



**CITY OF SOUTH PASADENA  
CITY COUNCIL**

**AGENDA**

**SPECIAL MEETING  
CLOSED SESSION**

**WEDNESDAY, SEPTEMBER 7, 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 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

**B. REAL PROPERTY NEGOTIATIONS**

(Government Code Section 54956.8)

1. Property Address: 660 Stoney Drive  
Agency Negotiator: Arminé Chaparyan, City Manager  
Negotiating Party: Arthur Becerra, South Pasadena Batting Cages  
Under Negotiation: Price and Terms of Lease Agreement

**C. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION**

(Government Code Section 54956.9(d)(1))

1. *City of South Pasadena v. California Department of Transportation* (LASC Case No. 21STCP01779)
2. *City of South Pasadena v. Janet Ferguson, et al.* (LASC Case No. 22STCV18726)

**D. CONFERENCE WITH LEGAL COUNSEL: POTENTIAL LITIGATION**

(Government Code Section 54956.9(d)(2)) – No. of Cases: 1 case

**CERTIFICATION OF POSTING**

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **September 7, 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.*

9/1/2022

/S/

Date

Yolanda Chavez, CMC, Interim City Clerk Records Specialist



**CITY OF SOUTH PASADENA  
CITY COUNCIL**

**A G E N D A  
REGULAR MEETING  
WEDNESDAY, SEPTEMBER 7, 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>	Councilmember	Evelyn G. Zneimer

**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. STAFF RECOGNITION**

Introduction of Summer Interns:

Human Resources Department: John Hah, Jr.

Community Development Department: Emilio Lois

Public Works Department: Grace Dennis, Yosef Schnitzer, and Will Shin

Staff Introductions:

Fire Department: Jacob Tobias

Delta – Accelerant Detection Canine



4. **DEPARTMENT HIGHLIGHT VIDEO**  
Library
5. **PRESENTATION AND LAUNCH OF CITY'S MOBILE APPLICATION**

## COMMUNICATIONS

6. **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.
7. **CITY MANAGER COMMUNICATIONS**
8. **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.

9. **APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$99,340.37; GENERAL CITY WARRANTS IN THE AMOUNT OF \$2,579,728.08; ONLINE PAYMENTS IN THE AMOUNT OF \$52,523.65; TRANSFERS IN THE AMOUNT OF \$264,800.08; PAYROLL IN THE AMOUNT OF \$788,370.88**

### Recommendation

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

10. **PRESENTATION OF CITY COUNCIL MEETING MINUTES**

### Recommendation

It is recommended that the City Council approve the minutes as listed on the agenda and as presented.

11. **AUTHORIZE APPOINTMENT OF COMMISSIONERS TO CITY BOARDS AND COMMISSIONS**

### Recommendation

It is recommended by Mayor Cacciotti that the City Council appoint the following to three-year terms ending December 31, 2024:

- Lela Bissner, Community Services Commission
- Gabriel Garcia Vogel, Community Services Commission
- Bryan Samuels, Community Services Commission
- Diego Zavala, Mobility and Transportation Infrastructure Commission
- Richard Tom, Natural Resources and Environmental Commission
- Ryan Jones, Public Works Commission

**12. APPROVAL OF 2023 CITY COUNCIL MEETING SCHEDULE****Recommendation**

It is recommended that the City Council approve a City Council meeting schedule for the 2023 calendar year.

**13. ADOPTION OF A RESOLUTION AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY, FOR THE PERIOD OF SEPTEMBER 16, 2022 THROUGH OCTOBER 15, 2022****RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY OF SOUTH PASADENA FOR THE PERIOD OF SEPTEMBER 16, 2022 THROUGH OCTOBER 15, 2022, PURSUANT TO BROWN ACT PROVISIONS

**Recommendation**

It is recommended that the City Council approve the attached resolution authorizing remote teleconference meetings of the legislative bodies of the City, for the period of September 16, 2022 through October 15, 2022.

**14. TRANSPORTATION PROGRAM MANAGER CLASSIFICATION AND SALARY SCHEDULE CREATION****RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A NEW JOB CLASSIFICATION AND SALARY RANGE FOR THE TRANSPORTATION PROGRAM MANAGER

**Recommendation**

It is recommended that the City Council approve the job description and salary schedule for the Transportation Program Manager position and appropriate \$3,960 to 233-6010-6011-7000-000 from Measure R Reserves and \$3,960 to 236-6010-6011-7000-000 from Measure M Reserves.

**15. AUTHORIZE THE CITY MANAGER TO APPROVE AND EXECUTE THE EXTENSION OF THE AGREEMENT AND EXECUTE AN AMENDMENT WITH ALL CITY MANAGEMENT SERVICES, INC., FOR THE ADDITION OF AN ELEVENTH CROSSING GUARD FOR A ONE-YEAR PILOT PROGRAM AS PREVIOUSLY APPROVED BY THE CITY COUNCIL, FOR AN AMOUNT NOT-TO-EXCEED \$19,570.95, AND A TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$212,082.33****Recommendation**

It is recommended that the City Council:

1. Authorize the City Manager to approve and execute the extension of the agreement and execute an amendment with All City Management Services, Inc., for the addition of an eleventh crossing guard for a one-year pilot program as previously approved by the City Council, for an amount not-to-exceed \$19,570.95 and a total contract amount not-to-exceed \$212,082.33 to cover expenses for the 2022-2023 school year; and
2. Approve the transfer of \$19,570.95 from General Fund reserves to the Account No. 101-4010-4011-8180 (Police Department-Contract Services) to fund the addition of an eleventh crossing guard for a one-year pilot program.

16. **AUTHORIZE THE CITY MANAGER TO EXECUTE A SECOND CONTRACT AMENDMENT TO THE PROFESSIONAL SERVICE AGREEMENT WITH TRANSTECH ENGINEERS, INC., TO EXTEND THE CONTRACT TERMS FOR BUILDING AND SAFETY SERVICES THROUGH JUNE 30, 2024**

**Recommendation**

It is recommended that the City Council authorize the City Manager to execute a second contract Amendment to the Professional Services Agreement (PSA) with Transtech Engineers, Inc., for building and safety services to extend the contract term through June 30, 2024.

17. **REVIEW AND APPROVE BEQUEST TO THE SOUTH PASADENA LIBRARY FOR CAPITAL IMPROVEMENTS TO THE CHILDREN'S WING**

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ACCEPTING THE BEQUEST TO THE SOUTH PASADENA LIBRARY FROM BERT EDWARD CARLYLE AND CONCURRING WITH THE ACTION OF THE LIBRARY BOARD OF TRUSTEES

**Recommendation**

It is recommended that the City Council adopt a resolution to:

1. Concur with the action taken by the Library Board of Trustees to accept a conditional bequest to the South Pasadena Library for specified capital improvement to the Children's Wing;
2. Accept bequest, as conditioned, for use of monies for specified capital improvement to the South Pasadena library; and
3. Establish Fund 209- Carlyle Library Bequest Fund with the monies deposited into the new revenue line-item 209-0000-0000-5501-020 for use of the monies consistent with the bequest.

<b>ACTION / DISCUSSION</b>
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18. **DIRECTION REGARDING THE VIABILITY OF CONSTRUCTING A FLOAT BARN ON CITY-OWNED PROPERTY BY THE SOUTH PASADENA TOURNAMENT OF ROSES**

**Recommendation**

It is recommended that the City Council provide direction regarding the viability of constructing a float barn on city-owned property by the South Pasadena Tournament of Roses (SPTOR).

19. **REVIEW OF FINANCE POLICIES AND PROCEDURES**

**Recommendation**

It is recommended that the City Council:

1. Review final draft of Finance Policies and Procedures; and
2. Authorize staff to prepare ordinance to address new purchasing limits.

<b>INFORMATION REPORTS</b>
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20. **CLIMATE ACTION PLAN UPDATE**

**Recommendation**

It is recommended that the City Council receive and file an update on the progress of the Climate Action Plan.

**PUBLIC COMMENT – CONTINUED****21. 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**

September 21, 2022	Regular City Council Meeting	7:00 p.m.
October 5, 2022	Regular City Council Meeting	7:00 p.m.
October 19, 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**

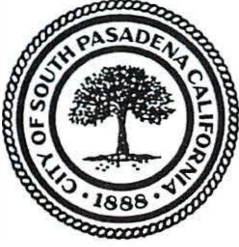
*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **September 7, 2022**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's, website as required by law, on the date listed below.*

9/1/2022

/S/

Date

Yolanda Chavez, CMC, Interim City Clerk Records Specialist



# City Council Agenda Report

ITEM NO. 9

**DATE:** September 7, 2022

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

**PREPARED BY:** Kenneth L. Louie, Interim Deputy City Manager - Finance

**SUBJECT:** **Approval of Prepaid Warrants in the Amount of \$99,340.37; General City Warrants in the Amount of \$2,579,728.08; Online Payments in the Amount of \$52,523.65; Transfers in the Amount of \$264,800.08; Payroll in the Amount of \$788,370.88**

### Recommendation

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

### Fiscal Impact

#### Prepaid Warrants:

Warrant # 314990-315000	\$	77,291.78
ACH	\$	22,048.59
Voids	\$	0

#### General City Warrants:

Warrant # 315001-315117	\$	525,439.44
ACH	\$	2,054,288.64
Voids	\$	0

Payroll Period Ending: 08/06/2022	\$	4,565.25
Payroll Period Ending: 08/18/2022	\$	3,223.45
Payroll Period Ending: 08/19/2022	\$	778,451.73
Payroll Period Ending: 08/22/2022	\$	1,521.75
Payroll Period Ending: 08/23/2022	\$	608.70
Wire Transfers Out – To (LAIF)	\$	0
Wire Transfers In – From (LAIF)	\$	0
Wire Transfers (RSA)	\$	0
Wire Transfers Out – To (Acct # 2413)	\$	208,214.45
Wire Transfers Out – To (Acct # 1936)	\$	56,585.63
Online Payments	\$	52,523.65

#### RSA:

Prepaid Warrants	\$	0
General City Warrants	\$	0

Total	\$	<u>3,784,763.06</u>
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**Commission Review and Recommendation**

This matter was not reviewed by a Commission.

**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**





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

# Accounts Payable

## Check Detail

User: calvarez  
Printed: 08/31/2022 - 1:32PM



Check Number	Check Date		Amount
<b>CSD3014 - Ca. State Disbursement Unit</b>			
314990	08/11/2022		
Inv	PR 07/22/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/20/2022	PR Batch 72222.07.2022 - Garnishment		814.15
Inv PR 07/22/2022 Total			814.15
314990 Total:			814.15
<b>CSD3014 - Ca. State Disbursement Unit Total:</b>			814.15
<b>SSDV2018 - Sandoval, Sheila</b>			
0	08/11/2022		
Inv	PR 07/22/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/20/2022	PR Batch 72222.07.2022 - Garnishment		737.00
07/20/2022	PR Batch 72222.07.2022 - Garnishment		485.00
Inv PR 07/22/2022 Total			1,222.00
0 Total:			1,222.00
<b>SSDV2018 - Sandoval, Sheila Total:</b>			1,222.00
Total:			2,036.15

# Accounts Payable

## Check Detail

User: calvarez  
Printed: 08/31/2022 - 1:33PM



Check Number	Check Date	Amount
<b>WOODRCRD - Lewis, Liam</b>		
314991	08/16/2022	
Inv	08/07/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/07/2022	Summer Concerts in the Park: Woodenship Records 08/07/2022	1,500.00
Inv 08/07/2022 Total		1,500.00
314991 Total:		1,500.00
<b>WOODRCRD - Lewis, Liam Total:</b>		
		1,500.00
<b>WES4152 - West Coast Arborists, Inc.</b>		
0	08/16/2022	
Inv	1-7873	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2022	Emergency Tree Trimming at Wilson Well # 4 hatch	900.00
Inv 1-7873 Total		900.00
0 Total:		900.00
<b>WES4152 - West Coast Arborists, Inc. Total:</b>		900.00
<b>WEWW6710 - Western Water Works</b>		
314992	08/16/2022	
Inv	1225750-00	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2022	Emergency Purchase of 2 in. service fittings for 1605 Hill Drive	1,089.64
Inv 1225750-00 Total		1,089.64
314992 Total:		1,089.64
<b>WEWW6710 - Western Water Works Total:</b>		1,089.64

Check Number	Check Date	Amount
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Total:		3,489.64
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# Accounts Payable

## Check Detail

User: calvarez  
Printed: 08/31/2022 - 1:34PM



Check Number	Check Date		Amount
<b>CSD3014 - Ca. State Disbursement Unit</b>			
314993	08/22/2022		
Inv	PR 08/05/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/03/2022	PR Batch 80522.08.2022 Garnishment Case # FAMSS - 1406906		814.15
Inv PR 08/05/2022 Total			814.15
314993 Total:			814.15
<b>CSD3014 - Ca. State Disbursement Unit Total:</b>			
			814.15
<b>ECPLSYTM - Economic &amp; Planning Systems, Inc.</b>			
314994	08/22/2022		
Inv	214034-8		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/28/2022	Inclusionary Housing In-Lieu Fee /June 2022		6,582.50
Inv 214034-8 Total			6,582.50
314994 Total:			6,582.50
<b>ECPLSYTM - Economic &amp; Planning Systems, Inc. Total:</b>			
			6,582.50
<b>HRCS2011 - Housing Rights Center</b>			
314995	08/22/2022		
Inv	#04-Oct 2021		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/08/2022	Fair Housing Program: October 2021		1,705.30
Inv #04-Oct 2021 Total			1,705.30
Inv	#05-Nov 2021		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/26/2022	Fair Housing Program: November 2021		1,755.96
Inv #05-Nov 2021 Total			1,755.96
Inv	#06-Dec 2021		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date		Amount
06/19/2022		Fair Housing Program: December 2021	1,915.33
		Inv #06-Dec 2021 Total	1,915.33
314995 Total:			5,376.59
<b>HRCS2011 - Housing Rights Center Total:</b>			5,376.59
<b>MMV9126 - Mission Meridian Village POA</b>			
314996	08/22/2022		
		Inv 331-103 - 06/22	
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/17/2022		MMV HOA Fees/Hospital June 2022	804.13
06/17/2022		MMV HOA Fees/Parking June 2022	1,730.17
		Inv 331-103 - 06/22 Total	2,534.30
314996 Total:			2,534.30
<b>MMV9126 - Mission Meridian Village POA Total:</b>			2,534.30
<b>VRMZ7000 - Munoz, Valerie</b>			
314997	08/22/2022		
		Inv PR 08/05/2022	
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/03/2022		PR Batch 80522.08.2022 - Garnishment	750.00
		Inv PR 08/05/2022 Total	750.00
314997 Total:			750.00
<b>VRMZ7000 - Munoz, Valerie Total:</b>			750.00
<b>PSOMAS - PSOMAS</b>			
314998	08/22/2022		
		Inv 182143	
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/22/2022		CEQA Prof. Service Assistance with GP & Downtown Specific	2,132.50
		Inv 182143 Total	2,132.50
		Inv 182720	
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/13/2022		CEQA Prof. Service Assistance with GP & Downtown Specific	400.00
		Inv 182720 Total	400.00

Check Number	Check Date	Amount
314998 Total:		2,532.50
<b>PSOMAS - PSOMAS Total:</b>		2,532.50
<b>RIN7777 - Rincon Consultants, Inc.</b>		
0	08/22/2022	
Inv	40545	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/28/2022	606 Fair Oaks Project Expediting-4/1-6/30/22	218.75
Inv 40545 Total		218.75
0 Total:		218.75
<b>RIN7777 - Rincon Consultants, Inc. Total:</b>		218.75
<b>SOU5435 - S.P. Police Officers Association 700-0000-0000-2246-000</b>		
0	08/22/2022	
Inv	August 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/03/2022	PR Batch 80522.08.2022 SPPOA - Union Dues	3,336.90
08/03/2022	PR Batch 80522.08.2022 SPPOA Insurance	2,306.76
Inv August 2022 Total		5,643.66
0 Total:		5,643.66
<b>SOU5435 - S.P. Police Officers Association Total:</b>		5,643.66
<b>SOU5451 - S.P. Public Service Employees Association 700-0000-0000-2248-000</b>		
0	08/22/2022	
Inv	August 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/03/2022	PR Batch 80522.08.2022 SPPSEA - Union Dues	1,410.00
Inv August 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	08/22/2022	
Inv	August 2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/03/2022	PR Batch 80522.08.2022 PART TIME ASSN. DUES / FEE	296.00

Check Number	Check Date		Amount
		Inv August 2022 Total	296.00
			<hr/>
0	Total:		296.00
			<hr/>
<b>CEAP7000 - S.P. Public Service Employees Association-PT Total:</b>			296.00
<b>SOU5230 - S.P.Firefighters L-3657</b>			
0	08/22/2022		
Inv	August 2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/03/2022	PR Batch 80522.08.2022 Firefighters 3657 - Union		2,050.00
08/03/2022	PR Batch 80522.08.2022 FFA Fire Rec Fees		90.00
08/03/2022	PR Batch 80522.08.2022 Fire Assn. Insurance		177.42
Inv August 2022 Total			2,317.42
			<hr/>
0	Total:		2,317.42
			<hr/>
<b>SOU5230 - S.P.Firefighters L-3657 Total:</b>			2,317.42
<b>SGVRHT - San Gabriel Valley Regional Housing Trust</b>			
314999	08/22/2022		
Inv	FY22-RHT-20		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/01/2022	SGVRHT Membership FY2021-2022		10,090.00
Inv FY22-RHT-20 Total			10,090.00
			<hr/>
Inv	FY23-RHT-20		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/03/2022	SGVRHT Membership for FY 2022-2023		10,140.45
Inv FY23-RHT-20 Total			10,140.45
			<hr/>
314999	Total:		20,230.45
			<hr/>
<b>SGVRHT - San Gabriel Valley Regional Housing Trust Total:</b>			20,230.45
<b>SSDV2018 - Sandoval, Sheila</b>			
0	08/22/2022		
Inv	PR 08/05/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/03/2022	PR Batch 80522.08.2022 - Garnishment		956.03
08/03/2022	PR Batch 80522.08.2022 - Garnishment		264.98
Inv PR 08/05/2022 Total			1,221.01



Check Number	Check Date	Amount
0 Total:		1,221.01
<b>SSDV2018 - Sandoval, Sheila Total:</b>		1,221.01
<b>STA5219 - Staples Business Advantage</b>		
0	08/22/2022	
Inv	3505369060	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/26/2022	Community Development Supplies	482.27
Inv 3505369060 Total		482.27
Inv	3507977236	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/26/2022	Community Development Supplies	152.89
Inv 3507977236 Total		152.89
Inv	3508647412	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/26/2022	Community Development Supplies	38.03
Inv 3508647412 Total		38.03
Inv	3509353594	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/26/2022	Community Development Supplies	24.11
Inv 3509353594 Total		24.11
Inv	3509653593	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2022	Community Development Supplies	584.24
Inv 3509653593 Total		584.24
Inv	3509951872	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/26/2022	Community Development Supplies	341.64
Inv 3509951872 Total		341.64
Inv	3510012805	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/26/2022	Community Development Supplies	10.40
Inv 3510012805 Total		10.40
Inv	3510081420	
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
06/26/2022		Community Development Supplies	18.25
Inv 3510081420		Total	18.25
Inv	3510497331		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/26/2022	Community Development Supplies		235.94
Inv 3510497331		Total	235.94
Inv	3510497332		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/26/2022	Community Development Supplies		23.15
Inv 3510497332		Total	23.15
Inv	3510802730		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/26/2022	Community Development Supplies		31.90
Inv 3510802730		Total	31.90
Inv	3510862706		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/26/2022	Community Development Supplies		33.05
Inv 3510862706		Total	33.05
Inv	3512257306		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2022	Community Development Supplies		92.43
Inv 3512257306		Total	92.43
Inv	3512548391		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2022	Community Development Supplies		12.45
Inv 3512548391		Total	12.45
0 Total:			2,080.75
<b>STA5219 - Staples Business Advantage Total:</b>			2,080.75
<b>TCLPLUS - TimeClock Plus, LLC</b>			
0	08/22/2022		
Inv	INV00199532		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/13/2022	Altadec Annual Subscription: 07/22/2022-07/21/2023		2,995.00

Check Number	Check Date	Amount
Inv INV00199532 Total		2,995.00
Inv INV00199533		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/13/2022	Altadec Annual Subscription: 07/22/2022-07/21/2023	3,744.00
Inv INV00199533 Total		3,744.00
0 Total:		6,739.00
<b>TCLPLUS - TimeClock Plus, LLC Total:</b>		6,739.00
<b>WIL2010 - Willdan Engineering, Inc.</b>		
315000	08/22/2022	
Inv 00225592		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/09/2021	On-Call Code Enforcement Services: October 2021	4,615.00
Inv 00225592 Total		4,615.00
Inv 00225593		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/09/2021	On-Call Code Enforcement Services: November 2021	9,490.00
Inv 00225593 Total		9,490.00
Inv 00225883		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/12/2021	On-Call Code Enforcement Services: December 2021	9,230.00
Inv 00225883 Total		9,230.00
Inv 00226018		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/11/2022	On-Call Code Enforcement Services: January 2022	9,230.00
Inv 00226018 Total		9,230.00
Inv 00226131		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/10/2022	On-Call Code Enforcement Services: February 2022	2,502.50
Inv 00226131 Total		2,502.50
315000 Total:		35,067.50
<b>WIL2010 - Willdan Engineering, Inc. Total:</b>		35,067.50

**Check Number**    **Check Date** **Amount**

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Total: 93,814.58

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# **ATTACHMENT 3 General City Warrant List**

# Accounts Payable

## Check Detail

User: calvarez  
Printed: 08/31/2022 - 1:24PM



Check Number	Check Date		Amount
<b>AZDB8011 - A to Z Databases</b>			
315001	09/07/2022		
Inv	118730		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2022	Subscription Renewal for Digital Resource AtoZ database: 08/01/2		1,586.00
Inv 118730 Total			1,586.00
315001 Total:			1,586.00
<b>AZDB8011 - A to Z Databases Total:</b>			
			1,586.00
<b>ATGC8530 - Acorn Technology Services</b>			
0	09/07/2022		
Inv	96000-P		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/15/2022	SecureWorks (07/23/2022-07/22/2023)		8,635.00
Inv 96000-P Total			8,635.00
0 Total:			8,635.00
<b>ATGC8530 - Acorn Technology Services Total:</b>			
			8,635.00
<b>ALDS4011 - Adlerhorst International, LLC</b>			
315002	09/07/2022		
Inv	108643		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2022	K9 Expense		12,930.00
Inv 108643 Total			12,930.00
Inv	108675		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2022	K9 course		1,330.84
06/30/2022	K9 course		4,369.16
Inv 108675 Total			5,700.00

Check Number	Check Date	Amount
315002 Total:		18,630.00
<hr/>		
<b>ALDS4011 - Adlerhorst International, LLC Total:</b>		18,630.00
<hr/>		
<b>AKDC9265 - AKD Consulting</b>		
315003	09/07/2022	
Inv	CSP 2022-01	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2022	Seismic and Structural Evaluation	38,162.70
Inv CSP 2022-01 Total		38,162.70
<hr/>		
315003 Total:		38,162.70
<hr/>		
<b>AKDC9265 - AKD Consulting Total:</b>		38,162.70
<hr/>		
<b>ALL0197 - All Star Fire Equipment, Inc.</b>		
315004	09/07/2022	
Inv	241807	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/11/2022	Fire Safety Clothing & Equipment; T/O GEAR CLEANER	286.65
Inv 241807 Total		286.65
<hr/>		
315004 Total:		286.65
<hr/>		
<b>ALL0197 - All Star Fire Equipment, Inc. Total:</b>		286.65
<hr/>		
<b>AIS0107 - Alliant Insurance Svcs, Inc.</b>		
0	09/07/2022	
Inv	2026378	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	Alliant Insurance- Art Crawl	382.00
Inv 2026378 Total		382.00
<hr/>		
0 Total:		382.00
<hr/>		
<b>AIS0107 - Alliant Insurance Svcs, Inc. Total:</b>		382.00
<hr/>		
<b>AMAZONCP - Amazon Capital Services, Inc.</b>		
0	09/07/2022	
Inv	1C4G-JMQD-7XKP	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/15/2022	Employee Wellness Day	695.51

Check Number	Check Date	Amount
Inv 1C4G-JMQD-7XKP Total		695.51
Inv 1DHF-CL7K-WXLV		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/15/2022	PD Office Supplies	162.06
Inv 1DHF-CL7K-WXLV Total		162.06
Inv 1F3F-GW1M-VV77		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	2-Honeywell QuietSet Tower Fans	334.42
08/01/2022	Jacquard Indigo Tie Dye Kit 2 Pack	63.92
Inv 1F3F-GW1M-VV77 Total		398.34
Inv 1GM3-NKPD-WWDP		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/15/2022	Employee Wellness Day	54.15
Inv 1GM3-NKPD-WWDP Total		54.15
Inv 1N64-R7JM-XKWP		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2022	2 portable easels	85.98
Inv 1N64-R7JM-XKWP Total		85.98
Inv 1PYM-9Q3N-XQ49		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/15/2022	Employee Wellness Day	44.81
Inv 1PYM-9Q3N-XQ49 Total		44.81
Inv 1T7M-VHQY-XK49		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/15/2022	Disposable vinyl gloves	76.06
Inv 1T7M-VHQY-XK49 Total		76.06
Inv 1YQM-9PGQ-XGXF		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2022	Office Supplies	34.15
Inv 1YQM-9PGQ-XGXF Total		34.15
0 Total:		1,551.06
<b>AMAZONCP - Amazon Capital Services, Inc. Total:</b>		1,551.06
<b>SEADRSN - Anderson, Sean</b>		



Check Number	Check Date		Amount
315005	09/07/2022		
Inv	124185		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/15/2022	Refund Camp Med		303.00
Inv 124185 Total			303.00
Inv	124224		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/15/2022	Refund Camp Med		303.00
Inv 124224 Total			303.00
315005 Total:			606.00
<b>SEADRSN - Anderson, Sean Total:</b>			606.00
<b>AVCJ3041 - Arroyo Verdugo Communities Joint Powers Authority</b>			
315006	09/07/2022		
Inv	FY 2022-2023		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/28/2022	Fy 2022-2023 Dues - Arroyo Verdugo Communities Joint Powers A1		6,668.00
Inv FY 2022-2023 Total			6,668.00
315006 Total:			6,668.00
<b>AVCJ3041 - Arroyo Verdugo Communities Joint Powers Authority Total:</b>			6,668.00
<b>RatPactI - ASM Industrial Corp.</b>			
315007	09/07/2022		
Inv	12436		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/05/2022	Bi-Monthly Gopher Service at Arroyo Park-North & South		100.00
08/05/2022	Bi-Monthly Gopher Service at Arroyo Park-North & South		400.00
Inv 12436 Total			500.00
315007 Total:			500.00
<b>RatPactI - ASM Industrial Corp. Total:</b>			500.00
<b>AT&amp;T5011 - AT&amp;T</b>			
315008	09/07/2022		
Inv	331841-07563432		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/07/2022	AN 331 841-0756 343 2 Service (08/07/2022 - 09/06/2022)		33.97

Check Number	Check Date	Amount
Inv 331841-07563432	Total	33.97
Inv 331841-08023436		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/07/2022	AN 331841-0802 343 6 Service (08/07/2022 - 09/06/2022)	33.97
Inv 331841-08023436	Total	33.97
Inv 626441-64973570		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/13/2022	AN 626 441-6497 357 0 Service (08/13/2022 - 09/12/2022)	1,152.41
Inv 626441-64973570	Total	1,152.41
315008 Total:		1,220.35
<b>AT&amp;T5011 - AT&amp;T Total:</b>		1,220.35
<b>CIN4011 - AT&amp;T Mobility</b>		
315009	09/07/2022	
Inv 287014917916X08		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2022	AN 287014917916X08162022 Service (07/08/2022-08/08/2022)	817.54
Inv 287014917916X08	Total	817.54
Inv 287269956155X08		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/06/2022	AN 287269956155X08142022 Services 08/07/2022 - 09/06/2022	308.73
Inv 287269956155X08	Total	308.73
Inv 287297984615X08		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2022	AN 287297984615 Service (07/03/2022-08/02/2022)	291.16
Inv 287297984615X08	Total	291.16
Inv 287312118886X08		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2022	AN 287312118886 Service (07/03/2022-08/02/2022)	4,790.19
Inv 287312118886X08	Total	4,790.19
315009 Total:		6,207.62
<b>CIN4011 - AT&amp;T Mobility Total:</b>		6,207.62
<b>ATLRR816 - Atkinson, Andelson, Loya, Rudd &amp; Romo</b>		

Check Number	Check Date	Amount
0	09/07/2022	
Inv 658515		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	Legal Advice	233.10
Inv 658515 Total		233.10
0 Total:		233.10
<b>ATLRR816 - Atkinson, Andelson, Loya, Rudd &amp; Romo Total:</b>		233.10
<b>BAK0369 - Baker &amp; Taylor Books</b>		
0	09/07/2022	
Inv 2036837167		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2022	Library Books	124.49
Inv 2036837167 Total		124.49
Inv 2036860784		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2022	Library Books	205.33
Inv 2036860784 Total		205.33
Inv 2036864484		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/19/2022	Library Books	15.29
Inv 2036864484 Total		15.29
Inv 2036873599		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2022	Library Books	211.87
Inv 2036873599 Total		211.87
Inv 2036880286		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/25/2022	Library Books	1,266.87
Inv 2036880286 Total		1,266.87
Inv 2036886761		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2022	Library Books	360.07
Inv 2036886761 Total		360.07

Check Number	Check Date		Amount
Inv	2036901807		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2022	Library Books		314.28
Inv 2036901807 Total			314.28
Inv	2036905048		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/25/2022	Library Books		20.81
Inv 2036905048 Total			20.81
0 Total:			2,519.01
<b>BAK0369 - Baker &amp; Taylor Books Total:</b>			2,519.01
<b>BAK0366 - Baker &amp; Taylor Entertainment</b>			
0	09/07/2022		
Inv	H62045240		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/21/2022	DVDs/CDs		26.45
Inv H62045240 Total			26.45
Inv	H62051840		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/19/2022	DVDs/CDs		41.31
Inv H62051840 Total			41.31
Inv	H62091410		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/25/2022	DVDs/CDs		96.61
Inv H62091410 Total			96.61
Inv	H62108200		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/27/2022	DVDs/CDs		250.25
Inv H62108200 Total			250.25
Inv	H62159570		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/04/2022	DVDs/CDs		61.14
Inv H62159570 Total			61.14
Inv	H62188210		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date		Amount
08/04/2022		DVDs/CDs	89.09
		Inv H62188210 Total	89.09
		Inv H62195110	
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/05/2022		DVDs/CDs	147.13
		Inv H62195110 Total	147.13
		Inv T24138820	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/28/2022		DVDs/CDs	99.20
		Inv T24138820 Total	99.20
		0 Total:	811.18
		<b>BAK0366 - Baker &amp; Taylor Entertainment Total:</b>	811.18
		<b>BSHL6710 - Base Hill, Inc., dba Jan Point</b>	
0	09/07/2022		
		Inv 21644	
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/26/2022		Citywide Janitorial Services-May 2022	956.07
05/26/2022		Citywide Janitorial Services-May 2022	11,241.92
05/26/2022		Citywide Janitorial Services-May 2022	875.00
		Inv 21644 Total	13,072.99
		Inv 21706	
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/27/2022		Citywide Janitorial Services-June 2022	164.34
06/27/2022		Citywide Janitorial Services-June 2022	12,885.33
06/27/2022		Citywide Janitorial Services-June 2022	23.32
		Inv 21706 Total	13,072.99
		0 Total:	26,145.98
		<b>BSHL6710 - Base Hill, Inc., dba Jan Point Total:</b>	26,145.98
		<b>SHBE8032 - Bee, Shuny</b>	
315010	09/07/2022		
		Inv 8515	
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/24/2022		Contract Class instructor - Taekwondo 08/02/22-08/30/22	487.50
		Inv 8515 Total	487.50

Check Number	Check Date	Amount
Inv 8518		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	Contract Class Instructor - Taekwondo 08/02/22-08/30/22	650.00
Inv 8518 Total		650.00
Inv 8529		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	Contract Class Instructor - Jeetkunedo 08/02/22-08/30/22	195.00
Inv 8529 Total		195.00
315010 Total:		1,332.50
<b>SHBE8032 - Bee, Shuny Total:</b>		1,332.50
<b>SAMBNTS - Benites, Sam</b>		
315011	09/07/2022	
Inv 5/3/22-05/4/22		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/04/2022	PEER SUPPORT; 05/03/2022-05/04/2022	250.00
Inv 5/3/22-05/4/22 Total		250.00
315011 Total:		250.00
<b>SAMBNTS - Benites, Sam Total:</b>		250.00
<b>WON6400 - Bob Wondries Ford</b>		
315012	09/07/2022	
Inv 637223		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2022	Electrical Repairs for PD Unit # 1909	585.72
Inv 637223 Total		585.72
315012 Total:		585.72
<b>WON6400 - Bob Wondries Ford Total:</b>		585.72
<b>DABN8267 - Bohan, Diana 101-8030-8021-8267-000</b>		
0	09/07/2022	
Inv 08/16/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	Employee Engagement	100.00

Check Number	Check Date	Amount
Inv 08/16/2022 Total		100.00
0 Total:		100.00
<b>DABN8267 - Bohan, Diana Total:</b>		100.00
<b>BCDJ4011 - Bravo Chrysler Dodge Jeep Ram of Alhambra</b>		
315013	09/07/2022	
Inv 426679		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/23/2022	Repairs to Unit # 1908 for Air Conditioning	7,658.34
Inv 426679 Total		7,658.34
315013 Total:		7,658.34
<b>BCDJ4011 - Bravo Chrysler Dodge Jeep Ram of Alhambra Total:</b>		7,658.34
<b>BRMR8267 - BRIT West Soccer</b>		
315014	09/07/2022	
Inv 8342		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2022	Contract Class Instructor - Tiny Pros 2-3.5 SA	676.00
Inv 8342 Total		676.00
Inv 8344		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2022	Contract Class Instructor - Tiny Pros 2-3.5 SU	811.20
Inv 8344 Total		811.20
Inv 8346		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2022	Contract Class Instructor - Tiny Pros 3.5-5 SA	811.20
Inv 8346 Total		811.20
Inv 8348		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2022	Contract Class Instructor - Tiny Pros 3.5-5 SU	811.20
Inv 8348 Total		811.20
Inv 8351		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2022	Contract Class Instructor - Club Pro 5-7 SA	608.40
Inv 8351 Total		608.40

Check Number	Check Date	Amount
Inv 8353		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2022	Contract Class Instructor - Club Pro 5-7 SU	270.40
Inv 8353 Total		270.40
Inv 8355		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2022	Contract Class Instructor - Club Pros 7-12 SA	338.00
Inv 8355 Total		338.00
Inv 8357		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2022	Contract Class Instructor - Club Pro 7-12 SU	202.80
Inv 8357 Total		202.80
315014 Total:		4,529.20
<b>BRMR8267 - BRIT West Soccer Total:</b>		4,529.20
<b>CCCA2010 - CA Contract Cities Association</b>		
315015	09/07/2022	
Inv 3323		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2021	July 1 through June 30 Annual Membership Dues FY 21-22	3,400.00
Inv 3323 Total		3,400.00
Inv 3552		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/30/2022	July 1 through June 30 Annual Membership Dues FY 22-23	3,800.00
Inv 3552 Total		3,800.00
315015 Total:		7,200.00
<b>CCCA2010 - CA Contract Cities Association Total:</b>		7,200.00
<b>CAL5236 - CA Linen Services</b>		
315016	09/07/2022	
Inv 2011816		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/04/2022	Fire Department Linen Rental and Cleaning Services: FY22-23	105.73
Inv 2011816 Total		105.73



Check Number	Check Date	Amount
Inv 2014324		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/11/2022	Fire Department Linen Rental and Cleaning Services: FY22-23	104.36
Inv 2014324 Total		104.36
315016 Total:		210.09
<b>CAL5236 - CA Linen Services Total:</b>		210.09
<b>CAL8012 - Califa Group</b>		
315017	09/07/2022	
Inv 5844		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/15/2022	Renewal of Library Subscription EBSCO-NovelistPlus 09/22-08/23	2,701.69
Inv 5844 Total		2,701.69
Inv 5845		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/15/2022	Renewal of subscription to BookBrowse 09/01/22-08/31/23	709.80
Inv 5845 Total		709.80
315017 Total:		3,411.49
<b>CAL8012 - Califa Group Total:</b>		3,411.49
<b>CAN0607 - Cantu Graphics Inc.</b>		
315018	09/07/2022	
Inv 20980		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	Office Supplies Color Copies	217.74
Inv 20980 Total		217.74
315018 Total:		217.74
<b>CAN0607 - Cantu Graphics Inc. Total:</b>		217.74
<b>CRMCRDNA - Cardenas, Carmen</b>		
315019	09/07/2022	
Inv 124638		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/29/2022	Refund for security deposit for Youth House reservation.	261.00
Inv 124638 Total		261.00

Check Number	Check Date	Amount
315019 Total:		261.00
<b>CRMCRDNA - Cardenas, Carmen Total:</b>		261.00
<b>CBSE6010 - Cell Business Equipment</b>		
315020	09/07/2022	
Inv	77031810	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/15/2022	AN 857406 Contract 25334839	16.99
Inv 77031810 Total		16.99
315020 Total:		16.99
<b>CBSE6010 - Cell Business Equipment Total:</b>		16.99
<b>TIM4011 - Charter Communications</b>		
315021	09/07/2022	
Inv	0029763072722	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2022	AN 8448 20 899 0029763 Services (07/16/2022 - 08/15/2022)	294.86
Inv 0029763072722 Total		294.86
Inv	0070193080122	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	AN 8448 30 008 0070193 Services (08/01/2022 - 08/31/2022)	83.95
Inv 0070193080122 Total		83.95
Inv	0224964080822	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2022	AN 8448 30 008 0224964 Services (08/08/2022 - 09/07/2022)	49.29
Inv 0224964080822 Total		49.29
Inv	0355990080222	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2022	AN 8448 30 008 0355990 Services (08/02/2022 - 09/01/2022)	418.13
Inv 0355990080222 Total		418.13
Inv	0357905080522	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/05/2022	Business TV+ Internet for period 08/05/2022 -09/04/2022.	130.52
Inv 0357905080522 Total		130.52

Check Number	Check Date	Amount
315021 Total:		976.75
<b>TIM4011 - Charter Communications Total:</b>		976.75
<b>BTLR5270 - Child, Lauren</b>		
315022	09/07/2022	
Inv 123780		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/04/2022	Refund for Arroyo Vista reservation due to client cancellation.	45.00
Inv 123780 Total		45.00
315022 Total:		45.00
<b>BTLR5270 - Child, Lauren Total:</b>		45.00
<b>CINTAS - Cintas CORP No. 2</b>		
315023	09/07/2022	
Inv 5121695690		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	First Aid Cabinet & AED Monthly Servicing - FY2022-2023	67.26
Inv 5121695690 Total		67.26
Inv 9186483943		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/23/2022	First Aid Cabinet & AED Monthly Servicing - FY2022-2023	705.37
Inv 9186483943 Total		705.37
315023 Total:		772.63
<b>CINTAS - Cintas CORP No. 2 Total:</b>		772.63
<b>ALPD4010 - City of Alhambra Police Department</b>		
315024	09/07/2022	
Inv 07/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2022	Inmate housing for the month of July 2022	1,806.00
Inv 07/2022 Total		1,806.00
315024 Total:		1,806.00
<b>ALPD4010 - City of Alhambra Police Department Total:</b>		1,806.00

