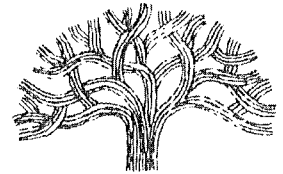


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OFFICE OF THE CITY CLERK  
OAKLAND  
18 MAY 31 PM 3:54

# CITY OF OAKLAND



CITY HALL • 1 FRANK H. OGAWA PLAZA, 3<sup>rd</sup> FLOOR • OAKLAND, CALIFORNIA 94612

Office of the Mayor  
Honorable Libby Schaaf  
Mayor

(510) 238-3141  
Fax (510) 238-4731

Letter of Appointment

May 31, 2018

The Honorable City Council  
One Frank H. Ogawa Plaza, Second Floor  
Oakland, CA 94612

Dear President Reid and members of the City Council:

Pursuant to City Charter Section 601, the Mayor has appointed the following persons as members of the following board or commission, subject to City Council confirmation:

### **Housing, Residential Rent and Relocation Board**

**Tanaia Hall**, to the Housing, Residential Rent and Relocation Board to serve a three-year term as an Alternate Tenant Representative that began February 12, 2018 and will end February 11, 2021, filling the seat previously held by Ulbaldo Fernandez.

**Denise Smith** to the Housing, Residential Rent and Relocation Board to serve the remainder of a three-year term as a Landlord Representative that began February 12, 2017 and will end February 11, 2020, filling the seat previously held by Ramona Chang.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Libby Schaaf".

Libby Schaaf  
Mayor

18 MAY 31 PM 3:54

Approved as to Form and Legality  
**DRAFT**

\_\_\_\_\_  
City Attorney's Office

## OAKLAND CITY COUNCIL

**RESOLUTION NO. \_\_\_\_\_ C.M.S.**

INTRODUCED BY MAYOR LIBBY SCHAAF

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**RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF  
TANAIIA HALL AND DENISE SMITH 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, Ordinance No. 12399 C.M.S., adopted January 23, 2003, and Ordinance No. 13373 C.M.S., adopted June 7, 2016, 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 two alternates for each of the three classes of members; and

**WHEREAS**, the Honorable Mayor Libby Schaaf has appointed Tanaiia Hall and Denise Smith to serve a three-year terms 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 appointments of;

**Tanaia Hall** to the Housing, Residential Rent and Relocation Board to serve a three-year term as an Alternate Tenant Representative that began February 12, 2018 and will end February 12, 2021, filling the seat previously held by Ulbaldo Fernandez.

**Denise Smith** to the Housing, Residential Rent and Relocation Board to serve the remainder of a three-year term as a Landlord Representative that began February 12, 2017 and will end February 11, 2020, filling the seat previously held by Ramona Chang.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL-WASHINGTON, GALLO, GIBSON MCELHANEY,  
GUILLÉN, KALB, KAPLAN AND PRESIDENT REID

NOES –

ABSENT –

ABSTENTION –

ATTEST: \_\_\_\_\_

LATONDA SIMMONS  
City Clerk and Clerk of the Council  
of the City of Oakland, California

**PROFESSIONAL SUMMARY**

37 years experience in mortgage banking industry  
25 years representing administrators in estate probate  
Over 25 years experience managing and supervising personnel  
Broad-based knowledge of lending practices  
Over 25 years' experience selling real estate  
Ability to motivate staff, utilizing individual skills to maximize productivity

**Publications & Media**

**10/2014-present**

Host & Producer of "Education in the Community" a real estate  
30-minute monthly segment through Public Television.

**8/2015**

Autobiography "Rags to Real Estate, one woman's journey to empowerment"

**1994-2004**

Hosted a Real Estate one-hour weekly TV Segment, "Dare to Dream"

**Professional Experience**

**3/94 - present**

**Royal Realtors & Loan Services, Oakland, CA**

**Owner/Broker**

- Negotiate residential and commercial real estate loans.
- Sell residential and commercial real estate in excess of 70 million dollars.
- Specialize in first-time buyers
- Provide home-buying seminars.

