



ERIC GARCETTI
MAYOR

March 6, 2017

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Jennifer Vasquez to the Police Permit Review Panel for the term ending June 30, 2021. Ms. Vasquez will fill the vacancy created by Jacob Stevens, who withdrew from consideration.

I certify that in my opinion Ms. Vasquez 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 blue ink, appearing to read 'E. Garcetti', with a horizontal line extending to the right.

ERIC GARCETTI
Mayor

EG:dlg

Attachment

COMMISSION APPOINTMENT FORM

Name: Jennifer Vasquez
Commission: Police Permit Review Panel
End of Term: 6/30/2021

Appointee Information

- 1. Race/ethnicity:** Latina
- 2. Gender:** Female
- 3. Council district and neighborhood of residence:** 14 - Central
- 4. Are you a registered voter?** Yes
- 5. Prior commission experience:**
- 6. Highest level of education completed:** B.A., George Mason University
- 7. Occupation/profession:** Sr. Director/Vice President, Corporate Relations and External Communications,
Society for Hispanic Engineers
- 8. Experience(s) that qualifies person for appointment:** See attached resume
- 9. Purpose of this appointment:** Replacement
- 10. Current composition of the commission (excluding appointee):**

Commissioner	APC	CD	Ethnicity	Gender	Term End
Islam, Maruf	Central	10	Asian Pacific Islander	M	30-Jun-18
Kil, William O.	East	14	Asian Pacific Islander	M	30-Jun-19
Roxborough, Nicholas	South Valley	5	Caucasian	M	30-Jun-20
Sandoval, Jose	North Valley	6	Latino	M	30-Jun-17
Yeretsian, Lara	Central	4	Other	F	30-Jun-19

Jennifer Vasquez is a multifaceted, bilingual executive who has demonstrated the ability of effective organizational development resulting in new and increased levels of success in a variety of highly competitive industries, cutting-edge markets, and fast-paced environments. Jennifer has successfully analyzed an organization's critical needs, identified deficiencies and opportunities, and developed innovative and cost-effective solutions for improved efficiency, enhancing competitiveness, increasing revenue, and strong client relations. She has over 13 years of an impressive track record of hands-on experience in strategic planning, business development, diversity and inclusion initiatives, change management, organizational agility, partnership development, revenue generation, project management, Integrated Marketing Communications strategy, Corporate Social Responsibility, and global relations.

In addition to having traveled to over 30 countries, her educational background that include dual masters degrees in international studies and Latin American and Caribbean studies have provided her with a global perspective and complimented her success in her various roles. With dynamic business, strategy development, research and analytical skills, she has proven to be a performance-driven executive with deep expertise in spearheading initiatives that strengthen infrastructure, expand revenue-generating capabilities, and maximize ROI for high-growth. In addition, Jennifer completed a Masters in Business Administration focused on organizational agility and change management.

Jennifer's management experience includes:

- * Rebuilding an international organization
- * Project management
- * Partnership development
- * Identifying and securing diverse sources of revenue
- * Development of products and services
- * Recruitment and retention strategies
- * Business and Strategic planning and business process management
- * Community relations
- * Process improvement

Her external involvement on nonprofit boards has provided valuable input and strategic direction to increase the visibility and funding sources of those organizations. In addition, she has established strong partnerships and alliances with diverse corporate and community leaders.

Jennifer brings experience from being appointed by Mayors to commissions for the City of Miami and Washington D.C. She is excited to bring her passion in community service and development and expertise to the city and county of Los Angeles.



ERIC GARCETTI
MAYOR

March 6, 2017

Ms. Jennifer Vasquez

Dear Ms. Vasquez:

I am pleased to inform you that I hereby appoint you to the Police Permit Review Panel for the term ending June 30, 2021. 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 appointment 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. 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, California 90012. The division phone number is (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. You are required to 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 Nicole Enriquez at the Ethics Commission at (213) 978-1960.

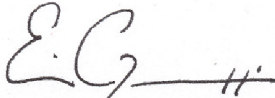
Ms. Jennifer Vasquez
March 6, 2017
Page 2

As part of the City Council confirmation process, you will need to meet with Jose Huizar, your Councilmember, and Councilmember Mitch Englander, the Chair of the Public Safety 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 Public Safety Committee. Sometime thereafter, you will 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 in Room 395 of City Hall. Claudia Luna will 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.

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

Sincerely,

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

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Jennifer Vasquez
March 6, 2017

Nominee Check List

I. Within three days:

_____ **Get fingerprinted to complete a 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,
California 90012. Phone: (213) 473-9343.

II. Within seven days:

Mail or email the following forms to: Legislative Coordinator, 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**

III. Within 21 days:

File the following forms with the City Ethics Commission. *If you are required to file, you will receive these forms via email 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.

_____ **CEC Form 60**

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

_____ **Your City Councilmember Jose Huizar**

_____ **Councilmember Mitch Englander, Chair of the Council Committee
considering your nomination**

Staff in the Mayor's Office will assist you with these arrangements.