



**REPORT TO  
Personnel and Public Employees Committee  
City of Sacramento**

**915 I Street, Sacramento, CA 95814-2604  
www.cityofsacramento.org**

**Discussion Calendar  
December 06, 2011**

**Honorable Chair and Members of  
The Personnel and Public Employees Committee**

**Title: Review of Applications and Conduct Interviews for Civil Service Board**

**Location/Council District: (Citywide)**

**Recommendation:** Review applications and nominate candidates.

**Contact:** Katia Ligaiviu, Deputy City Clerk, (916) 808-7604, Office of the City Clerk  
Tosha Cherry, Support Services Manager, (916) 808-5498, Human Resources  
Department

**Presenters:** None

**Department:** City Clerk's Office / Human Resources Department

**Division:** N/A

**Organization No:** 04001011 /08001011

**Description/Analysis**

**Issue:** Review applications and/or conduct interviews to identify the most qualified candidates to nominate and forward to the Mayor for appointment.

**Policy Considerations:** None.

**Environmental Considerations:** None.

**Commission/Committee Action:** None.

**Rational for Recommendation:** To review applications to identify the most qualified individuals for nomination to the Mayor for appointment to the City's various advisory boards.

**Financial Considerations:** None.

**Emerging Small Business Development (ESBD):** None.



Respectfully Submitted by: \_\_\_\_\_

Katia Ligaiviu,  
Deputy City Clerk

Recommendation Approved:



---

Stephanie Mizuno,  
Assistant City Clerk

**Table of Contents:**

	Report	pg. 1
<b>Attachments</b>		
1	Available Positions / Applicant List	pg. 3
2	Attendance Record	pg. 4

**ATTACHMENT 1**

**Background:**

The following applicants are under consideration for positions on city boards and commissions.

<b>Board/Commission:</b>	Civil Service Board
<b>Available Positions:</b>	Two (2)
<b>Category Description(s):</b>	City residents who have no connection with city government
<b>Status of Incumbents:</b>	<b>Leslie Lopez:</b> Re-applying and Application Attached <b>Elise Manders:</b> Did not Re-apply

No.	Applicant Name	District	Category	Comments	Attendance
1	Bene V. Bailey	7	-		Confirmed
2	Leslie R. Lopez	3	-	Incumbent	Confirmed
3	Mark J. Fine	3	-		Confirmed
4	Veronica A. Smith	7	-		Confirmed







# City of Sacramento

## Application for Appointment to Boards/Commissions and Committees

**INSTRUCTIONS:** Provide **all** information requested. Attachments must be single sided on 8.5 x 11 paper. If you will be representing an organization, you must include a letter from the organization recommending you as their representative. Note: All information provided on this form is a public record. **Return this completed application form to:** Office of the City Clerk, Historic City Hall, 915 I Street, Rm. 116, Sacramento, CA 95814. Tel: (916) 808-7200.

**IMPORTANT:** Letters of recommendation are **optional**. If you choose to include a letter it must be submitted as part of this application. Letters will not be accepted after your application is filed with the City Clerk's Office.

**BOARD / COMMISSION OR COMMITTEE NAME:** Civil Service Board

**CATEGORY FOR WHICH YOU ARE APPLYING:** Appointed Member  
Description (if applicable) Category Letter

Name of Company/Organization Being Represented (if applicable): N/A  
 Company/Organization Authorization Letter Attached (if applicable to qualifications of category)

Applicant Name: Bailey Bene' V. E-Mail: \_\_\_\_\_  
Last First Middle

Home Address: La Jacque Ct Sacramento CA 95823  
Street # Street Name City State Zip

Mailing Address (if different than home address): P.O. Box 15786 Sacramento CA 95852  
Street # Street Name City State Zip

Resident of City Council District No: Seven (7) Business in Council District No: \_\_\_\_\_  
Required If Applicable

Home Telephone: 916 Business Telephone: 865

Please state the reason you would like to be a member of this board/commission (or attach):

SEE ATTACHED

Are you currently, or have you in the past, served on an advisory group?  Yes  No If yes, state the name of the group and how that service supports your application (or attach).

