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EVENT or ADMINISTRATIVE DEPARTMENT DESCRIPTIONEvent/Department: LABOR COMMITTEE Location: Room 2063, Bldg. ANumber on Staff: *Labor Inaugural Reception for Ronald ReaganEvent Date: Saturday, January 17, 1980 Time Start: _____

Date Conclude: _____ Time Conclude: _____

A. Introduction:

Provide a general overview of the Event or the duties and responsibilities of the Administrative Department:

While it is without precedent for any Inaugural Committee, the Labor Committee was conceived by the President-elect to insure that organized labor played an active role in the Inaugural.

The labor committee's function is twofold: to acknowledge the contribution of unions that actively campaigned (some at great personal risk) for Ronald Reagan as well as provide the President-elect with an opportunity to meet with leaders of all 243 unions (as well as others influential in labor) whose bi-partisan support he will need for quick enactment of his legislative program to put America back to work.

EVENT or ADMINISTRATIVE DEPARTMENT DESCRIPTIONEvent/Department: Labor

B. Organization:

Briefly describe the organization of the Event or Administrative Department will be organized and what key factors will influence success or failure:

Administrative Staff of the Labor Committee

Paul Locigno	Executive Director (uncompensated)
Kathy Vogt	Deputy Director
Anne O. McCarthy	Administrative Assistant
Debra King	Executive Secretary
Denise Balzano	Program Assistant
Nat Landry	Program Assistant (uncomp)
Robbie Motter	Executive Secretary (uncompensated) (nights/weekends)
Shirley Foote	Volunteer Coordinator (days) (uncompensated)
Wallace L. Alexander	Volunteer Coordinator (nights) (uncompensated)
Alice Burroughs	Receptionist (uncompensated)
Ernie Shinemans	Receptionist (uncompensated)
Roseann Fuhrman	Staff (uncompensated)

Key Factors for Success

(1) Cooperation from other internal departments--procurement, personnel, facilities is vital to our operation in the same way that our department may provide critical logistical support for other departments: parade, security, transportation for the Inaugural Balls. For example, insofar as the Parade we are serving as a liason with the construction unions who have equipment that is critical.

(2) Our main charge of insuring labor's participation in the Inaugural has been severely hampered by the unrealistic allocation of the Inaugural tickets to the various events. (Literally, hundreds of union officials risked their jobs to endorse the Reagan-Bush ticket by going against the wishes of their national union leadership.) Yet, our allocation was a mere fraction of the union people who must have an opportunity to attend the Inaugural Balls.

(3) Our Inaugural Reception is not only an opportunity to recognize that organized labor's support is critical to his Administration--will also act as a safety valve for those union officailas who risked their jobs by endorsing

Page two Form 20b

the Reagan-Bush ticket and who the labor committee can not accomodate with the unrealistic amount of tickets alloted it.

EVENT or ADMINISTRATIVE DEPARTMENT DESCRIPTION

Event/Department:LABOR COMMITTEE/ Labor Inaugural Reception for Ronald Reagan

C. Resource Requirements:

Describe the resources required to successfully present the Event
or to meet Administrative Department responsibilities:

Travel

The executive director needs to confer with the co-chairmen, Jackie Presser and Shannon Wall.

Labor Inaugural Reception for Ronald Reagan on Saturday, December 17

For the reasons stated in Form 20a and Form 20b, it is critical that we receive funding for this reception. It is possible if we have the event at the International Brotherhood of Teamsters in Washington, we might be able to receive some in kind contributions. However we will still need funding.

Staff

To effectively adminstrate we require a staff of 12. The majority of our staff requirements are filled with volunteers (we have had great success in attracting and retaining capable volunteers). The paid staff has the responsibility of insuring labor's participation in all events, as well as coordinat logistical support provided by various unions to Inaugural events and committees. Also the paid staff must be the liason between the Inaugural and organized labor nationwide.

Line Item #625

Staff Payroll (Dec. & Jan.)

