



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

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

**Discussion Calendar
June 15, 2010**

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

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

Location/Council District: (Citywide)

Recommendation: Review applications and nominate candidates.

Contact: Katia Ligaiviu, Deputy City Clerk, (916) 808-7604, Office of the City Clerk;
Penny Cistaro, Manager, (916) 808-7433, Animal Care Services.

Presenters: None

Department: City Clerk's Office / Animal Care Services

Division: N/A

Organization No: 04001011 / 13001111

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: | Abbi Novotny: Did not re-apply for another term |

| No. | Applicant Name | District | Category | Comments |
|-----|-------------------------|----------|----------|----------|
| 1 | Garcia, Kathleen | 7 | C | |
| 2 | Hertel, Meghan Ann | 4 | C | |
| 3 | Mackinnon, Robert Scott | 1 | C | |
| | | | | |



City of Sacramento

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CITY OF SACRAMENTO

Application for Appointment to Boards/Commissions and Committees

2010 MAR 18 P 1:31

INSTRUCTIONS: Provide all information requested; use blue or black ink; any 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, 1st Floor, 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 Citizens Advisory
CATEGORY FOR WHICH YOU ARE APPLYING: Public at-large "C"
Description 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: Marcia, Deborah Ann E-Mail: _____
Last First Middle
Home Address: _____
Street # Street Name City State Zip
Surfside Way Sacto. Ca 95831
Mailing Address (if different than home address): _____
Street # Street Name City State Zip
Resident of City Council District No: 7 Community Planning Area 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): Simply stated - a genuine love of animals. A deep sense of responsibility to educate & raise public awareness of serious avail., for the proper & humane treatment of all animals. Serving the community by promoting & ensuring the highest quality of care for animals in facilities or families.

Are you currently, or have you in the past, served on an advisory group? Circle: 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? Circle: Yes No

If yes, please explain: _____

Janice, Becklen
APPLICANT NAME

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: City College (Sac City) - Sacramento State University - Truman W. Johnson H.S.

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: MO 3 DAY current YR 2000 EMPLOYER NAME: Davita Dialysis

TO: MO current DAY current YR current ADDRESS: Campus Commons Dr. Sacramento, Ca. 95825

DUTIES: Registered Nurse (patient care) Staff / chg nurse

PRIOR EMPLOYER(S):

FROM: MO 4 DAY 15 YR 75 EMPLOYER NAME: AcuWest Dialysis / Total Renal Care

TO: MO 3 DAY 3000 YR 2000 ADDRESS: 300 University Sacramento, Ca. 95825

DUTIES: patient care tech, AVN, RN, chg nurse, Administrator (15yrs)

FROM: MO DAY YR EMPLOYER NAME: Brought out by Davita in March 2000.

TO: MO DAY YR ADDRESS:

DUTIES:

FROM: MO DAY YR EMPLOYER NAME:

TO: MO DAY YR ADDRESS:

DUTIES:

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

FROM: MO DAY YR BUSINESS NAME:

TO: MO DAY YR ADDRESS:

TYPE OF BUSINESS OR SERVICE RENDERED:

CITY OF SACRAMENTO -
APPLICATION FOR APPOINTMENT

Lucy Dehleen
APPLICANT NAME

FROM: MO ____ DAY ____ YR ____ BUSINESS NAME: _____

TO: MO ____ DAY ____ YR ____ 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: *Lucy Dehleen*
(original signature is required)

Date: *April 3, 2010*

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? Circle: 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? Circle: Yes / No

ACCOMMODATION INFORMATION

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION: *None*



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Application for

Appointment to Boards/Commissions and Committees

2010 MAR 26 A 10:49

INSTRUCTIONS: Provide all information requested; use blue or black ink; any 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, 1st Floor, 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 Citizens Advisory Comm.

