliance, overcome resistance, or prevent serious injury or death to bystanders, officers, and the suspect.
  - g. Expected Lifespan: 10 years.
  - h. Fiscal Impact: The annual fiscal impact of training and servicing will be absorbed by the Department's operations budget at current replacement cost per round.
  - i. Training: All Department 40mm launcher operators are trained in the usage of the 40mm Launcher and associated sponge rounds, and must maintain current ERIW qualifications, pursuant to Policy 303.10.
  - j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 303.9, Kinetic Energy Projectile Guidelines and Use of Force 300 lists the policy for deployment and training for officers.
3. Description: **Colt AR-10 Semi-Automatic Rifle**
- a. Cost: \$2,970/unit
  - b. Quantity: The Department has two rifles in current inventory. The future purchase of replacement 308 semi-automatic rifles are not to exceed an inventory of two rifles of the same or similar manufacture.
  - c. Capabilities: A semi-automatic shoulder-fired rifle with precision optics that fires a .308 cartridge. The .308 semi-automatic rifle provides the ability to engage hostile suspects at great distances with accuracy. The .308 semi-automatic riled platform allows for precision rifle fire to be delivered at a faster rate than a bolt action rifle.
  - d. Manufacturer: Colt
  - e. Manufacturer Description: The Colt .308 Modular Carbines are lightweight, fully ambidextrous, gas operated, magazine fed, .308 Win caliber carbines. The Colt .308 Modular Carbines incorporate the same safety features found on the M16/M4 weapon systems. The unique design features a modular monolithic upper receiver with a MIL-STD-1913 rail at the 12, 3, and 9 o'clock positions as well as a lower rail system with a MIL-STD-1913 rail at the 6 o'clock position. (Operators Manual for Colt .308 Modular Carbines).
  - f. Purpose and Authorized Use: These rifles are typically deployed during high-risk operations and special events or instances where an over watch team are needed.
  - g. Expected Lifespan: 10,000 rounds
  - h. Fiscal Impact: The annual fiscal impact of less than \$200 for training and servicing will be absorbed by the Department's operations budget.
  - i. Training: Only officers who have completed a POST training course and demonstrated proficiency and understanding of the safe use of patrol rifles shall be permitted to operate this firearm system.
  - j. Legal and Procedural Rules: South Pasadena Police Department Duty Manual 305.3.7 Special Purpose Firearms and Use of Force 300 and lists the policy for deployment and training for officers.

4. **Description: Accuracy International model England U4393 .308 Bolt Action Rifles**
  - a. Cost: \$6,500/unit
  - b. Quantity: The Department has two rifles in current inventory. The future purchase of replacement 308 bolt action rifles are not to exceed an inventory of two rifles of the same or similar manufacture.
  - c. Capabilities: A bolt-action shoulder-fired rifle with precision optics that fires a .308 rifle cartridge. The .308 blot action rifle provides officers the ability to engage hostile suspects at great distances with precision rifle fire.
  - d. Manufacturer: Accuracy International
  - e. Manufacturer Description: .308 caliber rifle. (Accuracy International website).
  - f. Purpose and Authorized Use: These rifles are typically deployed during high-risk operations and special events or instances where an over watch team are needed. They are normally utilized, by the officers trained in their use, for arrest and search warrant service, surveillance of armed and/or dangerous subjects, and responding to calls requiring special weapons.
  - g. Expected Lifespan: 5,000 rounds
  - h. Fiscal Impact: The annual fiscal impact of less than \$200 for training and servicing will be absorbed by the Department's operations budget.
  - i. Training: Only officers selected by the department who are POST certified in precision long-rifle class and maintain the department standards by regularly train and qualify shall deploy this system.
  - j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 305.3.7 Special Purpose Firearms and Use of Force Policy 300 and lists the policy for deployment and training for officers.
  
5. **Description: .308 Caliber Rifle Ammunition Winchester Match Hollow Point Boat Tail 168 Grain.**
  - a. Cost: \$46.00 per 20 rounds.
  - b. Quantity: The Department has 1,500 rounds in inventory. The future purchase of replacement ammunition are not to exceed 2,000 rounds in inventory of the same or similar manufacture.
  - c. Capabilities: Rifle ammunition manufactured specifically for rifles chambered in .308 caliber. Currently there are various types of .308 caliber rifle ammunition in use by the Department. The .308 ammunition provides officers the ability to engage hostile suspects at great distances with precision rifle fire.
  - d. Manufacturer: Winchester
  - e. Manufacturer Description: The sleek bullet profile, large boattail and small hollow point combine to make Winchester Match one of the most sought-after rounds. The qualities ensure long-range accuracy even in challenging atmospheric conditions. Available in most tack-driving calibers and bullet sizes, this ammunition defines accuracy. (Winchester)
  - f. Purpose and Authorized Use: The .308 ammunition was selected for duty use through tests based on variables of velocity, temperature humidity, and elevation. .308 ammunition in conjunction with rifles chambered in .308 is to be used exclusively by officers that are typically deployed during high-risk operations and special events or instances where an over watch team are needed.
  - g. Expected Lifespan: 25 years.
  - h. Fiscal Impact: The annual fiscal impact of less than \$100 for training and servicing will be absorbed by the Department's operations budget.
  - i. Training: Only officers who have completed a POST certified training course and demonstrated proficiency and understanding of the safe use of this weapon system

shall be permitted to operate the associated weapon system with this ammunition.

- j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 305.3.7 Special Purpose Firearms and Use of Force Policy 300 and lists the policy for deployment and training for officers.

6. Description: **Federal Gold Medal Sierra MatchKing 168 Grain**

- a. Cost: \$40.00 per 20 rounds.
- b. Quantity: The Department has 600 rounds in inventory. The future purchase of replacement ammunition are not to exceed 1,000 rounds in inventory of the same or similar manufacture.
- c. Capabilities: The Federal Gold Medal Sierra MatchKing 168 grain full metal jacket rifle ammunition manufactured specifically for rifles chambered in .308 caliber. Currently there are various types of .308 caliber rifle ammunition in use by the Department. The .308 ammunition provides officers the ability to engage hostile suspects at great distances with precision rifle fire.
- d. Manufacturer: Federal
- e. Manufacturer Description: 168 grain boat-tail hollow-point bullet; uniform match jacket; Federal ® brass; specialty formulated propellant; benchrest-quality Gold Medal ® primer.  
(<https://www.federalpremium.com/rifle/gold-medal/gold-medal-sierra-matchking/11-GM308M.html>)
- f. Purpose and Authorized Use: The .308 ammunition was selected for duty use through tests based on variables of velocity, temperature humidity, and elevation. 308 ammunition in conjunction with rifles chambered in .308 is to be used exclusively by officers that are typically deployed during high-risk operations and special events or instances where an over watch team are needed.
- g. Expected Lifespan: 25 years.
- h. Fiscal Impact: The annual fiscal impact of less than \$50 for training and servicing will be absorbed by the Department's operations budget.
- i. Training: Only officers who have completed a POST certified training course and demonstrated proficiency and understanding of the safe use of this weapon system shall be permitted to operate the associated weapon system with this ammunition.
- j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 305.3.7 Special Purpose Firearms and Use of Force Policy 300 and lists the policy for deployment and training for officers.

7. Description: **Federal Tactical Bonded Tip 168 Grain**

- a. Cost: \$40.00 per 20 rounds.
- b. Quantity: The Department has 300 rounds in inventory. The future purchase of replacement ammunition are not to exceed 1,000 rounds in inventory of the same or similar manufacture.
- c. Capabilities: The Federal Tactical Bonded Tip 168 grain Tactical Bonded Tip rifle ammunition manufactured specifically for rifles chambered in .308 caliber. Currently there are various types of .308 caliber rifle ammunition in use by the Department. The .308 ammunition provides officers the ability to engage hostile suspects at great distances with precision rifle fire..
- d. Manufacturer: Federal
- e. Manufacturer Description: Fine-tuned to provide exceptional accuracy through factory rifles. Ballistic coefficients exceed those of comparable designs thanks to a hybrid nose design that combines tangent and secant ogive features. The bullets are loaded with the finest nickel-plated brass, Gold Medal primers and specially

- formulated propellant for the best consistency and reliability.
- f. Purpose and Authorized Use: The .308 ammunition was selected for duty use through tests based on variables of velocity, temperature humidity, and elevation. 308 ammunition in conjunction with rifles chambered in .308 is to be used exclusively by officers that are typically deployed during high-risk operations and special events or instances where an over watch team are needed.
  - g. Expected Lifespan: 25 years.
  - h. Fiscal Impact: The annual fiscal impact of less than \$50 for training and servicing will be absorbed by the Department's operations budget.
  - i. Training: Only officers who have completed a POST certified training course and demonstrated proficiency and understanding of the safe use of this weapon system shall be permitted to operate the associated weapon system with this ammunition.
  - j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 305.3.7 Special Purpose Firearms and Use of Force Policy 300 and lists the policy for deployment and training for officers.
8. Description: **Federal Berger Full Metal Jacket 185 Grain**
- a. Cost: \$46.00 per 20 rounds.
  - b. Quantity: The Department has 200 rounds in inventory. The future purchase of replacement ammunition are not to exceed 1,000 rounds in inventory of the same or similar manufacture.
  - c. Capabilities: The Federal 185 grain full metal jacket is designed to be used for extreme distance with little deviation in travel to target. Currently there are various types of .308 caliber rifle ammunition in use by the Department. The .308 ammunition provides officers the ability to engage hostile suspects at great distances with precision rifle fire..
  - d. Manufacturer: Federal
  - e. Manufacturer Description: The most sought-after bullets among competitors on the Precision Rifle Series are now loaded into the industry's most trusted factory rifle ammunition. Gold Medal® Berger® loads feature an advanced boat-tail bullet with a high ballistic coefficient to provide the flattest trajectories, less wind drift and surgical long-range accuracy. The loads use Gold Medal match primers, Federal® brass and specially formulated propellant, and they adhere to Federal Premium's strictest specifications for accuracy, pressure and velocity.
  - f. Purpose and Authorized Use: The .308 ammunition was selected for duty use through tests based on variables of velocity, temperature humidity, and elevation. 308 ammunition in conjunction with rifles chambered in .308 is to be used exclusively by officers that are typically deployed during high-risk operations and special events or instances where an over watch team are needed.
  - g. Expected Lifespan: 25 years.
  - h. Fiscal Impact: The annual fiscal impact of less than \$50 for training and servicing will be absorbed by the Department's operations budget.
  - i. Training: Only officers who have completed a POST certified training course and demonstrated proficiency and understanding of the safe use of this weapon system shall be permitted to operate the associated weapon system with this ammunition.
  - j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 305.3.7 Special Purpose Firearms and Use of Force Policy 300 and lists the policy for deployment and training for officers.

9. Description: **Hornady 165 Grain GMX Tap Bar**



- a. Cost: \$44.00 per 20 rounds
- b. Quantity: The department has 200 rounds in inventory. The future purchase of replacement ammunition are not to exceed 1,000 rounds in inventory of the same or similar manufacture.
- c. Capabilities: The Hornady 165 grain GMX Tap Bar rifle ammunition provides consistent performance through different barriers. Currently there are various types of .308 caliber rifle ammunition in use by the Department. The .308 ammunition provides officers the ability to engage hostile suspects at great distances with precision rifle fire.
- d. Manufacturer: Hornady
- e. Manufacturer Description: TAP® Heavy Barrier™ turns cover into concealment. The 165 gr. GMX® TAP® Heavy Barrier™ is constructed of a monolithic copper alloy. It shoots cleaner than pure copper, fouls less and delivers devastating terminal performance. The GMX® bullet penetrates heavy barriers such as 1" laminated glass with exceptional weight retention while still delivering superior terminal performance.
- f. Purpose and Authorized Use: The .308 ammunition was selected for duty use through tests based on variables of velocity, temperature humidity, and elevation. 308 ammunition in conjunction with rifles chambered in .308 is to be used exclusively by officers that are typically deployed during high-risk operations and special events or instances where an over watch team are needed.
- g. Expected Lifespan: 25 years.
- h. Fiscal Impact: The annual fiscal impact of less than \$50 for training and servicing will be absorbed by the Department's operations budget.
- i. Training: Only officers who have completed a POST certified training course and demonstrated proficiency and understanding of the safe use of this weapon system shall be permitted to operate the associated weapon system with this ammunition.
- j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 305.3.7 Special Purpose Firearms and Use of Force Policy 300 and lists the policy for deployment and training for officers.

10. Description: **Hornady 165 Grain I B Tap Bar**

- a. Cost: \$44.00 per 20 rounds
- b. Quantity: The department has 100 rounds in inventory. The future purchase of replacement ammunition are not to exceed 1,000 rounds in inventory of the same or similar manufacture.
- c. Capabilities: The Hornady 165 I B Tap Bar is designed for accurate penetration and expansion to avoid over-penetration. Currently there are various types of .308 caliber rifle ammunition in use by the Department. The .308 ammunition provides officers the ability to engage hostile suspects at great distances with precision rifle fire.
- d. Manufacturer: Hornady
- e. Manufacturer Description: Hornady no longer manufactures this design of ammunition.
- f. Purpose and Authorized Use: The .308 ammunition was selected for duty use through tests based on variables of velocity, temperature humidity, and elevation. 308 ammunition in conjunction with rifles chambered in .308 is to be used exclusively by officers that are typically deployed during high-risk operations and special events or instances where an over watch team are needed.
- g. Expected Lifespan: 25 years.
- h. Fiscal Impact: The annual fiscal impact of less than \$50 for training and servicing will be absorbed by the Department's operations budget.
- i. Training: Only officers who have completed a POST certified training course and demonstrated proficiency and understanding of the safe use of this weapon system



shall be permitted to operate the associated weapon system with this ammunition.

- j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 305.3.7 Special Purpose Firearms and Use of Force Policy 300 and lists the policy for deployment and training for officers.

The following chemical and diversionary devices have been purchased by the South Pasadena Police Department prior to January 1, 2022. The munitions are retained in inventory for training purposes only to address adverse environments that officers experience in on-duty circumstances:

1. Description: **Direct Impact 40mm OC Crushable Foam Round**

- a. Cost: \$25.00 per round
- b. Quantity: 2 rounds used for police training [2]
- c. Capabilities: The 40mm Defense Technology Direct Impact munition is a point-of-aim, point-of-impact direct-fire round that releases an OC foam on contact.
- d. Manufacturer: Defense Technology Direct Impact
- e. Manufacturer Description: A point-of-aim, point-of-impact direct-fire round. An excellent solution whether you need to incapacitate a single subject or control a crowd. When loaded with OC powder, the Direct Impact combines blunt trauma with the effects of an irritant powder, maximizing the potential for incapacitation.
- f. Purpose and Authorized Use: For training purposes only.
- g. Expected Lifespan: 5 years
- h. Fiscal Impact: The annual fiscal impact of training and servicing will be absorbed by the Department's operations budget.
- i. Training: The Department emphasizes the importance of officers operating in chemical agent and smoke environments. The training emphasized the use of protective equipment and proper decontamination.
- j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 303.2.1 Familiarization Required and Use of Force Policy 300 and lists the policy for deployment and training for officers.

2. Description: **Direct Impact 40mm Expulsion Grenade, Inert Agent**

- a. Cost: \$25.00 per round
- b. Quantity: 4 rounds used for police training [4]
- c. Capabilities: The 40mm Defense Technology Direct Impact munition is a point-of-aim, point-of-impact direct-fired round that releases an inert agent to mark the area of dispersion.
- d. Manufacturer: Defense Technology Direct Impact
- e. Manufacturer Description: Training device that will allow team members to deploy the grenade without effecting roll players. This compact, non-pyrotechnic, inert powder device provides safe expulsion without risk of fire.
- f. Purpose and Authorized Use: For training purposes only.
- g. Expected Lifespan: 5 years.
- h. Fiscal Impact: The annual fiscal impact of training and servicing will be absorbed by the Department's operations budget.
- i. Training: The Department emphasizes the importance of officers operating in chemical agent and smoke environments. The training emphasized the use of protective equipment and proper decontamination.
- j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 303.2.1 Familiarization Required and Use of Force Policy 300 and lists the policy for deployment and training for officers.

3. Description: **Direct Impact 40mm Ferret, Inert Liquid Powder**

- a. Cost: \$12.00
- b. Quantity: 50 rounds used for police training [50]
- c. Capabilities: The 40mm Defense Technology Direct Impact munition is a point-of-aim, point-of-impact direct-fired round that releases an inert marking powder.
- d. Manufacturer: Defense Technology Direct Impact
- e. Manufacturer Description: Training device that will allow team members to deploy the grenade without effecting roll players. This compact, non-pyrotechnic, inert powder device provides safe expulsion without risk of fire.
- f. Purpose and Authorized Use: For training purposes only.
- g. Expected Lifespan: 5 years.
- h. Fiscal Impact: The annual fiscal impact of training and servicing will be absorbed by the Department's operations budget.
- i. Training: The Department emphasizes the importance of officers operating in chemical agent and smoke environments. The training emphasized the use of protective equipment and proper decontamination.
- j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 303.2.1 Familiarization Required and Use of Force Policy 300 and lists the policy for deployment and training for officers.

4. Description: **Direct Impact 40mm Gas**

- a. Cost: \$25.00 per round
- b. Quantity: 50 rounds used for police training [50]
- c. Capabilities: The 40mm Defense Technology Direct Impact munition is a point-of-aim, point-of-impact direct-fired round that releases an OC gas in a localized area.
- d. Manufacturer: Defense Technology Direct Impact
- e. Manufacturer Description: This lightweight, high-speed projectile incorporates a plastic body and a foam (sponge) nose which is spin stabilized via the incorporated rifling collar and the 40mm launcher's rifled barrel. The round utilizes smokeless powder as the propellant and has velocities that are extremely consistent. The projectile design has a unique user-adjustable patented gas-bleed feature, which allows kinetic energy to be adjusted for two design points addressing close-in and extended range engagements. In the opened position, the standard range velocity allows for engagements of 1.5 – 40 meters. In the closed position, the extended range velocity allows for engagements of 40 – 70 meters.
- f. Purpose and Authorized Use: For training purposes only.
- g. Expected Lifespan: 5 years.
- h. Fiscal Impact: The annual fiscal impact of training and servicing will be absorbed by the Department's operations budget
- i. Training: The Department emphasizes the importance of officers operating in chemical agent and smoke environments. The training emphasized the use of protective equipment and proper decontamination.
- j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 303.2.1 Familiarization Required and Use of Force Policy 300 and lists the policy for deployment and training for officers.

5. Description: **Diversionsary Devices aka Flashbangs**

- a. Cost: \$50.00 per reusable canister and \$18.00 per insert round.
- b. Quantity: 108 rounds used for police training [Existing stock on hand]
- c. Capabilities: Canisters that emit a loud noise and bright light. The Diversionsary Devises can release large amounts of stored energy in the form of heat, light, pressure, and noise.
- d. Manufacturer: Unknown, received from Combined Systems, Inc.

- e. Manufacturer Description: The standard for diversionary flash-bang devices. Produces an 175db and 6-8 million candela of light output. The patented design incorporates a porting system that eliminates movement of the body at detonation even if the top or bottom of the device should be in contact with a hard surface. In addition, internal adjustments have greatly reduced smoke output.
  - f. Purpose and Authorized Use: For training purposes only.
  - g. Expected Lifespan: 5 years.
  - h. Fiscal Impact: The annual fiscal impact of training and servicing will be absorbed by the Department's operations budget
  - i. Training: The Department emphasizes the importance of officers operating in a light, sound, and smoke environments. The training emphasized the use of protective equipment and proper decontamination.
  - j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 303.2.1 Familiarization Required and Use of Force Policy 300 and lists the policy for deployment and training for officers.
6. Description: **Diversionsary Devices of OC Agents**
- a. Cost: \$30.00 per round
  - b. Quantity: 5 rounds used for police training [5]
  - c. Capabilities: Canisters contain an OC agent that is dispersed in three to five seconds in a closed environment.
  - d. Manufacturer: Unknown
  - e. Manufacturer Description: Unknown
  - f. Purpose and Authorized Use: For training purposes only.
  - g. Expected Lifespan: 5 years
  - h. Fiscal Impact: The annual fiscal impact of training and servicing will be absorbed by the Department's operations budget
  - i. Training: The Department emphasizes the importance of officers operating in chemical agent and smoke environments. The training emphasized the use of protective equipment and proper decontamination.
  - j. Legal and Procedural Rules: South Pasadena Police Department Policy Manual Policy 303.2.1 Familiarization Required and Use of Force Policy 300 and lists the policy for deployment and training for officers.

## V. APPROVAL OF MILITARY EQUIPMENT BY GOVERNING BODY

Under Government Code Sections 7070, et. seq., as adopted by AB481, and other applicable law, all military equipment acquired and/or in use by the Department shall be approved by the City Council by an ordinance adopting this or a successor military equipment use policy. (Government Code § 7071). As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the City Council and is available on the Department website at least 30 days prior to any public hearing concerning the military equipment at issue. (Government Code § 7071). This approval by the City Council must be granted prior to any of the following:

- (a) Requesting military equipment made available pursuant to 10 USC § 2576a.
- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment, permanently or temporarily, by either borrowing or

leasing.

- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this Department. Outside agencies may have access to "military equipment" used by any member of Department and shall be approved for use and in accordance with Department policy. Military equipment used by other jurisdictions that are providing mutual aid to Department or operating in conjunction in a law enforcement capacity with Department shall comply with their respective military equipment use policies in rendering mutual aid.
- (e) The immediate action of a fluid situation may result in the need to evolve tactics to meet the changing circumstances not listed in this policy. This is an affirmative stance by the Department designed to provide additional confidence and needed support to officers in making their decisions regarding use of force in the field.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- (g) Acquiring military equipment through any means not provided above. (Government Code § 7071).

## VII. ANNUAL MILITARY EQUIPMENT REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the City Council for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use. (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the Department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in Department inventory.

Within 30 days of submitting and publicly releasing the annual military equipment report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the general public may discuss and ask questions regarding the annual military equipment report and the Department's funding, acquisition, or use of military equipment.

## VIII. MILITARY EQUIPMENT COMPLAINTS AND INQUIRIES

Department members are bound to adhere to this Policy, in addition to state and local laws and ordinances when employing the use of military equipment at any time. Violations of the law or this Policy may result in criminal or administrative investigations and, or actions.

Members of the public may register complaints as per South Pasadena Duty Manual Policy 1013. Additionally, members of the public may submit questions or concerns about the use military equipment in this Policy by any of the following means:

1. Via email to : [onlineaccountability@southpasadenaca.gov](mailto:onlineaccountability@southpasadenaca.gov)
2. Via telephone to: (626) 403-7297
3. Via mail to: South Pasadena Police Department  
Attn: Military Equipment Use Coordinator  
1422 Mission Street  
South Pasadena, CA 91030

#### A. MILITARY EQUIPMENT COORDINATOR

The Chief of Police shall designate a member of this Department to act as the Military Equipment Coordinator. The responsibilities of the Military Equipment Coordinator include but are not limited to:

- (a) Acting as liaison to the City Council for matters related to the requirements of this policy.
- (b) Identifying Department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by City Council.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of the Department (Government Code § 7071). Outside agencies may have access to military equipment used by any member of Department and shall be approved for use and in accordance with Department policy. Military equipment used by other jurisdictions that are providing mutual aid to Department or operating in conjunction in a law enforcement capacity with Department shall comply with their respective military equipment use policies in rendering mutual aid.
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
  1. Publicizing the details of the meeting.
  2. Preparing for public questions regarding the Department's funding, acquisition, and use of equipment.
- (f) Preparing the annual "military equipment" report for submission to the City Council and ensuring that the report is made available on the Department website (Government Code § 7072).
- (g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of "military equipment," and how the Department will respond in a timely manner.

### IX. USAGE OF "MILITARY EQUIPMENT" WHEN COLLABORATING WITH OTHER LAW ENFORCEMENT AGENCIES

Military equipment used by any member of this jurisdiction shall be approved for use and in accordance with this Department policy. Military equipment used by other jurisdictions that are providing mutual aid to this jurisdiction, or otherwise engaged in law enforcement operations in this

jurisdiction, shall comply with their respective military equipment use policies in rendering mutual aid.

The immediate action of a fluid situation may result in the need to evolve tactics to meet the changing circumstances not listed in this policy. This is an affirmative stance by the Department designed to provide additional confidence and needed support to officers in making their decisions regarding use of force in the field.

The City Council, as a matter of policy, approves of inter-agency collaboration between the Department and other law enforcement agencies, and of Department use of "military equipment" during these collaborations when the above policies and procedures are followed.

## X. TESTING AND EVALUATION OF MILITARY EQUIPMENT FOR POTENTIAL FUTURE ACQUISITION

While the Department's current inventory of military equipment is wide ranging and versatile, advancements in technology, tactics, and operational effectiveness may necessitate the expansion or complete replacement of certain items of military equipment in the current catalog, beginning with the testing and evaluation of potential new or replacement military equipment.

The following limitations shall apply should the Department receive military equipment for the Testing and Evaluation process:

- (a) Only similar military equipment within the Department's current military equipment inventory may be used for Testing and Evaluation provided authorization is received from the Police Chief. Examples include (not all inclusive):
  1. AR-15 type weapons platform or similar firearms by a manufacturer other than those approved in current inventory.
  2. UAS platforms featuring a different make and/or model other than those approved in current inventory.
  3. Diversionary devices or chemical agents featuring a different make and/or model other than those approved in current inventory, etc.

Military equipment that is not similar to the Department's current military equipment inventory must be approved by the City Council and Police Chief, before acquisition for the Testing and Evaluation process as set forth above. Examples include (not all inclusive):

- (a) New military equipment technology not currently approved or currently in use by the Department.
- (b) Firearms as defined under military equipment that operate with a different weapons platform other than what is approved in the current procedure.

Military equipment items that have been assessed and recommended for final approval after undergoing the Testing and Evaluation process must be approved by the City Council and Police Chief before being formally acquired for Department inventory and operational use.





# City Council Agenda Report

ITEM NO. 11

**DATE:** June 1, 2022

**FROM:** Arminé Chaparyan, City Manager *AC*

**PREPARED BY:** Domenica K. Megerdichian, Deputy City Manager  
Mary Jerejian, Management Analyst

**SUBJECT:** **Second Reading of an Ordinance for the Creation of a Community Services Commission, and Change to the Meeting Frequency of the Public Arts Commission Meetings**

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## Recommendation

It is recommended that the City Council approve the creation of a Community Services Commission, and approve a change to the frequency of meetings of the Public Arts Commission by adopting an ordinance amending Chapter 2 of the City Code.

## Background

At the Special City Council meeting of February 23, 2022 and the City Council meeting of April 6, 2022, staff presented a comprehensive citywide commission analysis to the City Council. The analysis included data on the number of commissions and committees, frequency of meetings, workload for staff, provided established and best practices from other municipalities, and suggested opportunities for efficiencies. Following City Council direction, this item seeks to codify the changes discussed.

At the April 6, 2022 Council Meeting, the City Council voted to:

- Consolidate the Youth, Senior and Parks and Recreation Commissions scopes of work to create a seven-member Community Services Commission, and to reserve or prioritize one seat each for members of youth and senior populations;
- Reduce the frequency of meetings for the Public Arts Commission to quarterly or on an as-needed basis;
- Dissolve the Animal Commission, and requested that the City Manager call for interested residents to come together in an advisory capacity for future animal-related items and efforts;
- Dissolve the Finance Ad Hoc Committee upon completion of their anticipated final report to the City Manager; and
- Dissolve the Economic Development Committee.

## Analysis

The newly formed Community Services Commission looks to expand the Parks and Recreation Commission to include the elements and scopes of work and representation of the Youth and Senior commissions. The seven-seat Commission will follow a revised and combined scope of work, and the priority given to two seats on the commission for

## Community Services and Public Art Commission Ordinance

June 1, 2022

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youth and senior representatives will help to ensure representations of the community's sub-populations that the new Commission will focus and serve.

Currently, the Public Arts Commission meets on a monthly basis. This ordinance codifies the change requested by the City Council to reduce the meeting frequency of this commission to once a quarter, or on an as-needed basis.

This ordinance also combines the scopes of work of the Youth, Senior and Parks and Recreation Commissions to form one consolidated Community Services Commission, and reserves or prioritizes a seat for a member of youth and senior populations. Once approved, this ordinance will codify the changes approved by the City Council. Staff will prepare to return to City Council with any Commission related appointments or items as they arise.

At the May 18, 2022 Introduction and First Reading of this ordinance, Councilmember Mahmud included some suggested edits to the ordinance, and the second reading and attached draft ordinance reflects those suggested edits that were voted on and approved by the City Council.

### **Fiscal Impact**

There is no financial impact associated with this item.

### **Public Noticing**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website. A public hearing will be noticed for second reading of the ordinance.

Attachment: Redlined Version of Ordinance



**ATTACHMENT 1**  
Redlined Version of Ordinance

**CITY OF SOUTH PASADENA  
ORDINANCE NO. XXXX**

**AN ORDINANCE OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
AMENDING SECTIONS 2.44 THROUGH 2.46 OF ARTICLE IVC  
“PARKS AND RECREATION” OF CHAPTER 2,  
SECTION 2.24 AND 2.30 OF ARTICLE IV “BOARDS AND  
COMMISSIONS”, ARTICLE IVE “ANIMAL COMMISSION”,  
SECTION 2.79-11 OF ARTICLE IVL “PUBLIC ARTS COMMISSION”,  
AND ARTICLE IVF “SENIOR CITIZEN COMMISSION”,  
OF THE SOUTH PASADENA MUNICIPAL CODE  
TO REFLECT CITY COUNCIL’S DIRECTION IN CONSOLIDATING  
CITY’S YOUTH, PARKS AND RECREATION, AND SENIOR  
COMMISSIONS TO COMMUNITY SERVICES COMMISSION AND  
REDUCING FREQUENCY OF THE PUBLIC ARTS COMMISSIONS.**

**WHEREAS**, the City of South Pasadena has eleven commissions and the Library Board of Trustees codified under Chapter 2 of the Code of the City of South Pasadena;

**WHEREAS**, the City of South Pasadena conducted a Special Meeting on February 23, 2022 to discuss City Commissions;

**WHEREAS**, the City Council of South Pasadena again met on April 6, 2022 to discuss further analysis of City Commissions;

**WHEREAS**, an analysis was provided to City Council presenting the number of commissions and committees, frequency of those meetings, staff workload related to such, and best practices from other municipalities;

**WHEREAS**, the City Council of South Pasadena provided direction to consolidate the Youth, Senior, and Parks and Recreation Commissions to create a seven-member Community Services Commission;

**WHEREAS**, this Community Services Commission will reserve or prioritize one seat each for members of youth and senior populations of the South Pasadena;

**WHEREAS**, this Community Services Commission will have combined scopes of work of the Youth, Senior, and Parks and Recreation Commission;

**WHEREAS**, the City Council of South Pasadena provided direction to reduce the frequency of the Public Art Commission from monthly to quarterly, or on an as-needed basis.

**NOW THEREFORE, THE COUNCIL OF THE CITY OF SOUTH PASADENA  
DOES ORDAIN AS FOLLOWS:**

**SECTION 1.** Article IVC. Parks and Recreation is hereby amended to be renamed “Community Services Commission” and sections 2.44 through 2.46 amended therein:

**ARTICLE IVC. PARKS AND RECREATION COMMUNITY SERVICES  
COMMISSION**

**2.44 Creation.**

There is created and established a ~~parcs and recreation~~ community services commission of the city to address the city’s senior citizen, youth, and general populations needs for recreational and other services.

**2.45 Composition; School district representative.**

The commission shall consist of seven ~~adult~~ members appointed who shall be appointed pursuant to SPMC 2.23. To encourage representation of the senior community, ~~one or more of the seven members shall be a resident who is a member of the city’s senior citizen population.~~ To encourage representation of the youth community, ~~one or more shall prioritize appointing one of the seven members as a resident who upon assuming the first term shall be between the ages of fourteen and eighteen under the age of twenty-one years of age.~~ The school district may appoint a non-voting representative to advise the commission on issues related to city sponsored youth services and services provided to the youth, youth recreation activities, use of school district facilities, and services with the senior citizen community appoints one member of the commission, who shall serve a regular term.

**2.46 Powers and duties.**

The powers and duties of the parks and recreation community services commission shall be to:

(a) Act in advisory capacity to the city council and director of and the community services department in all matters pertaining to activities promoting the health, interests and well-being of the city’s senior citizen and youth populations, all matters pertaining to parks and public recreation; and to cooperate with other governmental agencies and civic groups in the advancement of sound park and recreation planning and programming;

(b) Recommend policies for the control, management, and use of community services facilities, subject to review of the community services director and approval by the city council; Formulate and propose policies on recreation services for approval by the city council;

(c) Recommend the acquisition, use, and relinquishment of community services facilities and services for city council consideration;

~~Assist the city manager in preparing the minimum qualifications for the position of the community services department; and assist in formulating a job description for the position;~~

~~(d) Advise the city council director of the community services department on ~~problems of administration~~, development of recreation areas, facilities, programs and improved recreation services;~~

~~(e) Recommend the adoption of standards on organizations, personnel, areas and facilities, program and financial support;~~

~~(f) Take periodic inventories of community recreation services that exist or may be needed and interpret the needs of the public to the city council and to the director of the community services department;~~

~~(g) Aid in coordinating the recreation services with the programs of other governmental agencies and voluntary organizations;~~

~~(h) Assist the city manager to the extent requested in making periodic appraisals of the effectiveness of the director and staff in administering the program;~~

~~(i)(g) Inform the public of the policies and functions of community services programs ~~the parks and recreation program~~ as directed by the city council;~~

~~(j)(h) Inform, advise and cooperate with boards of education and boards of school trustees of school districts comprising a part of the city or being immediately adjacent to the city to the extent that such information, advice and cooperation shall be proper and desirable in preparing, revising or carrying out the ~~park or recreation programs~~ of the city community services department.~~

**SECTION 2.** Section 2.24 “Eligibility for membership” of Article IV. Boards and Commissions are amended as follows:

**2.24 Eligibility for membership.**

(a) To be eligible for appointment or retention on any board or commission, a citizen must be and must maintain his or her status as a resident ~~elector~~ of the city, with a strong commitment and demonstrated ability to work in a collaborative manner with other commission members and city staff. and shall be in good standing with the city (no open code enforcement actions or public safety issues pertaining to the resident or real property owned by them). ~~—~~ Elected city officials/employees are not eligible for membership on any board or commission. No individual shall serve on more than one board or commission at the same time. Notwithstanding the aforementioned prohibition of serving on more than one board or commission at the same time, in the event that a committee or other body is merged with a board or commission or is redesignated as a board or commission, the city council may waive this prohibition for any incumbent members of said committee or body. Said waiver shall be in effect until expiration

of the commissioner's term on either commission, whichever commission term expires first.

(b) To be eligible for appointment to any board or commission as a nonvoting youth member, a citizen must be and must maintain his or her status as a resident of the city and be between the ages of fourteen and eighteen years old. No youth member shall serve on more than one board or commission at the same time.

**SECTION 3.** Section 2.30 "Quorum" of Article IV. Boards and Commissions are amended as follows:

**2.30 Quorum.**

With the exception of the ~~community redevelopment commission~~, the public safety commission, the community services commission, and the natural resources and environmental commission, three members of any board or commission shall constitute a quorum. In the event that vacancies exist on a five-member body, three members must be in attendance to achieve a quorum. Four members shall constitute a quorum and a majority vote for the ~~community redevelopment commission and a quorum for~~ the public safety commission, the community services commission, and the natural resources and environmental commission.

