

SOUTH PASADENA FINANCE COMMITTEE

REGULAR MEETING AGENDA

Wednesday, March 13, 2013

6:30pm

Mayor's Conference Room
1414 Mission St, South Pasadena, CA

1. ROLL CALL

Committee Chair Adrian, Members Burke, Catania, Peters and Rusk, City Treasurer Pia, Finance Director Thai, Assistant Director Batt, and City Council Liaison Putnam.

2. PUBLIC COMMENT

Time reserved for public input from those who wish to address the Committee. Public input will also be taken on all agenda items. Public input is limited to 5 minutes per speaker.

3. APPROVAL OF MINUTES

Review of minutes.

4. NEW BUSINESS

- a. Appointment to Ad Hoc Downtown Advisory Committee – Selection of Finance Committee member to participate in Ad Hoc Downtown Advisory Committee
- b. Review of City Insurance Program
- c. Report on Trusts and Foundations

5. CONTINUING BUSINESS

- a. Update on Utility Billing Contract and Customer Service
- b. Update on 2013 Bond Refunding
- c. Update on Strategic Planning Process

6. COMMITTEE MEMBER COMMENTS

7. NEXT SCHEDULED MEETING – MAY 8, 2013

3/8/13
Date

OTARIS
Signature

I declare under penalty of perjury that I am an employee of the City of South Pasadena and that I posted this Agenda on the bulletin board in the courtyard of the City Hall at 1414 Mission Street, South Pasadena, CA 91030, as required by law.

**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:

Committee Chair Adrian

Date