Check Number	Check Date	Amount
<b>CSM8030 - City of San Marino</b>		
315025	09/07/2022	
Inv	0001210	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/09/2022	BATTALION 9 REIMBURSEMENT; (80,000/5YRS) 5TH & FINA	16,000.00
Inv 0001210 Total		16,000.00
315025 Total:		16,000.00
<b>CSM8030 - City of San Marino Total:</b>		16,000.00
<b>SPMN3010 - City of South Pasadena</b>		
315026	09/07/2022	
Inv	14044 - 8/10/22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/11/2022	Dog Park Utility Bill: 06/07/2022 - 08/01/2022.	540.36
Inv 14044 - 8/10/22 Total		540.36
Inv	19126 - 8/3/22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/11/2022	Park Dept. Utility Bill: 05/31/2022- 07/25/2022.	546.42
Inv 19126 - 8/3/22 Total		546.42
Inv	19386 - 8/10/22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/11/2022	Arroyo Park Utility Bill: 06/07/2022 - 08/01/2022.	575.76
Inv 19386 - 8/10/22 Total		575.76
Inv	19387 - 8/10/22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/11/2022	Arroyo Park Utility Bill: 06/07/2022 - 08/01/2022.	504.96
Inv 19387 - 8/10/22 Total		504.96
315026 Total:		2,167.50
<b>SPMN3010 - City of South Pasadena Total:</b>		2,167.50
<b>SOU5401 - City of South Pasadena-Sr.Center Petty Cash</b>		
315027	09/07/2022	
Inv	01/22/2020	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/22/2020	Petty Cash Reimbursement for Senior Center	7.09
Inv 01/22/2020 Total		7.09

Check Number	Check Date	Amount
Inv	01/23/2020	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/23/2020	Petty Cash Reimbursement for Senior Center	31.56
01/23/2020	Petty Cash Reimbursement for Senior Center	6.67
Inv 01/23/2020 Total		38.23
Inv	01/25/2020	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/25/2020	Petty Cash Reimbursement for Senior Center	4.95
Inv 01/25/2020 Total		4.95
Inv	02/10/2020	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/10/2020	Petty Cash Reimbursement for Senior Center	21.98
02/10/2020	Petty Cash Reimbursement for Senior Center	8.75
Inv 02/10/2020 Total		30.73
Inv	02/15/2021	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2021	Petty Cash Reimbursement for Senior Center	31.04
Inv 02/15/2021 Total		31.04
Inv	02/20/2020	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/20/2020	Petty Cash Reimbursement for Senior Center	15.43
Inv 02/20/2020 Total		15.43
Inv	02/25/2020	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/25/2020	Petty Cash Reimbursement for Senior Center	18.88
Inv 02/25/2020 Total		18.88
Inv	03/03/2020	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/03/2020	Petty Cash Reimbursement for Senior Center	28.34
Inv 03/03/2020 Total		28.34
Inv	03/04/2020	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/04/2020	Petty Cash Reimbursement for Senior Center	58.09
Inv 03/04/2020 Total		58.09

Check Number	Check Date	Amount
Inv	03/27/2020	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/27/2020	Petty Cash Reimbursement for Senior Center	70.67
Inv 03/27/2020 Total		70.67
Inv	04/01/2020	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/01/2020	Petty Cash Reimbursement for Senior Center	3.30
Inv 04/01/2020 Total		3.30
Inv	04/03/2020	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/03/2020	Petty Cash Reimbursement for Senior Center	3.20
Inv 04/03/2020 Total		3.20
Inv	04/27/2020	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/27/2020	Petty Cash Reimbursement for Senior Center	10.92
Inv 04/27/2020 Total		10.92
Inv	06/15/2020	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/15/2020	Petty Cash Reimbursement for Senior Center	15.77
Inv 06/15/2020 Total		15.77
Inv	07/27/2020	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2020	Petty Cash Reimbursement for Senior Center	14.24
Inv 07/27/2020 Total		14.24
Inv	08/10/2020	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/10/2020	Petty Cash Reimbursement for Senior Center	10.46
Inv 08/10/2020 Total		10.46
Inv	08/12/2020	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/12/2020	Petty Cash Reimbursement for Senior Center	33.05
Inv 08/12/2020 Total		33.05
Inv	08/31/2020	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/31/2020	Petty Cash Reimbursement for Senior Center	20.22

Check Number	Check Date	Amount
Inv 08/31/2020 Total		20.22
Inv 09/14/2020		
<u>Line Item Date</u>	<u>Line Item Description</u>	
09/14/2020	Petty Cash Reimbursement for Senior Center	28.39
Inv 09/14/2020 Total		28.39
Inv 10/16/2020		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/16/2020	Petty Cash Reimbursement for Senior Center	23.60
Inv 10/16/2020 Total		23.60
315027 Total:		466.60
<b>SOU5401 - City of South Pasadena-Sr.Center Petty Cash Total:</b>		466.60
<b>JMCLYPL - Claypool, Jaime</b>		
315028	09/07/2022	
Inv 124059		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/11/2022	Refund camp med due to acceptance to Arroyo Vista	384.00
Inv 124059 Total		384.00
315028 Total:		384.00
<b>JMCLYPL - Claypool, Jaime Total:</b>		384.00
<b>CODE3TCH - Code 3 Tehnology LLC</b>		
315029	09/07/2022	
Inv 21-246		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2022	Mobile Data Computers, Hardware, Installation, Keyboards	62,680.00
08/08/2022	Mobile Data Computers, Hardware, Installation, Keyboards	1,240.20
Inv 21-246 Total		63,920.20
315029 Total:		63,920.20
<b>CODE3TCH - Code 3 Tehnology LLC Total:</b>		63,920.20
<b>CHWP2010 - Colantuono,Highsmith &amp; Whatley,PC</b>		
0	09/07/2022	

Check Number	Check Date	Amount
Inv 52901		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/05/2022	Under Collection of UUT 07/31/2022	336.62
Inv 52901 Total		336.62
Inv 52943		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	General Services - July 2022	10,000.00
Inv 52943 Total		10,000.00
Inv 52944		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	Labor & Employment - July 2022	1,249.50
Inv 52944 Total		1,249.50
Inv 52945		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	Litigation - July 2022	4,287.50
Inv 52945 Total		4,287.50
Inv 52946		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	Water & Utilities - July 2022	49.00
Inv 52946 Total		49.00
Inv 52947		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	Special Projects- July 2022	22,417.00
Inv 52947 Total		22,417.00
Inv 52948		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	Litigation - July 2022	759.50
Inv 52948 Total		759.50
Inv 52949		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	Litigation - July 2022	11,415.95
Inv 52949 Total		11,415.95
Inv 52950		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	Litigation - July 2022	1,935.50



Check Number	Check Date	Amount
Inv 52950 Total		1,935.50
Inv 52951		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	Litigation - July 2022	4,839.56
Inv 52951 Total		4,839.56
Inv 52952		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	Litigation - July 2022	1,469.00
Inv 52952 Total		1,469.00
Inv 52953		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	Litigation - July 2022	9,390.00
Inv 52953 Total		9,390.00
Inv 52954		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	Litigation - July 2022	2,952.14
Inv 52954 Total		2,952.14
Inv 52955		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	Litigation - July 2022	4,000.45
Inv 52955 Total		4,000.45
Inv 52969		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	Litigation - July 2022	4,263.00
Inv 52969 Total		4,263.00
Inv 52970		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	Litigation - July 2022	4,862.50
Inv 52970 Total		4,862.50
0 Total:		84,227.22
<b>CHWP2010 - Colantuono,Highsmith &amp; Whatley,PC Total:</b>		84,227.22
<b>CCSP4011 - Console Cleaning Specialist</b>		

Check Number	Check Date		Amount
315030	09/07/2022		
Inv	171267		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/01/2022	Annual Cleaning Services for Dispatch Communicaitons Center		1,359.23
Inv 171267 Total			1,359.23
315030 Total:			1,359.23
<b>CCSP4011 - Console Cleaning Specialist Total:</b>			1,359.23
<b>COR7788 - Cornforth, Robert Darren</b>			
0	09/07/2022		
Inv	8371		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/24/2022	Contract Class Instructor -Tennis Beginner 06/25/22-08/27/22		624.00
Inv 8371 Total			624.00
Inv	8372		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/24/2022	Contract Class Instructor -Tennis Intermediate 06/25/22-08/27/22		702.00
Inv 8372 Total			702.00
Inv	8374		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/24/2022	Contract Class Instructor -Tennis Intermediate 06/25/22-08/27/22		624.00
Inv 8374 Total			624.00
Inv	8670		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/24/2022	Contract Class Instructor -Tennis Beginner 06/25/22-08/27/22		156.00
Inv 8670 Total			156.00
0 Total:			2,106.00
<b>COR7788 - Cornforth, Robert Darren Total:</b>			2,106.00
<b>CRDA1021 - Corodata Records Management</b>			
0	09/07/2022		
Inv	RS4820891		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/31/2022	AN 042023 Services (07/01/2022-07/31/2022)		578.33
Inv RS4820891 Total			578.33

Check Number	Check Date	Amount
0 Total:		578.33
<b>CRDA1021 - Corodata Records Management Total:</b>		578.33
<b>CRSR2010 - Corodata Shredding Inc.</b>		
0	09/07/2022	
Inv	DN1372257	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2022	AN SD041103 Service through 07/31/2022	79.82
Inv DN1372257 Total		79.82
0 Total:		79.82
<b>CRSR2010 - Corodata Shredding Inc. Total:</b>		79.82
<b>MNBL8170 - Crestline Software, LLC dba MuniBilling</b>		
0	09/07/2022	
Inv	15449	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/10/2022	Postage - April 2022	1,324.87
Inv 15449 Total		1,324.87
Inv	15491	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/11/2022	Lock Box - April 2022	713.90
05/11/2022	Water Billing Services - May 2022	24,797.85
05/11/2022	Absorb Charges - April 2022	9,719.73
Inv 15491 Total		35,231.48
Inv	16028	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/11/2022	Contract Services & Lockbox July 2022	24,809.82
Inv 16028 Total		24,809.82
Inv	16216	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/11/2022	Credit Card & Return Fees - August 2022	10,193.78
08/11/2022	Contract Services August 2022 & Lock Box July 2022	25,531.56
Inv 16216 Total		35,725.34
Inv	16312	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/11/2022	Printing & Postage Fees - July 2022	2,889.50

Check Number	Check Date	Amount
Inv 16312 Total		2,889.50
0 Total:		99,981.01
<b>MNBL8170 - Crestline Software, LLC dba MuniBilling Total:</b>		99,981.01
<b>CTCINGHT - Critical Insight, Inc.</b>		
315031	09/07/2022	
Inv 2022-12483		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/30/2022	General IT Consulting Services	6,875.00
Inv 2022-12483 Total		6,875.00
315031 Total:		6,875.00
<b>CTCINGHT - Critical Insight, Inc. Total:</b>		6,875.00
<b>CRSSTWN9 - Crosstown Electrical &amp; Data Inc.</b>		
315032	09/07/2022	
Inv 4		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/20/2022	Fair Oaks Ave. Traffic Signal Improvements Project	103,339.26
08/20/2022	Fair Oaks Ave. Traffic Signal Improvements Project	1,626.65
Inv 4 Total		104,965.91
315032 Total:		104,965.91
<b>CRSSTWN9 - Crosstown Electrical &amp; Data Inc. Total:</b>		104,965.91
<b>DSP0755 - D &amp; S Printing</b>		
315033	09/07/2022	
Inv 7003		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/14/2022	Door Hangers for Stage 2 Water Conservation	402.41
Inv 7003 Total		402.41
Inv 8008		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/15/2022	Police Department Printing - Red & Green Vinyl Parking Stickers	622.91
Inv 8008 Total		622.91
315033 Total:		1,025.32

Check Number	Check Date	Amount
<b>DSP0755 - D &amp; S Printing Total:</b>		1,025.32
<b>CLVNDAZ - Diaz, Calvin</b>		
315034	09/07/2022	
Inv	266130474	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	Citation # 266130474 Refund due to Dismissal	50.00
Inv 266130474 Total		50.00
315034 Total:		50.00
<b>CLVNDAZ - Diaz, Calvin Total:</b>		50.00
<b>DCLA8268 - Discovery Cube LA</b>		
315035	09/07/2022	
Inv	920899	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2022	Summer Camp Med Field Trip: Discovery Cube OC	752.00
Inv 920899 Total		752.00
315035 Total:		752.00
<b>DCLA8268 - Discovery Cube LA Total:</b>		752.00
<b>DDL8010 - Dr. Detail Ph.D</b>		
0	09/07/2022	
Inv	2623	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/15/2022	Dial-A-Ride Fleet Washing and Santizing	1,050.00
Inv 2623 Total		1,050.00
0 Total:		1,050.00
<b>DDL8010 - Dr. Detail Ph.D Total:</b>		1,050.00
<b>DUB0187 - DuBois, Andrew</b>		
315036	09/07/2022	
Inv	07/30/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	ACTIVE SHOOTER RESPONSE TRAINING FOR SGT. DUBOIS	51.38
Inv 07/30/2022 Total		51.38

Check Number	Check Date	Amount
315036 Total:		51.38
<b>DUB0187 - DuBois, Andrew Total:</b>		51.38
<b>EJWR5011 - EJ Ward Inc.</b>		
315037	09/07/2022	
Inv	3000095-IN	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2022	Annual Fuel Maint Software & Audit Reporting:10/01/22-09/30/23	2,501.69
08/16/2022	Annual Fuel Maint Software & Audit Reporting:10/01/22-09/30/23	175.46
08/16/2022	Annual Fuel Maint Software & Audit Reporting:10/01/22-09/30/23	462.37
08/16/2022	Annual Fuel Maint Software & Audit Reporting:10/01/22-09/30/23	7,895.68
Inv 3000095-IN Total		11,035.20
315037 Total:		11,035.20
<b>EJWR5011 - EJ Ward Inc. Total:</b>		11,035.20
<b>ENT5426 - Entenmann-Rovin</b>		
315038	09/07/2022	
Inv	0167631-IN	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/23/2022	Rounded and Flat Badges for Police Department	936.25
Inv 0167631-IN Total		936.25
Inv	0167634-IN	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/23/2022	Rounded and Flat Badges for Police Department	221.97
Inv 0167634-IN Total		221.97
Inv	0167870-IN	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/23/2022	Rounded and Flat Badges for Police Department	171.44
Inv 0167870-IN Total		171.44
315038 Total:		1,329.66
<b>ENT5426 - Entenmann-Rovin Total:</b>		1,329.66
<b>EXHBITA - Exhibit A Discovery, LLC</b>		
315039	09/07/2022	
Inv	RET-001040	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/30/2022	General IT Consulting Services	3,132.25

Check Number	Check Date		Amount
		Inv RET-001040 Total	3,132.25
		315039 Total:	3,132.25
		<b>EXHBITA - Exhibit A Discovery, LLC Total:</b>	3,132.25
		<b>FED1109 - FedEx</b>	
315040	09/07/2022		
		Inv 7-827-24175	
		<u>Line Item Date</u> <u>Line Item Description</u>	
		08/24/2022      PELLET B Exam	36.27
		Inv 7-827-24175 Total	36.27
		Inv 7-835-26381	
		<u>Line Item Date</u> <u>Line Item Description</u>	
		08/02/2022      PD postage fees	526.69
		Inv 7-835-26381 Total	526.69
		Inv 9-627-88469	
		<u>Line Item Date</u> <u>Line Item Description</u>	
		08/02/2022      PD postage fees	13.47
		Inv 9-627-88469 Total	13.47
		Inv 9-632-38410	
		<u>Line Item Date</u> <u>Line Item Description</u>	
		08/02/2022      PD postage fees	3.70
		Inv 9-632-38410 Total	3.70
		315040 Total:	580.13
		<b>FED1109 - FedEx Total:</b>	580.13
		<b>GALL5011 - Galls, LLC</b>	
315041	09/07/2022		
		Inv 021903682	
		<u>Line Item Date</u> <u>Line Item Description</u>	
		08/24/2022      Police Safety Vests for Phillips, Dubois, and Borrello	2,323.98
		Inv 021903682 Total	2,323.98
		315041 Total:	2,323.98

Check Number	Check Date	Amount
<b>GALL5011 - Galls, LLC Total:</b>		2,323.98
<b>EGGO4011 - Giron-Garrido, Elias</b>		
315042	09/07/2022	
Inv	07/30/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	ACTIVE SHOOTER RESPONSE TRAINING FOR OFCR. GIRON	51.38
Inv 07/30/2022 Total		51.38
315042 Total:		51.38
<b>EGGO4011 - Giron-Garrido, Elias Total:</b>		51.38
<b>GOLD6417 - Golden Bell Products, Inc.</b>		
315043	09/07/2022	
Inv	17764	
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/28/2022	Degreaser for lift stations	709.56
Inv 17764 Total		709.56
315043 Total:		709.56
<b>GOLD6417 - Golden Bell Products, Inc. Total:</b>		709.56
<b>NCGOLDSN - Goldson, Nicole</b>		
315044	09/07/2022	
Inv	123822	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/04/2022	Refund due to client cancellation	118.00
Inv 123822 Total		118.00
315044 Total:		118.00
<b>NCGOLDSN - Goldson, Nicole Total:</b>		118.00
<b>PTRHA - Ha, Peter</b>		
315045	09/07/2022	
Inv	124311	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2022	Refund for tennis class due to client cancellation.	99.00
Inv 124311 Total		99.00



Check Number	Check Date	Amount
315045 Total:		99.00
<b>PTRHA - Ha, Peter Total:</b>		99.00
<b>HRSCHPIP - Hirsche Pipe &amp; Supply</b>		
315046	09/07/2022	
Inv	8403741	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2022	PD Restroom repairs	72.78
Inv 8403741 Total		72.78
315046 Total:		72.78
<b>HRSCHPIP - Hirsche Pipe &amp; Supply Total:</b>		72.78
<b>HOMCOMMU - Hom, Reagan</b>		
315047	09/07/2022	
Inv	080722	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/07/2022	PD automotive repair unit # 1201 lightbar repair	200.00
Inv 080722 Total		200.00
315047 Total:		200.00
<b>HOMCOMMU - Hom, Reagan Total:</b>		200.00
<b>HOM1515 - Home Depot Credit Services</b>		
315048	09/07/2022	
Inv	1281999	
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/15/2022	Street Division Supplies and Materials	1,047.71
Inv 1281999 Total		1,047.71
Inv	1974710	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/26/2022	Street Division Supplies and Materials	415.75
Inv 1974710 Total		415.75
Inv	1975076	
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/07/2022	Street Division Supplies and Materials	16.54
Inv 1975076 Total		16.54

Check Number	Check Date	Amount
Inv 2344018		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/25/2022	Street Division Supplies and Materials	501.91
Inv 2344018 Total		501.91
Inv 2972699		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/05/2022	Street Division Supplies and Materials	415.75
Inv 2972699 Total		415.75
Inv 3383660		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/13/2022	Plywood to Protect Landscape arround Wilson Well 4	600.21
Inv 3383660 Total		600.21
Inv 3383661		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/13/2022	Fridge Filters for Water Distribution Building	198.37
Inv 3383661 Total		198.37
Inv 3972559		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/04/2022	Street Division Supplies and Materials	415.75
Inv 3972559 Total		415.75
Inv 3973867		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/23/2022	Street Division Supplies and Materials	1,169.60
Inv 3973867 Total		1,169.60
Inv 3973871		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/23/2022	Street Division Supplies and Materials	831.50
Inv 3973871 Total		831.50
Inv 6971327		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/22/2022	Street Division Supplies and Materials	415.75
Inv 6971327 Total		415.75
Inv 6972747		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date		Amount
02/10/2022		Street Division Supplies and Materials	831.49
Inv 6972747		Total	831.49
Inv 6974254			
<u>Line Item Date</u>		<u>Line Item Description</u>	
04/21/2022		Street Division Supplies and Materials	415.75
Inv 6974254		Total	415.75
Inv 6974547			
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/02/2022		Street Division Supplies and Materials	1,094.23
Inv 6974547		Total	1,094.23
Inv 9023666			
<u>Line Item Date</u>		<u>Line Item Description</u>	
03/29/2022		Street Division Supplies and Materials	209.49
Inv 9023666		Total	209.49
315048 Total:			8,579.80
<b>HOM1515 - Home Depot Credit Services Total:</b>			8,579.80
<b>HRCS2011 - Housing Rights Center</b>			
315049	09/07/2022		
Inv #7			
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/24/2022		#7 Fair Housing Program Jan 2022	1,591.80
Inv #7		Total	1,591.80
Inv #8			
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/06/2022		#8 Fair Housing Program Feb 2022	1,677.44
Inv #8		Total	1,677.44
315049 Total:			3,269.24
<b>HRCS2011 - Housing Rights Center Total:</b>			3,269.24
<b>IMSC8031 - IMS Commercial Ice Systems Refrigeration</b>			
315050	09/07/2022		
Inv 51969			
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/05/2022		Ice Machine cleaning & repair at the War Memorial Building.	398.80

Check Number	Check Date		Amount
Inv 51969 Total			398.80
			<hr/>
315050 Total:			398.80
			<hr/>
<b>IMSC8031 - IMS Commercial Ice Systems Refrigeration Total:</b>			398.80
<b>INT6115 - Interstate Battery Systems of Eastern Los Angeles</b>			
315051	09/07/2022		
Inv 79738			
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/05/2022	Vehicle Maintenance - Fire Engine RA81 Batteries		507.47
Inv 79738 Total			507.47
Inv 79778			
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/10/2022	Vehicle Maintenance - Fire Engine RA781 Batteries		464.47
Inv 79778 Total			464.47
			<hr/>
315051 Total:			971.94
			<hr/>
<b>INT6115 - Interstate Battery Systems of Eastern Los Angeles Total:</b>			971.94
<b>INCG6011 - Interwest Consulting Group</b>			
0	09/07/2022		
Inv 70913			
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/23/2022	815 Freemont Project Expediting: June 2021		2,410.00
Inv 70913 Total			2,410.00
			<hr/>
0 Total:			2,410.00
			<hr/>
<b>INCG6011 - Interwest Consulting Group Total:</b>			2,410.00
<b>INT2132 - InTime Services Inc.</b>			
315052	09/07/2022		
Inv 11540			
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/16/2022	InTime Subscription Services for PD: 08/01/2022-07/31/2023		7,691.00
Inv 11540 Total			7,691.00
			<hr/>
315052 Total:			7,691.00

Check Number	Check Date		Amount
<b>INT2132 - InTime Services Inc. Total:</b>			7,691.00
<b>JSAR4011 - Jack's Auto Repair</b>			
315053	09/07/2022		
Inv	17532		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/10/2022	Police Department Automotive Maintenance - Unit # 0219		374.60
Inv 17532 Total			374.60
Inv	17554		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/25/2022	Police Department Automotive Maintenance - Unit 1501 (1706)		402.60
Inv 17554 Total			402.60
Inv	17563		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/29/2022	PD automotive repair Unit 1501 (1706)		226.87
Inv 17563 Total			226.87
Inv	17590		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/04/2022	Police Department Automotive Maintenance - Unit 1501 (1706)		191.64
Inv 17590 Total			191.64
Inv	17613		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/16/2022	Police Department Automotive Maintenance - Unit # 0317		674.01
Inv 17613 Total			674.01
Inv	17643		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/22/2022	Police Department Automotive Maintenance - Unit # 1406		85.00
Inv 17643 Total			85.00
315053 Total:			1,954.72
<b>JSAR4011 - Jack's Auto Repair Total:</b>			1,954.72
<b>ANNSHJMS - James, Sherrie Anna</b>			
315054	09/07/2022		
Inv	266130479		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/21/2022	Citation # 266130479 Refund due to Dismissal		50.00

Check Number	Check Date		Amount
		Inv 266130479 Total	50.00
			<hr/>
		315054 Total:	50.00
			<hr/>
		<b>ANNSHJMS - James, Sherrie Anna Total:</b>	50.00
		<b>JHMS8020 - JHM Supply</b>	
0	09/07/2022		
		Inv 288618/1	
		<u>Line Item Date</u> <u>Line Item Description</u>	
		04/11/2022      Irrigation controller for Arroyo Park	237.30
		Inv 288618/1 Total	237.30
		Inv 301768/1	
		<u>Line Item Date</u> <u>Line Item Description</u>	
		08/10/2022      Irrigation controller for Fair Oaks/Huntington Median	600.06
		Inv 301768/1 Total	600.06
		Inv 302466/1	
		<u>Line Item Date</u> <u>Line Item Description</u>	
		08/16/2022      Irrigation Supplies: Parks, Medians, and Landscape	62.74
		Inv 302466/1 Total	62.74
		Inv 302867/1	
		<u>Line Item Date</u> <u>Line Item Description</u>	
		08/19/2022      Irrigation Supplies for Arroyo Park Repairs	228.47
		Inv 302867/1 Total	228.47
			<hr/>
		0 Total:	1,128.57
			<hr/>
		<b>JHMS8020 - JHM Supply Total:</b>	1,128.57
		<b>CATAYSTJ - Jones, John Riley</b>	
315055	09/07/2022		
		Inv 0000009	
		<u>Line Item Date</u> <u>Line Item Description</u>	
		08/09/2022      Community Services Department Assessment	3,900.00
		Inv 0000009 Total	3,900.00
			<hr/>
		315055 Total:	3,900.00

Check Number	Check Date		Amount
<b>CATAYSTJ - Jones, John Riley Total:</b>			3,900.00
<b>HYNKIM - Kim, Hyungjun</b>			
315056	09/07/2022		
Inv	124295		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2022	Refund for Super Soccer Stars due to low enrollment.		418.00
Inv 124295 Total			418.00
315056 Total:			418.00
<b>HYNKIM - Kim, Hyungjun Total:</b>			418.00
<b>KOAC6010 - KOA Corporation</b>			
315057	09/07/2022		
Inv	JC11001-1		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/15/2022	Engineering Design Services for North-South Corridor Transportat		435.23
03/15/2022	Engineering Design Services for North-South Corridor Transportat		3,359.27
Inv JC11001-1 Total			3,794.50
315057 Total:			3,794.50
<b>KOAC6010 - KOA Corporation Total:</b>			3,794.50
<b>DNAKWOK - Kwok, Diana</b>			
315058	09/07/2022		
Inv	124062		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/11/2022	Refund for class due to low enrollment per instructor's request.		384.00
Inv 124062 Total			384.00
315058 Total:			384.00
<b>DNAKWOK - Kwok, Diana Total:</b>			384.00
<b>LEE1111 - Lee, Richard</b>			
315059	09/07/2022		
Inv	07/30/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/30/2022	REIMBURSEMENT FOR DET. LEE TRAINING ON 07/30/22		60.53
Inv 07/30/2022 Total			60.53

Check Number	Check Date	Amount
315059 Total:		60.53
<b>LEE1111 - Lee, Richard Total:</b>		60.53
<b>LBBM4010 - Long Beach BMW Motorcycles</b>		
315060	09/07/2022	
Inv 43945		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/10/2022	Police Department Motorcycle Servicing & Repairs - VIN # 39602	1,436.37
Inv 43945 Total		1,436.37
315060 Total:		1,436.37
<b>LBBM4010 - Long Beach BMW Motorcycles Total:</b>		1,436.37
<b>LOS5011 - Los Angeles County Fire Department</b>		
315061	09/07/2022	
Inv IN0365703		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2022	City Hall-FD /PD Underground Tanks	2,943.00
Inv IN0365703 Total		2,943.00
Inv IN0365705		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2022	Service Facility Yard-Underground Tanks	2,710.00
Inv IN0365705 Total		2,710.00
315061 Total:		5,653.00
<b>LOS5011 - Los Angeles County Fire Department Total:</b>		5,653.00
<b>LAPPL - Los Angeles Police Protective League</b>		
315062	09/07/2022	
Inv 23588470		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	FRONT LINE LEADERSHIP TRAINING FOR SGT. DUBOIS	450.00
Inv 23588470 Total		450.00
315062 Total:		450.00
<b>LAPPL - Los Angeles Police Protective League Total:</b>		450.00



Check Number	Check Date		Amount
<b>LOU7778 - Louie, Sandy</b>			
315063	09/07/2022		
Inv	DT0722-01		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/18/2022	Water Conservation Rebate		32.98
Inv DT0722-01 Total			32.98
315063 Total:			32.98
<b>LOU7778 - Louie, Sandy Total:</b>			32.98
<b>MBFEC106 - Marx Bros. Fire Extinguisher Co.</b>			
315064	09/07/2022		
Inv	23463		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/16/2022	Semi Annual inspection 2.5 g fire suppression		110.00
Inv 23463 Total			110.00
Inv	23465		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/16/2022	Semi annual inspection on the fire suppression system.		110.00
Inv 23465 Total			110.00
315064 Total:			220.00
<b>MBFEC106 - Marx Bros. Fire Extinguisher Co. Total:</b>			220.00
<b>MCAD1021 - MCA Direct LLC</b>			
315065	09/07/2022		
Inv	2022158		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/08/2022	Election Supplies		73.65
Inv 2022158 Total			73.65
315065 Total:			73.65
<b>MCAD1021 - MCA Direct LLC Total:</b>			73.65
<b>CRKHMDZA - Mendoza, Cristin Katherine</b>			
315066	09/07/2022		
Inv	266130481		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/21/2022	Citation # 266130481 Refund due to Dismissal		50.00

Check Number	Check Date	Amount
Inv 266130481 Total		50.00
315066 Total:		50.00
<b>CRKHMDZA - Mendoza, Cristin Katherine Total:</b>		50.00
<b>MPLC8021 - Motion Picture Licensing Corp.</b>		
315067	09/07/2022	
Inv 504407063		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/02/2022	Annual Film Licensing for OG Recreation Center 10/01/22-10/01/23	695.53
Inv 504407063 Total		695.53
315067 Total:		695.53
<b>MPLC8021 - Motion Picture Licensing Corp. Total:</b>		695.53
<b>NDEDNVA - Nava, Nadia Eddira</b>		
315068	09/07/2022	
Inv 123823		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/04/2022	Refund for client cancellation due to inability to attend	84.00
Inv 123823 Total		84.00
315068 Total:		84.00
<b>NDEDNVA - Nava, Nadia Eddira Total:</b>		84.00
<b>VLNEIMRO - Nemiro, Valeria</b>		
315069	09/07/2022	
Inv 124005		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/11/2022	Refund for class due to low enrollment per instructor's request.	99.00
Inv 124005 Total		99.00
315069 Total:		99.00
<b>VLNEIMRO - Nemiro, Valeria Total:</b>		99.00
<b>OREI6711 - O' Reilly Automotive Inc.</b>		
315070	09/07/2022	
Inv 3213-264405		
<u>Line Item Date</u>	<u>Line Item Description</u>	

Check Number	Check Date	Amount
06/23/2022	Water Division Purchase-Unit 19 Lights	17.56
Inv 3213-264405	Total	17.56
315070	Total:	17.56
<b>OREI6711 - O' Reilly Automotive Inc. Total:</b>		17.56
<b>OLNP8010 - Outlook Newspapers Group</b>		
315071	09/07/2022	
Inv 74551		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/28/2022	WEED ABATEMENT; PUBLISHED 02/16/2022	252.00
Inv 74551	Total	252.00
315071	Total:	252.00
<b>OLNP8010 - Outlook Newspapers Group Total:</b>		252.00
<b>OVR8011 - OverDrive Inc.</b>		
0	09/07/2022	
Inv 01148CO22287656		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/30/2022	eBooks / eAudiobooks	385.27
Inv 01148CO22287656	Total	385.27
0	Total:	385.27
<b>OVR8011 - OverDrive Inc. Total:</b>		385.27
<b>CNPO4011 - Pacheco, Cynthia</b>		
315072	09/07/2022	
Inv 08/15-08/16/22		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	CIVILIAN LEADERSHIP TRAINING FOR P.A. PACHECO 08/15	89.43
Inv 08/15-08/16/22	Total	89.43
315072	Total:	89.43
<b>CNPO4011 - Pacheco, Cynthia Total:</b>		89.43
<b>PKMK2010 - Peckham &amp; McKenney</b>		
315073	09/07/2022	

Check Number	Check Date	Amount
Inv 1		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/29/2022	Executive Search for Finance Director Retainer Fee	8,250.00
Inv 1 Total		8,250.00
315073 Total:		8,250.00
<b>PKMK2010 - Peckham &amp; McKenney Total:</b>		8,250.00
<b>CTPZ7000 - Perez, Christopher A.</b>		
315074	09/07/2022	
Inv 07/30/2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	ACTIVE SHOOTER RESPONSE TRAINING FOR OFCR. PEREZ	51.38
Inv 07/30/2022 Total		51.38
315074 Total:		51.38
<b>CTPZ7000 - Perez, Christopher A. Total:</b>		51.38
<b>PHOE4610 - Phoenix Group Information Systems</b>		
315075	09/07/2022	
Inv 072022184		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2022	Parking Citation Processing: July 2022	3,627.41
Inv 072022184 Total		3,627.41
315075 Total:		3,627.41
<b>PHOE4610 - Phoenix Group Information Systems Total:</b>		3,627.41
<b>PLWK7011 - Placeworks</b>		
315076	09/07/2022	
Inv 77686		
<u>Line Item Date</u>	<u>Line Item Description</u>	
01/31/2022	Update to the City's Housing Element: January 2022	3,703.88
Inv 77686 Total		3,703.88
Inv 77704		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2022	Update to the City's Housing Element: February 2022	2,774.41
Inv 77704 Total		2,774.41

Check Number	Check Date	Amount
Inv 77867		
<u>Line Item Date</u>	<u>Line Item Description</u>	
02/28/2022	Consultant for GP Update (Downtown Specific Plan): Jan-Feb'22	4,456.25
Inv 77867 Total		4,456.25
Inv 77963		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	Consultant for GP Update (Downtown Specific Plan): Mar 2022	5,012.50
Inv 77963 Total		5,012.50
Inv 78372		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/29/2022	Consultant for GP Update (Downtown Specific Plan): April 2022	585.00
Inv 78372 Total		585.00
Inv 78746		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2022	Update to the City's Housing Element: March'22 to May'22	27,545.11
Inv 78746 Total		27,545.11
Inv 78747		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2022	Consultant for GP Update (Downtown Specific Plan): May 2022	3,534.10
Inv 78747 Total		3,534.10
Inv 78808		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	Update to the City's Housing Element: June 2022	8,177.91
Inv 78808 Total		8,177.91
Inv 79061		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	Consultant for GP Update (Downtown Specific Plan): June 2022	6,080.00
Inv 79061 Total		6,080.00
315076 Total:		61,869.16
<b>PLWK7011 - Placeworks Total:</b>		61,869.16
<b>POS5265 - Post Alarm Systems</b>		
0	09/07/2022	

Check Number	Check Date	Amount
Inv 1506111		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/03/2022	Post Alarm Services for War Memorial Building: 9/1/22-9/30/22	54.33
08/03/2022	Post Alarm for O.G. Recreation Center: 09/01/22-09/30/22	54.33
Inv 1506111 Total		108.66
0 Total:		108.66
<b>POS5265 - Post Alarm Systems Total:</b>		108.66
<b>PSOMAS - PSOMAS</b>		
315077	09/07/2022	
Inv 186593		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/08/2022	CEQA Assistance with GP & Downtown Specific: July 2022	9,683.00
Inv 186593 Total		9,683.00
315077 Total:		9,683.00
<b>PSOMAS - PSOMAS Total:</b>		9,683.00
<b>RAN7775 - Range Systems</b>		
315078	09/07/2022	
Inv 29494		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/23/2022	Portable Encapsulator Bloc Trap & Portable Full Frontal Shields	6,979.82
Inv 29494 Total		6,979.82
315078 Total:		6,979.82
<b>RAN7775 - Range Systems Total:</b>		6,979.82
<b>RANIFSLL - Ransom Information Technology Services, LLC</b>		
315079	09/07/2022	
Inv 1547.88		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/30/2022	Onsite Support - General IT Consulting	1,547.88
Inv 1547.88 Total		1,547.88
315079 Total:		1,547.88
<b>RANIFSLL - Ransom Information Technology Services, LLC Total:</b>		1,547.88

**RED8995 - Red Wing Business Advantage Account**

0	09/07/2022	
Inv	989-1-67482	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/04/2022	Safety Boots for Ruben Vargas-Parks Division	250.00
Inv 989-1-67482 Total		250.00
Inv	989-1-67593	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/06/2022	Safety Boots for Eddie Munoz-Streets Division	248.03
Inv 989-1-67593 Total		248.03
Inv	989-1-67867	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/11/2022	Safety Boots for Steve Ursua-Engineering Division	188.50
Inv 989-1-67867 Total		188.50
Inv	989-1-68198	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2022	Safety Boots for Richard Arriola-Sewer Division	208.34
Inv 989-1-68198 Total		208.34
Inv	989-1-68429	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/26/2022	Safety Boots for Rick Hernandez -Facilities Division	248.03
Inv 989-1-68429 Total		248.03
Inv	995-1-70727	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/14/2022	Safety Boots for Luis Ibarra-Streets Division	250.00
Inv 995-1-70727 Total		250.00
0 Total:		1,392.90

**RED8995 - Red Wing Business Advantage Account Total:** 1,392.90

**RTPC5500 - Regional TAP Service Center**

315080	09/07/2022	
Inv	6017152	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/16/2022	Metro 30 Day Senior Bus Pass for July	312.00
Inv 6017152 Total		312.00

Check Number	Check Date	Amount
315080 Total:		312.00
<b>RTPC5500 - Regional TAP Service Center Total:</b>		312.00
<b>BT4U8180 - Revolution Foods, PBC</b>		
315081	09/07/2022	
Inv 622-3319		
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/30/2022	Meals for Onsite and Home Delivery: June 2022	3,381.00
Inv 622-3319 Total		3,381.00
315081 Total:		3,381.00
<b>BT4U8180 - Revolution Foods, PBC Total:</b>		3,381.00
<b>KLLCDRVS - Rivers, Kelly Cardin</b>		
315082	09/07/2022	
Inv 266130480		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/21/2022	Citation # 266130480 Refund due to Dismissal	50.00
Inv 266130480 Total		50.00
315082 Total:		50.00
<b>KLLCDRVS - Rivers, Kelly Cardin Total:</b>		50.00
<b>RAMS3041 - Rogers Anderson, Malody &amp; Scott LLP</b>		
0	09/07/2022	
Inv 70597		
<u>Line Item Date</u>	<u>Line Item Description</u>	
03/31/2022	Financial Audit Services FY2020-21	3,075.00
03/31/2022	Financial Audit Services FY2020-21	9,225.00
Inv 70597 Total		12,300.00
Inv 70949		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/31/2022	Financial Audit Services FY2020-21	8,625.00
05/31/2022	Financial Audit Services FY2020-21	2,875.00
Inv 70949 Total		11,500.00
Inv 71080		
<u>Line Item Date</u>	<u>Line Item Description</u>	



Check Number	Check Date		Amount
06/30/2022		Financial Audit Services FY2020-21	13,312.50
06/30/2022		Financial Audit Services FY2020-21	4,437.50
		Inv 71080 Total	17,750.00
0 Total:			41,550.00
<b>RAMS3041 - Rogers Anderson, Malody &amp; Scott LLP Total:</b>			41,550.00
<b>RSMTHRNF - Rosenfield, Matthew Ryan</b>			
315083	09/07/2022		
		Inv 266130482	
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/21/2022		Citation # 266130482 Refund due to Dismissal	50.00
		Inv 266130482 Total	50.00
315083 Total:			50.00
<b>RSMTHRNF - Rosenfield, Matthew Ryan Total:</b>			50.00
<b>SGVE2011 - San Gabriel Valley City Managers' Association</b>			
315084	09/07/2022		
		Inv FY2022-23	
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/24/2022		Annual Membership Dues for 7/1/22-6/30-23 Arminé Chaparyan	55.00
		Inv FY2022-23 Total	55.00
315084 Total:			55.00
<b>SGVE2011 - San Gabriel Valley City Managers' Association Total:</b>			55.00
<b>SGEP2011 - San Gabriel Valley Economic Partnership</b>			
315085	09/07/2022		
		Inv 7691	
<u>Line Item Date</u>		<u>Line Item Description</u>	
09/01/2022		Annual Renewal of Membership	2,625.00
		Inv 7691 Total	2,625.00
315085 Total:			2,625.00
<b>SGEP2011 - San Gabriel Valley Economic Partnership Total:</b>			2,625.00
<b>SAXE2013 - Saxe-Clifford PH.D, Susan</b>			

