



Richmond City Council

Boards & Commissions
 Appointments & Reappointments

Formal Meeting of Richmond City Council
 Monday, October 10, 2016 – 6:00 p.m.

Motion to approve
 10/10/2016 ~ 8-0

Education and Human Services Standing Committee recommends approval of the following appointments:

<u>Board Name</u>	<u>Criteria for Appointment</u>	<u>Applicant Name</u>	<u>Terms</u>
Capital Area Partnership Uplifting People, Inc. (5 members appointed by City Council to the Board of Directors) (page 3)	Resident of the city	Del. Delores L. McQuinn (reappointment, page 4)	10/10/2016 – 06/10/2019 Appointed
Richmond Behavioral Health Authority (15 members) (page 5)	City employee who has been nominated by the mayor	Dr. Cheryl Ivey Green (reappointment, page 6)	10/10/2016 – 06/30/2019 Appointed

Land Use, Housing and Transportation Standing Committee recommends approval of the following appointments:

<u>Board Name</u>	<u>Criteria for Appointment</u>	<u>Applicant Name</u>	<u>Terms</u>
Board of Building Code Appeals, Electrical Division (5 members & 3 alternates) (page 8)	Citizen with knowledge of electrical systems *	Douglas E. Albertson (page 9)	11/11/2016 – 11/11/2019 <i>Succeeding George Ben Waldrup, not eligible for reappointment</i> Appointed
Clean City Commission (15 members) (page 11)	1 st District qualified voter	Linda Dunn (page 12)	01/28/2017 – 01/28/2019 <i>Succeeding Angie S. Heyming, resigned</i> Appointed
	4 th District qualified voter	Caroline Bolte Cardwell (page 14)	10/10/2016 – 10/22/2017 <i>Succeeding Andrea R. Steegmayer</i> Appointed
	5 th District qualified voter	Stephenie L. Harrington (page 18)	10/10/2016 – 05/13/2018 <i>Succeeding Amy Elisabeth Robins, not interested in reappointment</i> Appointed
	6 th District qualified voter	Badia Hiwott (page 20)	10/10/2016 – 11/23/2017 <i>Succeeding Erin Jenkins, resigned</i> Appointed
	Corporate or citizen volunteer	Wanda K. McGee (reappointment, page 22)	10/25/2016 – 10/25/2018 Appointed

Land Use, Housing and Transportation Standing Committee recommends approval of the following appointments:

<u>Board Name</u>	<u>Criteria for Appointment</u>	<u>Applicant Name</u>	<u>Terms</u>
Green City Commission (9 members) (page 23)	Expertise in urban forestry	Matthew H. Lee (page 24) Appointed	10/25/2016 – 10/25/2019 <i>Succeeding Chris Earley, not eligible for reappointment</i>
	Representative from the sustainability field	Katherine Jordan (page 26) Appointed	10/25/2016 – 10/25/2019 <i>Succeeding Dawone J. Robinson, not interested in reappointment</i>
	Representative from the green building practices field	M. Stuart Nuckols (page 29) Appointed	10/25/2016 – 10/25/2019 <i>Succeeding KC Bleile, not eligible for reappointment</i>
	Representative from the energy efficiency field	Susan H. Hill (page 33) Appointed	10/25/2016 – 10/25/2019 <i>Succeeding William Greenleaf, not interested in reappointment</i>
	Representative from the environmental protection field	Michael S. Phillips (reappointment, page 36) Appointed	10/25/2016 – 10/25/2019 Appointed
	At-large representative	Elizabeth Seward (reappointment, page 37) Appointed	10/25/2016 – 10/25/2019 Appointed
Highway Safety Commission (12 members) (page 38)	Qualified voter of the city who holds no office of profit with the city	Mary K. Larson (page 39) Appointed	10/10/2016 – 12/11/2018 <i>Succeeding Fatima Yousofi, resigned</i> Appointed
Urban Design Committee (10 members) (page 41)	Member of the faculty of the arts division of a local college or university	Robert Smith (reappointment, page 42) Appointed	10/10/2016 – 10/10/2019 Appointed

Governmental Operations Standing Committee recommends approval of the following appointments:

<u>Board Name</u>	<u>Criteria for Appointment</u>	<u>Applicant Name</u>	<u>Terms</u>
Richmond Retirement System (7 members) (page 43)	Member of the classified service	Matthew E. Peanort, III (reappointment, page 44) Appointed	10/25/2016 – 10/25/2019 Appointed
	*	Elizabeth Cabell Jennings (page 45) Appointed	10/10/2016 – 10/24/2017 <i>Succeeding S. Brian Farmer, resigned</i> Appointed
		Nancy G. Leake (page 47) Appointed	11/22/2016 – 11/22/2019 <i>Succeeding Kenneth Daniels, resigned</i> Appointed

Capital Area Partnership Uplifting People, Inc.

Vacancy Chart

As of
November 13, 2016

The Board of Directors shall be composed of at least fifteen (15) members, and no more than thirty (30) members (by-laws). The board shall consist of three categories of membership, as follows:

Local Government Representatives – Representatives of local governments will make up one-third of the board’s members. Each participating jurisdiction’s governing body will be requested to appoint a certain number of representatives, who reside in a jurisdiction, to serve on the Board of Directors. The number of directors requested to serve on behalf of a jurisdiction will be determined by the percentage of low income residents of that jurisdiction compared to the total number of low income residents of all participating jurisdictions.

Representatives of the Poor – One third of the board’s members shall be members of CAPUP’s Neighborhood Advisory Councils.

Representatives of Community Organizations – One third of the members of the board shall be officials or designated representatives of business, industry, labor, religious, educational welfare, law enforcement or other major groups in the region, and persons added to the board as a result of the petition provision of the Bylaws.

(Assigned to the Education and Human Services Standing Committee)

Member	Patron	Expiration Date	Eligible for Reappoint.	Interested in Reappoint.	Qualification
Delores McQuinn	All members of Council	06/10/2016	Yes	Application included	Resident

Contact:

Thomas Wagstaff
Executive Director
twagstaff@capup.org
804-788-0213

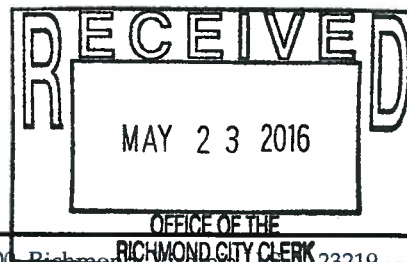


City of Richmond, Virginia
City Council
Authorities, Boards, Commissions and Task Forces
Reappointment Application

(Please Print or Type)

Name of Authority, Board, Commission or Task Force: <p style="text-align: center;">Capital Area Partnership Uplifting People, Inc.</p>	
Title: Mr. <input type="checkbox"/> Mrs. <input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: <input type="checkbox"/>	
Last Name: McQuinn	First Name: Delores L.
Home Street Address: 900 N. 35 th Street	Home Telephone: 804-507-1597
Home City, Zip Code: Richmond, Virginia 23223	Home Fax:
Personal E-Mail Address: deldmcquinn@house.virginia.gov	
Employer: Virginia House of Delegates	
Job Title: State Delegate	How Long? 7 years
Business Street Address: 522 General Assembly Building, P.O. Box 406	Business Telephone: 804-698-1270
Business City, Zip Code: Richmond, Virginia 23218	Business Fax: 804-698-6770
Business E-Mail Address: deldmcquinn@house.virginia.gov	
Is your place of employment located in the city of Richmond? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your place of employment located in the county? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which county?	
Are you a city resident? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which City Council district? 7th Number of years? 35 years	
Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please provide information on the nature of the contract.	
Signature: <u>Delores L. McQuinn</u> Date: <u>May 20, 2016</u>	
<i>(By signing, forwarding or otherwise transmitting this form, you certify that all information submitted for consideration is true and accurate to the best of your knowledge.)</i>	

NOTE: This application is a public document.



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www.richmondgov.com/cityclerk

Richmond Behavioral Health Authority

Vacancy Chart

as of

November 13, 2016

Fifteen (15) members who shall be appointed by Council. (Code of Virginia Section 37.2-602 – no less than six and no more than 18 members.)

Appointments to the Board of Directors shall be broadly representative of the community, to include consumers and family members of consumers when practical, one (1) city employee who shall be nominated by the mayor and one (1) member of City Council.

(Assigned to the Education and Human Services Standing Committee)

Member	Patron	Expiration Date	Eligible for Reappoint.	Interested in Reappoint.	Qualification
Henry F. Bulifant, IV	All members of Council	04/23/2018	No	Resigned	Reside or work and be representative of the community
Cheryl Ivey Green	All members of Council	06/10/2016	Yes	Application included	City employee nominated by the mayor

Contact:

Meleese Evans, Asst. to the Executive Director and Board of Directors
Richmond Behavioral Health Authority
819-4002



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

(Name of Authority, Board, Commission or Task Force)

RICHMOND BEHAVIORAL HEALTH AUTHORITY

Title: *Dr.*

Name: *Cheryl Ivey Green Chery*

Home Address: *004730 TAYLOR BROOK LANE RICHMOND VA 23234*

Home Telephone: *804-271-8861* Home Fax:

Personal E-Mail Address: *cigreen@prodigy.net*

Employer: *City of Richmond*

Job Title: *Senior Assistant to the Mayor* How Long? *7*

Business Address: *000900 E. BROAD STREET ST RICHMOND VA 23219*

Business Telephone: *804-646-7970* Ext: Business Fax:

Business E-Mail Address *cheryl.green@richmondgov.com*

Is Your Place of Employment Located in the city of Richmond Yes

Is your Place of Employment Located in the County? No If Yes, Which County?

