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City of Mandeville, LA Planning & Zoning Commission

Redacted Resumes and Cover Letters

**Aug. 12, 2021
Appointments**

ANDREA J. FULTON

EXPERIENCE

Seasoned experience in City government, community service, the public sector and non-profit and business settings:

2014 – 2019: CITY OF NEW YORK DEPARTMENT OF HEALTH & MENTAL HYGIENE – EXTERNAL AFFAIRS DIVISION

5 Years in the Effective Performance of City-Wide Health Publication System Management

- Managed an extensive system of health related publications, signage, manuals, leaflets, legal notices, ordinances, poster campaigns, palm cards and official guidelines requested, distributed and emulated around the world
- Ensured adequate inventory for hospitals, families, disease prevention, pest control, food safety & environmental health

2001-2014: CITY OF NEW YORK DEPARTMENT OF HEALTH & MENTAL HYGIENE – OPERATIONS & FACILITY MANAGEMENT

13 Years in the Effective Performance of Facility Management, Operations Management & Agency Administration:

- Designed & implemented hazard awareness, infection control and asbestos awareness training classes & issued certifications
- Implemented policies and protocols to ensure safe and effective facility management resulting in reduced loss of staff hours
- Developed and fostered relationships with other officials, community boards, civic associations and business groups
- Acted as chief financial officer for 14 million dollar PS & OTPS budgets and 3 billion dollar capital budgets.
- Developed performance indicators and supported senior management and the Mayor in City-wide emergency planning efforts

1994 - 2001: CITY OF NEW YORK DEPARTMENT OF HEALTH & MENTAL HYGIENE – HUMAN RESOURCES MANAGEMENT

7 Years in the Effective Organizational Development, Recruitment, Investigations & Credentialing Management

- Acted as the Chief Consultant regarding organizational structure and HR planning
- Reviewed hiring plans regarding all levels from entry through exempt positions and recommended approval or denial
- Provided expert consultation on expansion planning and also on down sizing
- Supervised key recruitment processes including background investigations, credentialing and fee collection
- Solved recruitment & retention problems as a result of successfully pioneering City wide compensation policy changes

1992 - 1994: NEW YORK CITY HEALTH & HOSPITALS CORPORATION – HUMAN RESOURCES MANAGEMENT

2 Years in the Effective Compensation Review, Consultation, Analysis & Management

- At the City's Health & Hospitals Corporation, designed and performed desk audits and determined scopes of functions
- Reviewed requests for salary increases at the executive level, enlisted and assisted private compensation companies
- Designed & Performed mock JCAHO audits to help ensure re-accreditation at Article 28 Hospitals and Health Centers
- Represented the City to unions and in labor disputes. Testified as an expert witness in out of title grievance hearings

1990 - 1992: CITY OF NEW YORK CITY CENTRAL PERSONNEL: COMPENSATION MANAGEMENT

2 Years in the Effective Compensation Review, Analysis, Establishment & City-Wide Title Structure Oversight

- Advised 7 City Agencies in the design, interpretation and implementation of position classification and compensation policies
- Designed, supervised and presented complex wage, labor market, narrative and budgetary analyses
- Impacted a three quarter million staff system achieving modifications to title structures & creating lines of promotion
- Formulated new titles, salary schedules and reporting relationships solving City-wide salary inequities

1983 - 1990 & 2014 - PRESENT: VARIOUS COMMUNITY BASED & NON-PROFIT ORGANIZATIONS – OVERALL MANAGEMENT

14 years in the Effective oversight in roles of Assistant Director, Director & Executive Director accomplishing the following:

- Met contracted criteria and deadlines, achieving sound fiscal management, effective fundraising and public relations
- Positively impacted various communities and motivated others as an effective organizer, leader and public speaker
- Esteemed participation on panels and in forums advising on professional, personal and business development
- Resource development, curriculum development, training, project planning, development, analysis & oversight
- Successful grant writing, proposal development and response to RPPs (Requests for Proposals)

EDUCATION

NORTHWESTERN UNIVERSITY, Evanston, IL: B.S., 1982: HDSP/Human Resources: Industrial Psychology & Industrial Engineering

SUMMARY OF ACCOMPLISHMENTS & INVOLVEMENT

Award-Winning Playwright, Songwriter, Producer. Founder of Non-Profit Arts Organization, NY Theater Board Member, Real Estate Investor in Multiple States, Prior NY Community Council Member & NY Neighborhood Block Association President, 2 years as an active resident and 25+ years as a property owner in Mandeville, 2 years as a commercial property owner in St. Tammany Parish.

Elizabeth Barilleaux



Education and Professional Qualifications

Licensed Residential Realtor and CCCIM Candidate (2019 – present)

B.S. Environmental Engineering (1994), University of Central Florida

Skills and Experience

Residential and Commercial Real Estate

Newfield Realty Group (5/2019 – Present)

Currently guide and advise clients through the process of identifying, evaluating, inspecting, purchasing and/or selling residential and commercial properties.

Energy Auditing

LaGrange Consulting (8/2008 – 4/2010)

Investigated energy loss and moisture issues in new and existing residential construction. Performed energy efficiency testing. Wrote comprehensive client reports translating building and environmental systems into understandable, everyday terms.

Public Speaking and Education

Southeastern Louisiana University – Green Living Series guest speaker (10/2008 – 6/2010)

Founding member of the planning committee for the Green Living Series. Developer and presenter of “Simple Changes and Money Saving Ideas” seminar, designed to teach homeowners building science and energy efficiency principles to update their homes.

Self-employed Math & Science Tutor (9/2003 – 8/2008)

Provided one-on-one insight and teaching for 4th -12th grade students.

Homeschool Science Teacher (11/2003 – 12/2006)

Prepared and presented interactive science lessons to homeschooled students ranging in ages from 5 to 15 years old. Created and taught a semester-long sustainable agriculture class to middle-school aged students.