**SECTION 4.** Article IVE. Animal Commission is deleted in its entirety:

**ARTICLE IVE. ~~RESERVED ANIMAL COMMISSION~~**

**~~2.51 – 2.53 RESERVED Creation.~~**

~~There is hereby created an animal commission.~~

**~~2.52 Meetings.~~**

~~The animal commission shall hold a maximum of six regular meetings per calendar year. The commission shall adopt a schedule of meetings each year, consistent with this section.~~

**~~2.53 Powers and duties.~~**

~~The powers and duties of the animal commission shall be to:~~

- ~~(a) Act in advisory capacity to the city council in all matters pertaining to animals and to cooperate with other governmental agencies and civic groups in the advancement of sound animal planning and programming;~~
- ~~(b) Formulate and propose policies on animal services for approval by the city council;~~
- ~~(c) Recommend the adoption of standards on organizations, personnel, areas and facilities, program and financial support;~~
- ~~(d) Make periodic inventories of animal services that exist or may be needed and interpret the needs of the public to the city council;~~

- ~~(e) — Aid in coordinating the animal services with the programs of other governmental agencies and voluntary organizations;~~
- ~~(f) — Inform the public of the policies and functions of the animal program as directed by the city council.~~

**SECTION 5.** Section 2.79-11 “Meetings” of Article IVL. Public Arts Commission is hereby amended:

**2.79-11 Meetings**

The public art commission shall hold up to one regular meeting each ~~month~~ quarter, on an as-needed basis. The chair may call for a special meeting if needed with concurrence of the commission.

**SECTION 6.** Article IVF. Senior Citizen Commission is deleted:

**ARTICLE IVF. RESERVED SENIOR CITIZEN COMMISSION**

**2.54 RESERVED Creation.**

~~There is hereby created a senior citizen commission.~~

**2.55 RESERVED Powers and duties**

~~The powers and duties of the commission shall be to:~~

- ~~(a) — Act in advisory capacity to the city council in all matters pertaining to senior citizens and to cooperate with other governmental agencies and civic groups in the advancement of senior citizen planning and programming;~~
- ~~(b) — Formulate and propose policies on senior citizen services for approval by the city council;~~
- ~~(c) — Recommend the adoption of standards on organizations, personnel, areas and facilities, program and financial support;~~
- ~~(d) — Make periodic inventories of senior citizen programs, facilities and services that exist or may be needed and interpret the needs of the public to the city council;~~
- ~~(e) — Aid in coordinating the senior citizen services with the programs of other governmental agencies and voluntary organizations;~~
- ~~(f) — Inform the public of the policies and functions of the senior citizen program as directed by the city council;~~
- ~~(g) — Formulate policies for the control, management and use of senior citizen facilities, subject to approval by the city council;~~
- ~~(h) — Recommend the acquisition, use and relinquishment of senior citizen facilities and services, for council consideration.~~

**SECTION 7. SEVERABILITY.** If any portion or provision of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the validity of the remaining portions or provisions or their application and, to this end, the provisions of this Ordinance are severable.

**SECTION 8.** This ordinance shall take effect thirty (30) days after its final passage, and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

**PASSED, APPROVED AND ADOPTED** on this 1<sup>st</sup> day of June, 2022.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Michael A. Cacciotti, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Christina Muñoz, Deputy City Clerk

\_\_\_\_\_  
Andrew L. Jared, City Attorney



# City Council Agenda Report

ITEM NO. 12

**DATE:** June 1, 2022

**FROM:** Arminé Chaparyan, City Manager *DOWN for AZ*

**PREPARED BY:** Ken Louie, Interim Director of Finance

**SUBJECT:** **Review of Fiscal Year 2022-2023 Annual Budget and Adoption of the Five-Year Capital Improvement Program**

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## Recommendation

It is recommended that the City Council:

1. Conduct a Public Hearing regarding the proposed 2022-23 Annual Budget;
2. Approve Updated List of Designated Reserves;
3. Approve items to be funded by the State and Local Fiscal Recovery Fund (SLFRF); and
4. Adopt the 2022/2023 through 2026/2027 Five-Year Capital Improvement Program (CIP) consistent with the City's General Plan.

## Background

The City of South Pasadena adopts a comprehensive Annual Adopted Budget ("Budget") for all funds including the General Fund. In addition to the General Fund, there are Enterprise Funds, Special Funds and Internal Service Funds. Unlike the General Fund, Enterprise funds such as the Water and Sewer Funds can be for-profit, and serve to provide a public service while making sure that they are solvent, where revenues meet or exceed expenses. The City also has Special Funds which include but are not limited to Prop A, Prop C, and Metro grants. These funds must be spent on a specific purpose, are usually funded via a federal, state or county source, and are highly regulated by a third-party secured by the grantor. Internal Service funds are implemented within the agency to ensure that all funds are paying/receiving their fair share of revenue and expenses, as is the case with the City's Fund 103 - Insurance Fund, which collects from the appropriate internal entity so each entity can be charged its fair share of insurance costs.

The Budget process begins early in the calendar year and is a lengthy process of department meetings, and revenue and expenditure analyses, and projections for the year ahead. Once all departments have submitted their proposal for the upcoming fiscal year, they confer on the final proposal with the City Manager. The proposed budget is presented to the Finance Commission, where their recommendation of the document is requested for the City Council's consideration, and on May 23, 2022, the Finance Commission unanimously recommended this budget for City Council's consideration. A budget study session was held with the City Council and community on May 25, 2022,



where staff solicited input and received direction on the proposed budget, one-time federal grant monies and City fund classifications. The City Council also heard from the City's auditor on a positive draft report, and we anticipate the final report to City Council prior to the June 15, 2022 anticipated adoption date.

### **Discussion/Analysis**

Enclosed is the Preliminary Budget which features Total Budget Revenues of \$77,593,486 and Total Budgeted Expenditures of \$78,102,983 for a net organizational change of negative \$509,498. The General Fund is budgeting revenues of \$44,013,237 and Expenditures/outflows of \$43,510,679 for a projected net positive change of \$502,558. The focus of this report will be on the General Fund as all other funds are highly regulated by a third-party and revenue within those funds are for a specific purpose. Whereas, the General Fund is at the sole discretion of the City Council. Note that there was a late modification to the Police Services – Filming revenue line item. It was understated by \$35,000 and now has been adjusted upward.

#### Major Revenues/Inflows

Property Tax	\$18,140,368
Sales Tax	\$ 5,806,000
Utility Users' Tax	\$4,299,703
Planning/Bldg. Fees	\$1,636,200
SLFRF	\$6,059,235
All Others	\$8,071,731
<b>Total</b>	<b>\$44,013,237</b>

#### Major Expenditures/Outflows

Labor costs	\$24,870,216
Operations & Maintenance	\$10,498,90
CIP Contribution	\$1,133,483
Transfers Out	\$383,079
SLFRF	\$5,830,000
Capital Outlay – Equip.	\$795,000
<b>Total</b>	<b>\$43,510,679</b>

<b>Net Proposed Change</b>	<b>\$502,558</b>
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### **Department Specific Proposed Budget Highlights**

Below are some highlights in the proposed budget, reflecting the big takeaways from each respective department:

#### Library

- New full-time Librarian
- New workstations for Support Services Division
- Budgeted \$20,000 for books/DVD's/CD/e-books
- Requesting Coronavirus State and Local Fiscal Recovery Funds (SLFRF) consideration for RFID Automated System (\$160,000)

#### Community Services

- Return of all Senior, Recreation events, classes, programs
- Funding for Festival of Balloons/Fourth of July Fireworks Show and Event
- Construction of Berkshire and Grevelia Pocket Parks- Funding via Impact Fees and grants
- Requesting Coronavirus State and Local Fiscal Recovery Funds (SLFRF) consideration for Registration System Software (\$50,000)

#### Fire

- Requesting Coronavirus State and Local Fiscal Recovery Funds (SLFRF) consideration for three (3) critical apparatus replacement:
  - Air Utility Apparatus (\$600,000)
  - Rescue Ambulance (\$250,000)
  - Breathing Apparatus (\$150,000)

#### Management Services

- Phase II of Class and Comp Study
- City General Election (November)
- Recruitment and employee engagement efforts
- Return of Commissioner Congress program
- Requesting Coronavirus State and Local Fiscal Recovery Funds (SLFRF) consideration for IT Master Plan (\$100,000) and Employee Engagement and Retention (\$150,000)

#### Community Development

- New Senior Management Analyst focused on housing programs
- New Part-Time Code Enforcement Officer for weekends/evenings
- Convert 3 part-time positions into 1 full-time Permit Counter Technician
- Historical Residential Property Survey

#### Public Works

- New Transportation Engineer
- Increase in tree planting budget to accelerate planting
- Requesting Coronavirus State and Local Fiscal Recovery Funds (SLFRF) consideration for asphalt truck replacement (\$300,000)

## Police

- Unfreezing of Deputy Chief position
- Unfreezing of Officer position
- Continued exploration of fleet replacements and carryover of Mental Health programming funding
- Implementation of city-wide license plate reader
- Requesting Coronavirus State and Local Fiscal Recovery Funds (SLFRF) consideration for Electronic Control Device (ECD) Replacement (\$70,000)

### Staffing Changes from FY 21/22 Budget to Proposed FY 22/23 Budget

In the FY 21/22 Budget Mid-Year, City Council approved five (5) positions: Deputy City Manager, Management Services Director, two Management Analysts in Public Works and an Accountant in Finance. Positions were added in a reorganization of the City Manager's Office and in development of the Management Services Department, as well as a reorganization of the Public Works Department. In the proposed FY 22/23 budget, three (3) new positions are being proposed: Transportation Engineer (Public Works), Permit Counter Technician and Senior Management Analyst for Housing (Community Development). We are also requesting the unfreezing of three (3) positions: Deputy Police Chief, Police Officer and Librarian. These positions reflect a change of 11 new or unfrozen positions across the organization between the two fiscal year budgets, and provide for further capacity for priority areas. All other modifications are reclassifications of existing positions.

### **Comprehensive Audit Update**

The City uses Rogers, Anderson, Malody and Scott, LLP (RAMS) to conduct its annual audits. The audit for fiscal year 2020-2021 is in the final stages and the firm has submitted the Draft Financial Statements to the City due to the fact that there are no material items outstanding. The Audit Manager, Brianna Shultz, provided a verbal report to the City Council at the Special Meeting held on May 25, 2022. In her report she noted no material weaknesses in the City's financial report. RAMS is working toward completing the audit by June 15, 2022.

### **State and Local Fiscal Recovery Funds (SLFRF)**

The City has received \$6,059,235 in unrestricted one-time federal grant monies for COVID-19 response and recovery. These funds were intended to assist local entities in offsetting the costs and circumstances encountered due to the COVID-19 pandemic. However, in January 2022 the "Final Rule" with regards to these funds was issued and does not place any restrictions on the use of these funds for entities receiving less than \$10 million. The City Council has expressed the desire to use \$5,830,000 of this relief funding as listed below. Adoption of these projects will leave at least \$229,235 available for future appropriation:

- \$1,000,000 COVID-19 Emergency Response (expended and anticipating partial recovery of funds via FEMA)
- \$3,000,000 Labor/ Capital Improvement Program (CIP) Injection Fund

- \$1,000,000 Fire Apparatus/Ambulance
- \$300,000 Public Works Asphalt Utility Truck
- \$530,000 Citywide Technology Enhancements
  - \$160,000 Library RFID Automated System
  - \$150,000 Employee Engagement and Retention
  - \$100,000 IT Master Plan
  - \$70,000 Police Electronic Control Device (ECD) Replacement
  - \$50,000 Community Services Registration Software

### **Designated Fund Balances Adjustments**

The City Council has reviewed the current list of Designated Fund Balances and has determined to remove the following designations and return them to Undesignated Fund Balance. The total being returned to Undesignated Fund Balance is \$1,789,067.

- \$900,000 Fiscal Sustainability Reserve
- \$500,000 Legal Services Reserve
- \$267,067 Maintenance Yard Community Center
- \$100,000 Vehicle Replacement Reserve
- \$22,000 Library Park Drainage Reserve

The following designated fund balances will now be renamed:

- “SR-110 Interchange Rogan Match” becomes “Transportation Projects- Rogan Fund Match”
- “Slater Reimbursement” becomes “Caltrans 626 Prospective Litigation”

### **Capital Improvement Program (CIP)**

In accordance with section 65401 of the California Government Code, a City that has adopted a General Plan and recommends, prepares plans for, or constructs major public works, shall also prepare a coordinated program of proposed public works for the ensuing fiscal year. The CIP for fiscal year (FY) 2022-2023 is included in the City’s Preliminary FY 2022-2023 Budget. In addition, a Five-Year CIP is included as an attachment to the Budget, which outlays planned physical improvements, such as buildings, transportation and street projects, parks, water & sewer facilities, etc. These projects are to be recommended for adoption in future proposed budgets for fiscal years 2023-2024 through 2026-2027. This CIP does not include costs for operational functions, programs, and routine maintenance activities, as is typical of CIPs. Furthermore, the attached five-year CIP includes references to the City’s current General Plan to demonstrate that the proposed projects support, promote, or implement the statements, goals, policies and programs in the General Plan.

### **Fiscal Impact**

The net General Fund fiscal impact of the Proposed Budget is a positive increase to fund balance of \$492,558.

### **Community Outreach**

The proposed budget document has been made available for public review through the posting of the document for the Finance Commission meetings, on the City's website, through the City's social media and e-newsletter communications tools.

### **Commission Review**

The Finance Commission met on May 16, 2022 to receive a presentation on the FY 22/23 Proposed Budget, and provided good feedback to staff deliberate on the Proposed Budget. The Commission met a second time on May 23, 2022 for further discussion, and unanimously approved their recommendation for the City Council to consider adoption.

Following tonight's discussion, staff requests that City Council continue the public hearing to June 15, 2022. At that meeting, staff will request City Council's consideration of adoption of the budget.

### **Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

#### Attachments:

1. 2022-23 Proposed Annual Budget
2. Revised Committed Fund Balances
3. Capital Improvement Program (CIP) Budget

**ATTACHMENT 1**  
2022-23 Proposed Annual Budget  
([Click Here](#))

# ATTACHMENT 2

## City of South Pasadena

### Proposed FY 22/23 Budget- Committed Fund Balances

*Revised per City Council Direction 5/25/2022*

Arroyo Seco Golf Course Fund	\$600,000
Caltrans/ 626 litigation Reserve	\$345,876
Caltrans Vacant Property	\$392,000
Library Expansion	\$200,000
Renewable Energy Sources	\$700,000
Storm Water Reserve	\$600,000
Transportation Project- "Rogan" Match Fund	\$1,410,000

**ATTACHMENT 3**  
Capital Improvement Program (CIP) Budget





# CITY OF SOUTH PASADENA

CAPITAL IMPROVEMENT PROGRAM – FISCAL YEARS 2022-23 to 2026-27





# CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS 2022-23 to 2026-27

## CITY OF SOUTH PASADENA, CALIFORNIA

*Incorporated March 2, 1888*

### CITY COUNCIL

Mayor Michael A. Cacciotti

Mayor Pro Tem Jon Primuth

Councilmember Jack Donovan

Councilmember Diana Mahmud

Councilmember Evelyn G. Zneimer

City Manager Arminé Chaparyan

*Prepared by:*

*Public Works Department*

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# PROGRAM BUDGET SUMMARY

CAPITAL IMPROVEMENT PROGRAM – FISCAL YEARS 2022-23 to 2026-27





# PROGRAM BUDGET SUMMARY

PROJECT NAME	Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	TOTAL
<b>GENERAL BUILDINGS &amp; FACILITIES</b>								<b>\$2,435,000</b>
Computerized Maintenance Mgmt. System (CMMS) / GIS	\$150,000	\$150,000	-	-	-	-	-	\$150,000
Citywide Facilities Assessment	\$100,000	\$100,000	\$100,000	-	-	-	-	\$200,000
Citywide Facilities Repairs	-	-	\$150,000	\$250,000	\$500,000	\$500,000	\$500,000	\$1,900,000
825 Mission Yard Security Gates	\$160,000	\$160,000	-	-	-	-	-	\$160,000
War Memorial HVAC Repairs	-	-	\$25,000	-	-	-	-	\$25,000
<b>COMMUNITY DEVELOPMENT</b>								<b>\$495,000</b>
CD Permit Management Software	-	-	\$310,000	\$140,000	-	-	-	\$450,000
CD Digital Records Scanning & Document Mgmt.	-	-	\$45,000	-	-	-	-	\$45,000
<b>INFORMATION TECHNOLOGY</b>								<b>\$450,000</b>
VoIP Phone/Network System	-	-	\$200,000	\$200,000	-	-	-	\$400,000
Customer Care System	-	-	-	-	\$25,000	-	-	\$25,000
Agenda Management System	-	-	-	-	\$25,000	-	-	\$25,000
<b>LIBRARY (Continued on Next Page)</b>								<b>\$1,202,000</b>
Library Security Camera System	\$20,000	\$20,000	-	-	-	-	-	\$20,000
Library HVAC Repairs	-	-	\$25,000	-	-	-	-	\$25,000
Library Northeast Ramp Lighting & Improvements	-	-	\$20,000	-	-	-	-	\$20,000
Library HVAC for Children's Room	-	-	-	\$12,000	-	-	-	\$12,000





# PROGRAM BUDGET SUMMARY

PROJECT NAME	Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	TOTAL
<b>LIBRARY (Continued)</b>								<b>\$1,202,000</b>
Library Repair & Waterproof Children's Room Windows	-	-	-	\$10,000	-	-	-	\$10,000
Library Radio Frequency Identification (RFID) & Automated Materials Handling (AMH) System	-	-	-	\$160,000	-	-	-	\$160,000
Library Exterior Park Lighting	-	-	-	\$220,000	-	-	-	\$220,000
Library Public Restrooms Expansion/Remodel	-	-	-	\$240,000	-	-	-	\$240,000
Library Emergency Solar Backup & Storage System	-	-	-	-	\$475,000	-	-	\$475,000
Library Cooling Center Backup HVAC Unit	-	-	-	-	\$20,000	-	-	\$20,000
<b>COMMUNITY SERVICES &amp; PARKS (Continued on Next Page)</b>								<b>\$5,428,025</b>
Grevalia & Berkshire Pocket Parks	\$178,025	\$178,025	\$825,000	-	-	-	-	\$1,003,025
Golf Course/Driving Range Netting Replacement	\$100,000	-	\$750,000	-	-	-	-	\$750,000
War Memorial Sound System	-	-	\$50,000	-	-	-	-	\$50,000
Recreation Facilities Key System	-	-	\$75,000	-	-	-	-	\$75,000
Parks Master Plan	-	-	-	\$150,000	-	-	-	\$150,000
Snake Trail Improvements	-	-	-	\$50,000	\$300,000	-	-	\$350,000
Garfield Park Fitness Equipment	-	-	-	\$100,000	-	-	-	\$100,000
Arroyo Park Fitness Equipment	-	-	-	\$100,000	-	-	-	\$100,000
Eddie Park Restrooms	-	-	-	\$100,000	-	-	-	\$100,000



# PROGRAM BUDGET SUMMARY

PROJECT NAME	Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	TOTAL
<b>COMMUNITY SERVICES &amp; PARKS (Continued)</b>								<b>\$5,753,025</b>
Orange Grove Gazebo	-	-	-	-	\$150,000	-	-	\$150,000
Orange Grove Park Playground Replacement	-	-	-	-	\$200,000	-	-	\$200,000
Garfield Park Playground Replacement	-	-	-	-	\$200,000	\$150,000	-	\$350,000
Arroyo Walking Trail	-	-	-	-	\$200,000	-	-	\$200,000
Garfield Gazebo	-	-	-	-	-	\$200,000	-	\$200,000
Eddie Park Playground Replacement	-	-	-	-	-	\$150,000	-	\$150,000
Arroyo Park Sports Complex Renovations	-	-	-	-	-	-	\$750,000	\$750,000
Orange Grove Sports Complex Renovations	-	-	-	-	-	-	\$750,000	\$750,000
<b>PUBLIC SAFETY (POLICE &amp; FIRE)</b>								<b>\$306,000</b>
PD Front Counter/Lobby Remodel	-	-	\$16,000	-	-	-	-	\$16,000
PD Locker Room Remodel	-	-	\$180,000	-	-	-	-	\$180,000
PD Briefing/Training Room Update	-	-	\$18,000	-	-	-	-	\$18,000
PD 1st Floor Interior Paint, Drywall, & Millwork	-	-	\$12,000	-	-	-	-	\$12,000
FD Fire Station Front Bay Apparatus Door Replacement	-	-	\$80,000	-	-	-	-	\$80,000
<b>SEWER</b>								<b>\$4,022,500</b>
Sewer System Repair, Rehabilitation, & Replacement	-	-	\$500,000	\$810,000	\$878,000	\$820,000	\$1,014,500	\$4,022,500



# PROGRAM BUDGET SUMMARY

PROJECT NAME	Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	TOTAL
<b>STORMWATER</b>								<b>\$39,486,357</b>
Rio Hondo Load Reduction (LRS) Alhambra Wash Treat System	-	-	\$5,000	\$50,000	-	-	-	\$55,000
Arroyo Seco San Rafael & San Pascual	-	-	\$1,214,953	\$3,528,202	\$3,528,202	-	-	\$8,271,357
Lower Arroyo Seco Projects	-	-	-	\$750,000	\$760,000	\$5,800,000	\$17,000,000	\$24,310,000
Huntington Drive Green Street	-	-	-	\$250,000	\$2,000,000	\$3,000,000	-	\$5,250,000
Camino Verde Pocket Park	-	-	-	-	\$100,000	\$600,000	\$900,000	\$1,600,000
<b>STREETS</b>								<b>\$12,582,752</b>
Street Repavement & Repairs	\$2,313,936	\$2,313,936	\$1,667,093	\$1,800,000	\$2,000,000	\$2,000,000	\$2,000,000	\$11,781,026
Sidewalk Replacement & Repairs	\$216,597	\$216,597	\$105,126	\$120,000	\$120,000	\$120,000	\$120,000	\$801,723
<b>SUSTAINABILITY</b>								<b>\$1,270,000</b>
Climate Action Plan	\$120,000	\$120,000	-	\$100,000	\$100,000	\$100,000	\$100,000	\$520,000
Civic Center/City Hall EV Charging Sys	-	-	\$350,000	-	-	-	\$150,000	\$500,000
Civic Center/Mound Solar Panels	-	-	-	-	-	-	-	-
Arroyo Park EV Charging Systems	-	-	\$50,000	-	-	-	\$50,000	\$100,000
Urban Forest Master Plan	-	-	-	\$150,000	-	-	-	\$150,000
<b>TRANSPORTATION &amp; TRAFFIC (Continued on Next Page)</b>								<b>\$36,979,629</b>
Fremont/Huntington Mobility Active Transportation Project	-	-	\$475,000	\$3,400,000	\$5,200,000	\$4,000,000	\$3,000,000	\$16,075,000
North-South Corridor (Fair Oaks) ITS Deployment	-	-	\$867,331	\$282,669	\$5,000,000	\$5,000,000	-	\$11,150,000
Rectangular Rapid Flashing Beacons (Mission & Fremont)	\$43,540	\$43,540	\$238,465	-	-	-	-	\$282,005





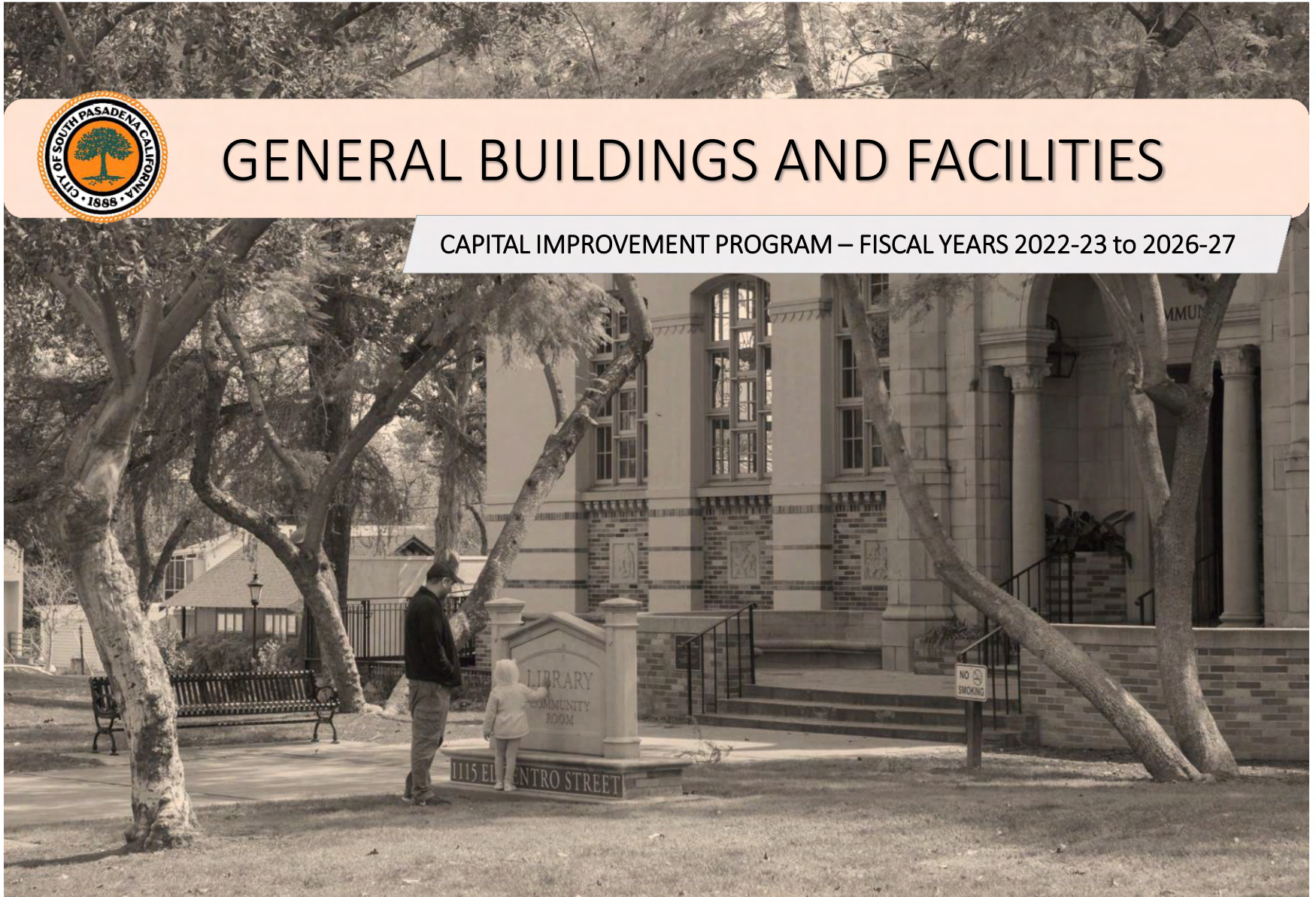
# PROGRAM BUDGET SUMMARY

PROJECT NAME	Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	TOTAL
<b>TRANSPORTATION &amp; TRAFFIC (Continued)</b>								<b>\$36,979,629</b>
Grevelia Street and Fair Oaks Avenue	-	-	\$50,000	\$150,000	-	-	-	\$200,000
Pedestrian Crossing Devices	-	-	\$200,000	\$122,624	-	-	-	\$322,624
Garfield Avenue and Monterey Road Traffic Signal & Bicycle Lanes	-	-	-	\$100,000	\$300,000	-	-	\$400,000
Columbia Street Striping and Signals	-	-	-	\$50,000	\$250,000	-	-	\$300,000
Orange Grove Avenue Project	-	-	-	\$50,000	\$100,000	\$350,000	-	\$500,000
Mission-Meridian-El Centro Bollard Sys	-	-	-	\$50,000	\$200,000	-	-	\$250,000
Citywide Mobility / Active Transportation Plan Update	-	-	-	\$150,000	-	-	-	\$150,000
Fair Oaks SR-110 Interchange Ramps	-	-	-	\$750,000	\$1,500,000	\$2,000,000	\$2,500,000	\$6,750,000
Traffic Signal Controller & Cabinet Replacement	-	-	-	-	-	\$300,000	\$300,000	\$600,000
<b>WATER</b>								<b>\$30,092,628</b>
Water Main Pipeline Repairs	\$1,134,628	\$1,134,628	\$1,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$10,134,628
Raymond & Bilikie Elevated Tanks Study & Improvements	\$80,000	\$80,000	\$40,000	-	-	-	-	\$120,000
Westside Reservoir Design/Construction	\$550,000	\$550,000	-	-	\$2,000,000	\$7,000,000	\$6,000,000	\$15,550,000
Water Facility Site Improvements	-	-	\$88,000	\$50,000	\$250,000	\$250,000	\$250,000	\$888,000
Advanced Metering Infrastructure (AMI)	-	-	\$150,000	\$300,000	\$500,000	\$1,000,000	\$1,000,000	\$2,950,000
SCADA Upgrade	-	-	-	-	\$150,000	\$150,000	\$150,000	\$450,000
<b>TOTALS</b>								
<b>ALL PROJECTS</b>	<b>\$5,166,726</b>	<b>\$5,066,726</b>	<b>\$9,881,968</b>	<b>\$16,745,495</b>	<b>\$29,031,202</b>	<b>\$35,490,000</b>	<b>\$38,534,500</b>	<b>\$269,499,782</b>



# GENERAL BUILDINGS AND FACILITIES

CAPITAL IMPROVEMENT PROGRAM – FISCAL YEARS 2022-23 to 2026-27





# COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM / GIS WORK ORDER SYSTEM

## BUDGET:

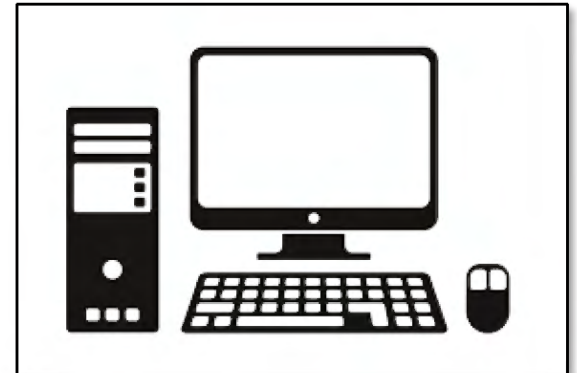
Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
\$150,000	\$150,000	-	-	-	-	-	\$150,000

## DESCRIPTION:

This project implements a Geographic Information System (GIS) based workorder system and Computerized Maintenance Management System (CMMS) utilized by Public Works divisions for efficiency and coordination of department operations, including water & sewer, and thereafter facilities, street, trees, etc.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: "To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility."



# CITYWIDE FACILITIES ASSESSMENT

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
\$100,000	\$100,000	\$100,000	-	-	-	-	\$200,000

## DESCRIPTION:

This project conducts a comprehensive condition, safety, space planning, and functional use assessment of facilities to develop short-and-long-term facility repair and replacement plans. This project is funded from the General Fund.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: "To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility."



# CITYWIDE FACILITIES REPAIRS

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$150,000	\$250,000	\$500,000	\$500,000	\$500,000	\$1,900,000

## DESCRIPTION:

This project addresses repairs to the early-assessed facilities that result from the Citywide Facilities Assessment Project.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: "To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility."



# 825 MISSION YARD SECURITY GATES

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
\$160,000	\$160,000	-	-	-	-	-	\$160,000

## DESCRIPTION:

This project installs security gates on the north entrance and south exit of the Mission Street Public Works Yard.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: "To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility."



# WAR MEMORIAL HVAC REPAIRS

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$25,000	-	-	-	-	\$25,000

## DESCRIPTION:

This project will complete repairs to the War Memorial’s heating, ventilation, and air conditioning (HVAC) systems.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: “To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility.” It is also consistent with Goal 8 of the Open Space & Resource Conservation Element, “to encourage the conservation of energy.”







# COMMUNITY DEVELOPMENT

CAPITAL IMPROVEMENT PROGRAM – FISCAL YEARS 2022-23 to 2026-27



# COMMUNITY DEVELOPMENT PERMIT MANAGEMENT SOFTWARE

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$310,000	\$140,000	-	-	-	\$450,000

## DESCRIPTION:

This project includes the implementation of a cloud-based permit tracking system that is expandable to include modules for tracking the following types of permits on private property and public ROW: planning, building permits, code compliance cases, tree permits, landscape, MWELo, etc.. The system includes workflow, reporting, auto-email, and document management (see Digital Records Scanning & Document Management), a public-facing portal for public to search records (reducing PRAs), and is expected to link to GIS and County Assessor information, and eventually with historical records.

## RELATIONSHIP TO GENERAL PLAN:

The project is consistent with Goal 1 of the Land Use Element, “to manage change and target growth...to better serve community needs and enhance the quality of life” and Policy 1.2 of the Economic Development & Revitalization Element, to “promote the highest quality public service to existing businesses”.



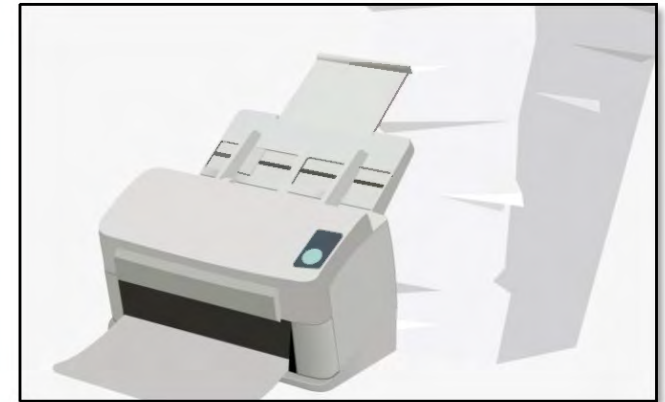
# COMMUNITY DEVELOPMENT DIGITAL RECORDS SCANNING & DOCUMENT MANAGEMENT

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$45,000	-	-	-	-	\$45,000

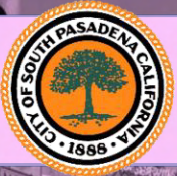
## DESCRIPTION:

This project includes scanning relevant documents, including large building plans, building permits, and planning approval files (includes full size drawings), and developing the Document Management component of the Community Development Permit Management Software Project. Documents will be reviewed to ensure compliance with the document retention policy and to determine the most efficient file format (laser fiche vs cloud).



## RELATIONSHIP TO GENERAL PLAN:

The project is consistent with Goal 1 of the Land Use Element, “to manage change and target growth...to better serve community needs and enhance the quality of life” and Policy 1.2 of the Economic Development & Revitalization Element, to “promote the highest quality public service to existing businesses”.



# INFORMATION TECHNOLOGY

CAPITAL IMPROVEMENT PROGRAM – FISCAL YEARS 2022-23 to 2026-27





# VOICE-OVER INTERNET PROTOCOL (VOIP) PHONE / NETWORK SYSTEM

## BUDGET:

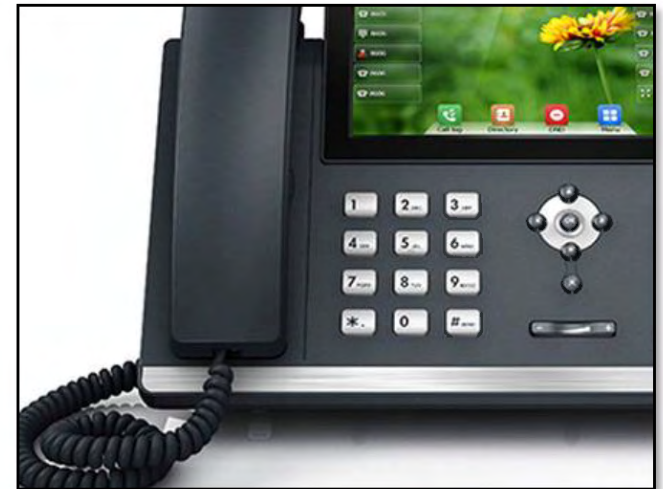
Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$200,000	\$200,000	-	-	-	\$400,000

## DESCRIPTION:

VoIP is the convergence of voice and data networks into a single network. This project will replace the City's current phone system, which is end-of-life and no longer manufactured, with a VoIP system.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: "To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility."



# CUSTOMER CARE SYSTEM

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	-	\$25,000	-	-	\$25,000

## DESCRIPTION:

This project implements a customer care software system that tracks items submitted by City residents and businesses for review and response by City employees.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: "To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility."



