

## MEMORANDUM

**TO:** Finance and Administration Committee of City Council  
**FROM:** Jeremy Craig, Director of Finance and Administration  
**DATE:** November 14, 2006  
**SUBJECT:** Finance and Administration Committee Meeting—*Time Change*

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The next meeting of the Finance and Administration Committee has been scheduled for **5:45 p.m. on Monday, November 20, 2006 in Conference Room 202.**

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

1. Approval of Minutes from November 4, 2006
2. Second Review of contribution requests (information to be distributed at meeting)
3. Review/recommendation for audit services
4. Adjournment/next meeting date

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 MARTY DEMAY AT (636) 537-6715, AT LEAST TWO (2) WORKDAYS PRIOR TO THE MEETING.

cc: Mayor John Nations  
City Council  
Michael Herring, City Administrator  
Rob Heggie, City Attorney  
Customer Service Center

Tina Charumilind, Assistant Director of  
Finance and Administration  
Jim Michael, Information Systems Manager  
Department Heads  
Marty DeMay, City Clerk