Are You A City Resident? No If Yes, Which City Council District? Number of Years?

Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? No

If yes, please provide information on the nature of the contract.

Please List Your Educational Background and/or Other Expertise or Qualifications You Will Bring to This Authority, Board, Commission or Task Force:

*B.S. Virginia Commonwealth University
Master of Divinity Virginia Union University
Doctor of Ministry United Theological
Served two terms State Board of Behavioral Health (Served as Chair)
Served Southside Development Center Board 10 Years
Current Member National Coalition 100 Black Women
Served one term Richmond Behavioral Health*

List other city of Richmond Authorities, Boards, Commissions or Task Forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.

State Board of Behavioral Health

Other Community Involvement:

National Coalition 100 Black Women



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

Served with Junior League of Richmond
Served with Alpha Kappa Alpha Sorority
Served with Virginia Heroes

(OPTIONAL) Please List Additional Information You Would Like Considered, or You May Copy and Paste Your Short Resume.

How Did You Hear About or Who Referred You to Apply for Appointment to This Authority, Board, Commission or Task Force?

Appointed by Mayor but worked with RBHA as a member of the State Board of Behavioral Health

NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.

Board of Building Code Appeals, Electrical Division

Vacancy Chart

As of
November 13, 2016

When feasible, the electrical division shall consist of two (2) representatives of electrical contractors; one (1) licensed professional engineer in private practice actively engaged in the design of electrical systems for buildings; one (1) representative of a public electric power utility; and one (1) citizen with knowledge of electrical systems. Three alternate members shall be appointed to serve in the absence of any regular member of any division of the board. *Alternate members must meet the same qualifications as members. (Opinion from Law Department dated 10/19/2012)* All members appointed by the Council shall be residents of the City or shall be employed by a firm which has a place of business within the City. Employees or officials of the City shall not serve as board members.

(Assigned to the Land Use, Housing & Education Standing Committee)

Member	Patron	Expiration Date	Eligible for Reappoint.	Interested in Reappoint.	Qualification
John Paul Goode	All members of Council	11/11/2016	No	Resigned	Licensed professional engineer in private practice actively engaged in the design of electrical systems for buildings
George Ben Waldrup	All members of Council	11/11/2016	Yes	No	Citizen with knowledge of electrical systems
Roger Minter	All members of Council	06/25/2016	Yes	No response received	Representative of an electrical contractor
Melvin Brown	All members of Council	10/25/2013	Yes	No response received	Alternate
James Randolph	All members of Council	10/22/2010	Yes	No response received	Alternate

Contact:

Douglas Murrow
Building Commissioner
646-6958



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

(Name of Authority, Board, Commission or Task Force)

BOARD OF BUILDING CODE APPEALS. ELECTRICAL DIVISION

Title: *Mr*

Name: *Douglas E Albertson*

Home Address: 000012 KANAWHA ROAD RICHMOND VA 23226

Home Telephone: 804-288-2015 Home Fax:

Personal E-Mail Address: albertson100@gmail.com

Employer: Master Electrical Services, LLC

Job Title: Owner How Long?

Business Address: 001735 ARLINGTON RD RICHMOND VA 23230

Business Telephone: 804-231-1973 Ext: Business Fax: 804-231-1984

Business E-Mail Address dalbertson@master-electrical.com

Is Your Place of Employment Located in the city of Richmond Yes

Is your Place of Employment Located in the County? No If Yes, Which County?

Are You A City Resident? No If Yes, Which City Council District? Number of Years?

Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? No

If yes, please provide information on the nature of the contract.

Please List Your Educational Background and/or Other Expertise or Qualifications You Will Bring to This Authority, Board, Commission or Task Force:

*1976 BS Mechanical Engineering VPI+SU
Professional Engineer - Commonwealth of VA
Master Electrician - VA - 14 yrs
Class A Contractor's License - 35 years*

List other city of Richmond Authorities, Boards, Commissions or Task Forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.

Other Community Involvement:

Boy Scouts - Board Member



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

(OPTIONAL) Please List Additional Information You Would Like Considered, or You May Copy and Paste Your Short Resume.

14 years operating a mid sized electrical contracting company

How Did You Hear About or Who Referred You to Apply for Appointment to This Authority, Board, Commission or Task Force?

Ben Waldrup who works for Master Electric has served on the board for the past several years. He ha

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Clean City Commission

Vacancy Chart

As of
November 13, 2016

Fifteen (15) members appointed by Council, of which nine (9) members shall be from among the eligible voters within each voting district, five (5) members shall be corporate/citizen volunteers, one (1) member shall be the Director of Public Works, or his designee.

The Commission shall have five subcommittees as follows:

- Communications
- Schools
- Business and Industry
- Community Organizations
- Municipal Operations

(Assigned to the Land Use, Housing & Education Standing Committee)

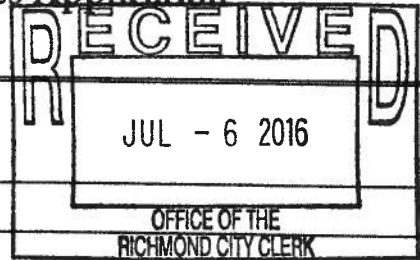
Member	Patron	Expiration Date	Eligible for Reappoint.	Interested in Reappoint.	Qualification
Angie Heyming	All members of Council	06/26/2013	No	Resigned	1 st District qualified voter
Andrea Steegmayer	All members of Council	10/22/2015	Yes	Contacted. No response received.	4 th District qualified voter
Amy Elisabeth Robins	All members of Council	05/13/2016	Yes	No	5 th District qualified voter
Erin Jenkins	All members of Council	11/23/2017	No	Resigned	6 th District qualified voter
Barbara Branch	All members of Council	01/28/2016	Yes	No	7 th District qualified voter
Wanda McGee	All members of Council	10/25/2016	Yes	Application included	Corporate/citizen volunteer

Contact:

Darlene Mallory, Support Services Mgr./Clean City Commission Coordinator
 Department of Public Works
 3506 N. Hopkins Road
 646-8325

City of Richmond, Virginia
City Council
Authorities, Boards, Commissions and Task Forces Application

(Please Print or Type)



Name of Authority, Board, Commission or Task Force: Clean City Commission	
Title: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input checked="" type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: _____	
Last Name: Dunn	First Name: Linda
Home Street Address: 3014 Floyd Ave.	Home Telephone: 804-306-9584
Home City, Zip Code: Richmond, 23221	Home Fax:
Personal E-Mail Address: lindadunnrn@verizon.net	
Employer: The Hanover Insurance Group	
Job Title: Casualty Nurse	How Long? 2 years
Business Street Address: 7130 Glen Forest Ave.	Business Telephone: 804-673-7813
Business City, Zip Code: Richmond, 23226	Business Fax:
Business E-Mail Address: lidunn@hanover.com	
Is your place of employment located in the city of Richmond? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your place of employment located in the county? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which county? Henrico	
Are you a city resident? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which City Council district? 1st Number of years? 15	
Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please provide information on the nature of the contract.	
Please list your educational background and/or other expertise or qualifications you will bring to this authority, board, commission or task force: My qualifications include having served as board member of two associations; one was my professional organization of which I served as secretary. In addition, I am currently fulfilling a three-year commitment as code enforcement board member for the Museum District Association. The code enforcement position enables me to serve as liaison between the neighborhood residents and the City for the resolution of building code complaints and violations. My experience of code enforcement would serve well in continuing to assist the community in improving the environment.	

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City of Richmond, Virginia
City Council
Authorities, Boards, Commissions and Task Forces Application

List other city of Richmond authorities, boards, commissions or task forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.

Entity: Museum District Association
Date(s) Served: 08/2014 to Present Office(s) Held: Code Enforcement

Entity: Legal Nurse Consultants Local Chapter
Date(s) Served: 2010 - 2012 Office(s) Held: Secretary

Entity: _____
Date(s) Served: _____ Office(s) Held: _____

Other community involvement:

I attend the monthly 3rd Precinct MPACT (Mayor's Participation, Action and Communication Team) meetings in order to keep informed as to community issues.

OPTIONAL

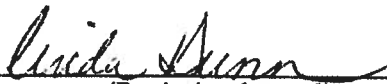
Please list additional information you would like considered, or you may attach your resume or other information.

Check this box if your resume is attached.

How did you hear about or who referred you to apply for appointment to this authority, board, commission or task force?

Zoe Anne Green referred me to Jane Hotchkiss

Signature: _____



Date: 7/1/16

(By signing, forwarding or otherwise transmitting this form, you certify that all information submitted for consideration is true and accurate to the best of your knowledge)

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City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

(Please Print or Type)



Name of Authority, Board, Commission or Task Force:

CLEAN CITY COMMISSION

Title: Mr. Mrs. Ms. Miss. Dr. Other:

Last Name: CARDWELL

First Name: CAROLINE

Home Street Address: 7424 TANGLEWOOD ROAD

Home Telephone: 804-330-3675

Home City, Zip Code: RICHMOND, VA 23225

Home Fax: N/A

Personal E-Mail Address: cardbolt@hotmail.com

Employer: VIRGINIA RETIREMENT SYSTEM

Job Title: PR (PUBLIC RELATIONS) SPECIALIST

How Long? 3 YEARS

Business Street Address: 1200 EAST MAIN STREET

Business Telephone: 804-775-3545

Business City, Zip Code: RICHMOND, VA 23219

Business Fax: 804-786-1541

Business E-Mail Address: ccardwell@varetire.org

Is your place of employment located in the city of Richmond? Yes No

Is your place of employment located in the county? Yes No If yes, which county?

