



ERIC GARCETTI
MAYOR

August 11, 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. Rita Villa to the Cannabis Commission for the term ending June 30, 2020.

I certify that in my opinion Ms. Villa 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: Rita Villa
Commission: Cannabis Commission
End of Term: 6/30/2020

Appointee Information

1. **Race/ethnicity:** Latina
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 2 - South Valley
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** B.S., California State Polytechnic University, Pomona
7. **Occupation/profession:** Certified Public Accountant
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** New Commission Appointment
10. **Current composition of the commission (excluding appointee):** N/A

Rita C. Villa

Curriculum Vitae

PROFESSIONAL SUMMARY

Certified Public Accountant (“CPA”) with my business and home both located in Studio City. I have been on the board of the Studio City Neighborhood Council (“SCNC”) since 2008 serving as Chair of the Government Affairs Committee.

SKILLS

- Executive team building
- Management expertise
- Reviewing, analyzing and responding to DEIR’s and other proposed ordinances and legislation.
- Policy development
- Coalition building

WORK HISTORY

For over 40 years, I have been a member of the accounting profession working in the areas of accounting, auditing, financial management, forensic accounting and expert witness testimony. My CPA firm has a specialty in the area of agency fee audits. I am recognized as an industry expert and have clients throughout California. Simultaneously, I have been a partner in a private merchant bank investing for its own account and, to a limited extent, the account of others. Prior to starting my firm, I served as the controller of financial services holding company listed on the New York Stock Exchange. In this position, I led the financial team through public offerings and participated in negotiating the acquisition of companies in the reinsurance industry with operations in the United States, Germany, Switzerland, England and Bermuda and was appointed to the management board of the German holding company overseeing all foreign operations. Prior to this, I was a manager with the certified public accounting firm KPMG and its predecessor firms.

PUBLIC SERVICE

In 2004, I was appointed to serve on the Oakwood School Traffic Committee, established as a joint effort between the school and the neighborhood to monitor and try to minimize the impact of the school on traffic and parking in the area, as well as to ensure that the expansion of the school did not impact the quality of life for homeowners. In October 2008, I was appointed to the SCNC as a business representative. I have subsequently been elected by the stakeholders of Studio City to serve 3 additional terms on the SCNC and have been elected by the Board of the SCNC to serve as its Secretary for each of the last 6 years. I have also served as the Chair of the Government Affairs Committee for 7 years. In that capacity, I have been appointed to the committee to respond to several environmental impact reports, preparing and presenting the SCNC response to the: (i) Metro-Universal Project at Campo de Cahuenga, (ii) NBC/Universal Evolution Plan and Specific Plans, (iii) Harvard-Westlake School Parking Improvement Plan and (iv) Studio City Senior Living Center Project at Weddington Golf & Tennis.

Rita C. Villa

Curriculum Vitae

I have led the SCNC in developing its response to many city-wide issues including: (i) murals, (ii) native tree protections, (iii) sidewalk repairs, (iv) housing authority oversight, (v) community care facilities, (vi) cell towers, (vii) valet parking, (viii) sidewalk vending, (ix) mobility plan, (x) homeless housing and shelters, (xi) LA River Master Plan, (xii) enforcement of city ordinances, (xiii) residential beekeeping and (xiv) special filming conditions. I have actively followed land use issues in Studio City and the surrounding area including: (i) participating in development of the Studio City Residential Floor Area Plan, (ii) baseline mansionization and hillside mansionization ordinances and revisions thereto, and (iii) Recode LA.

In February 2013, I was appointed by Councilman Paul Krekorian to represent CD2 on the Billboard/Visual Landscape Visioning Group, a select group of government and community leaders and representatives of the digital sign industry formed for the purpose of considering all perspectives, discussing what the city policy for digital signs outside the sign districts should be, and identify outcomes that benefit the whole city.

In November 2016, I was asked to represent the SCNC on the Working Group on Cannabis Regulatory Framework.

PROFESSIONAL ASSOCIATIONS

American Institute of Certified Public Accountants
California Society of Certified Public Accountants

HONORS AND AWARDS

Excellence in Governmental Leadership Award - Studio City Residents Association
Certificate of Special Congressional Recognition - Congressman Brad Sherman
State of California Senate Certificate of Recognition - Senator Robert Hertzberg
California Legislature Assembly Certificate of Recognition - Assembly Member Adrin Nazarian
City of Los Angeles Certificate of Appreciation – Councilmember Paul Krekorian

EDUCATION

Bachelor of Science in Accounting from California State Polytechnic University, Pomona graduated cum laude – 1976.



ERIC GARCETTI
MAYOR

August 11, 2017

Ms. Rita Villa

Dear Ms. Villa:

I am pleased to inform you that I hereby appoint you to the Cannabis Commission for the term ending June 30, 2020. 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.

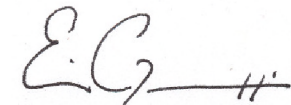
Ms. Rita Villa
August 11, 2017
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As part of the City Council confirmation process, you will need to meet with Paul Krekorian, your Councilmember, and Councilmember Herb Wesson, the Chair of the Rules, Elections and Intergovernmental Relations Committee, 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 Rules, Elections and Intergovernmental Relations 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 "E. G. Garcetti", with a horizontal line extending to the right.

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Rita Villa
August 11, 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,
Office, 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 Paul Krekorian**
- _____ **Councilmember Herb Wesson, Chair of the Council Committee
considering your nomination**

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