

# City of Memphis



TENNESSEE

A C WHARTON, JR.  
MAYOR

August 7, 2012

The Honorable Harold Collins, Chairman  
Personnel, Intergovernmental & Annexation Committee  
City Hall - Room 514  
Memphis, TN 38103

Dear Chairman Collins:

Subject to Council approval, it is my recommendation that:

Tammy R. Hawkins

be appointed to the Civil Service Commission with a term expiring November 30, 2014.

I have attached biographical information.

Sincerely,

A handwritten signature in black ink, appearing to read "A C Wharton".

A C Wharton  
Mayor

ACW/lar

c: Council Members



# City of Memphis

## BIOGRAPHICAL INFORMATION APPOINTMENT TO BOARD/COMMISSION

### Youth Guidance BOARD/COMMISSION

Name: Tammy R Hawkins Race B M  F

E-Mail Address: bluffcitylegal\_07@yahoo.com Fax \_\_\_\_\_

Profession/Employer: Memphis City Schools

Business Address: 581 S. Bellevue Zip 38104 Phone: (901) 326-1342

Education: 18 Years

Name of Spouse: N/A Number of Children: 2

Home Address: 1044 Annesdale Phone: (901) 326-1342

City: Memphis State: TN Zip: 38104

I certify that I am a resident of the City of Memphis (Unincorporated areas and surrounding counties are not considered). Yes  or No  If yes, how long? 6 Years

Professional Organization/Associations:

Other Organizations/Association:

Other Interests:

Signature Tammy R Hawkins Date 04-19-2012

**TAMMY R. HAWKINS**

1044 Annesdale (901) 267-5717  
Memphis, TN 38104 [Bluffcitylegal\\_07@yahoo.com](mailto:Bluffcitylegal_07@yahoo.com)

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**Skills**

As a paralegal my skills include checking documents for inaccuracies and errors. Inputting and accessing information automated systems. Typing letters forms and reports. A former Business Owner, my skills included conducting hearings to review disciplinary actions of employees. Negotiations and answering questions provided information to the public in person and over the telephone.

**Experience**

- 2010-Present Memphis Area Legal Services Memphis, TN  
**Volunteer Paralegal**
- Increased client interview database
  - Solved ambiguous issues in our client's favor
- 2006-2008 Self Contracted Notary Memphis, TN  
**TN Title –Loan Specialist**
- Increased sales in Memphis by the number
  - Improved company-customer relations
  - Expanded sales revenue for regional area
- 2006-2007 Shapiro & Kirsch, LLP Memphis, TN  
**Title Resolution Specialist**
- Serviced 80 calls per day increasing productivity
  - Responsible for financial intake per account
  - Maintained Excellence in training course
- 2004-2006 Self Employment Memphis, TN  
**Paralegal**
- Expanded Clientele by 80%
  - Suggested new products that increased productivity by 20%
  - Implemented techniques improving work efficiency by 10%
- 2002-2004 American Medical Response Torrance, CA  
**Emergency Medical Dispatcher**
- 1997-2001 Stokes Locksmith, Inc. Fernando, CA  
**Business Associate**
- Increased sales revenue by 50%
  - Expanded productivity by 45%
  - Increased sales in region and surrounding area by 25%

**Education**

Concord School of Law L. Angeles, CA  
University of Memphis Memphis, TN

- Bachelor of Science, Biology
- MSU Student Senate Elect/SGA

**Civil Service**

USAR Veteran SFS-R PFC 71L1 Control Group (AT)

**CIVIL SERVICE COMMISSION  
7 Member Board  
Oath of Office Required  
Staggered Terms**

**1 Vacant**

<b>Bumpus, Edward A.</b>	<b>M/B</b>	<b>11-30-2010</b>	<b>1yr. Term</b>
<b>McKeithen, Carnita</b>	<b>F/B</b>	<b>11-30-2010</b>	<b>2yr Term</b>
<b>Horne, John D.</b>	<b>M/W</b>	<b>11-30-2011</b>	<b>3yr. Term</b>
<b>Poag, Chloe</b>	<b>F/W</b>	<b>11-30-2011</b>	<b>3yr. Term</b>
<b>Thomas, Gloria</b>	<b>F/B</b>	<b>11-30-2011</b>	<b>3yr. Term</b>
<b>Weinman, Bernie</b>	<b>M/W</b>	<b>11-30-2011</b>	<b>2yr. Term</b>
<b>Vacant</b>			<b>1yr. Term</b>

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MAYOR

TENNESSEE

August 7, 2012

The Honorable Harold Collins, Chairman  
Personnel, Intergovernmental & Annexation Committee  
City Hall - Room 514  
Memphis, TN 38103

Dear Chairman Collins:

Subject to Council approval, it is my recommendation that:

Melanie Stovall Murry

be appointed to the Civil Service Commission with a term expiring November 30, 2014.

I have attached biographical information.

Sincerely,

A C Wharton  
Mayor

ACW/lar

c: Council Members



# City of Memphis

BIOGRAPHICAL INFORMATION  
APPOINTMENT TO BOARD/COMMISSION

Civil Service

BOARD/COMMISSION

Name: Melanie Stovall Murry Race Black M  F

E-Mail Address: mmurry@memphis.edu Fax 901 678 3489

Profession/Employer: Attorney

201 Administration Bldg.  
Business Address: \_\_\_\_\_ Zip 38152 Phone: 901 678 5710

Education: B.A. Criminal Justice - Saint Louis University, J.D. - University of Tennessee

Name of Spouse: Devin Murry Number of Children: 3

Home Address: 3302 Lansing Drive Phone: 901 542 9603

City: Memphis State: TN Zip: 38115

I certify that I am a resident of the City of Memphis (Unincorporated areas and surrounding counties are not considered). Yes  or No  If yes, how long? 10 years

Professional Organization/Associations:

National Association of College and University Attorneys, National Bar Association,  
Memphis Bar Association

Other Organizations/Association:

Delta Sigma Theta Sorority, Inc, Shelby County Alumnae, Co-Coach: Thurgood Marshall  
Mock Trial Team University of Memphis

Other Interests:

Signature

Date

5/8/2012

# MELANIE STOVALL MURRY

3302 Lansing Drive, Memphis, Tennessee 38115 (901) 542-9603  
Email: melaniesmurry@yahoo.com

## EXPERIENCE

### **University of Memphis, Office of Legal Counsel**

Memphis, Tennessee

Associate University Counsel, September 2006-Present

Assistant University Counsel, December 2002-August 2006

- Serves as managing attorney and supervisor over office personnel in absence of University Counsel.
- Advise and counsel Information Technology and Business and Finance Departments on pertinent legal issues.
- Provide training on new legal developments, University policies and procedures, state and federal laws, and requested topics to faculty and staff.
- Developed process whereby University employees are required to acknowledge Conflict of Interest Policy.
- Advise University on broad legal issues including, but not limited to, academics, intellectual property, information technology, state, federal and local laws.
- Provide support for University's intellectual property issues including technology licensing, tech transfer and export control issues.
- Draft, review and negotiate contracts for the University.
- Implemented contract management system whereby University community is kept informed of a contract's status as it is reviewed by the Office of Legal Counsel.
- Manage litigation for cases handled by the Attorney General.
- Assist Affirmative Action Officer in employment and disability issues regarding students, faculty and staff.
- Provide advice on employment legal issues regarding staff and faculty.
- Prepare witnesses, gather evidence, and develop trial strategy for representation of University in Administrative Hearings.
- Develop, review and provide advice regarding University's policies and procedures.

### **University of Memphis, College of Education**

Memphis, Tennessee

Adjunct Faculty, Fall 2011

- Teach course entitled *Legal Ethical Issues in Higher Education* for the doctoral program in Higher Education Administration for the Department of Leadership.

### **University of Memphis, Tennessee Institute for Pre-law**

Memphis, Tennessee

Instructor, Summers 2003 – 2005, 2007– 2011

- Teach pre-law students legal writing and law school readiness/study skills in summer program.

### **Wyatt, Tarrant & Combs, PLLC**

Memphis, Tennessee

Associate, October 2001 to December 2002

- Assisted in representation of various clients in cases involving personal injury, workers compensation, commercial litigation, and public finance matters.
- Represented clients in replevin cases.
- Researched legal issues and drafted legal memoranda.

