



## FINANCE AND AUDIT COMMITTEE

Special Meeting  
Monday, January 28, 2008  
9:30 a.m.

Administrative Conference Room, Second Floor  
701 Laurel Street, Menlo Park, CA 94025

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This Agenda is posted in accordance with Government Code Section §54954.2(a) or Section §54956. (Date Posted: 01/23/08) Persons with disabilities, who require auxiliary aids or services in attending or participating in Committee meetings, may call Stephen Green at 650-330-6646.

**CALL TO ORDER – 9:30 a.m.**

**ROLL CALL-** Council members John Boyle and Richard Cline,  
Honor Huntington, Jeff Child, Stu Soffer

**CITY STAFF-** Glen Rojas, Carol Augustine, Stephen Green, Sherry Kelly

### A. PUBLIC COMMENT

Under "Public Comment", the public may address the Committee on any subject not listed on the agenda within the jurisdiction of the Committee. The public may also address the Committee regarding items listed on the agenda at this time or during the Committee's consideration of the agenda item. Each speaker may address the Committee once under Public Comment for a limit of three minutes unless modified by the Chair of the Committee. When addressing the Committee, please state your name and city or political jurisdiction in which you live for the record. Please present your comments clearly and concisely. The Committee cannot respond to non-agendized items other than to receive testimony and/or provide general information.

### B. BUSINESS ITEMS

1. Swearing in of Community members
2. Election of Chair and Vice Chair
3. Discussion and possible action on meeting schedule
4. Discussion of meeting protocol/process
5. Review and direction on committee's web-page description
6. Discussion of desired work plan

### C. REPORTS AND ANNOUNCEMENTS

1. Organization of the Finance Department
2. Finance Department Calendar

### D. INFORMATION ITEMS

1. Availability of additional reference materials

### E. ADJOURNMENT