

MEMORANDUM



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

**FROM:** Craig D. White, Finance Director

**DATE:** September 21, 2016

**SUBJECT:** Finance & Administration Committee Meeting

**The next meeting of the Finance & Administration Committee has been scheduled for 5:30PM on Monday, September 26<sup>th</sup> in Conference Room 102-103.**

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

**I. APPROVAL OF MINUTES**

- A. Minutes from July 25, 2016 – Chairperson Bruce DeGroot, Councilmember – Ward IV (enclosure)

**II. NEW BUSINESS**

- A. Credit Card Policy – Craig D. White, Finance Director (enclosure)
- B. Review of “Transparency Portal” (Financial Document Center)
- C. Budget Workshop I
  - A. 2017 General Fund – Fund Reserve Projects
  - B. Sponsorships & Contributions
  - C. Finance Plan\Strategy
  - D. Preliminary Budget review and guidance

**III. UNFINISHED BUSINESS (no action anticipated on this portion of the agenda for this meeting)**

- A. Legal Review of Doorack Lease – Chris Graville, Interim City Attorney
- B. City Attorney, Prosecuting Attorney and Municipal Judge Reform – Chris Graville, Interim City Attorney
- C. Review of City Code: Ordinances 3082 – 3089 – Chris Graville, Interim City Attorney
- D. Review of City Code: Chapter Two Administration – Volume 3 – Mike Geisel, City Administrator (enclosure)

**IV. ADJOURNMENT**

PERSONS REQUIRING AN ACCOMMODATION TO ATTEND AND PARTICIPATE IN THE CITY COUNCIL MEETING SHOULD CONTACT CITY CLERK VICKIE HASS AT (636) 537-6716, AT LEAST TWO (2) WORKDAYS PRIOR TO THE MEETING.

cc: Mayor Bob Nation and City Council  
Mike Geisel, City Administrator  
Chris Graville, Interim City Attorney

Customer Service Center  
Management Team