Research and Reporting

Focus Research, Inc. (8/2003 – 12/2004)

Researched background information to help diverse clients define marketing goals. Turned statistical research data into client-friendly Powerpoint presentations, including highlights of significant findings and recommended focus areas.

Management and Planning

OneHeartSong CSA Farm (8/2001 – 8/2003)

Farmer

Oversaw general planning and operations of a community-run sustainable farm and performed farm labor. Organized weekly volunteer labor. Conducted twice-weekly distribution of food shares to 40+ members. Created end-of-season reports.

Engineering

SC Department of Health and Environmental Control (11/1996 – 2/2001)

Engineer III

Worked with hazardous waste production and management facilities to meet regulatory obligations for safe handling, disposal and remediation of hazardous waste. Reviewed permits, applications, proposals and enforcement documents. Met with facility representatives to negotiate actions and scheduling. Performed oversight of sample collection and hazardous waste remediation.

Glace & Radcliffe, Inc., Winter Park, FL

Associate Engineer (4/1995 – 5/1996)

Planned and oversaw the inspection of citywide water and wastewater utility systems of Port St. Lucie, FL.

Christian H. Jones / architect



Architecture
Urban Design
Design-Build
Construction Administration

+ Professional Summary:

Experienced architectural designer and general contractor with over 20 years of experience optimizing productivity, efficiency, and service across different environments. Works effectively with cross-functional teams ensuring a project's cohesive design and quality. Leverages exemplary digital communication and in-person meetings to establish a presence and build a positive brand while nurturing client engagement. Collaborative background in architecture, urban design, construction and management enables the ability to work effectively to achieve goals both as a cross-functional team member and individual collaborator.

+ Experience:

- **President / Owner**
Jones Design+Build, Inc. January 2018 to Present
Mandeville, Louisiana
 - Director of a full-service architectural design and construction firm. Licensed in both residential and commercial, which includes new construction, renovations, developments and historic preservation. Developed a selection of projects throughout the greater New Orleans metropolitan area.
 - **Design-Build Consultant**
Construction Affiliates, Inc. March 2016 to December 2017
Mandeville, Louisiana
 - Provided full-time consulting in the areas of architectural design and general constructing.
 - Facilitated project submissions and communication with zoning, permitting and review boards.
 - Handled the full retirement and merger of the corporation.
 - **Job Captain - Healthcare Design Group**
Sizeler Thompson Brown Architects June 2012 to February 2016
New Orleans, Louisiana
 - Slidell Memorial Hospital - Full architectural services including Construction Administration.
Emergency and Cardiology Department - \$35 Million, 64,000 Sq. Ft. 2012-2014
SMH Heart Center - \$10 Million, 6,000 Sq. Ft. 2015
SMH Post-Partum Renovation - \$2.5 Million, 2,500 Sq. Ft. 2013
SMH First Floor Corridor Project - \$1.3 Million, 10,415 Sq. Ft. 2016
SMH 2100 Wing Renovation - \$2.2 Million, 2,500 Sq. Ft. 2016
 - East Jefferson General Hospital - Full architectural services including Construction Administration.
Hybrid Operation Room - \$15.6 Million, 3,500 Sq. Ft. 2012
EJGH Kitchen Renovation - \$1.2 Million, 1,400 Sq. Ft. 2016
 - **Senior Designer/Construction Administrator**
Harry Baker Smith Architects II May 2011 to June 2012
Metairie, Louisiana
 - NOLA Motorsports Park, Avondale, LA. - \$160 million full-service road race track and kart circuit track - on-site architect representative
 - 201 Magazine Street, New Orleans, LA. - \$4.5 million, 48,000 Sq. Ft., 2012, Adaptive historic redevelopment into luxury apartments
 - Waveland Fire Station, Waveland, MS. - \$1.3 million, 6,300 Sq. Ft., 2011, New fire station after Hurricane Katrina
 - **Job Captain**
Devler Design Build, LLC. March 2010 to May 2011
Mandeville, Louisiana
 - Developed designs for retail, hospitality, residential and urban development projects.
 - Developed prototype designs for flagship stores retail & hospitality businesses.
 - **Architect Intern**
Holly and Smith Architects, APAC. September 2008 to May 2009
Hammond, Louisiana
 - Developed designs for multi-million dollar commercial and government projects.
 - Created project renderings using various medias, including hand renderings and 3D computer models.
 - **Project Manager & Architect Intern**
Construction Affiliates, Inc. March 2005 to September 2008
Mandeville, Louisiana
 - Managed all phases of design and construction on large and small-scale, commercial and residential projects.
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+ Education:

- **Savannah College of Art & Design (SCAD)** Savannah, Georgia
 - Master of Architecture November 2004
 - **Savannah College of Art & Design (SCAD)** Savannah, Georgia
 - Bachelor of Architecture / Minor in Urban Design November 2004
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M. CLAIRE DURIO



June 27, 2021

VIA EMAIL kscherer@cityofmandeville.com

Kristine Scherer
City of Mandeville
Council Clerk
3101 E. Causeway Approach 1999 Succession Law Update,
Mandeville, LA 70448

RE: Planning and Zoning Commission Vacancy Application

Dear Ms. Scherer:

Please consider this as my application for one of the current Planning and Zoning Commission Vacancies with the City of Mandeville. I have attached my resume for consideration by the Members of the City Council of Mandeville.

In my legal real estate practice, I have experience in land use, development, permitting, historic preservation, etc. As a home owner and resident of Mandeville for over 17 years, I am interested in service in the development of Mandeville consistent with the goals of the community.

If there is any additional information that would assist you with consideration of my application for one of the vacant positions on the Planning and Zoning Commission, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Claire Durio".

