



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. Ethel Rubio to the Cultural Heritage Commission for the term ending June 30, 2030.

I certify that in my opinion Ms. Rubio 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. Rubio will fill the vacancy created by the departure of Diane Kanner.

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: Ethel Rubio
Commission: Cultural Heritage Commission
End of Term: June 30, 2030

Appointee Information

1. **Race:** API
2. **Gender:** female
3. **Council District and neighborhood of residence:** 5 - 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:** Bachelor of Architecture, University of Southern California
7. **Occupation/profession:** Consultant, Ethel G. Rubio, Assoc.
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):**

Commissioner	APC	CD	Race	Gender	Term End
Kanner, Diane	Central	4	Caucasian	F	6/30/2025
Buelna, Pilar	East LA	1	Latinx	F	6/30/2029
Kennard, Gail	South Valley	2	African American	F	6/30/2028
Milofsky, Barry	East LA	13	Caucasian	M	6/30/2027
Barron, Richard	East LA	1	Caucasian	M	6/30/2026

Ethel G. Rubio, Assoc. AIA, WELL AP, ENV SP

Ethel Rubio is the Principal/ Owner of Ethel G. Rubio, Assoc. AIA, a consulting firm specializing in project and construction management, and strategic outreach and engagement since 2017. Her multi-disciplinary career path that spans over 30 years includes work in the built-environment (architecture/engineering/construction) and nonprofit sectors.

Work Experience:

Principal | Consultant, Ethel G. Rubio, Assoc. AIA, 2017– Present

- **Manila Inasal Restaurant, 2024-2025.** Project Management for a Restaurant Renovation project.
- **Greater Good Veterinary Clinic, 2022-Present.** Project Management for a Tenant Improvement project.
- **Envision Trainer, 2021-Present.** Approved ISI Trainer to support ISI's educational programming by facilitating workshops to participants wishing to become Envision Sustainability Professionals (ENV SPs).
- **Various Accessory Dwelling Unit & Residential Remodeling Projects, 2018– Present.** Owner Representative/ Project Management.
- **Business Development Consultant, Various Clients, 2018-Present.** Strategically develop and/or execute outreach and growth opportunities for clients—individuals and small firms.
- **Tom Bradley International Terminal Automated Screening Lanes Installation Project, 2017-2018.** Construction Management, Construction Document Management and Project Deliverables.

Development Manager, Royal Institution of Chartered Surveyors (RICS), 2013-2017

Developed and propelled engagement, growth, and brand recognition in the western region of North America with concentration in five key markets—Los Angeles, San Francisco, Vancouver, Calgary, and Edmonton for a global professional organization. Organized professional development events.

Development Director (Consultant), Christ the King School (CKS), 2011-2015

Led outreach efforts to expand school's presence in the community. Secured grants to increase development funds. Orchestrated fundraising and outreach events.

District Manager, American Red Cross Blood Services Southern California Region, 2003-2011

Started as a Recruiter then moved up the ladder to become the District Manager for the Greater Los Angeles area. Built and strengthened relationships with community partners. Led and motivated a team of seven to ensure monthly and annual blood collection goals are achieved. Recognized for exceeding monthly and yearly goals.

Mother | Mentor | Coach, 1998-Present

Solely responsible for raising, nurturing, mentoring, coaching a confident, compassionate and capable double-degree holder from Stanford University, my daughter. Mastered the art of Strategic Planning, Risk Management, Project Management, Budget, Cost Estimating and Time Management.

Independent Sales Director, Mary Kay, Inc., 1996-2003

Sales, marketing, training and recruitment. Nationally recognized for meeting Retail Sales goals.

Ethel G. Rubio, Assoc. AIA, WELL AP, ENV SP

Principal | Consultant, Ethel G. Rubio, Assoc. AIA, 1996 -1997

- **Casa Colina Facility Renovation.** Provided space planning design to accommodate handicap accessible facilities and room function changes. Project Management Assistant, Mosakowski Lindsey & Associates, 1996
- **County of Los Angeles Earthquake Recovery Project.** Coordinated and generated reports for the Civic Center Cluster project management team in evaluating the Architectural/Engineering Reports.

Architect I, HNTB Corporation 1993 - 1995

- **Assistant Project Manager, California State Prison-Monterey County.** \$400M. Project Management and Construction Management. Coordination from the design phase to construction phase of the design-build of a maximum-security correctional facility.
 - Effected coordination system among all project team members in all phases of the project from design development to construction services.
 - Developed and documented procedural guidelines which facilitated smooth communication among project team members.
 - Designed and managed database logging system that tracks construction documents during the construction services phase.
 - Monitored and tracked project schedule for on-time delivery to exceed client expectation.
 - Analyzed and tracked fee disbursement to consultants.
 - Interfaced extensively with client.
- **Los Angeles Airport Airfield Signage and Lighting.** Construction administration.
- **Los Angeles Coliseum Press Box.** Construction documents on AutoCAD.

Highlights of Professional Volunteer Involvements:

- Vice President, **Filipino American Society of Architects & Engineers Southern California Chapter (FASAE SoCal)**, 2023-Present.
- Fundraising Committee Chair, **Construction Management Association of America Southern California (CMAA SoCal) Foundation**, 2024-Present.
- FASAE SoCal Representative, **LA METRO Transportation Business Advisory Council (TBAC)**, 2023-Present.
- Member, **Institute for Sustainable Infrastructure Academic Committee**, 2023-Present.
- Member, **Institute for Sustainable Infrastructure Sustain or Explain Task Force**, 2020-Present.
- Member, **American Institute of Architects Los Angeles (AIA/LA)**, 2018-Present.
- Board Member, **Asian American Architects and Engineers (AAa/e) Foundation**, 2018-2019.
- Board Member, **Association for Women in Architecture Foundation**, 2016-2017.
- President, **Association for Women in Architecture**, 1995-1996.
- AWA Representative, **LA METRO Transportation Business Advisory Council (TBAC)**, 1995-1996.
- President-Elect, **Association for Women in Architecture (AWA)**, 1994-1995.
- Secretary, **L.A. Architect Editorial Board**, 1994-1996.
- President, **AIA/LA Associates**, 1994.
- Chair, **AWA Program Committee**, 1993-1994.
- Chair, **AWA Membership Committee**, 1992-1993.
- Board Director, **California Women in Environmental Design (CWED)**, 1991-1992.

Ethel G. Rubio, Assoc. AIA, WELL AP, ENV SP

Professional Membership:

Institute for Sustainable Infrastructure (ISI)

American Institute of Architects Los Angeles (AIA/LA)

Construction Management Association of America Southern California (CMAA SoCal)

Filipino American Society of Architects & Engineers Southern California Chapter (FASAE SoCal)

LAX Coastal Chamber of Commerce

Education:

Certificate in Architectural Drafting, **University of the Philippines**, 1986.

Bachelor of Architecture, **University of Southern California**, 1995.

Riordan Volunteer Leadership Development Program, **LA Junior Chamber of Commerce**, 1996.

Certificate of Completion, **Turner School of Construction Management**, 2018.

ENVISION Training Workshop, **Institute of Sustainable Infrastructure**, 2020.

ENVISION Train the Trainer, **Institute for Sustainable Infrastructure**, 2021.



August 14, 2025

Dear Ms. Rubio:

I am pleased to inform you that I hereby appoint you to the Cultural Heritage 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.

As part of the appointment process, Katy Yaroslavsky, 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. Ethel Rubio
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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.

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.

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. Ethel Rubio
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 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 Katy Yaroslavsky
- ☐ 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