





ANIMAL CARE ADVISORY COMMITTEE


BOARD DETAILS




OVERVIEW



SIZE 7 Seats



TERM LENGTH 3 Years



TERM LIMIT 6 Years

The Animal Care Advisory Committee advises the City Council and City Manager on all aspects of animal control including fees, staffing, ordinances, procedures and policies and facilities. The jurisdiction and actions of the Committee shall be advisory only.



DETAILS

COMPOSITION

It shall consist of seven (7) members. Terms will be for three-years. At least one member shall be a veterinarian. Two members shall be members of local animal welfare organizations (at least one of the organizations must operate an animal shelter). The remaining four members shall represent the community at-large. All members shall serve until their successors are appointed and qualified and each shall be a resident of the City. The City Manager or his representative and the Animal Care Services Manager shall serve as ex-officio members of the Committee without vote. The Committee, by majority vote, shall elect its own Chairman who shall preside at all meetings of the Committee and a Vice-Chairman who shall act as president in the absence of the Chairman. The Animal Care Services Manager or his designated representative shall serve as the secretary of the Committee. The Animal Care Advisory Committee is designated as the Animal Shelter Committee required by the Health and Safety Code.

CREATION / AUTHORITY

Section 2-115, Code of Ordinances. Ord. Nos. 14214 - 2/22/78; 17573 - 4/20/83; 17748 - 7/27/83; 20294 - 5/3/88; 024461 - 5/22/01; 030405 - 1/20/15.

MEETS

3rd Thursday of every month, 12:30 p.m., Animal Care Facility Conference Room, 2626 Holly.

TERM DETAILS

Three-year terms.

DEPARTMENT

Corpus Christi Police Department

OTHER INFORMATION

**Animal Care Advisory Committee
March 27, 2018**

Two (2) vacancies with terms to 5/31/18 and 5/31/19 representing the following categories: 1 - Community At-Large and 1 - Veterinarian. *(Note: Staff is recommending the postponement of the Veterinarian category for further recruitment.)*

Name	Board Name	Status	District	Term	End date	Category
Keera E Seiger	ANIMAL CARE ADVISORY COMMITTEE	Resigned	District 4	Partial	5/31/18	Community At-Large
Dr Sara Andux	ANIMAL CARE ADVISORY COMMITTEE	Resigned	District 5	1	5/31/19	Veterinarian
Cheryl Martinez	ANIMAL CARE ADVISORY COMMITTEE	Active	District 1	2	5/31/18	Animal Welfare
Samantha Person	ANIMAL CARE ADVISORY COMMITTEE	Active	District 5	1	5/31/19	Animal Welfare/Shelter
Linda A Gibeaut	ANIMAL CARE ADVISORY COMMITTEE	Active	District 2	1	5/31/20	Community At-Large
Margaret R. Obregon	ANIMAL CARE ADVISORY COMMITTEE	Active	District 2	1	5/31/19	Community At-Large
Sharon Ray	ANIMAL CARE ADVISORY COMMITTEE	Active	District 5	1	5/31/20	Community At-Large

**Animal Care Advisory Committee Applicants
March 27, 2018**

Name	Boards Applying For	District	Employer	Work Address	City	St.	Category
Connie B Bowen	ANIMAL CARE ADVISORY COMMITTEE	District 3	K9 Convoy	4937 Jo Ann Street	Corpus Christi	TX	Community At-Large Local Animal Welfare Organization
Melissa D Bruton	ANIMAL CARE ADVISORY COMMITTEE	District 4	CCRV	8045 IH 37	Corpus Christi	TX	Community At-Large
Mark Crider	ANIMAL CARE ADVISORY COMMITTEE	District 1	Retired		Corpus Christi	TX	Community At-Large
Heather Harris	ANIMAL CARE ADVISORY COMMITTEE	District 4	Retired RN and teacher		Corpus Christi	TX	Community At-Large
Zachary King	ANIMAL CARE ADVISORY COMMITTEE	District 4	Nueces County	705 W. Ave A	Port Aransas	TX	Community At-Large
Karla Loften	ANIMAL CARE ADVISORY COMMITTEE	District 1	TAMBC Inc	4418 Leopard St	Corpus Christi	TX	Community At-Large
Cynthia K Matlock	ANIMAL CARE ADVISORY COMMITTEE	District 5	De La Fuente Construction, Inc.	1321 Glenoak Drive	Corpus Christi	TX	Community At-Large Local Animal Welfare Organization
Rosie Saenz	ANIMAL CARE ADVISORY COMMITTEE	District 3	School of Science and Technology	4737 Saratoga	Corpus Christi	TX	Community At-Large
Jake A Trevino	ANIMAL CARE ADVISORY COMMITTEE	District 1	CC Area Oil Spill Control	1231 Navigation Blvd	Corpus christi	TX	Community At-Large
Carrie L Withers	ANIMAL CARE ADVISORY COMMITTEE	District 4	Corpus Christi Army Depot	308 Crecy Street	Corpus Christi	TX	Community At-Large