Check Number	Check Date		Amount
315086	09/07/2022		
Inv	22-0818-7		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/24/2022	PSYCHOLOGICAL EVALUATION FOR APPLICANT RODRIGU		450.00
Inv 22-0818-7 Total			450.00
315086 Total:			450.00
<b>SAXE2013 - Saxe-Clifford PH.D, Susan Total:</b>			450.00
<b>SCF1400 - SC Fuels</b>			
315087	09/07/2022		
Inv	2196158-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/11/2022	Unleaded Gasoline for Public Works Fueling Station		6,454.27
Inv 2196158-IN Total			6,454.27
315087 Total:			6,454.27
<b>SCF1400 - SC Fuels Total:</b>			6,454.27
<b>SCAT6710 - Scott's Automotive</b>			
315088	09/07/2022		
Inv	16973		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/02/2022	Unit 11-Water Division Vehicle-Oil Change		55.28
Inv 16973 Total			55.28
Inv	16975		
<u>Line Item Date</u>	<u>Line Item Description</u>		
05/02/2022	Unit 6-Water Division Vehicle-Oil Change		59.60
Inv 16975 Total			59.60
315088 Total:			114.88
<b>SCAT6710 - Scott's Automotive Total:</b>			114.88
<b>SDSI0107 - SDS Security Design Systems</b>			
315089	09/07/2022		
Inv	238032		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/23/2022	SDS Security Design Systems - 09/01/2022-09/30/2022		65.18
Inv 238032 Total			65.18

Check Number	Check Date	Amount
Inv 238033		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/23/2022	SDS Security Design Systems - 09/01/2022-09/30/2022	217.46
Inv 238033 Total		217.46
Inv 238034		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/23/2022	SDS Security Design Systems - 09/01/2022-09/30/2022	113.00
Inv 238034 Total		113.00
Inv 238035		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/23/2022	SDS Security Design Systems - 09/01/2022-09/30/2022	30.00
Inv 238035 Total		30.00
315089 Total:		425.64
<b>SDSI0107 - SDS Security Design Systems Total:</b>		425.64
<b>DANSLVA - Selva, Dana</b>		
315090	09/07/2022	
Inv 124312		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/18/2022	Refund for Super Soccer Stars class due to low enrollment.	138.00
Inv 124312 Total		138.00
315090 Total:		138.00
<b>DANSLVA - Selva, Dana Total:</b>		138.00
<b>SESA8264 - SESAC</b>		
315091	09/07/2022	
Inv 1000174204		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2022	2022 Annual Music Performance License Fee	728.78
Inv 1000174204 Total		728.78
315091 Total:		728.78
<b>SESA8264 - SESAC Total:</b>		728.78

**SHO7777 - Showcases**

0	09/07/2022	
Inv	324222	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/09/2022	DVD cases	366.12
Inv 324222 Total		366.12
Inv	324241	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/10/2022	CD Albums	186.25
Inv 324241 Total		186.25
Inv	324266	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/12/2022	Blu Ray & DVD cases	372.06
Inv 324266 Total		372.06
0 Total:		924.43

**SHO7777 - Showcases Total:**

924.43

**WLST8267 - Shuttic, William 101-8030-8021-8267-000**

0	09/07/2022	
Inv	AugSep	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/18/2022	Senior Center -Gut Health lecture	100.00
Inv AugSep Total		100.00
0 Total:		100.00

**WLST8267 - Shuttic, William Total:**

100.00

**MHSM4011 - Smith, Michael**

315092	09/07/2022	
Inv	08/11/2022	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	MENTAL HEALTH TRAINING FOR OFCR. SMITH ON 08/11/22	48.13
08/24/2022	MENTAL HEALTH TRAINING FOR OFCR. SMITH ON 08/11/22	7.23
Inv 08/11/2022 Total		55.36
315092 Total:		55.36

**MHSM4011 - Smith, Michael Total:** 55.36

**SOGA6501 - SoCalGAS**

315093            09/07/2022

Inv    7/1/22-8/1/22

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2022	Account 196-493-8529 1 (07/01/2022-08/01/2022)	178.79
07/27/2022	Account 196-493-8529 1 (07/01/2022-08/01/2022)	178.79
07/27/2022	Account 196-493-8529 1 (07/01/2022-08/01/2022)	178.79
07/27/2022	Account 196-493-8529 1 (07/01/2022-08/01/2022)	178.83
07/27/2022	Account 196-493-8529 1 (07/01/2022-08/01/2022)	178.79
07/27/2022	Account 196-493-8529 1 (07/01/2022-08/01/2022)	178.80

Inv 7/1/22-8/1/22 Total 1,072.79

315093 Total: 1,072.79

**SOGA6501 - SoCalGAS Total:** 1,072.79

**SCIV4011 - South Cities Investigations**

315094            09/07/2022

Inv    SPPD 22-02

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/09/2022	BACKGROUND INVESTIGATION FOR POLICE CADET APPLI	1,100.00

Inv SPPD 22-02 Total 1,100.00

315094 Total: 1,100.00

**SCIV4011 - South Cities Investigations Total:** 1,100.00

**SPUSDD - South Pasadena Unified School District**

315095            09/07/2022

Inv    06/16-07/28/22

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/15/2022	Recreational swim for summer Camp Med participants	1,760.00

Inv 06/16-07/28/22 Total 1,760.00

Inv    16136001

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/15/2022	Festival of Balloons janitorial staff.	2,800.00

Inv 16136001 Total 2,800.00

315095 Total: 4,560.00

Check Number	Check Date		Amount
<b>SPUSDD - South Pasadena Unified School District Total:</b>			4,560.00
<b>SCLC8011 - Southern California Library Cooperative</b>			
315096	09/07/2022		
Inv	SOPAS_2223		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/22/2022	Califa Consortium Membership & SCLC Annual Membership		2,579.00
Inv SOPAS_2223 Total			2,579.00
315096 Total:			2,579.00
<b>SCLC8011 - Southern California Library Cooperative Total:</b>			2,579.00
<b>SPBK - Springbrook Holding Company, LLC</b>			
0	09/07/2022		
Inv	INV-010131		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/08/2022	CivicPay Pad Transaction Fees - July 2022		127.00
Inv INV-010131 Total			127.00
0 Total:			127.00
<b>SPBK - Springbrook Holding Company, LLC Total:</b>			127.00
<b>STA5219 - Staples Business Advantage</b>			
0	09/07/2022		
Inv	3512673397		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2022	Office Supplies Community Development		115.09
Inv 3512673397 Total			115.09
Inv	3512777796		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/17/2022	Office Supplies Community Development		213.86
Inv 3512777796 Total			213.86
Inv	3513030294		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/18/2022	Management Services Division Supplies		462.94
Inv 3513030294 Total			462.94
Inv	3513109816		
<u>Line Item Date</u>	<u>Line Item Description</u>		

Check Number	Check Date	Amount
07/20/2022	Library Supplies: insect spray, markers	37.61
Inv 3513109816	Total	37.61
Inv 3513241692		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/22/2022	Library Supplies: bluetooth speaker	66.14
Inv 3513241692	Total	66.14
Inv 3513241693		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/22/2022	City Council Meeting Supplies	124.04
Inv 3513241693	Total	124.04
Inv 3513540776		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/26/2022	Library Supplies: usb cable	8.69
Inv 3513540776	Total	8.69
Inv 3513598079		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/26/2022	City Clerks Division Supplies	24.99
07/26/2022	Human Resources Division Supplies	197.66
Inv 3513598079	Total	222.65
Inv 3513598080		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2022	Office Supplies Community Development	239.03
Inv 3513598080	Total	239.03
Inv 3513761285		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2022	Library Supplies: fan, batteries	83.78
Inv 3513761285	Total	83.78
Inv 3514462311		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/26/2022	City Clerk Division Supplies	99.16
Inv 3514462311	Total	99.16
Inv 3514526766		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/09/2022	Office Supplies	103.52
Inv 3514526766	Total	103.52

Inv 3514526767

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/09/2022	Office Supplies	72.75

Inv 3514526767 Total 72.75

Inv 3514526768

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/03/2022	Office Supplies	262.35

Inv 3514526768 Total 262.35

Inv 3514526769

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/09/2022	PD office supplies	53.38

Inv 3514526769 Total 53.38

Inv 3514646904

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/05/2022	Management Services Division Supplies	323.44
08/05/2022	City Clerk Division Supplies	105.43

Inv 3514646904 Total 428.87

Inv 3514849318

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/06/2022	Office Supplies	1,025.31

Inv 3514849318 Total 1,025.31

Inv 3514849319

<u>Line Item Date</u>	<u>Line Item Description</u>	
07/27/2022	Library Supplies: box cutter	26.45

Inv 3514849319 Total 26.45

Inv 3514849320

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/05/2022	Library Supplies: paper	50.70

Inv 3514849320 Total 50.70

Inv 3514849321

<u>Line Item Date</u>	<u>Line Item Description</u>	
08/06/2022	City Council Division Supplies	29.66
08/06/2022	City Clerk Division Supplies	21.77

Inv 3514849321 Total 51.43



Check Number	Check Date	Amount
Inv 3514995840		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/05/2022	Library Supplies: usb cable	19.83
Inv 3514995840 Total		19.83
Inv 3514995841		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/10/2022	City Clerk Division Supplies	59.48
Inv 3514995841 Total		59.48
Inv 3514995842		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2022	Office Supplies Community Development	209.62
Inv 3514995842 Total		209.62
Inv 3515497103		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/11/2022	Library Supplies: face masks for children	198.32
Inv 3515497103 Total		198.32
Inv 3515497104		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/15/2022	Library Supplies: fan, drawer organizer, light bulb	46.17
Inv 3515497104 Total		46.17
Inv 3515497105		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2022	Office Supplies Community Development	112.44
Inv 3515497105 Total		112.44
Inv 3515564039		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/18/2022	Office Supplies	38.61
Inv 3515564039 Total		38.61
Inv 3515630709		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/17/2022	City Council Meeting Supplies	75.90
Inv 3515630709 Total		75.90
0 Total:		4,508.12

Check Number	Check Date		Amount
<b>STA5219 - Staples Business Advantage Total:</b>			4,508.12
<b>SCRR4010 - Superior Court of California, County of LA</b>			
315097	09/07/2022		
Inv	July 2022		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/22/2022	Citations processed for July 2022		4,222.50
Inv July 2022 Total			4,222.50
315097 Total:			4,222.50
<b>SCRR4010 - Superior Court of California, County of LA Total:</b>			4,222.50
<b>TRSL5011 - Target Solutions Learning, LLC</b>			
315098	09/07/2022		
Inv	INV55272		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/01/2022	Vector Membership Training Platform- Qty #22; 09/01/22-08/31/23		1,812.80
Inv INV55272 Total			1,812.80
Inv	INV55404		
<u>Line Item Date</u>	<u>Line Item Description</u>		
09/01/2022	Vector Scheduling Pro Platform-Qty #44; 09/01/2022-08/31/2023		2,634.72
Inv INV55404 Total			2,634.72
315098 Total:			4,447.52
<b>TRSL5011 - Target Solutions Learning, LLC Total:</b>			4,447.52
<b>BNYM6712 - The Bank of New York Mellon Trust Company, N.A.</b>			
0	09/07/2022		
Inv	SOPASAWTR16		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/23/2022	2016 Water Revenu Refunding Bonds - Cash on Hand		-44.89
08/23/2022	2016 Water Revenu Refunding Bonds - Interest		750,818.75
08/23/2022	2016 Water Revenu Refunding Bonds - Principle		945,000.00
Inv SOPASAWTR16 Total			1,695,773.86
0 Total:			1,695,773.86
<b>BNYM6712 - The Bank of New York Mellon Trust Company, N.A. Total:</b>			1,695,773.86
<b>LEBE8032 - The Skateside, LLC</b>			

Check Number	Check Date		Amount
315099	09/07/2022		
Inv	8103		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/24/2022	Contract Class Instructor: The Skateside Summer Camp Week 10		634.20
Inv 8103 Total			634.20
Inv	8398		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/24/2022	Contract Class Instructor: The Skateside August Beginner		348.60
Inv 8398 Total			348.60
Inv	8401		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/24/2022	Contract Class Instructor: The Skateside Intermediate August 22		522.90
Inv 8401 Total			522.90
Inv	8650		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/24/2022	Contract Class Instructor: The Skateside Summer Camp Week 10		656.60
Inv 8650 Total			656.60
Inv	8651		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/24/2022	Contract Class Instructor: The Skateside Week 11		328.30
Inv 8651 Total			328.30
315099 Total:			2,490.60
<b>LEBE8032 - The Skateside, LLC Total:</b>			2,490.60
<b>TRA5998 - Transtech Engineers, Inc.</b>			
0	09/07/2022		
Inv	20211512		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/30/2021	Soils Review for Project 210211 SP 1230 Kolle Street		1,569.15
Inv 20211512 Total			1,569.15
Inv	20211513		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/30/2021	Soils Review for Project 210312 SP 1312 Meridian		1,439.07
Inv 20211513 Total			1,439.07

Check Number	Check Date	Amount
Inv	20213347	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/31/2021	Soils Review for Project 210751 SP 1215 Kolle	1,577.00
Inv 20213347 Total		1,577.00
Inv	20213996	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/31/2021	Planning & Building Divison: Plan Check Services: October 2021	21,172.00
Inv 20213996 Total		21,172.00
Inv	20214135	
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2021	Planning & Building Divison: Plan Check Services: November 2021	21,086.00
Inv 20214135 Total		21,086.00
Inv	20214142	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/31/2021	Planning & Building Divison: Plan Check Services: December 2021	22,280.00
Inv 20214142 Total		22,280.00
0 Total:		69,123.22
<b>TRA5998 - Transtech Engineers, Inc. Total:</b>		69,123.22
<b>ADTR5011 - Tregenza, Adam</b>		
315100	09/07/2022	
Inv	8/08/22-8/12/22	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/12/2022	DRIVER OPERATOR 1A; 08/08/2022-08/12/2022; RECEIPT #233	550.00
Inv 8/08/22-8/12/22 Total		550.00
Inv	P28844 RENEWAL	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/23/2022	PARAMEDIC LICENSE RENEWAL	250.00
Inv P28844 RENEWAL Total		250.00
315100 Total:		800.00
<b>ADTR5011 - Tregenza, Adam Total:</b>		800.00
<b>UCL6115 - UC Regents</b>		
315101	09/07/2022	

Check Number	Check Date	Amount
Inv 3013-219		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/21/2022	Fire Department Continuing Education - FY22-23; JULY 2022	2,215.02
Inv 3013-219 Total		2,215.02
315101 Total:		2,215.02
<b>UCL6115 - UC Regents Total:</b>		2,215.02
<b>ULIN8021 - Uline, Inc.</b>		
0	09/07/2022	
Inv 152309248		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/23/2022	Plastic Stackable Chairs Qty # 52	3,582.45
Inv 152309248 Total		3,582.45
0 Total:		3,582.45
<b>ULIN8021 - Uline, Inc. Total:</b>		3,582.45
<b>UQMS8010 - Unique Management Svcs Inc.</b>		
0	09/07/2022	
Inv 6103372		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	Library Agency Recovery Services: FY 2022-23	151.45
Inv 6103372 Total		151.45
0 Total:		151.45
<b>UQMS8010 - Unique Management Svcs Inc. Total:</b>		151.45
<b>UPP7789 - Upper San Gabriel Valley MWD</b>		
315102	09/07/2022	
Inv SoPas-4.6.22		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2022	MWD Rebate Cofund- April 2022	954.99
Inv SoPas-4.6.22 Total		954.99
Inv SoPas-5.10.22		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/22/2022	MWD Rebate Cofund- March 2022	1,745.00
Inv SoPas-5.10.22 Total		1,745.00

Check Number	Check Date	Amount
315102 Total:		2,699.99
<hr/>		
<b>UPP7789 - Upper San Gabriel Valley MWD Total:</b>		2,699.99
<hr/>		
<b>EDGVRLA - Varela, Edgar</b>		
315103	09/07/2022	
Inv 124479		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/23/2022	Refund for Arroyo Park gazebo reservation due to Covid.	64.00
Inv 124479 Total		64.00
<hr/>		
315103 Total:		64.00
<hr/>		
<b>EDGVRLA - Varela, Edgar Total:</b>		64.00
<hr/>		
<b>NTHVLQZ - Velazquez, Nathalie</b>		
315104	09/07/2022	
Inv 123824		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/04/2022	Refund for class due to low enrollment per instructor's request.	84.00
Inv 123824 Total		84.00
<hr/>		
315104 Total:		84.00
<hr/>		
<b>NTHVLQZ - Velazquez, Nathalie Total:</b>		84.00
<hr/>		
<b>VERW6711 - Verizon Wireless</b>		
315105	09/07/2022	
Inv 9912072795		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/26/2022	AN 270619951-00004 Services (06/27/2022-07/26/2022)	518.48
Inv 9912072795 Total		518.48
Inv 9912420975		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	AN 542443342-00001 Services (07/02/2022-08/01/2022)	18.32
Inv 9912420975 Total		18.32
Inv 9912439573		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/01/2022	AN 642443919-00001 Services (07/02/2022-08/01/2022)	1,230.32

Check Number	Check Date	Amount
Inv 9912439573 Total		1,230.32
315105 Total:		1,767.12
<b>VERW6711 - Verizon Wireless Total:</b>		1,767.12
<b>VSUSFNIN - Versus FC Inc.</b>		
315106	09/07/2022	
Inv 124637		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/29/2022	Refund for security deposit for the War Memorial Building.	561.00
Inv 124637 Total		561.00
315106 Total:		561.00
<b>VSUSFNIN - Versus FC Inc. Total:</b>		561.00
<b>SRNVHRO - Viharo, Serena</b>		
315107	09/07/2022	
Inv 124079		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/11/2022	Refund for class due to low enrollment per instructor's request.	600.00
Inv 124079 Total		600.00
315107 Total:		600.00
<b>SRNVHRO - Viharo, Serena Total:</b>		600.00
<b>VTMS4011 - Vital Medical Services</b>		
315108	09/07/2022	
Inv 3906		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2022	Onsite blood draws DR 22-5647, DR 22-5975	1,216.00
Inv 3906 Total		1,216.00
Inv 3932		
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/31/2022	Onsite blood draw DR 22-8377	626.00
Inv 3932 Total		626.00
315108 Total:		1,842.00

Check Number	Check Date		Amount
<b>VTMS4011 - Vital Medical Services Total:</b>			1,842.00
<b>KRIWEBB - Webb, Keri</b>			
315109	09/07/2022		
Inv	266130475		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2022	Citation # 266130475 Refund due to Dismissal		50.00
Inv 266130475 Total			50.00
315109 Total:			50.00
<b>KRIWEBB - Webb, Keri Total:</b>			50.00
<b>WES4152 - West Coast Arborists, Inc.</b>			
0	09/07/2022		
Inv	187644		
<u>Line Item Date</u>	<u>Line Item Description</u>		
06/30/2022	Citywide urban forestry 6/16/2022-6/30/2022		4,413.00
Inv 187644 Total			4,413.00
Inv	188221		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/15/2022	Citywide urban forestry 7/1/2022-7/15/2022		210.00
Inv 188221 Total			210.00
0 Total:			4,623.00
<b>WES4152 - West Coast Arborists, Inc. Total:</b>			4,623.00
<b>WLHD8020 - Westlake Hardware</b>			
315110	09/07/2022		
Inv	14302802		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/14/2022	Police Department Supplies: Keyrafters		11.00
Inv 14302802 Total			11.00
Inv	14302809		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/16/2022	KITCHEN SUPPLIES		37.02
Inv 14302809 Total			37.02
Inv	14302810		
<u>Line Item Date</u>	<u>Line Item Description</u>		



Check Number	Check Date		Amount
07/16/2022		KITCHEN SUPPLIES	15.41
Inv 14302810		Total	15.41
Inv 14302831			
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/26/2022		Police Department Supplies: Keyrafters	14.73
Inv 14302831		Total	14.73
Inv 14302838			
<u>Line Item Date</u>		<u>Line Item Description</u>	
07/27/2022		BUILDING SUPPLIES	142.56
Inv 14302838		Total	142.56
Inv 14302852			
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/02/2022		Police Department Supplies: Rainx Wiper Blades	26.44
Inv 14302852		Total	26.44
Inv 14302860			
<u>Line Item Date</u>		<u>Line Item Description</u>	
08/04/2022		BUILDING SUPPLIES-FAN	77.16
Inv 14302860		Total	77.16
315110		Total:	324.32
<b>WLHD8020 - Westlake Hardware Total:</b>			324.32
<b>WIL2010 - Willdan Engineering, Inc.</b>			
315111	09/07/2022		
Inv 00417305			
<u>Line Item Date</u>		<u>Line Item Description</u>	
05/16/2022		On-Call Construction Mgmt. Fair Oaks Signal Project Thu 04/29/22	6,314.00
Inv 00417305		Total	6,314.00
Inv 00417390			
<u>Line Item Date</u>		<u>Line Item Description</u>	
06/17/2022		On-Call Construction Mgmt. Fair Oaks Signal Project Thu 05/27/22	5,005.00
Inv 00417390		Total	5,005.00
315111		Total:	11,319.00
<b>WIL2010 - Willdan Engineering, Inc. Total:</b>			11,319.00

Check Number	Check Date	Amount
<b>WIT6353 - Wittman Enterprises LLC</b>		
315112	09/07/2022	
Inv	2207059	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/19/2022	FY 2022-23 Paramedic Billing Services; JULY 2022	5,186.66
Inv 2207059 Total		5,186.66
315112 Total:		5,186.66
<b>WIT6353 - Wittman Enterprises LLC Total:</b>		5,186.66
<b>GRA1244 - Woods Maintenance Services, Inc.</b>		
315113	09/07/2022	
Inv	SPAS0322	
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/04/2022	City Wide Graffiti Removal: March 2022	1,425.00
Inv SPAS0322 Total		1,425.00
Inv	SPAS0422	
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/03/2022	City Wide Graffiti Removal: April 2022	1,539.00
Inv SPAS0422 Total		1,539.00
Inv	SPAS0522	
<u>Line Item Date</u>	<u>Line Item Description</u>	
06/01/2022	City Wide Graffiti Removal: May 2022	285.00
Inv SPAS0522 Total		285.00
Inv	SPAS0622	
<u>Line Item Date</u>	<u>Line Item Description</u>	
07/05/2022	City Wide Graffiti Removal: June 2022	57.00
Inv SPAS0622 Total		57.00
Inv	SPAS0722	
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/05/2022	City Wide Graffiti Removal: July 2022	855.00
Inv SPAS0722 Total		855.00
315113 Total:		4,161.00
<b>GRA1244 - Woods Maintenance Services, Inc. Total:</b>		4,161.00

Check Number	Check Date		Amount
<b>WOR8011 - World Book Inc</b>			
315114	09/07/2022		
Inv	0001640834		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/15/2022	Renewal of Library Subscription to World Book Online FY22-23		1,310.00
Inv 0001640834 Total			1,310.00
315114 Total:			1,310.00
<b>WOR8011 - World Book Inc Total:</b>			1,310.00
<b>XRXF5010 - Xerox Financial Services</b>			
315115	09/07/2022		
Inv	3394828		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/18/2022	Xerox AN 010-0061587-003 Service (07/18/2022 - 08/17/2022)		162.35
Inv 3394828 Total			162.35
315115 Total:			162.35
<b>XRXF5010 - Xerox Financial Services Total:</b>			162.35
<b>YTI1023 - Y Tire Performance LLC</b>			
315116	09/07/2022		
Inv	32049		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/16/2022	Water Division-Unit 24 Distribution Truck		20.00
Inv 32049 Total			20.00
Inv	33347		
<u>Line Item Date</u>	<u>Line Item Description</u>		
07/15/2022	Police Department Automotive Repairs - Unit # 1909		280.32
Inv 33347 Total			280.32
Inv	33481		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/02/2022	Police Department Automotive Repairs - Unit # 1405		602.76
Inv 33481 Total			602.76
Inv	33557		
<u>Line Item Date</u>	<u>Line Item Description</u>		
08/12/2022	Police Department Automotive Repairs - Unit # 1909		321.73
Inv 33557 Total			321.73

Check Number	Check Date	Amount
Inv 33591		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/23/2022	Police Department Automotive Repairs - Unit # 1406	1,141.28
Inv 33591 Total		1,141.28
315116 Total:		2,366.09
<b>YTI1023 - Y Tire Performance LLC Total:</b>		2,366.09
<b>MZLN8267 - Zeledon, Maria</b>		
315117	09/07/2022	
Inv 8164		
<u>Line Item Date</u>	<u>Line Item Description</u>	
08/24/2022	Contract Class Instructor- August Spanish Camp	1,170.00
Inv 8164 Total		1,170.00
315117 Total:		1,170.00
<b>MZLN8267 - Zeledon, Maria Total:</b>		1,170.00
Total:		2,579,728.08

# **ATTACHMENT 4**

## **Online Payments**

City of  
**SOUTH PASADENA**

Online Payment Log			
Date	Vendor	Amount	Description
8/11/2022	So Cal Gas	\$869.57	Online Payment for City's So Cal Gas Accounts.
8/11/2022	So Cal Edison	\$38,227.58	Online Payment for City's So Cal Edison Accounts.
8/17/2022	So Cal Edison	\$13,426.50	Online Payment for City's So Cal Edison Accounts.
<b>Total:</b>		<b>\$52,523.65</b>	

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

# Payroll

## Payroll Summary Report



**Payroll Date:** 8/6/2022 Off-Cycle

Checks	\$	-
Direct Deposits	\$	4,070.46
IRS Payments	\$	411.53
EDD - State of CA	\$	83.26
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
<b>Subtotal:</b>	<b>\$</b>	<b>4,565.25</b>

**Payroll Date:** 8/18/2022 Off-Cycle

Checks	\$	-
Direct Deposits	\$	2,297.97
IRS Payments	\$	650.63
EDD - State of CA	\$	274.85
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
<b>Subtotal:</b>	<b>\$</b>	<b>3,223.45</b>

**Payroll Date:** 8/19/2022 Regular

Checks	\$	8,582.36
Direct Deposits	\$	494,312.67
IRS Payments	\$	106,126.43
EDD - State of CA	\$	31,188.83
PERS Pension	\$	117,819.38
Deferred Comp	\$	20,422.06
PERS Health	\$	-
<b>Subtotal:</b>	<b>\$</b>	<b>778,451.73</b>

**Payroll Date:** 8/22/2022 Off-Cycle

Checks	\$	-
Direct Deposits	\$	1,412.28
IRS Payments	\$	93.88
EDD - State of CA	\$	15.59
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
<b>Subtotal:</b>	<b>\$</b>	<b>1,521.75</b>



# Payroll

## Payroll Summary Report



**Payroll Date:** 8/23/2022 Off-Cycle

Checks	\$	-
Direct Deposits	\$	427.11
IRS Payments	\$	104.59
EDD - State of CA	\$	77.00
PERS Pension	\$	-
Deferred Comp	\$	-
PERS Health	\$	-
<b>Subtotal:</b>	<b>\$</b>	<b>608.70</b>
<b>Grand Total:</b>	<b>\$</b>	<b>788,370.88</b>



# City Council Agenda Report

ITEM NO. 10

**DATE:** September 7, 2022  
**FROM:** Arminé Chaparyan, City Manager *Ac*  
**PREPARED BY:** Yolanda Chavez, CMC, Interim City Clerk Records Specialist  
**SUBJECT:** **Presentation of City Council Meeting Minutes**

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## **Recommendation**

It is recommended that the City Council approve the minutes as listed on the agenda and as presented.

## **Executive Summary**

Attached for the City Council's consideration and approval are meeting minutes for various dates as listed on the agenda and hereby included as attachments to this staff report.

## **Fiscal Impact**

Funds for these services were accounted for in the City Clerk's Fiscal Year 2022-2023 operational budget.

## Attachments:

1. April 7, 2022 Regular Meeting

**ATTACHMENT 1**  
April 6, 2022 Regular Meeting Minutes



**CITY OF SOUTH PASADENA  
CITY COUNCIL - REGULAR MEETING**

**MINUTES**  
**WEDNESDAY, APRIL 6, 2022 AT 7:00 PM**

**CALL TO ORDER:**

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Cacciotti on Wednesday, April 6, 2022, at 7:00 p.m. The City Council Chamber are located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL**

**PRESENT**

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

**ABSENT**

Christina Muñoz, Deputy City Clerk, announced a quorum.

**CITY STAFF PRESENT:** Arminé Chaparyan, City Manager; Andrew Jared, City Attorney; Christina Muñoz, Deputy City Clerk were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

**PLEDGE OF ALLEGIANCE**

The Flag Salute was led by Mayor Cacciotti.

**CLOSED SESSION ANNOUNCEMENTS**

**1. Closed Session Announcements**

**A. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION**

(Government Code Section 54956.9(d)(1))

1. City of South Pasadena v. California Department of Transportation (LASC Case No. 21STCP01779)
2. Alison Smith v. City of South Pasadena (LASC Case No. 19BBCV00118)

City Attorney Jared reported that Council met in Closed Session to receive a briefing on both items. He noted direction was provided to the City Attorney’s Office but no action was taken in closed session.

**B. CONFERENCE WITH LEGAL COUNSEL: LIABILITY CLAIMS**

(Government Code Section 54956.9(d)(1))

Claimant: Sirin Ozen Hallberg

City Attorney Jared reported that Council met in Closed Session to receive a briefing on the item. He noted direction was provided to the City Attorney’s Office but no action was taken in closed session.

**C. CONFERENCE WITH LEGAL COUNSEL: POTENTIAL OF LITIGATION**

(Government Code Section 54956.9(d)(2))

Number of Potential Cases: 2

City Attorney Jared reported that Council met in Closed Session to receive a briefing on both items. He noted direction was provided to the City Attorney’s Office but no action was taken in closed session.

The City Council recessed closed session at 7:12 p.m.

**PUBLIC COMMENT**

**2. Public Comment – General – General (None-Agenda Items)**

Mayor Cacciotti announced public comments are intended to address matters not on the agenda for the meeting. Members of the public have the option of emailing, in-person, or participating via Zoom (audio) to address the City Council, as listed on the agenda.

In-Person Public Comment:

Walter Quinn expressed concern regarding recent actions of the South Pasadena Police Department.

Yvonne LaRose discussed protected classes, seniors and the disabled population in the City.

James Cheung expressed concern over a construction project at his neighbor’s house at 1627 Via Del Rey.

Alan Ehrlich requested that the City Council oppose Senate Bill (SB) 1100.

Public Comment via Zoom:

John Cervantes expressed his support for the Autism Advocacy Month Proclamation.

Deputy City Clerk Muñoz announced written Public Comments were submitted online and available for viewing on the City’s website.

**PRESENTATIONS**

**3. Proclamation Declaring April 7, 2022 as “Library Volunteer Recognition Day” in the City of South Pasadena**

Mayor Cacciotti presented a proclamation declaring April 7, 2022, as “Library Volunteer Recognition Day”.

**4. Proclamation Declaring April 2022, as “Autism Advocacy Month” in the City of South Pasadena**

Mayor Cacciotti presented a proclamation declaring April 2022, as “Autism Advocacy Month”.

**5. Certificates of Recognition to Region 214 Girls Western State Champions**

Mayor Cacciotti presented certificates of recognition to the following members of the Region 214 Girls Western State Champions:

Kylie Cameron, Sofia Chacon, Maelle Etienne, Kennedy Hunt, Sophia Inclan, Kaia Kooper, Lucia Mahler, Jayda Nakagawa, Ramona Nichols, Esme Osugi, Amelia Samuels, and Avery Windass.

**COMMUNICATIONS**

**6. Councilmembers Communications**

Councilmember Donovan provided an update on the re-opening of the Arroyo Seco Golf Course; an update on the lease for the batting cages; and an update on the negotiation of the Athens contract.

Mayor Pro Tem Primuth announced upcoming events: Eclectic Music Festival and Arts Crawl on April 30, the 626 Golden Streets event on May 1, and the South Pasadena Educational Foundation PartiGras event on May 14; discussed a recent SB 381 implementation meeting with community members and Preservation Foundation members; an upcoming Southern California Association of Governments Transportation Committee meeting; and noted the Finance Ad-Hoc Committee is nearing the end of its scope of work.

Councilmember Zneimer yielded her time to other Councilmembers.

Councilmember Mahmud commented regarding her request for an update to the tenant eviction information to be placed on the City’s website; discussed a recent water conference in Central Valley; congratulated City Librarian Cathy Billings on her selection as a Woman of Distinction by Assemblymember Holden; and announced that she will not be seeking re-election in the upcoming general municipal election.

Mayor Cacciotti shared the following photos: cub scouts at Nature Parks; the Nature Center in the City of Glendale; a chili cook-off at the Masonic Lodge; the Festival of Balloons Committee; the Material Recovery Facility in the City of Irwindale; Southern California Edison’s (SCE) work in the City; a demonstration of an electric lawn mower; flooding at Garfield Park; a newly installed bench in a park; a unhoused individual who was referred to services and housing; story time in the Library Park; and video highlighting the Finance Department.

**7. City Manager Communications**

City Manager Chaparyan noted that the annual budget process is underway; and discussed the launch of the Business Concierge Program.

**8. Reordering of, Additions, or Deletions to the Agenda**

Councilmember Zneimer requested that Item No.18 be moved to the next item following Item No. 8 on the agenda.

By consensus, Item No. 18 was moved up as the next item on the agenda.

**PUBLIC HEARING**

**18. FIRST READING AND INTRODUCTION OF AN ORDINANCE AMENDING CHAPTER 18, ARTICLE VI OF THE SOUTH PASADENA MUNICIPAL CODE TO PROHIBIT THE SALE OF ALL TOBACCO PRODUCTS AND ELECTRONIC SMOKING DEVICES**

**ORDINANCE**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA AMENDING CHAPTER 18, ARTICLE VI OF THE SOUTH PASADENA CITY CODE TO PROHIBIT THE SALE OF ALL TOBACCO PRODUCTS AND ELECTRONIC SMOKING DEVICES

**COUNCIL ACTION AND MOTION**

Management Analyst Wehrle presented an overview of the item.

City Attorney Jared provided an overview of two proposed ordinance options.

Councilmember Mahmud asked if there was a way to limit the ordinance to large retail businesses.

City Attorney Jared noted that provision was looked at by the Public Safety Commission but would be difficult to differentiate the two.

Mayor Pro Tem Primuth inquired regarding rational basis test used to determine sales by large businesses vs. small businesses.

City Attorney Jared answered affirmatively.

Mayor Cacciotti inquired what is currently banned in the City in relation to tobacco; the percentage of tobacco sales at gas stations; and what type of tobacco products are most popular.

Management Analyst Wehrle provided an overview of current City ordinances limiting where tobacco products can be used; a number of gas stations shared that tobacco products are a significant part of their business; and noted that vaping products are most popular.

Mayor Cacciotti opened the public comment period.

Public Comment via Zoom:

The following requested the ordinance provide an exemption for hookah products: Thomas Lawton, Rima S. Khoury, George Johnson, and Naimh D.

The following commented in support of the proposed ordinance: Annie Tegen, Karinne Van Groningen, Craig Cadwallader, Erin Vogel, Chris Bostic, Sharon Sanders, and Ana-Alicia Carr.

The following commented in opposition of the proposed ordinance and discussed its impact to local businesses: Mohammed, Reda, Carlos, and Charise.

Yaneth Rodriguez commented regarding survey findings on the sale of tobacco products; effects on business profits; and in support of the ordinance.

Malone Ruth provided information on cigarette bans.

Hayley Hodges commented regarding the potential impacts on small businesses and retailers.

Laraine commented regarding excluding menthol products from the banned.



Jess Barrington Trims presented information on health effects associated with the use of tobacco products.

Olivia Barger commented in opposition to the proposed ordinances and requested voters decide through a referendum to repeal SB 793.

Jaime Rojas commented regarding tobacco education in schools; negative impacts of the ordinance on small businesses; asked that the ordinance be reconsidered.

Monty Messex commented regarding a letter submitted by the Los Angeles County Public Health Department with information on health impacts of smoking in the County; expressed support for the ordinance.

Vanessa Polk commented regarding the risks of smoking and second-hand smoke; and in support of the ordinance.

In-Person Public Comment:

Sam Ernest commented regarding the risks of smoking and added the enforcement of the ordinance is unnecessary.

Chad Farah commented regarding the negative impacts on local retailers; and stated his business does not sell tobacco products to minors.

Ali Shirmohammadi commented regarding the proposed ordinance negative impact local businesses.

Primo Castro commented regarding targeted sales of flavored tobacco sales.

Dr. Tomas Torices commented regarding the vaping epidemic in the youth community; and in favor of the ordinance.

Sam Burgess commented in support of the proposed ordinance.

Alan Ehrlich commented regarding the unintended consequences of the proposed ordinance.

Christina Cardenas commented regarding the 2019 youth purchase survey conducted in South Pasadena.

Julia Ruedas commented in support of the ordinance.

Written Comments:

Deputy City Clerk Muñoz announced written Public Comments were submitted online and available for viewing on the City's website.

With no other requests to speak, the public hearing was closed.

Mayor Cacciotti recessed the meeting at 10:01 p.m.; and reconvened the meeting at 10:18 p.m.

Councilmember Donovan discussed the current regulations related to the use of tobacco products in the City; and the potential negative impacts the proposed ordinance could have to small businesses.

Councilmember Mahmud discussed the negative impacts of smoking; added she would be in support of an exemption for menthol and hookah products; and commented regarding the negative impacts the ordinance could have to small businesses.

Councilmember Zneimer discussed the negative impact of tobacco products; expressed support for a total ban in tobacco sales in the City; and commented that she hasn't seen real data from local retailers about their tobacco product sales.

Mayor Pro Tem Primuth discussed the negative economic impacts the ordinance would have on local businesses.

Mayor Cacciotti motioned the development of an ordinance that would prohibit electronic tobacco products, flavored products and vaping devices.

Councilmember Mahmud provided a friendly amendment to exclude the prohibition of menthol and hookah products.

Mayor Cacciotti accepted.

Mayor Pro Tem Primuth asked staff research the economic impacts of electronic tobacco products, flavored products and vaping devices on local businesses.

Discussion ensued amongst Councilmembers regarding the timeline to have this item return and modifications to the proposed ordinance.

City Manager Chaparyan noted that additional time will be needed for staff to research and draft a new ordinance.

There was a consensus for staff to return with a modified ordinance in June 2022.

A motion was made by Mayor Cacciotti, seconded by Councilmember Mahmud and approved by roll call vote to bring back a modified ordinance to prohibit electronic tobacco products, flavored products, and vaping devices with an exclusion for the prohibition of menthol and hookah products.

Motion carried, 5-0.

**CONSENT CALENDAR**

**9. THIS ITEM WAS MOVED OUT-OF-ORDER FOR SEPARATE DISCUSSION.**

**10. REVIEW AND APPROVAL OF THE 2022 LEGISLATIVE PLATFORM**

**Recommendation**

It is recommended that the City Council review and approve the 2022 Legislative Platform that will serve as the guiding policy document for the City when determining whether a position should be taken on proposed State and Federal legislation that may impact the City during the 2022 Legislative Session.

**11. ADOPTION OF A RESOLUTION TO OPPOSE INITIATIVE TAXPAYER PROTECTION AND GOVERNMENT ACCOUNTABILITY ACT 21-0042A1**

**RESOLUTION**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA OPPOSING CALIFORNIA STATEWIDE BALLOT INITIATIVE 21-0042A1

**Recommendation**

It is recommended that the City Council:

- 1. Adopt a resolution to oppose Initiative Taxpayer Protection and Government Accountability Act 21-00421A; and
- 2. Approve a letter to the League of California Cities (CalCities) in formal opposition to the Initiative.

**12. APPROVAL OF REORGANIZATION OF THE PUBLIC WORKS DEPARTMENT**

**Recommendation**

It is recommended that the City Council:

- 1. Approve the implementation of changes recommended by the Public Works organizational assessment to include elimination of one Deputy Director position; updated classification for the Deputy Public Works Director position, and addition of two Management Analyst positions; and
- 2. Approve a modified organizational chart for the Public Works Department.

**13. THIS ITEM WAS MOVED OUT-OF-ORDER FOR SEPARATE DISCUSSION.**

**14. SECOND READING AND ADOPTION OF AN ORDINANCE ADDING CHAPTER 20F "SAFE STORAGE OF FIREARMS IN RESIDENCES" TO THE SOUTH PASADENA MUNICIPAL CODE**

**ORDINANCE**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADDING CHAPTER 20F

“SAFE STORAGE OF FIREARMS IN RESIDENCES” TO THE SOUTH PASADENA MUNICIPAL CODE

**Recommendation**

It is recommended that the City Council read by title only, waiving further reading, and adopt an ordinance to add Chapter 20F “Safe Storage of Firearms in Residences” to the South Pasadena Municipal Code (SPMC).

