



ANTONIO R. VILLARAIGOSA
MAYOR

May 30, 2013

Honorable Members of the City Council
c/o City Clerk
City Hall, Room 395

Honorable Members:

Subject to your confirmation, I have today appointed Mr. Ronald Lowe to the Rent Adjustment Commission for the term ending May 20, 2014. Mr. Lowe will fill the vacancy created by Ramon Muñiz, who has resigned.

I certify that in my opinion Mr. Lowe is especially qualified by reason of training and experience for the work that will devolve upon him, and that I make the appointment solely in the interest of the City.

Very truly yours,

ANTONIO R. VILLARAIGOSA
Mayor

ARV:mcc

Attachment

COMMISSION APPOINTMENT FORM

Name: Ronald Lowe
Commission: Rent Adjustment Commission
End of Term: May 20, 2014

Appointee Information

1. Race/ethnicity: African American
2. Gender: Male
3. Council district and neighborhood of residence: 10 - Central
4. Are you a registered voter? Yes
5. Prior commission experience:
6. Attendance record of past commission appointment(s):
7. Highest level of education completed:
8. Occupation/profession:
9. Experience(s) that qualifies person for appointment: See attached resume
10. Purpose of this appointment:
11. Current composition of the commission (excluding appointee):

Name	APC	CD	Ethnicity	Sex	Term ends
Alex Cha	Central	1	Asian Pacific Islander	M	5/20/2014
Jeffrey Daar	Central	12	Caucasian	M	5/20/2014
Betsy Handler	West	11	Caucasian	F	5/20/2014
Paula Leftwich	South	8	African American	F	5/20/2014
Ramon Muñiz	East	1	Latino	M	5/20/2014
Maria Townsend	North Valley	12	Latina	F	5/20/2014
Allyne Winderman	Central	4	African American	F	5/20/2014

Ronald A. Lowe

PROFESSIONAL EXPERIENCE:

2009- Pres **Los Angeles Minority Business Opportunity Center/ MBDA Business Center**
Los Angeles

Directly responsible for strategizing and developing a system for brokering commercial financial transactions for MBOC clients through a network of banks, alternative lenders, non profit lenders, angel & equity funds etc. Established and maintained strong relationships with all LA MBOC Partners, Business Leaders, Chambers of Commerce, Business Associates, Public Agencies, etc. Develop Strategic work plan for MBC-LA clients by doing Business Analysis and benchmarking of client capabilities to assist in reaching growth goals.

2004-2008 **Los Angeles LDC, Inc.**
Community Development Finance Advisor

Directly responsible for marketing and outreach for commercial loan transactions, spreading and analysis of financial statements, underwriting, collateral and cash flow analysis, full credit memo composition for loan committee approval. Also responsible for various departmental reporting including loan covenant tracking, statement tracking, and credit reviews.

2002-2004 **Aames Home Loan**
Loan Executive

Responsible for marketing and selling mortgage refinance products for internet division of company by telephone, e-mail and fax. Required extensive knowledge of mortgage products, different indexes (Treasuries, LIBOR, COFI, etc), and credit pricing. Member of Director Club For highest achieving executives

2000-2002 **Independent Financial Consultant**

Provided financial consulting services for several accounting firms in the business and entertainment arena.

1998-2000 **FAME Assistance Corporation**
Senior Credit Officer

Direct responsibility for Department of Commerce EDA-RLF Loan Program. Supervisory role over three other loan programs. Provide links to business owners and business resources. Provide technical assistance and case management to current loan borrowers. Served as Assistant Project Manager and supervised staff of 4.

Ronald A. Lowe

1997-1998 **Independent Consultant**

Provided consulting services for three different non-profits in the economic development arena.

- 1) **Pacific Coast Regional-** Provided outreach and loan packaging services for their state guarantee program and micro loan program.
- 2) **Vermont-Slauson Economic Development Corporation-** Provided technical assistance in financial forecasting and projections to students in their Entrepreneurial Training Program.
- 3) **FAME Renaissance-** Provided loan underwriting services for their Revolving Loan Fund Program.

1995-1997 **Operation Hope, Inc.**

Project Manager (Technical Assistance Program) and Commercial Loan Consultant

Direct responsibility for outreach to minority and women-owned small businesses in underserved communities. Provide technical assistance and case management. Originate and underwrite loan packages and present to Operation Hope member lenders. Provide business resource information to clients and contacts. Oversee Professional Voucher Program. Provide partnership support to community groups and churches holding economic development seminars.

1993-1995 **MainLine Funding Group**

Managing Partner

Direct responsibility for marketing and sales of commercial and residential loan programs, underwriting all loans for investor programs, pairing loans with suitable investors, negotiating terms and conditions for funding, and supervising all administrative functions.

1988-1993 **FIFCO Investment Management Corporation**

Vice President, Loan Administration Department

Managed loan processing, underwriting, loan servicing and accounting departments. Supervised loan processors. Developed underwriting criteria for new loan programs. Monitored all loan servicing for compliance and all accounts payable.