# AGENDA MANAGEMENT SYSTEM

## BUDGET:

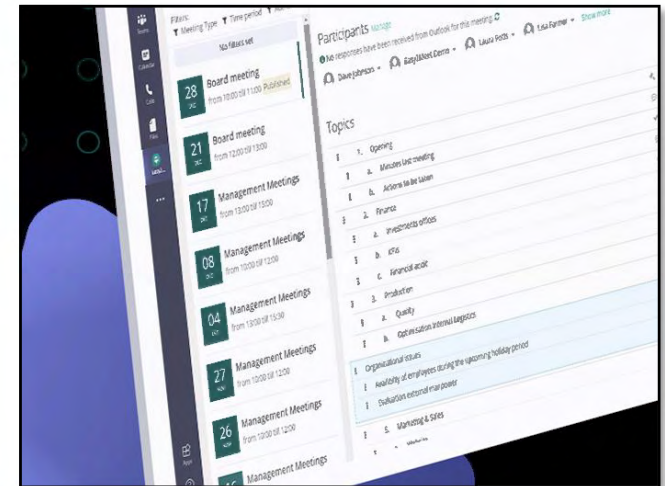
Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	-	\$25,000	-	-	\$25,000

## DESCRIPTION:

This project implements an agenda management system that digitizes and organizes the Council agenda development and staff report approval process. Agenda management systems allow remote digital review, editing, and approval of agenda packets and eases the timely publication of Council documents.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: "To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility."

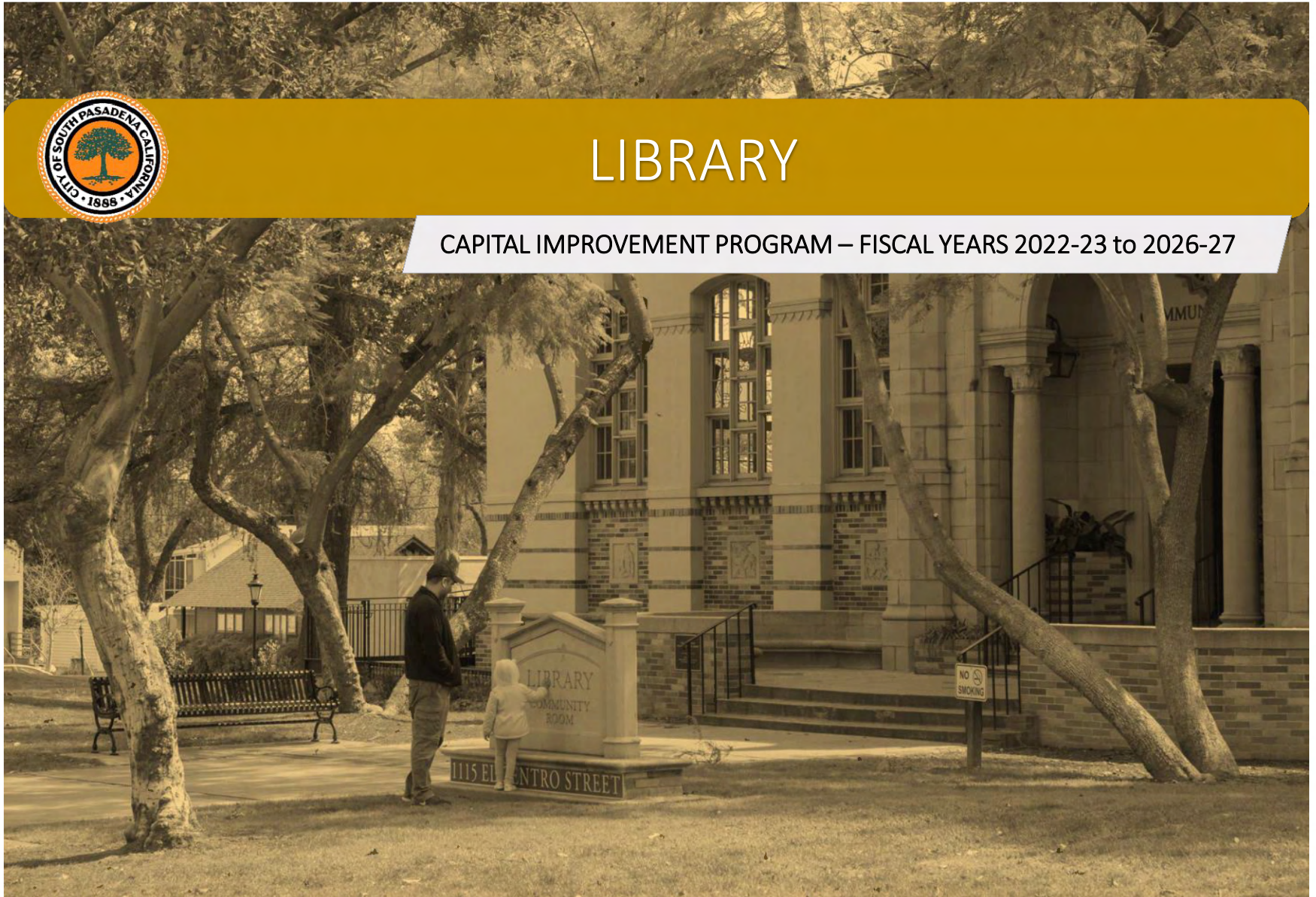






# LIBRARY

CAPITAL IMPROVEMENT PROGRAM – FISCAL YEARS 2022-23 to 2026-27



# LIBRARY SECURITY CAMERA SYSTEM

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
\$20,000	\$20,000	-	-	-	-	-	\$20,000

## DESCRIPTION:

This project will install a security camera system inside the Library.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: "To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility."





# LIBRARY HVAC REPAIRS

## BUDGET:

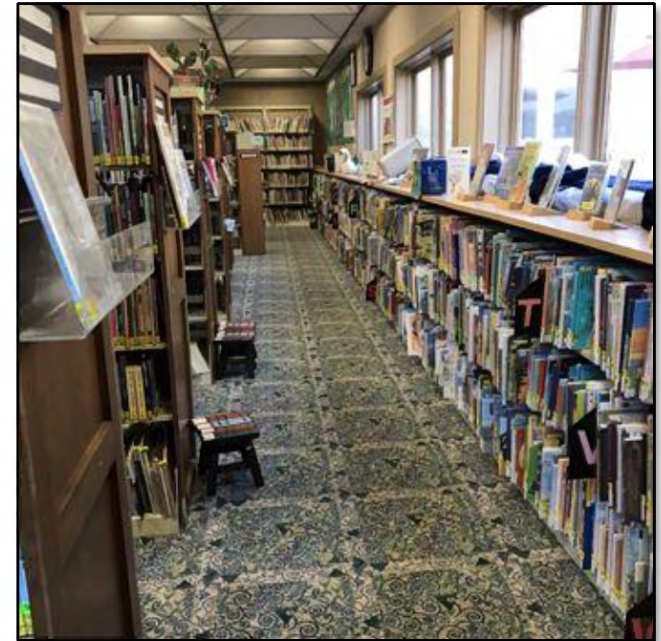
Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$25,000	-	-	-	-	\$25,000

## DESCRIPTION:

This project will complete repairs to the Library's heating, ventilation, and air conditioning (HVAC) systems.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: "To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility." It is also consistent with Goal 8 of the Open Space & Resource Conservation Element, "to encourage the conservation of energy."



# LIBRARY NORTHEAST RAMP LIGHTING & IMPROVEMENTS

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$20,000	-	-	-	-	\$20,000

## DESCRIPTION:

This project improve lighting along the northeast exterior ramp/walkway along the Community Room.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Strategy 2.7 of the Circulation and Accessibility Element: Create an environment which makes it easy and enjoyable to walk by implementing aesthetic programs, information/direction signage, improved pedestrian lighting, and safety aspects including ramps, non-slip surfaces and level walkways.



# LIBRARY HVAC FOR CHILDREN'S ROOM

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	\$12,000	-	-	-	\$12,000

## DESCRIPTION:

This project would complete repairs to the library's heating, ventilation, and air conditioning (HVAC) systems in the Children's Room.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: "To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility." It is also consistent with Goal 8 of the Open Space & Resource Conservation Element, "to encourage the conservation of energy."



# LIBRARY REPAIR & WATERPROOF CHILDREN’S ROOM WINDOWS

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	\$10,000	-	-	-	\$10,000

## DESCRIPTION:

This project would compete repairs and waterproofing to the windows in the Children’s Room.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: “To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility.”





# LIBRARY RADIO FREQUENCY IDENTIFICATION (RFID) & AUTOMATED MATERIALS HANDLING (AMH) SYSTEM

## BUDGET:

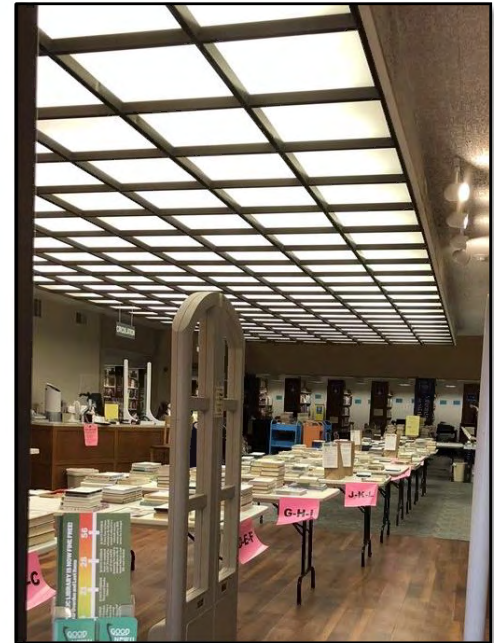
Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	\$160,000	-	-	-	\$160,000

## DESCRIPTION:

This project would convert the Library to a Radio Frequency Identification (RFID) and Automated Materials Handling (AMH) System, to be used for check-in and check-out processes, theft prevention, and inventory control. This would include tagging all items with new RFID tags, installing new security gates and material drops, reconfiguring a closet to install a 3-bin automated materials handling system, conversion of self-check kiosk with RFID reader pad, and peripheral equipment like handheld reader/inventory wands and RFID reader pads at computer workstations.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: “To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility.”



# LIBRARY EXTERIOR PARK LIGHTING

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	\$220,000	-	-	-	\$220,000

## DESCRIPTION:

This project would install exterior lighting to improve visibility and accessibility in the Library exterior park area, possibly funded in part by a State Library infrastructure grant, requiring matching funds.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: “To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility.”



# LIBRARY PUBLIC RESTROOMS EXPANSION / REMODEL

## BUDGET:

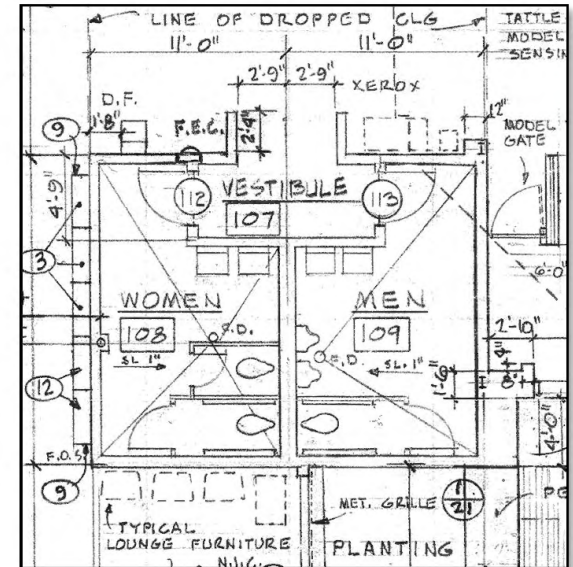
Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	\$240,000	-	-	-	\$240,000

## DESCRIPTION:

This project would expand and remodel the library's current configuration, possibly funded in part by a State Library infrastructure grant, requiring matching funds.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: "To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility."



# LIBRARY EMERGENCY SOLAR BACKUP & STORAGE SYSTEM

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	-	\$475,000	-	-	\$475,000

## DESCRIPTION:

This project would implement a solar and battery backup system at the Library, possibly funded in part by a State Library infrastructure grant, requiring matching funds.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: “To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility.” It is also consistent with Goal 8 of the Open Space & Resource Conservation Element, “to encourage the conservation of energy.”





# LIBRARY COOLING CENTER BACKUP HVAC UNIT

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	-	\$20,000	-	-	\$20,000

## DESCRIPTION:

This project install a backup heating, ventilation, and air conditioning (HVAC) unit to be utilized during Library cooling center operation, possibly funded in part by a State Library infrastructure grant, requiring matching funds.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: “To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility.”





# COMMUNITY SERVICES & PARKS

CAPITAL IMPROVEMENT PROGRAM – FISCAL YEARS 2022-23 to 2026-27



# GREVALIA & BERKSHIRE POCKET PARKS

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
\$178,025	\$178,025	\$825,000	-	-	-	-	\$1,003,025

## DESCRIPTION:

This project designs and constructs the Grevalia and Berkshire Pocket Parks.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 1 of the Open Space & Resource Conservation Element, “to promote the design, development and maintenance of a system of parks that will provide a complete range of facilities and activities for all age groups”.



# GOLF COURSE / DRIVING RANGE NETTING REPLACEMENT

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
\$100,000	-	\$750,000	-	-	-	-	\$750,000

## DESCRIPTION:

This project replaces the pole and netting along the wet and south sides of the Arroyo Driving Range.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 1 of the Open Space & Resource Conservation Element, “to promote the design, development and maintenance of a system of parks that will provide a complete range of facilities and activities for all age groups”.



# WAR MEMORIAL SOUND SYSTEM

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$50,000	-	-	-	-	\$50,000

## DESCRIPTION:

This project installs an audio system at the War Memorial for enhanced sounds at events.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: “To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility.”



# RECREATION FACILITIES KEY SYSTEM

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$75,000	-	-	-	-	\$75,000

## DESCRIPTION:

This project implements a key card system at recreational facilities.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: “To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility.”



# PARKS MASTER PLAN

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	\$150,000	-	-	-	\$150,000

## DESCRIPTION:

This project would develop a Parks Master Plan to assist with short-and-long-term planning for the City's parks and recreational spaces.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 1 of the Open Space & Resource Conservation Element, "to promote the design, development and maintenance of a system of parks that will provide a complete range of facilities and activities for all age groups".





# SNAKE TRAIL IMPROVEMENTS

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	\$50,000	\$300,000	-	-	\$350,000

## DESCRIPTION:

This project would design and construct updates to the Snake Trails drainage, walkways, and lighting.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 7 of the Open Space & Resource Conservation Element, "to establish a trail system that meets the riding, hiking and off-road bicycling needs of the residents".





# GARFIELD PARK FITNESS EQUIPMENT

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	\$100,000	-	-	-	\$100,000

## DESCRIPTION:

This project would install new fitness equipment at Garfield Park.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 1 of the Open Space & Resource Conservation Element, “to promote the design, development and maintenance of a system of parks that will provide a complete range of facilities and activities for all age groups”.



# ARROYO PARK FITNESS EQUIPMENT

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	\$100,000	-	-	-	\$100,000

## DESCRIPTION:

This project would install new fitness equipment at Arroyo Park.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 1 of the Open Space & Resource Conservation Element, “to promote the design, development and maintenance of a system of parks that will provide a complete range of facilities and activities for all age groups”.



# EDDIE PARK RESTROOMS

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	\$100,000	-	-	-	\$100,000

## DESCRIPTION:

This project install restroom facilities at Eddie Park.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 1 of the Open Space & Resource Conservation Element, “to promote the design, development and maintenance of a system of parks that will provide a complete range of facilities and activities for all age groups”.



# ORANGE GROVE GAZEBO

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	-	\$150,000	-	-	\$150,000

## DESCRIPTION:

This project would replace the Orange Grove Park Gazebo.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 1 of the Open Space & Resource Conservation Element, “to promote the design, development and maintenance of a system of parks that will provide a complete range of facilities and activities for all age groups”.





# ORANGE GROVE PARK PLAYGROUND REPLACEMENT

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	-	\$200,000	-	-	\$200,000

## DESCRIPTION:

This project would replace the playground equipment at Orange Grove Park.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 1 of the Open Space & Resource Conservation Element, “to promote the design, development and maintenance of a system of parks that will provide a complete range of facilities and activities for all age groups”.



# GARFIELD PARK PLAYGROUND REPLACEMENT

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	-	\$200,000	\$150,000	-	\$350,000

## DESCRIPTION:

This project would replace the playground equipment at Garfield Park.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 1 of the Open Space & Resource Conservation Element, “to promote the design, development and maintenance of a system of parks that will provide a complete range of facilities and activities for all age groups”.



# ARROYO WALKING TRAIL

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	-	\$200,000	-	-	\$200,000

## DESCRIPTION:

This project would include improvements along Arroyo Drive to promote pedestrian usage, including a decomposed granite walkway, signage, and fencing.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 7 of the Open Space & Resource Conservation Element, "to establish a trail system that meets the riding, hiking and off-road bicycling needs of the residents".



# GARFIELD PARK GAZEBO

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	-	-	\$200,000	-	\$200,000

## DESCRIPTION:

This project would replace the Garfield Park Gazebo.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 1 of the Open Space & Resource Conservation Element, “to promote the design, development and maintenance of a system of parks that will provide a complete range of facilities and activities for all age groups”.





# EDDIE PARK PLAYGROUND REPLACEMENT

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	-	-	\$150,000	-	\$150,000

## DESCRIPTION:

This project would replace the playground equipment at Eddie Park.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 1 of the Open Space & Resource Conservation Element, “to promote the design, development and maintenance of a system of parks that will provide a complete range of facilities and activities for all age groups”.



# ARROYO PARK SPORTS COMPLEX RENOVATIONS

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	-	-	-	\$750,000	\$750,000

## DESCRIPTION:

This project would update sports complex facilities at Arroyo Park, including components at the baseball and soccer fields such as bleachers and a new bathroom/snack bar facility.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 1 of the Open Space & Resource Conservation Element, “to promote the design, development and maintenance of a system of parks that will provide a complete range of facilities and activities for all age groups”.



# ORANGE GROVE SPORTS COMPLEX RENOVATIONS

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	-	-	-	\$750,000	\$750,000

## DESCRIPTION:

This project would update sports complex facilities at Orange Grove Park, including components including a new snack bar facility.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 1 of the Open Space & Resource Conservation Element, “to promote the design, development and maintenance of a system of parks that will provide a complete range of facilities and activities for all age groups”.

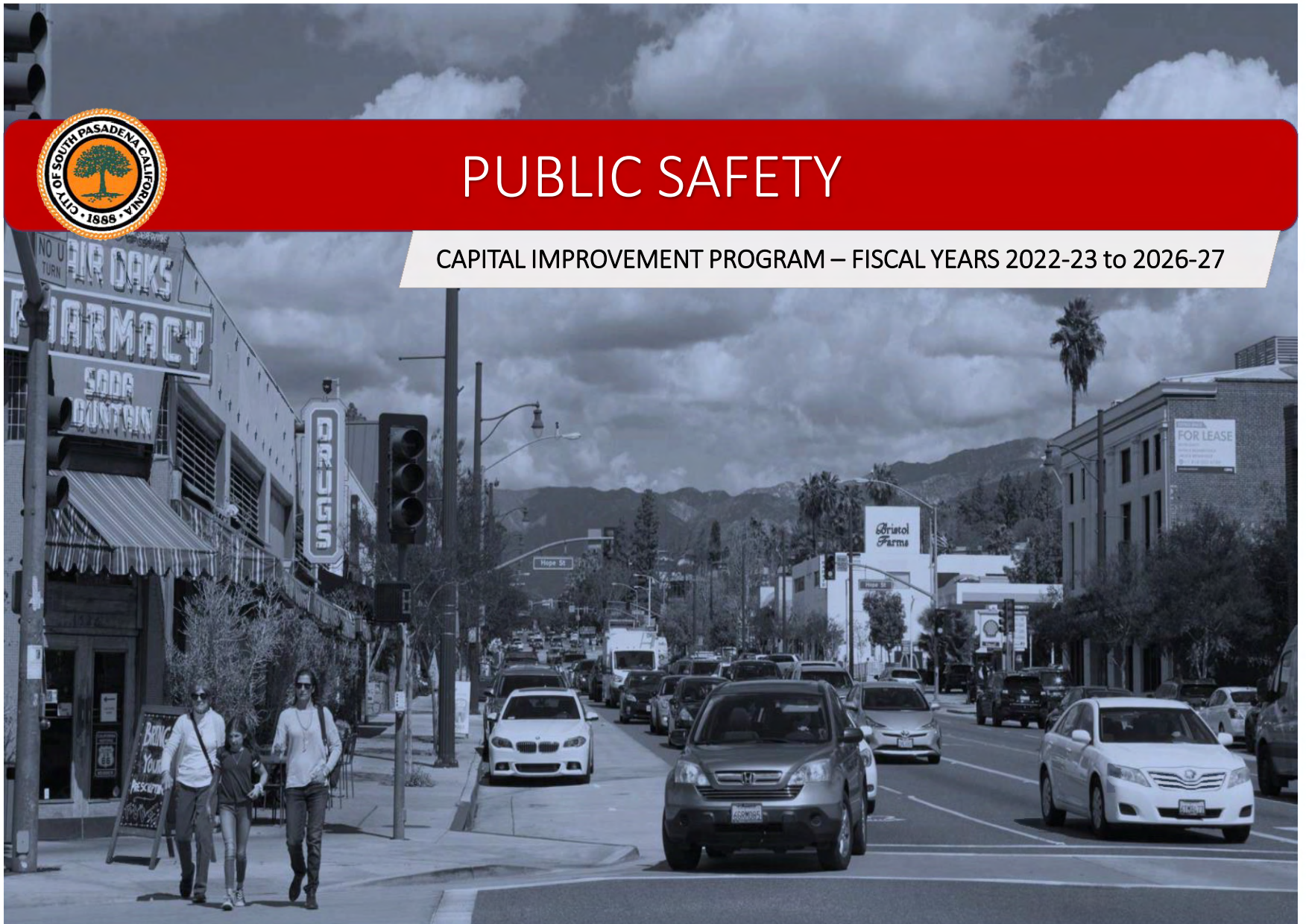






# PUBLIC SAFETY

CAPITAL IMPROVEMENT PROGRAM – FISCAL YEARS 2022-23 to 2026-27



# POLICE DEPARTMENT FRONT COUNTER / LOBBY REMODEL

## BUDGET:

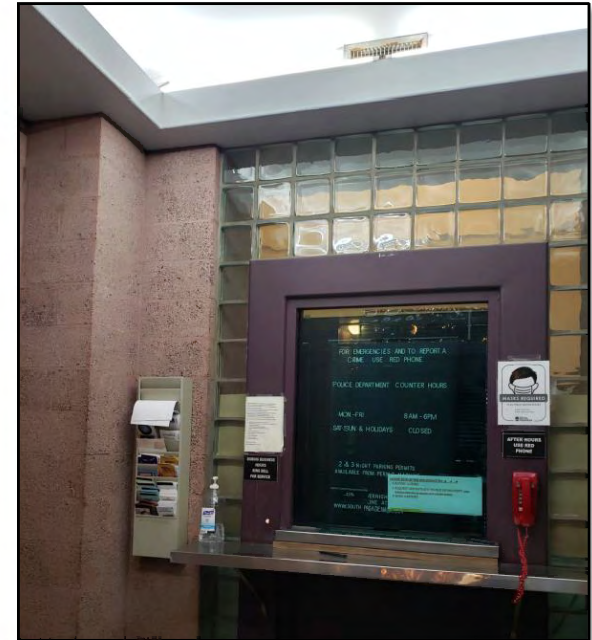
Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$16,000	-	-	-	-	\$16,000

## DESCRIPTION:

This project includes updating the flooring, signage and replacing the counter in the Police Department lobby in order to provide better customer service and ADA compliance.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 8 of the Safety & Noise Element, “to provide and sustain the highest quality public safety facilities and services consistent with sound economic and fiscal responsibility”.



# POLICE DEPARTMENT LOCKER ROOM REMODEL

## BUDGET:

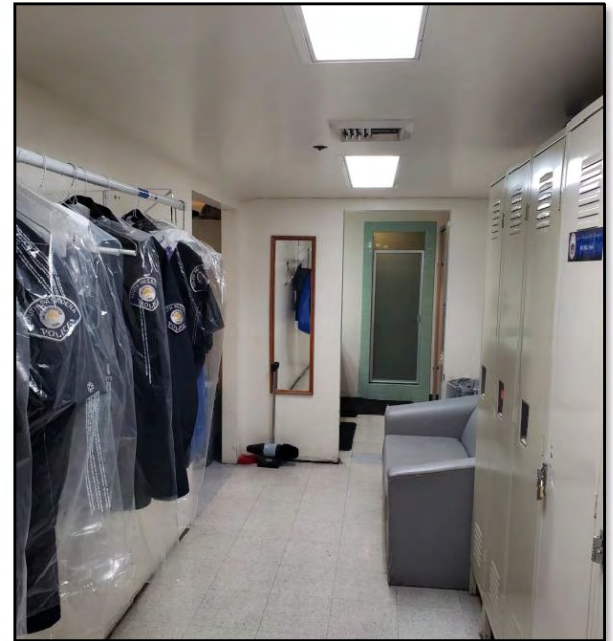
Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$180,000	-	-	-	-	\$180,000

## DESCRIPTION:

This project replaces lockers, flooring, paint and remodels bathrooms (include sinks, toilets, urinals, showers). The lockers in both the Men's and Women's locker rooms are over 40 years old, and the last updated was from the 1980s. The locker room is used on a daily basis by most members of the department.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 8 of the Safety & Noise Element, “to provide and sustain the highest quality public safety facilities and services consistent with sound economic and fiscal responsibility”.





# POLICE DEPARTMENT BRIEFING / TRAINING ROOM UPDATE

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$180,000	-	-	-	-	\$180,000

## DESCRIPTION:

This project updates the Police training and briefing room to include modern presentation information technology equipment, replacement furniture, painting, space reconfiguration, and other updates.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 8 of the Safety & Noise Element, “to provide and sustain the highest quality public safety facilities and services consistent with sound economic and fiscal responsibility”.



# POLICE DEPARTMENT FIRST FLOOR INTERIOR PAINT, DRYWALL & MILLWORK

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$12,000	-	-	-	-	\$12,000

## DESCRIPTION:

This project repairs drywall and millwork and new painting in the Police Department interior.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 8 of the Safety & Noise Element, “to provide and sustain the highest quality public safety facilities and services consistent with sound economic and fiscal responsibility”.





# FIRE STATION FRONT BAY APPARATUS DOOR REPLACEMENT

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$80,000	-	-	-	-	\$80,000

## DESCRIPTION:

This project replaces and makes repairs to the roll-up vehicle doors at the Fire Department.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 8 of the Safety & Noise Element, “to provide and sustain the highest quality public safety facilities and services consistent with sound economic and fiscal responsibility”.





# SEWER

CAPITAL IMPROVEMENT PROGRAM – FISCAL YEARS 2022-23 to 2026-27



# SEWER SYSTEM REPAIR, REHABILITATION & REPLACEMENT

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$500,000	\$810,000	\$878,000	\$820,000	\$1,014,500	\$4,022,500

## DESCRIPTION:

This project includes annual replacement of sewer pipelines and infrastructure that has reached the end of its useful life, prioritized utilizing the wastewater systems assessment in the One Water 2050 Plan.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Policy 6 of the Safety & Noise Element, to “promote public/community health” and Strategy 6.3, to “maintain available sanitary-sewer resources and monitor periodically for capacity and deterioration.”





# STORMWATER

CAPITAL IMPROVEMENT PROGRAM – FISCAL YEARS 2022-23 to 2026-27



# RIO HONDA LOAD REDUCTION (LRS) ALHAMBRA WASH TREATMENT SYSTEM

## BUDGET:

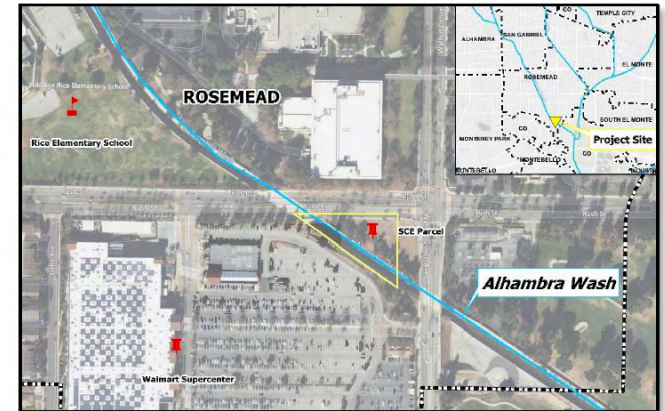
Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$5,000	\$50,000	-	-	-	\$55,000

## DESCRIPTION:

This project is a collaboration between San Gabriel Valley Coalition of Governments (SGVCOG), LA County, and several cities to address bacteria treat dry-weather urban runoff from Alhambra Wash, Eaton Wash, and Rubio Wash upstream of the Rio Hondo. A portion of South Pasadena discharges to the Alhambra Wash, and therefore the City was included in the Measure W Safe Clean Water Program (SCWP) funding award for FY 21-22 - approximately 2% of the total \$2.6M funding for the project.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Policy 9.4 of the Open Space & Resource Conservation Element, to “encourage the establishment of check-dams and retention basins within the open space system to facilitate aquifer replenishment.”



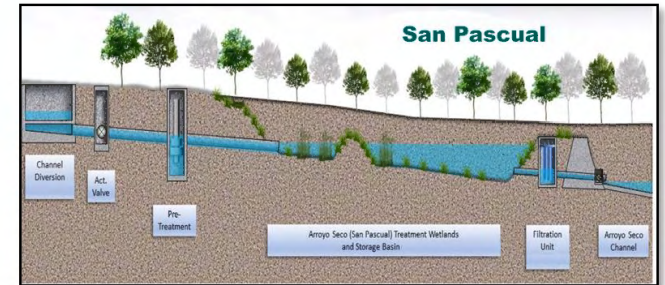
# ARROYO SECO, SAN RAFAEL & SAN PASCUAL PROJECTS

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$1,214,953	\$3,528,202	\$3,528,202	-	-	\$8,271,357

## DESCRIPTION:

The San Pascual Wetland will replace the existing park with a new constructed wetland, native trees and vegetation, and a bicycle and pedestrian trail. The wetland is planned to receive wet-weather flow from the Arroyo Seco channel at a diversion site approximately 0.4 miles north of the site. Treated water from the wetland will be used for both irrigation via a disinfection unit and diversion to other downstream projects.



## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Policy 9.4 of the Open Space & Resource Conservation Element, to “encourage the establishment of check-dams and retention basins within the open space system to facilitate aquifer replenishment.”

# LOWER ARROYO SECO PROJECTS

## BUDGET:

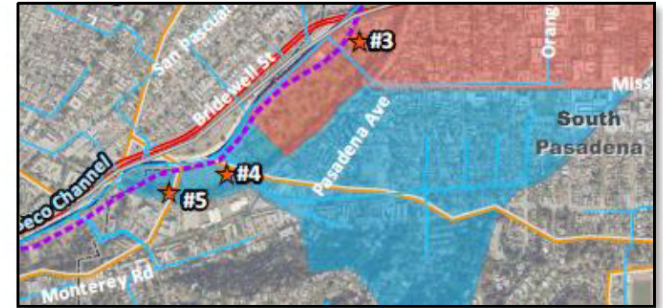
Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	\$750,000	\$760,000	\$5,800,000	\$17,000,000	\$24,310,000

## DESCRIPTION:

The Lower Arroyo Park Infiltration Basin will improve the existing sports field and park and include an underground stormwater capture facility and infiltration basin enlargement south of the park. This stormwater capture facility will receive water from the upstream facility (San Pascual) and divert overflow to downstream facilities.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Policy 9.4 of the Open Space & Resource Conservation Element, to “encourage the establishment of check-dams and retention basins within the open space system to facilitate aquifer replenishment” and Goal 1 of the Open Space & Resource Conservation Element, “to promote the design, development and maintenance of a system of parks that will provide a complete range of facilities and activities for all age groups”.





# HUNTINGTON DRIVE GREEN STREET

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	\$250,000	\$2,000,000	\$3,000,000	-	\$5,250,000

## DESCRIPTION:

The City street medians surrounding the intersection of Huntington Drive and Marengo Avenue, from Fair Oaks Avenue to Fletcher Avenue cover approximately 0.77 acres of open space that could be retrofitted to capture stormwater and urban runoff from the upstream drainage area, as well as the roadway and surrounding neighborhood. This project begins with a study to evaluate the feasibility of this approach. If feasible, the retrofit would consist of installing underground storage chambers or dry wells beneath the medians, and connecting them via diversion pipes to an underground storm drain located just east of the intersection. The existing turf would also be replaced with drought tolerant plants, and stormwater reuse educational signage would be incorporated in the walkways at pedestrian crossings.



## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Policy 9.4 of the Open Space & Resource Conservation Element, to “encourage the establishment of check-dams and retention basins within the open space system to facilitate aquifer replenishment.”

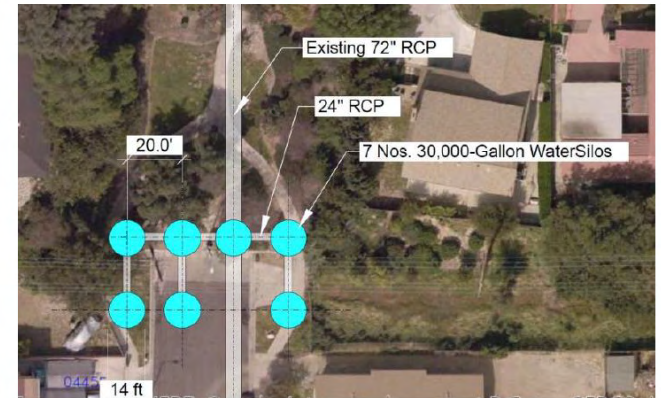
# CAMINO VERDE POCKET PARK

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	-	\$100,000	\$600,000	\$900,000	\$1,600,000

## DESCRIPTION:

The project concept is to divert wet and dry weather flow from an underground 72-inch storm drain pipe to an underground retention system. The storm drain pipe drains a residential area of about 280 acres, and runs beneath a City-owned pocket park known as Camino Verde Pocket Park. The diversion point and retention system will be located at the southern end of the pocket park, through the use of vertical cisterns that store stormwater and are also equipped with infiltration dry wells within a small footprint.



## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Policy 9.4 of the Open Space & Resource Conservation Element, to “encourage the establishment of check-dams and retention basins within the open space system to facilitate aquifer replenishment” and Goal 1 of the Open Space & Resource Conservation Element, “to promote the design, development and maintenance of a system of parks that will provide a complete range of facilities and activities for all age groups”.



# STREETS

CAPITAL IMPROVEMENT PROGRAM – FISCAL YEARS 2022-23 to 2026-27



# STREET REPAVEMENT & REPAIRS

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
\$2,313,936	\$2,313,936	\$1,667,093	\$1,800,000	\$2,000,000	\$2,000,000	\$2,000,000	\$11,781,029

## DESCRIPTION:

This project provides for major street rehabilitation throughout the City, including the cold mill and overlay of asphalt concrete, replacement of damaged sidewalk, curb ramps, driveway approaches, curb and gutter, adjustment to utilities and installation of new water meters and its appurtenances. The City maintains approximately 70 miles of roadway.

## RELATIONSHIP TO GENERAL PLAN:

The project is consistent with Policy 4.5 of the Circulation & Accessibility Element, to “develop and maintain a road system that is based upon and balanced with the Land Use Element.”



# SIDEWALK REPLACEMENT & REPAIRS

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
\$216,597	\$216,597	\$105,126	\$120,000	\$120,000	\$120,000	\$120,000	\$801,723

## DESCRIPTION:

The project consists of reconstructing lifted and damaged sidewalk and installation of ADA access ramps at various locations within the City. The sidewalk repair locations are selected based on City's Sidewalk Inspection Report in combination with high pedestrian areas. The access ramp installations are selected based on service requests received from property owners reporting access barriers, along with, path of travel analysis in high activity areas.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Strategy 2.7 of the Circulation and Accessibility Element: Create an environment which makes it easy and enjoyable to walk by implementing aesthetic programs, information/direction signage, improved pedestrian lighting, and safety aspects including ramps, non-slip surfaces and level walkways.







