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Office of the Mayor
Jerry Brown
Mayor

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Letter of Nomination

March 21, 2006

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

Dear Councilmembers:

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

Housing, Residential Rent and Relocation Board

Charles Hargrave, Mayoral appointment to serve in the Tenant Alternate seat, beginning February 12, 2005 and ending February 11, 2008, which is currently vacant. The term is applied retroactively in order to ensure it is staggered in conformity with the current Board alignment.

Ricardo Hunter, Mayoral appointment to serve in the Landlord seat, beginning February 12, 2006 and ending February 11, 2009, in the seat formerly held by George Rosen. Currently a Neutral representative, Mr. Hunter has recently purchased residential rental property and, thus, must be

Jessica Leavitt, Mayoral appointment to serve in the Neutral Alternate seat, beginning February 12, 2006 and ending February 11, 2009.

Laura Arreola, Mayoral re-appointment to serve in the Tenant seat that she currently


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holds, beginning February 12, 2006 and ending February 11, 2009.

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

Sincerely,


JERRY BROWN
Mayor

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CHARLES HARGRAVE

Summary of Qualifications

- Excellent interpersonal, oral and written communication skills
- Strong management, planning and organization skills
- Able to set goals, prioritize tasks, and handle multiple projects simultaneously
- Strong leader, program developer, and capable decision maker
- Ability to develop productive work relationships with others
- Work well with people, both individually and as part of a team

Professional Experience

Operation HOPE Oakland, CA

6/05 to Present

Homeownership Programs Consultant

Managed and facilitated First Time Homebuyers Program for minority and low to moderate income families in the Oakland Bay Area. Meet with participants in a one-on-one setting, to review financial situations and credit analyses to determine eligibility for home purchase. Additional responsibilities include, actively representing Operation HOPE at public speaking engagements, community sponsored events, and conferences. Under contract with the Department of Labor (DOL), facilitated weekly financial literacy program for individuals who have just been release from incarceration, my further responsibilities also include, building relationships and alliances with community faith-based organizations, local city officials, politicians, and community groups.

Franklin Mortgage/Real Estate Investments Pleasanton, CA Vice President

8/03-6/04

Managed staff of fourteen; conducted weekly staff meetings with loan officers and processors to review mortgage loans in process and to increase marketing and loan production by Loan Officers. Solicited small to midsize businesses who sought financing for commercial developments, property expansions, and reviewed financial documentation and architectural drawings. Contacted and set up meetings with Bay Area real estate agents to solicit mortgage financing opportunities. Met with community leaders, churches and non-profit housing developers who sought financing for affordable housing projects.

Housing Consultant/ 6 month contract San Francisco, CA

1/03-7/03

Managed and facilitated First Time Homebuyers Program for San Francisco Housing Development Corporation (SFHDC). Facilitated monthly workshops for minority and low-income residents of Bayview Hunters Point and Fillmore districts of San Francisco. Met with participants in a one-on-one setting, to review financial situations and credit analyses to determine eligibility for mortgage loans. Also assisted general public with housing inquiries and future affordable housing developments within the San Francisco Bay Area.

Housing Conservation & Development Corp (HCDC)

4/00-1/03

San Francisco, CA

Housing Finance Officer

Managed lending, marketing and program development of the Mayor's Office of Housing-Single Family Housing Rehabilitation Program. Attended all government and legislative meetings to address housing issues. Actively represented HCDC at public speaking engagements, community sponsored events, and conferences. Served as spokesperson for the organization to the media. Collaborated with other organizations within the housing development field to create opportunities and support for affordable housing developments. Worked with diverse ethnic, cultural, economic communities and age groups in a non-profit setting. Prepared and submitted monthly statistical reports to HCDC's Board of Directors and the Mayor's Office of Housing Program Director.

The Money Store

3/98-2/00

Sacramento, CA

Loan Officer

Packaged, sold and underwrote first, second, and equity mortgage loans. Served as liaison between customers and Underwriting Department. Attained loan approvals, reviewed appraisal reports and credit profiles. Established ambitious production goals. Planned and implemented marketing strategies that exceeded projected goals.

Civic/Community Affiliations

- Congressional Candidate – 7th Congressional District, 2004
- Member, Board of Directors – Invest in Kids (non-profit educational organization)
- Member, Board of Directors – City of San Pablo Commission on Aging
- Member (former VP-PR) – Rhinoceros Business Club/Toastmasters
- Member, Board of Directors – American Education Foundation International

Skills

- Experienced with Macintosh/IBM; Software includes MS Word, Excel and PowerPoint
- Public speaking and strong presentation skills

Education

Laney College

Oakland, CA

1981 – Finance Certificate

Professional Development

- Completed seminars and attended conferences in sales management, human resources, IRAs, stocks, bonds and mutual funds, and insurance marketing.

References available upon request.