Are you a city resident? Yes No If yes, which City Council district? 4 Number of years? 16

Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? Yes No

If yes, please provide information on the nature of the contract.

Please list your educational background and/or other expertise or qualifications you will bring to this authority, board, commission or task force:

A.B., THE COLLEGE OF WILLIAM AND MARY (1981). MEMBER OF PHI ALPHA THETA (HISTORY HONOR SOCIETY).
MASTER OF HUMANITIES, UNIVERSITY OF RICHMOND (1989).
BOARD SERVICE: JUNIOR LEAGUE OF RICHMOND; VIRGINIA SPJ, SDX EDUCATIONAL FUND; VIRGINIA PRO
CHAPTER, SOCIETY OF PROFESSIONAL JOURNALISTS.
COMMUNITY VOLUNTEER, SOUTHAMPTON CITIZENS ASSOCIATION, OAK GROVE-BELLEMEADE ELEMENTARY SCHOOL.

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City of Richmond, Virginia
City Council
Authorities, Boards, Commissions and Task Forces Application

List other city of Richmond authorities, boards, commissions or task forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.

Entity: _____
Date(s) Served: _____ Office(s) Held: _____

Entity: _____
Date(s) Served: _____ Office(s) Held: _____

Entity: _____
Date(s) Served: _____ Office(s) Held: _____

Other community involvement:

JUNIOR LEAGUE OF RICHMOND (VOLUNTEER AND LEADER)
SOUTHAMPTON CITIZENS ASSOCIATION
SOUTHAMPTON RECREATION ASSOCIATION
VIRGINIA GOVERNMENT COMMUNICATORS
PAST PRESIDENT, MAYMONT VOLUNTEER GUILD
VOLUNTEER, TRINITY IN RICHMOND

OPTIONAL

Please list additional information you would like considered, or you may attach your resume or other information.

Check this box if your resume is attached.

How did you hear about or who referred you to apply for appointment to this authority, board, commission or task force?

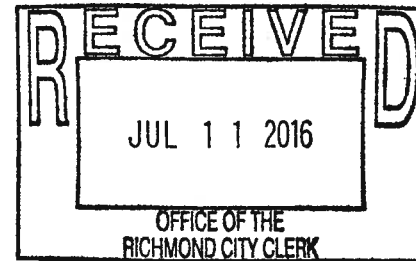
Signature: Caroline B. Caldwell Date: 7/10/16

(By signing, forwarding or otherwise transmitting this form, you certify that all information submitted for consideration is true and accurate to the best of your knowledge)

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CAROLINE BOLTE CARDWELL
7424 Tanglewood Road, Richmond, Virginia 23225
(804) 330-3675
cardwelldesign@yahoo.com



EMPLOYMENT:

Public Relations Specialist, Virginia Retirement System, Richmond, Virginia, 2013-present.

Edit and coordinate production, review and approval of agency comprehensive annual financial report (200+ pages); design, edit and coordinate revision, review and approval of nine optional retirement plan comparison guides; design, edit and coordinate production of VOLSAP (volunteer firefighters' and rescue squad workers' service award program) website, brochure and procedures guide; design, write and edit assorted publications for Virginia Retirement System members and employers; produce PowerPoint programs and handouts for executive staff to present to external audiences; work with executive staff to produce PowerPoint presentations for periodic staff meetings; review and revise website content as requested; serve on Diversity Program committees (Events and Training & Development); assist with agency-wide informational events. Contributed to prizewinning statewide PR campaign to encourage VRS Hybrid Retirement Plan members to increase voluntary contributions to retirement accounts. Leading statewide PR campaign to increase awareness of pending changes to purchase of prior service requirements.

Editor, Virginia Press Association, Glen Allen, Virginia, 2010-13.

Job duties included editing quarterly print tabloid newsletter; editing weekly e-newsletter, legislative alerts, and other communications; designing, writing and editing publications, including brochures, flyers, legislative position papers, news releases, displays, award certificates, a reporter's guide to the Virginia Freedom of Information Act and an annual directory; maintaining and updating association website and HeadlineVA aggregate news site; serving as a registered lobbyist and providing support to overall legislative program. Helped create a statewide campaign, "Keep the Light on Public Notices in Virginia," to raise citizen awareness of the importance of government notices in community newspapers.

Communications and Public Relations Manager, UMFS, Richmond, Virginia, 2007-10.

Job duties included producing a variety of print communications (using editing, writing, design and photography skills) for a statewide family services agency with nine locations and numerous programs for children, youth and families; supporting recruitment and business development initiatives; developing and maintaining website; producing e-newsletters; responding to communications needs of staff, clients and the public; handling local, regional and statewide media relations; assisting with the development of communications and marketing plans; and serving as writer and editor for agency documents.

Director of Communications, The Virginia Bar Association, Richmond, Virginia, 1996-2007.

* Editor, VBA News Journal.

Job duties included producing print publications; developing and maintaining website; responding to communications needs of members and the general public; handling media relations; coordinating statewide and regional political debates and town hall meetings; providing support to the VBA Community Service Program; and serving the Association's legislative team by monitoring and recording legislative actions. Assisted with communications efforts of the Lawyers Helping Lawyers (substance abuse assistance) program before it became independent in 2003. Helped coordinate a successful fundraising drive by the VBA Foundation to assist lawyers in the Gulf Coast region in rebuilding their practices after Hurricane Katrina in August 2005. Served as staff contact for VBA Community Service Program winter clothing drive and 5K walk/run in 2007.

HONORS AND AWARDS:

PRSA Virginia Commonwealth Award of Merit (team award), 2015, for VRS Voluntary Contributions Campaign.

UMFS Project Team of the Year, May 2009.

UMFS Employee of the Month, October 2008.

National Federation of Press Women Awards: First place, still illustration, 2004; second place, still illustration, 2003; first place, retail advertisement, 2004; third place, photography, 2004; third place, website (nonprofit), 2003.

Virginia Press Women Awards: First places in writing for the Web, one-to-three-color brochure, still illustration, retail advertisement, photography, website (nonprofit), multimedia slide presentation, and manuals and handbooks, 2003-07.

PROFESSIONAL ACTIVITIES:

Trustee, Virginia SPJ/SDX Educational Fund, 2006-present.

Member, Virginia Government Communicators, 2013-present.

Member, Virginia Professional Chapter, Society of Professional Journalists, 2002-16; Board Member, 2011-16; Secretary, 2012-13.

EDUCATION:

A.B., The College of William and Mary, Williamsburg, Virginia. History, minor in English literature. Phi Alpha Theta (history honor society) and Society for Collegiate Journalists (journalism honorary society).

M.H., University of Richmond, Richmond, Virginia. Master of Humanities.

COMMUNITY ACTIVITIES:

Sustainer Member, Junior League of Richmond: Sustainer Membership Liaison, 2016-17; New Sustainers Co-Chair, 2015-16; Vice President, Fund Development, 2014-15; Vice President, Membership, 2012-13; Donor Relations Committee, Chair, 2013-14; Nominating Committee (Assistant Chair/Chair), 2009-11; Historian, 2007-08. Served on Board of Directors, Management Team, Operating Committee, Clothes Rack and Branding Committees and Action Leadership Team.

Chair, Class Reunion Activities Committee, William and Mary, 2006; Reunion Activities Class Representative, 2011; Class Ambassador, University Development, 2015-.

Coordinator, Birthday Card Program, Trinity in Richmond (Oak Grove-Bellemeade Elementary School).

Volunteer, Southampton Citizens Association; community cleanups, meetings and special events.

Member, Richmond Alumnae Association, Kappa Kappa Gamma Fraternity. Public Relations Chairman/Webmaster, 2005-10; Province Meeting Chair, 2007-09.

Past President, Maymont Volunteer Guild, 1995-96.



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

(Name of Authority, Board, Commission or Task Force)

CLEAN CITY COMMISSION

Title: _____
Name: *Stephenie L Harrington*
Home Address: 000519 S PINE ST RICHMOND VA 23220
Home Telephone: 8045510603 Home Fax: _____
Personal E-Mail Address: stephenie.l.harrington@dom.com
Employer: Dominion Virginia Power
Job Title: Communications Manager How Long? _____
Business Address: 000701 E CARY ST RICHMOND VA 23219
Business Telephone: 804-551-0603 Ext: _____ Business Fax: _____
Business E-Mail Address stephenie.l.harrington@dom.com
Is Your Place of Employment Located in the city of Richmond Yes
Is your Place of Employment Located in the County? No If Yes, Which County? _____
Are You A City Resident? Yes If Yes, Which City Council District? 5t Number of Years? 12

Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? Yes

If yes, please provide information on the nature of the contract.

Dominion Virginia Power is the regional/city electrical utility provider

Please List Your Educational Background and/or Other Expertise or Qualifications You Will Bring to This Authority, Board, Commission or Task Force:

--Key qualifications include understanding of community issues and regulatory processes, excellent communication skills, analytic ability and decades of public speaking experience
--I understand the vital need to balance our unique, rich Richmond historic heritage with well-planned, thoughtful development
--I am a frequent volunteer at Richmond events and neighborhood groups, including but not limited to Richmond Folk Festival and UCI

List other city of Richmond Authorities, Boards, Commissions or Task Forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.

