



August 14, 2025

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Priscilla Chavez to the City Planning Commission for the term ending June 30, 2030.

I certify that in my opinion Ms. Chavez is especially qualified by reason of training and experience for the work which shall devolve upon her, and that I make the appointment solely in the interest of the City.

Ms. Chavez will fill the vacancy created by the departure of Maria Cabildo.

Sincerely,

A handwritten signature in black ink that reads "Karen Bass". The signature is written in a cursive, flowing style.

KAREN BASS  
Mayor

KB:lap

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Priscilla Chavez  
**Commission:** City Planning Commission  
**End of Term:** June 30, 2030

### Appointee Information

1. **Race:** Latinx
2. **Gender:** female
3. **Council District and neighborhood of residence:** 14 - Central APC
4. **Are you a registered voter in the City of Los Angeles?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:**
7. **Occupation/profession:** Business Development Manager, PCL Construction Services, Inc.
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Appointment

**10. Current composition of the commission (excluding appointee):**

<b>Commissioner</b>	<b>APC</b>	<b>CD</b>	<b>Race</b>	<b>Gender</b>	<b>Term End</b>
Mack, Karen	Central	4	African American	M	6/30/2025
Cabildo, Maria	East LA	14	Latinx	F	6/30/2025
Saitman, Jacob	South Valley	2	Caucasian	M	6/30/2027
Klein, Phyllis	Central	5	Caucasian	F	6/30/2027
Rosenstein, Brian	West LA	11	Caucasian	M	6/30/2029
Lawshe, Monique	Central	4	African American	F	6/30/2029
Diaz, Martina "Tina"	North Valley	7	Latinx	F	6/30/2028
Zamora, Elizabeth	South LA	10	Latinx	F	6/30/2028
Choe, Caroline	North Valley	7	API	F	6/30/2026

# PRISCILLA CHAVEZ

## PROFILE

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Priscilla Chavez is a native Angeleno and business development executive with over 15 years of experience in construction, government relations, and community-based program implementation. She has led strategic initiatives at the intersection of public policy and the built environment, specializing in stakeholder alignment, procurement strategy, and workforce development. Her expertise spans contract negotiation, entitlement support, compliance oversight, and the design and execution of equity-focused programs. Priscilla has contributed to complex, multimillion- and multibillion-dollar projects across Southern California—translating policy goals into measurable outcomes. With a strong command of administrative systems, regulatory frameworks, and cross-sector collaboration, she brings a disciplined, results-oriented approach to advancing inclusive and sustainable development.

## EDUCATION

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September 2003 – March 2004 - Courses Completed	CSU Los Angeles	Los Angeles, California
August 2014 – August 2019 - Executive Master Compliance Administrator Certification	Morgan State University	Baltimore, Maryland

## EXPERIENCE

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January 2016 – Present <i>Business Development Manager</i> Duties: Strategic leader for PCL's Los Angeles market, managing business development across sectors including civic, education, sports, aviation, and mixed-use development. Engage closely with public agencies, developers, and community stakeholders to advance projects that align with the region's growth, equity, and economic goals. Leverage a strong foundation in public policy, entitlement strategy, and stakeholder engagement to build partnerships and position PCL as a trusted advisor throughout all phases of planning and construction. Led PCL's regional Diversity, Equity, and Inclusion strategy, developed and implemented workforce and supplier diversity initiatives, built partnerships with community-based organizations, and generated pathways to economic opportunity for underserved populations.	PCL Construction Services, Inc.	Glendale, California
March 2007 – January 2016 <i>Outreach Director</i> Duties: Led the coordination and execution of outreach activities, including multimedia marketing, public presentations at pre-bid meetings, and engagement at events such as City Council District meetings, industry forums, and chamber events. Oversaw all outreach logistics, including speaker coordination, development of outreach materials, and event planning. Provided hands-on support to small and diverse businesses with certification, prequalification, and strategic matchmaking with prime contractors. Served as the primary liaison to the Mayor's Office of Economic and Business Development, City of Los Angeles proprietary departments, as well as community organizations and industry partners.	DCS & Associates	Los Angeles, California
November 2006 – March 2007 <i>Administrative/Legal Assistant</i> - Duties: Provided comprehensive administrative support to ensure efficient office operations, including clerical tasks such as filing, typing, copying, and records management. Assisted with legal case preparation by collecting, reviewing, and organizing evidence, discovery, and legal documents for	Friedman, Enriquez & Carlson	Beverly Hills, California

attorney use. Conducted legal research to support the development of reports, case files, and client advisories. Managed accounts payable and supported general organizational and operational demands.

September 2005 – November 2006

LA County Bar Association

Los Angeles, California

*Administrative Assistant*

- Duties: Provided administrative support to ensure smooth day-to-day office operations, including front desk management and general clerical tasks such as filing, typing, copying, and data entry. Assisted team members with organizational tasks and contributed to overall office efficiency by proactively supporting evolving needs.

## QUALIFICATIONS

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- Experienced Civic Leader: 15+ years in construction, public affairs, and community engagement with a focus on equitable development and stakeholder collaboration.
- Bilingual Communicator: Fluent in English and Spanish; adept at building trust and facilitating inclusive dialogue across diverse communities.
- Organized & Strategic: Strong administrative, time management, and problem-solving skills; proven ability to manage complex initiatives and priorities.
- Tech-Savvy: Proficient in Microsoft Office, Squarespace, AI, and digital platforms (Twitter, Facebook, Instagram) for outreach and engagement.
- Policy & Planning Knowledge: Familiar with City of LA planning processes and interagency coordination; experienced working with city departments and public commissions.

