

WHEREAS, on occasion the Memphis City Council has seen fit to honor citizens who have been steadfast in their service to the community, and we recognize **Lieutenant Clarence D. Hawkins** for his retirement from the Memphis Police Department after over 38 years of service to the citizens of Memphis; and

WHEREAS, **Lieutenant Clarence D. Hawkins** began his career with the Memphis Police Department on March 25, 1985, as a Police Service Technician (PST); and

WHEREAS, **Mr. Hawkins** entered the Training Academy as a Police Recruit on September 2, 1985, completed basic training on October 19, 1985, and was assigned to Uniform Patrol at the North Precinct Bravo shift; and

WHEREAS, as a Police Officer, **Mr. Hawkins** worked in various assignments, including South Precinct Charlie and Delta shifts, Internal Affairs, Auto Theft Task Force, Crime Prevention, and the Training Academy; and

WHEREAS, on January 10, 2003, **Clarence D. Hawkins** was promoted to the rank of Sergeant and was assigned to the Training Academy and Crime Prevention; and

WHEREAS, on June 16, 2005, **Clarence D. Hawkins** was promoted to the rank of Lieutenant and his assignments included Executive Administration (PREP) and Central Precinct Charlie shift; and

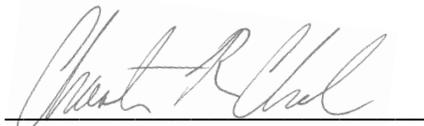
WHEREAS, **Lieutenant Clarence D. Hawkins** loyally served in this position until his retirement on December 29, 2023, after over 38 years of service with the Memphis Police Department.

NOW THEREFORE, BE IT RESOLVED that the Memphis City Council joins with family, friends, the Memphis Police Department, and the entire community in honoring the retirement of

Lieutenant Clarence D. Hawkins

and thank him for his decades of service to the City of Memphis.

ADOPTED: January 23, 2024



Chase Carlisle
Memphis City Councilmember
Super District 9-1



Ford Canale
Memphis City Councilmember
Super District 9-2

WHEREAS, on occasion the Memphis City Council has seen fit to recognize individuals who have enriched and made exceptional contributions to the community, and **Natalyn Jones** is certainly worthy of recognition; and

WHEREAS, Natalyn Jones, a native of Memphis, TN, has demonstrated exceptional dedication and expertise in the field of marine mammal science; she holds degrees from Hampton University (B.S. in Marine and Environmental Science), the University of Memphis (B.S. in Biology), a Care and Concentration of Aquatic Animal Health Graduate Certification from the University of Florida Veterinary School, and recently obtained a Master of Professional Science from the University of Miami Marine Biology and Ecology Department; and

WHEREAS, Natalyn Jones, as one of the few Black women in the field of marine mammal science, has significantly contributed to the care and health of marine animals, showcasing extensive field experience in sea turtle rescue and rehabilitation, sea otter husbandry, and marine animal surgeries; and

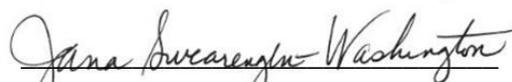
WHEREAS, Natalyn Jones actively engages in Diversity, Equity, and Inclusion initiatives within marine science by conducting educational outreach in Black, Indigenous, and Other People of Color (BIPOC) communities, introducing students from kindergarten to college to the field of aquatic and marine mammal science, fostering interest, inspiration, and awareness in a field historically dominated by white and male perspectives; and

WHEREAS, Natalyn Jones is a dedicated member of Black in Marine Science (BIMS), Black Women in Ecology, Environmental, and Marine Science (BWEEMS), International Association of Aquatic Animal Medicine, Society of Marine Mammalogy, and National Association of Black Veterinarians; and

WHEREAS, Natalyn Jones is an esteemed member of Delta Sigma Theta Sorority, Incorporated; she currently serves as a Veterinary Technician at the Miami Seaquarium, striving toward her goal of becoming a Veterinarian specializing in Marine Mammal Medicine, Aquatic Animal Health, and Pathology.

NOW, THEREFORE, BE IT RESOLVED that the Memphis City Council does hereby recognize and commend **Natalyn Jones** for her outstanding contributions to the field of marine mammal science and for her unwavering commitment to diversity and education in the pursuit of environmental stewardship.

**Given by my hand and under the
great seal of the City of Memphis
this 23rd day of January 2024.**



**Jana Swearingen-Washington
Memphis City Councilwoman
District 4**



RESOLUTION accepting public improvements for:
Woodland Hills II PD, Phase 16, Part of Area 7 [CR-5430A]
and releasing bond

WHEREAS, **Coastal Fuels, Inc.**, is the Developer of a certain property within the present limits of Shelby County and located at the southwest quadrant of Trinity Road and Woodland Lake Drive intersection in Shelby County, Tennessee

and

WHEREAS, all of the public improvements, required by the Standard Improvement Contract for the project, are completed;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Memphis that the engineering plans for **Woodland Hills II PD, Phase 16, Part of Area 7 [CR-5430A]** , and the completion of the public improvements therein, are and the same, are hereby accepted by the City.

BE IT FURTHER RESOLVED, that **Financial Federal Letter of Credit No. 260A**, in the amount of **\$181,900.00**, held as security, is **hereby ordered released**.



RESOLUTION accepting public improvements for:
Gardens of Gray's Hollow II PD, Phase 2 [CR-5396]
and releasing bond

WHEREAS, **Regency Homebuilders, LLC.**, is the Developer of a certain property within the present limits of Shelby County and located at the south end of Gray's Hollow Drive approximately 1,250 LF south of Walnut Grove, in Shelby County, Tennessee

and

WHEREAS, all of the public improvements, required by the Standard Improvement Contract for the project, are completed;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Memphis that the engineering plans for **Gardens of Gray's Hollow II PD, Phase 2 [CR-5396]**, and the completion of the public improvements therein, are and the same, are hereby accepted by the City.

BE IT FURTHER RESOLVED, that **CASH** Bond, in the amount of **\$84,300.00**, held as security, is **hereby ordered released**.



RESOLUTION approving **Supplemental Agreement #1** for:
220 South Claybrook Street Apartments [CR#5434]

WHEREAS, **CTLP, LLC.**, is the Developer of a certain property within the present limits of Memphis, located at 220 South Claybrook Street in Memphis, Tennessee.

and

WHEREAS, the developer desires to develop the property reflected on the engineering plans;

and

WHEREAS, attached hereto is Supplemental Agreement #1 to the standard improvement contract, **220 South Claybrook Street Apartments [CR#5434]** entered into on January 24, 2023 by and between **CTLP, LLC.**, and the City of Memphis, covering the public improvements as a part of developing the property, extending contract to January 22, 2024;

and

WHEREAS, the **Performance Bond No. SU 1189682**, in the amount of **\$39,300.00** will remain in place, active throughout the term of the agreement and updated Liability Insurance has been received.

WHEREAS, the terms and conditions of the contract are in accordance with the policies of the City of Memphis for developing such a project.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Memphis that the **Supplemental Agreement #1 for 220 South Claybrook Street Apartments [CR#5434]** is hereby approved.



RESOLUTION approving **Supplemental Agreement #1** for:
Harmony at Morning Grove - Morning Woods P.D. Phase 4 [CR#5436]

WHEREAS, **Memphis IL-AL Investors, LLC.**, is the Developer of a certain property within the present limits of Memphis, located at 9525 US Highway 64 in Memphis, Tennessee. and

WHEREAS, the developer desires to develop the property reflected on the engineering plans; and

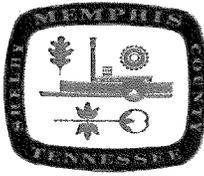
WHEREAS, attached hereto is Supplemental Agreement #1 to the standard improvement contract, **Harmony at Morning Grove - Morning Woods P.D. Phase 4 [CR#5436]**, entered into on February 21, 2023 by and between **Memphis IL-AL Investors, LLC.**, and the City of Memphis, covering the public improvements as a part of developing the property, extending contract to November 1, 2024;

and

WHEREAS, the **Performance Bond No. 10971315**, in the amount of **\$150,800.00** will remain in place, active throughout the term of the agreement and updated Liability Insurance has been received.

WHEREAS, the terms and conditions of the contract are in accordance with the policies of the City of Memphis for developing such a project.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Memphis that the **Supplemental Agreement #1 for CR#5436 - Harmony at Morning Grove - Morning Woods P.D. Phase 4** is hereby approved.



Memphis City Council Summary Sheet

1. Description of the Item (Resolution, Ordinance, etc.)

Resolution seeks approval to accept grant in the value of forty eight thousand seven hundred fifty two dollars (\$48,752) for purchase of data collection software.

2. Initiating Party (e.g. Public Works, at request of City Council, etc.)

Parks Division

3. State whether this is a change to an existing ordinance or resolution, if applicable.

N/A

4. State whether this will impact specific council districts or super districts.

ALL

5. State whether this requires a new contract, or amends an existing contract, if applicable.

Requires grant contract with Hyde Foundation.

6. State whether this requires an expenditure of funds/requires a budget amendment

City of Memphis must approve revenue of \$48,752.

7. If applicable, please list the MWBE goal and any additional information needed

N/A



Resolution accepting grant funds in the amount of forty eight thousand seven hundred fifty two dollars (\$48,752) from Hyde Family Foundation for data collection software.

WHEREAS, Hyde Family Foundation is a local philanthropic organization with a history of supporting public spaces; and

WHEREAS, the City of Memphis through Memphis Parks has been selected as an awardee of a capacity building grant; and

WHEREAS, the City of Memphis through Memphis Parks received funds in the amount of forty eight thousand seven hundred fifty two dollars (\$48,752.00) from Hyde Family Foundation for the purposes of purchasing data collection software; and

WHEREAS, it is necessary to accept these funds and amend the Fiscal Year 2024 Operating Budget therein, and allow for expenditure of same; and

WHEREAS, it is necessary to appropriate these funds in the amount forty eight thousand seven hundred fifty two dollars (\$48,752.00).

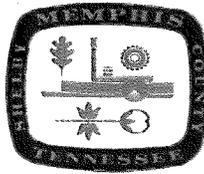
NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Memphis that the Fiscal Year 2024 Operating Budget be hereby amended by appropriating these funds, and subsequent expenditures of forty eight thousand seven hundred fifty two dollars (\$48,752.00) within the Division of Memphis Parks Operating Budget, as follows:

Revenue – PK90131, Award 13334

Hyde Family Foundation	\$48,752.00
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Expenditures – PK90131, Award 13334

Professional Services	\$48,752.00
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Memphis City Council Summary Sheet

1. Description of the Item (Resolution, Ordinance, etc.)

Resolution accepting grant funds in the amount of thirty eight thousand one hundred sixty dollars and five cents (\$38,160.05) from BlueCross BlueShield of Tennessee for repairs to David Carnes Park.

2. Initiating Party (e.g. Public Works, at request of City Council, etc.)

Parks Division

3. State whether this is a change to an existing ordinance or resolution, if applicable.

N/A

4. State whether this will impact specific council districts or super districts.

ALL

5. State whether this requires a new contract, or amends an existing contract, if applicable.

N/A

6. State whether this requires an expenditure of funds/requires a budget amendment

City of Memphis must approve revenue of \$38,160.05

7. If applicable, please list the MWBE goal and any additional information needed

N/A



Resolution accepting grant funds in the amount of thirty eight thousand one hundred sixty dollars and five cents (\$38,160.05) from BlueCross BlueShield of Tennessee for repairs to David Carnes Park.

WHEREAS, BlueCross BlueShield of Tennessee supported the significant improvement of David Carnes Park in 2018 through its BlueCross BlueShield Healthy Places program; and

WHEREAS, the City of Memphis through Memphis Parks continues to operate David Carnes Park, to include maintenance responsibility; and

WHEREAS, the City of Memphis through Memphis Parks received funds in the amount thirty eight thousand one hundred sixty dollars and five cents (\$38,160.05) from BlueCross BlueShield of Tennessee for the purposes of making repairs to David Carnes Park; and

WHEREAS, it is necessary to accept these funds and amend the Fiscal Year 2024 Budget therein, and allow for expenditure of same; and

WHEREAS, it is necessary to appropriate these funds in the amount thirty eight thousand one hundred sixty dollars and five cents (\$38,160.05).