CATEGORY FOR WHICH YOU ARE APPLYING: Public at-large C
Description Category Letter

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

Applicant Name: Hertel Meghan Anne E-Mail: _____
Last First Middle

Home Address: Freeport Blvd Sacramento CA 95818
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: 4 Community Planning Area No.: _____
Required If applicable

Home Telephone: (916) Business Telephone: _____

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

Are you currently, or have you in the past, served on an advisory group? Circle: 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? Circle: 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: BA Political Science - University of Florida (2002)
MA Environmental Science & Policy - Clark University (2007)

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: MO 8 DAY ___ YR '07 EMPLOYER NAME: Resources Legacy Fund
TO: MO ___ DAY ___ YR ___ ADDRESS: Capitol Mall, St 675 Sacramento, CA
Street # Street Name City State

DUTIES: Grants & Contracts administration, project management, budget tracking, donor relations.

PRIOR EMPLOYER(S):

FROM: MO 9 DAY ___ YR '03 EMPLOYER NAME: American Arbitration Association
TO: MO 7 DAY ___ YR '05 ADDRESS: 2200 Century Pkwy, St 300 Atlanta, GA
Street # Street Name City State

DUTIES: Managed large construction arbitration cases and other dispute resolution services.

FROM: MO ___ DAY ___ YR ___ EMPLOYER NAME: _____
TO: MO ___ DAY ___ YR ___ ADDRESS: _____
Street # Street Name City State

DUTIES: _____

FROM: MO ___ DAY ___ YR ___ EMPLOYER NAME: _____
TO: MO ___ DAY ___ YR ___ 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: MO ___ DAY ___ YR ___ BUSINESS NAME: _____
TO: MO ___ DAY ___ YR ___ ADDRESS: _____
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED: _____

CITY OF SACRAMENTO -
APPLICATION FOR APPOINTMENT

Hertel, Meghan
APPLICANT NAME

FROM: MO ___ DAY ___ YR ___ BUSINESS NAME: _____

TO: MO ___ DAY ___ YR ___ 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:  Date: 3/19/10
(original signature is required)

DISCLOSURE AND REGULATORY REQUIREMENTS

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ACCOMMODATION INFORMATION

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION: _____

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CITY OF SACRAMENTO

Meghan Hertel
----- Freeport Blvd
Sacramento, CA 95818

2010 MAR 26 A 10:49

March 19, 2010

Penny Cistaro
Animal Care Services Manager
c/o Office of the City Clerk
Historic City Hall
915 I Street, First Floor
Sacramento, Ca 95814

Re: Animal Care Citizens Advisory Committee, Public At-Large Representative Position

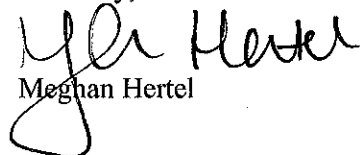
Dear Ms. Cistaro,

Six years ago, my supervisor asked if I would adopt a puppy that had wandered into her yard looking hungry and scared. Having three dogs herself, she couldn't keep the puppy and planned to take the dog to the county shelter. The night I picked up Tyler, my boss explained that her neighbor, underestimating the work involved in raising a puppy, decided to "set it free" and confessed to this when learning that another home had been arranged for the puppy. I will never know if the neighbor didn't know what animal care services were available or perhaps thought that the dog would do better alone in the suburbs of Atlanta. However, at that moment looking at the frightened, skinny puppy, I truly understood the importance of animal care services.

I grew up with pets and recognize the value that they add to our lives and the responsibility that we have over theirs. I currently own two rescue dogs and although I would love more, my husband has firmly and wisely set the limit at two. Serving on the Animal Care Citizens Advisory Committee would allow me the opportunity to help improve the lives of more animals than the two that now take up most of the bed at night. I would bring to the public at-large position my passion for animal welfare, experience as a citizen owning pets, and my knowledge of the challenges facing animal care service providers gained through my volunteer experience at the Dekalb County Humane Society. Additionally, I have strong communication skills; experience working with state, county, and city staff; and an understanding of how city government functions. My professional experience and skills are assets that would facilitate my service as a liaison to the Mayor, Council and City staff on behalf of the community.

A position as a public at-large representative on the Animal Care Citizens Advisory Committee would allow me the opportunity to have a positive impact on issues that I care deeply about. I would appreciate the opportunity to talk with you about what skills I can bring to this Committee. Thank you in advance for your time and consideration.

