



OFFICE OF THE CITY CLERK

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DONNA P. LOPEZ
CITY CLERK

DATE: DECEMBER 11, 2013

TO: COUNCILLOR MAHER, CHAIR
GOVERNMENT OPERATIONS AND RULES COMMITTEE

FROM: DONNA P. LOPEZ, CITY CLERK 

SUBJECT: PILOT STENOGRAPHIC SERVICE FOR CITY COUNCIL MEETINGS

Pursuant to Order Number Thirty-Two of September 9, 2013, I am providing you with a report on the pilot stenographic program for recording the City Council meetings.

A contract with the City exists with the company Reporters, Inc., owned by Jill Kourafas. Ms. Kourafas has attended the City Council meetings held on November 4, 18 and 25 and December 9, 2013. Transcripts have been provided to the City Clerk and the City Council has accepted the submission of the record for the three meetings in November.

I am pleased with the service that this office has received from this vendor. Ms. Kourafas and I continue to work together to refine the City Council Minutes.

To date, invoices totaling \$990.00 have been paid. This amount is for two meetings only. Please note that each of these meetings were two hours in length. This cost is based on the amount of \$38.50 per hour attendance fee for the transcriptionist as well as \$4.00 per typed page submitted. I am estimating the cost for the remaining two meetings will be in the range of \$1,000 or more.

As stated above, I believe that the aid of this transcription service is valuable to the accurate record-keeping of the City Council meeting. As such, I respectfully request approval from the City Council to continue this transcription service for the City Council calendar year January 1, 2014 through December 31, 2014. I am also requesting approval from the City Manager for an additional appropriation of \$30,000 to cover the cost of this transcription service through December 2014.

Your consideration is respectfully requested in this matter.

cc: The Honorable, the City Council
Richard Rossi, City Manager