



Item No. 6 Town of Atherton

FINANCE COMMITTEE STAFF REPORT

TO: FINANCE COMMITTEE

FROM: ROBERT BARRON III, FINANCE DIRECTOR

DATE: JULY 11, 2017

SUBJECT: DISCUSS AND ESTABLISH MEETING SCHEDULE FOR FY 17/18 OF THE FINANCE COMMITTEE

RECOMMENDATION

Discuss and establish regular meeting schedule for the Finance Committee for FY 17/18

BACKGROUND

The Finance Committee of the Town of Atherton consists of seven members. It consists of two (2) council members and five (5) appointed qualified resident members that are appointed by the City Council. The City Council Members on the Committee serve as liaisons to Committee and do not serve as voting members. The Finance Committee meets every other month on the second Tuesday of the month. As part of the Town resolution governing Town committees, each committee shall establish a regular meeting schedule on an annual basis in July. Attached is a calendar for currently designated meeting times for the Finance Committee for FY 17/18. The Finance Committee is tasked to discuss and set its meeting dates. The purpose is to update and establish a meeting schedule for the upcoming year, of which meetings will be set on the Town website. This is to also assist committee members establish meetings on their calendars. Once the established schedule is set, any changes in the dates or time of meetings from the established schedule may be made by a majority vote of the committee.

FINDINGS

Staff has reviewed and provided a calendar of meeting dates. The following are Finance Committee meeting dates which are held on the second Tuesday of every other month and is as follows:

September 12, 2017

November 14, 2017

January 9, 2018 or January 16, 2018

March 13, 2018

May 8, 2018

Discuss & Establish meeting schedule

July 11, 2017

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July 10, 2018

The committee should review and discuss the availability of these dates as we proceed to set the calendar for Fiscal Year 17/18. Any meetings held other than a regularly scheduled meeting will be posted as a special meeting of the Finance Committee.

FISCAL IMPACT

None

ATTACHMENTS

2017 Calendar

2018 Calendar

2017 Calendar

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
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March						
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April						
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May						
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June						
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July						
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August						
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September						
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November						
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December						
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2018 Calendar

January						
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February						
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March						
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April						
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May						
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June						
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July						
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August						
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September						
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October						
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December						
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