Deputy Director\$2000.00
Administrative Asst..\$2000.00
Secretary.....(Exec.)\$1550.00
Program Assistant....\$1550.00

Uncompensated Staff

Executive Director
Volunteer Coordinator (Day)
Volunteer Coordinator (Eve.)
Receptionist
Receptionist
Program Assistant
Executive Secretary (Weekend/Eve.)
Staff Assistant

LABOR COMMITTEE BUDGET

SPECIAL EVENT

Invitations		
Merkle Press, Inc. 200 invitations with reply cards	350.00	/
Stamps		
Based on bid U.S. Post Office	150.00	
Entertainment		
Dr. Isaac Gregg band, transportation included	1000.00	/
Facility Rental		
Based on estimate IBT	400.00	
Food & Beverage		
\$10.00 per person 500 people	5000.00	/
Catering Personal		
Based on estimate from IBT	1000.00	Misc. 400
Security		
Based on estimate from IBT	300.00	
Decorations		
Ice sculpture \$400.00		
Flowers & etc. \$400.00	800.00	
Glasses, dishes, napkins, and etc.		
Rental & purchase	500.00	Misc. 500
Favors		
\$9.00 per person	1800.00	/
Clean-up		
Based on estimate from IBT	200.00	
Photographer	150.00	/

EXPENSES		NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
ENT EXPENSES:	600 Admission Tax					
(600-620)	601 Catering			5000. ⁰⁰ *		
	602 Decoration			800. ⁰⁰		
	603 Entertainment			1000. ⁰⁰		
	604 Equipment Rental					
	605 Licensing					
	606 Parking					
	607 Photography			150. ⁰⁰		
	608 Printing & Signs			350. ⁰⁰		
	609 Production			1800. ⁰⁰		
	610 Event Occupancy			400. ⁰⁰		
	611 Security			300. ⁰⁰		
	612 Material & Supplies			500. ⁰⁰		
	613 Miscellaneous					
	614 Parade Stands					
	615 Transportation Sv.					
AFF PAYROLL:	625 Staff Payroll		7050	7050		
(625-650)	626 Miscellaneous Labor			1200. ⁰⁰ *		
	627 Payroll Taxes		1058	1058		
FICE EXPENSES:	652 Admin. Assessment					
(651-699)	654 Consultant/Prof. fee					
	656 Data Processing					
	658 Media					
	660 Office Occupancy					
	662 Postage & Delivery		150 ⁰⁰	150. ⁰⁰ - for receipt		
	664 Supplies					
	666 Telephone					
	668 Travel Expenses		500 ⁰⁰	500 ⁰⁰		
	669 Insurance					
	TOTAL					
	HEADCOUNT					
	Paid		4	4		
	Volunteer		8	8		

December 12, 1980

MEMORANDUM

TO: Fred Biebel

FROM: LABOR COMMITTEE/ GROUP XIX/ Paul Locigno

SUBJ: WEEKLY ACTIVITY REPORT

Paul

file

#1

I. UPDATE ON STATUS REPORT

Because of the poor communication between labor and other committees, we faced deadlines that were both impossible and unrealistic. Our second budget report was due before any memorandum regarding the deadline or procedure for preparing the first budget. Although the President-elect initiated the labor committee (unprecedented for either Republican or Democratic Inaugurals) to insure that organized labor played an active role in the Inauguration, the drastic cut in our allocation of Inaugural tickets has seriously jeopardized the President-elect's conception. Consequently, the deadline for special invitations became a massive project of sifting through hundreds of names submitted because of the original assurances that all those key labor people who should be invited would be. Lacking an updated directory of all unions (there is none available that is more recent in 1978), we had to call every union to determine if the address and the President listed was still accurate since every union president should receive at least a commemorative.

Also, this week initial preparation for the Labor Inaugural Reception had to be done as part of the budget process. However, our ability to adequately prepare for this event has been affected by our uncertainty regarding its amount of funding.

Our small staff has met all deadlines, despite having only three typewriters and that we are constantly inundated with worthless memos and time-consuming requests.

ALL COSTS OUT EXCEPT

FOR PAYROLL (7100/MO)

↓
+ RELATED PAYROLL TAX



Presidential Inaugural Committee - 1981

Second and T Streets, SW
Washington, DC 20599

(202) 382-8240

Labor Committee

URGENT URGENT URGENT URGENT URGENT URGENT URGENT

MEMORANDUM

TO: TED GARRISH

FR: PAUL LOCIGNO *Paul*

RE: LABOR COMMITTEE ALLOCATION FOR 1981 INAUGURAL

DATE: DECEMBER 8, 1980

In conjunction with the Presidential Inaugural theme, "Together... A New Beginning", consideration for substantially raising the Labor Committee's allocation could be a pivotal point for a new relationship between the Republican party and organized labor.

