



## CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139  
Tel. 876-6800

EXECUTIVE DEPARTMENT

JOHN H. CORCORAN

City Manager

JAMES L. FARRELL

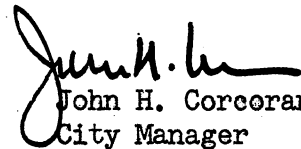
Assistant City Manager

January 28, 1974

To the Honorable, the City Council:

With reference to request for an explanation of the requested transfer in the Planning and Development Department, Item #8 of the Agenda dated January 21, 1974, I transmit herewith self-explanatory communication from Robert J. LeBlanc, Acting Director of the Budget-Personnel Department.

Very truly yours,

  
John H. Corcoran  
City Manager

JHC/b



CITY OF CAMBRIDGE  
INTEROFFICE CORRESPONDENCE

To John H. Corcoran, City Manager

Date January 28, 1974

From Robert J. Le Blanc, Acting Director  
Budget-Personnel Department

Reference

Subject EXPLANATION OF A-2 TRANSFER FROM A-1 IN PLANNING AND DEVELOPMENT

In response to a request of Councilor Clinton you have asked me to identify all current personnel both Permanent and Temporary in the Planning and Development Department. Please be advised that the personnel breakdown as of January 19, 1974, is as follows:

A-1 CURRENT RATE \$3,401.17 PER WEEK

Robert A. Bowyer	Director	\$504.96 per week
Charlotte Cherington	Asst. Program Admin.	286.23
Maurice Dullea	Principal Planner	323.07
Eva Gemmil	Chief Graphic Design	253.31
Peter Hahn	Assistant Planner	269.77
Peter Helwig	Principal Planner	323.07
Daniel Mc Sweeney	Assistant Director	438.62
Michael Rosenberg	Assistant Planner	286.23
Janet Schliciting	Senior Clerk Typist	165.80
Judith Strong	Planning Aide	190.17
Juanita Ward	Principal Clerk	180.73
Mary Young	Design Illustrator	179.21
		<u>\$3,401.17</u>

A-2 CURRENT RATE \$3,743.12 PER WEEK

Henrietta Davis	Senior Planner	\$279.60 per week
Richard Easler	Chief Planner	429.88
Edward Handy	Assistant Director	454.44*
Elizabeth Hepner	Assistant Planner	228.98
Jeanette Landers	Junior Clerk Stenographer	140.61
Richard Lockhart	Chief Project Admin.	429.89
James Minuto	Associate Planner	330.08
Michael Moser	Senior Planner	296.05
John Partridge	Assistant Planner	286.23
Marie Schofield	Junior Clerk Stenographer	148.03
David Vickery	Senior Planner	296.05
Donald Wagner	Assistant Director	423.28
		<u>\$3,743.12</u>

Councilor Clinton asked the specific question as to why the transfer was from the A-1 Account. The answer is simply that it is that account which is the only available aggregate source of funds.

The transfer is necessary in order to provide sufficient funds for all personnel in A-2 until February 15, 1974 at the current rate of spending.

Because of Planning and Development Department has failed to provide a statement of financial condition as of December 31, 1973, all projections must be based on the report ending November 30, 1973. As stated the original appropriation for both A-1 and A-2 was (\$383,957.02) plus additional sums to be provided by the Parking Fund (\$49,441.25); Federal Grants (\$23,140.00) and Salary Increases (\$18,261.53) for a total Anticipated Appropriation of (\$474,799.00). In addition, a preliminary transfer to A-2 was made previously in the amount of (\$12,207.13) resulting in a total departmental anticipated authorization of (\$487,006.93) for the entire eighteen month fiscal year.

January 28, 1974

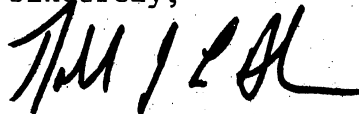
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To date all city funds provided for in the budget have been appropriately transferred. The reason for present difficulties lay squarely on the fact that anticipated funds from both the C.R.P account and other federal programs (D.O.T.) simply have not been received due to reasons that can only be presented by the Development Administration and the Director of Planning and Development.

It was well known that unless anticipated federal funds were received during this fiscal year that certain personnel action would have to be taken by the City Manager upon the recommendations of this department and the Department of Planning and Development. You will note that I once again made this fact clear in my memorandum of January 7, 1974 in which I requested "a definitive statement of proposed action no later than Wednesday, January 16, 1974 duly signed by the Director of Planning and Development and the Administrator of Community Development". As of this date I have not received this statement.

While as of this moment lay-offs of personnel seem inevitable prior to February 15, 1974, such action may become unnecessary pending clarification of the release of funds due to the city under the Community Renewal Program. I would hope, especially in the interest of the employees, that resolution of this matter will be considered a priority.

Sincerely,



Robert J. Le Blanc, Acting Director

BUDGET-PERSONNEL DEPARTMENT

RLB/dmr



CITY OF CAMBRIDGE  
MASSACHUSETTS  
BUDGET AND PERSONNEL DEPARTMENT  
876-6800

ROBERT J. LEBLANC  
Acting Director

TO: Robert A. Bowyer, Director  
Planning and Development  
  
James L. Farrell, Administrator of  
Housing and Community Development

FROM: Robert J. Le Blanc, Acting Director  
Budget-Personnel Department

SUBJECT: TRANSFER OF FUNDS

DATE: January 7, 1974

After discussions with the City Manager and in an effort to provide for equitable and fair treatment of all personnel in your department, especially those covered under Temporary A-2 classification I have recommended the transfer of funds to both your A-1 and A-2 accounts in an amount equivalent to the increased expenditure of funds covering a six (6) percent salary adjustment effective July 1, 1973 thru June 30, 1974.

