

DATE: 9/20/06

TO: City Clerk

FROM: Representative Presi Ortega, Jr.

ADDRESS 2 Civic Center Plaza, 10th Floor TELEPHONE 541-4064

Please place the following item on the (Check one): CONSENT X REGULAR _____

Agenda for the Council Meeting of September 26, 2006

Item should read as follows: Appointment of Ray Minjarez, AIA to the Historic Landmark Commission by Representative Presi Ortega, Jr.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Historic Landmark Commission

NOMINATED BY: Presi Ortega, Jr. DISTRICT: 5

NAME OF APPOINTEE Ray Minjarez, AIA
(Please verify correct spelling of name)

BUSINESS ADDRESS: 1790 Lee Trevino, Ste. 404 B/C

CITY: El Paso ST: TX ZIP: 79936 PHONE: 594-9393

HOME ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

Cindy Crosby

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: X
RESIGNED _____
REMOVED _____

OTHER (SPECIFY): _____

EXPIRATION DATE OF INCUMBENT: 3/2006

EXPIRATION DATE OF NEW APPOINTEE: 3/2008

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: XX

2nd TERM _____

UNEXPIRED TERM: _____

RAY MINJAREZ, AIA
Principal
RJM Architecture

24 Years successful experience providing design, construction administration, strategic, managerial, operational and fiscal leadership in uniquely challenging situations

Dynamic, results orientated with strong track record of performance in turn around high paced organizations. Utilize developed analysis, insights and team approach to drive organizational improvements and implementation for best practices. Superior interpersonal skills, capable of resolving multiple complex (design, contractual, governmental, operational, financial, legal, human resource, customer relations) issues and motivating staff to peak performance. Bi-partisan coalitions participant. Additional areas of expertise include:

- Strategy, Vision & Mission Planning
- Design and Construction Leadership
- Performa & Cost Analysis
- Resident Relations Management
- HUD Regulation Resource Management
- Contract Negotiations & Strategic Alliances
- Finance, Budgeting & Cost Management
- Policy and Procedure Development
- Capital Resource Long Range Planning
- Government Regulations and Relations
- Human Resource Management
- Team Building & Performance Development

PROFESSIONAL EXPERIENCE

Principal

2006 - Present

RJM Architecture, El Paso, Texas,

Principal and licensed design Architect of RJM Architecture a multi-faceted architectural design firm located in El Paso, Texas and previous Division Director of Technical Services for the Housing Authority of the City of El Paso, Texas.

As Principal and Founder of RJM Architecture Mr. Minjarez adheres to it's firm mission statement "Timeless designs conceived through inherent truths realized through objective design solutions based on fundamentals of perceptions, desires, needs and commitment to each project." Having Worked in the architectural field for twenty-four years and experienced in designing various building types under varying project delivery methods has afforded Mr. Minjarez and RJM Architecture the opportunity to undertake projects of various sizes and scope of work ranging from Civic, Education, Retail, Medical, Religious, Tenant Improvements, Hospitality and Housing

Division Director of Technical Services

2004 - 2006

The Housing Authority of the City of El Paso, Texas, El Paso, Texas

Division Director for Technical Services accountable for a staff of 278 full time employee's under direct report for Real Estate, Inventory/ Asset management, Routine/ Extraordinary Maintenance, Capital Fund Projects, Facility Management, \$10,000,000.00 Federal Grant accountability. Responsible for strategic planning and implementation of products and services that serve both agency and clientele. Coordinate efforts between Local and State governmental agencies and non-profit agencies for implementation of bi-partisan projects. Carried out and supported HUD, Federal, State and Local Regulation as applied to Professional services, Procurement, Public Policy, Asset

controls, Cost controls and Contract compliance. Prepare Board Reports and other professional reports and letters for President/CEO.

Accomplishments:

- Achieved successful completion of (REAC), Real-estate Assessment Center, for composite score of 98 on PHAS reporting, allowing HACEP to remain as High Performer.
- Implemented "Work Order" Module for the Great Plains Housing Authority operating software.
- Project Manager for HOPE VI Revitalization Grant application FY 2004 for the Alamito Complex

Director of Capital Projects

2003 - 2004

The Housing Authority of the City of El Paso, Texas, El Paso, Texas

Oversight of agencies modernization programs and fiscal accountability of CGP, CFP and RHF Federal Grants. Responsible for strategic planning, submission to HUD and implementation of Annual and Five Year Plan. Close coordination between inter-departmental components for planning and maintaining of 6,000 residential units. Close coordination with local governmental agencies for planning and of Capital projects. Managed and operated internal Force Account construction crew of 61 employees of varied trade skills including Asbestos Abatement crew for implementation of extraordinary maintenance and modernization tasks.

Accomplishments:

- Successfully implemented, completed and submitted to HUD the Annual and Five Year Plan for a \$10,000,000.00 grant award on 2003 and \$9,800,000.00 grant award on 2004.
- Implemented Force Account strategic planning for streamlined and efficient employee performance.
- Instituted departmental Standard Operating Procedures for high degree of work processing.
- Introduced and developed inter-departmental cross communication tools for consistency higher performance between departments.
- Concluded cross dialogue and implementation with HUD – Special Application Center, Chicago, Illinois of disposition application for Kathy White Memorial apartments.
- Completed identification/ clarification process for Ruben Salazar demolished units under HUD – PIC system with HUD Field Office

Facilities Project Manager

2002 - 2003

The Housing Authority of the City of El Paso, Texas

Assist Director of Facilities for support, coordination and guidance with design, new construction and maintenance projects. Coordinate efforts between HACEP, design professionals, governmental agencies and various departments for successful implementation and completion of assigned tasks. Ensure compliance with HUD and Department of Labor (DOL) guidelines. Maintain contract compliance and guidelines for management of contracts and payments. Provide cost analysis and compliance reports for directorate staff as required.

Accomplishments:

- Coordinated the design efforts for the Sherman Plaza Modernization, \$9,800,000.00 budget.
- Began design process for the Sherman Plaza Multi-Purpose Community Center. \$500,000.00 budget.
- Coordinated efforts with City of El Paso for Street Vacations at Kennedy Estates and Jackie Robinson Apartments.
- Initiated and implemented comprehensive Asbestos Survey for 45 Public Housing complexes through negotiations and administration with Various Environmental Engineering firms.

Project Architect / Project Manager

2001 - 2002

Dimensions Architects International, El Paso, Texas

Served as Design Architect and Project Manager for Institutional, Governmental, Commercial and Residential projects. Supervised and Managed office of eight professional full time employee's. Prepared code compiling construction and specification documents. Developed code compliance Performa reports. Prepared and issued contracts between firm and prospective clients. Prepared marketing and award proposals.

Accomplishments:

Texas Tech University, Lubbock, Texas
Bachelor of Architecture

El Paso Community College, El Paso, Texas
Associates of Applied Science
(Drafting and Design Technology, Architectural)

HONORS & AWARDS

Registered Architect State of Texas, Registration # 18740
NCARB File Number 64257
Management Competencies Certificate Program for Housing Authorities
AHERA Asbestos Supervisor Training