



ERIC GARCETTI
MAYOR

January 12, 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. Aura Garcia to the Board of Public Works for the term ending June 30, 2019. Ms. Garcia will fill the vacancy created by Luz Rivas, who has resigned.

I certify that in my opinion Ms. Garcia 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: Aura Garcia
Commission: Board of Public Works
End of Term: 6/30/2019

Appointee Information

- 1. Race/ethnicity:** Latina
- 2. Gender:** Female
- 3. Council district and neighborhood of residence:** 7 - North Valley
- 4. Are you a registered voter?** Yes
- 5. Prior commission experience:** North Valley Area Planning Commission
- 6. Highest level of education completed:** M.A. Public Policy, University of Southern California
- 7. Occupation/profession:** Executive Consultant, Grant Writer, Office of the President, Los Angeles Mission College
- 8. Experience(s) that qualifies person for appointment:** See attached resume
- 9. Purpose of this appointment:** Replacement
- 10. Current composition of the commission (excluding appointee):**

Commissioners	APC	CD	Ethnicity	Gender	Appt. Date
Davis, Michael	South	9	African American	M	30-Jun-18
Jacinto, Joel	West LA	11	Asian Pacific Islander	M	30-Jun-20
James, Kevin	Central	4	Caucasian	M	30-Jun-21
Repenning, Heather	East LA	13	Caucasian	F	30-Jun-22

AURA GARCIA, M.A.

SUMMARY

I have expertise in strategic planning, project management, program implementation, supervision, training, evaluation, executive operations, contract compliance, community outreach, hiring, professional development, regulatory compliance, and stakeholder relations. I am a proven leader with strong motivational, organizational, analytical, problem-solving, communication, and relationship management skills. Bilingual: English / Spanish.

EDUCATION

- Masters in Executive Leadership, Sol Price School of Public Policy
University of Southern California 2015
- Bachelor of Arts, Interdisciplinary Child Development, California State
University Northridge 2001

PROFESSIONAL EXPERIENCE

LOS ANGELES MISSION COLLEGE

2015 - Present

Executive Consultant, Grant Writer, Office of the President

- Promoted the College at community meetings, Neighborhood Councils, and attend governmental meetings
- Scheduled and plan community engagement activities for multiple departments
- Acted as point of contact for all external community and government affairs
- Interacted with major media outlets including Univision, Sun Newspaper, NBC, Spectrum, Direct TV, and the Daily News
- Conducted live on-air interviews in Spanish highlighting success of the campus
- Arranged Los Angeles County Probation college credit classes
- Strategically coordinated Los Angeles Mission College with the Office of Congressman Cardenas, Office of Mayor Eric Garcetti, Office of Supervisor Sheila Kuehl, as well as LAPD, Metro, Los Angeles Probation Department, Red Cross, and City of L.A. Emergency Management Department
- Designed messaging and templates for community outreach
- Organized major events
- Researched requests for proposals relevant to higher education and prepare applications
- Developed outcomes, measurements and deliverables relevant to each grant application
- Designed program components of grant applications, create matrixes and graphs, and research statistics and demographic information
- Wrote and submitted full grant proposals focused for reentry student population
- Successfully raised \$250,000 on 2017

- Initiated and implemented on campus a Reentry Hub, with wraparound social services

AG Printing & Trophies Inc., 2016-Present

Small Business Owner

- Completed and submit all permits and licenses required to opening commercial business
- Developed promotional and advertisements to increase sales and presence

OFFICE OF THE MAYOR, CITY OF LOS ANGELES

2016 - Present

North Valley Planning Commissioner

- Evaluated and interpreted City of Los Angeles planning cases and project land use
- Analyzed projects, City restrictions, State law, government support, and community impact
- Articulated and vote on construction and development projects, land use.
- Listened to public and community comments

COMMUNITIES IN SCHOOLS

2011 - 2017

Proposal Writer/Consultant

- Awarded grants valued to \$500,000 from 2011-2017
- Hired, supervised, trained, and mentored high-performance teams
- Planned and executed community outreach events

