

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

**DEPARTMENT:** City Attorney's Office

**AGENDA DATE:** November 4, 2008

**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:

Appointment of Audrey Hare as Assistant City Attorney effective November 4, 2008 at an annual salary of \$70,099.70 plus benefits;

Appointment of Kristen Choi as Assistant City Attorney effective November 17, 2008 at an annual salary of \$70,099.70 plus benefits.

Appointment of Kenneth Krohn as Assistant City Attorney effective December 1, 2008 at an annual salary of \$95,000.00 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. Hare is a graduate of The University of Texas at Austin. She obtained her Doctorate of Jurisprudence, with honors from The University of Texas School of Law in May 2007. She is licensed to practice in Texas. Ms. Hare has experience and knowledge necessary to perform the duties of working for a governmental entity, which is beneficial to the Office of the City Attorney. She will be assigned to handle transactional matters in the City Attorney's Office.

Ms. Choi is a graduate of Nyack College at New York. She obtained her Doctorate of Jurisprudence from Seton Hall University School of Law in May 2007. She is licensed to practice in Texas. She has been an attorney with the firm of Gordon, Mott & Davis for the past year where she has obtained quality property law and contract experience beneficial to the Office of the City Attorney. She will be assigned to handle transactional matters in the City Attorney's Office.

Mr. Krohn is a graduate The University of Texas at Austin. He obtained his Doctorate of Jurisprudence from Southern Methodist University School of Law in August 2000. He is licensed to practice in Texas. He established his own private practice in 2001 and has since handled a diversity of civil and criminal cases, whereby he has obtained extensive commercial, litigation and appellate experience beneficial to the Office of the City Attorney. He will be assigned to handle litigation matters in the City Attorney's Office.

**PRIOR COUNCIL ACTION:**

Has the Council previously considered this item or a closely related one? If so, when? No

**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\*\*\*\*\*

**LEGAL:** (if required) Charlie McNabb **FINANCE:** (if required) \_\_\_\_\_  
Charlie McNabb, City Attorney

**OTHER:** \_\_\_\_\_  
(Example: if RCA is initiated by Purchasing, client department should sign also)  
*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MOTION**

**November 4, 2008**

Motion made, seconded and carried that **Kristen Choi** be appointed by the Mayor with a majority vote of the entire Council as Assistant City Attorney effective November 17, 2008 at a salary of \$70,099.70 per annum plus benefits.

Richarda Duffy Momsen  
City Clerk

CITY CLERK DEPT.  
08 OCT 27 PM 2:54

## KRISTEN L. CHOI

**EDUCATION:** Seton Hall University School of Law, Newark, NJ  
Juris Doctor, May 2007  
Activities: Public Interest Network; International Law Society; Family Law Society; Health Law Forum

Nyack College, Nyack, NY  
Bachelor of Science, *cum laude*, in Interdisciplinary Studies, May 2002  
Honors: Phi Eta Sigma, Freshman Honors Fraternity; Deans List  
Thesis: *Psychological Needs of Single Parent Urban Family*  
Activities: Bronx Outreach Team, President; Intercollegiate Softball; Drama club

**LICENSES:** State Bar of Texas (November 2, 2007)  
U.S. District Courts for the Western District of Texas (2008)

**EXPERIENCE:** Gordon Mott & Davis P.C., El Paso, Texas  
Attorney, September 10, 2007-Present

- Researched property laws and reviewed construction contracts regarding the interests of landowners and construction companies.
- Reviewed promissory notes and deeds of trust for lenders in preparation for possible foreclosure.
- Represented clients in court hearings and assisted in mediations.
- Drafted legal memorandum, pleadings, agreements and correspondence regarding construction law cases, land title disputes and debtor/creditor rights.

Melli, Guerin & Wall, P.C., Paramus, New Jersey  
Law Clerk, May 2005-May 2007

- Conducted legal research and drafted memoranda on various topics including contract breaches and obligations and judicial construction of statutes.
- Drafted pleadings including summary judgment motions, motions to stay cause of action, and default judgment motions on Declaratory Judgment actions.
- Responsible for all areas of discovery including preparing answers to interrogatories, bill of particulars, request for bill of particulars and for admissions.
- Attended and observed arbitrations, court appearances, depositions and trials.

Nyack College Office of Admissions, Nyack, New York

Admissions Counselor, January 2003-August 2004

- Recruited prospective students from the Mid-Atlantic states and Texas; traveled to college fairs, and established relationships with high schools and churches.
- Acted as a liaison between Nyack College and potential students.
- Provided financial aid information and counsel to prospective students.
- Reviewed incoming student applications and recommended applicants admission.

Tele-counselor/Counselor Assistant, September 1999-May 2002

- Worked 12-15 hours while attending college full-time as a liaison between Nyack College and prospective students.
- Assisted Admissions Counselors in administrative duties.

Evergreen Youth Services, Coalport, Pennsylvania

Counselor, May 2002-September 2002

- Provided behavioral guidance in a group home for youth, ages 5-18, who were under the guardianship of the county because of delinquency or parental problems.
- Handled and directed care of three youth; conducted 1 on 1 sessions; evaluated and documented their progress.
- Conducted and taught weekly group discussions on topics of treatment.