

## MEMORANDUM



**TO:** Finance & Administration Committee of City Council

**FROM:** Mike Geisel, Co-Interim City Administrator

**DATE:** June 2, 2016

**SUBJECT:** Finance & Administration Committee Meeting

**The next meeting of the Finance & Administration Committee has been scheduled for 4:30 p.m. on Monday, June 6<sup>th</sup> in Conference Room 202.**

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

- I. APPROVAL OF MINUTES**
  - A. Minutes from March 28, 2016 – Chairperson Bruce DeGroot, Councilmember – Ward IV (enclosure)
- II. OLD BUSINESS**
  - A. Update re: City Email Retention Policy – Matt Haug, Information Technology Director (enclosure)
  - B. Review of City Code – Chapter Two administration – Chairperson Bruce DeGroot, Councilmember – Ward IV
  - C. Discussion re: Gamble & Schlemeier contract extension (enclosure)
  - D. Proposed policy re: Standing Committee Rules & Regulations – Ordinance No. 2859 – Councilmember Barry Flachsbart, Ward I (enclosure)
- III. NEW BUSINESS**
  - A. Selection of CO-CHAIR – Chairperson Bruce DeGroot, Councilmember – Ward IV
  - B. Review/acceptance of FY2015 Audit and “Comprehensive Annual Financial Report” (CAFR) – Craig White, Finance Director (enclosure)
  - C. Proposed policy re: Staff Communications with Elected Officials – Mike Geisel, Co-Interim City Administrator (enclosure)
  - D. Proposed policy re: Legal Expenses – Mike Geisel, Co-Interim City Administrator (enclosure)
  - E. Discussion re: Preparation & Amendments of Council Agendas & Packets – Mike Geisel, Co-Interim City Administrator (enclosure)
  - F. Discussion re: Chamber of Commerce Sponsorship – Libbey Tucker, Community Services/Economic Development Director (enclosure)
- IV. ADJOURNMENT**

Notice is hereby given that the Finance & 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 VICKIE HASS AT (636) 537-6716, AT LEAST TWO (2) WORKDAYS PRIOR TO THE MEETING.

cc: Mayor Bob Nation and City Council  
Mike Geisel, Co-Interim City Administrator  
Ray Johnson, Co-Interim City Administrator

Customer Service Center  
Management Team  
Chris Graville, Interim City Attorney