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D. MARGARET DRURY
CITY CLERK

DONNA P. LOPEZ
DEPUTY CITY CLERK

TO: THE HONORABLE, THE CITY COUNCIL

FROM: D. MARGARET DRURY, CITY CLERK *DMD*
DONNA P. LOPEZ, DEPUTY CLERK *du*

Date: February 13, 2012

SUBJECT: INTERIM PLAN – CITY CLERK’S OFFICE

In Policy Order # 6 of January 30, 2012, the City Council appointed Donna Lopez as Interim Clerk and requested that she and I develop and report back to the City Council on an interim plan for the City Clerk’s office due to the pending retirement of the City Clerk. We met together and with our staff and formulated an interim plan. The following is a brief description of that plan:

Donna Lopez, as Interim City Clerk, will assume all duties currently performed by the City Clerk. Marybeth Cosgrove, Operations Manager, and Paula Crane, Administrative Assistant for Council Work, will take on the responsibilities of the Deputy Clerk. Staffing of committee meetings and hearings will be covered by Ms. Lopez and Ms. Crane. Ms. Crane will attend most regular City Council meetings, and Ms. Cosgrove will provide backup coverage as needed. Ms. Cosgrove will take on oversight of the production of the Council agenda and several other internal management tasks which are currently handled by the Deputy Clerk.

If you have any questions, please feel free to contact me or Ms. Lopez. Thank you for your attention to this matter.

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