

Letter of Nomination

April 6, 2012

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

Dear President Reid and members of the City Council:

Pursuant to City Charter section 601, the Mayor, hereby appoints the following persons as members of the following Board or Commission, subject to the City Council's confirmation:

BUSINESS TAX BOARD OF REVIEW

Barry Pilger Mayoral representative on the recommendation of the City Auditor to serve an indefinite term for such period as may be desired by the City Auditor, filling the seat he previously held.

David Jones Mayoral representative on the recommendation of the City Administrator to serve an indefinite term for such period as may be desired by the City Administrator, filling the seat he previously held.

Arturo Sanchez Mayoral representative on the recommendation of the City Administrator to serve an indefinite term for such period as may be desired by the City Administrator, filling the seat previously held by **Sabrina Jones**.

Jens Hillmer Mayoral representative to serve a term beginning October 2, 2008 and ending October 1, 2012, filling the seat previously held by **Sabrina Landreth**.

Charles R. "Chip" Conradi Mayoral representative to serve a term beginning October 2, 2011 and ending October 1, 2015, filling the seat he previously held.

Thank you for your assistance in this matter.

Sincerely,

Jean Quan
Mayo

7.11
SPECIAL MEETING OF
THE OAKLAND CITY COUNCIL

APR 30 2012

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2012 APR 18 PM 7:13

APPROVED FOR FORM AND LEGALITY

DRAFT

CITY ATTORNEY

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENTS OF BARRY PILGER, DAVID JONES, ARTURO SANCHEZ, JENS HILLMER AND CHARLES L "CHIP" CONRADI TO THE BUSINESS TAX BOARD OF REVIEW

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, the Oakland Municipal Code Section 5.04.550 established the Business Tax Board of Review to review taxpayers appeals on assessments under the business tax laws; and

WHEREAS, the Business Tax Board of Review consists of 5 members, two (2) appointed by the Mayor and three (3) City staff members, with the Mayor's appointments being for a four year term and the City staff members for indefinite terms, and all subject to the approval of the City Council; and

WHEREAS, the Honorable Mayor Jean Quan has reappointed Barry Pilger on the recommendation of the City Auditor, reappointed David Jones on the recommendation of the City Administrator, appointed Arturo Sanchez on the recommendation of the City Administrator and has herself appointed Jens Hillmer and reappointed Charles R. "Chip" Conradi to the Business Tax Board of Review, all subject to the approval of the City Council; now be it

RESOLVED, that pursuant to City Charter section 601, the City Council hereby confirms the Mayor's reappointment of Barry Pilger to the Business Tax Board of Review to an indefinite term for such period as may be desired by the City Auditor, filling the seat he previously held; the reappointment of David Jones to the Business Tax Board of Review to an indefinite term for such period as may be desired by the City Administrator, filling the seat he previously held; appointment of Arturo Sanchez to the Business Tax Board of Review to an indefinite term for such period as may be desired by the City Administrator, filling the seat previously held by

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Sabrina Jones; appointment of Jens Hilmer to the Business Tax Board of Review to a four-year term beginning October 2, 2008 and ending October 1, 2012, filling the seat previously held by Sabrina Landreth; and reappointment of Charles R. "Chip" Conradi to the Business Tax Board of Review to a four-year term beginning October 2, 2011 and ending October 1, 2015, filling the set he previously held.

