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CITY OF CAMBRIDGE • EXECUTIVE DEPARTMENT

Robert W. Healy, City Manager

Richard C. Rossi, Deputy City Manager

October 7, 2002

To The Honorable, The City Council:

In response to Awaiting Report Item No. 02-74, regarding a plan for displaying correspondence of thanks and praise that the City receives, please be advised of the following:

The Department of Public Works is in the process of building a glass encased wooden bulletin board, similar to the one next to the City Clerk's Office entrance to display letters of praise the city receives.

Although wall space is limited in City Hall, a location has been identified next to the entrance to the Sullivan Chamber to mount the bulletin board. It is anticipated that this board will be in place by November 1 or shortly thereafter.

Public Information Office Ini Tomeu will coordinate with department heads to obtain and post copies of letters once or twice a month, depending on the amount received in a given period.

Very truly yours,

Robert W. Healy
City Manager

RWH/mec

S-298

Consent Agenda #2

Awaiting Report Item Number
02-74, regarding displaying
letters of thanks and praise to the
City.

In City Council October 7, 2002

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