### **City of Knoxville Law Department**

Knoxville, Tennessee

Assistant City Attorney, November 1999 to April 2001

- Represented the City of Knoxville in cases involving workers compensation, City Court Appeals, condemnation, personal injury, civil service and property matters.
- Handled calls from citizens regarding City ordinances.
- Drafted resolutions and ordinances for approval by City Council.
- Provided advice and legal support to the Department of Parks and Recreation.
- Provided training to Police Cadets on new developments in the law.
- Provided legal advice and support for various boards and commissions.

### **University of Tennessee Admissions Office**

Knoxville, Tennessee

Graduate Representative Fall 1999

- Represented the University of Tennessee College of Law at recruiting events throughout the country.

### **District Attorney General 6th Judicial District**

Knoxville, Tennessee

Law Clerk Spring 1999

- Researched legal issues, assisted in trial preparation, and conducted preliminary and sentence hearings.

### **University of Tennessee Law Library**

Knoxville, Tennessee

Legal Research Assistant Fall/Spring 1998-99

- Assisted students with legal research, grade legal memoranda and bluebook citation for accuracy.

**Kramer, Rayson, Leake, Rodgers & Morgan**

Knoxville, Tennessee

Law Clerk Summer 1998

- Researched legal issues and assisted in drafting legal memoranda and interrogatories.

## EDUCATION

**University of Tennessee College of Law, Knoxville, Tennessee**, Juris Doctorate, May 1999

**Honors and Awards:** College of Law Academic Scholarship

Frank Benson Creekmore Memorial Award

Book Scholarship: Phi Alpha Delta

McClung Medal

Dean's List Fall 1998

Order of Barristers

Hamilton Burnette American Inn of Court

Dean's Citation Award for Outstanding Graduate

**Trial Advocacy:**

Moot Court Board Chairman

**Achievements**

Certificate of Academic Excellence: Trial Practice

Chancellor George Lewis Moot Court Board Award

Ray Jenkins Trial Competition: 2nd Place

National Trial Team: Regional Finalist

Order of Barristers

Advocates Prize

CALI Award: Excellence in Advanced Trial Advocacy

Robert E. Pryor Award: Excellence in Advocacy

**Activities:**

Co-Chair Student Advisee Program

**Organizations**

Committee on Law School Community

Law Women: Vice-President

Admissions Committee

Saturday Bar: Knoxville Legal Aid

UT Pro Bono Project

John Tarleton Home for Juveniles

**Saint Louis University, St. Louis, Missouri**, B.A. in Criminal Justice, May 1996

**Honors and Awards:** Leadership Scholarship

Ernest A. Calloway Scholarship

Vision 2000 Scholarship

Young Democrats Book Scholarship

**Activities:**

Black Student Alliance: President

**Organizations**

1996 National Champion Mock Trial Team

Delta Sigma Theta Sorority, Inc.: Vice-President

Student Leadership Advisory Board to President

Strategic Planning Committee: Member

Legal Advocates for Abused Women: Courthouse Assistant

Blumeyer Community Center: Organizer

Walbridge Caring Communities: Anti-Drug Marcher

Probation and Parole: Assistant

Ferrier Harris Residential Care: Caregiver

## PROFESSIONAL MEMBERSHIPS AND ORGANIZATIONS

National Association of College and University Attorneys

Memphis Bar Association

National Bar Association: Ben F. Jones Chapter, Corresponding Secretary 2007-2008,

Co-Chair Scholarship Committee 2009 - 2011

Chair/Co-Chair Mentor/Mentee Committee

Association of Women Attorneys

Tennessee Bar Association: Leadership Law Graduate June 2004

Leadership Academy: Fellow Class Graduating August 2008

Board of Professional Responsibility: Hearing Committee Member for Eastern District of Tennessee 2001-2002

Admitted to Practice 1999, Tennessee; United States District Court, Western District of Tennessee 2002

## VOLUNTEER INVOLVEMENT AND AWARDS

Junior Achievement of Memphis

Ridgeway Elementary School

MLGW Law Exploring Post Co-Advisor: Advisor of the Year 2003

Frederick Douglas Moot Court Competition Coach: 2006/2007 3<sup>rd</sup> place Regional and National Team

Thurgood Marshall Mock Trial Team Coach: 2009/2010 2<sup>nd</sup> place Regional Team,  
2010/2011 National Champions and 2<sup>nd</sup> Place Regional Team

University of Memphis Administrator of the Year 2010-2011

**Presenter**, Memphis in May Student Affairs Conference: "Legal Issues in Student Affairs" May 2005.

**CIVIL SERVICE COMMISSION  
7 Member Board  
Oath of Office Required  
Staggered Terms**

**1 Vacant**

<b>Bumpus, Edward A.</b>	<b>M/B</b>	<b>11-30-2010</b>	<b>1yr. Term</b>
<b>McKeithen, Carnita</b>	<b>F/B</b>	<b>11-30-2010</b>	<b>2yr Term</b>
<b>Horne, John D.</b>	<b>M/W</b>	<b>11-30-2011</b>	<b>3yr. Term</b>
<b>Poag, Chloee</b>	<b>F/W</b>	<b>11-30-2011</b>	<b>3yr. Term</b>
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<b>Weinman, Bernie</b>	<b>M/W</b>	<b>11-30-2011</b>	<b>2yr. Term</b>
<b>Vacant</b>			<b>1yr. Term</b>

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A C WHARTON, JR.  
MAYOR

TENNESSEE

August 7, 2012

The Honorable Harold Collins, Chairman  
Personnel, Intergovernmental & Annexation Committee  
City Hall - Room 514  
Memphis, TN 38103

Dear Chairman Collins:

Subject to Council approval, it is my recommendation that:

Michelle E. Smith

be appointed to the Memphis City Beautiful Commission with a term expiring  
June 30, 2014.

I have attached biographical information.

Sincerely,

A handwritten signature in black ink, appearing to read "A C Wharton".

A C Wharton  
Mayor

ACW/lar

c: Council Members



# City of Memphis

## BIOGRAPHICAL INFORMATION APPOINTMENT TO BOARD/COMMISSION

Memphis City Beautiful  
BOARD/COMMISSION

Name: Michelle E. Smith Race African American  M  F

E-Mail Address: omco2471@gmail.com Fax \_\_\_\_\_

Profession/Employer: Asst. Director - Administration and Finance / University of Memphis

Business Address: 3890 Central Ave zip 38152 Phone: 901-678-4884

Education: Affiliate Broker License  
B.A. - Political Science, BBA - Finance and Accounting, MBA - Management

Name of Spouse: \_\_\_\_\_ Number of Children: \_\_\_\_\_

Home Address: 2757 Select Avenue, Phone: 901-412-0477

City: Memphis State: TN Zip: 38114

I certify that I am a resident of the City of Memphis (Unincorporated areas and surrounding counties are not considered). Yes  or No \_\_\_\_\_ If yes, how long? 38 yrs

Professional Organization/Associations: SACUBO, NACUBO, NCCT, Nat'l

Black MBA Association, Tennessee Association of Realtors, MAAR

Other Organizations/Association: Orange Mound Civic Organization, Orange Mound Parade Committee, Cooper Young Farmers Market, Slow Foods-Memphis, Sierra Club, United Way

Other Interests: reading, tutoring/mentoring, playing the piano,

singing, volunteering, swimming, traveling

Signature Michelle E. Smith Date 5/20/2012

# MICHELLE E. SMITH

2757 Select Avenue • Memphis, TN 38114  
mesmith@memphis.edu • 901-678-4884 • cell 901-412-0477

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## Assistant Director- Administration and Finance (CERI)

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Extensively experienced and goal-oriented Assistant Director for the Center for Earthquake, Research and Information with a demonstrated track record of leading the preparation and analysis of financial reports to summarize and forecast financial position. Proven expertise in driving efficiency and productivity through evaluation of financial management systems and implementation of process improvements. Talented leader within an organization that aids in supporting achievement of overall University goals and objectives.

