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**March 2, 2021**

**Council President Fortunato Bas and  
Honorable Members of the City Council  
One City Hall Plaza, Second Floor  
Oakland, CA 94612**

**Dear President Fortunato Bas and Members of the City Council:**

This letter serves to request the City Council’s confirmation of the appointment of Ms. Asha Reed as the City Clerk and Clerk of the Council.

Ms. Reed has served as an employee of the City of Oakland since April 22, 2013 joining the ranks of the Office of the City Clerk as a Legislative Recorder and assuming the position of Assistant City Clerk since July 29, 2017. During her tenure, Ms. Reed has served four iterations of Council, four Council Presidents, five City Administrators, and two Mayors under the direction of the previous City Clerk. She has served as Acting City Clerk since June 1, 2020 and has demonstrated the skills and competence to effectively handle the responsibilities of the Office of the City Clerk.

Ms. Reed holds a Bachelor’s in Advertising from San Jose State University, a Master’s in Integrated Marketing Communications with a focus in Public Relations from Golden Gate University and recently received her Master of Public Administration from Cal State East Bay.

I am confident that Ms. Reed will continue to be an asset to the City in the role of City Clerk; continuing to provide support to the City Council, staff, and the public that values transparency, integrity, and public access.

I urge your approval of Ms. Asha Reed as the City Clerk and Clerk of the Council.

**Respectfully submitted,**

A handwritten signature in black ink, appearing to read 'E. Reiskin'.

**Edward D. Reiskin  
City Administrator**