



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

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

**2**

**Discussion Calendar  
September 18, 2012**

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

**Title: Review of Applications and Conduct Interviews for Animal Care Services  
Citizens Advisory Committee**

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

**Recommendation:** Conduct interviews 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 / General Services 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
<b>Attachments</b>	
1 Available Positions / Applicant List	pg. 3

**ATTACHMENT 1**

**Background:**

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

<b>Board/Commission:</b>	Animal Care Services Citizens Advisory Committee
<b>Available Positions:</b>	One (1)
<b>Category Description(s):</b>	<b>Category B:</b> Shall be actively involved in the operation of an animal welfare organization
<b>Status of Incumbent:</b>	<b>Eugene Lukehart</b> – Has served the maximum number of terms

<b>Residency Requirement(s):</b>	City Residency Not Required for this Category
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No.	Applicant Name	District	Category	Comments	Attendance
1	Dawn M. Capp	2	B		Confirmed
2	Jacqueline M. Logan	Elk Grove	B		Not 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:** Animal Care Services Citizens Advisory Committee

**CATEGORY FOR WHICH YOU ARE APPLYING:** Animal Care Professional

Description (if applicable)

B

Category Letter

Name of Company/Organization Being Represented (if applicable): Chako Pit Bull Rescue

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

Applicant Name: Capp Dawn M E-Mail: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_ Wind Creek Drive Sacramento CA 95838  
Street # Street Name City State Zip

Mailing Address (if different than home address): PO BOX Sacramento CA 95834  
Street # Street Name City State Zip

Resident of City Council District No: Two (2) 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 do a great deal of work with both the city and county shelters, and I have often sat in on these meetings. While I work primarily with Pit Bulls, according to recent shelter data, Pit Bulls and Chihuahuas are making up a large percentage of the shelter population. I look forward to working with the City to find ways to promote spaying/neutering of all pets and reducing the number of dogs that wind up in shelters and improving the adoption rate of dogs that do end up in shelters.

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:

\_\_\_\_\_



CITY OF SACRAMENTO -  
APPLICATION FOR APPOINTMENT

Dawn Capp  
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/ Dawn Capp/ Date: 09-19-2011  
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:

At times may need to have service dog accompanying



# City of Sacramento

## Application for Appointment to Boards/Commissions and Committees

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF SACRAMENTO

2012 JUL -9 P 1:30

**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: \_\_\_\_\_ B  
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: Logan Jacqueline M E-Mail: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_ Silver Hawk Way Elk Grove CA 95758  
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: County of Sac Business in Council District No: \_\_\_\_\_  
Required If Applicable

Home Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

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

I have been an animal advocate since I was very little, owning my first animal when I was only three years old. I have been involved in the animal welfare community for almost 15 years and even started my own 501c3 non-profit in 2009. I am the president and founding member of People for the Advocacy and Welfare of Strays Pet Rescue, Inc., a non-profit located in Elk Grove. I have also worked and volunteered within the Sacramento County Shelter where I witnessed first hand the result of animal over-population. I am a strong advocate of spay and neutering and believe I would be an excellent addition to this committee by providing knowledge and insight into the overpopulation problem resulting in overcrowded shelters. I would like to be a member of this committee because I want to make a difference and share my experience.

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:**

University of California, Santa Barbara: B.A. in Sociology  
Penn Foster College: Veterinary Technician (currently in)

**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: 02-01-2011 EMPLOYER NAME: Blue Ravine Animal Hospital  
TO DATE: 08-01-2011 ADDRESS: Prairie City Road Folsom CA  
Street # Street Name City State

DUTIES: Oversaw operation of the shelter. Cleaned cages, took shelter dogs for walks, administered vaccinations and microchip

**PRIOR EMPLOYER(S):**

FROM DATE: 09-01-2009 EMPLOYER NAME: Peet's Coffee and Tea  
TO DATE: 10-01-2010 ADDRESS: Laguna Blvd. Elk Grove Ca  
Street # Street Name City State