# SUSTAINABILITY

CAPITAL IMPROVEMENT PROGRAM – FISCAL YEARS 2022-23 to 2026-27



# CLIMATE ACTION PLAN

## BUDGET:

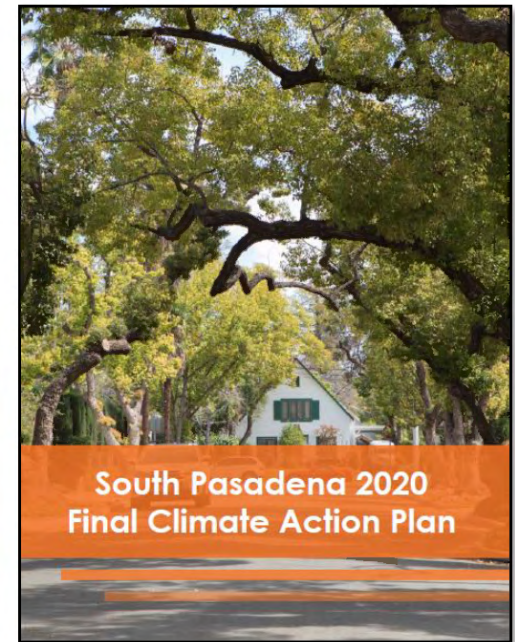
Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
\$120,000	\$120,000	-	\$100,000	\$100,000	\$100,000	\$100,000	\$520,000

## DESCRIPTION:

This project implements improvements designated in the Climate Action Plan.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 18 of the Land Use & Community Design Element, to “conserve the air, water, and energy resources about us as an exercise of responsible stewardship of the natural setting in which we live”. It is also consistent with Issue 7.4D of the Open Space & Resource Conservation Element (Environmental Conservation), including water conservation, energy conservation, and decreased reliance on fossil fuels.





# CIVIC CENTER / CITY HALL ELECTRIC VEHICLE CHARGING SYSTEMS

## BUDGET:

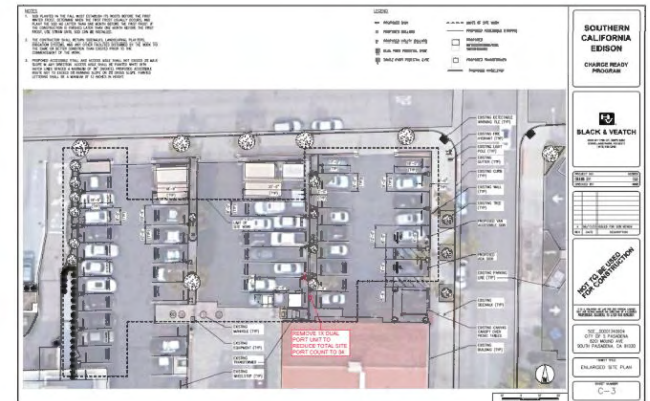
Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$350,000	-	-	-	\$150,000	\$500,000

## DESCRIPTION:

This project would install electric vehicle (EV) chargers in the Civic Center parking lots including Police, Fire, and City staff lots. Utility-funded electrical infrastructure installation is available through the Southern California Edison (SCE) Charge Ready program, where the City enters into a long-term agreement with the utility. The City would fund the purchase and installation of the EV charger units.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 18 of the Land Use & Community Design Element, to “conserve the air, water, and energy resources about us as an exercise of responsible stewardship of the natural setting in which we live”. It is also consistent with Issue 7.4D of the Open Space & Resource Conservation Element (Environmental Conservation), including water conservation, energy conservation, and decreased reliance on fossil fuels.



# CIVIC CENTER / MOUND SOLAR PANEL INSTALLATION

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	-	-	-	-	-

## DESCRIPTION:

This project would install solar panels in the City-owned public parking lot located at Hope Street and Mound Avenue. Utility-funded solar and battery backup installation is available through the Clean Power Alliance (CPA) Power Ready program, where the City enters into a long-term agreement with the energy provider. It is anticipated that there are limited infrastructure costs to the City.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 18 of the Land Use & Community Design Element, to “conserve the air, water, and energy resources about us as an exercise of responsible stewardship of the natural setting in which we live” and Goal 8 of the Open Space & Resource Conservation Element, “to encourage the conservation of energy.”



# ARROYO PARK ELECTRIC VEHICLE CHARGING SYSTEMS

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$50,000	-	-	-	\$50,000	\$100,000

## DESCRIPTION:

This project would install publicly accessible electric vehicle (EV) chargers in the Arroyo Park parking lot south of the baseball fields, potentially funded in part by the Southern California Edison (SCE) Charge Ready program.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 18 of the Land Use & Community Design Element, to “conserve the air, water, and energy resources about us as an exercise of responsible stewardship of the natural setting in which we live”. It is also consistent with Issue 7.4D of the Open Space & Resource Conservation Element (Environmental Conservation), including water conservation, energy conservation, and decreased reliance on fossil fuels.



# URBAN FOREST MASTER PLAN

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	\$150,000	-	-	-	\$150,000

## DESCRIPTION:

This project would adopt an Urban Forest Management Plan that guides economically sustainable and environmentally friendly strategies for planting, maintaining, and funding trees on public and private property. The Urban Forest Management Plan will include best practices, design standards, tree palettes, implementation locations, integration into the Capital Improvement Program and stormwater program, incentives for property owners and requirements for developers, funding opportunities and ballot measures, and water conservation strategies.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 3 of the Open Space and Resource Conservation Element, "to maintain South Pasadena's established image as a 'city of trees' and enhance roadways and urban open spaces by the inclusion of landscaping."







# TRANSPORTATION & TRAFFIC

CAPITAL IMPROVEMENT PROGRAM – FISCAL YEARS 2022-23 to 2026-27

# FREMONT / HUNTINGTON MOBILITY ACTIVE TRANSPORTATION PROJECT

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$475,000	\$3,400,000	\$5,200,000	\$4,000,000	\$3,000,000	\$16,075,000

## DESCRIPTION:

The proposed improvements along Huntington Drive and Fremont Avenue include bike facilities, curb ramp improvements for safer pedestrian crossings, high visibility crosswalks that include flashing beacons, and modification of median to install bike facilities and provide refuge island areas for safer crossings. It will also add street fixtures like bus benches, trash receptables, and bus shelters.

## RELATIONSHIP TO GENERAL PLAN:

The project is consistent with Section 3.5C of the Circulation & Accessibility Element: “The City embraces a policy direction to make South Pasadena a place where bicycling and walking are encouraged and fostered, and where safety, education and facilities are provided as an ongoing part of transportation and recreational planning and programs.”



# NORTH-SOUTH CORRIDOR (FAIR OAKS) ITS DEPLOYMENT

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$867,331	\$282,669	\$5,000,000	\$5,000,000	-	\$11,150,000

## DESCRIPTION:

The project includes a traffic study on Fair Oaks and the design and construction of signal synchronization including intelligent transportation system (ITS). The following state of the art Intelligent Transportation Systems (ITS) will be incorporated into the design to facilitate vehicular and non-vehicular movement along the Fair Oaks Avenue corridor and adjacent corridors/streets:

- Advanced adaptive traffic management system
- Queue detection system
- Adaptive pedestrian warning system
- Emergency vehicle detection
- Update of the traffic systems and controllers to accommodate the ITS components
- Travel time and delay monitoring system
- Infrared bike, pedestrian and vehicle detection
- Dilemma zone detection system
- Transportation system priority

## RELATIONSHIP TO GENERAL PLAN:

The project is consistent with Goal 1 of the Circulation & Accessibility Element, to “provide convenient, efficient and safe mobility within the city,” particularly Policy 1.7, to “promote traffic signal coordination where feasible to lessen congestion, delay, and to enhance safety”.



# RECTANGULAR RAPID FLASHING BEACONS (MISSION & FREMONT)

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
\$43,540	\$43,540	\$238,465	-	-	-	-	\$282,005

## DESCRIPTION:

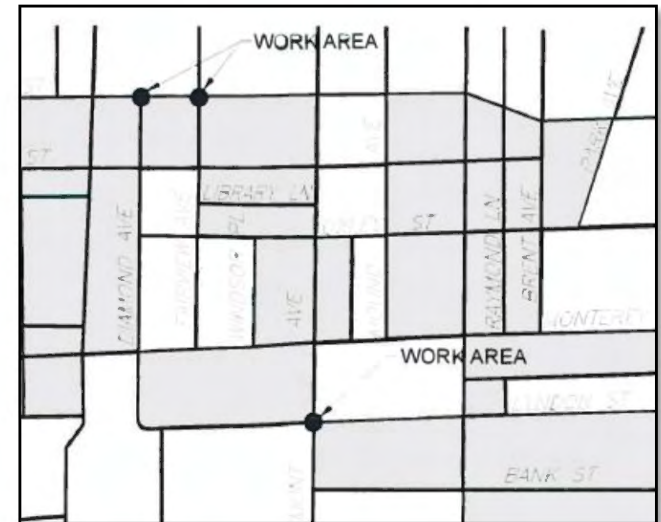
South Pasadena received Caltrans Highway Safety Improvement Program (HSIP) grant funding to install RRFB at the following three intersections:

- Fremont Avenue and Lyndon Street
- Mission Street and Diamond Avenue
- Mission Street and Fairview Avenue

RRFB is one of the latest pedestrian traffic control devices approved by the Federal Highway Administration. RRFB is a pedestrian actuated device with yellow rectangular LED flashing lights to help bring attention to motorists of the presence of pedestrians at an uncontrolled marked crosswalk.

## RELATIONSHIP TO GENERAL PLAN:

The project is consistent with Section 3.5C of the Circulation & Accessibility Element: “The City embraces a policy direction to make South Pasadena a place where bicycling and walking are encouraged and fostered, and where safety, education and facilities are provided as an ongoing part of transportation and recreational planning and programs.”



# Grevelia Street and Fair Oaks Avenue

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$50,000	\$150,000	-	-	-	\$200,000

## DESCRIPTION:

This project would provide a traffic safety improvement to better accommodate the westbound to northbound two-lane right-turn movement from Grevelia Street to Fair Oaks Avenue. Expanding the current approximate 12-foot curb radius to a 25-foot curb radius, pending design evaluation, would encapsulate the area that currently contains an exposed truncated dome pad, and would guide vehicles away from striking the curb or interfering with the path of an adjacent turning vehicle. The expanded northern curb radius would be accompanied by shifting the eastern Grevelia striping southward, removing the parking in this area, and consolidating eastbound Grevelia to one lane.



## RELATIONSHIP TO GENERAL PLAN:

The project is consistent with Goal 1 of the Circulation & Accessibility Element, to “provide convenient, efficient and safe mobility within the city.”

# Pedestrian Crossing Devices

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	\$100,000	\$300,000	-	-	\$400,000

## DESCRIPTION:

The project consists of the installation of pedestrian crossing devices at one or more locations in the City, depending on the device selected, and a feasibility analysis of the location(s). Potential devices include High-Intensity Activated Crosswalk (HAWK) Beacons / Pedestrian Hybrid Beacons (PHBs), Rectangular Rapid-Flashing Beacons (RRFBs), or other devices deemed appropriate for the selected location(s).

## RELATIONSHIP TO GENERAL PLAN:

The project is consistent with Goal 1 of the Circulation & Accessibility Element, to “provide convenient, efficient and safe mobility within the city.”



# Garfield Avenue and Monterey Road Traffic Signal and Garfield Avenue Signal & Bicycle Lane Improvements

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	\$50,000	\$200,000	-	-	\$250,000

## DESCRIPTION:

This project would evaluate the need for a traffic signal at the currently all-way stop controlled intersection. The analysis would include a traffic study, impact analysis, public outreach to the neighborhood, as well as coordination and potential cost sharing with the City of San Marino. Furthermore, the project will consider a synchronization of this signal to the existing signal at Garfield Avenue and Mission Street, research programming an off-peak flashing yellow signal phase, and potential bicycle lane implementation along this section of Garfield Avenue.

## RELATIONSHIP TO GENERAL PLAN:

The project is consistent with Goal 1 of the Circulation & Accessibility Element, to “provide convenient, efficient and safe mobility within the city.”





# Columbia Street Striping and Signals

## BUDGET:

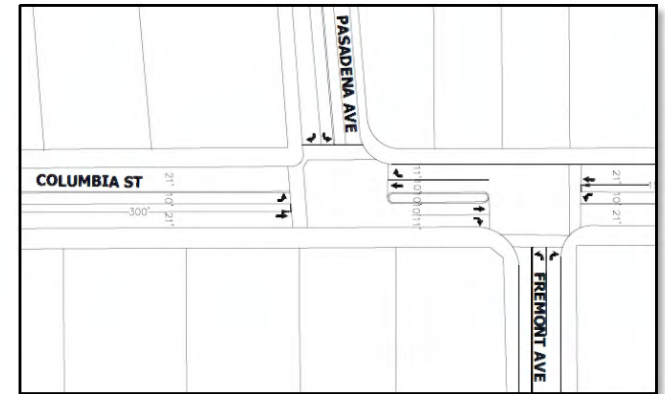
Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	\$50,000	\$250,000	-	-	\$300,000

## DESCRIPTION:

This project would restripe Columbia Street from Fair Oaks to Orange Grove to add a two-way centered turn lane, and various traffic signals improvements along the corridor. The implementation of a left-turn lane will prevent unnecessary, sudden stops for vehicles proceeding straight behind left turning vehicles in the current single lane, thereby reducing rear-end collision potential and sudden evasive maneuvers. Cost sharing with the City of Pasadena is anticipated.

## RELATIONSHIP TO GENERAL PLAN:

The project is consistent with Goal 1 of the Circulation & Accessibility Element, to “provide convenient, efficient and safe mobility within the city.”



# Orange Grove Avenue Project

## BUDGET:

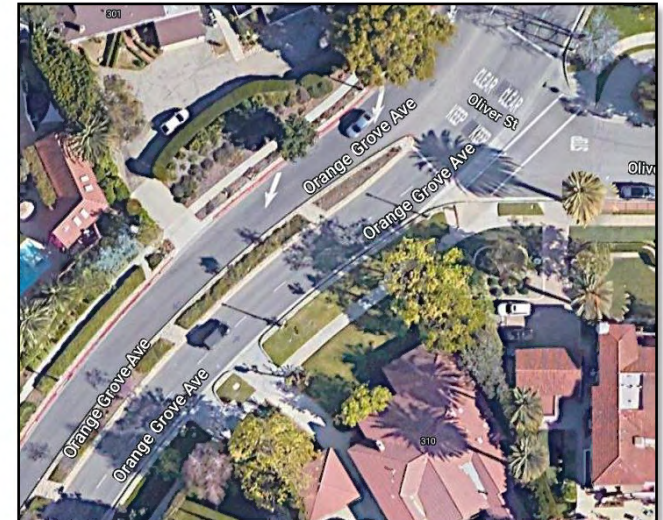
Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	\$50,000	\$100,000	\$350,000	-	\$500,000

## DESCRIPTION:

This project would evaluate various alternatives prior to design and construction to remove the reverse-curve merge from the southbound lane on the west side of Orange Grove Avenue. Additional funding would be required for this project.

## RELATIONSHIP TO GENERAL PLAN:

The project is consistent with Goal 1 of the Circulation & Accessibility Element, to “provide convenient, efficient and safe mobility within the city.”





# MISSION-MERIDIAN-EL CENTRO BOLLARD SYSTEM

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	\$50,000	\$200,000	-	-	\$250,000

## DESCRIPTION:

This project would evaluate bollard barrier alternatives, design, and install removable/retractable bollards along Meridian Avenue between Mission Street and El Centro Street.

## RELATIONSHIP TO GENERAL PLAN:

The project is consistent with Section 3.5C of the Circulation & Accessibility Element: “The City embraces a policy direction to make South Pasadena a place where bicycling and walking are encouraged and fostered, and where safety, education and facilities are provided as an ongoing part of transportation and recreational planning and programs.”



# CITYWIDE MOBILITY / ACTIVE TRANSPORTATION PLAN UPDATE

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	\$150,000	-	-	-	\$150,000

## DESCRIPTION:

This project would develop a Citywide Active Transportation Plan (ATP), updating the Bicycle Master Plan, to integrate and coordinate pedestrian, bicycle, and safe route to school activities throughout the City of South Pasadena.

## RELATIONSHIP TO GENERAL PLAN:

The project is consistent with Section 3.5C of the Circulation & Accessibility Element: “The City embraces a policy direction to make South Pasadena a place where bicycling and walking are encouraged and fostered, and where safety, education and facilities are provided as an ongoing part of transportation and recreational planning and programs.”



# FAIR OAKS SR-110 INTERCHANGE ON/OFF RAMPS

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	\$750,000	\$1,500,000	\$2,000,000	\$2,500,000	\$6,750,000

## DESCRIPTION:

The Metro Board approved \$70M of Measure R MIP funding for the City of South Pasadena SR-110 and Fair Oaks Avenue Interchange Modification (loop ramp) project. To execute an agreement with Metro, the City needs to have a detailed project scope of work. The proposed traffic study will evaluate the best alternative(s) to develop the project scope for the proposed agreement.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goals 1 and 3 of the Circulation & Accessibility Element, to “provide convenient, efficient and safe mobility within the city” and “encourage regional coordination of transportation improvement.”



# TRAFFIC SIGNAL CONTROLLER & CABINET REPLACEMENT

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	-	-	\$300,000	\$300,000	\$600,000

## DESCRIPTION:

Replace all existing Traffic Signal Controls within the City which will reduce congestion by creating smoother flow, and increase effectiveness of traffic signal timing, and old obsolete cabinets that are difficult to maintain. These traffic controllers and cabinets are reaching the end of their life cycle and are in need of replacement. This updated controller will help ensure the City's infrastructure will integrate with the surrounding City's and States traffic device's. The updated controller should provide for better timing management and reduce traffic congestion.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with Goal 1 of the Circulation & Accessibility Element, to “provide convenient, efficient and safe mobility within the city” and Strategy 1.4, “Implement intersection capacity improvements where feasible and justified by traffic demands.”







# WATER

CAPITAL IMPROVEMENT PROGRAM – FISCAL YEARS 2022-23 to 2026-27



# WATER MAIN PIPELINE REPAIRS

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
\$1,134,628	\$1,134,628	\$1,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$10,134,628

## DESCRIPTION:

This project includes annual replacement of water pipelines and infrastructure that are inadequately sized to provide necessary fire water flow, and/or has reached the end of its useful life.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: “To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility.”





# RAYMOND & BILIKIE ELEVATED TANKS STUDY & IMPROVEMENTS

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
\$80,000	\$80,000	\$40,000	-	-	-	-	\$120,000

## DESCRIPTION:

The Raymond & Bilike elevated tanks were installed in the 1930s, and this study will evaluate the feasibility of replacing/decommissioning the utilization of the tanks for water operations with variable frequency drive pumps and/or pneumatic tanks. If decommissioned the Bilike would remain in place as a radio/cell tower.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: “To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility.”



# WESTSIDE RESERVOIR DESIGN / CONSTRUCTION

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
\$550,000	\$550,000	-	-	\$2,000,000	\$7,000,000	\$6,000,000	\$15,550,000

## DESCRIPTION:

Westside reservoir is a partially buried, circular post-tensioned concrete reservoir that was constructed in 1963. This water storage reservoir provides water to the City's Bilickie Zone and has a capacity of two-million gallons. If recommended by the seismic and structural evaluation, both the reservoir tank and the pump station will be replaced by the project.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: "To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility."



# WATER FACILITY SITE IMPROVEMENTS

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$88,000	\$50,000	\$250,000	\$250,000	\$250,000	\$888,000

## DESCRIPTION:

This project includes upgrading infrastructure components at multiple water facilities including the reservoirs, elevated tanks, and the Metropolitan Water District (MWD) connection that have reached the end of their useful life.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: “To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility.”



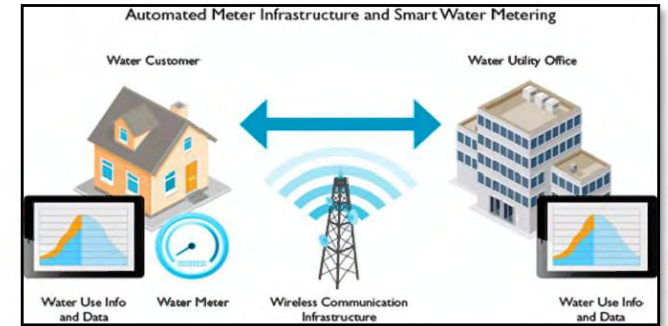
# ADVANCED METERING INFRASTRUCTURE (AMI)

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	\$150,000	\$300,000	\$500,000	\$1,000,000	\$1,000,000	\$2,950,000

## DESCRIPTION:

The City owns and operates a water utility supplying potable water to over 25,000 residents. Water is delivered through 6,200 water meters that require continuous manual reading by the water operation staff. Implementation of Advanced Metering Infrastructure (AMI) will allow for automated meter reading that will improve operational efficiency and accuracy, as well as enhance water conservation efforts through leak detection and notification.



## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: “To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility.” It is also consistent with Goal 9 of the Open Space and Resource Conservation Element “to encourage the conservation of water.”



# SCADA UPGRADE

## BUDGET:

Appropriated 21-22	Carryover from 21-22	Proposed 22-23	Proposed 23-24	Proposed 24-25	Proposed 25-26	Proposed 26-27	Total
-	-	-	-	\$150,000	\$150,000	\$150,000	\$450,000

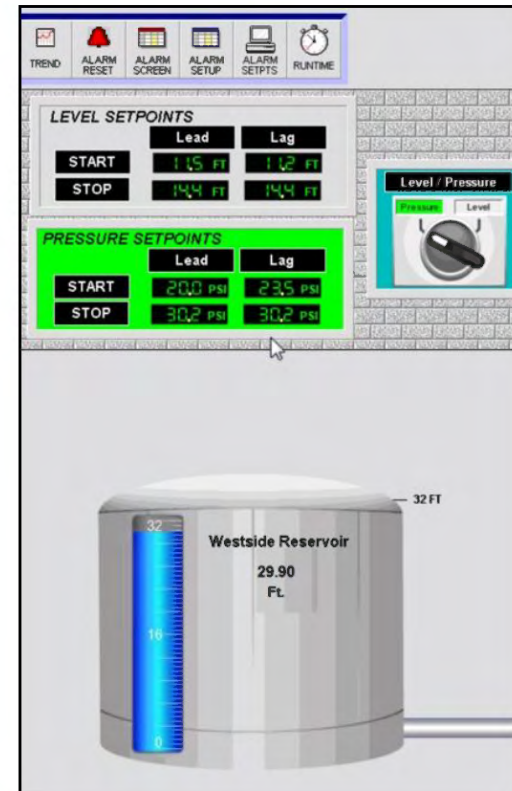
## DESCRIPTION:

The City's Supervisory Control and Data Acquisition (SCADA) system was originally installed in 2001 and is utilized to manage the water system operations. The SCADA system is an integral part of the city's water utility operations and currently used by the water production division to monitor and control reservoir levels, pumps, and including emergency response. The City's system has an overall water storage capacity of 13.2 Million Gallons in five reservoirs and two elevated tanks that are monitored and controlled by the SCADA system. This project would replace outdated or components that are no longer manufactured, and synchronize the radio signal system.

## RELATIONSHIP TO GENERAL PLAN:

This project is consistent with the following guiding principle identified in the Introduction to the General Plan: "To provide and sustain the highest-quality city facilities and services consistent with sound economics and fiscal responsibility."

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# City Council Agenda Report

ITEM NO. 13

**DATE:** June 1, 2022

**FROM:** Arminé Chaparyan, City Manager *AC*

**PREPARED BY:** Ken Louie, Interim Director of Finance  
Esteban Alvarez, Management Assistant  
Stephanie Pinto, Management Assistant

**SUBJECT:** **Direction and Approval of Financial Policies and Procedures**

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## Recommendation

It is recommended that the City Council:

1. Review and approve the Financial Policies and Procedures with consideration of the Finance Commission's recommended changes.
2. Direct staff to amend the South Pasadena Municipal Code to modifying the purchasing limits.

## Background

The City of South Pasadena has perennially received audit findings with regards to the lack of financial policies and procedures. Earlier in the fiscal year, the City, through the approval of the Finance Commission and City Council, secured the services of Management Partners to perform an independent analysis of the Finance Department's workflow/activity and provide recommended/updated policies for the following processes: General Accounting, Payroll, Accounts Receivable, Accounts Payable, Purchasing and Water Billing. These policies either do not currently exist or have not been updated since 1987.

## Analysis

Over the past few months, Management Partners has held a multitude of meetings with staff to go over the current workflow/activity and ascertain what the most appropriate policies and procedures should be given the City's logistics and staffing. The recommended policies in their entirety are attached to this report. Below is a list of any highlights and/or changes recommended to each policy:

### General Accounting – New

The policy highlights the practice of complying with the Generally Accepted Accounting Principles (GAAP) established by the Government Accounting Standard Boards (GASB). The policy emphasizes the setup of the chart of accounts, maintaining the accounting software, preparation and review of journal entries, financial reporting, bank reconciliation, budget adjustment, and closing procedures.



Payroll - New

This is a new policy which details functions between Human Resources and Payroll and ensures segregation of duties between the two departments. The policy details the onboarding and payroll processes as well as the termination process and touches upon all the functions of the payroll procedures and identifies positions responsible for these functions. The policy also ensures that the processes are in line with state and federal regulations.

Accounts Receivable - New

The objective of this policy is to ensure accountability of all city funds being received from various outlets. For example, the city receives funds via check, cash, credit card and ACH/Wire transfers. This section also details the process for cash handling procedures and controls.

Accounts Payable - New

The objective of this policy is to establish set practices and guidelines for Accounts Payable. This policy covers such areas as new vendor setup, purchase orders, invoice processing, purchasing policy compliance, void and stop payments, and ACH payments.

Purchasing – Update/Last Revision 1997 and 2001

The purchasing policy was drafted in order to establish efficient procedures for the purchase of goods and services, exercise positive control over purchases, clearly define authority for the purchasing function, and assure the quality of purchases. This policy also makes a revision to the current purchasing thresholds that were established in 1997 (Ordinance No. 2048), revised in 2001 (Ordinance No. 2096), and amended to establish regulations for public contracts in 2016 (Ordinance No. 2299). The proposed purchasing threshold revision seeks to bring the City of South Pasadena in line with other local cities and agencies of our size and stature. Note that Ordinance 2096 is the last change or statement of purchasing limits/parameters.

*Municipal Code Section 2.99-4(a) designates the Director of Finance as the purchasing agent. The term Director of Finance and Purchasing Agent shall be used interchangeably in these policies and procedures.*

*CUPCCAA (California Uniform Construction Cost Accounting Act) provides for alternative bidding procedures when an agency performs public project work by contract. While CUPCCAA does not generally set the purchasing limits, they do require different courses of action at different dollar thresholds.*

*Note: Competitive bidding and contract award thresholds are periodically adjusted with Finance Director approval to account for changes in economic conditions. Changes to the competitive bidding and contract award thresholds must be reviewed and approved by the Finance Commission.*

Current Competitive Bidding and Contract Award Thresholds

Purchase Category	Purchasing Thresholds	Solicitation Method	Award Authority
<b>Goods and/or General Services</b>	Up to \$500	Quotes Optional	Dept. Director
	\$500 to \$10,000	3 Written Quotes/PO	Dept. Director
	\$10,000 to \$25,000	3 Written Quotes/PO	Purchasing Agent
	Greater than \$25,000	Formal Contract Authorized by Council/PO/Sealed Bid	City Council Approval
<b>Professional Services</b>	Up to \$25,000	Exempt from Bidding, Quotes Encouraged	City Manager
	Greater than \$25,000	Exempt from Bidding, Quotes Encouraged	City Council
<b>Public Works Projects</b>	Up to \$25,000	CUPCCAA, Public Contract Code sections 22000 et seq.	City Manager
	Greater than \$25,000		City Council

Proposed Competitive Bidding and Contract Award Thresholds

Purchase Category	Revised Thresholds	Solicitation Method	Award Authority
<b>Goods and/or General Services</b>	Up to \$2,500	Quotes Optional	Dept. Director
	\$2,501 to \$25,000	3 Written Quotes/PO	Dept. Director
	\$25,001 to \$50,000	3 Written Quotes/PO	Purchasing Agent
	Greater than \$50,000	Formal Contract Authorized by Council Sealed Bid/PO	City Council Approval
<b>Professional Services</b>	Up to \$50,000	Exempt from Bidding, Quotes Encouraged	City Manager
	Greater than \$50,000	Exempt from Bidding, Quotes Encouraged	City Council
<b>Public Works Projects</b>	Up to \$50,000	CUPCCAA, Public Contract Code sections 22000 et seq.	City Manager
	Greater than \$50,000		City Council

Proposed Modifications by Finance Commission

Purchase Category	Revised Thresholds	Solicitation Method	Award Authority
<b>Goods and/or General Services</b>	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
<b>Professional Services</b>	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
<b>Public Works Projects</b>	Up to \$50,000	CUPCCAA, Public Contr. Code 22000 et seq.	City Manager
	Greater than \$50,000		City Council

Local Cities Survey

A local survey was taken to determine current parameters local cities have in place. One can note that the two most recent updates (below) have considerably higher formal bidding limits. These updates were done prior to the significant inflationary environment. (see attachment 3)

Water Billing - New

This section establishes best practices for billing and collection procedures for water and sewer utility billing. Giving staff and contracted services clarity on standard operations. All billing rates are still subject to resolutions approved by the City council.

Conclusion

The adoption of these policies will ensure standardization across the organization, finite rules, conformity and better internal control. The adoption will also assist the City in obtaining a more appropriate audit grading and removal of the annual finding.

**Alternative Considerations**

These Financial Policies are an internal document that will be updated administratively and incorporated in the City’s administrative policies. Forms and links will be added to the document. Purchasing limits require an amendment to the South Pasadena Municipal code. Staff will bring back an ordinance to update purchasing limits per council’s direction on new thresholds.

The City Manager, through the approval of the City Council, had sought out the professional opinion of a neutral third-party with regards to this study. The City Manager has no expressed opinion with regards to the policies and/or current or proposed purchasing limits, and is comfortable with keeping the purchasing limits as-is, if that is the City Council's direction.

**Finance Commission Review**

This matter was reviewed by the Finance Commission on April 28, 2022. The Commission's recommendations are noted above.

**Fiscal Impact**

No direct fiscal impact but great improvement in internal control and financial reporting grade. Align with industry standards and comply with audit findings

Attachments:

1. South Pasadena Finance Policies and Procedures Manual
2. South Pasadena Municipal Code (Section 2.99)
3. Local Cities Survey

**ATTACHMENT 1**  
South Pasadena Finance Policies and Procedures  
Manual

# South Pasadena Finance Policies and Procedures Manual



City of  
**SOUTH  
PASADENA**

Adopted:



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## INTRODUCTION

### A. Overview

The City of South Pasadena Finance Department's Policies and Procedures Manual (manual) is designed to provide guidance to stakeholders involved in the City's financial processes and transactions. Its purpose is to ensure that assets are safeguarded, transactions are conducted in accordance with established laws, policies and best practices, and duties are appropriately segregated. The manual also seeks to ensure that financial statements are prepared in conformity with generally accepted government accounting principles (GAAP), and that finances are managed with responsible stewardship. This manual is also intended to formalize accounting policies and selected procedures for the accounting staff and to document internal controls.

In approving the policies associated within this manual, the City Council establishes the authorities, responsibilities, and accountability requirements of those participating in the operations of South Pasadena City government to:

- Set forth principles for fiscal stewardship,
- Maintain appropriate financial capacity for present and future levels of service,
- Ensure the legal use of financial resources through an effective system of internal controls, and
- Provide financial transparency to the public.

The City of South Pasadena is accountable to its residents for the prudent use of public dollars. Municipal financial resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community's present and future needs. These policies safeguard the fiscal stability required to achieve the City's goals and objectives.

Although the goal is to provide employees with a comprehensive reference tool for complying with the City's financial policies and procedures, this document is meant to augment, not supersede South Pasadena's Municipal Code requirements or state and federal laws that may be referenced herein. Any such references should be reviewed in conjunction with the manual. The manual is intended to be easily read and provide useful, up-to-date information on a broad range of financial topics. It has been prepared electronically in a PDF format and placed on the City's Intranet for access and to accommodate changes that will occur over time.

### ***Organization of the Manual***

This manual contains the following sections:

- Finance Staff Positions,
- Purchasing,
- Accounts Payable,
- Utility Billing Operations,
- Accounts Receivable,
- Payroll,
- Fixed Assets,
- Investments and Debt Management, and
- Governmental Accounting and General Ledger Maintenance.

Each section begins with an overview that provides context, a general description of the financial topic, and an objective statement to describe the purpose of the policy and associated procedures.

This is followed by a list of the Finance Department classifications functionally responsible for the policies and procedures in the section.

### ***Acknowledgement of Manual Content***

Upon recommendation from the Finance Commission, the contents of this manual were approved as the official policy of the City of South Pasadena by the City Council in June 2022. Routine changes and updates to this manual will be made on an as-needed basis upon recommendation from the Finance Director and after approval from the Finance Commission.

All Finance Department employees and Finance liaisons in each department are bound by the policies contained or referenced herein, and any deviation from established policy is prohibited. Each applicable employee must read the manual and, if necessary, request clarification of the contents. Each employee must sign a statement of receipt acknowledging that they have received a copy or have been provided access to the manual and *understand they are responsible for reading and becoming familiar with the contents of it.*

This document is not intended to replace guidance provided by GAAP or by other external sources, such as procedures manuals related to the City's electronic financial management system. Please contact the Finance Department with any suggestions for improvement to the manual or any clarifications that may be needed.

## **B. Internal Control Policies**

The City Council and City management are responsible for ensuring and maintaining a system of internal control to safeguard assets against loss, ensure the accuracy and reliability of the accounting data and financial information, promote operational efficiency, and encourage adherence to prescribed financial procedures.

The City's system of internal control is based on the framework designed by the Committee of Sponsoring Organizations' (COSO) Internal Control – Integrated Framework (2013). This framework is based on the following five components:

1. Control Environment,
2. Risk Assessment,
3. Control Activities,
4. Information and Communication, and
5. Monitoring.

While each component includes a set of guiding principles, it is beyond the scope of this manual to incorporate and explain all control elements. However, included below is an adaptation of best practice guidance provided by the Government Finance Officers Association (GFOA) based on the first of the five components, the control environment. These standards set forth the basis for carrying out internal control:

1. The City Council, City management, and all levels of staff throughout the organization must demonstrate a commitment to the established internal control framework,
2. The City Council and City management are responsible for overseeing internal control,
3. City management will develop and maintain organizational structures and ensure staff accountability,
4. The City should commit to attracting and retaining competent employees, and
5. The City should hold individuals accountable for their internal control responsibilities.

Further details can be found on the GFOA website here: <https://www.gfoa.org/materials/internal-control-environment>.

Specific internal controls related to accounting procedures discussed in this manual will be described in each relevant section as appropriate. The Finance Director shall develop additional internal control processes or financial procedures, if warranted, to ensure and maintain a strong internal control function. Any weakness in internal control and accounting procedures shall be addressed immediately by the City Manager or Finance Director so a timeline to remedy improvement(s) can be established.

### ***Investigating Misuse of Funds***

It is important to remember that all funds received by the City can only be spent on goods and services that benefit the City. They must be spent in accordance with the budget appropriations approved by the City Council. Under no circumstances can City funds be used for personal goods or services for non-City purposes, whether by use of a purchase order, direct payment, procurement card, or any other means.

Supervisors are required to review invoices and credit card purchases before submitting them to the Finance Department for payment. As part of this review, should there be suspicion that City funds were used to purchase personal items for non-City purposes, the Finance Department should be notified immediately for further investigation. Any misuse of City funds could subject an employee to disciplinary action, up to and including termination.

