



## SPECIAL MEETING MINUTES

**Date:** 8/2/2021  
**Time:** 5:00 p.m.  
**Special Meeting Location:** [Zoom.us/join](https://zoom.us/join) – ID# 819 2893 1152

### Special Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 819 2893 1152)

#### A. Call to Order

Chair Royse called the meeting to order at 5:35 p.m.

#### B. Roll Call

Present: Royse, Combs, Westcott, Wong, Normington  
Absent: Mueller  
Staff: Assistant City Manager Nick Pegueros, Senior Accountant Patricia Barboza

#### C. Agenda Review

None.

#### D. Presentations

##### D1. Operational update and 2021-22 priorities and work plan

Assistant City Manager Nick Pegueros made the operational update and 2021-22 priorities and work plan presentation (Attachment).

#### E. Regular business

##### E1. Selection of 2021-22 committee chair and vice chair (Attachment)

**ACTION:** Motion and second (Westcott/ Normington), to select Roger Royse as Chair for 2021-22, passed 5-0 (Mueller absent).

**ACTION:** Motion and second (Royse/ Wong), to select Brian Westcott as Vice Chair for 2021-22, passed 5-0 (Mueller absent).

##### E2. Recommend City Council adoption of committee's 2021-22 priorities and work plan (Attachment)

The Committee discussed the 2020-21 adopted work plan and subcommittees. The Committee came to consensus to sunset the pension liability subcommittee and recommend City Council approval of the following work plan items:

- a. Annual investment policy review
- b. Annual independent auditor's report review
- c. OpenGov transparency portal improvements and training (subcommittee: Normington/ Wong)

- d. Capital improvement plan review (subcommittee: Royse/ Westcott)
- e. Communication of climate action plan costs to City and residents (subcommittee: Westcott)

**ACTION:** Motion and second, (Royse/ Westcott), to approve work plan as updated and recommend City Council adoption, passed 5-0 (Mueller absent).

**F. Consent agenda**

- F1. Approve action minutes for the Finance and Audit Committee’s March 22, 2021 meeting (Attachment)
- F2. Recommend City Council approval of the 2021-22 Investment Policy (Staff Report #21-001-FAC)

**ACTION:** Motion and second (Normington/ Westcott), to approve the consent agenda, passed 5-0 (Mueller absent).

**G. Informational items**

- G1. Interactive City Council adopted fiscal year 2021-22 budget (Attachment)

Assistant City Manager Nick Pegueros presented the Interactive City Council adopted fiscal year 2021-2022 budget.

**H. Adjournment**

Chair Royse adjourned the meeting at 6:30 p.m.

Assistant City Manager Nick Pegueros



## 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 meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) – Regular Meeting ID 819 2893 1152
  - Access the meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID 819 2893 1152  
Press \*9 to raise hand to speak

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](http://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](http://menlopark.org/agenda)).