

CEQA CONSULTANT SERVICES

Submitted to

City of Albany | September 22, 2006



DESIGN, COMMUNITY & ENVIRONMENT

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DC&E QUALIFICATIONS

This chapter summarizes our understanding of the pending projects the City expects to require CEQA consultant services, DC&E's key qualifications to provide those services, our key CEQA staff, and our most relevant past projects.

The City of Albany is seeking qualified consultants to provide environmental review services under the California Environmental Quality Act (CEQA). Currently, the City expects to be the lead agency responsible for environmental review of three upcoming projects:

- ◆ renovations, improvements or expansions to facilities at Saint Mary's College High School;
- ◆ the restoration of the segment of Codornices Creek adjacent to Saint Mary's College High School; and
- ◆ the construction of a mixed-use retail and residential project along San Pablo Avenue, as part of the redevelopment of University Village.

As a local firm that is familiar with the City of Albany and has extensive experience in environmental review, Design, Community & Environment is ideally suited to continue providing the City with CEQA consulting services.

Key Strengths of DC&E

Local Familiarity

DC&E and its predecessor firm, Wolfe Mason Associates, have completed a number of projects in and for the City of Albany, including the *Albany Bicycle Plan*, the *Albany Watershed Management Plan*, the *Codornices Creek Initial Study*, the *Marin Avenue Reconfiguration Expanded Initial Study and Negative Declaration*, the *San Pablo Avenue Vision Plan* and *San Pablo Avenue Streetscape Master Plan*, and an *Economic, Land Use and Market Analysis*, as a sub-consultant to Bay Area Economics. In addition, DC&E has completed a number of projects for both the City of Berkeley and the University of California, Berkeley, two local entities that are likely to have some level of interest in the three upcoming projects mentioned in the RFQ. Through our work on the *Long Range Development Plan EIR* for the University of California, Berkeley, we are familiar with the plans for the redevelopment of University Village and the potential impacts to Albany residents and roadways.

Experience with Similar Types of Projects

As discussed in greater detail below, DC&E has completed dozens of project-specific EIRs and Initial Studies for small, built-out cities around the Bay Area. We understand the unique challenges of infill or redevelopment projects on small sites surrounded by existing businesses or neighbors. These types of projects often generate concerns about a specific set of issues including traffic, noise, visual impacts, hazardous material and historic resources. DC&E has developed solid working relationships with expert subconsultants in all of these areas, is well-versed in the CEQA standards of significance for each, and is capable of translating technical reports into plain language that can be understood by the public and decision-makers.

Attention to Quality and Defensibility

In a small and substantially built-out community such as Albany, with well-established neighborhoods and active community organizations, any project has the potential to generate significant interest from the community. It is imperative that the environmental consultant provide the highest quality environmental analysis. DC&E's work is well-known for its quality, clarity and readability. Our CEQA documents are frequently praised by our clients as among the clearest and easiest to use in the State.

Award-Winning Public Involvement Skills

Albany citizens prize the city's high quality of life and friendly, small-town character, and are generally well-educated about the planning process and eager to be involved. DC&E's expertise in public process will allow us to con-

duct public hearings and complete the EIR in a way that responds to public concerns and offers a balanced assessment of any impacts. We see public scoping meetings and hearings on CEQA documents as valuable opportunities to inform the public of a project's components, possible benefits, and potential impacts, and to incorporate public input into the environmental review process.

Understanding of Land Use, Urban Design, and Creek Restoration

DC&E is one of the few firms in the Bay Area to offer services in CEQA, land use planning, urban design, landscape architecture and creek restoration in a single office. DC&E's integrated abilities in these areas will ensure that our environmental analysis and mitigation measures reflect an understanding not only of the physical environment, but also of public policy, aesthetic impacts, and the complex hydrological demands of a successful creek restoration project.

Firm Description

DC&E was founded by David Early in 1995 to offer the type of high-quality environmental review services that the City of Albany is seeking. As its name implies, DC&E's work is based on three basic principles:

- ◆ **Design.** Almost every planning decision has effects on our physical environment. DC&E is committed to ensuring that development projects and planning policy have positive design implications.
- ◆ **Community.** DC&E believes that planning and design decisions must reflect local com-

munities' needs. For this reason, DC&E stresses community involvement and public participation as cornerstones of its work.

