

A REPORT FROM

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During these past two years, I have thoroughly enjoyed working as Executive Assistant to the Mayor.

Throughout my tenure in this position, I have been able to observe the functions and interactions that take place on a day to day basis with various offices, officials, and city agencies.

I would like to share with you some brief thoughts and suggestions that you may consider implementing at some point in the future.

OFFICE CONFIGURATION

- Expand the Council Office area to include private office space for each Councillor;
- Install personal computers for Executive Assistant to the Mayor and City Councillors to keep track of their personal orders, projects, issues, etc.;
- Install a Xerox and Fax Machine that would be shared by both the Council Office and the Mayor's Office;
- Post or advertise set office hour schedules for each Councillor; and
- After five p.m., have a tape put on the main telephone number that states office hours and telephone numbers for different departments in the City of Cambridge.

COUNCIL INTERNSHIP PROGRAM

- Contact local universities or other educational institutions and arrange an internship program where students could receive credit for working with Councillors on issues. (3 months, 6 months, 1 year)

SISTER CITY ORGANIZATION

As it stands now, we presently have sister city relationships and exchanges with the following:

GAETA, ITALY
COIMBRA, PORTUGAL
TSUKUBA, JAPAN
SAN JOSE LAS FLORES, EL SALVADOR
YEREVAN, SOVIET ARMENIA
*WITH TWO OR THREE OTHERS STILL PENDING.

When exchanges take place, the Mayor's budget is responsible for entertaining expenses. In addition, gifts are often exchanged.

- Perhaps, a separate budget could be allocated for the Sister City Program; and

- A Director be appointed full time with separate office space to coordinate the City and School Department Sister City Programs.

Also, many of the beautiful gifts which are received by the City from our sister cities, could be on permanent display; then, could be brought throughout the year to different schools and libraries, and organizations for public viewing.

SUMMIT MEETINGS

Similar to a trilateral council, or a Board of Directors, there could be an established date and time (once every three months), where the Mayor, City Manager, Deputy City Manager, Assistant City Managers, and the Superintendent of Schools, (and others as so desired), would meet to share and discuss problems and issues that affect this city. In this way, from frequent communications, mutual solutions might be reached.

HUMAN RELATIONS

There must be an overall attitude throughout the city, in offices, departments, agencies, everywhere, that those Cambridge Citizens who call, write or visit be treated with respect and viewed as a "consumer".

An orientation session, would be required for every employee, (the Personnel Office could hold these sessions periodically), on Human Relations and Interactions.

IN CONCLUSION

The City of Cambridge is filled with some of the finest, most dedicated Council Members, Administrators and employees, that I have ever had the pleasure of meeting and working with.

I hope that the next two years are filled with hope, solutions, and promise for a brighter future for all.

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