



Date of Council Meeting: June 11, 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 Wright's nomination of Ms. Jan R. Hepburn for 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 was amended on May 14, 2013 to provide \$900 annual compensation for each Commission member.

**Attachments:** (1) Appointment Resolution  
(2) Resume

**Jan R. Hepburn**

132 Chesterfield Place SW, Leesburg, VA 20175  
hm: 703-777-1426, cell: 248-835-5757, jani12@verizon.net

**Work History**

**1990 - 2006**

***Ford Motor Company, Dearborn, MI (retired)***

Global Finance Director (Six Sigma), Internal Control, Corporate Finance  
Other notable positions held;

- Plant Controller, Van Dyke Transmission&Stamping, Manufacturing Finance
- International Mkt Finance, Asia-Pacific (Australia, New Zealand & Taiwan)
- Global Business Planning Mgr., Ford Customer Service Division

**1987 - 1990**

***Air Products and Chemicals, Inc., Allentown, PA***

- Senior Financial Analyst, Polymer and Specialty Chemicals

**1981 - 1985**

***Fanning Builders, Inc., Commercial & Residential Real Estate Development***

- Property Manager; hotels, apartments, warehouse & homes. Pensacola, FL

**Volunteer Service**

**2011 - 2012**

***YMCA of Metropolitan Detroit, MI***

- Board of Directors, YMCA Camping Services

**2011 - 2012**

***Lighthouse of Oakland County, Pontiac, MI (women's abuse shelter)***

- Lighting the Way, Holiday Fundraising Committee, Silent Auction

**2007 - 2012**

***City of Birmingham, Clerks Office of Elections, MI 48009***

Chairman of Precinct 9 & Election Inspector

**2009 - 2011**

***Birmingham Baldwin Public Library, Birmingham, MI 48009***

- Vice President & Membership Chair, Friends of Library, Bd of Directors
- Birmingham Library Bd of Dir, Liaison

**2006 - 2012**

***Therapy Dog International, Licensed Therapy Dog Handler***

- Evergreen Health and Living Center, 19933 W. 13 Mile Rd., Southfield, MI

**2005 - 2010**

***The Birmingham Community House, Bates St., Birmingham, MI***

Selected *Volunteer of the Month*, May 2008

- Jazzfest, Tiger Town Auction, Birmingham House Tour

**2007 - 2011**

***Trash to Treasure (recycle pottery for art therapy), Co-founder***

Collect discarded art from High Schools and deliver to nursing homes. Assist with patient art therapy classes.

**2001 - 2003**

***Catholic Religious Education Teacher (Catechism)***

Holy Name Catholic School, Birmingham, MI 48009

**Education**

**March 1987**

**Drexel University, Philadelphia, PA MBA in Finance**

Additional concentrations in Economics & Business Law, GPA 3.95/4.0  
Research Assistant, Mergers & Acquisitions, MBA Society Vice President

**March 1987**

**Temple University, Philadelphia, PA**

Completed Graduate Program in Real Estate  
Cash Flow, Real Estate Law, Forecasting RE profitability, Cum GPA 4.0/4.0

**December 1980**

**University of Florida, Gainesville, FL**

BS Business Administration, Major in Economics, High Honors GPA 3.7/4.0  
Director of New Student Orientation, Hall Director, Personal Asst. to Dean,  
Women Student Leader, President Golden Key National Honor Society

PRESENTED June 11, 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 Jan R. Hepburn to a term ending December 31, 2014.

PASSED this 11th day of June, 2013.

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Kristen C. Umstattd, Mayor  
Town of Leesburg

ATTEST:

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Clerk of Council