



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To Robert Healy, City Manager
City Council

Date October 14, 1982

From Board of Election Commissioners

Reference

Subject COUNCIL'S AMENDED ORDER NUMBER 8
SEPTEMBER 27, 1982

In response to the above referenced council order, we hereby submit a proposed budget. This budget will accomplish the "creation of a dependable computer based list of all residential addresses" in the city for mailing purposes with a sufficient door to door follow-up to assure an accurate city census.

The proposed budget also is based upon completing the census (mailing and follow-up) by April 15, 1983 and making available the 1983 Street List book by June 15, 1983, as required by General Laws, Chapter 51.

The attached pages provide a detailed breakdown of the mailing, manpower, computer, material and printing costs totaling \$49,600

Mailing and postage cost (Based upon 50M census mail-out)	20,456
Manpower follow-up cost (15 full time, 12 part time census workers)	26,281
Computer cost (Personnel, program and printing)	4,025
Material and supply cost	4,916
<u>Printing cost</u>	<u>2,598</u>
Total Cost	\$58,276
<u>Less FY '82 Street List balance</u>	<u>8,676</u>
Total Supplementary budget request	<u>49,600</u>

MAILING AND PRINTING COSTS

MAILING SERVICE

(Copley Business Estimate
50 M @ 24.92 per M) \$ 1,246

POST OFFICE FEES

Bulk Mail \$ 40
Business Reply 115
\$ 155

CENSUS FORMS (50 M)

Bulk Mail \$8500
Business Reply (71% return) 7100
\$15,600

LANDLORD MAILING

Meter cost \$900
Business Reply 500
\$ 1,400

DROP NOTICES

Bulk Mail \$1020
Business Reply (69% return) 1035
\$ 2,055

TOTAL MAILING AND POSTAGE COST

\$20,456

MANPOWER FOLLOW-UP COST

WEEK OF JANUARY 3, 1983

5 Census Workers (Full Time \$3.50/hr)	\$ 656	
1 Supervisor (Full Time \$6.00/hr)	<u>225</u>	
		\$ 881

WEEK OF JANUARY 10, 1983

12 Census Workers (Full Time \$3.50/hr)	\$1,575	
1 Supervisor (Full Time \$6.00/hr)	225	
2 Assistant Supervisor (Part Time \$4.50/hr)	<u>225</u>	
		\$ 2,025

WEEKS OF JANUARY 17-FEBRUARY 24, 1983

12 Census Workers (Full Time \$3.50/hr)	\$9,450	
1 Supervisor (Full Time \$6.00/hr)	1,350	
2 Assistant Supervisor (Part Time \$4.50/hr)	1,350	
12 Census Workers (Part Time \$3.50/hr)	<u>6,300</u>	
		\$18,450

WEEKS OF FEBRUARY 28-MARCH 11, 1983

12 Census Workers (Part Time \$3.50)	\$4,250	
1 Supervisor (Full Time \$6.00)	450	
1 Assistant Supervisor (Part Time \$4.50)	<u>225</u>	
		\$ 4,925

TOTAL MANPOWER FOLLOW-UP COSTS

\$26,281

COMPUTER COSTS

WEEKS OF FEBRUARY 28-MARCH 25, 1983

Data entry clerks (3)
(\$5.00/hr @ 4 weeks) \$2,250

COMPUTER PROGRAMMER
(Program to include all residential units) \$ 400

COMPUTER OPERATIONS
Print Census Forms \$550
Second Printing 325
Student Merge 200
Print Street List & Voting List 300
\$1,375

TOTAL COMPUTER COSTS \$4,025

MATERIAL AND SUPPLY COST

RESIDENTIAL UNITS
Census forms (Datar Estimate) \$1,409
Window Envelopes (Curtis 1000 Estimate) 807
Business Reply (Curtis 1000 Estimate) 639
Census Letters 300
\$3,155

APARTMENT UNITS
Landlord envelopes \$ 100
Business reply 250
Landlord letter 31
\$ 381

MISCELLANEOUS
Worker ID cards \$ 35
Call back cards 50
Additional phones 528
Drop notices 767
\$1,380

TOTAL MATERIAL & SUPPLY COSTS \$4,916

PRINTING COSTS

NEGATIVE (Typo Tech Estimate) \$1,950
PAPER (Printing Dept) 450
PLATES (Acme N.E. Estimate) 150
TAPE (4 rolls @ \$12/roll) 48
\$2,598

TOTAL PRINTING COSTS \$2,598

GRAND TOTAL \$58,276



City of Cambridge

Amended Order No. 8

IN CITY COUNCIL

September 27, 1982

COUNCILLOR WYLIE

ORDERED: In view of the large number of "drops" from the street listing and voter listing this year, due to public failure to respond to the single census mailing and to insufficient personnel in the Election Department to follow up on non-respondents, the City Manager is requested to confer with the Election Commission and develop a plan for presentation at the regular meeting of the Council to be held in two weeks, said plan to include:

1. Creation of a dependable computer based list of all residential addresses in Cambridge, including each multi-family unit;
2. A means of dependable door to door follow up for each address from which no response is received after the January 1983 census mailing;
3. A proposed budget for accomplishing the foregoing; and be it further

ORDERED: That the City Manager be and hereby is requested to report on any and all problems which occurred during the last election.

In City Council September 27, 1982.
 Adopted by the affirmative vote of 8 members.
 Attest:- Paul E. Healy, City Clerk.

A true copy;

ATTEST:-

COUNCILLOR DAVID SULLIVAN ABSTAINED FROM VOTING IN THIS MATTER.



City of Cambridge

(Original Order #8)
8.

IN CITY COUNCIL

September 27, 1982

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2. A means of dependable door to door follow up for each address from which no response is received after the January 1983 census mailing;
3. A proposed budget for accomplishing the foregoing.

Order # 8

F #237A

(COMM)

C. Wylie order re: Election, to develop a computer-based list of all residential addresses in the City.

Hearing Held
10/18/82

L.P. Fellman -

Not Recorded

on

this order

Adopted by Members

In City Council,

September 27, 1982

L.W.F. 9/27/82

Adopted as Amended

Wylie Amendment
that the City be and
Henry is requested to
Report on any and all
problems which occurred
during the last election