OFFICE OF MAYOR ERIC GARCETTI, CITY OF LOS ANGELES

2013 - 2015

East Valley Area Representative, Office of Public Engagement / Regional Manager

- Represented Mayor Garcetti in all East Valley affairs, including business development, community engagement, and law enforcement
- Provided talking points and briefing reports to Mayor Garcetti
- Developed regional newsletters, assisted in design of City of Los Angeles website material, edited and revised publication materials
- Coordinated VIP events, award ceremonies, community and business recognitions, neighborhood walks, galas, and fundraisers
- Managed on-site media relations, press conferences and live interviews in English and Spanish
- As a Regional Manager, designed and implemented the Juvenile Reentry Program
- Established outcomes, systems, evaluation and matrixes for a comprehensive juvenile reentry approach
- Managed all grant-funded transactions, developed contracts, partnerships and searched for further funding for the GRYD Department

AH-CAPITAL

2013

Vice President, Office of the CEO

- Built the infrastructure and operations systems for two separate organizations in

Los Angeles and Atlanta, GA

- Represented the company in all human relations matters in CA and GA
- Re-structured the payroll system, administrative services, and the human resources department
- Created the internal communication systems, file systems, and office structures
- Managed regulatory compliance, worker's compensation, Federal Labor board, unemployment claims and terminated employees
- Established worker's compensation policy and negotiated pricing
- Conducted employee orientation; built the employee manual and resource guide

VISIONARY YOUTH CENTER INC.

2011 - 2013

Co-Founder and Chief of Operations

- Established and led a start-up non-profit organization, built agency board infrastructure, and developed collaborative partnerships with community leaders
- Managed finances, developed budgets, and identified potential funder proposals.
- Organized community mobility programs in East Hollywood and created cultural familiar parent support groups.
- Coordinated college conferences for local youth at USC and UCLA
- Organized college navigation workshops for community members in East Hollywood.
- Formulated fundraising plan, created marketing materials, and branding of Visionary Youth Center as a non-profit
- Wrote successful grants, awarded from the Los Angeles City Council and Neighborhood Councils

YOUTH POLICY INSTITUTE

2007 - 2011

Director of Family Wellness Initiatives, Family Development Network / Director of Hollywood FamilySource Center

- Developed, constructed, designed, managed and implemented the community and social service department within the Youth Policy Institute
- Managed operations, staffing, finance and training, negotiated financial contracts with sub recipients
- Liaison between YPI and the City of Los Angeles, Community Development Department
- Managed the case management system, youth at-risk programs, development of parent workshops, adult education, and employment workforce delivery of services
- Monitored all programmatic and fiscal sub-contracts with CBOs, vendors, and schools, and oversaw department quality and delivery of services
- Prepared and executed department City site visits and audits
- Designed and structured federal grants
- Successfully awarded and administrated a \$900,000 annual budget

LOS ANGELES EDUCATIONAL PARTNERSHIP

2001 - 2007

Associate Director

- Directed program operations, budgets, evaluation, quality control, and reporting requirements for all programs in the San Fernando Valley satellite office
- Hired, trained, and supervised daily operations, and followed all human resource guidelines
- Developed curriculum aligned with Title 5 educational code
- Implemented new programs and initiatives, expanded home visitation program, child care, case management and Jumpstart programs at local schools
- Coordinated data collection and program logistics
- Built collaborative relationships with local schools, community organizations, service providers, and community members
- Managed various funding streams, state grants, private foundations, and government contracts

PROFESSIONAL CERTIFICATIONS

- Certified as Motherread/Fatheread facilitator, MALDEF Parent School Partnership program trainer
- Certified as a California State Examiner (CAPE), December 2010



ERIC GARCETTI
MAYOR

January 12, 2018

Ms. Aura Garcia

Dear Ms. Garcia:

I am pleased to inform you that I hereby appoint you to the Board of Public Works for the term ending June 30, 2019. 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.

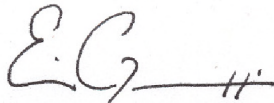
Ms. Aura Garcia
January 12, 2018
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As part of the City Council confirmation process, you will need to meet with Monica Rodriguez, your Councilmember, and Councilmember Joe Buscaino, the Chair of the Public Works and Gang Reduction Committee, to answer 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 Public Works and Gang Reduction 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.' followed by a horizontal line and a small flourish.

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Aura Garcia
January 12, 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: Legislative Coordinator, Office of the Mayor,
Office of Intergovernmental Relations, 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 Monica Rodriguez**
- Councilmember Joe Buscaino, Chair of the Council Committee
considering your nomination.**

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