



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To Robert Healy, City Manager

Date May 15, 1984

From George Teso, Traffic Director

Reference

Subject City Council #3 of May 7, 1984 Decreasing Cost of Issuing Resident Stickers By Mail"

I have reviewed the \$6.00 fee now charged for issuing resident stickers by mail and find that the process of mailing resident stickers and visitor permits has increased the overall cost of this operation due to the fact that all processing during the busy months of the year when they are issued has to be done either at night or on weekends, as that is when the computer is not being used for normal issuances. A breakdown of the 1200 issued by mail revealed that 1080(90%) of these were issued during the busy months of operation. Also of these 1200 issued 230 were issued to senior citizens and disabled persons for which there is no charge. The extra \$3.00 charged for issuing by mail in my opinion, is not excessive and only pays the added expenses such as mailing costs and overtime cost incurred in processing these stickers. It is also my opinion that this function of the Traffic Department should be self-sufficient.

Enclosed is a breakdown of the Department's cost and revenues which do not include the administrative staffs' time.

COST OF OPERATING THE RESIDENT PARKING PROGRAM

1. Salary and Wages	\$68 417 per year
2. Longevity	1 500 " "
3. Overtime	1 000 " "
4. Insurance	11 000 " "
5. Cleaning Allowance	750 " "
6. Purchase of 40,000 Resident Stickers	6 000 " "
7. Purchase of 200,000 Visitor Permits	2 000 " "

8. Brochures for Resident Sticker Information	\$ 200	per year
9. Mailing Costs	4 500	" "
10. Computer Processing Services Contract	13 000	" "
Total	108 367	per year

REVENUES FROM RESIDENT PARKING PERMITS

Estimated Revenues for Fiscal 1984/85 = \$ 90 000 per year

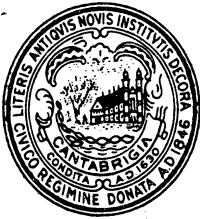
The total cost of operating the Resident Parking Program does not include power, service and telephone costs. The \$18 367 difference between operating costs and revenues along with the utility costs is made up from parking fine revenues.

GT:rd

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OFFICE OF THE
CITY MANAGER



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 498-9011

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

October 15, 1984

To the Honorable, the City Council:

With respect to Awaiting Report Item No. 7 relative to a reduction in the charge for obtaining resident parking permits by mail, enclosed please find copy of a report from George Teso, Traffic Director.

Very truly yours,

Robert W. Healy
City Manager

RWH/mbf
Enc.

25-632
Re: response to Awaiting Report Item No. 7 regarding the charge for obtaining resident parking permits by mail.

Copy of this agenda item + backing sent to City Mgr. in his folder 10/17/84 mch

In City Council,

October 15, 1984

10/15/84

*Referred to the
- City Manager -
for
Review Nominal
- Fee -*