

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

CITY CLERK DEPT.
2011 APR 20 PM 5:46

DEPARTMENT: City Attorney's Office
AGENDA DATE: April 26, 2011
CONTACT PERSON/PHONE: Charlie McNabb, City Attorney
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:

Elizabeth Ruhmann as Assistant City Attorney effective May 31, 2011 at a salary of \$84,820.64 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?

Ms. Ruhmann will be assigned as an Assistant City Attorney in the City Attorney's Office. She obtained her Doctorate of Jurisprudence from St. Mary's University School of Law in 2004, and is licensed to practice law in Texas. Ms. Ruhmann is currently an Associate Attorney with the firm of Mounce, Green, Myers, Safi, Paxson & Galatzan and 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 Robert Almonte II on April 5, 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?

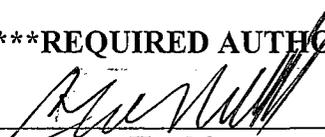
This is a budgeted item.

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

ELIZABETH M. RUHMANN

PROFILE

Results-oriented and multi-faceted attorney with a successful prior career in the healthcare setting. Diverse experience in areas ranging from employment law, insurance defense, administrative law, and family and probate law. Proficiency in legal research, writing, negotiation, fact investigations, witness interviews and oral argument. Excellent interpersonal and problem-solving skills, including the ability to develop strong relationships with varied people and be patient and sensitive in difficult situations. Motivated and self-disciplined professional always prepared and able to work well under pressure and in a fast-paced environment. Licenses: State Bar of Texas; United States District Court, Western District of Texas; Board of Nurse Examiners for the State of Texas, 1995–Present

LEGAL EXPERIENCE

Mounce, Green, Myers, Safi, Paxson & Galatzan, El Paso, Texas

Associate Attorney (2004–Present)

- Defend and advise employers in employment cases brought under state and federal employment statutes alleging unlawful employment practices.
- Defend and advise clients in medical malpractice, personal injury, and professional liability cases.
- Conduct thorough review, research and analysis of evidentiary and investigative materials and issues; identify compliance with laws, discrepancies, and areas needed to be further developed and witnesses need to be interviewed.
- Prepare case assessment reports.
- Analyze and summarize employment records, and medical and billing records.
- Interview and prepare witnesses, take and defend depositions, and present oral argument at court hearings.
- Significant discovery, motion and litigation document preparation in both state and federal courts.
- Analyzed and revised nursing peer review plan for school district to ensure compliance with statutory requirements.

Fourth Court of Appeals, San Antonio, Texas

Legal Intern (Spring 2004)

- Conducted extensive legal research on issues on appeal. Drafted several memorandum opinions.

Office of the State Prosecuting Attorney, Austin, Texas

Legal Intern (Summer 2002)

- Researched and analyzed legal issues with statewide impact.
- Drafted petitions for discretionary review to be filed with the Court of Criminal Appeals.

OTHER EXPERIENCE

Medical Staffing Network, Austin, Texas

Registered Nurse (2000–2001)

- Provided on-demand nursing relief for hospitals in the Austin area. Implemented total patient care in the hospital setting.

SmithKline Beecham Pharmaceuticals, El Paso, Texas

Pharmaceutical Consultant (1998–1999)

- Educated on and detailed a wide range of prescription products in a territory consisting of more than 300 physicians and healthcare providers.
- Implemented product presentations to and meetings with diversified specialties within the medical community.

Providence Memorial Hospital, El Paso, Texas

Registered Nurse (1995–1998)

- Staff nurse: Telemetry; Endoscopy/Digestive Disease Center.
- Developed strong working relationships with physicians, supervisors, patients and families.
- Ensured all aspects of patient care were accurately documented.

EDUCATION

Juris Doctor, St. Mary's University School of Law, San Antonio, Texas, May 2004

Diploma, Registered Nurse, Methodist Hospital School of Nursing, Lubbock, Texas, May 1995

Bachelor of Science, Texas Tech University, Lubbock, Texas, May 1993

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MOTION

April 26, 2011

Motion made, seconded and carried that **ELIZABETH RUHMANN** be appointed by the Mayor with a majority vote of the entire Council as an Assistant City Attorney effective May 31, 2011 at a salary of \$84,820.64 per annum, plus benefits.

Richarda Duffy Momsen
City Clerk

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