\_\_\_\_\_

Do you, or an immediate family member, have any relationship (professional, financial, other) that may present a potential conflict of interest for this advisory group?  Yes  No If yes, please explain:

\_\_\_\_\_

**BACKGROUND INFORMATION**

**You may also attach a resume** reflecting experience, community activities or other qualifications not listed below that would be helpful to the Council in evaluating your application.

**EDUCATION:**

SEE ATTACHED RESUME  
Hiram W. Johnson High School, Sacramento City College, Consumnes River College

**WORK EXPERIENCE:** List names, addresses and dates of employment for the last five (5) years. Attach additional sheets of paper if needed.

**CURRENT EMPLOYER:**

FROM DATE: N/A EMPLOYER NAME: N/A  
TO DATE: N/A ADDRESS: N/A N/A NA  
Street # Street Name City State

**DUTIES:**

N/A

**PRIOR EMPLOYER(S):**

FROM DATE: 06/01/2010 EMPLOYER NAME: Wells Fargo Bank  
TO DATE: 01/26/2011 ADDRESS: Butano Drive Sacramento CA  
Street # Street Name City State

**DUTIES:**

Assist banking customers with account and financial related issues and determined correct resolutions..(SEE RESUME)

FROM DATE: 06/01/2008 EMPLOYER NAME: B&B Direct, LLC  
TO DATE: 11/01/2010 ADDRESS: 3715 Tallyho Dr #123 Sacramento CA  
Street # Street Name City State

**DUTIES:**

Responsible for entire Branch operations which included increasing revenue and daily review of budget..(SEE RESUME)

FROM DATE: EMPLOYER NAME:  
TO DATE: ADDRESS: \_\_\_\_\_  
Street # Street Name City State

**DUTIES:**

Assist team in candidate placement, operational issues, maintain knowledge of EEO, FMLA regulations, etc. (SEE RESUME)

**BUSINESS ENTERPRISES:** List business name including fictitious name and address of any business enterprises currently or previously owned or operated.

FROM DATE: 11/2009 BUSINESS NAME: Women In Bizness, Incorporated  
TO DATE: Present ADDRESS: 6993 Maynard Way Sacramento CA  
Street # Street Name City State

**TYPE OF BUSINESS OR SERVICE RENDERED:**

Corporate & Business Consulting Services

CITY OF SACRAMENTO -  
APPLICATION FOR APPOINTMENT

Bene' V. Bailey  
APPLICANT NAME

FROM DATE: 06/2008

BUSINESS NAME: B&B Direct, LLC

TO DATE: Present

ADDRESS: Tallyho Dr #123 Sacramento CA  
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED: Human Resources Consulting; Corporate Recruiting

**FELONY CONVICTIONS:** A felony conviction is not necessarily a bar to appointment. Each case is considered separately based on requirements of the position. However, failure to list felony convictions may result in disqualification.

Have you ever been convicted of a felony? If yes, please indicate for each conviction, the date of the conviction, the location of the court of conviction, and the exact denomination of the offense resulting in conviction:

N/A

**CIVIL ACTIONS:** List each civil action, if any, in which punitive or exemplary damages have been assessed against you, indicating in each instance the date of the trial, court judgment and the location of the court which rendered the judgment:

N/A

**I DECLARE, UNDER PENALTY OF PERJURY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:**

Signature: /s/ Bene' V. Bailey  
Type Name if Returning Via E-Mail or Print, Sign and Mail

Date: 11/14/2011

**DISCLOSURE AND REGULATORY REQUIREMENTS**

**City Code Section 2.40.060: Conflict of Interest Disclosure** - If a Statement of Economic Interests Form 700 is required for this position (see announcement), the form must be filed with the Office of the City Clerk prior to beginning service. The City Clerk will provide appointees with the filing form and instructions. Official status to serve will be delayed until the form is filed with the Office of the City Clerk.