## **C. Manual Updating and Distribution**

The following procedures will be used in updating the manual.

- Finance Department staff will review the manual annually to determine what should be updated, added, removed, or otherwise modified.
- Revisions to the manual will be presented to the City's Finance Commission for review prior to seeking final approval from the City Council.
- Email notification will be used for all manual additions and updates and will reference the updated sections.
- The email notification will be sent to everyone on a distribution list to be maintained by the Finance Department

### ***Availability of Manual***

This Policies and Procedures Manual is uploaded to the City of South Pasadena's intranet at the following location ([link to be embedded by the city](#)).

## FINANCE STAFF POSITIONS

### D. List of Positions

The Finance Department has seven full-time equivalent (FTE) positions as part of the FY 2021-22 budget, as listed below.

- Finance Director,
- Finance Manager,
- Accounting Manager,
- Payroll Accountant,
- Accountant, and
- Management Analyst (2).

**Note:** As authorized staffing changes, this page should be updated.

### E. Major Functional Responsibilities and Duties, including Qualifications

This section contains the major functional responsibilities and key tasks and activities for each of the positions in the Finance Department (as of May 2022). Please see the qualifications for each of the designated positions below in their official job description(s) as found on the City’s website at [Human Resources | South Pasadena, CA \(southpasadenaca.gov\)](https://www.southpasadenaca.gov/human-resources).

Table 1. Major Functional Activities and Key Activities

Position Title	Major Functional Responsibilities	Tasks/Activities
Finance Director	Financial and Administrative Management	<ul style="list-style-type: none"> <li>• Represents financial services of the City administration to residents, organizations, auditors, and other City agencies and governmental organizations</li> <li>• Provides support to the Finance Commission and any other special projects or analysis as requested by the City Manager</li> <li>• Responsible for supervision and administrative support within the department</li> <li>• Acts as the City’s purchasing agent</li> </ul>
	Compliance	<ul style="list-style-type: none"> <li>• Works directly with independent auditors on annual audit compliance at state and local levels</li> <li>• Oversees fund accounting, financial reporting, purchasing, and payroll systems</li> <li>• Ensures compliance with regulatory reporting, capital asset management and best practices in financial reporting</li> <li>• Recommends and implements enhanced internal controls and policy and procedure development</li> </ul>
	Budget	<ul style="list-style-type: none"> <li>• Directs Finance staff in coordination, development, analysis and implementation of the City budget</li> <li>• Assists department heads in financial matters pertaining to department operations</li> </ul>
	Reporting	<ul style="list-style-type: none"> <li>• Provides monthly and annual financial reports to the City Council through the City Manager</li> <li>• Prepares the Annual Comprehensive Financial Report</li> <li>• Performs financial review of staff reports for consideration by the City Council</li> </ul>



Position Title	Major Functional Responsibilities	Tasks/Activities
<b>Finance Manager</b>	Management	<ul style="list-style-type: none"> <li>Assists the Finance Director in managing the financial operations of the Finance Department</li> <li>Assists in the development and implementation of Finance Department goals, objectives, policies, and procedures, and measures accomplishments against stated objectives</li> <li>Develops systems and policies to improve essential functions and services</li> <li>Provides staff training and development</li> <li>Assigns and reviews the work of subordinate employees</li> </ul>
	Budget	<ul style="list-style-type: none"> <li>Coordinates, prepares, and administers the annual and mid-year budgets</li> </ul>
	Reporting	<ul style="list-style-type: none"> <li>Prepares the Annual Comprehensive Financial Report (ACFR)</li> <li>Prepares and maintains the City's Cash Flow Model on a regular basis</li> <li>Submits mandated reports to regulatory and grant agencies</li> <li>Directs and participates in the preparation of interim and annual financial reports in accordance with government standards</li> </ul>
	Financial Planning	<ul style="list-style-type: none"> <li>Performs financial planning activities as related to investment analysis, sources and uses of funds, accounting, debt administration, and extensive budget planning and forecasting</li> <li>Compiles and analyzes financial data to assist City administrators in financial planning and economic development</li> <li>Analyzes, reviews, and prepares a variety of complex financial statements and reports</li> </ul>
	Contracts	<ul style="list-style-type: none"> <li>Coordinates and reconciles the receipt of revenues from vendors</li> <li>Works with departments to ensure contracts drafted comply with purchasing policies and accounting standards</li> <li>Reviews certain contracts to ensure areas related to Finance are reasonable</li> </ul>
	Compliance	<ul style="list-style-type: none"> <li>Ensures compliance with laws, codes and regulations governing regulatory and municipal accounting</li> <li>Maintains high standards of professional accounting and auditing</li> <li>Develops, revises, and implements specialized accounting procedures and systems to increase efficiency and effectiveness.</li> <li>Coordinates the annual financial audit with external auditors</li> </ul>
<b>Accounting Manager</b>	Payroll	<ul style="list-style-type: none"> <li>Oversees, manages, and serves as a business partner with the City's electronic time and attendance tracking system</li> </ul>
	Reporting	<ul style="list-style-type: none"> <li>Performs financial analyses and accounting functions in the preparation and maintenance of financial records, reports, and statements</li> <li>Compiles and analyzes financial data to assist City administrators with financial planning and economic development</li> </ul>
	Accounting	<ul style="list-style-type: none"> <li>Manages all aspects of the City and Successor Agency accounting operations</li> <li>Oversees and performs bank reconciliations; interacts with financial institutions and agencies</li> <li>Develops and implements specialized accounting procedures</li> <li>Provides timely and accurate monthly reports to departments</li> </ul>

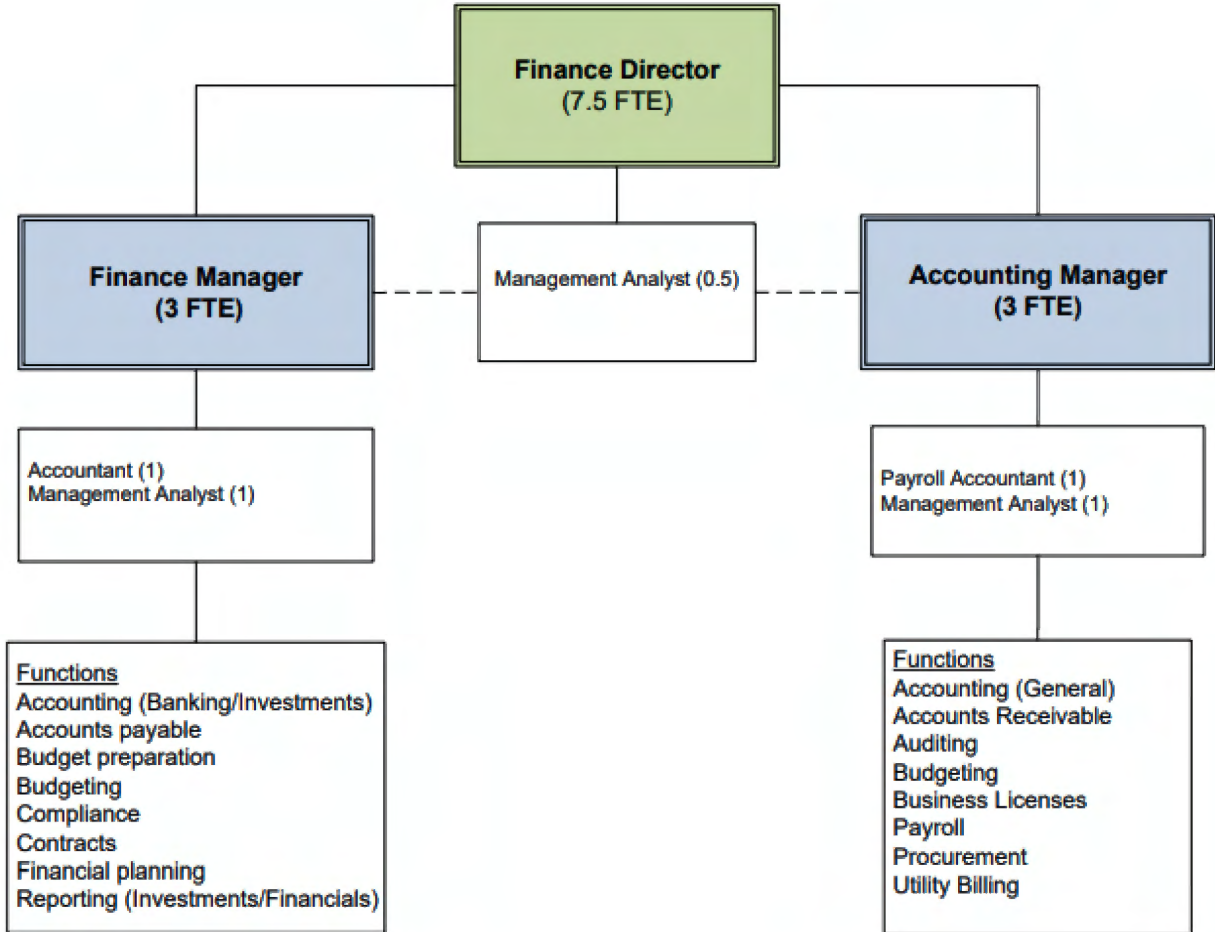
Position Title	Major Functional Responsibilities	Tasks/Activities
	Procurement	<ul style="list-style-type: none"> <li>• Reviews purchase requisitions and confers with departments to clarify requests, explain purchasing procedures, and provide additional information</li> <li>• Confers with product vendors regarding prices and specifications of goods</li> <li>• Analyzes bids received, compares specifications and prices, makes value analysis and recommendation of award of order</li> <li>• Prepares written bid specifications based on equipment, services or supplies as requested</li> <li>• Coordinates, implements, monitors, and evaluates procurement administration</li> <li>• Administers the procurement card program</li> <li>• Oversees contracts with vendors and vendor insurance compliance for the Finance Department</li> <li>• Oversees and manages the City’s Payroll Processing Services, manages the retirement reporting, and tax deposits and reporting processes</li> </ul>
Payroll Accountant	Payroll	<ul style="list-style-type: none"> <li>• Performs complex payroll functions involved in the processing and maintenance of the payroll system</li> <li>• Performs analyses on various accounts as needed for audit or other purposes</li> <li>• Performs a variety of professional-level accounting functions in the preparation and maintenance of financial records, reports, and statements</li> </ul>
	General Accounting	<ul style="list-style-type: none"> <li>• Monitors expenditures and revenue activities; posts and maintains financial records for various accounts and funds</li> <li>• Prepares budget documents; makes adjusting and closing accounting journal entries</li> </ul>
Accountant	General Accounting	<ul style="list-style-type: none"> <li>• Prepares journal entries and bank reconciliations</li> <li>• Processes property tax, sales tax, and gas tax payments</li> <li>• Performs analyses on accounts as needed for audits or preparation of financial reports</li> <li>• Monitors expenditures and revenue activities</li> <li>• Prepares budget documents</li> <li>• Builds databases and spreadsheets of financial, budgetary, and other data</li> </ul>
Management Analyst	General	<ul style="list-style-type: none"> <li>• Provides general office support</li> <li>• Coordinates Finance Commission agenda packets and liaison duties</li> <li>• Answers the Finance Department telephone line</li> <li>• Oversees the Low-Income Tax Exemption Program, User Utility Tax Exemption Program, and Property Tax Refund Program</li> </ul>
	Utility Billing	<ul style="list-style-type: none"> <li>• Analyzes customer records to apply appropriate utility rates as prepared by the vendor (Munibilling)</li> <li>• Reviews, audits, analyzes, and reconciles customer billing records and makes adjustments as needed</li> <li>• Prepares journal entries for billing, revenue, etc.</li> <li>• Reviews audits, analyzes, and reconciles customer billing records and makes adjustments as needed</li> <li>• Investigates and resolves billing exceptions and serves as the primary contact for third-party utility billing vendors</li> </ul>

Position Title	Major Functional Responsibilities	Tasks/Activities
	Accounts Receivable	<ul style="list-style-type: none"> <li>• Manages the cash management contract</li> <li>• Coordinates petty cash within the City</li> <li>• Reconciles transactions processed in Springbrook</li> <li>• Creates bank deposit and sends to Bank of the West</li> <li>• Generates and submits reports to the Finance Manager for review and approval</li> <li>• Creates cash receipt batches, purchase order batches, and invoice batches for review by Accounts Payable</li> <li>• Process various revenue sources, such as Utility User Tax (UUT), grants, rental payments, etc.</li> </ul>
	Business Licenses	<ul style="list-style-type: none"> <li>• Coordinates quarterly meetings</li> <li>• Investigates application and billing Inquires</li> </ul>
	Budgeting	<ul style="list-style-type: none"> <li>• Creates budget and ACFR covers</li> <li>• Provides general support</li> </ul>
Management Analyst	Budgeting	<ul style="list-style-type: none"> <li>• Prepares monthly reports and mailings</li> </ul>
	Accounts Payable	<ul style="list-style-type: none"> <li>• Manages daily credit card requests and maintains internal control over cards</li> <li>• Processes and organize all requests for payments and purchase orders</li> <li>• Prepares warrant reports for the City Council</li> <li>• Generates and submit report to the Finance Director for review and approval of department invoices and purchase orders and journal entries</li> <li>• Collects and stamps incoming mail and routes mail to appropriate departments</li> </ul>
	Payroll	<ul style="list-style-type: none"> <li>• Assists in processing payroll-related reporting for the Warrant Report</li> </ul>

## F. Functional Organization Chart

The Finance Department's current organization chart is provided in Figure 1 below.

Figure 1. Finance Department Organization Chart



## PURCHASING

### A. Introduction

The purpose of this section is to provide information for procuring goods and services consistent with adopted policies and procedures and best practices. This section is intended to provide sufficient information to enable employees to be fully aware of and comply with City purchasing policies and to effectively participate in the purchasing system. This system was adopted to:

- Establish efficient procedures for the purchase of goods and services at the lowest possible cost commensurate with the quality needed.
- Exercise positive control over purchases.
- Clearly define authority for the purchasing function.
- Ensure the quality of purchases.

The City's purchasing system is codified in [Articles XI \(Purchasing\) and XIII \(Awarding Public Works Contracts\)](#) of the South Pasadena Municipal Code (municipal code).

The City's purchasing policy places an emphasis on competitive bidding to ensure best value in exchange for public funds, to facilitate fair and open competition, and to uphold the integrity of the purchasing system. However, there are alternatives to competitive bidding that may be used if appropriately justified, as explained in the [Purchasing Related Programs, Procedures and Requirements](#) subsection below.

### B. Purchase Categories

City purchases generally consist of the following categories for which different procurement methods may apply.

- **Goods.** The purchase of goods consists of materials, equipment and supplies needed by any department, including those items purchased with City funds and furnished to contractors for use with public projects.
- **Services.** City staff may require contracts for services, which fall into two categories:
  - *General Services.* General services are defined as services rendered by independent contractors such as custodial, building/equipment maintenance and machinery/equipment rental, excluding contracts to construct public projects.
  - *Professional Services.* Professional services are those rendered by engineers, architects, accountants, attorneys, doctors, and other individuals or businesses with specialized scientific, expert, technical or other skills of a similar nature.
- **Public Projects.** Public projects pertain to the construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind, including demolitions, the construction and installation of drainage systems, lighting and signaling systems, sewer and water systems, and park and recreational facilities. Maintenance required to preserve a public improvement is not considered a public work.

Public projects are awarded in accordance with the requirements of the Uniform Public Construction Cost Accounting Act ([CUPCAA, Public Contract Code sections 22000 et seq.](#))

## **C. Purchasing Authorities, Roles and Responsibilities**

The municipal code establishes the following authorities, roles and responsibilities associated with the purchasing system.

### ***Purchasing Agent***

The Finance Director is designated as the Purchasing Agent and may delegate purchasing responsibilities to another staff person. The Purchasing Agent is responsible for:

- Contracting for quality equipment, supplies and non-professional services at the least expense and/or best quality to the City.
- Ensuring that competitive bidding is conducted with full and open competition.
- Preparing and recommending purchasing policies and procedures in accordance with best practices.
- Prescribing and maintaining forms necessary to effectively administer the purchasing system.
- Keeping informed about procurement trends, market conditions, and new products to maximize value.
- Overseeing the disposal of surplus equipment and supplies that have become unsuitable for city use.

### ***Using Departments***

To ensure that the purchasing system is efficiently and effectively administered, staff in City departments are responsible for:

- Preparing cost estimates of their purchase requirements.
- Clearly identifying procurement needs and funding availability.
- Submitting accurate and concise purchase order requisition forms.
- Preparing and maintaining bidder's lists, as requested or required.
- Soliciting and evaluating bids and proposals as required.
- Inspecting goods delivered and/or services performed in a timely manner to verify conformance with bid specifications and contractual obligations.
- Authorizing payment for conforming goods and/or services.
- Reporting surplus property to the purchasing agent for disposal.

### ***Authority to Legally Bind the City***

To exercise positive control over purchases using public funds, the authority to legally bind the City (award contracts, sign written agreements on behalf of the City, and approve purchase orders) is limited to the City Council, City Manager, Finance Director (Purchasing Agent) and department directors, in accordance with the purchase types and dollar thresholds in accordance with [Section E \(Competitive Bidding and Contract Award Thresholds\)](#) below.

### ***Unauthorized Purchases***

Purchases approved by anyone other than the designated award authorities are unauthorized and do not constitute a valid charge against City funds. The City is under no obligation to pay vendors for unauthorized purchases, and employees who make such purchases will be subject to disciplinary procedures in accordance with the City's personnel policies and may be required to provide reimbursement.



**Encumbrance Requirement**

Except in cases of emergency, the Purchasing Agent cannot issue a purchase order for goods or services purchased unless there is a sufficient budget appropriation against which the purchase would be charged.

**D. Ethical Conduct**

All employees are responsible for impartially ensuring fair competitive access to procurement opportunities by responsible suppliers and contractors. Additionally, all employees will conduct themselves in a manner that avoids any impropriety, or appearance of impropriety, and that fosters the highest level of public confidence in the integrity of the City’s purchasing system.

1. **Code of Conduct and Conflict of Interest.** No employee shall participate in a procurement when the employee knows:
  - a. The employee or employee’s spouse, domestic partner, child, stepchild, parent, or stepparent will benefit financially from the procurement, and/or
  - b. The employee or employee’s spouse, domestic partner, child, stepchild, parent, or stepparent is negotiating or has an employment arrangement contingent on or will be affected by the procurement.

Upon discovery of an actual or potential conflict of interest, an employee shall immediately withdraw from further participation in the procurement.

2. **Gifts and Gratuities.** No City employee shall solicit, demand, accept or agree to accept a gift of goods or services, payment, loan, or employment offer presented, promised in return for, or in anticipation of favorable consideration in a City procurement. Unsolicited gifts sent to City employees by prospective or existing vendors shall follow the reporting requirements for public officials established by the [California Fair Political Practices Commission \(FPPC\)](#).
3. **Conduct with Vendors.** Conduct with vendors who provide goods or services to the City shall be fair, open, and transparent. City employees must refrain from showing favoritism to vendors, safeguard confidentiality when required, and select vendors only on the basis of appropriate and fair criteria.

**E. Competitive Bidding and Contract Award Thresholds**

The City has established the competitive bidding and contract award thresholds shown in Table 2 below.

Table 2. *Competitive Bidding and Contract Award Thresholds\**

Purchase Category	Estimated Value	Solicitation Method	Award Authority
<b>Goods and/or General Services</b>	Up to \$2,500	None, but quotations are encouraged	Department Director
	\$2,501 to \$25,000	Written quotations	Department Director
	\$25,001 to \$50,000	Written quotations	Purchasing Agent
	Greater than \$50,000	Sealed bidding	City Council
<b>Professional Services</b>	Any value	None required but quotations encouraged	City Manager (up to \$50,000)  City Council (greater than \$50,000)

Purchase Category	Estimated Value	Solicitation Method	Award Authority
Public Works Projects	In accordance with the values and methods pursuant to <a href="#">CUPCCAA, Public Contract Code sections 22000 et seq.</a>		City Manager (up to \$50,000) City Council (greater than \$50,000)
*Note: Award thresholds to be reviewed annually to account for changes in the economy and/or consistency with industry trends			

**Prohibition on Splitting**

Purchases of goods and services cannot be split or separated into smaller components to avoid the City’s competitive bidding requirements. The only exception to this requirement would be to comply with diversity and inclusion goals required by federal or state grants.

**Competitive Bidding Procedures**

Whether soliciting price quotations or conducting sealed bidding, it is a best practice to provide notice to as many qualified bidders as possible to ensure fair and open competition. *It is the policy of the City that a minimum of three quotations must be solicited whenever possible.*

If less than three quotes are received, the using department must provide an explanation with the purchase requisition that good faith efforts were made to obtain the required number of quotations. The requisition must also include documentation of the good faith efforts, i.e., vendor “no bid” response, email(s) sent to prospective vendors, etc.

The competitive bidding dollar thresholds shown below apply specifically to **goods** and **general services** as defined above. While **professional services** are exempt from competitive bidding under the City’s purchasing policy, proposals should be solicited from at least three sources to ensure best value and/or to comply with federal or state law as required.

**Purchases up to \$2,500 (Over the Counter)**

For purchases up to \$2,500 for goods and/or general services, written quotations are not required.

**Purchases Between \$2,501 and \$25,000 (Open Market Procedure)**

For purchases between \$2,501 and \$25,000, written quotations are required, to be solicited by written notice inviting quotations. Written quotations must be submitted to the department director, and routed to the Purchasing Agent for final verification.

**Purchases Between \$25,001 and \$50,000 (Open Market Procedure)**

For purchases between \$25,001 and \$50,000, written quotations are required and must be submitted to the Purchasing Agent for approval.

**Purchases Greater than \$50,000 (Formal Sealed Bidding)**

Purchases greater than \$50,000 require sealed bidding using the City’s standard bidding template(s) and associated product specifications and/or scope of services. All purchases greater than \$50,000 must be approved by the City Council, after having been reviewed and authorized to proceed by the department director, Purchasing Agent, and City Manager.

Notification to prospective bidders must be provided by issuing a notice inviting bids. This must be published at least ten days before the date of bid opening in a newspaper of general circulation in the City. The notice inviting bids must include the following:

- General description of the items to be procured,
- Information on how to obtain the bid document and associated specifications, and
- Time and place for the bid opening.

The notice inviting bids must be sent to a bidder's list, if one has been prepared and maintained for the items being procured.

#### **Bidder's Security**

When required, bidders must submit a bid security (bid bond) in an amount not to exceed 10% of the bid price, in further accordance with the instructions to bidders in the City's standard bidding template(s). A bid bond is a guarantee by a bidder that they will execute a contract if deemed to be the lowest responsive and responsible bidder. This entitles the City to compensation if the low bidder fails to execute a contract and the City must award a contract to a higher bidder. (The entitlement is the difference between the lowest responsive and responsible bidder and the bidder ultimately awarded a contract.)

#### **Bid Opening Procedure**

Unless otherwise specified, bids will be publicly opened by the City Clerk at the time and place stated in the bid notice, with each bid read aloud, and an apparent low bidder announced. If a bid bond was required as part of the solicitation requirements, the staff member opening the bids must verify that it was received for each submitted bid (a bid submitted without a bid bond, if required, cannot be accepted).

Following the bid opening, a bid tabulation sheet must be prepared and available for public inspection as soon as practical and in accordance with public records disclosure requirements.

#### **Lowest Responsible Bidder**

Contracts resulting from competitive bidding will be awarded by the appropriate award authority based on the lowest responsible bidder who submitted a bid that was responsive to the solicitation request. A bid is considered to be responsive if it conforms in all material respects to the solicitation requirements; minor defects may be waived by the Purchasing Agent.

A bidder is considered to be responsible if they possess the demonstrated ability, capacity, experience and skill to provide the goods and/or services required by the solicitation.

#### **Best Value Procurements**

Some procurements may require the use of a best value process where factors such as vendor qualifications and/or product or system functionality are evaluated in addition to low bid pricing. This means that a higher price can be paid for goods and/or services if the overall best value to the City can be justified.

When using the best value procurement method, the solicitation documents must include descriptive information that explains the evaluation process and criteria being used to award a contract. This type of solicitations is typically done using a request for proposals (RFP) process.

Note: When conducting a best value solicitation, the submitted proposals are not publicly opened and information on pricing is not read aloud (the evaluation process is confidential until a contract is awarded).

### ***Payment and Performance Bonds***

Depending on the type of goods and/or services being procured, payment and/or performance bonds may be required. A payment bond ensures that the prime contractor pays its subcontractors. A performance bond guarantees contractor performance in accordance with the City's specifications and contract terms and conditions. Bonds are typically set at 100% of the bid price.

If bonding is required, the bond form(s) and specified amount must be described in the notice inviting bids and sample forms included in the solicitation document.

### **Bidder's Lists**

Establishing and maintaining lists of prospective bidders can be an effective way of facilitating open competition for planned purchases of goods and services where open market procedures and/or sealed bidding is required. Using departments are encouraged to establish/maintain such lists where it makes sense to do so. In any event, using departments should keep records of prospective bidders who contact the City to specifically request being included on a bidder's list for future business opportunities. The department should review and update the bidder's list annually.

Note: Given the City's participation in CUPCCAA, the Public Works Department is *required* to establish and maintain lists of qualified contractors, identified by category of work, and provide notice to them of bidding opportunities for construction projects.

### **Recordkeeping**

Using departments must retain bid documents in accordance with the City's records retention schedule.

### **Competitive Bidding Solution (E-Procurement)**

As part of the City's efforts to continually evaluate processes and procedures for efficiency improvements, Finance Department staff will partner with the City Clerk and other staff members to assess e-procurement solutions to determine whether such a system should be procured for administering competitive bidding processes. Any such system shall adhere to the purchasing requirements specified in this document.

## **F. Purchasing Related Programs, Procedures and Requirements**

This section of the manual includes information on purchasing-related programs and procedures.

### ***Purchase Requisition and Purchase Order Required***

Unless procured by City-issued purchasing card, all purchases of goods and services greater than \$2,500 require the submittal of a properly completed purchase requisition form and approval of a purchase order by the Purchasing Agent.

(Workflow for requisitions is being developed by city staff, to be incorporated here)

### ***Use of Blanket Purchase Orders***

Blanket purchase orders are term contracts (usually for one year) for goods and/or services that can be purchased as needed throughout the year, as opposed to purchase orders that are used for one-time purchases. Blanket purchase orders are typically used for operational supplies such as hand tools, equipment, parts for equipment, etc., but can also be evaluated for other supplies that are required by using departments.

### ***Local Vendor Purchasing Preference***

Purchases from South Pasadena vendors are strongly encouraged where competitive prices and quality are apparent. When general funds are used for a purchase, local (in-city) vendors will be given a five percent preference of the quoted price. The rationale for local preference is that one percent of the sales tax on most acquisitions returns to the City General Fund as revenue, effectively reducing the procurement cost.

### ***Cooperative Procurements***

The use of cooperative purchasing programs is encouraged as a way to obtain goods and/or services by aggregating volume, securing value pricing and reducing administrative overhead. Cooperative purchasing methods generally include the use of another public entity's (local or state) competitive bidding process to establish a contract with that agency's awardee (also known as "piggybacking").

Additionally, there are numerous regional and national purchasing cooperatives that offer cost free memberships to access databases of available goods and/or services. Examples of state contracts and purchasing cooperatives include:

- [California Multiple Award Schedules \(CMAS\)](#) of the Department of General Services (DGS),
- [OMNIA Partners, Public Sector](#) (formerly U.S. Communities),
- [Sourcewell](#) (formerly National Joint Partners Alliance),
- [NASPO ValuePoint](#) (formerly WSCA-NASPO, or the Western States Contracting Alliance-National Association of State Procurement Officials), and
- [nppgov](#) (national cooperative based in Seattle, WA)

### ***Non-competitive Procurements***

Non-competitive procurements represent purchases made without competitive bidding where it may otherwise be required. Examples of such procurements are provided below.

- Sole source. A sole source procurement represents a purchase that can only be obtained from a single source.
- Single source. A single source procurement represents a purchase that can be obtained from more than one source, but a decision is made to source the purchase based on compelling factors such as price/value, degree of specialization or technical expertise, or product standardization.
- Cooperative procurements. Cooperative purchases leverage competitive bidding conducted by another agency, as specified above.

The City Manager or designee may authorize the purchase of goods and services up to \$50,000 without competitive bidding if it is in the best interest of the City. Sourced purchases of goods and services greater than \$50,000 must be approved by the City Council.

When submitting a purchase requisition for a sourced purchase, using departments must provide a written justification that explains why the procurement cannot be competitively bid.

### ***Procuring Goods or Services During Emergencies***

Emergency events that pose threats to life or property may require immediate purchases without complying with competitive bidding or other policy requirements. Requirements for making purchases in emergency situations are contained in [Articles XI \(Purchasing\) and XIII \(Awarding Public Works Contracts\)](#).

Note: During declared disasters where the City may seek reimbursement from the Federal Emergency Management Agency (FEMA), many purchases must be procured using competitive bidding methods as established by the granting agency.

### ***Environmentally Preferable Purchasing***

In seeking to encourage the preservation and improvement of the environment, the City has established an Environmentally Preferable Purchasing Policy (EPP). The overall objective of the EPP is to help ensure that City purchases:

- Conserve natural resources,
- Minimize environmental impacts such as pollution and use of water and energy (Energy Star and Low Emission Vehicles),
- Eliminate or reduce toxins that create hazards to workers and the community,
- Support strong recycling markets (recycled content paper),
- Reduce materials that would otherwise go to a landfill, and
- Increase the use and availability of products that protect the environment.

Detail on the City's EPP can be found here: [XXXXX](#).

### ***Additional EPP Resources***

The Procurement Division of the California Department of General Services (DGS), as the lead state agency for implementing EPPs at the state level, can be used as a resource for [best practice information on "buying green."](#)

### ***City Purchase Cards***

The City has established a purchase card program whereby authorized employees may use a city-issued credit card for small dollar purchases of certain goods and services costing less than [\\$1,000](#). As part of the program, the Finance Department has a purchase card available for "checkout" with department director approval. Use of purchase cards is governed by the City's Purchase Card Use Policy. The full text can be found at: [XXXXX](#).

Usage of a city-issued credit card is determined by the City Manager or Finance Director based on operational need for employees who are granted purchasing authority. Cardholders are required to sign an agreement that acknowledges the obligation to comply with the purchase card and purchasing policies with the understanding that policy violations can lead to disciplinary measures, including termination of employment. Under no circumstances can the purchase card be used for personal purchases.

Note: Purchase card transactions are reviewed each month by the Finance Director to ensure policy compliance. Additionally, the purchase card program is periodically reviewed by an independent party.



Detailed information such as allowable/prohibited uses, cardholder responsibilities, authorizations, conditions of use and penalties for incorrect use are provided in the Purchase Card Use Policy.

### ***Amazon Business Account***

The City has an online business account with Amazon, Inc. to facilitate the purchase of goods and/or services costing less than \$1,000 that are not available through other procurement means. Use of the Amazon business account is at the discretion of the Finance Director to employees who are granted purchasing authority.

Accountholders are required to sign an agreement that acknowledges the obligation to comply with all applicable City policies and procedures and will be subject to disciplinary procedures for policy violations, including termination of employment and/or criminal prosecution.

Prohibited uses include:

- Purchase of items for personal use,
- Splitting purchase transactions to circumvent policy requirements,
- Sharing the account with unauthorized users, and
- Failure to follow City purchasing policies.

Authorized account users must obtain transaction receipts and forward them, along with any required documentation, to the department head for approval.

### ***Procurement Risk Management***

Every purchase made by staff members carries an element of risk that must be mitigated through the use of contract terms and conditions that limit liability and/or through insurance requirements that vendors must meet to conduct business with the City.

### ***Insurance Requirements***

Typically, insurance is required for general services and public works construction where contractors are working on City property or in rights-of-way. Insurance is also required for professional services contracts.

Insurance is not typically required for goods purchases, unless there is a services component that requires onsite work such as installation or ongoing maintenance, or for off-site services or memberships.

The City Clerk is responsible for tracking insurance certificates and ensuring they are up to date. However, the using department responsible for procuring the services must ensure that insurance requirements are initially met when establishing a contract. This includes verifying that insurance certificates include policy endorsement pages and appropriately insure the City. Given that contract terms rarely match up with insurance coverage terms, the points of contact for service contracts must collaborate with the City Clerk to ensure coverage is maintained at all times.

### ***Making Purchases that Utilize Federal Grant Funding***

When purchasing goods and services that utilize federal grants funds, the City is required to follow the Uniform Guidance requirements contained in the Code of Federal Regulations at [2 CFR 200.318 through 327](#). These requirements are incorporated in a separate policy document located here:

XXXX X.

***Disposal of Surplus Supplies and Equipment***

Using departments are required to notify the Purchasing Agent when supplies and equipment are no longer needed or have reached the end of their useful life. With the concurrence of the Purchasing Agent, if the item is not reassigned to another department then the using department has the authority to dispose of the item consistent with the Surplus Disposal Methods found in the Fixed Assets section of this manual. City Manager approval is needed for the sale of any surplus items for which the estimated value exceeds \$10,000.

Depending on the estimated dollar value and other factors, the Purchasing Agent may require surplus supplies or equipment to be competitively bid or publicly auctioned.

Surplus items with no salvage value should be disposed of in a manner that salvages recyclable components if practical.

## ACCOUNTS PAYABLE

### A. Introduction

The Accounts Payable (AP) function is responsible for processing vendor payments and printing checks in payment for goods and services purchased by the City. Depending on the nature of the purchase, different procedures may be required. For example, Accounts Payable makes payments from supporting documentation in the following forms:

- An invoice associated with a purchase order,
- An invoice without an associated purchase order (e.g., a utility payment), or
- A direct payment (such as a bond payment).

Regardless of the payment method, Accounts Payable must review all invoices and other payment-related documents in a timely manner to ensure that charges are legitimate and should be paid. Additionally, except in cases of emergency, payments can only be made if there is a sufficient budget appropriation.

Appropriate documentation is essential, and payments will not be processed from packing slips, account statements, etc., without an associated invoice.

#### ***New Vendor Set-up***

When doing business with a company or individual for the first time, it is necessary to set the vendor up in the financial system before a purchase order can be approved, or for an invoice to be approved when purchase orders are not required.

Using departments are responsible for providing the vendor with the City's standard Taxpayer Identification and W-9 Form letter ([S:\A2 FREQUENTLY NEEDED DOCS\FINANCE Forms](#)) and to obtain a completed W-9 form from the vendor. The completed W-9 form is then forwarded to Accounts Payable for entry into the Springbrook system.

The Finance Department must keep track of vendors that provide independent contractor services to the City so that Form 1099 can be issued on a calendar year basis for state and federal tax compliance. Form 1099 is issued to any vendor compensated more than \$600 in a calendar year. The form is uploaded and digitally filed at [fire.irs.gov](http://fire.irs.gov) by Finance staff.

#### ***Electronic Invoice Submittal Requirement***

To reduce paper, the City has adopted a requirement that all invoices presented for payment must be sent electronically, i.e., paper invoices sent through the U.S. mail are not accepted. Invoices are typically sent as PDF files attached to emails.

### B. Accounts Payable Policies and Procedures

It is the policy of the City that only *original* invoices as initially received by using departments will be processed for payment. If an original invoice is not provided, then a written explanation signed by an authorized department supervisor is required to justify payment.

As referenced in the [Purchasing section](#) of this manual, goods and services purchases greater than \$2,500 require a purchase order, with limited exception such as utility payments, rent/lease payments, or payments based on intergovernmental agreements. *Every effort must be made by using departments to comply with this requirement.*

### ***Payments of Invoices Against a Purchase Order***

The City's contracts and purchase orders contain payment terms and conditions that using departments must be aware of so that invoices can be received and paid in a timely manner. To facilitate payment efficiency, purchase orders issued to vendors contain instructions for including the purchase order number on the invoice. Purchase orders can also be routed digitally to vendors via Springbrook. However, vendors do not always comply with this requirement. Using departments should remind vendors of this requirement if invoices are routinely sent without a purchase order reference.

