

## MEMORANDUM

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

**FROM:** Kelly Vaughn, Director of Finance and Administration

**DATE:** February 18, 2009

**SUBJECT:** Finance and Administration Committee Meeting

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The next meeting of the Finance and Administration Committee has been scheduled for 5:30 p.m. on Monday February 23<sup>rd</sup> in Conference Room 202.

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

1. Approval of Minutes from February 9, 2009—Chairperson Lee Erickson
2. Discussion Regarding Proposed Contract for Public Relations Services with Casey Communications – Libbey Malberg, Asst City Administrator for Community Services and Economic Development
3. Discussion Regarding FY2008 Financial Update – Kelly Vaughn, Director of Finance and Administration
4. Discussion Regarding City's Current Debt – Kelly Vaughn, Director of Finance and Administration
5. Discussion Regarding City's Investments – Kelly Vaughn, Director of Finance and Administration
6. Discussion Regarding Proposed Request for Proposal (RFP) for Investment Services – Kelly Vaughn, Director of Finance and Administration
7. Adjournment—Chairperson Lee Erickson

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: Mayor John Nations and City Council  
Michael Herring, City Administrator  
Department Heads  
Rob Heggie, City Attorney

Andrea Majoros, Executive Secretary  
Customer Service Center  
Aimee Nassif, Planning Director  
Brian McGownd, PW Director/City Engineer