**15. AUTHORIZE THE PURCHASE OF MOBILE DATA COMPUTERS WITH CODE 3 TECHNOLOGIES FOR A NOT-TO-EXCEED AMOUNT OF \$63,920.20 FROM THE URBAN AREA SECURITY INITIATIVE GRANT**

**Recommendation**

It is recommended that the City Council:

1. Authorize the purchase of Mobile Data Computers (MDCs) with CODE 3 Technologies Inc., in the amount of \$63,920.20; and
2. Authorize the City Manager or designee to execute all necessary documents.

**16. ADOPTION OF A RESOLUTION INITIATING THE PROCEEDINGS AND ORDERING OF THE PREPARATION OF THE ENGINEER’S REPORT FOR FISCAL YEAR 2022-23 LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT**

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, INITIATING PROCEEDINGS FOR THE FISCAL YEAR 2022-23 LEVY AND COLLECTION OF ASSESSMENTS FOR CERTAIN LIGHTING AND LANDSCAPE MAINTENANCE IN AN EXISTING DISTRICT AND ORDERING THE PREPARATION OF A REPORT PURSUANT TO THE PROVISIONS OF DIVISION 15, PART 2, OF THE STREETS AND HIGHWAYS CODE OF THE STATE OF CALIFORNIA

**Recommendation**

It is recommended that the City Council:

1. Adopt the resolution initiating the proceedings for the Fiscal Year (FY) 2022-23 Lighting and Landscaping Maintenance District (LLMD); and
2. Authorize the preparation of the Engineer’s Report for the annual levy and collection of assessments

**17. THIS ITEM WAS MOVED OUT-OF-ORDER FOR SEPARATE DISCUSSION.**

Deputy City Clerk Munoz noted Item No. 9 will be pulled for public comment.

Councilmember Mahmud noted Item No. 12 has an additional document.

Mayor Pro Tem Primuth pulled Item No. 13 for separate discussion.

Mayor Cacciotti pulled Item No. 17 for separate discussion.

A motion was made by Councilmember Zneimer, seconded by Councilmember Donovan and approved by roll call vote to approve Consent Calendar Items 10-12 and 14-16, as presented and modified.

Motion carried, 5-0.

<b>CONSENT CALENDAR - AGENDA ITEM(S) PULLED FOR SEPARATE DISCUSSION</b>
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- 9. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$376,931.24; GENERAL CITY WARRANTS IN THE AMOUNT OF \$460,681.05; SUPPLEMENTAL AUTOMATED CLEARING HOUSE PAYMENTS IN THE AMOUNT OF \$61,161.44; VOIDS IN THE AMOUNT OF (\$46,609.16); TRANSFERS IN THE AMOUNT OF \$586,005.65; PAYROLL IN THE AMOUNT OF \$707,690.13**

**Recommendation**

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

**COUNCIL ACTION AND MOTION**

Mayor Cacciotti opened public comment.

In-Person Public Comment:

Alan Ehrlich commented regarding the City Attorney invoice approval process.

With no other requests to speak, the public comment period was closed.

Mayor Pro Tem Primuth confirmed he reviewed the City Attorney's invoice and confirmed nothing was out of the ordinary; and recommended all Councilmembers review the invoice prior to the City Council meetings.

Councilmember Zneimer noted this month's invoice is larger because it includes the previous month's invoice.

Councilmember Mahmud and Mayor Cacciotti confirmed they review invoices prior the City Council meetings.

A motion was made by Mayor Pro Tem Primuth, seconded by Councilmember Mahmud and approved by roll call vote to approve the Item No. 9, as presented.

Motion carried, 5-0.

**13. SECOND READING AND ADOPTION OF AN ORDINANCE DESIGNATING A CITY COUNCIL ELECTION DISTRICT MAP AS REQUIRED BY THE ELECTIONS CODE**

**ORDINANCE**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A CITY COUNCIL ELECTION DISTRICT MAP UNDER ELECTIONS CODE SECTIONS 21600–21609

**Recommendation**

It is recommended that the City Council read by title only for second reading, waving further reading, and adopt an ordinance designating a City Council Election District Map under Elections Code Sections 21600-21609.

**COUNCIL ACTION AND MOTION**

Mayor Pro Tem Primuth commented regarding his concerns with the proposed district map and added he would be voting against the recommendation.

Mayor Cacciotti opened public comment.

In-Person Public Comment:

Alan Ehrlich commented regarding previous public hearings related to this item.

With no other requests to speak, the public hearing was closed.

Mayor Cacciotti expressed his appreciation for the discussions that had occurred during the public meetings between the City Council, staff, and the public.

A motion was made by Councilmember Donovan, seconded by Councilmember Zneimer and approved by roll call vote to approve Item No. 13, as presented.

Motion carried, 4-1, with Mayor Pro Tem Primuth voting no.

**17. APPROVE A MEMORANDUM OF AGREEMENT WITH THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS FOR THE 626 GOLDEN STREETS MISSION-TO-MISSION 2022 EVENT**

**Recommendation**

It is recommended that the City Council to approve a Memorandum of Agreement between with the San Gabriel Valley Council of Governments (SGVCOG) and the Cities of Alhambra, San Gabriel, and South Pasadena for the 626 Golden Streets Mission-to-Mission 2022 Event.

**COUNCIL ACTION AND MOTION**

Mayor Cacciotti discussed the upcoming 626 Golden Streets Mission-to-Mission 2022 event.

A motion was made by Councilmember Mahmud, seconded by Councilmember Zneimer and approved by roll call vote to approve the Item No. 17, as presented.

Motion carried, 5-0.

**ACTION/DISCUSSION**

**19. DIRECTION ON CITYWIDE COMMISSIONS**

**Recommendation**

It is recommended that the City Council:

1. Dissolve the Animal Commission;
2. Consolidate the Youth, Senior Citizen and Park and Recreation Commissions' scopes of work to create a seven-member Community Services Commission, and reserve at least one seat each for members of youth and senior citizen populations;
3. Direct the City Manager and staff to implement an annual Animal Events Advisory Committee to focus on "Doggy Days" and "Be Kind to Animals Day" and other programming;
4. Change frequency of meetings for the Public Arts Commission to quarterly, or on an as-needed basis;
5. Change frequency of meetings for the Public Safety Commission to quarterly, or on an as-needed basis;
6. Dissolve the Finance Ad Hoc Committee;
7. Dissolve the Economic Development Ad Hoc Committee; and
8. Consider adding an engineering staff position to further support the Mobility and Transportation Infrastructure Commission in the Public Works Department.

**COUNCIL ACTION AND MOTION**

Deputy City Manager Megerdichian provided an overview of the item and noted a change to recommendation number five (No. 5), to maintain the current frequency of meetings for the Public Safety Commission.

Councilmember Mahmud inquired an Animal Events Advisory Committee is subject to the Ralph M. Brown Act.

City Attorney Jared confirmed the committee would be subject to the Ralph M. Brown Act if the committee members are appointing by the City Council.

Councilmember Zneimer inquired about the frequency of Public Safety Commission meetings.

Deputy City Manager Megerdichian stated based upon the public comments received and the slate of upcoming items for the Commission, staff decided it would be beneficial to keep the current frequency of meetings for the Commission.

Mayor Cacciotti opened public comment.

In-Person Public Comment:

Alan Ehrlich commented in support of no change to the frequency of Public Safety Commission meetings.

Deputy City Clerk Muñoz announced written Public Comments were submitted online and available for viewing on the City's website.

With no other comments, the public comment period was closed.

Discussion ensued amongst the City Councilmembers regarding the creation of the Animal Advisory Group and supported the idea of the City Manager coordinating the creation of that group; and supported the idea to not change the frequency of Public Safety Commission meetings.

A motion was made by Councilmember Zneimer, seconded by Mayor Pro Tem Primuth to approve staff's recommendations except for recommendation number five (No. 5); and support the City Manager host an Animal Advisory Group on issues as they arise.

Motion passed 4-1, with Councilmember Donovan abstaining.

**ADJOURNMENT**

There being no further matters, Mayor Cacciotti adjourned the meeting of the City Council at 11:35 P.M., to the next Regular City Council meeting scheduled on Wednesday, April 20, 2022.

Respectfully submitted:

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Yolanda Chavez, CMC  
Interim City Clerk Records Specialist



**APPROVED:**

\_\_\_\_\_  
MICHAEL A. CACCIOTTI  
MAYOR

**ATTEST:**

\_\_\_\_\_  
Yolanda Chavez, CMC  
Interim City Clerk Records Specialist



# City Council Agenda Report

ITEM NO. 11

**DATE:** September 7, 2022

**FROM:** Michael A. Cacciotti, Mayor *MAC*

**PREPARED BY:** Yolanda Chavez, CMC, Interim City Clerk Records Specialist

**SUBJECT:** **Authorize Appointment of Commissioners to City Boards and Commissions**

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## Recommendation

It is recommended by Mayor Cacciotti that the City Council appoint the following to three-year terms ending December 31, 2024:

- Lela Bissner, Community Services Commission
- Gabriel Garcia Vogel, Community Services Commission
- Bryan Samuels, Community Services Commission
- Diego Zavala, Mobility and Transportation Infrastructure Commission
- Richard Tom, Natural Resources and Environmental Commission
- Ryan Jones, Public Works Commission

## Fiscal Impact

Cost for onboarding, training, and conducting commission meetings have been accounted for in department budgets.

## Community Outreach

The City has continued outreach to solicit more applications to fill other advisory body vacancies. For residents interested in serving on a City advisory body, applications are available on the City's website or in the City Clerk's Office.



# City Council Agenda Report

ITEM NO. 12

**DATE:** September 7, 2022

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

**PREPARED BY:** Alma Medina, Senior Management Analyst  
Mark Jimenez, Management Assistant

**SUBJECT:** **Approval of 2023 City Council Meeting Schedule**

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## Recommendation

It is recommended that the City Council approve a City Council meeting schedule for the 2023 calendar year.

## Discussion/Analysis

Pursuant to South Pasadena Resolution No. 7716, City Council meetings are held on the first and third Wednesdays of each month. Closed Session begins at 6:00 p.m. and Open Session begins at 7:00 p.m. Adopting a meeting schedule will give the City Council, staff, and the community the ability to plan their schedules for the upcoming calendar year. The City Council maintains the ability to adjust, cancel, and/or add other meetings as deemed appropriate.

There are three meeting cancellations proposed for 2023:

- January 4, 2023 – The City closes for winter break starting Friday, December 23, 2022 and reopens on Tuesday, January 3, 2023. This does not allow sufficient time to prepare and post a full agenda. If the need for a meeting arises, staff can prepare to schedule and host a special meeting the second week in January.
- July 5, 2023 – In preparation for the Fourth of July scheduled events, staff from several departments will be working at full capacity leading up to the Holiday and staff will not have sufficient time to prepare for the regularly scheduled City Council Meeting on July 5<sup>th</sup>. Staff will be prepared to hold a special City Council meeting on Wednesday, July 12, 2023, should the need arise.
- August 2, 2023 – The City Council provided direction at its meeting of June 19, 2013 to cancel the first meeting in August, unless there was a special need to conduct City business.

## Fiscal Impact

There is no fiscal impact associated with this item.

**Attachment:** Proposed 2023 City Council Meeting Schedule

**ATTACHMENT**  
Proposed 2023 City Council Meeting Schedule



CITY OF SOUTH PASADENA  
2023 CITY COUNCIL MEETING SCHEDULE

City Council Meeting Date	Notes
<b>January 4, 2023</b>	<b>CANCELLED Due to Winter Holiday Closure</b>
January 18, 2023	
February 1, 2023	
February 15, 2023	
March 1, 2023	
March 15, 2023	
April 5, 2023	
April 19, 2023	
May 3, 2023	
May 17, 2023	
June 7, 2023	
June 21, 2023	
<b>July 5, 2023</b>	<b>CANCELLED Due to preceding Fourth of July Holiday</b>
July 19, 2023	
<b>August 2, 2023</b>	<b>CANCELLED Due to Council Directive from 6/19/2013 City Council Meeting: No Council Meeting the First Week of August</b>
August 16, 2023	
September 6, 2023	
September 20, 2023	
October 4, 2023	
October 18, 2023	
November 1, 2023	
November 15, 2023	
December 6, 2023	
December 20, 2023	



# City Council Agenda Report

ITEM NO. 13

**DATE:** September 7, 2022

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

**PREPARED BY:** Alma Medina, Senior Management Analyst

**SUBJECT:** **Adoption of a Resolution Authorizing Remote Teleconference Meetings of the Legislative Bodies of the City, for the Period of September 16, 2022 through October 15, 2022**

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## Recommendation

It is recommended that the City Council approve the attached resolution authorizing remote teleconference meetings of the legislative bodies of the City, for the period of September 16, 2022 through October 15, 2022.

## Background

Beginning in March 2020, Governor Newsom issued a series of Executive Orders aimed at containing the novel coronavirus. Executive Orders—N-25-20, N-29-20, and N-35-20 (Brown Act Orders) waived requirements in the Brown Act expressly or impliedly requiring the physical presence of city councilmembers, staff, or the public at local agency meetings. Specifically, the orders:

- waived the requirement that local agencies provide notice of each teleconference location from which a member of the legislative body will be participating in a public meeting,
- waived the requirement that each teleconference location be accessible to the public,
- waived the requirement that members of the public be able to address the legislative body at each teleconference conference location,
- waived the requirement that local agencies post agendas at all teleconference locations, and,
- waived the requirement that at least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction.

On June 11, 2021, the Governor issued Executive Order N-08-21, to begin winding down some of the prior measures that were adopted to respond to COVID-19. Notably, N-08-21 rescinds the Brown Act Orders, effective September 30, 2021.

On March 18, 2020, pursuant to Government Code Section 8630(c), the South Pasadena City Council adopted Resolution No. 7646 declaring a local emergency, restricting private and public gatherings, and establishing protections for residential and commercial tenants, among other things.

On September 16, 2021, Governor Newsom signed AB 361, which allows cities to continue to meet remotely during proclaimed states of emergency under modified Brown Act requirements that are similar but not identical to the rules and procedures established by the Brown Act Orders. Unlike the Brown Act Orders, AB 361 requires the City to make affirmative findings to take advantage of the more flexible teleconferencing standards.

AB 361 added Government Code section 54953, subdivision (e)(3), which states:

“If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference ... the legislative body shall, not later than 30 days after teleconferencing for the first time ... and every 30 days thereafter, make the following findings by majority vote:

- (A) The legislative body has reconsidered the circumstances of the state of emergency.
- (B) Any of the following circumstances exist:
  - (i) The state of emergency continues to directly impact the ability of the members to meet safely in person.
  - (ii) State or local officials continue to impose or recommend measures to promote social distancing.”

The attached resolution makes the necessary findings authorizing the City to use teleconferenced meetings for the next 30 days. The City will need to adopt a resolution finding a public need to host teleconferenced meetings at subsequent meetings if it desires to maintain fully remote or hybrid meetings. The previously approved Resolution No. 7781, authorized remote teleconferencing of meetings of the legislative bodies of the City for the period of August 16, 2022 through September 15, 2022. The next Council meeting is scheduled for September 21, 2022, so staff is proposing the resolution be approved at this meeting in order to continue the authorization of remote teleconferencing of meetings, without the resolution being expired.

The proposed actions to preserve life, property, and public order are consistent with California Government Code section 8634 and South Pasadena Municipal Code Chapter 11.

The City of South Pasadena is committed to keeping our community safe amidst the recent surges in COVID-19 cases. Since the June 15 reopening of everyday activities in the State of California, there was a nationwide rise in new COVID-19 cases because of the more contagious Delta and Omicron variants. The Los Angeles County Department of Public Health continues to track variant cases in Los Angeles County.

In response to drastic increases in cases and resultant hospitalizations, and to lessen the severity of the Omicron and Delta variant surge in Los Angeles County and protect against overwhelming the health care delivery system, the Los Angeles County Public Health Officer issued a revised order on December 31, 2021, revising Isolation and Quarantine Requirements to mainly align with the State Public Health Officer's revised Guidance issued December 30, 2021.

On January 10, 2022, the Los Angeles County Public Health Officer issued an updated order, Responding Together At Work and In the Community, revising the Isolation and Quarantine Requirements to align with the State Public Health Officer's revised Guidance for Local Health Jurisdictions on Isolation and Quarantine of the General Public, released on January 8, 2022.

The County of Los Angeles is currently experiencing increases in COVID-19 cases and test positivity rates, and related hospitalizations are no longer in decline. The percentage of cases caused by the more easily transmitted BA.2 and BA.2.12.1 subvariant, which can cause mild or asymptomatic illness in vaccinated people if they get infected, has raised concern. Subvariant BA.4 and BA.5, known to be highly infectious and evade some of the vaccine protection, have been seen across the state and are being monitored by Health officials.

On April 22, 2022, the Los Angeles County Public Health Officer issued an updated order, Responding Together At Work and In the Community, Post Winter Surge Community Monitoring and Continued Response Measures, to require masks in all public transit within the County.

### **Analysis**

For the past few weeks, COVID-19 cases in Los Angeles County have surged with the highly transmissible Omicron variant of the virus. The City has implemented several precautionary measures to ensure the health and safety of the community, including a return to fully virtual meetings of legislative bodies during the months of January and February.

City facilities are open and municipal services are available to residents and businesses. Appointments are highly encouraged and online services are available to continue to provide services to the community. In-person events have been cancelled or postponed to prevent the spread of the virus.

On September 16, 2021, Governor Newsom signed Assembly Bill 361 (AB 361) which amends the Ralph M. Brown Act to allow meetings of legislative bodies to be conducted via teleconference under certain conditions.

AB 361 allows a local agency legislative body to hold a meeting utilizing teleconferencing without complying with the Brown Act's standard teleconferencing requirements if the Governor has proclaimed a State of Emergency and any of the following circumstances are present:



- State or local officials have imposed or recommended measures to promote social distancing.
- The meeting is being held for the purposes of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- The legislative body has determined by majority vote that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

If those circumstances are met and the City passes a resolution authorizing holding meetings by teleconference, then the City may hold meetings by teleconference if they comply with the following standards:

- Notice of the meeting must be given as required by the Brown Act.
- The agenda must state how members of the public can access the meeting and offer public comment, including attendance by call-in option and/or internet-based service option. If the meeting broadcast or access to participation is disrupted (e.g., by technology issues), the City cannot take further action on agenda items until public access to the meeting is restored.
- The City cannot require public comments be submitted in advance of the meeting, but instead must provide an opportunity for real-time participation by members of the public. The City can encourage public comment be submitted before meetings.
- If the City provides a timed public comment period for each agenda item (i.e., 20 minutes per item), it cannot close public comment until that time period has concluded. If the City does not provide a timed public comment period for each agenda item, then it must allow a reasonable amount of time for members of the public to participate.

Due to the recent increases in COVID-19 transmission rates, and concerns regarding the health of officials and the public required to attend in-person meetings, the attached resolution allowing remote participation at public meetings is recommended.

### **Fiscal Impact**

With the State declaration of a health emergency, local COVID-19 response efforts may be eligible for state or federal reimbursement. The costs of responding to COVID-19 are unknown at this time due to evolving conditions but are being tracked by staff. The costs of conducting teleconference meetings have been factored into the City's budget.

Attachment: City Council Resolution

**ATTACHMENT**  
City Council Resolution

**CITY OF SOUTH PASADENA  
RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF  
THE LEGISLATIVE BODIES OF THE CITY OF SOUTH PASADENA  
FOR THE PERIOD OF SEPTEMBER 16, 2022 THROUGH OCTOBER 15, 2022,  
PURSUANT TO BROWN ACT PROVISIONS**

**WHEREAS**, the City of South Pasadena is committed to preserving and nurturing public access and participation in the meetings of its legislative bodies; and

**WHEREAS**, all meetings of the City of South Pasadena's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the City's legislative bodies conduct their business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the City's boundaries, caused by natural, technological, or human-caused disasters; and

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, on March 4, 2020, Governor Gavin Newsom declared a state of emergency to exist in California as a result of COVID; and

**WHEREAS**, on March 4, 2020, the Chair of the Los Angeles County Board of Supervisors and the Los Angeles County Health Officer declared a local emergency and a local health emergency, respectively, as a result of COVID-19; and

**WHEREAS**, on March 18, 2020, the South Pasadena City Council adopted Resolution No. 7646 declaring a local emergency, restricting private and public gatherings, and establishing protections for residential and commercial tenants, among other things; and the South Pasadena City Council renewed the declaration of local

emergency on May 6, 2020 (Resolution No. 7648), June 17, 2020 (Resolution No. 7657), August 5, 2020 (Resolution No. 7669), August 19, 2020 (Resolution No. 7678), October 21, 2020 (Resolution No. 7685), December 16, 2020 (Resolution No. 7690), February 17, 2021 (Resolution No. 7703), April 7, 2021 (Resolution No. 7713), June 2, 2021 (Resolution No. 7721), July 21, 2021 (Resolution No. 7726), September 15, 2021 (Resolution No. 7732), November 3, 2021 (Resolution Nos. 7734 and 7739), December 1, 2021 (Resolution No. 7741), December 15, 2021 (Resolution No. 7743), January 12, 2022 (Resolution No. 7746), February 2, 2022 (Resolution No. 7749), March 2, 2022 (Resolution No. 7755), May 18, 2022 (Resolution No. 7764), June 15, 2022 (Resolution No. 7770); July 7, 2022 (Resolution No. 7780); and July 20, 2022 (Resolution No. 7781); and

**WHEREAS**, on September 16, 2021, Governor Newsom signed AB 361, which allows cities to continue to meet remotely during proclaimed states of emergency under modified Brown Act requirements that are similar but not identical to the rules and procedures established by the Brown Act Orders; and

**WHEREAS**, the County of Los Angeles is currently experiencing increases in COVID-19 cases and test positivity rates, and related hospitalizations are no longer in decline. The percentage of cases caused by the more easily transmitted BA.2 subvariant, which can cause mild or asymptomatic illness in vaccinated people if they get infected, has raised concern.

**WHEREAS**, on April 22, 2022, the Los Angeles County Public Health Officer issued an updated order, Responding Together At Work and In the Community, Post Winter Surge Community Monitoring and Continued Response Measures, to require masks in all public transit within the County.

**WHEREAS**, the City previously adopted Resolution No. 7764 finding that the requisite conditions exist for the City of South Pasadena to conduct teleconference meetings under California Government Code section 54953(e); and

**WHEREAS**, Government Code section 54953(e)(3) requires the legislative body adopt certain findings by majority vote within 30 days of holding a meeting by teleconference under Government Code section 54953(e), and then adopt such findings every 30 days thereafter; and

**WHEREAS**, the City will continue to ensure public access to meetings of its legislative bodies pursuant to the relevant sections of the Government Code as it has done throughout the Governor's declaration of a State of Emergency.

**WHEREAS**, the City of South Pasadena desires to continue to have the ability to hold its public meetings by teleconference consistent with Government Code section 54953(e).

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1. Recitals.** The preceding Recitals are true and correct and are hereby incorporated and adopted as findings and determinations by the City Council as if fully set forth herein.

**SECTION 2. Proclamation.** The City Council does hereby find:

A. That a state of emergency continues to exist within our community, and that the Los Angeles County Department of Public Health continues to recommend measures to promote social distancing;

B. That as a consequence of the State and local emergencies and the physical distancing requirements recommended by the State and local public health officers, the City Council does hereby find that the legislative bodies of the City of South Pasadena may conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

C. That the City will continue to ensure public access to meetings of its legislative bodies pursuant to the relevant sections of the Government Code as it has done throughout the Governor's declaration of a State of Emergency.

**SECTION 3. Remote Teleconference Meetings.** The City Manager and legislative bodies of the City of South Pasadena are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act. Furthermore, City Manager and staff are directed to return to the City Council no later than thirty (30) days after the adoption of this resolution for the City Council to consider whether to again make the findings required to meet under the modified teleconference procedures of AB 361.

**SECTION 4. Effective Date of Resolution.** This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of September 15, 2022, or such time the City Council adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the City of South Pasadena may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

**PASSED, APPROVED AND ADOPTED** on this 7<sup>th</sup> day of September, 2022.

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Michael A. Cacciotti, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

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Yolanda Chavez, CMC  
Interim City Clerk Records Specialist

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Andrew L. Jared, City Attorney

**I HEREBY CERTIFY** the foregoing Resolution No. XXXX was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 7<sup>th</sup> day of September, 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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Yolanda Chavez, CMC  
Interim City Clerk Records Specialist



# City Council Agenda Report

ITEM NO. 14

**DATE:** September 7, 2022

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

**PREPARED BY:** Ted Gerber, Public Works Director  
Belinda Varela, Acting Management Service Director  
Tamara Binns, Assistant to the City Manager

**SUBJECT:** **Transportation Program Manager Classification and Salary Schedule Creation**

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## Recommendation

It is recommended that the City Council approve the job description and salary schedule for the Transportation Program Manager position and appropriate \$3,960 to 233-6010-6011-7000-000 from Measure R Reserves and \$3,960 to 236-6010-6011-7000-000 from Measure M Reserves.

## Discussion

The Adopted 2022-2023 Fiscal Year Budget included the addition of new positions that require job description and salary schedule approval by City Council ahead of recruitment efforts. A new management position was created in Public Works for a Transportation Engineer. Upon further investigation and review of this job across other agencies staff believes a Transportation Program Manager is more appropriate for the role.

## Analysis

In 2021, the Public Works Department conducted a departmental assessment in which it was recommended that two of the Department's three commissions be consolidated, the Public Works Commission (PWC) and the Mobility and Transportation Infrastructure Commission (MTIC). Rather than consolidate these commissions, the City decided to add staff capacity to facilitating the public meetings as well as committing to funneling transportation related projects, and approved a new transportation related position for the department. Funding for the position was approved during the Fiscal Year 2022-2023 annual budget adoption. During the development of the job classification and duties for the position, the title of Transportation Program Manager was utilized to more closely represent the classification and duties, as this position will act as a liaison to Council, commissions, and the community, as well as focusing on the management and coordination of the City's transportation programs, projects, funding, and regional partnerships.

Additionally, during the Fiscal Year 2022-2023 budget process, a correction was made regarding a position of Maintenance Worker, which was previously listed as a Part-Time position in the Fiscal Year 2021-2022 budget, when in fact this position was a Full-Time role. In accordance with the list of approved positions at the City, Maintenance Workers are exclusively a full-time position, and there is not an approved part time Maintenance Worker position.

**Alternatives**

Council approved a comprehensive classification and compensation study to evaluate positions and job functions for all city classifications, the compensation portion has been completed and the classification portion of the study will commence this fiscal year. Human Resources requires the approved job descriptions and salary schedules for the positions approved in the 2022-2023 Budget to begin the recruitments for these positions.

**Fiscal Impact**

The positions approved by Council on June 15, 2022 as part of the fiscal year 2022-2023 budget includes the Transportation Engineer with the fully burdened rate of \$134,830. By replacing the Transportation Engineer with a Transportation Program Manager, the budget for this position increases by \$7,920 annually. This difference will be covered by Measure R and Measure M equally. The total fully burdened rate, which includes salary and benefits, for the newly adopted Transportation Program Manager is \$142,750.

<b>Public Works Approved Positions in the FY 22-23 Budget</b>	<b>Proposed Salary Range</b>	<b>Fully Burdened Rate</b>
Transportation Program Manager	\$7,248 - \$9,713	\$142,750

Attachment: Resolution Adopting Transportation Program Manager Classification and Salary Schedule



**ATTACHMENT**

Resolution Adopting Transportation Program Manager  
Classification and Salary Schedule Changes

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA ADOPTING A NEW JOB CLASSIFICATION AND SALARY RANGE FOR THE TRANSPORTATION PROGRAM MANAGER**

THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES HEREBY RESOLVE:

**WHEREAS**, the City wishes to adopt the job description and salary schedule for Transportation Program Manager.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** That the classification of Transportation Program Manager is hereby established.

**SECTION 2.** That the job description for the Transportation Program Manager is hereby adopted.

**SECTION 3.** The Transportation Program Manager is an unrepresented management classification.

**SECTION 4.** This Resolution shall take effect immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED ON** this 7th day of September, 2022.

\_\_\_\_\_  
Mayor Michael Cacciotti

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Yolanda Chavez, CMC  
Interim City Clerk Records Specialist

\_\_\_\_\_  
Andrew Jared, City Attorney

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 7th day of September, 2022 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

---

Yolanda Chavez, CMC  
Interim City Clerk Records Specialist

# Exhibit A

## Transportation Program Manager

(Full-time, Management Unrepresented)

### Purpose

Under general direction from the Public Works Director, to manage and direct the planning, implementation, and administration of various transportation planning, parking, transit, funding programs, and projects; analyze and prepare policy recommendations on complex transportation matters; and perform related duties as required.

### Distinguishing Characteristics

This position is classified as Management At-Will and is responsible for overseeing city wide efforts across all City departments, and acts as a liaison to the community and various stakeholder and providers groups.

### Examples of Duties and Essential Functions

- Plans, administers, and directs the City's transportation planning, parking, transit, and funding programs;
- Provides assistance to Community Development in the development and preparation of the General Plan;
- Provides long-range and short-range transportation planning policy, and directs specific transportation and transit capital projects and programs to implement the City's transportation objectives outlined in these plans and policy documents;
- Confers with representatives of other City departments and other public agencies as needed;
- Oversees and manages the planning and administration of various transportation infrastructure and transit projects funded by local, regional, and federal transportation funds;
- Monitors compliance with federal, state, and local government in the area of transportation planning, transit program, and parking management administration;
- Develops the Capital Improvement Program (CIP) for transportation projects;
- Manages mobility and transportation infrastructure operational projects and Capital Improvement Program (CIP) projects;
- Manages program and project budgets and recommends adjustments as required;
- Serves as the City's transportation liaison to local, state, and federal agencies and groups;

# Exhibit A

- Conducts negotiations with cities and regional transit operators regarding coordination and duplication of transit services;
- Prepares complex reports and other written correspondence;
- Develops and delivers presentations to boards, commissions, City Council, and the public; represents the City in all matters related to the City's transportation, transit, and parking programs;
- Oversees various contract transportation services; oversees all marketing, outreach, and other public information efforts related to transportation programs and projects;
- Directs the review of project and program environmental impact reports (EIR) and environmental review, transportation and parking studies, land use, and transportation plans, parking management programs, and transportation mitigation measures for effects and/or consistency with City transportation policy;
- Supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers;
- Effectively recommends disciplinary action as needed, up to and including termination; drives on City business.

## Employment Standards

### Education/Experience:

A Bachelor's degree from an accredited college or university in civil engineering, traffic/transportation engineering or electrical engineering, transportation, urban or regional planning, public policy, business administration or a related field. Five (5) years of progressively responsible experience in transportation or public works, public-sector management or a closely related field with a minimum of three (3) years at the supervisory level.

### Knowledge of:

Principles and practices of transportation operations, planning and engineering, including project delivery, applicable design guidelines, industry standards, and multimodal planning practices. Principles and practices of contract administration and project management. Principles of personnel management, training and evaluation. Budget development, implementation, and administration. Principles and practices of customer service and community engagement. Work place safety principles, practices and procedures. Computer systems and software applications.

### Ability to:

Plan, organize, direct and coordinate a variety of transportation planning and engineering, project, program, maintenance, and operational activities to meet City needs. Supervise, train, coach and evaluate staff. Prepare clear and concise reports on topics of complex or technical nature, correspondence and other written materials.

# Exhibit A

Interface effectively with other departments, elected officials, the public, and other agencies. Analyze complex technical and administrative problems, evaluate alternative solutions, and recommend or adopt effective courses of action. Develop and implement goals, objectives, policies, procedures, work standards and internal controls. Manage and coordinate multiple concurrent projects, programs or activities. Communicate effectively orally and in writing; make presentations to diverse audiences of various sizes; Prepare, implement, and administer budgets. Utilize a computer system and software applications. Establish and maintain effective working relationships in the performance of assigned duties.

## Physical Demands:

N/A

## Special Requirements:

Valid California Driver's License throughout the tenure of employment. Engineering licenses and certifications from professional organizations are highly desirable.

## Working Conditions

N/A

## **FLSA Status:**

Exempt

## Exhibit B

**NEW**

### **Transportation Program Manager**

(Effective September 7, 2022)

Position	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Transportation Manager	\$7,248	\$7,610	\$7,991	\$8,390	\$8,810	\$9,250	\$9,713



# City Council Agenda Report

ITEM NO. 15

**DATE:** September 7, 2022

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

**PREPARED BY:** Brian Solinsky, Chief of Police  
Alison Wehrle, Management Analyst

**SUBJECT:** **Authorize the City Manager to Approve and Execute the Extension of the Agreement and Execute an Amendment with All City Management Services, Inc., for the Addition of an Eleventh Crossing Guard for a One-Year Pilot Program as Previously Approved by the City Council, for an Amount Not-to-Exceed \$19,570.95, and a Total Contract Amount Not-to-Exceed \$212,082.33**

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## Recommendation

It is recommended that the City Council:

1. Authorize the City Manager to approve and execute the extension of the agreement and execute an amendment with All City Management Services, Inc., for the addition of an eleventh crossing guard for a one-year pilot program as previously approved by the City Council, for an amount not-to-exceed \$19,570.95 and a total contract amount not-to-exceed \$212,082.33 to cover expenses for the 2022-2023 school year; and
2. Approve the transfer of \$19,570.95 from General Fund reserves to the Account No. 101-4010-4011-8180 (Police Department-Contract Services) to fund the addition of an eleventh crossing guard for a one-year pilot program.

## Background

The South Pasadena Police Department has contracted with All City Management Services, Inc. (ACMS) for crossing guard services for the City at various locations since 2016. As approved and demonstrated in Attachment 1, the agreement was presented for an initial two-year contract for Fiscal Years 2016-2017 and 2017-2018, with the option to renew the contract for three additional two-year terms, with compensation and terms for services established by mutual consent of both parties. ACMS has traditionally staffed ten crossing guards throughout the City, deployed at the following intersections:

1. Marengo Avenue and Rollin Street
2. Marengo Avenue and Monterey Road
3. Marengo Avenue and Mission Street
4. Marengo Avenue and Oak Street



## Approval of Extension and Amendment for Crossing Guard Services

September 7, 2022

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5. Marengo Avenue and Huntington Drive
6. Marengo Avenue and Bank Street
7. Via Del Rey and Camino Cerrado
8. Fair Oaks Avenue and Oak Street
9. Pasadena Avenue and El Centro Street
10. El Centro Avenue and Cawston Avenue

At the July 27, 2022, City Council Special Meeting, the Council approved the addition of a second crossing guard at the intersection of Huntington Drive and Marengo Avenue as part of a one-year pilot program for Fiscal Year 2022-2023.

The Council also directed staff to develop a crossing guard policy for review by the Council, conduct pedestrian counts during the regular school year, perform outreach to schools, and obtain the services of a licensed traffic engineer to review the intersection of Huntington Drive and Marengo Avenue, along with the City's overall crossing guard deployment locations. This additional requested information will be presented to City Council at a subsequent meeting.

### **Analysis**

In April 2022, All City Management Services, Inc. provided a quote of \$192,511.38 for the 2022-2023 Fiscal Year, reflecting 6,349.32 projected billing hours at a rate of \$30.32 per hour for the ten crossing guards (Attachment 2).

The South Pasadena Police Department also obtained a quote for an additional crossing guard in May 2022, after receiving a request for a second crossing guard to the intersection of Huntington Drive and Marengo Avenue. The annual cost for a second crossing guard at Huntington Drive and Marengo Avenue was quoted for an additional \$19,570.95 (Attachment 3) and was approved as part of a pilot program for the 2022-2023 School Year at the City Council special meeting held on July 27, 2022.

Staff is seeking City Council approval of the authorization of the City Manager's execution of the third and final two-year extension to the City's existing agreement with All City Management Services. This extension will cover the 2022-2023 and 2023-2024 Fiscal Years. Staff is also seeking approval of the proposed amendment (Attachment 4) of the agreement to add an 11<sup>th</sup> crossing guard as part of a one-year pilot program for the 2022-2023 Fiscal Year, ending June 30, 2023, in the amount of \$19,570.95.

Additionally, the first two contract extensions did not go before the City Council in 2018 and 2020. The City Attorney has since opined that the wording of the initial agreement would require the extensions to go before the City Council.

### **Fiscal Impact**

The original projected contract amount for Fiscal Year 2022-2023 services in the amount of \$192,511.38 was included in the Police Department's 2022-2023 Fiscal Year budget. If the amendment is approved, an additional appropriation of \$19,570.95 will

need to be allocated from General Fund reserves to the 101-4010-4011-8180 (Contract Services) to fund the one-year additional crossing guard pilot program. Staff will return to City Council at approximately nine months into the pilot program to review the effectiveness of the additional guard and to receive further direction.

Attachments:

1. Original Staff Report and Agreement
2. Current Agreement and FY 22-23 Quote
3. Additional Crossing Guard Quote
4. Proposed Amendment

**ATTACHMENT 1**  
Original Staff Report and Agreement

# City of South Pasadena Agenda Report

Diana Mahmud, Mayor  
Michael A. Cacciotti, Mayor Pro Tem  
Robert S. Joe, Councilmember  
Marina Khubesrian, M.D., Councilmember  
Richard D. Schneider, M.D., Councilmember

Evelyn G. Zneimer, City Clerk  
Gary E. Pia, City Treasurer

COUNCIL AGENDA: July 6, 2016  
TO: Honorable Mayor and City Council  
VIA: Sergio Gonzalez, City Manager *SG*  
FROM: Arthur Miller, Chief of Police  
Mike Neff, Police Captain *AM*  
SUBJECT: **Award of Contract with All City Management Services for Crossing Guard Services for Fiscal Years 2016-17 and 2017-18**

### Recommendation

It is recommended that the City Council authorize the City Manager to enter into a two-year contract with All City Management Services (ACMS) for Crossing Guard services.

### Fiscal Impact

ACMS has provided a two-year contract proposal. The contract proposal for Fiscal Year (FY) 2016-17 at a cost of \$138,726 and FY 2017-18 at a cost of \$144,622.

<u>Fiscal Contract Year</u>	<u>Contract Amount</u>	<u>Crossing Guards Hours</u>	<u>Cost Difference</u>
2016-2017	\$138,726	7,560 hours annually	\$36,086
2017-2018	<b>\$144,622</b>	7,560 hours annually	\$41,982

### Commission Review and Recommendation

On June 13, 2016, the Public Safety Commission reviewed the proposed contract and recommends the two-year contract agreement.

### Background

The South Pasadena Police Department has traditionally budgeted, hired, and trained 10 Crossing Guards to be assigned at the following locations at a cost of \$101,952. per year.

Marengo Ave./Rollin St.	(Marengo School)
Monterey Rd./Marengo Ave.	(Marengo School)
Mission St./Marengo Ave.	(Marengo School)
Marengo Ave./Oak St.	(Marengo School)
Huntington Dr./Marengo Ave.	(Marengo School)
Marengo Ave./Bank St.	(Marengo School)

Marengo Ave./Bank St.	(Marengo School)
Via Del Rey/Camino Cerrado	(Monterey Hills School)
Fair Oaks Ave./Oak St.	(SP Middle School)
Pasadena Ave./El Centro St.	(Arroyo Vista School)
El Centro Ave./Cawston St.	(Arroyo Vista School)

ACMS is the only nationwide company specifically and exclusively providing School Crossing Guard Services for cities, schools, and school districts with over 25 years of experience. ACMS currently has contracts with over 170 Municipalities and school districts primarily in California. ACMS employs over 4,000 Crossing Guards and has exclusively provided this service since 1985. They provide service to many neighboring agencies including: County of Los Angeles and the Cities of Pasadena, Rosemead, Covina, West Covina, El Monte, Glendora, San Marino, San Gabriel, Temple City, Baldwin Park, Arcadia, Azusa, and Glendale.

ACMS assumes complete responsibility for managing all aspects of Crossing Guard services and assumes full responsibility for any liability issues that could occur as ACMS provides the City of South Pasadena with General Liability Insurance Certificates and Worker's Compensation Insurance Certificates.

