Agenda
City Commission Business Meeting

City of Kalamazoo

Thursday, March 23, 2023 10:30 AM

City Commission Chambers – 241 West South Street

A. CALL TO ORDER/ROLL CALL

B. COMMUNICATIONS

C. PUBLIC COMMENTS

D. DISCUSSION TOPICS/ACTION ITEMS

1. Interview of City Attorney Candidates

10:45 am	Lewis Smith
12:00 pm	Ivar Stein
1:30 pm	Aaron Leal

(times are approximate)

E. COMMISSIONER COMMENTS

F. ADJOURNMENT

ADDITIONAL INFORMATION

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Questions regarding agenda items may be answered prior to the meeting by contacting the City Manager's Office at 269.337.8047. Persons who wish to contact members of the City Commission prior to the meeting to provide input about items on the meeting agenda may do so via email to CityCommission@kalamazoocity.org.

Agendas for the regular meetings of the Kalamazoo City Commission are available on the Internet at: www.kalamazoocity.org.

The Kalamazoo City Commission's business meetings are held on the first and third Mondays at 7:00 p.m. and are shown live on the Public Media Network (channel 190 for Charter customers, channel 99 for U-Verse customers). Committee of the Whole meetings are held immediately prior to business meetings at 5:00 p.m. Both meetings are also streamed live on the City's Facebook page and YouTube Channel**.**

Public Media Network rebroadcasts these meetings on Tuesdays at 8:00 a.m., Wednesdays, at 1:00 a.m., and Thursdays at 3:00 p.m.

Community members have the option to provide public comments over the phone for City Commission meetings. Members of the public who wish to provide comments by phone can call 888-382-9556 during the public comment period. They will enter a queue and will be prompted to offer their comments in turn. Callers will be commenting to the City Commission live and will no longer be able to leave a recorded message.

[redacted]

January 26, 2023

City of Kalamazoo Law Department
241 West South Street
Human Resources Department
ATTN: Shelly Dusek
Kalamazoo, Michigan 49007

Dear Ms. Dusek:

As a public service attorney, I read your posting for City Attorney with great interest. My experience aligns well with the qualifications you are seeking at the City of Kalamazoo's Law Department.

With more than thirty-five years of experience in politics, law, and government, I am adept in research, statutory writing, and interacting with all types of client personalities. Moreover, my on-the-job experience has afforded me a well-rounded skill set, including first-rate leadership and interpersonal abilities, thus, allowing me to excel at getting results.

Highlights of my accomplishments include:

- Successfully defending a single father of two against wrongful eviction because of his lawful gun ownership.
- Original drafting of the City of Detroit's Community Benefits Ordinance.
- A member of the team that helped to bring the Detroit Police Department's LGBTQ policy to fruition.
- Complete overhaul of the City of Detroit's Environmental & Solid Waste ordinances, which required working with the Department of Public Works, the Police Department, and the Department of Administrative Hearings.

In addition to my experience and personal qualities, I have a solid educational foundation and a passion for municipal law. I am extremely enthusiastic about the opportunity to be of service to a city that's home away from home.

Please review my attached resume for additional details regarding my expertise and career achievements. I look forward to speaking with you about how my experience and background meets your needs.

Thank you for your time and consideration.

Sincerely,

/s/ Lewis L. "Lou" Smith, Esq.

LEWIS LAMONT SMITH [redacted]

EDUCATION & LICENSE

Thomas M. Cooley Law School, Lansing, MI
Juris Doctor, January 2006

Dillard University, New Orleans, LA
Bachelor of Arts in Political Science, May 1993

Member, State Bar of Michigan

American Academy of Dramatic Arts,
Los Angeles, CA 2015

WORK EXPERIENCE

Legal Counsel *Detroit Wayne Integrated Health Network* *April 2022-October 2022*

Serving at the pleasure of the Deputy Chief Counsel in the Office of the Chief Counsel. Responsible for review and update of contracts and amendments related to providing services for mental health and substance use disorder. This also included rendering legal opinions, both oral and written, to various committees and divisions of the Network. Attended various committee meetings and Board meetings. Also, responsible for auditing previous FY contracts and amendments.