Sincerely,


Meghan Hertel

Encls.

Meghan A. Hertel

Freeport Blvd • Sacramento, CA 95818 •

SUMMARY OF QUALIFICATIONS

- Passion for animal welfare.
- Understanding of city government and experience volunteering at an animal care service provider.
- Strong communication skills sharpened through grassroots outreach and organizing.
- Pragmatic, level-headed approach to problem solving.

EDUCATION

Master of Arts in Environmental Science and Policy, May 2007

Clark University, Worcester, MA

Bachelor of Arts in Political Science, May 2002

University of Florida, Gainesville, FL

Minor: French Certificate: International Relations

Study Abroad - Kenya, Africa, June 2000

Florida Institute of Technology, Melbourne, Florida

EXPERIENCE

Conservation Program Administrator/Program Specialist August 2007-Present

Resources Legacy Fund/Resources Legacy Fund Foundation (RLF/F) – Sacramento, California

- Administer the San Francisco Bay Wetlands program, managing over \$17 million dollars of grants and contracts for the adaptive management restoration of approximately 16,000 acres of former salt ponds around the South Bay and in Napa County.
- Prepare and administer federal and state grants ensuring that all agreement requirements are met, project objectives achieved, and funds accurately accounted.
- Responsible for coordinating with state, federal, local, and nonprofit partners including the U.S. Fish and Wildlife Service, State Coastal Conservancy, Department of Fish and Game, Department of Water Resources, Natural Resources Defense Council, and others on project management.
- Cultivate relationships with potential donors and grant or contract recipients to develop projects and strategies that address current and emerging environmental issues, present projects and programs to Board for approval, and monitor project implementation reporting status and results to Board and funders.

2009 William R. Gianelli Water Leader

January 2009-November 2009

Water Education Foundation – Sacramento, California

- Selected as one of 20 young professionals to spend one year studying western water issues, enhancing individual leadership skills, and learning cooperative approaches to decision-making.
- Researched California water conservation issues, interviewed experts, and interpreted and presented results in a group report to the Water Education Foundation Board.
- Developed relationships with water professionals from a variety of backgrounds including the Farm Bureau, engineering firms, state agencies, and legislative staff – expanding knowledge of and networks with representatives of diverse positions on water resource management.

Fellowship

April 2006-April 2007

Albert Schweitzer Fellow, Environmental Health – Boston, Massachusetts

- Managed multiple environmental health projects including the development and distribution of educational outreach material on indoor water quality focusing on lead contamination in low-income, high minority neighborhoods; an outdoor mapping and data collection research project; a youth led air pollution study and the creation of a community trash action committee.

- Strengthened outreach and organizing skills by recruiting and leading community residents on “Healthy Neighborhood Walks” where they learned about environmental sampling equipment and sampled their neighborhoods for various pollutants including particulate matter and noise pollution.
- Coordinated Urban Youth Nutrition Workshop where 40 participants were educated about nutrition issues in environmental justice neighborhoods and developed potential family, community and city-wide responses.

Large Complex Case (LCC) Manager

September 2003-July 2005

American Arbitration Association - Atlanta, Georgia

- Managed caseload of more than 65 arbitration and mediation cases with claims exceeding \$500,000; sharpened professional communication skills by working closely with lawyers and state and federal judges, effectively explaining legal and administrative matters.
- Reviewed contract language for constituency, legal requirements and procedures
- Selected to be part of prestigious group of employees assigned to test and refine two pilot programs addressing arbitrator selection process; taught procedures and guidelines for the new programs to staff of 35 employees; recommendations implemented internationally.
- Mentored, trained and supervised six employees during their initial three months.

Community Organizing Internship

May 2006-August 2006

Toxics Action Center – Boston, Massachusetts

- Researched and wrote a 60 page national resource manual on invasive aquatic plants and alternative treatment techniques, simplifying scientific information for a general audience.
- Conducted community organizing focused on partnership and leadership development for several community led environmental action issues, including a campaign dealing with MassHighway’s planned pesticide spraying, the Bay Street Neighborhood Toxic Waste Clean-up Campaign and a national Chem-lawn campaign.
- Represented Toxic Actions Center at several public events including a Rhode Island bill signing and a Conservation Commission meeting in Natick, Massachusetts.