**City Code Section 2.40.010: Attendance** - Board/commission members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member?  Yes  No

**City Resolution 2007-653: Mandatory Ethics Training** - Board/commission members are required to satisfy the local ethics training requirement mandated by Government Code Sections 53234 et seq. and may be removed if proof of attendance is not filed with the Office of the City Clerk within 60 days of appointment. Appointees will be provided with an on-line training resource. If appointed, will you be able to complete the training within 60 days?  Yes  No

**ACCOMMODATION INFORMATION**

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION:

NONE

## *Bene' Bailey*

---

**OBJECTIVE:** To enter into a position that will utilize my experience and extensive training in Human Resources, Recruiting, Sales and Business Development.

### QUALIFICATIONS

- **Effective communicator.** Polished telephone, interpersonal, and writing skills. Energetic, patient and diplomatic.
- **Flexible and versatile- able to maintain a sense of humor under pressure** Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in a deadline-driven environment. Excellent team-building skills.
- **Detailed-oriented "multi-tasker."** Able to balance competing priorities and tight deadlines. Known for quality, timely completion of projects.
- **Computer expertise,** with proficiency in all MS Office programs, Applicant Tracking System (ATS) and PeopleSoft, ADP.

### EDUCATION

Sacramento City College  
Sacramento, CA  
**Real Estate, Business Management**

Consumnes River College  
Sacramento, CA  
**Personal Finance, Interior Design**

Hiram W. Johnson High School  
Sacramento, CA  
H.S. Diploma

### EMPLOYMENT

**Wells Fargo Bank** 2010-2011

#### Phone Banker I

Assist banking customers with account and financial related issues and determined correct resolutions in a timely manner. Successfully qualified customers' needs and offered financial enhancement product options to ensure customer satisfaction and financial development. Consistently achieved high quality assurance scores and maintained customer satisfaction by enhancing banking customers experience through providing outstanding customer service and product knowledge.

**B&B Direct** | 2008-2010

#### Recruiting Branch Manager

Responsible for entire Branch operations which included increasing revenue and daily review of budgetary objectives. Recruited over 125 field employees for Light Industrial, Accounting and Finance temp to perm and direct hire placements. Set Agency pay rates and bill rates for clients and talent. Generated over 25 new clients per year while managing and developing a positive, revenue producing team of 6 recruiters. Developed metrics and core processes for recruiters, to aide in their development and growth, stabilizing the consistency and organization of daily requirements and expectations. Maintained an accurate position control system by assessing the accurate number of new hires for the number of budgeted positions. Lead by example in all core processes and daily operations. Utilized creative sourcing techniques that helped recruiters contact vendors to generate and increase new business and strengthened client relationships. Developed a Tracking system to aide in the growth of each recruiter's book of business and created daily expectations based branches quotas and expectations to meet Staffing Plan and Branch quota.

## **Volt Services Group** 2007-2008

### **Regional Business Development Recruiter**

Responsible for a creating and managing sole directed book of business with a primary focus to sell and fill in three lines of business; high end contingent staffing, high end temporary to hire and direct placement. Created new vertical markets that resulted in an increased bottom line profit from \$25,000 to \$100,000 within 6 months. Ranked number one in the Region in the second, third and fourth quarter of 2007: with over \$100,000 in yearly billing. Collaborate with branch teams, account representatives and managers in order to further client relationships, increase orders and gain new candidates. Act as subject matter expert and trainer for three metro branches for contract requirements, professional placement, operational issues, and real time payroll monitoring and behavioral-based interviewing. Provided sales leadership in the company's new "Take the Candidate to Market" strategy, emphasizing using the candidates' qualifications to attract new business. Maintain working knowledge of EEO, FLSA, FMLA, OSHA, and DOL standards and regulations.

## **The Right Direction**

### **Recruiter/ Sr. Account Executive** 2007-2007

Responsible for full cycle recruiting efforts by targeting companies and successfully selling our services to large corporations. Recruiting responsibilities include research, identification, and interviewing of prospective candidates through internet sourcing, cold-calling, referrals and networking with EDD office. Developed and maintained recruiting database of qualified candidates to ensure consistent flow of well qualified individuals to be placed at various positions.

