



OFFICE OF  
THE CITY CLERK

# CITY OF CAMBRIDGE

CITY HALL, CAMBRIDGE, MASSACHUSETTS 02139 • (617) 498-9017

February 25, 1981

James L. Sullivan, City Manager  
City Hall  
Cambridge, MA 02139

Dear Sir:

In connection with Communication Number Fourteen of February 23, 1981, a copy of which is enclosed, Mayor Duehay requested that the City Manager meet with the School Department to discuss the subject matter of the letter of Alan Steinert, Jr., Chairperson of the 2½ Citizens Task Force and after their meeting to submit appropriate recommendations to the Finance Committee for hearings on the budget.

Your kind attention in this matter will be greatly appreciated.

Very truly yours,

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Paul E. Healy, City Clerk

PEH/dl

Enc. (1)



# CITY OF CAMBRIDGE

2½ CITIZEN'S TASK FORCE  
CITY HALL, ROOM 210, CAMBRIDGE, MA 02139  
(617) 498-9094

February 19, 1981

Alan Steinert, Jr.  
Chairperson

Carla B. Johnston  
Vice Chairperson

Barbara Ackermann  
Joan Blackett  
Ernest J. Ciampa  
David C. Driscoll  
William B. King  
John R. Moot  
Robert P. Reardon

Hon. Mayor Francis H. Duehay and  
Honorable Members of the City Council  
City of Cambridge, Massachusetts 02139

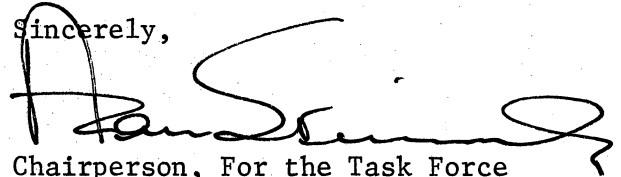
Sirs and Madam:

During the course of analyzing the City and School budgets and talking with personnel of various departments, we have made an initial finding that, given the time constraints under which the budgeting process must work, we have concluded we should call to your immediate attention. We are therefore taking the unusual step of formally communicating with you prior to concluding our analysis and issuing our report.

We have found that there are various functions which appear to be duplicative and where there may well be economies available if there were increased coordination between City and School Departments in various areas. Examples are purchasing, accounting, payroll, library services, health services, custodial services, and electronic data processing. On the basis of our conversations with various City and School Department personnel, we do not believe that the process now under way of preparing fiscal 1982 departmental budgets is addressing the possibility or scope of economies from combining or coordinating these and possibly other functions on a City-wide basis.

We, therefore, suggest that the City Council and the School Committee request the City Manager and the Superintendent of Schools each to designate knowledgeable personnel from their appropriate departments to work together to determine what savings might be made by combining functions which have heretofore been performed separately and in duplicate by the City and School Departments. We think this process should start immediately.

Sincerely,



Chairperson, For the Task Force

S-105

Comm. from Alan Steinert, Jr., Chairperson  
of the 2½ Citizens Task Force, regarding  
the budget for the fiscal year 81-82.

In City Council,

Feb. 23, 1981

2/23/81

Prepare for

Council meet with

Feb 23 Ppt

And bring in need

to Budget -