



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To Russell B. Higley, City Solicitor Date August 1, 1980

From George E. O'Brien, Assistant City Manager Reference
Fiscal Affairs *GE*

Subject Proposed Recodification of the General Ordinances.

The following recommendations are made to achieve economies of scale. This is also directed toward organizational enhancements intended to improve response-time in management decisions and follow-through within the framework of sound span of control.

1. Chapter 2, Article III A., Section 2.308(b) -
Recommend change to read: "Any purchase...
exceeding \$1,000. shall be approved by the
City Manager..."
2. Chapter 3, Article 1 A., Section 3.101 -
Recommend change to read: "In all cases where
the amount...shall exceed the sum of \$4,000.,
the contract shall be in writing..."
3. Chapter 3, Article 1 A., Section 3.102 -
Recommend change to read: "Every contract
exceeding \$4,000..."
4. Chapter 3, Article 1 A., Section 3.103 -
Recommend change amounts to read: \$2,500.,
\$7,500. and \$25,000 respectively, in lieu of
\$1,000., \$3,000., and \$10,000, under Ord. No.
270, April 17, 1950.
5. Chapter 3, Article II, Section 3.201 -
Recommend change to include the following
divisions under Department of Finance (as
in the 1980-81 Budget):
 - (a) Finance - Administration
 - (b) Finance - Budget/Research
 - (c) Finance - Personnel
 - (d) Finance - Assessing
 - (e) Finance - Purchasing
 - (f) Finance - Auditing
 - (g) Finance - Revenue
 - (h) Finance - Treasury
 - (i) Finance - Systems Development

The last of these divisions, Finance - Systems Development, will help in large measure to ensure the organizational integrity of the Finance Department. This unit supports the balanced development of automated systems for all City users, both within the Finance Department and for other City Departments using financial data.

6. Add under Section 3.307 (Duties within the Auditor's division): "Supervise and control all revenue accounts and reconcile same with the Revenue Division, as necessary".
7. Add under Section 3.307 (Duties within the Auditor's division): Under (b) add "...and reconcile with City Departments, as necessary".
8. Segregate duties of Budget Division from duties of Personnel Division.
9. Include duties of the Supervisor-Accounts Receivable under Section 3.327, "Revenue Collection".

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