

January 30, 1984

INTRODUCED BY CITY MANAGER ROBERT W. HEALY

AN ORDER CONCERNING AN APPROPRIATION FOR THE FISCAL YEAR BEGINNING JULY 1, 1983

ORDERED: That the following transfer be made in the General Fund of the City of Cambridge:

FROM	AMOUNT	TO	AMOUNT
Reserve Other Ordinary Maintenance	\$3,700.00	Executive Other Ordinary Maintenance	\$3,700.00

REASON(S)

To cover the cost of an 11-week course covering typing, business English, word processing and transcription.

In City Council January 30, 1984.

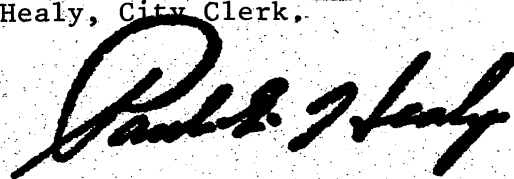
Adopted by a yeas and nays vote:-

Yeas 9; Nays 0; Absent 0.

Attest:- Paul E. Healy, City Clerk.

A true copy;

ATTEST:-



City of Cambridge

Agenda Item # 3 - Transfer of
\$3,700 from the Reserve
Fund to the Cambridge
Employment Plan. MASSACHUSETTS

In City Council January 30 1984

	YEA	NAY	ABSENT	PRESENT
Mr. Daniel J. Clinton	✓			
Mr. Thomas W. Danehy	✓			
Mr. Francis H. Duehay	✓			
Ms. Sandra Graham	✓			
Mr. Leonard J. Russell	✓			
Mr. David E. Sullivan	✓			
Mr. Walter J. Sullivan	✓			
Mr. Alfred Vellucci	✓			
Ms. Alice K. Wolf	✓			

9 0 0

CV
SA
RF



To: Robert Healy, City Manager
From: Marlene Seltzer, President of ERI *Marlene Seltzer*
Date: January 13, 1984
Re: Training Course for Cambridge residents at CRLS

Following the meeting of the Subcommittee on Economic Development of the Cambridge City Council, ERI and the Cambridge School Department have worked out details of the proposed training course.

The program will consist of an 11-week course covering typing, business English, word processing and transcription. Classes will meet Monday through Thursday, 3:00 - 5:30 p.m. The start date will be Monday, January 30, 1984. It is expected that 25-30 Cambridge residents will be enrolled in the course.

The budget for this program was revised as follows:

(a) Instruction

English Teacher	\$ 15.00/hr.	30 hrs.	\$ 450.00
Typing Teacher	\$ 15.00/hr.	66 hrs.	\$ 660.00
Transcription Teacher	\$ 15.00/hr.	36 hrs.	\$ 540.00
Word Processing Teacher	\$ 15.00/hr.	36 hrs.	\$ 540.00

(b) Materials

English books	\$ 300.00
Typing manuals	\$ 300.00
Blank diskettes	\$ 100.00
Word processing program	\$ 300.00

(c) Services

Equipment Maintenance	\$ 500.00
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Total \$ 3,690.00

In order to hold down costs, the program will be managed jointly by Mr. Joseph Sateriale of the Cambridge School Department and Ms. Hanna Dermody of Employment Resources, Inc.

* Mr. Sateriale has requested a memorandum from both the City and ERI to confirm the above.

Please call me if you have any questions or concerns.



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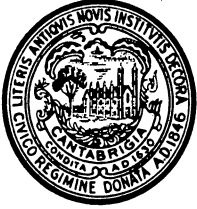
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JAN 20 9 22 AM '84
FBI WASH DC
OFFICE GETTHE
CITY MANAGER



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 498-9011

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

January 30, 1984

To the Honorable, the City Council:

The attached request for transfer of \$3,700.00 from the Reserve Fund to the Cambridge Employment Plan is the result of several discussions among Employment Resources Inc., the City Manager's Office, the School Department, and the City Council Subcommittee on Economic Development to develop and operate a training course to meet the needs of available jobs but an inadequate number of qualified applicants in the Cambridge Employment Plan in the word processing/secretarial field. Attached also is the budget outline and description.

Passage of this order is recommended.

Very truly yours,

Robert W. Healy
City Manager

RWH/mbf
Encs. 2

Agenda Item # 3

F-15

Transfer of \$3,700 from the Reserve Fund
to the Cambridge Employment Plan.

In City Council,

January 30, 1984

1/30/1984

MR - Order Adopted

9-0-0

MR
VR
RT
FR