



CAMBRIDGE CITY COUNCIL

CITY HALL, CAMBRIDGE, MASSACHUSETTS 02139

(617) 349-4280
Fax (617) 349-4287

MEMORANDUM

TO: Councillor Michael A. Sullivan, Chair
Finance Committee

FROM: Sandra Albano, Assistant to the City Council

DATE: February 2, 1995

SUBJECT: City Council Budget

Enclosed please find the following information relative to questions that have been raised regarding the City Council budget.

- (A) Page 1 - Councillor Triantafillou's memo dated 1/25/95;
- (B) Pages 2 & 3 - Response to Councillor Triantafillou's memo dated 1/25/95; and,
- (C) Pages 4,5,6 & 7 - Detailed FY 1996 Budget Back-up.

enclosures

cc: The Honorable, the City Council
Mr. Robert W. Healy, City Manager
Ms. D. Margaret Drury, City Clerk
Mr. John E. Flynn, Deputy City Clerk
Mr. Louis DePasquale, Budget Director

Memorandum

To: Sandra Albano
From: Katherine Triantafillou
Date: 1/25/95
Subject: City Council Budget

Thank you for sharing the preliminary figures on our budget. I think we should try to economize this fiscal year, given the previous year's expenditures. So I have these suggestions:

1. Delete \$5,000 from the "food supplies" category, i.e., for food during City Council Meetings.
2. Delete \$450 for newspapers. I assume we all receive copies of the newspapers at home and if we want to read the Crimson, we certainly can subscribe ourselves.
3. Delete \$13,000 from the Inaugural budget. I don't think we need to spend that much on a fancy party; a small reception would seem more appropriate.
4. Delete allocation for staff to attend the National League of Cities Conference. Given that some councilors do not attend, if it becomes important for a staff member to attend, a decision can be made at the time. I don't think there is a necessity for routine staff presence at the Conference.
5. Reduce allocation for photography and flowers. There is already an allocation in the Inauguration for these items. I am not aware of any additional pictures or flowers that we utilize during the year.
6. I think we should seriously consider reducing the per diem for food and lodging. The federal government currently allows a much smaller amount.

This represents a 38% reduction in costs for Council Services and Government Relations Budget for Fiscal Year 1996. If you have any questions on this, please feel free to contact me. Please also give a copy of this other councilors.

Thanks again for all your hard work.

See amended memo with Clerical Corrections
Memorandum

To: Sandra Albano
From: Katherine Triantafillou
Date: 1/25/95
Subject: City Council Budget

Thank you for sharing the preliminary figures on our budget. I think we should try to economize this fiscal year, given the previous year's expenditures. So I have these suggestions:

1. Delete \$5,000 from the "food supplies" category, i.e. the meetings prior to city council.
2. Delete \$450 for newspapers. I assume we all receive copies of the newspapers at home and if we want to read the crimson, we certainly can subscribe ourselves.
3. Delete \$13,000 from the Inaugural budget. I don't think we need to spend that much on a fancy party; a small reception would seem more appropriate.
4. Delete allocation for staff to attend the National League of Cities conference. Given that some councillors do not attend, if it becomes important for a staff member to attend, that decision can be made at the time. But I don't think we need to have staff present at the conference as a routine matter.
5. Reduce allocation for photography and flowers. There is already an allocation in the Inauguration for these items. I am not aware of any additional pictures or flowers that we utilize during the year.
6. I think we should seriously consider reducing the per diem for food and lodging. The federal government currently allows

This represents a 38% reduction in costs for Council Services and Government Relations Budget for Fiscal Year 1966. If you have any questions on this, please feel free to contact me. Please also give a copy of this to other councillors.

Thanks again for all your hard work on this!



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MEMORANDUM

TO: Katherine Triantafyllou, City Councillor

FROM: Sandra Albano, Assistant to the City Council

DATE: January 26, 1995

SUBJECT: Fiscal Year 1996 Budget

Thank you for your suggestions on the FY 96 Budget. Per your request, I have distributed copies to the other members of the City Council.

With regard to the particular items in your memo, please be aware of the following:

1. Food - The \$10,000 expense provides for food for all 37 City Council meetings. This is done through a bid process and this currently represents the lowest bid. To delete \$5,000 means having half the food currently served or food for half the meetings.

