

Comm Rep # 3B

C. Duebay

Resolved:

That the City Council go on record
expressing appreciation to for the planning an
installation ~~and planning~~ of the
Directories ⁱⁿ on the ~~Basement~~ ~~Basement~~
Basement and First Floor at City
Hall to:

DMD, City Clerk
need title Lisa Peterson, City Mgrs ^{Assistant to the} ~~Office~~
Gerald Boyle, Public Works Dep,
& be it further

~~Resolved~~

~~Copies~~

Resolved

Copies be sent.

Sup. of
Public
Constr

City of Cambridge

A discussion ensued relative to the storage of City records offsite and Councillor Sullivan requested that an inquiry be made as to what other cities do regarding their storage space needs.

9/12/96
C. Duehay
Com Rep
3A
10-7-96
Vice Mayor Born questioned the storage of the City Council Record and the original papers. The City Clerk informed the Vice Mayor that the records are stored in vaults. Vice Mayor Born emphasized the historical importance of these records and the need to provide safe and appropriate storage. Councillor Duehay questioned the City Clerk if the vaults were fire proof and requested that the Fire Department evaluate the vaults for the specifications for fire proof requirements. Councillor Duehay also made the following motion:

ORDERED: That the City Manager be and hereby is requested to take the appropriate action necessary to ensure that the vaults of the City Clerk's Department are fire proof.

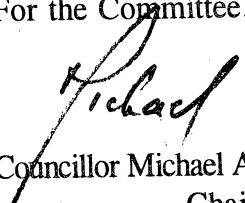
Councillor Duehay at this time inquired about the installation of the City Hall Directory which should have been installed by October 17, 1996. The City Clerk stated that her last information was that the directories were to be installed the week of September 16th. Councillor Duehay also stated that directories should be installed in the City Hall Annex.

At eleven o'clock and thirty-five minutes a. m. the committee proceeded to the discussion of the City Council Office. Ms. Sandra Albano, Administrative Assistant to the City Council, outlined the needs of the City Council office as they relate to the installation of new computers.

On motion of Councillor Sullivan the meeting was continued for a later date for further discussion of the office space needs, City Council Office staffing needs and the technology needs.

The meeting adjourned at eleven o'clock and fifty-five minutes a. m.

For the Committee,


Councillor Michael A. Sullivan,
Chair



City of Cambridge

COMMITTEE REPORT #3A

IN CITY COUNCIL

October 7, 1996

COUNCILLOR DUEHAY

ORDERED: That the City Manager be and hereby is requested to take the appropriate action necessary to ensure that the vaults of the City Clerk's Department are fire proof.

In City Council October 7, 1996

Adopted by the affirmative vote of nine members.

Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

A handwritten signature in dark ink, appearing to read "D. Margaret Drury". The signature is written in a cursive, flowing style.

D. Margaret Drury
City Clerk



City of Cambridge

COMMITTEE REPORT #3B

IN CITY COUNCIL

October 7, 1996

COUNCILLOR DUEHAY

RESOLVED: That the City Council go on record expressing appreciation for the planning and installation of the Directories in the basement and first floor at City Hall to:

D. Margaret Drury, City Clerk
Lisa Peterson, Assistant to the City Manager
Gerald Boyle, Supervisor of Public Construction

and be it further

RESOLVED: That a suitably engrossed copies of this resolution be sent to D. Margaret Drury, Lisa Peterson and Gerald Boyle on behalf of the entire City Council.

In City Council October 7, 1996
Adopted by the affirmative vote of nine members.
Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

D. Margaret Drury
D. Margaret Drury
City Clerk

City of Cambridge

The Government Operations Committee held a public meeting on Friday, September 27, 1996, beginning at ten o'clock and twenty-five minutes a. m. in the Ackermann Room for the purpose of discussing current and planned programs of the City Clerk's Office and the City Council Office and the staffing and space needs for both offices.

Present at the meeting were Councillor Sullivan, Chair; Councillors Duehay, Toomey, Triantafillou, Vice Mayor Born, City Clerk D. Margaret Drury, Deputy City Clerk Donna P. Lopez and Administrative Assistant to the City Council Sandra Albano.

Councillor Sullivan opened the meeting stating that he had scheduled meetings based on the Finance Committee recommendations to meet with various departments prior to the beginning of the budget process to hear from the departments about current and proposed programs prior to the beginning of the budget adoption process.

City Clerk, D. Margaret Drury, outlined to the committee the accomplishments of the City Clerk's Office as outlined on a prepared document. **ATTACHMENT A.**

Councillor Duehay asked the City Clerk if a copy of the permanent City Council Record could be brought to the Ackermann Room for the committee to inspect the Record. Two volumes of the permanent City Council Record were brought to the Ackermann Room for inspection by the committee.

