

CITY PLANNING AND ZONING
COMMISSION

RESUME LIST:

Brenda Andrus;

*Alzina Dural;

Kristopher Harrison;

Roger Lehman.

**incumbent*

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Brenda Andrus
102 Begnaud Drive
Lafayette, La 70501
Cell 337-258-1666
<u>brenda_andrus@yahoo.com</u>

Date: November 2, 2023

To Whom It May Concern:

As my resume indicates, I have roughly (31) years and 9 months of professional experience in an administrative capacity. I have worked as an Assistant either to a Department, Clerk I, II, III, single individual or multiple individuals in separate departments. I am sure you are aware of the flexibility, focus and diplomacy such positions require. I want to bring the knowledge and insight gained through these various experiences to your Company.

I have much to offer in the way of diversity of experience and profession in that I have worked for LUS: Staffing, and currently, education. Within these industries I have had the opportunity to learn human resource policies, procedures, and the protocol necessary to enforce them ethically and without liability. From my work as a Clerk III I have sharpened my organizational skills, attention to detail and my ability to work with speed and accuracy. In my past positions at LUS I have gained experience in research, writing reports, designing high impact Power Point presentations, and much more. Combine all this experience with my natural talents (writing, aesthetics, analytical problem solving and research) and with my work ethic you have a well-rounded candidate you will be proud to have on your staff.

Finally, in all the previous positions I have held, I have approached them as opportunities for career advancement and discovery. I will bring the same entrepreneurial spirit and value-added vision to your company.

It is my sincere hope that we will meet for an interview to discuss any questions you may have and a future for me. Of course, feel free to call (337-258-1666) or e-mail (above) me to schedule an interview.

Thank you for your time and consideration, and best regards.

Very truly yours,
Brenda A. Andrus

OBJECTIVE-ADMINISTRATOR

QUALIFICATIONS PROFILE

Over 31 plus years Clerical & Secretarial experience. Computer Proficient ie;

Microsoft Office Tools, Microsoft Excel, Microsoft Word, Microsoft Outlook

Windows 95, 2000, Word Processor, Data Entry, Louts, etc.

Ability to learn proprietary software quickly.

Public Relations with extensive expertise in Customer Service

Team-Oriented Professional with strong inter-personal skills

High Personal Standards, personality trait and good work ethics

Civic Minded-Very active in Community, Church, and Civic Affairs

Organization includes: Founding Member of 4A's Sisters Club (Lupus), 2011-Present, Founding Member Creole' Sisters Laf. 2009-2019 Past President of MLK Jr. Association, Past President, Secretary and AOC Board Member, Present Youth Director of Modern Woodman of America and Chapter- 2886, Past Chairman for Second Harvest Food Bank at IHM Church 8 years, Past Grand Lady for IHM KPC Court #76, 1998 Distinguished Citizen, 2000-2006 Knights of Peter Claver National Lay Board Member, 2002 Women of Excellence, 2004 Angel Award w/Blue Cross Blue Shield, Martin Luther King Jr., Association President 1999-2004, Fraternalist of the Year Award 2005, Acadiana Open Channel Board Member & Secretary 2006-2009, MLK Pageant Director

2000 –to 2023, Juneteenth Pageant Director 2010-to Present, Coordinator Safety Fun Fest past 25 years, Modern Woodman of America Assistant Youth Director past 26 years, Advisor African Youth Congress, Community Service Awards, Volunteer Center Outstanding Service to the Community 1993-1994, NSBE Pre College Initiative Black Scientist-Contest 1993, Board Member Lafayette Commission on Needs of Women 2011-to 2020, Promoter/Manager of several Musicians, Volunteer Chairman, Appreciation Counselor for girls ages 7-12 (1989-20). Host & Coordinator-Hat & Fashion Shows and Bus Tours in and out of States, Score & Timekeeper for the City of Lafayette Adult Basketball -12 years and presently General Manager/Owner of “Bee Lilly Hats”. The 2011-to Present - Jus’ Blues Music Award Show interviewer in Memphis, Tn. and 2011 ZMA Zydeco Music Award Show Interviewer in Lafayette, LA.

Charter Member of 4A’s Sisters Lupus Foundation -Public Relation Officer (2011-Present)

Community Laision- with Home Health Care 2000- July 2023-Present

Activity Coordinator -Weatherford Academy- March 2022-to May 31, 2023

Willow Charter Academy– Sub. Teacher -August 2018 to March 2022

Dispatcher -for Pop A Lock (Sam Landers) 2011—November 6, 2021

Sales/Cashier- Ann Taylor LOFT -2011-May 2019

PROFESSIONAL EXPERIENCE: 1980 TO May 2011

LAFAYETTE/PARISH CONSOLIDATED GOVERNMENT-Clerk III

Utilities Wastewater Collection -11-1997 to 5-1-2011

Knowledgeable in the processes, files, reports, and services provided in assigned office.

Also, knowledge of ordinances, policies, regulations methods and materials of assigned office required. Knowledge of grammar, spelling, and arithmetic is a must. Must also

Possess the ability to work independently on detailed clerical tasks as well as the ability to communicate clearly, verbally and in writing. Depending on the area of assignments, should be able to interpret mathematical reports, contracts documents, or related subjects with little difficulty and minimal instructions. Forming and maintaining a productive working relationship with the public, employees, and elected is also pertinent.

LUS –UTILITY EMERGENCY DISPATCHER-1993-1997

Demonstrated initiative and leadership skills. Apply problem solving skills and dependability, which resulted in several promotions within the company. Effective Troubleshooter. Knowledge of basic computer skills and data entry. Received Recognition for hard work, dedication and cooperation exhibited in achieving a Successful workplace 10 Years (No Accidents) Award.

City of Lafayette, -Lafayette, LA 1980-1993

Revenue Collection-Customer Service Clerk I, II and Switchboard Operator Customer Service Rep. Billing, Typing, Filing, Collections and Phone work. Reviewed and made recommendations for salary increase for support staff.

E-Emporium, Lafayette, LA 1995-2004 Part Time

Shop Manager-Controlled Inventory Management by using the point-of-sale systems. Applied effective buying and ordering skills through independent Markets and Buyers. Computerized tail zones. Assembled books and promotional sales. Organized and set up Display to promote with additional sales. Maintain store operations/Inventory Merchandising & display presentations. Decorate wedding halls and churches. Assisted all bridal parties with their makeup and floral arrangements.

Education:

University of Southwestern Louisiana-Lafayette, LA 1981-1983

Courses in Communications –Oral & Written, Telephone Techniques II

Spencer Business College: Lafayette, LA 1977-1978

Business Machines

T.H. Harris Vocational: Opelousas, LA 1976-1977 -Secretary

Alzina Dural was born and raised in Franklin, LA. She is the daughter of the late John David Burrell and Alva Mae Sam Burrell. Mrs. Dural relocated to Lafayette, LA with her two children, Marinthia and Gary, where she has been a resident for the last thirty one years. She has been happily married to her husband, Mr. Clarence Dural, for twenty five years. Together, the two share one grandson, Travis, Jr.

Alzina has been a member of Progressive Baptist Church for the last 21 years where she has been a part of the Ushers' Ministry for eight years. She was a civil servant in the Lafayette Utilities' Customer Service Division for twelve years until retiring in 2006. However, this is far from where her story ends.

Once retiring, Alzina began working tirelessly in her neighborhood, Quiet Town (also known as "QT") to be the change she desired to see. Her first project was implementing and developing a consistent Neighborhood Watch program "QT" residents could be confident in. As Block Captain, Alzina host meetings, luncheons, chairs the Annual "QT" Block Party, and works closely with government officials, law enforcement, business owners, and residents to propel her neighborhood forward. Just recently Quiet Town Coterie neighborhood plan was approved.

Simultaneously, Alzina was inspired to begin her nonprofit organization, Seasons' The Green Leaf through which she is able to partner with St. Joseph's Diner and local shelters to assist in meeting the needs of the less fortunate. Seasons' The Green Leaf also provides a food pantry for not only "QT" residents, but anyone in the surrounding areas having a need. Seasons' has also provided books and other materials throughout the Lafayette community as well as sponsored a family displaced by Hurricane Harvey. In addition, Seasons' The Green Leaf has been in the forefront of successfully securing Project Front Yard within the "QT" community through partnering with Sheriff Marker Garber and his inmate worker crew. This partnership has been responsible for maintaining grass and litter pick up throughout "QT."

Alzina formerly served as a member of the Keep Lafayette Beautiful and is a current member of the Lafayette Police Department Community Relations Boards. Most recently, Alzina was privileged to cross parish lines and work alongside former Councilwoman Sherry Guidry of New Iberia (D-5) on the *Mini Library* and *Tight and Right Cleanup* projects. She is also the recipient of the *Strong Girl Chronicles Award* in St. Mary Parish.

Alzina enjoys spending time with family and friends as well as volunteering her time wherever help is needed. In the near future, Alzina not only hopes to continue revitalizing "QT," but also aiding other communities plagued by crime, violence, and blight to build and expand. Alzina also serves on the Lafayette City Planning and Zoning Commission.

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KRISTOPHER HARRISON

Lafayette LA, 70506 (337) 541-8997 krisharrison365@gmail.com

EXPERIENCE

Adrien's Supermarket , Lafayette, LA

Cashier , Oct 2021 - Present

Utilize effective interpersonal skills to deliver quality customer service

Oversee a controlled, safe, and productive work environment

Lafayette Middle School, Lafayette, LA

Permanent Substitute Teacher (6th, 7th, & 8th Grade Math), Jan 2020 - Mar 2020

Worked with SPED students at the 6th, 7th, and 8th grade level to make sure they understood the materials and remained on task in the classroom.

Senate Research Center , Austin, TX

Bill Analyst, Jan 2019 - Jul 2019

Completed over 400 bill analyses of proposed legislation from the Texas Senate and House of Representatives.

Met strict deadlines, many in as little as 24 hours after receiving the assignment.

Texas Campaign for the Environment (TCE), Austin, TX

Community Organizer , Sep 2018 - Jan 2019

Engaged with community leaders and activists to increase toxic waste benchmark standards in the State of Texas.

Fundraised between \$9,000 and \$12,000 for TCE by canvassing door-to-door.

University of Louisiana, Lafayette, Lafayette, LA

Treasurer, Student Government Association , Apr 2017 - Apr 2018

Successfully created and managed three budgets of over \$100,000.

Chaired the Finance Committee, leading an effort that sent over seventy graduate students across the country to present research.

Chaired the Lyceum Committee, overseeing a budget of over \$60,000 to bring in speakers from around the country at the request of our student organizations.

EDUCATION

Johns Hopkins University

Baltimore, MD

Completed coursework towards Master of Arts (M.A.) Government (Dec 2020)

University of Louisiana at Lafayette

Lafayette, LA

Bachelor of Arts (B.A.) Political Science (May 2018)

- **Extracurricular Activities:** Captain, UL Moot Court Team, UL Speech and Debate Team

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Jeremy Swiney

From: Roger Lehman <rdlehman@cox.net>
Sent: Sunday, December 10, 2023 8:07 AM
To: BoardsCommissions Lafayette
Subject: FW: City Planning and Zoning Commission Vacancy

Importance: High

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This message came from outside your organization. Please exercise caution when opening any attachments or clicking on links. Please click the "Report Suspicious" button to report the message as suspicious.

Report Suspicious

From: Roger Lehman [mailto:rdlehman@cox.net]
Sent: Tuesday, December 05, 2023 7:23 AM
To: 'BCLafayette@lafayettela.gov'
Cc: 'patricklewis@lafayettela.gov'; 'AndyNaquin@LafayetteLA.gov'; 'lizhebert@lafayettela.gov'; 'nanettecook@lafayettela.gov'; 'glennlazard@lafayettela.gov'
Subject: City Planning and Zoning Commission Vacancy
Importance: High

Members of the Lafayette City Council:

Please consider my request to be appointed to the City Planning and Zoning Commission. I am a lifelong resident of the City of Lafayette and have a Bachelor of Arts in City and Regional Planning from the University of Southwestern Louisiana, now the University of Louisiana at Lafayette.

I am currently self employed as an Independent Oil & Gas Landman and I have previously volunteered hundreds and hundreds of hours to my community in various capacities as outlined below.

I believe that you will not find a more qualified applicant for the position.

Respectfully Submitted;

Roger D. Lehman

Previous Participation

- Citizens Advisory Committee of the Lafayette Metropolitan Planning Organization / City-Parish Council
Vice-Chair
- General Advisory Panel of the Lafayette City-Parish Planning Commission
Vice-Chair
- City of Lafayette Zoning Commission
Chair, Vice-Chair
appointed by Republican Mayor Lastrapes *and* Democratic Mayor Bowen
- Lafayette Area-Wide Planning Commission
Vice-Chair
appointed by Lafayette City Council
- Concerned Citizens for Good Government
(Board of Directors)
- Lafayette Parish Community Action Council
- Lafayette Parish Home Rule Charter Commission
(Treasurer)
- Lafayette Parish Jail Site Selection Committee
- Festival International de Louisiane
(Communications Chair)
- Greater Lafayette Chamber of Commerce
(Local Affairs Committee)
- Lafayette Parish Sheriff's Office Reserves
- St. Jude Acadiana Dream Home
(designer and original publisher for www.stjudedreamhome.org)
- St. Martin, Iberia, Lafayette (SMILE) Community Action Agency
(Board of Directors)