Staff Attorney *United Community Housing Coalition* *May 2021 – March 2022*

Responsible for conducting client intake. Serving clients who need a variety of types of legal assistance including Landlord-Tenant counseling, eviction prevention assistance, and land contract counseling. Provide court representation via remote appearances in the state and federal court and in related administrative proceedings; preparation of pleadings related thereto. Negotiating settlement agreements with opposing counsel which comport with rapid changing legislation and regulations governing the substance of those agreements, especially the Covid Emergency Relief Act. Drafting and filing legal documents with the appropriate government agencies. Drafting correspondence to clients and government agencies. Interacting with other staff to advise on and/or facilitate the execution of the organization's programmatic initiatives.

Document Reviewer *Cadence Counsel* *September 2019- May 2021*

Analyze complex legal documents including emails, contracts, spreadsheets and other financial documents utilizing Relativity platform. Determine which issues apply to each document and code the documents accordingly. Review and determine if the document is responsive to the issues in the case and determine if attorney-client privilege applies.

General Manager/COO. *Friends of First Living Museum* *April 2019-August 2019*

Responsible for day-to-day operations of living museum located in the Cultural Center of a major metropolitan city. Duties include supervision of staff and volunteers; creating budgets for various divisions of the museum; and negotiation and drafting of contracts generating over $100,000 of the Museum's annual revenue.

Assistant Corporation Counsel *City of Detroit Law Department* *April 2008-December 2014*

Advised Mayor, City Council, and City Departments Heads in matters pertaining to municipal government. Provided oral and written legal opinions requested by departments as well as the Executive and Legislative branches. Drafted or updated several Executive Orders for the Mayor's signature. Defended and prevailed against lawsuit claiming that the City Council President vacated his seat on City Council while serving as Interim Mayor when the elected Mayor resigned abruptly. Assisted in scribing the Mayor's and City Council's desired proposed changes to the 2012 Detroit City Charter, including attendance at every Charter Commission meeting. Sheparded lawsuit settlements and various City contracts through approval process where there were circumstances impeding timely action by City Council. Developed and implemented appeals process to City Council for a hearing when a recommendation of legal

representation was denied to police officers by the Office of the Police Chief and/or the Law Department as required by Collective Bargaining Agreement of the Detroit Police Officers Association. Sole author of the 2012 Detroit City Charter's mandated comprehensive report on automobile and home insurance rates in the City of Detroit. Researched and drafted proposed ordinances at the behest of the Mayor and City Council, including the anti-idling of commercial trucks in southwest Detroit, regulation of transportation and storage of pet coke which had become a nuisance for residents, and the original Community Benefits Agreement draft ordinance. Responded to Freedom of Information Act requests for sensitive homicide and rape cases for use by the Innocence Project throughout the country. This required providing redacted documents that, while responsive as contemplated by the statute, comported with attorney-client privilege and protection of personal information of witnesses, prosecutors, police officers, etc. Coordinated workgroups of various divisions within the Law Department where input was necessary for the drafting of an ordinance, regulation, or policy. Supervised the Division's Law Clerks. Extensive use Lexis-Nexis, Westlaw, and basic Relatively 9.6.

Public Policy Analyst -Legal *Detroit City Council, Research & Analysis Division* *April 2003- April 2008*

Performed legal research, analysis, and writing at the request of City Council. Attended Council sessions and made presentations, as necessary. Responsible for all assignments related to the Neighborhood & Community Services Standing Committee. Drafted City Council's Motion to Intervene in *USA v. City of Detroit*, which involved the Department of Justice's takeover of the Detroit Police Department, which prompted the Federal judge to affirm Council's legislative authority to approve the selection of the monitor to oversee implementation of two consent decrees. Analyzed state legislation which impacted upon the City. Drafted ordinances for adoption by City Council.

