

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

DEPARTMENT: City Attorney's Office
AGENDA DATE: November 28, 2006
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 Michele C. Daly as Assistant City Attorney effective December 4, 2006 at an annual salary of \$77,000.00 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. Daly recently moved to El Paso since her husband was transferred here with the FBI. She will be assigned to handle litigation matters in the City Attorney's Office. She is a former Assistant City Attorney for the City of Houston, Texas.

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) _____ **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:** _____

Michele C. Daly

Education

The University of Georgia School of Law
Athens, Georgia 30602
Juris Doctorate, May 1990

Spelman College
Atlanta, Georgia 30314
B.A. cum laude in Political Science, May 1987

Experience

Associate Attorney,
Lake Ridge, Virginia
(December 2004-August 2006)

Hunzeker, Lyon & Leggett, PLC
1956 William Street
Fredericksburg, Virginia 22401

Transactional attorney and Virginia licensed title insurance agent. Extensive experience conducting residential real estate transactions, closing mortgage loans and managing the concerns of a high volume settlement office, including resolving questions raised by lenders, selling agents, listing agents, and their clients. I review contracts, titles, and surveys, as well as clear title defects. I prepare and review Deeds, and POA's and handle pre and post closing matters. Legal counsel for MBH Settlement Group L.C.; experienced title abstractor.

Assistant City Attorney,
Houston, Texas
(July 2000-December 2002)

City of Houston
1400 Lubbock
Houston, Texas 77002

Trial attorney; extensive jury trial experience prosecuting city code violations and Class "C" misdemeanors; responsible for managing a high volume case load; performed specialized research and analysis of statutes, judicial precedents, rules and regulations as they related to assigned cases; conducted seminars on policies and procedures related to domestic violence; drafted a protocol used by municipal court judges and prosecutors in cases involving emergency protective orders, and conducted training sessions regarding protocol usage; represented the division on a joint task force designed to maintain effective working relationships between the division, other governmental agencies, and the community.

**Assistant Attorney General,
Houston, Texas
(June 1997-May 1999)**

**State of Texas
450 N. Sam Houston Pkwy E.
Houston, Texas 77060**

Trial attorney for the State of Texas in the Child Support Enforcement Division. Represented the State of Texas in the Federal IV-D Masters Court and Harris County District Court in issues involving child support claims; extensive oral and written presentation of cases involving the enforcement of child support orders; responsible for establishing and modifying support orders, drafting petitions, motions, pleadings, memorandum and other legal documents.

**Senior Assistant Solicitor,
Atlanta, Georgia
(June 1992-February 1997)**

**City of Atlanta
236 Forsyth Street, Suite 500
Atlanta, Georgia 30303**

Represented the State of Georgia and the City of Atlanta as a prosecutor; assigned to litigate cases in the homicide and domestic violence divisions; skilled in the preparation of victims, witnesses and police officers for trial; ability to analyze complex fact situations, and present in an organized manner; member of the Prosecuting Attorneys' Council of Georgia.

Professional Affiliations

**(2004-present) District of Columbia Bar
(1996-present) State Bar of Texas
(1991-present) State Bar of Georgia**