



OFFICE OF THE CITY CLERK

CITY OF CAMBRIDGE

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D. MARGARET DRURY
CITY CLERK

JOHN E. FLYNN
DEPUTY CITY CLERK

May 6, 1993

TO: Mr. Robert W. Healy City Manager

FROM: D. Margaret Drury, City Clerk DMD

In reference to Awaiting Report #46 information has been requested regarding postage expenditures and allocations in the City Council Office during the period of January 1, 1992 through April, 1993.

In FY 92, \$5,500 was budgeted for postage and mailing, and in FY 93, \$6,500 was budgeted for postage and mailing.

A full allocation of expenses is not available for FY 92, which encompasses January, 1992 through June, 1992. For July 1, 1992 through November 1, 1992, the Council Office has individual records for mailings of more than 200 pieces. The following mailings fall into this category. The council order to which this memorandum responds requests information regarding the subject matter of the mailing. Where this information is not available from council records, the name of the Councillor requesting the mailing is set forth.

Cambridgeport Neighborhood Crime Watch Get Together
Charter Reform
Vehicle Trip Reduction Notification
1500 piece mailing September 4, 1992 Councillor Myers
200 piece mailing August 12/13, 1992 Councillor Russell

For November 1, 1992 through April, 1993, although there are no records for the amount spent on particular mailings, the monthly postage breakdown is available, and these records indicate that the following mailings of more than 200 pieces occurred.

City Manager's Evaluation
CASPAR
Hunger Committee

In FY 92, the Council Office paid for custodial services as follows;

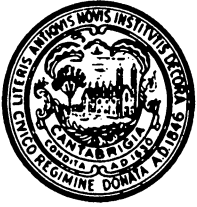
\$75.00	Graham & Parks
\$56.25	Graham & Parks
\$196.90	Graham & Parks (3 separate dates)

In FY 93 to date, the Council Office paid for custodial services as follows:

\$291.90	Graham & Parks
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The custodial expenses were incurred by Councillor Myers.

In light of the City Council's interest in having the ability to receive information regarding individual expenditures, Sandra Albano will institute procedures to track, by individual City Councillors, mailings of over 100 pieces and all other individual expenditures, such as outside printing, childcare, food, etc.



EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139

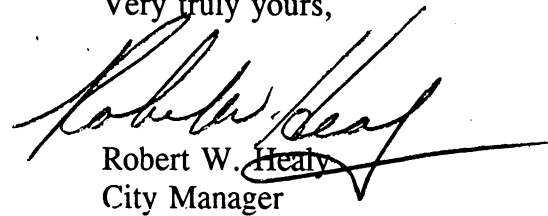
TEL. 349-4300
FAX. 349-4307

May 17, 1993

To The Honorable, The City Council:

Please find attached a response to Awaiting Report Item No. 46, relative to a detailed report on who is using various schools for meetings and for what purposes, received from D. Margaret Drury, City Clerk, concerning this issue.

Very truly yours,


Robert W. Healy
City Manager

RWH/mev
attachment

S-234
Consent Agenda #2
Response to awaiting Rpt. #46 RE:
detailed rpt. on the use of various
schools.

for original order see
City Manager's Request
1993 # 126.

In City Council,
May 17, 1993

Placed on file