My recommendations are as follows:

Commemoratives	2300
Special Invitations Balls	625
Candlelight	6
Concert	32
Gala	41
Vice-Presidential Reception	55
Distinguished Ladies	25
Governor's Reception	60

The rationale for such request is as follows:

1. Historically, the state party's attitude toward organized labor has ranged from little rapport to openly hostile. As a consequence our committee has met with minimum success in obtaining Inaugural tickets for key labor supporters through the cooperation of the state party organization.

2. The massive grass roots effort that recruited organized labor bypassed the state campaign structure and was totally directed out of the national Reagan-Bush campaign headquarters. Literally hundreds of union officials risked their jobs to endorse the Reagan-Bush ticket by going against the wishes of their national union leadership.

These individuals must have an opportunity to attend the Inaugural Balls.

This will prevent the alienation of those trade unionist whose allegiance formerly was owed to the Democrat party.

Honorary Chairman
Frank E. Fitzsimmons

Co-Chairmen:
Jackie Presser
Shannon Wall

Executive Director
Paul Locigno



Presidential Inaugural Committee - 1981

Second and T Streets, SW
Washington, DC 20599

(202) 382-8240

Labor Committee

December 8, 1980

Honorary Chairman
Frank E. Fitzsimmons

Co-Chairmen
Jackie Presser
Shannon Wall

Executive Director
Paul Locigno

MEMORANDUM FOR: THE HONORABLE ROBERT GRAY

FROM: PAUL LOCIGNO

SUBJECT: REQUEST FOR LABOR INAUGURAL RECEPTION
FOR RONALD REAGAN

In conjunction with the Presidential Inaugural Theme, "A New Beginning," consideration for holding the above event could be a pivotal point for a new relationship between the Republican Party and organized labor.

This reception would give the President-elect an opportunity to meet with leaders of 243 labor unions representing over twenty-six million Americans.

In evaluating this request, the following points should be considered:

- (1) There should be recognition of the massive grass roots efforts by trade unionists on behalf of the Reagan-Bush campaign.
- (2) This is a golden opportunity for the President-elect to "pamper" leaders of organized labor whose support he will need for quick enactment of his legislative program to put America back to work.
- (3) Promotion of such an event is a viable alternative to acknowledge the support of hundreds of union officials who risked their jobs to endorse the Reagan-Bush ticket and will not have an opportunity to attend the Inaugural Balls. This will prevent alienation of those trade unionists whose allegiance formerly was owed to the Democratic Party.

I would appreciate your comments and suggestions regarding this request.

cc: Frank E. Fitzsimmons
Jackie Presser
Shannon Wall



Presidential Inaugural Committee - 1981

Second and T Streets, SW
Washington, DC 20599

(202) 382-8240

Labor Committee

Honorary Chairman
Frank E. Fitzsimmons

Co-Chairmen
Jackie Presser
Shannon Wall

Executive Director
Paul Locigno

MEMORANDUM

TO: FRED BIEBEL

FR: PAUL LOCIGNO *Paul*

RE: STATUS REPORT/LABOR COMMITTEE

DA: DECEMBER 8, 1980

I. Staff of the Labor Committee

Paul Locigno.....Executive Director (uncompensated)
Director, Research, Ohio Conference of Teamsters

Kathy Vogt.....Deputy Director

Anne O. McCarthy.....Administrative Assistant

Denise Balzano.....Staff Aide

Debra King.....Executive Secretary

Roseann Fuhrman.....Staff Assistant (uncompensated)

Shirley Foote.....Receptionist (uncompensated)

Robbie Motter.....Executive Secretary (uncompensated)

Ernie Shinemans.....Receptionist (uncompensated)

Alice Burroughs.....Typist (uncompensated)

II. Overview Group XIX

Logistically the other internal departments have been cooperative and supportive of our needs for personnel, procurement, security and facilities. However, our main charge of insuring labor's participation in the Inaugural has been severely restricted by the unrealistic allocation of Inaugural tickets to the various events.

A. Tickets

(see attached Memorandum)

B. Parade

I am coordinating with the different construction unions to provide logistical support for the parade.

