



SPECIAL MEETING AGENDA

Date: 10/26/2020

Time: 5:30 p.m.

Special Meeting Location: Zoom.us/join – ID# 935 0435 2725

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Finance and Audit Committee, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
 - Access the special meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Special Meeting ID 935 0435 2725

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

Special Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 935 0435 2725)

A. Call To Order

B. Roll Call

C. Regular Business

- C1. Commissions/committees policies and procedures, roles and responsibilities ([Attachment](#))
- C2. Discuss the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2019 and recommend changes for review by the City's independent auditors ([Attachment](#))
- C3. Discuss topics for the Finance and Audit Committee's semi-annual update to City Council

D. Reports and Announcements

D1. Director's report

D2. Future agenda topics and committee member reports ([Attachment](#))

E. Adjournment

At every Regular Meeting of the Committee, in addition to the Public Comment period where the public shall have the right to address the Committee on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Committee on any item listed on the agenda at a time designated by the Chair, either before or during the Committee's consideration of the item.

At every Special Meeting of the Committee, members of the public have the right to directly address the Committee on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the City Council by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.org. Persons with disabilities, who require auxiliary aids or services in attending or participating in Committee meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 10/23/2020)



COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-19-0004





AGENDA

- What is an advisory body
- Workplan
- Scope of authority
- Roles and responsibilities of the chair
- Questions



WHAT IS AN ADVISORY BODY

- What is “advisory in nature”?
- How can advisory bodies assist in achieving City Council priorities
 - hearing public testimony on the City Council’s behalf
 - e.g., through public comment at meetings
 - study referred matters and return recommendations and advice to the City Council
 - forwarding recommendations to the City Council for its consideration
 - e.g., through the advisory body workplan or workplan amendments that better align with city council priorities



WORKPLAN

- City Council workplan
 - Lays foundation for the work to be conducted through the year
- Advisory body workplan
 - Supports the priorities set by the City Council
- Workplan process
 - Develop workplan
 - Approve workplan
 - Formally present to City Council
 - Report out quarterly



SCOPE OF AUTHORITY

- Clarity on scope of authority
 - Not involved in the administration or operation of City departments
- The staff liaisons role
 - Provide a schedule of meetings
 - Advise the advisory body on directions and priorities of the City Council
 - Informing the advisory body of events, activities, policies, programs, etc. occurring within the scope of the City Council approved workplan
 - Ensure that agenda items approved by the advisory body are brought forth in a timely manner
 - Take action minutes



ROLES AND RESPONSIBILITIES OF THE CHAIR



- Presiding officer
- Allow for adequate public participation
- Refrain members from conversations with the public
 - Hold members comments/questions until the close of public comment/public hearing
 - Must halt conversations between members and public
 - Either verbal or written
- In the absence of the chair, the vice chair shall act as the presiding officer



QUESTIONS

2020-21 Finance and Audit Committee workplan

October 26, 2020 update

Ref #	Approved projects	Subcommittee
1	Annual investment policy review	N/A
2	Annual independent auditor's report review	N/A
3	OpenGov support and community training	N/A
4	Capital improvement plan (CIP) accessibility	Royse, Westcott
5	Pension liability communication	Keet, Maguire, Shepherd
6	Comparative benchmarks	Shepherd, Westcott

Reference documents

Location

CAFR, year ended June 30, 2019	https://www.menlopark.org/ArchiveCenter/ViewFile/Item/10938
Fiscal year 2020-21 proposed operating budget	https://stories.opengov.com/menlopark/published/gftJuky5q
Fiscal year 2020-21 proposed capital improvement plan	https://stories.opengov.com/menlopark/published/RqEZIAK0n
Fiscal year 2019-20 preliminary close	https://stories.opengov.com/menlopark/published/VTNJK7eqj
Fiscal year 2020-21 first quarter update	https://stories.opengov.com/menlopark/published/AriGi2eir
Finance operating report	https://www.menlopark.org/1578/Operating-reports
Previous FAC meeting agendas and minutes	https://www.menlopark.org/AgendaCenter/Finance-Audit-Committee-5

Parking lot items

Sale of assets	Developer agreements
Review of utility users' tax cap	Community amenities fund
Library financing	Use of multiple investment advisors
Listing of parcels exempt from property taxes	Consultant and contractor policy review