



**Contra  
Costa  
County**

**For Office Use Only**  
Date Received:

**For Reviewers Use Only:**  
Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

MAIL OR DELIVER TO:  
Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
PLEASE TYPE OR PRINT IN INK  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Affordable Housing Finance Committee  
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Committee Member  
PRINT EXACT SEAT NAME (if applicable)

1. Name: Ritter Warren David  
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] Pacheco CA 94553  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted]  
(Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma  G.E.D. Certificate  California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved: Juris Doctorate

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) John Jay College of Crim. Justice	International Relations	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			B.A	2006
B) City Univ. of New York School of Law	Community and Economic Development	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			J.D.	2014
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
National Center for Housing Management	Tax Credit Specialist	12	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <input type="text" value="1/07/2019"/>    <input type="text" value="Present"/>            Total: <u>Yrs.</u>    <u>Mos.</u>  <input type="text" value="0"/>            <input type="text" value="2"/>            Hrs. per week <input type="text" value="70"/> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  <input type="text" value="Project Manager"/>            Employer's Name and Address  <input type="text" value="EAH, Affordable Housing Developer"/></p>	<p>Duties Performed            Manage all facets of housing development including budget, schedule, procurement, quality and risk for each stage of housing development including planning, design, construction and occupancy. Secure financing and exonerate all obligations pursuant to said financing, negotiate contracts, act as liaison between residents and investors.</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <input type="text" value="01/01/2017"/>    <input type="text" value="01/07/2019"/>            Total: <u>Yrs.</u>    <u>Mos.</u>  <input type="text" value="2"/>            <input type="text" value="0"/>            Hrs. per week <input type="text" value="60"/> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  <input type="text" value="Project Manager"/>            Employer's Name and Address  <input type="text" value="Christian Church Homes, Affordable Housing Developer"/></p>	<p>Duties Performed            Oversee and coordinate all aspects of housing development including feasibility, design, construction and transition to operations, negotiated and drafted MOU's, managed construction draw process, negotiated change orders, negotiated and drafted contract amendments, provided monthly updates to local agencies and investors, coordinated year 15 exits.</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <input type="text" value="11/01/2014"/>    <input type="text" value="12/20/2016"/>            Total: <u>Yrs.</u>    <u>Mos.</u>  <input type="text" value="2"/>            <input type="text" value="1"/>            Hrs. per week <input type="text" value="60"/> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  <input type="text" value="Project Manager"/>            Employer's Name and Address  <input type="text" value="Ventura Partners, Real Estate Development"/></p>	<p>Duties Performed            Facilitate contract negotiations, ensure compliance with CDBG and New Market Tax Credit requirements, administer projects through City agencies, prepare financial pro formas and work plans, monitor project budgets and schedules, prepare policies and procedures for Hunters Point Shipyard Working Group, prepare and present progress reports.</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <input type="text" value="09/01/2013"/>    <input type="text" value="04/01/2014"/>            Total: <u>Yrs.</u>    <u>Mos.</u>  <input type="text" value="0"/>            <input type="text" value="7"/>            Hrs. per week <input type="text" value="15"/> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  <input type="text" value="Legal Intern."/>            Employer's Name and Address  <input type="text" value="Parodneck Foundation, Community Assisted Tenant Controlled Housing (CATCH)"/></p>	<p>Duties Performed            Perform due diligence, draft limited partnership agreements, draft organizational structures charts, coordinate pre-development meetings with residents, architects and general contractors and draft and reviewing closing documents.</p>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name



Date:

2-27-2019

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: 651 Pine Street, Room 106, Martinez, CA 94553.
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for  
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution  
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;  
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.

II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:

1. Mother, father, son, and daughter;
2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
4. First cousin;
5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
7. Registered domestic partner, pursuant to California Family Code section 297.
8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

# WARREN D. RITTER

██████████ ❖ ████████████████████ ❖ ███████████ Pacheco CA 94553

## EDUCATION:

City University of New York, J.D. *May 2014*

John Jay College of Criminal Justice, B.A., International Relations *May 2006*

## EXPERIENCE:

### **EAH Housing, San Rafael CA**

*Project Manager, January 2019-Present*

Manage all facets of housing development including budget, schedule, procurement, quality and risk for each stage of housing development including planning, design, construction and occupancy. Secure financing and exonerate all obligations pursuant to said financing, negotiate contracts, act as lead in due diligence, coordinate, schedule and supervise activities of all consultants, monitor construction progress and ensure compliance with all applicable codes, act as a liaison between residents, private and public entities and investors.

### **Christian Church Homes, Oakland CA**

*Project Manager, January 2017- January 2019*

Oversee and coordinate all aspects of housing development including feasibility, design, construction and transition to operations, negotiated and drafted MOU's, managed construction draw process, negotiated change orders, negotiated and drafted contract amendments, provided monthly updates to local agencies and investors, coordinated year 15 investor exits for LIHTC properties.

### **Ventura Partners, San Francisco, CA**

*Project Manager/Asset Manager November 2014- December 2016*

Facilitate contract negotiations, ensure compliance with CDBG and New Market Tax Credit requirements, administer projects through city agencies, prepare financial pro formas and work plans, monitor relocation budgets and schedules, prepare policies and procedures for Hunter's Point Shipyard Working Group, draft RFP's/RFQ's, perform market research, prepare and present progress reports to various boards and agencies.

### **The Parodneck Foundation/CATCH, New York, NY**

*Legal Intern, Community Assisted Tenant Controlled Housing September 2013-April 2014*

Drafted limited partnership agreement for the repositioning of Low-Income Housing Tax Credit properties. Reviewed and analyzed monthly management reports, screened tenant applications for compliance with HOME, HOPE VI, and Participation Loan Programs, drafted pro forma analysis, feasibility studies and presented project recommendations.

### **Almazan and Associates, New York, NY**

*Real Estate Transaction Intern June 2013-September 2013*

Drafted and reviewed closing documents, performed due diligence, ordered and obtained title searches, secured escrow agents, arranged closing dates, coordinated property inspections and drafted listing agreements according to state and federal law.

## PROFESSIONAL TRAINING:

Tax Credit Specialist Certification, National Center for Housing Management, *May 2016*

HOME Underwriting and Subsidy Layering Guidelines, HUD Exchange, *June 2016*

Nonprofits as Landlords and Tenants: Farella Braun and Martel, LLP *March 2015* Joint Venturing on Year-15 Restructuring Projects, Enterprise Comm. Partners, *February 2014*

**SKILLS:** Conversant in American Sign Language and Spanish