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Memphis that the Fiscal Year 2024 Budget be hereby amended by appropriating these funds, and subsequent expenditures of thirty eight thousand one hundred sixty dollars and five cents (\$38,160.05) within the Division of Memphis Parks Budget, as follows:

Revenue – PK90132, Award 13335

BlueCross BlueShield of Tennessee \$38,160.05

Expenditures – PK90132, Award 13335

Contract Construction \$38,160.05



Memphis City Council Summary Sheet

1. Description of the Item (Resolution, Ordinance, etc.)

Resolution accepting private donation of twenty thousand dollars (\$20,000.00) from Hollywood Feed in support of the Mud Island Dog Park.

2. Initiating Party (e.g. Public Works, at request of City Council, etc.)

Memphis Parks

3. State whether this is a change to an existing ordinance or resolution, if applicable.

N/A

4. State whether this will impact specific council districts or super districts.

District 7, Super District 8

5. State whether this requires a new contract, or amends an existing contract, if applicable.

N/A

6. State whether this requires an expenditure of funds/requires a budget amendment

Will require expenditure of donated funds only.

7. If applicable, please list the MWBE goal and any additional information needed

N/A.



Resolution accepting private donation of twenty thousand dollars (\$20,000.00) from Hollywood Feed in support of the Mud Island Dog Park.

WHEREAS, Hollywood Feed is a national pet store with a local presence; and

WHEREAS, the City of Memphis, through Memphis Parks, owns and operates the Mud Island Dog Park; and

WHEREAS, funding from this private donation is dedicated to Mud Island Dog Park; and

WHEREAS, it is necessary to accept these funds and amend the Fiscal Year 2024 operating budget grant account PK90057, and allow for expenditures of the same; and

WHEREAS, it is necessary to appropriate these funds in the amount twenty thousand dollars (\$20,000.00) for professional services at the Mud Island Dog Park.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Memphis that the Fiscal Year 2024 operating budget be hereby amended by accepting the grant of twenty thousand dollars (\$20,000.00) for professional services into PK90057, and

BE IT FURTHER RESOLVED that funding of twenty thousand dollars (\$20,000.00) be allocated and appropriated to PK90057.

Memphis City Council Summary Sheet for MLGW Items

1. Description of the Item

Resolution awarding Contract No. 12454, Allen Aerator Rehabilitation to Grinder, Taber & Grinder, Inc., in the funded amount of \$2,886,242.22. (SAME NIGHT MINUTES REQUESTED)

2. Additional Information

The project scope is to replace the following at the existing aerator at MLGW's Thomas H. Allen Pumping Station located at 709 East Dison Avenue, Memphis, Tennessee 38106: hose bibs; lighting and electrical panels; 16-inch Cast Iron Pipe (CIP) piping and gate valves; and repair the existing concrete and brick and mortar in accordance as outlined in the Contract Documents, Drawings and Specifications.

RESOLUTION

WHEREAS, the Board of Light, Gas and Water Commissioners in their meeting of January 3, 2024, awarded Contract No. 12454, Allen Aerator Rehabilitation to Grinder, Taber & Grinder, Inc. in the funded amount of \$2,886,242.22 and is now recommending to the Council of the City of Memphis that it approve said award as approved; and

WHEREAS, the project scope is to replace the following at the existing aerator at MLGW's Thomas H. Allen Pumping Station located at 709 East Dison Avenue, Memphis, Tennessee 38106: hose bibs; lighting and electrical panels; 16-inch Cast Iron Pipe (CIP) piping and gate valves; and repair the existing concrete and brick and mortar in accordance as outlined in the Contract Documents, Drawings and Specifications.; and

WHEREAS, the Notice to Bidders was advertised using MLGW's On-Line Bid Notification System and the Memphis Daily News on October 10, 2023. MLGW solicited 19 companies and received three (3) bids on November 14, 2023. The lowest and best bid was received from Grinder, Taber & Grinder, Inc. in the amount of \$2,624,242.22. MLGW is requesting contingency funds for any unforeseen issues encountered during construction in the amount of \$262,000.00. The total funded award amount is \$2,886,242.22. The term of this contract is for 24 months from the date of the Notice to Proceed. This award complies with all applicable laws and policies; and

NOW THEREFORE BE IT RESOLVED by the Council of the City of Memphis, that there be and is hereby approved an award of Contract No. 12454, Allen Aerator Rehabilitation to Grinder, Taber & Grinder, Inc. in the funded amount of \$2,886,242.22 as approved.

EXCERPT
from
MINUTES OF MEETING
of
BOARD OF LIGHT, GAS AND WATER COMMISSIONERS
CITY OF MEMPHIS
held
January 3, 2024

The Manager of Procurement and Contracts recommends to the Board of Light, Gas, and Water Commissioners that it award Contract No. 12454, Allen Aerator Rehabilitation to Grinder, Taber & Grinder, Inc. in the funded amount of \$2,886,242.22.

The project scope is to replace the following at the existing aerator at MLGW's Thomas H. Allen Pumping Station located at 709 East Dison Avenue, Memphis, Tennessee 38106: hose bibs; lighting and electrical panels; 16-inch Cast Iron Pipe (CIP) piping and gate valves; and repair the existing concrete and brick and mortar in accordance as outlined in the Contract Documents, Drawings and Specifications.

The Notice to Bidders was advertised using MLGW's On-Line Bid Notification System and the Memphis Daily News on October 10, 2023. MLGW solicited 19 companies and received three (3) bids on November 14, 2023. The lowest and best bid was received from Grinder, Taber & Grinder, Inc. in the amount of \$2,624,242.22. MLGW is requesting contingency funds for any unforeseen issues encountered during construction in the amount of \$262,000.00. The total funded award amount is \$2,886,242.22. The term of this contract is for 24 months from the date of the Notice to Proceed. This award complies with all applicable laws and policies.

NOW THEREFORE BE IT RESOLVED BY the Board of Light, Gas and Water Commissioners:

THAT, Subject to the consent and approval of the Council of the City of Memphis, the approval of award of Contract No. 12454, Allen Aerator Rehabilitation to Grinder, Taber & Grinder, Inc. in the funded amount of \$2,886,242.22 as outlined in the foregoing preamble, is approved and further,

THAT, the President or his designated representative is authorized to execute the Award.

I hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Light, Gas and Water Commissioners at a regular ~~special~~ meeting held on 3rd day of January, 2024, at which a quorum was present.

Rodney Cleek

SVP, CFO & CAO Secretary - Treasurer

SAME DAY MINUTES

Memphis City Council Summary Sheet for MLGW Items

1. Description of the Item

Resolution awarding Contract No. 12461, McCord DPC Installation to Consolidated Electrical Services, Inc., in the funded amount of \$474,875.00. (SAME NIGHT MINUTES REQUESTED)

2. Additional Information

The project scope is to furnish all work including mobilization, supervision, manufacturers' technical representatives, personal protective training and equipment, confined space requirements, transportation, testing, materials, labor, tools and equipment for the removal, demolition, and installation of a new Distributed Process Control System (DPC) at MLGW's McCord Pumping Station located at 6230 Summer Avenue, Memphis, TN 38134. The work must be done in accordance as outlined in the Contract Documents, Drawings and Specifications.

RESOLUTION

WHEREAS, the Board of Light, Gas and Water Commissioners in their meeting of January 3, 2024, awarded Contract No. 12461, McCord DPC Installation to Consolidated Electrical Services, Inc. in the funded amount of \$474,875.00 and is now recommending to the Council of the City of Memphis that it approve said award as approved; and

WHEREAS, the project scope is to furnish all work including mobilization, supervision, manufacturers' technical representatives, personal protective training and equipment, confined space requirements, transportation, testing, materials, labor, tools and equipment for the removal, demolition, and installation of a new Distributed Process Control System (DPC) at MLGW's McCord Pumping Station located at 6230 Summer Avenue, Memphis, TN 38134. The work must be done in accordance as outlined in the Contract Documents, Drawings and Specifications; and

WHEREAS, the Notice to Bidders was advertised using MLGW's On-Line Bid Notification System and the Memphis Daily News on November 8, 2023. MLGW solicited 19 firms for this project and conducted a Mandatory Site Visit on November 15, 2023; of which, six (6) firms attended and were deemed qualified to bid. However, on December 5, 2023, MLGW received a single bid from Consolidated Electrical Services, Inc. in the amount of \$424,875.00. In compliance with MLGW's Single Bidder Provision of the MLGW Procurement Policy, staff and consultants determined the bid amount was a fair and competitive market bid. MLGW is requesting contingency funds for any unforeseen issues which may be encountered during construction in the amount of \$50,000.00. The total funded award amount is \$474,875.00. The term of this contract is for one (1) year from the date of the Notice to Proceed. This award complies with all applicable laws and policies; and

NOW THEREFORE BE IT RESOLVED by the Council of the City of Memphis, that there be and is hereby approved an award of Contract No. 12461, McCord DPC Installation to Consolidated Electrical Services, Inc. in the funded amount of \$474,875.00 as approved.

EXCERPT
from
MINUTES OF MEETING
of
BOARD OF LIGHT, GAS AND WATER COMMISSIONERS
CITY OF MEMPHIS
held
January 3, 2024

The Manager of Procurement and Contracts recommends to the Board of Light, Gas, and Water Commissioners that it award Contract No. 12461, McCord DPC Installation to Consolidated Electrical Services, Inc. in the funded amount of \$474,875.00.

The project scope is to furnish all work including mobilization, supervision, manufacturers' technical representatives, personal protective training and equipment, confined space requirements, transportation, testing, materials, labor, tools and equipment for the removal, demolition, and installation of a new Distributed Process Control System (DPC) at MLGW's McCord Pumping Station located at 6230 Summer Avenue, Memphis, TN 38134. The work must be done in accordance as outlined in the Contract Documents, Drawings and Specifications.

The Notice to Bidders was advertised using MLGW's On-Line Bid Notification System and the Memphis Daily News on November 8, 2023. MLGW solicited 19 firms for this project and conducted a Mandatory Site Visit on November 15, 2023; of which, six (6) firms attended and were deemed qualified to bid. However, on December 5, 2023, MLGW received a single bid from Consolidated Electrical Services, Inc. in the amount of \$424,875.00. In compliance with MLGW's Single Bidder Provision of the MLGW Procurement Policy, staff and consultants determined the bid amount was a fair and competitive market bid. MLGW is requesting contingency funds for any unforeseen issues which may be encountered during construction in the amount of \$50,000.00. The total funded award amount is \$474,875.00. The term of this contract is for one (1) year from the date of the Notice to Proceed. This award complies with all applicable laws and policies.

NOW THEREFORE BE IT RESOLVED BY the Board of Light, Gas and Water Commissioners:

THAT, Subject to the consent and approval of the Council of the City of Memphis, the award of Contract No. 12461, McCord DPC Installation to Consolidated Electrical Services, Inc. in the funded amount of \$474,875.00 as outlined in the foregoing preamble, is approved and further,

THAT, the President or his designated representative is authorized to execute the Award.

I hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Light, Gas and Water Commissioners at a regular ~~special~~ meeting held on 3rd day of January, 2024, at which a quorum was present.

Rodney Cleek

SVP, CFO & CAO Secretary - Treasurer

SAME DAY MINUTES

Memphis City Council Summary Sheet for MLGW Items

1. Description of the Item

Resolution awarding Contract No. 12445, Lichterman Pumping Station – Electrical HVAC Enclosure and Dock Extension to Grinder, Taber & Grinder, Inc., in the funded amount of \$440,331.06.

2. Additional Information

The project scope is to provide all work including mobilization, supervision, personal protective training and equipment, confined space requirements, transportation, testing, materials, labor, tools, and equipment, for the installation of a new panel wall room enclosure, HVAC system, Loading Dock extension with leveler and other items necessary to complete the construction project at MLGW's Lichterman Pumping Station located at 3426 Hickory Hill Road, Memphis, TN 38115.

