

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

**DEPARTMENT:** City Attorney's Office

**AGENDA DATE:** October 23, 2012

**CONTACT PERSON/PHONE:** Sylvia Borunda Firth, City Attorney – 541-4550

**DISTRICT(S) AFFECTED:** All

**SUBJECT:**

**APPROVE** the appointment of **Matthew K. Behrens** as an Assistant City Attorney effective October 29, 2012 at a salary of \$70,000.00 per annum, plus benefits.

**BACKGROUND / DISCUSSION:**

Mr. Behrens will be assigned as an Assistant City Attorney. He obtained his Doctorate of Jurisprudence from Northern Illinois University, College of Law in DeKalb, Illinois November 2003, and was licensed to practice law in Texas in 2011. Mr. Behrens is currently employed as a Tax Director for a local corporation assigned review of tax returns, provisions, audit and planning in addition to tax topics and issue brought forward within the course of business in El Paso County, Texas. 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? If so, when?

No

**AMOUNT AND SOURCE OF FUNDING:**

**FY2013 Adopted Budget, Department 10500, Fund 1000.**

**BOARD / COMMISSION ACTION:** N/A

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

**DEPARTMENT HEAD:**

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**(If Department Head Summary Form is initiated by Purchasing,  
client department should sign also)**  
*Information copy to appropriate Deputy City Manager*

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**MEMORANDUM**



TO: Mayor John Cook,  
City Representatives: Ann Morgan Lilly, Susie Byrd, Emma Acosta,  
Carl Robinson, Dr. Michiel R. Noe, Eddie Holguin, Jr., Steve Ortega  
and Cortney Carlisle Niland  
City Manager Joyce Wilson

FROM: Sylvia Borunda Firth, City Attorney *SBF*

SUBJECT: Appointment of Assistant City Attorney – Matthew K. Behrens  
October 23, 2012 City Council Agenda

DATE: October 16, 2012

=====

I have placed an item on the City Council Agenda for October 23, 2012 for your consideration regarding the appointment of Matthew Bohrens as an Assistant City Attorney to fill a vacant position in City Attorney's Office.

I propose to hire Mr. Behrens at an annual salary of \$70,000.00. If the appointment is approved by City Council, his starting date will be October 29, 2012. Funding for this position was approved in the FY2013 Budget and the filling of this position is essential to the efficient operations of the City Attorney's Office

I have attached a copy of Mr. Bohrens' resume for your reference.

If you have any questions or comments, please do not hesitate to contact me.

cc: Laura P. Gordon, Deputy City Attorney  
Theresa Cullen, Deputy City Attorney  
Lynly Leeper, Chief Budget Officer  
Deborah Strom, Strategic Budget Advisor

Mayor  
John F. Cook

City Council

District 1  
Ann Morgan Lilly

District 2  
Susannah M. Byrd

District 3  
Emma Acosta

District 4  
Carl L. Robinson

District 5  
Dr. Michiel R. Noe

District 6  
Eddie Holguin Jr.

District 7  
Steve Ortega

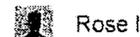
District 8  
Cortney Carlisle Niland

City Manager  
Joyce A. Wilson



**OFFICE OF THE CITY ATTORNEY**

2 Civic Center Plaza, 9<sup>th</sup> Floor / El Paso, Texas 79901 /915 541-4550 /Facsimile 915 541-4710 /www.elpasotexas.gov



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Application 3 of 18

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**0812 - Assistant City Attorney**

**Contact Information -- Person ID: 5824278**

Name: Matthew K Behrens



**Personal Information**

Driver's License: Yes, Texas

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Doctorate

**Preferences**

Preferred Salary: \$70,000.00 per year  
Are you willing to relocate? Yes

Types of positions you will accept: Regular  
Types of work you will accept: Full Time  
Types of shifts you will accept: Day

**Objective**

To obtain a job as an attorney and further develop my litigation and research skills.

**Education**

**Graduate School**

Temple University Beasley School of Law  
8/2006 - 5/2009  
Philadelphia, Pennsylvania

Did you graduate: Yes  
College Major/Minor:  
Degree Received: Other

**College**

University of Texas at Austin  
8/1996 - 5/2002  
Austin, Texas

Did you graduate: Yes  
College Major/Minor: Accounting  
Degree Received: Bachelor's

**Graduate School**

University of Texas at Austin  
8/1996 - 5/2002  
Austin, Texas

Did you graduate: Yes  
College Major/Minor: Accounting  
Degree Received: Master's

**High School**

Eastwood High School  
8/1992 - 5/1996  
El Paso, Texas

Did you graduate: Yes  
Degree Received: High School Diploma

**Work Experience**

**Tax Director**

12/2009 - Present

Hunt Companies Business Services, LLC  
 www.huntcompanies.com  
 4401 N. Mesa St  
 El Paso, Texas 79902  
 (915) 533-1122

Hours worked per week: 50  
 Monthly Salary: \$7,000.00  
 # of Employees Supervised: 4  
 Name of Supervisor: Claudia Ivey - Senior VP of Tax  
 May we contact this employer? No

**Duties**

- 1.) Review tax returns and provisions.
- 2.) Perform legal research on various tax topics for the company and its shareholders.
- 3.) Respond to audit requests by the IRS and state taxing agencies.
- 4.) Prepare the companies state tax provision.
- 5.) Engage in tax planning for the company and its shareholders.

