

**CITY OF EL PASO, TEXAS  
DEPARTMENT HEAD'S SUMMARY (DHS)**

**DEPARTMENT:** City Attorney's Office

**AGENDA DATE:** July 30, 2013

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

**DISTRICT(S) AFFECTED:** All

**SUBJECT:**

**APPROVE** the appointment of **Linda Samples** as an Assistant City Attorney effective August 19, 2013 at a salary of \$80,000.00 per annum, plus benefits.

**BACKGROUND / DISCUSSION:**

Ms. Samples will be assigned as an Assistant City Attorney. She obtained her Doctorate of Jurisprudence from The University of Michigan Law School in Ann Arbor, Michigan in May 2005 and was licensed to practice law in Texas in 2005. Ms. Samples has experience representing local governmental entities both as an in-house attorney and outside counsel. She is fully qualified 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 – October 23, 2012

**AMOUNT AND SOURCE OF FUNDING:**

FY2013/FY14 103/10500/1000/501000

**BOARD / COMMISSION ACTION:** N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

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**(If Department Head Summary Form is initiated by Purchasing,  
client department should sign also)**  
*Information copy to appropriate Deputy City Manager*



MEMORANDUM

TO: Mayor Oscar Leeser,  
City Representatives: Ann Morgan Lilly, Larry Romero, Emma Acosta, Carl Robinson, Dr. Michiel R. Noe, Eddie Holguin, Jr., Lilia B. Limon and Cortney Carlisle Niland  
City Manager Joyce Wilson

FROM: Sylvia Borunda Firth, City Attorney *SBF*

SUBJECT: Appointment of Assistant City Attorney – Linda Samples  
July 30, 2013 City Council Agenda

DATE: July 24, 2013

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On the Council Agenda for July 30, 2013 for your consideration is the appointment of Linda Samples as an Assistant City Attorney. There are currently 4 vacancies in the office of the City Attorney.

Based on Ms. Samples' experience, I propose to hire her at a salary of \$80,000.00 per year, which is the mid-range of the salary schedule. If the appointment is approved by City Council, her starting date will be August 19, 2013. Funding for this position was approved in the FY2013 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 Ms. Samples' 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  
Oscar Leeser

City Council

District 1  
Ann Morgan Lilly

District 2  
Larry Romero

District 3  
Emma Acosta

District 4  
Carl L. Robinson

District 5  
Dr. Michiel R. Noe

District 6  
Eddie Holguin Jr.

District 7  
Lilia B. Limon

District 8  
Cortney Carlisle Niland

City Manager  
Joyce A. Wilson

OFFICE OF THE CITY ATTORNEY



LINDA A. SAMPLES

EXPERIENCE

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**IN-HOUSE COUNSEL, EL PASO I.S.D.**

January 2013-present

*Review and revise School District contracts, policies and disability accommodation requests. Advise School District on personnel matters. Respond to complaints filed with the Equal Employment Opportunity Commission and the Office of Civil Rights. Review public information requests and submit requests for opinions to the Texas Attorney General. Review and respond to employee and community grievances.*

**BASKIND & HOSFORD, P.C.**

August 2005-January 2013

Education Law/Labor and Employment Experience

*Serve as General Counsel to area school districts, home builders and various businesses. Provide day-to-day legal advice. Prepare and review personnel and purchasing contracts, memoranda of understanding and interlocal agreements. Review personnel files and provide advice concerning personnel policies and procedures including reprimands, investigations, termination and/or non-renewal. Advise clients regarding proposed policies and regulations. Review and respond to employee grievances and EEOC complaints.*

Estate Planning/Probate Experience

*Counsel clients on estate planning tools such as: Wills, Directives to Physicians, Medical and Statutory Powers of Attorney, and Trusts. Conduct various estate administrations based on client needs including: affidavits of heirship, small estate affidavits, heirship determinations, probates of Wills as muniments of title and probates of Wills with Letters Testamentary. I have served as lead counsel on over 50 probate administrations from start to finish.*

Real Estate Experience

*Prepare leases, notes, deeds and deeds of trust for residential transactions. Counsel property management companies and individual landlords on residential tenant matters. Prepare, file and pursue forcible entry and detainer complaints.*

**INTERN FOR THE HONORABLE PHILIP R. MARTINEZ, DISTRICT COURT JUDGE  
EL PASO DIVISION OF THE WESTERN DISTRICT OF TEXAS**

Summer of 2004

**INTERN FOR THE HONORABLE RICHARD BARAJAS, CHIEF JUSTICE  
TEXAS EIGHTH DISTRICT COURT OF APPEALS**

Summer of 2003

EDUCATION

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**THE UNIVERSITY OF MICHIGAN LAW SCHOOL, Ann Arbor, MI**

Juris Doctorate, May 2005

Executive Board Member & Admissions Liaison, Latino Law Students Association; Minority Affairs Program

**Honors:** Managing Editor, *Michigan Journal of Race & Law*; Juan Tienda Scholar; Muñoz Scholar; El Paso Bar Association Summer Clerkship Recipient.

**THE UNIVERSITY OF TEXAS AT EL PASO, El Paso, TX**

Bachelor of Arts, Psychology, *cum laude*, University Honors Degree, May 2002

President, Golden Key International Honor Society

Secretary, Chicano Pre-law Society; Psi Chi

Member: Alpha Chi Honor Society; Movimiento Estudiantil Chicano de Aztlan; Emerging Leaders Program

**Honors:** University Honors Degree; Top Ten Senior; Who's Who in American Colleges and Universities, 2002; Woman of Mines, 2002.

**PUBLIC SERVICE**

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**JUNIOR LEAGUE OF EL PASO**

*2011-2013*

**POSITIVE MENTOR ROLE MODEL PEN PAL PROGRAM**

*2006-2013*

**LEADERSHIP EL PASO, CLASS XXX**

*January-December 2008*

**LEGAL CHARITABLE FOUNDATION OF EL PASO**

- Board of Directors 2008-2009; Treasurer 2007-2011

**CANUTILLO I.S.D. BOARD OF TRUSTEES**

*2000-2002*

- Chair, Policy Committee
- Member, Facilities and Finance Committee
- Member, Curriculum committee

**PROFESSIONAL AFFILIATIONS**

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- State Bar of Texas
- Real Estate, Probate and Trust Section of the State Bar of Texas
- El Paso Bar Association
- El Paso Probate Bar Association
- El Paso Women's Bar Association, Treasurer 2007-2008; President 2009-2010
- El Paso Young Lawyer's Association, Board of Directors 2007-2010.
- El Paso Mexican-American Bar Association, 2009-2010 Secretary
- Chair, El Paso Bar Association Real Estate Committee 2009-2010