- ◆ **Environment.** In order to sustain itself into the future, our society must find development patterns that respect the natural environment. Therefore, DC&E stresses environmental responsibility and stewardship in planning and design.

Key Staff

Steve Noack, AICP, serves as DC&E's Principal-in-Charge of CEQA projects. Mr. Noack brings over 28 years of experience in environmental planning for a wide range of projects in the Bay Area. He is managing DC&E's ongoing work on the *Codornices Creek Improvements Plan Initial Study* for the City of Albany and the *Southeast Campus Integrated Projects EIR* for the University of California, Berkeley. He also served as Principal-in-Charge of UCB's *Long Range Development Plan EIR* and the *Downtown Vallejo Specific Plan and Virginia Street Mixed-Use Project EIR* for the City of Vallejo, which analyzed redevelopment on 92 acres of downtown Vallejo. That EIR was praised by both City staff and the developer for its thoroughness and clarity. Mr. Noack holds a Master's degree in Urban and Regional Planning from San Jose State University.

Ted Heyd, Associate, frequently serves as Project Manager for EIRs and Initial Studies, developing and adhering to the work plan and schedule, coordinating with subconsultants to ensure on-time delivery and adequacy of technical analyses, maintaining client contact, at-

tending all staff-level and team meetings, and ensuring that all products follow DC&E's quality control procedures. Mr. Heyd is currently managing the *Mission Square EIR* for the City of Sonoma, an EIR for a proposed mixed use project in downtown Sonoma including 23 residential units and almost 6,000 square feet of commercial and office space. He is also managing the *East Washington Place EIR* for the City of Petaluma, which analyzes a mixed-use project on the site of former junior high school and city-owned swimming pool and skate park. Mr. Heyd has over seven years in planning and also holds a Master of Urban and Regional Planning from San Jose State University.

Chantal Charette, Project Planner, will assist with research and writing of CEQA documents, as well as document and graphics preparation. She holds a bachelor of science degree in Ecology and Evolution from the University of California at Santa Barbara. Ms. Charette has experience in comprehensive and redevelopment planning, mostly concentrated in environmental review. Ms. Charette authored the *Costco Expansion Initial Study* for the City of Chico and is currently working on its accompanying EIR. She is also completing work on the *East Washington Place EIR* for the City of Petaluma. As a Planner II for the County of Santa Barbara, she wrote and researched the Public Services, Air Quality, Cultural Resources sections, among others, for the *Isla Vista Master Plan EIR*.

Chad Markell, Project Planner, will be available to assist with graphics production, research and writing of CEQA documents. Mr. Markell has degrees in both resource conserva-

tion and political economy and his previous research and work experience has included watershed management and coastal management. He is currently working on the *Santa Rosa Station Area Specific Plan EIR* for the City of Santa Rosa, the *Meriam Park EIR* for the City of Chico, and the *North Chico Wal-Mart and Annexation EIR*.

Justin Kosta, Planner, will assist with research and writing of the environmental review documents, as well as document and graphics preparation. Mr. Kosta has contributed to a number of EIRs in the Bay Area, including the *Eden Area General Plan EIR* for Alameda County and the *Southeast Campus Integrated Projects EIR* for UC Berkeley. Mr. Kosta holds a Master of Science degree in Environmental Management from the University of California, Santa Barbara.

José Moreno, Planner, will assist with research and report writing, as well as document preparation. Mr. Moréno's background is in housing development in both the public and non-profit sectors. He is currently completing work

