

City of South Pasadena Finance Commission
Minutes for Special Meeting of:
May 23, 2019 5:30 p.m.

Location: City Hall – Council Chambers
1424 Mission Street
South Pasadena, CA 91030

- I. Roll Call
Commission Chair Wood- Present
Commission Vice-Chair Adrian – Present
Commissioner Choi – Absent (excused)
Commissioner Findley - Present
Commissioner Tao– Present
City Council Liaison Mayor Khubesrian– Present
City Treasurer Pia – Present
Staff Liaison/Finance Director Koehler – Present
Finance Manager Trinh – Present
Consultant Jefferson - Present
- II. Public Comment
None.
- III. Approval of Minutes
Minutes of Regular Meeting of April 25, 2019, Approved 4-0.
- IV. New Business
 - a. Presentation of Proposed Capital Improvement Plan for FY2020-24.
Kristine Courdy, Deputy Public Works Director Engineering & Operations, provided overview of the five-year CIP for FY2020-24. Commission recommendation Council approve adoption, 4-0.
 - b. Presentation of Proposed Budget for FY2019-20.
Finance Director Koehler and Finance Manager Trinh provided information on the City's Proposed Operating Budget and a summary of each department's proposed budget. Commission recommendation Council approve adoption, 4-0.
 - c. Review of Proposed Fee Adjustments
Finance Director Koehler provided overview of the results of the Matrix Fee Study, scope of services provided, costing methodology and approach applied, and fees as recommended by the Ad-Hoc Committee. Assistant to the City Manager Demirjian provided additional background information. The Commission requested: 1) further review of Master Fee Schedule to verify accuracy of calculations; 2) review of Planning and Building fees for permits to verify cost of service and clarify with examples of total cost for small/large residential/commercial permitting; recommendation all other fees forwarded for Council approval, 4-0.
 - d. Review of Draft Long-Term Financial Sustainability Strategies
City Manager DeWolfe provided a report on the draft Long-Term Financial Sustainability Strategies. Commission recommendation to move forward all strategies for approval by Council, 4-0.

- V. Continuing Business
None.
- VI. Commissioner Comments
- VII. None.
- VIII. Council Liaison Comments
None.
- IX. Staff Liaison Comments
None.
- X. Next regular meeting – June 27, 2019