

## MEMORANDUM

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

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

**DATE:** January 28, 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 9<sup>th</sup> in Conference Room 202.

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

1. Approval of Minutes from October 27, 2008—Chairperson Lee Erickson
2. Discussion Regarding FY2008 Financial Update – Kelly Vaughn, Director of Finance and Administration
3. Discussion Regarding Proposed Contract for Public Relations Services with Casey Communications – Libbey Malberg, Asst City Administrator for Community Services and Economic Development
4. Discussion Regarding Proposed Technology Shift to Microsoft – Matt Haug, Information Technology Manager
5. Discussion Regarding Citizens Committee for the Environment Proposed Program: “Stellar Green Youth Team” – Libbey Malberg, Asst City Administrator for Community Services and Economic Development
6. 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	Andrea Majoros, Executive Secretary
Michael Herring, City Administrator	Customer Service Center
Department Heads	Aimee Nassif, Planning Director
Rob Heggie, City Attorney	
Brian McGownd, Public Works Director/City Engineer	