



## FINANCE/AUDIT COMMITTEE

### Meeting Minutes

Monday, June 1, 2009

8:00 a.m.

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

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### CALL TO ORDER – 8:00 a.m.

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

**CITY STAFF-** Starla Jerome-Robinson, Carol Augustine, Stephen Green

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

- No Public Comment

#### B. BUSINESS ITEMS

1. Discussion and overview of upcoming audit work from Odengberg, Ullakko, Muranishi & Co. LLP (OUM) auditing firm.

- Introduced OUM auditing firm.
- Reviewed and discussion between committee and OUM the areas of focus and audit approach.
- Discussed the 2009 timeline.

2. Review Staff Report for 2009-10 Proposed Budget; discuss concepts and key messages for the budget communication mailer in July.

- Cherise Brandell (Community Engagement Manager) led discussion of the budget communication key messages; Committee supplied specifics on key messages to be incorporated in the budget communication.
- Discussed budget communication mailer timeline.

#### C. REPORTS AND ANNOUNCEMENTS

1. April 2009 General Fund Budget-to-Actual report

- Distributed the April 2009 General Fund Budget-to-Actual report; discussed Revenue and Expenditure actuals and their percentage of budget-to-date.

#### D. INFORMATION ITEMS

- Committee members expressed the possibility of changing the date of the Finance/Audit Committee meeting from Monday to another day of the week; follow up discussion will be held via email.
- Committee members requested an availability of paper copies of staff reports of interest to the Finance/Audit Committee

#### • ADJOURNMENT