**2/91 - 3/94**

**Taboloff & Company, Oakland, CA**

**Real Estate Agent**

- Sold commercial and residential real estate in excess of 30 million dollars.

**2/90 - 12/93**

**The Mortgage Professionals, Burlingame, CA**

**Senior Underwriter**

- Specialized in bringing a company's backlogged loans up to current status.
  - Loans totaling 10 to 40 million dollars per assignment.
- Handled all long-term assignments.

• Clients included California Federal, STM Mortgage, and First Franklin Financial Real Estate.

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**2/89 - 2/90**

**Portfolio Manager**

**Freelance Consultant**

- Provided consultation services to corporations, managing and organizing all aspects of personal property portfolios.
- Evaluated closed real estate portfolios to determine feasibility for secondary markets.
- Increased rate of return and total amount of cash flow available from real estate holdings.

**5/86 - 2/89**

**Great Western Bank - San Francisco, CA**

**Loan Officer**

- Supervised 10 loan agents, 4 appraisers, and 5 processors/closers
- Interviewed and hired personnel.
- Placed retail and residential (1-16 units) fixed and ARM loans up to 1 million dollars.
- Acquired thorough knowledge of FNMA and FHLMC compliance regulations.
- Possessed signature authority of \$175,000.

**10/85 - 5/86**

**Senior Underwriter**

**Homestead Mortgage Corporation, Millbrae, CA**

- Managed and supervised 5 loan agents, 5 loan processors, and 3 document preparers.
- Specialized in retail and wholesale loans, REO's (residential 1-4 units).
- Reorganized Processing Department, instituting procedures for more expeditious processing of retail loans and REO's.
- Interacted with upper management to present, evaluate, and recommend loans.
- Recommended and underwrote loans to comply with FNMA and FHLMC guidelines.
- Reviewed appraisals for accuracy and completeness.
- Possessed signature authority of \$250,000.

**1/84 - 10/85**

**American Savings & Loan, San Francisco, CA**

**Supervisor, Loan Processing**

- Supervised 5-person staff.
- Interviewed and hired personnel.
- Supervised entire 12-person loan department in manager's absence.
- Underwrote residential real estate loans (FNMA/FHLMC) processed by staff.
- Reviewed documentation prior to authorizing funding of loans.
- Audited loans originating in branch.

**9/82 - 1/84**

**Western Community Center, San Francisco, CA**

**Senior Loan Processor**

- Trained and supervised new loan processors.
- Underwrote residential (1-4 units) loans (FNMA and FHLMC).
- Processed wholesale, retail, residential, and consumer loans.
- Qualified and prepared files and documents for submission.
- Maintained contact and rapport with title companies, real estate brokers, and agents.

**6/78 - 9/82**

**Pacific Plan of California, Daly City, CA**

**Loan Processor**

- Processed jumbo PPB loans (1-4 units).
- Reviewed title reports and CC&R's.

### Education & Skills

**1993**

Licensed California Real Estate Broker

Anthony Real Estate School; Oakland, CA

**1991**

Licensed California Real Estate Agent

California Real Estate School, Oakland, CA

Courses at San Francisco Community College and Skyline College including:

- Advanced Real Estate Appraisal
- Advanced Real Estate Finance
- Advanced Legal Aspects of Real Estate
- Real Estate Principals
- Business Law

### Professional and Community Affiliations

- Serves as Governor for the Women's Council of Realtors (state level 2005 and 2006); past District Vice President
- President elect (2007) of the Oakland Association of Realtors and has been elected to serve as president in 2008; past president of the local, 2001
- Board of Directors, Associated Real Property Brokers (ARPB) 2005 and 2006
- Appointed to the Affordable Housing Task Force by ex-Mayor Jerry Brown, 2003-04
- Featured in the California Association of Realtors, Dec 2005 issue
- Member, National Association of Female Executives and Travel
- Community service--10 years hosting a television program on home ownership (local cable station, channel 27)
- President, Business and Professional Women's Society, Allen Temple Baptist Church
- Member, Deacon Board, Allen Temple Baptist Church

