

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

**DEPARTMENT:** City Attorney's Office

**AGENDA DATE:** November 15, 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:

Sol M. Cortez as an Assistant City Attorney effective November 28, 2011 at a salary of \$70,099.70 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. Cortez will be assigned as an Assistant City Attorney in the City Attorney's Office. She obtained her Doctorate of Jurisprudence from Valparaiso University School of Law in May 2009, and is licensed to practice law in Texas. Ms. Cortez is currently an Attorney with the firm of Tanzy & Borrego, and 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?

Yes, the appointment of Elizabeth Ruhmann on April 26, 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*

**MOTION**

**November 15, 2011**

Motion made, seconded and carried that **Sol M. Cortez** be appointed by the Mayor with a majority vote of the entire Council as an Assistant City Attorney effective November 28, 2011 at a salary of \$70,099.70 per annum, plus benefits.

Richarda Duffy Momsen  
City Clerk