## COMMUNITY AND VOLUNTEER LEADERSHIP

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Board Member, The Valley Economic Alliance, 2023- Present

Commissioner, City of Los Angeles Economic Workforce Development Board, 2022 – Present

Secretary, Apprenticeship Readiness Fund, 2018 – Present

Board Member, Los Angeles Trade Technical College Foundation, 2018 – Present

## AWARDS AND RECOGNITIONS

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ENR National 20 Under 40 Award, Engineering News-Record, 2024

Construction Champion, Construction Dive, March 2023

Council for Latino Workplace Equality, National Leader Award, 2019

Greater Los Angeles African American Chamber of Commerce, Small Business Advocate Award, 2019

Los Angeles Business Journal, Outstanding Women in Construction & Design, 2019

Women Leader in the New 9th, City of Los Angeles, Councilmember Curren Price, District 9, 2019

Women of Excellence Inspiration Award, Diversity Professionals, 2018

Sheroe Award, City of Los Angeles, Councilmember Curren Price, District 9, 2018

Visionary Award, National Association of Minority Contractors, 2017

Community Impact Award, WBEC-West, 2017

Spirit Award, National Association of Minority Contractors, 2016

## REFERENCES AVAILABLE UPON REQUEST



KAREN BASS  
MAYOR

August 14, 2025

Dear Ms. Chavez:

I am pleased to inform you that I hereby appoint you to the City Planning Commission for the term ending June 30 2030, subject to confirmation by the City Council.

To begin the appointment process, please review, sign, and return the enclosed Remuneration Form and undated Letters of Separation **within one week** of receiving this letter. These documents are necessary to ensure the most efficient, open, and accountable city government possible.

Mayor's Office policy requires all potential commissioners to be fingerprinted as part of the background check. The Commissions team will assist in connecting you with Personnel's Background Unit so that you may schedule an appointment to have this done. You must schedule the appointment **within one week** of receiving this letter.

Should this apply to your commission, 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 via the California Fair Political Practices Commission's e-Disclosure website, or by mailing the forms to City Hall at 200 N. Spring Street, 24th Floor, Los Angeles, California 90012. Any inquiries regarding this form should be directed to Samantha Rodriguez at the City Ethics Commission by email at [samantha.rodriguez@lacity.org](mailto:samantha.rodriguez@lacity.org).

As part of the appointment process, Ysabel J. Jurado, your Councilmember, and Councilmember Bob Blumenfield, the Chair of the Planning and Land Use Management Committee, may wish to meet with you to answer any questions they have. Our office will assist with arranging these meetings.

Ms. Priscilla Chavez  
August 14, 2025  
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Additionally, you will be required to attend public meetings at City Hall where your appointment will be considered. You will be hearing from our office and a City Council Clerk who will let you know when your appointment will be considered by the Planning and Land Use Management Committee. Sometime thereafter, you will be notified of the date when your appointment will be presented to the full City Council. Before you may begin serving, you will be required to take the Oath of Office in the City Clerk's Office located in Room 395 of City Hall. If you require parking for these meetings, please contact my Commissions team by email at [myr-commissions@lacity.org](mailto:myr-commissions@lacity.org).

Per the City Charter, most commissioners must be registered voters of the City of Los Angeles, and must therefore reside within Los Angeles. If you move at any point during your term, or your contact information changes, please contact my Commissions team immediately at the email address listed below. While we hope that you complete a successful term, if for some reason you intend to resign, please do so in writing to my Commissions team at [myr-commissions@lacity.org](mailto:myr-commissions@lacity.org).

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

Sincerely,

A handwritten signature in black ink that reads "Karen Bass". The signature is fluid and cursive, with the first name "Karen" and last name "Bass" clearly distinguishable.

KAREN BASS  
Mayor

KB:lap

Attachment I  
Ms. Priscilla Chavez  
August 14, 2025

## **Nominee Check List**

### **I. Within 7 days:**

- ☐ Email the below completed documents, found on the last three pages of this letter, to: [myr-commissions@lacity.org](mailto:myr-commissions@lacity.org) OR mail them to:  
Office of the Mayor  
Attn: Luz Portillo  
200 N. Spring Street, Room 303  
Los Angeles, CA 90012
  - Remuneration Form
  - Undated Separation Letters (2)
- ☐ Schedule an appointment to get fingerprinted to complete a background check. The Commissions team will assist in connecting you with the Personnel Background Unit.

### **II. Before your appointment is heard in committee or full council (you will be contacted by the Clerk's Office with this date):**

- ☐ 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. Be sure to take no more than 21 days to file, per City law.
  - 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

### **III. The Mayor's Office will notify the below Councilmembers of your nomination, so that they may reach out to schedule a meeting with you should they wish.**

- ☐ Your City Councilmember Ysabel J. Jurado
- ☐ Councilmember Bob Blumenfield, Chair of the Council Committee considering your nomination

### **IV. Public Meetings at City Hall:**

- ☐ Planning and Land Use Management Committee Hearing
- ☐ Full Council Hearing