--BS Business Administration -- Cal State Univ Long Beach (1992)
--Masters Business Administration -- Virginia Commonwealth University (2008)
--With Dominion, over eight years supporting project teams pursuing Special Use Permits, site plans, zoning changes and numerous other applications before Planning Commissions, City Councils and Boards of Supervisors throughout Virginia
--Over 25 years experience in business management roles in a wide variety of industries across the country



City of Richmond, Virginia
City Council

Page 2 of 2

Authorities, Boards, Commissions and Task Forces Application

Other Community Involvement:

Interested in Urban Design Committee, Maymont Foundation, Planning Commission

(OPTIONAL) Please List Additional Information You Would Like Considered, or You May Copy and Paste Your Short Resume.

--Richmond Toys for Tots...since 2005 I have hosted private events to raise funds and contributions for Richmond Fire Dept/Mayor's office annual toy drives...my group has provided literally thousands of toys to children in Richmond, including 15 children's bikes/helmets December 2015

--Oregon Hill resident/property owner since 2005 -- active with neighborhood research, preservation and safety

--Home is within the Oregon Hill Historic District and listed on the National Register of Historic Places, I've take special care to restore with building and surrounding property consistent with neighborhood aesthetics and architectural design

--Volunteering activities includes, but not limited to Richmond Public Schools, Richmond Parks and Recreation, ASCPA, RVA Clean Sweep, Maymont/Jazz Festival, Richmond Folk Festival and numerous other organizations within the City of Richmond

How Did You Hear About or Who Referred You to Apply for Appointment to This Authority, Board, Commission or Task Force?

It was suggested to me by neighbor Phaedra Hise that I consider serving the Clean City Commission. T

NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.



Authorities, Boards, Commissions and Task Forces Application

(Name of Authority, Board, Commission or Task Force)

CLEAN CITY COMMISSION

Title: *Ms.*

Name: *Badia Hiwott*

Home Address: *001906 THIRD AVENUE RICHMOND VA 23222*

Home Telephone: *714-5280* Home Fax: _____

Personal E-Mail Address: *bhiwott@yahoo.com*

Employer: _____

Job Title: _____ How Long? _____

Business Address: _____ VA _____

Business Telephone: _____ Ext: _____ Business Fax: _____

Business E-Mail Address _____

Is Your Place of Employment Located in the city of Richmond No

Is your Place of Employment Located in the County? Yes If Yes, Which County? *Mechanicsville*

Are You A City Resident? Yes If Yes, Which City Council District? *6* Number of Years? *5*

Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? No

If yes, please provide information on the nature of the contract.

Please List Your Educational Background and/or Other Expertise or Qualifications You Will Bring to This Authority, Board, Commission or Task Force:

I have a background in Horticulture, Gardening and Early Childhood Degree

List other city of Richmond Authorities, Boards, Commissions or Task Forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.

Other Community Involvement:

I have been granted with permission from DPU and Mrs. Ellen Robertson, City Councilwoman-6th District to clean and beautify the entry sign at the 4th Street bridge. I have upheld my end of the granting and I have bought and paid for all items to allow the residents to have pride in the area in which they live. During the 4 years that I have been planting and maintaining this beautification project, it has made the community appreciate the entry way even more.



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

(OPTIONAL) Please List Additional Information You Would Like Considered, or You May Copy and Paste Your Short Resume.

I have a dream that I will like to be considered very deeply and seriously. I want to bring out the beauty in Richmond, VA. Broad Street desperately needs a long time overdue face lift. I am the woman for the job. I have the vision, want and the dedication to see this task through. I would sincerely like to be connected to the head(s) authority in charge to work on bringing out the beauty in this city's main strip to welcome the residence and tourist. We need to show that we care about our city. Weeds and overgrown bushes is not a good sign to allow future potential businessmen and businesswomen to see their company take root in.

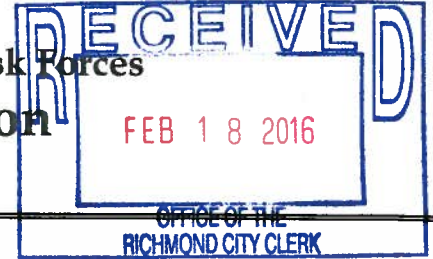
How Did You Hear About or Who Referred You to Apply for Appointment to This Authority, Board, Commission or Task Force?

Mrs. Ellen Robertson-6th District City Councilwoman referred me to Task Force

NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.



City of Richmond, Virginia
City Council
Authorities, Boards, Commissions and Task Forces
Reappointment Application



(Please Print or Type)

Name of Authority, Board, Commission or Task Force: RICHMOND CLEAN CITY COMMISSION	
Title: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input checked="" type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: <input type="checkbox"/>	
Last Name: MC GEE	First Name: WANDA
Home Street Address: 3203 SORREL SPRINGS RD	Home Telephone: 804-556-5220
Home City, Zip Code: GOOCHLAND, VA 23063	Home Fax: 866-460-3017
Personal E-Mail Address: wkmcgee@aol.com	
Employer: (SELF) - FOUR SEASON RECYCLING & TRADING, LLC	
Job Title: OWNER / PRESIDENT	How Long? 7 YRS
Business Street Address: 1320 VALLEY RD	Business Telephone: 804-550-3460
Business City, Zip Code: RICHMOND, VA 23222	Business Fax: 866-460-3017
Business E-Mail Address: wanda@fourseasonrecycling.com	
Is your place of employment located in the city of Richmond? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your place of employment located in the county? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which county?	
Are you a city resident? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which City Council district? Number of years?	
Do you or your employer have a contract, other than a contract of employment either with the city of Richmond or with the entity to which you are seeking appointment? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please provide information on the nature of the contract.	
Signature: <u><i>Wanda McGee</i></u>	Date: <u>2/18/2016</u>
(By signing, forwarding or otherwise transmitting this form, you certify that all information submitted for consideration is true and accurate to the best of your knowledge.)	

NOTE: This application is a public document.

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www.richmondgov.com/cityclerk

Green City Commission

Vacancy Chart

As of
November 13, 2016

The Commission shall consist of **nine (9) members**. The Council shall appoint seven (7) of the members, one of whom must have expertise in urban forestry. The Mayor shall appoint two (2) members, one of whom shall be a city employee in the Department of Public Works or the designee thereof.

Of the remaining members, one member shall be selected from each of the following fields:

- (1) Sustainability.
- (2) Green building practices.
- (3) Energy efficiency.
- (4) Environmental protection.

At least **four** of the **Council appointees shall reside in the city or have their principal place of employment in the city** in accordance with section 2-756 of this Code. The **remaining Council appointees and the Mayor's appointee** other than the Director of Public Works or the designee thereof **shall not** be subject to any requirement that they maintain a residence or a principal place of employment in the city. All other aspects of the commission and its membership not addressed in this division shall be governed by Chapter 2, Article V, Division 1 of the City Code.

(Assigned to the Land Use, Housing & Education Standing Committee)

Member	Patron	Expiration Date	Eligible for Reappoint.	Interested in Reappoint.	Qualification
KC Bleile	All members of Council	10/25/2016	No	-	-
Chris Earley	All members of Council	10/25/2016	No	-	-
William Greenleaf	All members of Council	10/25/2016	Yes	No	-
Michael Phillips	All members of Council	10/25/2016	Yes	Application included	-
Dawone Robinson	All members of Council	10/25/2016	Yes	No	-
Elizabeth Seward	All members of Council	10/25/2016	Yes	Application included	-
Mark Brandon	Mayor	08/10/2014	Yes	Mayor's Office notified	-
James Jackson	Mayor	08/10/2014	No	Mayor's Office notified	City employee



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

(Name of Authority, Board, Commission or Task Force)

GREEN CITY COMMISSION

Title:

Name: *Matthew H Lee*

Home Address: 003851 FAUQUIER AVE RICHMOND VA 23227

Home Telephone: Home Fax:

Personal E-Mail Address: *matt@rootdowntreemanagement.com*

Employer: *Root Down Tree Management*

Job Title: *CEO* How Long?

Business Address: 003851 FAUQUIER AVE RICHMOND VA 23227

Business Telephone: *8043858974* Ext: Business Fax:

Business E-Mail Address *matt@rootdowntreemanagement.com*

Is Your Place of Employment Located in the city of Richmond Yes

Is your Place of Employment Located in the County? No If Yes, Which County?

Are You A City Resident? Yes If Yes, Which City Council District? Number of Years? *10*

Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? No

If yes, please provide information on the nature of the contract.

Please List Your Educational Background and/or Other Expertise or Qualifications You Will Bring to This Authority, Board, Commission or Task Force:

*Associate Degree in Horticulture Technology
ISA Certified Arborist
ISA Tree Risk Assessment Qualified
Pesticide Applicator License
15 + years of experience working in landscape/tree care field*

List other city of Richmond Authorities, Boards, Commissions or Task Forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.

Urban Forestry Commission

Other Community Involvement:

Tree Stewards



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

(OPTIONAL) Please List Additional Information You Would Like Considered, or You May Copy and Paste Your Short Resume.

How Did You Hear About or Who Referred You to Apply for Appointment to This Authority, Board, Commission or Task Force?

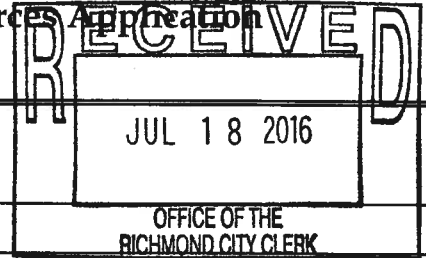
Trip Pollard

NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.