**Reason for Leaving**

I'm still employed there, but I desire a position that utilizes more of my legal skills.

**Intern**

2/2009 - 5/2009

Philadelphia District Attorney's Office  
 3 South Penn Square  
 Philadelphia, Pennsylvania 19107  
 (215) 686-8000

Hours worked per week: 20  
 Monthly Salary: \$0.00  
 # of Employees Supervised: 0  
 Name of Supervisor: William James - Motions Chief  
 May we contact this employer? Yes

**Duties**

- 1.) Tried misdemeanor crimes including prostitution, retail theft, drug possession, and simple assault
- 2.) Represented the Commonwealth at preliminary hearings for various felonies including possession with intent to distribute, aggravated assault on a police officer, and felony retail theft

**Reason for Leaving**

Internship ended

**Intern - White Collar Unit**

6/2008 - 8/2008

El Paso District Attorney's Office  
 500 E. San Antonio, 2nd Floor  
 El Paso, Texas 79901  
 (915) 546-2059

Hours worked per week: 40  
 Monthly Salary: \$2,000.00  
 # of Employees Supervised: 0  
 Name of Supervisor: Cherrie Shapleigh - White Collar Unit Chief  
 May we contact this employer? Yes

**Duties**

- 1.) Conducted audits of financial documents to determine manner and means for commissions of thefts and misappropriations
- 2.) Conducted research on various criminal law issues
- 3.) Pre-screened cases to determine whether the case should be prosecuted or whether further investigation was required

**Reason for Leaving**

Internship ended

**Intern**

6/2007 - 8/2007

Hon. William E. Moody  
 500 E. San Antonio St., Ste 905  
 El Paso, Texas 79901  
 (915) 546-2143

Hours worked per week: 20  
 Monthly Salary: \$0.00  
 # of Employees Supervised: 0  
 Name of Supervisor: Hon. William E. Moody - Judge for the 34th District of Texas  
 May we contact this employer? Yes

**Duties**

Conducted research and prepared memos used by the judge in reviewing summary motions

**Reason for Leaving**

Internship ended

**Intern**

6/2007 - 8/2007

Hon. Richard P. Mesa  
511 E. San Antonio Ave.  
El Paso, Texas 79901  
(915) 534-6732

Hours worked per week: 20  
Monthly Salary: \$0.00  
# of Employees Supervised: 0  
Name of Supervisor: Hon. Richard P. Mesa - Federal Magistrate for the Western District of TX  
May we contact this employer? Yes

**Duties**

- 1.) Conducted research and prepared Reports and Recommendations to be reviewed by the magistrate
- 2.) Conducted research and prepared memos for use by the magistrate in writing Reports and Recommendations

**Reason for Leaving**

Internship ended.

**Senior Tax Consultant**

9/2004 - 7/2006

Deloitte Tax, LLP  
1111 Bagby St., Ste 4500  
Houston, Texas 77002  
(713) 982-2000

Hours worked per week: 55  
Monthly Salary: \$5,000.00  
# of Employees Supervised: 10  
Name of Supervisor: Rupesh Vadapalli - Senior Manager  
May we contact this employer? Yes

**Duties**

- 1.) Conducted research and prepared memos on various corporate and partnership tax issues.
- 2.) Oversaw staff in the audit of tax provisions for publicly traded companies.
- 3.) Prepared and reviewed tax provisions for privately held companies.
- 4.) Oversaw staff in the preparation of federal and state tax returns for C Corporations, S Corporations, and partnerships in various industries.
- 5.) Engaged in the review of 404 procedures for tax departments

**Reason for Leaving**

Left to attend law school.

**Tax Associate**

1/2004 - 9/2004

PricewaterhouseCoopers  
1201 Louisiana St.  
Houston, Texas 77002  
(713) 571-2000

Hours worked per week: 55  
Monthly Salary: \$4,583.00  
# of Employees Supervised: 0  
Name of Supervisor: Laura Norwicki - Partner  
May we contact this employer? Yes

**Duties**

- 1.) Prepared federal and state tax returns for C Corporations, S Corporations, and partnerships in various industries.
- 2.) Assisted with the review of federal and state tax returns for C Corporations, S Corporations, and partnerships in various industries.
- 3.) Conducted research and prepared memos on various tax issues.

**Reason for Leaving**

Offered a position by Deloitte and because the work at Deloitte was more challenging.

**Senior Tax Consultant**

9/2001 - 1/2004

Deloitte & Touche LLP  
1111 Bagby St., Ste 4500

Hours worked per week: 55  
Monthly Salary: \$4,583.00  
# of Employees Supervised: 5  
Name of Supervisor: Tim Buford - Partner  
May we contact this employer? Yes

Houston, Texas 77002  
(713) 982-2000

**Duties**

- 1.) Prepared federal and state tax returns for C Corporations, S Corporations, and partnerships in various industries.
- 2.) Assisted with preparation of responses to IDRs and NOPAs for publicly traded oil and gas clients.
- 3.) Conducted research and prepared memos on various tax issues.

