

## SPECIAL MEETING MINUTES



**Date:** 11/7/2024  
**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 Normington called the meeting to order at 5:30 p.m.

### B. Roll Call

**Present:** Albright, Bramlett, Dey, Normington, Wong  
**Absent:** Garton, Leroux  
**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. Regular Business

- C1. Review the approved 2024-25 work plan and consider forming subcommittees (Staff Report #24-011-FAC)

Management Analyst II Adrian Patino introduced the item.

The Commission received clarification and discussed the approved work plan, current subcommittee structure and subcommittee focus areas.

The Commission directed staff to include a subcommittee report agenda item on future agendas.

**ACTION:** Motion and second (Normington/ Bramlett), to select Jayanta Dey to the OpenGov Transparency Portal subcommittee, passed 5-0-2 (Garton, Leroux absent).

- C2. Review the investment reports for September 30, 2024 and recommend receipt by City Council (Staff Report #24-012-FAC)

Management Analyst II Adrian Patino introduced the item.

The Commission received clarification on Environmental, Social and Governance (ESG) scores and updates to the City's investment policy approved by the City Council.

**ACTION:** Motion and second (Albright/ Wong), to recommend receipt of the September 30 investment portfolio reports by the City Council, passed 5-0-2 (Garton, Leroux absent).

### D. Committee/Subcommittee Reports

None.

**E. Informational Items**

E1. Quarterly update on City grant funding (Attachment)

Management Analyst II Adrian Patino introduced the item.

The Commission received clarification on grant administration, pending grant applications and awarded projects.

**F. Adjournment**

Chair Normington adjourned the meeting at 6:32 p.m.

Management Analyst II Adrian Patino

Minutes approved at the January 30, 2025 Finance and Audit Commission meeting