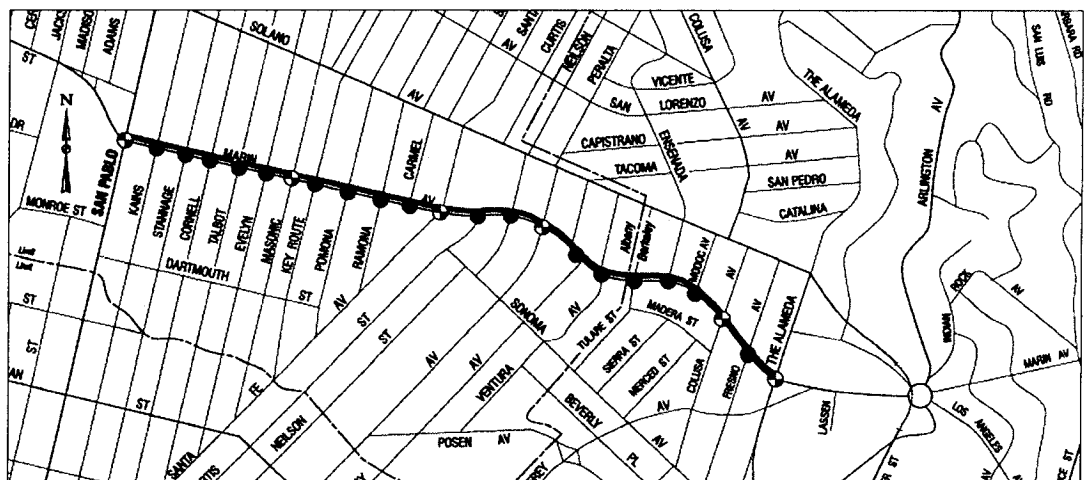
on the Initial Study for the City of San Pablo's *23rd Street Specific Plan* and the *Eden Area General Plan EIR* for Alameda County.

Relevant Projects

Marin Avenue Reconfiguration Expanded Initial Study and Negative Declaration

location: Cities of Albany and Berkeley
size: approximately 1.2 miles
schedule: May 2004 through February 2005
contact: Ann Chaney, (510) 528-5760

DC&E prepared an expanded Initial Study and Negative Declaration for the reconfiguration of Marin Avenue east of San Pablo Avenue in the cities of Albany and Berkeley. The reconfiguration, which was intended to improve pedestrian and bicycle safety and access without significant reduction in vehicular level of service, consisted of restriping Marin Avenue within the existing roadway to reduce the number of travel lanes from two to one per direction, with the addition of a center left-turn lane and



two bicycle lanes. Since the potential project impacts were mainly associated with changes in noise and traffic, DC&E worked with the cities to identify appropriate thresholds to apply when monitoring traffic and noise impacts after project implementation.

Lower Codornices Creek Improvements Plan Initial Study

location: City of Albany/Berkeley border
size: ½-mile creek segment
schedule: began January 2002, Initial Study published March 2004, NEPA clearance underway
contact: Ann Chaney, (510) 528-5760

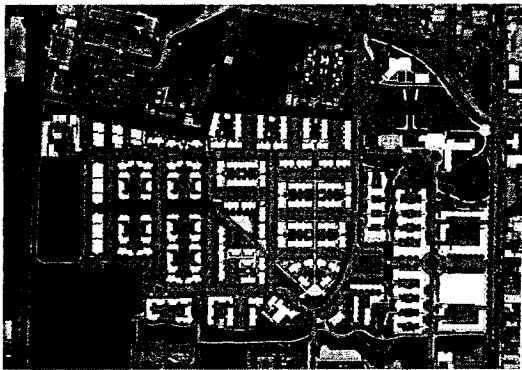
DC&E prepared an Initial Study for the Lower Codornices Creek Improvements Plan for the City of Albany. The City, along with the University of California and the City of Berkeley, proposed to restore a half-mile reach of Codornices Creek by removing culverts and constructing a meandering path within a new right-of-way. In addition, the restoration project incorporated recreational opportunities such as a Class I bicycle path along the banks of the restored creek and sports fields in the immediate area. Critical issues addressed in the

Initial Study included potential impacts on sensitive species such as steelhead trout, past flooding of the creek into adjacent residential areas, and the possible presence of hazardous materials due to historic industrial uses on the site.

Mission Square EIR

location: City of Sonoma
size: 1 acre
schedule: June 2006 to present
contact: Rob Gjestland, (707) 933-2235

DC&E is preparing an EIR for a proposed mixed use project in downtown Sonoma including 23 residential units and almost 6,000 square feet of commercial and office space. The project site lies within the Sonoma Plaza Historic District, which is listed on the National Register of Historic Places, and contains a residential building that is considered a contributing structure to the District. DC&E's environmental review will focus on the project's aesthetic quality and compatibility with surrounding historic development; potential impacts to the early twentieth-century bungalow on the site; traffic congestion; and an analysis of the project's shared parking.