## **Sally Beauty**

### **Store Manager** 2006-2007

Managed total store level operations. Interviewed, hired, trained, mentored, coached and evaluated performance of hourly associates. Responsible for personnel management, merchandise selection and presentation and store operations. Handled budget planning, tracking, accounting and payroll. Coordinated inventory control, receiving; merchandising (plan-o-grams) and store maintenance. Directed loss prevention initiatives, successfully reducing shrink by 5% in 3 months. Established sales goals, managed budgets and devised sales forecasts. Led store to rank in top 100 locations from a national region of 5,750 locations.

## **Bank of America**

### **Home Services Specialist; SBA Loan Specialist** 2004-2006

Processed Home Equity Lines of Credit loan documents, audited SBA loan payments by general ledger, provided world-class customer service, resolved all consumer concerns by retaining and creating long lasting relationships with clients, met and conformed to strict deadlines, adhered to performance and production policies and procedures.

## **AT&T**

### **Client Services Representative** 2002-2003

Provide customer service to clients and dispatched repair technicians to assist in the repair of consumer phone lines. Cross-sale items and AT&T services to clients as well to business-to-business representatives.

## **Aerosoles Shoes**

### **Second Assistant Manager** 2001-2002

Assist with the day-to-day store operations, including scheduling, training and supervising employees. Provided support in maintaining store profitability, expense control, inventory levels, and shortage control. Assists with recruiting, hiring and training positive, enthusiastic employees.

## **Marlow Staffing**

### **Recruiting Manager** 2001-2002

Worked with internal team to creatively source candidates through various avenues such as Internet postings, employee referrals and networking. Tracked candidates through all phases of recruiting process and reported status to hiring managers. Provided timely and consistent communication to hiring managers and candidates. Planed and implemented "out-of-the-box" recruiting methods as needed.

November 14, 2011

Dear Honorable Mayor and City Council Members,

Please accept this letter and application as my intent to apply and represent the community for an appointed seat as a Civil Service Board Member. I am seeking for an appointment to the Civil Service Board based on my background, experience and knowledge in the Staffing & Recruiting Industry. Through my years in the personal services industry, I have worked in many types of organizations but none gave me as much pleasure as working with the community and in staffing & recruiting industries.

After working as a successful Recruiter, I started my own Staffing Consulting Firm which provided me an opportunity to see if I had what it took to produce on my own. I have built my reputation on providing quality and outstanding customer service for both the Jobseekers and the Employers that seek my services. I am also well respected and valued in the corporate world and in the community. Throughout my corporate and entrepreneurial career, I have obtained awards and recognitions such as, *Excellence Award and Business Development Recruiter of Excellence Award 2008* presented by Volt Services Group; *Exceptional Woman of Excellence Award 2009* presented by Sacramento Cultural Hub. With these successes, I felt obligated to assist others in obtaining and reaching their full potential and I transitioned that experience and knowledge in to helping women start their own business through my company Women in Bizness, Inc. Through this entrepreneurial effort, I have had the privilege to honor some of Sacramento's industry leaders, host entrepreneurial conferences and honorary dinners to support local business owners and entrepreneurs of this great city.

With my background and experience in the staffing and recruiting industry; my dedication to the citizens and community of Sacramento, I believe I would be a valuable asset and a great Member of the City of Sacramento's Civil Service Board. I am a dedicated individual and I go above and beyond in personal service, confidentiality, and providing the most ethical, professional standards in community service and the recruiting and staffing industry. I hope you accept my application and soon welcome me as a new appointed Member of the Civil Service Board. Thank you for reviewing my application for the opportunity to serve on the Civil Service Board of Sacramento. I look forward to serving with you.

Sincerely,

A handwritten signature in blue ink that reads "Bailey". The letter "B" is large and stylized, with the "a", "i", "l", and "e" following in a cursive script. The "y" is also cursive and ends with a small tail.