Law Clerk *City of Detroit Law Department* *July 2002- April 2003*

Conducted legal research and analysis involving police and fire departments, as well as sidewalks and highways for liability of a municipality in tort litigation. Prepared memoranda and opinions of law. Drafted legal documents including motions, answers, and interrogatories. Interviewed witnesses. Drafted questions for depositions and prepared summaries of depositions. Prepared documents for hearings and trials. Prosecuted violations of municipal environmental and health codes in State District Court.

Legislative Assistant *U.S. Representative Sander M. Levin, Washington, D.C.* *1997-2000*

Hired as Staff Assistant, promoted to Legislative Correspondent then to the position of Legislative Assistant. Supported Member in all aspects of his work on the Ways and Means Committee and his role as Ranking Member of the Trade Subcommittee. Developed legislative and political strategies and specific initiatives related Judiciary, Pension, Education, Banking, Housing, Small Business, Civil Rights, Immigration, Postal Services, Census and Labor. Worked closely with Committee staff, Senate staff, Executive branch and non-governmental organizations. Assisted in drafting floor statements, speeches, press releases, and correspondence.

Executive Assistant *Detroit Housing Commission* *1995-1997*

Assisted the Executive Director with daily operations. Supervised the Executive Support Staff and delegated assignments to Division Managers within the Commission. Investigated resident and contractor complaints. Drafted correspondence for Executive Director to HUD, the Mayor's office, City Council, and other City Departments.

Junior Clerk/Staff Manager *Law Offices of Ronald Zajac, P.C., Detroit, MI* *1992-1995*

Researched legal matters pertaining to public pension funds. Filed pleadings in Bankruptcy Court, Circuit Court, District Court, Court of Appeals and Federal Court. Supervised support staff and coordinated daily operations.

Special Projects Assistant/Intern *Detroit City Council, Research & Analysis Division* *1986-1990*

Researched various issues regarding municipal government. Provided support to several task forces, including those dealing with homelessness, city spending, and youth programs. Reviewed contracts and purchases for City Council's approval. Prepared Director's daily agenda for City Council meetings.

HONORS & ACTIVITIES

Former Trustee, UAW Local 2211 Public Attorneys Association; American Bar Association; Wolverine Bar Association; Alpha Phi Alpha Fraternity, Inc.

IVARS STEINS

[redacted]

February 16, 2023

City of Kalamazoo
241 W South Street
Kalamazoo, MI 49007

Dear Sir/Madame,

I am writing to express my sincere interest in the position of City Attorney with the City of Kalamazoo. With over ten years of legal experience, I am confident that with my skills, background and experience, I can bring immediate value to the City of Kalamazoo.

I am a dual licensed experienced attorney licensed in both Michigan and Illinois and currently handling complex FOIA matters from start to finish with the City of Detroit. I have experience researching and interpreting laws for corporations and municipalities, reviewing and negotiating contractions, providing legal advice to key business and municipal professionals, and interpreting and applying legal principles and knowledge to complex legal problems.

I am highly motived, reliable and possess a strong work ethic and desire to learn. My analytical skills, attention to detail and experience have allowed me to succeed as an attorney with the City of Detroit in my current role. That said, I have previously lived and worked in Kalamazoo and would love the opportunity to return and work as the City Attorney of Kalamazoo.

Please find enclosed my resume attached for your review. I am extremely eager to discuss this opportunity and how my background and qualifications are well suited for the City Attorney position. Thank you in advance for your consideration of my qualifications and I look forward to speaking with you soon. I may be reached via cell phone at [redacted] or via e-mail at [redacted]. Please don't hesitate to contact me with any further questions.

Sincerely,

Ivars Steins Esq.

IVARS V. STEINS

[redacted]

LEGAL PROFESSIONAL

Dedicated, well-respected and insightful Attorney exhibiting over thirteen years of legal experience. Experience demonstrating sound business judgment, evaluating and drafting legal research and analysis, procedures, corporate defense strategies and litigation management in a timely manner; leveraging proficiency in executing cases, research and negotiations in both the public and private sectors to deliver results.