DUTIES: Cash Handling, assisting customers with orders, food and drink preparation, counting inventory, stocking supplies

FROM DATE: 09-01-2006 EMPLOYER NAME: 24 Hour Fitness  
TO DATE: 12-15-2008 ADDRESS: 820 State Street Santa Barbara CA  
Street # Street Name City State

DUTIES: Certified Personal Training, constructed nutrition plans, fitness plans, and behavior modification

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

Jacqueline M. Logan  
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:   
Type Name if Returning Via E-Mail or Print, Sign and Mail

Date: 7/2/12

**DISCLOSURE AND REGULATORY REQUIREMENTS**

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**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:

# Animal Welfare Volunteer Positions

- 1997-2004                      *Community Concern for Cats*                      Walnut Creek, CA
- Fostered many different cats at my home during the week, brought fostered cats to PetCo every weekend, feral rehabilitation, and assisted in adoption counseling
- 2004-2007                      *Animal Shelter Assistance Program*                      Santa Barbara, CA
- Fostered kittens ages three days to ten weeks old, bottle fed, and taught socialization
- 2009-Current                      *L.A.P.C.A.T.S.*                      Elk Grove, CA
- Provide transport to vets, go to center every week to assist in cleaning out cages and feeding cats at the center
  - Currently foster cats through the organization and provide socialization, food, water, and shelter
- 2009-Current                      *People for the Advocacy and Welfare of Strays (P.A.W.S.)*                      Elk Grove, CA
- Personally founded this organization in July 2009, specifically to help special needs animals where medical intervention was necessary.
  - Foster animals and provide adoption services as well
- 2010                      *Sacramento County Animal Shelter*                      Sacramento, CA
- Completed a medical internship that included spay and neuter prep, microchipping, medical rounds, vaccinations, cleaning cages, assembling surgical packs, blood draws, combo testing and preparing medical paperwork
  - Received volunteer of the year award along with 20 other volunteers for morning cleaning crew
- 2010-Current                      *Sacramento Area Animal Coalition*                      Sacramento, CA
- Participated in Spay Day 2010 and 2011. Spay Day 2010 I served as a Veterinary Technician and Spay Day 2011 I served as a site supervisor to Kittle Family Veterinary Practice and Hatton Animal Hospital.
  - Answer the 808-SPAY hotline and speak with low income individuals about qualifying for spay and neuter vouchers as well as answer questions to other animal related topics such as low cost vaccinations and licensing.

2011

*Abel Pet Clinic*

Elk Grove, CA

- Interned for Dr. Byam for three months to gain understanding of a small vet practice
- Checked-in clients, performed blood testing, drew blood, combo testing, made appointments, medical filing, filled prescriptions, and assisted the veterinarian in exams.

**Municipal Services Agency**

**Department of Animal Care and  
Regulation**

David Dickinson, Director



Bradley Hudson, County Executive  
Rob Leonard, Chief Deputy County  
Executive

**County of Sacramento**

April 27, 2012

To Whom It May Concern,

Jacqueline Logan has served many capacities in the Animal Welfare industry. In 2010, she interned with our Department in the medical unit completing some of the most treacherous and difficult tasks including prepping animals for surgery and assisting with the daily rounds. Jacqueline also served as volunteer at the shelter, assisting with the morning cleaning crew to help get all of the animals fed and kennels cleaned before opening time. Additionally, she has been an active foster parent for cats that need additional time in a home environment before being placed up for adoption.

Jacqueline was always prompt, eager to advocate for the proper care of animals, willing to take on additional tasks and challenges and was extremely reliable.

In addition to the role Jacqueline played within our shelter, she is also a very active advocate in the community and exercises sound judgment when interacting with customers and animals.

Sincerely,

Tara Diller

Administrative Officer II

Sacramento County Animal Care

(916) 875-4781

Dillert@saccounty.net