Application for a City Board, Commission, Committee or Corporation

Profile

 Prefix Connie _____
 First Name

 Middle Initial B

 Last Name Bowen

 Suffix

 Email Address

 Street Address

 City

 Suite or Apt

 State

 Postal Code

What district do you live in? *

District 3

(Note: If you do not know your district click [here](#))

Current resident of the city?

Yes No

40 years
 If yes, how many years?

Are you a registered voter?

Yes No

 Primary Phone

 Alternate Phone

K9 Convoy
 Employer

Owner
 Job Title

4937 Jo Ann Street
 Work Address - Street Address and Suite Number

Corpus Christi

Work Address - City

TX

Work Address - State

78415

Work Address - Zip Code

3615103764

Work Phone

K9convoy@yahoo.com

Work E-mail address

Preferred Mailing Address

None Selected

Which Boards would you like to apply for?

ANIMAL CARE ADVISORY COMMITTEE: Submitted

Interests & Experiences

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

No

Education, Professional and/or Community Activity (Present)

I am the President and a founder of the local foster based animal rescue FAITH & HOPE Foundation. In addition to rescue, I also have an animal transport business that takes approximately 100 dogs out of the Coastal Bend Area

Why are you interested in serving on a City board, commission or committee?

I would like to be part of the solution to the local stray and pet ownership issues in Corpus Christi.

Upload a Resume

Please upload any additional supporting documents.

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Female

Verification

City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

I Agree

City Code Requirement - Attendance

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I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application for appointment it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

I Agree

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

Yes No

Do you, your spouse, your business or your spouse's business have a City contract?

Yes No

Does your employer or your spouse's employer have a City contract?

Yes No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

Yes No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

Yes No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department.

N/A

Board-specific questions (if applicable)

Question applies to ANIMAL CARE ADVISORY COMMITTEE

Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories?

Local Animal Welfare Organization

Application for a City Board, Commission, Committee or Corporation

Profile

 Prefix Melissa _____
 First Name

 Middle Initial D

 Last Name Bruton

 Suffix

 Email Address

 Street Address

 Suite or Apt

 City

 State

 Postal Code

What district do you live in? *

District 4

(Note: If you do not know your district click [here](#))

Current resident of the city?

Yes No

3
If yes, how many years?

Are you a registered voter?

Yes No

 Primary Phone

 Alternate Phone

CCRV
 Employer

sales representative
 Job Title

8045 IH 37
 Work Address - Street Address and Suite Number

Corpus Christi

Work Address - City

Texas

Work Address - State

78409

Work Address - Zip Code

361-289-5400

Work Phone

melissa@ccrv.net

Work E-mail address

Preferred Mailing Address

Home/Primary Address

Which Boards would you like to apply for?

ANIMAL CARE ADVISORY COMMITTEE: Submitted

Interests & Experiences

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

No

Education, Professional and/or Community Activity (Present)

former zookeeper, volunteered at numerous animal care facilities, ran a pet sitting business, managerial experience

Why are you interested in serving on a City board, commission or committee?

Upload a Resume

Please upload any additional supporting documents.

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Female

Verification

City Code Requirement - Residency

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I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

I Agree

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

Yes No

Do you, your spouse, your business or your spouse's business have a City contract?

Yes No

Does your employer or your spouse's employer have a City contract?

Yes No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

Yes No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

Yes No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department.

Board-specific questions (if applicable)

Question applies to ANIMAL CARE ADVISORY COMMITTEE

Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories?

None of the Above

Application for a City Board, Commission, Committee or Corporation

Profile

_____	Mark	_____	Crider	_____
Prefix	First Name	Middle Initial	Last Name	Suffix

Email Address

Street Address

Suite or Apt

State

City

Postal Code

What district do you live in? *

District 1

(Note: If you do not know your district click [here](#))

Current resident of the city?

Yes No

76

If yes, how many years?

Are you a registered voter?

