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CITY HALL · ONE FRANK H. OGAWA PLAZA · OAKLAND, CALIFORNIA 94612

JANE BRUNNER
Councilmember
District 1

(510) 238-7001
FAX (510) 238-6910
TTD (510) 238-7413

Letter of Nomination

To: Ignacio de la Fuente, President, Oakland City Council

CC: Latonda Simmons, Office of the City Clerk

From: Jane Brunner, Chair, Community and Economic Development Committee

Date: April 7, 2008

Re: **APPOINTMENT TO THE BUDGET ADVISORY COMMITTEE**

I would like to appoint Richard Zavala as the Community and Economic Development Committee representative to the Budget Advisory Committee to serve the term beginning May 25th, 2008 and ending May 24th, 2010.

Thank you for your attention to this matter.

Yours truly,

A handwritten signature in black ink, appearing to read "Jane Brunner", written over a circular stamp or mark.

Jane Brunner
Chair, Community and Economic Development Committee
Councilmember, District One

RICHARD ZAVALA

rickzavala@usa.net

**Expertise: Program Analysis
Program Administration and Management
Contract Management and
Program Cost Analysis
Program Budget Analysis and Management**

PROFESSIONAL EXPERIENCE

UNIVERSITY OF CALIFORNIA-OFFICE OF THE PRESIDENT

CALIFORNIA PROGRAM ON ACCESS TO CARE

CPAC applies research expertise to the analysis, development, and implementation of state policy in specialized area of health care access and services for underserved populations in California. In a temporary capacity as program analyst, principal involvement extended to:

- Tracking health care legislation and policy discussions involving legislation that impacts medically underserved populations in California. Also tracked health care policy discussion, development, and implementation at both Federal and state level
- Participation in the design and planning of UC sponsored briefings and meetings. Communication with state legislative staff and researchers and interested parties involving projects under review, briefings, and general health policy questions. Initiated calls and inquiries regarding proposed actions by staff and composed written and email correspondence regarding both proposals under review and programmatic questions by the Director.
- Participation in the preparation of agendas and background materials for State policy briefings, proposal evaluation teams conference call discussions, and evaluation team proposal review and recommendations.

SANTA CLARA VALLEY TRANSPORTATION AUTHORITY, San Jose, California

Authority provides and manages various transit services and programs in Santa Clara County. As Management Analyst, principal accountability extended to contract management and interface with Federal and local governmental representatives and local agency program participants. **Contributions:**

- Introduced contract management systems to provide baseline performance data and monthly forward-going data to ensure program performance compliance and management planning. Custom-fabricated program performance monitoring systems for compliance with Federal reporting requirements.
- Coordinated all contract execution activities to ensure timely contract implementation and performance by contractors. Implemented various procedures to ensure the retention of all documents related to the management and implementation of specific service contracts.
- Program Liaison to both program participants and contractors. In this capacity, coordinated monthly meetings with program participants and contractors, prepared meeting agendas chaired monthly meetings, and recorded minutes of said monthly meetings.
- Maintained contract files and systems so as to preserve a permanent and complete record of all contract activities and performance of both District and various program participants and contractors.

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT, Oakland, California

District services 18 East Bay cities in a 440-sq.mi. area with fixed-asset inventory of 700 vehicles and staff of 1,100+ drivers/operators. As Operations Analyst, accountability extended to the areas of budget planning and management (\$130 million), asset management, maintenance, operations, and workforce planning. **Contributions:**

- Introduced data management systems to provide baseline data and monthly forward-going data for management planning. Custom-fabricated numerous Excel and Lotus spreadsheets for:
 - Vehicle maintenance tracking—system now identifies above-average maintenance expenses to ensure timely retirement of high-cost vehicles.
 - Safety inspection tracking—system provides 14-month historical data for all vehicles and reduced late inspections 80% for compliance with state and federal requirements.
 - Attendance tracking—system tracks functional vs. contractual absenteeism on a forward-going basis for 1,100+ operators.
 - Operator training schedules—designed system that enabled all operators to complete DMV and DOT classroom training and drug-testing requirements.
 - Performance measurements—system tracks on-time pullouts, road calls, and related data.
- Co-developed the district's first formal budget model that allows for multivariable fiscal planning. Created training program and instructed division superintendents, operations staff, and accounting technicians in budget planning, account analysis, expense coding, and account research.
- Restructured pullout schedules (approx. 500), increasing coverage 20% and virtually eliminating annual overtime charges of \$400,000.
- Reduced road calls 45% and improved on-time performance 40%.
- Planned special services to accommodate major events, such as the Bay Bridge Foot Race (5,000 boardings on event day) and UC Berkeley football games (3-4,000 boardings per season).
- Served on Service Evaluation and Coordination Committee, a problem-resolution group that brings together key individuals in city public works departments, CalTrans, BART, and other agencies.

Prior experience in management consulting (5 years) and commercial lending (2 years).

EDUCATION

Masters Degree in Public Policy Analysis—New School for Social Research, New York City, New York.
RCA-NBC Scholar.

Bachelors Degree in Political Science—University of California, Riverside.
Intern on Capitol Hill.

AFFILIATIONS and INTERESTS

Alameda County Transportation Authority Citizen's Advisory Committee—committee assists in allocation of Measure "B" funds for transportation improvement.

Vintage Volkswagen Club of America—enjoy restoration of vintage Volkswagens.

OFFICE OF THE CITY CLERK
OAKLAND
2008 APR 24 PM 5:47

OAKLAND CITY COUNCIL

DRAFT

RESOLUTION No. _____ C.M.S.

RESOLUTION APPOINTING RICHARD ZAVALA AS A MEMBER OF THE BUDGET ADVISORY COMMITTEE

WHEREAS, Resolution No. 74826 C.M.S. creates the Budget Advisory Committee, one of whose members are nominated and approved by the City Council and;

WHEREAS, Ordinance No.74826 C.M.S. specifies that members of the Budget Advisory Committee are to serve two 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 Jane Brunner, the following individual is hereby appointed to the term set forth below:

Richard Zavala, Community And Economic Development Committee Representative, to complete the term beginning May 25, 2008 and ending May 24, 2010, filling the seat formerly held by Jessica Pitt.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

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

NOES-

ABSENT-

ABSTENTION-

ATTEST:

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