RESOLUTION

WHEREAS, the Board of Light, Gas and Water Commissioners in their meeting of January 3, 2024 awarded Contract No. 12445, Lichterman Pumping Station – Electrical HVAC Enclosure and Dock Extension to Grinder, Taber & Grinder, Inc. in the funded amount of \$440,331.06, and is now recommending to the Council of the City of Memphis that it approves said award as approved; and

WHEREAS, the project scope is to provide all work including mobilization, supervision, personal protective training and equipment, confined space requirements, transportation, testing, materials, labor, tools, and equipment, for the installation of a new panel wall room enclosure, HVAC system, Loading Dock extension with leveler and other items necessary to complete the construction project at MLGW's Lichterman Pumping Station located at 3426 Hickory Hill Road, Memphis, TN 38115; and

WHEREAS, the Notice to Bidders was advertised using MLGW's Online Bid Notification System and the Memphis Daily News on September 8, 2023. MLGW solicited 26 firms; of which, 12 firms attended the Mandatory Site Visit. MLGW received five (5) bids on October 10, 2023; of which, one (1) was deemed non-responsive for not satisfying the Supplier Diversity goal assigned to this project. The lowest and best bid received was from Grinder, Taber & Grinder, Inc. in the amount of \$440,331.06. The term of this contract is 24 months from the date of the Notice to Proceed. This award complies with all applicable laws and policies; and

NOW THEREFORE BE IT RESOLVED by the Council of the City of Memphis, that there be and is hereby approved an award of Contract No. 12445, Lichterman Pumping Station – Electrical HVAC Enclosure and Dock Extension to Grinder, Taber & Grinder, Inc. in the funded amount of \$440,331.06 as approved.

EXCERPT
from
MINUTES OF MEETING
of
BOARD OF LIGHT, GAS AND WATER COMMISSIONERS
CITY OF MEMPHIS
held
January 3, 2024

The Manager of Procurement and Contracts recommends to the Board of Light, Gas and Water Commissioners that it awards Contract No. 12445, Lichterman Pumping Station – Electrical HVAC Enclosure and Dock Extension to Grinder, Taber & Grinder, Inc. in the funded amount of \$440,331.06.

The project scope is to provide all work including mobilization, supervision, personal protective training and equipment, confined space requirements, transportation, testing, materials, labor, tools, and equipment, for the installation of a new panel wall room enclosure, HVAC system, Loading Dock extension with leveler and other items necessary to complete the construction project at MLGW's Lichterman Pumping Station located at 3426 Hickory Hill Road, Memphis, TN 38115.

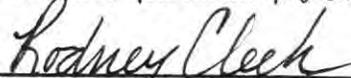
The Notice to Bidders was advertised using MLGW's Online Bid Notification System and the Memphis Daily News on September 8, 2023. MLGW solicited 26 firms; of which, 12 firms attended the Mandatory Site Visit. MLGW received five (5) bids on October 10, 2023; of which, one (1) was deemed non-responsive for not satisfying the Supplier Diversity goal assigned to this project. The lowest and best bid received was from Grinder, Taber & Grinder, Inc. in the amount of \$440,331.06. The term of this contract is 24 months from the date of the Notice to Proceed. This award complies with all applicable laws and policies.

NOW THEREFORE BE IT RESOLVED BY the Board of Light, Gas and Water Commissioners:

THAT, Subject to the consent and approval of the Council of the City of Memphis, the award of Contract No. 12445, Lichterman Pumping Station – Electrical HVAC Enclosure and Dock Extension to Grinder, Taber & Grinder, Inc. in the funded amount of \$440,331.06, as outlined in the foregoing preamble, is approved and further,

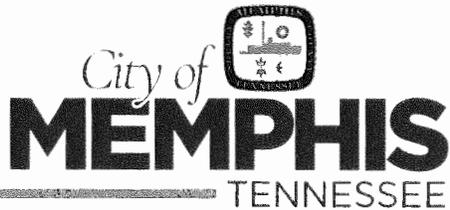
THAT, the President, or his designated representative is authorized to execute the Award.

I hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Light, Gas and Water Commissioners at a regular ~~special~~ meeting held on 3rd day of January, 2024, at which a quorum was present.



Rodney Cleek

SVP, CFO & CAO Secretary - Treasurer



PAUL A. YOUNG
MAYOR

January 2, 2024

The Honorable Michalyn Easter-Thomas, Chairman
Personnel, Government Affairs, and Annexation Committee
City Hall - Room 514
Memphis, TN 38103

Dear Chairman Easter-Thomas:

Subject to Council approval, it is my recommendation that:

Ty Coleman

be appointed as Director of Memphis Animal Services with a salary of \$120,000.14.

I have attached biographical information.

Sincerely,

A handwritten signature in black ink that reads "Paul A. Young".

Paul A. Young
Mayor

PAY/sss

cc: Council Members

TY COLEMAN

Successful & creative management professional with experience in strategic planning for growth and to implement new strategies while finding new avenues for increasing productivity in all aspects.

EXPERIENCE

SEPTEMBER 2023 - PRESENT

DIRECTOR OF ANIMAL SERVICES, CITY OF MEMPHIS

Provide executive-level leadership and technical guidance to manage the quality care of sheltered animals at Memphis Animal Shelter, ensuring adherence to policies regarding kennel operations, animal treatment, cleanliness, and more. Maintain public health and safety through efficient animal collection and impounding. Manage budget formulation and monitoring, community outreach, and volunteer programs. Actively work to fulfill the Memphis Animal Services mission, implementing strategic goals and objectives, developing standards of procedure, fostering relationships with internal and external stakeholders, and leading community educational initiatives. Manage staff of 60 full-time and approximately 25 part-time employees. Oversee communication protocols, represent MAS in public meetings, and cultivate sponsors and fundraising opportunities.

JUNE 2022 - MAY 2023

ANIMAL SERVICES MANAGER (DEPT. HEAD), CITY OF MIDLAND

Direct all phases of the Animal Services department. Supervise field and shelter operations and coordinates daily field activities with the Field Supervisor. Per City of Midland code serves as the Director of Animal Services. Perform other duties as required for smooth and efficient operation of the program. Sets and enforces departmental policies and procedures. Prepare the annual budget for the approval of city management and City Council. Administers the purchases and reconciliation of receipts and accounts payable. Oversee criminal investigations and the preparation of court documents.

MAY 2019 - JULY 2020

ANIMAL SERVICES DIRECTOR, CITY OF SHERMAN

Plan, organize, direct and evaluate the work of department personnel and the regional animal shelter for Grayson County. Developed policies and procedures designed to increase the effectiveness of department operations and address citizen and animal needs. Doing so increased the animal live release rate from 53% to 96%. Raised over \$130,000 within four months to complete a renovation encompassing cat condos and a surgical suite. Provided status reports to the City Manager on department operations, any major shift in policies procedures and recommendations for future development. Developed and administer department budget.

SEPT 2018 - JUNE 2019

SUPERVISOR II (FIELD), CITY OF DALLAS ANIMAL SERVICES

Supervise Senior Animal Services Officers and Animal Services Officers (16) Full-time employees. Perform all duties of Animal Services officer including patrol. Oversee training and assist Animal Services Officers in the preparation of criminal cases. Supervise Officers in reviewing, presenting, and signing court complaints summons against violators. Supervise and support officers in the procurement and execution of search warrants. Present court testimony and evidence at hearings as needed. Respond to quality service request calls and council member requests. Answer inquiries regarding specific animal issues. Assist with the management of a vehicle fleet. Monitor performance and produce reports as needed. Perform yearly employee performance evaluations. Participate in emergency preparedness planning. Identify staffing needs per shift.

MAY 2016 – SEPT 2018

ANIMAL SERVICES COORDINATOR (ASO), CITY OF FARMERS BRANCH

Monitor shelter stock and approve purchase of new supplies. Train/Lead responsibility over Animal Service Assistants. Assist Animal Services Manager with drafting annual budget and monitor budget for shelter services. Provides assistance to the animal shelter manager by gathering data, creating reports, scanning documents. Collecting data to show a growth trend with city's population. Conduct event logistics for campaigns, adoption events, public outreach for donations; contact vendors, secure event resources, plan event itineraries and communications, coordinate volunteers and staff, prepare animals and the pictures, handle invitations and manage on-site details. Apply for grants benefiting animal services, securing over \$275,000.

APRIL 2015 – MAY 2016

CODE COMPLIANCE OFFICER I, CITY OF ARLINGTON

FEB 2014 – APRIL 2015

ANIMAL SERVICES ASSISTANT, CITY OF FARMERS BRANCH

APRIL 2011 – SEPT 2014

ANIMAL SHELTER ATTENDANT, CITY OF CEDAR HILL

EDUCATION

HIGH SCHOOL DIPLOMA, CEDAR HILL HIGH SCHOOL

- Texas Student Achievement Award from Texas ACT Council (Pre-ACT)
- Obtained college credits

ANIMAL SERVICES EXECUTIVE LEADERSHIP CERTIFICATION, SOUTHERN UTAH UNIVERSITY

- Pending graduation 2024

SKILLS

- Leadership
- Organizational Development
- Project Management
- Ability to type 70 WPM
- Internal/External Training and Public Speaking
- Employee of the Year (City of Farmers Branch)
- Social Media/Marketing
- Advanced Animal Control Officer Certification
- Innovative
- Premier Customer Service
- Cedar Hill Citizens Police Academy 2014

REFERENCES

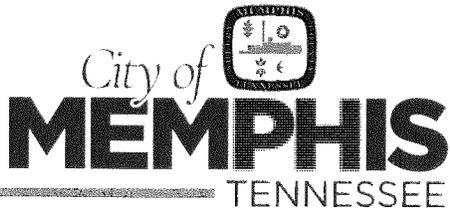
**PAULA POWELL, SENIOR REGIONAL STRATEGIST, BEST FRIENDS ANIMAL SOCIETY
(915)-449-1621 PAULAP@BESTFRIENDS.ORG**

**NICOLE WEAVERLING, HUMAN RESOURCES MANAGER, CITY OF MIDLAND, TEXAS
(432)-260-8343 NICOLE.WEAVERLING@GMAIL.COM**

**MARK COOPER, ANIMAL SERVICES DIVISION DIRECTOR, CITY OF THE COLONY
(903)-227-9517 MCOOPER@THECOLONYTX.GOV**

**KEVIN BARRETT, COURT ADMINISTRATOR, TOWN OF ADDISON
(972)-450-7111 KBARRETT@ADDISONTX.GOV**

**JAMIE ELDER, TERRITORY MANAGER, PATTERSON VETERINARY SUPPLIES
(832)-671-2123 JAMIE.ELDER@PATTERSONVET.COM**



PAUL A. YOUNG
MAYOR

January 2, 2024

The Honorable Michalyn Easter-Thomas, Chairman
Personnel, Government Affairs, and Annexation Committee
City Hall - Room 514
Memphis, TN 38103

Dear Chairman Easter-Thomas:

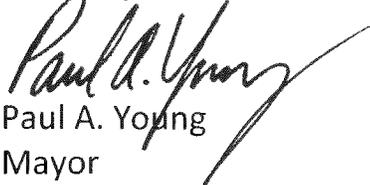
Subject to Council approval, it is my recommendation that:

Manny Belen

be appointed as City Engineer with a salary of \$137,943.78.

I have attached biographical information.

Sincerely,



Paul A. Young
Mayor

PAY/sss

cc: Council Members

Manny Belen, P.E., M.P.A.

mannv.belen@memphistn.gov

PROFESSIONAL EXPERIENCE:

January 2016 –Present

Director, Engineering, City of Memphis (City Engineer)

Strategically develop and implement short and long-term plans, goals and objectives that support and carryout Administration's Mission, Vision, and Values. Directs and manages the day-to-day operations for Engineering Division Organization which encompasses ten major departments that are responsible for the operation and maintenance of City Infrastructure to include Sign/Markings, Signal Maintenance, Parking Meter, Civil Roads & Bridge Design, Storm Water Design, Sewer Design, Mapping & Records, Building Design & Construction, Survey, Construction Inspection, Prevailing Wage, Division Budget & Accounting, and Land Development. Duties include preparing and monitoring the Division's annual operating and capital budgets while providing leadership for approximately 129 employees.

