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Office of the City Clerk

September 23, 2004

Ronald D. Leonhardt
City Clerk

Carolyn Hill Robertson
Deputy City Clerk

Honorable Members
Steering and Rules Committee
Room 205, City Hall

Dear Committee Members:

Ald. Jim Bohl has requested additional funds to print and mail a fall newsletter. Pursuant to the mailing policy adopted by the Common Council, this request is to be submitted to the City Clerk, who may grant it with the concurrence of the Steering and Rules Committee, if sufficient funds are available. Through the end of August, the members of the Common Council as a whole had spent only 17% of the \$175,000 allocated for aldermanic mailing expenditures from May through December. Thus there are sufficient funds remaining in the budget to grant this request.

As of the end of August, Ald. Bohl had \$4,315 remaining in his mailing allocation for 2004. (Each Council member had an allocation of \$11,667 for the first 8 months of the new Council term.) \$258 of this should be reserved for continued first class mailings at his current rate of \$64.50 per month for such mailings. This would leave \$4,057 available for a newsletter. Publications and Information Manager Joe Pecor estimates that the fall newsletter requested by Ald. Bohl would cost \$6,500 for printing and mailing.

Therefore, I am recommending that the Committee authorize an additional \$2,500 in mailing expenditures for Ald. Bohl for the purpose of printing and mailing a fall newsletter.

Sincerely,

Ronald D. Leonhardt, City Clerk

Cc: Ald. Jim Bohl
Carolyn Hill Robertson
Joseph Pecor

Rdl/council/mailings/sr-bohl.doc