IN COUNCIL, OAKLAND, CALIFORNIA,
PASSED BY THE FOLLOWING VOTE:

AYES – BRUNNER, KERNIGHAN, NADEL, SCHAAF, DE LA FUENTE, BROOKS,
KAPLAN AND PRESIDENT REID

NOES –

ABSTENTIONS-

ABSENT-

ATTEST:

LATONDA SIMMONS

City Clerk and Clerk of the Oakland City Council

Jens Hillmer

EXPERIENCE

Urban Economic Coordinator
Former Redevelopment Agency/Office of Neighborhood Investment, City of Oakland

Oakland, CA
1999 - Present

Supervise project team that has a successful history of structuring and implementing a wide range of redevelopment projects and programs in downtown Oakland, including affordable and market-rate housing, transportation-oriented mixed-use development, commercial projects, infrastructure improvements and historic rehabilitation. Recent accomplishments include redevelopment of Oakland's Uptown area into a popular residential and entertainment district. Other team activities include the following:

- Loan and grant administration, currently including Proposition 1C Infill Infrastructure and Transportation-Oriented Development Grants for the MacArthur BART Transit Village
- Public facility renovations, which presently include the Oakland Convention Center
- Oversee performance of public obligations with respect to real estate projects that are developed in public-private partnership, including project planning, financial analysis, financing, site assembly and remediation, planning and zoning approvals and construction
- Negotiate and administer complex legal documents, such as financing agreements, purchase and sales contracts and leases
- Negotiate and oversee property management agreements and budgets for recreational, leisure and parking facilities
- Prepare and present reports and legislation for public review and action by City boards and commissions
- Collaborate with other City departments, public agencies, and community and business organizations on project and policy issues, such as housing and economic development policy, zoning and planning studies, design review, and public parking issues
- Administration of a major facade and tenant improvement program
- Solicit, select and administer contract services, including financial feasibility studies, economic impact reports, specific planning studies, construction management and design and engineering

Urban Economic Analyst IV
Housing and Community Development Division, City of Oakland

Oakland, CA
1995 - 1999

Supervised a project team responsible for the conversion of a historic high school campus to a bio-medical research facility for Children's Hospital Oakland and a community senior center, surrounded by affordable for-sale housing and a public park.

- Prepared and administered project development budgets and pro forma financial statements
- Secured and administered project financing from local, state and federal sources, including historic rehabilitation tax credits
- Secured all planning and zoning approvals for project, including CEQA compliance, subdivision and historic preservation
- Coordinated technical consultants and the general contractor during program development, design and construction, property management and property disposition
- Completed sale of building to Children's Hospital Oakland
- Negotiated long-term lease-back of senior center
- Oversaw compliance with all local, state and federal legal and regulatory requirements.
- Managed and conducted all community outreach

Housing Development Coordinator IV **Oakland, CA**
Office of Housing and Neighborhood Development, City of Oakland **1993 - 1996**

Supervised staff in the administration of federal, state and local affordable housing finance programs during planning and implementation of affordable and market rate housing development projects

- Underwrote and administered construction and permanent financing for affordable housing projects
- Negotiated and administered real estate purchase and sale agreements
- Monitored project compliance with federal, state and local regulations
- Worked with City staff and other public agencies on housing policy, zoning regulations and land use planning

Housing Development Coordinator III **Oakland, CA**
Office of Community Development, City of Oakland **1990 - 1993**

- Administered and coordinated financing and development of affordable housing projects
- Prepared Requests for Proposals to develop City-owned properties, evaluated proposals and sold properties
- Assisted in the preparation of requests for proposals/qualifications for contractors and consultants

Student Trainee **Oakland, CA**
Office of Community Development, City of Oakland **1989 - 1990**

- Assisted in administration of housing finance and development program

Research Assistant **Berkeley, CA**
Institute of Urban and Regional Development, University of California, Berkeley **1988 - 1989**

- Assisted in survey research and analysis of the effectiveness of real estate disclosure laws for single-family homes for the California Department of Real Estate
- Conducted annual rental housing operating cost survey for Berkeley Rent Stabilization Board

Graduate Instructor **Berkeley, CA**
Department of Sociology, University of California, Berkeley **1987 - 1989**

- Conducted classes on survey research methods and statistical analysis

EDUCATION

University of California, Berkeley, **Berkeley, CA**
Masters in City and Regional Planning **1989**

University of California, Santa Barbara **Santa Barbara, CA**
Bachelor of Arts, Sociology (Summa Cum Laude) **1984**