2. Newspapers - I would recommend that the Council Office continue to receive the Cambridge Chronicle, even if the City Council decides to eliminate other subscriptions.

3. Inaugural - The \$15,000 inaugural budget is allocated as follows: (based on the 1994 Inaugural)

Luncheon - \$8,000 (included audio equipment)

Entertainment - \$1,975.00

Printing (Invitations & Programs) - \$1,285.00

Photography - \$489.00

Flowers - \$600.00

Morning Coffee (prior to ceremony) - \$362.00

Miscellaneous (chairs, runners, coat rack/hangers) - \$300.00

Total - \$13,000

4. NLC/Staff - The decision to include an allocation for staff to attend is to provide assistance and coverage for City Councillors and also to provide an opportunity for professional development of the staff, which we have always understood to be a goal of the City Council. The Council may decide that it does not desire to continue this opportunity.

5. Photography & Flowers - A group picture of the City Council was taken in December, 1994. In the past, this allocation has paid for photographs of important dedications or presentations of proclamations when the Council or a member requests. Flowers are sent on behalf of the City Council on the occasion of the death of a family member of the Council or a senior administrator or on the retirement of an employee who has served twenty five years or more, etc.

6. Per diem/Food & Lodging - This request is currently under consideration by the Government Operations Committee.

If I can provide additional information to assist you, please let me know.

/s

cc: The Honorable, The City Council
D. Margaret Drury, City Clerk



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City Council Fiscal Year 1996

Council Services

Stationery

Letterhead (8000 sheets x \$250/1000)	\$ 2,000
Envelopes (8000 envelopes x \$250/1000)	<u>\$ 2,000</u>
	\$ 4,000

Water Cooler

4 bottles every other week (104 bottles/year)	\$ 300
4 cases cups (\$30/case x 4 cases)	<u>\$ 120</u>
	\$ 420

Food Supplies

Prior to City Council Meetings (37 weeks x \$275/week)	\$10,175
Budget Hearings (5 meetings x \$275/meeting)	\$ 1,375
Breakfast Meetings (16 meetings x \$50/meeting)	<u>\$ 800</u>
	\$12,350

Mailing & Printing

Postage	\$ 6,550
Printing & Supplies	<u>\$ 500</u>
	\$ 7,050

Photography

\$600/year	\$ 600
	<u>\$ 600</u>

Florist

\$600/year	\$ 600
	<u>\$ 600</u>

Council Services

Maintenance Agreements/Supplies

Typewriter (IBM)

\$ 60

Personal Computer/Lazer Printer

\$ 800

\$ 860

Newspaper

Globe, Herald, Crimson, Chronicle (\$35/month x 12 months)

\$ 450

\$ 450

Total

\$26,330

Council Services

Inaugural

Invitations (500 for ceremony)

Invitations (500 for luncheon)

Programs (500)

Folding Chairs

Coat Rack & Hangers

Red Carpet

Flowers

Photographer

Entertainment

Breakfast (morning of Inaugural - Mayor's Office)

Luncheon (500 guests)

\$15,000

\$15,000



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City Council Fiscal Year 1996

Governmental Relations

Annual Congress of Cities & Expositions

Phoenix, Arizona

Congressional City Conference

Washington, D.C.

Air Travel (round trip coach)	\$ 400
Lodging (\$200/day x 4 days)	\$ 800
Daily Allowance (\$100/day x 4 days)	\$ 400
Registration Fees (\$300/councillor)	\$ 300
	<u>\$ 1,900</u>

\$1,900 x 8 councillors plus 1 staff \$ 17,100

Air Travel (round trip coach)	\$ 400
Lodging (\$200/day x 4 days)	\$ 800
Daily Allowance (\$100/day x 4 days)	\$ 400
Registration Fees (\$300/councillor)	\$ 300
	<u>\$ 1,900</u>

\$1,900 x 8 councillors plus 1 staff \$ 17,100

Miscellaneous Registrations

-Mass Municipal Association, NLC Sub-committees, etc.

