



CITY OF CAMBRIDGE
COMMUNITY DEVELOPMENT DEPARTMENT

SUSAN B. SCHLESINGER
Assistant City Manager for
Community Development

BETH RUBENSTEIN
Deputy Director for
Community Development

To: Robert W. Healy, City Manager

From: ^{BR} Beth Rubenstein, Acting Assistant City Manager for Community
Development

Date: November 10, 1998

Re: Council Order #047 dated 10/14/98: Report on whether there is a set
method for publicizing neighborhood meetings

In response to the above-referenced order, we report the following:

Currently, public meetings in the city are publicized through a variety of means,
depending on the purpose of the meeting and the topic under discussion.

Methods used include:

- flyers (direct mailings or hand-delivered)
- flyers sent home with school children and posted at neighborhood schools
- mailings to interested parties, neighborhood organizations, and previous attendees (from sign-in sheets)
- newspaper notice (*TAB, Chronicle*)
- cable TV
- sandwich board signs in the neighborhoods
- flyers posted in neighborhood stores
- City Clerk's office
- City web pages

We are always exploring additional and/or improved methods for notifying the
public and are open to suggestions for providing additional outreach.



CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139

TEL. 349-4300
FAX. 349-4307



EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

November 16, 1998

To The Honorable, The City Council:

Please find attached a response to Awaiting Report Item No. 21, regarding a report on whether there is a set method for publicizing neighborhood meetings, received from Acting Assistant City Manager for Community Development Beth Rubenstein.

Very truly yours,

Robert W. Healy
City Manager

RWH/mec
Attachment

Consent Agenda #11

Relative to AW #21, regarding
a report on whether there is
a set method for publicizing
neighborhood meetings.

In City Council November 16, 1998

PLACED ON FILE