

**City of South Pasadena Finance Committee
Minutes for Meeting of:
January 28, 2015, 5:30 p.m.**

Location: Burke Triolo Studio
538 Mission Street
South Pasadena, CA 91030

- I. Roll Call** Committee Chair Adrian – Present
Member Burke – Present
Member Catania – Present
Member Peters – Present
Member Robinson – Excused
City Council Liaison Khubesrian - Present
City Treasurer Pia – Present
Finance Director Batt – Present
Asst. Finance Director Lieu – Present

II. Public Comment

None

III. Approval of Minutes of the November 12, 2014 Meeting

Approved 4-0 (Robinson absent)

IV. New Business

a. Strategic Plan

The City Council requested each Committee to provide three “big picture” items for consideration at the February 2015 Strategic Planning Session. The consensus of the Committee was that the prior year’s goals represented core functions and should be maintained, with the addition of an emphasis on internal controls. Member Catania said there should also be a consideration of the rate of return that the City receives on its business transactions, e.g. leases. Member Catania made a motion that the three goals for incorporation into the Strategic Plan should be 1). Maintain financial discipline and budget integrity, and assure adequate internal controls, 2). Assure that the City receives a sufficient rate of return for use of its assets and services, and 3). Adopt and maintain best management practices for all City operations.

Motion passed 4-0 (Robinson absent).

Closed.

b. UUT Initiative

There was a brief discussion of the TeaPAC challenge to the City's Utility Users Tax. Committee Chair Adrian said that the reconstituted UUT Committee would make a report on this issue at the next City Council meeting since there will already be an item regarding it on the Council agenda.

Continued.

c. FY 14 Comprehensive Annual Financial Report

Finance Director Batt gave a brief overview of the City's 2014 Comprehensive Annual Financial Report (CAFR).

Closed.

V. Continuing Business

a. Finance Committee Structure

Council Liaison Khubesrian said that residents had questions about why the Finance Committee structure was different from other City commissions, for example, the lack of set terms and opportunities for people to become members. Member Catania said there is language in the Council's Resolution regarding the Committee that requires organizational knowledge relevant to the Committee's functions, and that there has been quite a bit of turnover over the last several years. He added that it is really up to the Council to set the structure. City Treasurer Pia said that the reasons for the current arrangement are set out in the existing Resolution, and if the Council wants to revisit this, that's entirely their prerogative. Member Peters said in regard to term limits, that it takes a while to learn about and really get up to speed on the issues. Committee Chair Adrian said she liked the existing structure but didn't have a problem with expanding the membership. There was further discussion on balancing institutional knowledge with new perspectives, and how many members the Committee should have. The consensus of the Committee was not to make a specific recommendation and that any decision about the structure be left to the Council.

Closed.

VI. Committee Member Comments

Finance Director Batt mentioned that Councilmember Cacciotti had asked that the City look into socially-conscious investments, and that this might be something the Committee could address later in the year when the Investment Policy comes up for review.

VII. Adjournment

The meeting was adjourned at 6:45 p.m.

Accepted:

Carrie Adman
Committee Chair Adrian

9/23/15
Date