

ANTONIO R. VILLARAIGOSA  
MAYOR

April 10, 2013

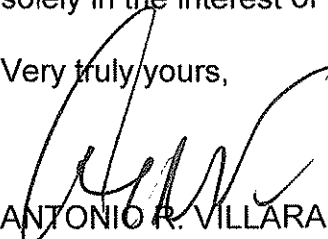
Honorable Members of the City Council  
c/o City Clerk  
City Hall, Room 395

Honorable Members:

Subject to your confirmation, I have today appointed Ms. Monique Chavoya to the East Los Angeles Area Planning Commission for the term ending June 30, 2013 and the subsequent term ending June 30, 2018. Ms. Chavoya will fill the vacancy created by Luis Lopez, who resigned.

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

Very truly yours,



ANTONIO R. VILLARAIGOSA  
Mayor

ARV:sd

Attachment



## COMMISSION APPOINTMENT FORM

**Name:** Monique Chavoya  
**Commission:** East Los Angeles Area Planning Commission  
**End of Term:** June 30, 2018

### Appointee Information

1. Race/ethnicity: Latina
2. Gender: Female
3. Council district and neighborhood of residence: 14 - East
4. Are you a registered voter? Yes
5. Prior commission experience:
6. Attendance record of past commission appointment(s):
7. Highest level of education completed: Master of Arts in Urban Planning, UCLA
8. Occupation/profession: Project Manager, McCormack Baron Salazar, Inc.
9. Experience(s) that qualifies person for appointment: See attached resume
10. Purpose of this appointment:
11. Current composition of the commission (excluding appointee):

Name	APC	CD	Ethnicity	Sex	Term ends
Javier Angulo	East	1	Latino	M	June 2016
David Marquez	East	1	Latino	M	June 2015
Luis Lopez	East	13	Latino	M	June 2013
Ana Hanson	East	1	Latina	F	June 2014
Mayumi Fukushima	East	1	Asian Pacific Islander	F	April 2016

# Monique Chavoya

## Education

**University of California, Los Angeles**  
**Luskin School of Public Affairs**  
Master of Arts in Urban Planning, June 2006

**Smith College, Northampton, MA**  
Bachelor of Arts, May 2002

## Experience

### **Project Manager**

*McCormack Baron Salazar, Inc., Los Angeles, CA (February 2007 – Present)*

- Responsible for all aspects of development and financing of mixed use, transit oriented, and mixed income projects.
- Oversaw successful completion of \$45M, 90-unit, mixed used development and currently securing financing for \$40M, 82 unit second phase to be constructed above the METRO Red Line Westlake/MacArthur Park Station and \$28M, 80 unit multi-family development to be constructed adjacent to the METRO Gold Line Mariachi Plaza Station.
- Manage development team activities for multi-family and community asset projects at various stages of development in the communities of MacArthur Park, Lincoln Heights, and Boyle Heights.

### **Project Manager**

*East LA Community Corporation, Los Angeles, CA (June 2006 – February 2007)*

- Led land entitlement requests, including a General Plan Amendment and Zone Change for multi-family developments.
- Completed acquisition due diligence and interacted with lenders to secure project financing.
- Created pro forma and conducted financial analysis to determine project feasibility.
- Outreached to and sustained project support from community members and stakeholders.

### **Assistant Project Manager**

*East LA Community Corporation, Los Angeles, CA (September 2005-June 2006)*

- Prepared Request for Proposals and Qualifications, including LAUSD's Glassell Park RFQ, City of Pasadena Homeownership RFQ, Los Angeles City Attorney American Dream Program, and METRO's 1<sup>st</sup> & Boyle RFP.
- Researched, prepared, and submitted land entitlement application for General Plan Amendment and Zone Change for 25-unit multifamily development.
- Identified potential development sites and researched zoning requirements.

