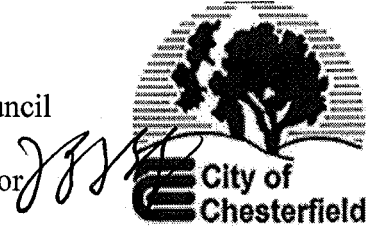MEMORANDUM

TO: Finance and Administration Committee of City Council

FROM: Michael G. Herring, ICMA-CM – City Administrator

DATE: April 18, 2013

SUBJECT: Finance and Administration Committee Meeting

The next meeting of the Finance and Administration Committee has been scheduled for 5:30 p.m. on Monday, April 22nd in Conference Room 202.

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

1. Approval of Minutes from January 28, 2013 – Chairperson Mike Casey, Councilmember – Ward III (enclosure)
2. Selection of CO-CHAIR – Chairperson Mike Casey, Councilmember – Ward III
3. Selection of Liaisons to Boards/Commissions/Committees under F&A purview - Chairperson Mike Casey, Councilmember – Ward III
4. Set-Aside for Bond Payments (Enclosure) – City Administrator Michael G. Herring
5. Contribution to Special Event – Libbey Tucker, Community Services and Economic Development Director (enclosure)
6. Adjournment – Chairperson Mike Casey, Councilmember – Ward III

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 Bob Nation and City Council   Customer Service Center
      Michael Herring, City Administrator   Management Team
      Rob Heggie, City Attorney