While it is a typical practice for vendors to email invoices directly to using department contacts, the Finance Department sometimes receives invoices directly. Invoices that are emailed directly to the Finance Department will be forwarded to using departments for processing.

### ***Invoice Processing***

Once invoices are received by using departments, they must be packaged for payment approval and entered into Springbrook. Departments are encouraged to create an AP Workflow Batch anytime there is more than one invoice to process. However, invoices should not be accumulated over a period of time to create a batch and should be packaged for payment approval within 48 hours of receipt. Detailed instructions on payment processing can be found in the AP Workflow Manual (<S:\FINANCE\AP Workflow - Proof Lists and GL Reports\AP Workflow Training Manuals & Requisition From Templates>).

When creating an invoice approval packet, the following items are required:

- Cover sheet with all fields correctly filled out (<S:\FINANCE\AP Workflow - Proof Lists and GL Reports\AP Workflow Training Manuals & Requisition From Templates>)
  - Vendor name
  - Invoice number
  - Purchase order number
  - General Ledger (GL) account number
- Original invoice
- Necessary or required backup documentation

Once the using department enters the invoice packet into Springbrook, it is routed for internal approval to a manager, deputy director, or designee (if the position exists in the department), then to the department director or designee. (Payment authorization within Springbrook constitutes signature approval.) Once approved by the department director, the invoice packet is then routed to the Finance Director for final approval.

Note: It is important that invoices are reviewed and approved in a timely manner. When the approval workflow has been generated, an automated email will be sent to the approver who has 96 hours to review the workflow before it expires, at which point a workflow must be regenerated.

### ***List of Authorized Approvers***

For internal control purposes, the Finance Department maintains a list of citywide authorized payment approvers that is periodically updated to keep current. The list is maintained electronically in the Springbrook system.

### ***Payments of Invoices without a Purchase Order***

As specified above, most purchases of goods and services require competitive bidding or a sourcing justification and an associated purchase order. However, the following types of invoices can be paid without competitive bidding (unless otherwise required by law or authorized by management) or establishing a purchase order:

- Goods and/or services less than \$2,500
- Utility payments such as electricity and natural gas
- Legal fees
- Legal notices
- Payments to other governmental entities
- Postage
- Dues and Memberships
- Seminars and Workshops
- Advertisements and Notices
- Subscriptions
- Insurance Claims and Premiums
- Mileage Reimbursements
- Travel and Conference Expenses
- Recreation Instructor Payments
- Tuition Fees
- Courier Delivery Services
- Trade Circulars or Books
- Medical Payments
- Real Property Purchase or Rental

Invoice processing for these types of payments follows the same workflow for processing payments associated with purchase orders.

### ***Direct Payments without an Invoice***

In some instances, City staff make payments without a traditional invoice due to the nature of the payment being made. Examples of such payments include:

- Debt service payments,
- Payment of payroll withholdings,
- Refund checks for recreation services, and
- Lease and rental payments.

### ***Purchasing Policy Compliance***

When an invoice for goods and/or services greater than \$XXXX is submitted, appropriate documentation must be provided that demonstrates compliance with the City's purchasing policy, as follows:

- *If competitive bidding is required*, written quotes or bids must be included and/or a bid log provided with the payment request.
  - If a vendor *other than* the lowest bidder is selected, an explanation justifying the selection must be included in the invoice approval packet (typically a memo to the Finance Director).

Examples include vendor selections made on the basis of best value where allowed by law or policy; selections made in accordance with the City's local preference policy; and selections made because the low bidder's submitted bid/quote was not responsive to submittal requirements.

- *If competitive bidding is not required*, the invoice approval packet must include the appropriate exception to competitive bidding. This includes the items referenced above (utility payments, intergovernmental payments, etc.), as well as payments associated with professional services.

Note: Invoice packets that do not include required components will be returned to using departments for correction and resubmittal through the approval workflow process.

Note: City employees must make every effort to comply with purchasing policy requirements. If it is determined that a good has been received or service provided without complying with the City's purchasing policy, the using department must obtain authorization from the City Manager for the payment to proceed. Depending on the circumstances, City employees can be held personally responsible for payment to the vendor should they not comply with established procedures.

### ***Preapproval Required for Check Disbursements***

Currently, City staff pay a majority of the bills by issuing checks every other week to payees. This process requires the preapproval of the City Council before payments can be made (a warrant report with payee information is submitted by the City Manager to Council on a regular basis to ensure that payments are timely approved).

Prior to obtaining Council approval, a "check run" is performed to print the checks in sequential order. For internal control and efficiency purposes, all checks should be processed through this workflow, rather than requesting one-time or off-cycle check requests.

### ***Allowable Prepayments***

While every effort must be made to ensure that payments are made through the City's warrant register workflow process, it may be necessary for the Finance Director or City Manager to authorize prepayments before Council approval is obtained. These off-cycle payments are identified on the warrant register. Examples include payments that may accrue late fees or termination of services if not paid by the due date, urgencies such as debt service payments, payroll withholdings such as health insurance premiums and payroll taxes, and utility payments. In these rare occasions, all such requests must be sent to the Finance Director in writing by the respective department director in the using department requesting the check and the reason(s) why the off-cycle check is warranted.

### ***Check Preparation Requirements***

To maintain effective internal control, checks shall only be prepared by persons independent of those who initiate or approve payments, as well as those who are authorized check signers. In addition to any other requirements established herein, all vendor and employee reimbursement checks shall be prepared in accordance with the following guidelines:

- Checks shall never be made payable to bearer or cash.
- Checks shall never be signed prior to being prepared, i.e., blank checks cannot be signed.
- Checks must be printed in numerical order.



- Total cash requirements associated with each check run must be reviewed in conjunction with available bank balance(s) prior to the release of checks to ensure sufficient funds are available to make payments.
- All vendors should be paid within 30 days of City receipt of accurate, undisputed invoices.
- Timing of disbursements should be made to take advantage of early payment discounts offered by vendors.
- Checks will not be signed if supporting documentation is lacking or missing or if there are questions about a disbursement.
- Checks shall not be mailed by individuals who authorize expenditures.

### ***Voided Checks and Stop Payment Requests***

Checks may be voided due to processing errors by making proper notations in the check register and clearly marking the check as VOID. A journal entry is prepared for all voided checks via the Void Checks Module in Springbrook and retained on the Finance Drive in the Void Check folder.

If a check cannot be found, a stop payment request can be submitted to Bank of the West. An associated journal entry will be prepared via the Void Checks Module in Springbrook. The journal entries prepared to document voided checks and stop payments are necessary for accounting records and bank reconciliations.

### ***Automated Clearinghouse (ACH) Payments and Wire Transfers***

In keeping with best practice goals for reducing paper-based processes, the City makes nearly half of its payments through ACH and wire transfer processes. (The City's Taxpayer Identification and W-9 Form letter sent by using departments to new vendors includes a checkbox for acceptance of ACH payments which is leveraged for increasing this type of payment.)

Similar to the check preparation requirements mentioned above, the person preparing the ACH or wire transfer payment request cannot authorize the payment or initiate payment approval. ACH and wire transfer payments are so noted and included in the warrant report as approved by Council.

In addition, payments associated with the City's Amazon, Inc. online business account and purchase card program are paid through the ACH process, as are utility bills and postage meter payments. These payments are shown as "Supplemental ACH Payments" on the warrant register. The Supplemental ACH Payment expenses are recorded in the Springbrook via a Journal Entry, or through the Manual Check Module.

### ***Petty Cash Disbursements***

Petty cash provides a convenient mechanism for the reimbursement of employee's incidental expenses on the City's behalf, for purchases up to \$100. A purchase transaction over this amount should be an anticipated expense to be procured in compliance with purchasing policies and procedures.

## UTILITY BILLING OPERATIONS

### A. Introduction

The purpose of this section is to provide guidelines and procedures for the processing of utility bills consistent with best practices. South Pasadena operates its own water and sewer utility staffed by City employees (Public Works Department, Water Division), but contracts for billing and collections services. This section is intended to provide sufficient information to enable employees to be fully aware of and comply with standard operating procedures.

### B. Billings and Collections – Munibilling

The City collects revenues from billing utility services to customers (which includes water and sewer charges) on a bimonthly basis. The City contracts with Munibilling for all utility billing and collection services. Utility rates are determined based on a rate study and are approved via [resolution](#) approved by City Council. City Council adopts a regular rate and a low-income rate. Utility rates are updated by Munibilling. At the beginning of the calendar year, the management analyst must review the register for each of the eight cycles to ensure the new rates went into effect.

The management analyst reviews and approves the weekly bill register that is received from MuniBilling through a ZenDesk ticket. At the end of the month the management analyst downloads a monthly report from the Munibilling website that contains billing details, payment reports and other information to create monthly journal entries. The management analyst enters the information into an excel sheet, creates a .csv file and then imports the file into Springbrook. Weekly/monthly wires are reviewed in the bank reconciliation process.

MuniBilling is responsible for these services. Please refer to them at (877) 556-7929 for additional procedures.

### C. Request for Service (further information to be obtained by Munibilling)

MuniBilling is responsible for receiving new service requests from all new customers and setting up their accounts directly in the utility billing system. A \$200 deposit or a letter of credit (stating the customer was always on time with the previous utility company) is required to open the account and provided directly to Munibilling. Please refer to Munibilling for further procedures.

### D. Adjustment of Charges (to be obtained by Munibilling)

MuniBilling is responsible for these services. Please refer to them for procedures.

### E. Billing/Shut Off Procedures (further information to be obtained by Munibilling)

The City assesses a five percent penalty for delinquent bills. The City issues three notices after a customer's bill date if a payment is not received. The first is sent three days after the bill date with penalty charges with the warning of a door hanger is not paid by the stated date. The second is given at least ten calendar days after the first notice (not falling on a weekend or holiday). This is referred to as a door hanger, which gives the customer 24 hours to pay their past due amount to avoid shut off.

The third notice is given two business days after the second notice and may not be sent on a Friday, weekend, or holiday. This informs the customer that their water has been temporarily shut off. They must pay their bill to avoid further fees and keep their account open.

Door hangers and shut-off notices are generated by Munibilling and sent electronically to the Public Works Water Division to be printed and placed on customer's doors. Customers can make a payment directly to Munibilling via phone or online. Meter readers are prohibited from accepting payments from customers when they are in the field. Once a payment is received, the customer is removed from the shutoff list. If a customer does not make a payment within 24 hours of receiving the door hanger, the Public Works Water Division staff will go to the property and shut off the water from the meter. Eleven days after the water has been shut off, the meter is locked and the account is closed.

If a customer's water has been shut off, they must pay all reconnection fees (door hanger fee and disconnect for nonpayment) in addition to their past due balance for the water to be reconnected. If a customer wishes to have their water connected outside of normal business hours (normal business hours are normally Monday through Thursday from 7:30 a.m. to 5:00 p.m.), the customer must pay the after-hours reconnection fee in addition to the past due charges and door hanger and disconnect for nonpayment fees.

For questions about the water meter reading process, please contact the Department of Public Works – Water Division.

## **F. Dispute Resolution Procedures**

If a customer has a dispute about their utility bill, the process described below will take place.

1. The customer shall notify Munibilling if there is a problem with their utility bill within ten working days of the due date printed on the disputed bill.
2. Munibilling will review and research the disputed bill. If a billing calculation error is found, it will be corrected immediately.
3. If a reread is necessary, it will be done within 24 hours of the notice. The meter reader will check the working condition of the meter at the time of the reread.
  - a. If the reread shows an error was made, or the meter was not working properly, the reading and/or meter will be changed and the bill will be adjusted accordingly.
  - b. If the reread shows the original reading was correct and the meter was working properly, no adjustment will be made.
  - c. The customer may request that a company specializing in such testing check the meter for accuracy. (The City uses Golden Meters Services Inc.) If testing shows the meter is working accurately, the customer shall pay for the cost of the testing. If the test determines that the meter is not working accurately, the City of South Pasadena will pay the cost of testing.
4. If the customer is not satisfied with Munibilling's decision, the customer has the right to request a further review from the management analyst).
5. After reviewing information provided concerning the disputed bill, the management analyst will make a decision about the disputed bill within five working days.
6. If the customer is not satisfied with the management analyst's decision, a written request may be submitted to have the disputed bill presented to the Finance Director (or appointed

- staff in place of the Finance Director) . The written request must be received within ten days of the management analyst's decision, or the decision is final.
7. Upon review of information provided by the customer and staff, the Finance Director will make a decision about the disputed bill. The Finance Director's decision is final.

### ***Irate Customers***

When dealing with difficult customers it is important to keep language professional, friendly and respectful while remaining calm. If an employee feels threatened by a customer and has made attempts to calm them, the employee should contact their supervisor to diffuse the situation. If the situation is still not resolved, staff should contact the Finance Director to assist.

If attempts to calm the customer are still not successful and the Finance Director has not been able to diffuse the situation, then the customer should be advised that staff will be calling the Police Department and the customer should be asked to stand aside.

## ACCOUNTS RECEIVABLE AND REVENUE COLLECTIONS

### A. Introduction

The Accounts Receivable function of the Finance Department handles the collection of the City's various revenue sources and other receivables. Examples of such receipts include taxes, fees, fines, billed goods and services, grant funding, deposits, and damage to City property.

The City receives its revenue in a variety of ways such as:

- Receiving remittances directly from the state or other governmental entities;
- Accepting cash, checks, and credit card payments at cashiering counters at City facilities;
- Receiving payments through the U.S. mail;
- Accepting payments online;
- Accepting automated clearinghouse (ACH) and wire transfer payments through secure online banking portals; and
- Direct invoicing individuals or companies for monies owed.

This section focuses on the City's receivables *other than* tax revenue and grant funding which are covered in the Governmental Accounting and General Ledger Maintenance Section of this manual. In addition to the policies and procedures on cash receipts described in this section of the manual, detailed instructions on cash handling and cash receipts are included in the citywide Cash Receipt Manual located at XXXXX.

The timing and receipt of receivables is critical for cashflow purposes. Equally important is the need to establish sound financial management and oversight practices and proper internal controls for handling and accounting for receivables. These principles and procedures are described below.

### B. Cash Handling

All persons engaging in any activity related to the handling of cash or other forms of payment must adhere to a system of internal controls that safeguard City funds. Effective cash handling management principles employ industry approved best practices, as well as the implementation of sound internal controls. Utilization of the following will aid in the achievement of this common goal:

1. The organization's structure should provide for the segregation of functional responsibilities such as invoicing, receipt of payments, and recordkeeping.
2. The work environment must be conducive to safeguarding money. This includes proper office layout with counters, safes, cash boxes, cash registers/terminals, camera and video monitors, alarm buttons, etc.
3. Employees must be qualified and trained in proper cash handling techniques.
4. There must be sufficient staff to permit segregation of functions.
5. Limited access should be given to persons handling cash.
6. Cash should be counted daily by two persons that verify the proper counting of cash and document their count by signing/initialing cash receipt logs.
7. Sound practices and procedures must be established and followed at all times in the performance of department functions.
8. Where a work unit is not large enough to allow for proper segregation of functions, or if the work environment does not permit the optimal physical facilities, management oversight must be increased commensurately.

## **C. Cash Receipts**

The City receives money through a centralized cashiering system. Money received for Planning and Public Works permits or plan checks, Recreation and Senior Classes, Library Fees etc. are processed by the department and reconciled by management analyst and a manager.

Each department opens a batch file in Springbrook to report the daily cash receipts.

Money is received through multiple channels: mail, walk-in, lockbox outside of City Hall, offsite departments, wire transfers, ACH, and online payments. The cashier assisting the walk-in customer will enter the payment details into Springbrook. Springbrook creates a receipt that is numbered automatically and given to the customer. The management analyst has access to the Utility Bill Dropbox (green box outside in front of the Police Department). The lock box is mostly for Water Utility payments. The management analyst mails bills to the processing center one to two times per week and keeps a log of payments received.

If the payments are coming from departments off site (Community Services, Recreation, and Library) they are transported daily using Brinks armored services. Staff from the Police and Fire Departments walk the deposits to Finance on business days.

The City accepts the forms of payment list below.

### ***Check Payments***

Checks are placed together with the batch at the end of the day and placed in the safe after reconciliation with the Cash Receipts Proof List for the day's receipts on that register (close around 5:30 p.m.).

The cashier for each department recounts all the money and ensures it agrees to the attached Trial Balance reports. Information from ACH receipts are obtained through bank statements and entered into Springbrook via the bank reconciliation process through a cash receipt.

### ***Credit Card Payments***

Handling of credit card payments is governed by the Payments Card Industry (PCI) Data Security Standards (DSS). The City must maintain PCI compliance in its handling and storage of customer credit card information. Walk-in credit card payments are charged and signed by the payee while at the counter. If the payee has authorized the City to charge the card and it is not in a position to sign the payment, then that will be noted on the payment.

At the end of the day, a Totals Report from the credit card machine (Bluefin) is automatically printed. The receipt amounts are counted and compared to the report from the credit card machine as well as the Settlement Report. Credit card receipts from other departments are also counted against the report from their respective batch. Credit card payments are reconciled using the Proof List function from Springbrook. The credit card receipts are placed in the safe with the other payment types for the day.

### ***Cash Payments***

Cash is received and counted before being put into the cash register. All cash shall be counted separately by two employees of the Finance Department as indicated in the Cash Handling section above. At the end of the day, cash is placed in the safe with the other payment types.



When received from other departments, the management analyst recounts the cash and makes sure the report matches the amount of cash received. Otherwise it is sent back to the department for them to reconcile. Finance staff will only receive cash from outside departments that has been properly accounted for and documented.

### ***Online Payments***

South Pasadena accepts online payments for water through the Munibilling portal, for Recreation through Sportsman, and for other payments such as permits and plan checks through Heartland.

Departments will send a customer a digital cash receipt form that includes their total along with a link to the City's portal. The system sends payment confirmation, which the customer is required to forward to the department to complete their application and/or project. Upon receipt of the confirmation from the customer, the department will forward this along with the cash receipt to the Finance Department. At the beginning of the following month, the management analyst generates a receipt report for each department and reconciles the cash receipts to the transactions, as well as the amounts received on the bank statement.

### ***ACH Payments***

Information from ACH receipts are obtained through bank statements and entered into Springbrook by the management analyst weekly.

## **D. Armored Transportation Service**

Brink's Incorporated provides armored transportation services to the City. Brink's will bring any cash from other departments offsite twice weekly (Tuesday and Thursday) and pick up any bank deposits the Finance Department has prepared.

## **E. Revenue Reconciliation**

The management analyst reconciles the cash, checks and credit card receipts and enters daily transactions on the Cash Receipts Reconciliation form ([provide link](#)) on a weekly basis. Once confirmed, cash payments are put into a sealed bag with payment information for Bank of the West. This bag is kept in the safe until it is picked by Brink's armored services to be transported to Bank of the West. The management analyst scans checks directly to Bank of the West once they have been reconciled.

All credit card receipts are kept in a locked cabinet in the office and filed by day. ACH remittances are saved in the Finance Drive.

The Finance Director, accounting manager, finance manager, and management analyst all have the combination to the safe.

## **F. Business License Payments**

Business license applications are processed through HdL, the City's contractor. Customers are encouraged to make the payment directly to HdL through their website but may also mail in payments.

## **G. Billing for Services**

The Finance Department invoices individuals and companies for services rendered or for damage to City property. In cases where a permit fee or deposit is required, the payment shall be made prior to the issuance of a permit or performance of other City services.

Unless otherwise required per ordinance, resolution, or other authority, all bills should have established terms (30 days from the invoice date). Invoices should include language to explicitly state the penalties and interest to be charged and the timeframe for which they will be charged. The City will assess a five percent penalty for delinquent bills.

City staff follows the same billing procedures outlined in the Utility Billing Operations section of this manual for services rendered and damage to City property.

## **H. Water Bills**

Water billing is outsourced to Munibilling. Munibilling utilizes Heartland to wire cash receipts to the City on a weekly basis. The management analyst mails bill payments to the processing center one to two times per week and keeps a log of payments received.

Note: Billing and cash receipts data sourced from Munibilling require manual entry into the Springbrook system. The management analyst generates a summary report from Munibilling and translates it into a journal entry to upload into Springbrook.

## **I. Delinquent Accounts**

An allowance for delinquent accounts should be established to reflect the amount of the City's receivables that Finance Department staff estimates will be uncollectible. The establishment of an allowance account ensures that the City's receivables are not overstated and that accounts deemed uncollectible are timely and accurately recorded in the correct period for financial reporting purposes. Judgment will be exercised in determining the allowance for uncollectible receivables by the Finance Director.

Efforts should be made to pursue the timely collection of delinquent accounts. Write-offs should be performed annually to ensure account receivables are fairly stated. Collection efforts should be exhausted prior to any write-offs. Accountants and management analysts will identify accounts to be written off and submitted to the Finance Director or designee for approval. All accounts referred for write-off must be reviewed and approved by management prior to final write-off.

Amounts under \$5,000 may be written off with the approval of the accounting manager or finance manager after review by the Finance Director. Amounts under \$25,000 may be written off with the approval of the Finance Director, and amounts over \$25,000 shall be at City Manager's discretion.

## PAYROLL

### A. Introduction

The largest expenditure category of the City's budget is for the payment of salaries and benefits for its employees. It is critical, therefore, that the processing and accounting of these expenditures is performed accurately and efficiently. The payroll and benefits process is also one of the more complex functions in the Finance Department in that there are multiple bargaining groups, position classifications, and benefit plans, as well as the need to comply with all the reporting requirements of state and federal governments and the California Public Employees' Retirement System (CalPERS) related to payroll. This section provides guidance and procedures related to the proper processing and reporting of payroll and benefits. Overall responsibility for the administration of payroll rests with the Finance Department with the overall responsibility for benefit administration resting with the Human Resources Division of the Management Services Department.

This manual should be consulted in conjunction with appropriate instructions from state and federal agencies.

The objective of this section is to ensure:

- The timekeeping process is accurate and timely,
- The payroll process has proper internal controls and efficiently calculates pay and tax withholdings,
- Paychecks or direct deposits are timely and accurate and reflect valid services performed,
- Benefit costs deducted from pay are accurate, and
- Filings to other government agencies are on time and accurate (e.g., quarterly tax reporting, W2s, CalPERS reporting, etc.).

### B. Pay Period

The City operates on a biweekly payroll period. The Finance Department maintains a calendar of pay periods, timecard/leave request submittals, and pay dates and issues this calendar to all operating departments for dissemination to all employees. Employees are responsible for filing timecards and/or leave reports consistent with the published biweekly payroll periods.

### C. Employee Files

A personnel file is established for all employees with current documentation and is maintained by the Human Resources Division of the Management Services Department. The following payroll related forms, documents, and information shall be obtained and included in the personnel files of all employees:

- Emergency Contact form
- Acknowledgement forms
- Performance evaluations
- Training certificates, college degrees required
- Personnel Action Forms indicating all pay-related information

## **D. Changes in Payroll Data**

All the following changes in payroll data must be authorized in writing through a Personnel Action Form:

- A. New hires
- B. Terminations
- C. Changes in salaries and pay rates
- D. Voluntary payroll deductions
- E. Changes in income tax withholding status
- F. Court-ordered payroll deductions
- G. Direct Deposit Authorization
- H. Benefit Enrollment

New hires, terminations, and changes in salaries or pay rates shall be authorized in writing by the Human Resources Division.

When changes to salaries and benefits result from updated memoranda of understanding (MOU) with the City's bargaining units, the Human Resources Division is responsible for indicating such changes on a timely basis to the Finance Department prior to the pay period in which the changes occur. Payroll will make the necessary modifications in the payroll system and will prepare a summary of all changes entered for review by the Human Resources Division to verify consistency with the negotiated changes in the MOUs. The Human Resources Division will submit written verification to Payroll indicating its review and approval of all changes.

Voluntary payroll deductions and changes in income tax withholding status shall be authorized in writing by the individual employee. Documentation of all changes in payroll data shall be maintained in each employee's personnel file, which is held in the Human Resources Division of the Management Service Department.

## **E. Payroll Taxes**

The Finance Department is responsible for ensuring all required tax forms are properly completed and submitted, and that all required taxes are withheld and paid on a timely basis in accordance with federal, state and local requirements.

## **F. Benefits Enrollment and Deductions**

The Finance Department is responsible for ensuring all required benefits deductions (e.g., CalPERS deductions, health benefits, deferred compensation, flexible spending accounts) are properly completed and submitted, and that all deductions are withheld and paid to the third-party administrators on a timely basis in accordance with their requirements. The Human Resources Division of the Management Services Department is responsible for entering and maintaining benefit information.

## **G. Preparation of Time Records**

Each employee must submit an approved time record on the first day following the close of each pay period. It is the employee's responsibility to accurately account for and record time daily using the identified method in each respective division. This applies whether using a time clock, hand-written records, or any other type of time recording device. Employees are also responsible for

promptly making any necessary corrections to the timesheet to accurately reflect hours worked or in a paid status.

Time records shall be prepared in accordance with the following guidelines:

- Each time record shall reflect all hours worked during the pay period (time spent on the job performing assigned duties), whether compensated or not.
- Time records shall be entered via *TimeClock Plus* and attested to by the employee.
- The timesheet is submitted to the immediate supervisor for verification and approval.
- Time records are reviewed and corrections are made by payroll staff.
- Employees shall identify and record hours worked based on the nature of the work performed.
- Compensated absences (vacation, holiday, sick leave, etc.) or leave without pay should be clearly identified as such.

The department director or their designees must approve overtime requests prior to overtime being worked.

After employee time records are prepared, the department director or their designees approve timesheets, including overtime submittals and leave requests, prior to submission. Timesheet corrections identified by an employee's supervisor shall be returned to the employee to update. Supervisors are to ensure that employees make the necessary corrections to their timesheets to accurately reflect hours worked.

If an employee is unable to submit their timesheet, payroll staff will enter their time according to the operating department's supervisor/manager's instructions. In this situation, the employee is responsible for ensuring that the timesheet is submitted and approved by their supervisor/manager as soon as possible after payroll is processed. Any differences that vary from the time paid will be addressed in the pay period immediately following proper submittal and approval of the timesheet.

## **H. Processing of Timesheets**

The payroll accountant will process the timesheets in *TimeClock Plus* submitted after departmental approval. The payroll accountant may change or correct timesheets to reflect payroll practices and notify the employee/supervisor of the change. Once the timesheet entries are completed and reviewed, the payroll accountant will run a report and download time data from *TimeClock Plus* and upload it into Springbrook for processing. Any changes or corrected payroll errors will be made on the next payroll.

Intentional falsification of timesheets shall be cause for discipline up to and including termination in accordance with the City's personnel rules and regulations.

## **I. Approval of Payroll**

The Finance Director or his/her designee shall sign and date the payroll registers indicating approval of the payroll.

## **J. Payroll Processing**

To process payroll, a positive pay file as well as an ACH NACHA file will be generated by the payroll accountant and saved in a payroll folder for each specific pay period. The accounting manager or in their absence, the Finance Manager will upload the positive pay file as well as the NACHA file to

Bank of the West. The accounting manager and the Finance Manager are the only staff members in the Finance Department that are authorized to upload the aforementioned files. Based on the total payroll payout for the ACH NACHA file and the positive pay files, a corresponding total amount of funds will be automatically transferred from the operating account at Bank of the West to the zero-balance payroll account.

Employees receiving hard checks or direct deposits are noted in the positive pay file. As part of the payroll process the system will push through a report of standard checks for all staff that are on the positive pay file and will receive a hard check. The format and layout of the standard check mirrors the City's blank check layout (payroll stub). Employees are encouraged to sign up for direct deposit with the payroll accountant to have their payroll deposited directly into their bank account.

Validated hard payroll checks or payroll stubs are individually presented to representatives from each operating department in sealed envelopes with the employees' name on it for distribution.

The accounting manager and the Finance Manager have the signatures of the Mayor and the Treasurer, which are password protected. The blank check stock is kept under dual control with one key held by the management assistant with the accounting manager and/or Finance Manager having access to the other key. Once the number of blank checks (which are prenumbered) is selected, that information is written into the log for utilized checks and the payroll accountant will print the check utilizing the standard check template onto the blank check stock. The accounting manager or in their absence, the Finance Manager will print the signatures onto the already prepared check(s). On a monthly basis, a reconciliation of the operating and payroll accounts is performed by a designated staff member in the Finance Department.

## **K. Separation of Employment**

Employees separating from City services will receive in their last payroll check or direct deposit as a cash-out for all unused vacation leave time, management leave and/or compensatory leave time that they had on the books prior to separation. Procedures for processing unused sick leave will be outlined in the appropriate bargaining groups' Memoranda of Understanding (MOU).

## **L. Post-Retirement Benefits**

The Payroll Accountant is responsible for uploading payroll data after each payroll to the California Public Employees' Retirement System's (CalPERS) MyCalPERS website. Reconciliation is completed to ensure accuracy of the reports generated to CalPERS by the payroll accountant and payment to CalPERS is processed by the payroll accountant. The Human Resources Division of the Management Services Department is responsible for ensuring all required retirement procedures are processed as outlined by CalPERS and the appropriate Memoranda of Understanding (MOU) for bargaining groups.

Other Post-Employment Benefits (OPEB) is outlined in the respective MOUs and administered by the Human Resources Division of the Management Services Department.



## FIXED ASSETS

### A. Introduction

As of June 30, 2020, the City owned capital assets amounting to \$225.2 million. They are broken down as shown in Table 3.

Table 3. City Owned Capital Assets

Capital Assets	Amount
Land and Construction in Progress	\$15.5 million
Buildings and Improvements	\$25.8 million
Vehicles and Equipment	\$13.9 million
Infrastructure	\$170 million

Given the size and complexity of this portfolio of capital assets it is incumbent on appropriate staff in the Finance Department to establish rules and procedures for the proper accounting of these assets in accordance with generally accepted accounting principles (GAAP) and for internal control purposes.

The objective of this section is to ensure that proper accounting procedures are in place to:

- Identify which expenditures qualify to be capitalized as fixed assets,
- Properly classify fixed assets,
- Determine proper depreciation of an asset (if appropriate),
- Determine which assets should be subject to periodic inventory, and
- Properly account for the disposal of an asset at the end of its useful life.

### B. Capital Assets Policies and Procedures

#### ***Capitalization and Threshold***

Capital assets are major assets that are used in governmental operations and that benefit beyond a single fiscal period. The City of South Pasadena will report the following major categories of capital assets that have an estimated useful life of more than one year from date of acquisition or construction.

- Land
- Intangible assets
- Construction in progress
- Buildings
- Improvements other than buildings
- Furnishings and equipment
- Infrastructure

#### ***Land***

Land is always capitalized as a separate capital asset in its own right, even if it is closely associated with some other capital asset. Thus, the land under a building or highway must be classified as land

rather than included as part of the cost of the building or highway. The amount capitalized as land should include any land preparation costs that will have an indefinite useful life. Land is not depreciated because it has an indefinite useful life. The capitalization threshold for land will be set at \$25,000, with an indefinite useful life.

### ***Intangible Assets***

Governmental Accounting Standards Board (GASB) Statement #51 deals with the reporting of intangible assets in financial statements. GASB #51 defines intangible assets as assets that are identifiable and possess all of the following characteristics: lack of physical substance, nonfinancial nature (not in monetary form like cash or investment securities), and initial useful life extending beyond a single reporting period. It requires the recording and reporting of intangible assets such as easements, land use rights (i.e., water rights, timber rights and mineral rights), patents, trademarks and copyrights. In addition, computer software that is purchased, licensed or internally generated (including websites) as well as outlays associated with an internally generated modification of computer software. The capitalization threshold for intangible assets will be set at \$5,000, with an estimated useful life between 5 and 50 years.

### ***Construction in Progress***

Construction in progress is an asset class whereby the costs directly associated with constructing a capital asset are recorded. Once the asset is placed in service, all costs associated with it that are stored in the construction in progress account are shifted into whichever capital asset account is most appropriate for the asset. Costs in the construction in progress account are not depreciated until the asset is placed in service.

### ***Buildings***

Buildings are an asset class used to account for permanent (non-moveable) structures. The amount reported should include any costs incurred to increase the service utility of a building or to extend its total estimated useful life (improvements or betterments). The amount should also include restoration costs incurred as the result of capital asset impairment. The capitalization threshold for buildings will be set at \$25,000 with an estimated useful life of 50 years.

### ***Improvements other than Buildings***

Improvements other than buildings include permanent (non-moveable) improvements to land that have a limited useful life (land improvements). Examples include roofing, fences, retaining walls, parking lots, and most landscaping. The capitalization threshold for improvements other than buildings is \$25,000 with an estimated useful life of 10 years to 50 years.

### ***Furnishings and Equipment***

Furnishings and equipment constitute an asset class to account for moveable items. Some examples include secondary road equipment, HVAC systems, technology equipment and software systems, and vehicles. The capitalization threshold for furnishings and equipment is \$5,000 with an estimated useful life between 3 years and 30 years.

### ***Infrastructure Assets***

This category involves long-lived capital assets that are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Infrastructure assets are the basic physical assets that allow the City to function. Examples of infrastructure assets include streets, bridges, sidewalks, drainage systems, water and sewer systems, and lighting systems. Each

major infrastructure system can be divided into subsystems. For example, the street system can be subdivided into pavement, curb and gutters, sidewalks, parkways and medians, streetlights, and electronic control devices. These subsystems are delineated in the City’s annual financial statements. The appropriate operating department maintains information regarding the subsystem. The capitalization threshold for infrastructure assets will be set at \$25,000, with an estimated useful life as shown in Table 4 below.

*Table 4. Infrastructure Assets Thresholds*

Infrastructure	Years
Sewer collection system	60
Storm drain system	60
Bridges	60
Hardscape	40
Parkways and medians	40
Pavement, curbs and gutters, and sidewalks	35
Streetlights	20
Electronic traffic control devices	20

**Valuation Method of Capital Assets**

Capital assets are to be reported at the cost at which they were initially acquired or constructed (“historical cost”) or estimated historical cost if purchased or constructed. This should include capitalized interest and ancillary charges necessary to place the asset into its intended location and condition for use. Ancillary charges include costs that are directly attributable to asset acquisition. The historical cost should include the cost of any subsequent additions or improvements, which would extend the expected useful life of the asset but exclude the cost of repairs or routine maintenance.

Items acquired to extend the life of a previously acquired asset are not required to be inventoried but are added to the historical cost of the asset and capitalized. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset’s life are to be expensed rather than capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

The categorization of capital improvement costs as opposed to repair or maintenance will be determined based on the professional judgment of the asset operating department on a case-by-case basis. Trade-in value, if any, will be deducted from the asset cost. Additionally, if the asset traded was not fully depreciated, the ending book value will be added to the cash paid to determine the capitalized cost of the new asset. A trade-in can be defined as exchanging an existing asset as part of an agreement to acquire a new asset.

Capital assets acquired under capital lease are capitalized at the net present value of the total lease payments. Donated capital assets are valued at their estimated acquisition value at the date of

donation. Capital assets that are being depreciated will be reported net of accumulated depreciation in the statement of net position. Depreciation expense will be reported in the annual financial statement's Statement of Activities. Individual assets with an initial cost of less than \$5,000 will be maintained on an inventory list for insurance purposes and said list shall be maintained by the Director of Finance.

### ***Depreciation Method for Capital Assets***

Depreciation expense will be measured by the straight-line depreciation method which is historical cost divided by the estimated useful life of the asset.

$$\text{Formula} = \text{Historical cost} / \text{Estimated Useful Life}$$

Depreciation will be calculated annually based on the actual month of acquisition for the capital assets of machinery, equipment, vehicles, buildings and improvements other than buildings. Land, intangible assets and construction in progress are not depreciated. For intangible assets, if the useful life can be determined from contractual or other legal rights, then the intangible asset should be amortized over that useful life, and the service life should not exceed that contractual or legal rights limit.

If an asset's estimated useful life is either extended (increased) or reduced (decreased) at any time, depreciation expense will be adjusted prospectively to calculate depreciation based on the remaining undepreciated historical cost (historical cost less accumulated depreciation) divided by the remaining estimated useful life of the asset.

