

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

**DEPARTMENT:** City Manager

**AGENDA DATE:** 02/13/07

**CONTACT PERSON/PHONE:** City Manager, Joyce A. Wilson, (915) 541-4844

**DISTRICT(S) AFFECTED:** N/A

**SUBJECT:**

**APPROVE:** Request to confirm the appointment by the City Manager of R. Alan Shubert as City Engineer for six (6) months.

**BACKGROUND / DISCUSSION:**

Request confirmation of City Manager's Appointment of Mr. Shubert as City Engineer for six (6) months until a permanent selection can be made.

**PRIOR COUNCIL ACTION:**

Yes

**AMOUNT AND SOURCE OF FUNDING:**

Already budgeted for FY/07  
Fund Source: 35010043-01101-35000

**BOARD / COMMISSION ACTION:**

CITY CLERK DEPT.  
07 FEB -8 AM 11:54

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_

**FINANCE:** (if required) \_\_\_\_

**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**

February 13, 2007

Motion made, seconded and carried that R. Alan Shubert be appointed City Engineer effective February 13, 2007 at an annual salary of \$119,235.38.

Richarda Duffy Momsen  
City Clerk

CITY CLERK DEPT.  
07 FEB -8 AM 11:54

**R. Alan Shubert, P.E., C.B.O.**

CITY CLERK DEPT.

07 FEB -8 PM 4:06

**EXPERIENCE:**

**City of El Paso  
El Paso, Texas  
September 1, 2005 – Present  
Development Services Director**

Appointed as Director of newly created department for the purpose of setting up the One Stop Shop for the City of El Paso. Combined Subdivision Engineering, Current and Long Range Planning, and Building Permits and Inspection functions in one department. Created an environment through remodel of the existing area to maximize customer service. One Stop Shop now includes the Fire Dept. and City-County Health. Personally responsible for 126.85 FTE positions and an annual budget of \$6.38 Million.

**City of El Paso  
El Paso, Texas  
October 2003 – August 2005  
Building Permits and Inspections Director**

Appointed as Director for the Building Permits and Inspections Department. Functioned as the Building Official for the City. Department functions included all building permitting, plan review, business licensing, code enforcement and housing compliance.

**Mesa Industrial Services, Inc.  
El Paso, Texas  
October 1997 – September, 2003  
President**

Worked as President and 100% owner of an industrial fabrication and construction company specializing in installation of equipment for the NAFTA industry in the U.S. and Mexico. Experience in design, fabrication, and construction of bridge cranes, monorails, conveyors, chilled water systems, cooling towers, air systems, vacuum systems, material handling systems, and injection molding presses. Performed all infrastructure needs including concrete

structures, steel structures, electrical facilities including large transformer and switchgear installation, instrumental and architectural facilities.

CITY CLERK DEPT.  
07 FEB -8 PM 4:06

**Mesa Equipment and Supply Co., Inc.**  
**Albuquerque, New Mexico**  
**June 1995 – September 1997**  
**General Manager**

Started up and managed the equipment packaging branch of an established equipment and supply company. Experience in sales, design, manufacture and installation of vacuum systems, compressor systems, pump systems, and bridge cranes, including mechanical, electrical, structural, and instrumentation and controls.

**Vista Chemical Company, (formerly Conoco Chemicals Division)**  
**Houston, Texas**  
**June 1984 – May 1995**  
**Senior Construction Engineer**

Initially worked as site construction engineer and was promoted to corporate construction manager for capital construction projects nationwide ranging in cost from \$1 MM to \$130 MM for a petrochemical and refining company. Performed grass roots, revamp, debottlenecking, infrastructure, wastewater treatment, and architectural projects. Specific experience in prequalification of contractors, developing specifications, plans, and scope of work, solicitation of bids, tabulation and analysis of bids, contract negotiation, inspection, cost control and reporting, schedule development and monitoring invoice approval and payment, materials purchasing and warehousing, and all functions required to manage a capital project from conception to completion.

**Conoco, Inc.**  
**Ponca City, Oklahoma**  
**June 1981 – May 1984**  
**Design Engineer**

Worked on planning and estimating of major capital projects ranging from \$1 MM to \$150 MM. Also worked in Civil Design group performing engineering of foundations, steel structures, dams, railroads, and other facilities for refining and petrochemical divisions.

**EDUCATION:**

New Mexico State University  
Bachelors of Science, Civil Engineering  
May 1981

Las Cruces, New Mexico

**CERTIFICATION:**

Registered Professional Engineer in Texas (Lic. No. 93255)  
Licensed General Contractor in New Mexico. (GB-94 Lic. No. 55859).  
International Code Council Certified Building Official, Certificate Number  
5245105-CB

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07 FEB - 8 PM 4:06