East Washington Place EIR

location: City of Petaluma

size: 40 acres

schedule: January 2005 to present

contact: Betsi Lewitter, Contract Planner,
(707) 431-8814

DC&E is preparing an EIR for the proposed East Washington Place mixed-use project on a containing a former junior high school and city-owned swimming pool and skate park. A private developer has proposed to construct about 330,000 square feet of retail uses on the northern portion of the project site, with a residential component with about 230 units on the southern portion of the site. Major issues that will be addressed in the EIR are the need to relocate existing on-site recreational facilities, incorporate mitigation measures to address freeway and speedway generated noise, and determine and mitigate the impacts of the project on adjacent roadways. As part of the alternatives analysis, DC&E will create an alternative that is designed to avoid many of the significant impacts associated with the proposed project.



Little League Fields Relocation Environmental Review

location: City of Petaluma

size: approximately 6 acres

schedule: January 2006 through present

contact: Steve Bolman, Deputy Superintendent,
(707) 778-4621

DC&E is conducting the environmental review of the proposed relocation of existing Little League ballfields from the former Kenilworth Junior High School site to Petaluma Junior High School. DC&E and its subconsultants are addressing several technical environmental issues, including traffic, parking and noise, on the relocation site.

Park Avenue District Plan Initial Study

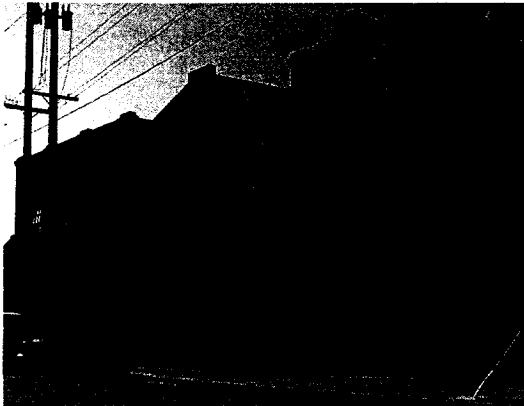
location: City of Emeryville

size: approximately 16 city blocks

schedule: October 2004 through February 2006

contact: Dianna Keena, (510) 569-4335

The City of Emeryville prepared a specific plan to revitalize its historic center, the Park Avenue District. The plan will preserve the District's community character, derived largely from its past industrial uses, while also encouraging new residential, retail and office uses in the area. DC&E prepared an Initial Study and



23rd Street Specific Plan and Initial Study

location: City of San Pablo

size: approximately 1/2-mile corridor

schedule: March 2005 to present

contact: Avanindra Gangapuram, (510) 215-3000

DC&E is preparing a Specific Plan to guide pedestrian-oriented, mixed-use development in the 23rd Street corridor of San Pablo. The planning process has included bilingual community involvement, creation of development concepts for infill opportunity sites, and an outreach effort to include the input of local and regional developers of urban residential and mixed-use projects. The 23rd Street Specific Plan will establish building standards and parking regulations that facilitate new development and help to revitalize underutilized properties in this important part of San Pablo.

Negative Declaration for the Plan, focusing in particular on potential impacts related to visual quality, historic resources, traffic and circulation, and land use. DC&E also provided consultation on the completion of the District Plan itself, to ensure that the analysis contained in the Initial Study informs the development of the policies contained in the Plan. The result was a largely self-mitigating Park Avenue District Plan.



Siena Hill EIR

location: City of Oakland

size: 3 acres

schedule: June 2002 through February 2005

contact: Ed Patmont, Hillside Homes Group, Inc., (925) 946-9477

DC&E prepared an EIR for a high-density, 32-unit infill housing project in the Oakland hills. The EIR focused on visual quality, traffic, slope stability, hydrology and site access. Additionally, DC&E was involved in an iterative design process with the client and the City of Oakland to develop the site in an environmentally sensitive manner that minimized alterations to the existing landscape. DC&E also assisted the client with organizing and facilitating community meetings to explain both the project and the CEQA process to concerned neighbors.

Over years of managing large projects with many subconsultants, DC&E has developed strategies for ensuring that our work products are of the highest quality, are completed in a timely manner, and stay within their budgets. We are committed to high-level principal and senior associate involvement in all aspects of project management, report writing, and product delivery. Below we have highlighted the cost, scheduling and quality control techniques we employ for our projects.