## Summary of Related Experience

As an internal auditor, I have honed my ability to learn and evaluate business processes and evaluate compliance to policies, procedures, laws, contracts, and interviews to come to unbiased conclusions about ways to improve any existing systems. I have conducted investigations of "improper governmental activity" within the California state college systems which further developed my ability to evaluate conduct in more high stakes situations while also maintaining the utmost confidentiality. I am also trained in techniques to work as part of a team with divergent views and to use facilitation tools that will help groups come to agreement with differing perspectives and interests.

### Experience

**Senior Business Analyst**, University of California, Berkeley

2015 –

- Lead cross-functional teams in the role of business analyst and project manager to design and implement technical solutions for clients on or before schedule using Smartsheets and other project planning tools. Instrumental in creating internal unit and campus communication and marketing plan to ensure campus adoption and training of new tools.
- Successfully analyzed business process and led team to implement a campus-wide increase in the gift fee, working closely with IT programmers to ensure accurate programming in the Ellucian, Access and Peoplesoft gift and general ledger systems.

**Senior Auditor**, University of California, Berkeley

2010 – 2015

**Staff Auditor**

2010 - 2011

- Quick learner and self-starter able to research and learn various topics from human resource trends, laws and regulations, information technology developments.
- Manage projects and client relationships from risk assessment to project proposal, client program review and negotiation and reporting of results and follow-up action.
- Performed reviews of projects and operations at units on campus such as University Relations and other schools, colleges and research units.
- Astute in collaborating with different departments to share information.
- Demonstrated expertise at handling and keeping sensitive information confidential through conducting campus investigations and serving as an advisor to senior leadership.

**Senior Consultant**, Bearing Point (KPMG Consulting)

2007 – 2008

- Performed business and data analysis, and provided policy, procedure, and regulation guidance in connection with various cross-functional consulting projects at a major medical center and at California State University campuses.
- Developed and delivered training to principal investigators regarding financial reporting for their international grants and partnerships.

**Senior Auditor**, California State University, Office of the Chancellor

2004 – 2007

- Managed an audit project portfolio across all 18 CSU campuses as Auditor-in-charge of the entire project, from planning to report completion in areas such as, student housing and international programs.
- Conducted in-depth analyses of areas of significant risk, and advised campus presidents and their cabinets on opportunities for internal control improvements, resulting in full acceptance and adoption.
- Quickly researched and learned policy and state laws in unfamiliar areas resulting in successful audits and valuable identification of best practices.

### Leadership

**Founder and CEO**, The Animal and Community Resource Network, Oakland

2017 –

The Animal and Community Resource Network was founded from the desire to connect Oakland pet owners to services that will help them keep their pets when they have limited or no financial resources. We partner with the City of Oakland and other ani-

mal and human welfare organizations to outreach to the most vulnerable populations, including the shut-in elderly, homeless and unemployed. Services provided include dog and cat food distributions through a mobile pet food pantry and information about other free resources, such as vaccine and spay/neuter clinics.

**Member, Community Service, Elder Home Renovation Committees, Oakland Rotary #3**

2017- Present

Perform community service projects and make recommendations to fund worthy non-profit/NGO's in the US and abroad. Perform minor home maintenance for seniors in Oakland.

**Member, Chancellor's Staff Advisory Committee, UC Berkeley**

2011-2014

Confidential committee of 16 appointed UC Berkeley staff members who advise the Chancellor and his/her cabinet on staff issues and solutions that will support an environment that is in compliance with prevailing laws as well as equity and inclusion.

## **Education**

**Master of Business Administration, International Business,**  
Yonsei University-Graduate School of International Studies, Seoul, S. Korea  
Passed required language proficiency exam in French.  
Internship at the United Nations, New York

**Bachelor of Arts, Sociology, University of California, Los Angeles**  
Chancellor's Award for Outstanding Community Service