MEMORANDUM

TO: Finance and Administration Committee of City Council

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

DATE: January 20, 2011

SUBJECT: Finance and Administration Committee Meeting

The next meeting of the Finance and Administration Committee has been scheduled for 5:30 p.m. on Thursday, January 27th in Conference Room 202.

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

1. Approval of Minutes from October 5, 2010 – Chairperson Randy Logan, Councilmember – Ward III (enclosure)
2. Volunteer Recognition Event – Libbey Tucker, Assistant City Administrator for Community Services and Economic Development
3. Financial Update – Kelly Vaughn, Director of Finance and Administration (enclosure)
4. Adjournment – Chairperson Randy Logan, Councilmember – Ward III
5. Executive Session (closed meeting) – RSMo 610.021 (1) and (2)
   A. Confidential Communication from the City Attorney
   B. Property Acquisition

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