COMMUNITY INVOLVEMENT/OTHER

Albert Schweitzer Fellow for Life - Sacramento, California

August 2007 – Present

- Reviewer and panelist for 2010 fellow selection and for annual conference scholarships.

Maryhouse, Loaves and Fishes - Sacramento, California

November 2008-Present

- Make and serve breakfast to homeless women and children.

Pacific Stewardship Council - Oakland, California

Fall 2009

- Served as External Advisory Panel Member reviewing and rating grant proposals.

Association of Legal Administrators - Sacramento, California

Fall 2009

- Wrote article on greening work environments that was published in the *River City Review* and added to the Association of Legal Administrator’s library for reprint nationally.

Second Saturday Oak Park Clean-up - Sacramento, California

August 2007-August 2008

International Rescue Committee - Atlanta, Georgia

December 2003 - July 2005

Dekalb County Humane Society - Decatur, GA

January 2004 – July 2005

SKILLS

- Proficient in Microsoft Office Suite
- Extensive internet and primary source research experience
- Geographic Information Systems including spatial analysis and map creation with software such as Idrisi, GeoDa and ESRI products
- Spatial data creation using GPS, proxy data and environmental sampling data
- Database management (Normandy)



City of Sacramento

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Application for

Appointment to Boards/Commissions and Committees

2009 NOV 13 P 2:09

INSTRUCTIONS: Provide all information requested; use blue or black ink; any 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, 1st Floor, 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 Citizens Advisory Committee

CATEGORY FOR WHICH YOU ARE APPLYING: Public At Large C
Category Letter

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

Applicant Name: Mackinnon, Robert, Scott E-Mail: _____
Last First Middle

Home Address: Banderas Way Sacramento, CA 95835
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: 7 Community Planning Area 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 a long time animal lover and want to do what I can to guarantee their human treatment in City shelters. Also I think it is important to educate the public on the importance of spay/neuter of all domesticated animals.

Are you currently, or have you in the past, served on an advisory group? Circle: 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? Circle: Yes / No

If yes, please explain: _____

CITY OF SACRAMENTO -
APPLICATION FOR APPOINTMENT

Robert Meckinnon
APPLICANT NAME

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: B.A. Political Science, University of Arizona, 2000

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: MO 04 DAY ___ YR 07 EMPLOYER NAME: Wells Fargo Insurance Services
TO: MO Present DAY ___ YR ___ ADDRESS: Natomas Park Drive #200 Sacramento, CA
Street # Street Name City State

DUTIES: _____

PRIOR EMPLOYER(S):

FROM: MO 09 DAY ___ YR 01 EMPLOYER NAME: Liberty Mutual Insurance Company
TO: MO 04 DAY ___ YR 07 ADDRESS: 1750 Howe Ave #400 Sacramento, CA
Street # Street Name City State

DUTIES: _____

FROM: MO ___ DAY ___ YR ___ EMPLOYER NAME: _____
TO: MO ___ DAY ___ YR ___ ADDRESS: _____
Street # Street Name City State

DUTIES: _____

FROM: MO ___ DAY ___ YR ___ EMPLOYER NAME: _____
TO: MO ___ DAY ___ YR ___ ADDRESS: _____
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BUSINESS ENTERPRISES: List business name including fictitious name and address of any business enterprises currently or previously owned or operated.

FROM: MO ___ DAY ___ YR ___ BUSINESS NAME: _____
TO: MO ___ DAY ___ YR ___ ADDRESS: _____
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED: _____

CITY OF SACRAMENTO -
APPLICATION FOR APPOINTMENT

Robert Mackinnon

APPLICANT NAME

FROM: MO ___ DAY ___ YR ___ BUSINESS NAME: _____

TO: MO ___ DAY ___ YR ___ ADDRESS: _____
Street # Street Name City State

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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: NA

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

Signature: *Robert Mackinnon*
(original signature is required)

Date: 11/10/09

DISCLOSURE AND REGULATORY REQUIREMENTS

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