

**City of South Pasadena Finance Committee  
Minutes for Meeting of:  
Jan. 9, 2013, 6:30 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 Rusk – Absent  
City Council Liaison Putnam - Present – Arrived 7:30 p.m.  
City Treasurer Pia – Present  
Finance Director Thai – Present  
Assistant Finance Director Batt – Present

Also Present: Senior Commissioner Walter Cervantes  
Councilmember Michael Cacciotti

**II. Public Comment**

Commissioner Cervantes raised issues related to the Romine Trust e.g. accounting and management of the funds.

Councilmember Cacciotti requested that the Committee examine the various foundations and trusts in the City and provide the Council with recommendations regarding their use.

**III. Approval of the Minutes from the Nov. 14, 2012 meeting and the Nov. 27, 2012 Special Meeting**

Approved 4-0.

**IV. New Business**

- a. 2012 Strategic Planning Session

**On the request of Committee Chair Adrian, this item was moved after Item V. – Update on Utility Billing Contract and Customer Service.**

**Continued.**

**V. Continuing Business**

- a. Update on Utility Billing Contract and Customer Service

**Finance Director Thai gave an overview of the outsourcing of the water billing services to Global Water which took effect on Jan. 2, 2013. He said**

that the City continues to monitor customer calls, and he described the various enhancements being made to customer services, e.g. online payment. Right now, bills are still being processed in-house while Global Water works on extracting and transferring all the existing customer data to their own systems. Also, the new water conservation specialist will be using the office in the Finance Dept. that had formerly been the Utility Billing Coordinator's.

Committee Chair Adrian asked about the security of the payment system and how payments are transferred to the City. Fin. Director Thai said that transfers are handled through the ACH system and that Global Water uses secured servers which handle their 50,000 customers. He said that there is a link on the City's website to make water payments.

Fin. Director Thai said that Global Water is also going to be involved in the proposed water budget model.

Continued.

#### **IV. New Business - Resumed**

##### **a. 2012 Strategic Planning Session**

Finance Director Thai gave an overview of the Strategic Planning Session scheduled for January 26, 2013; the Council has requested that each City committee provide three goals for discussion. Committee Chair Adrian suggested examining the City's self-insurance programs. Committee Member Catania suggested that the City investigate all service costs. Councilmember Cacciotti asked the Committee to examine the City's leases, contracts and vendor agreements and make recommendations regarding them to the Council. Council Liaison Putnam asked that the Mission/Meridian Parking agreement also be looked at. Committee Member Burke had reservations about whether the Committee should be looking at vendor agreements as that seems to be more of a departmental operational issue. Committee Chair Adrian said the Committee should be looking at things strategically rather than the minutiae.

Council Liaison Putnam requested that the City start looking at producing a zero-based budget. He also asked the Committee to begin examining ways to finance street repairs. Committee Member Burke asked about funding for all the City's infrastructure needs, and the unfunded benefit liabilities.

After further discussion of these issues, the Committee decided to propose the following three goals:

- 1) Proper management of funds received from foundations and trusts.
- 2) Assure that City resources are used effectively and efficiently.
- 3) Adopt best management practices for City operations.

Motion to recommend the above three goals passed 4-0.

**Closed.**

**VI. Adjournment**

The meeting was adjourned at 8:30 p.m. The next regular meeting is scheduled for 6:30 p.m., Wednesday, Mar. 13, 2013, at Burke Triolo Studio, 538 Mission Street.

Accepted:

Carrie Adrian  
Committee Chair Adrian

Feb 17, 2014  
Date