



ERIC GARCETTI
MAYOR

August 13, 2020

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

Honorable Members:

Subject to your confirmation, I have reappointed Ms. Andrea Martinez to the Board of Taxicab Commissioners for the term ending June 30, 2025. Ms. Martinez's current term expired on June 30, 2020.

I certify that in my opinion Ms. Martinez is qualified for the work that will devolve upon her, and that I make the appointment solely in the interest of the City.

Sincerely,

A handwritten signature in black ink, appearing to read 'E. Garcetti', with a horizontal line extending to the right.

ERIC GARCETTI
Mayor

EG:dlg

Attachment

COMMISSION APPOINTMENT FORM

Name: Andrea Martinez
Commission: Board of Taxicab Commissioners
End of Term: 6/30/2025

Appointee Information

- 1. **Race/ethnicity:** Latina
- 2. **Gender:** Female
- 3. **Council district and neighborhood of residence:** 13 - East
- 4. **Are you a registered voter?** Yes
- 5. **Prior commission experience:** Board of Taxicab Commissioners
- 6. **Highest level of education completed:** B.A., Michigan State University
- 7. **Occupation/profession:** Executive Manager
- 8. **Experience(s) that qualifies person for appointment:** See attached resume
- 9. **Purpose of this appointment:** Reappointment
- 10. **Current composition of the commission:**

Commissioner	APC	CD	Ethnicity	Gender	Term End
Gorbis, Boris	Central	4	Caucasian	M	30-Jun-22
Kennedy, Jacqueline Le	South Valley	5	Asian Pacific Islander	F	30-Jun-24
Martinez, Andrea	East	13	Latina	F	30-Jun-20
Pomakian, Mampre R.	South Valley	4	Caucasian	M	30-Jun-22
Spiegelman, Eric	East	13	Caucasian	M	30-Jun-21

Objective

Combine the tools I have learned in academia, life, and employment to contribute creatively, efficiently, and effectively in an organization that matches my ideals.

Experience

DIAMOND LANDSCAPING, INC., Los Angeles, California

Executive Manager (January 2012 - present)

- Manage installation of high end residential landscape projects
- Serve as a liaison between clients, supervisors, and laborers
- Prepare proposals and change orders
- Coordinate schedule to complete projects on time and within budget
- Source building materials and landscape materials (trees, plants, soils)

MIA LEHRER + ASSOCIATES, Los Angeles, California

Special Projects Manager (December 2009 - December 2011)

- Organize itinerary and schedule high profile meetings for Sao Paolo City Council President visit to Los Angeles.
- Organize and execute holiday parties for staff and clients
- Collaborate with marketing team and PR team to prepare graphics and mailings and generate audience specific material
- Hire and manage social media intern including content and image review for Facebook and e-mailer Emma
- Coordinate fundraisers for local politicians
- Conduct tours of our office, our work, and site visits for school groups, community groups, and individuals
- Served as selected representative to visit Cuba with high profile group from LA

Executive Assistant (July 2004 - March 2009)

- Provide complete administrative support for the CEO, including but not limited to:
 - Screening all phone calls and visitors
 - Reading, sorting, and executing email correspondence
 - Domestic and international travel arrangements
 - Calendar management and meeting coordination
 - Timesheets and expense reports
- Acting liaison amongst CEO, management, and design staff.
- Construct proposal and contract documentation.
- Played an integral role at all levels of design and business operations.

Education

B.A. Communication, Michigan State University, May 2001

Skills and Activities

- Organized, Multitasker, detail oriented
- Microsoft Office, InDesign, Photoshop
- Positive demeanor
- Type 65 WPM
- Very astute
- Fluent in English, learning Spanish
- Community volunteer + organizer
- Active in Los Angeles Bicycle Community, organize monthly rides
- Active in Los Angeles Walking Community
- World Traveler
- Researcher, Reader, Result Seeker
- Investigator



ERIC GARCETTI
MAYOR

August 13, 2020

Dear Ms. Martinez:

I am pleased to inform you that I hereby reappoint you to the Board of Taxicab Commissioners for the term ending June 30, 2025. In order to complete the process as quickly as possible, there are several steps that must be taken, many of which require visiting City Hall. If you require parking during these procedures, please call Claudia Luna in my Office at (213) 978-0621 to make arrangements for you.

To begin the reappointment process, please review, sign and return the enclosed Remuneration Form, Undated Separation Forms, Background Check Release and Information Sheet **within one week** of receiving this letter. These documents are necessary to ensuring the most efficient, open and accountable City government possible.

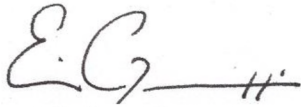
As part of the City Council confirmation process, you will need to meet with Mitch O'Farrell, your Councilmember, and Councilmember Mike Bonin, the Chair of the Transportation Committee, to answer any questions they may have. You will be hearing from a City Council committee clerk who will let you know when your reappointment will be considered by the Transportation Committee. Some time thereafter, you will be notified by the committee clerk when your reappointment 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 in Room 395 of City Hall. Claudia Luna will assist you during the confirmation process if you have questions.

Ms. Andrea Martinez
August 13, 2020
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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.

Congratulations and thank you for agreeing to serve the people of Los Angeles.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Garcetti", with a horizontal line extending to the right.

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Andrea Martinez
August 13, 2020

Nominee Check List

I. Within seven days:

Mail or email the following forms to: Claudia Luna, Office of the Mayor, City Hall, 200 N. Spring Street, Los Angeles, CA 90012 or email: Claudia.Luna@lacity.org.

_____ **Remuneration Form**

_____ **Undated Separation Forms**

_____ **Background Check Release**

_____ **Commissioner Information Sheet/Voluntary Statistics**

II. As soon as possible, the Mayor's Office will schedule a meeting with you and:

_____ **Your City Councilmember Mitch O'Farrell**

_____ **Councilmember Mike Bonin, Chair of the Council Committee
considering your nomination**

Staff in the Mayor's Office of Legislative and External Affairs will assist you with these arrangements.