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Letter of Nomination

March 22, 2012

The Honorable City Council
One City Hall Plaza, Second Floor
Oakland, CA 94612

Dear President Reid and members of the City Council:

Pursuant to City Charter section 601, the Mayor, hereby appoints the following persons as members of the following Board or Commission, subject to the City Council's confirmation:

HOUSING, RESIDENTIAL RENT AND RELOCATION BOARD

Edward Lai, Mayoral appointment to serve the term beginning February 12, 2012 and ending February 11, 2015 as a neutral member, filling the seat previously held by himself.

Guillermo Mayer, Mayoral appointment to serve the term beginning February 12, 2012 and ending February 11, 2015 as alternate tenant member, filling the seat previously held by himself.

Benjamin Scott, Mayoral appointment to serve the term beginning February 12, 2012 and ending February 11, 2015 as landlord member, filling the seat previously held by himself.

Thank you for your assistance in this matter.

Sincerely,

Jean Quan
Mayor

supervising associate attorneys and litigation support staff in handling defense of personal injury and construction defect litigations. My case handling responsibilities also include legal representation and litigation defense of small businesses, dentists, developers, design professionals, general contractors and subcontractors. My experience include depositions of percipient and expert witnesses, law and motion practice, drafting client letters, discovery, pre-trial and post trial pleadings. I have first chair trial experience in Federal Court and State Limited and Unlimited Courts, as well as presenting argument before the Appellate Courts.

INSURANCE CLAIM REPRESENTATIVE EXPERIENCE

August, 1999- August, 2001

SENIOR CLAIMS REPRESENTATIVE – CNA Insurance, 1001 Bayhill Drive, Suite 1000, San Bruno, California, 94066

Handled multi-line claims desk, with focus on construction defect litigated cases.

August, 1985 – July, 1999

CLAIMS REPRESENTATIVE – The Maryland Casualty Company, 1100 Grundy Lane, Suite 100, San Bruno, California 94066

Claims representative handling multi-line desk with first party and third party insurance claims. These files were primarily general liability, automobile liability, as well as construction defect litigated cases.

TEACHING EXPERIENCE

October, 2006 to Present

ASSOCIATE PROFESSOR – California State University, East Bay Campus
Instructor for college level classes in the Paralegal and Pre-law programs. Classes include Legal Writing & Research I and II, Personal Injury/Tort Litigation, Legal Ethics and Computer

Applications. My teaching duties include planning and organizing class programs and materials, presenting class lectures, providing instruction to students and responding to their questions, preparing and grading tests and other writing assignments.

June, 2001 to Present

INSTRUCTOR - SCORE, Contra Costa and Alameda Counties Small Business Program
Volunteer Instructor of monthly Legal Issues Program sponsored by County to assist individuals who are interested in starting their own small business. Duties include preparing presentation and materials, instruction of students and responding to their questions.

June, 1999 to Present

MOCK TRIAL VOLUNTEER JUDGE – Golden Gate University School of Law
Volunteer Judge for Law School appellate trial class, assisting law students in their presentation of mock appellate presentations.

OAKLAND COMMUNITY INTERESTS

Special Master for Contra Costa County re: Review of potentially privileged documents during service of search warrants by law enforcement personnel

Board of Directors, Alameda County Meals on Wheels Program

Member – City of Oakland Zoning Technical Advisory Group

Vice President, Redwood Heights Neighborhood Association

Oakland Police Department - Oral Boards Assessor - Assisted in the interviewing and selection/hiring of Oakland police officers

Graduate of the Oakland Police Citizen's Academy

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DRAFT

CITY ATTORNEY

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

RESOLUTION CONFIRMING THE MAYOR'S REAPPOINTMENT OF EDWARD LAI, GUILLERMO MAYER AND BENJAMIN SCOTT TO THE HOUSING, RESIDENTIAL RENT AND RELOCATION BOARD

WHEREAS, Section 601 of the City Charter provides that members of City boards and commissions shall be appointed by the Mayor subject to confirmation by the affirmative vote of five members of the City Council; and

WHEREAS, Ordinance No. 11954 C.M.S., adopted December 17, 1996, and amended by Ordinance No. 12030 C.M.S., adopted December 16, 1997, and further amended by Ordinance 12273 C.M.S., adopted July 25, 2000, and Ordinance No. 12399 C.M.S., adopted January 23, 2003, creates the Housing, Residential Rent and Relocation Board ("Board") to assume all duties and functions heretofore exercised by the Housing Advisory and Appeals Board, Relocation Appeals Board, and the Housing Advisory and Appeals Board; and

WHEREAS, the Board consists of seven (7) members, two tenants, two landlords, and three neutral members, serving not more than two consecutive three-year staggered terms and one alternate for each of the three classes of members; and

WHEREAS, the Honorable Mayor Jean Quan has reappointed Edward Lai to serve a second three year term as a Neutral Representative subject to confirmation by the City Council; and

WHEREAS, the Honorable Mayor Jean Quan has reappointed Guillermo Mayer to serve a second three year term as an Alternate Tenant Representative subject to confirmation by the City Council; and

WHEREAS, the Honorable Mayor Jean Quan has appointed Benjamin Scott to serve a second three year term as a Landlord Representative subject to confirmation by the City Council; now therefore be it

RESOLVED, that pursuant to City Charter section 601, the City Council hereby confirms the Mayor's appointment of Edward Lai to the Housing, Residential Rent and Relocation Board to a neutral seat for a three-year term beginning February 12, 2012 and ending February 11, 2015, filling the seat he previously held, Guillermo

Mayer to the Housing, Residential Rent and Relocation Board to an alternate tenant seat for a three-year term beginning February 12, 2012 and ending February 11, 2015, filling a seat he previously held, and Benjamin Scott to the Housing, Residential Rent and Relocation Board to an landlord seat for a three-year term beginning February 12, 2012 and ending February 11, 2015 filling a seat he previously held.

**IN COUNCIL, OAKLAND, CALIFORNIA,
PASSED BY THE FOLLOWING VOTE:**

**AYES – BRUNNER, KERNIGHAN, NADEL, SCHAAF, DE LA FUENTE, BROOKS,
KAPLAN AND PRESIDENT REID**

NOES –

ABSTENTIONS-

ABSENT-

ATTEST:

LATONDA SIMMONS

City Clerk and Clerk of the Oakland City Council