

November 6, 2001

- Name badges. These will be of consistent format and type and will be ordered through the City Manager's Office. We will not be replacing the badges already in use.
- Brochures for each group. Please note that these will be designed and printed in-house. Total cost per group is \$750. Brochures will only be done one time every two years for each group.
- Light snacks or meals will be provided only when the group is called in during a meal time for a special discussion or course of business. This expenditure can not exceed \$100 per year per group.
- One in-state conference for one person per group each year. This does not include hotel or travel but does include registration fees.
- Name plates will be provided only for those groups who conduct public hearings.

This budget is very tight and I appreciate your consideration of its limitations.

If you have any questions please call me at Ext. 7052.