



MEMORANDUM

DATE: February 12, 2018

TO: Annapolis City Council

FROM: Mayor Gavin Buckley
City Manager Thomas Andrews

RE: Confirmation of Exempt Level Appointments

Pursuant to City of Annapolis Code, Section 3.08.030 and City Charter Article VI, Section 7, we are seeking confirmation by the City Council of my appointment to the following Exempt level position:

Richard H. Melnick, City Attorney - A20/Step 9 \$143,662

A copy of Mr. Melnick's resume is attached for your review and consideration.

Mr. Melnick has a Juris Doctor from the University Of Maryland School Of Law. He is a member of the Bar for Maryland and the District of Columbia for State and Federal District Courts as well as the Supreme Court. He is a former Associate County Attorney and Assistant County Attorney with the Office of the Montgomery County Attorney for whom he provided in-house counsel for nearly 30 years. He has litigated hundreds of trials and appeals in courts and before administrative agencies. During his tenure with Montgomery County he practiced contract, commercial, employment, public safety, ethics, finance and information technology related law among others. He has designed and presented training programs that have assisted Montgomery County in contract, negotiation, IT, procurement and ethics law.

Most recently Mr. Melnick has been the Senior Assistant Bar Counsel for the Maryland Attorney Grievance Commission where he investigated allegations of attorney misconduct or incapacity and presented those cases to peer review, in circuit court trials or to the Court of Appeals. He is a Certified Trained Mediator and Collaborative Lawyer.

Accordingly, we trust that you will find the credentials, education, training and experience of Mr. Melnick to far exceed the minimum qualifications required for the position. Mr. Melnick will be present for confirmation at the City Council meeting scheduled for Monday, February 12, 2018.