Yes No

Primary Phone

Alternate Phone

Retired

Employer

Job Title

retired

Work Address - Street Address and Suite Number

Work Address - City

Work Address - State

Work Address - Zip Code

Work Phone

retired

Work E-mail address

Preferred Mailing Address

Home/Primary Address

Which Boards would you like to apply for?

ANIMAL CARE ADVISORY COMMITTEE: Submitted

Interests & Experiences

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

Education, Professional and/or Community Activity (Present)

Animal Advocate

Why are you interested in serving on a City board, commission or committee?

I would like to see improvement and changes in the way the city deal with animals in the community. Helping to make changes in city ordinances is just one of the ways to go forward.

Upload a Resume

Please upload any additional supporting documents.

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Male

Verification

City Code Requirement - Residency

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I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

I Agree

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

Yes No

Do you, your spouse, your business or your spouse's business have a City contract?

Yes No

Does your employer or your spouse's employer have a City contract?

Yes No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

Yes No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

Yes No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department.

Did not answer yes

Board-specific questions (if applicable)

Question applies to ANIMAL CARE ADVISORY COMMITTEE

Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories?

None of the above

Application for a City Board, Commission, Committee or Corporation

Profile

_____ **Heather** _____ **Harris** _____
 Prefix First Name Middle Initial Last Name Suffix

Email Address

Street Address

Suite or Apt

State

City

Postal Code

What district do you live in? *

District 4

(Note: If you do not know your district click [here](#))

Current resident of the city?

Yes No

2 _____

If yes, how many years?

Are you a registered voter?

Yes No

Primary Phone

Alternate Phone

Retired RN and teacher _____

Employer

Job Title

1925 Waldron _____

Work Address - Street Address and Suite Number

Corpus Christi

Work Address - City

Tx

Work Address - State

78418

Work Address - Zip Code

830-353-3849

Work Phone

hah153@aol.com

Work E-mail address

Preferred Mailing Address

Home/Primary Address

Which Boards would you like to apply for?

ANIMAL CARE ADVISORY COMMITTEE: Submitted

Interests & Experiences

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

No

Education, Professional and/or Community Activity (Present)

BS in education. 5 years teaching experience. AD in Nursing - 24 yrs nursing experience Currently serving as President of South Texas Master Naturalists.

Why are you interested in serving on a City board, commission or committee?

I care a lot about animals and have 10 rescues at home, a horse, 2 donkeys, 6 dogs and a cat. I believe that I have some ideas to better the lives of animals in our city, and enhancing the lives of our residents, as a result. I used to volunteer with Habitat for Horses and Lone Star Equine Rescue. I have trained 2 mustang mares. I had 9 horses and 5 donkeys (fosters) at one time, along with 5 dogs and four cats, 2 rabbits, 2 ducks and 10 chickens that were rescued and rehomed. All animals are up-to-date on shots, Heartgard, Nexgard, chipped and fixed, the livestock are only up-to-date on shots as the other treatments are not applicable to them.

Upload a Resume

Please upload any additional supporting documents.

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Female

Verification

City Code Requirement - Residency

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Yes No

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Yes No

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Yes No

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Yes No

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Yes No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes No

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I didn't answer yes to any of the questions.

Board-specific questions (if applicable)

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None of the above

Application for a City Board, Commission, Committee or Corporation

Profile

_____ Zachary _____ King _____
 Prefix First Name Middle Initial Last Name Suffix

Email Address

Street Address

Suite or Apt

City

State

Postal Code

What district do you live in? *

District 4

(Note: If you do not know your district click [here](#))

Current resident of the city?

Yes No

5 _____

If yes, how many years?

Are you a registered voter?

Yes No

Primary Phone

Alternate Phone

Employer

Job Title

Work Address - Street Address and Suite Number

Port Aransas

Work Address - City

TX

Work Address - State

78373

Work Address - Zip Code

361-749-5212

Work Phone

officerzach@gmail.com

Work E-mail address

Preferred Mailing Address

Home/Primary Address

Which Boards would you like to apply for?

ANIMAL CARE ADVISORY COMMITTEE: Submitted

Interests & Experiences

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

No

Education, Professional and/or Community Activity (Present)

Why are you interested in serving on a City board, commission or committee?

I love animals and desire to be involved in overseeing their welfare.

Upload a Resume

Please upload any additional supporting documents.

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Male

Verification

City Code Requirement - Residency

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I Agree

Oath

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Code of Ethics - Rules of Conduct/Conflicts of Interest

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Yes No

Do you, your spouse, your business or your spouse's business have a City contract?