# City of Sacramento

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF SACRAMENTO

Application for

Appointment to Boards/Commissions and Committees: 54

**INSTRUCTIONS:** Provide all information requested. Attachments must be single sided on 8.5 x 11 paper. If you will be representing an organization, you must include a letter from the organization recommending you as their representative. Note: All information provided on this form is a public record. Return this completed application form to: Office of the City Clerk, Historic City Hall, 915 I Street, Rm. 116, Sacramento, CA 95814. Tel: (916) 808-7200.

**IMPORTANT:** Letters of recommendation are optional. If you choose to include a letter it must be submitted as part of this application. Letters will not be accepted after your application is filed with the City Clerk's Office.

BOARD / COMMISSION OR COMMITTEE NAME: Civil Service Board

CATEGORY FOR WHICH YOU ARE APPLYING: Board Member

Description (if applicable)

Category Letter

Name of Company/Organization Being Represented (if applicable): \_\_\_\_\_

Company/Organization Authorization Letter Attached (if applicable to qualifications of category)

Applicant Name: Lopez Leslie R E-Mail: \_\_\_\_\_  
Last First Middle

Home Address: Dolores Way Sacramento CA 95816  
Street # Street Name City State Zip

Mailing Address (if different than home address): \_\_\_\_\_  
Street # Street Name City State Zip

Resident of City Council District No: Three (3) Business in Council District No: \_\_\_\_\_  
Required If Applicable

Home Telephone: 916- Business Telephone: 916-

Please state the reason you would like to be a member of this board/commission (or attach):

Over the past 15 years, I've served three terms on the Board. I've done a good job at addressing Board issues with a balanced viewpoint. I've built good relationships with my Board colleagues, staff and stakeholders, and I represent the City well through my Board activities. My historical knowledge of Board matters has proven valuable on several occasions. Having prior experience with litigating employee discipline matters as well as defending public employees and entities, I bring a well-balanced approach to Board matters. It has been an honor and privilege serving on the Board, and I wish to continue my public service on the Board.

Are you currently, or have you in the past, served on an advisory group?  Yes  No If yes, state the name of the group and how that service supports your application (or attach).

Sacramento Sheriff's Citizen's Advisory Panel; Sacramento Probation Dept. Neighborhood Accountability Bd.

Do you, or an immediate family member, have any relationship (professional, financial, other) that may present a potential conflict of interest for this advisory group?  Yes  No If yes, please explain:

Empty box for explanation of potential conflict of interest.





# LESLIE R. LOPEZ

---

Dolores Way, Sacramento, CA 95816 • (916)

## EDUCATION AND LICENSES:

Santa Clara University School of Law, J.D. May 1987  
San Jose State University, B.A. 1983

Admitted to California Bar, December 1987  
Admitted to United States Supreme Court Bar, July 1993  
Admitted to Ninth Circuit Court of Appeals, December 1991  
Admitted to D.C. Circuit Court of Appeals, July 1998  
Admitted to United States District Court, California - All Districts

## LEGAL EXPERIENCE:

August 2007 to Present – *Deputy Secretary and General Counsel*  
***State and Consumer Services Agency***

Primary responsibilities include: Providing legal advice to the Agency Secretary and department executive staff; implementing the administration's policies and initiatives; providing policy guidance to department executive staff; managing significant litigation brought against departments; providing input and assistance to the Governor's Legal Affairs Secretary regarding agency programs; managing and/or responding to significant public records act requests; reviewing proposed regulations to make a recommendation for the agency secretary whether to approve the regulations; providing assistance with employee discipline matters; reviewing proposed legislation.

February 1994 to July 2007 – *Deputy Attorney General*  
***Department of Justice, Attorney General's Office, Government Law Section***

Primary responsibilities included: Representing State Constitutional officers in civil litigation matters in state and federal trial and appellate courts; representing and providing advice to state departments; drafting ballot title and summary language; reviewing agreements and proposed legislation.

Experience includes: Team leader in the Government Law Section, extensive ballot litigation, significant constitutional litigation, and advice to Executive Staff and constitutional officers. Extensive knowledge of: Role of the Attorney General, functions of state government, initiative process, and the relationship between state and local governments.