- Develop, monitors and approves Division Capital Improvement and Operating Budgets.
- Manages Division Personnel, fostering employee development and empowerment.
- Manages organization with union representations.
- Managing communication between Community, Divisions, Elected Officials and Mayor office.
- Develop and monitors Division performance measures and benchmarking.
- Lead in the preparation of new or revisions to City ordinances and resolutions.
- Regular Code Administration and Enforcement, ensuring Division compliance with all applicable codes, laws, regulations, standards, policies and procedures.
- Maintain a comprehensive, current knowledge of applicable laws/regulations.
- Develop standards that addresses the quality of the environment and promotes public health and safety
- Serves and represents the City at community meetings, town halls, boards, commissions and committees
- Represents with legal aspects of City infrastructure and land entitlement matters

February 2014 –Jan. 2016

Deputy Director, Engineering, City of Memphis

- At various times charged with planning, directing, and coordinating all activities for Civil Design, Sewer Design, Drainage, Survey, Mapping, Construction Inspection, Traffic Engineering, Sign Shop and Traffic Signal Maintenance Service Centers of the Division of Engineering comprising up to 116 employees at any given time.
- Directed and coordinated, through subordinate supervision, all activities of Service Centers performing functions such as planning, design and construction of all transportation related projects.
- Coordinate with Public Works and other Division to prepare annual CIP Budget.
- Voting member of MPO Engineering Technical Committee. Served as City Engineering representative on various Committee.
- Represented Engineering Division at Union negotiations.
- Oversee and facilitate inter-governmental coordination and cooperation.

July 2009 –February 2014

Administrator, Street Maintenance, City of Memphis, Division of Public Works

- Charged with planning, directing, coordinating and administering all activities relating to street maintenance management, paving snow removal and ice control management, right-of-way management, and grounds maintenance program.
- Prepare and administers service center budget.
- Develop performance measures, goals and objectives for the service center.
- Plan strategic cost-effective maintenance program to an existing system and its appurtenances that preserves the system, retards future deterioration, and maintains or improves the functional condition of the system.
- Responsible for establishing GIS base pavement management system and resurfacing management plan.
- Responsible for being effective and efficient emergency responders.
- Oversee human resource management including planning, organizing and supervising staff of approximately 130 (exempt, non-exempt and bargaining unit) employees.
- Conduct, coordinate and negotiate procurements including contracts and purchase orders for various projects and programs.
- Ensure Division compliance with all applicable codes, laws, regulations, standards, policies and procedures.

August 2008 – June 2009

Manager, Drain Maintenance, City of Memphis, Division of Public Works

- Managed and coordinated, through subordinate supervisory personnel, activities of workers engaged in maintenance and emergency repair of the city's storm water drainage systems.
- Responsibilities included planning, organizing and supervising staff of approximately 70 employees.
- Reviews and analyzes reports and records and confers with supervisor personnel to obtain data required for planning department activities and to address future needs, outlines deadlines necessary to meet work objectives.
- Evaluates current procedures and practices and develops and implements alternate methods to improve operations.
- Researches and evaluates new development in materials, tools and equipment.
- Prepares and monitors budget, prepares bid specifications and contracts, inspect sites to evaluate work requirements.
- Supervise office personnel in dispatching, bookkeeping, payroll and record keeping.

April 2007 – July 2008

Engineer Coordinator, Drain Maintenance, City of Memphis, Division of Public Works

- Investigates and resolves storm drainage problems and concerns reported by the public and other agencies to insure a minimum of financial and legal responsibility to the City.
- Research records and collects data to determine City's easement and systems.
- Prepares and administers departmental capital improvement contracts, works with contractors to schedule work, insures that work performed is completed in accordance with city specifications and approves payments.
- Provides engineering and technical direction for in-house construction projects.

EDUCATION:

May 1998 **Bachelor of Science Degree in Civil Engineer,
University of Nevada Las Vegas**

June 2014 **Master of Public Administration,
Norwich University**

REGISTERED/LICENSED PROFESSIONAL ENGINEER (PE):

- Tennessee, #112656
- Nevada #16421
- Arizona #38403

PROFESSIONAL ORGANIZATION/MEMBERSHIPS:

- Tennessee Chapter American Public Works Association (TCAPWA) Served as:
 - President (2017)
 - President-Elect (2016)
 - Vice President (2015)
 - Awards Committee Chair (2015)
 - West Branch Director (2013, 2014)
 - TCAPWA Education Committee Chair (2013)
 - TCAPWA Diversity Committee Chair (2014, 2015, 2016)
- American Society of Civil Engineer (ASCE), M.ASCE (2007 - Present)
- Institute of Transportation Engineers (ITE), (2014 – Present)
- Phi Alpha Alpha Honor Society – Norwich University (2014)
- Public Works Executive (PWE) – Donald C. Stone Center Leadership and Management (began 2014)

Committee Chair/Member:

- Tennessee Highway Officials Certification Board (THOCB), Member, Memphis, TN – June 2017 – Present
- City of Memphis Capital Improvement Program Committee Chair, Memphis, TN - FY16 thru FY22
- Overton Park Parking Implementation Steering Committee, Member, Memphis, TN – FY17
- City of Memphis Capital Improvement Program Committee, Member, Memphis, TN - FY15
- Uptown West Steering Committee, Member, Memphis, TN – 2014
- Regional Logistics Council (RLC) Transportation Committee, Member, Memphis, TN – February 2014 – Present
- Engineering and Technical Committee (ETC), Member, Memphis, TN – February 2014 – Present
- Transportation Policy Board (TPB), Member, Memphis, TN – February 2014 – Present
- Memphis Urban Area Metropolitan Planning Organization (MPO), Member, Memphis, TN – February 2014 – Present
- Whitehaven Airport City Advisory Committee, Member, Memphis, TN – 2015
- Shelby County Resilience Council, Member 2015 – Present (Recipient of \$60 million National Disaster Resiliency Competition from HUD)
- Chickasaw Basin Authority, 2016 - Present

Awards/Recognition:

- W. Larry Eddins Award, TNAPWA, 2011
- Roger Clark Award, TNAPWA, 2015
- Presidential Award for Chapter Excellence, TN Chapter, TNAPWA, 2017
- Tennessee Public Works “Man of 2017”, TNAPWA, 2017

TRAINING:

- TDOT Training Course on Local Management of Federal Grant Transportation Projects.
- 2013 Membership Summit & Chapter Leadership Training Workshop APWA
- 2015 Lean Six Sigma Black Belt
- 2016 College of Adult Professional Studies (CAPS), CBU, Intersession One: Managing Self
- 2018 PDI Senior Leadership Program
- TN Erosion Prevention & Sediment Control Program, TNEPSC Level 1
- Confined Space, Workplace Safety Department, City of Memphis

LANGUAGES:

- English: Level 5 (ILR)
- Tagalog: Level 4+ (ILR)
- Spanish: Level 2+ (ILR)

January 2, 2024

The Honorable Michalyn Easter-Thomas, Chairman
Personnel, Government Affairs, and Annexation Committee
City Hall - Room 514
Memphis, TN 38103

Dear Chairman Easter-Thomas:

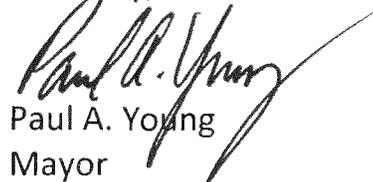
Subject to Council approval, it is my recommendation that:

Ashley C. Cash

be appointed as Director of Housing and Community Development with a salary of \$130,944.32.

I have attached biographical information.

Sincerely,


Paul A. Young
Mayor

PAY/sss

cc: Council Members

ASHLEY C. CASH

SUMMARY

Skilled, awarded, Leader with strong interpersonal skills. Experience implementing and overseeing complex projects, leading teams, managing budgets, and planning. Proven ability to synthesize complex data in order to make decisions. Adept at effectively communicating and relationship building with all levels of an organization.

SKILLS & EXPERTISE

Skills:	Technical Skills:	Expertise:	Awards:
<ul style="list-style-type: none">Project Planning/ManagementBudget ManagementLeading TeamsVertical & Horizontal Communication	<ul style="list-style-type: none">Microsoft SuiteAdobe AcrobatArcGIS	<ul style="list-style-type: none">Project ManagementUrban PlanningProblem Solving	<ul style="list-style-type: none">2020 Daniel Burnham Award2020 Outstanding Planning Award2010 Outstanding Planning Award

PROFESSIONAL EXPERIENCE

City of Memphis, Housing & Community Development Director

6/2021 to Present

- Leads the City of Memphis Housing & Community Development Division, staff size 65
- Manage and administer federal housing funds for the City of Memphis
- Establish new programs to facilitate homeownership and housing development (Middle Housing Development Program, Major Home Repair Program).
- Evaluate current housing programs and policies to determine ways to improve efficiencies and program delivery.
- Identify and facilitate major redevelopment opportunities (+\$200 million in redevelopment).
- Implement the City's first Joint Housing Policy Plan
- Realigning staff with City Vision and Priorities.
- Introducing a new compensation plan to support staff.

Key Accomplishments

- Increased number of Community Housing Development Organizations from two agencies to nine agencies.
- Overhauled Down Payment Assistance Program to be responsive to current market conditions.
- Opened the 225,000 square foot Memphis Sports and Events Complex in Liberty Park. Completed successful rebrand of Fairgrounds to Liberty Park.
- Partnered in the development of over 100 new affordable housing units for the City of Memphis.

City of Memphis, Administrator of Comprehensive Planning

10/2016 to 6/2021

- Leads the City of Memphis' Office of Comprehensive Planning, staff size 8
- Identifies MWBE opportunities for studies and redevelopment projects.
- Manages budget of \$2.5 million.
- Negotiate contracts and navigates the City's procurement process.
- Manage consultants and vendors of varied professions.
- Developed the Memphis 3.0 Comprehensive Plan the City's 650,000 population, 340 square miles
- Works with partners, including external government agencies and nonprofits to leverage resources for redevelopment including land availability.
- Identifies potential acquisition sites, negotiates with property owners and other agencies.
- Identify locations and facilitates small area plans that address land use, zoning, quality affordable housing, and more with community members and stakeholders.

- Supported committee in the development of Memphis' \$1 million Affordable Housing Trust Fund.
- Works with public art agencies to incorporate artists' voice and public art in planning and redevelopment projects.
- Works with City Council and economic development agency to establish a tax increment financing (TIF) district in a low to moderate income community.
- Consults on proposed TIF districts and redevelopment projects.

Key Accomplishments:

- Facilitated development of the City's first comprehensive plan since 1981.
- Developed catalytic investment program to administer \$2 million in target communities.

Habitat for Humanity, Interim Project Manager

10/2015 – 9/2016

- Manage the implementation of Habitat's over \$3.5 million Aging in Place Project which currently serves 235 clients.
- Work with multiple agencies, departments, and funders to meet project milestones and goals.
- Acquire, sell, and manage 140 parcels of land.
- Develop strategies for reducing blight around three neighborhoods.
- Monitor and report on Single Family home repair projects.
- Communicate with team members to determine viable solutions to problems as they arise.
- Manage three staff members.

Key Accomplishments:

- Develop framework for and manage \$345,000 project to repair homes in Frayser.
- Develop and implement customer feedback process to track issues and increase staff efficiency.
- Managed through completion 18 exterior projects with volunteers during the Jimmy and Rosalyn Carter Work Project.

Community Lift, Program Director

12/2013 – 10/2015

- Oversee the funding, implementation and evaluation of all planning programs/processes.
- Manage multiple neighborhood, town center and commercial corridor planning, as well as quality of life programs and independent contractors.
- Collaborated with stakeholders in developing and writing a revitalization plan for two neighborhoods
- Developed the current communication strategy for input and involvement by cross-sector individuals and groups.
- Conduct research/comparative analysis; prepares demographic reports and basic market studies for leadership team, stakeholders, and donors.
- Prepare and distribute graphic and narrative reports on program outcomes, neighborhood data and land use, including land area maps overlaid with geographic variables.
- Develop new communication strategies to keep existing donors engaged.

Key Accomplishments:

- Project Manager for the development and planning of the rehabilitation of a Historic Landmark into a community resource center – Memphis Slim Collaboratory.
- Collaboratively raised nearly \$2 million in revenue within two and a half years.
- Proposed and acquired a \$250K grant for the development of broadband internet service for ~6,000 square feet of a South Memphis neighborhood.

Community Lift, Program Officer

12/2011 to

12/2013

- Managed contracts (up to \$450,000) and activities relating to various programs, including distribution of funds, resources allocation and milestone tracking.
- Reviewed zoning allowances and restrictions to determine feasibility of projects.
- Hired and trained eight team members, including (6) staff and (2) interns.
- Managed three staff members with large projects and day to day duties.
- Acted as a liaison with partner agencies, stakeholder groups, grantees and grantors.
- Coordinated, and then facilitated various project milestone meetings.
- Researched and developed supporting materials to request special use permits.

