



ERIC GARCETTI
MAYOR

October 20, 2021

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Laurel Gillette to the Board of Building and Safety Commissioners for the term ending June 30, 2026. Ms. Gillette will fill the vacancy created by Jasson Crocket, who withdrew from consideration.

I certify that in my opinion Ms. Gillette 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:tga

Attachment

COMMISSION APPOINTMENT FORM

Name: Laurel Gillette
Commission: Board of Building and Safety Commissioners
End of Term: 6/30/2026

Appointee Information

1. **Race/ethnicity:** Caucasian
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 11 - West Los Angeles
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** Master's in Architecture, Harvard Graduate School of Design
7. **Occupation/profession:** Development Project Manager, Retirement Housing Foundation
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	Ethnicity	Gender	Term End
Moon, Elvin	West	11	African American	M	30-Jun-22
Geaga-Rosenthal, Joselyn	Central	13	Asian Pacific Islander	F	30-Jun-24
Hovaguimian, George	South Valley	4	Caucasian	M	30-Jun-22
Nunez, Javier	North Valley	7	Latino	M	30-Jun-25
Vacant					

Laurel Gillette

With more than 40 years of real estate, architectural design, and construction experience, Ms. Gillette has established herself as an expert in the housing development process, with particular emphasis on large-scale housing rehabilitation and senior housing. One of her greatest strengths is her knowledge and proficiency of the overall process required for the successful completion of both market rate and affordable residential communities. At present, Ms. Gillette is a Development Project Manager for the Retirement Housing Foundation. She received her Master's in Architecture from the Harvard Graduate School of Design.



ERIC GARCETTI
MAYOR

October 20, 2021

Dear Ms. Gillette:

I am pleased to inform you that I hereby appoint you to the Board of Building and Safety Commissioners for the term ending June 30, 2026. 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 contact Thomas Arechiga in my office by email at thomas.arechiga@lacity.org to make arrangements for you.

To begin the appointment process, please review, sign, and return the enclosed Remuneration Form and Undated Separation Letters **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 all potential commissioners to be fingerprinted as part of the background check. The Commissions Team will assist in connecting you with the Personnel Background Unit so that you may schedule an appointment to have this done. You must schedule the appointment **within one week** of receiving this letter.

Should this apply to your Commission, 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 at 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 by email: nicole.enriquez@lacity.org or by phone: (213) 978-1960.

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As part of the City Council confirmation process, meetings will be offered to Mike Bonin, your Councilmember, and Councilmember Marqueece Harris-Dawson, 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. 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.

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:tga

Attachment I
Ms. Laurel Gillette
October 20, 2021

Nominee Check List

I. Within 7 days:

_____ Schedule an appointment to get fingerprinted to complete a background check. The Commissions team will assist in connecting you with the Personnel Background Unit.

_____ Email the below forms, found on the last three pages of this letter, to: myr-commissions@lacity.org OR mail them to: Commissions Team, Office of the Mayor, City Hall – Room 303, 200 N. Spring Street, Los Angeles, CA 90012.

- Remuneration Form
- Undated Separation Letters

II. 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**

III. The Mayor’s Office will notify the below Councilmembers of your nomination, so that they may reach out to schedule a meeting with you should they wish.

_____ Your City Councilmember Mike Bonin

_____ Councilmember Marqueece Harris-Dawson, Chair of the Council Committee considering your nomination.