



**ERIC GARCETTI**  
**MAYOR**

July 1, 2022

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Jennifer Valdivia to the Board of Neighborhood Commissioners for the term ending June 30, 2027. Ms. Valdivia will fill the vacancy created by Quyen Vo-Ramirez, who has resigned.

I certify that in my opinion Ms. Valdivia 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:** Jennifer Valdivia  
**Commission:** Board of Neighborhood Commissioners  
**End of Term:** 6/30/2027

### Appointee Information

1. **Race/ethnicity:** Latinx
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 12 - North Valley
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** B.A., Political Science, California State University, Long Beach
7. **Occupation/profession:** Director, External Affairs, LAUSD Board Member Monica Garcia
8. **Experience(s) that qualifies person for appointment:** See attached resume/bio
9. **Purpose of this appointment:** Appointment
10. **Current composition of the commission (excluding appointee):**

Commissioner	APC	CD	Ethnicity	Gender	Term End
Atkinson, Joy	South	10	African American	F	30-Jun-25
Darett-Quiroz, Margarita	East	1	Latina	F	30-Jun-26
Lipmen, Eli	West	5	Caucasian	M	30-Jun-26
Wehbe, Debra "Debbie"	Central	4	Caucasian	F	30-Jun-23
Vacant					30-Jun-22
Regalado, Raymond	Harbor	15	Latino	M	30-Jun-24
Shaffer, Leonard	South Valley	3	Caucasian	M	30-Jun-24

## **Jennifer Valdivia**

Jennifer Valdivia is serving as the Director of External Affairs for the Office of Board Member Mónica García at the Los Angeles Unified School District, managing all aspects of internal and external communications and working collaboratively with city and county departments to develop solutions to school-based issues. In the past, she has served as Acting Chief of Staff to the Board Member.

Raised in Pacoima where she attended LAUSD schools, Jennifer is a graduate from the Math, Science & Technology program at San Fernando Senior High School. She attended UCSC (Santa Cruz) and later transferred to Cal State University of Long Beach, earning her Bachelor of Arts in Political Science and a Legal Studies Certificate. Jennifer has worked for Mayor Eric Garcetti, supporting constituent services and managing special projects, later becoming the executive administrative assistant to the Director of External Affairs and overseeing the Mayoral Internship program. Following the Mayor's Office, Jennifer worked on transitioning the City of LA into its first public-private partnership for waste hauling within the realm of commercial and large multi-family buildings. The project allowed her the opportunity to work for LA Sanitation & Environment, where she served as a liaison for the bureau, facilitating close working relationships with key partners to improve livability services within the City of LA. In her early career, Jennifer interned for the General Counsel at the Department of Water and Power and also worked the Legal Offices of Ara J. Najarian (Glendale City Councilmember). Jennifer currently resides in Porter Ranch and continues to be passionate about making an influential difference throughout all of Los Angeles. She is honored to be involved in the work that utilizes all of our city services for the benefit our kids and families for a better Los Angeles.



**ERIC GARCETTI**  
MAYOR

July 1, 2022

Dear Ms. Valdivia:

I am pleased to inform you that I hereby appoint you to the Board of Neighborhood Commissioners for the term ending June 30, 2027. 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 my Commissions team by email at [myr-commissions@lacity.org](mailto:myr-commissions@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 at [nicole.enriquez@lacity.org](mailto:nicole.enriquez@lacity.org).

Ms. Jennifer Valdivia  
July 1, 2022  
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As part of the City Council confirmation process, meetings will be offered to John Lee, your Councilmember, and Councilmember John Lee, the Chair of the Arts, Parks, Health, Education and Neighborhoods 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 Arts, Parks, Health, Education and Neighborhoods 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. Garcetti', with a horizontal line extending to the right.

ERIC GARCETTI  
Mayor

EG:tga

Attachment I  
Ms. Jennifer Valdivia  
July 1, 2022

### 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 completed forms, found on the last three pages of this letter, to: [myr-commissions@lacity.org](mailto: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 John Lee

\_\_\_\_\_ Councilmember John Lee, Chair of the Council Committee considering your nomination