Schedule

We work with our clients to develop complete critical path schedules in the initial project stages, allowing everyone involved to monitor the project’s progress. We schedule due dates to allow adequate time for internal review for consistency, style and completeness, so that every product we give our clients is a polished document. We maintain constant communication with our clients and subconsultants, and document decisions in writing to ensure that they are clearly understood by all team members.

Recently, we completed both the *Downtown Vallejo Specific Plan and Virginia Street Mixed-Use Project EIR* for the City of Vallejo and the *WinCo EIR* for the City of Tracy on fast-track schedules, and DC&E successfully met tight deadlines at each stage of the project. For the City of Vallejo, we completed the entire CEQA process within eleven months of contract approval, a process that included two rounds of internal review of the Administrative Draft EIR and the Draft EIR, the certification

of the Final EIR and the approval of the Specific Plan. For the *WinCo EIR*, DC&E built on our experience preparing the General Plan and General Plan EIR for Tracy to quickly prepare the existing setting sections of the EIR, which enabled us to deliver an Administrative Draft EIR to the City within four weeks of being given official notice to proceed.

Quality Control

As part of DC&E’s quality control process, a DC&E principal reviews all products before they are submitted to a client. This review occurs after an initial review and comprehensive editing by a Senior Associate or Associate-level staff person. In order to ensure that a document has consistent voice and language, we assign one individual to be the primary editor of the document. Additionally, DC&E has a Standard Operating Procedures Manual that establishes style, grammar and formatting standards for all of our documents and graphics. These standards are followed for our documents except where we receive direction oth-

erwise from our clients. The standards help to ensure consistency of writing style, voice, language and formatting for documents that have multiple authors.

Cost

DC&E's project managers closely monitor project costs using a variety of tools. Cost reports prepared by our Business Manager are provided to project managers on a monthly basis for review. Similarly, project managers review sub-consultant expenses and labor costs monthly to ensure that they are in line with where we are in the project schedule and to ensure that the amount does not exceed the budgeted amount. Additionally, through DC&E's accounting software, our project managers can check in real time all project expenditures. This regular monitoring of project costs allows us to keep our costs in check and alerts our project managers to potential budget issues that need addressing.

Hourly Rates

Founding Principal (David Early)	\$ 210
Principal	\$ 175
Senior Associate	\$ 155
Associate	\$ 125
Project Planner	\$ 100
Graphics/Word Processing	\$ 85
Planner	\$ 80
Clerical	\$ 65

DC&E bills for travel time at standard hourly rates.

Expenses

Mileage is billed at the IRS rate, currently 44.5¢ per mile.

Office Expenses (phone, fax, etc.) are billed at 2 percent of DC&E labor.

Mark-up on subconsultants managed by DC&E is 10 percent.

Other expenses, including bridge tolls, are billed at the actual cost, without mark-up.



R E S U M E S

STEPHEN T. NOACK, AICP
PRINCIPAL

Professional Experience

Design, Community & Environment, Berkeley, California. Principal. 2002 through present. Responsible for leading teams preparing environmental documents for a wide variety of projects including the *U.C. Berkeley Long Range Development Plan EIR*, the *Gasser Master Plan EIR* for the City of Napa, *Meriam Park EIR* for the City of Chico, *Southeast Campus Integrated Projects EIR* for UC Berkeley, and the *General Plan EIR* for the City of Walnut Creek.

Parsons Brinckerhoff, San Francisco/Sacramento, California. Senior Environmental Planner. 1998 through 2002. Managed and wrote environmental documents for a wide range of projects, including transportation corridor studies and site-specific plans. Worked with local, State and federal regulatory agencies to identify critical environmental issues related to the projects and provide technical analysis. As project manager, provided strong team development and led work on collaborative resolution of a myriad of issues.

Pacific Municipal Consultants, Sacramento, California. Senior Associate. 1996 through 1998. Provided contract planning and project management services for the cities of Orinda, Belmont and Saratoga. Prepared an urban design study for the City of Sand City (Monterey County) and completed a hazardous waste management plan for the City of Oakland.

Tetra Tech, Inc., Lafayette, California. Business Development Director. 1995 through 1996. Prepared and implemented marketing plan for research and development division of a national architectural and engineering company. Made presentations to clients throughout the United States. Conducted in-house training seminars, prepared proposals and coached presentation sessions.