\$ 1,800
\$ 1,800

Total for Travel & Training \$ 36,000

City of Cambridge

The Finance Committee conducted a public hearing on Thursday, February 2, 1995 beginning at 5:15 p.m. in the Sullivan Chamber, City Hall.

Councillor Michael A. Sullivan, Chair of the above referenced committee, convened the hearing and stated the purpose of this date's proceedings was to discuss the City Council office FY 96 operating budget submission to the City Manager. Present at the hearing were: Vice Mayor Sheila T. Russell, Councillors Kathleen L. Born, Francis H. Duehay, Anthony Galluccio, Jonathan S. Myers and Timothy J. Toomey, Jr., Budget Director Louis DePasquale, City Clerk Margaret Drury, Deputy City Clerk John E. Flynn and Assistant to the City Council Sandra Albano.

To begin the discussion Councillor Sullivan recognized Mr. DePasquale for a brief presentation on the City Manager's guidelines for the FY 96 budget process.

Mr. DePasquale stated that the guidelines allow for a 2% increase in the Other Ordinary Maintenance (OOM) account and that pension and health insurance increases would be absorbed on a city-wide basis and not by departmental units.

At this time, Ms. Albano stated that the spending plan addressed the needs of the office and that the increase that was granted by the 2% would be allocated to the postage account to reflect the recent rate increase. She further stated that this budget submission is in compliance with the City Manager's guidelines.

Councillor Sullivan inquired if the preventative maintenance allocation was adequate. Ms. Albano responded in the affirmative.

Councillor Toomey inquired if the operating budget is completely expanded or if a balance exists at the end of the fiscal year.

Ms. Albano stated that unused funds are returned to the general fund.

With regards to newspaper subscriptions, Councillor Toomey requested that funds be allocated to allow for the resubscription to Banker and Tradesman. He stated that in light of the passage of Chapter 282 of the Acts of 1994 the Council needs to be aware of the changes in the housing market and stock.

Councillor Born concurred with Councillor Toomey's comment and request.

Mr. DePasquale stated that funds could be found in the operating budget to allow for this resubscription.

Councillor Duehay stated that periodicals have become a useful reference and planning tool.

Councillor Sullivan inquired of the flower allocation.

Ms. Albano stated that occasions such as death, retirement or dedication would be the circumstances for an expenditure.

Vice Mayor Russell commented that Ms. Albano managed the budget allocations very well.

With regards to the food allocation Councillor Sullivan commented that due to the uncertainty of the time of the meeting adjourning it is needed.

Councillor Born inquired of the weekly costs associated with the food allocation.

Councillor Duehay commented on the need to discuss the Inaugural Costs.

Councillor Sullivan concurred and stated that at present the City Council Office budget is not really reflective of the true operational costs. Given the yearly shifts due to the Inaugural, he suggested that maybe the allocation should be budgeted in the Public Celebrations department as a specific line item. He also suggested that after the municipal election a Committee of Councillor-elects be formed and they address the festivity of the Inaugural.

Councillor Duehay suggested that maybe one issue to be discussed would be the location and menu. He suggested that maybe a public building such as the Senior Center or a school be used to host the event.

Vice Mayor Russell commented that the Inaugural is sometimes stiff and maybe a more relaxed event could be planned.

Councillor Sullivan stated that sometimes keeping the Inaugural in-house could be more costly.

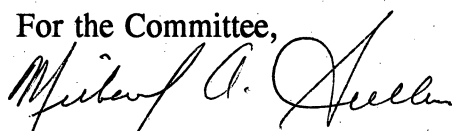
Councillor Born stated that she enjoyed the School Committee Inaugural setting.

At this time Councillor Toomey moved the submission as amended to the City Manager.

The motion carried on a voice vote.

The hearing was adjourned at 5:39 p.m.

For the Committee,



Councillor Michael A. Sullivan
Chair

3.

Cal # 7
S- 140

Finance Committee Report for a hearing
held on February 2, 1995 relative to the
City Council Office Fiscal Year 1996
operating budget submission to the City
Manager.

In City Council,

February 27, 1995

Report tabled
by Councillor
Triantafyllou

4/10/95 Report accepted
as amended to
include memo from
Councillor Triantafyllou