*Core competencies include:*

- Accounting Management
- Financial Analysis
- Forecasting
- Tax Returns
- Cash Management
- Budgeting
- Cost Reductions
- Grant Writing
- Technology Integration
- Regulatory Compliance
- Efficiency Improvements
- 501 (c)(3) preparation

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## CAREER EXPERIENCE

University of Memphis, Memphis, TN, 2008 – Present

**Assistant Director, Administration and Finance – Center for Earthquake, Research and Information**

Plans and directs the financial operation of CERI. Develops and prepare monthly financial statements, financial forecasts, and budgets. Oversees grant account reconciliation and manages HR databases. Maintain Banner HR issues and concerns of departments through redistribution and appropriate split percentages allowable within the granting agency. Advises the Director concerning personnel matters and acts as a liaison with the Human Resources department. Assumes administrative responsibility for the Director in his absence. Interact with the Sponsors and University Personnel concerning financial reports and forecasts.

- Assists with the oversight of pre-award and post-award finance/administrative activities of sponsored research projects.
- Restructuring financial reporting processes in accordance with organizational changes.
- Prepares financial reporting for various publications.
- Manages the business/administrative staff of CERI
- Performs budget projections and trend analyses.

Professional Taxes, Etc., Memphis, TN, 2002 – Present

**Owner/Operator**

Income tax preparation, financial planning and business consulting for individuals, self-employed individuals, small and large businesses, and non-profit entities. Grew practice from 85 clients to 280

### CAREER EXPERIENCE CONTINUED

in three years. Worked on a contractual basis with several firms to provide high-level, service oriented management skills in accounting, auditing and tax compliance serving individual and business clients. Expertise in tax compliance includes return preparation and review, tax planning, consulting and research for corporate, S-corporation, partnership, trust and individual returns. Tax compliance includes immense knowledge of federal, multi-state and municipality tax rules and regulations.

University of Memphis, Memphis, TN, 2002 – 2008

#### **Grants and Contracts Specialist I**

Developed and prepared monthly/quarterly financial statements, financial forecasts, and budgets. Oversee grant account reconciliation, accounts receivable and cash management. Assist in administering all financial management systems, evaluating and integrating new applications. Maintain Banner HR issues and concerns of departments through redistribution and appropriate split percentages allowable within the granting agency. Interact with the Sponsors and University Personnel concerning financial reports and forecasts.

- Heavily assisted in the implementation and exploration of technology that improves the University's grants and contracts performance.
- Strategically restructured financial reporting processes in accordance with organizational changes.
- Serves as key financial personnel contact in effectively managing federal, state and local grants within the University campus.

University of Memphis, Memphis, TN, 1999-2002

#### **Temporary Clerical Support/Supervisor**

Prepared prospective student letters, entered SIS data and gathered prospective student files for the committee to review for the upcoming Fall classes. Implemented new procedure within the Admit-M computer program that reduced redundancies in the prior system. Compiled prospective student reporting for senior management. Hired pleasant and competent callers for fundraising activities.

- Increased call volume by 15% every month.
- Lead the process of developing a successful annual gift program through telemarketing.

H and R Block, Memphis, TN, 1999-2002

#### **Tax Accountant/Tax Preparer**

Prepared individual, business (corporate, partnership and sole proprietor), and state and local income tax returns. Often served as assistant to manager as needed. Maintained a well organized and professional office.

#### *Key Achievements:*

- Instructor to potential tax preparers for the organization
- Increased productivity levels every year by 20%
- Awarded Employee of the Season for 2001 in recognition for outstanding performance

**CAREER EXPERIENCE CONTINUED**

BellSouth Mobility, Memphis, TN, 1994-1999

**Outside Sales Representative – Major Accounts**

Maintained existing corporate accounts. Acquired new corporate accounts. Developed new concepts for trade show to enhance sales and potential customer relationships.

**Distribution Sales Associate- Account Manager**

Proposed new ideas to enhance the Automobile Dealership Program. Balanced the department budget efficiently and effectively. Acquired and maintained relationships with automotive dealerships. Successfully trained employees and managers on new and existing products and services.

**Sales and Service Associate**

Maintained Inventory Control. Managed employees for the new Kiosks program within the Wal-Mart and Kroger stores. Activated new services for current and existing clients. Effectively handled customer concerns and issues.

*Key Achievement:*

- Consistently met deadlines while demonstrating strong analytical and problem-solving skills to achieve corporate objectives.

**EDUCATION**

**Master of Business Administration (2004)**  
BELHAVEN COLLEGE – Memphis, TN

**Bachelor of Business Administration, Accounting & Finance (2002, 2006)**  
UNIVERSITY OF MEMPHIS – Memphis, TN

**Bachelor of Arts, Political Science (1997)**  
UNIVERSITY OF MEMPHIS – Memphis, TN

**Real Estate License- Affiliate Broker, (2006)**  
RAY BOUDER SCHOOL OF REAL ESTATE, Memphis, TN

**REFERENCES**

References Available Upon Request



**CITY BEAUTIFUL COMMISSION  
35 Member Board  
(2) yrs. Staggering Terms**

Acuff, Virginia 'Ginger'	F/W	06-30-12	2yr. Term
Alexander, John O.	M/W	06-30-13	2yr. Term
Allen Jr., Jake	M/B	06-30-12	2yr. Term
Conway, Jack	M/W	06-30-12	2yr. Term
Crase, Dixie R.	F/W	06-30-13	2yr. Term
Daniel, Drew	M/W	06-30-12	2yr. Term
Davis, Christian D.	M/B	06-30-12	2yr. Term
Gibson, LeAndre 'Andre'	M/B	06-30-13	2yr. Term
Glenn, Andreè	F/B	06-30-13	2yr. Term
Green, Charles	M/B	06-30-12	2yr. Term
Hall, Ken	M/W	06-30-13	2yr. Term
Henslee, Lou	F/W	06-30-13	2yr. Term
Lerner, Syd	M/W	06-30-13	2yr. Term
McLaughlin, Frederick	M/W	06-30-12	2yr. Term
Nolan, Thomas	M/B	06-30-12	2yr. Term
Puljic, Cynthia M.	F/W	06-30-12	2yr. Term
Reilly, Deni Carr	F/W	06-30-13	2yr. Term
Smith, Bethany	F/W	06-30-12	2yr. Term
Thomas, Daphne	F/B	06-30-12	2yr. Term
Trippel, Andrew J.	M/W	06-30-13	2yr. Term
Virgilio, Damone	M/W	06-30-13	2yr. Term
Waring, Anne	F/W	06-30-13	2yr. Term
Wells, Valesa S. J.	F/B	06-30-12	2yr. Term
Wild, Jo Boone	F/W	06-30-13	2yr. Term
Wright, Sheila	F/B	06-30-12	2yr. Term

# City of Memphis



TENNESSEE

**A C WHARTON, JR.**  
**MAYOR**

August 7, 2012

The Honorable Harold Collins, Chairman  
Personnel, Intergovernmental & Annexation Committee  
City Hall - Room 514  
Memphis, TN 38103

Dear Chairman Collins:

Subject to Council approval, it is my recommendation that:

Virginia Acuff

be reappointed to the Memphis City Beautiful Commission with a term  
expiring June 30, 2014.

I have attached biographical information.

Sincerely,

A handwritten signature in black ink, appearing to read "A C Wharton", is written over a large, stylized, scribbled-out area. The signature is positioned above the printed name and title of the Mayor.

A C Wharton  
Mayor

ACW/lar

c: Council Members



# City of Memphis

## BIOGRAPHICAL INFORMATION APPOINTMENT TO BOARD/COMMISSION

Memphis City Beautiful  
BOARD/COMMISSION

Name: Ginger Acuff Race white M  F

E-Mail Address: gingeracuff@yahoo.com; virginia.acuff@memphiscity.org Phone: 901-523-0652 (w) Fax

Profession/Employer: Part-Time City of Memphis

Business Address: 664 Adams Ave Zip: 38105 Phone: 901-522-1135

Education: High School and 3 years of college

Name of Spouse: Fred Acuff Number of Children: 2 step d

Home Address: 2252 Jefferson Ave Phone: 901-274-5984

City: Memphis State: Tn Zip: 38104

I certify that I am a resident of the City of Memphis (Unincorporated areas and surrounding counties are not considered). Yes  or No  If yes, how long? 53 years

Professional Organization/Associations:

Other Organizations/Association:

Junior League of Memphis Sustainer  
JLM Garden Club  
Grace St. Luke's Church

Other Interests:

East End Knits - knitting business baby sweaters and hats  
Reading anything!