SKILLS

- Proven quantitative and qualitative analytical ability with an emphasis on real estate finance and economic development
- Effective interpersonal communication skills and a commitment to community engagement
- Effective, clear and concise writer and presenter, skilled at conveying complex material and making project and policy recommendations in politically-charged environments
- Extensive and successful real estate finance and development negotiating experience
- Experienced team leader and coordinator
- Experienced in Microsoft Word, Excel, PowerPoint, various database and financial management software

Arturo M. Sanchez
Oakland, CA 94605
Home: 510-338-7276
Mobile: 510-338-7276

PROFESSIONAL LICENSES AND CERTIFICATES:

CALIFORNIA STATE BAR
Licensed member (November 1999)

SBN: 203710 (Active)

EXPERIENCE:

Deputy City Administrator November 1, 2011 – Present
City Administrator's Office, City of Oakland, Oakland, California

- Assist the City Administrator and Assistant City Administrator's in major change initiatives as a result of the loss of Redevelopment Agency Funds; Major Change initiatives include reorganizing former Redevelopment and Economic Development agency department's into successor agencies, reorganizing and redeploying existing agency and department staff to develop efficiency savings while maintaining service delivery levels; and assisting in the assessment of departments and agencies to look for consolidation and efficiency opportunities that will result in significant budgetary savings.
- Major Current Initiatives include: Developing and implementing Municipal Identification and Debit Card Program; Fruitvale Camera Project, Mayor's Project Beat Program; and Cannabis Program Expansion.
- Supervise the Special Business Permits & Nuisance Abatement Division's of the City Administrator's Office, direct reports include three administrative staff; Span of control on projects has and can include: directing OPD, CEDA, PWA, and other departmental staff to problem solve
- Staff the City Council's Public Safety Committee on behalf of the City Administrator.

Assistant to the City Administrator February 9, 2004 – October 31, 2011
Special Business Permits & Nuisance Abatement Division
City Administrator's Office, City of Oakland, Oakland, California

- Administer and Enforce Special business Permits related to Chapter 5 of CMC which includes: nightclubs, massage establishments, pawnshops, pool halls, and medical cannabis dispensaries. Enforce City's policy of zero-tolerance for non-compliance and illegal activity. Work with law enforcement to identify and close or permit unpermitted businesses. Administer Oakland's smoking ordinance. Draft, propose, and administer amendments for outdoor smoking restrictions and smoking disclosure in multi-tenant housing.
- Administer and Enforce the Nuisance Eviction and Public Nuisance Ordinance on behalf of City Administrator. Duties include: Assess monetary penalties on property owners for maintaining public nuisances; Assess Repeat Drug Offender Fee for repeated drug nuisance violations on private property; Order the eviction of nuisance tenants; Ensure owner timely commences eviction proceedings; Negotiate and approve settlement or partial eviction in conjunction with Oakland City Attorney's (OCA); Coordinate OCA's assumption of eviction proceedings on behalf of Landlord; Meet at least monthly with OCA to assess case load and ordinance adherence.
- Supervise the Excess Litter Fee program responsibilities include but are not limited to: monitoring CBO for contract compliance and benchmarks; reviewing monthly reports from CBO; review and monitor funding of the program; approve invoices submitted in conformance with contract; Act as Administrative Hearing Officer on appeals by Litter Fee participants; and Draft and present annual report to council on the status of program and funding.

- Direct reports include three administrative staff; Span of control on projects has and can include: directing OPD, CEDA, PWA, and other departmental staff to problem solve , improve department coordination, intra-agency cooperation, and the ability to quickly understand and diagnose issues along a variety of disciplines such as code compliance, general plan & planning compliance, redevelopment, and business development. This span of control was used to successfully revoke a conditional use permit, demolish a nuisance hotel, resale over 400 nuisance cases, and implement the ordinances for which I was responsible.

