



# MEMO

## Legal Department

**To:** Mayor Campbell and Members of the City Council

**From:** Judy K. Parks, City Attorney

**Date:** December 8, 2016

**Subject:** Update on Legal Department Staffing and \$40,000 additional funding request for outside counsel for prosecutions

This memo is to update you on the status of staffing in the Legal Department and to seek additional funds to continue using the outside prosecutor, Megan Flynn of the Coppola Law Firm for several more months as we complete the attorney hiring process.

As to departmental staffing, I am very pleased to report that the Paralegal recruitment has been completed and an offer has been accepted for our new employee to start on January 9, 2017. While this process was not completed quite as quickly as I had originally indicated to you, that was with good reason. We had a larger pool of good applicants and ended up taking additional time to pare it down to the final selection.

As for the attorney vacancy, the application deadline closed for that position late in November. I am pleased to report for this vacancy, we also have had a larger than expected pool of good applicants. Initial steps in the selection process have been taken, but the hiring process is not likely to be completed until late January. It is also anticipated that whoever is offered the position will need to time to give notice to their current employer, so a start date in mid to late February would be realistic.

That timeline impacts the second purpose of this memo, which is the request for additional funding for the continuation of the outside counsel for prosecution. As you will recall, in January, the City had retained Megan Flynn, of Coppola, McConville, Coppola, Hockenbergl and Scalise PC, to handle the City's prosecution caseload during the time we had a vacant attorney position. She has been providing truly outstanding service to you and our citizens with that undertaking. However, because of the time it has taken to fill the attorney position, the initial funds granted were completely spent down and additional funding was needed.

That is again the case with this request. For continuation of these services until the new attorney is hired, and allowing for an overlap of four weeks so that there can be a seamless transition of this caseload to the new attorney we hire, I am seeking funds to pay for an additional four months of this contractual service.

Previous authorizations of funding for her services have been granted in the amount of \$73,000. Those funds will be exhausted by the payment of the November invoice. For the months of December through March, an additional \$40,000 is necessary. I am requesting your approval of these additional funds.