



2003 NOV -5 PM 5:06

1 FRANK H. OGAWA PLAZA • 3RD FLOOR • OAKLAND, CALIFORNIA 94612

Office of the Mayor
Jerry Brown
Mayor

(510) 238-3141
FAX: (510) 238-4731
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Letter of Nomination

November 18, 2003

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

Dear Councilmembers:

Upon nomination of the Mayor, the following person is hereby appointed as a member of the following Board or Commission:

Housing, Residential Rent and Relocation Board

Jean Rubsamén, Mayoral appointment as Tenant Representative to serve the term beginning February 12, 2001 and ending February 11, 2004 and ending February 12, 2004, filling the unexpired term of the position formerly held by tenant Bridgette Berrigan (term: 2/12/01-1/15/03).

If you have any questions or concerns, please feel free to contact me.

Sincerely,

JERRY BROWN
Mayor

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ORA/COUNCIL
DEC 02 2003

JEAN C RUBSAMEN

EDUCATION

1995 - 1997 Heald Business College Oakland, California
AA, Business Administration

PROFESSIONAL EXPERIENCE

January 2003 - Present *murakami*/Nelson Architectural Corp. Oakland, CA
*(formerly Hansen/Murakami/Eshima) Corporate Secretary/Treasurer,
Board of Directors*

October 1998 - Present *murakami*/Nelson Architectural Corp.
Business Manager

- Accounts Receivable, Accounts Payable, Payroll, Personnel, Benefits Manager, 401k Administration, Contract Administration

March 1997 – October 1998 *murakami*/Nelson Architectural Corp.
Executive Secretary

December 1996 – March 1997 East Bay Municipal Utility District
Temporary Position – Administrative Assistant – MBE Contract Compliance

1996 - 1999 We the People Foundation Oakland, CA
Bookkeeping

- Financial Statements, processing donations, preparation of non-profit income tax return

1997 - 1999 Brown for Mayor Oakland, CA
Bookkeeping

- Preparation of FPPC filings, financial statements, tracking donations and expenses

PERSONAL

*Lifetime East Bay Resident ~ primarily in Oakland
Attended Oakland Public Schools, elementary – high school
Proud mother of 4 year old daughter
Avid amateur photographer and traveler*

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DEC 02 2003

OAKLAND CITY COUNCIL

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OFFICE OF THE CITY CLERK
OAKLAND

RESOLUTION NO. _____ C.M.S.

2003 NOV -6 PM 1:41

RESOLUTION APPOINTING JEAN RUBSAMEN AS A MEMBER OF THE HOUSING, RESIDENTIAL RENT AND RELOCATION BOARD

WHEREAS, Chapter 8.22 Oakland Municipal Code creates the Housing, Residential Rent and Relocation Board whose members are nominated by the Mayor and approved by the City Council; and

WHEREAS, Chapter 8.22 Oakland Municipal Code specifies that members of the Housing, Residential Rent and Relocation Board are to serve three year terms, which are to be staggered so that some appointments will expire every year, and appointments to fill a term of office are only to be for the remainder of that term; now, therefore, be it

RESOLVED, that by the nomination of the Mayor, the following individual is hereby appointed to the term set forth below:

Jean Rubsamen, as Tenant Representative, to complete the term beginning February 12, 2001 and ending February 11, 2004, filling the position formerly held by Bridgette Berrigan.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES- BRUNNER, WAN, NADEL, QUAN, BROOKS, REID, CHANG, AND
PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

ATTEST:

CEDA FLOYD
City Clerk and Clerk of the Council
of the City of Oakland, California

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DEC 02 2003