City Clerk, D. Margaret Drury, informed the committee that the City Clerk's Office has already begun to produce the Municipal Code in house and the first subscription has been completed and distributed to city departments and subscribers to the Code. As part of the CodeMaster capabilities the City Council index for 1995 and up to July, 1996 have been loaded into the database. In addition, she stated, that the City Council Agenda has been distributed via the Internet.

Vice Mayor Born questioned the City Clerk if there were any guidelines in place on the length of the summary used on the order lists as these summaries would be used to do research. The City Clerk responded that if an individual City Councillor requested to have a particular order summary placed on the order list, the office could and would comply. Vice Mayor Born observed that the Cable TV summary was shorter. The City Clerk told the committee that the Cable Office has received new equipment and the summaries are exactly the same that appear on the City Council Order Lists. Vice Mayor Born inquired about storage of Cable TV tapes. The City Clerk responded that she had no knowledge of how Cable TV stored their tapes. After the meeting an inquiry was made by Sandra Albano to the Cable Office which said that one copy of the tape record of everything that goes on Channel 37 is stored at the Cable Library. Storage is not fireproof. The life expectancy of these tapes is ten years.

The office has completed a restructuring of the personnel to allow for the supervision of the vital statistics operations in the office. The office staffing was also discussed by the committee.

CITY CLERK'S OFFICE

PURPOSE AND OVERVIEW

As charged by statute and ordinance, the City Clerk's Office records, preserves and communicates vital information. Its responsibilities encompass providing documents and information regarding the vital statistics of citizens' individual lives and particular business recordations required by statute; providing records, information and parliamentary assistance to enable the City Council to fulfill its legislative purposes and to fully inform the public regarding City Council actions; and keeping the official records of the City and providing answers to the enormous variety of questions about the City which the public brings to the City Clerk's Office.

MAJOR DEPARTMENTAL ACCOMPLISHMENTS

Production of permanent City Council Record in the next calendar year.

Reduced City Council record backlog from 5 1/2 years to 4 years.

Produced Municipal Code in-house and started subscription service for in-house updates for code purchasers.

Automated 1995 and City Council Index with key word search function.

Disseminated City Council Agenda via Internet.

Restructured vital statistics supervision (in process).

GOALS

Accurately establish, maintain, correct, index, and certify all vital records, business records, and other important city records, and provide accessibility to the public.

Measures

Records recorded, indexed and certified.

<u>FY95</u>	<u>FY96</u>	<u>FY97</u>
27,652	26,212	

Licenses issued

2,268	2,839
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Expand record storage space by renovation and rehab of 3 vaults

10%

Produce City Council agenda for distribution, attend all meetings of the City Council, record all actions taken at the meeting, distribute timely notification of Council actions taken at the

meeting, index all items acted upon, and produce permanent, bound record of City Council proceedings.

Measures

Agenda ready for distribution 72 hours prior to regular City Council meeting 100% of time.

Notification of Council actions completed 38 hours after meeting 90% of time.

Permanent bound record produced within six months after completion of legislative year 100% of time..

Use automation to increase the efficiency of the City Clerk's Office.

Measures

Produce two in-house updates of the Municipal Code per year.

Establish subscription service.

Establish diskette update service.

Expand pilot program for electronic posting at Clerk's Office by City departments to include 100% more departments by adding 5 departments.

Use automation to increase dissemination of public information.

Add results of City Council meeting to City Council information available via Internet..

Establish pc for public to allow public access in the Clerk's Office to municipal code and electronic city hall.

City of Cambridge

A discussion ensued relative to the storage of City records offsite and Councillor Sullivan requested that an inquiry be made as to what other cities do regarding their storage space needs.

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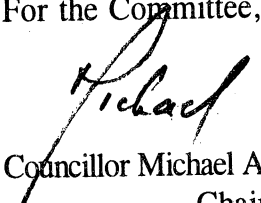
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On motion of Councillor Sullivan the meeting was continued for a later date for further discussion of the office space needs, City Council Office staffing needs and the technology needs.

The meeting adjourned at eleven o'clock and fifty-five minutes a. m.

For the Committee,


Councillor Michael A. Sullivan,
Chair

Committee Report #3

S-482

A report from Councilor Michael
A. Sullivan, Chair of the Government
Operations Committee for a meeting held
on September 27, 1996 for the purpose
of discussing current and planned programs
of the City Clerk's Office and the
City Council Office and the staffing and
space needs for both offices.

In City Council October 7, 1996