The contract proposal for FY 2016-17 at a cost of \$138,726 (hourly rate \$18.35) and FY 2017-18 at a cost of \$144,622 (hourly rate \$19.13) is based upon 10 Crossing Guards compensated for an average of 18 hours per week for 180 standard school days and 30 summer school days annually. The rate also includes costs for the new California "Sick Time" wage law compensation and based upon 7,560 hours annually. Future contract considerations should follow the Consumer Price Index (CPI) and must adhere to the California "Fair Wage Act of 2016" The Fair Wage Act of 2016 will raise the state's minimum wage to \$10.50 in January 2017 and \$11 in January 2018. It will then increase by an additional \$1 per hour every year until it reaches \$15 in 2022.

Other associated cost factors that should be taken into consideration.

Human Resources:

- Administrative staff time spent for recruitment. Many administrative hours are committed to complete the administrative process of hiring potential applicants.
- Very frequently during the hiring process the applicant does not accept the position once job offered. Crossing Guard recruitment is conducted on a continuous basis.
- Medicals cost \$110.00 per applicant.
- Live Scan fingerprinting cost \$38.00 per applicant
- Liability is a concern as the Crossing Guard position has the potential of injury. Although the city provides training and reflective attire/equipment the potential of injury is a concern as they cross the street during high traffic times. In January of 2015, an on-duty Crossing Guard was killed in a neighboring City. The City did not contract for Crossing Guard services and the City has had high financial liability exposure.

Police Department:

- Administrative staff time conducting oral interviews.
- Background Checks/Investigations
- Training/Equipment.
- Cadets (occasionally Police Officers) are regularly filling vacancies when a Crossing Guard calls in sick or takes time-off for a variety of reasons.
- The Crossing Guard position has a high turnover rate causing the hiring processes to be done on a continuous basis.

**Analysis**

The City will have an option to renew this contract for three additional two-year terms and the compensation and terms for services shall be established by mutual consent of both parties. Either party shall have the right to cancel this agreement by giving sixty (60) days written notice to the other.

**Legal Review**

The City Attorney has reviewed this item.

**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 and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: Professional Services Agreement, All City Management Services for FYs 2016-17 and 2017-18



## AGREEMENT FOR CROSSING GUARD SERVICES

This AGREEMENT made and entered into this July \_\_, 2016 by and between City of South Pasadena hereinafter called the "City", and ALL CITY MANAGEMENT SERVICES, INC., hereinafter called the "Contractor";

### WITNESSETH

The parties hereto have mutually covenanted and agreed as follows:

1. This Agreement is for a two school year period which commences no later than August 18, 2016 and ends on June 30, 2018 and for such term thereafter as the parties may agree upon.
2. The Contractor will provide ten (10) personnel equipped and trained in appropriate procedures for crossing pedestrians in marked crosswalks. Such personnel shall be herein referred to as a Crossing Guard. The Contractor is an independent Contractor and the Crossing Guards to be furnished by it shall at all times be its employees and not those of the City. Under no circumstances shall Contractor or its employees look to the City as an employer. Contractor shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Contractor's or any of its employees' previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such a determination. Contractor shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.
3. The City's representative in dealing with the Contractor shall be designated by South Pasadena Police Department.
4. If, at any time during the contract period, the City questions the meaning of any item of this Agreement, the City may contact the Contractor for interpretation of that item.
5. The City shall determine the locations where Crossing Guards shall be furnished by the Contractor. The Contractor shall provide at each designated location personnel properly trained as herein specified for the performance of duties as a Crossing Guard. The Contractor shall provide supervisory personnel to see that Crossing Guard activities are taking place at the required places and times, and in accordance with all items of this Agreement.
6. The Contractor shall maintain adequate reserve personnel to be able to furnish alternate Crossing Guards in the event that any person fails to report for work at the assigned time and location and agrees to provide immediate replacement.
7. In the performance of their duties the Contractor and all employees of the Contractor shall conduct themselves in accordance with the conditions of this Agreement and the laws and codes of the State of California.
8. Persons provided by the Contractor as Crossing Guards shall be trained in the laws and codes of

the State of California pertaining to general pedestrian safety in school crossing areas.

9. Crossing Guard Services shall be provided by the Contractor at the designated locations on all days in which School is in session. The Contractor also agrees to maintain communication with the designated schools to maintain proper scheduling.
10. The Contractor shall provide all Crossing Guards with apparel by which they are readily visible and easily recognized as Crossing Guards. Such apparel shall be uniform for all persons performing the duties of Crossing Guards and shall be worn at all times while performing said duties. This apparel must be appropriate for weather conditions. The Contractor shall also provide all Crossing Guards with hand held Stop signs and any other safety equipment which may be necessary.
11. The Contractor shall at all times provide workers' compensation insurance covering its employees, and shall provide and maintain liability insurance for Crossing Guard activities. The Contractor will provide to the City a Certificate of Insurance naming the City and its officials, officers and employees as an additional insured. Such insurance shall include commercial general liability with a combined single limit of not less than \$2,000,000.00 per occurrence and in aggregate for property damage and bodily injury. Such insurance shall be primary with respect to any insurance maintained by the City and shall not call on the City's insurance contributions. Such insurance shall be endorsed for contractual liability and personal injury and shall include the City, its officers, agents and interest of the City. Such insurance shall not be canceled, reduced in coverage or limits or non-renewed except after thirty (30) days written notice has been given to the designee for the City of South Pasadena.
12. Contractor agrees to indemnify the City, its officers, employees and agents against, and will hold and save each of them harmless from, any and all actions, claims for damages to persons or property, penalties, obligations or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of the intentional or negligent acts, errors, or omissions of Contractor, its agents, employees, subcontractors, or invitee, provided for herein.
  - a) Contractor will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses including attorney's fees incurred in connection herewith.
  - b) Contractor will promptly pay any judgment rendered against the City, its officers, agents or employees for any such claims, damages, penalties, obligations or liabilities.
  - c) In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the alleged negligence of Contractor hereunder, Contractor agrees to pay City, its officers, agents, or employees, any and all costs and expenses incurred by the City, its officers agents or employees in such action or proceeding, including, but not limited to, reasonable attorney's fees.
13. Either party shall have the right to cancel this Agreement by giving sixty (60) days written notice to the other.
14. The Contractor shall not have the right to assign this Contract to any other person or firm except with the prior written consent of the City.



15. The City agrees to pay the Contractor for services rendered pursuant to this Agreement the sum Eighteen Dollars and Thirty-five Cents (**\$18.35**) per hour, per guard during year one of the contract period. Contract year two shall be billed at a rate of **\$19.13** per hour, per guard.

This pricing is based upon 6,480 billing hours per regular school and 1,080 billing hours per summer school session (10 crossing guards for 30 summer school days), unless contractor fails to perform service.

The Contractor may exercise a price increase during the contract period as a result of any legislatively mandated increases in wages or benefits for California employees. Contractor shall provide City 60 days notice and justification of its request. The City agrees to review and respond to said notice within 30 days of service.

16. Contractor shall not assign any employee with previously earned California Public Employees Retirement System ("CalPERS") retirement benefits to provide services to the City, nor permit any of its employees to exceed 19 hours per week of service in the performance of this Agreement.

In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

17. Payment is due within thirty (30) days of receipt of Contractor's properly prepared invoice.
18. The City shall have an option to renew this contract for three additional two year terms. In the event this Agreement is extended beyond June 30, 2018; the compensation and terms for services shall be established by mutual consent of both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

**City of South Pasadena**

**All City Management Services, Inc.**

By \_\_\_\_\_  
Signature

By \_\_\_\_\_  
D. Farwell, Corporate Secretary

\_\_\_\_\_  
Print Name and Title

Date \_\_\_\_\_

Date \_\_\_\_\_

16-6-10

**ATTACHMENT 2**  
Current Agreement and FY 22-23 Quote



## AGREEMENT FOR CROSSING GUARD SERVICES

This AGREEMENT FOR CROSSING GUARD SERVICES (the "Agreement") is dated May 16, 2022 and is between the CITY OF SOUTH PASADENA (hereinafter called the "City"), and ALL CITY MANAGEMENT SERVICES, INC., a California corporation (hereinafter called the "Contractor").

### WITNESSETH

The parties hereto have mutually covenanted and agreed as follows:

1. This Agreement is for a term which commences on or about July 1, 2022 and ends on June 30, 2023 and for such term thereafter as the parties may agree upon.
2. The Contractor will provide personnel equipped and trained in appropriate procedures for crossing pedestrians in marked crosswalks. Such personnel shall be herein referred to as a "Crossing Guard". The Contractor is an independent contractor and the Crossing Guards to be furnished by it shall at all times be its employees and not those of the City. Under no circumstances shall Contractor or its employees look to the City as an employer. Contractor shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Contractor's or any of its employees' previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such a determination. Contractor shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers compensation, and other applicable federal and state taxes.
3. The City's representative in dealing with the Contractor shall be designated by the South Pasadena Police Department.
4. If, at any time during the contract period, the City questions the meaning of any item of this Agreement, the City may contact, the Contractor for interpretation of that item.
5. The City shall determine the locations where Crossing Guards shall be furnished by the Contractor. The Contractor shall provide at each designated location personnel properly trained as herein specified for the performance of duties as a Crossing Guard. The Contractor shall provide supervisory personnel to see that Crossing Guard activities are taking place at the required places and times, and in accordance with the terms of this Agreement.
6. The Contractor shall maintain adequate reserve personnel to be able to furnish alternate Crossing Guards in the event that any person fails to report for work at the assigned time and location and agrees to provide immediate replacement.
7. In the performance of its duties the Contractor and all employees of the Contractor shall conduct themselves in accordance with the conditions of this Agreement and all applicable laws of the state in

which the Services are to be performed.

8. **Persons provided by the Contractor as Crossing Guards shall be trained in all applicable laws of the state in which the Services are to be performed pertaining to general pedestrian safety in school crossing areas.**
9. **Crossing Guard Services (the "Services") shall be provided by the Contractor at the designated locations on all days in which school is in session in the area under City's jurisdiction. The Contractor also agrees to maintain communication with the designated schools to maintain proper scheduling.**
10. **The Contractor shall provide all Crossing Guards with apparel by which they are readily visible and easily recognized as Crossing Guards. Such apparel shall be uniform for all persons performing the duties of Crossing Guards and shall be worn at all times while performing said duties. This apparel must be appropriate for weather conditions. The Contractor shall also provide all Crossing Guards with hand-held Stop signs and any other safety equipment which may be necessary.**
11. **The Contractor shall at all times provide workers' compensation insurance covering its employees and shall provide City a Certificate of Insurance naming the City and its officials, officers and employees as additional insureds. Such insurance shall include commercial general liability with a combined single limit of not less than \$2,000,000.00 per occurrence and in aggregate for property damage and bodily injury. Such insurance shall be primary with respect to any insurance maintained by the City and shall not call on the City's insurance contributions. Such insurance shall be endorsed for contractual liability and personal injury and shall include the City, its officers, agents and interest of the City. Such insurance shall not be canceled, reduced in coverage or limits or non-renewed except after thirty (30) days written notice has been given to the designee for the City of South Pasadena.**
12. **Contractor agrees to indemnify the City, its officers, employees, agents, and will hold and save each of them harmless from, any and all actions, claims for damages to persons or property, penalties, obligations or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of the intentional or negligent acts, errors or omissions of Contractor, its agents, employees, subcontractors, representatives or invitees, provided herein.**
  - a) **Contractor will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses including attorney's fees incurred in connection herewith.**
  - b) **Contractor will promptly pay any judgement rendered against the City, its officers, agents or employees for any such claims, damages, penalties, obligations or liabilities.**
  - c) **In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the alleged negligence of Contractor hereunder, Contractor agrees to pay City, its officers, agents, or employees, any and all costs and expenses incurred by the City, its officers agents or employees in such action or proceeding, including, but not limited to, reasonable attorney's fees.**

13. **Either party shall have the right to terminate this Agreement by giving sixty (60) days written notice to the other party.**
14. **The Contractor shall not have the right to assign this Agreement to any other person or entity except with the prior written consent of the City.**
15. **The City agrees to pay the Contractor for the Services rendered pursuant to this Agreement the sum of Thirty Dollars and Thirty-two Cents (\$30.32) per hour, per Crossing Guard during the term.**

**This pricing is based on a minimum of ten (10) sites and upon a projected 6,350 billing hours, unless Contractor fails to perform service.**

**Contractor may request a price increase during the term as a result of any legally-mandated increases in wages or benefits imposed in the state or municipality in which the Services are to be performed and to which Contractor's employees would be subject. Contractor shall provide City with 60 days-notice of its request to increase pricing. City agrees to review and respond to said notice within 30 days of receipt.**

16. **Contractor shall not assign any employee with previously earned California Public Employees Retirement System ("CalPERS") retirement benefits to provide services to the City, nor permit any of its employees to exceed 19 hours per week of service in the performance of this Agreement.**

**In the event that Contractor of any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Contractor shall indemnify, defend and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Contractor or its employees, agents or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.**

17. **Payment is due within thirty (30) days of receipt of Contractor's properly prepared invoice.**
18. **The City shall have an option to renew this Agreement. In the event this Agreement is extended beyond the end of the term set forth above, the compensation and terms for the Services shall be established by mutual consent of both parties.**
19. **This Agreement constitutes the complete and exclusive statement of the agreement among the parties with respect to the subject matter hereof and supersedes all prior written or oral statements among the parties, including any prior statements, warranties, or representations. This Agreement is binding upon and will inure to the benefit of the parties hereto and their respective heirs, administrators, executors, successors, and assigns. Each party hereto agrees that this Agreement will be governed by the law of the state in which the Services are to be performed, without regard to its conflicts of law provisions. Any amendments, modifications, or alterations to this Agreement must be in writing and signed by all parties. There will be no presumption against any party on the ground that such party was responsible for preparing this Agreement or any part of it. Each provision of this Agreement is severable from the other provisions. If any provision of this Agreement is declared invalid or contrary to existing law, the inoperability of that provision will have no effect on the remaining provisions of the Agreement which will continue in full force and effect.**

**[SIGNATURES FOLLOW ON NEXT PAGE]**

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement the day and year written below.

**CITY**

**CONTRACTOR**

**City of South Pasadena**

**All City Management Services, Inc.**

DocuSigned by:  
Armine Chaparyan  
By Armine Chaparyan  
86F60358A0F24D7  
**Arminé Chaparyan, City Manager**

By D. Farwell  
**D. Farwell, Corporate Secretary**

Date 5/19/2022

Date 5/26/22





## ALL CITY MANAGEMENT SERVICES

April 21, 2022

Sgt. Shannon Robledo  
City of South Pasadena  
1422 Mission St., South Pasadena, CA 91030

Dear Sgt. Shannon Robledo,

It is once again the time of the year when many agencies are formulating their budgets for the coming fiscal year. Toward that end, please allow this letter to serve as confirmation of our interest in extending our agreement for providing School Crossing Guard Services through the 2022-2023 fiscal year.

As you may know hiring challenges have impacted all sectors of the labor market, across the nation. Our workforce has been decimated, the number of sites that remained unstaffed in spite of our doubling down on ads, incentives and recruitment efforts has been frightening to say the least.

In our industry our workforce has historically maintained an average age of approximately 64 years old. Since COVID and as a direct result of the lives lost, the risk inherent with this age group and the fears still prevalent we've lost a significant portion of our workforce. The net effect has been a younger workforce that expects and demands wage rates higher than minimum wage. When we factor in a higher cost of living, the rising costs of gas with most Crossing Guards required to go back and forth to work 2, 3 or 4 times a day, the demand for higher wages is predictable.

Our plan as we enter the coming school year is to offer more competitive wages. This will mean significantly higher billing rates for most programs throughout the nation. To facilitate the calculation of the annual program cost we have developed and included with this letter a Client Worksheet. This Worksheet is our best estimation of the hours and cost of your program based on the current schedules and the proposed price increase.

While we remain committed to providing a safe, cost-effective and professional School Crossing Guard Program we hope you will find this new pricing acceptable. If you have any questions or need additional information, please contact me at (800) 540-9290. Take care.

Sincerely,

Baron Farwell,  
General Manager



## All City Management Services Inc.

### Client Worksheet 2022 - 2023

**Department: 1006108**

**Billing Rate for 2022/2023: \$30.32**

City of South Pasadena  
1422 Mission St.  
South Pasadena, CA 91030

**KEY:**

**Traditional Calendar:**

For sites with no regularly scheduled early release days, use 180 regular days

For sites with one regularly scheduled early release day/week, use 144 regular days and 36 minimum days

**Sites with traditional calendar:**

		30.78		144		\$30.32	=	\$134,387.94
9	Sites at 3.42 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		
9	Sites at 4.25 hrs ER for above	38.25		36		\$30.32	=	\$41,750.64
		Total Hrs/day	X	days/yr	X	Hourly Billing Rate		
1	Site at 3.0 hrs per day	3		180		\$30.32	=	\$16,372.80
		Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

**TOTAL PROJECTED HOURS**

**6349.32**

**TOTAL ANNUAL PROJECTED COST**

**\$192,511.38**

**ATTACHMENT 3**  
Additional Crossing Guard Quote

## Alison Wehrle

---

**From:** Shannon Robledo  
**Sent:** Tuesday, May 17, 2022 11:40 AM  
**To:** Alison Wehrle  
**Subject:** FW: Additional Site Costs (Huntington & Marengo)  
**Attachments:** South Pasadena 2022.2023 Worksheet with additional site.xls

---

**From:** David Mecusker [mailto:david@thecrossingguardcompany.com]  
**Sent:** Tuesday, May 17, 2022 11:23 AM  
**To:** Shannon Robledo <srobledo@southpasadenaca.gov>  
**Subject:** Additional Site Costs (Huntington & Marengo)

**CAUTION:** This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning Sgt. Robledo,

Here is that additional costs annually for the additional site:

		3.42		144		\$30.32	=	\$14,931.99
1	Sites at 3.42 hrs. per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

**Additional Site at Huntington & Marengo**

		4.25		36		\$30.32	=	\$4,638.96
	ER at 4.25 hrs for above	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

**Additional Site at Huntington & Marengo**

The total costs annually for this site would be \$19,570.95.

I have added an updated worksheet that includes this site along with the others for next year, so that you can get a good idea of the total costs including this site. If this would to be approved please let me know and I will update our services contract for 22/23.



*Keeping Kids Safe*

**DAVID MECUSKER**  
**MARKETING & CONTRACTS MANAGER**  
david@thecrossingguardcompany.com  
Direct (310) 202-8284 Ext. 107

All City Management Services  
"The Crossing Guard Company"  
(800) 540-9290  
www.acmssafety.com

**ATTACHMENT 4**  
Proposed Amendment

**AMENDMENT  
TO  
AGREEMENT  
BETWEEN  
ALL CITY MANAGEMENT SERVICES, INC.  
AND  
CITY OF SOUTH PASADENA**

**The AGREEMENT by and between All City Management Services, Inc. (“ACMS”),  
and the City of South Pasadena (“City”), dated July 6, 2016 (“Agreement”), is  
amended as follows:**

The Agreement hereby amends the existing agreement with All City Management Services, Inc. for an increase not-to-exceed \$19,570.95 to cover additional expenses in the first year of the third and final two-year extension of the contract.

The total annual amount for the 2022-2023 fiscal year/school year due to All City Management Services, Inc. under this contract is \$212,082.33 and is detailed as follows:

2022-2023 School Year (10 Crossing Guards)	\$192,511.38
Addition of 11 <sup>th</sup> Crossing Guard for 1-year pilot project	<u>\$19,570.95</u>
Estimated Total for 2022-2023 School Year Crossing Guards	<u><u>\$212,082.33</u></u>

FOR THE CITY OF SOUTH PASADENA

By: \_\_\_\_\_  
Arminé Chaparyan  
City Manager

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Yolanda Chavez  
Interim City Clerk Records Specialist

APPROVED AS TO FORM:

\_\_\_\_\_  
Andrew Jared  
City Attorney

ALL CITY MANAGEMENT SERVICES, INC.

By: \_\_\_\_\_  
Name  
Title

Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Andrew L. Jared  
CITY ATTORNEY



# City Council Agenda Report

ITEM NO. 16

**DATE:** September 7, 2022

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

**PREPARED BY:** Angelica Frausto-Lupo, Community Development Director

**SUBJECT:** **Authorize the City Manager to Execute a Second Contract Amendment to the Professional Services Agreement with Transtech Engineers, Inc., to Extend the Contract Terms for Building and Safety Services Through June 30, 2024**

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## Recommendation

It is recommended that the City Council authorize the City Manager to execute a second contract Amendment to the Professional Services Agreement (PSA) with Transtech Engineers, Inc., for building and safety services to extend the contract term through June 30, 2024.

## Background

On January 20, 2016, the City Council authorized the City Manager to execute a PSA with Transtech Engineers, Inc. to provide the building and safety services to the City for a period of five years. Transtech is responsible for providing building plan check services, performing inspections, issuing permits, and reviewing and drafting amendments to the City's building codes. A first amendment to the contract was executed on January 20, 2021 for a one-year term with the expiration of January 20, 2022. At the time of first amendment, it was expected that the one-year extension would allow the City sufficient time to release a Request for Proposals to update the building and safety services contract. However, due to the staff turnover and workload, the RFP was not released, and services from Transtech continued.

## Discussion/Analysis

Transtech provides building and safety services, and serves as the Building Division of the Community Development Department. The Building Division updates the City's building code and enforces construction standards to safeguard life, health and property construction standards by reviewing building plans for code compliance, issuing permits, and performing construction inspections. Transtech provides the following staffing to the City: building official, plan checker, building inspector, and permit technician. Transtech staff includes certified California Access Specialists (CASp) and certified California Green Building Plans Examiners (CalGreen); and all Transtech personnel assigned to the City are certified by the International Code Council (ICC). A

second amendment to the contract is necessary as the first contract amendment expired on January 20, 2022. Further, the contract amendment is needed to pay invoices for services provided from January 2022 to date, as well as to provide necessary building and safety services for the City to continue operations.

**Fiscal Impact**

The proposed contract amendment would extend the contract term to June 30, 2024 and does not include any modification to the scope of work or budget. The costs of building and safety services provided by Transtech, acting as the City's Building Division, are fully recovered by plan check and permit fees. No modification to the current budget is necessary.

**Attachments:**

1. Transtech Engineers, Inc. PSA
2. Transtech 1<sup>st</sup> Contract Amendment
3. Proposed Transtech 2<sup>nd</sup> Contract Amendment



**ATTACHMENT NO. 1**  
Transtech Engineers, Inc. PSA

**CITY OF SOUTH PASADENA**  
**PROFESSIONAL SERVICES AGREEMENT**  
**WITH**  
**Transtech Engineers, Inc.**

THIS AGREEMENT ("Agreement") is made and entered into this 20<sup>th</sup> day of January, 2016 by and between the CITY OF SOUTH PASADENA, a municipal corporation ("City") and Transtech Engineers, Inc. ("Consultant").

**W I T N E S S E T H :**

A. WHEREAS, City proposes to utilize the services of Consultant as an independent contractor to provide building and safety services to the City; and

B. WHEREAS, Consultant represents that it has that degree of training and experience contemplated within California Government Code, Section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

C. WHEREAS, City and Consultant desire to contract for the specific services described in Exhibit "A" ("Scope of Services") and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

D. WHEREAS, no official or employee of City has a financial interest, within the provisions of Sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

**1.0. SERVICES PROVIDED BY CONSULTANT**

1.1. Scope of Services. Consultant shall provide the professional services described in the "Scope of Services" attached hereto and incorporated into this Agreement as Exhibit "A."

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. It is understood that in the exercise of every aspect of its role, within the scope of work, consultant will be representing the City, and all of its actions, communications, or other work, during its employment, under this Agreement is under the direction of the City. Consultant is familiar with all laws applicable to its performance of services under this Agreement and shall advise City of any changes in any such laws.

1.3 Familiarity with Work. By execution of this Agreement, Consultant states that:

(1) It has investigated and considered the work to be performed, based on all available information; and

(2) It carefully considered how the work should be performed; and

(3) It understands the difficulties and restrictions attending the performance of the work under this Agreement; and

(4) It has the professional and technical competency to perform the work and the production capacity to complete the work in a timely manner with respect to the scope of services.

1.4. Performance to Satisfaction of City. Consultant agrees to perform all the work to the complete satisfaction of the City and within the standard of care specified above in 1.2. Consultant agrees that the services to be rendered pursuant to this Agreement shall be performed in accordance with the standards customarily provided by an experienced and competent professional organization rendering the same or similar services. Evaluations of the work will be done by the City Manager or his designee. If the quality of work is not satisfactory, City in its discretion has the right to:

(a) Meet with Consultant to review the quality of the work and resolve the matters of concern, which may include, at City's request, substitution of a Consultant personnel;

(b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or

(c) Terminate the Agreement as hereinafter set forth.

1.5. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City as set forth in Section 6.7 below.

1.6. Non-discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap,



medical condition, marital status, sexual gender or sexual orientation, except as permitted pursuant to Section 12940 of the Government Code. Consultant will take affirmative action to ensure that that employees are treated during employment, without regard to their race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation.

1.7. Non-Exclusive Agreement. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement.

1.8. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

1.9. Designated Representative. Consultant hereby designates Craig Melicher as the Consultant Representative, and said Representative shall be responsible for job performance, negotiations, contractual matters, and coordination with the City. Consultant's services shall be actually performed by, or shall be immediately supervised by, the Consultant Representative.

## **2.0. COMPENSATION AND BILLING**

2.1. (a) Compensation. For performing and completing services Pursuant to Exhibit "A" Scope of Services, Consultant shall be compensated as set forth in the "Schedule of Compensation" attached to and incorporated into this Agreement as Exhibit B.

(b) Reimbursable Expenses: Reimbursable expenses shall be limited to actual expenditures of Consultant for expenses that are necessary for the proper completion of the services and shall only be payable if specifically authorized in advance by City.

2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Consultant's Proposal unless the City approves such additional services in writing prior to Consultant performing the additional services. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation are barred and are unenforceable.

2.3. Method of Billing. Within 10 calendar days following the end of the preceding month in which services are performed or expenses are incurred under this Agreement, Consultant shall submit an invoice to the City. Said invoice shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within forty-five (45) days from the date City receives said invoice. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

Consultant shall submit invoices to the City at the following address:

David G. Watkins, AICP  
City of South Pasadena  
1414 Mission Street  
South Pasadena, CA 91030

The invoice submitted pursuant to this paragraph shall show the:

- 1) Project name/description;
- 2) Name and hours worked by each person who performed services during the billing period;
- 3) The title/classification under which they were billed;
- 4) The hourly rate of pay;
- 5) Actual out-of-pocket expenses incurred in the performance of services; and,
- 6) Other such information as the City may reasonably require.

2.4. Records and Audits. Consultant shall maintain full and accurate records with respect to all services and matters covered under this Agreement. City shall have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings and activities. Consultant shall maintain an up to date list of key personnel and telephone numbers for emergency contact after normal business hours. Records of Consultant's services relating to this Agreement and funds received from City shall be maintained in accordance with generally recognized accounting principles and shall be made available to City for inspection and/or audit at mutually convenient times for a period of five (5) years from the date of performance of said services.

### **3.0. TIME OF PERFORMANCE**

3.1. Commencement and Completion of Work. Time is of the essence in the performance of services under this Agreement. The professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement. All services



required by Consultant under this Agreement shall be completed on or before the end of the term of the Agreement.

#### **4.0. TERM AND TERMINATION**

4.1. Term. This Agreement shall be effective on January 20, 2016 (“Effective Date”) and shall remain in effect for five (5) years, unless earlier terminated as provided in Section 4.2 herein.

4.2. Notice of Termination. Notwithstanding the provision in paragraph 4.1 above, the City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, in its sole discretion, with thirty (30) days written notice to Consultant.

4.3. Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City’s written notice of termination unless the termination is for cause, in which event Consultant need be compensated only to the extent required by law. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. Such payment will be subject to City’s receipt of a close-out billing. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, and to other documents pertaining to the services contemplated.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement shall be delivered to the City within ten (10) days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City’s sole risk and without liability or legal expense to Consultant.

#### **5.0. INSURANCE**

5.1 Consultant shall procure and maintain at all times during the term of this Agreement insurance as set forth in Exhibit “C” attached hereto. Proof of insurance shall consist of a Certificate of Insurance provided on IOS-CGL form No. CG 00 01 11 85 or 88 executed by Consultant’s insurer and in a form approved by the City Attorney.

#### **6.0. GENERAL PROVISIONS**

6.1. Entire Agreement. This Agreement, together with Exhibits “A”, “B”, and “C” supersede any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. This Agreement constitutes the entire Agreement between the parties with respect to any matter referenced herein. This

Agreement may not be modified, nor may any of the terms, provisions or conditions be modified or waived or otherwise affected, except by a written amendment signed by all parties. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement. Each party to this Agreement acknowledges that no representation by any party, which is not embodied herein, nor any other agreement; statement or promise not contained in this Agreement shall be valid and binding.

6.2. Representatives. For the purposes of this Agreement, the City shall be represented by the City Manager (“City Representative”), or such other person designated in writing by the City Manager. For the purposes of this Agreement, Consultant shall be represented by Craig Melicher or such other person designated in writing by him and accepted by the City Representative. Consultant shall perform the Work described herein under the direction of the City Representative, who will approve the work plan specified herein, if required, prior to Consultant commencing the Work.

The City Representative shall have the authority and responsibility to perform the following tasks:

- (a) Provide interpretation of the scope and specifications for the work to be performed;
- (b) Monitor performance of the Work to ensure compliance with the Agreement;
- (c) Inspect performance against the Scope of Services, and report compliance and/or deficiencies;
- (d) Obtain and review Monthly Statements;
- (e) Seek substitution of personnel and suspend work in accordance with other provisions of this Agreement;
- (f) Issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement; and
- (g) Work directly with the Consultant in the performance of this Agreement.

Consultant’s Representative shall be its agent in all consultations with City during the term of this Agreement. Consultant’s Representative shall attend and assist in all coordination meetings called by City.

6.3. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile; and c) 72 hours after deposit in the U.S. mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.



Consultant shall notify City of changes in its address. The failure to do so, if such failure prevents City from locating Consultant, shall be deemed a waiver by Consultant of the right subsequently to enforce those provisions of this Agreement that require consultation or approval of Consultant. Notwithstanding this provision, City shall make every reasonable effort to locate Consultant when matters arise relating to Consultant's rights.

All communications in connection with this Agreement, sent through the U. S. Mail, must be addressed as follows:

IF TO CONSULTANT:

Craig Melicher, PE, CBO  
Transtech Engineers, Inc.  
13367 Benson Avenue  
Chino, CA 91710

IF TO CITY:

David G. Watkins, AICP  
City of South Pasadena  
1414 Mission Street  
South Pasadena, CA 91030

6.4. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.5. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Los Angeles County, California. In the event of litigation in a U.S. District Court, exclusive venue shall lie in the Central District of California.

6.6. Assignment. This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not voluntarily or by operation of law assign, transfer, sublet, or encumber all or any part of its interest in this Agreement or subcontract any services to be performed without amending this Agreement and/or receiving the prior written consent of City. Any attempted unauthorized assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement.

6.7. Indemnification and Hold Harmless. To the fullest extent permitted by law, the Consultant hereby agrees as follows:

.1 With regard to any acts or omissions of the Consultant in connection with this Agreement which do not comprise professional services, Consultant



agrees to, indemnify, defend, and hold harmless the City, its elected and appointed officials, officers, and employees (“City Indemnitees”) at Consultant’s sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the City Indemnitees arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. Upon the request of the City, the defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit alleges or asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City Indemnitees based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City’s specifications or Consultant’s Proposal, which shall be of no force and effect.

.2 With regard to the professional services performed and to be performed hereunder by or through the Consultant, Consultant agrees to indemnify and hold the City Indemnitees harmless from any damage, liability or cost (including reasonable attorneys’ fees and costs of defense) to the proportionate extent that they are caused by the negligence, recklessness, or willful misconduct of Consultant, its employees, and/or authorized subcontractors. The Consultant shall not have an upfront duty to defend the City Indemnitees for such claims but shall reimburse reasonable defense fees and costs to the extent a claim is determined to have been caused by the negligence, recklessness, or willful misconduct of Consultant, or as the parties otherwise agree in settlement.

.3 City shall have the right to offset against the amount of any compensation due Consultant under this Agreement any amount due City from Consultant as a result of Consultant’s failure to pay City promptly any indemnification arising under this Section 6.7 and related to Consultant’s failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers’ compensation laws.

.4 The obligations of Consultant under this Section 6.7 will not be limited by the provisions of any workers’ compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

.5 Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 6.7 from each and every



subcontractor or any other person or entity retained by Consultant to assist in the performance of this Agreement.

.6 City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

6.8. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.9 Benefits. Consultant will not be eligible for any paid benefits for federal, social security, state workers' compensation, unemployment insurance, professional insurance, medical/dental, California Public Employees Retirement System ("PERS") or fringe benefits offered by the City.

6.10. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.



Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.11. Cooperation. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.

6.12. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City, without restriction or limitation upon its use or dissemination by City; no such written products shall be the subject of a copyright application by Consultant. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City. Consultant shall deliver to City any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by City or its authorized representative, at no additional cost to the City.

6.13. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 6250 *et seq.*). Exceptions to public disclosure may be those documents or information that qualifies as trade secrets, as that term is defined in the California Government Code Section 6254.7, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.14. Release of Information. Consultant shall not make public information releases or otherwise publish information obtained or produced by it as a result of, or in connection with, the performance of services under this Agreement without the prior written authorization from the City Representative.

6.15. Conflict of Interest. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of



California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act (Government Code Sections 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Consultant and its officers, employees, associates and subconsultants shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

6.16. Economic Interest Statement. Consultant hereby acknowledges that pursuant to Government Code Section 87300 and the Conflict of Interest Code adopted by City hereunder, Consultant is designated in said Conflict of Interest Code and is therefore required to file an Economic Interest Statement (Form 700) with the City Clerk, for each employee providing advise under this Agreement, prior to the commencement of work.

6.17. Political Activity/Lobbying Certification. Consultant may not conduct any activity, including any payment to any person, officer, or employee of any governmental agency or body or member of Congress in connection with the awarding of any federal contract, grant, loan, intended to influence legislation, administrative rulemaking or the election of candidates for public office during time compensated under the representation that such activity is being performed as a part of this Agreement.

6.18. Licenses, Permits, and Fees. Consultant shall obtain a City of South Pasadena Business License and any and all other permits and licenses required for the services to be performed under this Agreement.

6.19. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

6.20. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

6.21. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.22. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.23. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.24. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.25. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.26. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.27. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.28. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.



6.29. Taxpayer Identification Number. Consultant shall provide City with a complete Request for Taxpayer Identification Number and Certification, Form W 9, as issued by the Internal Revenue Service.

6.30. Applicable Laws, Codes, and Regulations. Consultant shall perform all services described in accordance with all applicable laws, codes and regulations required by all authorities having jurisdiction over the Services.

6.31. Change in Name, Ownership or Control. Consultant shall notify the City Representative, in writing, of any change in name, ownership or control of Consultant. Change of ownership or control of Consultant may require an amendment to the Agreement.

6.32. Covenants and Conditions. Each term and each provision of this Agreement to be performed by Consultant shall be construed to be both a covenant and a condition.

6.33. Use of City's Name. Consultant shall not publish or use any advertising, sales promotion, or publicity in matters relating to services, equipment, products, reports, and material furnished by Consultant in which City's name is used, or its identity implied without the City Representative's prior written approval.


6.34. Force Majeure. The respective duties and obligations of the parties hereunder shall be suspended while and so long as performance hereto is prevented or impeded by strikes, disturbances, riots, fire, severe weather, government action, war acts, acts of God, or any other cause similar or dissimilar to the foregoing which are beyond the control of the party from whom the affected performance was due.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

[SIGNATURES ON FOLLOWING PAGE]

Dated: 1-26-2014

THE CITY OF SOUTH PASADENA

By:   
Sergio Gonzalez, City Manager

Dated: \_\_\_\_\_

TRANSTECH ENGINEERS, INC.

By:   
Craig Melicher, Senior Vice President

Federal ID No. 95-4314745

APPROVED AS TO FORM:

  
Teresa L. Highsmith, City Attorney

## EXHIBIT "A"

### SCOPE OF SERVICES

This Agreement is made effective as of XXXX, by and between the City of South Pasadena ("Client") of 1414 Mission Street, South Pasadena, CA 91030, and Transtech Engineers, Inc. ("Consultant") of 13367 Benson Avenue, Chino, CA 91710.

**1. DESCRIPTION OF SERVICES.** The Consultant will provide to Client the following services (collectively, the "Services"):

Review building and development plans for conformance with the California Building, Electrical, Plumbing and Mechanical Codes, South Pasadena Municipal Code and rules and regulations, and other requirements as set by city departments, and arranging for reviews by other responsible agencies, as appropriate. First plan check for new construction will be completed within two weeks after submittal; subsequent checks or revisions to approved plans will be completed within one week after re-submittal or submittal.

The hours for issuing building permits will be consistent with the hours of the Counter Technician/Building Clerk. However, the Director of Planning & Building has the prerogative to adjust the hours as needed to provide responsive service to the public.

Provide field inspections during the course of construction, pursuant to applicable codes, rules and regulations. Currently, inspections are provided the next business day following a request made by 4:30 p.m. Building inspections shall enforce all violations of the above referenced codes, rules, and regulations, including substandard conditions. Other violations observed in the field shall be immediately reported to the Director of Planning and Building or other appropriate city departments. The Building Division shall also coordinate with the Community Improvement Coordinator, the Public Works Department and the Fire Department as needed for inspections and reports of code violations.

Attend meetings with City staff, City officials, contractors, and the general public, as required.

Maintain all Building and Safety records and files at City Hall or at such locations as approved by the Director of Planning and Building. This includes digitizing and electronically managing all permit records to allow convenient viewing through the City's Laserfiche document management system. This also includes preparation of large format plans for offsite scanning by another vendor. All records, documents, studies, and computer programs and files, etc. are the property of the City.

Calculate and identify all necessary fees for building permits, plan check and other related services for collection by the City.



Provide periodic technical training to keep Consultant's staff up-to-date on the latest codes and building techniques. Provide to, and receive from, the Community Improvement Coordinator appropriate training to coordinate the code enforcement functions and the contractor. Training will include the latest Green Building techniques to assist staff with providing guidance to department clients on incorporating environmentally prudent methods for construction and use of materials. Training will include construction-related accessibility standards for persons with disabilities. Consultant will attend annual NPDES training provided by the Public Works Department, as required.

Answer questions, which may or may not be directly related to an active permit or fee collection. Questions may be generated from the public at the counter, over the telephone, or by email during designated hours. Consultant recognizes that the City puts a premium on responsive, timely and accurate provision of information to the public. Consultant will work closely with Planning, Public Works and Fire to ensure seamless and timely information to all clients.

Conduct investigations as directed by the City, including field and office research, including any follow-up work, such as preparation of letters and documents. These investigations may also include inspections, research, code enforcement, etc. which are not billable to a permit.

Support the City in the event that the Emergency Operations Center is activated in response to a disaster. The cost of this support is not included in Exhibit B of this Contract and will be billed separately consistent with Consultant's standard fees, and in coordination with the procedures of the Emergency Operations Center.

Draft and process all amendments or changes to the State Building, Electrical, Mechanical and Plumbing Codes, as required by state law. The cost of this support is not included in Exhibit B of this Contract and will be billed separately per the Building Official rate, subject to the prior approval of the Director of Planning and Building. Consultant will provide Client with a timely estimated budget for Building Code maintenance and update for the appropriate Fiscal Year budget.

**EXHIBIT "B"**

**SCHEDULE OF COMPENSATION**

<b>Task</b>	<b>Team Members</b>	<b>Hours/Week</b>	<b>Rate</b>
Plan Check	Varies per workload	Varies pre workload	65% of plan check fees collected by the City
On-Site Staff for over the counter plan check (1.5 hours/day, 4 days/week), plus Principal Building Official and Supporting Building Official time as requested, with an average of 16 hours maximum per week depending on the work load and the City's request	Dennis Tarango, CBO Jeffrey Kao, PE Craig Melicher, PE, CBO Ayla Jefferson, CBO	6-16 hours per week	\$79.75
Building Inspector	Consultant personnel*	40 hours/week	\$59.75
Counter Service/Permit Technician	Consultant personnel*	40 hours/week	\$29.75

\*All personnel carrying out the functions of Building Inspector and Counter Service Permit Technician are employees of Consultant and are supervised and directed by Consultant Principal Building Official and Supporting Building Official.