Yes No

Does your employer or your spouse's employer have a City contract?

Yes No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

Yes No

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Yes No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes No

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N/A

Board-specific questions (if applicable)

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None of the above

Application for a City Board, Commission, Committee or Corporation

Profile

KARLA

First Name

K

Middle Initial

LOFTEN

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

[Redacted]

City

State

[Redacted]

Postal Code

What district do you live in? *

District 1

Current resident of the city?

Yes No

12

If yes, how many years?

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Tamc inc

Employer

not_collected

Job Title

4418 leopard st

Work Address - Street Address and Suite Number

Corpus Christi

Work Address - City

Texas

Work Address - State

78408

Work Address - Zip Code

3618824901

Work Phone

Karlalofthen@gmail.com

Work E-mail address

Preferred Mailing Address

Home/Primary Address

Which Boards would you like to apply for?

ANIMAL CARE ADVISORY COMMITTEE: Submitted

Interests & Experiences

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

No

Education, Professional and/or Community Activity (Present)

I am the contact for an organization called Paws Across America and a local animal advocate

Why are you interested in serving on a City board, commission or committee?

I feel I can bring ideas along with solutions that could possibly help our city's issues with strays and enforcement of violations

Demographics

Gender

Female

Verification

City Code Requirement - Residency

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Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

Yes No

Do you, your spouse, your business or your spouse's business have a City contract?

Yes No

Does your employer or your spouse's employer have a City contract?

Yes No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

Yes No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

Yes No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes No

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Board-specific questions (if applicable)

Question applies to ANIMAL CARE ADVISORY COMMITTEE

Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories?

None of the above

Application for a City Board, Commission, Committee or Corporation

Profile

Prefix First Name Middle Initial Last Name Suffix

Email Address

Street Address Suite or Apt

City State Postal Code

What district do you live in? *

District 5

(Note: If you do not know your district click [here](#))

Current resident of the city?

Yes No

If yes, how many years?

Are you a registered voter?

Yes No

Primary Phone

Alternate Phone

Employer

Job Title

Work Address - Street Address and Suite Number

Corpus Christi

Work Address - City

Texas

Work Address - State

78418

Work Address - Zip Code

(361-937-9300

Work Phone

cmatlock@dlfci.com

Work E-mail address

Preferred Mailing Address

Home/Primary Address

Which Boards would you like to apply for?

ANIMAL CARE ADVISORY COMMITTEE: Submitted

Interests & Experiences

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

No

Education, Professional and/or Community Activity (Present)

Yes, I work with the community to help save animals. I work with several rescue organizations, I do fund raisers for them, donate for vetting, transports, food, etc. I also foster for different organizations. I also rescue on my own. I have been involved in rescuing and saving animals for nearly 40 years. I have a lot of experience in rescue and in community involvement.

Why are you interested in serving on a City board, commission or committee?

I would like to try to help make a difference in the life's of the animals and the problems concerning them. I think that with the right people who are willing to try to educate the public and work to help control the stray population we can make a difference. I also believe that getting the word out on spay and neutering would help tremendously. I believe the citizens need to be advised of the current laws and that they need to stop breaking them.

[cindys_resume_3-15-18.docx](#)

Upload a Resume

[Archer_letter.pdf](#)

Please upload any additional supporting documents.

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Female

Verification

City Code Requirement - Residency

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I Agree

City Code Requirement - Attendance

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I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application for appointment it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

I Agree

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

Yes No

Do you, your spouse, your business or your spouse's business have a City contract?

Yes No

Does your employer or your spouse's employer have a City contract?

Yes No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

Yes No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

Yes No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department.

did not answer yes to any of the above questions.

Board-specific questions (if applicable)

Question applies to ANIMAL CARE ADVISORY COMMITTEE

Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories?

Local Animal Welfare Organization



Summary

Successful office professional with 40 years of work experience. 17 years in administrative position, 28 years payroll experience, 19 years management experience, 23 years in accounts payable and accounts receivables, 28 years bookkeeping and 29 years invoicing. A professional with a record of increased responsibility. Proficient in prioritizing and completing tasks in a timely manner, yet flexible to multi-task when necessary. Always willing to learn new programs and processes. A team player who is attentive to detail and able to work in a fast paced environment. Excellent oral and written communication skills.

Highlights of Qualifications

Diverse management experience to a broad range of opportunities. Proficient in Payroll & Payroll Accruals, HR, Accounting, Management Skills, Employee Relations, A/P, A/R, Invoicing, Quarterly Reports, Microsoft Excel, Microsoft Outlook, RTMS, Ajera and other accounting programs.

