MEMORANDUM

TO: Finance and Administration Committee of City Council

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

DATE: April 18, 2013

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, April 22nd in Conference Room 202.

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

1. Approval of Minutes from January 28, 2013 – Chairperson Mike Casey, Councilmember – Ward III (enclosure)
2. Selection of CO-CHAIR – Chairperson Mike Casey, Councilmember – Ward III
3. Selection of Liaisons to Boards/Commissions/Committees under F&A purview - Chairperson Mike Casey, Councilmember – Ward III
4. Set-Aside for Bond Payments (Enclosure) – City Administrator Michael G. Herring
5. Contribution to Special Event – Libbey Tucker, Community Services and Economic Development Director (enclosure)
6. Adjournment – Chairperson Mike Casey, Councilmember – Ward III

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 Bob Nation and City Council
Michael Herring, City Administrator
Rob Heggie, City Attorney
Customer Service Center
Management Team