C. Local Inaugural Balls

Organized labor is working closely with the state inaugural ball committee to insure active participation by labor in all designated Inaugural Ball cities.

D. Labor Inaugural Reception for Ronald Reagan

(see attached Memorandum)

STATUS REPORT

III BUDGET

As of yet I have not been given any budget, and I would like to know the parameters for our committee.

cc: Otto Wolff
Jo McKenzie

EVENT or ADMINISTRATIVE DEPARTMENT DESCRIPTIONEvent/Department: LABOR COMMITTEE Location: Room 2063, Bldg. ANumber on Staff: *Labor Inaugural Reception for Ronald ReaganEvent Date: Saturday, January 17, 1980 Time Start: _____

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Page two Form 20b

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C.Resource Requirements:

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Presidential Inaugural Committee - 1981

Second and T Streets, SW
Washington, DC 20599

(202) 382-8240

Labor Committee

Honorary Chairman
Frank E. Fitzsimmons

Co-Chairmen:
Jackie Presser
Shannon Wall

Executive Director
Paul Locigno

Line Item #625

Staff Payroll (Dec. & Jan.)

Deputy Director\$2000.00
Administrative Asst..\$2000.00
Secretary.....(Exec.)\$1550.00
Program Assistant.....\$1550.00

Uncompensated Staff

Executive Director
Volunteer Coordinator (Day)
Volunteer Coordinator (Eve.)
Receptionist
Receptionist
Program Assistant
Executive Secretary (Weekend/Eve.)
Staff Assistant

LABOR COMMITTEE BUDGET

SPECIAL EVENT

Invitations Merkle Press, Inc. 200 invitations with reply cards	350.00 ✓
Stamps Based on bid U.S. Post Office	150.00
Entertainment Dr. Isaac Gregg band, transportation included	1000.00 ✓
Facility Rental Based on estimate IBT	400.00 ✓
Food & Beverage \$10.00 per person 500 people	5000.00 ✓
Catering Personal Based on estimate from IBT	1000.00 Misc. LABOR
Security Based on estimate from IBT	300.00 ✓
Decorations Ice sculpture \$400.00 Flowers & etc. \$400.00	800.00 ✓
Glasses, dishes, napkins, and etc. Rental & purchase	500.00 MAT. & SUPPLIES
Favors \$9.00 per person	1800.00 ✓
Clean-up Based on estimate from IBT	200.00 Misc. LABOR
Photographer	150.00 ✓

Date Submitted _____

Cost Center Budget Form

Labon

EXPENSES		NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
ENT EXPENSES:	600 Admission Tax					
(600-620)	601 Catering			5000. ⁰⁰ *		
	602 Decoration			800. ⁰⁰		
	603 Entertainment			1000. ⁰⁰		
	604 Equipment Rental					
	605 Licensing					
	606 Parking					
	607 Photography			150. ⁰⁰		
	608 Printing & Signs			350. ⁰⁰		
	609 Production			1800. ⁰⁰		
	610 Event Occupancy			400. ⁰⁰		
	611 Security			300. ⁰⁰		
	612 Material & Supplies			500. ⁰⁰		
	613 Miscellaneous					
	614 Parade Stands					
	615 Transportation Sv.					
AFF PAYROLL:	625 Staff Payroll		7050	7050		
(625-650)	626 Miscellaneous Labor			1200. ⁰⁰ *		
	627 Payroll Taxes		1058	1058		
FICE EXPENSES:	652 Admin. Assessment					
(651-699)	654 Consultant/Prof. fee					
	656 Data Processing					
	658 Media					
	660 Office Occupancy					
	662 Postage & Delivery		150 ⁰⁰	150 ⁰⁰		
	664 Supplies					
	666 Telephone					
	668 Travel Expenses		500 ⁰⁰	500 ⁰⁰		
	669 Insurance					
	TOTAL					
	HEADCOUNT					
	Paid		4	4		
	Volunteer		8	8		

1981 PRESIDENTIAL INAUGURAL
COST CENTER BUDGET SUMMARY

LABOR

EVENT EXPENSES:

CATERING	A/c #601	\$ 5,000
DECORATION	A/c #602	800
ENTERTAINMENT	A/c #603	1,000
PHOTOGRAPHY	A/c #607	150
PRINTING & SIGNS	A/c #608	350
PRODUCTION	A/c #609	1,800
EVENT OCCUPANCY	A/c #610	400
SECURITY	A/c #611	300
MATERIAL & SUPPLIES	A/c #612	<u>500</u>
SUB-TOTAL		<u>10,300</u>