Woodward-Clyde Consultants. Project Scientist/Senior Business Development Manager. 1988 through 1995. Managed a wide range of EIRs and EISs for industrial and research facilities, transportation corridors, commercial and residential projects. Developed and implemented focused market plans for five technical discipline groups. Conducted meetings with potential clients and developed strategies to pursue strategic opportunities for the department.

Creegan & D'Angelo, Pleasanton, California. Senior Planner. 1986 through 1988. Managed U.S. Navy Land Use Compatibility Studies at NAS Moffit Field and NAS Whidbey Island, Washington.

Ruth & Going, Inc., San Jose, California. Associate Planner. 1985 through 1986. Prepared environmental documentation for a wide range of projects. Worked with municipalities in preparing general plan amendments and with private-sector clients on conditional use permit applications.

Carpenter Associates, San Carlos, California. Assistant Planner. 1984 through 1985. Provided full range of consulting planning services, including environmental impact reports and contract planning services.

City of Daly City, Daly City, California. Assistant Planner. 1981 through 1983. Responsible for administration of city's zoning ordinance, which included code enforcement, reviewing discretionary permit applications, managing consultant and making presentations to the Planning Commission.

Education

Master of Science, Urban and Regional Planning, San Jose State University, California.

Bachelor of Science, Urban and Regional Government, Willamette University, Salem, Oregon.

Professional Affiliations

Member, American Institute of Certified Planners.

Member, Association of Environmental Professionals.

Luncheon Director, Professional Environmental Marketing Association, 1996 through 1997.

Member, American Planning Association.

Director Northern Section, California Chapter, 1993 through 1995.

Fundraising Chair, 2005 National Conference Steering Committee.

TED HEYD, ASSOCIATE

Professional Experience

Design, Community & Environment, Berkeley, California. Associate. 2006 through present. Responsible for project management and analysis for environmental review studies, including project-level and programmatic EIRs, as well as management and preparation of planning and transportation studies. Project Manager of the *Tracy General Plan EIR* for the City of Tracy, *Santa Rosa Station Area Specific Plan EIR* for the City of Santa Rosa, and the *Mission Square EIR* for the City of Sonoma.

CirclePoint, San Francisco, California. Project Manager. 2003 through 2006. Managed completion of a range of CEQA and NEPA documents, scheduled and managed internal quality control processes, maintained communication with clients and teams of multi-disciplinary subconsultants.

Parsons Brinckerhoff, Quade and Douglas, Inc. San Francisco, California. Planner. 1999 through 2002. Responsible for a variety of environmental analyses evaluating issues such as consistency with local land use plans, impacts to historic resources, and potential for transit-oriented development.

Education

Master of Urban and Regional Planning, *San Jose State University, California.*

Bachelor of Arts, American History, *Hobart College, Geneva, New York.*

Honors and Awards

AICP Student Award, Market-Almaden Neighborhood Improvement Plan, 2003.

Professional Affiliations

Member. American Planning Association.

Member. Association of Environmental Professionals.

Community Service

Association of Bay Area Governments, Oakland, California. Facilitator.
2001. Facilitated small-group map exercises in four counties as part of DC&E's work on the Regional Livability Footprint Project, which developed a 20-year sustainable land use scenario for the region.

CHANTAL MARIE CHARETTE
PROJECT PLANNER

Professional Experience

Design, Community & Environment, Berkeley, California. Project Planner. 2005 through present. Responsible for research and report writing for comprehensive planning and environmental review projects.

Santa Barbara County Planning and Development Department, California. Long Range Planner. 2004 through 2005. Provided policy recommendations for development proposals at public hearings, assisted applicants to develop projects which met the goals of the County Comprehensive Plan, responded to public comments and inquiries regarding land development proposals. Also provided assistance with zoning and community plan consistency at public counter.

Santa Barbara County Redevelopment Agency, California. Redevelopment Planner. 2004 through 2005. Participated in the refinement of a County Redevelopment Plan, including developing and publishing community design guidelines. Researched and co-authored EIRs and managed consultants; determined project consistency with environmental policies and redevelopment regulations. Facilitated, presented and took minutes at community meetings. Met stringent guidelines for formation and continuation of General Plan Advisory Committee/Project Area Committee. Maintained open communication between County and public throughout Redevelopment Plan process.