Hourly rates are automatically adjusted annually on July 1<sup>st</sup> of each year by the percentage change in the Los Angeles-Riverside-Orange County Consumer Price Index-All Urban Consumers ("CPI-U") for the preceding twelve month period as calculated by the U.S. Department of Labor Bureau of Labor Bureau of Labor Statistics.

## EXHIBIT "C"

### INSURANCE REQUIREMENTS

Additional Insured Status: The Consultant shall obtain, maintain, and keep in full force throughout the duration of the term of the Agreement, liability insurance covering the Consultant and, with the exception of Professional Liability Insurance, designating City including its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants, as additional insured against any and all claims resulting in injury or damage to persons or property (both real and personal) caused by any aspect of the Consultant's work or operations in amounts no less than the following and with such deductibles as are ordinary and reasonable in keeping with industry standards. It shall be stated, in the Additional Insured Endorsement, that the Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

Primary Coverage: For any claims related to this contract, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Professional Liability Insurance                      \$1,000,000/\$2,000,000

#### General Liability:

a.	General Aggregate	\$2,000,000
b.	Products Comp/Op Aggregate	\$2,000,000
c.	Personal & Advertising Injury	\$1,000,000
d.	Each Occurrence	\$1,000,000
e.	Fire Damage (any one fire)	\$ 50,000
f.	Medical Expense (any one person)	\$ 5,000

#### Workers' Compensation:

a.	Workers' Compensation	Statutory Limits
b.	EL Each Accident	\$1,000,000
c.	EL Disease - Policy Limit	\$1,000,000
d.	EL Disease - Each Employee	\$1,000,000

#### Automobile Liability

a.	Any vehicle, combined single limit	\$1,000,000
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Notice of Cancellation: Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the City. The Consultant shall provide thirty (30) days advance notice to City in the event of material changes or cancellation of any coverage. Certificates of insurance and additional insured endorsements shall be furnished to City thirty (30) days prior to the effective date of this Agreement. Refusal to submit such certificates shall constitute a material breach of this Agreement entitling City to any and all remedies at law or in equity, including termination of this Agreement. If proof of insurance required under this Agreement is not delivered as required or if such insurance is canceled and not adequately replaced, City shall have the right but not the duty to obtain replacement insurance and to charge the Consultant for any premium due for such coverage. City has the option to deduct any such premium from the sums due to the Consultant.

Waiver of Subrogation: Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers: Insurance is to be placed with insurers authorized and admitted to write insurance in California and with a current A.M. Best's rating of A-:VII or better. Acceptance of insurance from a carrier with a rating lower than A-:VII is subject to approval by City's Risk Manager. Consultant shall immediately advise City of any litigation that may affect these insurance policies.

#### Claims Made Policies:

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

Verification of Coverage: Consultant shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City reserves

the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

**Subcontractors:** Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors.

**Special Risks or Circumstances:** Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Nothing in this section shall construed to as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

**ATTACHMENT NO. 2**  
Transtech 1st Contract Amendment

**FIRST AMENDMENT TO  
PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES**  
(City of South Pasadena / Transtech Engineers, Inc.)

THIS AMENDMENT (“Amendment”) is made and entered into on the 21<sup>st</sup> of January 2021, by and between the City of South Pasadena, a California municipal corporation (“City”), and Transtech Engineers, Inc., a California corporation (“Consultant”) (collectively, “parties”).

RECITALS

WHEREAS, on January 20, 2016, the City and Consultant entered into an Agreement for the provision of building and safety services to the City; and

WHEREAS, the parties desire to extend the term of the Agreement.

NOW THEREFORE, THE CITY AND CONSULTANT AGREE AS FOLLOWS:

1. Paragraph 3.4 “Termination Date” is amended to read: “Termination Date” means January 20, 2022.

2. The name “David Watkins, AICP” wherever it appears throughout the Agreement, is replaced with “Joanna Hankamer.”

3. PROVISIONS OF AGREEMENT. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

**TO EFFECTUATE THIS AMENDMENT**, the parties have caused their duly authorized representatives to execute this Amendment on the dates set forth below.

DocuSigned by:  
*Sean Joyce* City”  
City of South Pasadena  
0D867798FCFE42A...

“Consultant”  
Transtech Engineers, Inc.

By: \_\_\_\_\_  
Sean Joyce, Interim City Manager

By: *Ayla Jefferson*  
Ayla Jefferson, Principal Building Official

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DocuSigned by:  
*W. G. C. [Signature]*  
F69D694F8A024D0...

Witness:  
By \_\_\_\_\_

DocuSigned by:  
*Teresa L. Highsmith*  
3657EFA936854DF... as to form:

By \_\_\_\_\_  
Teresa L. Highsmith, City Attorney

Date: \_\_\_\_\_

**ATTACHMENT NO. 3**  
Proposed Transtech 2nd Contract Amendment



SECOND AMENDMENT TO  
AGREEMENT FOR SERVICES

THIS AMENDMENT (“Amendment”) is made and entered into on the 7<sup>th</sup> day of September, 2022 by and between the CITY OF SOUTH PASADENA (“City”) and Transtech Engineers, Inc. (“Consultant”).

RECITALS

WHEREAS, on January 20, 2016, the City Council authorized the City Manager to execute a contract with Transtech Engineers, Inc., to provide building and safety services;

WHEREAS, on January 20, 2021, the City Council authorized the City Manager to execute the First Amendment with Transtech Engineers, Inc., to provide building and safety services;

WHEREAS, the Term of the Agreement was through January 20, 2022;

WHEREAS, on September 7, 2022, the City Council authorized the City Manager to execute the Second Amendment Transtech Engineers, Inc., to provide building and safety services; and

WHEREAS, the parties desire to extend the term of the Agreement.

NOW, THEREFORE, THE CITY AND THE CONSULTANT AGREE AS FOLLOWS:

1. PARAGRAPH 3.4 “Termination Date” is amended to read: “Termination Date” means June 30, 2024.
2. The name “Joanna Hankamer” wherever it appears throughout the Agreement, is replaced with “Angelica Frausto-Lupo.”
3. PROVISIONS OF AGREEMENT. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

**TO EFFECTUATE THIS AMENDMENT**, the parties have caused their duly authorized representatives to execute this Amendment on the dates set forth below.

“CITY”  
City of South Pasadena

“Consultant”  
Transtech Engineers, Inc.

By: \_\_\_\_\_  
*Signature*

By: \_\_\_\_\_  
*Signature*

Printed: Arminé Chaparyan

Printed: \_\_\_\_\_

Title: City Manager

Title: Principal Building Official

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Attest:**

By: \_\_\_\_\_  
Yolanda Chavez  
Interim City Clerk Records Specialist

Date: \_\_\_\_\_

**Approved as to form:**

By: \_\_\_\_\_  
Andrew Jared, City Attorney

Date: \_\_\_\_\_



# City Council Agenda Report

ITEM NO. 17

**DATE:** September 7, 2022

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

**PREPARED BY:** Cathy Billings, Library Director

**SUBJECT:** **Review and Approve Bequest to the South Pasadena Library for Capital Improvements to the Children's Wing**

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## Recommendation

It is recommended that the City Council adopt a resolution to:

1. Concur with the action taken by the Library Board of Trustees to accept a conditional bequest to the South Pasadena Library for specified capital improvement to the Children's Wing;
2. Accept bequest, as conditioned, for use of monies for specified capital improvement to the South Pasadena library; and
3. Establish Fund 209- Carlyle Library Bequest Fund with the monies deposited into the new revenue line-item 209-0000-0000-5501-020 for use of the monies consistent with the bequest.

## Background

Bert Edward Carlyle, a longtime resident of South Pasadena who died on January 9, 2022, made four conditional bequests to the South Pasadena Library in his will, which was executed in 1990. The will has been admitted to probate in Los Angeles County Superior Court.

The bequests ("Bequest") include the following:

1. The sum of \$100,000;
2. Promissory Note and Deed of Trust on unimproved land in Craig County, Oklahoma;
3. The single-family dwelling at 704 Mound Avenue, South Pasadena; and
4. The single-family dwelling at 712 Mound Avenue, South Pasadena.

Mr. Carlyle's Bequest to the Library is conditioned on the Library Board using such for:

- "a capital improvement to the Children's wing of the library Building, in the form of an amphitheater, to be known as the 'Story Room'", and
- The will further requires that, "An appropriate plaque is to be placed in the library acknowledging this gift, which shall indicate only that it is 'from GENEVA.'" (collectively, "the Conditions").

The monies from the Bequest may only be used for the specific capital improvement described in the Conditions. Monies may not be used for personnel costs, operating costs, or transfer to the City General Fund. The Board of Trustees have considered the Bequest and the Conditions, and agree to such terms of use and acceptance of the Bequest. Following the will and terms of the bequest, if the Library Board or City determines that it cannot use the Bequest or cannot adhere to the Conditions, then pursuant to the terms of the will, the Bequest will be given to the Los Angeles Chapter of the American Lung Association.

The Library Board of Trustees adopted a resolution on August 31, 2022 accepting the conditional bequests.

### **Analysis**

Mr. Carlyle's will is a lawful disposition of property under Probate Code Section 6102(d), which authorizes gifts to cities.

- The Board of Trustees of a Municipal Library may accept a bequest made to it (Educ. Code sec. 18920);
- Monies acquired by bequest to a library must be apportioned to a fund within the library fund in a manner consistent with the terms of the bequest (Educ. Code sec. 18951);
- Bequests with specified conditions shall be kept in a fund to ensure the preservation of the funds for the intended purpose (Educ. Code sec. 18952); and
- The legislative body of a city (City Council) must accept or reject a bequest made to a city (Gov. Code section 37354).

Because the Bequest is made to the Library for capital improvements to City property, both bodies must approve this Bequest. The monies will be kept in a fund established for the construction of a Children's Wing Amphitheater/Story Room consistent with the Conditions. A Capital Improvement Program (CIP) project will be established prior to engaging in further activity related to use of such monies. The evaluation of design and planning of such facility will be undertaken by the Library Board at a future date.

### **Fiscal Impact**

The actual and total value of the bequest is unknown at this time. After the properties are sold through the probate process, the probate court will finalize the sale and monies will be remitted to the Library for use consistent with the Bequest.

### **Alternatives Considered**

1. Rejecting the bequest was considered by the Library Board of Trustees.
2. Requesting the property be accepted in fee and sale be conducted outside of the probate process.

**Environmental Review**

This item is exempt from the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Section 15061 (b)(3). The activity of accepting bequest is covered by the common sense exception that CEQA applies only to projects that have potential for causing a significant effect on the environment. The subject matter is procedural in nature and does not authorize a specific development project.

Any construction that would result from the Bequest is required to undergo its own separate environmental review process.

**Commission Review and Recommendation**

On August 31, 2022 the Library Board of Trustees adopted a resolution accepting the bequest of Bert Edward Carlyle.

Attachment:

1. Resolution of the City Council
2. Resolution of the Library Board of Trustees

**ATTACHMENT 1**  
Resolution of the City Council

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
ACCEPTING THE BEQUEST TO THE SOUTH PASADENA LIBRARY  
FROM BERT EDWARD CARLYLE AND CONCURRING WITH THE  
ACTION OF THE LIBRARY BOARD OF TRUSTEES**

**WHEREAS**, California Government Code section 37354 requires that the legislative body of a city accept or reject a bequest made to a city; and

**WHEREAS**, California Education Code section 18920 allows the board of library trustees to receive a bequest for the benefit of the library; and

**WHEREAS**, California Education Code section 18951 requires that monies acquired by bequest be apportioned to a fund to be designated the library fund, and California Education Code section 18952 requires that the board shall provide for the safety and preservation of the fund for terms and conditions enumerated in such bequest; and

**WHEREAS**, long-time South Pasadena resident Bert Edward Carlyle made conditional bequests to the South Pasadena Library in his will presently being processed through the probate proceeding in the Los Angeles County Superior Court (LASC Case No. 22STPB01025); and

**WHEREAS**, the bequest includes \$100,000, a Promissory Note and Deed of Trust for certain land in Craig County, Oklahoma, and real property at 704 Mound Avenue and 712 Mound Avenue, South Pasadena (collectively the “Bequest”) and specifies that the proceeds of such Bequest may only be used for the express purpose of “a capital improvement to the Children’s wing of the library Building, in the form of an amphitheater, to be known as the ‘Story Room’”, and that, “An appropriate plaque is to be placed in the library acknowledging this gift, which shall indicate only that it is ‘from GENEVA’.” (collectively, “the Conditions”); and

**WHEREAS**, the residents of South Pasadena would benefit greatly from such a capital improvement to the Library building; and

**WHEREAS**, the Library Board of Trustees adopted a resolution on August 31, 2022, accepting the Bequest and the Conditions associated with it, and that such Bequest be provided by the Court Appointed Executor through the probate proceedings a liquidated amount rather than taking any bequest in fee; and

**WHEREAS**, Mr. Carlyle’s will is a lawful disposition of property under Probate Code Section 6102, which authorizes gifts to cities.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** That the Bequest is accepted pursuant to Government Code section 37354, and City Council elects that the Court Appointed Executor liquidate the properties in the Bequest through the probate proceedings to provide a liquidated amount rather than taking any bequest in fee; and

**SECTION 2.** The Conditions related to the Bequest are acceptable and such monies will be placed in Carlyle Library Bequest Fund 209-0000-0000-5501-020 that is hereby established to ensure the intended purpose of the Conditions of the Bequest to make certain capital improvements to the Children’s Wing; and

**SECTION 3.** The monies placed in Carlyle Library Bequest Fund 209-0000-0000-5501-020 from the Bequest shall not be used or reallocated for any administrative, programming, or maintenance of the Library, and will not be relocated to the General Fund or other Library fund not associated with the capital improvements contemplated in the Conditions; and

**SECTION 4.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**PASSED, APPROVED AND ADOPTED ON** this 7<sup>th</sup> day of September, 2022.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Yolanda Chavez, CMC  
Interim City Clerk Records Specialist

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



**ATTACHMENT 2**  
Resolution of the Library Board of Trustees

**RESOLUTION NO. 2022-001**

**A RESOLUTION OF THE LIBRARY BOARD OF TRUSTEES  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
ACCEPTING THE BEQUEST TO THE SOUTH PASADENA  
LIBRARY FROM BERT EDWARD CARLYLE**

**WHEREAS**, California Education Code section 18920 allows the board of library trustees to receive a bequest for the benefit of the library; and

**WHEREAS**, California Education Code section 18951 requires that monies acquired by bequest be apportioned to a fund to be designated the library fund, and California Education Code section 18952 requires that the board shall provide for the safety and preservation of the fund for terms and conditions enumerated in such bequest; and

**WHEREAS**, long-time South Pasadena resident Bert Edward Carlyle made conditional bequests to the South Pasadena Library in his will presently being processed through the probate proceeding in the Los Angeles County Superior Court (LASC Case No. 22STPB01025); and

**WHEREAS**, the bequest includes \$100,000, a Promissory Note and Deed of Trust for certain land in Craig County, Oklahoma, and real property at 704 Mound Avenue and 712 Mound Avenue, South Pasadena (collectively the "Bequest") and specifies that the proceeds of such Bequest may only be used for the express purpose of "a capital improvement to the Children's wing of the library Building, in the form of an amphitheater, to be known as the 'Story Room'", and that, "An appropriate plaque is to be placed in the library acknowledging this gift, which shall indicate only that it is 'from GENEVA'." (collectively, "the Conditions"); and

**WHEREAS**, the residents of South Pasadena would benefit greatly from such a capital improvement to the Library building; and

**WHEREAS**, the Library Board of Trustees wish to accept the Bequest and the Conditions associated with it; and

**WHEREAS**, Mr. Carlyle's will is a lawful disposition of property under Probate Code Section 6102, which authorizes gifts to cities.

**NOW, THEREFORE, THE LIBRARY BOARD OF TRUSTEES OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** That the Bequest is accepted by the Library Board of Trustees pursuant to California Education Code section 18920; and

**SECTION 2.** That the Library Board of Trustees request that the City Council direct staff to establish a fund to receive the monies from the Bequest to ensure the preservation of the funds for the intended purpose of making certain capital improvements to the Children's Wing.

**SECTION 3.** That the funds be used only for the terms and conditions enumerated in such bequest and that when the time comes to construct an addition to the Children's Wing that the funds be utilized consistent with the Conditions.

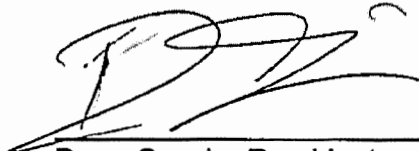
**PASSED, APPROVED AND ADOPTED ON** this 31<sup>st</sup> day of August, 2022.

**AYES:** Kenny Gross, F.J. Pratt, Dean Serwin, Bianca Richards

**NOES:** None

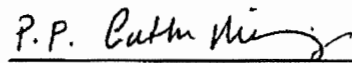
**ABSENT:** Annie Chang Long

**ABSTAIN:** None

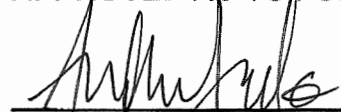


Dean Serwin, President

**ATTEST:**

  
Annie Chang Long, Secretary

**APPROVED AS TO FORM:**

  
Andrew L. Jared, City Attorney



# City Council Agenda Report

ITEM NO. 18

**DATE:** September 7, 2022

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

**PREPARED BY:** Sheila Pautsch, Community Services Director

**SUBJECT:** **Direction Regarding the Viability of Constructing a Float Barn on City-Owned Property by the South Pasadena Tournament of Roses**

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## **Recommendation**

It is recommended that the City Council provide direction regarding the viability of constructing a float barn on city-owned property by the South Pasadena Tournament of Roses (SPTOR).

## **Background**

South Pasadena has had a Rose Float in the Tournament of Roses Parade for over 100 years. The 15-member South Pasadena Tournament of Roses (SPTOR) Committee leads the all-volunteer effort for the oldest self-built float of the Rose Parade. For several years, SPTOR built the float on private property located at the corner of El Centro and Brent Avenue off of Fair Oaks, which was owned by Wells Fargo. Wells Fargo was generous in allowing SPTOR the use of the site for several years, but asked SPTOR to find an alternative site beginning in 2005.

The SPTOR approached the City of South Pasadena in 2005 to assist in locating an alternative site to build the float. SPTOR began to look at different sites throughout the city and came up with two locations (1) Arroyo Park area and (2) War Memorial Building parking lot north of the building. The Arroyo Park area was considered as a potential site, but the curvy road and uphill grades create logistic issues for driving tests and delivery to the parade site. The float is very heavy, and has limited maneuverability and uphill power for this use. The parking area behind the War Memorial was also considered, but caused impacts on the use of the facility with catering entry, lighting to the building, ongoing users, and elimination of 17 parking spaces. A third alternative location at the War Memorial Building parking, south side of the Oaklawn Bridge is now being considered. The site provides access to the rear of the building, nine parking spaces are impacted, and does not interfere with current users or lighting in the building.

These locations were reviewed by the former Parks and Recreation Commission in December 2005 and April 2006. The Commission asked for community input and noise studies for the float site. Community outreach sessions were held, and notices were sent out to residents and businesses in the area to notify them of the possibility of the site. All agreed-upon tasks were completed such as a noise study and community outreach and on May 3, 2006, the City Council approved a request by SPTOR to use the southernmost parking lot and surrounding grass area at the War Memorial Building.

Since April 2006, the War Memorial/Oaklawn Park has been the float site where SPTOR has built many award-winning floats. The use has not impacted the facility's use or parking. SPTOR has worked with the surrounding residents to keep them aware of events and activities throughout the float building season.

SPTOR approached the City with the idea to build an actual float barn to store and protect the float during the build and secure all tools and materials year-round. At its November 21, 2013, Cultural Heritage Commission (CHC) meeting a discussion took place on this matter. SPTOR presented the float barn renderings of the proposed float barn at the War Memorial/Oaklawn Park site. CHC raised concerns with the project regarding the use of existing parkland, placement of the new building, impacts on the character of the War Memorial Building, and the open space relationship between Oaklawn Bridge and the War Memorial Building. The proposed structure lacked consistency with the design guidelines and historic preservation principles.

After meeting with CHC, SPTOR decided to have the Isabel Green Firm develop the idea for the float barn and restoration of Oaklawn Park. The renderings were completed and a meeting with former City Manager Sergio Gonzalez was conducted to present the renderings in late 2016 or early 2017. Soon after the meeting with City Manager Gonzalez's departure, the project was brought to new City Management. City Manager Chaparyan met with the SPTOR and so staff is seeking the City Council's direction.

### **Analysis**

The staff has worked with SPTOR to locate potential City-owned sites other than the War Memorial / Oaklawn Park. The locations that were discussed were Arroyo Park, theater property on El Centro, and a few vacant Caltrans properties. The Arroyo Park continues to be a location that is not conducive to driving a float up a steep hill. The theater property on El Centro is in the heart of the downtown retail area which would best serve economic development in the area. The vacant Caltrans properties are not large enough lots for a barn and are mostly in neighborhoods causing traffic and noise problems. The War Memorial Building / Oaklawn Park is the most suitable for the float barn. It is not in the middle of a neighborhood, they are currently established at the location which has ample parking for volunteers.

SPTOR would like to survey the property to see if it is a viable site to build a structure and able to withstand the weight of the float. A primary title report is needed to start the

process of a survey. SPTOR is willing to pay the cost of the primary title report and survey.

**Fiscal Impact**

There are no funds allocated for the project in the current budget. The cost incurred for the purchase of the primary title report will be covered by SPTOR along with all costs included in a property survey.

**Alternative Considerations**

1. Continue to utilize the existing southern portion of the parking lot.
2. Locate a privately-owned property to lease or rent.

**Commission Review and Recommendation**

This matter was reviewed by a former Parks and Recreation Commission in December 2005 and April 2006. The Commission was generally in support of the idea as long as the surrounding residents were notified of the proposal and able to provide input. The Commission was concerned with the traffic and parking impacts in the area as well as possible jaywalkers on Fair Oaks. The matter was reviewed by the Cultural Heritage Commission in November 2013, and the Commission had concerns with the use of existing parkland, placement of the proposed building, and impacts on the character of the War Memorial and Oaklawn Bridge.



# City Council Agenda Report

ITEM NO. 19

**DATE:** September 7, 2022

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

**PREPARED BY:** Ken Louie, Interim Deputy City Manager - Finance  
Esteban Alvarez, Management Analyst  
Stephanie Pinto, Management Analyst

**SUBJECT:** **Review of Finance Policies and Procedures**

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## Recommendation

It is recommended that the City Council:

- 1) Review final draft of Finance Policies and Procedures; and
- 2) Authorize staff to prepare ordinance to address new 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.

## Discussion/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. Management Partners then finalized their recommendations and, in conjunction with staff, presented them to the Finance Commission at the April 28, 2022 meeting. The Commission had a favorable response to the new proposed policies but recommended only slight increases to the purchasing parameters.

The City Council received a full presentation by Management Partners at the regularly scheduled City Council meeting of June 1, 2022. At that meeting, the City Council was presented with both the recommendations from Management Partners and the Finance Commission. The City Council voiced their support of the Finance Commission's lower threshold increases and requested that some additional wording and modifications be made to the policy. Staff and Management Partners have incorporated those requested changes and have included them in the attached redlined document.

The recommended policies in their entirety are attached to this report. Below is a list of the goals and highlights of 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.

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.



**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

*Notes: 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.*

*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.*

**Local Cities Survey**

A local survey was taken to determine current parameters local cities have in place. The examples below have considerably higher formal bidding limits. These updates were done prior to the significant inflationary environment.

**City of Arcadia (Ord No 2379 Established 2021)**

<b>Purchasing Threshold Amounts</b>	<b>Category: Goods and Services</b>
0-5,000.00	Over the Counter
5,000.01-30,000.00	Informal Bidding
30,000.00+	Formal Bidding & City Council Approval
<b>Purchasing Threshold Amounts</b>	<b>Category: Professional Services</b>
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 Established 2020)**

<b>Purchasing Threshold Amounts</b>	<b>Category: Goods and Services</b>
0-1,000	Over the Counter
1,000.01- 30,000.00	Informal Bidding
30,000.01+	Formal Bidding & City Council Approval
<b>Purchasing Threshold Amounts</b>	<b>Category: Professional Services</b>
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 Established 2019)**

<b>Purchasing Threshold Amounts</b>	<b>Category: Goods and Services</b>
0-3,000.00	Over the Counter
3,000.01-15,000.00	Informal Bidding
15,000.01+	Formal Bidding & City Council Approval
<b>Purchasing Threshold Amounts</b>	<b>Category: Professional Services</b>
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 Established 2017)**

<b>Purchasing Threshold Amounts</b>	<b>Category: Goods and Services</b>
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
<b>Purchasing Threshold Amounts</b>	<b>Category: Professional Services</b>
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

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.

**Finance Commission Review**

The Commission reviewed and recommended the above changes at the Commission meeting held on April 28, 2022.

**Fiscal Impact**

There is no direct fiscal impact associated with the adoption of the Finance Policies and Procedures, and it provides for great improvements in internal control and financial reporting grade.

Attachment:

1. 2022 Final Draft Finance Policies and Procedures (redline version)
2. 2022 Final Draft Finance Policies and Procedure (clean version)

# **ATTACHMENT 1**

2022 Finance Policies and Procedures (redline version)

# 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 annual basis in July or on an as-needed basis upon recommendation from the Finance Director and after approval-review from the Finance Commission and approval by the City Council.

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 in July 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.

The City also has an elected City Treasurer. The elected City Treasurer maintains an autonomous role for oversight and decisions relating to investment and safekeeping of City funds, and is independent of the City Council, and is elected at-large by the electorate. The City Treasurer works with Finance Department staff with regards to investments, banking, and cash flow. In addition, the Treasurer approves the monthly investment report and meets monthly with the City's volunteer Finance Commission. The Finance Director is the point-of-contact for the City Treasurer.

### 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> <li>• <b>Primary point of contact for the City Treasurer</b></li> </ul>

Position Title	Major Functional Responsibilities	Tasks/Activities
	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>
Finance Manager	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 <del>draft</del> contracts <del>drafted</del> comply with purchasing policies and accounting standards</li> <li>• Reviews certain contracts to ensure areas related to Finance are reasonable</li> </ul>

Position Title	Major Functional Responsibilities	Tasks/Activities
	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>
Accounting Manager	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> <li><u>Assists departments with the administration of fixed assets</u></li> </ul>
	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>

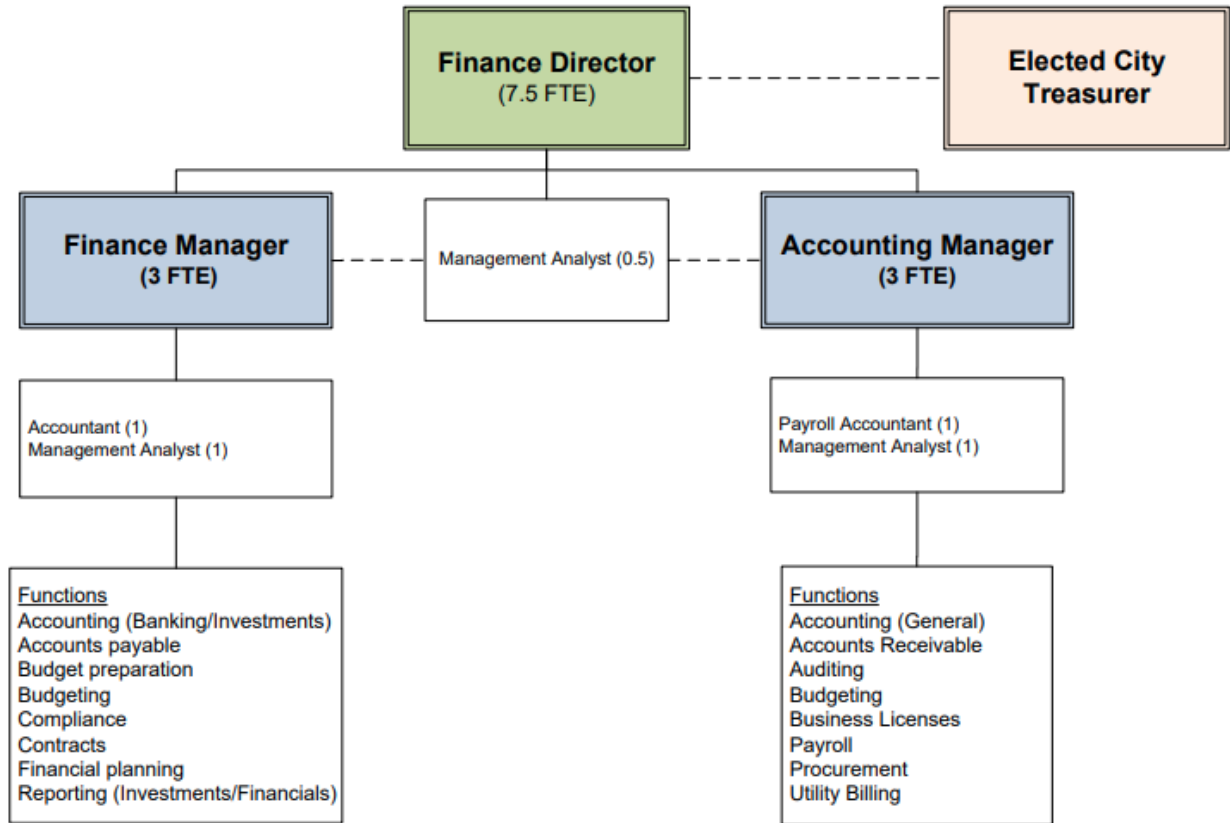
Position Title	Major Functional Responsibilities	Tasks/Activities
Accountant	General Accounting	<ul style="list-style-type: none"> <li>• Prepares journal entries and bank reconciliations</li> <li>• Processes property tax, sales tax, and gas tax payments</li> <li>• Performs analyses on accounts as needed 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>
	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.
- Where competitive bidding is required, ensuring that competitive bidding is conducted with full and open competition and in full compliance with applicable law (when competitive bidding is required).
- Where competitive bidding is not required, ensuring that the City's procurement of services is undertaken in a fair and transparent manner, based on demonstrated competence and qualifications, at a fair and reasonable price.
- 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 Other City 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 and as approved by the City Manager, 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
Goods and/or General Services	Up to \$2,500	None, but quotations are encouraged	Department Director
	\$2,501 to \$2530,000	Written quotations	Department Director Purchasing Agent

Purchase Category	Estimated Value	Solicitation Method	Award Authority
	Greater than <u>\$350,000</u>	Sealed bidding	City Council
<b>Professional Services (Architects and Engineers)</b>	<u>Any Value</u>	<u>Qualifications Based Selection**</u>	<u>City Manager (up to \$30,000)</u> <u>City Council (greater than \$30,000)</u>
<b>Professional Services (Other)</b>	Any value	None required but quotations encouraged	City Manager (up to <u>\$30,000</u> ) City Council (greater than <u>\$30,000</u> )
<b>Public Works Projects</b>	In accordance with the values and methods pursuant to <u>CUPCAA, Public Contract Code sections 22000 et seq.</u>		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			
**Note: Qualifications Based Selection methods are explained in the Best Value Procurements section below.			

**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 \$2530,000 (Open Market Procedure)**

For purchases between \$2,501 and \$2530,000, 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 Greater than \$5030,000 (Formal Sealed Bidding)**

Purchases greater than \$5030,000 require sealed bidding using the City's standard bidding template(s) and associated product specifications and/or scope of services. All purchases greater than \$350,000 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).

### **Qualifications Based Selection Process**

Federal and state laws require that contracts for professional services provided by architects, engineers, land surveying and construction management firms be awarded based on demonstrated competence through a Qualifications Based Selection (QBS) process (see Section 4525 et. seq. of the California Government Code or its federal counterpart for federal aid projects, the Brooks Act). ~~For these types of procurements, the qualifications and experience of the consultants are evaluated before price can be considered.~~ Such services shall be obtained at a fair and reasonable price.

### **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 \$~~35~~0,000 without competitive bidding if it is in the best interest of the City. Sourced purchases of goods and services greater than \$~~35~~0,000 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),
- ~~Strive to procure electric vehicles whenever possible~~reasonably feasible with regard to its intended function,
- 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: XXXXXX.

### ***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
  - [Federal Tax ID number?](#)
  - 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 \$2,501
- 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 \$2,500 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-D. 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.E. 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 upon notification to the City.
3. If a reread is necessary, it will be done within 24 hours of the notice by the Public Works Department, Water Division. 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.

### **F. Adjustment of Charges (to be obtained by Munibilling)**

The Director of Finance or their designee, in conjunction with MuniBilling, is responsible for these services, with MuniBilling executing the City’s direction. Please refer to MuniBilling for procedures.

## 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.
- K.L. *Infrastructure Loans.* The City may apply for low-cost public financing through the California Infrastructure and Economic Development Bank's Infrastructure State Revolving Fund (ISRF) Program. ISRF loans can be used for a variety of local projects such as roads, transit, and water infrastructure upgrades, with loan terms for the useful life of a project up to a maximum of 30 years.
- L.M. *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 [Finance Commission and then to the](#) City Council during a 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
<b><u>Any budget amendments not mentioned above</u></b>			<u>X</u>

## 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 an **abbreviated close of key revenues and expenditures "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 This 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 July 20, 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**

2022 Finance Policies and Procedures (clean version)



# 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 annual basis in July or on an as-needed basis upon recommendation from the Finance Director and after review from the Finance Commission and approval by the City Council.

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 in July 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.

The City also has an elected City Treasurer. The City Treasurer maintains an autonomous role for oversight and decisions relating to investment and safekeeping of City funds, is independent of the City Council, and is elected at-large by the electorate. The City Treasurer works with Finance Department staff with regards to investments, banking, and cash flow. In addition, the Treasurer approves the monthly investment report and meets monthly with the City’s Finance Commission. The Finance Director is the point-of-contact for the City Treasurer.

### 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 \(southpasadenaca.gov\)](http://southpasadenaca.gov).

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> <li>• Primary point of contact for the City Treasurer</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>



Position Title	Major Functional Responsibilities	Tasks/Activities
	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>
Finance Manager	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 draft contracts 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>
	Accounting Manager	Payroll
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>

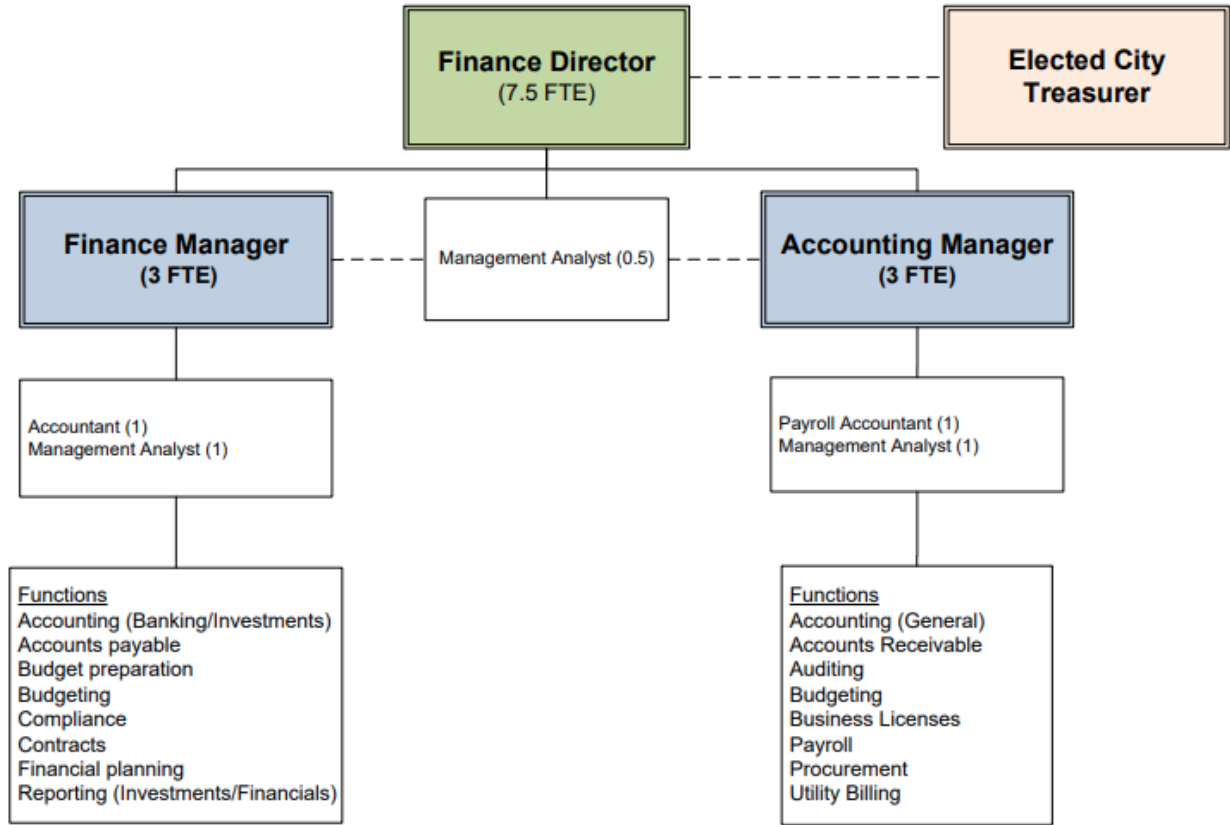
Position Title	Major Functional Responsibilities	Tasks/Activities
	Accounting	<ul style="list-style-type: none"> <li>Manages all aspects of the City and Successor Agency accounting operations</li> <li>Oversees and performs bank reconciliations; interacts with financial institutions and agencies</li> <li>Develops and implements specialized accounting procedures</li> <li>Provides timely and accurate monthly reports to departments</li> <li>Assists departments with the administration of fixed assets</li> </ul>
	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>

Position Title	Major Functional Responsibilities	Tasks/Activities
	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>
	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.
- Where competitive bidding is required, ensuring that it is conducted with full and open competition and in full compliance with applicable law.
- Where competitive bidding is not required, ensuring that the City's procurement of services is undertaken in a fair and transparent manner, based on demonstrated competence and qualifications, at a fair and reasonable price.
- 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.

### ***Other City 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 and as approved by the City Manager, 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
Goods and/or General Services	Up to \$2,500	None, but quotations are encouraged	Department Director
	\$2,501 to \$30,000	Written quotations	Purchasing Agent
	Greater than \$30,000	Sealed bidding	City Council
Professional Services (Architects and Engineers)	Any Value	Qualifications Based Selection**	City Manager (up to \$30,000)

Purchase Category	Estimated Value	Solicitation Method	Award Authority
			City Council (greater than \$30,000)
<b>Professional Services (Other)</b>	Any value	None required but quotations encouraged	City Manager (up to \$30,000) City Council (greater than \$30,000)
<b>Public Works Projects</b>	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)
<p><i>*Note: Award thresholds to be reviewed annually to account for changes in the economy and/or consistency with industry trends</i></p> <p><i>**Note: Qualifications Based Selection methods are explained in the Best Value Procurements section below.</i></p>			

**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 \$30,000 (Open Market Procedure)**

For purchases between \$2,501 and \$30,000, 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 Greater than \$30,000 (Formal Sealed Bidding)**

Purchases greater than \$30,000 require sealed bidding using the City's standard bidding template(s) and associated product specifications and/or scope of services. All purchases greater than \$30,000 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).

### **Qualifications Based Selection Process**

Federal and state laws require that contracts for professional services provided by architects, engineers, land surveying and construction management firms be awarded based on demonstrated competence through a Qualifications Based Selection (QBS) process (see [Section 4525 et. seq. of the California Government Code](#) or its federal counterpart for federal aid projects, the [Brooks Act](#)). Such services shall be obtained at a fair and reasonable price.

