



KAREN BASS
MAYOR

May 27, 2026

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Vilma Dawson to the Police Permit Review Panel for the term ending June 30, 2030.

I certify that in my opinion Ms. Dawson 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. Dawson will fill the vacancy created by the departure of Bianca Gervacio Nepales.

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: Vilma Dawson
Commission: Police Permit Review Panel
End of Term: June 30, 2030

Appointee Information

1. **Race:** African American
2. **Gender:** F
3. **Council District and neighborhood of residence:** 8 - South LA
4. **Are you a registered voter in the City of Los Angeles?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** Master of Business Administration (MBA), Marshall School of Business, University of Southern California
7. **Occupation/profession:** Administrative Officer / Operations Manager, University of California, Los Angeles
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
VACANT					6/30/2030
Lippe, Gregory	South Valley	3	C	M	6/30/2029
Hopkins, Joella	Central	14	L	F	6/30/2029
Islam, Maruf	Central	10	API	M	6/30/2028
Duckett, Ryan	Central	13	AA	M	6/30/2027
Mims, Charley	Central	4	C	M	6/30/2027
Burg, Samantha	South LA	9	L / C	F	6/30/2031

SUMMARY OF QUALIFICATIONS

Experienced management professional with a background in project management and operations management in higher education, research and real estate development environments. I have over ten years of progressive responsibility in a variety of administrative and project management roles. I excel in creative problem solving, strategic planning and implementation, with a high level of relationship management and client servicing skills.

- Real Estate Development – 3 years cumulative experience in the preparation and administration of capital project budgets of up to \$2M for a portfolio of multi-family dwellings in Los Angeles, San Fernando Valley, Downtown, Hollywood; experienced in stakeholder management of L.A. City and County, State of California and Federal entities in the disposition of tax-credit properties from pre-development through Year 15.
- Construction Project Management – 12 years cumulative experience in the direct supervision of contractors, sub-contractors, vendors, project architects, zoning consultants in construction rehabilitation projects; directed all aspects of construction projects to ensure adherence to project budget and scope; maintained cost and schedule.

EDUCATIONAL BACKGROUND

Loyola-Marymount University (LMU), Los Angeles, California
Bachelor of Science

University of Southern California (USC), Los Angeles, California
Master of Business Administration (MBA), Marshall School of Business

University of Southern California (USC) Lusk Center for Real Estate
Ross Program in Real Estate Development

Project Management Institute (PMI)
Project Management Professional (PMP) Certification

PROFESSIONAL EXPERIENCE

December, 2021 to present

University of California, Los Angeles (UCLA) Chancellor's Office
Administrative Officer / Operations Manager

- Identify, assess and implement business process improvements supporting the Chancellors Office for services to UCLA Campus enterprises, professional schools and departments (business transactions, student conduct, conflict of interest and employee relations).
- Manage the Conflict-of-Interest compliance reporting for the UCLA Campus to the State of California Fair Political Practices Commission which requires timely notification, and management and disposition of non-compliant filers.
- Analyze issues, problems, situations, practices and procedures; develop, recommend and implement action plans and short and long-term business goals in support of Legal Affairs and supporting campus business units impacting UCLA faculty, staff and students.
- Implement business process improvement projects; including electronic data preservation by securing \$283K in annual funding for UCLA's electronic data preservation program supporting campus-wide UCLA Risk Management and Compliance business programs.
- Coordinate annual budgetary planning and appropriation of \$1.0 M in permanent operating funds to support department staff recruitments during FY 24/25.

May, 2019, - December, 2021

UCLA Health, University of California, Los Angeles

Supervisor, Project Management Operations

- Executed the implementation of multi-phase facilities renovation projects affecting UCLA Health clinical laboratory operations, patient call centers, administrative offices and David Geffen School of Medicine research facilities in multiple UCLA Health site locations.
- Managed multiple UCLA Health and School of Medicine internal and external stakeholder relationships; directed resources, reviewed technical documents and executed vendor agreements impacting patient care locations.
- Led project team in the delivery of project and operational goals that met project scope, schedule, budget and end user satisfaction impacting Pathology department operations in Reagan Hospital and the David Geffen School of Medicine (DGSOM), UCLA.
- Developed scope, schedule and budget for projects expanding laboratory and administrative space for clinical and research divisions of the Department of Pathology streamlining the process of space assignments for incoming clinical faculty appointments and thirty-one (31) medical research laboratories.
- Estimated, developed and monitored multiple renovation project budgets and operations management budgets; executed projects and maintained specific project deadlines.

February, 2018 – May, 2019

Los Angeles Community College District

Fiscal Administrator/Associate V.P., Administrative Services

- Managed the budget and fund transfers for a \$63 million College enterprise general fund; manage Business Office operations which include miscellaneous transaction reporting, cashiering and personnel issues; manage multiple state fund sources.
- Managed event planning for periodic visits of the Los Angeles Community College District Board of Trustees to the campus which included space preparation, coordinating on site security services, site support and procedural compliance with Brown Act regulations including proper notice to campus community, agenda development and distribution.
- Evaluated the merit of requests from college departments and business units for budgets, staffing, equipment and facilities and recommend the allocation and expenditure of resources based on management priorities.
- Managed procurement and contracting for the College insuring that vendor relationships, events, lease agreements meet requirements as outlined by the Community College District's procurement policies; manage a procurement unit and approve open purchase orders in the amount of \$5M on a monthly basis.

May, 2010 - February, 2018

UCLA Health, David Geffen School of Medicine

Project Manager, Building Operations

- Developed project work scopes, schedules and budgets, researched vendors, negotiated vendor contracts to provide customized facilities renovation and space alterations for Research laboratories and administrative spaces assigned to the David Geffen School of Medicine in multiple campus research sites.
- Directed operations for nine (9) site locations occupied by the David Geffen School of Medicine departments (medical research units, educational programs) on the UCLA campus, a total of 2.4 million square feet of space.

