City of Chesterfield

1/22/10

MEMORANDUM

TO: Finance and Administration Committee of City Council

FROM: Kelly Vaughn, Director of Finance and Administration Kelly

DATE: January 19, 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, January 25th in Conference Room 202.

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

1. Approval of Minutes from October 26, 2009 - Chairperson Bruce Geiger (enclosure)
2. Discussion Regarding On-line Posting of Check Register Provided to City Council – Mike Herring, City Administrator
3. Discussion Regarding Email Retention Policy Regarding Mayor/City Councilmembers – Mike Herring, City Administrator
4. Discussion Regarding List Serve – Libbey Malberg, Assistant City Administrator for Community Services and Economic Development (enclosure)
5. Financial Update - FY2009 Budget - Kelly Vaughn, Director of Finance and Administration (enclosure)
6. Fund Reserves Update - General Fund & Parks Sales Tax Fund – Kelly Vaughn, Director of Finance and Administration (enclosure)
7. Recommendation re: Capital Improvement Sales Tax Fund/FY2010 General Fund Transfer – Mike Herring, City Administrator
8. Recommendation for the Purchase of Court Software – Kelly Vaughn, Director of Finance and Administration (enclosure)
9. Possible Revenue Enhancements – Mike Herring, City Administrator/Kelly Vaughn, Director of Finance and Administration
10. 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