October 1990 to January 1994 - *Deputy City Attorney*  
***Sacramento City Attorney's Office, Sacramento, California***

Primary responsibilities included: Providing representation and advice to the City Council and City departments, including the Civil Service Board, Personnel, Public Works, and Employee Relations departments; civil litigation in state and federal trial and appellate court matters; drafting and reviewing agreements, resolutions and ordinances.

January 1988 to October 1990 – *Associate Attorney  
Matteoni, Saxe & Nanda, San Jose, California*

Primary responsibilities included: Deputy City Attorney City of Cupertino; providing representation and advice to the Cupertino Planning and Development Department; civil litigation in municipal, land use, environmental law, tort and business matters.

**PUBLISHED DECISIONS INCLUDE:**

*California Statewide Communities Dev. Authority v. All Persons*  
(2007) 40 Cal.4th 788

*Department of Finance v. Commission on State Mandates*  
(2003) 30 Cal.4th 727

*Bramberg v. Jones*  
(1999) 20 Cal.4th 1045

*Porter v. Jones*  
(9th Cir. 2003) 319 F.3d 483

*Cummings v. Connell*  
(9th Cir. 2003) 316 F.3d 886

*County of San Diego v. State of California*  
(2008) 164 Cal.App.4th 580

*Morris v. Chiang*  
(2008) 163 Cal.App.4th 753

*Consulting Engineers, etc., v. Professional Engineers in California Government*  
(2006) 140 Cal.App.4th 466

*Fong v. Westly*  
(2004) 117 Cal.App.4th 841

*Partnoy v. Shelley*  
(S.D. Cal. 2003) 277 F.Supp.2d 1065

*Quackenbush v. Superior Court*  
(1997) 60 Cal.App.4th 454, cert. denied 525 U.S. (1998)

**TRIALS INCLUDE:**

*National Tax Limitation, etc, et al. v. Klein*  
[Constitutionality of Proposition 71]

*County of San Diego, et al. v. State of California, et al.*  
[Article XII, B § 6; Separation of Powers doctrine]

*Fong v. Connell*  
[Constitutionality of Unclaimed Property Law]



# City of Sacramento

## Application for Appointment to Boards/Commissions and Committees

**INSTRUCTIONS:** Provide all information requested. Attachments must be single sided on 8.5 x 11 paper. If you will be representing an organization, you must include a letter from the organization recommending you as their representative. Note: All information provided on this form is a public record. **Return this completed application form to:** Office of the City Clerk, Historic City Hall, 915 I Street, Rm. 116, Sacramento, CA 95814. Tel: (916) 808-7200.

**IMPORTANT:** Letters of recommendation are optional. If you choose to include a letter it must be submitted as part of this application. Letters will not be accepted after your application is filed with the City Clerk's Office.

**BOARD / COMMISSION OR COMMITTEE NAME:** Civil Service Board

**CATEGORY FOR WHICH YOU ARE APPLYING:** Board Member

Description (if applicable)

Category Letter

Name of Company/Organization Being Represented (if applicable): \_\_\_\_\_

Company/Organization Authorization Letter Attached (if applicable to qualifications of category)

Applicant Name: Fine Mark J E-Mail: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_ Santa Ynez Way Sacramento Ca 95816  
Street # Street Name City State Zip

Mailing Address (if different than home address): \_\_\_\_\_  
Street # Street Name City State Zip

Resident of City Council District No: Three (3) Business in Council District No: \_\_\_\_\_  
Required If Applicable

Home Telephone: 916 Business Telephone: cell: 916

Please state the reason you would like to be a member of this board/commission (or attach):

I have a lot of experience and continued interest in human resources, labor relations and civil service. I represented State employees before the State Personnel Board, and CSEA/SEIU before the Public Employment Relations Board and various related litigation. I was deputy chief counsel for the Department of Personnel Administration. I was acting chief counsel and administrative law judge for the Unemployment Insurance Appeals Board. I am currently retired, .

Are you currently, or have you in the past, served on an advisory group?  Yes  No If yes, state the name of the group and how that service supports your application (or attach).

Civil Service Board. My term ended about 4 years ago. Directly relevant.