M. Claire Durio

cc: Mayor Clay Madden cmadden@cityofmandeville.com
Council Member Rick Danielson rdanielson@cityofmandeville.com
Council Member Jason Zuckerman jzuckerman@cityofmandeville.com
Council Member Rebecca Bush rbush@cityofmandeville.com
Council Member J. Skelly Kreller skreller@cityofmandeville.com
Council Member Jill McGuire jmcguire@cityofmandeville.com

M. Claire Durio



A licensed attorney in the State of Louisiana for over 30 years, a title agent licensed by the Louisiana Department of Insurance since 2016 with experience in land use, development, permitting, historic preservation, and also a resident of Mandeville for over 17 years interested in service in the development of Mandeville consistent with the goals of the community.

Experience

2006 – present

General Partner: *Simon, Peragine, Smith & Redfearn, LLP*

Practices primarily in the area of commercial real estate, representing developers, property owners, buyers, sellers, landlords, tenants, investors and lenders in connection with the acquisition, development, leasing, financing of retail facilities, condominiums, restaurants, hotels and other commercial properties. Reviews title abstracts and surveys for issuance of title insurance.

1999 - 2006

Associate: *Dwyer, Cambre Suffern, APLC*

Practiced in the area of commercial real estate, leasing and financing. Extensive drafting and negotiating of security documents in the acquisition, financing and construction of commercial real estate. Litigated contract and commercial cases in the state and federal courts of Louisiana.

1997-1999

Sole Practitioner: *M. Claire Durio, LLC*

Practiced in the areas of general civil litigation, business litigation, corporate formations, real estate transactions, bankruptcy, property and estates

1995-1997

Associate: *Smith Martin Law Firm*

Practiced in the area of business and commercial transactions, operations and general civil and business litigations

1992-1995

Associate: *Bronfin & Heller*

Practiced in the area of business litigation, including fraud, anti-trust, contract disputes and commercial transactions.

1990-1992

Law clerk and Associate: *Middleberg, Riddle & Ginana*

Practiced in the area of banking regulation and lender liability litigation following FDIC and RTC takeovers of local lending institutions.

Education

1991 Tulane University School of Law, Juris Doctor, *Cum Laude*

1987 Louisiana State University, BA in Political Science

Licenses

2016-present Title Agent, licensed individual producer with the Louisiana Department of Insurance

1991-present Admitted to the practice law all courts in Louisiana and the U.S. District Court for Eastern District of Louisiana

Memberships

New Orleans Commercial Real Estate Women

LEGUS Law, an International Network of Law Firms

American Bar Association

Louisiana Bar Association

Professional Recognition

Best Lawyers in America, 2019, 2020

AV Preeminent, Peer Rated by Martindale-Hubbell

Publications and Speaking Engagements

"Pitfalls Preceding the Closing" and "Legal Updates and Traps for the Unwary," National Business Institute Seminar on Real Estate Transactions: Avoiding the Top Mistakes, May 2018

"Construction Real Estate Issues," 2013 LSU Construction Seminar, November 2013

"The Art of Selling New Construction," St. Tammany / Washington Parishes Home Builders Association, April 2013

"Dealing with Disaster," AECRE, March 2012

"The Concept of Marketable Title" and "Identifying The Appropriate Mindset for the Examination at Hand," National Business Institute Seminar on Examining And Resolving Title Issues, October 2010

"Liens on Real Property," National Business Institute Seminar on Real Estate Advanced Issues and Answers, March 2008

Editor, "Leases," Louisiana Civil Practice Forms, 2006—2008

"Law of Real Estate Titles" and "The Process of Title Examination," National Business Institute Seminar on Title Law in Louisiana, December 2007

"Credit and Bankruptcy Issues," National Business Institute Seminar on Real Estate Advanced Issues and Answers, February 2007

"Agency and Wills and Donations," and "1999 Succession Law Update," Stewart Title of Louisiana Real Estate Agent Seminar, 1999

Co-Author, "The Impact of the Bankruptcy Reform Act of 1994 on Divorce Law," Loyola School of Law Annual Domestic Law Conference, 1995

Cynthia Strong Thompson

City Council for Mandeville, La
3101 E Causeway Approach
Mandeville, LA 70471

June 21, 2021

I wish to submit my resume for consideration to appointment on the Mandeville Planning & Zoning Commission for the seat being vacated shortly.

I have been a resident of Mandeville since 2001 and have watched as this city experienced the growing pains after Hurricane Katrina and more recently with the expansion of several neighborhoods. Mandeville has some wonderful qualities that make it a gem however as we continue to grow should be a plan for smart and allow for development within reason and to avoid some of the mistakes of other localities I have lived in.

While my work history is based in financial services, I have been active with the St Tammany Chamber of Commerce and deeply devoted to this area and its businesses. As board chair for several non-profits in my past I feel I have good interpersonal skills to help work as a committee and do not bring any partisan politics into the position.

Please consider my attached resume as application for the position being opened shortly on the Planning and Zoning Commission.

Thank you.


Cynthia S Thompson

Cynthia Thompson

Summary

Cynthia Strong Thompson is a native of Roanoke, Virginia however has made Mandeville, Louisiana her home since 2001. She graduated from Rhodes College with a B.A. in Political Science. Cynthia has been a financial advisor since 2004 after a successful career with Ethicon, Inc. as a surgical sales specialist. She is the Managing Director of Strong Thompson & Associates Wealth Management, LLC with securities and advisory services offered through LPL Financial, a registered investment advisor. Member FINRA/SIPC. Cynthia also is a Chartered Retirement Planning Counselor (CRPC®) and an Accredited Asset Management Specialist (AAMS®) and holds a series 7, series 66 with LPL financial as well as a licensed insurance agent with Louisiana, Mississippi, Maryland and Virginia.

She works with individuals and families to help develop an answer to the timeless question: "Am I able to retire and what will that retirement look like?"