Key Accomplishments:

- Initiated, developed and implemented grant program to provide funding to neighborhood organizations for operational support.

- Completed written evaluation of a \$250K place-based, workforce development grant for the State of Tennessee
- Promoted to Program Director

University of Memphis - Housing & Community Development Fellow

8/2009 to 5/2011

- Project coordinator to facilitate neighborhood improvement in the Vance Avenue neighborhood.
- Prepared and presented information regarding neighborhood statistics at various meetings and forums.
- Organized and facilitated community meetings relating to the comprehensive planning of various neighborhoods.
- Researched and interpreted neighborhood demographics using current and past census data.
- Created a marketing analysis to determine the suitability of constructing a neighborhood grocery store using data from the Economic Census.

Key Accomplishments:

- Developed prospect locations for the site resulting in the construction of a farmer's market.
- Created Vance Avenue Steering Committee comprised of various neighborhood stakeholders.

Law Office of Charles E. Carpenter - Paralegal

2/2008 to 8/2009

- Produced official statements for various entities, including the Memphis-Shelby County Airport Authority, the City of Memphis, and the Memphis Light, Gas and Water Division.
- Drafted and edited legal correspondence and presentations for various uses.
- Created and submitted documents for recording with the Assessor and the Register of Deeds.

Key Accomplishments:

- Assisted in the closing of commercial property improvement loans up to \$50,000.
- Tracked financial goals and changes of municipal bonds and commercial loans using charts, graphs, schedules and functions in Excel.

EDUCATION

Masters in City and Regional Planning, May 2011

University of Memphis, Memphis, Tennessee

Bachelor of Arts in Legal Studies, July 2007

University of Tennessee, Knoxville, Tennessee

AFFILIATIONS & AWARDS

New Memphis Leadership Development Institute Alum
Board Member, Downtown Memphis Commission

Leadership Memphis Alum, Fast Track 2012 Class
Board Member, Urban Land Institute, Memphis Chapter
Memphis Sports and Events Complex, Building Memphis
Award and Pinnacle Awards Community Impact Awards,
2022
Daniel Burnham Award, American Planning Association,
2020
Outstanding Plan Award, American Planning
Association/TN Chapter, 2020
Outstanding Plan Award, American Planning
Association/TN Chapter, 2010

January 2, 2024

The Honorable Michalyn Easter-Thomas, Chairman
Personnel, Government Affairs, and Annexation Committee
City Hall - Room 514
Memphis, TN 38103

Dear Chairman Easter-Thomas:

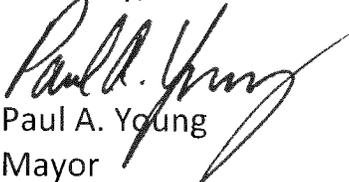
Subject to Council approval, it is my recommendation that:

Elisabeth Keenon McCloy

be appointed as Director of Libraries with a salary of \$137,943.78.

I have attached biographical information.

Sincerely,


Paul A. Young
Mayor

PAY/sss

cc: Council Members

E. KEENON MCCLOY

To provide leadership and vision to advance the goals of a progressive, responsive, and caring library system that eliminates barriers to access and creates opportunities for all to connect, learn and grow.

EXPERIENCE

2008 – PRESENT

DIRECTOR, CITY OF MEMPHIS PUBLIC LIBRARIES

- Responsible for operations of a metropolitan Library system that encompasses 18 locations, 1.6 million customer visits, has a circulation of 1.7 million items, and employs 300+ full-time and part-time staff. MPL is the only library in the country with a radio and television station as well as a 2-1-1 call center.
- Responsible for the integration of the Library into City of Memphis Government, including Human Resources, Finance, Facilities Maintenance, and Information Technology functions.
- Partners with the Friends of the Library, Library Board of Trustees and the Memphis Library Foundation to enhance services delivered to customers through the use of 500 volunteers and significant financial donations.
- MPL received the 2021 National Medal from the Institute of Museum and Library Services – for the second and only time a library has ever accomplished such a prestigious honor.
- Executed the Library's strategic plan which resulted in reimagining library services for the future including a strong emphasis on children, tweens, and teens demand for increased electronic services, STEAM (Science, Technology, Engineering, the Arts, and Math) programming through the Connect Crew, reaching outside the four walls of MPL, with intense focus on collaborations as the key to the future.

2004-2007

DIRECTOR, CITY OF MEMPHIS DIVISION OF PUBLIC SERVICES AND NEIGHBORHOODS

- Responsible for operations of services that address issues critical to the City's focus on neighborhoods, youth, and public safety.
- Initiate programming to fulfill mission of the City and this Division with the goal of being recognized nationally for best practices.
- Develop and strengthen partnerships between community members, the Administration, and businesses
- Develop the budget and ensure compliance with City policies and

procedures.

- Serve as appellate officer in cases of discipline/discharge.
- **Responsible for the following service centers:**
 - Memphis Sexual Assault Resource Center (MSARC)
 - Memphis Shelby County Emergency Management Agency
 - Memphis Public Library and Information Center
 - Office of Multicultural and Religious Affairs
 - Memphis Animal Services
 - Motor Vehicle Inspection Bureau
 - Civilian Law Enforcement Review Board
 - Weights and Measures Bureau
 - Second Chance Ex- Felon Program

1997 – 2003

DEPUTY DIRECTOR, CITY OF MEMPHIS PUBLIC SERVICES AND NEIGHBORHOODS

- Responsible for day to day operations of above listed services that address issues critical to the City's focus on neighborhoods, youth, and public safety. Services also included Code Enforcement, the Mayor's Citizen Service Center, Human Services, Community Affairs, Memphis Animal Services, the Mayor's Citizen Service Center, the Summer Youth Initiative, Human Services, and the Center for Neighborhoods.

1997 – 2003

MANAGER, CITY OF MEMPHIS SEXUAL ASSAULT RESOURCE CENTER (MSARC)

- Managed staff of twenty employees in the provision of forensic evidence collection for rape kits, medical prophylaxis, advocacy and counseling services for victims for sexual assault.
- Created programming which enhanced the level of service to our acute and chronic clients and promoted visibility, awareness and partnerships with our community.
- Prepared budget for MSARC as well as Division and ensured compliance with City policies and procedures.
- Awarded "Agency of the Year" by the American Society of Public Administrators for the time period.

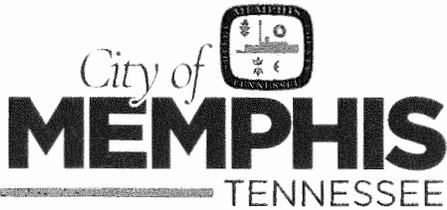
EDUCATION

1991

University of California, Berkeley
B.A. MAJOR: HISTORY. MINOR: CONSERVATION AND
RESOURCE STUDIES.

PROFESSIONAL ORGANIZATIONS & AFFILIATIONS

- Friends of the Memphis Public Libraries, Member
- Leadership Memphis Class of 2007
- Diversity Memphis, Founder and Executive Committee
- Memphis Regional Planned Parenthood, Board Member and Past Vice Chair
- National Conference for Community and Justice (NCCJ), former chair and board member
- M.K. Gandhi Institute for Non-Violence, Former Board Member, Rhodes College Institute for Executive Leadership, Graduate
- Memphis Literacy Council, Former Adult Instructor



PAUL A. YOUNG
MAYOR

January 2, 2024

The Honorable Michalyn Easter-Thomas, Chairman
Personnel, Government Affairs, and Annexation Committee
City Hall - Room 514
Memphis, TN 38103

Dear Chairman Easter-Thomas:

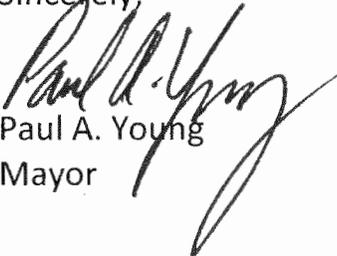
Subject to Council approval, it is my recommendation that:

John Zeanah

be appointed as Director of Planning and Development with a salary determined and paid by Shelby County Government.

I have attached biographical information.

Sincerely,


Paul A. Young
Mayor

PAY/sss

cc: Council Members



JOHN ZEANAH, AICP

linkedin.com/in/
johnzeannah

EXECUTIVE QUALIFICATIONS

Significant experience leading award-winning planning, development services, housing, and sustainability initiatives involving diverse partners and stakeholders on a neighborhood, city, and regional scale. Demonstrated ability to lead a multi-disciplinary division and work with government and community partners to achieve consensus and results. Experienced public speaker and writer, delivering presentations and articles to national, state, and local audiences.

PROFESSIONAL

Awards

American Planning Association
Tennessee Chapter
2023 Outstanding Plan
Implementation Award:
Accelerate Memphis

American Planning Association
Tennessee Chapter
2023 Outstanding Project Award:
Memphis and Shelby County Urban
Design Guidelines

American Planning Association
Tennessee Chapter
2022 Outstanding Plan
Implementation Award:
Memphis 3.0 Comprehensive Plan

Congress for the New Urbanism
2021 Charter Award: Memphis 3.0
Comprehensive Plan

American Planning Association
2020 Daniel Burnham Award for a
Comprehensive Plan: Memphis 3.0
Comprehensive Plan

American Planning Association
Tennessee Chapter
2019 Outstanding Plan Award:
Memphis 3.0 Comprehensive Plan

American Planning Association
Sustainable Communities Division
2015 Excellence in Sustainability
for a Plan: GREENPRINT
2015/2040

American Planning Association
Tennessee Chapter
2015 Outstanding Plan Award:
GREENPRINT 2015/2040

American Society of Landscape
Architects Tennessee Chapter
2015 Honor Award for Planning and
Analysis, Regional: GREENPRINT
2015/2040

Memphis and Shelby County Division of Planning and Development

Director (January 2018–Present), Deputy Director (February 2016–December 2017), Administrator of Sustainability and Resilience (September 2014–February 2016), Program Manager (June 2012 - September 2014)

- Direct a joint division of City and County government comprised of 175 employees responsible for planning and development services functions including land use and zoning administration, comprehensive planning, construction code enforcement, housing, sustainability and resilience, and regional transportation planning.
- Lead development, adoption, and implementation of the Memphis 3.0 Comprehensive Plan, the city of Memphis's first comprehensive plan since 1981.
- Led development of a housing policy plan, smart city plan, resilience plan, climate action plan, complete streets plan, transit plan, urban design guidelines, and small area plans.
- Led multi-agency development process improvement initiative coordinating permitting, inspection, and code enforcement functions and centralizing in a single software solution.
- Direct improvements to core division functions, development process, permitting, staffing, and workflow to improve division operations and customer service delivery.
- Reduced wait times on permits and plan review 50%, cut wait time for inspections to under 1.5 days, and achieved 90-95% adoption of online permitting within one year of launch.
- Grew staff by 30 FTE and increased enterprise fund balance by \$10 million over 5 years.
- Led development and implementation of zoning and building code updates to advance housing development.
- Secured and managed \$100 million for Accelerate Memphis capital improvements to community infrastructure, implementing recommendations of the Memphis 3.0 Comprehensive Plan.
- Developed and directed Shelby County's Greenprint for Resilience initiative, funded by a \$60.4 million HUD National Disaster Resilience Competition Grant, including comprehensive recommendations to address long-term flood resilience and community redevelopment goals.
- Led completion of GREENPRINT 2015/2040, a tri-state regional planning initiative for a network of green space funded by a HUD Sustainable Communities Regional Planning Grant.

University of Memphis, Department of City and Regional Planning

Adjunct Graduate Faculty (January 2020 – May 2022)

Memphis-Shelby County Schools

Comprehensive Planning
February 2007 – June 2012
Senior Comprehensive Planning Analyst

Memphis and Shelby County Division of Planning and Development

Comprehensive Planning, Economic Development
September 2003 – February 2007
Senior Planner



JOHN ZEANAH, AICP

[linkedin.com/in/johnzeannah](https://www.linkedin.com/in/johnzeannah)

EDUCATION

University of Memphis

Master of City and Regional Planning
American Institute of Certified Planners Outstanding Student Award

Rhodes College

Bachelor of Arts, Political Science

PROFESSIONAL MEMBERSHIPS

American Planning Association

Amicus Curiae Committee Member
Housing Supply Accelerator Steering Committee Member, APA and National League of Cities
West Tennessee Section Director, Tennessee Chapter of American Planning Association

American Institute of Certified Planners (AICP)

Urban Land Institute

Congress for the New Urbanism

Accredited Member (CNU-A)

Big City Planning Directors Institute

PUBLICATIONS

Book

Today's Comprehensive Plan. Island Press. Forthcoming (2025).

