



ERIC GARCETTI
MAYOR

March 25, 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. April Sandifer to the West Los Angeles Area Planning Commission for the term ending June 30, 2022. Ms. Sandifer will fill the vacancy created by Michael Newhouse, who has resigned.

I certify that in my opinion Ms. Sandifer 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: April Sandifer
Commission: West Los Angeles Area Planning Commission
End of Term: 6/30/2022

Appointee Information

- 1. Race/ethnicity:** African American
- 2. Gender:** Female
- 3. Council district and neighborhood of residence:** 11 - West LA
- 4. Are you a registered voter?** Yes
- 5. Prior commission experience:**
- 6. Highest level of education completed:** M.S, Civil Engineering, Loyola Marymount University
- 7. Occupation/profession:** Program Manager, SLATE-Z
- 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
Margulies, Esther	West LA	11	Latina	F	30-Jun-25
Yellin, Adele	West LA	5	Caucasian	F	30-Jun-23
Vacant					30-Jun-22
Laing, Alexis	West LA	11	African American	F	30-Jun-24
Waltz Morocco, Lisa	West LA	5	Caucasian	F	30-Jun-26

APRIL SANDIFER

SUMMARY OF SKILLS

- ❖ Event development/production/logistics management
- ❖ Strategic marketing
- ❖ Stakeholder engagement
- ❖ Strategic partnership development

EDUCATION

Loyola Marymount University

Bachelor of Arts, Urban Studies

Master of Science, Civil Engineering emphasis Urban Ecology

EXPERIENCE

South Los Angeles Transit Empowerment Zone (SLATE-Z), Program Manager, Los Angeles, CA 2020 – Present

- ❖ Work with President & CEO, AmeriCorps VISTA staff and HUD liaison to help identify funding sources to support SLATE-Z's Promise Zone goals and priorities
- ❖ Develop and maintain good working relationships with SLATE-Z 100+ partners
- ❖ Manage, facilitate and help develop annual collective impact work plans for the five SLATE-Z Work Groups in their efforts to achieve SLATE-Z goals
- ❖ Provide facilitation and train program staff in the facilitation of the five Work Groups to
 - ❖ Elicit active participation of implementation partners and relevant stakeholders
 - ❖ Ensure meeting outcomes are consistent with Work Group annual plans and SLATE-Z 10-Year Strategic Plan
 - ❖ Ensure Work Group outcomes are consistent with Promise Zone requirements per the SLATE-Z Designation Agreement
 - ❖ Ensure Work Group outcomes are consistent with all other HUD requirements
- ❖ Work with HUD liaison to ensure compliance with HUD requirements for Work Group requirements
- ❖ Oversee recruitment, training, federal reporting requirements and management of approximately 5 AmeriCorps VISTA staff in their work to support SLATE-Z Work Groups
- ❖ Ensure regular communication by AmeriCorps VISTA staff with SLATE-Z Work Group Co-Chairs and SLATE-Z implementation partners pertaining to progress towards Work Group Work Plans and the SLATE-Z 10-Year Strategic Plan

Urban Land Institute, Senior Associate, Los Angeles, CA 2016 – Present

- ❖ Develop and implement District Council work program in furtherance of organization's Strategic Plan with a focus on results and outcome-based metrics
 - ❖ 187 programs over 3 years created in collaboration with 430 members and 12 community partners generating \$382,000 in revenue
- ❖ Manage relationships with 1997 members, partner organizations, and government officials
- ❖ Produce more than 60 events, and 3 large scale conferences per year
- ❖ Represent ULI LA within the Los Angeles community at professional conferences and events
- ❖ Manage 3 mentorship programs including the Young Leadership Group Partnership Forum, Women's Leadership Grow Relationships at Work (GROW) Initiative and Emerging Leaders for that have supporting nearly 900 members
- ❖ Manage 18 volunteer committees and working groups to develop and meet goals and objectives for programs/community outreach, membership involvement and sponsorship support to deliver a minimum of 60 programs annually with total attendance of over 6500
- ❖ Manage communications for the District Council including, but not limited to, the local District Council website, newsletters, membership directories, and press releases.
- ❖ Manage annual/event budgets of over 1.3 million, over 85 annual/event sponsorships and, AP/AR
- ❖ Develop and maintain organizational calendar
- ❖ Oversee Associate and Intern

