MEMORANDUM

**TO:** Finance and Administration Committee of City Council

**FROM:** Michael G. Herring, ICMA-CM – City Administrator

**DATE:** January 25, 2013

**SUBJECT:** Finance and Administration Committee Meeting

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**The next meeting of the Finance and Administration Committee has been scheduled for 5:30 p.m. on Monday, January 28th in Conference Room 202.**

The following list of items has been scheduled for discussion at this meeting:

1. Approval of Minutes from November 19, 2012 – Chairperson Matt Segal, Councilmember – Ward I (enclosure)
2. Reaffirm City's Current Utility Tax Rate (Enclosure) – City Administrator Michael G. Herring
3. Other
4. Adjournment – Chairperson Matt Segal, Councilmember – Ward I
5. Executive Session - RSMo 610.021 (3) – Personnel Matters

If you have any questions or would like to add any items to this agenda, please let me know as soon as possible.

Notice is hereby given that the Finance and Administration Committee may hold a closed meeting for the purpose of dealing with matters relating to one or more of the following: legal actions, causes of action, litigation or privileged communications between the City's representatives and its attorney (RSMo 610.021(1) 1994); lease purchase or sale of real estate (RSMo 610.021(2) 1994); hiring, firing, disciplining or promoting employees within employee groups (RSMo 610.021(3) 1994); bidding specifications (RSMo 610.021(11) 1994); and/or proprietary technological materials (RSMo 610.021(15) 1994).

PERSONS REQUIRING AN ACCOMMODATION TO ATTEND AND PARTICIPATE IN THE CITY COUNCIL MEETING SHOULD CONTACT CITY CLERK JUDY NAGGIAR AT (636) 537-6716, AT LEAST TWO (2) WORKDAYS PRIOR TO THE MEETING.

cc: Mayor Bruce Geiger and City Council
Michael Herring, City Administrator
Rob Heggie, City Attorney
Customer Service Center
Management Team