### ***Estimated Useful Lives of Capital Assets***

The standards or parameters for estimating the useful lives of capital assets are based on principles of objectivity and reasonableness. The professional judgment of staff in the City's operating departments is relied upon for determining estimates of useful lives, taking into account industry averages where applicable.

A range approach is used as a matter of policy, with specific estimated useful lives attached to specific assets when recorded to facilitate depreciation and tracking.

## **C. Disposal of Capital Assets**

The disposal of capital assets shall be done pursuant to this section to provide:

- For donation of "as-is" surplus supplies and equipment to other governmental agencies or non-profits providing services directly to South Pasadena,
- An ability to avoid the costs of unnecessary purchases and storage by facilitating the reuse of valuable surplus property and the disposal of surplus property of no resale value,
- For the quick and easy removal of surplus items from the owning department's premises and to provide compensation from sale,
- Sustainable practices by recycling surplus property in lieu of sending property to landfills, and
- The availability and affordability of land for the development of affordable housing.

The Surplus Land Act went into effect on January 1, 2021 and was designed to increase the availability of real property in California for affordable housing development by requiring the prioritization of affordable housing when cities sell or lease public lands that are no longer necessary

for City use. Accordingly, the City's policy regarding the disposal of surplus land will be governed by the Surplus Land Act Guidelines as enacted and amended by the state legislature.

### ***Eligibility for Surplus Disposition***

When it has been determined that an item has served its original purpose and no longer provides value to the City, the item shall be slated for determination of its eligibility for disposition. This policy covers items such as office furniture, office equipment, electronic equipment, City vehicles, computer hardware, and other capital outlays.

### ***Surplus Disposal Methods***

If an item is no longer of value to the City the item may be disposed of using one of the following methods:

1. Properly discard the item if it is broken, unusable, and/or hazardous;
2. Retention of the property and reassignment to another City department;
3. Trading the item in for new replacement equipment;
4. Donation in accordance with the Surplus Property Donation limits and procedures of this Policy;
5. Auction; and
6. Selling the item through a sealed-bid process.

### ***Oversight of Surplus Property***

As the City's designated Purchasing Agent, the Finance Director is responsible for managing the disposition of all City surplus property. The Finance Director may delegate this routine administrative responsibility as specified in this section to another department staff member. Once the request has been submitted, the Finance Director or the designated staff member will coordinate the removal of the items.

Items with a value of less than \$5,000 may be declared surplus by the appropriate department head and disposed of by one of the Surplus Disposal Methods. For tracking and accounting purposes, departments are to complete a Surplus Request Form when declaring property as surplus and sending it to the Finance Department.

Items with a value over more than \$5,000 and less than \$10,000 may be declared surplus by the Finance Director and disposed of by one of the surplus disposal methods. Items with a value of \$10,000 or more must be declared surplus by the City Manager prior to disposal by one of the surplus disposal methods.

To dispose of the City's surplus property by auction, the City has contracted with an outside vendor to pick up and auction the items. Checks for surplus items will be made payable to the City of South Pasadena.

Note: For health and safety reasons, no hazardous items will be picked up for disposal.

Table 5 reflects the aforementioned threshold amounts as well as authorization levels to declare property surplus.

Table 5. Surplus Property Threshold and Approval Levels

Threshold Amount	Approval
Less than \$5,000	Department may surplus/declare obsolete
\$5,001 to \$9,999	Requires Department to seek Finance Director approval
\$10,000 or more	Requires City Manager Approval

**Reassignment of Assets**

When a City department head determines that an asset is surplus to its needs, notification shall be made to the Finance Director to coordinate the appropriate placement, storage and disposal as determined. Prior to the declaration of surplus, the first option will be to reassign the asset within the City where it can be of most use or value. If it is not possible to be reassigned, the Finance Director shall prepare the asset for a City surplus determination by the City Manager, if it has a value of \$10,000 or more.

The decision to designate an item for the City surplus originates with the department where the material is located, and the department staff person shall complete the surplus request form including a complete description of the item, location, approximate value, etc. If the condition of City surplus materials is deemed as broken, unusable, hazardous and/or having “no salvage value,” then at the discretion of the Finance Director an item may be discarded properly. The Finance Director must be notified and may authorize the disposal of City surplus materials valued at less than \$10,000. The employee requesting that the item be declared surplus must sign the completed form before sending it to the Finance Department.

**Statement of the Surplus Request on the Staff Report**

Once the form is submitted to the Finance Department, the Surplus Request will be stated on the staff report for any item valued at \$10,000 or more. The City Manager will have the discretion to approve the request. Finance will coordinate staff report to dispose of surplus materials on a quarterly basis.

**Financial Reporting**

The Finance Department will be responsible for all levels of recordkeeping and sale processes. It is the responsibility of all departments to process and complete the Surplus Request Form and submit to the Finance Department. The Surplus Request Form can be found in the shared drive at:

<S:\Finance\FORMS\Purchasing\Surplus Property>.

**Surplus Supplies and Equipment Eligible for Donation**

Surplus supplies and equipment valued at less than \$10,000 which are not reassigned to another City department use may be eligible for donation in the following priority:

1. To a non-profit organization formed by the City of South Pasadena for the benefit of its residents.
2. To another governmental agency, including a school district, which provides services to the City of South Pasadena or its residents.
3. To a non-profit organization (501-C(3)) which has either received a grant from the City to provide public services or has entered into a written agreement with the City or the



donation would further a special project or City effort to benefit any group or community, including a community event, that the City wishes to provided assistance to.

No surplus supplies and equipment with an estimated value of \$10,000 or more is eligible for donation unless authorized by the City Manager.

***Process for Donation of Surplus Supplies and Equipment***

- A. For surplus supplies and equipment valued at less than \$5,000:
  - 1. The department head identifies surplus property available for donation in accordance with this policy,
  - 2. Places a notice of availability of surplus property for donation on the City’s website for a 30-day period to receive requests for donation and reaches out to potential donees,
  - 3. Reviews all requests for donation and determines the donee in accordance with the priority of donations, and
  - 4. The decision of the department head is appealable to the Finance Director.
  
- B. For surplus supplies and equipment valued at \$5,000 or more, but less than \$10,000:
  - 1. The Finance Director identifies all property available for donation in accordance with this policy,
  - 2. Places notice of availability of surplus property for donation on the City’s website for a 30-day period to receive requests for donation and reaches out to potential donees, and
  - 3. Reviews all requests for donation.
  
- C. For surplus supplies and equipment valued at more than \$10,000:
  - 1. The Finance Director identifies all property available for donation in accordance with this policy,
  - 2. Places notice of availability of surplus property for donation on the City’s website for a 30-day period to receive requests for donation and reaches out to potential donees, and
  - 3. Reviews all requests for donation and submits eligible requests to the City Manager for determination.
  
- D. Requirements applicable to all donations.
  - 1. All requests for donation must state the benefit to be derived from the donated surplus supplies and equipment in the request for donation.
  - 2. Such requests must ensure that the donated surplus supplies and equipment benefits the donee as stated in the request for donation and that any donee or donee’s agent certify upon acceptance that no one involved in the donation process has received or will receive a profit or fee for the transaction.
  - 3. Donations of surplus property are made “as is,” without any warranty, express or implied. All donees shall execute a waiver of claim or liability against the City and agree to defend, indemnify and hold harmless the City, its officers, and employees, from any claim, cause of action, damage, loss, or liability arising out of the condition of the property or its use by the donees or subsequent transferee, as a condition of the donation.
  - 4. Under normal circumstances, surplus supplies and equipment will not be donated to city employees without first receiving City Manager approval.

## INVESTMENTS AND DEBT MANAGEMENT

### A. Introduction

This section of the manual includes information on how the City invests its idle funds and manages debt in accordance with applicable laws. In accordance with state law, the investment policy must be approved by the City Council each year. The policy, **located at XXXXX**, contains details about how the City can invest its funds and what the allowable investment instruments are. (This manual only contains a brief description of the policy.)

South Pasadena has an elected City Treasurer who is responsible (under delegated authority from the City Council) for establishing procedures and controls associated with the City's investment program. This delegation of authority extends to the Finance Director and finance manager, who administer and manage the City's investment portfolio and required monthly reporting.

### B. City Investment Policy

To invest idle funds, the City must comply with state law that governs the types of allowable investments and explicitly requires that investment decisions be based first and foremost in the safety of the investment, followed by its liquidity, and only when these conditions are satisfied can yield be considered.

In addition to these requirements, the City Council is required to adopt a resolution to approve an investment policy every year. The City's investment policy covers all financial assets and investment activities under the direct control of the City. The key elements of the City's investment policy are briefly described below.

#### ***Prudent Investor Standard***

The City Council and any staff members authorized to make investment decisions on behalf of the City are trustees subject to the prudent investor standard specified in [section 53600.3](#) of the California Government Code. This standard essentially requires trustees to act with care, skill, prudence and diligence in investing the City's idle funds in accordance with lawful requirements.

All participants involved with investment processes must act as custodians of the public trust and recognize that the investment portfolio is subject to public review and evaluation. Accordingly, the overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

### C. Investment Management and Reporting

The authority to manage the City's investment program is derived from California Government Code Sections 53600 et seq. In adopting the investment policy, the City Council delegates investment authority to the City Treasurer, who is responsible for establishing procedures and controls for the operation of the investment program consistent with the investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. This delegation of authority extends to the Finance Director and finance manager, recognized as deputy treasurer(s).

The names of those persons to whom investment authority is delegated will be submitted to City Council for approval. No person may engage in an investment transaction except as provided under

the terms of the investment policy and its related procedures. The City Council may revoke the delegated authority of the City Treasurer in writing at any time.

### ***Reporting Requirements***

The deputy treasurers submit a monthly report to the City Council and copied to the Finance Commission. The report includes important information on investment activities. The investment policy includes the required reporting elements.

## **D. Debt Management Policy**

This Debt Management Policy establishes objectives, parameters, and guidelines for responsibly issuing and administering the City's debt. Prudent management of the City's debt program is necessary to achieve cost-effective access to the capital markets and demonstrates a commitment to long-term financial planning.

### ***Scope***

These policies establish the restrictions within which the City of South Pasadena and the South Pasadena Public Financing Authority, on behalf of the City, may issue debt. Additionally, these policies apply to debt issued by the City on behalf of assessment, community facilities, or other special districts, as well as conduit debt.

### ***Debt Management Objectives***

This policy sets forth key objectives for the City in issuing and administering the City's debt, which are to:

- Maintain the City's sound financial position.
- Minimize debt service and issuance costs.
- Maintain access to cost-effective borrowing.
- Achieve and maintain the highest reasonable credit rating.
- Ensure full and timely repayment of debt.
- Maintain full and complete financial disclosure and reporting.
- Ensure compliance with state and federal laws and regulations.

### ***Governing Authority and Responsibility***

- Legal Authority.* The City's debt portfolio for all City funds shall be administered in conformance with all applicable Federal, State, and other legal requirements. The City will comply with applicable law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates, and charges.
- Delegation of Authority.* The City Council has assigned duties to the Finance Director for authorizing, managing, and coordinating activities related to the structure, issuance, and administration of the City's long-term and short-term debt. No debt obligations shall be presented to the City Council, including capital leases, for their authorization without a joint assessment and approval by the City Manager and Finance Director. No department shall directly issue debt and departments planning debt-financed capital programs or equipment acquisitions will work in close coordination with the Finance Department and the City Manager's Office to provide information and facilitate the issuance and ongoing administration of debt.

- C. *Point of Contact.* The Finance Director shall be responsible for maintaining good communication with rating agencies, investors, other service providers, and the public regarding the City's financial condition, and will enforce a policy of full disclosure.
- D. *Policy Approval and Review.* This Debt Management Policy is an official policy of the City, approved by the City Manager as an Administrative Procedure Order. The Finance Department shall conduct an annual review of this policy and recommend amendments deemed necessary and appropriate.
- E. *Annual Debt Report.* The Finance Department shall prepare an annual report to the City Council containing a summary of the City's current credit ratings, and outstanding and newly issued debt. This report shall be presented either separately or within another financial report.
- F. *Professional Assistance.* The Finance Director shall have the authority to periodically select service providers as necessary to meet legal requirements and minimize debt costs. Such services may include financial advisory, underwriting, trustee, verification agent, escrow agent, arbitrage consulting, special tax consulting, and bond counsel. To achieve appropriate balance between service and cost, the Finance Director is authorized to select such service providers through sole source selection or a competitive process using a request for proposals.
- G. *Method of Sale.* Except to the extent a competitive bidding process is required by law, the Finance Director shall determine the most appropriate manner in which to offer any securities to investors. The City's preferred method of sale is by competitive bid. However, other methods such as negotiated sale and private placement may be considered on a case-by case basis.

### **Types and Purpose of Debt**

The City may utilize the following types of municipal debt obligations to finance long-term capital projects. Long-term debt is only issued to finance the acquisition and/or construction of capital improvements unless otherwise decreed by court order or adjudicated settlement. Long-term debt financing shall never be used to fund operating or maintenance costs.

### **Types of Debt**

- A. *Assessment Bonds.* Proceeds from assessment bonds may be used to finance local public improvements and are repaid with taxes assessed on the parcels of land that benefit from the improvements. Local streets, streetlights, landscaping, sidewalks, and sanitary sewers are some examples of local improvements commonly financed by assessment bonds.
- B. *General Obligation (GO) Bonds.* The City may issue GO Bonds with two-thirds approval of a popular vote as stated in the California State Constitution (Article XVI, Section 18). GO Bonds are secured by a pledge of the full faith and credit of the City, or by a levy on property taxes to pay the debt service. GO Bonds are used to finance the acquisition, construction, or improvement of public facilities such as parks and public safety facilities.
- C. *Pension Obligation Bonds.* Pension Obligation Bonds may be issued to finance all or part of the City's unfunded pension liability and are a general obligation of the City. Typically, these bonds are issued at an interest rate which is lower than that being charged by CalPERS, the City's pension administrator.

- D. *Enterprise Revenue Bonds.* Enterprise Revenue Bonds may be issued to finance facilities for a revenue-producing enterprise and are payable from revenue sources generated and pledged by that enterprise. Water, sewer, refuse, storm water, and parking are examples of revenue-producing enterprises within the City.
- E. *Lease Revenue Bonds.* Lease Revenue Bonds are secured by and payable from a pledge of revenues consisting primarily of lease payments on the capital project being financed. The City's General Fund is obligated to pay these lease payments.
- F. *Refunding Bonds.* Pursuant to the California Government Code and various other financing statutes, the City is authorized to issue bonds for the purpose of refunding any long-term obligation of the City, provided it produces economic benefit to the City.
- G. *Conduit Financing Bonds.* Conduit financing is a mechanism for other governmental entities, nonprofit agencies, or private companies to fund projects that provide a clear public benefit through the issuance of tax-exempt municipal bonds. These are essentially revenue bonds payable solely from the loan repayments received from the borrower under the loan agreement for which the City has no liability for debt service. They may also be known as private activity or pass-through bonds. The City may issue Conduit Financing Bonds for projects such as schools, hospitals, universities, public works, housing, and industrial development. In such cases, the City will take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of the borrower.
- H. *Certificates of Participation (COP).* COPs are a form of lease revenue bond that permits the investor to participate in a stream of lease payments, installment payments, or loan payments relating to the acquisition or construction of specific equipment, land, or facilities. The City is obligated to make these debt service payments.
- I. *Lease Financing.* The City may finance a capital asset by leasing it directly from the vendor or leasing company under a long-term agreement. This is essentially a lease-purchase contract with the lessor receiving a portion of each rental payment as tax-exempt interest.
- J. *Bank/Private Loans.* The City may borrow directly through a loan with a commercial bank, Letter of Credit, or Line of Credit with a commercial bank, state revolving loan program, or other governmental agency. Each loan will have a specific purpose.
- K. *Tax Allocation Bonds.* Before dissolution of California Redevelopment Agencies (RDAs) in 2012, the City of South Pasadena RDA issued Tax Allocation Bonds using tax increment funds as a pledge for repayment. The taxes pledged to the repayment came from the increase of assessed value over and above a pre-established base. Dissolution of RDAs in 2012 has ended this type of debt from being issued by California cities and counties.
- L. *Other Obligations.* There may be special circumstances when other forms of debt are appropriate and may be evaluated on a case-by-case basis. Such other forms include, but are not limited to, non-enterprise revenue bonds, bond anticipation notes, grant anticipation notes, tax and revenue anticipation notes, and judgment or settlement obligation bonds.

### **Purpose of Debt**

- A. *Integration with the City's Capital Improvement Plan.* The City is committed to long-term financial planning, including capital planning. This policy will be used in conjunction with the City's capital budget and the capital improvement plan. The City shall strive to fund the upkeep

and maintenance of its infrastructure and facilities due to normal wear and tear through its available operating revenues.

- B. *Long-Term Debt.* Long-term debt may be used to finance the purchase or improvement of land, infrastructure, facilities, or equipment for which it is appropriate to spread these costs over more than one budget year. Long-term debt may also cover capitalized interest, costs of issuance, required reserves, and any other financing-related costs which may be legally capitalized. Long-term debt may not be used to fund City operating costs.
- C. *Short-Term Debt.* Short-term borrowing, such as commercial paper and lines of credit, may be used as an interim source of funding in anticipation of long-term borrowing. Short-term debt is defined as debt repaid in twelve months or less and may be issued for the same purpose as long-term debt, including capitalized interest and other financing-related costs. Short-term debt, such as tax and revenue anticipation notes, may be issued to address justifiable cash flow requirements for short-term operating needs to provide necessary public services.
- D. *Refunding.* Periodic reviews of existing debt will be undertaken to identify refunding opportunities. Refunding will be considered (within federal tax law constraints) if and when there is a net benefit of the refunding.

Refundings that produce a net present value savings of less than three percent will be viewed as economically viable and considered on a case-by-case basis to achieve City goals such as changes in covenants, call provisions, operational flexibility, tax status, issuer, or the debt service profile. Refundings with negative savings will not be considered unless there is a compelling public policy objective that is accomplished by retiring the debt. The City may purchase its own bonds in the open market for the purpose of retiring the obligation when the purchase is cost effective.

- E. *Lease Financing.* The City may finance a capital asset by leasing it directly from the vendor or leasing company, with the lessor receiving a portion of each rental payment as tax-exempt interest.

### ***Debt Capacity***

It is the City's policy that aggregate debt service payments funded from General Fund sources shall be no greater than 10% of primary General Fund revenues as reflected in the prior year adopted budget. Payments on bonds that are tied to a specified revenue stream other than General Fund sources (e.g., enterprise revenue bonds, tax allocation bonds, and assessment bonds) are not subject to this 10% limit. Each proposed financing will be individually assessed by the Finance Director and subject to the approval policies contained herein.

### ***Debt Structure Features***

- A. *Debt Repayment.* The City will structure its debt issues so the maturity of the debt does not exceed the economic or useful life of the capital project which is financed.
- B. *Maximum Maturity.* The California Constitution allows for the issuance of long-term debt of up to forty years. The City's standard maximum maturity is thirty years, but up to forty years may be acceptable depending on cash flow assumptions, construction timeline, and remaining useful life of the asset being financed.
- C. *Credit Quality.* The City seeks to obtain and maintain the highest possible credit ratings when required for issuing long-term and short-term debt.



- D. *Fixed-Rate Debt.* Fixed-rate debt shall be the desired method of pricing.
- E. *Variable-Rate Debt.* The City may choose to issue debt that pays a rate of interest that varies according to a pre-determined formula or index. There may be situations in which the City will benefit from variable-rate debt.
- F. *Call Options and Premium Provisions.* Call options or optional redemption provisions can enable the City to partially or totally repay a bond issue before its stated maturity. These may be considered on a case-by-case basis when issuing bonds, provided they enhance the marketability of the bonds, ensure flexibility related to potential early redemption, or foster future refunding options. The potential for additional costs, such as a call premium or potentially higher interest rates, will be evaluated in the decision to redeem the bonds.
- G. *Credit Enhancement.* To establish or improve the credit rating on a proposed debt issuance, the City may purchase credit enhancement such as bond insurance, surety policy, or letter of credit. The Finance Director will consider the use of credit enhancement if it reduces the overall cost of the proposed financing or furthers the City's overall financial objectives.

### **Debt Administration**

The City's Finance Department shall maintain written directives and procedures detailing required actions to certify compliance with local, state, and federal regulations. The City is committed to full and complete financial disclosure in accordance with the requirements established by the Securities and Exchange Commission (SEC) rule 15c2-12 and the Municipal Securities Rulemaking Board. The City is also committed to fully supporting requests from rating agencies, institutional and individual investors, other governmental entities, and to the public to share clear, timely, and correct financial information.

In addition to financial disclosure and arbitrage rebate compliance, once bonds are issued the City is responsible for verifying compliance with all activities, agreements, and requirements outlined in the bond documents on an ongoing basis. This typically includes ensuring an annual appropriation to meet debt service payments; that relevant taxes, rates, and fees are levied and collected at a level sufficient to meet indenture requirements and debt service payments; the timely payment of debt service to a trustee or paying agent is completed; and compliance with insurance and other requirements.

Note: All investments of bond proceeds shall adhere to the City's Investment Policy which is approved annually by the City Council, federal tax requirements, and with the requirements contained in the bond documents. Investments related to the bond proceeds shall not allow security types or credit standards less than those stated in the City's Investment Policy.

## GOVERNMENTAL ACCOUNTING AND GENERAL LEDGER MAINTENANCE

### A. Introduction and Basis of Accounting

A core fiduciary function of the Finance Department is maintaining a system of monitoring, control and reporting for all operations and funds to provide effective means of ensuring that all City financial transactions are accounted for correctly. An accurate, up-to-date general ledger is critical as all financial reporting is based on information contained in the general ledger. It is important that staff has the appropriate skill sets and training to maintain a general ledger that is in accordance with generally accepted accounting principles (GAAP).

#### ***Basis of Accounting for Government-Wide, Governmental and Enterprise Funds***

The City of South Pasadena's accounting records are maintained in full accordance with GAAP, as established by the Governmental Accounting Standards Board (GASB).

The City's government-wide financial statements, as well as all proprietary funds (including Enterprise and Internal Service Funds) shall be reported using the economic resources measurement focus and the accrual basis of accounting. Revenues will be recorded when earned and expenses recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes will be recognized as revenues in the fiscal year for which they are levied. Grants and similar items will be recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

For all governmental fund financial statements (General, Special Revenue, Debt Service and Capital), the current financial resources measurement focus and the *modified accrual basis of accounting* is followed. Under the modified accrual basis of accounting, revenues are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recognized generally when the related liability is incurred. However, debt service expenditures, as well as expenditures related to compensated absences, claims and judgments will be recorded only when payment is due.

Property taxes, franchise taxes, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and will be recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period will be considered susceptible to accrual as revenue of the current period. Other general revenue items are considered to be measurable and available only when cash is received by the City.

### B. Chart of Accounts

It is necessary to set up and maintain the financial software to ensure the General Ledger is accurate. The chart of accounts is used for this purpose. The chart of accounts is an index of all financial data in the City's General Ledger that is designed to separate and correctly classify revenues, expenditures, assets, and liabilities.

The chart of accounts is an essential tool for ensuring that the City's financial transactions are correctly coded, accounted for, segregated, and reported in compliance with governmental

accounting standards covering budget appropriation controls, fund level accounting, grant accounting and capital projects accounting.

The City will establish its chart of accounts that is reflective of its accounting policies and consistent with GAAP. The following major fund groupings are established in the City's chart of accounts:

- General Funds,
- Special Revenue Funds,
- Debt Service Funds,
- Capital Projects Funds, and
- Proprietary Funds, which includes:
  - Enterprise Funds and
  - Internal Service Funds.

### **C. System Setup and Maintenance**

New account strings must conform to the overall chart of accounts' numbering scheme for each portion of the account number. Any changes to the chart of accounts must be approved by the Finance Department.

Reconciliations are performed by Finance Department staff on a monthly and annual basis prior to and after closing the month's/year's general ledger to ensure accuracy of the books and financial statements.

The Finance Department (in conjunction with the Information Technology Division of the Management Services Department) is responsible for maintaining the security and running updates for the City's financial software system. The general ledger software system must be maintained so it is conducive to supporting internal controls by segregating duties of staff members.

### **D. Recording Transactions in the General Ledger**

The proper recording and posting of transactions to the General Ledger (GL) is an essential accounting task to ensure the accuracy, validity, and reliability of financial records. Accurate records are necessary to track revenues and expenses in the annual adopted budget and to monitor the City's fiscal position for short and long-term budgetary decision-making.

#### ***Posting Transactions***

The accounts established in the GL must be kept up to date by routinely recording, adjusting, and correcting transactions. The following requirements apply to posting processes:

1. All transactions must include proper coding to the individual fund, department, program, project, and object code as applicable.
2. All transactions recorded in journals must be posted to the GL through Springbrook.
3. Recurring adjusting journal entries such as depreciation of fixed assets must be posted via journal vouchers every accounting period. These entries must be reviewed monthly and adjusted as necessary.
4. Adjusting journal entries must be made to correctly correct account balances or to record transactions not otherwise journaled. Examples of these entries include:
  - a. Accrual of income and expense items
  - b. Correction of errors
  - c. Recording of non-cash transactions

All journal entries are prepared by the accountant, must be reviewed and authorized by the accounting manager and/or finance manager before being posted. Adequate backup documentation, including documentation of approval, must be prepared and maintained for each journal entry.

### ***Trial Balance Preparation and Review***

After posting all journal and adjusting entries, a trial balance is printed. The trial balance is reviewed by the accountant to ensure that the GL is in balance, with necessary corrections being made by another staff member in Finance to reconcile any discrepancies. A final review will be performed by the accounting manager before financial statements are prepared for documentation and reporting purposes.

## **E. Journal Entry Preparation, Review and Processing**

The following procedures are necessary to ensure that all journal entries to the GL are properly prepared, documented, reviewed, approved, recorded, and maintained in accordance with GAAP.

1. Any journal entry must be documented by completing the journal voucher template.
2. All journal entries must be signed by both the preparer and reviewer prior to posting.
3. The person preparing a journal entry cannot approve the same journal entry.
4. The person preparing a journal entry is responsible for reviewing supporting documents and ensuring their accuracy, and for explaining the reason to justify the entry.
5. The person preparing a journal entry must ensure that the debits and credits are in balance.
6. All journal entries must include supporting documentation and a description that explains the nature of the entry and amounts being recorded.
7. All journal entries must be properly processed prior to closing the accounting period.
8. All posted journal entries and related documentation shall be maintained in an accessible file for review by management and external auditors as necessary.

### ***Journal Entry Approval***

Journal entries are prepared by the accountant or one of the management assistants and are reviewed and posted by the accounting manager and/or Finance Manager.

## **F. Financial Reporting**

The City must comply with all GAAP requirements and must publish an Annual Comprehensive Financial Report (ACFR). The ACFR shall be subject to an audit by an independent certified public accounting firm who shall render their opinion on the financial statements based on Government Auditing Standards issued by the Comptroller General of the United States. The ACFR, including the independent auditor's report, will be completed and published no later than six months after the end of the fiscal year. Any delay in meeting this timeline will require a written justification reviewed and approved by the City Manager and issued, as necessary, to other external entities that rely on the timely transmittal of the ACFR such as the State Controller's Office, granting agencies and debt issuers.

The Finance Department prepares the data for the statistical section and the entire ACFR is prepared by the auditor. The complete ACFR is reviewed by the Finance Director and City Manager before it is submitted to the City Council during a regular Council meeting for approval.

To the extent that the City received and incurred expenditures of federal grants that are subject to the federally mandated Single Audit requirements, the City shall also request that the independent

auditor issue a Single Audit Report on Federal Award Programs in compliance with the U.S. Office of Management and Budget (OMB) *Compliance Supplement*.

The ACFR, along with the auditor's report on internal controls and compliance and any required Single Audit reports, is presented to the City Council at a public meeting, after first being presented to the Finance Commission. The City shall endeavor to achieve audits with minimal auditor findings in the form of significant deficiencies and will swiftly and thoroughly respond to auditor findings of material weakness.

As an additional independent confirmation of the quality of the City's financial reporting, the City will annually seek to obtain the GFOA Certificate of Achievement for Excellence in Financial Reporting. The ACFR will be presented in a way designed to effectively communicate with residents about the financial affairs of the city.

### ***Midyear and Quarterly Financial Reporting***

In addition to the annual financial reporting process, the Finance Department monitors revenues and expenditures throughout the year and prepares a midyear budget update to the City Council not later than the end of February. The purpose of the midyear report is to consider changes in the City's fiscal condition and to make budget adjustments based on major changes to revenues or expenditures not anticipated at the time of budget adoption.

Quarterly budget updates will be provided to the City Council in October, February (inclusive in the midyear report mentioned above) and May, with the final update provided with the subsequent year's recommended budget. Additionally, the fourth quarter budget report will be presented as part of the ACFR presentation.

## **G. Bank Reconciliation Procedures**

As referenced in the Accounts Receivable Section of this manual, the City takes in cash, check and credit card payments on a daily basis. Payments received are deposited as they are received. Conversely, payments the City makes to vendors are typically made every other week. Given the many transactions that occur, and the timing of deposits and payments, it is essential that the City's bank accounts are periodically reconciled to the GL so it is kept up to date. At a minimum, all City bank accounts should be reconciled to the GL on a monthly basis with reconciling items promptly analyzed and adjusted with corresponding explanations and should be completed within 30 days of the end of the month.

The finance manager is responsible for preparing the monthly bank reconciliations and creating records of any adjustments. The monthly bank reconciliations must be reviewed and approved by the Finance Director.

The monthly bank reconciliation process consists of comparing cleared transactions on the bank statements to entries in the financial system to determine whether the bank balance equals the book balance from the GL. Any discrepancies between the two balances must be researched to determine the cause, such as recording errors, posting errors or omissions. This may also include recalculation of the bank statement for potential errors made by the bank.

Reconciling items such as interest, bank charges, and any recording errors must be summarized and journaled for recording to the GL, with supporting documentation maintained for audit purposes.

## H. Budget Adjustments

While the following table shows the approval authority for budget amendments, any increase in fund appropriations must be approved by the City Council.

Table 6. Approval Authority for Budget Amendments

Description	Approving Authority		
	Department Heads	City Manager	City Council
Budget transfer within the same division (O&M only)	X		
Budget transfer between different divisions but same department (O&M only)	X		
Budget transfer within the same department (O&M only)	X		
Budget transfer between Salaries and Benefits within the same department		X	
Budget transfer between two different departments		X	
Budget transfer between two different funds			X
Budget increase			X

## I. General Ledger Procedures

### Month-End Closing Procedures

Today’s general ledger systems typically do not require that GL periods be closed each month. However, it is important that all transactions and adjusting journal entries be properly recorded within the monthly period to which the transaction relates.

To properly report midyear financial transactions in the midyear financial report (upon which budget adjustments are based), the City will perform a “soft close” at the end of December. This soft close will include recording accrual entries related to significant revenue sources such as property taxes, special assessments, sales taxes, franchise fees, water and sewer service charges, and other significant revenue sources. The soft close shall be completed as soon as practical and before preparing and finalizing the midyear financial report submitted for City Council review in February. Reversing journal entries shall be posted where necessary in the January period to maintain the appropriate GL balances.

### Closing the Fiscal Year

The City will close its general ledger as soon as practical at the end of the fiscal year. Financial transactions for accounts payable are recorded until approximately the middle of August. Not later than September, the City will close the GL to all transactions recorded in the 12 monthly periods and starts to prepare worksheets with fund analysis for the year-end financial statements. Post-year end accounting periods (e.g., Period 13 for post-close transactions, Period 14 for audit adjustments) will be closed upon conclusion of the audit. The Finance team follows a financial close checklist to ensure all accounts are reconciled and accruals posted.

All manual journal entries prepared by the Finance staff are reviewed and approved by the accounting manager and/or finance manager before posting. Support for manual journal entries and documentation of the review and approval process of journal entries are physically saved for records retention.



## ACKNOWLEDGEMENT FORM

***Please read the following statements and complete this form and return to your supervisor within one week of commencing employment with the City of South Pasadena or within one week of an update to the manual to indicate your receipt and acknowledgment of this manual.***

This is to acknowledge that I have received and reviewed a copy of the City of South Pasadena Finance Policies and Procedures Manual dated June 1, 2022. I have had an opportunity to ask questions and seek any clarifications necessary regarding the policies and procedures set forth in this manual, and I understand these policies and procedures. I understand this manual supersedes all previously issued policies and procedures, and that I may request clarification of policies from my supervisor or the Finance Director.

I understand that this manual contains important information about the City's financial policies and on my obligations as an employee. I acknowledge that I am expected to read, understand, and adhere to this manual. I understand that I am governed by the contents of the manual and that the City may change, rescind, or add to any policies, procedures or practices described in the manual, from time to time in its sole and absolute discretion, with or without prior notice. The City of South Pasadena will advise employees of material changes within a reasonable time. I am aware that violations of the policy may subject me to disciplinary action, up to and including termination of employment.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the current City of South Pasadena Finance Policies and Procedures Manual.

*Employee's Name (Print):* \_\_\_\_\_

*Employee's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

The signed original copy of this acknowledgment should be given to management; it will be filed in your personnel file.

**ATTACHMENT 2**  
South Pasadena Municipal Code (Section 2.99)

## ARTICLE X. DIRECTOR OF FINANCE

### 2.99 Office established.

There is created and established the office of director of finance. (Ord. No. 1686, § 1, 1975; Ord. No. 2187, § 8, 2009.)

### 2.99-1 Appointment.

The director of finance shall be appointed by, and serve at the pleasure of, the city manager. (Ord. No. 1686, § 1, 1975; Ord. No. 2187, § 8, 2009.)

### 2.99-2 Powers and duties.

The director of finance shall be the head of the finance department of the city and shall have the power and shall be required, under the direction and control of the city manager, to:

- (a) Administer the financial affairs of the city; and
- (b) Compile the budget expense and income estimates; and
- (c) Maintain a general accounting system for the city government and each of its offices, departments and agencies; and
- (d) Supervise and be responsible for the disbursement of all moneys and have control of all expenditures to insure that budget appropriations are not exceeded; audit all purchase orders before issuance; audit and approve before payment all bills, invoices, payrolls, demands or charges against the city government and, with the advice of the city attorney, when necessary determine the regularity, legality and correctness of such claims, demands or charges; and
- (e) Submit to the city manager a monthly statement of all receipts and disbursements in sufficient detail to show the financial condition of the city; and, as of the end of each fiscal year, submit a complete financial statement and report; and
- (f) Supervise the keeping of current inventories of all property of the city by all city departments, offices and agencies; and
- (g) Perform, in the place and stead of the city clerk, the licensing functions imposed upon the city clerk; and
- (h) Perform such other duties as may be imposed upon him by law or by this Code. (Ord. No. 1686, § 1, 1975; Ord. No. 2187, § 8, 2009.)

2.99-3 Bond. 

The director of finance shall execute such bond to the city as required by the city manager. (Ord. No. 1686, § 1, 1975; Ord. No. 2187, § 8, 2009.)


2.99-4 Transfer of fiscal duties. 

The director of finance shall perform all of the financial and accounting duties imposed upon the city clerk by Chapter 2 of Part 3 of Division 3 of Title 4 of the Government Code of the state of California; and the city clerk is hereby relieved of said duties pursuant to Section [40805.5](#) of the Government Code. (Ord. No. 1686, § 1, 1975; Ord. No. 2187, § 8, 2009.)

2.99-5 Additional transfer of duties. 

The director of finance shall perform all of the financial duties imposed upon the city clerk by Chapter 4 of Part 2 of Division 3 of Title 4 of the Government Code; and the city clerk is hereby relieved of such duties pursuant to Section [37209](#) of the Government Code of the state of California. (Ord. No. 1686, § 1, 1975; Ord. No. 1983, § 11; Ord. No. 2187, § 8, 2009.)

**ARTICLE XI. PURCHASING**

2.99-29 Purchasing system. 