RICARDO E. HUNTER

Employment Objectives: A Challenging position where my skills in the field of accounting, finance and taxes will have valuable application.

Summary of Qualifications:

Over 18 years background in progressively responsible positions for private and government organizations. Scope of responsibilities and areas of experience include:

- Sales and Use Tax compliance and audit management
- Personal Property Tax compliance and audit management
- Canadian VAT and PST compliance and audit management
- Sales and Use Tax auditing
- Financial and business analysis
- Income Tax Preparation

PROFESSIONAL EXPERIENCE:

Cisco Systems Incorporated, 2/04 to Present.

Sales/Use/Personal Property Tax Program Manager, providing service to Cisco Systems Capital Corporation (Cisco's Leasing entity). Responsibilities include compliance, audit, System Maintenance, Planning, Assist Sales Representatives regarding sales tax applicability; intervene in tax disputes, training personnel, design tax tools to assist Leasing Managers with tax questions.

Fujitsu IT Holding, Sunnyvale, CA. 07/03 to 01/04.

Sales/Use Tax and Property Tax Manager. Responsibilities include compliance, audit management and special projects.

3Com Corporation, Santa Clara, CA. 1/98 to 7/03.

Sales/Use and Personal Property Tax Manager. Responsible for compliance and Audit management of Sales and Use Tax, Personal Property Tax, Unclaimed Property, Occupational Licenses and Annual Reports for 38 states. Also responsible for training other personnel, maintenance of tax certificate database and Tax planning. Also provided Sales Tax guidance to the leasing subsidiary. *Promoted to Sales/Use and Personal Property Tax Manager on March 15, 2000.*
Accomplishments: Implemented reporting policies and procedures to improved the accuracy of returns and increase timely filing resulting in a significant

reduction of reporting penalties. Developed and implemented a project to review past reporting with a focus on over-reporting. Recovery in past two years: \$6.5M.

RICARDO E. HUNTER

Tandem Computers Incorporated, Cupertino, CA. 4-95 to 12-98.

Senior Tax Analyst. Responsible for compliance and audit management of Sales and Use Tax with emphasis on Computer hardware/Software, Maintenance Contracts and Leases. Also responsible for Unclaimed Property, Occupational License and Annual Reports for several states and special research projects including training personnel in the applicability of Sales/Use tax.

State Board of Equalization, San Jose, CA 11-86 to 4-95.

Senior Tax Auditor. Performed Sales/Use Tax Audits of medium to large business in Santa Clara County. Other duties included: Training of newly hired auditors, conduct on campus recruiting and hiring of auditors, instruct in-house training courses to auditors and compliance staff, conduct monthly Sales/Use Tax seminars for taxpayers with new permits and prepare written responses to taxpayer's questions.

M. Best Kane, CPA, Alameda, CA. 2-85 to 6/86.

Accountant/Tax Preparer. Prepared individual, partnership and corporate tax returns. Also, responsible of general bookkeeping and accounting activities.

Education and Training:

San Jose State University, San Jose, CA.
Degree: B.S. Accounting 1973.

Pasadena City College, Pasadena, CA.
Degree: AA Business Administration 1970.

Language:

Complete fluency in Spanish

References will be provided upon request.

EDUCATION **University of Michigan, School of Information**, Ann Arbor, MI
Masters of Science in Information, 1999

University of California, Hastings College of the Law, San Francisco, CA
Juris Doctor, 1997
Hastings International and Comparative Law Review, 1995-1996

Claremont McKenna College, Claremont, CA
Bachelor of Arts, American Studies 1992
National Merit Scholar

EXPERIENCE **Adesso Group**, Oakland, CA 6/05-present
Consultant
Provide strategic real estate consulting for local hospital.

State Bar of California, San Francisco, CA 9/03-8/05
Special Assistant to the Chief Trial Counsel
Assist Chief Trial Counsel in all aspects of Office activities, including: reporting to members of Board of Governors, the Legislature and other stakeholders; revising office policies and procedures; developing and implementing office strategic plan and performance measures; representing Chief Trial Counsel in meetings.

State Bar of California, San Francisco, CA 9/01-9/03
Deputy Trial Counsel/ Policy Analyst
Analyzed and developed policies and procedures affecting Office of the Chief Trial Counsel (OCTC). Assisted in developing strategic plans and systems to evaluate OCTC's workload and staffing. Made recommendations to Chief Trial Counsel regarding policy formulation and other changes. Represented OCTC.

Citizens Police Review Board (CPRB), Oakland, CA 10/99-8/01
Complaint Investigator
Investigated complaints against Oakland police officers. Presented results of investigation to civilian Board. Reported on activities of CPRB to Oakland City Council and Council committees as needed. Liaisoned with Oakland Police Department, Police Officers' Association and community groups to address stakeholder concerns. Organized policy hearing on issues relevant to CPRB.