City of Richmond, Virginia
City Council
Authorities, Boards, Commissions and Task Forces Application

(Please Print or Type)



Name of Authority, Board, Commission or Task Force: Green City Commission	
Title: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input checked="" type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: _____	
Last Name: Jordan	First Name: Katherine
Home Street Address: 312 N. Granby Street	Home Telephone: 919 475 7263
Home City, Zip Code: Richmond, VA 23220	Home Fax:
Personal E-Mail Address: katherine.l.jordan@gmail.com	
Employer: X	
Job Title: X	How Long?
Business Street Address:	Business Telephone:
Business City, Zip Code:	Business Fax:
Business E-Mail Address:	
Is your place of employment located in the city of Richmond? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is your place of employment located in the county? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which county?	
Are you a city resident? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which City Council district? 2 Number of years? 1.5	
Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please provide information on the nature of the contract.	
Please list your educational background and/or other expertise or qualifications you will bring to this authority, board, commission or task force: University of Virginia School of Architecture, Master of Urban and Environmental Planning, 2003 - Urban Design and Land Use degree concentration; American Urbanism Certificate University of Virginia, B.A., 1996 McIntire Business Institute Summer Program, University of Virginia, 1996 Past Board Member & Secretary, Durham, NC City-County Appearance Commission (City Council appointment) Past Member and Volunteer, Preservation Durham, NC Past Board Member & Secretary U.S. Green Building Council Triangle Chapter	

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City of Richmond, Virginia
City Council
Authorities, Boards, Commissions and Task Forces Application

List other city of Richmond authorities, boards, commissions or task forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.

Entity: _____
 Date(s) Served: _____ Office(s) Held: _____

Entity: _____
 Date(s) Served: _____ Office(s) Held: _____

Entity: _____
 Date(s) Served: _____ Office(s) Held: _____

Other community involvement:

Fan District Association Board Member & Vice-President, 2015 -

Fan Parks and Trees Committee Chair, 2015 -
 - initiated first Fan Green Challenge

William Fox Elementary School PTA Field & Grounds Chair

OPTIONAL

Please list additional information you would like considered, or you may attach your resume or other information.

I would consider it a privilege to serve on the Green City Commission. Thank you for your consideration.

Check this box if your resume is attached.

How did you hear about or who referred you to apply for appointment to this authority, board, commission or task force?
 Trip Pollard

Signature: Katherine Jordan, LEED AP Date: 7/18/2016
(By signing, forwarding or otherwise transmitting this form, you certify that all information submitted for consideration is true and accurate to the best of your knowledge)

NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.

Katherine Jordan, LEED AP

312 North Granby Street Richmond, Virginia 23220 / katherine.l.jordan@gmail.com / 919 475-7263

Education

University of Virginia School of Architecture, Master of Urban and Environmental Planning, 2003
Urban Design and Land Use degree concentration; American Urbanism Certificate
Research assistant to Timothy Beatley, Teresa Heinz Professor of Sustainable Communities

University of Virginia, B.A. Art History, Dean's List, 1996

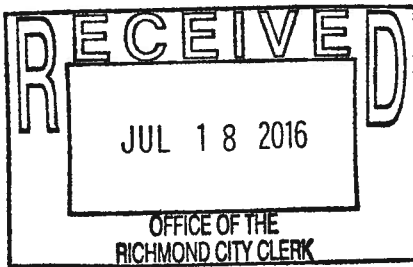
McIntire Business Institute Summer Program, University of Virginia, 1996

Employment History

Duke University and Health System; Durham, North Carolina, 2006 – 2010

Assistant Director for Campus Design and Sustainability

- Led sustainability efforts for all projects (goal setting through LEED documentation)
- Worked across departments to create first "Green Housekeeping" program
- Served as project manager for open space, master planning, building, and parking studies
- Monitored urban design and architectural standards, wayfinding and graphics
- Managed architecture and design team selection as well as project start up
- Coordinated University and Health System presentations and approvals
- Represented the Health System on various campus-wide committees



Cooper, Robertson & Partners; New York, New York, 2003 - 2006

Project Manager and Marketing Executive

- Served as a project manager for mixed-use, residential and sport facility master plans
- Wrote design guidelines, proposals, award submissions, articles and marketing materials
- Drafted and edited reports for large public bodies and internal client use

Virginia Engineering Foundation; University of Virginia, 1998 - 2000

Director of Annual Giving and Alumni Affairs

- Led campaign that generated \$1,750,000 for the School of Engineering
- Introduced new corporate fund and led transition to higher minimum gift levels

University of Texas School of Architecture, Austin, Texas, 1996 - 1998

Development Assistant

- Assisted Director of Development with all fundraising responsibilities
- Served as staff liaison to the Dean's Advisory Board

Skill Sets

ADVOCACY – USGBC North Carolina Triangle Chapter, Past Board Member and Secretary
COMMUNITY BUILDING – Initiated the Fan's first neighborhood-based sustainability program
FEDERAL GRANTS – Won and coordinated a NERP Phase II grant for Trinity Park, Durham
GREEN BUILDING– LEED NC 2.1 Accredited Professional, past LEED Education Reviewer
INTERPERSONAL – Enjoy teamwork, presenting to large and small audiences
LEADERSHIP – Consistently fulfill leadership roles, both voluntary and elected
PUBLIC SPEAKING – Taught LEED modules for the Duke Nicholas School of the Environment
WRITING – Grants, award submissions, design guidelines, proposals, articles, marketing and pr texts

Personal

CIVIC – Fan District Association Vice-President, and Parks & Trees Committee Chair

FAMILY – Husband: Walker Teele; daughters: Laura and Porter Teele



CITY OF RICHMOND, VIRGINIA

City Council

Authorities, Boards, Commissions and Task Forces Application

(Please Print or Type)

Name of Authority, Board, Commission or Task Force:

Green City Commission

Title: Mr. Mrs. Ms. Miss. Dr. Other:

Last Name: Nuckols

First Name: Stuart

Home Street Address: 4307 Fitzhugh Ave

Home Telephone: 804 467-5570

Home City, Zip Code: Richmond, VA 23230

Home Fax:

Personal E-Mail Address: stuartnuckols@gmail.com

Employer: Viridiant

Job Title: Director of External Affairs

How Long? 4 years

Business Street Address: 1431 W. Main St

Business Telephone: 804 212-1943

Business City, Zip Code: Richmond, VA 23220

Business Fax:

Business E-Mail Address: stuart.nuckols@viridiant.org

Is your place of employment located in the city of Richmond? Yes No

Is your place of employment located in the county? Yes No If yes, which county?

Are you a city resident? Yes No If yes, which City Council district? Number of years?

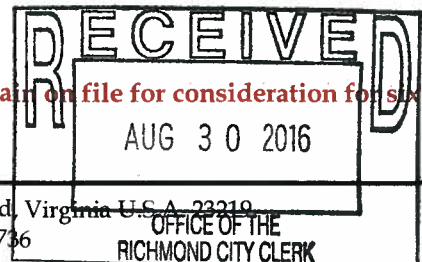
Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? Yes No

If yes, please provide information on the nature of the contract.

Please list your educational background and/or other expertise or qualifications you will bring to this authority, board, commission or task force:

- 4 years @ Viridiant, efficiency & sustainability non profit, 4 years @ Solar Electric Power Assn, now Smart Electric Power Alliance focused on utility scale solar, passion for environment common thread w/work experience
- BA in Env. Science from UVA
- Prior work experience / internships @ DEA, water quality & cleantech PR @ Brodeur Partners
- expertise in meeting/event planning, organized, reliable, proactive & collaborative
- participation in organization strategic planning efforts

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City of Richmond, Virginia

City Council

Authorities, Boards, Commissions and Task Forces Application

List other city of Richmond authorities, boards, commissions or task forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.

Entity: _____
Date(s) Served: _____ Office(s) Held: _____

Entity: _____
Date(s) Served: _____ Office(s) Held: _____

Entity: _____
Date(s) Served: _____ Office(s) Held: _____

Other community involvement:

Past committee work with Richmond Animal League

OPTIONAL

Please list additional information you would like considered, or you may attach your resume or other information.

Check this box if your resume is attached.

How did you hear about or who referred you to apply for appointment to this authority, board, commission or task force?

KC Bleile, Viridiant's Executive Director, has previously served on the GCC for 6 years (term limit)

Signature: *Myraad Tucker* Date: 8/25/2016

(By signing, forwarding or otherwise transmitting this form, you certify that all information submitted for consideration is true and accurate to the best of your knowledge)

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www.richmondgov.com/cityclerk

M. STUART NUCKOLS

StuartNuckols@gmail.com | (804) 467-5540 | linkedin.com/in/msnuckols | 4307 Fitzhugh Ave, Richmond, VA 23230

QUALIFICATIONS SUMMARY

Self-motivated professional with proven track record at fast paced, growing non-profit organizations. Past employment experiences have demanded strong attention to detail, interpersonal skills, and time management. Understanding of and commitment to non-profit operations, goals and needs. Highly trustworthy, ethical and respected. Excellent communications skills. Committed to superior level of efficiency and service. Confident and poised in interactions with individuals at all levels. Extremely organized and resourceful in completing projects; able to multi-task effectively. Quick learner and eager to take on a variety of projects. Team player; ready and willing to support other members of the team when necessary.

