

# CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139  
Tel. 876-6800

EXECUTIVE DEPARTMENT  
JAMES L. SULLIVAN  
City Manager

May 20, 1974

To the Honorable, the City Council:

At the City Council meeting of Monday, May 13, 1974, Councillor Clinton requested an analysis of the proposed reorganization plan for the City Manager's Office compared with the procedures under City Manager Corcoran and the respective costs of the program.

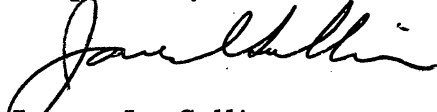
In the concept of good administration it is folly to have the burden of administrative management focus on a structure that is inadequate to properly supervise the functioning of the various sub units that comprise the structure. It is generally conceded that an inadequate administrative structure can actually foster inefficiency and increased costs.

Cambridge City Government today spends approximately 100 million dollars a year in its operations. The City Budget alone is in excess of 70 million dollars and, in addition, the City functions under a series of Federal Grant Programs as well as costs imposed by state actions that are not involved in the City Budget per se. The proposed reorganization of the executive branch will cost approximately \$13,795 more per year than what was appropriated under City Manager Corcoran, and this is approximately 1/100 of 1% of the total City expenditures -- a small portion of the total budget which should be more than balanced out with the savings through increased efficiency and more attention to the details of administration.

<u>Present</u>		<u>Proposed</u>	
1. City Manager	\$45,000	1. City Manager	\$45,000
2. Asst. to City Manager for Public Relations	\$15,500	2. Asst. to City Manager for Pub. Rel.	\$15,500
3. Asst. to City Manager for Community Relations	\$15,500	3. Asst. to City Manager for Community Relations	\$15,500
4. Asst. to City Manager	\$15,500	4. Asst. to City Mgr.	\$15,500
5. Executive Secretary	\$11,895	5. -----	
6. Asst. City Manager for Administration	\$25,690	6. Asst. City Manager for Administration	\$25,690
7. Asst. City Manager for Comm. Dev.	\$25,690	7. Asst. City Manager for Comm. Dev.	\$25,690
		8. Asst. City Manager for Fiscal Affairs	\$25,690
Total	<u>\$154,775</u>		<u>\$168,570</u>
Difference		\$13,795	

I hope that this analysis of the proposed reorganization with the past structure of the executive branch clearly sets into perspective for the City Council the need to act on my proposals. I will not attempt in this communication to outline the impelling reason for action for information has already been provided to the Councillors on this.

Respectfully submitted,



James L. Sullivan  
City Manager

JLS/f

Analysis of the proposed reorganization  
plan for the City Manager's Office.

In City Council,

May 20, 1974

*5/20/74*

*Placed on File -*