



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

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

5

**Discussion Calendar
September 04, 2012**

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

Title: Review of Applications for Sacramento Metropolitan Arts Commission

Location/Council District: (Citywide)

Recommendation: Review applications and nominate candidates.

Contact: Katia Ligaiviu, Deputy City Clerk, (916) 808-7604, Office of the City Clerk;
Shelly Willis, Interim Director, (916) 808-3971, Convention, Cultural & Leisure
Department

Presenters: None

Department: City Clerk's Office / Department

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

Table of Contents:

Report	pg. 1
Attachments	
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.

Board/Commission:	Sacramento Metropolitan Arts Commission
Available Positions:	Two (2)
Category Description(s):	Category A: Public-at-large
Status of Incumbents:	<ul style="list-style-type: none"> • Allison Joe – Re-applying and Application Attached • Cheryl Holben – Re-applying and Application Attached

Residency Requirement(s):	City Residency Is Required
----------------------------------	----------------------------

No.	Applicant Name	District	Category	Comments	
1	Allison S. Joe	6	A	Incumbent	
2	Cheryl Holben	3	A	Incumbent	



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: Sacramento Metropolitan Arts Commission

CATEGORY FOR WHICH YOU ARE APPLYING: Commissioner A
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: Joe Allison S E-Mail: _____
Last First Middle

Home Address: U Street Sacramento CA 95817
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: Six (6) 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):

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).

Sacramento Metropolitan Arts Commission - Commissioner. See previous answer.

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

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

DUTIES: _____

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

Allison S. Joe

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/ Allison S. Joe
Type Name if Returning Via E-Mail or Print, Sign and Mail

Date: 08-23-2012

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:

ALLISON S. JOE
SMAC Commissioner: Purpose Statement
August 23, 2012

SMAC is a vital part of the community. Its programs support creative and entrepreneurial thinking, local businesses, educational efforts, and helps to establish a sense of place and community unique to the City. In the past three years, I've been fortunate to serve as a Commissioner, and would like to pursue a second term to continue the work I've done with SMAC. My role and background on the Commission is critical to the next generation of artists and arts supporters - ensuring future generations of artists and arts supporters - ensuring that SMAC's programs provide value to the community and are broadly applied to all Sacramentans (and visitors!). As an urban planner with a background in community and economic development, I understand the value of the arts beyond the aesthetic - it supports the values and soul of a community as well. I think my role in the last few years has been to broaden the audience for the arts (and broaden what is typically thought of as "the arts") and develop strategic partnerships with businesses, community organizations, and academic institutions to create a stronger Sacramento. I would like to continue to do that for a second term.

ALLISON S. JOE, AICP

U Street ♦ Sacramento, CA 95817 ♦ (916)

– CELL ♦ (916)

– HOME

EXPERIENCE

State of California Governor's Office of Planning and Research. *Sacramento, California.* 5/11 – present
Senior Planner. Coordinates statewide efforts related to land use policy, implementation of statewide and regional planning efforts, including review of policies in support of sustainable communities strategies, the Statewide Water Master Plan update, renewable energy development, and infill and transit-oriented development policies. Provides direct support and technical assistance to local governments related to land use planning, environmental requirements, and economic development strategies, particularly related to recent legislation related to smart growth and climate change.

California Department of Housing and Community Development. *Sacramento, California.* 5/10 – 5/11
Housing Policy Analyst. Analyzing, advising, and assisting in implementing state and local government housing-related laws, policies, and programs. This work includes review of and technical assistance related to local housing elements to allow for the development of a wide variety of housing to meet the state's housing needs. Other analysis includes evaluation of funding applications for affordable housing, emergency shelter, and community and economic development projects. Currently reviewing pending and existing policy related to SB 375, AB 32, and related climate change efforts and developing user-friendly reference documents to assist local governments in implementing SB 375 requirements.

ASJ Consulting. *Sacramento, California.* 9/09 - present
Principal. Professional services consultant specializing in working with diverse communities to establish models for community and economic development purposes. Facilitation, strategic planning, and project management for start-up organizations, nonprofits, and community groups. Strategies to incorporate social media and other efforts with current marketing and outreach techniques to support and develop underserved and underrepresented markets. Analysis and evaluation of market and economic conditions in support of development projects and programs.

