

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: City Attorney's Office

AGENDA DATE: February 7, 2012

CONTACT PERSON/PHONE: Sylvia Borunda Firth, City Attorney – 541-4550

DISTRICT(S) AFFECTED: All

SUBJECT:

APPROVE a resolution / ordinance / lease to do what? **OR AUTHORIZE** the City Manager to do what? Be descriptive of what we want Council to approve. Include \$amount if applicable.

APPROVE the appointment of:

Daniel Ortiz as an Assistant City Attorney effective February 13, 2012 at a salary of \$70,099.70 per annum, plus benefits.

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when and how to enable Council to have reasonable complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action?

Mr. Ortiz will be assigned as an Assistant City Attorney in the City Attorney's Office. He obtained his Doctorate of Jurisprudence from American University School of Law in May 2008, and is licensed to practice law in Texas. Mr. Ortiz is currently an Assistant District Attorney with the District Attorney's Office, 34th Judicial District of El Paso County, Texas, and he has the experience and knowledge necessary to perform the duties of an Assistant City Attorney.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one? If so, when?

Yes, the appointment of Lesley J. Nicholes on November 15, 2011.

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

This is a budgeted item.

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

MOTION

February 7, 2012

Motion made, seconded and carried that **Daniel Ortiz** be appointed by the Mayor with a majority vote of the entire Council as an Assistant City Attorney effective February 13, 2012 at a salary of \$70,099.70 per annum, plus benefits.

Richarda Duffy Momsen
City Clerk

MEMORANDUM



TO: Mayor John Cook,
City Representatives: Ann Morgan Lilly, Susie Byrd, Emma Acosta,
Carl Robinson, Dr. Michiel R. Noe, Eddie Holguin, Jr., Steve Ortega
and Cortney Carlisle Niland
City Manager Joyce Wilson

FROM: Sylvia Borunda Firth, City Attorney *SBF*

SUBJECT: Appointment of Assistant City Attorney – Daniel Ortiz
February 7, 2012 City Council Agenda

DATE: January 30, 2012

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I am respectfully asking for your support in approving the Mayor's appointment of Daniel Ortiz as an Assistant City Attorney. The matter has been placed on the February 7, 2012 City Council agenda and if approved, Mr. Ortiz's appointment will be effective February 13, 2012 at a salary of \$70,099.70 per annum, plus benefits. This salary is in accordance with the salary schedule for the City Attorney's Office and is in line with the salaries of other attorneys in the office who have similar experience.

Mr. Ortiz will be hired to fill a vacancy at the Prosecutor's office and funding was approved in the FY2012 Budget. This position is essential to the day-to-day operations of the City Attorney's Office, and I am requesting that this position be filled immediately.

I am attaching a copy of Mr. Ortiz's resume for your quick reference. Mr. Ortiz obtained his Doctorate of Jurisprudence from American University School of Law in May 2008, and is licensed to practice law in Texas. Mr. Ortiz is currently an Assistant District Attorney with the District Attorney's Office, 34th Judicial District of El Paso County, Texas, and he has the experience and knowledge necessary to perform the duties of an Assistant City Attorney.

If you have any questions or comments, please do not hesitate to contact me.

cc: Laura P. Gordon, Deputy City Attorney Theresa Cullen, Deputy City Attorney
Lynly Leeper, Chief Budget Officer Esperanza Garcia, Budget Analyst

Mayor
John F. Cook

City Council

District 1
Ann Morgan Lilly

District 2
Susannah M. Byrd

District 3
Emma Acosta

District 4
Carl L. Robinson

District 5
Dr. Michiel R. Noe

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Cortney Carlisle Niland

City Manager
Joyce A. Wilson



OFFICE OF THE CITY ATTORNEY

Daniel Ortiz

EDUCATION:

AMERICAN UNIVERSITY, WASHINGTON COLLEGE OF LAW Washington, D.C.

