



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To Louis DePasquale, Budget Director

Date October 11, 1983

From Paul E. Healy, City Clerk

Reference

Subject Program Improvements

FUTURE REQUIREMENTS FOR THE OFFICE IN ORDER OF IMPORTANCE

1. Republication of the text of the Zoning Ordinances -
300 copies printed with binders
estimated cost \$3,400.00

2. Recodification of the General Ordinances of 1972
estimated cost unknown at this
time

SEE MAY 19, 1982 LETTER WHICH IS ENCLOSED

3. Binding of Council Records 1976-1983
estimated cost of eight books \$1200 to \$1500

4. Binding of Vital Statistics
estimated costs \$3000 to \$4000

5. Office Equipment files
estimated costs \$1000 to \$1500

6. Storage space required to make records readily accessible.
While this is one of the last items it should be addressed
as soon as possible. An Inventory of and reassignment of the
available space in the City Hall Basement should accomplish this
result. This reallocation of space requires no funding but is of
major importance to the dissemination of information on a daily
basis.

7. I would recommend that funding be available as indicated above and
the objectives outlined be attained partially in this budget period
and the finalized in the next budget period.

To: Louis DePasquale, Budget Director
From: Paul E. Healy, City Clerk
Subject: Program Improvements

DEPARTMENT City Clerk
DIVISION
COST CENTER Maintenance Account

NEW OR ENHANCED PROGRAM - See Attached Sheet

Estimated Cost - See Attached Sheet with estimates \$
Position(s) Increased none

I) Description of Current Program (if existing)

See Attached Sheet

II) Description of New or Enhanced Program See Attached Sheet

A) What will it do? Provide the preservation and accessibility of information for the public, concerned departments and the City Council.

B) Why needed/Benefits? See Above

C) Estimated Workload Indicators Not applicable since the required material information is now available and requires a program of funding to accomplish the outlined objectives.



CITY OF CAMBRIDGE

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

OFFICE OF
THE CITY CLERK

May 19, 1982

Mr. Robert W. Healy
City Manager
City Hall
Cambridge, MA 02139

Dear Sir:

Pursuant to the request of Councillor David Sullivan at the Saturday, May 15th Budget Session, I hereby request a sum sufficient to comply with the provisions of enclosed Ordinance Number 950 adopted by the City Council on January 5, 1981 which requires the republication by the City Clerk of the entire Code of the City of Cambridge at least once every ten years.

As you will recall this office and the Office of the City Solicitor collaborated on the required updates and the matter was subject of consideration by the Ordinance Committee and finally the proposed drafts were referred to the City Council where it was tabled with the notation that it be held for substantial changes. This item has appeared on a weekly basis and still appears as Calendar Item Number One with the same notation.

In the interim this office has prepared a list of all amendments and a supplement of all General Ordinances adopted since the date of the last ordinance publication in the year 1972.

The majority of the changes concern approximately six chapters and individual re-drafts of all chapters concerned have been prepared by this office, with the exception of Chapter Two dealing with Administration as of this writing.

At the present time, cuts are available of the individual amendments provided by the newspaper and are provided over the counter on request. In addition indexes of all ordinances adopted since 1972 has been prepared, both in a chronological order as well as by chapters and is available at the counter for research. The individual chapter amendments are outlined in a separate manner for ready research. A fourth source, the supplement, which is a working tool is also available.

May 19, 1982

Our experience has shown there is a great demand for individual ordinance amendments which demand is met as outlined above.

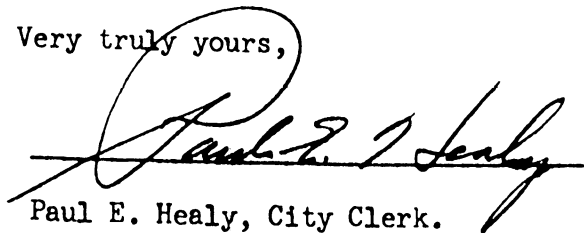
As you will recall the present General Ordinances appear in a notebook and the above mentioned supplement, including all amendments, has been prepared as outlined.

With your approval I will request the Printing Department to prepare a sufficient amount of these supplements in anticipation of a future recodification of the General Ordinances as required by Ordinance Number 950.

In a separate letter I have outlined my suggestions as to what should be included in the bidding process in the event that a commercial recodification is decided by the administration.

Your kind attention in this matter will be greatly appreciated.

Very truly yours,



Paul E. Healy, City Clerk.

PEH/dl

Encs. Ordinance # 950
Suggestions re: bidding process.



Ordinance No. 950
Final publication No. 2077
First Publication in the
Chronicle on December 18, 1980

**CITY OF
CAMBRIDGE
In the Year One Thousand
Nine Hundred Eighty-One
AN ORDINANCE**

In amendment to an ordinance formerly entitled "The General Ordinances of the City of Cambridge" as revised in 1972 and now designated as "The Code of the City of Cambridge".

Be it ordained by the City Council of the City of Cambridge as follows:

That Chapter One entitled "General Provisions" is hereby amended by adding at the end thereof a new Section 1-17 entitled "Publication of Code and Updates", which reads as follows:
Section 1-17. Publication of Code and Updates.

The City clerk shall publish this Code on pages punched for insertion in a loose leaf ring notebook, and at least twice every year shall similarly publish the amended language of this Code on the appropriate pages, so that they may be inserted in place of the original pages. The Code and updates as so published shall be the official version of this Code, and shall be made available to the public in sufficient quantities. The City Clerk shall so re-publish the entire Code at least once every ten years.

In City Council January 5, 1981

Passed to be ordained by a yeas and nays vote: Yeas 9, Nays 0, Absent 0.

Attest:-

Paul E. Healy
City Clerk
James L. Sullivan
City Manager

(C)Jan. 8