Developed successful stakeholder relationships with functional department leaders to identify, assess and implement organizational changes for multi-phase space management projects.

VILMA DAWSON

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- Managed the schedules and budgets for Geffen School of Medicine operations (material management, laboratory relocations, preparation of new wet and dry laboratories for occupation by research faculty); led a team of six (6) direct reports in logistic and material management operations for assigned site locations.

January, 2008 – August, 2010

University of California Los Angeles (UCLA)

Associate Director, Off-Campus Housing Program

- Oversaw the timely, cost-effective and quality renovation of facilities and capital improvement projects for a multi-family affordable housing portfolio affecting 5,000 graduate, undergraduate students and faculty members.
- Supported the management of schedules and budgets for complex facilities renovation and development projects.
- Anticipated project impacts on occupied sites, evaluating options, and making appropriate judgments to move operation projects forward in a timely and cost-effective manner.
- Conducted on-going monitoring activities insuring the achievement of revenue plans for a \$50M revenue stream for UCLA Administrative Services.
- Acted as liaison with other departments, agencies and internal and external stakeholders to represent the mission of the UCLA Hospitality and Administrative Services group.
- Monitored monthly revenues/expenses for a yearly operating budget of \$32M and associated trends by review of variance reports and recommending action for adjustments and improvement; identify means/methods to adjust operational expenditures to meet budgeted targets and financial management goals.
- Analyzed complex administrative and organizational issues, practices, and procedures; develop objective conclusions, while recognizing alternatives and implications which appropriately balance the interests of the organization and the interests of UCLA constituents.

April, 2006 to January, 2008

A Community of Friends (ACOF) Affordable Housing Development Corporation

Los Angeles, California

Asset Manager

- Responsible for the financial and operational performance and strategic oversight of an assigned portfolio of multi-family properties (investment grade real estate) within the Greater Los Angeles and Orange County areas financed by State of California Tax Credit program serving at-risk populations.
- Managed stakeholder relationships with investors (Housing Authority, City of Los Angeles, Housing Authority County of Los Angeles, Housing and Urban Development, and Tax credit investors) for each property to insure.
- Oversaw capital improvements and interfaced with facilities staff on all operational issues and deadlines, including annual budgets, payables, contracts and maintenance issues.
- Directed and monitored site managers through site visits, financial review and analysis of lease compliance.
- Prepared and reviewed monthly/quarterly financial reports to track asset (real property) performance; review and evaluated key operational performance indicators; developed and implemented strategies for the enhancement of net operating income.
- Insured the delivery of accurate and timely fiscal and performance reporting per the underwriting terms of Limited Partnership agreements and project loan documents.

VILMA DAWSON

- Prepared, developed and administered yearly project operational budgets and on-site staff requirements for the property portfolio.
- Identified innovative financing methods and disposition/development agreements for under-performing assets.
- Coordinated staff and legal counsel in preparation and review of limited partnership agreements, disposition/development agreements and risk management programs as they affect the property portfolio.

LICENSES

California Department of Real Estate
Real Estate Broker

AFFILIATIONS/MEMBERSHIPS

USC Alumni Association
Marshall School of Business Alumni Association
Los Angeles County Democratic Party (LACDP)
California State Democratic Party (CADEM)
Citizens for Accountable Leadership (CAL)

COMPUTER/SOFTWARE SKILLS

MS Office (Word, Excel, PowerPoint, Outlook, CoPilot)
Microsoft Project



KAREN BASS
MAYOR

May 27, 2026

Dear Ms. Dawson:

Congratulations! I am pleased to inform you of your appointment to the Police Permit Review Panel for the term ending June 30, 2030, subject to confirmation by the Los Angeles City Council.

On behalf of the people of Los Angeles, thank you for your willingness to serve. Our boards and commissions are a vital part of the City's governance, and your leadership and expertise will play an important role in shaping the future of Los Angeles.

To move forward, there are a few steps you must complete prior to the Council's consideration of your appointment. My Commission Affairs team has prepared an attached checklist with deadlines and submission instructions, and they are available to support you throughout the confirmation process.

Once again, congratulations, and thank you for your commitment to serve the people of Los Angeles.

Sincerely,

A handwritten signature in black ink that reads 'Karen Bass'.

KAREN BASS
Mayor

KB:lap

Attachment I
Ms. Vilma Dawson
May 27, 2026

Nominee Check List

I. Within 7 days of appointment:

- Submit the completed forms, 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 a fingerprinting appointment to complete your background check.
 - The Commissions team will connect you with the Personnel Background Unit.
- Complete and file a Statement of Economic Interests (Form 700).
- Submit the CEC Form 60 (Ethics Clearance Form) to the City Ethics Commission.
 - The City Council cannot act on your nomination until the Ethics Department receives and submits your filings.
 - Note: you will be required to submit the same forms again after you are sworn in

II. Council Member Meetings:

You may be asked to meet with Councilmembers prior to your hearings.

- Your City Councilmember Marqueece Harris-Dawson
- Councilmember John Lee, Chair of the Council Committee, considering your nomination

III. Public Meetings at City Hall:

- Public Safety Committee Hearing
 - The Clerk's office will contact you once your item has been scheduled.
- Full Council Hearing and Oath of Office
 - The Clerk's office will contact you once your item has been scheduled.

V. Standing Requirements

- Notify the Commissions team of any changes in address or contact information.
- If you wish to resign, you must submit a resignation letter to myr-commissions@lacity.org.