



City of Cambridge

COF 2025 #153
IN CITY COUNCIL
December 8, 2025

MAYOR SIMMONS

OFFICE OF THE MAYOR

E. Denise Simmons, Mayor 2008-2009 | 2016-2017 | 2024-2025

December 8, 2025

Paula Crane
Interim City Clerk
City of Cambridge, MA 02139

Re: Extending the Appointment of Interim City Clerk

Dear Madam Clerk:

Please include this letter to my colleagues as a *Communication From Other City Officers* for the City Council meeting scheduled for December 8, 2025. I write to provide an update on the search process for the next City Clerk. A formal recruitment effort was launched earlier this year with the goal of identifying a strong slate of candidates for this critical leadership position. Despite a robust outreach process, the search has not produced the pool of applicants we had anticipated. After careful evaluation, it is clear that we must reopen and restart the recruitment effort in order to ensure that the City has the broadest and strongest possible set of candidates for consideration.

To maintain stability and continuity of operations during this extended search period, it is necessary to continue the appointment of Interim City Clerk Paula Crane. I therefore recommend that the Council extend Ms. Crane's interim contract for a period not to exceed six months, or until such time as a permanent City Clerk is appointed. Thank you very much for your attention to this matter.

Sincerely,

Mayor E. Denise Simmons