Center for Urban Resilience, Operations Manager, Los Angeles, CA 2011 -2016

- ❖ Represented the Center for Urban Resilience within LMU and the local community at professional organizations or associations, serving on community committees such as the Westchester Neighborhood Homelessness committee, Beaches and Harbors Community Engagement working group, and the Friends of Ballona Wetlands Community Programming Committee

APRIL SANDIFER

4256 Linblade Dr. #4 | Los Angeles, CA 90066 | 310-755-4866 | SandiferApril@gmail.com

- ❖ Produced more than 50 community programs and stakeholder events for Ballona Discovery Park
 - ❖ Developed program elements including content, schedule, goals, and program tools
 - ❖ Managed venues and sites, grant budgets and compliance, and reported program outcomes
- ❖ Developed and managed sustainability initiatives for the Loyola Marymount University campus
- ❖ Developed internship and volunteer program for 37 students and 35 local community members over 2 years
- ❖ Managed day-to-day operation of the organization, programs and events including event set up, vendor management, talent management, and marketing
- ❖ Managed annual budget of \$1.3 million
- ❖ Communications including print, digital, and social media

Loyola Marymount University Campus Positions, Los Angeles, CA

2010 – 2011

Urban Ecology Rains Research Assistant

- ❖ Supported Faculty research and programs in Urban Ecology, Sustainability, and Environmental Studies
- ❖ Conducted wetlands monitoring and restoration
- ❖ Conducted Water quality testing

Sustainability/Energy Management Intern

- ❖ Managed completion of the University AASHE STARS report
- ❖ Produced Earth Day Festival
- ❖ Established Loyola Marymount University LIONS community garden program
- ❖ Coordinated annual recycling program (Recyclmania)
- ❖ Created strategic marketing to promote sustainability initiatives
- ❖ Assisted with special sustainability projects

Student Affairs Deans Office Research Associate

- ❖ Assisted with tracking and analysis of statistical data regarding programs and events sponsored or offered by all departments falling under the jurisdiction of Student Affairs Deans Office (SADO)
- ❖ Researched solutions to issues facing the operational effectiveness of SADO

Allied CDM, Operations Assistant, Playa Vista, CA

2008 – 2010

- ❖ Assisted with project management on Father's Office and Rush Street Bars in Culver City
- ❖ Maintained calendar of President and other high-level executives
- ❖ Coordinated all marketing materials
- ❖ Assisted with AP/AR and vendor invoices
- ❖ Maintained spreadsheet of client and vendor contacts

Equity Office/Maguire Properties, Coordinator, Tenant Services, Los Angeles, CA

2005 – 2008

- ❖ Managed tenant issues for a 14 million sq. ft. commercial real estate portfolio to ensure customer satisfaction and retention. This included 24 Class A and B commercial properties in the Downtown Los Angeles, Pasadena, Orange County, and San Diego areas
- ❖ Managed outside vendors and contractors including janitorial staff, parking staff and security team
- ❖ Coordinated communication between property teams, engineers and security during emergencies
- ❖ Trained all new hires on CRM and Angus tenant work order system

Volunteering

- ❖ Friends of Ballona Wetlands docent
- ❖ Bay Foundation Culver City rain garden maintenance
- ❖ Heal the Bay medical hazardous waste removal
- ❖ United Way annual homeless count
- ❖ Environmental Change Makers community/container garden docent



ERIC GARCETTI
MAYOR

March 25, 2022

Dear Ms. Sandifer:

I am pleased to inform you that I hereby appoint you to the West Los Angeles Area Planning Commission for the term ending June 30, 2022. 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, 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.

Ms. April Sandifer
March 25, 2022
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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. Garcetti', with a horizontal line extending to the right.

ERIC GARCETTI
Mayor

EG:tga

Attachment I
Ms. April Sandifer
March 25, 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 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