

## MEMORANDUM

**TO:** Finance and Administration Committee of City Council  
*Rescheduled to Wednesday, February 21, 2007*

**FROM:** Jeremy Craig, Director of Finance and Administration

**DATE:** February 9, 2007

**SUBJECT:** Finance and Administration Committee Meeting

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The next meeting of the Finance and Administration Committee has been scheduled for 5:00 p.m. on Wednesday, February 21, 2007 in Conference Room 202.

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

1. Approval of Minutes from November 20, 2006–Chairperson Geiger
2. Staff recommendation–Change in purchasing policy–Jeremy Craig, Dir. of Fin. and Admin.
3. Proposal to designate Assistant Prosecuting Attorney–Chairperson Geiger
4. Discussion of selection process re: President Pro Tem–Chairperson Geiger
5. Budget process re: FY2008 Budget–Chairperson Geiger
6. Discussion/evaluation of current fund reserve policy–Chairperson Geiger
7. Proposed use of Fund Reserves referred from PW/P Committee: \$150K for sidewalk–Chairperson Geiger
8. Business Incubator–Libbey Simpson, ACA-ECD
9. Economic development advertising strategy–Libbey Simpson, ACA-ECD
10. Adjournment/next meeting date

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 Heggie, City Attorney  
Customer Service Center

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