



November 30, 2009

The Honorable Mayor Dan Devine
and Members of the Common Council
7525 W. Greenfield Avenue
West Allis WI 53214

CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
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Dear Mayor Devine and Common Council Members:

This letter is to request your approval to donate approximately fifty (50) obsolete office computers to the Community Alliance Against Drugs (CAAD). These are computers that have been replaced and recycled one or more times throughout the City organization. They have no remaining operating usefulness and have no financial value, either for resale or scrap.

Representatives of the CAAD have requested that these computers be donated to them for use in CAAD's membership drive, both for new and renewed memberships. The computers will be offered to families as an incentive to participate.

Thank you for your consideration. If you have any questions or need further information or clarification, please do not hesitate to contact me.

Sincerely,

Paul M. Ziebler,
City Administrative Officer, Clerk/Treasurer

PMZ:jfw

cc: Rick Balistreri
Jim Jandovitz
Gary Schmid
Gene Baietto
Scott Post

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