



## Item No. 6 Town of Atherton

### **FINANCE COMMITTEE STAFF REPORT**

**TO: FINANCE COMMITTEE**

**FROM: ROBERT BARRON III, FINANCE DIRECTOR**

**DATE: JULY 14, 2020**

**SUBJECT: DISCUSS AND ESTABLISH MEETING SCHEDULE FOR FY 20/21 OF THE FINANCE COMMITTEE**

#### **RECOMMENDATION**

Discuss and establish regular meeting schedule for the Finance Committee for FY 20/21

#### **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 20/21.

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**

The Finance Committee is tasked to discuss and set its meeting dates. 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 8, 2020  
November 10, 2020  
January 12, 2021  
March 9, 2021  
May 11, 2021

**Discuss & Establish meeting schedule**

**July 14, 2020**

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July 13, 2021

The committee should review and discuss the availability of these dates as we proceed to set the calendar for Fiscal Year 20/21. This is to also assist committee members establish meetings on their calendars.

There are also potential joint budget study sessions with the City Council on Wednesday April 7, 2021 and May 5, 2021.

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

**FISCAL IMPACT**

None

**ATTACHMENTS**

2020 Calendar

2021 Calendar

# 2020 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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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March						
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29	30	31				

April						
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26	27	28	29	30		

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

June						
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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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November						
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December						
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27	28	29	30	31		

CalendarDate.com

- Wednesday January 1 – **New Year's Day**
- Monday January 20 – **Martin Luther King Day**
- Friday February 14 – **Valentine's Day**
- Monday February 17 – **Presidents Day**
- Sunday March 8 – **Daylight Savings Starts**
- Tuesday March 17 – **St. Patrick's Day**
- Sunday April 12 – **Easter**
- Tuesday May 5 – **Cinco de Mayo**
- Sunday May 10 – **Mother's Day**
- Monday May 25 – **Memorial Day**

- Sunday June 21 – **Father's Day**
- Saturday July 4 – **Independence Day**
- Monday September 7 – **Labor Day**
- Sunday September 13 – **Grandparents Day**
- Monday October 12 – **Columbus Day**
- Saturday October 31 – **Halloween**
- Sunday November 1 – **Daylight Savings Ends**
- Wednesday November 11 – **Veterans Day**
- Thursday November 26 – **Thanksgiving**
- Friday December 25 – **Christmas**

# 2021 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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- Monday February 15 – **Presidents Day**
- Sunday March 14 – **Daylight Savings Starts**
- Wednesday March 17 – **St. Patrick's Day**
- Sunday April 4 – **Easter**
- Sunday May 9 – **Mother's Day**
- Monday May 31 – **Memorial Day**

- Sunday June 20 – **Father's Day**
- Sunday July 4 – **Independence Day**
- Monday September 6 – **Labor Day**
- Monday October 11 – **Columbus Day**
- Sunday October 31 – **Halloween**
- Sunday November 7 – **Daylight Savings Ends**
- Thursday November 11 – **Veterans Day**
- Thursday November 25 – **Thanksgiving**
- Saturday December 25 – **Christmas**