Accordingly, based upon a straight calculation of two-thirds total city appropriation multiplied by the six (6) percent adjustment your transfers are as follows:

A-1	\$ 9,093.29
A-2	\$ <u>9,168.24</u>
	\$18,261.53

In addition, you will find a transfer from the Parking Fund in the amount of (\$16,000) as specified in the city budget (page 98).

These transfers provide you with an additional (\$34,261.53) in your personnel codes increasing your eighteen month actual cash authorization to (\$506,799.80).

Robert A. Bowyer, Director  
Planning and Development

January 7, 1974

As you know; however, and have in fact known since at least March of 1973 the total city commitment in the absence of additional federal or state funding requires certain personnel action. This administrative decision must be ultimately made with the "approval" of the City Manager. However, the method to be employed in making a recommendation must be as outlined in our discussions of December 27, 1973. in conjunction with Jim Farrell.

Each employee has the right to expect fair and equitable treatment from management which includes the right to timely notice of termination or lay off.

It distresses me greatly that the City Manager, the Administrator of Community Development and myself find ourselves confronted with eleventh hour ramblings, which create not only a crises situation, but untenable friction among Planning and Development staff brought about by your failure to take timely action. I do not think it unreasonable to assume that because you had knowledge of your budget situation you would have developed prior to July 1, 1973 and certainly long before now, certain contingency plans so that employees could plan ahead in terms of job security. Failure to take such action is in my opinion unprofessional in terms of management and potently irresponsible.

The transfers executed today are sufficient to cover your A-2 payroll over the next three weeks. However, in the absence of additional federal funds the total unencumberd balance in personnel codes are insufficient to continue at your present staffing level. Therefore, it would be expected that you make substantive steps in conjunction and with the approval of the Administrator of Community Development to recommend appropriate budget transfers to me for the final approval of the City Manager and submission to the City Council.

Please note that any personnel action recommended must be approved as a recommendation by the Administrator of Community Development and myself prior to formal submission to the City Manager who is the only official who can hire, lay off, suspend, and/or terminate employees.

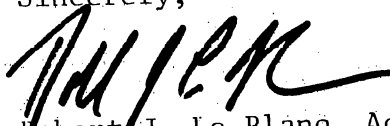
Robert A. Bowyer, Director  
Planning and Development

January 7, 1974

I would expect that you take action in response to this memorandum immediately so that both the city and present employees of your department may be protected. I expect a definitive statement of proposed action no later than Wednesday, January 16, 1974, duly signed by you and the Administrator of Community Development.

Thank you for your attention to this matter.

Sincerely,



Robert J. Le Blanc, Acting Director

BUDGET-PERSONNEL DEPARTMENT

RLB/dmr

cc: J.H. Corcoran  
J.L. Farrell  
A. Libitz  
F. Reardon  
E. Mc Carthy

Savings as a result of A-1 & A-2 Outages to end current month: \_\_\_\_\_

Est. Additional Outages balance of year if no replacements: \_\_\_\_\_

Income for current month: \_\_\_\_\_ Income from Jan. 1st to date \_\_\_\_\_

*Robert A. Bowyer*  
Signature of Department Head

SCHEDULE (SHOW CODE & TITLE)		ORIGINAL APPRO- PRIATION	TRANSFERRED OUT	PRELIMINARY & SUPPLEMENTARY APPROPRIATION	TOTAL NET APPROP.	TOTAL ENCUMBERED TO 11-30-73	% EX- PEN- DED	UNENCUMBERED BALANCE
A-1	Permanent Employees	188,192.27			188,192.27	132,368.73	70	55,823.54
A-2	Temporary Employees	195,764.75		12,207.13	207,971.88	203,105.79	97	4,866.09
A-3	Overtime	---		---	---	13.64		(13.64)
A	TOTAL	383,957.02		12,207.13	396,164.15	335,488.16	84	60,675.99
B-1	Printing & Binding	4,500.00		3,500.00	8,000.00	2,239.99	28	5,760.00
B-2	Postage	500.00		500.00	1,000.00	539.49	54	460.51
B-3	Advertising & Posting	600.00			600.00	541.90	90	58.10
B-4	Transportation of Persons	--		--	--	11.69		(11.69)
B-37	Photographing & Blueprinting	2,200.00			2,200.00	1,460.68	66	739.32
B-39	Services not otherwise coded	1,800.00			1,800.00	2,653.54		(853.54)
B-44	Travel out of state	200.00		---	200.00	78.00	39	122.00
B	TOTAL	9,800.00		4,000.00	13,800.00	7,525.29	55	6,274.70
D-1	Office Supplies	4,800.00			4,800.00	2,199.99	46	2,600.01
D-2	Food & Ice	--			--	1.55		(1.55)
D-6	Library	150.00			150.00	123.66	69	46.34
D-16	Supplies not otherwise coded	700.00			700.00	7.27	10	692.73
D-18	Drafting Supplies	1,150.00			1,150.00	540.77	47	609.23
D	TOTAL	6,800.00			6,800.00	2,873.24	42	3,946.76
F-1	Dues & Subscriptions	2,700.00			2,700.00	1,289.00	47	1,411.00
F-2	Consultants	---		23,650.00	23,650.00	23,650.00	100	---
F-3	Planning Board Expenses	150.00			150.00	70.92	47	79.08
F-4	Housing Development Project	---		15,000.00	15,000.00	15,000.00	100	---
F-5	Development Project Surveys	---		6,000.00	6,000.00	6,000.00	100	---
F	TOTAL	2,850.00		44,650.00	47,500.00	46,009.92	96	1,490.09

Agenda # 18 36

1/28/74

Placed on File -