Articles

Reconsidering the Role of Consistency in Plan Implementation. *Zoning Practice*. February 2021.
Guiding Plan Implementation With Degree of Change. *PAS Memo*. July/August 2021.
Beyond Use Zoning: The Role of Deregulation in Housing Equity. *Zoning Practice*. May 2022.
Maximizing Plan Implementation through Small Area Plans (excerpt). *PAS Report*. Forthcoming (2024).

NOTABLE PRESENTATIONS

American Planning Association, National Planning Conference

2014, 2016, 2018, 2022, 2023

Congress for the New Urbanism

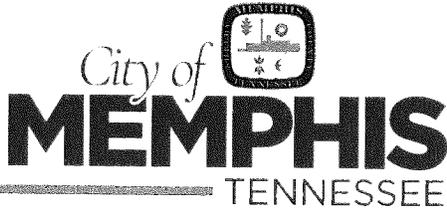
2019

American Planning Association, Tennessee State Planning Conference

2012, 2014, 2015, 2017, 2019, 2023

American Planning Association, Arkansas State Planning Conference

2022 (Keynote)



PAUL A. YOUNG
MAYOR

January 2, 2024

The Honorable Michalyn Easter-Thomas, Chairman
Personnel, Government Affairs, and Annexation Committee
City Hall - Room 514
Memphis, TN 38103

Dear Chairman Easter-Thomas:

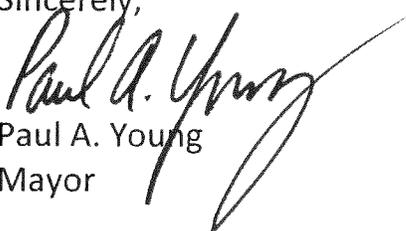
Subject to Council approval, it is my recommendation that:

Penelope Huston

be appointed as Chief Communications Officer with a salary of \$152,291.10.

I have attached biographical information.

Sincerely,


Paul A. Young
Mayor

PAY/sss

cc: Council Members

PENELOPE HUSTON

n/penelopehuston

Downtown Memphis Commission, Memphis, TN. 2017-current VICE PRESIDENT OF MARKETING, COMMUNICATIONS & EVENTS

Responsible for guiding the public voice, communications, and engagement strategy for Downtown Memphis Commission, Mighty Lights, and Beale Street, using data and public input to further the development of a downtown for everyone.

- Developed and maintained relationships with internal and external stakeholders.
- Communicated and served as a public voice for Downtown Memphis.
- Managed marketing/communications/events staff, multiple freelance and contract employees, and volunteers.
- Developed content strategy and design for DowntownMemphis.com and BealeStreet.com.
- Developed content and management strategy for five social channels across four platforms.
- Created, produced, and supported 500+ annual events per year; 250+ provided free to the public.
- Managed Downtown Memphis and Beale Street marketing, including broadcast, radio, print, outdoor, social, and digital media.
- Managed staff and annual budget for the Marketing/Comms department, including grants allocation, tracking, and metrics.
- Created/managed a record-breaking fitness series utilizing downtown greenspaces.
- Developed ongoing music programming throughout downtown Memphis, including virtual programming during COVID.
- Created branding and messaging strategies to encourage community engagement in downtown Memphis.
- Managed the district's customer service and feedback issues; liaised between stakeholders and agency partners.
- Wrote and edited all public written communications for the president of the Downtown Memphis Commission and key senior staff members.

Memphis in May Festival, Memphis, TN. 2015–2017 DIRECTOR OF MARKETING

Responsible for all external communications and marketing for the Memphis in May festival, including artist engagement, customer surveying and feedback, and traditional and social marketing; used data to drive marketing decisions to further the festival's reach and affinity; raised the Net Promoter Score from 7 to 9 during my tenure.

- Created the concept and execution strategy for the Great American River Run - half-marathon.
- Created and executed outreach strategy for all festival events.

Skills/Experience

Content Creation
Community Building
Copywriting
Project Management
Audience Development
Creative Direction
Crisis Management
Public Relations
Email Marketing
Photography
Event Programming
Donor Acquisition
Traditional Marketing
Social Media

Attributes

Good Listener
Great Storyteller
Analytical Thinker
Creative Troubleshooter
Dedicated Team Leader
Rainmaker
Zen Multitasker
Deadline Lover

Tools

Google Suite
Word
PowerPoint
Excel
Adobe Creative Suite
Photoshop
Critical Mention
Later
Canva

- Directed all marketing and marketing strategy for the official festival of the city of Memphis, including broadcast, radio, print, outdoor, social, and digital media.
- Worked with internal teams to create plans to best utilize and activate partner engagement, sponsorship, international, and educational - to drive results for our partners and our bottom line.
- Developed and implemented plan to launch two new festival events for 2016 - Great American River Run (2300 runners for the inaugural event) and 901Fest (7000+ in attendance).
- Managed all social identities for our events: Beale Street Music Festival, World Championship Barbecue Cooking Contest, Great American River Run Half Marathon/ 5K, 901Fest, and Festival account
- Handled all fan engagement and customer relations issues.
- Wrote and issued all press releases for local, national, and international distribution.
- Engaged, pitched, and collaborated with local, national, and international media outlets (over 300 media entities) to create brand-enhancing messages promoting our festival.

Contemporary Media, Inc., Memphis, TN. August 2007–2015

GROUP ADVERTISING DIRECTOR (multiple publications including *Memphis* magazine, *Memphis Flyer*, *Memphis Parent*, *Inside Memphis Business*, *Germantown*, and *Collierville* magazines)

Responsible for revenue strategy, audience development, and community engagement strategy for the entire publishing group.

- Managed and mentored the team that handled customer relations, sales, and sponsorships for all publications.
- Supervised 15 direct reports and created development plans and strategies to hit key performance targets for internal and external partners.
- Developed strong relationships with community partners.
- Coached and trained team members on best practices and key initiatives, analyzing strengths and weaknesses, targeting areas for improvement.
- Worked as primary client liaison and strategist for CMi Creative Content - specialty pubs division.
- Created asset packages and implementation processes for event and sponsor engagement.
- Prepared and reviewed trending reports, marketing plans, and client proposals.
- Assisted clients in preparing brand messaging and marketing plans.

ALSAC/St. Jude, Memphis, TN. July 2006–August 2007

CORPORATE ALLIANCES LIAISON

Responsible for revenue growth, consumer engagement strategy, and client satisfaction for key accounts, including Target, Saks, Gymboree, Dollar General, Kellogg's, Jones Soda, and Procter & Gamble.

- Developed, evaluated, and managed multimillion-dollar cause-marketing programs at national and multi-regional levels.
- Collaborated with corporate partners and cultivated relationships to maximize donations to St. Jude while positioning partners as responsible corporate citizens; programs included add-on campaigns, executive gifts, employee giving, in-kind donations, naming opportunities, and regional sponsorship programs.
- Partnered with internal departments to plan and implement the strategic direction of programs to develop annual goals, budgets, and alliances.
- Prepared and reviewed fulfillment reports, marketing communications plans, presentations, and press releases.
- Planned and coordinated corporate stewardship activities, including corporate training sessions, incentive and recognition programs, news conferences, and receptions.

Santa Barbara Independent, Santa Barbara, CA. July 1999–July 2006

DIRECTOR OF NEW MEDIA and COLUMNIST

Responsible for website strategy and development, revenue strategy, audience development, and community engagement strategy; wrote a weekly column in my spare time.

- Redesigned company Website (Independent.com) to improve editorial and advertising content and revenue management. The redesigned site was named by Editor & Publisher as “Best Weekly Affiliated Website” in the U.S.
- Led team in creating Vision Statement and branding standards for *Independent* and *Independent.com*.
- Developed partnerships with local radio stations to promote upcoming events/happenings and the *Independent* brand.
- Wrote copy and performed on-air as the voice of the *Independent* on a series of weekly radio spots.
- Created monthly online surveys to gather new information about our readers' needs and reactions to our products. Utilized the results of these surveys to improve our readers' interaction with us and our ability to reach them effectively.
- Managed a staff of 3 designers and 12 salespeople while overseeing the affiliate and ad content.
- Overhauled and revived a previously defunct online shopping portal built for the nonprofit industry, allowing readers of independent.com to shop online retailers and donate a percentage of their spending to the local nonprofit or school of their choice.
- Designed, wrote, and took photographs for a weekly full-page style and society column, covering everything from international film festivals to fashion shows and community happenings.

Memphis Flyer, Memphis, TN. 1991-1999

ADVERTISING AND PERSONALS MANAGER

Responsible for revenue strategy, audience development, and community engagement strategy for the classified and direct response sections of the newspaper.

- Managed and mentored the team that handled customer relations, sales, and customer service.
- Supervised 3 direct reports and created strategies to hit key performance targets for all categories.
- Developed strong relationships with community partners.
- Coached and trained team members.
- Prepared and reviewed trending reports, marketing plans, and client proposals.
- Managed all call center activity, wrote all Memphis-centric scripting, and managed process improvement protocols.

Achievements/Interests

- Board Member Current: New Memphis Institute, Rock n Soul Museum, Indie Memphis, Memphis Brand Initiative, Sister Supply
- Past Board Member: Thistle & Bee
- Past Board President, Board Officer, and Board Member: AAF Memphis, Memphis chapter of American Advertising Federation (aafmemphis.org)
- Past Board Officer: AAN Association of Alternative Newsweeklies (nationally elected seat, two terms)
- Leadership Memphis Graduate, 2015
- New Memphis Institute LDI Graduate, 2022

- Speaker/Panelist/Consultant - Association Alternative Newsweeklies Conferences, International Downtown Association, Parks Association, Reimagining the Civic Commons convenings.
- Running/Fitness: At CMi, created a city-wide “Get Memphis Moving” initiative, which partnered with Church Health Center, Healthy Memphis Common Table, Outdoors, Whole Foods, and other community partners to make Memphians more aware of health and fitness opportunities in their neighborhoods. Completed: one marathon, two half marathons, multiple 20-mile challenges, dozens of 5/10Ks, and five Ragnar races on team Memphis Mojo

Education

B.S. Psychology, Berry College, Rome, GA

PENELOPE HUSTON penelopeande@gmail.com • 901.494.3606 • [linkedin.com/in/penelopehuston](https://www.linkedin.com/in/penelopehuston)

January 2, 2024

The Honorable Michalyn Easter-Thomas, Chairman
Personnel, Government Affairs, and Annexation Committee
City Hall - Room 514
Memphis, TN 38103

Dear Chairman Easter-Thomas:

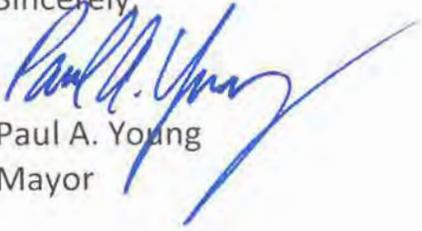
Subject to Council approval, it is my recommendation that:

Fonda F. Fouché

be appointed as Chief Human Resources Officer with a salary of \$152,291.10.

I have attached biographical information.

Sincerely,


Paul A. Young
Mayor

PAY/sss

cc: Council Members

Fonda F. Fouché |

Accomplished public sector leader with 25+ years of HR expertise with a history of success in recruitment and retention, onboarding, and training. Proven track record of developing and implementing successful policies and processes to improve efficiency and effectiveness. Hardworking with strong communication and interpersonal skills to build and maintain strong relationships with employees and stakeholders.



CITY OF MEMPHIS

Chief Human Resources Officer 06/2023- present

Lead and develop strategies for the Human Resources Division in the areas of Talent Management, Total Rewards, Workplace Safety and Compliance, EDI, HR Operations and HR Analytics and Performance.