PROFESSIONAL STRENGTHS

- Reliable, responsible and trustworthy
- Self-motivated, proactive and collaborative
- Strong verbal and written communication skills, highly organized and detail-oriented
- Superb interpersonal skills
- Fast learner and effective time management
- Project management
- Proficient in Microsoft Office, SmartSheet, SurveyMonkey, GoToWebinar and other online programs

WORK EXPERIENCE

DIRECTOR OF EXTERNAL AFFAIRS

EarthCraft Virginia, *Richmond, VA*

July 2012 – Present

- **Marketing/Communications experience**
 - Managing traditional and online media outreach
 - Managing organization's new brand/name
 - Writing news releases, developing marketing materials, newsletters and annual reports, coordinating online and social media content
- **Outreach/Events**
 - Managing annual Earth Day 5K Race Without a Trace, Sustainable Leadership Awards, and educational lecture series as well as other various organization events/trainings and participation in external events
 - Assisting in sponsorships, fundraising events and activities
- **Strategic planning involvement**
 - Understanding organization-wide needs and seeking solutions to fit those needs
 - Integral role in development of first marketing and communications plan for the organization
 - Looking for ways to engage sponsors, partners, and all key stakeholders

MANAGER OF EXECUTIVE AFFAIRS

Solar Electric Power Association, *Washington D.C.*

October 2010 – July 2012

- **Strong writing skills**
 - Writing minutes for 3 board meetings per year and regular management team meetings
- **Project management experience**
 - Managing all events and activities related to the board of directors
 - Leading the development of yearly association staff retreat (content, logistics, budget)
 - Leading the organization's exploration of revenue diversification strategies
 - Taking on special projects as assigned
- **Exceptional support of staff management team and Board of Directors**
 - Directly supporting President and CEO
 - Managing all meetings related to management team and board/board committees
 - Acting liaison between 20 board members and staff
- **Collaborative spirit & effective leadership**

- Working with VPs across all divisions on projects that often require extensive collaboration and teamwork
- Leading development of board meeting agendas and materials
- Taking on special projects as needed

EDUCATION ASSOCIATE

Solar Electric Power Association, *Washington, D.C.*

April 2009 – October 2010

- **Effective content development for educational platforms**
 - Leading development of agenda and speaker coordination for all association events
 - Solar Power International 2009 and 2010
 - Education lead for all workshops and sessions, management of advisory council and session track leaders
 - Coordinator for over 50 sessions and workshops per event
 - Speaker management for 250+ speakers per event
 - Utility Solar Conference 2009 and 2010
 - Coordinator for 15+ sessions per event
 - Speaker management for 50+ speakers per event
 - Managing the association’s monthly webinar series
- **Exceptional interpersonal skills and organization**
 - Coordinating all moderators and speakers
 - Communicating with hundreds of industry stakeholders on a regular basis

INTERN

Brodeur Partners, *Washington, D.C.*

2008-2009

- **Strong experience at maximizing media outreach**
 - Traditional media:
 - Building targeted lists and creating editorial calendars
 - Online media:
 - Tracking and monitoring online communities and targeted bloggers
 - Coordinating customer, consumer, client online forums
- **Effective client service – coordinating meetings and providing communications counsel**
- **Incremental training and experience in BIO and Environmental categories**
 - Supporting team for a BIO branding campaign
 - Counseling and supporting BIO member CEOs during audio/video sessions
 - Building and managing an expert database for BIO activities
 - Starting Brodeur’s greening the office program

INTERN, WATER QUALITY MONITORING PROGRAM

Dept of Environmental Quality, *Richmond, VA*

Summer 2007

- Experience in evaluation and monitoring of Richmond’s streams and rivers

CAMP COUNSELOR

ShrineMont, Inc, *Orkney Springs, VA*

Summer 2003, 2004, 2005

- (Summer 2005), 24/7 supervision of 10 children for each of four sessions
- *Volunteer Counselor* (Summer 2003, 2004), children and young adults with special needs

EDUCATION

University of Virginia **GPA: 3.53**
 Major: BA Environmental Science
 Minor: Art History

Charlottesville, VA



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

(Name of Authority, Board, Commission or Task Force)

GREEN CITY COMMISSION

Title: Ms.
Name: Susan H. Hill
Home Address: 001922 BLAIR STREET 1922 RICHMOND VA 23220
Home Telephone: 9174066387 Home Fax:
Personal E-Mail Address: susnhill@hotmail.com
Employer: Richmond Region Energy Alliance
Job Title: Executive Director How Long?
Business Address: 000088 CARNATION STREET 88 C RICHMOND Vi 23225
Business Telephone: 8046123350 Ext: Business Fax:
Business E-Mail Address susan.hill@rrea-va.org
Is Your Place of Employment Located in the city of Richmond Yes
Is your Place of Employment Located in the County? No If Yes, Which County?
Are You A City Resident? Yes If Yes, Which City Council District? 5 Number of Years? 4

Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? No

If yes, please provide information on the nature of the contract.

Please List Your Educational Background and/or Other Expertise or Qualifications You Will Bring to This Authority, Board, Commission or Task Force:

As the executive director of the Richmond Region Energy Alliance and in-house building analyst, I offer two distinct skill-sets to the Commission. RREA is an energy efficiency nonprofit serving Richmond City and surrounding counties. I connect homeowners to efficiency and solar retrofit opportunities; run a program to support low-moderate income homeowners; conduct energy education; and participate in shaping energy policy. As a certified Building Analyst from the Building Performance Institute, I hold the credentials to make efficiency upgrade recommendations and therefore offer a technical perspective to the Commission as well. The nature of an organization like RREA rewards me with professional relationships spanning the affordable housing sector, utilities, green building, and environmental stewardship. I interact with a variety of Richmond City residents through the course of my work, seeing firsthand the housing/energy needs of all of our neighbors. RREA was honored to receive Official Recognition from Richmond City Council for its SolarizeRVA program, and we will continue to serve as a comprehensive resource for all of Richmond's efficiency and solar needs. I am grateful for consideration for the Green City Commission and hope for the opportunity to serve my city in this capacity.

List other city of Richmond Authorities, Boards, Commissions or Task Forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.

n/a



Authorities, Boards, Commissions and Task Forces Application

Other Community Involvement:

*Co-founder and board chair of the Richmond Food Co-op
Board member of project: HOMES*

(OPTIONAL) Please List Additional Information You Would Like Considered, or You May Copy and Paste Your Short Resume.

*SUSAN H. HILL
1922 Blair Street • Richmond, VA 23220 • 917-406-6387 • susnhill@hotmail.com*

EDUCATION:

*Building Performance Institute, May 2013
Building Analyst Professional
Whole House Air Leakage Control Installer*

*The City University of New York, September 2008
Bachelor of Arts, Summa cum laude
Dual Major: Urban Community Planning and Literary Journalism*

PROFESSIONAL EXPERIENCE:

Richmond Region Energy Alliance, Executive Director *March 2015 – Present*
RREA is a community service nonprofit providing residential energy efficiency resources

- *Manage organizational finance, administration, and reporting requirement to the Department of Mines, Minerals and Energy and US Department of Energy*
- *Oversee all programmatic work related to home energy performance assessments and solar power bulk purchasing campaign*
- *Represent RREA at affordable housing and energy efficiency stakeholder convenings and working groups*
- *Work alongside the board of directors to implement strategic plan*

Richmond Region Energy Alliance, Marketing Director and Building Analyst *June 2012 – March 2015*

- *Performed energy audits on single family and multifamily homes*
- *Guided clients through energy retrofit process, from contractor management, workscope and bid review, to Energy Star certification*
- *Presented on energy performance to mortgage brokers, realtors, and neighborhood associations*
- *Managed and promote SolarizeRVA, a solar bulk purchasing program*
- *Created newsletters and advertisements; write press releases and handle media correspondence*

New York Immigration Coalition, Development Associate *2010 - 2011*
The NYIC is a statewide immigrant rights policy and advocacy organization

- *Managed all proposals, budgets, and reporting for foundation grants*
- *Directed planning of annual fundraising dinner and awards gala for 400 people, grossing \$230K*

The Foundation Center, Editorial Associate *2008 - 2010*



Authorities, Boards, Commissions and Task Forces Application

The Foundation Center is a philanthropy resource center, acting as a liaison between grantmakers and nonprofits

- *Worked with a team on all aspects of grant-directory publications: writing, editing, and researching*
- *Updated financial and historical information on foundations and grantmaking for public database*

Fashion Model

1996 - Present

International career in print, television, and runway work

- *Managed all responsibilities related to self-employment: maintained financial accounts, coordinated scheduling and client appointments with multiple agencies, and arranged travel plans*
- *Established long-term relations with retail enterprises: Macy's and Target. Increased sales for RW & Co.*

COMMUNITY INVOLVEMENT:

Richmond Food Cooperative, Co-Founder and Board Chair

2012 - present

The Co-op will be a member-owned grocery store providing affordable, local, sustainable and healthy food options

- *Participated in all needs associated with business inception, including drafting bylaws, articles of incorporation, and developing a start-up budget*
- *Assist in growing Co-op membership through community outreach strategies (750+ current members)*
- *Guide board of directors and project manager on Co-op's evolving development needs, capital planning, and strategic operations*

How Did You Hear About or Who Referred You to Apply for Appointment to This Authority, Board, Commission or Task Force?