Do you, or an immediate family member, have any relationship (professional, financial, other) that may present a potential conflict of interest for this advisory group?  Yes  No If yes, please explain:

\_\_\_\_\_



CITY OF SACRAMENTO -  
APPLICATION FOR APPOINTMENT

Mark J Fine

APPLICANT NAME

FROM DATE: BUSINESS NAME: \_\_\_\_\_

TO DATE: ADDRESS: \_\_\_\_\_  
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED: \_\_\_\_\_

**FELONY CONVICTIONS:** A felony conviction is not necessarily a bar to appointment. Each case is considered separately based on requirements of the position. However, failure to list felony convictions may result in disqualification.

Have you ever been convicted of a felony? If yes, please indicate for each conviction, the date of the conviction, the location of the court of conviction, and the exact denomination of the offense resulting in conviction:

No

**CIVIL ACTIONS:** List each civil action, if any, in which punitive or exemplary damages have been assessed against you, indicating in each instance the date of the trial, court judgment and the location of the court which rendered the judgment:

None

**I DECLARE, UNDER PENALTY OF PERJURY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:**

Signature:  /s/ Mark J. Fine  
Type Name if Returning Via E-Mail or Print, Sign and Mail

Date:  October 13, 2011

**DISCLOSURE AND REGULATORY REQUIREMENTS**

**City Code Section 2.40.060: Conflict of Interest Disclosure** - If a Statement of Economic Interests Form 700 is required for this position (see announcement), the form must be filed with the Office of the City Clerk prior to beginning service. The City Clerk will provide appointees with the filing form and instructions. Official status to serve will be delayed until the form is filed with the Office of the City Clerk.

**City Code Section 2.40.010: Attendance** - Board/commission members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member?  Yes  No

**City Resolution 2007-653: Mandatory Ethics Training** - Board/commission members are required to satisfy the local ethics training requirement mandated by Government Code Sections 53234 et seq. and may be removed if proof of attendance is not filed with the Office of the City Clerk within 60 days of appointment. Appointees will be provided with an on-line training resource. If appointed, will you be able to complete the training within 60 days?  Yes  No

**ACCOMMODATION INFORMATION**

*PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION:*

\_\_\_\_\_



# City of Sacramento

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF SACRAMENTO

## Application for Appointment to Boards/Commissions and Committees

2011 09 29 P 3: 52

**INSTRUCTIONS:** Provide all information requested. Attachments must be single sided on 8.5 x 11 paper. If you will be representing an organization, you must include a letter from the organization recommending you as their representative. Note: All information provided on this form is a public record. Return this completed application form to: Office of the City Clerk, Historic City Hall, 915 I Street, Rm. 116, Sacramento, CA 95814. Tel: (916) 808-7200.

**IMPORTANT:** Letters of recommendation are optional. If you choose to include a letter it must be submitted as part of this application. Letters will not be accepted after your application is filed with the City Clerk's Office.

BOARD / COMMISSION OR COMMITTEE NAME: Civil Service Board

CATEGORY FOR WHICH YOU ARE APPLYING: City Resident  
Description (if applicable) \_\_\_\_\_ Category Letter \_\_\_\_\_

- Name of Company/Organization Being Represented (if applicable): \_\_\_\_\_
- Company/Organization Authorization Letter Attached (if applicable to qualifications of category)

Applicant Name: Smith Veronica A E-Mail: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_ South Beach Drive Sacramento CA 95831  
Street # Street Name City State Zip

Mailing Address (if different than home address): \_\_\_\_\_  
Street # Street Name City State Zip

Resident of City Council District No: Seven (7) Business in Council District No: \_\_\_\_\_  
Required If Applicable

Home Telephone: 916- Business Telephone: 916-

Please state the reason you would like to be a member of this board/commission (or attach):

I am interested in serving on the Civil Service Board to help increase morale and efficiency in government. Additionally I would like to assist in ways to help Sacramento confront their continuing challenges and be more involved in the City's management of policies and procedures.

I believe that my private sector experience, my government experience and my education make me an ideal candidate for serving on this Board.