Professional Background

De La Fuente Construction, Inc.

03-06-2018

to Present

& Safe-Net Services, LLC.

Project Administrator/Accounting

- Project Administrator - consisting of locating new projects to bid.
- Coordinating all paperwork and contacting sub-contractors to bid the projects.
- Receiving all bids from contractors to for proposed project.
- Preparing all files for the project and maintaining them throughout the job.
- Tracking all certified payroll, w-9's, certificates of insurance and daily logs.
- Receiving Invoices for subcontractors and suppliers, coding of invoices and entering all invoices into quick books.
- Preparing all Release of Liens monthly for subcontractors and suppliers for payment.
- Scanning and printing all blue prints for projects.
- Printing and preparing all submittals for each project.
- Coordinating payroll for employees and contractors.
- Preparing weekly quick book reports for tracking of accruals and vendor details.
- Maintaining all A/P and A/R

- HR - maintaining employee's files, applications and training.
- Assisting the Superintendents on each project.
- Responsible for submittal and contractual documents.
- Assist with budgeting of projects.
- Running Background Checks

Onyx Engineering

05-03-2014 to 10-21-2015

Please refer all employment verification to Insperity - contact #800-242-8893 Ext. 3796

Technician 3 - Accounting Dept.

- Responsible for receiving time sheets from Engineer's for their projects and entering them into the Ajera accounting program.
- Balancing employee's hours and matching them in the Valero Tracking System.
- Matching invoice with tracks reconciliations and billing summaries and invoicing them.
- Assist the safety department with billing.
- Assistant backup to the accounting department.

**Allis-Chalmers/Archer/Irongate Tubular
2014**

03-30-2010 to 01-31-

Tubular Division

District Administrative Assistant

- Coordinate payroll for both employees and contractors.
- Calculate salaries and benefits including verification of pay, hours worked as well as deductions.
- Facilitated application process ensuring that proper identification was received and documented.
- Coordinated the paperwork and testing for all staff, standard and D.O.T. DISA drug screens, as well as physicals and safety training.
- Create employee files and ensured they were up to date and contained all necessary documentation.
- Responsible for informing dispatch office of all new employees and their assigned department.
- Provide new employee orientation with regard to handbooks and code of conduct books.
- Responsible for the completion of HR change forms such as terminations, salary changes, changes in classification, vacation and sick leave.
- Facilitated all the paperwork for employee's medical, dental and vision insurance and 401K plans.
- Having district manager approve and sign off on applications and hiring packets.
- Sending application to corporate for background and moving violation reports.
- Billing and invoicing in the RTMS system.
- Cleaning up and highlighting them on Microsoft excel spreadsheets.
- Making copies of delivery tickets and time sheet to add to payroll.

- Breaking down payroll on spreadsheets by category of jobs it is coded to.
- Entering all personnel time, vacation time, and jury duty and safety bonuses into payroll.
- Tracking and figuring which employee's get paid safety bonuses.
- Handling employee's payroll checks.
- Matching bids and delivery tickets for invoicing.
- Giving equipment and performance reports to shop foreman and D.O.T. division.
- Setting up and maintaining all billing files.
- Listing all accruals on spreadsheets and send to corporate at end of month closing.
- Compiling employee's information for their safety bonuses every quarter.
- Breaking fuel reports down by employee and verifying dates and jobs with fuel usage.
- Submit approved billing summaries to finance department for final invoicing.
- Process and manage invoices for payment.
- Making sure all delivery tickets are accurate and up to date.
- Manage end of the month reports.
- Accruals for payroll and revenue.
- Ordering all office supplies, filing, answering phones.
- Training new employees.

The Kidz Store & Home Décor
to 12-23-2008
Manager/Owner

06-01-2005

- Responsible for daily operations – including customer relations.
- Compute, classify and record numerical data to keep financial records complete.
- Plan, direct and coordinate the work of the employee's.
- Determine the demand for products and services.
- Responsible for providing financial and administrative services.
- Process and monitor payments and expenditures.
- Making sure all A/P and A/R are accurate and up to date.
- Making sure that vendors and suppliers are paid within the established time limits.
- Receive and verify invoices for good and services.
- Verify that transactions comply with financial policies.
- Prepare batches of invoices for data entry.
- Manage weekly run of revenue.
- Record all checks and prepare all bank reconciliations.
- Supervise and coordinate the activities of clerical and administrative workers.
- Prepare vendor checks for mailing.
- Maintain and enter all information into accounting system for CPA.
- Ordering all inventory and merchandise.
- Compile and post employee time and payroll data.
- Establish and maintain confidential employee files.
- Compiling and preparing all quarterly and financial reports.

