



ANTONIO R. VILLARAIGOSA  
MAYOR

May 9, 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. Andrea Denike Martinez to the Board of Taxicab Commissioners for the term ending June 30, 2015. Ms. Martinez will fill the vacancy created by Nathaniel Gale, who withdrew from consideration.

I certify that in my opinion Ms. Martinez 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:mcc

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Andrea Denike Martinez  
**Commission:** Board of Taxicab Commissioners  
**End of Term:** June 30, 2015

### Appointee Information

1. Race/ethnicity: Latina
2. Gender: Female
3. Council district and neighborhood of residence: 13 – East L.A.
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: B.A., Michigan State University
8. Occupation/profession: Executive Manager
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
Kim Pattillo Brownson	Central	10	African American	F	June 2017
Nathaniel Gale – WITHDREW	Central	13	Caucasian	M	June 2015
Josif Kahraman	Central	4	Other	M	June 2014
Mampre Pomakian	South Valley	4	Asian Pacific Islander	M	June 2013
Sergio Sideman	West LA	11	Latino	M	June 2016

Objective

Combine the tools I have learned in academia, life, and employment to contribute creatively, efficiently, and effectively in an organization that matches my ideals.

Experience

DIAMOND LANDSCAPING, INC., Los Angeles, California

Executive Manager (January 2012 - present)

- Manage installation of high end residential landscape projects
- Serve as a liaison between clients, supervisors, and laborers
- Prepare proposals and change orders
- Coordinate schedule to complete projects on time and within budget
- Source building materials and landscape materials (trees, plants, soils)

MIA LEHRER + ASSOCIATES, Los Angeles, California

Special Projects Manager (December 2009 - December 2011)

- Organize itinerary and schedule high profile meetings for Sao Paulo City Council President visit to Los Angeles.
- Organize and execute holiday parties for staff and clients
- Collaborate with marketing team and PR team to prepare graphics and mailings and generate audience specific material
- Hire and manage social media intern including content and image review for Facebook and e-mailer Emma
- Coordinate fundraisers for local politicians
- Conduct tours of our office, our work, and site visits for school groups, community groups, and individuals
- Served as selected representative to visit Cuba with high profile group from LA

Executive Assistant (July 2004 - March 2009)

- Provide complete administrative support for the CEO, including but not limited to:
  - Screening all phone calls and visitors
  - Reading, sorting, and executing email correspondence
  - Domestic and international travel arrangements
  - Calendar management and meeting coordination
  - Timesheets and expense reports
- Acting liaison amongst CEO, management, and design staff.
- Construct proposal and contract documentation.
- Played an integral role at all levels of design and business operations.

Education

B.A. Communication, Michigan State University, May 2001

Skills and Activities

- Organized, Multitasker, detail oriented
- Microsoft Office, InDesign, Photoshop
- Positive demeanor
- Type 65 WPM
- Very astute
- Fluent in English, learning Spanish
- Community volunteer + organizer
- Active in Los Angeles Bicycle Community, organize monthly rides
- Active in Los Angeles Walking Community
- World Traveler
- Researcher, Reader, Result Seeker
- Investigator



ANTONIO R. VILLARAIGOSA  
MAYOR

May 9, 2013

Ms. Andrea Denike Martinez

Dear Ms. Martinez:

I am pleased to inform you that I hereby appoint you to the Board of Taxicab Commissioners for the term ending June 30, 2015. 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.



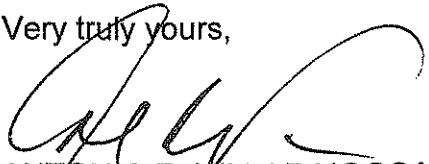
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As part of City Council confirmation process, you will need to meet with Eric Garcetti, your Councilmember, and Councilmember Bill Rosendahl, the Chair of the Transportation Committee, to answer any questions they may have. You will be hearing from a City Council committee clerk who will let you know when your appointment will be considered by the Transportation 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 Borja Leon'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:mcc

Attachment I  
Ms. Andrea Denike Martinez  
May 9, 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: Maria Civilini 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 Eric Garcetti** (contact at 213-473-7013).
- Councilmember Bill Rosendahl, Chair of the Council Committee considering your nomination** (contact at 213-473-7011).

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