



EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

CITY OF CAMBRIDGE
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July 29, 1996

To The Honorable, The City Council:

In response to Awaiting Report Item No. 24, regarding an update on the placement of a sign in City Hall indicating location of departments, please be advised of the following:

Specifications for building directories have been developed for the basement and first floor of City Hall. The work went out to bid July 19, 1996. It is my hope that the directories can be fabricated and installed by the end of the Summer.

Signage for the remainder of the building was specified in the large renovation project that was postponed. A review of the requirements for office signage can be included in Phase II of the City Hall renovations presently being planned.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Robert W. Healy", is written over a horizontal line.

Robert W. Healy
City Manager

RWH/mec

Consent Agenda #2

5-435

Relative to Awaiting Report Item Number
Twenty-four, regarding an update on
the placement of a sign in City Hall
indicating location of departments.

In City Council July 29, 1996

*Charter right was
exercised by
Councillor Toomey*

9-9-96

PLACED ON FILE