**Reason for Leaving**

Wanted to explore opportunities with middle market client.s

**Certificates and Licenses****Skills**

## Office Skills

Typing: 60  
Data Entry: 0

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## Other Skills

Word Processing Skilled - 12 years and 0 months

Excel Skilled - 12 years and 0 months

Legal & Accounting Research Beginner - 8 years  
and 0 months

Access Beginner - 3 years and 0 months

**Additional Information****References**

Professional

**Vadapalli, Rupesh**

Senior Manager  
1111 Bagby St., Ste. 4500  
Houston, Texas 77002  
(713) 982-2000  
[rvadapalli@deloitte.com](mailto:rvadapalli@deloitte.com)

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Professional

**Mesa, Richard**

Honorable Richard P. Mesa -- Fed. Magistrate WD  
TX  
511 E. San Antonio St.  
El Paso, Texas 79901  
(915) 534-6732

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Professional

**Shapleigh, Cherri**

Chief -- White Collar Unit El Paso District Attorney's  
Office  
500 E. San Antonio Ave.  
Ste. 201  
El Paso, Texas 79901  
(915) 546-2059

**Resume****Text Resume**  


Phone: 713-906-0322  
 Email: matthew.k.behrens@gmail.com

Education

Temple University Beasley School of Law (Philadelphia, PA)  
 2006 – 2009  
 \* GPA: 3.01  
 \* Recipient of a Conwell Scholarship  
 \* Temple Political & Civil Rights Law Journal -- Senior Production Editor

University of Texas at Austin  
 1996 – 2002  
 \* B.A., Business Administration  
 \* Masters in Professional Accounting  
 \* GPA: 3.4  
 \* 91.7 FM KVRX -- News Manager, Music Director, Community Programming Director

Eastwood High School (El Paso, TX)  
 1992 – 1996

Experience

Hunt Companies Business Services , LLC  
 Tax Director  
 2009 – Present El Paso, TX  
 \* Review state and federal tax returns.  
 \* Conduct tax research on various federal, state, and local tax issues.  
 \* Respond to audits by the IRS and state taxing authorities  
 \* Engaged in tax planning for the company's entities and shareholders.  
 \* Reviewed sales and use tax returns.  
 \* Prepare company's state tax provision

Philadelphia D.A.'s Office  
 Municipal Courts Unit (Intern)  
 Spring 2009  
 \* Tried misdemeanor crimes including prostitution, retail theft, drug possession, and simple assault  
 \* Represented the Commonwealth at preliminary hearings for various felonies including possession with intent to distribute, aggravated assault on a police officer, and felony retail theft

El Paso D.A.'s Office  
 White Collar Unit (Intern)  
 Summer 2008  
 \* Conducted audits of financial documents to determine manner and means of commissions of thefts and misappropriations  
 \* Conducted research on various criminal law issues  
 \* Pre-screened cases to determine whether the case should be prosecuted or whether further investigation was required

Judge Richard P. Mesa -- Federal Magistrate (W.D. Texas)  
 Judicial Intern  
 Summer 2007  
 \* Conducted research and prepared Reports and Recommendations to be reviewed by the magistrate  
 \* Conducted research and prepared memos for use by the magistrate in writing Reports and Recommendations  
 \* Assisted the magistrate's law clerk in reviewing and editing Reports and Recommendations prepared by the magistrate

Judge William E. Moody -- 34th District Ct. (State of Texas)  
 Judicial Intern  
 Summer 2007  
 \* Conducted research and prepared memos used by the judge in reviewing summary motions

Deloitte Tax, LLP (Houston, TX)  
 Senior Tax Consultant

2004 – 2006

- \* Conducted research and prepared memos on various corporate and partnership tax issues
- \* Supervised staff in the audit of tax provisions for publicly traded companies
- \* Supervised staff in the preparation of federal and state tax returns for C Corporations, S Corporations, and partnerships in various industries

PricewaterhouseCoopers (Houston, TX)

Tax Associate

2004 – 2004

- \* Prepared federal and state tax returns for C Corporations, S Corporations, and partnerships in various industries
- \* Conducted research and prepared memos on various tax issues

Deloitte & Touche, LLP (Houston, TX)

Senior Tax Consultant

2001 – 2004

- \* Prepared federal and state tax returns for C Corporations, S Corporations, and partnerships in various industries
- \* Conducted research and prepared memos on various tax issues

**Activities**

El Paso Citizens' Commission on Best Practices in Government

- \* El Paso Bar Association's representative

Volunteer Income Tax Assistance Program

- \* Prepared tax returns for low income families

El Paso High School Mock Trial

- \* Judge

Hunt Safety Committee

- \* Secretary
- \* Review safety policies and ensure employees aware of resources
- \* First responder to safety incidents at Hunt

**Attachments**

« [Previous Applicant](#) | [Next Applicant](#) »

Referred : == Select ==



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