Economic & Planning Systems, Inc. *Sacramento, California.* 8/03-9/09
Vice President. 8/07-9/09
Senior Associate. 8/05-8/07
Associate. 8/03-8/05

Project management and technical support for public and private sector clients for a land economics and public finance consulting firm. Worked with consultant teams to develop specific plan and other related planning documents for master-planned greenfield and infill development in California, including market analysis, public facilities and infrastructure financing plans, and economic and fiscal impact studies. Conducted demographic and economic trend analysis, including market and financial feasibility analysis for infill development in the Cities of Los Angeles (Wilmington), West Sacramento, Ventura, California, and Bellevue, Washington. Analysis of market and economic trends and issues in support of several general plan documents, including those in the Cities of Lincoln, Sacramento, and San Joaquin County. Experienced in analyzing project returns, residual land values and other financial parameters under a range of project and financing assumptions, including in-depth analysis of affordable housing policies and transit-oriented development. Other projects include analysis and development of economic development policies, downtown/commercial corridor development, and growth management policies.

Project management duties included development of project scopes and budgets, management of internal staffing, and day-to-day client management. Increased role in firm organization, development and coordination of internal firm resource management and staffing. Coordination and oversight of firm-wide marketing and business development efforts, including competitive proposal coordination, development of collateral materials, development of synergistic consulting partnerships, and conference participation.

Gateway Cities Partnership, Inc./USC Center for Economic Development (CED) *Paramount, California.* 9/01-8/03
Program Coordinator. Developed a long-term workforce strategy to address shortages in the healthcare industry in the Gateway Cities and San Gabriel Valley regions. Evaluation of data and information on existing training programs, facilities, recruitment and retention efforts in the region. Coordinated with regional consortium of healthcare providers, educators, nurses and elected officials to develop and implement this strategy. Through a partnership with USC, served as a project coordinator for a U.S. Employment Training Administration grant for the Gateway Cities Partnership and Workforce Investment Board of Southeast L.A. County. Coordinated activities assessing, evaluating and tracking progress of over 1,000 students participating in this machinist training program. Developed surveys tracking the status of program participants and disseminated survey results.

Larta - Los Angeles Regional Technology Alliance. *Los Angeles, California.* 9/01 – 6/02
Research Associate. Assisted with research agenda for a think tank for technology businesses. Performed extensive economic analysis for the publication of the *2001 Southern California Technology Innovation Index*. Researched and wrote a comprehensive report on the technology industry in Orange County.

California Technology, Trade and Commerce Agency. *Sacramento, California.* 8/00-8/01
Legislative Assistant/Analyst. Developed, drafted, and analyzed state legislation affecting the Agency, creating policies related to economic development, tourism, technology innovation and incubators, military base retention and reuse, small business, international trade, and infrastructure funding in California. Served as a liaison between the Agency, the Governor's Office, and the State Legislature. Represented the Agency by testifying before Legislative committees and working with Legislative staff.

California Department of Finance. *Sacramento, California.* 8/99-8/00
Budget Analyst. Developed the annual Governor's Budget for five State departments, including the Department of Industrial Relations and the Office of Criminal Justice Planning. Analyzed departmental budget requests, reviewed expenditure and revenue forecasts and defended the budget during legislative hearings. Analyzed the fiscal and programmatic impacts of legislation. Worked with state agencies to analyze unmet public needs and develop recommendations to meet those needs.

California Arts Council. *Sacramento, California.* 10/98-8/99
Assistant Chief of Grants Programs/Executive Fellow. Instrumental in the development of a grants program to support municipal arts agencies. Worked with the California Main Street Program in order to develop materials focusing on the role of the arts in community redevelopment. Developed transition materials for the Office of the Governor and incoming State legislators and staff. Created legislative hearing agendas and developed conference panels for the Governor's Conference on the Arts.

Colt Stewart Inc. *Sacramento, California.* 7/97-8/98
Executive Assistant. Organized and supervised daily operations for six public service magazines. Managed accounts payable, payroll, as well as general managerial tasks. Headed public relations effort for the release of new political and education magazines through general informational calls, promotional flyers and advertising notices. Editorial research and field work also performed in creating new publications, *Government West* and *Education West*.

EDUCATION

University of Southern California. *Los Angeles, California.*
Master of Planning. Concentration: Community & Economic Development. May 2003.

