



CITY OF CAMBRIDGE • EXECUTIVE DEPARTMENT

Robert W. Healy, City Manager

Richard C. Rossi, Deputy City Manager

May 20, 2002

To the Honorable, the City Council:

I have carefully reviewed the supplemental budget request from the Kids' Council as well as the testimony of those speaking at the May 8th budget hearing. I am recommending a supplemental appropriation of **\$13,000** that will address two of the requests and I have indicated possible resources to address the remaining items.

1. **Promotion/Marketing \$8,000**

The services of Ini Tomeu, Public Information Officer for the City will be made available to the Executive Director of the Kids' Council to work with her to develop a newsletter and other marketing material. The Department of Human Services will cover the cost of materials and in-house printing.

2. **Minute taker \$2,300**

The Department of Human Services is covering this expense.

3. **Agenda for Children – Literacy Initiative \$20,000 & Out-of-School Time Initiative at \$30,000**

These amounts were originally identified by the Steering Committee of the Agenda for Children in their budget proposal submission to the Kids' Council. They were included under a heading of "Additional Funding Possibilities" in which they indicated that "it has always been assumed that the Agenda for Children would seek funding from sources beyond the three current funding partners". The Kids' Council chose to include the recommendation in their supplemental budget request. The City through the Department of Human Services, the Health Alliance and the Cambridge Community Foundation are prepared to draft appropriate proposals for grant funding that could support some of the proposed activities.

4. **Centers for Families – Planning for a second site - \$35,000**

Jenn Kapuscik was recently hired as the Director of the Center for Families of North Cambridge. Ms. Kapuscik brings a wealth of knowledge in the field of Family Support and is eager to work closely with the Kids' Council in exploring new opportunities to expand family support services to families in other areas of the City. Beyond the planning phase and moving toward implementation, staff from the Department of Human Services can be made available to do grant writing.

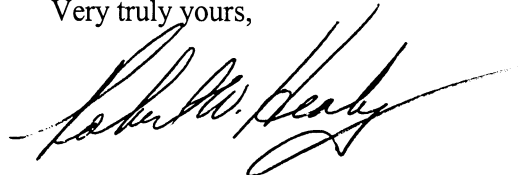
5. Middle School Summit -\$3,000

One-time funds are being made available for the Executive Director to work with the Kids' Council to plan and carry out a summit on Middle School. It is anticipated that expenses will include food, postage, printing and perhaps a keynote speaker(s).

6. Youth Participation Planning - \$10,000

One-time funds are being made available to support the work of the Kids' Council and its Subcommittee on Youth Participation.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert W. Healy", with a long, sweeping horizontal line extending to the right.

Robert W. Healy
City Manager

RWH/mec



CITY OF CAMBRIDGE

51 INMAN STREET, CAMBRIDGE, MASSACHUSETTS 02139-1732 • TEL. (617) 349-4361

FAX (617) 349-4366

TTY (617) 349-4242

EMAIL Elections@CI.Cambridge.MA.US

BOARD OF ELECTION COMMISSIONERS

ARTIS B. SPEARS
DARLEEN G. BONISLAWSKI
LYNNE ALEXIS MOLNAR
WAYNE A. DRUGAN, JR.
Commissioners

TERESA S. NEIGHBOR
Executive Director

To: Robert W. Healy, City Manager
From: Teresa Neighbor, Executive Director *TN*
Date: May 3, 2002
Subject: Multi-Unit Mailing to Individual Households

The following is a breakdown of projected costs to mail census forms to individual households in multi-unit buildings over eight units, including the Cambridge Housing Authority. (Harvard, MIT, and Lesley University are not included.) Costs are based on 2002 census costs. The response rate is based on this year's projected individual household response.

Number of Multi-Unit Households: 16,900

First Mailing Costs

Programming, Census Forms, Envelopes, Instructions (16,900 @ \$0.24)	\$4056.00
Postage to Mail Out (16,900 @ \$0.253)	4276.00

Second Mailing Costs

Programming, Census Forms, Envelopes, Instructions (5,915 @ \$0.24)	1420.00
Postage to Mail Out (5,915 @ \$0.253)	1496.00

Return Postage

Returns of 10,800 @ \$0.44 (Business Reply Rate)	4752.00
--	---------

Total	\$16,000.00
--------------	--------------------



3.

CITY OF CAMBRIDGE • EXECUTIVE DEPARTMENT

Robert W. Healy, City Manager

Richard C. Rossi, Deputy City Manager

May 20, 2002

To The Honorable, The City Council:

In response to requests made by the Finance Committee during the course of the FY2002 budget hearing. I am recommending an additional \$29,000 to the General Fund appropriation order, \$16,000 to the Election Department Other Ordinary Maintenance Account and \$13,000 to the Human Services Department Other Ordinary Maintenance Account. These additional funds will make the FY2003 General Fund recommended appropriation \$307,399,715.

Attached you will find the following additional information:

1. A review of the Kids' Council supplemental appropriation; and
2. A review of the Multi-Unit mailing appropriation.

Very truly yours,

Robert W. Healy
City Manager

RWH/mec
Attachment

F-73

Consent Agenda #3

Information requested by the
Finance Committee during the
course of the FY03 budget
hearings.

In City Council May 20, 2002

**REFERRED TO COMMITTEE
REPORT #1**