



ERIC GARCETTI
MAYOR

May 21, 2018

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Sandra Lee to the Board of Administration of the Los Angeles City Employees' Retirement System for the term ending June 30, 2022. Ms. Lee will fill the vacancy created by Jamie L. Lee, who has resigned.

I certify that in my opinion Ms. Lee 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: Sandra Lee
Commission: Board of Administration of the Los Angeles City Employees' Retirement System
End of Term: 6/30/2022

Appointee Information

1. **Race/ethnicity:** Asian Pacific Islander
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 5 - Central
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** B.A., University of California, Santa Barbara
7. **Occupation/profession:** President and CEO, ES Advertising
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Replacement
10. **Current composition of the Mayor appointments on commission (excluding appointee):**

| Commissioner | APC | CD | Ethnicity | Gender | Term End |
|----------------|---------|----|------------------------|--------|-----------|
| Ruiz, Cynthia | East LA | 14 | Latina | F | 30-Jun-19 |
| Serrano, Nilza | East LA | 14 | Latina | F | 30-Jun-20 |
| Sohn, Sung Won | Central | 4 | Asian Pacific Islander | M | 30-Jun-21 |

SANDRA LEE
PRESIDENT/CEO OF ES ADVERTISING

Sandra is the President and CEO of ES Advertising, a Los Angeles-based full service advertising agency specializing in the multicultural markets. With 25 years of experience in marketing, public relations, and advertising, Sandra and her company represent some of the top brands including Cedars-Sinai Medical Center, Bank of the West, California Bank & Trust, The Chubb Group of Insurance Companies, Disney Home Entertainment, and Hite Jinro America.

Sandra is dedicated to educating Fortune 500 corporations on the enormous potential and importance of the multicultural market and is a recognized leader within the field. She currently serves as the acting Treasurer on the Board of Directors for the ***Asian American Advertising Federation***, an organization that seeks to grow the Asian American advertising industry, and to promote professional growth within the industry.

In addition to her leadership role in her professional field, Sandra works to support community empowerment by serving as a member of the Board of Directors for ***Youth Policy Institute*** - the lead agency for Los Angeles Promise Zone along with 3 other signature White House initiatives, Board of Director for the ***Korea-town Youth & Community Center*** - a non-profit organization that seeks to help the underprivileged youth in the Los Angeles Korea-town area, and also serves as a board member of **NAWABO**, National Association of Women Business Owners, Los Angeles chapter.

In 2014, she also attended El Salvador Presidential Election as an International Election Observer to represent California delegation.

Sandra holds a B.A degree in Communication Studies from University of California, Santa Barbara.



ERIC GARCETTI
MAYOR

May 21, 2018

Ms. Sandra Lee

Dear Ms. Lee:

I am pleased to inform you that I hereby appoint you to the Board of Administration of the Los Angeles City Employees' Retirement System for the term ending June 30, 2022. 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. Sandra Lee
May 21, 2018
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As part of the City Council confirmation process, you will need to meet with Paul Koretz, your Councilmember and the Chair of the Personnel and Animal Welfare Committee. You will be hearing from a City Council committee clerk who will let you know when your appointment will be considered by the Personnel and Animal Welfare 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. Sandra Lee
May 21, 2018

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: Claudia Luna, Office of the Mayor, Office of Legislative and External Affairs, 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 Councilmember and Chair of the Council Committee considering your nomination, Paul Koretz**

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