



SPECIAL MEETING AGENDA

Date: 12/17/2020

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. Review the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2020 and approve recommendations 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' 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: 12/14/2020)

2020-21 Finance and Audit Committee workplan

December 17, 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/gftJuky5g
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/VTNJK7eqi
Fiscal year 2020-21 first quarter update	https://stories.opengov.com/menlopark/published/AriGi2eir
Finance operating reports	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