AREAS OF EXPERTISE

- Contract Drafting/Negotiating
- FOIA
- Leadership Skills
- Compliance / Regulatory Affairs
- Strategic Analysis
- Litigation Management
- Client Relations
- Legal Research
- Communication Skills
- Legal Consultation
- Staff Training

PROFESSIONAL EXPERIENCE

CITY OF DETROIT – LAW DEPARTMENT Detroit, MI — March 2019 – Current

Assistant Corporation Counsel

City attorney reviewing the Freedom of Information Act (FOIA) and FOIA requests. Respond to request for records including contracts, finance documents, legal documents and memoranda, police records and other city documents from various city departments. Draft and execute response letters and review and redact documents pursuant to the Freedom of Information Act and individual FOIA requests.

- Processes, reviews and responds to FOIA requests in accordance with legal requirements including pdf and word documents, email communications, calendars, PowerPoint and video and audio documents and records
- Coordinates with various city departments regarding FOIA matters and facilitates responses to FOIA requests by providing advise and guidance to ensure that responses are adequate and responsive to requests
- Drafts response letters and reviews and redacts documents responsive to FOIA requests and FOIA litigation by applying exemptions pursuant to FOIA statute

FORENSIC FLUIDS LABORATORIES, INC. Kalamazoo, MI — March 2016 to January 2019

Legal / Scientific Coordinator (Attorney)

Compliance Officer

As solo attorney, organized and revised legal documents and agreements including but not limited to non-disclosure, consulting, business associate, independent contractor, laboratory services, third party billing services, payroll services and HIPAA compliance. Interfaced with various outside counsel on behalf of Forensic Fluids Laboratories, Inc. Educated employees and counseled CEO and Lab Director on CLIA, Ethics, HIPAA, Corporate and Contract Law, Medicare and Medicaid Fraud and Abuse statutes and regulations as well as Stark.

- Established and monitored anonymous compliance hotline for employees regarding suspected non-compliance.
- Researched and advised executives on Executive Order pertaining to exempt and non-exempt employees.
- Drafted and revised Affidavit for submission of Lab Reports for court admission using the business records exception to the hearsay rule.

SYSMEX AMERICA, INC, Lincolnshire, IL — August 2011 to February 2016

Associate Legal Counsel, (Acting Corporate Counsel)

As solo attorney, drafted and revised legal documents; interfaced with outside counsel on behalf of Sysmex America, Inc., and Sysmex Corporation law department; assured legal practices administration with Sysmex global corporate guidelines. Directed applicable U.S. Federal, State regulatory or legal environments for relevance and interfaced with company leaders and executives monitoring awareness of changing legal environments. Trained management group, steering committee and employees on key aspects on legal matters applicable to business; counseled on government contract interpretation, drafted and negotiated commercial, sales, supply, distribution and other agreements. Directed document management of comprehensive database and files of original contract copies; counseled on legal risk evaluation and mitigation, functioned with appropriate executives or external counsel to define a strategic defense and recommended settlements for approval by management. Drafted reports and correspondence, e.g., lawyer letters and litigation updates.

- Examined ethics and compliance policy implementation, advocate for training or refresher programs within corporation.
- Evaluated the merits of actions filed against or on behalf of the company.
- Established corporate policies, procedures, and programs; presented counsel and guidance on legal matters.
- Drafted legal documents including but not limited to non-disclosure, clinical trial, business associate, and HIPAA compliance documents efficiently.
- Successfully draft assumptions document on Sunshine Act reportable data to centers for Medicare and Medicaid and submitted required reports on behalf of corporation to Centers for Medicare and Medicaid Services (CMS).
- Educated employees and executives on ethics, ERISA, FCPA, FCA, Antitrust, and Sunshine Act Compliance effectually.

LEGAL PEOPLE LLC, Chicago, Illinois — March 2011 to August 2011
Contract Attorney
Organized and reviewed various legal documents for relevance, privilege and non-responsiveness. Redacted confidential and privileged information.

SARRUT AVOCATS, Paris, France — June 2010 to Sept 2010
Legal Intern
Focused on the trans-border flow of data from France to the United States contained the legal requirements for responses to data requested in the scope of American discovery requests.
- Modified contracts and additional legal documentation in French or English related to data and records retention.
- Delivered advice and drafted memoranda, client letters or legal articles on laws and regulations effectively.