University of California, Santa Barbara, California. Research Assistant. 2003 through 2004. Performed research, financial analysis; wrote and edited reports; assisted with bookkeeping, provided administrative support.

Education

Bachelor of Science, Ecology and Evolution, University of California, Santa Barbara.

CHAD MARKELL
PROJECT PLANNER

Professional Experience

Design, Community & Environment, Berkeley, California. Project Planner. 2006 through present. Responsible for research and report writing for comprehensive planning and environmental review projects.

Moore Iacofano Goltsman, Inc., Berkeley, California. Environmental Planner. 2003 through 2006. Responsible for management of projects focused on urban/environmental interface, watershed and water resource management, parks and open space, and infill development. Facilitated public meetings, stakeholder groups and stakeholder interviews. Skilled in mapping to graphically enhance the complex analysis of existing and future planning scenarios.

Coral Reef Alliance, San Francisco, California. Independent Contractor. 2003. Created sector analysis, sustainability performance indicators, and codes of conduct for managing environmentally responsible marine tourism providers in the Caribbean. Developed evaluation criteria and procedures for determining compliance to the program guidelines.

University of California, Berkeley, California. Research Associate. 2002 through 2003. Evaluated impacts of current development policy on indigenous coastal fishing environments and communities. Completed a technical environmental assessment of water quality in the Bengal Basin.

People For Puget Sound, Seattle, Washington. Shoreline Stewardship Intern. 2002. Developed a comprehensive shoreline management program to inform shoreline property owners of their rights and responsibilities. Created best management practices for individuals and local homeowner associations.

Education

Bachelor of Science, Conservation Resource Studies and Bachelor of Arts, Political Economy and Industrial Studies. University of California, Berkeley. Emphasis on water and marine ecosystem analysis and management.

Community Service

Carpenter, Habitat for Humanity.

Volunteer, Project Sunshine. Project Sunshine provides free educational and recreational programs to children and families affected by medical challenges.

JUSTIN KOSTA
PLANNER

Professional Experience

Design, Community & Environment, Berkeley, California. Planner. 2006.
Responsible for research, analysis and report writing in the preparation of comprehensive planning and environmental review documents.

Garcia and Associates, San Anselmo, California. Wildlife Biologist. 2005.
Monitored and surveyed for two special-status species: the San Francisco Garter snake and the California red-legged frog.

Impact Sciences, Inc., Oakland, California. Environmental Planner. 2005.
Prepared Environmental Impact Reports (EIR) as required by the California Environmental Quality Act (CEQA).

AEI Consultants, Inc. Walnut Creek, California. Environmental Scientist.
2004 through 2005. Conducted environmental site inspections and impact assessments (PHI) that conformed to ASTM standards.

Education

Master of Science, *Environmental Management, University of San Francisco.*

Bachelor of Arts, *Political Science (major) and Spanish Language (minor), University of San Francisco.*

JOSE MORENO
PLANNER

Professional Experience

Design, Community & Environment, Berkeley, California. Planner. 2006 through present. Responsible for research and report writing for comprehensive planning and environmental review projects.

San Francisco Planning + Urban Research Association, San Francisco, California. General Office Assistant. 2005. Coordinated SPUR's monthly off-site tours and updated *SPUR in the News*.

San Francisco Housing Action Coalition, San Francisco, California. Project Coordinator. 2005. Coordinated the Endorsement and Outreach Committees, spearheading expansion of the Endorsement Program and executing the Coalition's *3rd Annual Housing Hero Award* event.

Resources for Community Development, Berkeley, California. Manager of Administrative Services. 2004 through 2005. Helped develop the company's website and produce a company-wide software and hardware inventory. Assisted staff with special projects as requested.

City of Piedmont, Piedmont, California. Administrative Assistant. 2003 through 2004. Responsible for issuing and tracking business licenses. Maintained office and equipment inventory for City Hall. Managed mail, covered the phone, and oversaw the department's daily revenue report.

Office of Senator Barbara Boxer, San Francisco, California. Intern. 2003.

Office of Supervisor John Gioia, District 1, El Cerrito, California. Intern. 2002.

Education

Bachelor of Arts, Architecture (major) and City Planning (minor), University of California, Berkeley.