Policy Analyst **January, 2003-February, 2004**
COUNCILMEMBER JEAN QUAN, District 4, Oakland City Council, Oakland California

- Liaison for Councilmember Quan to Oakland Police Department and Community and Economic Development Agency. Prior to each council and committee meeting I reviewed agenda items, researched, analyzed, and briefed councilmember on policy issues with citywide implications for the Public Safety, Community and Economic Development Committees, and Oakland City Council meetings.
- Drafted the Oakland Medical Cannabis Dispensary and Public Nuisance Ordinances. Assisted in the development of local and state legislation by working closely with City Attorney’s office and other council offices, and state elected officials, especially in areas of public safety.
- Primary contact person for residents of the Allendale, Bret Harte, Laurel, Maxwell Park, and Melrose High Hopes neighborhoods. Facilitated communication between constituents and city services and staff to address constituent concerns.

Attorney **February, 2002-January, 2003**
NEIGHBORHOOD LAW CORPS, Oakland City Attorney’s Office, Oakland, California

- Case load included Code Enforcement, Drug Nuisance Abatement, Receivership, Problem Liquor Outlets, and Public Safety issues. Clients included, but were not limited to, The Oakland Police Department, The Community and Economic Development Agency, and the Office of Public Works. Developed litigation skills in: 1) drafting and filing pleadings; 2) discovery; 3) law and motion process; 4) legal research and writing; 5) negotiations and advising clients. Additional duties and legal services included advising clients in administrative and legal proceedings, including pre-trial and Pitchess motions, and discovery proceedings.

Staff Attorney/ Director of Youth Law Project **February, 2000-January, 2002**
LA RAZA CENTRO LEGAL, San Francisco, California/ Centro Legal de La Raza, Oakland, California

- Director, responsible for providing direct legal representation designed to keep youth in schools, in programs that benefit them, and out of the criminal justice system. Conducted extensive workshops to help students succeed in school and to prevent violence; assisted residential tenants in unlawful detainer matters.

EDUCATION: _____

NEW COLLEGE OF CALIFORNIA SCHOOL OF LAW,
 San Francisco, California, Juris Doctor

UNIVERSITY OF CALIFORNIA,
 Berkeley, California, Bachelor of Arts in English Literature

SIGNIFICANT PROFESSIONAL/COMMUNITY ACTIVITIES: _____

Board of Directors, Legal Services for Children	2001 - Present
Secretary, East Bay La Raza Lawyers Association	2001 - 2002

LANGUAGE SKILLS: _____

Fluently speak and write Spanish

Arturo M. Sanchez
Oakland, CA 94605

References:

Deanna J. Santana
City Administrator
1 Frank Ogawa Plaza, 3rd Floor
Oakland, CA 94612

Phone: :
email: dsantana@oaklandnet.com

P. Lament Ewell
Interim City Manager
City of Compton
1 Frank Ogawa Plaza, 3rd Floor
Oakland, CA 94612

Mayor Jean Quan
City of Oakland
1 Frank Ogawa Plaza, 3rd Floor
Oakland, CA 94612

Phone: :
email: jquan@oaklandnet.com

Raul Godinez
Executive Director
Public Works, City of Santa Ana
20 Civic Center Plaza, M-21
Santa Ana, CA 92702

Phone:
email:

Niccolo De Luca
Senior Associate (Former Deputy City Administrator)
Townsend Public Affairs, Inc.
The Historic Central Building
436 14th Street, Suite 723
Oakland, CA 94612

Larry Reid
President
Oakland City Council, District 7
City of Oakland
1 Frank Ogawa Plaza, 2nd Floor
Oakland, California 94612

Phone:
email: lreid@oaklandnet.com

Ignacio De La Fuente
President Pro Tem
Council District 5
City of Oakland
1 Frank Ogawa Plaza, 2nd Floor
Oakland, California 94612

Phone: :
email: delafuentc@oaklandnet.com

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