1985-1988 **Restoration Development Corporation**

Management Consultant

Managed 22 residential and commercial properties consisting of over 700 units. Supervised individual building managers. Negotiated contracts and terms with lenders and utility companies. Maintained exemplary tenant-landlord relations.

1982-1985 **Self-Employed**

Operated several small companies including a leather import shop, carpet cleaning business, and a direct sales operation in the health care industry.

Ronald A. Lowe

1979-1982

Coldwell Banker

Sales Associate

Responsible for listing and selling residential real estate. Highest grossing associate in 1980.

Education:

University of Colorado, Boulder, Colorado. Course work in Business Administration and Marketing.

Realtor Institute at University of Colorado, Boulder, Colorado. GRI Designation.



ANTONIO R. VILLARAIGOSA
MAYOR

May 30, 2013

Mr. Ronald Lowe
1712 South Orange Grove Avenue
Los Angeles, CA 90019

Dear Mr. Lowe:

I am pleased to inform you that I hereby appoint you to the Rent Adjustment Commission for the term ending May 20, 2014. In order to complete the process as quickly as possible, there are several steps that must be taken, many of which require a trip downtown. If you require parking during these procedures, please call Maria Civilini in my Office at (213) 922-9742 and she will arrange it for you.

To begin the appointment process, please review, sign and return the enclosed City Commissioner Ethics Pledge, Commission Remuneration Form, Undated Separation Form and Background Release **within one week** of receiving this letter. These documents are necessary to help us ensure the most efficient, open and accountable City government possible. Further, Mayor's Office policy requires you to be fingerprinted as part of the background check that is done on all potential Commissioners. To do so, please bring this letter to the Background Unit of Employment Services Division, Personnel Department Building, 700 East Temple Street, Room 235, Los Angeles, (213) 473-9343. Fingerprints must be taken **within three working days** from the **receipt** of this letter.

Under separate cover you will be receiving a packet from the City Ethics Commission containing information about the City's conflict of interest laws and a copy of the State Form 700/Statement of Economic Interests. City law requires that you complete and return this form **within 21 days** of your nomination to the City Ethics Commission, 200 North Spring Street, City Hall, 24th Floor, Los Angeles, California 90012. Any inquiries regarding this form should be directed to Shannon Prior at the Ethics Commission at (213) 978-1960.



Mr. Ronald Lowe
May 30, 2013
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As part of City Council confirmation process, you will need to meet with Herb J. Wesson, Jr., your Councilmember, and Councilmember Richard Alarcon, the Chair of the Housing, Community and Economic Development Committee, to answer any questions they may have. You will be hearing from a City Council committee clerk who will let you know when your appointment will be considered by the Housing, Community and Economic Development Committee. Some time thereafter, you will also be notified by the committee clerk when your appointment will be presented to the full City Council for confirmation. Once you are confirmed, you will be required to take the oath of office in the City Clerk's Office, Room 395, City Hall. Deputy Mayor Mercedes Marquez's staff will be responsible to assist you during the confirmation process if you have questions.

Commissioners must be residents of the City of Los Angeles. If you move at any point during your term, have any changes in your telephone numbers, or in the future plan to resign (resignation must be put in writing), please contact my office immediately.

Warmest congratulations and thank you for agreeing to continue helping in my efforts to serve the people of the City of Los Angeles.

Very truly yours,



ANTONIO R. VILLARAIGOSA
Mayor

ARV:mcc

Attachment I
Mr. Ronald Lowe
May 30, 2013

Nominee Check List

I. Within three days:

- Get fingerprinted to complete background check.**
No appointment is necessary. Bring the Mayor's letter to:
Background Unit of Employment Services Division, Personnel
Department Building, 700 East Temple Street, Room 235, Los Angeles,
(213) 473-9343.

II. Within one week:

Mail or fax the following forms to: Office of the Mayor, Attn: Maria Civilini Office of
Legal Counsel, 200 N. Spring St., # 303, Los Angeles, CA 90012. Fax: (213)
978-0720.

- Ethics Pledge**
- Remuneration Form**
- Undated Separation Form**
- Background Check Release**
- Commissioner Information Sheet/Voluntary Statistics**

III. Within 21 days:

File the following forms with the City Ethics Commission. *If you are required to
file, you will receive these forms in the mail from that office.*

- Statement of Economic Interest ("Form 700")**
IMPORTANT: The City Council will not consider your nomination until
your completed form is reviewed by the Ethics Commission.
- Residence Verification Form**

IV. As soon as possible, schedule a meeting with:

- Your City Councilmember Herb J. Wesson, Jr.** (contact at 213-473-
7010).
- Councilmember Richard Alarcon, Chair of the Council Committee**
considering your nomination (contact at 213-473-7007).

A member of Deputy Mayor Mercedes Marquez's staff can assist you with these
arrangements. (Mayor's Office: 213-978-0600)