



CITY OF MARTINEZ

**CITY COUNCIL AGENDA
October 6, 2010**

TO: City Council
FROM: Mayor Rob Schroder
PREPARED BY: Mercy G. Cabral, Deputy City Clerk
SUBJECT: Appointments to Commissions and Reappointment
DATE: September 28, 2010

RECOMMENDATION:

Consider approval o reappointment to the Cemetery Commission; and appointments to the Cemetery, Civil Service, and Veterans Commissions.

BACKGROUND:

Carter Wilson, Cemetery Commissioner, has requested to be reappointed. The Cemetery Commission has two current vacancies; Civil Service Commission currently has one vacancy; and the Veterans Commission has two vacancies.

Notice of Commission/Committee vacancies have been published and posted at City Hall, Martinez Senior Center, and the City's website. Applications are accepted on a continuous basis and are kept on file for two years.

ACTION:

Motion approving reappointment and appointments to the following Commissions:

- A. Reappointment of Carter Wilson to the Cemetery Commission.
- B. Appointment of Carolyn Duncan and Peter Carpenter to the Cemetery Commission.
- C. Appointment of Denise Sanchez Cannon to the Civil Service Commission.
- D. Appointment of Shane Bower to the Veterans Commission.

Attachments

City Hall, 525 Henrietta Street



Martinez, CA 94553-2394

RECEIVED
AUG 16 2010

CITY OF MARTINEZ
CITY CLERKS OFFICE

CITIZEN INTEREST FORM

Date: _____

NAME: Mr. Ms. Duncan Carolyn Boone
(Last) (First) (Middle)

RESIDENCE: 634 Tolbert St Martinez CA 94553
(No. & Street) (City) (Telephone No.)

BUSINESS: _____
(No. & Street) (City) (Telephone No.)

EDUCATION: MS, human resources, golden gate University
BS. Organizational Behavior USF, AA general education Santa Monica College

JOB EXPERIENCE: _____

I am interested in serving on the following commission(s)/committee(s) IN ORDER OF PREFERENCE: (1=First Choice, 2=Second Choice, etc.)

- CEMETERY COMMISSION
- CIVIL SERVICE COMMISSION
- DESIGN REVIEW COMMITTEE
- VETERANS COMMISSION
- PLANNING COMMISSION
- BOND OVERSIGHT COMMITTEE
- PARK, RECREATION, MARINA, AND CULTURAL COMMISSION
- OTHER _____

QUALIFICATIONS FOR APPOINTMENT OR REASONS FOR APPLICATION:

Citizen interest, interest in historic issues.
president Main street Martinez
Board Member Main street Martinez
Home Tour - Martinez Historical Society - planning Committee 4 yrs.
Martinez Woman of the Year.

(over)

The following local residents are qualified to comment on my capabilities.
(Include at least two individuals who are not connected officially with the City of
Martinez.)

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE NO.</u>
Richard Duncan	634 Talbert St Mtz	925 964-9309
Richard Patchin	1324 Estudillo Mtz	925-370-1495
Cathy Riggs	1934 Estudillo Mtz	925 228-1002
Laura Delaney	2250 Castro Mtz	925-

RESIDENCY:

I have been a resident of California since

1956

A resident of Contra Costa County since

1989

A resident of Martinez since

1991

Richard Duncan
(Signature)

Return completed form to:

CITY CLERK, City of Martinez
525 Henrietta Street
Martinez, CA 94553
925) 372-3512/Fax 925) 229-5012
2/6/09

Office Use Only:
Date Interviewed _____
Appointed _____
Commission _____
Reso No. _____



16-00-02

RECEIVED
MAY 13 2010

CITY OF MARTINEZ
CITY CLERKS OFFICE

CITIZEN INTEREST FORM

Date: 9 May 10

NAME: ^{Mr.}~~Ms.~~ Carpenter, Peter Jan
(Last) (First) (Middle)

RESIDENCE: 1022 Pine Meadow Ct., Martinez 957-0895
(No. & Street) (City) (Telephone No.)

BUSINESS: _____
(No. & Street) (City) (Telephone No.)

EDUCATION: High School

JOB EXPERIENCE: Caltrans Engineering Tech

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- VETERANS COMMISSION
- PLANNING COMMISSION
- BOND OVERSIGHT COMMITTEE
- PARK, RECREATION, MARINA, AND CULTURAL COMMISSION
- OTHER _____

QUALIFICATIONS FOR APPOINTMENT OR REASONS FOR APPLICATION:

I am currently serving as caretaker for St. Catherine of Siena Parish Cemetery.

