

**City of South Pasadena Finance Commission  
Minutes for Regular Meeting of:  
May 20, 2021 6:30 P.M.**

Broadcast via ZOOM conference call.

- I. Roll Call
  - Commission Chair Elsner – Present
  - Commission Vice-Chair Choi – Present
  - Commissioner Findley – Present
  - Commissioner Tao – Present
  - Commissioner Wood – Present
  - City Treasurer Pia – Present
  - City Council Liaison Donovan – Present
  - Interim Assistant City Manager Aguilar – Present
  - Finance Manager Trinh - Present
  - Accounting Manager Trashian - Present
  
- II. Public Comment - None
  
- III. Action/Discussion
  1. Draft Master Fee Schedule Fiscal Year 2021-2022
    - i. Motion and Recommendation by Commissioner Finley to present a 2% Transaction Fee to be added to the Master Fee Schedule and pass the presented Master Fee Schedule for Fiscal Year 2021-2022, Second by Commissioner Wood. Approved 5-0
  2. Draft Financial Policies
    - i. Motion by Commission Chair Elsner to approve the Financial Policy with amendment to the dates, second by Commissioner Findley. Approved 5-0
  3. Sales Tax Update
    - i. Motion to receive and file the Sale Tax update for CY 2020 Q4 by Commissioner Findley, Second by Commission Chair Choi. Approved 5-0
  
- IV. Communications
  1. NONE

*Next regular meeting – June 24, 2021*

Meeting Adjourned at 7:39 PM