C & J Well Service, Inc.

06-06-1991 to 02-

14-2001

Owner

- Coordinate payroll for employees and contractors.
- Record all checks and prepare all bank reconciliations.
- Maintain all records for Texas Workforce and I.R.S. - quarterly and annually.
- Teach and instruct occupational subjects to the postsecondary level.
- Compile data, compute fees and charges, and prepare invoices for billing purposes.
- Compiling and preparing all quarterly reports and financial reports.
- Schedule worker's comp training and safety coordination.
- Calculated salaries and bonuses.
- Facilitated application process ensuring that proper identification was received and documented.
- Hiring and Firing of employees.
- Create employee files and ensured they are up to date and contained all necessary documentation.
- Setup and maintained all spreadsheets in the DTK system.
- Entered all personal time, vacation time, jury duty and safety bonuses onto payroll spreadsheets.
- Maintained fuel logs and reports on spreadsheets.
- Teach and instruct occupational subjects to the postsecondary level.
- Calculated salaries and bonuses including verification of pay, hours worked and deductions.
- Planned, directed and coordinated all human resource management activities of the company.
- Examined, analyzed and interpreted accounting records for the purpose of giving advice or preparing statements.
- Supervised employees on job responsibilities.
- Held interviews with persons desiring a position within the organization.
- Coordinated the work orders and movement of service to the customer.
- Planned all work activities and resources necessary to maximize work load.
- Planned and coordinated all drug testing, physical and moving violation reports.
- Kept all financial records complete.
- Established and maintained confidential employee files.
- Invoiced all work orders and delivery tickets.
- Maintained all well files and records on wells.
- Verified all coding of payroll for job costing.
- Making sure all vendors and suppliers were paid within established time limits.
- Prepared financial reports to determine or maintain asset records.
- Scheduling and dispatching jobs.

[REDACTED]

June 24, 2013

RE: Cynthia Matlock

To Whom It May Concern:

I would like to recommend Cynthia Matlock as a candidate for a position with your organization. Cynthia has been employed as a District Administrator since March 30, 2010; first with Allis Chalmers and then with Archer after the two companies merged. She would be a valuable addition to any organization.

Cynthia does an excellent job in this position for our tubular division and is an asset to our organization. She assists Human Resources as it concerns her division and has many tasks that she must complete daily. She is extremely organized, can work independently and is able to effectively multi-task to ensure that all projects are completed on time. Cynthia is always willing to help and has an excellent rapport with her employers, employees and our clients.

She would be an asset to any employer and I recommend her for any endeavor she chooses to pursue.

If you should have any questions or concerns, please do not hesitate to call me at [REDACTED]

Thank you,



Sharon Vara
HR Divisional Coordinator

Archer

Application for a City Board, Commission, Committee or Corporation

Profile

_____ Rosie _____ Saenz _____
 Prefix First Name Middle Initial Last Name Suffix

Email Address

Street Address

Suite or Apt

State

City

Postal Code

What district do you live in? *

District 3

(Note: If you do not know your district click [here](#))

Current resident of the city?

Yes No

28

If yes, how many years?

Are you a registered voter?

Yes No

Primary Phone

Alternate Phone

School of Science and technology

Employer

Asst Dean of Students

Job Title

4737 Saratoga

Work Address - Street Address and Suite Number

Corpus Christi

Work Address - City

Tx

Work Address - State

78413

Work Address - Zip Code

3618512450

Work Phone

Rsaenz@ssttx.org

Work E-mail address

Preferred Mailing Address

Home/Primary Address

Which Boards would you like to apply for?

ANIMAL CARE ADVISORY COMMITTEE: Submitted

Interests & Experiences

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

No

Education, Professional and/or Community Activity (Present)

MEd, BA, STEM Teachers, volunteer at GCHS, PAAC

Why are you interested in serving on a City board, commission or committee?

I have been a volunteer and advocate for animals in Corpus Christi for over 10 years. I have a passion for caring, socializing, and saving animals. I'm also passionate about my career in education. I feel that combining my passions to help educate and be a positive influence for our citizens towards animals, I can make a difference.

[Rosie_resume.rtf](#)

Upload a Resume

Please upload any additional supporting documents.