UNIVERSITY OF AUVERGNE, Clermont-Ferrand, France — Sept 2008 to May 2009
American Law Professor
Taught US Law courses. Questioned students and appraised their legal and English proficiency for those students wanting to study abroad in an Anglophone country. Transcribed, planned, and adjudicated a moot court competition.

EDUCATION

Master of Laws (LL.M), 2010
Master in French and European Law Completed in French
University of Paris 1 Pantheon – Sorbonne, Paris France
Juris Doctor (J.D.), University of Detroit Mercy School of Law, Detroit Michigan, 2008
Bachelor of Laws (LL.B), University of Windsor Faculty of Law, Windsor Ontario, 2008
Bachelor of Arts, Chemistry, Miami University, Oxford Ohio, 2003

BAR MEMBERSHIPS

Admitted to the Michigan State Bar, July 2017
Admitted to the Illinois State Bar, December 2009

LEGAL MEMBERSHIPS (PAST AND CURRENT)

Michigan State Bar Association
Association of Corporate Counsel (Chicago Chapter)
Illinois State Bar Association
Chicago Bar Association

LANGUAGES

English (Native)
French – Fluent
Latvian – Conversant

February 17, 2023

City of Kalamazoo, Michigan
Attn: Shelly Dusek
HR/Labor Relations Director
241 W. South Street
Kalamazoo, MI 49007

RE: City of Kalamazoo City Attorney Position

Dear Madam:

I am writing to express my interest in the City Attorney position currently being advertised on behalf of the City of Kalamazoo, Michigan. I have submitted a resume in connection with this letter for your review as well.

I believe that I am an excellent candidate for the position. As you will note from my resume, I have extensive experience in many areas of municipal law. I have been practicing municipal law in both Michigan and Texas since 1998. Plus, I have been a City Attorney for the past 6 years. There is no doubt that I have the experience you seek.

I understand that you will receive many applications from candidates with equally impressive qualifications. However, I believe the challenging environments where I have practiced while serving as City Attorney for Royal Oak and Denton sets me apart from the rest of the candidates. The following are some examples of what I have faced in each community.

As you probably already know, Royal Oak is known as an entertainment and cultural destination, with a well-established and diverse downtown. It also has flourishing tree-lined neighborhoods that are highly sought after by potential homebuyers. Despite this success, there are challenges Royal Oak faces. For instance, as the downtown continues to redevelop into a denser area, the City of Royal Oak is trying to achieve its goal for new development the incorporation of sustainable construction elements, such as solar panels, green roofs, electric vehicle charging stations, etc. My role has been to assist the City and Planning Commissions in developing solutions to achieve these goals pending the drafting and adoption of master plan and zoning provisions.

Denton, Texas is the county seat for Denton County, Texas. The City of Denton is part of the fast-growing Dallas-Fort Worth Metroplex. Denton is a very challenging organization to work for since it is always facing significant legal issues. For example, Denton is one of the few Texas cities that actively regulates the development and operation of natural gas wells. In 2014, Denton achieved notoriety when the local residents voted to ban natural gas fracking within the city limits, which victory was short-lived when their local law was preempted by the Texas Legislature. I played a key role in advising Denton City staff, management and elected officials in navigating the complex world of regulating natural gas well development and operations at the municipal level.

Another ongoing challenge Denton faces relates to its continuing rapid growth. Since 1990, the City's population has doubled; from 66,270 to 141,000 residents. During my tenure at Denton, new housing, commercial and industrial developments were continually being constructed. Such rapid growth creates land use planning and legal issues, such as zoning, utility, development, and constitutional issues. These types of issues have become greater with the Texas Legislature's creation of self-governing special utility districts that authorize a developer to create large-scale mixed used developments within a city's territorial limits or extraterritorial jurisdiction. I and two in-house attorneys were involved in negotiating a complex development agreement with one such special utility district that proposed to develop 6,400 acres of land, which would include 13,000 single family homes, 6,450 multifamily homes, 485 acres for commercial development, and 256 acres for industrial development.