Office of Senator Don Perata, Oakland, CA 4/99-9/99
Intern
Researched and resolved a wide range of constituent concerns. Helped create and manage a database for organization of a large community event.

Community Technology Centers' Network, Menlo Park, CA 8/98-12/98
Intern
Researched and developed outline for a model workforce training plan for use by community technology centers nationwide.

Community Networking Initiative, Ann Arbor, MI 8/97-12/98
Graduate Student Research Assistant
Researched, wrote and compiled content for, and organized structure of, large website dedicated to improving physical communities through electronic provision of information.

Folsom y Asociados, San Miguel de Allende, Mexico 6/96-8/96
Summer Associate
Researched and wrote legal memoranda. Interviewed clients in both Spanish and English and assessed cases.


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Laura Arreola

SUMMARY OF QUALIFICATIONS:

- Over five years of experience in public affairs, communications, government affairs, and partnering with the community, government, and business leaders, board members, and non-profit staff.
- Ability to excel in a fast-paced, team-oriented environment.
- Strong project management skills - ability to take multiple projects simultaneously to completion.
- Consistently communicate through written proposals, reports and public speaking.

PROFESSIONAL EXPERIENCE:

Bay Area World Trade Center, Oakland, California 7/02 ~ Present

V.P., Marketing and Communications

- Collect and compile research for recommendation reports to Bay Area cities and businesses. Most recent report is City of Pittsburg, CA international economic development strategy.
- Project manage the Port of Oakland Accessibility Committee whose members include representatives from terminal operators, trucking companies, ocean carriers, logistic providers, supply chain providers, and Import and export businesses. The committee's mission is to develop and implement solutions to improve the movement of goods through the Bay Area.
- Produce and edit content in numerous formats including web, e-mail broadcast, newsletter, brochure, and news release and liaison to media for coverage on international trade.
- Responsible for all aspects of event planning including the development of membership drives and annual symposiums that reach out to diverse business and economic development groups
- Manage corporate sponsor relationships: research and qualify prospective members; negotiate terms of membership; and involve associates in WTCA business development programs.

California-Mexico Trade Assistance Center, South San Francisco, California 9/01 — 3/02

Program Specialist

- Acquired new clients and affiliates through the implementation of marketing initiatives supported by direct marketing, promotional seminars and educational programs.
- Coordinated all aspects of event logistics including; scheduling, media, budget and promotion.
- Organized international trade missions to Latin America and matched foreign delegations with prospective Bay Area businesses.

International Trade Administration, San Francisco, California 9/98 — 5/01

Trade Analyst, Special Projects

- Developed annual strategies to grow Commerce programs: Video Market Briefings, NAFTA Series, and Trade Missions.
- Participated in committees and councils to enhance services, extend outreach and strengthen partnerships.
- Formed strategic partnerships with corporate community, federal and state agencies, and NGO's that enhanced market visibility and increased access to international development projects.
- Provided quality assurance support to ensure client satisfaction.

Research Analyst United States Embassy, Mexico City

7/00-9/00

- Co-wrote telecommunications report examining opportunities for American businesses in Mexico.
- Worked with Governmental agencies and corporate community to develop research material.
- Developed marketing collateral for California 2000 Trade Show.

EDUCATION:

Bachelor of Arts, University of California at Santa Cruz, Global Economics 1998

University of Costa Rica at San Jose, University of California Education Abroad Program 1997

SKILLS:

- Languages: Fluent in English and Spanish
- Community: Oakland YMCA Mentor, Berkeley Youth Alternative Tutor; Memberships: Women in International Trade, World Affairs Council, International Diplomacy Council, Commonwealth Club, Hispanic Chamber of Commerce
- Applications: HTML; DreamWeaver; PhotoShop; Illustrator; Quark; Mac OS; Windows; MS Access, Excel, PowerPoint

OFFICE OF THE CITY CLERK
CITY OF OAKLAND

OAKLAND CITY COUNCIL

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RESOLUTION No. _____ C.M.S.

Richard D. Hunter
Ricardo J. Hunter

RESOLUTION APPOINTING CHARLES HARGRAVE, RICARDO HUNTER AND JESSICA LEAVITT AND RE-APPOINTING LAURA ARREOLA AS MEMBERS 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 individuals are hereby appointed to the terms set forth below:

Charles Hargrave as is to complete the term beginning February 12, 2005 and ending February 11, 2006, filling an existing vacancy for the Tenant Alternate seat,

Ricardo Hunter, is to complete the term beginning February 12, 2006 and ending February 11, 2009, filling a Landlord seat formerly held by George Rosen,

Jessica Leavitt, is to complete the term beginning February 12, 2006 and ending February 11, 2009, filling a vacant Neutral Alternate seat, and

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Laura Arreola, is to complete the term beginning February 12, 2006
and ending February 11, 2009, filling the Tenant seat she currently holds.

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

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