Are you currently, or have you in the past, served on an advisory group?  Yes  No If yes, state the name of the group and how that service supports your application (or attach).

Do you, or an immediate family member, have any relationship (professional, financial, other) that may present a potential conflict of interest for this advisory group?  Yes  No If yes, please explain:

**BACKGROUND INFORMATION**

You may also attach a resume reflecting experience, community activities or other qualifications not listed below that would be helpful to the Council in evaluating your application.

**EDUCATION:**

Masters in Business Administration and Bachelors in Business with emphasis in Human Resources Management

**WORK EXPERIENCE:** List names, addresses and dates of employment for the last five (5) years. Attach additional sheets of paper if needed.

**CURRENT EMPLOYER:**

FROM DATE: 6-1-2002

EMPLOYER NAME: County of Sacramento - Economic Development

TO DATE: Present

ADDRESS: H. Street Suite 6750 Sacramento CA  
Street # Street Name City State

**DUTIES:**

Project Management for Mather, CA: Write board reports, grant applications, conduct research and fiscal analysis

**PRIOR EMPLOYER(S):**

FROM DATE:

EMPLOYER NAME: \_\_\_\_\_

TO DATE:

ADDRESS: \_\_\_\_\_  
Street # Street Name City State

**DUTIES:**

\_\_\_\_\_

FROM DATE:

EMPLOYER NAME: \_\_\_\_\_

TO DATE:

ADDRESS: \_\_\_\_\_  
Street # Street Name City State

**DUTIES:**

\_\_\_\_\_

FROM DATE:

EMPLOYER NAME: \_\_\_\_\_

TO DATE:

ADDRESS: \_\_\_\_\_  
Street # Street Name City State

**DUTIES:**

\_\_\_\_\_

**BUSINESS ENTERPRISES:** List business name including fictitious name and address of any business enterprises currently or previously owned or operated.

FROM DATE:

BUSINESS NAME: \_\_\_\_\_

TO DATE:

ADDRESS: \_\_\_\_\_  
Street # Street Name City State

**TYPE OF BUSINESS OR SERVICE RENDERED:**

\_\_\_\_\_

CITY OF SACRAMENTO -  
APPLICATION FOR APPOINTMENT

Veronica Smith  
APPLICANT NAME

FROM DATE: BUSINESS NAME: \_\_\_\_\_

TO DATE: ADDRESS: \_\_\_\_\_  
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED: \_\_\_\_\_

FELONY CONVICTIONS: A felony conviction is not necessarily a bar to appointment. Each case is considered separately based on requirements of the position. However, failure to list felony convictions may result in disqualification.

Have you ever been convicted of a felony? If yes, please indicate for each conviction, the date of the conviction, the location of the court of conviction, and the exact denomination of the offense resulting in conviction:

N/A

CIVIL ACTIONS: List each civil action, if any, in which punitive or exemplary damages have been assessed against you, indicating in each instance the date of the trial, court judgment and the location of the court which rendered the judgment:

N/A

I DECLARE, UNDER PENALTY OF PERJURY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:

Signature: /s/ Veronica Smith  
Type Name if Returning Via E-Mail or Print, Sign and Mail

Date: 9-30-11

**DISCLOSURE AND REGULATORY REQUIREMENTS**

City Code Section 2.40.060: Conflict of Interest Disclosure - If a Statement of Economic Interests Form 700 is required for this position (see announcement), the form must be filed with the Office of the City Clerk prior to beginning service. The City Clerk will provide appointees with the filing form and instructions. Official status to serve will be delayed until the form is filed with the Office of the City Clerk.

City Code Section 2.40.010: Attendance - Board/commission members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member?  Yes  No

City Resolution 2007-653: Mandatory Ethics Training - Board/commission members are required to satisfy the local ethics training requirement mandated by Government Code Sections 53234 et seq. and may be removed if proof of attendance is not filed with the Office of the City Clerk within 60 days of appointment. Appointees will be provided with an on-line training resource. If appointed, will you be able to complete the training within 60 days?  Yes  No

**ACCOMMODATION INFORMATION**

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION:

\_\_\_\_\_