

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

CITY CLERK DEPT.  
2015 JAN 14 PM 3:21

**DEPARTMENT:** City Attorney

**AGENDA DATE:** January 20, 2015

**CONTACT PERSON NAME AND PHONE NUMBER:** Sylvia Borunda Firth, 212-0033

**DISTRICT(S) AFFECTED:** All

**SUBJECT:**

**APPROVE** the appointment of Don W. Minton as an Assistant City Attorney effective January 26, 2015 at a salary of \$105,000.00 per annum, plus benefits.

**BACKGROUND / DISCUSSION:**

Mr. Minton will be assigned as an Assistant City Attorney in the litigation section. He obtained his Doctorate of Jurisprudence from the University of Texas School of Law in 1996. Mr. Minton was a District Court Judge in El Paso County for 2 years; an IVD Child Support Judge for El Paso, Hudspeth and Culberson Counties, Texas for 4 years; and President of The Minton Law Firm in El Paso for 9 years. He 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?**

Yes, last appointment of an Assistant City Attorney was October 14, 2014.

**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?**

Budgeted in FY2015 Budget  
103/10500/1000/501000

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A  
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**

**January 20, 2015**

Motion made, seconded and carried that Don W. Minton be appointed in accordance with Section 3.7(A) of the El Paso City Charter as an Assistant City Attorney effective January 26, 2015 at a salary of \$105,000.00 per annum, plus benefits.

Richarda Duffy Momsen  
City Clerk

# THE MINTON LAW FIRM

## A PROFESSIONAL CORPORATION

DON W. MINTON

LICENSED IN TEXAS AND CALIFORNIA  
FORMER DISTRICT COURT JUDGE

don@mintonlawpc.com

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EL PASO, TEXAS 79901

TEL. 915.231.1810  
FAX 915.875.1859

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### CURRICULUM VITAE OF DON W. MINTON

**EDUCATION**      University of Texas School of Law Doctor of Jurisprudence, with Honors, 1996; Am. Journal of Criminal Law; Finalist/Best Advocate, Carl Wilson Mock Trial; Member, Friar Society

United States Military Academy at West Point Bachelor of Science, top ten percent, 1990; Battalion Commander (1989-90); Fellow, Center for the Study of the Presidency (1989-90); Intern, United States Congress, House Armed Services Committee (1989)

**BAR MEMBERSHIP**      Licensed in California, 1997; Licensed in Texas, 1998

**ADMISSION TO  
FEDERAL COURTS**      United States Court of Appeals: Fifth Circuit of the United States;  
United States District Court: Western District of Texas, So. & Cent. Dists. of California;  
United States Bankruptcy Court: Western District of Texas and Southern District of California

#### LEGAL CAREER

- |  |                        |
|--|------------------------|
| • President, The Minton Law Firm, A Professional Corporation, El Paso, Texas | Jan. 2009 to present   |
| • District Court Judge, Criminal District Court No. 1, El Paso County, Texas | Dec. 2007 to Jan. 2009 |
| • IVD Child Support Judge, El Paso, Hudspeth and Culberson Counties, Texas   | Sep. 2003 to Dec. 2007 |
| • President, The Minton Law Firm, A Professional Corporation, El Paso, Texas | Feb. 2000 to Sep. 2003 |
| • Associate, James, Goldman & Haugland, P.C., El Paso, Texas                 | Sep. 1997 to Feb. 2000 |
| • Associate, Klinedinst, Fliehm & McKillop, P.A., San Diego, California      | Jan. 1997 to Aug. 1997 |

#### LEGAL EDUCATION, PUBLICATIONS & SPEAKING ENGAGEMENTS

- |   |           |
|---|-----------|
| • The Nuts and Bolts of Starting a Law Practice                     | Jul. 2013 |
| • Holding Court in the Shadow of a Drug War                         | Jun. 2008 |
| • Family Law and the Military, El Paso                              | Feb. 2007 |
| • National Child Support Enforcement Association Conference, Dallas | Aug. 2006 |
| • Family Law on the Border, San Antonio and El Paso                 | Mar. 2006 |
| • El Paso Civil Trial Law Seminar, Las Vegas                        | Jan. 2006 |
| • Family Law on the Border, El Paso                                 | Feb. 2005 |
| • El Paso Civil Trial Law Seminar, Las Vegas                        | Jan. 2005 |

#### PRIOR WORK EXPERIENCE

- |  |                        |
|--|------------------------|
| • Stockbroker/Financial Advisor (Series 7 Licensed), Edward Jones & Co.                | Oct. 1993 to Mar. 1994 |
| • Captain U.S. Army Reserve (Disabled Veteran)   | Oct. 1993 to Jan. 2001 |
| • 1 <sup>st</sup> Lieutenant, U.S. Army (Tank Platoon Leader/Ass't Operations Officer) | May 1990 to Oct. 1993  |