- Dean's Merit Scholar 2001-2003.
- Director's Award for Leadership in Planning. 2003.

Claremont McKenna College. *Claremont, California.*
Bachelor of Arts, Politics, Philosophy, and Economics (PPE)/Government. May 1997.

- Dean's List - Fall 1994, Spring 1995, and Fall 1996.
- Edward J. Sexton PPE Fellow. 1995-1997.

SELECTED ACTIVITIES AND AWARDS

- Professional Affiliations: Member – American Institute of Certified Planners.
Member - American Planning Association.
Member - Urban Land Institute – Sacramento Chapter.
Subcommittee: ULI Young Leaders Group – At-Large Member and Urban Plan Liaison.
Co-Chair - USC Associated Students of Planning and Development. 2002-03.
- Community Affiliations: Sacramento Metropolitan Arts Commission (SMAC) – Commissioner. 2009 - present.
SMAC Arts Education Committee – Member. 2007-2008.
Verge Center for the Arts – Advisory Committee. 2012 - present.
VSA (Very Special Arts) Sacramento/I Can Do THAT! Board development, strategic planning, and fundraising support as VSA reorganizes and restructures its legal status and board. 2010-present.
New Leaders Council Fellow 2010.
Asian Pacific Chamber of Commerce: Catalyst Leadership Program. 2011-2012.
Sacramento Area Emergency Housing Center (SAEHC) – Event Committee Chair 2009-2011.
SAEHC After Hours at Fairytale Town Event Volunteer 2005-present.
Volunteer Center of Sacramento – “Problem Solver of the Year” 2010.
- Awards: Sustainable Communities Leadership Fellow. 2002.
State of California Executive Fellow – Office of the Governor & Center for California Studies. 1998-99.
Baker-Lowe Scholar - Lowe Institute of Political Economy. 1997.
- Publications/
Presentations: Panelist: “The Arts in the Central Valley” Great Valley television program, produced by KVPT Fresno in conjunction with the Great Valley Center. April 2010
Guest Lecture: “The Arts and Economic Development” USC School of Policy, Planning, and Development – Los Angeles. 2010.
Guest Speaker: UC Extension, “Planning in California: An Overview” – Midtown Sacramento – Current Trends and Topics in Planning. 2006-present.
Principal Author: *Gateway Cities & San Gabriel Valley Health Professions Assessment*. 2002.
Principal Author: *Raising the Curtain: The Technology Economy of Orange County*. 2002.
Editor & Coordinator: Center for California Studies - Capitol Fellows Newsletter. 1999-2000.
Managing Editor – *Government West* magazine. 1997-1998.



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: Sacramento Metropolitan Arts Commission

CATEGORY FOR WHICH YOU ARE APPLYING: Public at-large A
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: Holben Cheryl E. E-Mail: _____
Last First Middle

Home Address: 45th Street Sacramento CA 95819
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: Three (3)
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 have had the honor of serving on SMAC for the past few years. I believe that a vibrant arts community is crucial to the development of a thriving, world class city and region. I have served as the president of the Center for Contemporary Art, Sacramento, launched and executed the Capital Area Studio Tour and worked with artists throughout the region on myriad projects. I am dedicated, persistent, resourceful and a true advocate for the arts in Sacramento.

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 Metropolitan Arts Commission

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:

Denison University - Bachelor of Arts, Political Science

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: 06-01-1992 EMPLOYER NAME: Cheryl Holben Designs - Self-employed
TO DATE: 08-09-2012 ADDRESS: 45th Street Sacramento CA
Street # Street Name City State

DUTIES:

Own and operate interior design business

PRIOR EMPLOYER(S):

FROM DATE: 09-01-87 EMPLOYER NAME: US Senator Thad Cochran
TO DATE: 04-30-92 ADDRESS: Russell Senate Office Building Washington DC
Street # Street Name City State

DUTIES:

Legislative Assistant

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: 06-01-92 BUSINESS NAME: Cheryl Holben Designs
TO DATE: 08-09-2012 ADDRESS: 45th Street Sacramento CA
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED:

Interior Design

CITY OF SACRAMENTO -
APPLICATION FOR APPOINTMENT

Cheryl E. Holben
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/ Cheryl E. Holben
Type Name if Returning Via E-Mail or Print, Sign and Mail

Date: 08-09-2012

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:
