



MYRON LOWERY
Mayor Pro Tem

August 26, 2009

The Honorable Shea Flinn
Chairman
Personnel, Intergovernmental & Annexation Committee
City Hall - Room 514

Dear Chairman Flinn:

Subject to Council approval, it is my recommendation that:

James Toles

be reappointed to the Memphis & Shelby County Land Use Control Board with a term expiring October 31, 2011.

I have attached biographical information.

Sincerely,

Myron Lowery
Mayor Pro Tem

ML:rb

c: Council Members

**BIOGRAPHICAL SKETCH
OF
JAMES H. TOLES**

Birthdate: 01-04-45

Business Address: 2851 Lamb Place, Suite 2
Memphis, TN 38118
Phone: 901-794-9815

Business/Profession: Consulting Engineering

Education: B.S. Civil Engineering/University of Memphis

Name of Spouse: Margaret Toles

Number of Children: 4

Home Address: 1334 Hester
Memphis, TN 38116

Phone: 901-332-0688

Resident of Shelby County: 43 Years

Church: New Noncommah Missionary Baptist

Professional Organizations/Associations: Leadership Memphis, Building Code Advisory Board, Southeastern Consortium for Minorities in Engineering, St. Paul Lodge # 75, State Coordinator for Junior Engineering Technical Society(JETS), Advisory Board for State Technical Institute.

Other Interests: Golf, Active in Church and Community Projects.

James H. Toles

I. PERSONAL:

- A. Birth January 4, 1945 - Oxford, MS
U.S. Citizen by birth
- B. Physical 5'9" - 170 lbs
- C. Marital Status Married - Four Children

II. EXPERIENCE:

- A. TOLES & ASSOCIATES, INC. - August, 1987 to present

1. Principal

Responsible for client relation and marketing. Designs and supervises the design of others who assist in project assignments.

- B. FEDERAL EXPRESS CORP. - January, 1983 to August, 1987

1. Project Engineer - Properties (Call Centers)

Negotiated with real estate brokers and developers to acquire best lease rate for Customer Service Call Center. Planned and coordinated the site locations and construction of Call Centers in selected cities. Prepared cost estimates and schedules for budgets and C/LER approvals. Interfaced with Customer Service, Telecommunication, Personnel, Dispatch and Satellite Systems to establish criteria for selecting site locations and installing equipment.

2. Project Engineer - Properties (BABO)

Applied architectural and engineering techniques to perform LHM for the installation of conveyor systems at airport locations and field located facilities while meeting critical schedules.

3. Senior Engineer - Sort Systems Development

Monitored Superhub and Corporate field projects during the installation of conveyor systems. Interfaced with Matrix groups in Superhub and coordinated mechanical and structural activities related to the Sort System; implemented construction schedules, status reports and action items. Provided quality assurance of contractors work while performing in a timely manner.

C. MEMPHIS LIGHT, GAS & WATER - April, 1979 to January, 1983

1. Project Control Engineer - May, 1981 to January, 1983

Analyzed cost performance reports submitted by contractors while tracking cost and schedule variances. Monitored construction schedules and prepared cost and schedule progress reports; periodically assisted in preparation of departmental budgets. Coordinated structural design activities with contractors and others who participated in the Interim Design Reviews for Civil Engineering aspects of Coal Gasification project. Responsible for staying abreast of rules and codes applicable to structural portions of government regulated projects and insuring proper compliance.

2. Service Engineer - April, 1979 to May, 1981

Approved sketches for accuracy of design and adherence to the Division's policies. Provided technical advice and engineering assistance to field personnel, architects, developers, consultants, and other engineers. Prepared and updated electric and gas service standards and recommended related work procedures. Computed estimated annual revenue. Reviewed electric, gas, and water designs with developers, and coordinated the designs with the engineering departments. Worked on special projects as directed (Coal Gas, Fuel Cell--etc.). Made field inspections during construction.

D. PICKERING - WOOTEN - SMITH - WEISS, Memphis, TN
December, 1968 to April, 1979

1. Civil Engineer (Project Engineer) - August, 1976 to April, 1979

Supervised, reviewed, and coordinated the work of Engineers, Technicians, Draftsmen, and others who assisted in specific assignments. Wrote specifications and designed structures which involved commercial, industrial, and institutional buildings. Evaluated, selected, and applied standard engineering techniques and criteria.

using judgment in making adaptations and modifications. Independently performed most assignments with instructions as to the general results expected.

2. Engineering - Technician - December, 1968 to August, 1976

Performed work which involved drawing, designing, detailing, and inspecting conventional types of structures. Coordinated the work of draftsmen, technicians, and other who assisted in specific assignments.

III. EDUCATION:

A. COLLEGE

Memphis State University
Memphis, TN

Graduate - August, 1976

B.S. in Civil Engineering

Concentrated in Foundation and Structure Design

B. TRADE SCHOOL

Raymond J. Horn School of Drafting
Memphis, TN June, 1968 to May, 1969

Certificates in Architectural and Structural Drafting.

IV. REFERENCES:

References furnished upon request.

V. ORGANIZATIONS:

United Professional & Graduate Engineering Association

Active in Civic and Community Projects

Consulting Engineers of Tennessee

Society of American Military Engineers

VI. REGISTRATION:

A. ENGINEERING IN TRAINING (E.I.T.)

B. PROFESSIONAL ENGINEER (P.E.)

C. REGISTERED PROFESSIONAL ENGINEER IN TENNESSEE, MISSISSIPPI, ARKANSAS AND NORTH CAROLINA.

**MEMPHIS AND SHELBY COUNTY
 LAND USE CONTROL BOARD
 10 MEMBER BOARD
 (5) City & (5) County
 NO OATH OF OFFICE REQUIRED
 3 YEAR TERM**

Members		Address	Term Expires
City			City
Featherstone, Loyal	M/B	3060 Towering Pines Cove Germantown, TN 38138 Res: 901.756.1199 Bus: 901.360.0201	October 31, 2008
Pritchard, Margaret		1800 Harbert Ave. Memphis, TN 38104 Res: 901.272.3329	October 31, 2008
Sharp, Mary	F/B	2063 Jamie Drive Memphis, TN 38116 Res: 901.332.8978 Bus: 901.830.7572 Cell: 901.396.8400	October 31, 2008
Toles, James <i>(Reappointed)</i>	M/B	1334 Hester Memphis, TN 38116 Res: 901.332.0688 Bus: 901.794.9815	October 31, 2011
Yates, Mark	M/B	7713 Chapel Creek Parkway S. Memphis, TN 38016 E-mail: Yates@rfp-co.com	October 31, 2008
COUNTY			COUNTY
Gibson, Eugene		<i>UNAVAILABLE</i>	December 31, 2006
Kinard, Dawn		<i>UNAVAILABLE</i>	December 31, 2006
McCreery, Jon		<i>UNAVAILABLE</i>	December 31, 2006
Mitchell, William		<i>UNAVAILABLE</i>	December 31, 2006
Trenholm, Emily		<i>UNAVAILABLE</i>	December 31, 2006

8/24/09