



**CITY OF SOUTH PASADENA  
FINANCE COMMISSION  
MINUTES  
SPECIAL MEETING  
WEDNESDAY, NOVEMBER 29, 2023, AT 6:30 P.M.**

**CALL TO ORDER:**

The Meeting of the South Pasadena Finance Commission was called to order by Chair, Peter Giulioni Jr., on Wednesday, November 29, 2023, at 6:31 P.M. in the Emergency Operations Center, 817 Mound Ave, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

Chair	Peter Giulioni Jr.
Vice Chair	Sheila Rossi
Commissioner	Cynthia Quade
Commissioner	Frederick A Findley
Commissioner	Ed Elsner

Stephanie Pinto, Management Analyst, announced a quorum.

**DIGNATARIES AND CITY STAFF PRESENT:**

Janet Braun, Council Member; Zhen Tao, City Treasurer; John Downs, Finance Director; Domenica Megerdichian, Deputy City Manager; Hsiulee Tran, Deputy Finance Director; and Stephanie Pinto, Management Analyst were present at Roll Call.

**PUBLIC COMMENT**

**1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)**

In Person Comments:

Josh Betta spoke regarding neutrality in the work of the contractor. Also Commented on the report from the insurance ad hoc committee.

**INTRODUCTIONS**

**2. Introduction of Finance Manager, Terry Kim**

**3. Introduction of Accountant, Yana Pedan**

**INFORMATION**

**4. Insurance Subcommittee Report**

*Presentation by Commission Vice Chair Rossi and Commissioner Findley regarding their strategy and procedures in researching the Insurance Fund*

*Commission Chair agenized the return of Commissioner Findley and Commission Chair Rossi to give a complete report on their research.*

*Commissioner Elsner asked staff to provide the MOU for the insurance contracts.*

Public Comment

*Josh Betta: Compliments to the commission on their review and comments on City policy.*

<b>ACTION/DISCUSSION</b>
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**5. Quarterly Budget Update July – September 2023**

*Presented by Deputy Finance Director Hsiulee Tran*

*Commission Vice Chair Rossi asked for more details in certain trends and offered to send a template. The subcommittee consisting of Commissioner Quade and Commission Chair Giulioni to work with the Deputy Finance Director on revamping the KPIs. Commissioner Elsner asked for the previous reports to be included to be able to compare.*

**COMMISSION ACTION AND MOTION**

**A motion was made by Commissioner Elsner, seconded by Commissioner Findley to receive and file the Quarterly Budget Report (July-September 2023). The motion carried 5-0, by the following vote:**

**AYES: Giulioni, Rossi, Quade, Findley, Elsner.**  
**NOES: None.**  
**ABSENT: None.**  
**ABSTAINED: None.**

**6. Finance Commission July – December 2024 calendar and Work Plan**

*The Commission reviewed both documents and amended the documents.*

**COMMISSION ACTION AND MOTION**

**A motion was made by Commissioner Quade, seconded by Commissioner Elsner to approve the July through December 2024 Calendar and Work Plan with edits discussed. The motion carried 5-0, by the following vote:**

**AYES: Giulioni, Rossi, Quade, Findley, Elsner.**  
**NOES: None.**  
**ABSENT: None.**  
**ABSTAINED: None.**

<b>COMMUNICATIONS</b>
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**4. COMMISSION LIAISON COMMUNICATIONS**

5. **COMMISSIONER COMMUNICATIONS**

6. **STAFF LIAISON COMMUNICATIONS**


**ADJOURNMENT**

There being no further matters, Chair Giulioni adjourned the meeting of the Finance Commission at 9:30 P.M. to the next Regular City Council meeting scheduled for January 24, 2024.

Respectfully submitted:

*Stephanie Pinto*  
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Stephanie Pinto  
Staff Liaison, Management Analyst

APPROVED:

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Peter Giulioni Jr.  
Chair

ATTEST:

*Stephanie Pinto*  
\_\_\_\_\_  
Stephanie Pinto  
Staff Liaison, Management Analyst

*Approved at Commission: 3/28/24*