



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To The Honorable, The City Council

Date March 28, 1986

From Joseph E. Connarton, ^{JEC} Acting City Clerk

Reference

Subject Rules of the City Council

Pursuant to the vote of your honorable body on Monday, March 24, 1986 adopting Council Rules for the 1986-1987 term, I would respectfully remind everyone of the Thursday, 5:00 p.m. deadline pursuant to Rule 20 and, that during the interim period of Mr. Healy's absence, I will attempt to refrain from accepting items such as supplemental communications, etc., after this time.

Obviously, this will not apply to late orders, although it would be more convenient, and I believe systematic if each of you submitted your orders directly to the Clerk's Office. This will allow for greater efficiency in our operations in preparation of the Council packages prior to the Friday delivery.

Finally, relative to payroll activity changes, please be reminded that any time you require a change in your paycheck, such as additional tax deductions, dependents or health insurance, a payroll activity form needs to be completed. This is done in the Clerk's Office, so feel free to contact either myself or Mrs. Donna Lopez.

Thank you for your cooperation in this matter.

JEC/mh

1. 8-215

Comm. from Joseph E. Connarton, Acting City Clerk with respect to the City Council Rules as they relate to the Thursday, 5:00 p.m. deadline & also, on the matter of payroll activity changes.

In City Council,

March 31, 1986

Placed on File