



**CITY OF CAMBRIDGE**  
**INTEROFFICE CORRESPONDENCE**

**To** The Honorable, the City Council

**Date** September 3, 1986

**From** Joseph E. Connarton, <sup>926</sup>Acting City Clerk

**Reference**

**Subject** Status report

As you will recall, during the budget hearings held in March and April of this year, the Council voiced strong concern regarding the need for the recodification of the City Ordinances and the implementation of a word processor within the City Clerk's Office.

I am happy to report that during the past seven months, the staff of the office has maintained an extremely high performance level, which has enabled me to provide the assistance and achieve the goals established by the City Council.

As of June 30th, 1986, City Manager Robert W. Healy executed a contract with Book Publishing Company of Seattle, Washington relative to the recodification of the City Code. The recodification at this time is in the legal research phase and we are working jointly in identifying various discrepancies which exist throughout the Code. The process, however, is both protracted and complex and is not expected to be complete for seven to eight months.

Relative to the word processing equipment, please be advised that as of August 27th, the word processing equipment was installed in the office, and I have met with the Director of Data Processing relative to the establishment of a training schedule for the staff of the office. It is expected that this schedule and the ability of the office personnel to comprehend the utilization of the equipment will evolve over the next few months.

I will keep you apprised of future developments as they relate to both of these issues and, as always, will be available to discuss these and other matters with you at any time.

Thank you for your continued support.

JEC/mh

Comm. from Joseph E. Connarton, Acting City Clerk, transmitting a status report Re: the recodification of the City Code & implementation of word processing within the Clerk's Office.

In City Council,

September 8, 1986

*Placed on File*