Demographics

Ethnicity

American Indian/Alaskan Native Aleutian

Gender

Female

Verification

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I Agree

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I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

I Agree

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

Yes No

Do you, your spouse, your business or your spouse's business have a City contract?

Yes No

Does your employer or your spouse's employer have a City contract?

Yes No

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Yes No

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Yes No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department.

No suits involved with City or any entity.

Board-specific questions (if applicable)

Question applies to ANIMAL CARE ADVISORY COMMITTEE

Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories?

None of the above



ROSIE SAENZ

OBJECTIVE

As an experienced educator, I would like to create appealing, interesting, and unique strategies of teaching that facilitates critical thinking and problem solving in students. I would like to explore and my experience and knowledge between students and other teaching staff via increasingly diverse roles within the school community.

CAREER SUMMARY

Experienced educator with demonstrated ability to teach, motivate, and direct students while maintaining high attentiveness and accomplishment. Consistently maintain excellent relations with students, parents, faculty, and administrators towards the mission of learning.

PROFESSIONAL EXPERIENCE

Technology Applications Teacher

Computer Science Teacher

Assistant Dean of Students

Aug 2012-Present

School of Science & Technology – Corpus Christi, TX

- Prepare lesson plans based upon district and state curriculum TEKS
- Confer with students and parents
- Robotics coach (FLL, TCEA)
- Maintain classroom management
- Create/maintain robotics mentorship programs between local colleges and SST
- Coached teams to state TCEA championship past 3 years
- Support technology integration with fellow teachers
- Support SST Testing Coordinator (MAP, Online STAAR, etc)
- Assist with dress code enforcement
- Discipline K-12 students
- Parent meetings regarding discipline issues/concerns
- Student behavior contracts
- Provide monthly discipline reports
- Weekly attendance reports and providing required documentation
- Responsible for detentions assigned
- Investigations for incidents report
- STEM Virtual National Judge past 2 years via US Army Engineers
- Began Read and Roll Over Program jointly with Gulf Coast Humane Society
- Google Aps Training
- Flipping Classroom trained

Science Lab Teacher

Sept 2011-June 2012

Corpus Christi Independent School District – Corpus Christi, TX

- Provide Science instruction for EC-5 grade classes
- Prepare material and lesson plans per grade TEKS
- Grant award recipient from CCEF
- Develop and maintain science projects with students
- Science club co-sponsor
- Dyslexia coach utilizing READ180

Teacher

Aug 2008 – Nov 2010

Cesar E. Chavez Academy Charter - Corpus Christi, TX

- Provide instruction in English, Reading, World History, and Technology for High School students
- Prepare lesson plans based upon district and state curriculum using CSCOPE
- Integrate technology into curriculum
- Use of critical thinking skills and differentiated instructional strategies
- Confer with student and parents

- Maintain classroom management and student cooperation
- Provide technology support for LEA
- Experience with grant proposals and submissions
- Provide teacher mentoring for new staff members
- Prepare, administer, and grade tests and assignments to evaluate students' progress and development

Teacher

Aug 2007 - Dec 2007

GCCLR - Corpus Christi, TX

- Provide instruction in English and BCIS for Middle and High School students
- Prepare lesson plans based upon district and state guidelines
- Integrate technology into course curriculum
- Additional assignments as requested
- Complete grading, reports, and follow up paper work for students
- Parent contacts and meetings

Network Administrator

Oct 2003 - Aug 2007

AAI/ESI - Kingsville, TX

- Manage Academics Network for Navy Ground Training
- Provide User Support and develop/provide training for new users
- Work on Instructional Design team for developing courseware
- Provide troubleshooting, system maintenance, and system analysis
- Implement new solutions for customers to promote higher efficiency
- Develop and implement network installation for servers, workstations, and associated peripherals
- Write documentation for system procedures, protocols, maintenance, and other items as required

Network Administrator

Nov 1995 - Sept 2003

Boeing Aerospace - Kingsville, TX

- Manage Academics Network for Navy Ground Training
- Develop/provide high level training and customer care
- Perform hardware/software installation on wide variety of computers and peripherals
- Provide troubleshooting, system maintenance, and system analysis, and system integration
- Implement new solutions for customers to promote higher efficiency
- Develop and implement network installation for servers, workstations, and associated peripherals
- Provide superior application support for students and support personnel
- Communicate all issues to the appropriate authority professionally and in a timely manner

EDUCATION

Master's in Education (MEd) - Instructional Technology, February 2005

American InterContinental University Hoffman Estates, IL

GPA 4.0

Bachelor's of Arts- History/English, March 1984

University of Maryland College Park

EC-4 Generalist Exam

EC-12 Technology Applications

PPR EC-12 Exam –

Texas Probationary Certificate English 9-12

PLTW CSE Certified

Application for a City Board, Commission, Committee or Corporation

Profile

Jake A Trevino

First Name

A

Middle Initial

Trevino

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

[Redacted]

Suite or Apt

[Redacted]

State

[Redacted]

City

Postal Code

What district do you live in? *

District 1

Current resident of the city?

