



KAREN BASS
MAYOR

March 21, 2023

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Suzanne Manriquez to the El Pueblo de Los Angeles Historical Monument Authority Commission for the term ending June 30, 2024. Ms. Manriquez will fill the vacancy created by Jesse Marez, whom I removed effective May 5, 2023 or at the time Mr. Marez's successor is confirmed by the City Council.

I certify that in my opinion Ms. Manriquez 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 black ink that reads "Karen Bass".

KAREN BASS
Mayor

KB:tga

Attachment

COMMISSION APPOINTMENT FORM

Name: Suzanne Manriquez
Commission: El Pueblo de Los Angeles Historical Monument Authority
Commission
End of Term: 6/30/2024

Appointee Information

1. **Race:** Latinx
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 14 - East LA
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** B.A., Political Science, University of California, Santa Barbara
7. **Occupation/profession:** Retired Regional Manager, Workforce Development, Aging & Community Services, LA County
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):**

Suzanne Denise Manriquez

Education

1978 University of California, Santa Barbara, B.A. Political Science

Professional Experience

December 2014-October 2020: (10/30/2020 retirement)

Regional Manager: Los Angeles County, Workforce Development, Aging & Community Services:

Responsible for oversight and supervision of four Senior and Community Centers in the Antelope Valley, Altadena and Santa Clarita. Provided administrative support and supervision of Center Directors. Coordinated Center operations to ensure compliance with and attainment of departmental goals and objectives. Worked on site at each center on a weekly basis, assisting in the development of each Centers' diverse programming and services.

October 2001-December-2014:

Senior Field Deputy, Los Angeles County Supervisor, Gloria Molina:

Responsible for providing responsive constituent services and advocacy for First District residents. Represented the Supervisor at meetings and events; developed relations with community stakeholders and identified issues and concerns to provide recommendations and implementation of related response. Served as community liaison to City of Los Angeles and East Los Angeles residents during construction of the Eastside Gold Line. Assigned areas have included the Cities of Los Angeles, Claremont, Baldwin Park, Irwindale, and Pico Rivera. and unincorporated Avocado Heights/ Bassett; and the Azusa/Covina-Islands.

February 1995-January 2001:

District Director: California State Assembly Speaker Antonio R. Villaraigosa: Supervised, trained and recruited District staff to provide constituent services and advocacy in State services and regulatory agencies. Represented the Member at events and meetings, developed and cultivated relations with stakeholders and elected and community leaders, organized large scale District events (Health, Literacy, At Risk Youth sports events, Town Halls).

1993- February 1995:

Workers' Compensation, Rehabilitation Services Evaluator: Buenaventura Evaluation & Testing (Mission Hills/Ventura California). Tested academic and physical tolerances of injured workers; assessed career interest and aptitude levels and provided analysis with recommendations for potential training and future employment opportunities to rehabilitation counselors.

1990-1993:

Vice President, Macondo Leasing, (Downtown Los Angeles): Administered equipment leasing contracts, issued billings and prepared inventory and sales reports. Developed relations with business related organizations

1988-1990:

Field Representative, California State Assemblymember Bob Epple (Downey/Norwalk): Developed and maintained relations with community, non-profit service agency representatives, education and business leaders.

1988:

Special Projects Director, Center for Participation in Democracy (Los Angeles); Organized voter registration activities and events for State wide voter registration organization's one year drive targeting underrepresented populations of minority and youth sectors. In Los Angeles: Recruited volunteers and community organizations to participate in weekend registration drives and coordinated related statewide promotional events in five target cities.

1985-1988:

Executive Director, California Chicano News Media Association: Directed a staff of five based at the USC School of Journalism to serve as a professional association of Chicano (aka Latino) journalists. Organized the annual scholarship banquet to raise funds for aspiring journalists; supervised Job Bank connecting employers with qualified journalism/public relations applicants; supervised annual one week Journalism Workshop at Cal State Northridge

1984:

Community Relations Officer, Los Angeles Olympic Organizing Committee: Community outreach and promotion to communities in the vicinity of competition venues (East Los Angeles/Monterey Park-Field Hockey, Pasadena-Soccer, CSULA (Judo), Dodger Stadium (Baseball-Demo Sport). Organized promotional rallies, sports demonstrations, street banner installations,

1981-1984:

General Manager, KUBO FM, Bilingual Public Radio Station, Salinas, California (Voces Unidas Bilingual Broadcasting Foundation)

As the new station's Communications Specialist conducted outreach and volunteer recruitment campaign to promote new media outlet and secure volunteer programming staff, and community and business support. Promoted to training program as Assistant Station Manager responsible for grant writing, corporate donor and local business sponsorship solicitation. Promoted to General Manager and supervised staff of eight full time paid and over 50 part

time volunteer staff. Responsible for fundraising, financial and personnel oversight, fostering local community and business relations and maintaining compliance with FCC regulations. Networking with Regional, State and national public radio networks.

1978-1981:

Director of Public Affairs, National Association of Farmworker Organizations, Washington. D.C. Wrote and edited weekly and quarterly bilingual newsletter for this organization focused on providing advocacy and representation to organizations involved in field labor standards, re-training programs, rural development, and safety and education programs. Responsible for media relations including organizing quarterly press campaigns in cities where Board meetings and conferences were held (Seattle, Washington, Media relations for

1974-1978

Accounting Clerk, Associated Students UC Santa Barbara: Processed and approved all expenditures for Associated Student Government, campus and student arts programs.

Community Service:

February, 2023 to present:

Boardmember: Friends of the Altadena Senior Center, incorporated non-profit entity providing supplemental funding for supportive services and social and educational opportunities for Center participants.

2007-2009

Commissioner, Quality and Productivity Commission, City of Los Angeles

Former Board Member and President, Family Counseling Services of the West San Gabriel Valley 1986-1997

East Los Angeles College, President's Community Advisory Board 1985-1989

Big Brothers/Big Sisters of Los Angeles and the Inland Empire: Latina Advisory Council 1997-2004; Board Member 2002-2004 (initially Big Sisters until the merger of the two organizations)

1976-1978 President, A.F.S.C.M.E. Union Local 673, UC Santa Barbara employee chapter



KAREN BASS
MAYOR

March 21, 2023

Dear Ms. Manriquez:

I am pleased to inform you that I hereby appoint you to the El Pueblo de Los Angeles Historical Monument Authority Commission for the term ending June 30, 2024, subject to confirmation by the City Council. 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. Suzanne Manriquez
March 21, 2023
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As part of the City Council confirmation process, meetings will be offered to Kevin de León, your Councilmember, and Councilmember Eunisses Hernandez, the Chair of the Neighborhoods and Community Enrichment 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 Neighborhoods and Community Enrichment 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.

Per the City Charter, 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 that reads "Karen Bass". The signature is fluid and cursive, with the first name "Karen" and the last name "Bass" clearly distinguishable.

KAREN BASS
Mayor

KB:tga

Attachment I
Ms. Suzanne Manriquez
March 21, 2023

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 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 Kevin de León

_____ Councilmember Eunisses Hernandez, Chair of the Council Committee considering your nomination