Bill Greenleaf, Virginia Community Capital and Green City Commission member

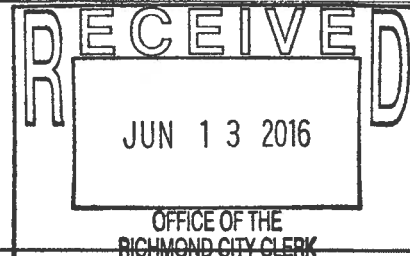
NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.



City of Richmond, Virginia
City Council
Authorities, Boards, Commissions and Task Forces
Reappointment Application

(Please Print or Type)

Name of Authority, Board, Commission or Task Force: Green City Commission	
Title: Mr. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: <input type="checkbox"/>	
Last Name: Phillips	First Name: Michael S.
Home Street Address: 1101 Haxall Point #208	Home Telephone: 434-760-4485
Home City, Zip Code: Richmond, 23219	Home Fax:
Personal E-Mail Address: msp9k@virginia.edu	
Employer: Virginia Clean Cities	
Job Title: Program Coordinator	How Long? 4.5
Business Street Address: 1100 Bank Street, 8 th Floor	Business Telephone: 804-482-1790
Business City, Zip Code: Richmond, VA 23219	Business Fax:
Business E-Mail Address: mphillips@vacleancities.org	
Is your place of employment located in the city of Richmond? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your place of employment located in the county? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which county?	
Are you a city resident? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which City Council district? 6th Number of years? 9	
Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please provide information on the nature of the contract.	
Signature: <u>Michael S. Phillips</u>	Date: <u>6/10/2016</u>
(By signing, forwarding or otherwise transmitting this form, you certify that all information submitted for consideration is true and accurate to the best of your knowledge.)	



NOTE: This application is a public document.

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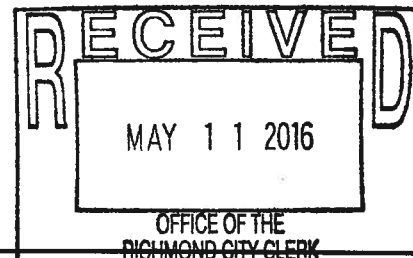


City of Richmond, Virginia
City Council
Authorities, Boards, Commissions and Task Forces
Reappointment Application

(Please Print or Type)

Name of Authority, Board, Commission or Task Force: Green City Commission	
Title: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input checked="" type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: _____	
Last Name: Seward	First Name: Elizabeth
Home Street Address: 409 Tilden Street	Home Telephone: 6073395079
Home City, Zip Code: Richmond, 23221	Home Fax:
Personal E-Mail Address: beth.seward@gmail.com	
Employer: Virginia Housing Development Authority	
Job Title: Director of Strategic Housing & Program Implementation	How Long? 3 years
Business Street Address: 601 S. Belvidere St	Business Telephone: 804-343-5615
Business City, Zip Code: Richmond, 23220	Business Fax:
Business E-Mail Address: elizabeth.seward@vhda.com	
Is your place of employment located in the city of Richmond? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your place of employment located in the county? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which county? _____	
Are you a city resident? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which City Council district? 1 Number of years? 3	
Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please provide information on the nature of the contract.	
Signature: Elizabeth Seward Date: May 11, 2016	
<i>(By signing, forwarding or otherwise transmitting this form, you certify that all information submitted for consideration is true and accurate to the best of your knowledge.)</i>	

NOTE: This application is a public document.



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Highway Safety Commission

Vacancy Chart

as of
November 13, 2016

The commission shall be composed of 12 members as follows:

- (1) A member of the Council.
- (2) Four qualified voters of the city who hold no office of profit with the city.
- (3) Three members with expertise in transportation safety.
- (4) The superintendent of the School Division of the city of Richmond.
- (5) The commanding officer of the Traffic Division of the Department of Police.
- (6) The traffic engineer of the city.
- (7) The director of Public Works.

(Assigned to the Land Use, Housing & Education Standing Committee)

Member	Patron	Expiration Date	Eligible for Reappoint.	Interested in Reappoint.	Qualification
Fatima Yousofi	All members of Council	02/29/2016	No	Resigned	Qualified voter of the city who holds no office of profit with the city

Contact:

Travis Bridewell, Operations Manager – Traffic Engineering
Department of Public Works
646-5745



Authorities, Boards, Commissions and Task Forces Application

(Name of Authority, Board, Commission or Task Force)

HIGHWAY SAFETY COMMISSION

Title: _____

Name: *Mary K Larson*

Home Address: 001101 HAXALL PT UNIT 502 RICHMOND VA 23219

Home Telephone: 8046837303 Home Fax: _____

Personal E-Mail Address: maryklarson@comcast.net

Employer: Bon Secours Health System, Inc.

Job Title: Senior Business Intelligence Developer How Long? 8

Business Address: 008565 MAGELLAN PKWY STE 100 RICHMOND VA 23227

Business Telephone: 804-289-5142 Ext: _____ Business Fax: _____

Business E-Mail Address mary_larson@bshsi.org

Is Your Place of Employment Located in the city of Richmond No

Is your Place of Employment Located in the County? Yes If Yes, Which County? Henrico

Are You A City Resident? No If Yes, Which City Council District? 6 Number of Years? _____

Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? No

If yes, please provide information on the nature of the contract.

not that I'm aware

Please List Your Educational Background and/or Other Expertise or Qualifications You Will Bring to This Authority, Board, Commission or Task Force:

I'm applying to become a citizen member of the Highway Safety Commission. I have no formal qualifications for this position, but as a city resident for most of my life, I have lots of enthusiasm and interest, which I will include in the section below.

List other city of Richmond Authorities, Boards, Commissions or Task Forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.

I have degrees in Biology and Medical Technology, and have worked in healthcare, in one form or another and in the Richmond area for most of my adult life. I currently work for Bon Secours as a Business Intelligence Developer on our electronic medical record system. Prior to that, I was a Healthcare I.T. consultant for 8 years, and prior to that, as a Medical Technologist in clinical laboratories, including 8 years with the Department of Clinical Pathology at the Medical College of Virginia (now known as VCU Health Systems).

I have recently acquired a passion for making our streets safer for everyone who uses them -- motorists, bicyclists and pedestrians alike, as I qualify for all three of those categories. Biking is a recent passion, so much so that I became involved with Sportsbackers' BikeWalkRVA Academy, which trains citizen how to be advocates for better and safer walking and biking in the region. This training, in turn, has given me an interest in making our city stree



Authorities, Boards, Commissions and Task Forces Application

Other Community Involvement:

I've not yet had the opportunity to serve on any Richmond authorities, boards, commissions or task forces, but am eager to become more involved.

(OPTIONAL) Please List Additional Information You Would Like Considered, or You May Copy and Paste Your Short Resume.

Over the years, my community involvement has included volunteering in various capacities, among them:

- * BikeWalkRVA - as an advocate for safer pedestrian & bike infrastructure in the Richmond area*
 - * Habitat For Humanity - as volunteer labor on a recent home project*
 - * Richmond READ Center - providing literacy tutoring to adult learners*
 - * Lewis Ginter Botanical Garden - as a library volunteer*
 - * Forest View Volunteer Rescue Squad - as an EMT*
-

How Did You Hear About or Who Referred You to Apply for Appointment to This Authority, Board, Commission or Task Force?

I'm a long-time City of Richmond resident who moved downtown in 2012 specifically to get even closer

NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.

Urban Design Committee

Vacancy Chart

as of

November 13, 2016

The Committee shall consist of ten (10) members who either reside in the City or have their primary place of business in the City. Members shall be appointed by City Council. One (1) of the members of the Committee shall be a registered architect; one (1) shall be a member of a recognized local organization in one of the various fields of static arts; one (1) shall be a member of the faculty of the arts division of a local college or university; one (1) shall be a registered professional engineer; one (1) shall be a business executive or professional; one (1) shall be a registered landscape architect or a person having demonstrated talent in landscape design; one (1) shall be a member of the City Planning Commission; one (1) shall be a member of the Commission of Architectural Review; and two (2) shall be citizens of the City appointed at-large.

(Assigned to the Land Use, Housing & Education Standing Committee)

Member	Patron	Expiration Date	Eligible for Reappoint.	Interested in Reappoint.	Qualification
Robert Smith	All members of Council	09/09/2016	Yes	Application included	Member of the faculty of the arts division of a local college or university
Doug Cole	All members of Council	03/11/2016	No	-	Member of the City Planning Commission

Contact:

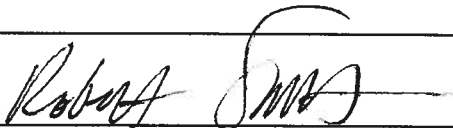
Kathleen Onufer, Executive Staff Assistant
Planning and Preservation Division
Department of Community Development
804-646-5207

kathleen.onufer@richmondgov.com

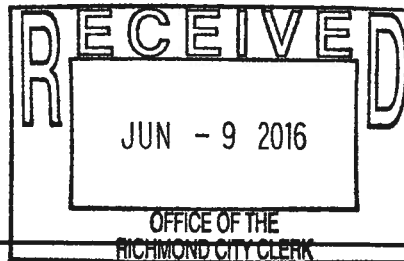


City of Richmond, Virginia
City Council
Authorities, Boards, Commissions and Task Forces
Reappointment Application

(Please Print or Type)

Name of Authority, Board, Commission or Task Force: Urban Design Committee	
Title: Mr. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: _____	
Last Name: Smith	First Name: Robert
Home Street Address: 1106 Seminary Place	Home Telephone: 804-347-8891
Home City, Zip Code: Richmond, VA 23227	Home Fax: _____
Personal E-Mail Address: smithrd3@gmail.com	
Employer: Virginia Commonwealth University School of the Arts	
Job Title: Administrative Director / Assistant Professor	How Long? 7 years
Business Street Address: 325 N. Harrison St.	Business Telephone: 804-827-4574
Business City, Zip Code: Richmond, VA 23284	Business Fax: _____
Business E-Mail Address: smithrd@vcu.edu	
Is your place of employment located in the city of Richmond? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your place of employment located in the county? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which county? _____	
Are you a city resident? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which City Council district? 3rd Number of years? 20	
Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please provide information on the nature of the contract. 	
Signature: 	Date: 6-6-16
(By signing, forwarding or otherwise transmitting this form, you certify that all information submitted for consideration is true and accurate to the best of your knowledge.)	

