

SPECIAL MEETING MINUTES



Date: 9/5/2024
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. Recommend a 2024-25 work plan for City Council approval (Staff Report #24-008-FAC)

Management Analyst II Adrian Patino introduced the item.

The Commission discussed the current work plan, subcommittee structure and activities, commissioner interests and Commission responsibilities.

The Commission directed staff to make the following revisions to the proposed work plan:

- Remove Goal 6, review of the City's pension and post-employment obligations.
- Replace Goal 8, identify potential alternative revenue sources, with: identify potential alternative revenue sources and potential expense mitigation opportunities.
- Add research opportunities to increase diverse occupancy of commercial vacant downtown real estate to increase City revenue.

ACTION: Motion and second (Albright/ Dey), to recommend the 2024-25 work plan to the City Council, passed 5-0-2 (Garton and Leroux absent).

D. Adjournment

Chair Normington adjourned the meeting at 6:26 p.m.

Management Analyst II Adrian Patino

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