

From: Seachris Lindsey
Sent: Tuesday, October 09, 2012 5:13 PM
To: Doyle Charity
Subject: RE: Follow up on note card research

Hey Charity,

I have not had a lot of time to put anything together for you today. It is hard to estimate a 'percentage' of time spent on correspondence since the Mayor does a lot of it on his own to help us out - in the evenings and on weekends. We provide administrative support to the mayor and assist with correspondence, I see this as an administrative support function. Give me a call tomorrow or stop in during L&F and we'll discuss.

Have a great night, Lindsey

From: Doyle Charity
Sent: Monday, October 08, 2012 9:07 PM
To: Howard Michael; Seachris Lindsey
Cc: Kooiker Sam
Subject: Follow up on note card research

Michael and Lindsey~

First of all, thanks for helping me last week with data for answering my constituent's question. I really appreciate it, however, before I can thoroughly address his concern, I have a couple more questions for you. Sam, you may need to weigh in as well in order to give a complete picture.

1) How long, on average, do you think it takes you to prepare one note card. Please include time for researching addresses, preparing the actual mailing, stuffing it in the envelope, attaching postage, etc.

2) I'd like to know how this task is split up. What is the percentage split for this task between Michael, Lindsey, and the Mayor during office time? 25%-50%-25%? 40-40-20? 50-50-0? Other?

Thanks so much for your help.

Blessings~

Charity