Experience

■ Wealth Manager

Strong Thompson & Assoc. Wealth Management LLC

Aug 2019 - Present (1 year 11 months +)

Securities and advisory services offered through LPL Financial, a Registered Investment Advisor, Member FINRA/SIPC. For hyperlinks to FINRA and SIPC, please refer to the 'Contact info' above.

• Third party posts found on this profile do not reflect the views of LPL Financial and have not been reviewed by LPL Financial as to accuracy or completeness.

For a list of states in which I am/we are registered to do business, please visit

www.strongthompsonwealthmanagement.com

■ Vice President - IMPERA / Financial Advisor - RJFS

IMPERA Wealth Management LLC

Mar 2012 - Aug 2019 (7 years 6 months)

Securities and advisory services offered through Raymond James Financial Services. Financial planning for special needs and business retirement plans.

■ Financial Advisor

Merrill Lynch

Apr 2007 - 2012 (5 years 9 months)

I have been a financial advisor since 2004 and received designation as a Certified Special Needs Advisor from Merrill Lynch. Also Chartered Retirement Planning Counselor with Accredited Asset Management Specialist designation from Colorado College of Financial Planning. Advisor for company 401k benefits plans for companies up to 500 employees. Help design retirement plans to best structure tax benefits depending on corporate structure. Work with individuals and families for retirement planning

and educational planning. Special Needs planning for adult children with disabilities. Work closely with attorneys and support organizations to protect govt benefits in estate planning for these special needs.

Financial Advisor

Legg Mason (Acquired by Franklin Templeton)

Apr 2004 - Apr 2007 (3 years 1 month)

Wealth Mangement and Investments services through Legg Mason Woods Walker. Offering a complete line of mutual funds and stocks to develop portfolios to manage risk for clients of all ages.

Senior Sales Trainer -Suture Sales

Apr 1990 - Oct 1995 (5 years 7 months)

Worked with cardio vascular and ophthalmic surgeons primarily but also with hospital emergency departments and surgical centers to maintain a complete line of surgical sutures. Helped with inventory control and product knowledge for staff and physicians. Managed a territory of 26 hospitals between two states.

Also trained new representatives in field management and development of sales technique to physicans.

Education

Rhodes College

B.A., Political Science

1984 - 1988

Licenses & Certifications

 **Chartered Retirement Planning Counselor - College for Financial Planning**

 **Accredited Asset Management Specialist - College for Financial Planning**

Skills

Strategic Planning • Retirement Planning • Wealth Management • Public Speaking • Investments • Estate Planning • Wealth Management Services

Honors & Awards

 **Committee of the Year for West St. Tammany Chamber of Commerce 2015 - West St. Tammany Chamber of Commerce**

Jan 2016

Chairperson for the West St. Tammany Chamber of Commerce Small Business Council for 2015. This committee was recognized for being a support to small and medium size businesses in western St. Tammany and for commissioning a study from the SBDC at Southeastern to look at sales trends and purchasing trends in the western part of St. Tammany.

■ **Most Powerful and Influential Women 2012 - National Diversity Council Louisiana Chapter**

Nov 2012

Criteria to be considered:

Provides leadership excellence in the public and/or private sectors

Sustains a record of accomplishments and/or contributions to field of work throughout scope of her career

Has clout within her organization in terms of significant impact on revenues, profitability, and/or direction of the organization

Demonstrates leadership and commitment to community well-being and/or high visibility in the community

Exhibits and demonstrates a commitment to the highest ethical standards and professional excellence

■ **Member of the Year for 2011 St. Tammany West Chamber of Commerce - St Tammany West Chamber of Commerce**

This award is presented annually to a member in good standing with the Chamber, who demonstrates a continuing active interest in the success of the Chamber and has made a significant contribution to the overall well being of the community in general: attends Chamber committees and supports the organization and planning of Chamber events, pursues new opportunities for the Chamber by demonstrating leadership and commitment to the well being of the Chamber and the Community, actively promotes the Chamber and fosters positive relationships between the various business and organizational Chamber members as well as in the wider community.

■ **National Nike Award 2006 - Business and Professional Women's National Conference**

Jun 2006

Awarded national recognition for work done following Hurricane Katrina to rebuild Business and Professional Women chapters locally. Restarted two chapters shortly after the hurricane and developed two more chapters increasing the total membership for the Louisiana Federation of Business and Professional Women by over two hundred women. After the National organization for BPW folded three of the four chapters continued on as local organizations with the goal to develop women through scholarships and educational opportunities.

■ **2018 Money Makers - New Orleans CityBusiness**

Oct 2018

New Orleans CityBusiness magazine selects each year professionals for financial achievements in their respective industries and their community impact. They honor the top fifty individuals at a luncheon each October. The ranking may not be representative of any one client's experience, is not an endorsement, and is not indicative of advisor's future performance. Neither Raymond James nor any of its Financial Advisors pay a fee in exchange for this award. New Orleans City Business Magazine is not affiliated with Raymond James.

06/25/2021

Applicant statement to the City Council of Mandeville, La.

A generous "thank you" to the other applicants who have expressed, by action, a willingness to get involved. They, such as I, appreciate being born into a democratic republic that offers its citizenry an opportunity to participate. My professional experiences have required of me an ability to work within a system that demands the involvement of a multitude of persons. This experience has taught me to be patient, reflective and most importantly effective when pursuing decisions required of the Planning and Zoning Commission. My life's experiences have given me insight of how local governing bodies work well. I have lived and or worked in seven cities and or parishes in the state of Louisiana giving me the opportunity to witness local governing and expanding my understanding of such. Also I've been an owner/operator of three different small businesses.

Thank you for your consideration,
Jeff Lyons

JEFFREY R. LYONS SR.

