DATE: January 24, 2008

TO: City Clerk

FROM: Representative Melina Castro

ADDRESS 2 Civic Center Plaza, 10th Floor TELEPHONE 915-541-4400

Please place the following item on the (Check one): CONSENT XXX REGULAR

Agenda for the Council Meeting of January 29, 2008

Item should read as follows: Appointment of Melissa C. Brandrup to the Historic Landmark Commission, to fill an unexpired term, by Representative Melina Castro, District 4.

SPECIAL INSTRUCTIONS:

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Historic Landmark Commission

NOMINATED BY: Representative Melina Castro DISTRICT: 4

NAME OF APPOINTEE Melissa C. Brandrup
(Please verify correct spelling of name)

BUSINESS ADDRESS: 720 Willow Glen Drive

CITY: El Paso ST: TX ZIP: 79922 PHONE: 703-868-8103

HOME ADDRESS:

CITY: El Paso ST: TX ZIP: 79922 PHONE:

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Russell Sackett

EXPIRATION DATE OF INCUMBENT: 03/07/2008

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: ____
RESIGNED XX
REMOVED ____

DATE OF APPOINTMENT: 01/29/2008

EXPIRATION DATE OF NEW APPOINTEE: 03/07/2008

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: ____

2nd TERM: ____

UNEXPIRED TERM: XX

MELISSA C. BRANDRUP, AIA

LICENSES / CERTIFICATIONS

Registered Architect
State of Florida — October 2004
State of Texas – *application in process.*
Certified Licensed Building Contractor, State of Florida — May 1999
LEED-AP – *currently taking review course, exam scheduled January 2008*

EXPERIENCE

Self Employed, El Paso, TX — 5/07–present

Torregrosa Residence
3,200 SF Custom Residence, 2,000 SF photography studio, 1,500 SF guest cottage on 2.5 acre river front site in Sanford, Florida. Currently in the Design Development stage, design strategies include solar orientation, prevailing wind, topography and preserving the natural landscape.

Condominiums, Culebra, Puerto Rico
4 -1,200 sf. High-end modern condominiums on the bay side of this Island east of Puerto Rico. Currently in the early schematic design stage.

Cunningham I Quill Architects, PLLC, Washington, D.C — 7/04 – 4/07

Senior Project Architect for a 30 person progressive design firm focusing on condominium loft design, high-end residential and urban infill master planning. Design processes included precedent research, intensive design charrettes and pin-up reviews, design studies in both physical and computer generated models as well as firm driven case study and continuing education seminars. Daily client communication, community outreach, construction document production, specifications and construction administration were job responsibilities as Senior Project Architect. Various Projects Include:

The Wooster and The Mercer Condominiums – Construction Administration, 2004-2007
88-units of high-end loft development in Arlington, VA built in the warehouse style.

Awbrey Park – Senior Project architect, 2004-2006
11-Acre master plan for urban infill located in the historic town of Leesburg, VA comprising of 100,000 SF retail, 350 multifamily units and 47 stacked townhouses.

Affordable Housing Corporation – Senior Project Architect, 2007
10 affordable housing units located in Arlington, VA

Peter DeWitt Architect, PLLC, San Antonio, TX — 7/03 – 7/04

Project Designer for small firm focusing on high end residential and restaurant design. Intense studies in regionalism helped develop creative designs for various projects that needed a higher quality of design coupled with high quality interior finish-out in the style true to the South Texas form. Daily client communication and interaction, as well as full design, construction document production, specifications and construction administration were job responsibilities as Project Designer. Various Projects Include:

Hacienda De Los Barrios – Project Designer
6,000 sf Mexican Restaurant

TRK Ranch – Project Designer
107 acre site in the Texas Hill Country, 5,000 sf main house, 2,000 sf guesthouse, 5 car garage, 8 stall barn with riding ring and various other out-buildings.

North Palo Alto Medical Center – Project Designer
7,500 sf Podiatric Medical Clinic

Various Private Residences
Additions and renovations to homes within the San Antonio metro area

The Tamara Peacock Company...Architects, Ft. Lauderdale, FL — 7/99 – 4/03

Project Designer for a 15 person architectural firm. Tasks include overseeing projects from initial client meeting and contract negotiations through conceptual design, permitting, construction administration, final closeout and ribbon cutting. On site field visits for plan/design compliance and daily client-architect communication was integral to the job. Preparation of plans and specifications for various R.F.P. Design/Build and traditional Design/Bid/Build proposals. Oversaw preparation of marketing packets and power point presentations for prospective jobs. Various Projects Include:

Palazzo Las Olas – Project Designer
Collaborated on 75 million dollar project for the City of Ft. Lauderdale. 300,000 sf retail, 221 residential unit, 1200 car garage on the intercoastal.

City of Wilton Manors – Project Designer, Construction Administration

Various Projects - Oversaw design and construction of 5 park facilities totaling 23 acres in ecologically sensitive areas including 2 community centers totaling 12,000 sf, boat launch, hockey court, tennis courts, playgrounds and parking. Aided in city visioning and 10 year master planning process.

Broward County Parks and Recreation Department – Construction Administration
Secret Woods Nature Center - 4,000 sf exhibit hall in ecologically sensitive area.

Miami-Dade County Public Schools – Construction Administration
Tropical Elementary – 10,000 sf 2.1 million addition
Miami Lakes Middle School – 8,000 sf 2.7 million addition

Florida Atlantic University, Ft. Lauderdale, FL 7/02 – 5/03
Professor, Architectural Studio Design Level 5 and 6, (3rd year) approximately 15 students each semester.

Midwest Companies, Maitland, FL 7/98 – 7/99
Various projects including 7,000 s.f. residence, 10,000 s.f medical office, interior design and furniture design of Papa John's Corporate headquarters, Louisville, KY.

Independent Contractor/Designer, Self Employed, Orlando, FL 7/98 – 7/99
Various projects in the Orlando Metro Area including 3 contemporary townhomes, renovation to Chamber of comer building, addition to private residence.

Design for Public Spaces, New Orleans, LA 5/98 – 7/98

Preservation Resource Center, New Orleans, LA 1/98 – 4/98

Morton Verges Architects, New Orleans, LA 5/96 – 8/96

H.A.B.S Freelance Work, New Orleans, LA 4/96 – 6/96

Sierra, Cardona, Ferrer, Guyanabo, Puerto Rico 5/95 – 8/95

EDUCATION

Tulane University, School of Architecture, New Orleans, LA May 1998
Master of Preservation Studies, GPA 4.0, Deans List

Tulane University, School of Architecture, New Orleans, LA May 1997
Bachelor of Architecture, Minor in Studio Art GPA 3.4/3.33, Deans List
H.A.B.S. Charles E. Peterson Prize, honorable mention 1996

University of Arizona, School of Architecture 5/94 – 7/94
Greece-Italy, Summer Abroad

MEMBERSHIPS, ACTIVITIES & HONORS

American Institute of Architects	1993-present
National Council of Architectural Registration Boards	2001-present
USGBC	2006-present
San Antonio Women in Design	2003-2004
Society for Marketing Professional Services	2001-2003
Commercial Real Estate Women	2002-2003

SKILLS

Spanish, Microsoft Office Suite, Minicad, Auto CAD all versions currently using 2008, Architectural Desktop, SketchUp, Macintosh and IBM compatibles, Adobe Creative Suite, Carpentry, Model Construction

REFERENCES

Are available and will be furnished upon request