### **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 \$30,000 without competitive bidding if it is in the best interest of the City. Sourced purchases of goods and services greater than \$30,000 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),
- Strive to procure electric vehicles whenever reasonably feasible with regard to its intended function,
- 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: [XXXXXX](#).

### ***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: **XXXXXX**.

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
  - Federal Tax ID number?
  - 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 \$2,501
- 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 \$2,500 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. 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.

## **E. 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 upon notification to the City.
3. If a reread is necessary, it will be done within 24 hours of the notice by the Public Works Department, Water Division. 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.

### **F. Adjustment of Charges (to be obtained by Munibilling)**

The Director of Finance or their designee, in conjunction with MuniBilling, is responsible for these services, with MuniBilling executing the City's direction. Please refer to MuniBilling for procedures.

## 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. *Infrastructure Loans.* The City may apply for low-cost public financing through the California Infrastructure and Economic Development Bank's Infrastructure State Revolving Fund (ISRF) Program. ISRF loans can be used for a variety of local projects such as roads, transit, and water infrastructure upgrades, with loan terms for the useful life of a project up to a maximum of 30 years.
- M. *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 Finance Commission and then to the City Council during a 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
<b>Any budget amendments not mentioned above</b>			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 an abbreviated close of key revenues and expenditures such as property taxes, special assessments, sales taxes, franchise fees, water and sewer service charges, and other significant revenue sources. This 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 July 20, 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.



# City Council Agenda Report

ITEM NO. 20

**DATE:** September 7, 2022

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

**PREPARED BY:** Ted Gerber, Public Works Director  
Arpy Kasparian, Environmental Services & Sustainability Manager

**SUBJECT:** **Climate Action Plan Update**

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## **Recommendation**

It is recommended that the City Council receive and file an update on the progress of the Climate Action Plan.

## **Background**

In December 2020, the City of South Pasadena adopted its first Climate Action Plan (CAP), which includes strategies for reducing greenhouse gas emissions in accordance with statewide targets. The CAP provides a roadmap to achieve the City's 2030 target, and state mandated goal, of a 40% emissions reduction below 1990 levels by 2030. The roadmap also targets substantial progress towards achieving carbon neutrality by 2045.

The CAP sets a baseline for current greenhouse gas (GHG) emissions and facilitates GHG reduction progress through the implementation of its 15 'Plays' (strategies) and 94 'Moves' (actions). The creation of the CAP was a collaborative effort between City staff, the Natural Resources and Environmental Commission (NREC), and South Pasadena residents and businesses. The CAP's long-term community goals are lowering energy costs, reducing air pollution, supporting local economic development, and improving public health and quality of life.

## **Analysis**

Since 2020, staff have worked to implement the 'Moves' listed in the CAP as resources and funding have become available. The following is a summary of completed and in-progress 'Moves' organized by sector into Energy, Water, Transportation, Solid Waste, and Municipal. See the attached CAP supplement for a complete list of 'Plays' and 'Moves.'

**ENERGY**

<b>Move ID</b>	<b>Move</b>	<b>Progress Report</b>
E.1.a	Monitor progress and perform public outreach and education campaigns highlighting the benefits of 100% renewable energy, including: <ul style="list-style-type: none"> <li>• Monitoring opt-out rates on an annual basis</li> <li>• Tabling at community events</li> <li>• Establishing an informational resource page on the City website</li> <li>• Regular social media posts</li> <li>• Energy bill inserts</li> </ul>	As of August 2022, 98.6% of the South Pasadena community participates in the Clean Power Alliance program, using some level of carbon free and/or renewable power. The majority (85.4% of total) of active customers (11,651) subscribe to the 100% renewable energy 'Green Power' option. Beginning October 2022, as Council has approved, all commercial accounts will switch to 100% Green Power as the default energy option, further increasing participation. Staff continue to promote the benefits of renewable energy by inviting the Clean Power Alliance (CPA) to community events and establishing a CPA City webpage.
E.4.a	Conduct a Feasibility Study to assess cost and applicable locations for installation of battery back-up systems or generators throughout the City.	A Feasibility Study for battery back-up systems was conducted as part of CPA's Power Ready program. Staff is working with CPA to include the Mound Avenue & Hope Street City public parking lot into the Power Ready program as a proposed site to build 230 kW of solar panels, accompanied by a 600 kWh (approximate) sized battery system.
E.4.c	Conduct "micro-grid" Feasibility/Pilot Study in support of the General Plan.	A Feasibility Study for a "micro-grid" was conducted as part of the CPA Power Ready and the SCE Charge Ready program for City Hall. SCE has tentatively approved an electrical connection across Mound Avenue that would set up a micro-grid between the solar/battery system and City Hall.

WATER

<b>Move ID</b>	<b>Move</b>	<b>Progress Report</b>
W.1.d	Implement 'Plays' 1 through 4 under Goal II of the Green Action Plan on the provided implementation timeline, aiming to provide education and promotion of greywater systems. (See the City's Green Action Plan for more information).	Staff continue to implement water conservation measures by promoting greywater systems with a new rebate sponsored from the City's water efficiency fee. Staff promoted and attended the South Pasadena Beautiful Greywater Garden Tour, in addition to marketing home assessments with San Gabriel Valley Council of Government's (SGVCOG) eSGV program, and hosting a Model Water Efficient Landscape Ordinance (MWELO) workshop with Metropolitan Water District (MWD), for other agencies, among other efforts.
W.1.f	Implement 100% renewable power for all pumping and treatment of water.	City facilities switched to 100% clean power several years prior, with the exception of pumping facilities in San Gabriel and San Marino.

In addition, the City has recently declared a Stage 2: Serious Water Supply Shortage which has restricted outdoor watering to two days per week. Staff have created a webpage with resources and Frequently Asked Questions (FAQs), mailed informational flyers to all water account holders, and are monitoring compliance by conducting neighborhood inspections, in addition to raising awareness and providing education through the distribution of door hangers.

TRANSPORTATION

<b>Move ID</b>	<b>Move</b>	<b>Progress Report</b>
T.1.d	Enhance promotion of public and private conversion to zero-emission vehicles through implementation of the City General Plan; including use of City events, social media, and the City website to educate on benefits of zero emission vehicles and available incentives.	Staff continues to promote the use of zero-emission vehicles through installation of Electric Vehicle (EV) chargers and including community organizations, such as the Electric Vehicle Association of Southern California, in City events.

<b>Move ID</b>	<b>Move</b>	<b>Progress Report</b>
T.1.e	Establish an ordinance that restricts use of gas-powered lawn equipment, including leaf blowers, and provide information on the City website outlining available incentives.	In September 2021, Council adopted an ordinance to ban the use of gas-powered leaf blowers. Staff have conducted outreach via City’s social media accounts, webinars, a leaf-blower ordinance webpage, and community events such as the “Electrify your Lawn” event and electric leaf blower demonstrations. Staff are working with American Green Zone Alliance (AGZA), Air Quality Management District (AQMD), and the California Air Resources Board (CARB) to provide information on incentive programs to the community.

In addition to the implementation of the ‘Moves’ above, the Public Works Department is recruiting a Transportation Manager position, who will be tasked with leading many of the transportation ‘Moves’ listed in the CAP. Furthermore, the Police Department is working to transition their vehicle fleet, and the Fire Department is working to transition their administrative vehicle fleet, to Electric Vehicles (EVs). It is estimated that these transitions will reduce emissions by approximately 2,687 metric tons of CO<sub>2</sub> by 2030.

**SOLID WASTE**

<b>Move ID</b>	<b>Move</b>	<b>Progress Report</b>
SW.1.a	Adopt procurement policies to comply with SB 1383 requirements for jurisdictions to purchase recovered organic waste products.	Staff anticipate completing a new Procurement Policy per SB 1383 requirements by the end of the year.
SW.1.b	Adopt an ordinance requiring compliance with SB 1383. Ensure ordinances established through the City General Plan are consistent with SB 1383 requirements; and revise ordinances if necessary.	Council adopted an ordinance requiring compliance with SB 1383 in December 2021.
SW.1.c	Adopt an Edible Food Recovery Ordinance for edible food generators, food recovery services, or organization that are required to comply with SB 1383.	The ordinance adopted in December 2021 included requirements for edible food generators and recovery services. In addition, the City is participating in the SGVCOG Regional Food Recovery Program to provide outreach and inspections to edible food generators and recovery organizations.

Move ID	Move	Progress Report
SW.1.d	Partner with the City's waste hauler, to provide organic waste collection and recycling services to all commercial and residential generators of organic waste.	Beginning January 2022, residential customers can recycle their organic waste by combining it with their yard waste. Staff are working with Athens Services to expand organics collection to commercial and multifamily accounts.
SW.1.e	Adopt an ordinance requiring all residential and commercial customers to subscribe to an organic waste collection program and/or report self-hauling or backhauling of organics.	With the implementation of SB 1383, residential and commercial customers will be automatically subscribed to organic waste collection services. Athens will work with commercial and multifamily accounts to deploy additional waste containers, if necessary.
SW.1.f	Conduct a Feasibility Study and prepare an action plan to ensure edible food reuse infrastructure is sufficient to accept capacity needed to recover 20% of edible food disposed or identify proposed new or expanded food recovery capacity.	A capacity study was completed as part of the SGVCOG's Regional Food Recovery Program. Though current infrastructure is sufficient for current edible food recovery, new infrastructure may be needed as edible food recovery increases. SGVCOG is working to build regional food recovery hubs in the San Gabriel Valley to meet these demands.
SW.1.h	Establish an edible food recovery program supporting the City General Plan and the City Green Action Plan Move III.1.2 to minimize food waste.	The City is participating in the SGVCOG's Regional Food Recovery Program and working on promoting education around food waste.
SW.1.i	Adopt an ordinance or enforceable mechanism to regulate haulers collecting organic waste, including collection program requirements and identification of organic waste receiving facilities.	The ordinance adopted in December 2021 included regulations for organic waste collection.

Move ID	Move	Progress Report
SW.1.j	Partner with City waste services to: <ul style="list-style-type: none"> <li>• Ensure organic waste collection from mixed waste containers are transported to a high diversion organic waste processing facility.</li> <li>• Provide quarterly route reviews to identify prohibited contaminants potentially found in containers that are collected along route.</li> <li>• Clearly label all new containers indicating which materials are accepted in each container, and by January 1, 2025, place or replace labels on all containers.</li> </ul>	Per SB 1383 requirements, the City's waste hauler is diverting organic waste and conducting quarterly waste characterizations and regular contamination monitoring. Staff is working to obtain labels and new containers compliant with SB1383.
SW.2.f	Require construction sites to separate waste for proper diversion and reuse or recycling.	This is a current practice required by the City.
SW.2.h	Develop policies to mandate/encourage reduction of waste and reuse in the food industry (e.g. facilities serving prepared food and prepackaged food; home meal delivery services), hospitality industry, and other commercial industries. Efforts may include developing ordinances for food service ware and a ban on single-use individual toiletry bottles in hotels/motels, grant/discount programs for switching to reusables, fast food champion pilot project, and working with home meal delivery services (e.g., Blue Apron), etc. to explore opportunities to reduce single-use packaging and encourage reuse.	Per AB 1276, staff is working with the NREC to recommend measures that will reduce the use of single-use plastics.

Several of the Moves listed in the Solid Waste section will be completed as staff works with Athens Services and CalRecycle to implement the requirements of SB 1383, which requires the diversion of organic food waste to a composting facility. Staff have recently enlisted the assistance of MSW Consultants and R3 Consulting Group to assist with the revision of the waste hauling contract. In addition, staff will continue participating in the SGVCOG Regional Food Recovery program with inspection of edible food waste generators through 2024. The Food Recovery program has identified two food recovery organizations in South Pasadena: Holy Family Church and Saint James Episcopal

Church; seven Tier 1 edible food generators: Vons, Pavilions, Ralphs, Bristol Farms, Grocery Outlet, Trader Joe’s, and Rite Aid; and six Tier 2 edible food generators: Carrow’s Restaurant, Mamma’s Brick Oven Pizza, Shakers Family Restaurant, Twohey’s Restaurant, South Pasadena Care Center, and South Pasadena Unified School District. All but two Tier 1 edible food generators are currently donating their edible food. Tier 2 edible food generators have until 2024 to comply with edible food donation requirements.

MUNICIPAL

<b>Move ID</b>	<b>Move</b>	<b>Progress Report</b>
M.2.e	Install EV charging stations at municipal buildings.	The City is considering installation of EV charging stations as part of SCE’s Charge Ready Program to support Police , Fire, and staff vehicles.
M.3.a	Conduct a Feasibility Study to determine which City buildings would serve as ideal resilience centers including solar and battery installations.	Staff has conducted feasibility studies with CPA’s Power Ready program to include the Mound Avenue & Hope Street City public parking lot as a proposed site to build 230 kW of solar panels, accompanied by an 600 kWh approximate sized battery system. Garfield Reservoir is also considered as an ideal location for solar and battery installations.
M.3.b	Convert all streetlights to light emitting diode (LED) bulbs.	Streetlights in the City are replaced with LEDs as needed and resources allow.
M.3.c	Work with the CPA to identify and develop local solar projects to connect to the grid.	Staff is working with CPA’s Power Ready Program to install a solar project.



Move ID	Move	Progress Report
M.3.d	Install solar arrays at facilities that currently do not have solar arrays and work with emergency services to add solar and battery storage at priority locations. Review options for potential to combine multiple buildings into micro-grid systems.	Staff are working with CPA’s Power Ready Program to install solar arrays at the Mound Avenue and Hope Street Public Parking Lot to support regular and emergency services at City Hall. The City Hall complex serves a critical community function as a public-facing building that hosts offices for city staff, the Fire Department, and the Police Department - where most day-to-day business functions are located. In addition, the City Hall complex contains the Emergency Operations Center (EOC) and serves as the command post when the incident EOC system is activated.
M.3.e	Explore opportunities and partnerships to develop renewable-powered fuel cell micro-grids to provide back-up or primary power for critical facilities such as facilities providing essential services (e.g. water pumping facilities) and schools as a clean alternative to diesel generators.	

**Next Steps**

As indicated in the CAP, it is anticipated that a review of the plan will be completed on a triennial basis, every three years. Part of the review initiated in 2023 will include an updated greenhouse gas inventory to calculate emissions reductions, since the implementation of the aforementioned ‘Moves’ in the CAP. In addition, City staff will begin utilizing the CAPDash monitoring software tool, which allows the tracking of annual emission reductions based on which ‘Plays’/‘Moves’ are implemented. CAPDash is a publicly available web-based dashboard which will be accessible from the City’s website.

**Fiscal Impact**

This is an informational update regarding the status of the City’s Climate Action Plan. Related fiscal impacts are addressed as the individual projects discussed are brought to Council as separate items.

**Attachment**

South Pasadena Climate Action Plan: Game Plan and Keeping Score Chapters

# **ATTACHMENT**

## **South Pasadena Climate Action Plan: Game Plan and Keeping Score Chapters**





# South Pasadena 2020 Final Climate Action Plan



# Game Plan

Greenhouse Gas Emission Reduction Plays and Moves



# Cornerstone



C.1



Engage South Pasadena youth in climate action and provide education on ways to live a sustainable lifestyle.

# Cornerstone

**Play C.1** Engage South Pasadena youth in climate change and provide education on ways to live a sustainable lifestyle.

**Target** 2030: 25 MT of CO<sub>2</sub>e  
2045: 78 MT of CO<sub>2</sub>e



Move ID	Move	Time frame	Co-Benefits
C.1.a	Support South Pasadena Unified School District by providing students with information on climate change and the beneficial role of trees.	Short	
C.1.b	Utilize South Pasadena's historic neighborhoods to demonstrate to students the importance of mature urban trees in providing shade and reducing the urban heat island effect.	Short	
C.1.c	Identify grant funding opportunities and engage with local nurseries and tree planting programs to identify appropriate and cost-effective California native plants/trees that can be both planted in the ground or remain potted for students living in rental/multi-family homes.	Short	

Sustainable Ecosystems  
 Economic Security  
 Public Health  
 Improved Air Quality  
 Resource Efficiency  
 Green Jobs

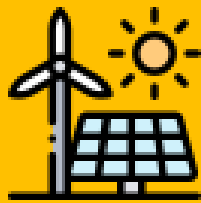
Now — Short- (3 years) — Mid- (5 years) — Long-term (10+ years)

*\*Move added based on community feedback*

# Energy

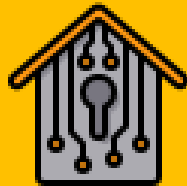


E.1



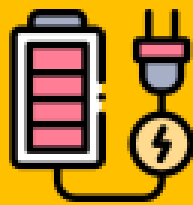
Maximize the usage of renewable power within the community, by continuing to achieve an opt-out rate lower than 4% for the the Clean Power Alliance.

E.2



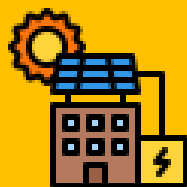
Electrify 100% of newly constructed buildings.

E.3



Electrify 5% of existing buildings by 2030 and 80% by 2045.

E.4



Develop and promote reduced reliance on natural gas through increased clean energy systems that build off of renewable energy development, production, and storage.

# Energy

**Play E.1** Maximize the usage of renewable power within the community, by continuing to achieve an opt-out rate lower than 4% for the Clean Power Alliance.

**Target** 2030: 13,408 MT of CO<sub>2</sub>e  
2045: 0 MT of CO<sub>2</sub>e



Move ID	Move	Time frame	Co-Benefits
E.1.a	<p>Monitor progress and perform public outreach and education campaigns highlighting the benefits of 100% renewable energy, including:</p> <ul style="list-style-type: none"> <li>✓ Monitoring opt-out rates on an annual basis</li> <li>✓ Tabling at community events</li> <li>✓ Establishing an informational resource page on the City website</li> <li>✓ Regular social media posts</li> <li>✓ Energy bill inserts</li> </ul>	Short	

**Play E.2** Electrify 100% of newly constructed buildings.

**Target** 2030: 228 MT of CO<sub>2</sub>e  
2045: 935 MT of CO<sub>2</sub>e



Move ID	Move	Time frame	Co-Benefits
E.2.a	Develop a webpage and materials for display at City Hall promoting the benefits of electrification and resources that can assist with the fuel-switching process.	Short	
E.2.b	Provide financial and technical resources, including hosting workforce development trainings for installers and building owners/operators to discuss benefits and technical requirements of electrification.	Short	
E.2.c	Perform regular internal trainings with planners and building officials on current state decarbonization goals and incentives available for electric homes.	Short	

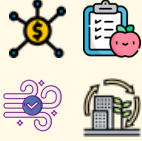
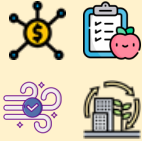
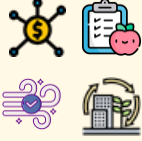
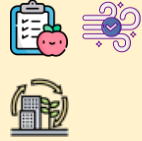
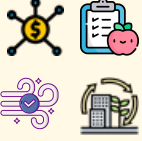
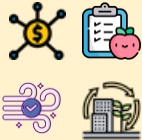

Sustainable Ecosystems  
 Economic Security  
 Public Health  
 Improved Air Quality  
 Resource Efficiency  
 Green Jobs







Short- (Now)   Mid- (3 years)   Long-term (5 years, 10+ years)


*\*Move added based on community feedback*



Move ID	Move	Time frame	Co-Benefits			
E.2.d*	Provide education around cooking with electric appliances, including demonstrations from chefs and/or local restaurants, as available.	Short				
E.2.e	<p>Adopt an Electrification Readiness Reach Code per California Energy Commission (CEC) reach code requirements for all new buildings and accessory dwelling units which eliminates the piping of natural gas. In doing so the City will:</p> <ul style="list-style-type: none"> <li>✓ Engage with stakeholders, both internal stakeholders, such as City staff and officials, and external stakeholders, such as local developers regarding the purpose and impact of the reach code</li> <li>✓ Conduct a cost effectiveness study</li> <li>✓ Develop and draft an ordinance</li> <li>✓ Conduct public hearings, public notices, and formally adopt the ordinance</li> <li>✓ Submit the adopted ordinance to the California Energy Commission (CEC)</li> </ul>	Mid				
E.2.f	Adopt an ordinance that allows granting of minor allowances for certain site development standards when there is no practical ways to design a project to be all electric.	Mid				
<p><b>Play E.3 Electrify 5% of existing buildings by 2030 and 80% by 2045.</b></p> <p>Target 2030: 1,184 MT of CO<sub>2</sub>e</p> <p>2045: 19,355 MT of CO<sub>2</sub>e</p>						
Move ID	Move	Time frame	Co-Benefits			
E.3.a	Develop an existing building electrification permit tracking program to track annual progress in achieving the targeted electrification goal.	Short				
E.3.b	Keep an updated list of rebates and incentives available to residents who would like to convert their buildings to electric power.	Short				
						<p>Short- Mid- Long-term</p> <p>Now 3 years 5 years 10+ years</p> <p><i>*Move added based on community feedback</i></p>

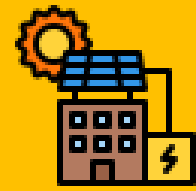
Move ID	Move	Time frame	Co-Benefits
E.3.c	Provide education on the potential energy savings and benefits of electric heat pumps for water heating and space heating when permits for replacement are obtained.	Short	
E.3.d	Work with Southern California Edison (SCE) and/or the Clean Power Alliance to provide rebates for residential replacement of natural gas-powered air and water heating appliances with electric-powered.	Short	
E.3.e	Promote water heater, space heating, and appliance (electric stoves/dryers) replacement programs and incentives (residential) at time of construction permit.	Mid	
E.3.f	Perform an existing buildings analysis in order to understand the potential for electrification retrofitting in South Pasadena and establish a roadmap for eliminating natural gas from existing buildings.	Mid	
E.3.g	Establish a comprehensive, coordinated education campaign focused towards property owners, landlords, property management companies, and occupants for reducing the use of natural gas in homes and businesses. Establish a shared understanding of existing incentives for electric appliances and upgrades, and how to access them, including SCE incentive programs and rebates.	Mid	
E.3.h	Perform a cost-effectiveness study for electrification retrofitting, including requirements for newly permitted HVAC/hot water heaters and other appliances to be electric.	Mid	
E.3.i	Develop a best practices model based on the progress electrifying existing buildings in South Pasadena and outside of South Pasadena to significantly increase electrification post-2030.	Long	

 Sustainable Ecosystems
 Economic Security
 Public Health
 Improved Air Quality
 Resource Efficiency
 Green Jobs



*\*Move added based on community feedback*

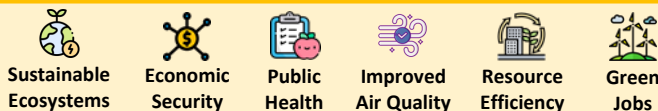
**Play E.4** Develop and promote reduced reliance on natural gas through increased clean energy systems that build off of renewable energy development, production, and storage.



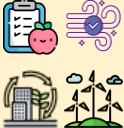



Target Supportive of 2030 Goals






Supportive of 2045 Goals

Move ID	Move	Time frame	Co-Benefits
E.4.a	Conduct a Feasibility Study to assess cost and applicable locations for installation of battery back-up systems or generators throughout the City.	Short	
E.4.b	Promote installation of storage technology in concert with renewable energy infrastructure through educational programs, outreach, and information provided via City platforms.	Short	
E.4.c	Conduct "micro-grid" Feasibility/Pilot Study in support of the General Plan.	Short	
E.4.d	In support of the General Plan, develop and implement a Solar Action Plan with a goal of meeting 50% of South Pasadena's power demand through solar by 2040.	Short	
E.4.e	In support of the 2018-2019 City Strategic Plan, develop a strategy and implementation schedule for the Renewable Energy Plan, after completion of the feasibility study.	Short	
E.4.f	Adopt a PV (Solar) Ordinance requiring newly constructed and majorly renovated multi-family and commercial buildings to install PV systems with an annual output greater or equal to 25% of buildings electricity demand.	Mid	



*\*Move added based on community feedback*

Move ID	Move	Time frame	Co-Benefits
E.4.g	Require all new structures or major retrofits to be pre-wired for solar panels.	Mid	
E.4.h	Work with various City departments to establish and streamline battery storage requirements to allow for easier implementation of these technologies throughout the City.	Mid	
E.4.i*	Work with home and business owners, including those in the historic districts, to identify and promote renewable energy demonstration projects to showcase the benefits.	Mid	
E.4.j*	Work with SCE and the CPA to develop a program and timeline for increasing resilience to power losses, including Public Safety Power Shutoffs (PSPS), and climate-driven extreme weather events for low-income, medically dependent, and elderly populations through installation of renewable energy and onsite energy storage with islanding capabilities, following appropriate project-level environmental review.	Mid	

 Sustainable Ecosystems
  Economic Security
  Public Health
  Improved Air Quality
  Resource Efficiency
  Green Jobs

Now — Short- (3 years) — Mid- (5 years) — Long-term (10+ years)

*\*Move added based on community feedback*

# Transportation

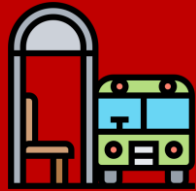


**T.1**



Increase zero-emission vehicle and equipment adoption to 13% by 2030 and 25% by 2045.

**T.2**



Implement programs for public and shared transit that decrease passenger car vehicle miles traveled 2% by 2030 and 4% by 2045.

**T.3**



Develop and implement an Active Transportation Plan to shift 3% of passenger car vehicle miles traveled to active transportation by 2030, and 6% by 2045.

# Transportation

**Play T.1** Increase zero-emission vehicle and equipment to 13% by 2030 and 25% by 2045.

**Target** 2030: 3,774 MT of CO<sub>2</sub>e  
2045: 6,629 MT of CO<sub>2</sub>e



Move ID	Move	Time frame	Co-Benefits
T.1.a	Develop an EV Readiness Plan to establish a path forward to increase EV infrastructure within the City and promote mode shift to EVs that is consistent with the City General Plan. In conjunction with an EV Readiness Plan, conduct a community EV Feasibility Study to assess infrastructure needs and challenges.	Short	
T.1.b	Adopt an EV Charging Retrofits in Existing Commercial and Multifamily Buildings reach code requiring major retrofits, with either a permit value over \$200,000 or including modification of parking surfaces or electric panels, to meet CalGreen requirements for “EV Ready” charging spaces and infrastructure.	Short	
T.1.c	Streamline permit processes (city, county, state, utility) for electric vehicle charging infrastructure and alternative fuel stations.	Short	
T.1.d	Enhance promotion of public and private conversion to zero-emission vehicles through implementation of the City General Plan; including use of City events, social media, and the City website to educate on benefits of zero-emission vehicles and available incentives.	Short	
T.1.e	Establish an ordinance that restricts use of gas-powered lawn equipment, including leaf blowers, and provide information on the City website outlining available incentives.	Short	

Sustainable Ecosystems  
 Economic Security  
 Public Health  
 Improved Air Quality  
 Resource Efficiency  
 Green Jobs




*\*Move added based on community feedback*

Move ID	Move	Time frame	Co-Benefits
T.1.f	<p>Adopt an EV Readiness Reach Code requiring new commercial construction to provide the minimum number of EV capable spaces to meet Tier 2 requirements (20% of total). In doing so the City will:</p> <ul style="list-style-type: none"> <li>✓ Engage with stakeholders, both internal stakeholders, such as local government staff and officials, and external stakeholders, such as local developers regarding the purpose and impact of the reach code</li> <li>✓ Conduct a cost effectiveness study</li> <li>✓ Develop and draft an ordinance</li> <li>✓ Conduct public hearings, public notices, and formally adopt the ordinance</li> <li>✓ Submit the adopted ordinance to the California Energy Commission (CEC)</li> </ul>	Short	
T.1.g	Earmark and identify additional funding for implementation of the EV Readiness Plan to include public charging infrastructure in key locations.	Short / Mid	
<p><b>Play T.2 Implement programs for public and shared transit that decrease passenger car vehicle miles traveled 2% by 2030 and 4% by 2045.</b></p> <p>Target 2030: 807 MT of CO<sub>2</sub>e 2045: 1,399 MT of CO<sub>2</sub>e</p>			
Move ID	Move	Time frame	Co-Benefits
T.2.a	Conduct a Feasibility and Community Interest Study on the four transit improvement options of the City's General Plan.	Short	
T.2.b	Pursue a community car, bike, or e-scooter "micro-transit" share pilot consistent with the City General Plan.	Short	
Sustainable Ecosystems          Economic Security          Public Health          Improved Air Quality          Resource Efficiency          Green Jobs	<p>Short- Mid- Long-term Now 3 years 5 years 10+ years</p> <p><i>*Move added based on community feedback</i></p>		

Move ID	Move	Time frame	Co-Benefits
T.2.c	Conduct local transportation surveys to better understand the community's needs and motivation for traveling by car versus other alternatives such as bus or Metro Gold Line light rail. Use survey results to inform transit expansion and improvement projects.	Short / Mid	
T.2.d	Adopt a Transportation Demand Management (TDM) Plan for the City that includes a transit system focus. Provide incentives for implementation of TDM measures at local businesses and new developments.	Mid	
T.2.e	Facilitate transportation equity through targeted provision of programs that encourage minority, low-income, disabled, and senior populations to take transit, walk, bike, use rideshare or car share.	Mid	

**Develop and implement an Active Transportation Plan to shift Play T.3 3% of passenger car vehicle miles traveled to active transportation by 2030, and 6% by 2045.**

**Target** 2030: 1,186 MT of CO<sub>2</sub>e  
2045: 2,015 MT of CO<sub>2</sub>e



















Move ID	Move	Time frame	Co-Benefits
T.3.a	Develop and adopt an Active Transportation Plan consistent with Southern California Association of Governments (SCAG) 2016 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) that will identify funding strategies and policies for development of pedestrian, bicycle, and other alternative modes of transportation projects. Establish citywide events, outreach, educational programs, and platforms to promote active transportation in the community in support of the General Plan.	Short	
T.3.b	In conjunction with the City's Complete Streets Policy, conduct a Street/Intersection Study to identify streets and intersections that can be improved for pedestrians and bicyclists through traffic calming measures and/or where multi-use pathway opportunities exist to increase active transportation.	Short	



Short- Mid- Long-term  
Now 3 years 5 years 10+ years  
*\*Move added based on community feedback*



Move ID	Move	Time frame	Co-Benefits
T.3.c	Periodically review and update the City's Bicycle and Pedestrian Network Map and post throughout City.	Short	  
T.3.d*	Work with South Pasadena Active, Active San Gabriel Valley (ActiveSGV), and/or Metro to develop programs and classes to teach and promote bicycle riding education and safety to residents of all ages and skill levels, as well as educate drivers.	Short	  
T.3.e	Conduct a nexus study and develop an ordinance requiring payment of fees from development projects to implement safe active transportation routes and infrastructure citywide.	Mid	   
T.3.f	Amend zoning code to require installation of bike stalls or lockers at new developments, "mobility hubs", and during change of use of existing buildings, consistent with the General Plan.	Mid	  
T.3.g	Adopt a Trip Reduction Ordinance that includes requirements in the Zoning Code to require end-of-trip facilities for cyclists (e.g., showers, bike repair kiosks, and lockers) in new, non-residential building projects of a specified size.	Mid	  

 Sustainable Ecosystems  
  Economic Security  
  Public Health  
  Improved Air Quality  
  Resource Efficiency  
  Green Jobs

Now — Short- (3 years) — Mid- (5 years) — Long-term (10+ years)

*\*Move added based on community feedback*

# Water



**W.1**



















Reduce per capita water consumption by 10% by 2030 and 35% by 2045.

# Water

**Play W.1** Reduce per capita water consumption by 10% by 2030 and 35% by 2045.

**Target** 2030: 414 MT of CO<sub>2</sub>e  
*These emissions not added to the total because they are accounted for in Play E-1.*  
 2045: 0 MT of CO<sub>2</sub>e



Move ID	Move	Time frame	Co-Benefits
W.1.a	Continue to enforce the Model Water Efficient Landscapes Ordinance.	Short	 
W.1.b	Work with the Los Angeles County Sanitation District (LACSD) and/or the Upper San Gabriel Valley Municipal Water District to bring recycled water lines and infrastructure to the City.	Short	  
W.1.c	In conjunction with the Downtown Specific Plan Action and City General Plan, adopt an ordinance restricting the use of potable water for non-potable uses and requiring greywater capture for land uses that are excess water users (e.g. golf courses, car washes, large fields, etc.).	Short	 
W.1.d	Implement Plays 1 through 4 under Goal II of the Green Action Plan on the provided implementation timeline, aiming to provide education and promotion of greywater systems. (See the City's Green Action Plan for more information).	Short	  
W.1.e	In conjunction with Move II.1.1 of the City Green Action Plan, develop a Recycled Water Use Master Plan that identifies access to recycled water and quantity of recycled water available to the City, as well as establishes an implementation plan. The implementation plan shall identify land use types (i.e., landscaping, gold courses, fields) and specific projects that will switch from potable to recycled water use allowing for a goal of 20% of City's potable water use to be replaced with recycled water.	Short	 
W.1.f	Implement 100% renewable power for all pumping and treatment of water.	Short	   

 Sustainable Ecosystems  
  Economic Security  
  Public Health  
  Improved Air Quality  
  Resource Efficiency  
  Green Jobs

● Short-   ● Mid-   ● Long-term  
 Now   3 years   5 years   10+ years  
*\*Move added based on community feedback*

# Solid Waste



**SW.1**



Implement and enforce SB 1383 organics and recycling requirements to reduce landfilled organics waste emissions 50% by 2022 and 75% by 2025.

**SW.2**



Reduce residential and commercial waste sent to landfills by 50% by 2030 and 100% by 2045.

# Solid Waste

**Play SW.1** Implement and enforce SB 1383 organics and recycling requirements to reduce landfilled organics waste emissions 50% by 2022 and 75% by 2025.

**Target** 2030: 1,702 MT of CO<sub>2</sub>e  
2045: 1,764 MT of CO<sub>2</sub>e



Move ID	Move	Time frame	Co-Benefits
SW.1.a	Adopt procurement policies to comply with SB 1383 requirements for jurisdictions to purchase recovered organic waste products.	Short	
SW.1.b	Adopt an ordinance requiring compliance with SB 1383. Ensure ordinances established through the City General Plan are consistent with SB 1383 requirements; and revise ordinances if necessary.	Short	
SW.1.c	Adopt an Edible Food Recovery Ordinance for edible food generators, food recovery services, or organization that are required to comply with SB 1383.	Short	
SW.1.d	Partner with the City's waste hauler, to provide organic waste collection and recycling services to all commercial and residential generators of organic waste.	Short	
SW.1.e	Adopt an ordinance requiring all residential and commercial customers to subscribe to an organic waste collection program and/or report self-hauling or backhauling of organics.	Short	
SW.1.f	Conduct a Feasibility Study and prepare an action plan to ensure edible food reuse infrastructure is sufficient to accept capacity needed to recover 20% of edible food disposed or identify proposed new or expanded food recovery capacity.	Short	
SW.1.g	Establish an education and outreach program for school children and adults around food waste prevention, nutrition education, and the importance of edible food recovery. Support City Green Action Plan Play III identified educational goals (Move III.1.3., Move III.1.4., Move III.1.6., Move III.2.1, Move III. 3.3, and Move III.4.2) through an established educational program.	Mid	



Sustainable Ecosystems



Economic Security



Public Health



Improved Air Quality



Resource Efficiency















Green Jobs



\*Move added based on community feedback

Move ID	Move	Time frame	Co-Benefits			
SW.1.h	Establish an edible food recovery program supporting the City General Plan and the City Green Action Plan Move III.1.2 to minimize food waste.	Short / Mid				
SW.1.i	Adopt an ordinance or enforceable mechanism to regulate haulers collecting organic waste, including collection program requirements and identification of organic waste receiving facilities.	Short / Mid				
SW.1.j	Partner with City waste services to: <ul style="list-style-type: none"> <li>✓ Ensure organic waste collection from mixed waste containers are transported to a high diversion organic waste processing facility.</li> <li>✓ Provide quarterly route reviews to identify prohibited contaminants potentially found in containers that are collected along route.</li> <li>✓ Clearly label all new containers indicating which materials are accepted in each container, and by January 1, 2025, place or replace labels on all containers.</li> </ul>	Mid				
Play SW.2	<p><b>Reduce residential and commercial waste sent to landfills by 50% by 2030 and 100% by 2045.</b></p> <p>Target 2030: 415 MT of CO<sub>2</sub>e</p> <p>2045: 859 MT of CO<sub>2</sub>e</p>					
Move ID	Move	Time frame	Co-Benefits			
SW.2.a	Develop and implement a Zero Waste Plan in order to reach South Pasadena's goal of zero waste by 2040.	Short				
SW.2.b*	Provide ongoing education to residents, business owners, and South Pasadena School District regarding waste reduction, composting, and recycling.	Short				
						<p>Short- Mid- Long-term</p> <p>Now 3 years 5 years 10+ years</p> <p><i>*Move added based on community feedback</i></p>

Move ID	Move	Time frame	Co-Benefits
SW.2.c	Increase reuse, recycling, and composting at temporary public events by mandating the installation of public recycling and composting containers and collection service; and encouraging reusable food ware, when relevant, according to the California State Retail Food Code.	Short	 
SW.2.d	Develop a waste department or working group to enhance recycling and composting outreach and provide technical assistance or information in support of City Green Action Plan Move III. Additionally, implement and share a Recycle and Reuse Directory through City platforms, in support of Green Action Plan Move I.2.5.	Short	  
SW.2.e	Adopt an ordinance requiring compliance with Sections 4.410.2, 5.410.1, 4.408.1, and 5.408.1 of the California Green Building Standards Code related to construction of buildings with adequate space for recycling containers and construction and demolition (C&D) recycling.	Short	
SW.2.f	Require construction sites to separate waste for proper diversion and reuse or recycling.	Short	
SW.2.g	Develop and implement a Waste Stream Education Program targeting property managers of multi-family residences and the commercial sector, in support of Goal III of the City Green Action Plan.	Short	
SW.2.h	Develop policies to mandate/encourage reduction of waste and reuse in the food industry (e.g. facilities serving prepared food and prepackaged food; home meal delivery services), hospitality industry, and other commercial industries. Efforts may include developing ordinances for food service ware and a ban on single-use individual toiletry bottles in hotels/motels, grant/discount programs for switching to reusables, fast food champion pilot project, and working with home meal delivery services (e.g., Blue Apron), etc. to explore opportunities to reduce single-use packaging and encourage reuse.	Short	 
SW.2.i	Encourage reusable foodware; or if reusable foodware is not a feasible option, explore opportunities to mandate/encourage a switch to more environmentally friendly alternatives for various products in the commercial industry, when relevant.	Short	 

 Sustainable Ecosystems  
  Economic Security  
  Public Health  
  Improved Air Quality  
  Resource Efficiency  
  Green Jobs

Short- Mid- Long-term  
 Now 3 years 5 years 10+ years  
*\*Move added based on community feedback*

# Carbon Sequestration



**CS.1**



Increase carbon sequestration through increased tree planting and green space.



# Carbon Sequestration

**Play CS.1** Increase carbon sequestration through increased tree planting and green space.

**Target** 2030: 19 MT CO<sub>2</sub>e

2045: 39 MT CO<sub>2</sub>e



Move ID	Move	Time frame	Co-Benefits
CS.1.a	Identify and map public spaces that can be converted to green space, including public parking that can be converted to parklets, freeway airspace that can be made into green space, vertical walls that can be planted with vines, and rooftops of public buildings that can be developed into gardens.	Short	 
CS.1.b	Adopt a Greenscaping Ordinance that has a street tree requirement for all zoning districts, has a shade tree requirement for new development, requires greening of parking lots, and increases permeable surfaces in new development.	Short	 
CS.1.c	Prepare and adopt an Urban Forest Management Plan for the City that includes an inventory of existing trees, identifies future tree planting opportunities, and a climate-ready tree palette, as well as ongoing operations and maintenance needs.	Short / Mid	  
CS.1.d	Adopt a standard policy and set of practices for expanding urban tree canopy and placing vegetative barriers between busy roadways and developments to reduce exposure to air pollutants from traffic.	Short / Mid	   



Sustainable Ecosystems



Economic Security



Public Health



Improved Air Quality



Resource Efficiency



Green Jobs

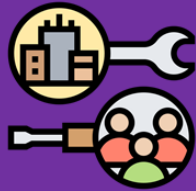


*\*Move added based on community feedback*

# Municipal



**M.1**



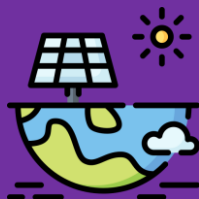
Reduce carbon intensity of City operations.