Manages \$9.4 million general fund budget | \$97.1 million healthcare fund budget | \$24 million OPEB budget

Talent Management Officer 04/2017- 6/2023

Implement and develop strategies for General Recruitment, Organizational Development, Career Pathways, and Public Safety teams to recruit and retain top talent which results in the hiring and recruitment of full time, appointed, public safety and contingent employees, pre-employment and promotional testing, and professional development for the organization. Managed \$5 million budget

Public Safety Talent Manager 01/2017- 04/2017

Manages the Public Safety team. Developed and implemented strategies, processes and plans for effective recruitment, hiring, professional development and testing for Public Safety Divisions. Managed educational/feeder programs for Public Safety.

Recruitment and Selection Supervisor 09/2009- 01/2017

Manage day to day operations of the Recruitment and Selection Service Center and supervise hiring, testing, contingent, and development teams to ensure progress on projects and responsibilities of the Recruitment and Selection Service Center

Sr. Employment Analyst 07/2007- 09/2009

Responsible for guiding applicants and hiring managers through the hiring and recruitment process

Review applications and send to hiring managers for review

Review, approve, and create interview questions

Administer policies and procedures related to Recruitment and Selection

Onboarding

Police Employment Analyst 01/2001-07/2007

Serve as Lead Analyst for the Memphis Police Department employment process, which includes the hiring of Police Officers, Police Service Technicians, and Police Radio Dispatchers. Coordinate and administer entry-level tests, score written exams, analyze background investigations, place applicants on payroll and process paperwork, serve on interview boards, and proctor psychological testing. Prepare hiring schedule, applications, and final job lists for hiring process. Create and maintain applicant databases using Microsoft Excel and Sigma to track applicant status. Prepare detailed reports utilizing specialized software. Serve on applicant review boards and give input on acceptability of applicants. Interpret Police hiring standards at various steps to ensure integrity of the process. Serve as Liaison between Police Personnel, medical group, and City Hall's Human Resources Department. Appointed Chairperson for committee designed to shorten and expedite the hiring process for Police Recruit and Police Service Technician.

Personnel Analyst: 03/1997-01/2001

Gathered and developed data on department employees that generates work for the Personnel office. Served as Liaison between Police Personnel and the Employment/Background Unit. Coordinated the Police Department's weekly Special Order that lists pertinent information such as transfers, resignations, name changes, and disciplinary actions. Prepare change of status reports for the POST Commission.

Employment Analyst: 01/1996-03/1997

Performed job analysis and data collection for Fire Services to be used in personnel selection decisions for Fire Recruits, Firefighter/Paramedics and Fire Alarm Operators. Coordinated Fire Recruit Orientation, administered entry-level tests for Fire Recruits and Fire Alarm Operators, served on interview and background review boards, extended job offers, processed candidate's paperwork for placement on payroll. Maintained database for 2,000 potential applicants. Supervised two temporary employees who assisted in testing and grading during the entry level hiring process to create the Eligible Hiring Register. Attended career/job fairs. Duties included setting up booth, talking with interested people, handing out applications and answering questions about working for the City of Memphis.



Education

CENTRAL MICHIGAN UNIVERSITY

Master of Science in Administration, June 1999

UNIVERSITY OF TENNESSEE AT KNOXVILLE

Bachelor of Science in Education, Minor in Business Administration, August 1995



Affiliations and Activities

- Emerging Leaders- Class of 2013
- Leadership Memphis, Fast Track Fall 2016
- IPMA-SCP (International Public Management Association, Senior Certified Professional)
- Member, SHRM (Society of Human Resource Management)
- City of Memphis, Manager-Leader Certification Program
- 2023 Memphis Business Journal HR Impact Honoree
- 2015 Ovation Award- Team Work
- 2017 Ovation Award- Team Work
- 2017-Ovation Award Management Excellence

January 2, 2024

The Honorable Michalyn Easter-Thomas, Chairman
Personnel, Government Affairs, and Annexation Committee
City Hall - Room 514
Memphis, TN 38103

Dear Chairman Easter-Thomas:

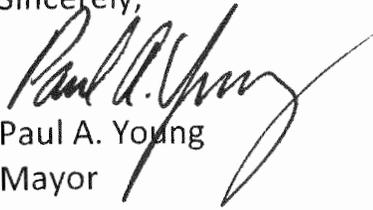
Subject to Council approval, it is my recommendation that:

Cerelyn "CJ" Davis

be appointed as Director of Police Services with a salary of \$280,862.14.

I have attached biographical information.

Sincerely,


Paul A. Young
Mayor

PAY/sss

cc: Council Members

Cerelyn 'CJ' Davis

Chief of Police

~ RESUME ~

City of Memphis June 2021-Present

The City of Memphis is populated with approximately 650,000 residents and has a geographical footprint of over 340 square miles. Memphis is internationally known for its storied history as a hallmark city for rhythm and blues, and the many significant events of the civil rights movement. The city is predominately comprised of African Americans but touts its popularity as a culturally diverse and inviting metropolis for every racial origin. The Memphis Police Department is equally diverse and is considered a competitive and highly effective organization amongst peer cities. Davis oversees a department of over 2600 commissioned and civilian employees and manages a 300+ million-dollar budget. The Memphis Police Department faces similar challenges of other major cities, routinely hosting large crowds for sporting events and festivals, fluctuating crime trends, gang activity, affordable housing issues, inner-city gentrification, and the effects of increased juvenile crime. While crime has historically been a quality-of-life issue in the city, Chief Davis promotes new approaches through group violence intervention (GVIP), youth and community engagement, heightened visibility, and the use of technology which has proven to be effective in crime reduction efforts. The MPD has been accredited through the Commission on Accreditation for Law Enforcement Agencies (CALEA) for approximately nine years, and has been re-accredited under Davis' leadership, most recently in 2022.

MAJOR ACCOMPLISHMENTS - MEMPHIS:

- **2022: Broke a 3-consecutive year record of violent crime by reducing Homicides by 6% and violent Crime by 2%**
- **Re-established the MPD Special Traffic Enforcement Unit (STEU) to reduce interstate traffic violations – reduced interstate shootings by 20% since 2021**
- **Added 10 motorcycle officers and one lieutenant to the Motors Unit for heightened visibility.**
- **Increased the Entertainment District (EDU) staffing to 30 officers and added 10 electric bikes to the downtown space.**
- **Expanded the Mounted Patrol Unit by 6 horses for a total of 12 Mounted Patrol officers.**
- **Expanded Violent Crimes Unit, created the Fugitive Unit, & Auto Theft Task Force Unit**
- **Distributed new TASERs for all patrol officers for less lethal responses during mental crisis.**
- **Restructured the organization by creating the “Strategies & Special Projects Division: research, update and write agency policies consistent with national best practices in the LE profession: revised, reformatted and wrote 141 new policies & 61 SOPs since 2021**
- **Created 125 new first-line supervisor positions for improved officer oversight and accountability, establishing a clear and achievable career ladder for MPD officers, and created an additional 10 Major positions.**
- **Implemented Take Home Vehicle program for officers living within the city of Memphis.**
- **Implemented the new *Connect2Memphis* public/private partnership for citywide camera network activating over 4200 cameras citywide.**
- **Implemented the Reimaging Policing Recommendations for MPD creating oversight and transparency to Memphis' residents.**

Cerelyn 'CJ' Davis

Chief of Police

~ RESUME ~

- Overhauled City's police hiring process – reduced timeline from 6-months to 90-days.
- Historic record-breaking recruitment numbers of police officers in 2022
- In 2021 joined a National 30X30 Initiative to hire 30% women by 2030. Increased MPD women hires by 25% and total women commissioned by 35% since 2021.
- New initiative for all recruits certified in Crisis Intervention Training (CIT) for reduction in unnecessary use of force.
- Created 50 positions to re-hire retired MPD Officers to implement robust community crime prevention education to residents and businesses.
- Expanded the Community Engagement Unit – Youth Programs & Mentoring city-wide.
- Implemented the new Community Engagement Section – re-establishing the Police Athletic League and Girl Scout Troops at all precincts.
- Created LGBT Liaison position and the Hispanic Community Liaison position.
- Established monthly community meetings hosted by commanders at all 9 precincts.
- Created the Memphis Police Leadership Institute in partnership with University of TN graduating 25 leaders.
- Conducted 6 Leadership Retreats for high-level crime fighting strategic planning with quarterly check-ins to assess success measures.
- Overhauled the MPD Disciplinary process for consistent investigations into officer misconduct.
- Re-Branded Memphis Police Department with new vehicle design & new uniform design
- After years of backlog, led the Impound/Tow Lot initiative to reduce the backlog of towed vehicles housed on the lot by 40%

City of Durham

June 2016 – June 2021

The City of Durham has a population of approximately 385,000 residents and encompasses a geographical footprint of 286 square miles. Durham is a municipality known for its rich history steeped in the tobacco industry, and today infamously known as the City of Medicine. Notably, Durham is home to Duke University, an education and medical system that boasts over 35,000 employees and has over 15,000 students enrolled. The city of Durham is culturally diverse, with demographics comprised of 49% White, 38% Black, and 11% Asian and Hispanic. natural disasters. The Durham Police Department has an authorized staffing allocation of 650 employees, operates with a 90-million-dollar budget, and provides emergency services as the primary public safety entity for the municipality. The structure of the department is traditional in make-up: Field Operations, Criminal Investigations, Community Services, and Administrative Services. Restructuring under Chief Davis centralized Criminal Investigations Division and created a Violent Crimes Task Force.

MAJOR ACCOMPLISHMENTS - DURHAM:

- Established new COMPSTAT format - increased efficiency, increased effectiveness, directing patrol resources to what matters most, increased community/stakeholder connections and investigative capacity
- Maintained a 5-year downward trend in Violent Crime
- In 2020 – Zero percent increases in Homicide incidents

Cerelyn 'CJ' Davis

Chief of Police

~ RESUME ~

- YTD 2021 – Violent Crime Down 3%
- Past 5-years consistently maintained criminal case clearance rates higher than national averages
- Created the new *Violent Crimes Task Force* – implemented focused deterrent approach for Shootings & Gang activity with consistent reductions in aggravated assaults and robberies
- Established effective processes for federal prosecution targeting 'Most Violent Repeat Offenders'
- City/County Gang Reduction Strategy Committee – utilizing *Cure Violence Model* w/ community citizen Violence Interrupters
- Started 'Cold Case' investigations for major reductions in dated Sexual Assault Cases (SAKI) – Received '*Dogwood Award*' State of N.C. Attorney General for major reductions and significant indictments.
- Implemented policy-driven mandatory *Misdemeanor Diversion Program* (99% participant completion rate) All 1st Misdemeanor Offenders routed to program
- "*All Hands on Deck*" Supplemental Patrol Schedule to augment staffing shortages
- Oversight and implementation of first ever department Body Worn Camera (BWC) Program
- Initiated Staffing & Beat Analysis Study to evaluate and reallocate manpower for improved operational effectiveness and efficiency.
- Proposed and implemented new rank structure department wide by reclassifications w/ permanent pay incentives for senior patrol officers and investigators
- Implemented new supervisor training & Commander's quarterly Leadership Retreats
- Established the Durham Police Chief's Interfaith Council – Community Partnerships
- Department full-time Hispanic & LGBTQ Liaison for improved outreach and crime prevention through education and advocacy
- Developed policies & practices to ensure diversification of workforce in hiring practices and promotional processes
- Instituted accountability protocols and de-escalation training which led to reductions in Use of Force complaints
- Implementation of formal Mentoring & Peer Support Program for employees
- Annual Citizens Police Academy & 1st Virtual CPA
- Hispanic Community Conversations – Immigration U-VISA
- Brick & Mortar oversight of 90M dollar state of the art new Police Headquarters Building
- Designed, purchase, acquired state of the art 800K Mobile Command Vehicle
- Established departmentwide Racial Equity Task Force
- Established Civilian & Sworn Employee Advisory Board

City of Atlanta

October 1986 – May 2016

The City of Atlanta is considered the jewel of the South, with a residential population of more than 450,000 in the city proper; boasting an urban population of 5 million. As the home of the Civil Rights movement and the busiest Airport in the world, Deputy Chief Davis understood the

Cerelyn 'CJ' Davis

Chief of Police

~ RESUME ~

importance of running a police force sensitized to cultural diversity and the historical relevance of the Atlanta area. Community policing was an integral and necessary element in police operations, where the tenets of cultural diversity drive positive relationship building between police and diverse communities. Sustaining strong partnerships with the business community was just as critical as building strong coalitions with neighborhoods & community leaders. Davis forged long-lasting relationships with several of Atlanta's Fortune 500 companies, many of which supported the Department's crime fighting and community outreach initiatives. During her 30-year tenure, she assumed leadership roles in planning for major events in the City of Atlanta, such as the Democratic National Convention, the 1996 Olympics, the NFL Super Bowl, NBA & NCAA Play-off games, major road races, intelligence planning & training for the G8 Summit, and other national noteworthy events. She has served as a subject matter expert on national platforms related to the latest tools in police technology, predictive policing, and community engagement.

