



City of San Marino

Staff Report

*Gretchen Shepherd Romey, Mayor
Tony Chou, Vice Mayor
Hunter Chang, Council Member
John Chou, Council Member
Calvin Lo, Council Member*

TO: Mayor and City Council

FROM: Philippe Eskandar, City Manager

BY: Hillary Guirola-Leon , Finance Director
Mark Siegfried, Accounting Manager/Controller

DATE: April 9, 2025

**SUBJECT: RECEIVE AND FILE MONTHLY DISBURSEMENTS REPORT
FOR MARCH 2025**

STRATEGIC PLAN CRITICAL SUCCESS FACTORS

Efficient, Responsive, and Effective City Services
Fiscally Responsible and Transparent City Government

BACKGROUND

The City publishes a report on total disbursements each month pursuant to Government Code Sections 37202 and 37208.

DISCUSSION

There are three source points for disbursement: (1) items disbursed from the City's General Checking account, including electronic funds transfers (EFTs); (2) items disbursed from the City's Workers' Compensation Account (collaboratively managed by City staff and the workers' compensation third-party administrator); and (3) items disbursed through the payroll process, inclusive of direct deposit transfers to employees, hardcopy checks issued to employees, and electronic transfers to State and Federal taxing authorities.

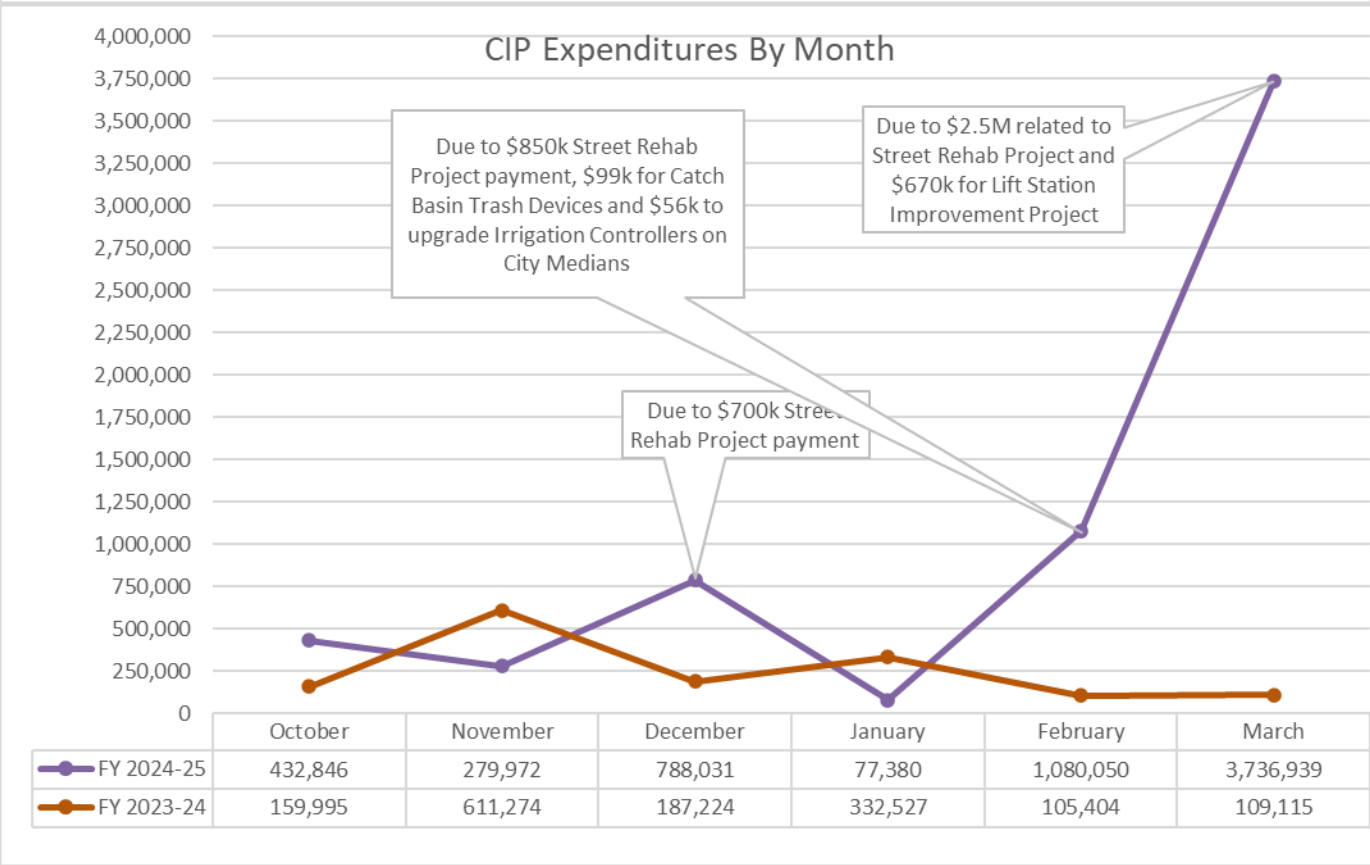
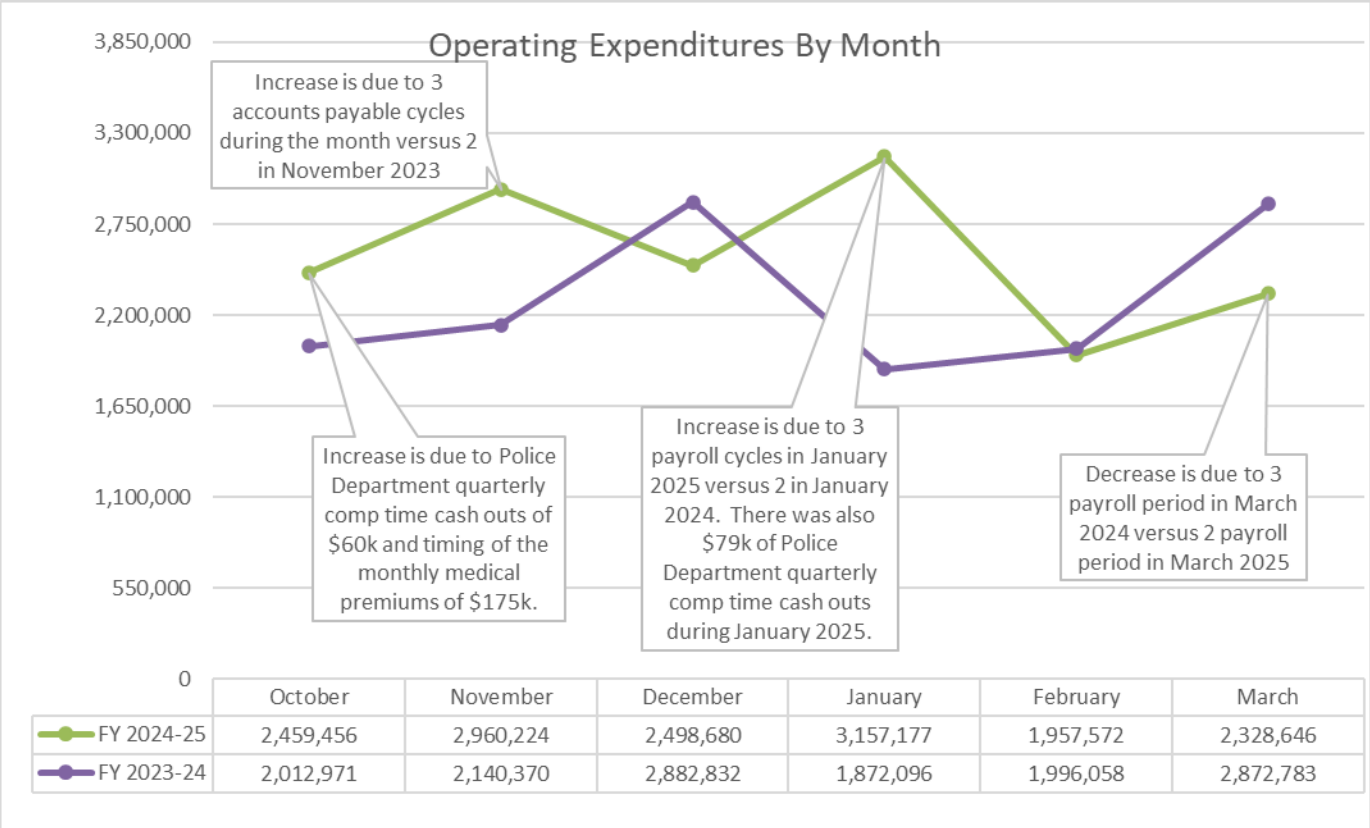
FISCAL IMPACT & PROCUREMENT REVIEW

Procurement review is not applicable.

MARCH 2025 DISBURSEMENTS SUMMARY

Schedule of Disbursements - March 2025			
Description	Amount		
General Account Checks	\$	747,393	
General Account Electronic Fund Transfers		4,231,711	
Worker's Compensation Checks		47,534	
Salaries and Taxes Paid		1,038,947	
	\$	6,065,585	
Operating Expenditures	\$	2,328,646	38%
CIP Expenditures		3,736,939	62%
	\$	6,065,585	

EXPENDITURES BY MONTH – PAST SIX MONTHS VERSUS PRIOR YEAR



LEGAL REVIEW

The City Attorney's office has reviewed and approved as to form.

RECOMMENDATION

Staff recommends the Council receive and file the Monthly Disbursements Report for the month of March 2025. If the City Council concurs with staff's recommendation, an appropriate motion would be:

"I move to receive and file the Monthly Disbursements Report for the month of March 2025."

ATTACHMENTS

1. March 2025 Transactions by Account Summary