



Date of Council Meeting: January 22, 2013

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: Town Council appointment to the Tree Commission

Staff Contact: Lee Ann Green, Clerk of Council

Recommendation: That Council consider Council Member Dunn's nomination of Amy McMullen for an appointment to the Tree Commission.

Background: The terms of office for Commissioners correspond to the term of the council member who nominated them.

Fiscal Analysis: Section 2-197 of the Town Code provides for annual compensation of \$600 for each Commission member. This amount is included in the FY 2013 approved budget.

Attachments: (1) Resume
(2) Appointment Resolution

PRESENTED January 22, 2013

RESOLUTION NO. 2013-_____

ADOPTED _____

A RESOLUTION: MAKING AN APPOINTMENT TO THE TREE COMMISSION

WHEREAS, participation by public-spirited citizens on town boards, commissions and committees is vital to the success of town government and the democratic process; and

WHEREAS, boards, commissions and committees serve an indispensable role in providing recommendations concerning town policy and programs; and

WHEREAS, Council desires to appoint effective individuals to serve at its will and pleasure on these advisory boards; and

WHEREAS, a vacancy exists on the Tree Commission.

THEREFORE, RESOLVED that the Council of the Town of Leesburg in Virginia hereby appoints Amy McMullen to a term ending on December 31, 2016.

PASSED this 22nd day of January, 2013.

Kristen C. Umstattd, Mayor
Town of Leesburg

ATTEST:

Clerk of Council

AMY M. MCMULLEN
607 Burberry Terrace SE
Leesburg, VA 20175
(703) 507-7304 • amcmull0121@gmail.com

PROFESSIONAL ASSOCIATIONS

- Member in good standing of the Virginia State Bar since April 24, 2008.
- Member of the Hampton Bar Association since 2008.

EDUCATION

- **George Mason University School of Law** **December 2007**
J.D., Criminal Track
- **University of Richmond** **May 2004**
B.A., Journalism and Criminal Justice Magna Cum Laude Graduate

PROFESSIONAL EXPERIENCE

- *Assistant Commonwealth's Attorney, Loudoun Commonwealth's Attorney* **June 2012– present**
Prepares and prosecutes misdemeanors and felonies in all Loudoun courts. Offenses prosecuted range in severity from simple traffic, drug, and larceny offenses up to and including complex violent crimes. Files and responds to motions and legal memoranda on constitutional issues. Prepares and delivers legal training to both law enforcement and civilians.
- *Assistant Commonwealth's Attorney, Hampton Commonwealth's Attorney* **August 2008 – June 2012**
Prepares and prosecutes misdemeanors and felonies in all Hampton courts, maintaining active caseload of at least 300 cases at any given time. Offenses prosecuted range in severity from simple traffic, drug, and larceny offenses up to and including complex violent crimes, including homicide. Has tried at least 25 jury trials. Files and responds to motions and legal memoranda on constitutional issues and responds to appellate briefs. Prepares and delivers legal training to both law enforcement and civilians.
- *Assistant Director, Spotsylvania Victim/Witness Program* **May 2004 – August 2008**
Assisted crime victims in Spotsylvania, Va. from crisis through the judicial process. Assessed victims and assisted in providing immediate and addressing long-term needs. Main job functions included: explaining steps of judicial process to victims; referring victims to community & mental health agencies; assisting victims in filing for protection; filing and following up with applications for Virginia's crime victims compensation fund; preparing victims for court and accompanying them to court; facilitating victims' contact with prosecutors; creating and delivering trainings for law enforcement; developing community educational materials; maintaining data on victims served and services provided; updating department web site; assisting in completion of the program's quarterly grant progress report; training and supervising of program volunteers.

SPECIALIZED TRAINING

- Red Flag – Investigation & Prosecution of Insurance Fraud, **Virginia CASC** **2011**
- National Institute on the Prosecution of Sexual Violence, **AEquitas** **2011**
- "Top Gun" Drug Investigation & Prosecution, **Virginia CASC** **2010**
- Advanced DUI Investigation & Prosecution, **Virginia CASC** **2009**
- Introduction to Sentencing Guidelines, **Virginia Criminal Sentencing Commission** **2009**
- International Conference on Domestic Violence, Sexual Assault, & Stalking, **EVAWI** **2008**
- Improving Investigation & Prosecution of Child Abuse, **Virginia DCJS** **2006, 2008**
- Child Sexual Abuse: A Judicial Perspective, **National Child Advocacy Center** **2006**
- Various Emergency Management Institute Trainings, **FEMA Independent Study** **2006-2009**

OTHER EXPERIENCE

- *Public Relations Technician, Prestige Media Co.* **February 2003 – May 2004**
Developed media lists for public relations campaigns for privately owned public relations firm.

- **Safe Routes to School Intern, Alexandria Health Department** **May – July 2003**
Developed Safe Routes to School outreach materials for the city, including a 20-page catalog of national programs, one-page fact sheets, press releases, lesson plans and numerous reports. Created a resource book of handouts, lesson plans, activity sheets and incentive programs for 16 city public schools.
- **Communications Intern, American Sportfishing Association** **May – August 2002**
Prepared press releases, news stories & brochures for trade publications and national media. Researched and wrote grant proposals for government and committee approval.
- **Public Relations Intern, Virginia Dept. of Historic Resources** **August – December 2001**
Researched, wrote, and edited press releases and various publication articles for the DHR.
- **Business News Intern, Richmond Times-Dispatch** **February – May 2001**
Researched, wrote and published more than 20 stories in the Business sections of Richmond's leading newspaper. Reported performance statistics for top corporations in the Richmond metropolitan area.

OTHER EMPLOYMENT HISTORY

- **Assistant Swim Coach, Coast Guard Blue Dolphins** April 2009 – present (part time)
- **Site Supervisor, SwimKids Swim School** December 2006 – June 2007 (part time)
- **Assistant Coach, Lee's Hill Lightning Swim Team** April 2006 – July 2008 (summers only)
- **Webmaster, PsychLife.net & Lrswimclub.com** April 2004 – April 2006
- **Sport Club Coordinator, UR Campus Recreation** January 2002 – May 2004
- **Lifeguard & Office Assistant, UR Campus Recreation** August 2001 – May 2004
- **Web assistant, UR Journalism Department** August 2001 – August 2003
- **Substitute Teacher, Prince William County Schools** December 2000 – May 2004
- **Coach (Head & Assistant), Lake Ridge Lancers Swim Team** May 1998 – July 2004 (summers only)
- **Lifeguard & Pool Manager, Virginia Pool Management, Inc.** May 1997 – August 2001
- **Swim Lesson Instructor, Sport & Health Clubs** September 1996 – May 1998