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Office of the City Clerk

August 20, 2004

Ronald D. Leonhardt
City Clerk

Carolyn Hill Robertson
Deputy City Clerk

Honorable Members
Common Council
Room 205, City Hall

Dear Council Members:

Please find attached a resolution for introduction that relates to updating the city's design and usage specifications for city business cards.

The current business card specifications were adopted in 1985. Since that time city government has undergone considerable reorganization, especially with the creation of the mayoral "cabinet".

The purpose of this resolution is to specify which city officials and employees are authorized to use each of the three styles of business cards (tri-color seal, blue seal, black seal). It also requires city departments to use the official city business cards prescribed by this resolution.

Respectfully,

Ronald D. Leonhardt
City Clerk

Cc: Joe Pecor
Cheryl Oliva
Jackie Block

Rdl
Council/businesscards2.doc