MAJOR ACCOMPLISHMENTS: ATLANTA

Atlanta Police Department/Division Commander - Strategies & Special Projects

- **TECHNOLOGY:** Oversee operation, MOU's, maintenance, and contracts of private sector & public sector video camera network, with over 5800 cameras streaming into the APD Video Integration Center (VIC). Oversee the research, assessment, and acquisition of all new technology in the Atlanta Police Department; initiating & overseeing projects estimated \$15 million
- **CRIME FIGHTING:** Created new format for COBRA (CompStat crime fighting sessions) utilizing intelligence led and new predictive policing software (PredPol) attaining 7% & 9% decrease in crime in 2 pilot precincts, utilizing crime data to direct strategic deployment; use of analytical reporting to drive decision making, and deployment of covert camera network in high-crime areas, ensuring results driven strategies and accountability of Field Operations Division precinct commanders. Sustained a 3% reduction in overall crime 2015. Combined all APD discretionary resources for holistic approach to crime suppression
- **ATLANTA POLICE LEADERSHIP INSTITUTE (APLI):** Launched the Atlanta Police Leadership Institute (APLI) graduating over 200 upper rank & file supervisors and command staff, completing 6-week customized leadership curriculum in partnership with Georgia State University.
- Established the APLI International Exchange program coordinating all aspects of Israeli exchange and curriculum for annual Atlanta Police visit, and coordinates annual APD Command delegations to Israel. Currently coordinating exchange & curriculum development with NYPD & LAPD Command Staff to launch Domestic Exchange in 2016
- **CAPITAL PROJECTS:** Conduct oversight for all APD Capital Projects currently estimated at 18-million for FY-15&16: new Police Academy, Zone 3 & 4 Precincts, Special Operations relocation, and other major acquisitions. Actively and collaboratively develop APD's annual budget and present to City Council
- **ACCREDITATION / CALEA:** Led the APD Accreditation process, successfully awarded nationally with re-accreditation, receiving Department recognition for outstanding diversity in recruiting. Oversee state of Georgia accreditation process where APD received initial state accreditation certification in 2014; currently preparing for 2016 re-accreditation national & state.

Cerelyn 'CJ' Davis

Chief of Police

~ RESUME ~

02/2013-01/2014

Code Enforcement Section Commander / Major

- Re-organized civilian operation integrating sworn personnel and overhauled workflow to affect a 100% reduction of 4600 backlogged code enforcement cases
- Re-instituted the Judicial In-Rem process in collaboration with Atlanta Municipal Court and City Council Community Development Committee to remediate blighted properties
- Conducted 7 major demolitions of blighted apartment complexes by utilizing crime data associated with abandoned properties, tough and relentless code enforcement measures.
- Moved Code Enforcement operation to new facilities, utilizing a \$300,000 budget for upgrades and office fixtures; increased inspector staff by 25% to effectively sustain success.
- Implemented new performance measures to ultimately attain 90% of service level agreements for customer responses were met under new 311 standards.

10/2011 – 2/2013

Office of the Mayor / Executive Loan / Project Manager

- Independently evaluated City Departments to identify process efficiency gaps and make recommendations for improved service delivery, such as City Arborers, Dept. of Buildings, & Code Enforcement
- Staffed the Mayor while serving on the City of Atlanta UASI Senior Policy Committee, providing law enforcement input regarding the development of regional evacuation processes, interoperability planning, and expenditure of UASI funding for participating jurisdictions, represented APD on regional evacuation tabletop work group
- Managed federal reimbursement process for City of Atlanta disaster relief claims submitted for flood damages to water facilities, coordinating official documentation with GEMA, FEMA, Administration and Law Department

03/2010 – 05/2011

Community Oriented Policing / Project Manager

- Wrote the initial white paper introducing COPs program conceptual framework, and utilized grant funds for the creation and implementation of the APD's Community Services Division/Community Oriented Policing Section (COPs)
- Identified and planned new facility location and space layout for initial 50 grant funded COPs officers to include equipment, fleet, and IT requirements, facilitated officer selection & training.
- Established Mission Statement and Community engagement criteria for COPs Section, Introduced Community Policing through Environmental Design (CPTED) training to officers, and developed lesson plan and presentations for Neighborhood Watch train the trainer. Developed foundational standard operating procedures (SOPs) for Section guidance.

Cerelyn 'CJ' Davis

Chief of Police

~ RESUME ~

08/2008 – 03/2010

Atlanta Hartsfield Jackson (AHJIA) / Airport Precinct / Assistant Commander

- Responsible for planning, supervising, and evaluating the operation & activities of all personnel assigned to the AHJIA Police Precinct, which included patrol, support functions, developed annual business plan, managed the day to day administrative and operational components of the precinct for all shifts to ensure local & federal mandates adhered to in passenger screening, traffic operations, counterterrorism measures & crime prevention strategies.
- Conducted law enforcement staffing analysis for new multi-million-dollar Rental Car Center & New state of the art Maynard Jackson International Terminal
- Supervised investigations of all citizen complaints, terrorist's threats, and criminal investigations
- Managed the APD enterprise fund to include federal funding for Canine and EOD operations at Domestic & International Terminals
- Coordinated Full Scale Exercises and Risk Assessments in preparation for threats to local critical infrastructure with FBI/JTTF, TSA, Fire Rescue, Border Patrol, ICE, FAMs, CDC, local, state, and other federal jurisdictions.

11/2007 – 7/2008

Internal Affairs / Office of Professional Standards – Commander

- Managed the administrative processes for all citizen complaints to include anonymous and other internal initiated investigations.
- Increased the number of integrity test by 50% annually.
- Reduced the investigative complaint process by streamlining case investigation periods from 60-days to 30-days, and 90 days for more egregious violations; ensures timely response to citizens.
- Improved Corruption Unit proactive measures by ensuring a 50% increase of annual integrity test for APD officers to deter & detect officer misconduct.
- Served on national Internal Affairs Work Group as contributing writer in the development of the Bureau of Justice Administration (BJA) Internal Affairs Best Practices publication.

6/2006 – 11/2007

Special Enforcement Section Commander

- Commander over all operations task forces to positively impact street level gang crimes and drug sales, through data driven crime fighting strategies in high crime areas citywide
- Successful in developing high-profile cases against principle actors to eradicate Crime Syndicate BMF Family, and many other prosecutions under the Georgia Gang Terrorism statute & federal prosecution
- Managed staffing and operations of the High Intensity Drug Unit (HIDTA); a federal partnership of multiple police jurisdictions, developing cases in regional drug interdiction
- Section Commander of the APD's SWAT, Helicopter, and Motorcycle Unit. Coordinated specialized training to ensure rapid response to tactical situations executed seamlessly
- Executive Protection coordination supervising all U.S. President Details, Dept. of State diplomats, Embassy contacts, and other high profile visits to include special events,

Cerelyn 'CJ' Davis

Chief of Police

RESUME ~

parades, major sporting events and other visits. Developed annual M.L. King Week Security Plan, coordinated strategic planning meetings with multiple agencies and stakeholders. Ensured safety of all local, state, and federal principles during major events w/ U.S. Secret Service.

- Incident Commander for planning multi-agency coordination and special event logistics for Coretta Scott King Funeral
- Acquired approximately 5 million in Homeland Security funds for Explosive Ordnance Devices (EOD) and Critical Infrastructure Protection through GEMA/FEMA grants
- Oversee the technical surveillance unit, Wiretap Warrants and high profile white color crime investigations, financial investigations and investigation of cybercrimes

10/2004 – 6/2006

Homeland Security Unit / Commander

- Established/created the Atlanta Police Departments Homeland Security Unit post 9/11 and coordinated multi-jurisdictional Homeland Security collaborative meetings
- Coordinated the first Department-wide training for Incident Command Systems (ICS)
- Applied for and awarded, APD's first federal Homeland Security grant award of 2.5 million to purchase terrorism response equipment
- implementation of critical infrastructure assessment (Buffer Zone Protection) training for Homeland Security staff and agency partners; coordinated first buffer zone protection inspections and created plans for downtown critical infrastructures

7/2002 – 10/2004

Office of the Chief / Public Affairs Manager & Executive Assistant to the Chief

- Department Spokesperson managing all media requests; led & coordinated major press conferences for high profile events, responded to inquiries during live on camera interviews
- Supervised staff of 12, overseeing all office operations while assigned to the Office of the Chief
- Drafted speeches, responses, and speaking points for the Chief of Police, providing recommendations on best approach in response to sensitive media matters
- Coordinated Department Special Events, i.e. graduations, promotions, symposiums, etc.

1/1996 -7/2002

Personnel & Human Resources Commander

- Planned and executed Recruitment & Hiring activities / During tenure achieved highest level of new hires in the history of the Atlanta Police Department in one year (207 officers)
- Managed the background investigations process per hiring guidelines, i.e. Decision Rules & POST
- Streamlined the hiring process by requiring critical elements to be conducted in initial visit
- Oversee the grievance process of all employees, payroll & other compensation such as overtime and comp time monitoring, performance evaluations, evaluate FMLA & other leave statuses
- Coordinated all recruitment trips and related job fairs locally and out of state

Cerelyn 'CJ' Davis

Chief of Police

~ RESUME ~

EDUCATION

Saint Leo University

Bachelor of Science Degree – Criminal Justice

Central Michigan University

Master of Administration – General Administration

Northcentral University

Doctor of Business – Homeland Security Leadership (*Candidate for Dissertation*)

PROFESSIONAL EXECUTIVE MANAGEMENT TRAINING

2006 * FBI National Academy / Session 225

2017 * International Women's Conference Speaker – Budapest, Hungary

2012 * PERF / Senior Management Institute for Police (SMIP) Boston University

2013 * Israel Leadership Exchange / Israeli National Leadership Academy (

2012 * Graduate Leadership Atlanta

2012 * Moderator / International Police Executives Conference

2009 * American Association of Airport Executives Certification (AAAE, CM)

2004 * Emergency Preparedness College, York England

2004 * Anti-Defamation League (ADL) Counter Terrorism Consortium, Washington D.C.

2001 * Mercer University Public Safety Leadership Institute

1998 * Certified Senior POST Instructor (Multiple Course Specializations)

MEMBERSHIPS – HIGHLIGHTS - AWARDS

- National FBI Academy Associates (FBI/NA) Session 225 (2006)
- Major Cities Chiefs (MCCA) Board of Directors
- Memphis Crime Commission – Board of Directors
- Memphis Child Advocacy Center – Board of Directors
- International Association of Chiefs of Police (IACP) (*Board of Directors 2016*)
- North Carolina Criminal Justice and Training Commission – (*Board of Directors*)
- North Carolina Association of Chiefs of Police (NCACP)
- National Organization of Black Law Enforcement Executives (NOBLE)
- ****Past National President (2019-2020)*
- Leadership Atlanta, Class of 2012
- Toastmasters – Atlanta Police Department (Started Charter Chapter)
- Senior Management Institute for Police -Boston University (PERF) (Graduate 2012)
- Atlanta MetroPol Inc. (Local, State & Federal Law Enforcement Alliance)
- American Association of Airport Executives (AAAE, CM) Achieved Certification 2008
- Featured in "O" (Oprah Magazine) November 2008 issue, Winner - "Women Rule"
- Pinnacle Award Winner - Community Leadership Category 2013
- Georgia's 100 most Influential Women "*Women Looking Ahead Magazine 2013*"
- City of Atlanta UASI /POC & Emergency Preparedness Coordinator
- National Board of Internal Affairs Commanders / Best Practices Work Group
- City of Atlanta Homeland Security Council
- Department of Justice (DOJ) National Cultural Diversity Team (Research)
- Security Coordinator for Medical Missions to Monrovia, Liberia 2012 (A.M.E. Zion Church)
- Atlanta Police Department "Supervisor of the Year 1998"
- Delta Sigma Theta Inc. – Memphis Alumni Chapter
- National Links Incorporated – River City Links Chapter