Restaurant Management and Operations

Summary

Restaurant Management and Operations Specialist with a strong emphasis on professional development and a 30+ year track record of successful business growth and expansion. Excellent oral and strategic communication skills with a focus on operating procedures and training standards. Strong team builder with extensive coaching and counseling experience.

- Successfully assembled and managed teams of over 50 individuals in rapidly expanding corporate environments.
- Consistently responsible for yearly revenues in excess of \$2MM.
- Completely confident and comfortable working in high growth startup concepts as well as corporate hierarchies.
- Ability to create and convey operational standards and industry specific terminology to both teammates and stakeholders in a relatable fashion.

Professional Experience

Mar 2016 - Present

General Manager

Crabby Shack - Madisonville, LA

Manage day to day operations of full service New Orleans neighborhood-style seafood restaurant with an extreme emphasis on quality and level of service.

- Plan and coordinate day to day affairs of top rated seafood restaurant in St. Tammany Parish with over \$2MM in ARR.
- Maintain consistency and quality of product and service at the highest level. (4.6 / 5.0 customer rating across over 1100 reviews.)
- Conduct all human resources functions including hiring, training, scheduling, coaching/ counseling, and separations across a staff of 30+ individuals
- Manage budgeting, inventory and ordering of food/ beverage items as well as PNL and sales forecasting.

Feb 2015 - Mar 2017

President + Chief Consultant

Jeff and Jo Restaurant Group - Mandeville, LA

Worked in myriad consultant capacities for multi-regional food and beverage operators from single site to multi-location and franchise

- Successfully delivered critical organizational communication during company restructurings.
- Performed operational inventories resulting in launch and implementation of SOP overhauls.
- Provided menu evaluations and product sourcing/ ordering guidance.
- Helped coordinate the successful launch of new restaurant locations.
- Assisted with creating sustainable hiring and training practices.

Sept 2013 - Jan 2015

General Manager

Five Guys Burgers and Fries - New Orleans, LA

Oversaw all facets of unit operation for high growth fast-casual burger franchise with yearly single-store sales of ~\$2.1MM.

- Directly responsible for weekly revenues in excess of \$40k per week.
- Supervised and trained a diverse staff of 25 hourly employees and 2 assistant managers
- Assisted "go live" team in the opening of multiple new franchise locations including hiring and training of unit level management.
- Engaged with District and Franchise level management regarding budgeting, sales reporting, forecasting and operational planning.

Feb 2011 - Jan 2012

Sales Trainer

Radian Group - Southeast Louisiana

Responsible for on-boarding, training and ongoing education of sales associates regarding focused product presentation on behalf of super-regional grocers and specialty food purveyors. Maintained and submitted applicable contractor reports and documentation.

Sept 2006 - Sept 2013 **Owner and President**
Lyons Hoover Enterprises - Mandeville, LA
Served as owner/ operator of officially licensed central vacuum installation and service franchise.
Oversaw site inspection, project costing, bidding and installation efforts in residences and commercial properties from \$150K - \$1.4MM.

Mar 1986 - Nov 2005 **General Manager**
Piccadilly Cafeterias - Southeast Louisiana
Engaged in all levels of unit and market management over 8 locations across a 20 year career.
Provided guidance and reporting to district, regional, and national management regarding in-store operations.

- Served as Assistant Manager, Associate Manager, General Manager and area Vice-President in various SELA markets.
- Supervised upwards of 50 staff in often-challenging circumstances across 3 shifts daily.
- Heavily involved with continual development of hourly staff and management training programs/ monitoring standards.
- Directly hired, trained and coached over 800 staff and management
- Assisted corporate representatives in maintaining and updating of cafeteria operating standards and training regiments.

Area of Expertise

- Standard Operating Procedure Development and Implementation
- Training Program Design and Deployment
- Reporting and Management/ Corporate Correspondence
- Serve-Safe Certification - Food Manager, Food Handler, Alcohol
- Customer Relationship Management
- Market Research/ Competitive Analysis
- Sales/Marketing Strategy
- Unit/ District level HR and Accounting Functions
- FOH / BOH Management
- Purchasing and Inventory Control/ Costing
- MS Office (Word, PowerPoint, Excel, Outlook) - Back-Office Management and Reporting Tools

Education and Professional Training

1975 - 1977 **Associates Degree - Culinary Arts and Food Service Management**
Delgado Community College

1987 - 1990 **Dale Carnegie Course, Leadership Training for Managers, Customer Service**
Dale Carnegie

Associations and Civic Activity

- Jane Austin Literary Festival - Co-Chair / Organizer
- Mandeville City Council - District 5 Candidate (2016)
- Old Mandeville Business Association - Member
- Friends of the Dew Drop - Member
- Kairos Prison Ministry - Volunteer Minister
- Notre Dame Hospice - Volunteer



Michael R Gagliardi



Summary

My working career has taken me into many different facets of business.

My ability to quickly learn and adapt to changing environments, has given me the opportunity to open new doors, I have successfully worked for Fortune 500 companies, my own start up business, and now am immersed in the manufacturing business. As you will see from my resume, my extensive training and experience offers future employers a wealth of knowledge. This insight brings another dimension to employers who are looking for a candidate with a broad business perspective.