**M.2**



Electrify the municipal vehicle fleet and mobile equipment.

**M.3**



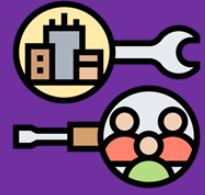
Increase City's renewable energy production and energy resilience.

# Municipal

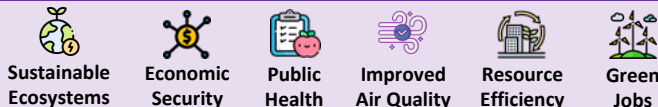
## Play M.1 Reduce carbon intensity of City operations.

Target 2030: 188 MT of CO<sub>2</sub>e

2045: 188 MT of CO<sub>2</sub>e



Move ID	Move	Time frame	Co-Benefits
M.1.a	As recommended in the 2016 Renewable Energy Council Report, complete energy audits for all City facilities and implement all feasible recommendations for fuel switching and efficiency upgrades.	Short	
M.1.b	As recommended in the 2016 Renewable Energy Council Report, purchase renewable natural gas (RNG) for applicable City fleet vehicles.	Short	
M.1.c*	Establish an employee rideshare program.	Short	
M.1.d	As recommended in the 2016 Renewable Energy Council Report, install PV solar systems at the City Hall and at Wilson Reservoir.	Mid	
M.1.e	Adopt retrofitting policy for City owned buildings such that energy efficient and electrification retrofits are incorporated into City buildings as they become available.	Mid	
M.1.f	Develop a policy for the City which would require all new building RFP's to include life cycle costing over 30 years and tie this directly to energy consumption and building electrification. This would include the buildings operational and maintenance costs and ensure that the City has the most cost effective (and sustainable) building possible.	Mid / Long	
M.1.g	As recommended in the 2016 Renewable Energy Council Report, invest all savings from City energy efficiency projects into a new revolving green fund that can be used to fund additional energy efficiency and GHG reduction projects.	Long	



\*Move added based on community feedback

**Play M.2 Electrify the municipal vehicle fleet and mobile equipment.**



**Target** 2030: 23 MT of CO<sub>2</sub>e

2045: 23 MT of CO<sub>2</sub>e

Move ID	Move	Time frame	Co-Benefits
M.2.a	Develop a suite of transportation demand management tools to incentivize alternative transportation methods for employees, including telecommute options.	Short	
M.2.b	Provide bicycles and bicycle storage for employees to use during work hours for short business or personal trips.	Short	
M.2.c	Develop and adopt a policy to apply lifecycle assessment to all new vehicle and equipment purchases.	Mid	
M.2.d	Implement the City Fleet Alternative Fuel Conversion Policy developed under the City General Plan, electrifying the City vehicle fleet and using it to encourage residents to convert as well.	Mid	
M.2.e	Install EV charging stations at municipal buildings.	Mid	

Sustainable Ecosystems  
 Economic Security  
 Public Health  
 Improved Air Quality  
 Resource Efficiency  
 Green Jobs

Now — Short- (3 years) — Mid- (5 years) — Long-term (10+ years)

*\*Move added based on community feedback*

Play M.3 **Increase City's renewable energy production and energy resilience.**

Target Supportive of 2030 Goals

Supportive of 2045 Goals



Move ID	Move	Time frame	Co-Benefits
M.3.a	Conduct a Feasibility Study to determine which City buildings would serve as ideal resilience centers including solar and battery installations.	Short	
M.3.b	Convert all streetlights to light emitting diode (LED) bulbs.	Short	
M.3.c	Work with the CPA to identify and develop local solar projects to connect to the grid.	Mid	
M.3.d	Install solar arrays at facilities that currently do not have solar arrays and work with emergency services to add solar and battery storage at priority locations. Review options for potential to combine multiple buildings into micro-grid systems.	Mid	
M.3.e*	Explore opportunities and partnerships to develop renewable-powered fuel cell micro-grids to provide back-up or primary power for critical facilities such as facilities providing essential services (e.g. water pumping facilities) and schools as a clean alternative to diesel generators.	Long	

Sustainable Ecosystems

Economic Security

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Short- Mid- Long-term  
Now 3 years 5 years 10+ years

*\*Move added based on community feedback*

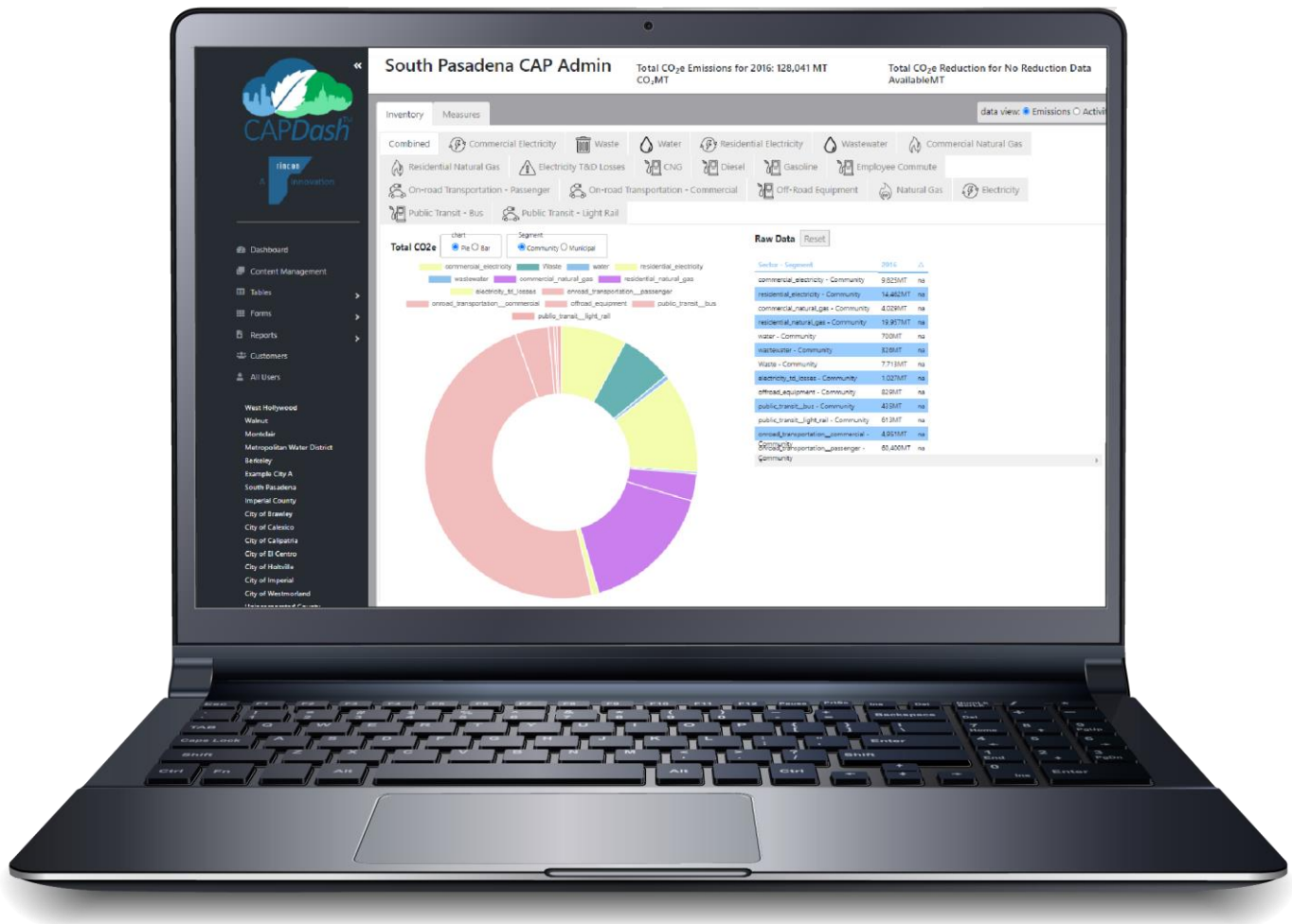


# Keeping Score

Implementation and the Next Steps



Figure 11 CAPDash – Implementation and Monitoring Tool



## CAPDash

CAPDash is a customizable, web-based dashboard developed by Rincon Consultants, Inc. that allows the City of South Pasadena to track the annual emission reductions achieved through implementation of each Play and meet the requirements of CEQA Section 15183.5(b) (see Figure 11). The City will conduct annual implementation monitoring of the GHG emissions reduction measures and report out on this progress to City Council every third year beginning in 2023. The process for monitoring and quantifying measure implementation status relies on key target metrics identified for each of the Plays and Moves. By committing to annual monitoring of CAP implementation progress and adjusting where necessary, South Pasadena will rise to meet the local and global imperative of reducing greenhouse gas emissions. In the process of meeting that challenge,

we will benefit from the supplemental health, economic, resilience, and other co-benefits of the GHG emissions reduction measures. This game plan marks another major milestone in the City’s commitment to a sustainable future.

## Funding Strategy

This Plan focuses first and foremost on Plays and Moves that are either no or low-cost to the community. The single largest GHG emissions reduction will come from a communitywide switch to the Clean Power Alliance’s carbon-free power portfolio at very low cost to the community, which occurred in 2019. Not only will this single Play reduce GHG emissions, but it will also provide the foundation for the City’s long-term GHG emissions reduction plan. Other Plays and Moves, such as electrification of existing buildings may not yet be feasible for everyone. However, more and more resources are becoming available and being provided



Figure 12 Funding Strategy Principles



### Equity

Limit the imposition of new costs on the segments of the community that have the least ability to shoulder increased cost; target assistance to low- and moderate-income households



### Cost-Effectiveness

Prioritize the use of available local resources to implement the Plays and Moves that have the highest GHG reduction potential; when possible, the Plays and Moves in the CAP will generate long-term cost savings that will repay and even generate a return on investment (ROI)



### Leveraging Local Resources

Leverage General Fund resources and in-kind staff time to aggressively seek grants (such as the grant that funded this CAP), matching funds, in-kind contributions, and other resources from state, federal, and philanthropic sources to help pay for actions and limit the cost to the City, local residents, and businesses

by the state, local government, and utilities to help fund this transition. The City will seek grants, matching funds, in-kind contributions, and other resources to help pay for Plays and Moves and limit the cost of implementation to the City and our collective community.

Full implementation of the City's CAP will require investments on the part of the City, local households and property owners, and commercial businesses. In most cases, the expenditures will not only help to reduce GHG emissions but will also bring other valuable co-benefits as described in the *Plays and Moves*. The CAP will be implemented over time. Funding sources for some actions can be identified at the outset, while the best means to fund other actions will be determined at the time the City is ready to implement them, depending on the resources available. Three primary principles can help the City determine the best approach to funding various Plays and Moves, including: equity, cost-effectiveness, and ability to leverage local resources, as outlined in Figure 12. An overview of funding sources can be found in Table 7<sup>33</sup> and a detailed Funding Strategy is provided in Appendix E.

Shown in Table 7 is the estimated cost for each Move and combined for each Play based on a conservative, high-level estimate. For example, Play C.1 has three Moves, that are each estimated to cost \$10,000 or less. Therefore, it is conservatively assumed that the entire Play could cost up to approximately \$30,000.





















### Going the Distance

If the City has not made sufficient progress on GHG emissions reduction goals by the next triennial review, a CAP update may be required to establish new or more robust emission reduction goals to increase emissions reductions and maintain status as a CEQA-qualified GHG emissions reduction plan. The CAP update could require additional implementation of the existing actions and/or additional actions such as shifting incentive and educational programs to mandatory requirements. A complete CAP update for post-2030 emissions reductions targets will be required, and City staff shall begin this effort by 2029, during the third triennial review.

33. It is important to note that the costs shown in Table 7 outline the full implementation of each Move and are not representative of an annual cost.



**Table 7 Funding Matrix**

Move	Total Cost	City Lead	Potential Funding Source					
<b>Play C.1 Engage South Pasadena youth in climate action and provide education on ways to live a sustainable lifestyle.</b>			~ \$30k					
<b>C.1.a</b> Support South Pasadena Unified School District by providing students with information on climate change and the beneficial role of trees.	\$	 	U.S. EPA - Environmental Education Grants					
<b>C.1.b</b> Utilize South Pasadena’s historic neighborhoods to demonstrate to students the importance of mature urban trees in providing shade and reducing the urban heat island effect.	\$	 	U.S. EPA - Environmental Education Grants					
<b>C.1.c</b> Identify grant funding opportunities and engage with local nurseries and tree planting programs to identify appropriate and cost-effective California native plants/trees that can be both planted in the ground or remain potted for students living in rental/multi-family homes.	\$	 	General Fund					
<b>Play E.1 Maximize the usage of renewable power within the community, by continuing to achieve an opt-out rate lower than 4% for the Clean Power Alliance.</b>			~ \$10k					
<b>E.1.a</b> Monitor progress and perform public outreach and education campaigns highlighting the benefits of 100% renewable energy, including: <ul style="list-style-type: none"> <li>✓ Monitoring opt-out rates on an annual basis</li> <li>✓ Tabling at community events</li> <li>✓ Establishing an informational resource page on the City website</li> <li>✓ Regular social media posts</li> <li>✓ Energy bill inserts</li> </ul>	\$		General Fund					
<b>Play E.2 Electrify 100% of newly constructed buildings.</b>			~ \$120k					
<b>E.2.a</b> Develop a webpage and materials for display at City Hall promoting the benefits of electrification and resources that can assist with the fuel-switching process.	\$	 	General Fund					
<b>E.2.b</b> Provide financial and technical resources, including hosting workforce development trainings for installers and building owners/operators to discuss benefits and technical requirements of electrification.	\$ \$		Foothill Workforce Development Board – job training					
<b>E.2.c</b> Perform regular internal trainings with planners and building officials on current state decarbonization goals and incentives available for electric homes.	\$		General Fund					
 <\$10k Minimal Cost	 \$10k to \$50k Low Cost	 \$50k to 100k Medium Cost	 \$100k+ High Cost	 Public Works	 Finance	 Management Services	 Community Services	 Planning and Building

Move	Total Cost	City Lead	Potential Funding Source
<b>E.2.d</b> Provide education around cooking with electric appliances, including demonstrations from chefs and/or local restaurants, as available.	\$		General Fund
<b>E.2.e</b> Adopt an Electrification Readiness Reach Code per California Energy Commission (CEC) reach code requirements for all new buildings and accessory dwelling units which eliminates the piping of natural gas. In doing so the City will: <ul style="list-style-type: none"> <li>✓ Engage with stakeholders, both internal stakeholders, such as City staff and officials, and external stakeholders, such as local developers regarding the purpose and impact of the reach code</li> <li>✓ Conduct a cost effectiveness study</li> <li>✓ Develop and draft an ordinance</li> <li>✓ Conduct public hearings, public notices, and formally adopt the ordinance</li> <li>✓ Submit the adopted ordinance to the California Energy Commission (CEC)</li> </ul>	\$\$		Grant Funding
<b>E.2.f</b> Adopt an ordinance that allows granting of minor allowances for certain site development standards when there is no practical ways to design a project to be all electric	\$\$		Grant Funding
<b>Play E.3 Electrify 5% of existing buildings by 2030 and 80% by 2045.</b>			~ \$195k
<b>E.3.a</b> Develop an existing building electrification permit tracking program to track annual progress in achieving the targeted electrification goal.	\$		General Fund
<b>E.3.b</b> Keep an updated list of rebates and incentives available to residents who would like to convert their buildings to electric power.	\$	 	General Fund
<b>E.3.c</b> Provide education on the potential energy savings and benefits of electric heat pumps for water heating and space heating when permits for replacement are obtained.	\$	 	General Fund
<b>E.3.d</b> Work with Southern California Edison (SCE) and/or the Clean Power Alliance to provide rebates for residential replacement of natural gas-powered air and water heating appliances with electric-powered.	\$		1. General Fund 2. SCE 3. Clean Power Alliance for rebate funding
<b>E.3.e</b> Promote water heater, space heating, and appliance (electric stoves/dryers) replacement programs and incentives (residential) at time of construction permit.	\$	 	General Fund
<b>E.3.f</b> Perform an existing buildings analysis in order to understand the potential for electrification retrofitting in South Pasadena and establish a roadmap for eliminating natural gas from existing buildings.	\$\$\$ -\$-\$-\$		California Energy Commission – Energy Partnership Program

\$ <\$10k Minimal Cost
\$\$ \$10k to \$50k Low Cost
\$\$\$ \$50k to 100k Medium Cost
\$\$\$\$ \$100k+ High Cost
 Public Works
 Finance
 Management Services
 Community Services
 Planning and Building

Move	Total Cost	City Lead	Potential Funding Source
<b>E.3.g</b> Establish a comprehensive, coordinated education campaign focused towards property owners, landlords, property management companies, and occupants for reducing the use of natural gas in homes and businesses. Establish a shared understanding of existing incentives for electric appliances and upgrades, and how to access them, including SCE incentive programs and rebates.	💰 💰	 	1. SCE/CPA or SCG – rebates, incentives, and financing programs 2. U.S. EPA - Environmental Education Grants
<b>E.3.h</b> Perform a cost-effectiveness study for electrification retrofitting, including requirements for newly permitted HVAC/hot water heaters and other appliances to be electric.	💰		California Energy Commission
<b>E.3.i</b> Develop a best practices model based on the progress electrifying existing buildings in South Pasadena and outside of South Pasadena to significantly increase electrification post-2030.	💰		Grant Funding
<b>Play E.4 Develop and promote reduced reliance on natural gas through increased clean energy systems that build off of renewable energy development, production, and storage.</b>			~ \$ 360k
<b>E.4.a</b> Conduct a Feasibility Study to assess cost and applicable locations for installation of battery back-up systems or generators throughout the City.	💰 💰		California Energy Commission (CEC) - Energy Partnership Program
<b>E.4.b</b> Promote installation of storage technology in concert with renewable energy infrastructure through educational programs, outreach, and information provided via City platforms.	💰		General Fund
<b>E.4.c</b> Conduct "micro-grid" Feasibility/Pilot Study in support of the General Plan.	💰 💰		California Energy Commission (CEC) - Energy Partnership Program
<b>E.4.d</b> In support of the General Plan, develop and implement a Solar Action Plan with a goal of meeting 50% of South Pasadena's power demand through solar by 2040.	💰 - 💰 💰 - 💰		Private Solar Dealers/Installers
<b>E.4.e</b> In support of the 2018-2019 City Strategic Plan, develop a strategy and implementation schedule for the Renewable Energy Plan, after completion of the feasibility study.	💰 💰	 	Grant Funding
<b>E.4.f</b> Adopt a PV (Solar) Ordinance requiring newly constructed and majorly renovated multi-family and commercial buildings to install PV systems with an annual output greater or equal to 25% of buildings electricity demand.	💰 💰		Grant Funding
<b>E.4.g</b> Require all new structures or major retrofits to be pre-wired for solar panels.	💰 💰		General Fund


  
 <\$10k  
 Minimal Cost


  
 \$10k to \$50k  
 Low Cost


  
 \$50k to 100k  
 Medium Cost


  
 \$100k+  
 High Cost












  
 Public Works

  
 Finance

  
 Management Services





  
 Community Services

  
 Planning and Building

Move	Total Cost	City Lead	Potential Funding Source
<b>E.4.h</b> Work with various City departments to establish and streamline battery storage requirements to allow for easier implementation of these technologies throughout the City.	⌘	 	General Fund
<b>E.4.i</b> Work with home and business owners, including those in the historic districts, to identify and promote renewable energy demonstration projects to showcase the benefits.	⌘	 	General Fund
<b>E.4.j</b> Work with SCE and the CPA to develop a program and timeline for increasing resilience to power losses, including Public Safety Power Shutoffs (PSPS), and climate-driven extreme weather events for low-income, medically dependent, and elderly populations through installation of renewable energy and onsite energy storage with islanding capabilities, following appropriate project-level environmental review.	⌘ ⌘ ⌘ - ⌘ ⌘ ⌘ ⌘		1. SCE 2. CPA
<b>Play T.1 Increase zero-emission vehicle and equipment adoption to 13% by 2030 and 25% by 2045.</b>			<b>~ \$130k</b>
<b>T.1.a</b> Develop an EV Readiness Plan to establish a path forward to increase EV infrastructure within the City and promote mode shift to EVs that is consistent with the City General Plan. In conjunction with an EV Readiness Plan, conduct a community EV Feasibility Study to assess infrastructure needs and challenges.	⌘ ⌘		1. Moving California, California Climate Investments - Sustainable Transportation Equity Project (STEP) 2. CARB- Clean Vehicle Rebate Program
<b>T.1.b</b> Adopt an EV Charging Retrofits in Existing Commercial and Multifamily Buildings reach code requiring major retrofits, with either a permit value over \$200,000 to meet CalGreen requirements for “EV Ready” charging spaces and infrastructure.	⌘ ⌘	 	1. Moving California, California Climate Investments - STEP 2. CAL eVIP - Southern California Incentive Project (SCIP)
<b>T.1.c</b> Streamline permit processes (city, county, state, utility) for electric vehicle charging infrastructure and alternative fuel stations.	⌘		General Fund
<b>T.1.d</b> Enhance promotion of public and private conversion to zero-emission vehicles through implementation of the City General Plan; including use of City events, social media, and the City website to educate on benefits of zero-emission vehicles and available incentives.	⌘		General Fund
<b>T.1.e</b> Establish an ordinance that restricts use of gas-powered lawn equipment, including leaf blowers, and provide information on the City website outlining available incentives.	⌘ ⌘		General Fund


 <\$10k Minimal Cost    
 \$10k to \$50k Low Cost    
 \$50k to 100k Medium Cost    
 \$100k+ High Cost    
 Public Works    
 Finance    
 Management Services    
 Community Services    
 Planning and Building

Move	Total Cost	City Lead	Potential Funding Source					
<p><b>T.1.f</b> Adopt an EV Readiness Reach Code requiring new commercial construction to provide the minimum number of EV capable spaces to meet Tier 2 requirements (20% of total). In doing so the City will:</p> <ul style="list-style-type: none"> <li>✓ Engage with stakeholders, both internal stakeholders, such as local government staff and officials, and external stakeholders, such as local developers regarding the purpose and impact of the reach code</li> <li>✓ Conduct a cost effectiveness study</li> <li>✓ Develop and draft an ordinance</li> <li>✓ Conduct public hearings, public notices, and formally adopt the ordinance</li> <li>✓ Submit the adopted ordinance to the California Energy Commission (CEC)</li> </ul>		 	<ol style="list-style-type: none"> <li>1. Grant Funding</li> <li>2. AB 2766 funds</li> </ol>					
<p><b>T.1.g</b> Earmark and identify additional funding for implementation of the EV Readiness Plan to include public charging infrastructure in key locations.</p>			<ol style="list-style-type: none"> <li>1. General Fund</li> <li>2. AB 2766 – local subventions</li> <li>3. Funding from EV charging station companies</li> </ol>					
<p><b>Play T.2 Implement programs for public and shared transit that decrease passenger car vehicle miles traveled 2% by 2030 and 4% by 2045.</b></p>			<p>~ \$125k</p>					
<p><b>T.2.a</b> Conduct a Feasibility and Community Interest Study on the four transit improvement options of the City's General Plan.</p>			<ol style="list-style-type: none"> <li>1. SCAG - Sustainable Communities Program</li> <li>2. AB 2766 - Local Subventions</li> <li>3. LA County Measures A, C, R, M - Local Return Program</li> </ol>					
<p><b>T.2.b</b> Pursue a community car, bike, or e-scooter "micro-transit" share pilot consistent with the City General Plan.</p>			<p>AB2766 - Local Subventions</p>					
<p><b>T.2.c</b> Conduct local transportation surveys to better understand the community's needs and motivation for travelling by car versus other alternatives such as bus or Metro Gold Line light rail. Use survey results to inform transit expansion and improvement projects.</p>	 	 	<p>General Fund</p>					
<p><b>T.2.d</b> Adopt a Transportation Demand Management (TDM) Plan for the City that includes a transit system focus. Provide incentives for implementation of TDM measures at local businesses and new developments.</p>	 		<p>LA County Measures A, C, R, M – Local Return Program</p>					
<\$10k Minimal Cost	\$10k to \$50k Low Cost	\$50k to 100k Medium Cost	\$100k+ High Cost	Public Works	Finance	Management Services	Community Services	Planning and Building

Move	Total Cost	City Lead	Potential Funding Source
<b>T.2.e</b> Facilitate transportation equity through targeted provision of programs that encourage minority, low-income, disabled, and senior populations to take transit, walk, bike, use rideshare or car share.	\$	 	LA County Measures A, C, R, M – Local Return Program
<b>Play T.3 Develop and implement an Active Transportation Plan to shift 3% of passenger car VMT to active transportation by 2030, and 6% by 2045.</b>			<b>~ \$190</b>
<b>Play T.3.a</b> Develop and adopt an Active Transportation Plan consistent with SCAG 2016 RTP/SCS that will identify funding strategies and policies for development of pedestrian, bicycle, and other alternative modes of transportation projects. Establish citywide events, outreach, educational programs, and platforms to promote active transportation in the community in support of the General Plan.	\$ \$ \$ - \$ \$ \$ \$ \$	 	1. California Transportation Commission (CTC) - Active Transportation Program (ATP) 2. LA Metro - TDA Article 3
<b>Play T.3.b</b> In conjunction with the City’s Complete Streets Policy, conduct a Street/Intersection Study to identify streets and intersections that can be improved for pedestrians and bicyclists through traffic calming measures and/or where multi-use pathway opportunities exist to increase active transportation.	\$ - \$ \$		1. California Transportation Commission (CTC) - Local Partnership Program (LPP) 2. Mitigation fees paid by new development projects that contribute to VMT - Local VMT-based transportation impact fee or local/regional VMT bank/exchange program 3. LA Metro - TDA Article 3
<b>Play T.3.c</b> Periodically review and update the City’s Bicycle and Pedestrian Network Map and post throughout City.	\$		General Fund
<b>Play T.3.d</b> Work with South Pasadena Active, Active San Gabriel Valley (ActiveSGV), and/or Metro to develop programs and classes to teach and promote bicycle riding education and safety to residents of all ages and skill levels, as well as educate drivers.	\$		General Fund
<b>Play T.3.e</b> Conduct a nexus study and develop an ordinance requiring payment of fees from development projects to implement safe active transportation routes and infrastructure citywide.	\$ - \$ \$		Mitigation fees paid by new development projects
<b>Play T.3.f</b> Amend zoning code to require installation of bike stalls or lockers at new developments, "mobility hubs", and during change of use of existing buildings, consistent with the General Plan.	\$	 	General Fund, combine with Play T.3.g

 <\$10k Minimal Cost    
 \$10k to \$50k Low Cost    
 \$50k to 100k Medium Cost    
 \$100k+ High Cost    
 Public Works    
 Finance    
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 Community Services    
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Move	Total Cost	City Lead	Potential Funding Source
<b>Play T.3.g</b> Adopt a Trip Reduction Ordinance that includes requirements in the Zoning Code to require end-of-trip facilities for cyclists (e.g., showers, bike repair kiosks, and lockers) in new, non-residential building projects of a specified size.	\$ - \$ \$	 	General Fund
<b>Play W.1 Reduce per capita water consumption by 10% by 2030 and 35% by 2045.</b>			~\$170k
<b>W.1.a</b> Continue to enforce the Model Water Efficient Landscapes Ordinance.	\$	 	Water Conservation Funds
<b>W.1.b</b> Work with the Los Angeles County Sanitation District (LACSD) and/or the Upper San Gabriel Valley Municipal Water District to bring recycled water lines and infrastructure to the City.	\$ \$ \$ - \$ \$ \$ \$		1. User Fees 2. Water Resources Control Board- Water Recycling Funding Program - Construction Grant
<b>W.1.c</b> In conjunction with the Downtown Specific Plan Action and City General Plan, adopt an ordinance restricting the use of potable water for non-potable uses and requiring greywater capture for land uses that are excess water users (e.g. golf courses, car washes, large fields, etc.).	\$ - \$ \$		Water Conservation Funds
<b>W.1.d</b> Implement Plays 1 through 4 under Goal II of the Green Action Plan on the provided implementation timeline, aiming to provide education and promotion of greywater systems. (See the City's Green Action Plan for more information).	\$		Water Conservation Funds
<b>W.1.e</b> In conjunction with Move II.1.1 of the City Green Action Plan, develop a Recycled Water Use Master Plan that identifies access to recycled water and quantity of recycled water available to the City, as well as establishes an implementation plan. The implementation plan shall identify land use types (i.e., landscaping, golf courses, fields) and specific projects that will switch from potable to recycled water use allowing for a goal of 20% of City's potable water use to be replaced with recycled water.	\$ \$ \$ - \$ \$ \$ \$		Water Resources Control Board - Water Recycling Funding Program - Planning Grant
<b>W.1.f</b> Implement 100% renewable power for all pumping and treatment of water.	\$		General Fund
<b>Play SW.1 Implement and enforce SB 1383 organics and recycling requirements to reduce landfilled organics waste emissions 50% by 2022 and 75% by 2025.</b>			~\$150k
<b>SW.1.a</b> Adopt procurement policies to comply with SB 1383 requirements for jurisdictions to purchase recovered organic waste products.	\$		General Fund

								
<\$10k Minimal Cost	\$10k to \$50k Low Cost	\$50k to 100k Medium Cost	\$100k+ High Cost	Public Works	Finance	Management Services	Community Services	Planning and Building

Move	Total Cost	City Lead	Potential Funding Source
<b>SW.1.b</b> Adopt an ordinance requiring compliance with SB 1383. Ensure ordinances established through the City General Plan are consistent with SB 1383 requirements; and revise ordinances if necessary.	\$ - \$ \$		User fees for solid waste services
<b>SW.1.c</b> Adopt an Edible Food Recovery Ordinance for edible food generators, food recovery services, or organization that are required to comply with SB 1383.	\$ - \$ \$		User fees for solid waste services
<b>SW.1.d</b> Partner with the City's waste hauler, to provide organic waste collection and recycling services to all commercial and residential generators of organic waste.	\$		User fees for solid waste services
<b>SW.1.e</b> Adopt an ordinance requiring all residential and commercial customers to subscribe to an organic waste collection program and/or report self-hauling or backhauling of organics.	\$ - \$ \$		User fees for solid waste services
<b>SW.1.f</b> Conduct a Feasibility Study and prepare an action plan to ensure edible food reuse infrastructure is sufficient to accept capacity needed to recover 20% of edible food disposed or identify proposed new or expanded food recovery capacity.	\$ - \$ \$		CalRecycle - Food Waste Prevention and Rescue Grant Program
<b>SW.1.g</b> Establish an education and outreach program for school children and adults around food waste prevention, nutrition education, and the importance of edible food recovery. Support City Green Action Plan Play III identified educational goals (Move III.1.3., Move III.1.4., Move III.1.6., Move III.2.1, Move III. 3.3, and Move III.4.2) through an established educational program.	\$		U.S. EPA - Environmental Education Grants
<b>SW.1.h</b> Establish an edible food recovery program supporting the City General Plan and the City Green Action Plan Move III.1.2 to minimize food waste.	\$		CalRecycle - Food Waste Prevention and Rescue Grant Program
<b>SW.1.i</b> Adopt an ordinance or enforceable mechanism to regulate haulers collecting organic waste, including collection program requirements and identification of organic waste receiving facilities.	\$ - \$ \$		General Fund, possibly incorporate costs into franchise agreement.
<b>SW.1.j</b> Partner with City waste services to: <ul style="list-style-type: none"> <li>✓ Ensure organic waste collection from mixed waste containers are transported to a high diversion organic waste processing facility.</li> <li>✓ Provide quarterly route reviews to identify prohibited contaminants potentially found in containers that are collected along route.</li> <li>✓ Clearly label all new containers indicating which materials are accepted in each container, and by January 1, 2025, place or replace labels on all containers.</li> </ul>	\$		User fees for solid waste services; incorporate into agreement with Athens Services

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 Planning and Building



Move	Total Cost	City Lead	Potential Funding Source
<b>Play SW.2 Reduce residential and commercial waste sent to landfills by 50% by 2030 and 100% by 2045.</b>			~\$130k
<b>SW.2.a</b> Develop and implement a Zero Waste Plan in order to reach South Pasadena’s goal of zero waste by 2040.	\$ - \$ \$		User fees
<b>SW.2.b</b> Provide ongoing education to residents, business owners, and South Pasadena School District regarding waste reduction, composting, and recycling.	\$		U.S. EPA - Environmental Education Grants
<b>SW.2.c</b> Increase reuse, recycling, and composting at temporary public events by mandating the installation of public recycling and composting containers and collection service; and encouraging reusable food ware, when relevant, according to the California State Retail Food Code.	\$		CalRecycle - Beverage Container Recycling Grants
<b>SW.2.d</b> Develop a waste department or working group to enhance recycling and composting outreach and provide technical assistance or information in support of City Green Action Plan Move III. Additionally, implement and share a Recycle and Reuse Directory through City platforms, in support of Green Action Plan Move I.2.5.	\$ - \$ \$		General Fund
<b>SW.2.e</b> Adopt an ordinance requiring compliance with Sections 4.410.2, 5.410.1, 4.408.1, and 5.408.1 of the California Green Building Standards Code related to construction of buildings with adequate space for recycling containers and construction and demolition (C&D) recycling.	\$ - \$ \$		General Fund, planning and building permit fees.
<b>SW.2.f</b> Require construction sites to separate waste for proper diversion and reuse or recycling.	\$	 	General Fund, planning and building permit fees.
<b>SW.2.g</b> Develop and implement a Waste Stream Education Program targeting property managers of multi-family residences and the commercial sector, in support of Goal III of the City Green Action Plan.	\$		General Fund
<b>SW.2.h</b> Develop policies to mandate/encourage reduction of waste and reuse in the food industry (e.g. facilities serving prepared food and prepackaged food; home meal delivery services), hospitality industry, and other commercial industries. Efforts may include developing ordinances for food service ware and a ban on single-use individual toiletry bottles in hotels/motels, grant/discount programs for switching to reusables, fast food champion pilot project, and working with home meal delivery services (e.g., Blue Apron), etc. to explore opportunities to reduce single-use packaging and encourage reuse.	\$ - \$ \$		General Fund, affected businesses
<b>SW.2.i</b> Encourage reusable foodware; or if reusable foodware is not a feasible option, explore opportunities to mandate/encourage a switch to more environmentally friendly alternatives for various products in the commercial industry, when relevant.	\$		General Fund

 <\$10k  
Minimal Cost

 \$10k to \$50k  
Low Cost

 \$50k to 100k  
Medium Cost

 \$100k+  
High Cost






















 Public Works

 Finance

 Management Services

 Community Services

 Planning and Building

Move	Total Cost	City Lead	Potential Funding Source
<b>Play CS.1 Increase carbon sequestration through increased tree planting and green space.</b>			~\$100k
<b>CS.1.a</b> Identify and map public spaces that can be converted to green space, including public parking that can be converted to parklets, freeway airspace that can be made into green space, vertical walls that can be planted with vines, and rooftops of public buildings that can be developed into gardens.	\$		CalFire - Urban and Community Forestry
<b>CS.1.b</b> Adopt a Greenscaping Ordinance that has a street tree requirement for all zoning districts, has a shade tree requirement for new development, requires greening of parking lots, and increases permeable surfaces in new development.	\$\$ \$	 	General Fund
<b>CS.1.c</b> Prepare and adopt an Urban Forest Management Plan for the City that includes an inventory of existing trees, identifies future tree planting opportunities, and a climate-ready tree palette, as well as ongoing operations and maintenance needs.	\$ \$ \$ \$ \$ \$ \$		CalFire - Urban and Community Forestry
<b>CS.1.d</b> Adopt a standard policy and set of practices for expanding urban tree canopy and placing vegetative barriers between busy roadways and developments to reduce exposure to air pollutants from traffic.	\$		General Fund
<b>Play M.1 Reduce carbon intensity of City operations.</b>			~\$170k
<b>M.1.a</b> As recommended in the 2016 Renewable Energy Council Report, complete energy audits for all City facilities and implement all feasible recommendations for fuel switching and efficiency upgrades.	\$ \$ \$ \$ \$ \$ \$		California Energy Commission Energy Partnership Program
<b>M.1.b</b> As recommended in the 2016 Renewable Energy Council Report, purchase renewable natural gas (RNG) for applicable City fleet vehicles.	\$		General Fund
<b>M.1.c</b> Establish an employee rideshare program.	\$		General Fund
<b>M.1.d</b> As recommended in the 2016 Renewable Energy Council Report, install PV solar systems at the City Hall and at Wilson Reservoir.	\$ \$ \$ \$ \$ \$ \$		Grant Funding
<b>M.1.e</b> Adopt retrofitting policy for City owned buildings such that energy efficient and electrification retrofits are incorporated into City buildings as they become available.	\$		General Fund
<b>M.1.f</b> Develop a policy for the City which would require all new building RFP's to include life cycle costing over 30 years and tie this directly to energy consumption and building electrification. This would include the buildings operational and maintenance costs and ensure that the City has the most cost effective (and sustainable) building possible.	\$		General Fund
<b>M.1.g</b> As recommended in the 2016 Renewable Energy Council Report, invest all savings from City energy efficiency projects into a new revolving green fund that can be used to fund additional energy efficiency and GHG reduction projects.	\$		General Fund
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; gap: 10px;"> <div style="text-align: center;"> &lt;\$10k Minimal Cost</div> <div style="text-align: center;"> \$10k to \$50k Low Cost</div> <div style="text-align: center;"> \$50k to 100k Medium Cost</div> <div style="text-align: center;"> \$100k+ High Cost</div> </div> <div style="display: flex; gap: 10px;"> <div style="text-align: center;"> Public Works</div> <div style="text-align: center;"> Finance</div> <div style="text-align: center;"> Management Services</div> <div style="text-align: center;"> Community Services</div> <div style="text-align: center;"> Planning and Building</div> </div> </div>			

Move	Total Cost	City Lead	Potential Funding Source
<b>Play M.2 Electrify the municipal vehicle fleet and mobile equipment.</b>			<b>&gt;\$150k</b>
<b>M.2.a</b> Develop a suite of transportation demand management tools to incentivize alternative transportation methods for employees, including telecommute options.	\$		General Fund
<b>M.2.b</b> Provide bicycles and bicycle storage for employees to use during work hours for short business or personal trips.	\$		General Fund
<b>M.2.c</b> Develop and adopt a policy to apply lifecycle assessment to all new vehicle and equipment purchases.	\$		General Fund
<b>M.2.d</b> Implement the City Fleet Alternative Fuel Conversion Policy developed under the City General Plan, electrifying the City vehicle fleet and using it to encourage residents to convert as well.	\$		Southern California Air Quality Management District (SCAQMD) - Carl Moyer Program
<b>M.2.e</b> Install EV charging stations at municipal buildings.	\$ \$ \$ \$	 	1. Moving California, California Climate Investments, CARB - STEP 2. CAL eVIP, CA Energy Commission - Southern California Incentive Project (SCIP)
<b>Play M.3 Increase City's renewable energy production and energy resilience.</b>			<b>&gt;\$200k</b>
<b>M.3.a</b> Conduct a Feasibility Study to determine which City buildings would serve as ideal resilience centers including solar and battery installations.	\$		General Fund
<b>M.3.b</b> Convert all streetlights to light emitting diode (LED) bulbs.	\$ \$ \$ \$		General Fund
<b>M.3.c</b> Work with the CPA to identify and develop local solar projects to connect to the grid.	\$		General Fund, possibly incorporate costs into Lighting and Landscaping Assessment District
<b>M.3.d</b> Install solar arrays at facilities that currently do not have solar arrays and work with emergency services to add solar and battery storage at priority locations. Review options for potential to combine multiple buildings into micro-grid systems.	\$ \$ \$ \$		General Fund
<b>M.3.e</b> Explore opportunities and partnerships to develop renewable-powered fuel cell micro-grids to provide back-up or primary power for critical facilities such as facilities providing essential services (e.g. water pumping facilities) and schools as a clean alternative to diesel generators.	\$		General Fund

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