J.D. Program Conferred May 2008, Admitted to Texas Bar November 2008

Mock Trial Honor Society (06-08), Vice President, 4th Place at the Gourley National Trial Competition

Phi Alpha Delta Legal Fraternity (06-08) – Financial Executive; Latino Law Student Association (05-08)

STANFORD UNIVERSITY Palo Alto, CA

Political Science, International Relations Conferred June 2004

House Government President (00-01, 02-03), Pre-Law Society Financial Executive (02-04)

OXFORD UNIVERSITY Oxford, England

Overseas Studies Program April 2003-June 2003

Tutorial in Political Science with an emphasis on Comparative British and United States Government Policy

WORK EXPERIENCE:

DISTRICT ATTORNEY'S OFFICE 34th JUDICIAL DISTRICT El Paso, TX

Assistant District Attorney July 2010 - Present

Represent the State of Texas, as a trial attorney for the prosecution of misdemeanor cases, with the responsibility of managing approximately 800 pending cases, preparing witnesses and evidence for trial, arguing contested pretrial motions, legal research, negotiating plea agreements and developing legal strategy.

PRIVATE PRACTICE El Paso, TX

Attorney at Law May 2009 – June 2010

Engaged in solo civil practice concentrating in family law, nonprofit incorporation, and municipal traffic law.

MOUNCE, GREEN, MYERS, SAFI, PAXSON & GALATZAN El Paso, TX

Associate Attorney Sept 2008 – May 2009

General civil defense litigation, concentrating in personal injury and premises liability.

Summer Associate July 2007 – August 2007

Drafted memos, second chairing, attending hearings, meeting with city committees, and attending depositions.

EL PASO CITY ATTORNEY'S OFFICE El Paso, TX

Law Clerk Internship June 2007- July 2007

Research and analysis of topics including regulation of deteriorating properties, contract interpretation, police department, international bridge and border roadway, alternative dispute resolution, and jurisdictional divisions.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Washington, D.C.

Office of General Counsel, Legal Internship January 2007 – May 2007

Reviewed medical malpractice, personal injury and employment discrimination claims to determine merit, recommend settlement options, research and write memos and assist in trial preparation.

EL PASO COUNTY ATTORNEY'S OFFICE El Paso, TX

Law Clerk Internship June 2006 – August 2006

Conducted legal research and prepared predictive legal memorandums for the First Assistant County Attorney on pending litigation, provided in-house attorney training, interviewed clients and assisted trial litigation.

EL PASO CITY COUNCIL El Paso, TX

City Council Policy Aide June 2005 – August 2005

Analyzed legislative issues for City Council Members by coordinating meetings with city department directors as well as researching and developing agenda items for weekly meetings based on constituent needs.

EL PASO CITY COUNCIL CAMPAIGN El Paso, TX

Political Campaign Manager January 2005 – June 2005

Successfully managed the political campaign for a city council candidate, including the coordination of volunteers and development of an effective plan of action to reach voters, during the 2005 municipal elections in El Paso, TX.

SERVICE LEADERSHIP:

UNITED WAY YOUNG LEADERS SOCIETY El Paso, TX

Volunteer Committee Member April 2011 - Present

Member of a 10-person team that identifies and provides service help to community organizations as well as coordinate an 800 student education conference, in conjunction with local business leaders, to inspire and educate local at-risk students.

SOUTHWEST VOTER REGISTRATION EDUCATION PROJECT El Paso, TX

Coordinator December 2009 – February 2010

Chosen to develop a team of volunteers in educating and registering 1000 new voters in El Paso County.

EL PASO EMPOWERMENT ZONE El Paso, TX

Chair, Advisory Board Nov 2008 - Present

Appointed by City Council to serve as a liaison between the City Government and the community at-large to ensure community and grassroots participation in the implementation of the Empowerment Zone Strategic Plan.

EL PASO MEXICAN AMERICAN BAR ASSOCIATION El Paso, TX

Mentor Oct 2008 - Present

Volunteer mentor to prelaw college students interested in the legal profession.

PERSONAL:

* Bilingual in English/Spanish * Background in Government/Legal Research * Social Service Leadership
* Knowledge of PC, Mac, HTML, Office, BASIC, JIMS, ILEADS, C programming language * References available upon request