

## REGULAR MEETING MINUTES



**Date:** 10/16/2025  
**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 Melahn called the meeting to order at 5:30 p.m.

### B. Roll Call

**Present:** Albright, Altman, Emery, Melahn, Velagapudi  
**Absent:** Dey, Garton  
**Staff:** Administrative Services Director Brittany Mello, Finance and Budget Manager Jared Hansen, Senior Accountant Ying Chen, Management Analyst II Adrian Patino

### C. Public Comment

None.

### D. Consent Calendar

- D1. Approve the July 17, September 11, 2025 Finance and Audit Commission regular meeting minutes (Attachment)

**ACTION:** Motion and second (Velagapudi/ Albright), to approve the consent calendar, passed 5-0-2 (Dey and Garton absent).

### E. Regular Business

- E1. Review the investment portfolio reports for Sept. 30 and recommend receipt by City Council (Staff Report #25-009-FAC)

Management Analyst II Adrian Patino introduced the item.

The Commission received clarification on the purpose and potential uses of the funds invested in the portfolio, the relationship between cash flow and the investment portfolio, the relationship between the investment portfolio and the City's annual budget, the cash balance of the portfolio, how investments are selected, the relationship between the investment portfolio and fund balances, historical portfolio performance, the duration of investment holdings in the portfolio and the average coupon rate.

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

- E2. Review the approved 2025-26 work plan and consider forming subcommittees (Staff Report #25-010-FAC)

Management Analyst II Adrian Patino introduced the item.

The Commission discussed the approved work plan, existing subcommittees and commissioner interests.

**ACTION:** Motion and second (Velagapudi/ Altman), to select David Emery and Vamsi Velagapudi to the OpenGov Transparency Portal and Community Engagement subcommittee, passed 5-0-2 (Dey and Garton absent).

**F. Committee/Subcommittee Reports**

None.

**G. Informational Items**

G1. 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.

G2. Next regular meeting: Jan. 15, 2026

**H. Adjournment**

Vice Chair Melahn adjourned the meeting at 6:45 p.m.

Management Analyst II Adrian Patino

Minutes approved at the January 15, 2026 Finance and Audit Commission meeting