

MEMORANDUM

TO: Finance and Administration Committee of City Council
FROM: Lori Helle, Director of Finance and Administration
DATE: June 4, 2008
SUBJECT: Finance and Administration Committee Meeting

The next meeting of the Finance and Administration Committee has been scheduled for 5:30 p.m. on June 9th in Conference Room 101.

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

1. Approval of Minutes from February 4, 2008—Chairperson Lee Erickson
2. Selection of Vice-Chair and Committee Liaisons – Chairperson Lee Erickson
3. Discussion/Update: Chesterfield Municipal Court establishes separate “Non-traffic Violations” court docket (4 p.m. Tuesday, twice a month)—City Administrator Mike Herring
4. Executive Session – Closed Meeting – RSMo 610.021 (3) – Personnel Matters—Chairperson Lee Erickson
5. Financial Update – Director of Finance and Administration Lori Helle
6. 1st Quarter budget adjustments – Director of Finance and Administration Lori Helle
7. Discussion Regarding Prioritization of Uses for Available Fund Reserves – Chairperson Lee Erickson/City Administrator Mike Herring
 - A. Discussion of Projected Available Fund Reserves - Director of Finance and Administration Lori Helle
8. Proposed Legislation:
 - A. Proposed ordinance eliminating the “Chesterfield Arts Commission”, acknowledging the role/function of “Chesterfield Arts” to replace the City’s “Commission”—City Attorney Rob Heggie/City Administrator Mike Herring
 - B. Video Service Providers Ordinance— City Attorney Rob Heggie/City Administrator Mike Herring
9. Notary Public Fees Policy—City Administrator Mike Herring/City Attorney Rob Heggie
10. Contribution Requests (three requests)—Asst. City Admin. for Economic/Community Development Libbey Malberg
11. Proposed Modifications to Citizen of the Year Guidelines—Asst. City Admin. for Economic/Community Development Libbey Malberg
12. Discussion: Article VII. Boards, Commission, Committees, etc.
13. Discussion: Next meeting of this Committee and whether a fixed date/time should be identified
14. Adjournment

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
Judge Brunk

Kelly Vaughn, Assistant Director of
Finance and Administration
Andrea Majoros, Executive Secretary
Customer Service Center
Prosecuting Attorney Engelmeyer