

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

DEPARTMENT: City Attorney's Office

AGENDA DATE: June 12, 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:

Matthew B. Cross as an Assistant City Attorney effective June 12, 2012 at a salary of \$60,000.00 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. Cross will be assigned as an Assistant City Attorney in the City Attorney's Office. He obtained his Doctorate of Jurisprudence from The Texas Tech University School of Law in May 2011, and is licensed to practice law in Texas. Mr. Cross is currently an Associate Attorney with the Law Offices of Ruben Ortiz in 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 Nathan L. Brown on February 24, 2012.

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

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

SUBJECT: Appointment of Assistant City Attorney – Matthew B. Cross
June 12, 2012 City Council Agenda

DATE: June 5, 2012

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On the Council Agenda for June 12, 2012 for your consideration is the appointment of Matthew B. Cross as an Assistant City Attorney. With the vacancy left by the departure of Robert Almonte, Danny Ortiz from the City Prosecutor's office will be transferred over to City Hall to take over that assignment.

I propose to hire Mr. Cross at an entry-level of \$60,000.00 per year. If the appointment is approved by City Council, his starting date will be June 12, 2012. He will be assigned to the City Prosecutor's Office. Funding for this position was approved in the FY2012 Budget and the filling of this position is essential to the efficient operations of the City Attorney's Office

I have attached a copy of Mr. Cross's resume for your reference.

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



Resume

Matthew B. Cross

EDUCATION

Texas Tech University School of Law, Lubbock, Texas
Doctor of Jurisprudence, May 2011
First Year Mock Trial, Client Counseling, Moot Court, and Negotiations
Hispanic Law Student Association, 2007-2008

Texas Tech University, Lubbock, Texas
Bachelor of Arts in History, magna cum laude, May 2007
Minor in Communication Studies
President's List four times
Golden Key International Honor Society, 2005-2007

EXPERIENCE

Law Offices of Ruben Ortiz, El Paso, TX Jan 2012 to Present

Associate Attorney

Attended hearings in municipal, county, and district courts. Consulted with clients regarding their cases. Attended and handled all of the municipal court dockets.

Chappell, Lanehart, & Stangl P.C., Lubbock, Texas 2006-2007

File Clerk. Organized filings for clients. Filed and picked up documents from the Lubbock County Courthouse and the Lubbock County Jail.

Equipment Supply Company, Lubbock, Texas 2006
Warehouse. Organized stock and filled orders.

ACTIVITIES

Eagle Scout

Volunteer Law Student Association Blood Drive

INTERESTS

Reading novels, backpacking, camping