STAFF PAYROLL:

STAFF PAYROLL	A/c #625	14,100
MISCELLANEOUS LABOR	A/c #626	1,200
PAYROLL TAXES	A/c #627	<u>2,116</u>
SUB-TOTAL		<u>17,416</u>

OFFICE EXPENSES:

POSTAGE & DELIVERY	A/c #662	300
TRAVEL EXPENSES	A/c #668	<u>1,000</u>
SUB-TOTAL		<u>1,300</u>

TOTAL

\$ 29,016

~~HOOPER~~
10/30

ANN MCCARTHY ~~XXXX~~ → T 28240

LABOR - PAUL LOCIGNO

LABOR PART IN ALL EVENTS

RECEPTION ON SAT @ IBT.

REMOVE - EQUIP

KEEP IN LABOR STAT

PHONE - EQUIP

December 1, 1980

MEMORANDUM

To: Jo McKenzie
FROM: Lynn Rhoades
RE: Labor

According to my discussions with the Archivist, and my own research, there is no record of any activities for "labor" from previous inaugurations.



Honorary Chairman
Frank E. Fitzsimmons

Co-Chairmen:
Jackie Presser
Shannon Wall

Executive Director
Paul Locigno

Presidential Inaugural Committee - 1981

Second and T Streets, SW
Washington, DC 20599

(202) 382-8240

Labor Committee

TO: FRED BIEBEL
FR: PAUL LOCIGNO
DA: DECEMBER 22, 1980
RE: LABOR COMMITTEE

FRED, I BELIEVE THAT THE LABOR COMMITTEE
WILL NEED TO BE OPERATIONAL UNTIL THE END
OF JANUARY IN ORDER TO COMPLETE ALL OF ITS
WORK.



Presidential Inaugural Committee - 1981

Second and T Streets, SW
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(202) 382-8240

Labor Committee

Honorary Chairman
Frank E. Fitzsimmons

Co-Chairmen:
Jackie Presser
Shannon Wall

Executive Director
Paul Locigno

TO: FRED BEIBEL
FR: PAUL LOCIGNO
DA: DECEMBER 22, 1980

PLEASE FIND ENCLOSED THE CLEAN COPY OF THE BUDGET FOR
THE LABOR COMMITTEE AS APPROVED DECEMBER 22 1980 PER
YOUR REQUEST.

Date Submitted: December 22, 1980

EXPENSES	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	EXTENDED BUDGET	TOTAL
EXPENSES: 600 Admission Tax								
(00-620) 601 Catering								
602 Decoration								
603 Entertainment								
604 Equipment Rental								
605 Licensing								
606 Parking								
607 Photography								
608 Printing & Signs								
609 Production								
610 Event Occupancy								
611 Security								
612 Material & Supplies			450 ⁰⁰					
613 Miscellaneous								
614 Parade Stands								
615 Transportation Sv.								
PAYROLL: 625 Staff Payroll		7100 ⁰⁰	7100 ⁰⁰	7				
(5-650) 626 Miscellaneous Labor								
627 Payroll Taxes		1065 ⁰⁰	1065 ⁰⁰					
EXPENSES: 652 Admin. Assessment								
(1-699) 654 Consultant/Prof. fee								
656 Data Processing								
658 Media								
660 Office Occupancy								
662 Postage & Delivery								
664 Supplies								
666 Telephone								
668 Travel Expenses								
669 Insurance								
TOTAL								
HEADCOUNT								
Paid								
Volunteer								

TOTAL

16,780⁰⁰



Presidential Inaugural Committee - 1981

Second and T Streets, SW
Washington, DC 20599
(202)382-8250

M E M O R A N D U M

TO: All Divisions and Groups under Fred Biebel
FROM: Fred Biebel, Executive Director *FKB*
DATE: December 21, 1980
RE: Budgets

Before you leave for the holiday break, please leave with my office a revised "clean" copy of your budget with appropriate backup support. This budget should also reflect the revisions made during the "review" by the Budget Committee on Saturday, December 20, or Monday, December 22.

Happy Holidays!

FKB/mjf

cc: John Ricche
Bill DeMambro