

6

City of Cambridge

In City Council,

September 11, 1972

ORDERED:

That the following transfer in appropriations in the Planning and Development Department, be and hereby is authorized:

FROM: A-2 Temporary Employees	\$2,200.00
TO: D-18 Drafting Supplies	700.00
D-1 Office Supplies	500.00
C-9 Office Equipment	1,000.00

In City Council Sept. 11, 1972

Adopted by yea and no Vote

Yea 8 None 0 Absent 1

Paul E. Leahy
CITY CLERK City Clerk

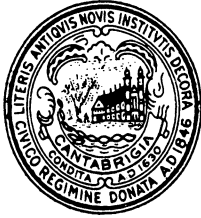
Agenda #6. Transfer in appropriations in the Planning and Development Dept. in the total amount of \$2,200.00

City of Cambridge

MASSACHUSETTS

In City Council September 11 19 72

	YEA	NAY	ABSENT	
Mr. Clinton	✓			
Mr. Danehy	✓			
Mr. Duehay	✓			
Mrs. Graham	✓			
Mr. Moncreiff	✓			
Mr. Owens			✓	
Mr. Sullivan	✓			
Mr. Vellucci	✓			
Mayor Ackermann	✓			
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CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 876-6800

EXECUTIVE DEPARTMENT
JOHN H. CORCORAN
City Manager

September 11, 1972

To the Honorable, the City Council,

I transmit herewith communication from Robert A. Bowyer, Director, Planning and Development Department, requesting the following transfer in appropriations in the Planning and Development Department:

FROM: A-2 Temporary Employees	\$2,200.00
TO: D-18 Drafting Supplies	700.00
D-1 Office Supplies	500.00
C-9 Office Equipment	1,000.00

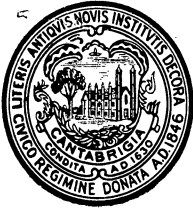
Also enclosed is order providing for the same.

Yours truly,

John H. Corcoran
City Manager

JHC/m

ST. D. ...
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CITY OF CAMBRIDGE
PLANNING & DEVELOPMENT DEPARTMENT
City Hall Annex Inman & Broadway EXTENSION 344

To John H. Corcoran, City Manager

From Robert A. Bowyer, ^{RAB} Director
 Planning & Development

Date September 8, 1972

Subject Transfer of Funds

Authorization is respectfully requested to make the following transfers:

- A. \$700.00 from the A-2, Temporary Employees Account, to D-18, Drafting Supplies Account.
- B. \$500.00 from the A-2, Temporary Employees Account, to D-1, Office Supplies Account.
- C. \$1,000.00 from the A-2, Temporary Employees Account, to C-9, Office Equipment Account.

The above are necessary because:

- A. The Department has been involved in publication of a number of reports and the preparation of a number of graphic displays and presentations. In contrast with other years there has been much greater emphasis placed on communicating various studies and proposals to the general public in a readable and attractive way.

I feel the Department has been quite conscientious in maintaining a cost conscious approach to the printing techniques in graphic media we have used. The volume of work coming out the Department simply requires more money within this account.

Practically all of the money is used for adhesive products with lettering and graphic symbols. These newer products, although somewhat more expensive than older graphic techniques, are considerably more efficient and permit the draftsmen to accomplish a great deal more, both in quantity of work and quality of appearance. The cost of the materials is quite low compared with the value of the labor using it.

- B. The requested transfer for office supplies is due to the increased volume of work in the Department. Please note that the Department budget request submitted in December, 1971, was reduced by \$400.00.

- C. The requested transfer for office equipment is to purchase new desks. Since the Community Development Section was formed in 1967, there has been a conscious effort to avoid spending money on furniture and equipment. Practically all of the equipment in the City Hall branch of the Department is surplus rejects thrown away by other departments in the City. After an additional five years of use, most of that equipment has now deteriorated further to the point that it is almost literally falling apart. I feel this expenditure is justified because we have bent over backwards to avoid expending money on furniture.

COMMUNICATION
from the City Manager trans
mitting one from

Robert A. Bowyer, Director of Planning
and Development Dept. requesting transfer
in the Planning and Development Dept.
in total of \$2,200.00

September 11, 1972

OK

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