

MEMORANDUM

TO: Finance and Administration Committee of City Council
FROM: Jeremy Craig, Director of Finance and Administration
DATE: January 9, 2006
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 9th in Conference Room 202.**

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

1. Approval of Minutes – October 27, 2005 – Chairperson Durrell
2. Discussion/Recommendation Re: Senior Accounting Clerk position (TDD/SRF) – City Administrator Mike Herring & Jeremy Craig, Director of Finance & Administration
3. (New) Discussion re: Policy re: Requests to Spend Fund Reserves – Chairperson Durrell
4. Adjournment/Next Meeting Date – Chairperson Durrell

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 MARTY DEMAY AT (636) 537-6715, AT LEAST TWO (2) WORKDAYS PRIOR TO THE MEETING.

cc: Mayor John Nations
City Council
Michael Herring, City Administrator
Rob Hegge, City Attorney
Customer Service Center

Tina Charumilind, Assistant Director of
Finance and Administration
Jim Michael, Information Systems Manager
Department Heads
Marty DeMay, City Clerk