



CITY OF CAMBRIDGE

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BUDGET DEPARTMENT
LOUIS DePASQUALE
Budget Director

To All Department Heads *L.D.*
From Louis DePasquale, Budget Director
Subject FY85 Budget Planning

As the City enters the fourth year of budgeting under Proposition 2½, the Budget Department is attempting to quantify the service impacts of the limitations of Proposition 2½. Attached you will find two forms that we are requesting that you fill out. The first one deals with services eliminated or reduced due to Proposition 2½. When filling out this form, it is important to remember that while we need to know the number of employees lost, the important factor to consider is the impact of lost and/or reduced services.

The second form deals with possible program improvements. Some departments have expressed the opinion that they could provide more effective services if more funding were available. With this in mind, the second form should be used, if desired, to recommend any new or enhanced programs that the department would recommend if the constraints of Proposition 2½ were not in place.

The completion of these forms by all departments is mandatory. In order that work on these forms not interfere with the regular budget preparation process, they must be returned to the Budget Office by Friday, October 7, 1983.

When preparing these forms, it is important to remember that this is your opportunity to quantify to the City Manager additional program needs. While the restrictions of Proposition 2½ means that we once again face a difficult budget year, it is important for the City Manager and City Council to be aware of the service implications of our budget decisions.

Thank you for your cooperation in this matter.

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