



# CAMBRIDGE CITY COUNCIL

David P. Maher  
City Councillor

**November 14, 2013**

**TO: DONNA P. LOPEZ  
CITY CLERK**

**FROM: COUNCILLOR DAVID P. MAHER** *dpm*

**SUBJECT: COMMUNICATIONS AND REPORTS FROM CITY OFFICIALS**

Please place the attached on the Communications and Reports from City Officials for the November 18, 2013 City Council meeting.

Thank you for your attention in this matter.

**DATE: NOVEMBER 14, 2013**

**TO: THE HONORABLE, THE CITY COUNCIL**

**FROM COUNCILLOR DAVID P. MAHER**

**SUBJECT: INFORMAL DISCUSSIONS RELATING TO STAFFING IN THE CITY CLERK'S OFFICE**

Informal discussions occurred at the Government Operations and Rules Committee meeting scheduled for Friday, November 8, 2013. Councillor Cheung, a member of the committee, and Councillor Kelley were present. Councillor vanBeuzekom requested to participate in the meeting remotely, but due to there not being a quorum of the committee physically present she was unable to participate remotely. Therefore the meeting was not a formal committee meeting due to a lack of a quorum required by the Open Meeting Law.

The informal discussions revolved around the Deputy City Clerk's position and looking at an open position that could provide technical and system type support to the City Clerk's Office.

It was noted that confusion exists between the City Charter and the Municipal Ordinance. The City Charter states that the City Council appoints the City Manager, the City Auditor and the City Clerk. No where in the City does the City Council have authority to appoint the top two positions in an office. It was stated that it is time that the City Clerk's Office has a full complement. The City Clerk should put her team together. The former City Clerk retired on February 29, 2012. Ms. Lopez was appointed Interim City Clerk on March 1, 2012 and was subsequently appointed City Clerk in June of 2013. During the interim period Paula Crane and Marybeth Cosgrove have taken over duties of the vacant Deputy City Clerk's position and have continued performing these duties to date.

Many comments were made about the position that could provide the technical expertise as well as looking at the departmental systems in the department. The City Clerk was requested to update the open position for technical assistance.

I have asked the City Manager to seek a legal opinion to clarify the confusion between the City Charter and the Municipal Ordinance on the appointment of the position of Deputy City Clerk as well as a legal opinion on the requirement that committee meetings must have a quorum pursuant to the Open Meeting Law.

The City Manager was requested to consult with the Personnel Director on how to proceed with this position after the legal opinion is received.