Professional Experience:

Hardware Express

2020 to Present

General Manager

- Responsible for daily operations
- Personnel hiring and placement
- Inventory management

GMG Consulting Services

2019 to Present

- Consultation with companies regarding sales, marketing and staff training
- Development and implementation of process and procedures
- Contact management training, CRM
- Personnel search and development
- Key personnel retention programs

NIKO Industries

Quality Control Manager

2018 to 2019

- Daily production schedules and assignments
- Product compliance to customer specifications
- Military and technical compliance
- Procurement of production materials
- OSHA safety regulations

Anthony River, Inc

2015 to 2018

General Manager

- Responsible for daily production and operations
- Overseeing scheduling and product compliance to military specifications
- Establishing procedures for efficiencies and cost savings

Pinnacle Investments

Branch Manager

2009 - 2015

Sr. Vice President - Syracuse, NY, Auburn, NY, Buffalo, NY, Albany, NY Stamford, CT

- Expanded offices from one location to five
- Increased revenues over 38%
- Worked to increase productivity by over 22%
- Mentored and trained new Financial Advisors

Citi Smith Barney

1996-2009

Branch Manager

Finger Lakes Complex, Ithaca, NY, Binghamton, NY, Skaneateles, NY, Auburn, NY, Geneva, NY, Canandaigua, NY

- Expanded the offices from two locations to six locations
- Increased revenues from \$ 3.3 Million to \$ 19.5 Million
- Grew the Financial Advisors staff from fifteen to thirty-two
- Created a professional organization with all Financial Consultants being recognized with the title of Financial Planning Specialist
- Mentored and trained new Financial Advisors, who consistently outperformed their peers

Citi Smith Barney

1994 - 1996

National Training Officer. Hartford. CT

- Trained and aided in the development of over 1500 new Financial Consultants
- Participated in the trainees' development over the course of their two year training program
- Worked with Senior Management to develop and modernize training techniques
- Helped, prepared and developed budgets, and cost effective training programs
- Planned and delivered training programs to Financial Advisors to branches throughout the country

Merrill Lynch

1990 - 1994

Financial Consultant. Syracuse. New York

- Prospected and developed a client base, which included small and medium sized businesses
- Was 1st Quintile in Assets, New Accounts and Production during the entire training program
- Focused on financial planning and managed money
- Dealt with a number of significant 401(k) programs in Central New York
- Built alliances within the local CPA and legal community and worked with them on timely seminar presentations to clients and prospects

Honors, Achievements & Awards

- Board of Directors, Lake Pontchartrain Basin Maritime Museum
- Executive Committee, Lake Pontchartrain Basin Maritime Museum
- Elected to The LaSallian Athletic Hall of Fame 2018
- Chairman of the Board of Directors and Founder of Sarah House, adult living center
- Fostered community Partnerships with local schools and non-profit organizations
- United States Olympic Committee, National Sports Festival, Assistant Hockey Coach
- United State Olympic Committee, National Sports Festival, Assistant Coach
- Accreditation Committee at Christian Brothers Academy, Syracuse New York
- New York State Public High School Association, Section 5, Coach of the Year
- Varsity Hockey Coach, Christian Brothers Academy
- President, Charleston Lake Rate Payers Association
- BSA Eagle Scout, Order of the Arrow

Education

Curry College, B.A., Economics and Business Marketing
 Conrad Hilton School of Food Service Management, Advanced Training Program

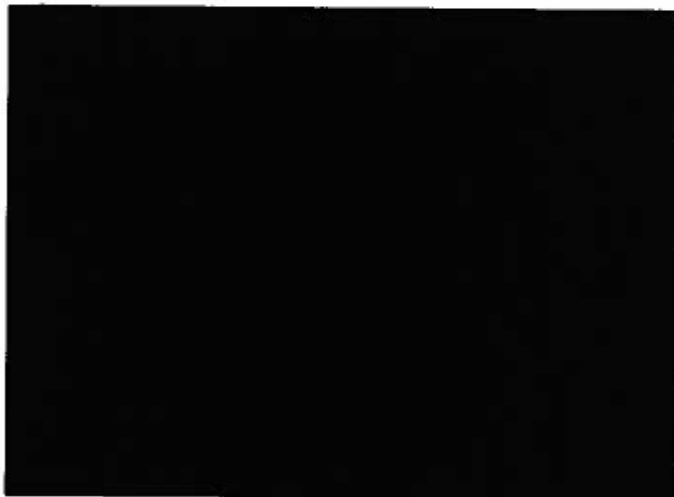
Registrations

Series 7, 65, 66, 9, 10, Life and Health Insurance, Financial Planning Specialist

Organizations

Antique & Classic Power Boat Society
 Vintage and Antique Automobiles

References



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Michael Gagliardi
Lasallian Athletic Hall of Fame 2018

Scott Quillin

June 24, 2021

Clay Madden, Mayor
Kristine Scherer, City Council Clerk
Rick Danielson, Council at Large
Jason Zuckerman, Council at Large
Rebecca Bush, Council Member District 1
Dr. J. Skelly Kreller, Council Member District 2
Jill McGuire, Council Member District 3

3101 E Causeway Approach
Mandeville, LA 70448

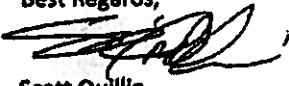
Dear Mayor Madden, Ms. Scherer and Council Members,

I am writing to request that the City Council be notified of my desire to be appointed to the Mandeville Planning and Zoning Commissions. I previously held a seat on these commissions until my term expired on August 31, 2016. Those seven years on these commissions was enjoyable and eye-opening as I had learned about the way the city operates within the CLURO and how to balance the requests of the cases brought before the commissions with the desires and larger needs of the city.

I bring a unique perspective to the Planning and Zoning Commissions as an engineer and contractor, as well as my different methods to look at the cases brought before us. I am an Electrical Engineer, currently working as a Project Manager at a local company managing all aspects of large construction projects in the energy industry. I am also a Licensed Commercial Contractor, with commercial and residential construction knowledge and insight bringing unique solutions to difficult construction tasks. I believe that my time on the Planning and Zoning Commissions has been well spent. I was on the Planning and Zoning Commissions when the Our Lady of the Lake case was brought forth as well when the proposed Port Marigny development was presented. I stand by my decisions and findings in all cases I have had the opportunity to vote on during my last appointment.

I hope that the City Council will consider appointing me.