Signature Ginger Acuff Date 7/3/12

## **Ginger Acuff**

2252 Jefferson Avenue  
Memphis, TN 38104  
(901-274-5984  
[gingeracuff@yahoo.com](mailto:gingeracuff@yahoo.com)

### **Business Experience**

2007- Present

**Antiques Within and Abbey's Too** – 4760 Poplar Ave - Memphis  
Part time sales – responsible for selecting purchasing and scheduling timely arrival of merchandise, receipt of merchandise and resolving any problems with vendors, retail sales.

2006-2007

**Little Lambs and Ivy** - 1227 Ridgeway Road – Memphis  
Part time sales- responsible for displaying merchandise, reordering baby gifts, monitoring inventory and retail sales.

2001 –2005

**Dress for Success Memphis** - 1750 Union Ave – Memphis

Executive Director

- Managed entire operation of Dress for Success Memphis and it's salaried staff and volunteers
- Ensured that client's needs were always supplied
- Provided strategies to the Board of Directors to carry out the strategic mission of DFSM
- Structured staff positions to carryout the DFSM responsibilities. Recruited, supervised and evaluated all DFSM Staff positions
- Fiscal Responsibility: Fundraising, resource development, grants, budget analysis, and planning.
- DFSM Board Liaison

### **Accomplishments and Sources of Major Financial Support**

- Number of agency referral relationships from 18 in 2001 to over **50** in 2005.
- The annual client base has grown from approximately 200 appoints in 2001 to 578 in 2004.

- The annual **Valentine Fundraiser**, Dress for Success Memphis' primary fund raising event, more than doubled in proceeds from \$7,200 in 2001 to \$41,000 in 2005
- The Junior League of Memphis \$8,000 in 2000-2001, \$8,000 in 2001-2002, \$13,000 in 2002-2003, 2003-2004 and to \$15,000 in 2004 - 2005
- Established the Professional Women's Group in 2001. Initial funding provided by Dress for Success Worldwide (\$10,000 in FY 2001, solely for the establishment of the PWG; additional funding of \$10,000 in FY 2002 for ongoing PWG needs).
- Steps to Success program.
- Other donating organizations: AKA Sorority Alumni Association, Hope Presbyterian Church, AT&T Wireless, Fed Ex and Medtronic Sofamor Danek totaling over \$4,000.00 in 2005
- Other Foundations: Women's Foundation, Federated Foundation, Briggs Foundation, Smith Family Foundation, and the Goodlett Foundation totaling over \$35,000 in 2005.

1996-2001

**The Gift Garden** – 4556 Poplar Ave – Memphis

Store Manager – responsible for selecting, purchasing and scheduling timely arrival of merchandise, accounts receivable and accounts payable, pay roll, preparing end of month/year reports, supervised the receipt of merchandise and resolved any problems with vendors, retail sales.

1993- 1996

**Hilti Distribution** – 1835 Nonconnah – Memphis

Distribution Service Representative – In charge of tracking merchandise to ensure timely delivery of material to customer with a minimum of freight charged. Keeping fifty- three salesmen supplied with information and material to demonstrate to customers.

1990-1993

**Antiques & Interiors** – 610 South Cox – Memphis

Store Manager – retail sales, selecting and purchasing new gifts and fabric, interior design, planning and executing store promotions and bookkeeping.

1986 – 1990

**Holliday's Fashions – 208 South Dudley – Memphis**

Import buyer – In charge of private label programs. Negotiated prices, selected garment styles, color fabric and number of units ordered. Wrote letters of credit, specialized in India, Nepal and Bangladesh, with attention to documentation that allowed expedient execution of the contract before, during and after production. Booked passage on most timely and economical carriers. Calculated duty, freight, insurance, and bank costs that add to the cost of goods.

Domestic Buyer – Career separates, dresses and accessories. Negotiated best price for merchandise, monitored stock levels to reflect rate of turn of the department involved, scheduled the timely arrival of merchandise to meet budget constraints, and purchased apparel toward planned promotions.

Advertising Manager – Newspaper, TV/Radio and Direct Mail. Executed weekly newspaper ads (wrote copy, stylized ads, reserved space, etc.), executed monthly direct mail pieces (wrote copy, stylized adds, reserved space, etc), TV/radio spots (booked air time, proofread ads, edited and stylized ads), and executed direct mail pieces (wrote copy, reserved merchandise to cover the mailer, stylized the mailer and supervised printing and color separations.)

**Community Involvement**

- 2006-2010 Memphis City Beautiful Commissioner – Secretary 2007-2008
- 2006-2007 Episcopal Church Women of West TN – Social Secretary
- 2004-2007 – Grace-St-Luke's Food Pantry
- 2004-2006 – Macon Elementary - tutor
- 2004-2005 Board of Directors – Park Friends
- 1998-1999 – MIFA Estival Place
- 1997-1998 – Board of Directors for the Junior League of Memphis – Fund Development
- 1996-1997 – Junior League of Memphis – American Dialogue Fundraiser
- 1995-1996 – Junior League of Memphis – Recording Secretary for finance council and Training council
- 1993-1995 – Church Health Center

**CITY BEAUTIFUL COMMISSION  
35 Member Board  
(2) yrs. Staggering Terms**

Acuff, Virginia 'Ginger'	F/W	06-30-12	2yr. Term
Alexander, John O.	M/W	06-30-13	2yr. Term
Allen Jr., Jake	M/B	06-30-12	2yr. Term
Conway, Jack	M/W	06-30-12	2yr. Term
Crase, Dixie R.	F/W	06-30-13	2yr. Term
Daniel, Drew	M/W	06-30-12	2yr. Term
Davis, Christian D.	M/B	06-30-12	2yr. Term
Gibson, LeAndre 'Andre'	M/B	06-30-13	2yr. Term
Glenn, Andree	F/B	06-30-13	2yr. Term
Green, Charles	M/B	06-30-12	2yr. Term
Hall, Ken	M/W	06-30-13	2yr. Term
Henslee, Lou	F/W	06-30-13	2yr. Term
Lerner, Syd	M/W	06-30-13	2yr. Term
McLaughlin, Frederick	M/W	06-30-12	2yr. Term
Nolan, Thomas	M/B	06-30-12	2yr. Term
Puljic, Cynthia M.	F/W	06-30-12	2yr. Term
Reilly, Deni Carr	F/W	06-30-13	2yr. Term
Smith, Bethany	F/W	06-30-12	2yr. Term
Thomas, Daphne	F/B	06-30-12	2yr. Term
Trippel, Andrew J.	M/W	06-30-13	2yr. Term
Virgilio, Damone	M/W	06-30-13	2yr. Term
Waring, Anne	F/W	06-30-13	2yr. Term
Wells, Valesa S. J.	F/B	06-30-12	2yr. Term
Wild, Jo Boone	F/W	06-30-13	2yr. Term
Wright, Sheila	F/B	06-30-12	2yr. Term

## Attendance Records

Memphis City Beautiful

Board/Commission

From 7/1/11 to 6/30/12 Total No. of Meetings 6.

Member	Present	Absent
Virginia Acuff	6	0
Jake Allen	4	2
Daphne Thomas	4	2
Bethany Smith	4	2
Valesa S. J. Wells	4	2
Drew Daniel	6	0
Frederick McLaughlin	3	3

# City of Memphis

TENNESSEE

A C WHARTON, JR.  
MAYOR

August 7, 2012

The Honorable Harold Collins, Chairman  
Personnel, Intergovernmental & Annexation Committee  
City Hall - Room 514  
Memphis, TN 38103

Dear Chairman Collins:

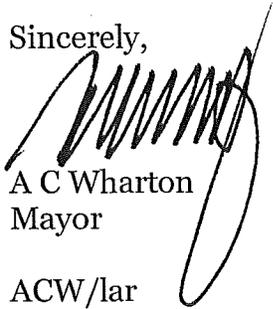
Subject to Council approval, it is my recommendation that:

Jake E. Allen, Jr.

be reappointed to the Memphis City Beautiful Commission with a term  
expiring June 30, 2014.

