

To: Mayor Campbell and Members of the City Council

From: Judy K. Parks, City Attorney

Date: October 18, 2016

Subject: Update on Legal Department Staffing and Request for Additional \$25,000 for Hopkins and Huebner

This memo is to update you on the status of staffing in the Legal Department and to seek additional funds to continue using Hopkins and Huebner in a temporary support function for select time sensitive non-prosecution legal projects.

Initially, I am very pleased to report a good pace of progress is occurring in getting the Paralegal position filled. The position was posted in mid- September and applications were being submitted right up until the deadline for their submittal of Wednesday, October 19. Once the application submittal deadline closes, it expected that the recruitment plan will take about 4-5 weeks to complete. If a candidate is identified as suitable to offer this position, we would hope that an offer could be made by Thanksgiving so the new hire could begin work sometime in the first part of December.

As for the attorney vacancy, we have been revising the job specification, and that process is nearly complete. That position should be able to be posted before this month ends, with recruitment completion anticipated around the end of the calendar year.

That timeline for completion of the attorney recruitment explains, in part, the next part of this communication, which is to seek approval of an additional \$25,000 to continue being able to send select high priority projects to outside counsel for completion. You may recall that you had approved contracting with Megan Flynn, of the Coppola Law Firm, to do the city prosecutorial work during this period when we were short of staff. She has been doing an exceptional job for us in that capacity, and sufficient funds are available for her to continue to do this specific type of work for several more months, if necessary. You will also recall that the firm of Hopkins and Huebner was retained after it became apparent that the attorney vacancy would not be filled quickly enough to keep

all the non-prosecution legal work in house. We have been able to get multiple time sensitive projects to Hopkins' attorneys for completion without slowing the projects down. The FBO contract is an example that was turned over to outside counsel.

However, we still have several more months before we can reasonably expect to have another attorney hired, and the balance of funds allocated for non-prosecution work are presently only \$7,615.00. Those funds will be exhausted upon completion of the projects that Hopkins and Huebner presently has. I would like to be able to continue to utilize outside help as we have done during this staffing shortage. To that end, I would ask your approval of an additional \$25,000 to be able to continue sending time sensitive non-prosecution work to them.