Best Regards,



Scott Quillin

Scott Kevin Quillin

Experience

2020-Present Ampirical Solutions Mandeville, LA

Project Manager

Manage all aspects of large brown and greenfield projects in the energy sector. As an EPC (Engineering, Procurement, Construction) contractor to utilities and private entities, I manage engineering design, cost, schedule, subcontractors, materials, deliveries, on-site labor and all other aspects from initial design through project acceptance and close-out for multi-million dollar upgrades to the energy grid.

2009-2020 ASRC Gulf States Constructors, LLC (2009-2013)
DM Petroleum Operations, LLC (2013-2014)
Fluor Federal Petroleum Operations (2014-2020)

Construction Manager/Senior Project Manager/Senior Project Engineer

Prime Contractor to the Department of Energy Strategic Petroleum Reserve

Responsible for all activities associated with assigned construction and major maintenance projects at four Strategic Petroleum Reserve sites in Texas and Louisiana. Activities include design reviews, budgeting, scheduling, oversight, quality, safety, constructability, and value engineering, with an emphasis on electrical power, control systems and low voltage systems.

Accomplishments include: locating, identifying and reterminating a substantial portion of a newly designed and installed \$5MM security system that was missing several key design elements. Locating, troubleshooting, redesigning and installing an upgraded security camera design for a newly installed \$5MM security system. Construction lead for a \$6.2MM security upgrade including sensors, access controls, cameras, alarm management and reporting, for all (civil, electrical, and technical) portions of the project. Project successfully completed \$1.8MM under budget. Lead for numerous HV equipment replacement projects dealing with Substation and MCC equipment such as transformers, relays, meters, breakers, DCS and general metering.

2008-2009 Evangelical Lutheran Church In America Chicago, IL

Director of Operations

Design and totally coordinate all aspects of what is believed to be the largest volunteer service project ever created, fulfilling the service interests of over 36,000 high school age volunteers, completing over 180 specific projects over a limited three day time period.

Accomplishments include: locating projects, determining needs for people and materials at each site, scheduling, transportation needs, adult support volunteers, external funding, meetings with organizations, non-profits, government agencies and individuals, media contacts, interviews and press releases, contracts, insurance and liability forms, and all other aspects of organizing over 36,000 volunteers for over 215 projects in three days during the ELCA National Youth Gathering, July 22nd through 26th, 2009 in New Orleans, LA.

2005 - 2008 Total Contracting Management, LLC Mandeville, LA

President

Founder and president of a commercial contracting consulting company that specializes in the business side of large building construction. TCM gathers and generates the information that the customer, generally an investor group, needs in order to verify the viability of a proposed project. Projects included large condominium developments, commercial office buildings and planned neighborhoods. Estimates, schedules, contract negotiations, plan reviews and comments, bids, subcontractor lists, and other details are generated for the project. The customer can then move forward with TCM as the General Contractor, who is licensed

as a Commercial Contractor in Mississippi and Louisiana.

1996 - 2007

Axon LLC

Covington, LA

Senior Project Engineer

Customer Relations and Technical Support contact for all products in the company including our AXTracker product, the STU and STX2 satellite transmitters, the AXESS industrial product line and the 900 MHz radio modules.

Sales and Marketing for the AXTracker battery operated satellite transmitter with GPS receiver remote tracking product and STU and STX2 satellite transmitter modules supporting resellers and end customers with quotes, delivery schedules, marketing materials, presentations, customer visits and training, telephone and on-site support, literature generation for the products and accessories. Travel to trade shows and customer sites in support of the products.

Designer of many of the AXTracker accessories including schematics, layout, packaging, testing and labeling. These products include the Field Commissioning Cable, Smart Commissioning Cable, Magnetic Door Switch, Palm Interface Cable, PC Serial and USB cables, Development Host board for the STX2 and Automotive and Alarm cables.

Project manager for high volume spread spectrum radios dealing with baseband, digital, analog, low current operation and power supply circuitry. Overall knowledge for RF circuits. Many special application circuit designs for custom applications using our radios as the telemetry device.

Handle all sales contact for our 900 MHz spread spectrum products as well as technical support and marketing for these products as the effective product manager for the 900 MHz module product line

Education

1994 - 1996

University of New Orleans New Orleans, LA BSEE

1984 - 1986

University of Wisconsin, La Crosse La Crosse, WI

Accomplishments

2017 - Present

Member: Northshore Humane Society Board of Directors

Covington LA

2009 - 2016

Member: Planning and Zoning Commission

Mandeville, LA

2012 - Present

Treasurer: Gulf South Men (Christian 501c3)

Baton Rouge, LA

2011 - 2012

Project Manager: 2012 ELCA National Youth Gathering

New Orleans, LA

2005 - 2010

President: Fontainebleau Property Owners Association

Mandeville, LA

2004 - 2009

Member: Parks and Parkways Commission

Mandeville, LA

Patents and publications

Article: Wireless Reliability, published in the September 2002 issue of InTech Magazine

Paper Presentation: Reliable Wireless Connectivity for Sensing and Control Applications presented at the In-Plant Communications Conference, September 2002 in Atlanta, GA

Patent Application: Location monitoring and transmitting device, method, and computer program product using a simplex satellite transmitter. Filed September 2003, Accepted August 29, 2006 # 7,099,770

SERVICE

2021

TULANE UNIVERSITY STAFF ADVISORY COUNCIL REPRESENTATIVE

- Acting as an advocate and serving as a voice for all Tulane staff by formulating recommendations to university administrators in all matters related to the over 3,500 staff members.

2014-2021

ASSOCIATION FOR INSTITUTIONAL RESEARCH ANNUAL FORUM ADVISOR

- Advised the structure and content for an annual conference of over 2,000 attendees.

2020

SOUTHERN ASSOCIATION FOR INSTITUTIONAL RESEARCH ANNUAL CONFERENCE PROPOSAL REVIEWER

- Evaluated session proposals using a standard rubric to achieve a draw (interest) and quality score.



