



City of Cambridge

Committee Report #1

IN CITY COUNCIL

October 2, 1995

COUNCILLOR SULLIVAN
COUNCILLOR DUEHAY
COUNCILLOR TRIANTAFILLOU

WHEREAS: John E. Flynn has resigned from the position of Deputy City Clerk, effective September 29, 1995; now therefore be it

ORDERED: That the City Council hereby appoints **Donna P. Lopez** as Interim Deputy City Clerk.

In City Council October 2, 1995
Adopted by the affirmative vote of nine members.
Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

A handwritten signature in cursive script that reads "D. Margaret Drury".

D. Margaret Drury
City Clerk



City of Cambridge

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C. Sullivan

C. Duekay

C. Trunkafillon

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Government Operations Committee
September 23, 1995
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Councillor Triantafillou asked whether Ms. Lopez was willing to do committee work and the City Clerk replied that she is willing to do this work.

Councillor Duehay and Councillor Triantafillou moved that the Government Operations Committee recommend to the City Council that Donna Lopez be appointed Interim Deputy City Clerk. On a voice vote, the motion was passed unanimously.

Councillor Sullivan requested that the Clerk provide information as to the last time the position was filled, including the job description and advertisement to assist the Committee in the process of filling the permanent position.

Councillor Duehay requested some analysis from the City Clerk of how the position best fits into the office structure. He also pointed out that if the Council expects to fill the position this term, it must act expeditiously.

Councillor Triantafillou suggested that John Flynn be requested to write down all of his job responsibilities, what he does on a regular basis, to form the basis of a realistic job description.

Councillor Sullivan requested projected time lines of advertising and filling the position.

The meeting was adjourned at 10:10 a.m.

For the Committee,

Michael A. Sullivan
(JEF)

Councillor Michael A. Sullivan
Chair

City of Cambridge

The Government Operations Committee held a public meeting on Friday, September 22, 1995, beginning at 9:40 a.m. in the Ackermann Room for the purpose of discussing the appointment of an Interim Deputy Clerk, and the process of filling the position permanently.

Present at the hearing were Councillor Michael A. Sullivan, Chair of the Committee, Councillor Francis H. Duehay, Vice Mayor Sheila T. Russell, Councillor Katherine Triantafillou and City Clerk D. Margaret Drury.

Councillor Sullivan convened the hearing and explained the purpose of the hearing, to name an interim Deputy City Clerk and to discuss the process that should be followed on the appointment of the Deputy City Clerk.

Councillor Sullivan stated that he would recommend Donna Lopez for the position of Interim Deputy City Clerk. Councillor Duehay inquired of the City Clerk her opinion of the appointment of the Interim Deputy City Clerk.

The City Clerk replied that Donna Lopez was very qualified for the job. She noted that Donna has worked in the City Clerk's Office for over twenty years and that she taught the work of the Clerk's Office to the two previous Deputy City Clerks and the previous and present City Clerks.

Councillor Sullivan stated that it was good to look inward to offer the position to her, a person that has been doing an excellent job.

Councillor Duehay said that with regard to the permanent position, the question to be resolved is whether the position is an administrative chief of staff position, to which internal staff should be encouraged to aspire, or whether it is more of a policy and research position.

Councillor Triantafillou asked whether the position is necessary, and stated that she would like the City Clerk's evaluation of this issue.

Councillor Sullivan pointed out that there are too many committees for one person to staff.

Councillor Duehay noted the importance of the committee staff work.

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The Government Operations Committee held a public meeting on Friday, September 22, 1995 for the purpose of discussing the appointment of an Interim Deputy Clerk.

Report Accepted. Placed on file
Order Adopted

In City Council October 2, 1995