



CITY OF CAMBRIDGE  
INTEROFFICE CORRESPONDENCE

To Robert W. Healy  
City Manager  
Paul E. Healy  
From City Clerk

Date January 13, 1984

Reference

Subject Temporary Employment Budget

The 1983-84 appropriation for temporary employment in the City Clerk's Office was \$2935.00. For the payroll week ending January 18, 1984 there has been \$2001.69 expended.

Budget	July 1 <sup>st</sup> , 1983	\$2935.00
Expended as of	Jan. 11, 1984	<u>2001.69</u>
		\$ 933.31

This sum will provide approximately 5.5 hours per week of employment for the remaining 23 weeks of the fiscal year. Therefor, I will need authorization and further funding in order to provide more hours of employment.

*2/1 1104.00 kept in this account.*

ACTUAL FY 82	REVISED FY 83		BUDGET FY 84
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CITY CLERK

CITY CLERK 173,090

PROJECTED WORKLOAD. The staff of seven provides the following activities: Administration of City Council Business; license issuance; and recordings of vital statistics. These functions occupy a total of 13,650 hours of staff time plus 450 hours spent on City Council meetings and 200 hours in City Council Committee meetings by the City Clerk and the Deputy City Clerk. Activity in these areas is expected to increase to the following levels in FY84:

PERFORMANCE INDICATORS	FY82	FY83	FY84
council items	1700	1750	1870
licenses issued	1950	1880	1900
recordings	8000	8050	8210

FY84 OBJECTIVES. Revision and update of the text of the Zoning Ordinance; recodification of the General Ordinances of 1972; binding of City Council records from 1976-1983; binding of Vital Statistics; office equipment files and required storage space.

REVENUE. This office collects a fee for issuing marriage licenses, recording official papers such as mortgages and for certified copies of documents and birth certificates.

FINANCING PLAN	DETAIL	TOTAL
PROPERTY TAXES	85,130	85,130
LICENSES		
marriage licenses	9,730	9,730
CHARGES FOR SERVICES		
fees	10,830	
certified copies	54,300	
mortgages	13,100	<u>78,230</u>
		173,090

STATUTORY ANALYSIS. Salaries and wages, \$152,340; other ordinary maintenance 20,515 and travel and training 235.



**CAMBRIDGE**

Sec. 2-194. Salaries not otherwise provided for; overtime pay; employees subject to call.

(a) All employees of the City whose salaries are not fixed by ordinance shall be paid such salary as shall from time to time be fixed by the respective heads of the departments subject to the approval of the City Manager except in the departments of the City Clerk, City Auditor and the executive department and boards elected by the people, in which cases the salaries shall be fixed by the respective heads of the departments.

(G.O. 1943, Ch.2, §155.)

(b) Whenever any person employed by the City, except in the Police Department, Fire Department and the School Department, shall perform labor in excess of eight (8) hours in any one (1) day or in excess of forty (40) hours in any one (1) week, he shall be paid for such excess hours of work at the rate of one and one-half (1-1/2) times his regular salary, such salary to be calculated at an hourly rate on the basis of an eight (8) hour working day.

(c) All persons employed by the City shall be subject to call to perform work in their respective departments at any time.  
(Ord. No. 589, April 21, 1958.)

Sec. 2-195. Employees not to act as election officials.

No permanent employee of the City shall act as warden, clerk, inspector or deputy officer at the polls at any primary or election held in the City.

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# CITY OF CAMBRIDGE

CITY HALL, CAMBRIDGE, MASSACHUSETTS 02139 • (617) 498-9017

OFFICE OF  
THE CITY CLERK

May 19, 1982

Mr. Robert W. Healy  
City Manager  
City Hall  
Cambridge, MA 02139

Dear Sir:

Pursuant to the request of Councillor David Sullivan at the Saturday, May 15th Budget Session, I hereby request a sum sufficient to comply with the provisions of enclosed Ordinance Number 950 adopted by the City Council on January 5, 1981 which requires the republication by the City Clerk of the entire Code of the City of Cambridge at least once every ten years.

As you will recall this office and the Office of the City Solicitor collaborated on the required updates and the matter was subject of consideration by the Ordinance Committee and finally the proposed drafts were referred to the City Council where it was tabled with the notation that it be held for substantial changes. This item has appeared on a weekly basis and still appears as Calendar Item Number One with the same notation.