Shawn C.
Potter

MANDEVILLE PLANNING & ZONING COMMISSION

Ms. Kristine Scherer

Mandeville City Council Clerk

3101 East Causeway Approach
Mandeville, LA 70448

24 JUNE 2021

Dear Ms. Scherer,

In response to the two (2) available appointments to the Mandeville Planning & Zoning Commission, I would like to submit my resume for your consideration. I am confident my education, volunteer experiences, and work, most notably at Tulane University as Director of Institutional Research have prepared me well for this appointment.

As you will note from my included resume, I have nearly twenty years of quantitative and qualitative research experience at multiple higher education institutions. I also hold a Master of Business Administration (MBA) with a Health Care Management concentration from Southeastern Louisiana University. More importantly, however, I am a resident of the west side of Mandeville in Woodstone Subdivision with a keen interest in guiding the orderly growth and development of Mandeville, while protecting the quality of life we value as citizens of this unique and special community. I am excited about the commitment of the new City Council and Mayor to improving our city and I would be grateful for the opportunity to serve on the Mandeville Planning & Zoning Commission to help realize this vision.

I welcome the opportunity to speak with you regarding either of these appointments. If you need to contact me, I can be reached at [REDACTED]. Thank you very much for your time and consideration.

Sincerely,

Shawn C. Potter

SHAWN POTTER

PROFILE

Institutional Research Director with a Master of Business Administration (MBA) and over twenty years' experience in data analysis, decision support, strategic planning, and business intelligence solutions for higher education institutions. Adept in identifying and executing analytical studies to support operational and strategic decisions. Effectiveness is facilitated by self-motivation combined with my analytical and creative traits. Analytical skills foster my ability to assess complex data sets and situations, implement analysis techniques and plans, and motivate a pursuit for knowledge. Creative attributes are expressed in my ability to establish and maintain relationships, while improvising and accepting change.

Core Strengths:

- Strategic Planning
- Decision Support
- Predictive Analytics
- Business Dashboards
- Business Intelligence
- Data Analysis
- Balanced Scorecard
- Regulatory Compliance
- Health Care Management
- Database Programming
- Survey Methodology
- Training and Development

PROFESSIONAL EXPERIENCE

TULANE UNIVERSITY, New Orleans, LA
Director of Institutional Research, 2013 – Present

2007 – Present

Identify and execute analytical studies to support operational and strategic decisions through the collection, analysis, interpretation, and communication of information to key decision makers including the Board of Directors and senior administrators. Presently responsible for the following accomplishments:

- Manage and coordinate a comprehensive program of Institutional Research at Tulane University.
- Identify, plan, and conduct statistical analyses to support budgeting, strategic planning, and institutional assessment activities using a Cognos reporting platform and Tableau Software against a Banner Operational Data Store (ODS).
- Maintain department standards for training, documentation, and reporting to ensure effective data management and ethical research practices.
- Unify data from many sources to create interactive, immersive dashboards and reports that provide actionable insights and drive business results using Power BI.
- Create a Balanced Scorecard to measure and align business functions with the organizational vision and strategy.
- Streamline data collection techniques for proposed academic research initiatives.
- Design and administer the Office of Assessment and Institutional Research website via Drupal.
- Serve on the Tulane University Administrative Council, comprised of key academic and administrative leaders who serve in an advisory capacity to the president and cabinet.

Associate Director of Institutional Research, 2007 – 2013

Execute analytical studies to support operational and strategic decisions through the collection, analysis, interpretation, and communication of information to key decision makers including the Board of Directors and senior administrators. Accomplishments include:

- Conducted statistical analyses and interactive dashboards using a Cognos reporting platform and Tableau Software against a Banner Operational Data Store (ODS).
- Established and maintained department standards for training, documentation, and reporting to ensure effective data management and ethical research practices.
- Co-authored the Tulane University External Reporting policy to coordinate accurate and consistent responses to all external institutional surveys.
- Launched, designed, and administered the Office of Institutional Research website through CMS software.
- Served on the Strategic Data Committee, charged with constructing a Comprehensive Profile Report to support the Strategic Planning Initiative of Tulane University.

UNIVERSITY OF NEW ORLEANS, New Orleans, LA

2004 – 2007

Senior Research Analyst for Institutional Research & Data Management, 2006 – 2007

Constructed statistical analyses for institutional, government, and private entities. Accomplishments include:

- Managed and delegated research projects to two direct reports using Microsoft Project Professional.
- Generated and executed queries through a PeopleTools development and runtime platform interfaced with a PeopleSoft ERP system to produce highly-customized Crystal Reports.
- Collected, analyzed, interpreted, and disseminated data for decision support and institutional assessment and planning using appropriate quantitative research methods.
- Designed and administered the Office of Institutional Research & Data Management website.

Research Analyst for Institutional Research & Data Management, 2004 – 2006

Constructed statistical analyses for institutional, government, and private entities. Accomplishments include:

- Generated and executed queries through a PeopleTools development and runtime platform interfaced with a PeopleSoft ERP system to produce highly-customized Crystal Reports.
- Collected, analyzed, interpreted, and disseminated data for decision support and institutional assessment and planning using appropriate quantitative research methods.
- Designed and administered the Office of Institutional Research & Data Management website.

EDUCATION

SOUTHEASTERN LOUISIANA UNIVERSITY, Hammond, LA

2013

Master of Business Administration (M.B.A.), Health Care Management

THE UNIVERSITY OF SOUTHERN MISSISSIPPI, Hattiesburg, MS

2000

Bachelor of Science in Business Administration, Management Information Systems

PRIOR VOLUNTEER SERVICE

- The University of Southern Mississippi Interfraternity Council (IFC) President 2000
- The University of Southern Mississippi Interfraternity Council (IFC) Chief Justice 1999