I have attached biographical information.

Sincerely,

  
A C Wharton  
Mayor

ACW/lar

c: Council Members



# City of Memphis

## BIOGRAPHICAL INFORMATION APPOINTMENT TO BOARD/COMMISSION

Memphis City Beautiful Commission

BOARD/COMMISSION

Name: Jake E. Allen, Jr Race Black M  F

E-Mail Address: jakeallen13@hotmail.com Fax 901-416-1089

Profession/Employer: Comprehensive Planning Analyst-Memphis City Schools

Business Address: 2597 Avery Zip 38112 Phone: 901-416-4715

Education: Master Degree in City and Regional Planning-University of Memphis

Name of Spouse: \_\_\_\_\_ Number of Children: 1

Home Address: 29 South Bingham Phone: 901-289-4149

City: Memphis State: TN Zip: 38112

I certify that I am a resident of the City of Memphis (Unincorporated areas and surrounding counties are not considered). Yes  or No  If yes, how long? 37 years

### Professional Organization/Associations:

Board President of the Friends of Crenshaw Library

Current Board Memphis of the Memphis City Beautiful Commission (MCBC). Previously served as Vice President of MCBC

### Other Organizations/Association:

### Other Interests:

Analyzing athletic/sports performance data  
Volunteering in as many ways possible to make the lives of Memphians better  
University Memphis Athletics, including Football and Basketball  
Spending quality time with family and friends  
Researching Memphis History

Signature Jake E. Allen, Jr

Digitally signed by Jake E. Allen, Jr  
DN: cn=Jake E. Allen, jr, email=jakeallen13@hotmail.com, c=US

Date \_\_\_\_\_

Jake E. Allen, Jr.  
29 South Bingahm  
Memphis, Tennessee 38112  
[JakeAllen13@hotmail.com](mailto:JakeAllen13@hotmail.com)  
Phone (901) 289-4149

### **EDUCATIONAL BACKGROUND**

Bachelor of Business Administration, Finance, University of Memphis  
Masters Degree, City and Regional Planning, University of Memphis

**Earned August 1999**

**Earned May 2006**

### **EXPERIENCE**

- |                         |  |             |
|-------------------------|--|-------------|
| March 2008              | Memphis City Schools   | Memphis, TN |
| Present                 | <i>Comprehensive Planning Analyst</i>  |             |
|                         | <ul style="list-style-type: none"><li>• Assists in project planning, presentation and implementation as it relates to facility planning</li><li>• Responsible for developing a project to modify 12 MCS athletic fields to synthetic turf</li><li>• Monitoring and assessing impact of annexation actions by the City of Memphis</li><li>• Assist with developing Annual Capital Budget pursuant to the Capital Facilities Plan with necessary amendments</li><li>• Assist with strengthen the academic program through the growth of the Pre-Kindergarten and Optional Programs by locating space throughout the District.</li><li>• Lead Space Planning efforts for district administrative space, in conjunction with the Division of Facilities Management</li><li>• Coordinate with qualified appraisers and qualified real estate brokers regarding assistance with real estate acquisition or disposition</li><li>• Assist with creating and maintaining database of MCS Board-owned properties</li></ul> |             |
| April 2006              | Memphis/Shelby County Office of Planning and Development   | Memphis, TN |
| March 2008              | <i>Planner</i>   |             |
|                         | <ul style="list-style-type: none"><li>• Prepare comprehensive plans that resolve zoning incompatibilities improve transportation and promote a regional quality of life</li><li>• Review development cases to assure compatibility with general planning principles</li><li>• Assist with or prepare redevelopment plans</li><li>• Prepare neighborhood plans that protect with historic zoning, include neighborhood green space/open space/recreation space and advance a sense of community</li><li>• Managed and wrote a publication project of Historic African-American Churches and Congregation in Memphis and Shelby County</li></ul>   |             |
| May 2003-<br>April 2006 | Memphis Depot Redevelopment Agency & Airways/Lamar Business Association  | Memphis, TN |
|                         | <i>Code Enforcement Coordinator</i>  |             |
|                         | <ul style="list-style-type: none"><li>▪ Identified zoning, residential and commercial code violations in the Airways/Lamar coverage area.</li><li>▪ Created maps using Geographical Information Systems of problem properties within the Airways/Lamar coverage area.</li><li>▪ Coordinated efforts with the City/County Code Enforcement agencies, Shelby County District Attorney's General Office to alleviate problem properties.</li><li>▪ Performed monthly presentations on the status and direction of code enforcement efforts and related issues.</li></ul>  |             |

May 2004- University of Memphis/Southeast Memphis Community Development Corporation Memphis, TN  
Dec. 2005 *Graduate Assistant*

- Assisted with problem property audits in Southeast Memphis, Soulsville/Lemoyne and New Chicago.
- Researched and compiled data on housing and community safety issues
- Managed and compiled data for a comprehensive community resource document for Southeast Memphis.
- Researched and analyzed data on residential mortgage foreclosures in Southeast Memphis

August 2003- Cooper Young Community Development Corporation Memphis, TN  
May 2004 *Graduate Assistant*

- Identified vacant lots, abandoned/dilapidated residential and commercial properties in the Cooper-Young neighborhood.
- Researched ownership information for problem properties.
- Coordinated efforts with the City/County Code Enforcement agencies, Shelby County District Attorney's General Office to alleviate problem properties.
- Analyzed property tax information for vacant lots, abandoned/dilapidated residential and commercial properties

July 2000- Community Capital Memphis, TN  
Nov. 2001 *Financial Analyst*

- Performed financial feasibility analyses of proposed community development projects.
- Assisted in preparing financing proposals to be submitted to potential funding entities.
- Assisted in preparing the information and applications needed to get an allocation of low-income housing tax credits from relevant state agencies.
- Assisted in preparing materials needed to get an allocation of tax-exempt and taxable debt.

### **COMMUNITY INVOLVEMENT**

Board Member-Memphis City Beautiful Commission

Board Member- President of Friends Group -Cornelia Crenshaw Library

**CITY BEAUTIFUL COMMISSION  
35 Member Board  
(2) yrs. Staggering Terms**

Acuff, Virginia 'Ginger'	F/W	06-30-12	2yr. Term
Alexander, John O.	M/W	06-30-13	2yr. Term
Allen Jr., Jake	M/B	06-30-12	2yr. Term
Conway, Jack	M/W	06-30-12	2yr. Term
Cruse, Dixie R.	F/W	06-30-13	2yr. Term
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Wild, Jo Boone	F/W	06-30-13	2yr. Term
Wright, Sheila	F/B	06-30-12	2yr. Term

## Attendance Records

Memphis City Beautiful

Board/Commission

From 7/1/11 to 6/30/12 Total No. of Meetings 6.

Member	Present	Absent
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Daphne Thomas	4	2
Bethany Smith	4	2
Valesa S. J. Wells	4	2
Drew Daniel	6	0
Frederick McLaughlin	3	3

# City of Memphis

TENNESSEE

A C WHARTON, JR.  
MAYOR

August 7, 2012

The Honorable Harold Collins, Chairman  
Personnel, Intergovernmental & Annexation Committee  
City Hall - Room 514  
Memphis, TN 38103

Dear Chairman Collins:

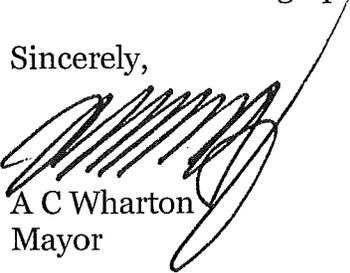
Subject to Council approval, it is my recommendation that:

Drew Daniel

be reappointed to the Memphis City Beautiful Commission with a term  
expiring June 30, 2014.

I have attached biographical information.

