



## FINANCE/AUDIT COMMITTEE

**Special Meeting**  
**Monday, March 16th, 2009**  
**8:00 a.m.**

**Administrative Conference Room, Second Floor**  
**701 Laurel Street, Menlo Park, CA 94025**

Agendas are posted in accordance with Government Code Section §54954.2(a) or Section §54956. Agendas and staff reports may also be obtained by contacting Stephen Green at 650-330-6646. Members of the public can view electronic agendas and staff reports by accessing the City website at <http://www.menlopark.org> and can receive e-mail notification of agenda and staff report posting by subscribing to the "Home Delivery" service on the City's homepage. Any writing that is distributed to a majority of the committee by any person in connection with an agenda item is a disclosable public record (subject to any exemption under the Public Records Act) and is available for inspection at Menlo Park City Hall 701 Laurel Street, Menlo Park, CA 94025 during regular business hours. Persons with disabilities, who require auxiliary aids or services in attending or participating in committee meetings, may call Stephen Green at 650- 330-6646. (Date Posted: 03/12/09)

### **CALL TO ORDER – 8:00 a.m.**

**ROLL CALL-** Council member John Boyle, Richard Cline  
Honor Huntington, Jeff Child, Stu Soffer

**CITY STAFF-** Carol Augustine, Stephen Green

### **A. PUBLIC COMMENT (Limited to 15 minutes)**

- No Public Comment

### **B. BUSINESS ITEMS**

#### 1. Review proposals from the Audit RFP, establish an interview schedule, and discuss various components of the contract.

- Review and discussion of five audit firm proposals, the current and former client list for each, and bids. Four have Bay Area offices that serve(d) cities throughout the Bay Area.
- Discussion on interview dates and times, determined that no more than two from the Finance/Audit committee can serve on the interview panel.

#### 2. Review and discuss the budget communication plan that was distributed at the March 05, 2009 Finance/Audit Committee meeting.

- Discussion (with Cherise Brandell, Community Engagement Manager) regarding the Budget Communication plan; Cherise answered questions regarding the various strategies of getting information to the public.
- Discussion regarding communication of long-term strategies for a sustainable budget, measuring operation efficiencies, and use of reserves.

### **C. REPORTS AND ANNOUNCEMENTS**

#### 1. January 2009 General Fund Budget-to-Actual report

- Distributed the January 2009 General Fund Budget-to-Actual report; discussion on Revenue and Expenditure actuals and their percentage of budget to-date.
- Discussion of format and delivery of the General Fund Budget-to-Actual report.

#### **D. INFORMATION ITEMS**

#### **E. ADJOURNMENT**

Prepared By: \_\_\_\_\_  
Stephen Green  
Financial Analyst