



CAMBRIDGE SCHOOL DEPARTMENT

159 THORNDIKE STREET
CAMBRIDGE, MASSACHUSETTS 02141

March 5, 1984

TO: Robert W. Healy, City Manager

FROM: Oliver S. Brown, Assistant Superintendent
Planning and Management Services *OSB*

SUBJECT: Incentive Grants for Joint Projects

In response to the request of Council for possible projects for joint action, the following is suggested in priority order:

1. Telephone Communication:

Recommend that a proposal be developed for a feasibility study of a unified City telephone system using cable, if possible, including a review of alternatives, estimated cost savings, alternative financing plans and a step by step implementation plan.

2. Records Management:

Recommend that we develop a joint proposal to review the existing records management plan, upgrade it to the level of current technology and departmental operations, and that an implementation plan and budget be developed ~~for~~ a joint computerized records management system.

3. Payroll:

Recommend that a proposal be developed for a joint City-School centralized payroll operation. RFP should contain a fixed price requirement and should include a review of alternatives prior to the completion of the study as well as a step by step implementation plan. The cost and benefits of an in-house computer use should be carefully considered among other alternatives.

4. Central Facilities Management Center:

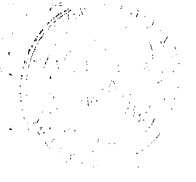
Recommend that a proposal be developed for a central "facilities management center" be developed to include computer monitoring of all facilities for purposes of building security, energy management, and building use.

5. Management Review:

Recommend that a proposal be developed to identify overlapping and duplication of effort throughout all City departments, to recommend necessary changes to eliminate such overlapping/duplication, to identify the cost savings, and to develop a step by step implementation plans.

This requires a RFP to be developed in addition to the proposal. The RFP should be a fixed price.

OSB:ham



APPROVED FOR THE BOARD OF DIRECTORS

RECEIVED
MAR 5 1984

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MAR 5 4 45 PM '84
OFFICE OF THE
CITY MANAGER



City of Cambridge

7.

Oliver Brown

IN CITY COUNCIL

February 27, 1984

COUNCILLOR WOLF

- WHEREAS: The local State Aid package that has been recommended contains \$2 million for school/community management improvement; and
- WHEREAS: This money will support "incentive grants to school districts and local governments for joint projects to improve management efficiency"; and
- WHEREAS: In these times of fiscal constraints, such improvements are especially important; now therefore be it
- RESOLVED: That the City Manager, in conjunction with the School Department, examine areas for which Cambridge might apply for such a grant; report to the City Council on these findings; and prepare to apply for a grant when the funds have been appropriated by the State.

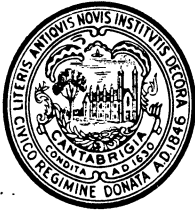
In City Council February 27, 1984.
Adopted by the affirmative vote of 9 members.
Attest:- Paul E. Healy, City Clerk.

A true copy;

ATTEST:-

A handwritten signature of Paul E. Healy in cursive script, written over a horizontal line.

Paul E. Healy, City Clerk



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 498-9011

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

April 2, 1984

To the Honorable, the City Council:

With respect to Awaiting Report Item No. 4, attached is a memo from Oliver Brown with a list of incentive grant projects that the City will apply for.

Very truly yours,

Robert W. Healy
City Manager

RWH/mbf
Enc.

Agenda Item Number Five

5-220

Re: response to Awaiting Report Item No. 4
relative to a list of incentive grant pro-
jects that the City will apply for.

In City Council,

April 2, 1984

4/2/1984

Placed
on
File