Sincerely,



A C Wharton  
Mayor

ACW/lar

c: Council Members



# City of Memphis

## BIOGRAPHICAL INFORMATION APPOINTMENT TO BOARD/COMMISSION

City Beautiful  
BOARD/COMMISSION

Name: Drew Daniel Race:  M  F

E-Mail Address: godrauster@att.net Fax: \_\_\_\_\_

Profession/Employer: Shelby County Trustee - bankruptcy collector

Business Address: 157 Poplar Ave Zip: 38111 Phone: 494-0018

Education: University of Memphis - Master of Public Admin.  
B.A. Political Science

Name of Spouse: N/A Number of Children: 0

Home Address: 805 Watson Phone: 494-0018

City: Memphis State: TN Zip: 38111

I certify that I am a resident of the City of Memphis (Unincorporated areas and surrounding counties are not considered). Yes  or No  If yes, how long? 15

Professional Organization/Associations:  
Normal Station Neighborhood Assoc.  
University District, Inc.  
Shelby County Young Republicans

Other Organizations/Association: \_\_\_\_\_

Other Interests: \_\_\_\_\_

Signature: Drew Daniel Date: 7/25/12

# DREW DANIEL

805 Watson St

Memphis, TN 38111

Phone: (901) 494-0018 E-mail: [gopdrewster@comcast.net](mailto:gopdrewster@comcast.net)

## EXPERIENCE

**WEICHERT REFERRAL ASSOCIATES-** March 2008 to November 2008

*Referral associate*

**WEICHERT REALTORS-CHAPMAN & ASSOCIATES-** August 2007 to March 2008

*Part-time real estate agent*

**CRYE-LEIKE PROPERTY MANAGEMENT-** November 2006 to July 2007

*Part-time real estate agent*

**SHELBY COUNTY TRUSTEE-** Memphis, TN September 1999 to present

*Bankruptcy Collector* –December 2006 to present:

- Flagged/unflagged bankruptcy cases involving Shelby County Trustee and paperwork involving cases
- Processed monthly checks from Chapter 13 U.S. Bankruptcy Trustee and worked with Microsoft Access to make processing payments easier
- Processed consent orders to request attorneys add Shelby County Trustee bankruptcy claims

*Accountant C* -October 2003 to December 2006

- Performed all tax assessment adjustments to all types of properties, including realty, personalty, and public utilities
- Administered the payment in-lieu of tax (PILOT) program for Trustee, maintaining a database of almost 500 tax freeze agreements for Shelby County
- Created Access format to separate assessment changes that could and could not be processed by the Trustee and developed a macro to run automated files in less than two minutes.
- Flagged/unflagged bankruptcy cases involving Shelby County Trustee and paperwork involving cases

*Program Administrative Specialist D* September 1999 to October 2003

- Streamlined the month-end process for tax adjustments by creating Excel spreadsheets to track daily tax changes made by the Trustee's office, eliminating extra time spent on month end reports
- Created an Access format in 2003 to run over 1,000 Tennessee public utility property changes electronically, saving at least three days of work performing manual changes, which was the previous method.
- Compiled information for 2001 Trustee Annual Report, creating graphs and spreadsheets regarding investment information, tax collections, and tax relief. The 2001 Report was the first ever done by the Shelby County Trustee.
- Administered the Trustee's positive pay program, which handled at least 50 Shelby County accounts, and saved Shelby County thousands of dollars from fraudulent check items. Streamlined and professionalized positive pay process by eliminating manual tasks by creating Excel spreadsheets and Access macros to save time and paperwork.

**CITY OF GERMANTOWN- Germantown, TN Summer 1998 and Summer 1999**

*Intern/ Research Assistant*

- Performed research study on the public safety officer program nationwide and a privatized fire department and made recommendations to city administrators regarding their effectiveness
- Compiled a Germantown business database to track potential loss of sales tax revenue. This database helped Germantown recover over substantial lost sales tax revenue.

**UNIVERSITY OF MEMPHIS- Memphis, TN September 1997 to May 1999**

*Graduate Assistant*

- Designed the first University of Memphis M.P.A. program web site and a site for the League of Women Voters for Memphis/Shelby County
- Prepared a study on immigrants in Memphis/Shelby County and their benefit to the community

**EDUCATION**

**UNIVERSITY OF MEMPHIS, M.P.A. – Memphis, TN May 1999**

- Inducted into Pi Alpha Alpha Honor Society

**UNIVERSITY OF MEMPHIS- Memphis, TN May 1997**

- Bachelor of Arts- Political Science
- Graduated *magna cum laude*
- Inducted into Phi Kappa Phi, Omicron Delta Kappa, Golden Key, and Gamma Beta Phi Honor Societies
- Phi Sigma Kappa fraternity

**INTERESTS AND COMMUNITY INVOLVEMENT**

- LEADERSHIP MEMPHIS- Grassroots Leadership Program Graduate Fall 2008
- GREATER MID-SOUTH JAYCEES January 2003-present (current treasurer)
- MPACT MEMPHIS: September 2001-present
- NORMAL STATION NEIGHBORHOOD ASSOCIATION- 2003 to present (current neighborhood president)
- UNIVERSITY DISTRICT, INC. – February 2008 to present (current treasurer)
- HIGH POINT CHURCH: 2004 to present
- SHELBY COUNTY YOUNG REPUBLICANS
- TENNESSEE YOUNG REPUBLICAN FEDERATION (immediate past chair)
- YOUNG REPUBLICAN NATIONAL FEDERATION (assistant treasurer)

**REFERENCES**

**PROFESSIONAL:**

Paul Mattila  
Shelby County Trustee  
(901) 545-4802

Patrick Lawton  
City Administrator, Germantown (TN)  
(901) 757-7275

**PERSONAL:**

Bill Giannini  
Morris Auctions  
(901) 326-9791

Barrett Rich  
Bank of Fayette County  
(901) 828-3637

Dr. Joy Clay  
Graduate Studies Coordinator  
School of Urban Affairs and Public Policy  
University of Memphis  
(901) 678-3360

Kemp Conrad  
CEO, Commercial Advisors  
(901) 292-4653

**CITY BEAUTIFUL COMMISSION  
35 Member Board  
(2) yrs. Staggering Terms**

Acuff, Virginia 'Ginger'	F/W	06-30-12	2yr. Term
Alexander, John O.	M/W	06-30-13	2yr. Term
Allen Jr., Jake	M/B	06-30-12	2yr. Term
Conway, Jack	M/W	06-30-12	2yr. Term
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## Attendance Records

Memphis City Beautiful

Board/Commission

From 7/1/11 to 6/30/12 Total No. of Meetings 6.

Member	Present	Absent
Virginia Acuff	6	0
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Daphne Thomas	4	2
Bethany Smith	4	2
Valesa S. J. Wells	4	2
Drew Daniel	6	0
Frederick McLaughlin	3	3

# City of Memphis

TENNESSEE

A C WHARTON, JR.  
MAYOR

August 7, 2012

The Honorable Harold Collins, Chairman  
Personnel, Intergovernmental & Annexation Committee  
City Hall - Room 514  
Memphis, TN 38103

Dear Chairman Collins:

Subject to Council approval, it is my recommendation that:

Frederick McLaughlin

be reappointed to the Memphis City Beautiful Commission with a term  
expiring June 30, 2014.

I have attached biographical information.

Sincerely,



A C Wharton  
Mayor

ACW/lar

c: Council Members



# City of Memphis

## BIOGRAPHICAL INFORMATION APPOINTMENT TO BOARD/COMMISSION

### BOARD/COMMISSION

Name: Frederick "Ted" McLaughlin Race: W  M  F

E-Mail Address: Tedmc1960@aol.com Fax: \_\_\_\_\_

Profession/Employer: Owner/Certified Arborist McLaughlin Tree Service

441 Avon Rd

Business Address: \_\_\_\_\_ Zip: 38117 Phone: 901-230-8558

Education: BA Political Science Memphis State University 1986

Name of Spouse: Vicki Number of Children: 2

Home Address: 441 Avon Rd Phone: 901-230-8558

City: Memphis State: TN Zip: 38117

I certify that I am a resident of the City of Memphis (Unincorporated areas and surrounding counties are not considered). Yes  or No  If yes, how long? lifetime

Professional Organization/Associations: International Society of Arboriculture, Tennessee Urban Forestry Council

Other Organizations/Association: \_\_\_\_\_

Other Interests: Climbing Trees, Soccer, Biking, Music, History

Signature Frederick "Ted" McLaughlin Date 7-25-12

Dear Mayor Wharton,

My name is Frederick McLaughlin and I was born and raised in Memphis. My great-grandfather, E. H. Crump, had a real passion for a clean city.. One of the memories that have been shared with me by many people is the attention to detail and cleanliness that this one time mayor gave to Memphis. If I have inherited one important quality, it would be my desire to see this town stay clean and beautiful. My appointment to the Memphis City Beautiful commission gives me the opportunity to continue this effort. It is quite a challenge.

