

# Memorandum

**To:** Staff liaisons to the following boards and commission:

**Board of Adjustment**

**Board of Appeals**

**Commission on Cultural Diversity and Human Relations**

**Commission on Heritage, Culture and the Arts**

**Liquor Authority**

**Planning Commission**

**Senior Citizens Advisory Commission**

**From:** Joni Inman, Director, Mayor and City Manager's Office

**Date:** 11/06/01

**Re:** Guidelines for \$5,000 Boards and Commissions Budget

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Most of the funding for the City's boards and commissions was eliminated during the recent round of budget cuts. The Council did, however, establish a \$5,000 line item in its budget to cover some basic expenditures for these groups. Following are the guidelines for its use:

All expenditures must be **pre-approved** by the Director of the Mayor's Office or her designee and must fit into the following categories. If you make an expenditure that is not pre-approved you will not be reimbursed. Once the \$5,000 annual appropriation is spent there will be no further expenditures until the following calendar year.

Please keep in mind that this small amount of money must accommodate the needs of 73 members of the above named boards and commissions.

- All costs of providing the basic meeting needs for these groups (i.e. printing of agendas, postage to mail materials, etc.) will continue to be provided by the City.