(1) Purchasing System Adopted—Purpose. In order to establish efficient procedures for the purchase of supplies, nonprofessional services and equipment at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function, and to assure the quality of purchases, a purchasing system is adopted.

(2) Definition of Terms. The following terms, whenever used in these procedures, shall be construed as follows:

(a) “Bidders’ List” means a current file of sources of supply of articles for each category of commodities repetitively purchased for city use.

(b) “Department” means any department, commission or other unit of the city government, which derives its support wholly or in part from the city.

(c) “Lowest responsible bidder” means in addition to price, the “lowest responsible bidder” will be determined after the following factors have been considered:

1. The ability, capacity and skill of the bidder to perform the contract or provide the service required;

2. Whether the bidder has the facilities to perform the contract or provide the service promptly, or within the time specified, without delay or interference;
3. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
4. The bidders record of performance of previous contracts or services;
5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
6. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
7. The quality, availability and adaptability of the supplies, equipment or service to the particular use required;
8. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
9. The number and scope of conditions attached to the bid.

(d) "Open market" means and pertains to purchases or transactions that are executed without recourse to formalized purchasing procedure.

(e) "Over the counter" means and pertains to purchases or transactions that are executed without recourse to competitive bidding and without a purchase order.

(f) "Professional and contractual services" means services of engineers, architects, accountants, attorneys, doctors, and other persons or businesses with specialized scientific, expert, technical, or other skills of a similar nature.

(g) "Purchases." Purchases of supplies, equipment and personal property shall include leases or rentals as well as transactions by which the city acquires ownership.

(h) "Purchase order" means a document which authorizes the delivery of specified merchandise or the rendering of certain service and the making of a charge for such merchandise or service.

(i) "Requisition" means a written demand or request from the using department to the purchasing agent for specified article or service.

(j) "Responsible bid" means an offer, submitted by a responsible bidder to furnish supplies, equipment or services in conformity with the specification, delivery terms and conditions and other requirements included in the invitation for bids.

(k) "Responsible bidder" means a bidder who submits a responsible bid and who is not only financially responsible, but is possessed of the resources, judgment, skill, ability, capacity and integrity requisite and necessary to perform the contract according to its terms.

(l) "Services" means any and all services including but not limited to the following: the repair or maintenance of equipment, machinery and other city-owned or operated property. The term does not include services rendered by city officers or employees, or professional and other contractual services which are in their nature unique and not subject to competition.

(m) "Specification" means a formulated, definite and complete statement of what is required by the city of the vendor, in the way of composition, construction, utility, durability, efficiency, texture, shape, form or dimension.

(n) "Supplies and equipment" means any and all articles or things which shall be furnished to or used by any Department, including all printing, binding, publications, stationery, forms, journals or reports.

(o) "Using department" means the department that uses the supplies, equipment or services obtained pursuant to a particular requisition.

(3) Purchasing Department Established. There is created a centralized purchasing department, in which is vested authority for the purchase of supplies, nonprofessional services and equipment.

(4) Purchasing Agent Designated—Powers and Duties.

(a) The director of finance is designated as purchasing agent. The director of finance may delegate the routine administrative responsibilities as specified in this section, or in any other applicable purchasing regulations, to another staff person. The purchasing agent shall be the head, and have general supervision of the purchasing department. The duties of the purchasing agent may be combined with those of any other office or position.

(b) The purchasing agent shall:

1. Negotiate purchase and contract for equipment, supplies (other than library books and periodicals), nonprofessional services or services not involving peculiar ability required by any



office or department of the city in accordance with purchasing procedures prescribed by this section, and such other rules or regulations as shall be prescribed by the city council;

2. Act to procure for the city the needed quality in equipment, supplies, nonprofessional services or services not involving peculiar ability, at least expense to the city;

3. Discourage uniform bidding, and endeavor to obtain as full and open competition as possible on all purchases;

4. Prepare and recommend to the city manager and city council rules governing the purchase of supplies, services and equipment for the city;

5. Keep informed of current developments in the field of purchasing prices, market conditions and new products;

6. Prescribe and maintain such forms as are reasonably necessary to the operation of this section and other rules and regulations;

7. Recommend the transfer of surplus or unused supplies and equipment between departments as needed, and the sale of all supplies and equipment which cannot be used by any department, or which have become unsuitable for city use.

(5) Filing of Estimated Requirements. Each city department shall file detailed estimates of their requirements in supplies, services and equipment in such manner, at such time, and for such future periods as the purchasing agent shall prescribe.

(6) Exemptions from Centralized Purchasing. The purchasing agent may, in writing and with the approval of the city manager, authorize any city department to purchase or contract for specified supplies, services and equipment independently of the purchasing department, but the purchasing agent shall require that such purchases or contract be made in conformity with the procedures established by this section, and shall further require periodic reports from the department on the purchases and contracts made under such written authorization.

(7) Public Projects Exemptions. This section is expressly made inapplicable to bids for public projects, governed by the procedures in Public Contract Code Sections [20100](#) and [22000](#) et seq. Public works projects shall be awarded according the procedures of Article XIII, Awarding Public Works Contracts.

(8) Local Vendor Purchasing Preference. Local preference is the practice of procurement from South Pasadena vendors because they are also local taxpayers. Purchases from South Pasadena vendors are

strongly encouraged where competitive prices and quality exist. With all specifications and conditions equal except price, a preference will be given to in-city vendors equal to two percent of the quoted price when general fund monies are used for the acquisition. The rationale for local preference is that one percent of the sales tax on most acquisitions returns to the city general fund as revenue, effectively reducing the cost of acquisition.

(9) Purchases Under Ten Thousand Dollars.

(a) Purchase of supplies, equipment, non-professional services or services not involving a unique ability and not exceeding an estimated value of ten thousand dollars may be made by the department head in the open market, pursuant to the procedure prescribed in this ordinance; provided, however, all quotation may be dispensed with in an emergency, or where said goods and/or services can be obtained from only one source.

1. Minimum Number of Quotations. Purchases under ten thousand dollars shall, whenever possible, be based on at least three informal quotations and shall be awarded to the vendor submitting the lowest responsible quotation. Reasonable effort will be made to inform local businesses of pending purchases, requests for proposals, and projects.

2. Notice Inviting Quotations. The purchasing department shall solicit bids from prospective vendors by written request or by telephone.

3. Written Quotations. Written quotations shall be submitted to the department head, who shall keep a record of all open-market orders and quotes for a period of one year after the submission of quotes or the placing of orders.

4. Written Contracts. Where written contracts are entered into for purchases made under this section, the department head is authorized to execute such contracts on behalf of the city. Such purchases shall be made only by purchase order. A copy of the executed contract shall be maintained on file in the offices of the requesting department.

5. Requisition Forms. Using departments shall submit standard purchase order requisition forms to the purchasing agent when requesting goods and services pursuant to this section.

(b) Notwithstanding subsection (a) above, purchases of supplies, equipment, nonprofessional services or services not involving a unique ability and not exceeding an estimated value of five hundred dollars may be made over the counter by the department head without requirement for

quotations or comparative pricing. Furthermore, such goods and services may be obtained without a purchase order.

(10) Purchases Under Twenty-Five Thousand Dollars and Over Ten Thousand Dollars.

(a) Open-market Procedure. Purchases of supplies, equipment, nonprofessional services or services not involving a unique ability and not exceeding an estimated value of twenty-five thousand dollars but exceeding ten thousand dollars may be made by the purchasing agent in the open market, pursuant to the procedure prescribed in this section; provided, however, all bidding may be dispensed with in an emergency, or where said goods and/or services can be obtained from only one source, or when the amount is less than ten thousand dollars.

1. Minimum Number of Quotations. Open-market purchases shall, whenever possible, be based on at least three quotations and shall be awarded to the lowest responsible quotation.

2. Notice Inviting Quotations. The purchasing agent shall solicit bids by written request to prospective vendors.

3. Written Quotations. Written quotations shall be submitted to the purchasing agent, who shall keep a record of all open-market orders and quotes for a period of one year after the submission of quotes or the placing of orders.

4. Written Contracts. Where written contracts are entered into for purchases made under this section, the purchasing agent is authorized to execute such contracts on behalf of the city. Such purchases shall be made only by purchase order. A master copy of the contract is to be on file in the offices of the requesting department upon execution of the contract.

(b) The city manager may authorize purchase of supplies, equipment and services of a value greater than ten thousand dollars but less than twenty-five thousand dollars, without complying with the above procedures, when in the opinion of the city manager compliance with the procedure is not in the best interest of the city.

(c) Requisition Forms. Using departments shall submit standard purchase order requisition forms to the purchasing agent when requesting goods and services pursuant to this section.

(11) Formal Contract Procedure, Purchases Greater Than Twenty-Five Thousand Dollars. Except as otherwise provided herein, purchases of supplies (other than library books and periodicals), equipment and services of a value greater than twenty-five thousand dollars shall be completed with the lowest

responsible bidder, pursuant to the procedure prescribed in this section. Written contracts may be required when in the judgment of the city manager the public interest is served thereby.

(a) Notice Inviting Bids. Notice inviting bids shall include a general description of the articles to be purchased and shall state where bid blanks and specifications may be secured, and the time and place for opening bids.

1. Published Notice. Notice inviting bids shall be published at least ten days before the date of opening of the bids. Notice shall be published at least once in a newspaper of general circulation, printed and published in the city.

2. Bidders' List. The purchasing agent shall also solicit sealed bids from responsible prospective suppliers whose names are on the bidders' list.

(b) Bidders' Security. When deemed necessary by the purchasing agent, bidders' security shall be required. Bidders shall be entitled to return of bid security upon execution of the contract or upon the readvertisement for bids; provided, that a successful bidder shall forfeit his bid security upon refusal or failure to execute the contract within ten days after the notice of award of contract has been mailed, unless the city is responsible for the delay. The city council may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder. If the city council awards the contract to the next lowest bidder, the bidder first awarded the contract shall forfeit only the portion of his security, which is equal to the difference between his bid and the bid of the next lowest responsible bidder. If the next lowest bidder is awarded the contract and he fails or refuses to execute the contract, he shall forfeit his entire bid security.

(c) Bid Opening Procedure. Sealed bids shall be submitted to the purchasing agent, and shall be identified as bids on the envelope. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than thirty calendar days after the bid opening.

(d) Rejection of Bids. At its discretion, the city council may reject any and all bids presented, and re-advertise for bids.

(e) Award of Contracts. Contracts shall be awarded by the city council to the lowest responsible bidder except as otherwise provided herein. A master copy of the contract is to be on file in the city clerk's department upon execution of the contract.

(f) Award of Contracts by Purchasing Agent. The purchasing agent is authorized to award contracts to the lowest responsible bidder when the city council has budgeted funds for the item(s) and the amount of the award is not more than the budgeted amount. All contracts awarded pursuant to this section shall require issuance of a purchase order.

(g) Tie Bids. If two or more bids received are for the same total amount or unit price, quality, service and delivery being equal, and if the public interest will not permit the delay of re-advertising for bids, the city council may accept the one it chooses, or accept the lowest bona fide offer by negotiation with the tie bidders at the time of the bid opening.

(h) Performance Bonds. The purchasing agent shall have authority to require a performance bond before entering a contract, in such amount as it shall be found reasonably necessary to protect the best interests of the city. If the purchasing agent requires a performance bond, the form and amount of the bond shall be described in the notice inviting bids.

(i) Purchases of goods or services that can be obtained from only one source may be made by the purchasing agent without advertising and after approval by the city council.

(j) The city council may authorize purchase of supplies, equipment and services of a value greater than twenty-five thousand dollars without complying with the above procedures when in the opinion of the council, compliance with the procedure is not in the best interest of the city.

(12) Professional and Contractual Services. Contracts for services of specially trained and professional persons or businesses shall be exempt from bidding. If possible, quotes from three qualified vendors shall be obtained prior to the award of a contract. If the contract is equal to or below twenty-five thousand dollars, the contract shall require the approval of, and be executed by, the city manager. All contracts exceeding twenty-five thousand dollars must be approved by the city council.

(13) Encumbrance of Funds. Except in cases of emergency, the purchasing agent shall not issue any purchase order for supplies, equipment, non-professional services or services not involving a unique ability for which there is an insufficient appropriation in the budgetary account against which said purchase is to be charged.

(14) Inspection and Testing of Materials and Services. The purchasing agent may inspect supplies and equipment delivered, and determine their conformance with the specifications set forth in the order or contract. The purchasing agent shall have authority to require chemical and physical tests of samples submitted with bids, and samples of deliveries, which are necessary to determine their quality and conformance with specifications.

(15) Surplus Supplies and Equipment. All using departments shall submit to the purchasing agent, at such times and in such forms as he shall prescribe, reports showing all supplies and equipment which are no longer used or which have become obsolete or worn out. The using department, with the concurrence of the purchasing agent, shall have authority to sell all supplies and equipment which cannot be used by any department, or which have become unsuitable for city use, or to exchange the same for or trade the same in on new supplies and equipment. City manager approval is needed for sale of supplies and/or equipment when the total estimated value exceeds ten thousand dollars. The purchasing agent shall also have the authority to make transfers between departments of any usable surplus supplies or equipment.

(16) Splitting Orders to Avoid Competitive Bidding Prohibited. It is unlawful to split or separate into smaller orders the purchase of supplies, materials, equipment or services for the purpose of evading the competitive bidding provisions of this section.

(17) Equipment Leasing Agreements.

(a) As used in this section:

1. "Leasing of nonpurchasable equipment" means equipment which is available through "lease only" plans;
2. "Leasing purchasable equipment" means equipment which can be acquired through "lease with option to purchase" type plans;

(b) Equipment Leasing. Leasing of purchasable or nonpurchasable equipment shall be in accordance with subsections 7, 8, 9 and/or 10 of this section.

(18) Maintenance Agreements.

(a) As used in this section, "maintenance agreements" means agreements with maintenance service providers for the maintenance of city equipment in good operating condition subject to terms and conditions agreeable to both the provider and the city.

(b) Maintenance agreements shall be signed or terminated before agreement expiration by the purchasing agent with prior approval of the department head responsible for the equipment.

(19) Cooperative Purchasing Agreements with County or Other Agencies. Nothing contained in this section shall prohibit the voluntary participation by the city in any voluntary cooperative purchasing agreement(s) or programs entered into between the city and the state, county, and other municipalities situated within the boundaries of the county, and the purchasing agent is empowered and authorized to



act under the provisions of this section, to procure for the city supplies and equipment in conjunction with such voluntary cooperative purchasing agreement(s) or programs as may be entered into by the city. All formal contract and bidding procedures to be followed in such cases shall be those specifically enumerated in the voluntary cooperative purchasing agreement or program.

(20) Library Books and Periodicals. The city librarian may purchase library books, periodicals, audiovisual, CD-ROM, and electronic format materials in accordance with the budget approved by the city council.

(21) Nothing contained in this section shall prohibit the city from purchasing supplies, services or equipment, without complying with the herein bidding procedure, from a supplier who offers the same or better price, terms and/or conditions as the supplier previously offered as the lowest responsible bidder under competitive procurement conducted by another city or public agency, provided that the competitive procurement process of the other agency meets or exceeds the standards of the city, is for like or greater quantities, includes all known bidders and that, in the opinion of the purchasing agent, it is in the best interest of the city. (Ord. No. 2048, § B; Ord. No. 2096, § 1; Ord. No. 2180, § 1, 2008; Ord. No. 2187, § 9, 2009; Ord. No. 2299, § 2, 2016.)

2.99-29A Purchase and sale of real property. 

(a) Prior to the purchase or sale of real property the city shall cause an appraisal of the property in question in order to establish a fair market value.

(b) Any appraisal so prepared shall be prepared by a real estate appraiser whose sole business is to appraise real estate and by virtue of education and experience is qualified in real estate appraisal and is a member of any or all of the following:

1. American Society of Appraisers;
2. American Right-of-Way Association;
3. Society of Real Estate Appraisers;
4. American Institute of Appraisers.

(c) The appraisal report shall establish the appraised value on the comparable sales and listings used in the Direct Sales Comparison Approach and/or the Income Costs Approaches to Value, and/or replacement costs of building and land to market value, whichever is higher. If an insufficient number of properties exist within the city limits the appraiser may use property outside of the city limits when in his opinion it is necessary to establish a fair market value.

(d) The term “fair market value” means the highest price estimated in terms of money which a property will bring if exposed for sale in the open market allowing a reasonable time to find a purchaser who buys with the knowledge of all the uses it is adapted and for which it is capable of being used.

(e) In the absence of state laws to the contrary, the city will purchase property at the appraised price. In the event the city is selling property, it will be sold to the highest bidder utilizing the appraised price as a base. Where appraisals between the buyer and seller differ, the city council has the option to negotiate a price which is most advantageous to the city. (Ord. No. 1877, §§ 2—6; Ord. No. 2187, § 9, 2009.)

#### 2.99-29B Disposal of surplus real property

(a) Prior to disposal by public sale of real property which has been declared surplus by the city council, the city manager or his designee shall:

1. Provide written notice to public agencies in the manner prescribed by Government Code Section [54220](#) et seq.; and
2. Submit the proposed sale and disposition of the property to the planning commission for a determination of conformance to the general plan, pursuant to Government Code Section [65402](#).

(b) For all surplus real property not purchased by a public agency pursuant to Government Code Section [54222](#):

1. Surplus real property shall require city council approval for final agreement of the sale.
2. Conveyance of surplus real property shall be made to the highest responsible bidder who most closely meets the terms and conditions of the notice inviting bids. The city council may set a minimum acceptable bid amount and may reject any and all bids presented.
3. In cases where the city wishes the surplus property to be developed or used in a manner to support specified economic development, retail, industrial or housing goals and policies, the notice inviting bids shall require bidders to specify end uses for the property and the city may specify deadlines for the accomplishment of the end use. Preference shall be given to the bid with the highest monetary purchase price which most closely accomplishes the end use goals. As to all cases, the city and the purchaser shall enter into a purchase agreement approved by the city council.
4. Unless otherwise specified in the notice to bidders, sale of surplus property shall be completed in an escrow of the city's choice. All successful bids shall be incorporated into a sale and purchase agreement to be approved by the city council.

5. The successful bidder shall close escrow as specified in the purchase agreement.
6. All bidders' deposits shall be retained until escrow closes. If the apparent purchaser fails to complete the transaction and to close escrow, then the city may enter into a purchase agreement with the next lowest monetary bidder who most closely meets the requirements of subsection (b)(3) of this section and retain the original apparent purchaser's deposit.
7. No city official, officer or employee shall bid or be financially interested in any bid for surplus real property sold in accordance with these procedures.

(c) If the parcel, which has been declared surplus real property by the city council, is an uneconomic remnant such that it is not eligible for development under the current zoning, then the city manager may negotiate a fair market value sale price with the adjoining property owner without advertising the property for sale. Such a transaction shall require city council approval.

(d) No area of the public right-of-way shall be sold or encumbered by a lease, easement, or otherwise converted to private use without first complying with the vacation of public right-of-way procedure set forth in Streets and Highways Code Sections [8300](#) through [8363](#). (Ord. 2311, § 1, 2017.)

## ARTICLE XII. CANDIDATES FOR ELECTIVE OFFICES

2.99-30 Filing fee established. 

Candidates for elective office at municipal elections shall pay a filing fee as established and amended by resolution of the city council. (Ord. No. 1862, § 1; Ord. No. 1888, § 27; Ord. No. 1983, § 13; Ord. No. 2187, § 10, 2009.)

2.99-31 Payment required when nomination papers filed. 

The filing fee shall be paid to the city clerk by each candidate for an elective office at the time the candidate's nomination paper is filed with the city clerk. (Ord. No. 1862, § 2; Ord. No. 1888, § 27; Ord. No. 2187, § 10, 2009.)

2.99-32 Deposit of fees into general fund. 

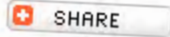
The city clerk shall pay to the director of finance all fees received which shall be deposited in the general fund. (Ord. No. 1862, § 3; Ord. No. 1888, § 27; Ord. No. 2187, § 10, 2009.)

2.99-33 General municipal election. 

Pursuant to Section [36503](#) of the California Government Code and Sections [1000](#) and [1301](#) of the California Elections Code, the general municipal elections of the city of South Pasadena, commencing with the 2017 election, shall be held on the first Tuesday after the first Monday in November of even-

numbered years to coincide with statewide general elections. (Ord. No. 2177, § 4, 2008; Ord. No. 2187, § 10, 2009; Ord. No. 2301, § 2, 2016.)

### ARTICLE XIII. AWARDING PUBLIC WORKS CONTRACTS



2.99-34 Purpose.

This article is intended to establish regulations to apply to all public contracts in a manner that is consistent with the requirements of the Uniform Public Construction Cost Accounting Act (Public Contract Code Section [22000](#) et seq.). (Ord. No. 2299, § 1, 2016.)



2.99-35 Public projects.

(a) Except as provided in subsection (e) of this section, the city manager may cause public projects of \$45,000 or less to be performed by employees of the city by force account, by negotiated contract, or by purchase order.

(b) Except as provided in subsection (e) of this section, public projects of \$175,000 or less may be let to contract by informal procedures as set forth in SPMC [2.99-37](#).

(c) Except as provided in subsection (e) of this section and SPMC [2.99-37](#)(e), public projects of more than \$175,000 shall be let to contract by the formal bidding procedure outlined in SPMC [2.99-38](#) and [2.99-39](#).

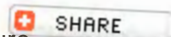
(d) The term "public project" shall have the definition set forth in Public Contract Code Section [22002](#).

(e) The dollar limits set forth in subsections (a) and (b) of this section shall adjust without city council action as necessary to comply with any adjustment mandated by the State Controller pursuant to the authority granted by Public Contract Code Section [22020](#). (Ord. No. 2299, § 1, 2016.)



2.99-36 List of contractors.

A list of contractors shall be developed and maintained in accordance with Public Contract Code Section [22034](#)(a) and any criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission (Commission). Such list will be maintained by the city manager. (Ord. No. 2299, § 1, 2016.)



2.99-37 Informal bidding procedure.

The following apply to informal bids for public projects:

(a) Notice Inviting Informal Bids.

(1) Required Noticing. When a public contract is to be bid pursuant to the procedures in this section, a notice inviting informal bids shall be mailed to all construction trade journals specified by the Commission in accordance with Public Contract Code Section [22036](#).

(2) Optional Noticing. Notification may be also provided to the contractors on the list created pursuant to SPMC [2.99-36](#) for the category of work being bid, and to any additional contractors and/or construction trade journals.

(3) Exception. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

(b) Mailing Notices. All mailing of notices to contractors and construction trade journals pursuant to subsections (a)(1) and (3) of this section shall be completed not less than 10 calendar days before bids are due.

(c) Description of Project. The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.

(d) Authority to Award Contracts. The city manager is authorized to award a contract if the lowest bid received is \$25,000 or less. Contracts valued at more than \$25,000 can only be awarded by the city council.

(e) Bids Exceeding \$175,000. If all bids received pursuant to the informal process are in excess of \$175,000, the city council may adopt a resolution by a four-fifths vote to award the contract at \$187,500 or less to the lowest responsible bidder, if it determines the city's cost estimate was reasonable.

Otherwise, the project shall be rebid pursuant to SPMC [2.99-38](#) and awarded pursuant to SPMC [2.99-38](#) and [2.99-39](#).

(f) Award of Contract. The contract shall be awarded to the lowest responsible bidder. (Ord. No. 2299, § 1, 2016.)

2.99-38 Notice inviting formal bids. 

The following rules apply to notices for bids for public projects pursuant to the formal bidding process:

(a) Contents of Notice. Notice inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project.

(b) Publication of Notice. The notice shall be published at least 14 calendar days before the date of opening the bids in a newspaper of general circulation, printed and published in the city, or otherwise comply with the requirements of Public Contract Code Section [22037](#).

(c) Electronic Transmission of Notice. The notice inviting formal bids shall also be sent electronically, if available, by either facsimile or electronic mail and mailed to all construction trade journals specified in accordance with Public Contract Code Section [22036](#). The notice shall be sent at least 15 calendar days before the date of opening the bids. The city may provide additional notice. (Ord. No. 2299, § 1, 2016.)

#### 2.99-39 Awarding formal bids.

The following rules apply to awarding formal bids for public projects:

(a) Rejecting Formal Bids. In its discretion, the city council may reject any bids presented, if the city, prior to rejecting all bids and declaring that the project can be more economically performed by employees of the city, furnishes a written notice to an apparent low bidder. The notice shall inform the bidder of the city's intention to reject the bid and shall be mailed at least two business days prior to the hearing at which the city intends to reject the bid. If after the first invitation of bids all bids are rejected, after reevaluating its cost estimates of the project, the city shall have the option of either of the following:

(1) Abandoning the project or readvertising for bids in the manner described by this chapter.

(2) By passage of a resolution by a four-fifths vote of the city council declaring that the project can be performed more economically by city employees, may have the project done by force account without further complying with this article.

(b) Lowest Bidder. If a contract is awarded, it shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the city may accept the one it chooses.

(c) No Bids. If no bids are received through the formal or informal procedure, the project may be performed by the employees of the city by force account or negotiated contract without further complying with this article. (Ord. No. 2299, § 1, 2016.)

#### 2.99-40 Emergencies.

(a) In cases of emergency when repair or replacements are necessary, the city council may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the city council, by contractor, or by a combination of the two. The city council's authority

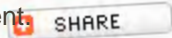


under this section may be exercised by the city manager during an emergency declared pursuant to SPMC 11.6.

(b) In case of an emergency, if notice for bids to let contracts will not be given, the city shall comply with Chapter 2.5 of Part 3 of Division 2 of the Public Contract Code (commencing with Section 22050). (Ord. No. 2299, § 1, 2016.)

#### ARTICLE XIV. CAMPAIGN CONTRIBUTION REGULATIONS

2.99-41 Purpose and intent.



(a) It is the purpose and intent of this chapter:

- (1) To promote integrity, honesty, fairness, and transparency in municipal election campaigns.
- (2) To prevent corruption, or the appearance of corruption, which results from the real or imagined influence of large contributions on the conduct or actions of candidates elected to office.
- (3) To ensure a level of discussion of public issues adequate for a viable campaign by providing voters with the information necessary to make an assessment of each candidate before voting.
- (4) To place realistic and enforceable limits on the amounts persons may contribute in municipal election campaigns.
- (5) To provide full and fair enforcement of all the provisions of this chapter.

(b) By enacting this chapter, the city council does not intend to deprive or restrict any person of the exercise of rights guaranteed under the United States Constitution or the California Constitution.

(c) The city council takes specific notice of the findings and declarations made in the Political Reform Act and finds and declares them applicable to South Pasadena and a basis for enacting this chapter. (Ord. No. 2317, § 1, 2017.)

2.99-42 Definitions.



For the purpose of this chapter, certain words and phrases are defined, and the definitions set forth as follows shall apply to the provisions of this chapter unless it is apparent from the context that a different meaning is necessarily intended.

(a) "City" means city of South Pasadena, a California municipal corporation.

(b) “City candidate” means any person who is a candidate for an elected city office or who is an elected city official and who is the subject of a recall election.

(c) “City official” includes: (1) any elected or appointed city officeholder, including any city officeholder elected but not yet sworn in; and (2) any “public official” of the city as the term “public official” is defined under Government Code Section [82048](#).

(d) “Campaign committee” means any person or combination of persons formed for the purpose of promoting or opposing the election or reelection of a person to city elected office who directly or indirectly, (1) receives contributions, or (2) makes independent expenditures or (3) makes contributions at the behest of any city candidate. A campaign committee includes any “controlled committee” within the meaning of Government Code Section [82016](#), any “general purpose committee” within the meaning of Government Code Section [82027.5](#), any “primarily formed committee” within the meaning of Government Code Section [82047.5](#), any “sponsored committee” within the meaning of Government Code Section [82048.7](#), or political action committee.

(e) “Contribution” shall have the same meaning as set forth under Government Code Section [82015](#).

(f) “Excessive contribution” means any contribution accepted in violation of SPMC [2.99-43](#) or which would cause the total amount of contributions from a single donor to exceed the contribution limitations set forth in this chapter.

(g) “Gift” shall have the same meaning as set forth under Government Code Section [82028](#).

(h) “Loan” means the temporary transfer of money or goods for the personal use of an individual with the exception that the money or goods will be returned.

(i) “Person” means any natural person; any corporation of any variety; any limited liability company; any partnership of any variety; any sole proprietorship; any joint venture or like commercial venture or partnership; any trust; any independent contractor; or any organization or association of persons of any variety and formed for any purpose, including, but not limited to, any collective bargaining group or labor association. (Ord. No. 2317, § 1, 2017.)

2.99-43 Campaign contribution limitations. 

(a) No city candidate, or his or her campaign committee, shall solicit or accept any contribution from any person which would cause the total amount contributed by such person, with respect to any single election, when combined, to exceed the sum of \$1,000.

(b) The provisions of subsection (a) of this section shall not apply to contributions from a city candidate or from his or her immediate family to any campaign committee connected with that city candidate, nor to the expenditure, by the city candidate, of his or her personal funds. For purposes of this section, "immediate family" means a candidate's spouse or domestic partner, and/or dependent children. (Ord. No. 2317, § 1, 2017.)

2.99-44 Return of excessive contributions. 

The city candidate, or his or her campaign committee, in receipt of any excessive contribution shall, within 72 hours of receipt thereof, return any such excessive contribution to the donor. In the event an excessive contribution is received and reported in the campaign statement, the recipient shall, within 72 hours of notification by the city clerk, return such excessive contribution to the donor; if such excessive contribution is not returned within 72 hours, the recipient shall, within five calendar days, transmit to the city clerk for deposit in the city treasury a sum equal to such excess. (Ord. No. 2317, § 1, 2017.)

2.99-45 City clerk responsibilities. 

In addition to other duties required by law, the city clerk shall:

- (a) Furnish a copy of this chapter to all qualified city candidates during the nomination period for city office.
- (b) Determine whether required statements and declarations have been filed timely and, if so, whether they conform on their face with the requirements of this chapter.
- (c) Promptly notify city candidates, or his or her campaign committee, of any errors in their statements or of failure to file.
- (d) Report, in writing, apparent violations of this chapter to the city attorney. (Ord. No. 2317, § 1, 2017.)

2.99-46 Criminal misdemeanor actions. 

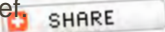
- (a) The city attorney, or the designated and appointed legal representative for the city, shall investigate and where deemed appropriate prosecute any violation of this chapter.
- (b) Any person who violates any provision of this chapter is guilty of a misdemeanor. Any person who causes any other person to violate any provision of this chapter, or who aids and abets any other person in the violation of any provisions of this chapter, shall be liable under the provisions of this section. (Ord. No. 2317, § 1, 2017.)

2.99-47 Civil actions. 

(a) Any person who intentionally or negligently violates any provision of this chapter shall be liable in a civil action brought by the city attorney or by a person residing within the city for an amount not more than three times the amount of the unlawful contribution.

(b) If two or more persons are responsible for any violation, they shall be jointly and severally liable.


(c) No civil action alleging a violation of any provision of this chapter shall be filed more than one year after the date the violation occurred. (Ord. No. 2317, § 1, 2017.)

2.99-48 Injunctive relief 

The city attorney or any person residing in the city may sue for injunctive relief to enjoin violations or to compel compliance with the provisions of this chapter. (Ord. No. 2317, § 1, 2017.)

2.99-49 Cost of litigation 

The court may award to a plaintiff or defendant who prevails in any action authorized by this chapter his or her costs of litigation, including reasonable attorneys' fees; provided, however, no costs of litigation or attorneys' fees shall be awarded against the city. (Ord. No. 2317, § 1, 2017.)

2.99-50 Construction of provisions. 

This chapter shall be in addition to all other city and state laws applicable to municipal elections. Unless the contrary is stated or clearly appears from the context, the definitions and terms set forth in the Government Code shall govern the interpretations of terms used in this chapter. This chapter shall be construed liberally in order to effectuate its purpose. (Ord. No. 2317, § 1, 2017.)

## ARTICLE XV. BY-DISTRICT ELECTORAL SYSTEM

2.99-51 By-district electoral system. 

(a) The city council declares that the change in method of electing members of this city council hereby enacted is being made in furtherance of the CVRA of 2001.

(b) Beginning with the municipal election in November 2018, members of the city council shall be elected in the electoral districts established by subsection (c) of this section and subsequently reapportioned as provided by state law. Elections shall take place by district as that term is defined in California Government Code Section [34871](#), meaning one member of the city council shall be elected from each district, by the voters of the district alone. Each member of the city council shall serve a four-year term.

(c) Members of the city council shall be elected on a by-district basis from the five city council districts hereby established. The boundaries and identifying number of each district shall be as described on the

city council district map attached to the ordinance codified in this section as “Exhibit A” and incorporated by reference.

(d) Commencing with the general municipal election in November 2018 and thereafter, the voters in districts 4 and 5 shall elect members of the city council by district for full four-year terms. At the general municipal election in November 2020 and thereafter, the voters in districts 1, 2, and 3 shall elect members of the city council by district for full four-year terms.

(e) Each member of the city council elected to represent a district must reside in that district and be a registered voter in that district, and any candidate for city council must reside in, and be a registered voter in, the district in which he or she seeks election at the time nomination papers are issued pursuant to Government Code Section [34882](#) and Elections Code Section [10227](#). It is the intent of the city council that no term of any member of the city council that commenced prior to the effective date of the ordinance codified in this section shall be affected by this article.

(f) Registered voters signing nomination papers or voting for a member of the city council shall be residents of the geographical area making up the district from which the candidate is to be elected.

(g) Termination of residency in a district by a city councilmember shall create an immediate vacancy for that city council district unless the city councilmember immediately declares and establishes another residence within the district within 30 days.

(h) If necessary to facilitate the implementation of this article, the city clerk is authorized to make technical adjustments to the district boundaries that do not substantively affect the populations in the districts, the eligibility of candidates, or the residence of elected officials within any district. The city clerk shall consult with the city manager and city attorney concerning any technical adjustments deemed necessary and shall advise the city council of any such adjustments required in the implementation of the districts. (Ord. No. 2318, § 1, 2017.)

**ATTACHMENT 3**  
Local Cities Survey



**City of Arcadia (Ord No 2379 Est 2021)**

Purchasing Threshold Amounts	Category: Goods and Products
0-5,000.00	Over the Counter
5,000.01-30,000.00	Informal Bidding
30,000.00+	Formal Bidding & City Council Approval
Purchasing Threshold Amounts	Category: Professional Services
0-5,000.00	Over the Counter
5,000.01-30,000.00	Formal Bidding
30,000.00+	Formal Bidding & City Council Approval
Local Vendor Preference	Local vendor preference: price and terms must be equal to external vendors

**City of San Marino (Ord O-20-1366 Est 2020)**

Purchasing Threshold Amounts	Category: Goods and Services
0-1,000	Over the Counter
1,000.01-30,000.00	Informal Bidding
30,000.01+	Formal Bidding & City Council Approval
Purchasing Threshold Amounts	Category: Professional Services
0-1,000	Over the Counter
1,000.01-30,000.00	Informal Bidding
30,000.01+	Formal Bidding & City Council Approval

**City of San Gabriel (ord 657 Est 2019)**

Purchasing Threshold Amounts	Category: Goods and Products
0-3,000.00	Over the Counter
3,000.01-15,000.00	Informal Bidding
15,000.01+	Formal Bidding & City Council Approval
Purchasing Threshold Amounts	Category: Professional Services
0-15,000.00	Informal Bidding
15,000.01+	Formal Bidding & City Council Approval
Local Vendor Preference	Local Vendor Preference based on Sales Tax Returned to City

**City of Sierra Madre (Ord 1392 Est 2017)**

Purchasing Threshold Amounts	Category: Goods and Products
0-2,000.00	Over the Counter
2,000.01-5,000.00	Informal Bidding
5,000.01-45,000.00	Formal Bidding
45,000.01+	Formal Bidding & City Council Approval
Purchasing Threshold Amounts	Category: Professional Services
0-2,000.00	Over the Counter
2,000.01-5,000.00	Informal Bidding
5,000.01-45,000.00	Formal Bidding
45,000.01+	Formal Bidding & City Council Approval