



CITY OF CAMBRIDGE

INTEROFFICE CORRESPONDENCE

To the Honorable, the City Council

Date November 30, 1984

From Paul E. Healy, City Clerk

Reference

Subject Order Number Twenty-Five of November 19, 1984, now
Calendar Item Number Four of December 3, 1984.

With reference to the above captioned order all materials of any description which are before the City Council for their consideration come from three sources: the Agenda, Communication List and Orders submitted by individual City Councillors.

The first, namely, the Agenda is submitted by the City Manager's Office and copies of all materials are provided by the City Manager's Office.

The second source, the Communication List, is prepared by the City Clerk's Office and copies of the individual communications are provided in the City Council Packages and in the individual books on Monday for consideration by the City Council.

You will note, that all matters that require action by the City Council should be presented to this office no later than 5:00 p. m. the Thursday preceding each meeting. Despite the requirements of this rule this office has accepted so-called late items and provided supplementary Agenda and Communication Lists with all pertinent materials when received by this office.

In order to continue this procedure it is essential that a cut off time be established on Monday at 12:00 Noon in order to prepare the books and copies for the public of all materials which are offered for consideration by the City Council.

Any alternative to this procedure would result in incomplete information being transmitted to all parties concerned.

The third source, the Orders offered by individual Councillors, come before the City Council in many and diverse ways. In order to prepare the orders for the books and the public the cut off time of 12:00 Noon on Monday would enable this office to provide full information for members of the City Council and all parties concerned.

I respectfully request that the 12:00 Noon cut off time on Monday be observed by all members of the City Council and concerned parties to insure the best and most complete information available for the meeting.

This office has provided and will continue to provide the City Council Office with all late material to be considered at the meeting.

Your kind cooperation in this matter will be greatly appreciated by the City Clerk and his staff.

Comm. from Paul E. Healy, City Clerk with reference to Order No. 25 of November 19, 1984, which appears as Item No. 4 on the City Council Calendar relative to the distribution of City Council meeting materials.

*copy of this item + C. Wolford sent
to the three members of the Committee
on Rules: C. W. Sullivan, Chairman, C. Dineen
+ C. Dineen in their Council packages
of Friday, December 7, 1984*

In City Council,

December 3, 1984

12/3/84

*Referred to Calendar
#4*