



Item No. 6 Town of Atherton

FINANCE COMMITTEE STAFF REPORT

TO: FINANCE COMMITTEE

FROM: ROBERT BARRON III, FINANCE DIRECTOR

DATE: JULY 10, 2018

SUBJECT: DISCUSS AND ESTABLISH MEETING SCHEDULE FOR FY 18/19 OF THE FINANCE COMMITTEE

RECOMMENDATION

Discuss and establish regular meeting schedule for the Finance Committee for FY 18/19

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. Each Town 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 18/19.

The Finance Committee is tasked to discuss and set its meeting dates. The Finance Committee currently meets every other month on the second Tuesday of the month. The purpose is to update and establish a meeting schedule for the upcoming year, of which meetings will be set on the Town website. 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 11, 2018

November 13, 2018

January 8, 2019 or January 15, 2019

March 12, 2019

May 14, 2019

Discuss & Establish meeting schedule

July 10, 2018

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July 9, 2019

The committee should review and discuss the availability of these dates as we proceed to set the calendar for Fiscal Year 18/19. This is to also assist committee members establish meetings on their calendars.

There has been a suggestion by one committee member if the meetings could be considered on the second Thursday of every month. Committee meeting dates which are held on the second Thursday of every other month are as follows:

September 13, 2018

November 15, 2018

January 10, 2019 or January 17, 2019

March 14, 2019

May 16, 2019

July 11, 2019

Any meetings held other than a regularly scheduled meeting will be posted as a special meeting of the Finance Committee.

FISCAL IMPACT

None

ATTACHMENTS

2018 Calendar

2019 Calendar

2018 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						
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			

March						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
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29	30					

May						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
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August						
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September						
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October						
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November						
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December						
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2019 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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November						
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December						
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