MEMORANDUM

TO: Finance and Administration Committee of City Council

FROM: Jeremy Craig, Director of Finance and Administration

DATE: August 15, 2006

SUBJECT: Finance and Administration Committee Meeting

The next meeting of the Finance and Administration Committee has been scheduled for **7:30 a.m. on Tuesday, August 15, 2006 in Conference Room 102.**

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

1. Approval of Minutes May 24, 2006 – Chairperson Geiger
2. Review/Recommendation Finance Software Contract Award – Finance Director
3. Presentation of 5-year forecast draft – Finance Director
4. Update Telecommunications Law – City Administrator
5. Financial Update
6. Update from Assistant City Administrator for Community and Economic Development
7. Adjournment/Next Meeting Date – Chairperson 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 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