### **Planning Department Intern**

*City of San Gabriel, San Gabriel, CA (November 2004 - September 2005)*

- Reviewed site plans and entitlement requests for single family residential projects.
- Issued planning comments and corrections to architectural plans based on city zoning code.
- Prepared and presented staff reports before the City Planning Commission and inspected completed projects for Planning Department sign off:

### **Sustainable Development Fellow**

*The Greenlining Institute, Berkeley, CA (September 2003-August 2004)*

- Assisted the Community Partnership Alliance (CPA) of Merced, CA establish and coordinate a partnership with the University of California, Merced by organizing sub-committees to address education, workforce and economic development, housing, and health issues.
- Wrote CPA foundation grant proposals and submitted to institutions like the Great Valley Center, Wells Fargo Bank, and Citibank.
- Authored a comprehensive demographic analysis on Merced County, which focused on population growth, socioeconomic status, education attainment levels, housing, and civic participation.
- Contributed to creation of a high-density pilot housing targeted towards providing housing solutions for low and moderate-income Merced residents.

**Field Deputy**

*City of Los Angeles, 14<sup>th</sup> Council District, (October 2002-June 2003)*

- Worked with constituents on a variety of city issues, including neighborhood enhancement projects and proposed development projects.
- Collaborated with community-based organizations to plan various community events such as the Hollenbeck Youth Center's Christmas Toy Give Away.
- Staffed Council Member at community meetings and events with speaking points, briefings, and background information.
- Represented the Council Office at community, task force, and other planning committees.

**Skills**

Fluent in Spanish

**Activities**

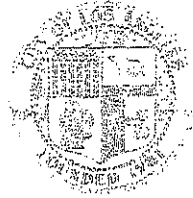
Board Member of Association of Latina Alumnae of Smith College (ALAS); Leadership for Urban Renewal Now (LURN); and Community Lawyers, Inc.

**Awards**

The Greenlining Institute 2011 Torchbearer Award; Smith College Alumnae Association 2012 Alumna of the Year

**References**

Available upon request



ANTONIO R. VILLARAIGOSA  
MAYOR

April 10, 2013

Ms. Monique Chavoya

Dear Ms. Chavoya:

I am pleased to inform you that I hereby appoint you to the East Los Angeles Area Planning Commission for the term ending June 30, 2013 and the subsequent term ending June 30, 2018. In order to complete the process as quickly as possible, there are several steps that must be taken, many of which require a trip downtown. If you require parking during these procedures, please call Maria Civilini in my Office at (213) 922-9742 and she will arrange it for you.

To begin the appointment process, please review, sign and return the enclosed City Commissioner Ethics Pledge, Commission Remuneration Form, Undated Separation Form and Background Release **within one week** of receiving this letter. These documents are necessary to help us ensure 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, (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. City law requires that you 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 Shannon Prior at the Ethics Commission at (213) 978-1960.

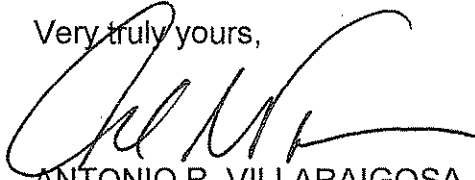
Ms. Monique Chavoya  
April 10, 2013  
Page 2

As part of City Council confirmation process, you will need to meet with Jose Huizar, your Councilmember, and Councilmember Ed Reyes, the Chair of the Planning and Land Use Management 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 Planning and Land Use Management Committee. Some time thereafter, you will also 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, Room 395, City Hall. Deputy Mayor Brian Currey's staff will be responsible to 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.

Warmest congratulations and thank you for agreeing to continue helping in my efforts to serve the people of the City of Los Angeles.

Very truly yours,



ANTONIO R. VILLARAIGOSA  
Mayor

ARV:sd

Attachment I  
Ms. Monique Chavoya  
April 10, 2013

## Nominee Check List

### I. Within three days:

- Get fingerprinted to complete 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,  
(213) 473-9343.

### II. Within one week:

Mail or fax the following forms to: Office of the Mayor; Attn: Cary Gross, Office of Legal Counsel, 200 N. Spring St., # 303, Los Angeles, CA 90012. Fax: (213) 978-0720.

- Ethics Pledge**
- Remuneration Form**
- Undated Separation Form**
- 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 in the mail 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.
- Residence Verification Form**

### IV. As soon as possible, schedule a meeting with:

- Your City Councilmember Jose Huizar** (contact at 213-473-7014).
- Councilmember Ed Reyes, Chair of the Council Committee**  
**considering your nomination** (contact at 213-473-7001).

A member of Deputy Mayor Brian Currey's staff can assist you with these arrangements. (Mayor's Office: 213-978-0600)