

**CITY COUNCIL
CITY OF CAMBRIDGE**

AGENDA ITEM NO. 12

February 24, 1986

INTRODUCED BY CITY MANAGER ROBERT W. HEALY

AN ORDER CONCERNING AN APPROPRIATION FOR THE FISCAL YEAR BEGINNING JULY 1, 1985

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

FROM	AMOUNT	TO	AMOUNT
Human Rights		Human Rights	
Salaries and Wages	\$13,000.00	Travel and Training	\$ 3,100.00
		Other Ordinary Maintenance	<u>9,900.00</u>
			\$13,000.00

REASON(S)

Start up costs

In City Council February 24, 1986.

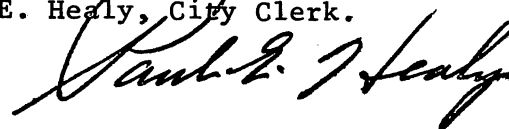
Adopted by a yeas and nays vote:-

Yeas 9; Nays 0; Absent 0.

Attest:- Paul E. Healy, City Clerk.

A true copy;

ATTEST:-



City of Cambridge

MASSACHUSETTS

In City Council

February 24 ,

198 6

AGENDA ITEM NO. 12

RE: TRANSFER OF \$13,000. IN THE HUMAN RIGHTS COMMISSION

	YEA	NAY	ABSENT	PRESENT
Mr. Thomas W. Danehy	✓			
Mr. Francis H. Duehay	✓			
Ms. Saundra Graham	✓			
Mrs. Sheila T. Russell	✓			
Mr. David E. Sullivan	✓			
Mr. Alfred Vellucci	✓			
Mr. William H. Walsh	✓			
Ms. Alice K. Wolf	✓			
Mayor Walter J. Sullivan	✓			

9 0 0



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

TEL. 498-9011

EXECUTIVE DEPARTMENT

ROBERT W. HEALY

City Manager

RICHARD C. ROSSI

Deputy City Manager

February 24, 1986

To the Honorable, the City Council:

Attached is an order requesting the transfer of \$13,000 from the Human Rights Commission Salary & Wages account to the Department's Other Ordinary Maintenance account - \$9,900, and Travel & Training account - \$3,100.

With the hiring of an Executive Director, who began work on February 10, and the anticipated hiring of an administrative assistant, the Commission now has substantial start-up costs to set up an office with furniture and basic equipment, and to begin its substantive work of enforcing the ordinance. The staff and Commission must inform the public of the requirements of the law, and have the capability now to receive, investigate, and mediate complaints, and to conduct formal hearings and issue decisions. In addition, the notice posting requirements of the ordinance for employers, landlords, realtors and employment agencies must be followed.

To carry out these tasks, in addition to furnishing an office, the Commission must make an initial expenditure for a basic library of reference materials on Massachusetts discrimination law. The commissioners and staff are required to have a working knowledge of civil rights and discrimination law, and keep up-to-date on developments in that law.

The next four months are also critical in terms of providing the proper training for commissioners and staff who will be required to investigate and mediate complaints of discrimination, and to conduct formal hearings and issue quasi-judicial decisions. These are very serious responsibilities for which training and education must be provided.

A one-time expenditure for additional equipment will provide a computer for the Commission to enable it to produce required lengthy reports of investigations, transcripts of hearings, decisions, and legal briefs and memoranda. A computer will also enable the Commission to maintain mailing lists of community organizations and other government agencies, to do necessary statistical analyses, and effectively enforce the notice posting provisions of the ordinance.

These first few months of real operation for the Commission will require the production of many copies of the ordinance itself, the regulations of the

Commission, the notice which is required to be posted and a brochure to inform the public of the existence of the ordinance and the Commission with complaint and enforcement procedures. The costs of this production and the distribution of these documents will be met by the requested transfer of funds.

Passage of the enclosed order is recommended.

Very truly yours,


Robert W. Healy
City Manager

F-65

Re: transfer of \$13,000. in the Human Rights
Commission.

In City Council,

February 24, 1986

MRS 2/24/86

H

Order - Adopted

Proc. Conc -

9-0-0

*QSP
JP
PF
D*