

Finance and Audit Commission

REGULAR MEETING MINUTES



Date: 4/17/2025
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

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

B. Roll Call

Present: Albright, Bramlett, Dey, Wong
Absent: Garton, Leroux, Normington
Staff: Administrative Services Director Brittany Mello, Assistant Administrative Services Director Jared Hansen, Interim Finance and Budget Manager Rani Singh, Senior Accountant Ying Chen, Management Analyst II Adrian Patino

C. Public Comment

None.

D. Consent Calendar

D1. Approve the Jan. 30, 2025 Finance and Audit Commission meeting minutes (Attachment)

ACTION: Motion and second (Wong/ Dey), to approve the consent calendar, passed 4-0-3 (Garton, Leroux, Normington absent).

E. Regular Business

E1. Review the investment portfolio reports for March 31, and recommend receipt by City Council (Staff Report #25-003-FAC)

Management Analyst II Adrian Patino introduced the item.

ACTION: Motion and second (Dey/ Albright), to recommend receipt of the investment portfolio reports for March 31 by the City Council, passed 4-0-3 (Garton, Leroux, Normington absent).

E2. Review the single audit report for the fiscal year 2023-24 and the independent accountants' report on the calculation of the appropriations limit for fiscal year 2024-25 and recommend receipt by City Council (Staff Report #25-004-FAC)

Assistant Administrative Services Director Jared Hansen introduced the item.

The Commission discussed the result of the audit and received clarification on Government Finance Officers Association (GFOA) awards and the use of American Rescue Plan Act (ARPA) funds.

ACTION: Motion and second (Wong/ Albright), to recommend receipt of the single audit report for the fiscal year 2023-24 and the independent accountants' report on the calculation of the appropriations limit for fiscal year 2024-25 by the City Council, passed 4-0-3 (Garton, Leroux, Normington absent).

F. Committee/Subcommittee Reports

The Commission discussed activities of the OpenGov transparency portal subcommittee.

G. Informational Items

F1. Quarterly update on City grant funding (Attachment)

The Commission discussed the addition of the funding period of grant awards and the uncertainty of grant funding.

H. Adjournment

Vice Chair Bramlett adjourned the meeting at 6:01 p.m.

Management Analyst II Adrian Patino

Minutes approved at the July 17, 2025 Finance and Audit Commission meeting