

**City of South Pasadena Finance Commission  
Minutes for Special Meeting  
June 1, 2023 6:39 P.M.**

- I. Roll Call Commission Chair Giulioni – Present  
Commission Vice Chair Rossi – Present  
Commissioner Findley - Present  
Commissioner Elsner– Present  
Commissioner Quade – Present  
  
Councilmember Braun – Present
  
- II. General Public Comment
  - 1. Josh Betta – City Gate report
  - 2. No Online or Written Public Comment
  
- III. Action/Discussion
  - 1. Review updated Fiscal Year 2023-2024 Proposed Budget
    - i. Lengthy discussion by the commissioners regarding proposed changes to reserves, staffing levels and insurance
    - ii. Motion By Chair Giulioni - 2<sup>nd</sup> by Commissioner Findley
      - 1. “I would like to propose that we recommend to City Council that this budget, imperfect as it might be, is movement in the right direction but there are certain areas that we would like to flag on it, that need additional attention, and identify what those are.”
      - 2. Rephrased by the City Manager at the request of the Commission: “The Finance Commission recognizes the movement of the City budget in the right direction, but they have identified a number of areas that we need to work on collaboratively between the council commission and staff to identify strategies for improvements. Ultimately reaching a place where we are not in deficit spending.”
        - a. Comprehensive discussion and plan for the Insurance Fund & LLMD
        - b. Recommended positions and timing of hiring

*\*Clarification by Vice Chair Rossi if that these items will presented before the adoption of the budget (Staff clarified that these items could be presented at another regular meeting)*

*\*Clarification by Commissioner Elsner that the council come back to commission for further review if needed*

**Motion passed 4-1 (Vice Chair Rossi voting against the motion)**

- 2. Commission Congress Work Plan and Accomplishments

**WORK PLAN**

Understanding of Water Fund

A. Commission to Tour Water Facility/Plant

- B. Understand Water Operations
- C. How does the Water Fund function?

Insurance Fund

- A. Better understanding of it and how it works
- B. Risk Management process

All Funds

- A. Understand capacity of each Fund
- B. Why some funds have negative balances (deficit)

Sustainable Revenue and Expenditures

- A. How do we maintain a level of service with our revenues?
- B. 5-year projection plan
- C. Look at surrounding Cities and pick out best practices to discuss and recommend
- D. Monthly Budget updates/discussions

**ACCOMPLISHMENTS**

1. Review and Approval of the Mid-Year Budget
2. Increased involvement of the Commission in Finance Procedures
3. Collaboration with City Staff
4. Improved Audit Timelines

*Next regular meeting – June 29, 2023*

Meeting Adjourned at 10:51 PM