In the interim this office has prepared a list of all amendments and a supplement of all General Ordinances adopted since the date of the last ordinance publication in the year 1972.

The majority of the changes concern approximately six chapters and individual re-drafts of all chapters concerned have been prepared by this office, with the exception of Chapter Two dealing with Administration as of this writing.

At the present time, cuts are available of the individual amendments provided by the newspaper and are provided over the counter on request. In addition indexes of all ordinances adopted since 1972 has been prepared, both in a chronological order as well as by chapters and is available at the counter for research. The individual chapter amendments are outlined in a separate manner for ready research. A fourth source, the supplement, which is a working tool is also available.

May 19, 1982

Our experience has shown there is a great demand for individual ordinance amendments which demand is met as outlined above.

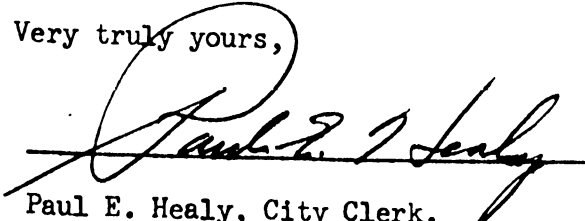
As you will recall the present General Ordinances appear in a notebook and the above mentioned supplement, including all amendments, has been prepared as outlined.

With your approval I will request the Printing Department to prepare a sufficient amount of these supplements in anticipation of a future recodification of the General Ordinances as required by Ordinance Number 950.

In a separate letter I have outlined my suggestions as to what should be included in the bidding process in the event that a commercial recodification is decided by the administration.

Your kind attention in this matter will be greatly appreciated.

Very truly yours,



Paul E. Healy, City Clerk.

PEH/dl

Encs. Ordinance # 950  
Suggestions re: bidding process.



Ordinance No. 950  
Final publication No. 2077  
First Publication in the  
Chronicle on December 18, 1980

**CITY OF  
CAMBRIDGE  
In the Year One Thousand  
Nine Hundred Eighty-One  
AN ORDINANCE**

In amendment to an ordinance formerly entitled "The General Ordinances of the City of Cambridge" as revised in 1972 and now designated as "The Code of the City of Cambridge".

**Be it ordained by the City Council of the City of Cambridge as follows:**

That Chapter One entitled "General Provisions" is hereby amended by adding at the end thereof a new Section 1-17 entitled "Publication of Code and Updates", which reads as follows:  
**Section 1-17. Publication of Code and Updates.**

The City clerk shall publish this Code on pages punched for insertion in a loose leaf ring notebook, and at least twice every year shall similarly publish the amended language of this Code on the appropriate pages, so that they may be inserted in place of the original pages. The Code and updates as so published shall be the official version of this Code, and shall be made available to the public in sufficient quantities. The City Clerk shall so re-publish the entire Code at least once every ten years.

In City Council January 5, 1981

Passed to be ordained by a yeas and nays vote: Yeas 9; Nays 0; Absent 0.

Attest:-

Paul E. Healy  
City Clerk  
James L. Sullivan  
City Manager

(C)Jan. 8



CITY OF CAMBRIDGE  
INTEROFFICE CORRESPONDENCE

To Robert W. Healy, City Manager

Date May 19, 1982

From Paul E. Healy, City Clerk

Reference

Subject Recodification of the General Ordinances also referred to as The Code of the City of Cambridge. *PEH*

1. Any recodification of the General Ordinances should be done in a text similiar to that already used by the General Laws of the Commonwealth.
2. The bidding contract should include a requirement that annual updates be provided by the successful bidder so that the book supplements can be replaced from year to year and that the appropriate supplements inserted in the Ordinances as they are distributed to the public and the departments concerned.

I believe that 100 supplements would be sufficient to accomplish the needs of the public and the departments concerned.

3. Each bidder should be required to submit an ordinance already published in another city to decide on the best possible format for the recodification.
4. Items such as the City Charter, Special Acts Accepted, etc. should be included in the final publication.
5. The first step in any recodification will require the preparation of all drafts to be incorporated into the final text and during this period there should be close cooperation by all concerned, such as, City Manager, City Solicitor, Purchasing and the City Clerk's Office and a representative of the City Council to insure the best finished product.

