

SPECIAL MEETING MINUTES



Date: 12/15/2022
Time: 5:30 p.m.
Location: Teleconference and
City Hall Downtown Conference Room, 1st Floor
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

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

B. Roll Call

Present: DeMoss, Hill, Normington, Taylor, Westcott, Wolosin
Absent: Wong
Staff: Interim Finance and Budget Manager Rani Singh, Management Analyst II Adrian Patino

C. Agenda Review

None.

D. Consent Calendar

D1. Approve the October 27, 2022 Finance and Audit Committee special meeting minutes (Attachment)

ACTION: Motion and second (Taylor/ Hill), to approve the consent calendar, passed 5-0 (Wong absent, Wolosin abstaining).

E. Regular Business

E1. Recommend to City Council a new Finance and Audit Committee regular meeting schedule

Management Analyst Adrian Patino introduced the item.

ACTION: Motion and second (Normington/ Taylor), to recommend the first Thursday of each quarter at 5:30 p.m., passed 6-0 (Wong absent).

E2. Review the Finance and Audit Committee work plan (Staff Report #22-007-FAC)

Management Analyst Adrian Patino introduced the item.

The Committee discussed the work plan and directed staff to remove several parking lot items.

ACTION: Motion and second (Hill/ Normington), to approve changes to the Finance and Audit Committee work plan, passed 5-0 (Wong absent, Wolosin abstaining).

F. Staff Updates

F1. Staff updates and announcements

None.

G. Adjournment

Chair Westcott adjourned the meeting at 6:06 p.m.

Adrian Patino Management Analyst II

Minutes approved at the March 6, 2023 Finance and Audit Committee meeting