Yes No

25

If yes, how many years?

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Cc area oil spill control

Employer

Hazmat tech

Job Title

1231 navigation blvd

Work Address - Street Address and Suite Number

Corpus christi

Work Address - City

Texas

Work Address - State

78403

Work Address - Zip Code

3614386612

Work Phone

jakstax457@gmail.com

Work E-mail address

Preferred Mailing Address

Home/Primary Address

Which Boards would you like to apply for?

ARTS & CULTURAL COMMISSION: Submitted

ANIMAL CARE ADVISORY COMMITTEE: Submitted

Interests & Experiences

Why are you interested in serving on a City board, commission or committee?

Demographics

Gender

Male

Verification

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Yes No

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Yes No

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Board-specific questions (if applicable)

Question applies to ANIMAL CARE ADVISORY COMMITTEE

Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories?

None of the Above

Question applies to ARTS & CULTURAL COMMISSION

Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories?

Public Art / Public Space

Application for a City Board, Commission, Committee or Corporation

Profile

Carrie

First Name

L

Middle Initial

Withers

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

[Redacted]

City

State

[Redacted]

Postal Code

What district do you live in? *

District 4

Current resident of the city?

Yes No

26

If yes, how many years?

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Corpus Christi Army Depot

Employer

Chief, Training and Employee Development

Job Title

308 Crecy Street

Work Address - Street Address and Suite Number

Corpus Christi

Work Address - City

Texas

Work Address - State

78419

Work Address - Zip Code

361-961-5541

Work Phone

carrie.l.withers.civ@mail.mil

Work E-mail address

Preferred Mailing Address

Home/Primary Address

Which Boards would you like to apply for?

ANIMAL CARE ADVISORY COMMITTEE: Submitted

Interests & Experiences

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

I do not.

Education, Professional and/or Community Activity (Present)

Member Del Mar College Business Advisory Committee. Treasurer and lifetime member of US Army Association of America (AAAA). Member and former President of Federal Manager's Association (FMA) Chapter 125. Volunteer (since May 2016) with People Assisting Animal Control (PAAC).

Why are you interested in serving on a City board, commission or committee?

[Lynn Withers Bio for City.docx](#)

Please upload any additional supporting documents.

Demographics

Gender

Female

Verification

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Yes No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

Yes No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes No

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Board-specific questions (if applicable)



Lynn Withers
Chief, Workforce Development

A native of Corpus Christi, Texas, Lynn began her career with the Department of Defense at Lowry Air Force Base in Denver, Colorado in 1987. After a four year tour in Heidelberg, Germany Lynn returned to Corpus Christi and began working at the Corpus Christi Army Depot in 1991 as an Administrative Assistant in the Total Quality Management and Organizational Design Office. During her career at CCAD she served in several capacities to include Total Army Quality Specialist and Instructor, Business Development Specialist, Depot Operations Officer Assistant, Administrative Officer, Maintenance Systems Analyst, and Supervisory Technical Training Advisor.

In July 2006, Lynn was selected as the Chief, Skills & Development Division in the Directorate of Human Capital Management. Lynn holds a number of certifications including Registered Third-Party Quality Systems Auditor, Administrator of the Myers-Briggs Personality Type Indicator, Certified Facilitator for the Covey Leadership Institute, Certified Motivational Speaker for Zig Ziglar See You At The Top Program, and Accredited Off-Campus Instructor for the Army Management Engineering College. Currently she serves as the Army Activity Career Program 32 (Training, Capabilities and Doctrine Warfighting Developers) Manager.

Lynn is involved in several organizations and volunteer efforts including the Federal Managers Association (Chapter 125 Trustee), Army Aviation Association of America (Lifetime Member), Operation Christmas Spirit (Committee Member), and People Assisting Animal Control (PAAC). She is married to Blaine Withers and is a proud parent and step-parent to their blended family of five children, eight grandchildren and two great-grandchildren. Lynn and Blaine are animal advocates, with six rescue dogs of their own, they also contribute each year to various local animal charities and serve as fosters when called upon to do so.

