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OFFICE OF THE CITY ATTORNEY  
**MEMORANDUM**

**To:** Mayor Kramer, Vice-Mayor Old, Councilmember Turner, Councilmember Winger, and Councilmember Howle  
**From:** Wayne R. Coment – City Attorney *wrc*  
**Subject:** Retirement of Assistant City Attorney  
**Date:** April 26, 2016

Please be advised that Assistant City Attorney Peggy Lyon will be retiring effective September 30, 2016.

I would like to plan accordingly and start the search for and hiring of a qualified replacement as soon as practical in order to allow some time while Peggy is still here to facilitate as orderly a transition as possible. This would help promote some continuity in the services the office is called on to provide. To cover a two-month overlap the office budget impact for the current fiscal year would be approximately \$17,800, which covers salary, taxes, and benefits for an Attorney I position at the midpoint of the current salary range.

Please let me know should you have any questions regarding the foregoing.