



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To Louis DePasquale, Budget Director

Date October 11, 1983

From Paul E. Healy, City Clerk

Reference

Subject Service Impacts Due to Proposition 2½

Enclosed you will find the Service Impacts Due to Proposition 2½ Report for the City Clerk's Office.

Your kind attention in this matter will be greatly appreciated.

To: Louis DePasquale, Budget Director
• From: Paul E. Healy, City Clerk
Subject: Service Impacts Due to Proposition 2½

DEPARTMENT City Clerk
DIVISION
COST CENTER

PROGRAM LOST OR REDUCED

Estimated Reduction \$ 10,000 to 15,000
Position(s) Reduced 1 position

I) Description of Program Lost or Reduced

Reduced production caused by loss of one employee
impacts the time allocated to record keeping and servicing public

A) What did program do, that is not being done now?

See above

B) Impact or Benefits Lost for not providing service.

Less efficient capability of handling requests by telephone and
over the counter.

To: Louis DePasquale, Budget Director

From:

Subject: Program Improvements

DEPARTMENT

DIVISION

COST CENTER

*- City Clerk
- NOT applicable -
- MAINTENANCE*

NEW OR ENHANCED PROGRAMS

- See Attached Sheet -

Estimated Cost

Position(s) Increased

*See Attached Sheet with ESTIMATES
NONE*

I) Description of Current Program (if existing)

See Attached Sheet

II) Description of New or Enhanced Program

See Attached Sheet

A) What will it do?

*Provide the presentation and
necessarity of information for
the position, - ECONOMIC DEPT
and City Council*

B) Why needed/Benefits?

See Above

C) Estimated Workload Indicators

*- NOT APPLICABLE SINCE
The required MATERIAL INFORMATION
IS NOW AVAILABLE AND requires
A program of funding to
become sub the outlined objectives*

To: Louis DePasquale Budget Director
From: *City Clerk Paul F. Hardy*
Subject: Service Impacts Due to Proposition 2½

DEPARTMENT *City Clerk*
DIVISION
COST CENTER

PROGRAM LOST OR REDUCED

Estimated Reduction *1 position*
Position(s) Reduced

\$ *10,150.00*

I) Description of Program Lost or Reduced

*Reduced production caused by loss of one employee
impair the time allocated to record keeping
and scanning parts*

A) What did program do, that is not being done now?

See above

B) Impact or Benefits Lost for not providing service.

*less efficient capability on handling
request by telephone and was the
courtesy*



CITY OF CAMBRIDGE

INTEROFFICE CORRESPONDENCE

To *Avril N. Paquette*
Finance-Committee-Members

Date May 11, 1983

From Paul E. Healy, City Clerk *P.E.H.*

Reference

Subject ~~Budget for Fiscal Year 1983-1984~~

Program Improvements

FUTURE REQUIREMENTS FOR THE OFFICE IN ORDER OF IMPORTANCE

1. Revision and update of the text of the Zoning Ordinances -
final draft from Community Development received -
~~300~~ copies printed - ~~50~~ with binders and ~~50~~
~~without binders.~~ *Estimated cost 3400.00*
- Estimated cost of new books for next
fiscal year \$3,000 to \$4,000
2. Recodification of the General Ordinances of 1972
Estimated cost of new books unknown at this time
3. Binding of Council Records 1976-1983
See May 19, 1982 letter Enclosure 1200 to 1500
Estimated costs of 8 books ~~\$100 to \$150~~ per book
4. Binding of Vital Statistics
Estimated costs \$3,000 to \$4,000
5. Office Equipment files
Estimated costs \$1,000 to \$1,500
6. Storage space required to make records readily accessible.
While this is the last item it should be addressed as soon
as possible.

An Inventory of and reassignment of the available space in the
City Hall Basement should accomplish this result. *This*

*Reallocation of space requires
no funding but is of major importance
to the dissemination of information
on a daily basis*

*1) I would recommend that funding
be available as indicated above and
the objectives outlined be attained
partially in this budget period and
partially in the next budget period*

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