City of Chesterfield

MEMORANDUM

TO: Finance and Administration Committee of City Council

FROM: Kelly L. Vaughn, Director of Finance and Administration Kelly

DATE: March 15, 2010

SUBJECT: Finance and Administration Committee Meeting

The next meeting of the Finance and Administration Committee has been scheduled for 5:30 p.m. on Monday, March 22nd in Conference Room 202.

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

1. Approval of Minutes from February 22, 2010 - Chairperson Bruce Geiger (enclosure)
2. Financial Update - Kelly Vaughn, Director of Finance and Administration (enclosure)
3. Fund Reserves Update - General Fund & Parks Sales Tax Fund – Kelly Vaughn, Director of Finance and Administration (enclosure)
4. Debt Schedule for Review – Kelly Vaughn, Director of Finance and Administration (enclosure)
5. Discussion Regarding Sales Tax Holiday – Kelly Vaughn, Director of Finance and Administration (enclosure)
6. General Fund Revenue Analysis – Mike Herring, City Administrator/Kelly Vaughn, Director of Finance and Administration (enclosure)
7. Adjournment - Chairperson Bruce Geiger

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 John Nations and City Council
Michael Herring, City Administrator
Department Heads
Rob Heggie, City Attorney
Customer Service Center
Aimee Nassif, Planning Director
Brian McGownd, PW Director/City Engineer
Brian Whittle, Asst. Director Finance & Admin
Andrea Majoros, Finance/Bus. License Svcs Coordinator