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Office of the Mayor
Jerry Brown
Mayor

(510) 238-3141
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Letter of Nomination

May 3, 2005

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:

Public Ethics Commission

Curtis Below, Mayoral appointment to serve the term beginning January 22, 2005 and ending January 21, 2008, filling the seat formerly held by Lily Mayumi Kimura.

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

Sincerely,

JERRY BROWN
Mayor



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CRA/COUNCIL
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CURTIS WILLIAM BELOW

EXPERIENCE

7/00-
Present **Vice President of Client Service and Co-Founder**
GetActive Software, Inc. – Berkeley, CA

Client Relations

- Manage teams that oversee relations with GetActive clients, including account management, product support, product training and new client implementations.
- Run Client Advisory Board, send out monthly client newsletter and jointly project manage annual user conference.
- Sample clients include AFL-CIO, American Lung Association, US Chamber of Commerce and Environmental Defense.

Business Development

- Involved in nearly all early business aspects of GetActive's creation – created first marketing materials, sales materials and pricing scheme while contributing to first budgets and initial market analysis.
- Part of senior management team that makes long-term software development, human resource, partner relationship and other company strategic decisions.

Human Resources

- Taking on new responsibility to build out human resources department and develop staff training program intrinsically tied client feedback and interactions.

Product Development

- Work closely with SVP of Product Development to integrate client concerns and desires into software while balancing long-term product and market placement goals.

10/98-7/00 **Legislative Assistant/Jesse Marvin Unruh Assembly Fellow**
Assemblymember Herb J. Wesson, Jr. – Sacramento, CA

Policy and Political Analysis

- Shepherded numerous bills for the Assemblymember through the legislative process, including drafting legislative language and working with lobbyists, legislative policy committees and the offices of other members of the Legislature.
- Staffed the Assemblymember on the Assembly Utilities and Commerce Committee and the Assembly Health Committee, analyzing complex legislation, researching background information, meeting with varied interest groups and making voting recommendations.

Press Relations

- Drafted press releases and worked with the print, radio and television media to convey information regarding the Assemblymember's legislation.

Constituent Relations

- Worked with constituents to address their state and local level problems and concerns.

12/98-1/99 **Researcher and Strategic Analyst**
Governor-elect Gray Davis Transition Office – Sacramento, CA

Political and Press Analysis

- Researched and produced a report making strategic recommendations to Governor-elect Gray Davis' Transition Team regarding their pre-budget release press strategy.

6/96-10/98 **Research Associate**

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5/23/02

Environmental Defense Fund – Oakland, CA

Policy Analysis and Research

- Investigated and critiqued state and local efforts at formalizing environmental priority setting through comparative risk analysis.
- Researched human health toxicity data availability for chemicals with likely human exposure and published accompanying report, *Toxic Ignorance*.

Computer Skills

- Assisted in the creation of an expansive relational database of chemical toxicities, environmental releases, and human exposures and designed interactive website (www.scorecard.org).

9/94-8/95 **Lead Geographer/Computer Cartographer Navigation Technologies – Sunnyvale, CA**

Computer and Managerial Skills

- Supervised data entry and conducted quality assurance of a database designed for automobile routing.

EDUCATION

University of California, Berkeley

Richard & Rhoda Goldman School of Public Policy, Masters of Public Policy, May 1998.

School of Public Health, Masters of Public Health, Environmental Health Science, May 1998.

University of California, Los Angeles

Bachelor of Arts in Geography/Environmental Studies, June 1994.

OTHER EXPERIENCE

- Volunteer mentor at Lionel Wilson College Preparatory Academy through the nonprofit BUILD
- Alameda County Leadership Academy (2003-2004)
- Worked as an intern for San Francisco Supervisor Gavin Newsom and produced a report for him on Muni's client service.
- Coordinated the recruitment, selection and field placement of educational tutors for at-risk youth participants in the UCLA Watts Program.
- Camp counselor for 6 summers at day sports camp in Los Altos, CA, including driving the bus!

ADDITIONAL SKILLS

Computer Skills

- Proficient with wide variety of word processing, spreadsheet, and database software programs.

DRAFT

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

**RESOLUTION APPOINTING CURTIS BELOW AS A MEMBER OF
THE PUBLIC ETHICS COMMISSION**

WHEREAS, Oakland City Charter, Section 202 creates the Public Ethics Commission, whose members are nominated by the Mayor and approved by the City Council; and

WHEREAS, Ordinance No. 12103 C.M.S. specifies that members of the Public Ethics Commission 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:

Curtis Below, to complete the term beginning January 22, 2005 and ending January 21, 2008, filling the position formerly held by Lily Mayumi Kimura.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

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

NOES-

ABSENT-

ABSTENTION-

ATTEST:

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

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