MEMORANDUM

TO: Finance and Administration Committee of City Council

FROM: Lori Helle, Director of Finance and Administration

DATE: January 28, 2008

SUBJECT: Special Finance and Administration Committee Meeting

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The next meeting of the Finance and Administration Committee has been scheduled for 5:00 p.m. on Monday, February 4, 2008 in Conference Room 202.

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

1. Approval of Minutes from November 14, 2007–Chairperson Bruce Geiger
2. Discuss refinancing the 1998 GO Parks Bond–Chairperson Bruce Geiger
3. 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
City Council
Michael Herring, City Administrator
Department Heads
Rob Heggie, City Attorney
Kelly Vaughn, Assistant Director of Finance and Administration
Patty Surgeon, Executive Secretary
Customer Service Center
Michelle Bock, Financial Advisor