

CITY OF CAMBRIDGE

COMMUNITY DEVELOPMENT DEPARTMENT

City Hall Annex

Inman & Broadway

EXTENSION 344

To Kathy Spiegelman, Acting Assistant City Manager for Community Development

From Elizabeth McCarthy, Assistant Land Use Planner **Date** June 23, 1982

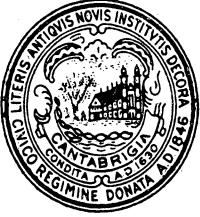
Subject Estimated Cost - Mid-Cambridge Mailing

The following is in response to your request for cost information for a mailing to registered voters and property owners in the Mid-Cambridge neighborhood. These costs are based on a total mailing of 13,000 pieces.

	<u>Costs</u>
1. Printing (includes xeroxing of four pages onto two double sided sheets, collating, stapling and folding)	\$1,150
2. Return Postcards (pre-stamped)	1,690
3. Postage* 1st class = \$.20 ea. bulk = \$.059 ea.	2,600
4. Labels Registered voters - 10,400 Property owners - 2,000	140
5. Camera negative for printing on postcards	15
6. Envelopes	<u>260</u>
Total Cost =	\$5,855

*Note: Though the cost difference between 1st class and bulk mailing is substantial, 1st class is recommended since it will ensure that undeliverable mailings will be returned.

**Notices to registered voters and property owners for any additional public meetings would require \$4150 per meeting (plus staff costs).



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 498-9011

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

June 25, 1982

To the Honorable, the City Council:

The Community Development Department has informed me that the Mid-Cambridge mailings requested at last week's City Council meeting will be very expensive with direct mailing costs alone amounting to between six and fifteen thousand dollars. Mid-Cambridge is not eligible for the Community Development funds so a special appropriation is required.

However, the Department has asked that the appropriation and suggested mailing be postponed until the fall. During the summer, efforts will be made to reach a compromise on the conservation district issue. If sufficient progress is not made towards resolving conflicts in the neighborhood, then the Council can appropriate the necessary money for a mail survey in the fall.

Please advise.

Very truly yours,

Robert W. Healy
City Manager

RWH:jp

Agenda Item Number Five

Re: Council Order No. 12 of June 21, 1982
regarding the establishment of a Mid-Cam-
bridge Conservation District.

In City Council,

June 28, 1982

6/28/82

Placed

on

File -

Mayor indicated that
he would work with Staff
to bring notice to all
concerned -