

SPECIAL MEETING MINUTES



Date: 9/7/2023
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 Wong called the meeting to order at 5:45 p.m.

B. Roll Call

Present: Bramlett, Dey, Hill (remote – Brown Act and exited at 6:33 p.m.), Leroux, Wong
Absent: Normington
Staff: Administrative Services Director Brittany Mello, Interim Finance Director Marvin Davis, Interim Finance and Budget Manager Rani Singh, Senior Accountant Ying Chen, Management Analyst II Adrian Patino

C. Regular Business

C1. Recommend a work plan for City Council approval (Staff Report #23-007-FAC)

Administrative Services Director Brittany Mello introduced the item.

The Commission discussed the recommended work plan items.

The Commission directed staff to add identifying potential financial benchmarks and alternative revenue sources, OpenGov transparency portal improvements and community training to the work plan.

ACTION: Motion and second (Bramlett/ Leroux), to recommend the work plan for City Council approval, passed 4-0 (Normington and Hill absent).

D. Adjournment

Chair Wong adjourned the meeting at 7:30 p.m.

Adrian Patino Management Analyst II

Minutes approved at the October 19, 2023 Finance and Audit Commission meeting