

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

**DEPARTMENT:** City Attorney's Office

**AGENDA DATE:** September 11, 2012

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

**DISTRICT(S) AFFECTED:** All

**SUBJECT:**

**APPROVE** the appointment of **Wendi Vineyard** as an Assistant City Attorney effective September 24, 2012 at a salary of \$60,000.00 per annum, plus benefits.

**BACKGROUND / DISCUSSION:**

Ms. Vineyard will be assigned as an Assistant City Attorney. She obtained her Doctorate of Jurisprudence from Northern Illinois University, College of Law in DeKalb, Illinois November 2003, and was licensed to practice law in Texas in 2011. Ms. Vineyard is currently self employed in a practice focused on probate, estate planning, real estate and family law in El Paso County, Texas. She 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?

No

**AMOUNT AND SOURCE OF FUNDING:**

**FY2013 Adopted Budget, Department 103001, Fund 1000.**

**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*

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**S E R V I C E   S O L U T I O N S   S U C C E S S**

**M E M O R A N D U M**



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 – Wendi Vineyard  
September 11, 2012 City Council Agenda

DATE: September 4, 2012

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I have placed an item on the City Council Agenda for September 11, 2012 for your consideration regarding the appointment of Wendi Vineyard as an Assistant City Attorney to fill a vacant position in City Attorney's Office.

I propose to hire Ms. Vineyard at an entry-level with an annual salary of \$60,000.00. If the appointment is approved by City Council, her starting date will be September 24, 2012. 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. Vineyard's resume for your reference. Ms. Vineyard is a native El Pasoan recently returned to the City after starting her legal career in Illinois.

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  
Deborah Strom, Strategic Budget Advisor

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**

**Wendi Vineyard**

El Paso, Texas 79912

(512) 255-9700 (cell) (915) 833-4641 (home)

wvineyard@aol.com

**Education**

**Northern Illinois University College of Law, Dekalb, Illinois**

Juris Doctor May 2003

Chair of the Graduation Committee

Member of Phi Alpha Delta, Public Interest Law Society

Vice-President International Law Society

**New Mexico State University, Las Cruces, NM.**

Bachelor of Arts in English Literature May 2000, Crimson Scholar

Member of Golden Key National Honor Society

Licensed to Practice in Texas, April 2011

Licensed to Practice in Illinois, November 2003

Licensed to Practice in Federal Courts for the Northern District of Illinois, Dec. 2003

Member of the El Paso Bar Association

Past Member of the Junior League of Rockford/Current Member of Junior League of El

Paso

Trained Mediator and Guardian Ad Litem

Past President of the Winnebago County Young Lawyers

**Experience**

**Law Office of Rene Hernandez**

Attorney

March 2010 – August 2010

Practice focused on Family law matters, Estate Planning, Real Estate matters including legal research, court appearances, hearings, writing of memorandum of law, pleadings and estate plan documents, Certified Mediator, Guardian Ad Litem and Arbitrator. Attempt to build own practice prior to returning to Texas.

**A Law Office of Crosby & Associates, P.C.**

Associate Attorney

February 2005 – January 2010

Practice emphasis on estate planning, probate, family law, bankruptcy, incorporation of small businesses, real estate transactions, Guardian Ad Litem work for 17<sup>th</sup> Judicial Circuit, Arbitrator for the 17<sup>th</sup> Judicial Circuit. Tripled size of probate and estate planning business of firm.

**Chmiel & Matuszewich (now known as Matuszewich & Kelly)**

Associate Attorney

September 2004 – January 2005

Legal research and writing of memorandums of law, pleadings, motions, Court appearances, motions, hearings, depositions with an emphasis on Bankruptcy for both Debtors and Creditors, collection work for various financial institutions and Municipal law including Property Tax Assessment hearings for Municipalities

**James & Associates**

Associate Attorney

September 2003 – August 2004

Legal research and writing of Pleadings, Motions, Memorandums of Law, proofreading of legal documents, court appearances, motions, hearings, interviewing clients, depositions with an emphasis on tax deed redemption, personal injury, family law

**Computer Skills**

Lexis and Westlaw, Microsoft Excel, Word, Access, Publisher, WordPerfect  
Quark Express, Adobe InDesign

## **Personal References**

Judge Ronald White  
Circuit Judge for the 17<sup>th</sup> Judicial Circuit  
Boone and Winnebago Counties  
400 W. State Street  
Rockford, Illinois 61101

Nicole Beran  
Laura Epstein & Associates  
6072 Brynwood  
Rockford, Illinois 61114

Charles (Chuck) Prorok  
One Court Place, Suite 301  
Rockford, Illinois 61101

Alan Malooly  
901 Cherry Hill  
El Paso, Texas 79912