

MEMORANDUM

TO: Members of the Finance Committee of City Council
(Councilmen Tallman, Godfrey, Joyce, and Knapp)

FROM: Councilman Mike Reynolds, Chairman

DATE: December 9, 2008

SUBJECT: Committee meeting for December 17, 2008

The Finance Committee of City Council will meet **Wednesday, December 17, 2008, at 10:20 AM** in the small conference room on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101.

Your attendance will be appreciated.

A G E N D A

- I. CALL TO ORDER – Councilman Mike Reynolds, Chairman
- II. ROLL CALL – Noted by the Clerk.
- III. MINUTES – Meeting held October 20, 2008.
- IV. NEW BUSINESS – Request from Finance Director to adjust budget figures within City departments. (to be distributed at meeting.)
- V. ADJOURNMENT