The following local residents are qualified to comment on my capabilities.
(Include at least two individuals who are not connected officially with the City of
Martinez.)

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE NO.</u>
Larry Schwientfuerter	1231 Ulfinian Way	228-2581
Rob Sausedo	1056 Plaza Dr.	250-4007
Mike Fontana	1132 Heavenly	228-9005
Chuck Ushner	1030 Pine Meadow Ct	370-2405

RESIDENCY:

I have been a resident of California since

1935

A resident of Contra Costa County since

1999

A resident of Martinez since

1999

Peter J. Carpenter
(Signature)

Return completed form to:

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Appointed _____
Commission _____
Reso No. _____



CITIZEN INTEREST FORM

Date: 9-24-10

NAME: Mr Ms CANNON DENISE SANCHEZ
(Last) (First) (Middle)

RESIDENCE: 262 AUGUSTINE DR. MARTINEZ 925-335-2549
(No. & Street) (City) (Telephone No.)

BUSINESS: 900 WARD ST. MARTINEZ 925-957-2226
(No. & Street) (City) (Telephone No.)

EDUCATION: HIGH SCHOOL DIPLOMA, PARALEGAL CERTIFICATE

JOB EXPERIENCE: SEE ATTACHED RESUME.

I am interested in serving on the following commission(s)/committee(s) IN ORDER OF PREFERENCE: (1=First Choice, 2=Second Choice, etc.)

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- BOND OVERSIGHT COMMITTEE
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- OTHER _____

QUALIFICATIONS FOR APPOINTMENT OR REASONS FOR APPLICATION:

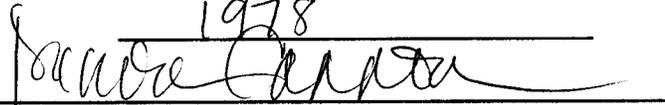
The following local residents are qualified to comment on my capabilities.
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Martinez.)

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE NO.</u>
GABY AVINA	318 MAGAWNEY DR	372-5384
SUSAN NELSON	210 AUGUSTINE DR	229-9693

RESIDENCY:

I have been a resident of California since _____
A resident of Contra Costa County since _____
A resident of Martinez since _____

1965
1965
1978


(Signature)

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Attachment to Citizen Interest Form
September 24, 2010
Denise Sanchez Cannon

My qualifications are attached in a resume.

I am interested in being part of the Civil Service Commission to be involved in the oversight of personnel matters related to the City of Martinez and apply my 12 years of management knowledge skills and abilities. I am also interested in volunteering my time in the community to be more closely involved in the decisions that affect the city I love.

DENISE SANCHEZ CANNON
262 Augustine Drive
Martinez, CA 94553
(925) 335-5683

WORK EXPERIENCE

**Contra Costa County District Attorney Manager of Law Offices/Department Safety Coordinator
November 2007 to present**

Responsibility for the management of all clerical operations in the Martinez and Richmond Law Offices of the District Attorney's department. Coordinate clerical operations with the Attorneys-in-charge of branch operations, special prosecutions and the superior court division.

- Work closely with the District Attorney to make policy and procedural decisions that affect the clerical support staff;
- Supervise four subordinate office managers in three locations and 35 clerical support staff simultaneously to ensure policies and procedures are applied consistently;
- Initiate reports on clerical operations including procedures, systems, workload, space and equipment requirements and staffing needs on an ongoing basis;
- Make recommendations and write proposals to increase staffing levels as the operational needs dictate;
- Conducted recruitment of new clerical staff and Office Managers, including reviewing applications and resumes and conducting interviews. Created interview questions for all levels of clerical staff and prepared documentation needed for the candidates (ie., Hiring Admonishment);
- Evaluate clerical staff workload, set work priorities and direct the establishment of production quotas and standards for subordinate clerical staff;
- Review and interpret Memoranda of Understanding, Personnel Management Regulations and state and federal employment law, and consult with county Human Resources, Labor Relations or County Counsel when necessary;
- Prepare Counseling Memo, Letters of Reprimand, Skelly Notices which involve all levels of discipline;
- Represented the department on disciplinary grievances;
- Meet and confer with Union Representatives on workplace issues brought by clerical staff to resolve potential grievances;
- Conduct personnel investigations involving clerical staff;
- Discuss investigative findings and make recommendations of discipline to the District Attorney;
- Represented the department and participated in settlement negotiations relative to disciplinary actions;
- Coach and mentor subordinate management and clerical support staff;
- Maintain a spreadsheet of salary increases and performance evaluations to ensure timely processing for the clerical staff;
- Prepare complex statistical reports on a quarterly and annual basis.