I believe that the municipal law experience described above and, in my resume, sets me apart from other qualified candidates applying for the City Attorney position. I believe that if I am selected, I will successfully perform the duties required of the City Attorney. Should you wish to schedule an interview, please do not hesitate to contact me at [redacted].

Respectfully,

Aaron Leal

AARON LEAL

[redacted] [redacted] [redacted]

BAR ADMISSION
State Bar of Michigan, November 1998
State Bar of Illinois, November 1999
State Bar of Texas, March 2005
U.S. District Court, Western District of MI, February 1999

EXPERIENCE

City of Royal Oak, Michigan — Royal Oak MI
City Attorney — June 2021-Present
203 South Troy Street, Royal Oak, MI 48067

- Leader of a three attorney and 2 administrative in-house legal staff for a city with 360 employees and with a 2022-2023 overall budget of $189 million (General Fund $47.5 million)
- Manage the day-to-day operations of the City Attorney's Office that has a 2023-2023 budget of $682,000
- Responsible for the full range of City Attorney supervisory activities including selection, hiring, training, evaluation, counseling and dismissal
- Legal advisor to City Council and City Manager
- Work with departments on a regular basis to resolve various legal issues encountered during their daily operations
- Monitor and manage outside legal counsel
- Present legal opinions to City Commission, City boards and commissions and City Staff on municipal activities to ensure compliance with federal and state laws and regulations, City Charter provisions and City Code of Ordinances
- Solely responsible for processing all transactional legal service requests, which include contracts, leases, ordinances, resolutions, charter revisions, and other legal documents
- Negotiate, draft and review contracts, intergovernmental agreements, leases, ordinances, resolutions, and other legal documents necessary for the City's day-to-day operations
- Negotiate and resolve legal concerns with outside private attorneys and the general public
- Coordinated with outside legal counsel in providing legal advice for the review of Recreational Marihuana License applications, the issuance of Recreational Marihuana Licenses, and the successful litigation defense of the issuance of said licenses
- Negotiated the agreement for a new Royal Oak festival event known as The Rink at Royal Oak
- Drafted a new City Parks, Recreation and Animal Shelter Millage ballot proposal and a new Senior Services Millage ballot proposal, both of which were approved at the November 2022 election
- Provided a comprehensive legal opinion regarding a First Amendment Audit incident at the Royal Oak Public Library

City of Denton, Texas — Denton, TX
City Attorney — Oct. 2017-June 2021
Interim City Attorney — Feb. 2017-Oct. 2017
First Assistant City Attorney — Apr. 2014-Feb. 2017
Deputy City Attorney — Apr. 2011-Apr. 2014
215 East McKinney, Denton, TX 76201

- Leader of a twelve attorney and six administrative in-house legal staff for a full-service city with over 30 departments and 1,680 employees and with a 2020-2021 overall budget of $1.24 billion
- Lead and supervise attorneys and legal support staff organized into major functional divisions (e.g., Transactions and Litigation Divisions) created within the City Attorney's Office to optimize effective delivery of legal services falling within such major functional divisions
- Manage the day-to-day operations of the City Attorney's Office that has a 2020-2021 budget of $3.2 million
- Responsible for the full range of City Attorney supervisory activities including selection, hiring, training, evaluation, counseling, and dismissal
- Legal advisor to City Council and City Manager

- Present legal opinions to City Council, City boards and commissions and City Staff on municipal activities to ensure compliance with federal and state laws and regulations, City Charter provisions and City Code and City Development Code ordinances
- Work with departments on a regular basis to resolve various legal issues encountered during their daily operations
- Provide City Charter, City Code and City Development Code consultation and interpretation
- Monitor and manage outside legal counsel
- Negotiate, draft and review contracts, intergovernmental agreements, leases, ordinances, resolutions, and other legal documents necessary for the City's day-to-day operations
- Review and approve all documents, contracts, and legal instruments in which the City may have an interest
- Read and review statutes, legal opinions, and other documents to maintain knowledge of local, state and federal legislation and jurisprudence affecting City operations, programs, and activities
- Negotiate and resolve legal concerns with outside private attorneys, special interest groups, customers of the City and the general public
- Provided close legal and counsel support to new City Manager in overhauling many City departments to address the backlog of capital improvement projects and to change the entire organization culture
- Implemented during the Spring of 2018 an online portal for legal service requests to prioritize and increase the efficiency of legal services requests both internally and across all City departments
- Currently implementing office technology improvements for litigation and transactional case management to improve internal productivity and efficiency
- Brought all transactional real estate transactional in-house to cut down on outside legal counsel costs
- One of the leading attorneys in the State of Texas concerning the municipal regulation of natural gas well drilling and production activities
- Key member in developing comprehensive amendments to the City's Gas Well Drilling and Production Ordinance in 2013 and 2015
- One of the key members involved in litigating a citizen-initiative Hydraulic Fracturing Ban Ordinance as against the Texas Land Government Office and the Texas Oil and Gas Association
- Lead attorney in resolving the day-to-day legal issues associated with natural gas drilling and production activities relative to the City's Gas Well Drilling and Production Ordinance
- Lead attorney involved in the annexation of 18 geographical land areas comprising approximately 9,035 acres
- Previously served as legal counsel for the Denton Planning and Zoning Commission and the Zoning Board of Adjustments
- Served as City's representative to two Texas Municipal League Legislative Policy Committees (Regulation of Development and General Government) for 2012-2013 and 2014-2015

City of McAllen, Texas — McAllen, TX
Assistant City Attorney — Oct. 2006-Mar. 2011
Chief Prosecutor — Oct. 2006-Sept. 2008
City Prosecutor — Feb. 2005-Oct. 2006
1300 Houston Avenue, McAllen, TX 78505

- Member of a seven attorney in-house legal staff for a city with over 1,700 employees and with an annual overall budget of $328 million for 2009-2010
- As Assistant City Attorney, served as the primary attorney to the Planning, Engineering, Fire, Police, Building Inspections, Convention Center, Solid Waste and Parks and Recreation Departments
- Provided legal advice to City Commission and City Staff on legal questions arising in the course of carrying out their duties, including proper legal interpretation and application of statutes, case law, ordinances and other regulations
- Negotiated, drafted and reviewed contracts, intergovernmental agreements, leases, ordinances, resolutions and other legal documents
- Attended meetings and served as legal counsel to a variety of City boards and commissions
- Researched and wrote legal opinions to City Commission and City Staff on various legal matters
- Monitored, supervised and assisted outside legal counsel in connection with litigation, arbitration and transactional matters
- Investigated claims and complaints by or against the City and recommend actions to be taken

- Negotiated with citizens, vendors and customers of the City regarding legal disputes, procedures or general questions or concerns relating to City legal matters
- Conducted legal training/presentations to City departments, including serving as Legal Instructor for the McAllen Police Academy
- As City Prosecutor, responsible for prosecuting city ordinance, transportation code, education code (truancy), and penal code violations; tried close to 100 bench and jury trials

Varnum, Riddering, Schmidt & Howlett, LLP Grand Rapids, MI
Associate May 2000-Feb. 2005
333 Bridge Street, Grand Rapids, MI 49501

- Member of one of Michigan's premier full-service law firms comprised of over 150 attorneys
- Provided general representation to local governmental units with emphasis in zoning and land use planning, annexation, subdivision control, telecommunications, ordinance drafting, monitoring new state legislation, cable franchise and electric utility agreements
- Provided general employment and labor law assistance to private sector employers in such areas as wage and hour issues, civil rights charges, unemployment compensation, federal affirmative action compliance, labor grievances and family and employment-based immigration matters
- Provided zoning and land use assistance to real estate developers
- Prepared and presented seminar materials and client advisories

EDUCATION

Indiana University School of Law Bloomington, IN
Doctor of Jurisprudence, May 1998

University of Texas at Austin Austin, TX
Bachelor of Business Administration in Finance, May 1995
Honors: Minority Transfer Achievement Award, Jan 1993-May 1995
National Hispanic Scholarship Award, Jan 1993
Dean's List, two of five semesters