NOTE: This application is a public document.



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Richmond Retirement System Board of Trustees

Vacancy Chart

as of

November 13, 2016

The board shall consist of seven (7) members. The Mayor shall appoint two members; the Council shall appoint five members, at least two of whom shall be members of the classified service.

(Assigned to the Governmental Operations Standing Committee)

Member	Appointing Authority	Expiration Date	Eligible for Reappoint.	Interested in Reappoint.	Qualification
S. Brian Farmer	City Council	10/24/2017	No	Resigned	Reside or work in the city
Matthew E. Peanort, III	City Council	10/25/2016	Yes	Application included	Member of the classified service
Kenneth Daniels	City Council	11/22/2016	No	Resigned	Reside or work in the city

Contact:

Jo Anne Washington, Administrative Coordinator

Richmond Retirement System


(804 646 – 3830

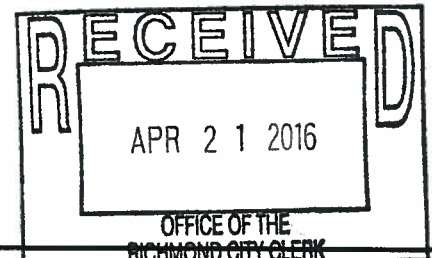
joanne.washington@richmondgov.com



City of Richmond, Virginia
City Council
Authorities, Boards, Commissions and Task Forces
Reappointment Application

(Please Print or Type)

Name of Authority, Board, Commission or Task Force: Richmond Retirement System Board of Trustees	
Title: Mr. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: <input type="checkbox"/>	
Last Name: Peanort, III	First Name: Matthew
Home Street Address: 10637 Providence Green Dr.	Home Telephone: 804-368-7228
Home City, Zip Code: Ashland, 23005	Home Fax: N/A
Personal E-Mail Address: mpeanort@hotmail.com	
Employer: City of Richmond	
Job Title: Budget/Management Analyst	How Long? 4.3 Years
Business Street Address: 900 E. Broad St., Rm 1100	Business Telephone: 804-646-5778
Business City, Zip Code: Richmond, 23219	Business Fax: 804-646-7927
Business E-Mail Address: matthew.peanort@richmondgov.com	
Is your place of employment located in the city of Richmond? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your place of employment located in the county? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which county?	
Are you a city resident? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which City Council district? Number of years?	
Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please provide information on the nature of the contract.	
Signature: 	Date: 4/21/16
<i>(By signing, forwarding or otherwise transmitting this form, you certify that all information submitted for consideration is true and accurate to the best of your knowledge.)</i>	



NOTE: This application is a public document.

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City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

(Name of Authority, Board, Commission or Task Force)

RICHMOND RETIREMENT SYSTEM

Title: *Mrs.*

Name: *Elizabeth Cabell Jennings*

Home Address: *000203 PAXTON ROAD RICHMOND VA 23226*

Home Telephone: *804-288-4363* Home Fax: _____

Personal E-Mail Address: *ejennings@cannonsbranch.com*

Employer: *Cannons Branch Associates*

Job Title: *Director* How Long? _____

Business Address: *000203 PAXTON ROAD RICHMOND VA 23226*

Business Telephone: *(804) 314-52* Ext: _____ Business Fax: _____

Business E-Mail Address _____

Is Your Place of Employment Located in the city of Richmond Yes

Is your Place of Employment Located in the County? No If Yes, Which County? _____

Are You A City Resident? Yes If Yes, Which City Council District? *1* Number of Years? *30*

Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? No

If yes, please provide information on the nature of the contract.

Please List Your Educational Background and/or Other Expertise or Qualifications You Will Bring to This Authority, Board, Commission or Task Force:

Chartered Financial Analyst, Chartered Alternative Investment Analyst, 28+ Years experience in managing portfolios for individuals and institutions. Investment Committee at the College of W&M Foundation, Investment Committee Chair Virginia Theological Seminary, Investment Committee (past) Westminster-Canterbury, Richmond. Former Board Chair St. Catherine's School.

List other city of Richmond Authorities, Boards, Commissions or Task Forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.

Recently appointed to Retirement System Investment Advisory Committee

Other Community Involvement:

American Civil War Museum Treasurer, Richmond Symphony Board, former Treasurer, Capital Campaign Co-Chair. Hollywood Cemetery Finance Chair.



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

(OPTIONAL) Please List Additional Information You Would Like Considered, or You May Copy and Paste Your Short Resume.

How Did You Hear About or Who Referred You to Apply for Appointment to This Authority, Board, Commission or Task Force?

Leo Griffin

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City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

(Name of Authority, Board, Commission or Task Force)

RICHMOND RETIREMENT SYSTEM

Title: Ms.
Name: Nancy G Leake
Home Address: 001828 FLOYD AVENUE RICHMOND VA 23220
Home Telephone: 804-387-3226 Home Fax:
Personal E-Mail Address: nancygleake@gmail.com
Employer: Partners Group (USA) Inc
Job Title: Partner How Long? 9
Business Address: 001114 AVENUE OF THE AMERICAS 37TH FLOOR, NEW YORK NY 10036
Business Telephone: 212-908-2732 Ext: Business Fax:
Business E-Mail Address nan.leake@partnersgroup.com
Is Your Place of Employment Located in the city of Richmond No
Is your Place of Employment Located in the County? No If Yes, Which County?
Are You A City Resident? Yes If Yes, Which City Council District? 2 Number of Years? 23

Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? No

If yes, please provide information on the nature of the contract.

Please List Your Educational Background and/or Other Expertise or Qualifications You Will Bring to This Authority, Board, Commission or Task Force:

Throughout my career, I have worked with institutional investors, designing, structuring and implementing their real estate investment strategies. I have served as a real estate consultant to some of the largest, most sophisticated US public pension funds, as well as corporate pension plans and endowment funds. I have also worked with and advised city and municipal plans in the US as well as non-US pension funds and large sovereign wealth funds.

I was born and raised in the City of Richmond and as a resident and tax payer of the City's Fan District, I am interested in serving my community to the best of my ability.

List other city of Richmond Authorities, Boards, Commissions or Task Forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.

Other Community Involvement:

I currently serve on the VCU Investment Management (VCIMCO) Board of Directors. Additionally, I serve on the



City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

Board of Shalom Farms, a leading provider of local food and food access programming in low-income communities in Richmond, and the Board of The Maxwellton-Lachlan Foundation (TMLF), which provides summer camp scholarships to needy youth. I am also a member of Impact 100 Richmond, a grassroots donor education and grant-making initiative, which seeks to improve the lives of women and their families by transforming a local RVA non-profit through a significant, collective financial investment.

(OPTIONAL) Please List Additional Information You Would Like Considered, or You May Copy and Paste Your Short Resume.

Partners Group (PG) is a global private markets asset manager, investing in private equity, private debt, private real estate and private infrastructure. PG has over \$55 million in Assets under Management (AuM) with over 850 employees based in 20 offices around the world (www.partnersgroup.com). I am Partner with the firm, serving as member of the Private Real Estate Americas business unit, based in New York. I have been with Partners Group since 2007 and I have 31 years of industry experience. Prior to joining Partners Group, I was a senior consultant at Pension Consulting Alliance, Inc. ("PCA"), whose discretionary real estate asset management business was integrated into Partners Group in 2007.

How Did You Hear About or Who Referred You to Apply for Appointment to This Authority, Board, Commission or Task Force?

Kevin Davenport, David Naoroz, Jacquelyn Stone, Leo Griffin

NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.



Nan Leake, Partner, Private Real Estate Americas

Nan Leake is a Partner with the firm, serving as member of the Private Real Estate Americas business unit, based in New York. She has been with Partners Group since 2007 and has 31 years of industry experience. Prior to joining Partners Group, she was a senior consultant at Pension Consulting Alliance, Inc. ("PCA"), whose discretionary real estate asset management business was integrated into Partners Group in 2007. Throughout her career, Nan has been involved in all aspects of real estate investing and she has worked exclusively with global institutional investors, designing, structuring and implementing their global real estate investment strategies. Prior to joining PCA in 2002, she was the owner and President of Arcadian Construction & Development Inc. and worked at Property Investment Advisors Inc., Virginia Retirement System and NBS Realty Advisors in San Francisco.

Nan also serves on the Board of VCU Investment Management Company and is a member of Impact 100 Richmond, a grassroots donor education and grant-making initiative, uniting women's ideas and actions through philanthropy. Additionally, Nan serves on the Board of Shalom Farms, a leading provider of local food and food access programming in low-income communities in Richmond, Virginia, and the Board of The Maxwellton-Lachlan Foundation (TMLF), which provides summer camp scholarships to needy youth.

Nan holds a bachelor's degree from the University of Virginia. She lives in the City of Richmond's Fan District with her spouse and two dogs.

