

Administration Department

To: Finance Committee

From: Mayor Stocks

Date: July 15, 2025

Subject: City Attorney

Background

Notice was provided by the individual occupying the City Attorney position on June 26, 2025, with a separation date of July 17, 2025. Since that time, a panel has gone through the interview processes as per the recruitment policy. The position was posted on June 26, 2025, and received 2 applications that have been reviewed and were invited to be interviewed. The interview panel has been mindful of finding not only the right technical skills, but also the right fit for the City.

The recruitment process provided a candidate that possesses the technical requirements and will be a good fit with the city team and operations. The candidate selection form for Alexandra Panagopoulos is attached. Alexandra has been offered a conditional offer, contingent on a background check and approval by the Common Council. It is part of our recruitment policy to present positions to the Finance Committee for approval if the wage offered is Grade N or higher. Based on the combined experience of Alexandra Panagopoulos in her previous municipal roles, it's requested that the Finance Committee approve the grade and step of T3, \$51.12/hr. The compensation analysis currently being reviewed for 2026 indicates our City Attorney position being one of the positions that is below the midpoint in the market.

You'll find the offer letter, application materials, salary chart for 2025 (with a reminder that we are undergoing a pay study for changes in 2026), and the candidate selection form included.

Budget Goal

1. Supports employee retention and growth, while also evaluating operations and the associated staffing
2. Maintains a safe and healthy community, with an eye toward future needs and trends

Financial Impact

The position is budgeted for what has been offered. While there are savings that could make up for some of the difference, other areas of the budget may be impacted. Additionally, there would be an impact on the 2026 budget.