I am a professional arborist and own a small tree service business in Memphis. My goal is to make a decent living doing something I love. After eight years in this industry, I have discovered that only some of the folks are doing this work with expertise and dedication. There is a right way to do the work in this business and that is the way I believe I should operate. Following professional guidelines and local ordinances is the best way to care for this city's beautiful landscape. I would like to work closer with the appropriate people who are responsible for the tree work contracted by the city of Memphis

My greatest concern is the tremendous amount of trash, debris, and refuses that the people in this area produce and leave on our streets. The lack of respect and concern that is exhibited by those who litter our community is shocking! How can we diplomatically get these people to care for their own home and property? There are no excuses for this behavior.

Since joining the commission two years ago, I have witnessed the hard work by the paid staff of MCB and their effort to educate the youth of our city. I believe we all can make a difference. We must get the support of the individual communities to reduce the blight and litter in Memphis.

Sincerely,

Frederick "Ted" McLaughlin

A handwritten signature in cursive script that reads "Frederick 'Ted' McLaughlin". The signature is written in dark ink and is positioned below the typed name.

**CITY BEAUTIFUL COMMISSION  
35 Member Board  
(2) yrs. Staggering Terms**

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Memphis City Beautiful

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Drew Daniel	6	0
Frederick McLaughlin	3	3

# City of Memphis

TENNESSEE

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MAYOR

August 7, 2012

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City Hall - Room 514  
Memphis, TN 38103

Dear Chairman Collins:

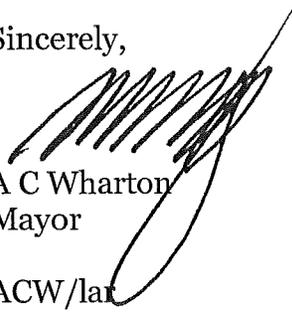
Subject to Council approval, it is my recommendation that:

Bethany Smith

be reappointed to the Memphis City Beautiful Commission with a term  
expiring June 30, 2014.

I have attached biographical information.

Sincerely,

  
A C Wharton  
Mayor

ACW/lar

c: Council Members



# City of Memphis

## BIOGRAPHICAL INFORMATION APPOINTMENT TO BOARD/COMMISSION

Memphis City Beautiful

BOARD/COMMISSION

Name: Bethany Smith Race Caucasian M  F

E-Mail Address: blsmithmark@bellsouth.net Fax \_\_\_\_\_

Profession/Employer: Regional Retail Manager - Trustmark Bank

Business Address: 1365 S. Germantown Rd.  
Germantown, TN Zip 38138 Phone: 901-309-6214

Education: Vanderbilt University, B.A.; Graduate of Barret School of Banking

Name of Spouse: Joe Larkins Number of Children: \_\_\_\_\_

Home Address: 1687 North Parkway Phone: 901-272-9844

City: Memphis State: TN Zip: 38112

I certify that I am a resident of the City of Memphis (Unincorporated areas and surrounding counties are not considered). Yes  or No  If yes, how long? 23 years

### Professional Organization/Associations:

Barret School of Banking Board of Regents and Alumni Association

### Other Organizations/Association:

Memphis City Beautiful Commission  
Germantown Chamber of Commerce Board of Directors  
Evergreen Historic District  
Vanderbilt University Alumni Association

### Other Interests:

Gardening, outdoor activity

Signature Bethany J Smith Date 7/11/12

## **Bethany Smith**

After 20 years in corporate marketing and communications, Bethany started her own consulting business to provide marketing services for small and medium sized banks and small businesses. Her expertise is strategic planning, internal communications, media relations, community relations, public relations and special events. She also works with her husband, Joe Larkins, in his business, Lead Dog Video Production.

Before starting her consulting business, Bethany was First Vice President in the marketing department at National Bank of Commerce. Prior to working at NBC, Bethany was the marketing director at several regional shopping centers.

Bethany is a graduate of Vanderbilt University in Nashville, TN and Barret School of Banking in Memphis, TN. She currently serves on the Barret School of Banking Board of Regents and is the president of the Barret Alumni Association. She was on the Memphis City Beautiful Commission from 2001-2006, serving as president from 2004-2006. Bethany and Joe are 20-year residents of Midtown and can often be seen walking their rescued Scottish Terriers, Newby and Mac.

**CITY BEAUTIFUL COMMISSION  
35 Member Board  
(2) yrs. Staggering Terms**

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Green, Charles	M/B	06-30-12	2yr. Term
Hall, Ken	M/W	06-30-13	2yr. Term
Henslee, Lou	F/W	06-30-13	2yr. Term
Lerner, Syd	M/W	06-30-13	2yr. Term
McLaughlin, Frederick	M/W	06-30-12	2yr. Term
Nolan, Thomas	M/B	06-30-12	2yr. Term
Puljic, Cynthia M.	F/W	06-30-12	2yr. Term
Reilly, Deni Carr	F/W	06-30-13	2yr. Term
Smith, Bethany	F/W	06-30-12	2yr. Term
Thomas, Daphne	F/B	06-30-12	2yr. Term
Trippel, Andrew J.	M/W	06-30-13	2yr. Term
Virgilio, Damone	M/W	06-30-13	2yr. Term
Waring, Anne	F/W	06-30-13	2yr. Term
Wells, Valesa S. J.	F/B	06-30-12	2yr. Term
Wild, Jo Boone	F/W	06-30-13	2yr. Term
Wright, Sheila	F/B	06-30-12	2yr. Term

# Attendance Records

Memphis City Beautiful

Board/Commission

From 7/1/11 to 6/30/12 Total No. of Meetings 6.

Member	Present	Absent
Virginia Acuff	6	0
Jake Allen	4	2
Daphne Thomas	4	2
Bethany Smith	4	2
Valesa S. J. Wells	4	2
Drew Daniel	6	0
Frederick McLaughlin	3	3

# City of Memphis



A C WHARTON, JR.  
MAYOR

TENNESSEE

August 7, 2012

The Honorable Harold Collins, Chairman  
Personnel, Intergovernmental & Annexation Committee  
City Hall - Room 514  
Memphis, TN 38103

Dear Chairman Collins:

Subject to Council approval, it is my recommendation that:

Daphne Thomas

be reappointed to the Memphis City Beautiful Commission with a term  
expiring June 30, 2014.

I have attached biographical information.

Sincerely,

A C Wharton  
Mayor

ACW/lar

c: Council Members



# City of Memphis

BIOGRAPHICAL INFORMATION  
APPOINTMENT TO BOARD/COMMISSION

Memphis City Beautiful  
BOARD/COMMISSION

Name: Daphne Thomas Race: Black M  F

E-Mail Address: daphne\_thomas@loc.edu Fax: (901) 435-1549

Profession/Employer: Public Relations/LeMoyne-Owen College

Business Address: 807 Walker Ave. Memphis, TN Zip: 38126 Phone: (901) 435-1539

Education: Masters of Arts - Journalism

Name of Spouse: \_\_\_\_\_ Number of Children: \_\_\_\_\_

Home Address: 1194 Sledge Ave Phone: (901) 277-4681

City: Memphis State: TN Zip: 38104

I certify that I am a resident of the City of Memphis (Unincorporated areas and surrounding counties are not considered). Yes  or No  If yes, how long? 41 years

Professional Organization/Associations:

Public Relations Society of America - Memphis Chapter  
Friends of the Library

Other Organizations/Association:

Other Interests:

Reading, writing, volunteering, gardening, recycling and sports

Signature

Date

07/24/12

## **Daphne J. Thomas**

1194 Sledge Ave.  
Memphis, TN 38104  
(901) 277-4681

### Biography

Daphne Thomas has combined her love of the written word with continued professional development to emerge as an award-winning communicator. A native Memphian, Daphne has served on the boards of the Memphis Convention & Visitors Bureau and Memphis in May. Her service on the Memphis chapter of the Public Relations Society of America's board of directors led to her being the first African American woman elected to serve as the prestigious society's board president.

