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Honorable Members
Common Council
Room 205, City Hall

Office of the City Clerk

January 29, 2003

Ronald D. Leonhardt
City Clerk

Carolyn Hill Robertson
Deputy City Clerk

Dear Council Members:

The 2003 City Memberships Special Purpose Account was budgeted at \$134,057, based on the best available cost projections of the following city memberships:

American Management Association	\$1,800
Government Finance Officers Association	\$1,540
League of Wisconsin Municipalities	\$43,417
National Forum of Black Public Administrators	\$2,020
National League of Cities	\$17,942
Public Policy Forum	\$1,000
Wisconsin Alliance of Cities	\$62,416

Subsequently, the actual membership fees for the League of Wisconsin Municipalities, National League of Cities and the Wisconsin Alliance of Cities have exceeded the budgeted estimates. Those memberships, plus the National Forum of Black Public Administrators, have been paid as of this date.

The remaining \$120 in the account is insufficient to pay the fees for the American Management Association (\$1,800), Government Finance Officers Association (\$1,495-actual billing), and the Public Policy Forum (\$1,000). Therefore, we are requesting the transfer of \$4,295 from the Common Council Contingent Fund to the City Memberships Special Purpose Account to allow us to pay the remaining city memberships that the Council had approved in the budget.

Respectfully,

Ronald D. Leonhardt, City Clerk

Cc: Marianne Walsh
Donna Johnson
Eric Pearson
Rdl/budget/2003/transferreq.doc