**Court Manager, Contra Costa County Superior Court, Martinez
September 1997 to October 2007**

Responsible for the daily operations in the Civil Unlimited Legal Processing and Calendar Units, Limited Civil clerical unit, Probate Investigations clerical support unit, and the Jury Services unit, which included 37 clerical staff and three subordinate Court Managers.

- Responsible for oversight of daily operations of each unit including personnel management; Project manager for implementation of a jury web application project to allow prospective jurors to postpone service to a new date and update personal data on the courts' website;
- Coached and mentored two subordinate Court Managers and 15 clerical staff to ensure the highest level of service to all court participants;
- Prepare performance evaluations for all levels of staff and subordinate managers, consulted with subordinate managers on complex performance related issues involving clerical staff; conducted personnel investigations and recommended disciplinary action; one of which resulted in termination;
- Collaborate with court managers at all levels to ensure consistency with court-wide procedures in civil and jury operations; Prepare written correspondence in response to customer complaints and requests for refund of filing fees;

EDUCATION & TRAINING

1979 - 1983	Alhambra High School, Martinez, CA
1983 - 1996	Diablo Valley College, Pleasant Hill, CA
1994 - 1996	St. Mary's College, Moraga, CA.
	Paralegal Certificate
March 1998	Mid-Level Management Conference, CJER Leadership for the Next Millennium
March 2000	Mid-Level Management Conference, CJER The Future is Now; Leading the Courts in 2000
November 2000	Leadership 2000, Contra Costa Training Institute
	Certificate of Achievement
May 2001	Mid-Level Management Conference, CJER Seven Habits of Highly Effective People
	Certificate of Completion
September 2006	Project Planning and Management Administrative Office of the Court, San Francisco
	Certificate of Completion
May 2008	How to Manage Off-Site Employees Fred Pryor Seminar, Sacramento, CA
June 2008	Federal and State Employment Laws Skillpath Training Seminar, Modesto, CA

PROFESSIONAL REFERENCES

PAUL KUNKEL
FMR HR DIRECTOR,
CONTRA COST COUNTY SUPERIOR COURT
4 CARISBROOK DRIVE
ORINDA, CA 94563
925-260-4313 (cell)

LORIE RETHAGE
FMR DEPUTY EXECUTIVE OFFICER,
CONTRA COSTA COUNTY SUPERIOR COURT
854 VOLPAIA COURT
BRENTWOOD, CA 94513
925-813-4951 (cell)

GENE GREENWALD
DA CHIEF OF INSPECTORS
CCC DISTRICT ATTORNEY
900 WARD STREET
MARTINEZ, CA 94553
925-957-8749

City Hall, 525 Henrietta Street



Martinez, CA 94553-2394

CITIZEN INTEREST FORM

Date: 08 18 10

NAME: Mr. BOWER SHANE ROBERT
Ms. (Last) (First) (Middle)

RESIDENCE: 1407 MYRTLEWOOD CT MARTINEZ 925-957-6778
(No. & Street) (City) (Telephone No.)

BUSINESS: 111 AMADOR ST VALLEJO CA 707-648-4121
(No. & Street) (City) (Telephone No.)

EDUCATION: A.A. DEGREE DIAALO VALLEY COLLEGE

JOB EXPERIENCE: POLICE OFFICER MAY 1997 TO PRESENT,
U.S. ARMY RESERVE 1991 TO 2005, STAFF SERGEANT

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- OTHER _____

QUALIFICATIONS FOR APPOINTMENT OR REASONS FOR APPLICATION:

I AM A STRONG ADVOCATE FOR VETERANS RIGHTS. I BELIEVE THE MEN AND WOMEN WHO SERVED OUR COUNTRY SHOULD BE ACKNOWLEDGED AND HONORED FOR THEIR SACRIFICES. I AM A COMBAT VETERAN, OPERATION IRAQI FREEDOM 2004.

(over)

The following local residents are qualified to comment on my capabilities.
(Include at least two individuals who are not connected officially with the City of
Martinez.)

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE NO.</u>
<u>RON BOWER</u>	<u>406 TRAILHEAD WY</u>	<u>925-370-0333</u>
<u>JERRY BOOD</u>	<u>121 LANCE CT</u>	<u>925-682-5749</u>

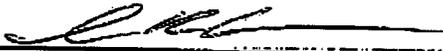
RESIDENCY:

I have been a resident of California since
A resident of Contra Costa County since
A resident of Martinez since

03-24-74

03-24-74

05-09-10



(Signature)

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