With a public relations and broadcasting career dating back to the mid-1990s, Daphne began her career as producer of two nationally syndicated radio programs for the Memphis Public Library & Information Center. Promoted shortly thereafter to coordinate the Library's public and media relations activities, she also produced and anchored the organization's monthly television news program, Library NewsLINC. In 1998, Daphne joined Memphis chapter of the American Red Cross where she developed fundraising publications and messages and served as media representative and spokesperson for the agency's local and national disaster relief efforts.

In 2000, she embarked on a career in public service when then Mayor Willie W. Herenton appointed her to execute communications for his office, later reappointing her to serve as his communications officer. As such, Daphne wrote and developed publications, press materials, business correspondence and the mayor's annual budget address. She also produced and hosted the City of Memphis monthly public affairs television program, Talkback Memphis. More than seven years later, the mayor selected Daphne to serve as the assistant director for library communication at the Memphis Public Library & Information Center where she supervised the organization's public relations, marketing and broadcasting activities. She continues her public service career in the human resources department at the Memphis Public Library.

Daphne received her Bachelor of Arts and Master of Arts degrees in Journalism from the University of Memphis in 1996 and 2004, respectively. Her academic achievements include winning the Memphis Area Radio Station's scholarship in 1995 and graduating with honors in 1996. While pursuing her advanced degree, Daphne was accepted into national honor societies Phi Kappa Phi and Kappa Tau Alpha.

## **Bethany Smith**

After 20 years in corporate marketing and communications, Bethany started her own consulting business to provide marketing services for small and medium sized banks and small businesses. Her expertise is strategic planning, internal communications, media relations, community relations, public relations and special events. She also works with her husband, Joe Larkins, in his business, Lead Dog Video Production.

Before starting her consulting business, Bethany was First Vice President in the marketing department at National Bank of Commerce. Prior to working at NBC, Bethany was the marketing director at several regional shopping centers.

Bethany is a graduate of Vanderbilt University in Nashville, TN and Barret School of Banking in Memphis, TN. She currently serves on the Barret School of Banking Board of Regents and is the president of the Barret Alumni Association. She was on the Memphis City Beautiful Commission from 2001-2006, serving as president from 2004-2006. Bethany and Joe are 20-year residents of Midtown and can often be seen walking their rescued Scottish Terriers, Newby and Mac.

**CITY BEAUTIFUL COMMISSION  
35 Member Board  
(2) yrs. Staggering Terms**

Acuff, Virginia 'Ginger'	F/W	06-30-12	2yr. Term
Alexander, John O.	M/W	06-30-13	2yr. Term
Allen Jr., Jake	M/B	06-30-12	2yr. Term
Conway, Jack	M/W	06-30-12	2yr. Term
Cruse, Dixie R.	F/W	06-30-13	2yr. Term
Daniel, Drew	M/W	06-30-12	2yr. Term
Davis, Christian D.	M/B	06-30-12	2yr. Term
Gibson, LeAndre 'Andre'	M/B	06-30-13	2yr. Term
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Frederick McLaughlin	3	3

# City of Memphis



TENNESSEE

**A C WHARTON, JR.**  
MAYOR

August 7, 2012

The Honorable Harold Collins, Chairman  
Personnel, Intergovernmental & Annexation Committee  
City Hall - Room 514  
Memphis, TN 38103

Dear Chairman Collins:

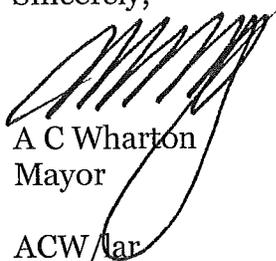
Subject to Council approval, it is my recommendation that:

Valesa S. J. Wells

be reappointed to the Memphis City Beautiful Commission with a term  
expiring June 30, 2014.

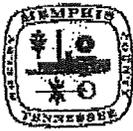
I have attached biographical information.

Sincerely,



A C Wharton  
Mayor  
ACW/lar

c: Council Members



# City of Memphis

## BIOGRAPHICAL INFORMATION APPOINTMENT TO BOARD/COMMISSION

Memphis City Beautiful  
BOARD/COMMISSION

Name: VALESA S. J. WELLS Race BLACK M  F

E-Mail Address: VALESAWELLS@GMAIL.COM Fax: 9013581216

Profession/Employer: BETHEL COGIC

Business Address: 2216 CLIFTON AVE Zip: 38127 Phone: 9013581215

Education: BACHELOR OF ARTS, PROFESSIONAL & TECHNICAL WRITING UNIV OF MEMPHIS

Name of Spouse: DICKERSON WELLS Number of Children: 5

Home Address: 629 HARWOOD COVE Phone: 9016830401

City: MEMPHIS State: TN Zip: 38127

I certify that I am a resident of the City of Memphis (Unincorporated areas and surrounding counties are not considered). Yes  or No  If yes, how long? 40+ YEARS

Professional Organization/Associations:  
Government Finance Officers Association, Tennessee Government Finance Officers Association  
Other Organizations/Association:

Other Interests:

Signature  Date 7/12/12

# VALESA S. J. WELLS

629 Harwood Cove  
Memphis, TN 38120-3004

(901) 652-9057  
valesawells@gmail.com

## PROFESSIONAL PROFILE

Confident, results-oriented professional with 15+ years in the municipal finance industry, with specialized experience in debt management, poised to transition a solid background to a position and/or career that could benefit from my strong analytical and organizational skills as well as my advanced knowledge Microsoft Office products.

- Strong analytical skills
- Ability to handle multiple complex projects simultaneously
- Advanced Microsoft Office skills including Excel, Word and PowerPoint (also knowledgeable of Microsoft Access)
- Strong organizational skills
- United States Navy Service Member 1987-1995
- Internal Revenue Service Tax Examiner 1989-1990, 2002

*Highly professional and self-motivated with a demonstrated commitment to excel as evidenced in my career advancement with Public Financial Management.*

### FORMAL EDUCATION

**Bachelor of Arts (1999)**  
Professional & Technical Writing  
*Cum Laude*  
University of Memphis

### PROFESSIONAL ORGANIZATIONS / VOLUNTEER / CIVIC

**Member, Government Finance Officers Association**

**Member, Tennessee Government Finance Officers Association**

**Junior Achievement of the Mid-South (2007-present)**

5<sup>th</sup> Grade & 8<sup>th</sup> Grade Students  
*Business Operations & Financial Management*

**Commissioner (2008-present)**

Memphis City Beautiful  
*Appointed as Secretary of the Commission in June 2009*

**Leadership Memphis Class of 2008**

**FM 89.3 WYPL Radio**

Volunteer Reader  
*Program Designed for the visually impaired.*

## PROFESSIONAL EXPERIENCE

### PUBLIC FINANCIAL MANAGEMENT

*Senior Managing Consultant*

*Nov 2005 – Present*

Responsible for the coordination and management of complex municipal bond transactions for city and county governments including all quantitative and technical analysis; ensuring all local, state and federal legal requirements pertaining to debt issuance are met; preparing disclosure and marketing documents required to get bond issues to market and transaction closed, development of formal debt management policies; development of comprehensive credit presentations which demonstrate the client's historical financial performance relative to industry benchmarks, management practices; and preparing pre-sale and post-sale pricing analysis. Additionally responsible for the management of two consultants.

#### *Key Contributions:*

- Managed transactions totaling \$2.9 billion
- Managed clients with annual budgets ranging from \$40 million - \$1.8 billion
- Achieved annual revenue-to-salary ratio ranging from 3.5x-4.5x (consistently exceeding the firm's target range)

*Consultant*

*Jul 2000 – Nov 2005*

Provided research and quantitative support to senior level project managers during the municipal bond transaction process, including debt structuring and pre-sale and post-sale analysis.

#### *Key Contributions:*

- Supported transactions totaling \$5.7 billion

*Office Manager*

*Apr 1995 – Jul 2000*

Responsible for day-to-day management of office operations including making travel arrangements and maintaining appointment calendar of all senior level personnel.

#### *Key Contributions:*

- Established standard operating procedures for recovering what had been non-reimbursed expenditures
- Responsible for office implementation of all new software programs and training of staff members
- Trained summer interns and new hires

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