



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

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

**Discussion Calendar
July 19, 2012**

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

Title: Review of Applications for Animal Care Services

Location/Council District: (Citywide)

Recommendation: Review applications and nominate candidates.

Contact: Katia Ligaiviu, Deputy City Clerk, (916) 808-7604, Office of the City Clerk;
Kim Heckes-Martin, Administrative Officer, (916) 808-7119, Department of General
Services

Presenters: None

Department: City Clerk's Office / Department of General Services

Division: N/A

Organization No: 04001011

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

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ATTACHMENT 1

Background:

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

Board/Commission:	Animal Care Services Citizens Advisory Committee
Available Positions:	One (1)
Category Description(s):	Category C: Public-at-large representing the community and shall not be an animal care professional or affiliated with an animal welfare organization
Status of Incumbent:	Meghan Hertel – Did not Re-apply

Residency Requirement(s):	City Residency is Required
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No.	Applicant Name	District	Category	Comments	Interviewed
1	Judy E. Austin	7	C		Yes
2	Kathleen Garcia	7	C		Yes
3	Lindley Pilgrim	3	C		Yes

P&PE Interviews

held on 6/19/2012

Applicant Name:	Judy Austin
Applying for:	
<u>Animal Care Services Citizens Advisory Committee</u>	
Incumbent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<ul style="list-style-type: none">• Is a volunteer at the shelter as well as the SPCA and Homeward Bound.• Has attended Advisory Committee meetings.	



Applicant Name:	Kathleen Garcia
Applying for:	
<u>Animal Care Services Citizens Advisory Committee</u>	
Incumbent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<ul style="list-style-type: none">• Registered Nurse.• Has worked as an administrator.• Formulated policy, procedures, and budgets.	



Applicant Name: Lindley Pilgrim
Applying For: Animal Care Services Citizens Advisory Committee
Incumbent: No
Interviewed: No. Was out sick



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: City of Sacramento Animal Services Advisory Committee

CATEGORY FOR WHICH YOU ARE APPLYING: Public at Large
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: Austin Judy Elaine E-Mail: _____
Last First Middle

Home Address: _____ River Isle Way Sacramento CA 31
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 would be a part of the ongoing mission to get animals into homes with families and to keep the community educated and connected to the importance of keeping their pets safe and healthy. I love to organize and be part of fun events that can help to accomplish that mission. I feel connected to the community and know that I would be able to help as well as benefit from being a part of the committee.

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:

High School GED
College Credits, Early Childhood Education No Degree

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: May, 2009 EMPLOYER NAME: Bank of Sacramento
TO DATE: Present ADDRESS: Howe Avenue Ste. 100 Sacramento CA
Street # Street Name City State

DUTIES:

Administrative, customer service.

PRIOR EMPLOYER(S):

FROM DATE: August 2005 EMPLOYER NAME: (Owned my own business) Scrap Around the Corner
TO DATE: May 2008 ADDRESS: Florin Road Sacramento, CA.
Street # Street Name City State

DUTIES:

Business owner. Scrapbook Store All 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: Scrap Around The Corner
TO DATE: _____ ADDRESS: _____
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED:

Scrapbook supplies and instruction

CITY OF SACRAMENTO -
APPLICATION FOR APPOINTMENT

Judy Austin

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:

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:

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

Signature: /s/ Judy Elaine Austin
Type Name if Returning Via E-Mail or Print, Sign and Mail

Date: April 30, 2012

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

Application for Appointment to Boards/Commissions and Committees

RECEIVED
CITY CLERK'S OFFICE
CITY OF SACRAMENTO

2012 APR 2 2:50

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: Animal Care Services Citizens Advisory Committee

CATEGORY FOR WHICH YOU ARE APPLYING: Member At Large "C"
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: Garcia Kathleen nmn E-Mail: _____
Last First Middle

Home Address: Surfside Way 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):

My enormous love and respect for all animals and the desire to promote the safe, kind and humane treatment of all animals. To participate in the formulation and recommendation of policies, guidelines and programs that ensure quality care of animals in shelters and the community at large. To provide the public with educational opportunities and information regarding proper and humane treatment and care of animals. To promote adoption as an option in securing a family pet. To give those without a voice, a voice. I would consider it a privilege and an honor to serve the community in this capacity on this board/commission. I have previously applied for this position and was encouraged to re-apply for next opening.

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: Sacramento City College (pre-nursing/general Ed.), Rancho Arroyo (LVN), University of California, Sacramento (Nursing/RN)

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: January 2000 EMPLOYER NAME: DaVita (Dialysis) - Name changed from Total Renal Care
TO DATE: current ADDRESS:
Street # Street Name City State

DUTIES: Staff Nurse/Charge Nurse/Facility Administrator Provide direct patient care, overall supervision & operation of facility

PRIOR EMPLOYER(S):

FROM DATE: March 1996 EMPLOYER NAME: Total Renal Care (name change in 2000 to DaVita)
TO DATE: January 2000 ADDRESS: 300 University Avenue Sacramento, CA
Street # Street Name City State

DUTIES: RN/Facility Administrator Responsible for overall direction and supervision of freestanding facility, direct patient care.

FROM DATE: March 1979 EMPLOYER NAME: New West Dialysis/Acquired by Total Renal Care in 1996
TO DATE: March 1996 ADDRESS: 300 University Avenue Sacramento, CA
Street # Street Name City State

DUTIES: PCT/LVN/RN/chg. RN/Facility Administrator - Patient Care. supervision, administration of overall facility operations.

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

Kathleen Garcia

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:

NO

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

Signature: /s/ Kathleen Garcia  Date: 03-30-2012
Type Name if Returning Via E-Mail or Print, Sign and Mail

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



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: Citizens Advisory Committee

CATEGORY FOR WHICH YOU ARE APPLYING: Category C
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: Pilgrim Lindley E-Mail: _____
Last First Middle

Home Address: Apt B 27th Street 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):

I believe that I would be able to provide the committee with an abundance of new ideas to help raise awareness and funds for the city shelter, as well as ways to better execute fundraisers and community projects. I am very passionate about animals and would like to be involved in helping our Sacramento community help animals in need.

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: High School Grauate, West Campus High
Current Sacramento City College Sudent

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: April 18,2011 EMPLOYER NAME: Law Offices of Larry Pilgrim
TO DATE: Current ADDRESS: Alhambra Blvd, Sacramento CA
Street # Street Name City State

DUTIES: Legal Secretary

PRIOR EMPLOYER(S):

FROM DATE: June 27,2009 EMPLOYER NAME: Allaye-Chan Law Firm
TO DATE: April 15,2011 ADDRESS: G Street, Sacramento, CA
Street # Street Name City State

DUTIES: Legal Secretary/ Personal Assistant

FROM DATE: August 2008 EMPLOYER NAME: Matsuyama Elementary School
TO DATE: June 2009 ADDRESS: 7680 Windbridge Drive, Sacramento
Street # Street Name City State

DUTIES: Child Care Provider

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

Pilgrim, Lindley

APPLICANT NAME

FROM DATE: _____ BUSINESS NAME: _____

TO DATE: _____ ADDRESS: _____
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED:

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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:

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:

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

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

Date: 4-30-12

DISCLOSURE AND REGULATORY REQUIREMENTS

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