



KAREN BASS
MAYOR

August 14, 2024

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Daniela Solano to the House LA Citizens Oversight Committee for the term ending June 30, 2029.

I certify that in my opinion Ms. Solano is especially qualified by reason of training and experience for the work which shall devolve upon her, and that I make the appointment solely in the interest of the City.

Ms. Solano will fill the vacancy created by the departure of Quaneshia Jeffrey.

Sincerely,

A handwritten signature in black ink that reads 'Karen Bass'.

KAREN BASS
Mayor

KB:tga

Attachment

COMMISSION APPOINTMENT FORM

Name: Daniela Solano
Commission: House LA Citizens Oversight Committee
End of Term: 6/30/2029

Appointee Information

1. **Race:** Latinx
2. **Gender:** Female
3. **Council District and neighborhood of residence:** 14 - East LA
4. **Are you a registered voter in the City of Los Angeles?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** In Progress: Associate in Film and Electronic Media Production, Los Angeles City College
7. **Occupation/profession:** Young Adult Club Member, Generations for Justice, InnerCity Struggle
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	Race	Gender	Term End
Greenlee, Alan	South Valley	4	Caucasian	M	6/30/2026
Holland, Taylor (pending ccl)	Central	5	African American	F	6/30/2026
Lipa, Jacob	South Valley	4	Caucasian	M	6/30/2024
Sharma, Deepika	Central	4	API	F	6/30/2024
Jones, Zerita	South LA	10	African American	F	6/30/2026
VACANT					6/30/2026
VACANT					6/30/2024
Reed, Leilani	West LA	11	African American	F	6/30/2026
Chen, Debbie	East LA	13	API	F	6/30/2024
Morales, Alma	Central	13	Latinx	F	6/30/2025
Cea, Charlie	Central	13	Latinx	M	6/30/2025
Coulter, Michelle	East LA	14	Latinx	F	6/30/2025
Sanchez, Antonio	East LA	14	Latinx	M	6/30/2025
Gaeta, Jennifer	South Valley	4	Caucasian	F	6/30/2025
Raymond, Laura	East LA	13	Caucasian	F	6/30/2024

Daniela Solano

EDUCATION

Los Angeles City College

Jan. 31st 2023-Present

Associate in Film and Electronic Media Production

EXPERIENCE

Film Education Cohort Member

May 2023 - Sept. 2023

Promise Workshops, The Academy Museum of Motion Pictures

- Wrote, produced, shot, edited and directed an experimental film for the Academy Museum Archives as a final project for the Promise Workshops.
- Learned to use industry standard stop motion animation software Dragonframe by creating multiple stop motion shorts in collaboration with 10+ Promise Workshop Cohort Members.
- Worked as 2nd Assistant Camera for a musical short film, operating the clapperboard at the beginning of each take, taping down camera marks, and assisting the 1st AC and Cinematographer; Provided makeup services that captured the Director's vision.
- Worked as Camera Operator for a short film comedy, responsible for transporting and preparing camera, equipment, and accessories; Contributed creative input on scene setups and shot selection.

Script Supervisor, Set Dresser & Production Assistant

Oct. 2023 - Nov. 2023

"DOM" Student Film, Los Angeles Film School

- Produced timings and page breakdowns of the script during pre production and shared with the Director and AD Department making sure to match the 1st ADs scene page counts.
- Faithfully monitored actors, their physical appearance, dialogue and expression, as well as props and technical details during production to ensure film continuity.
- Quickly recorded script changes, blocking, camera lenses, camera and sound roll number, preferred takes, director's notes, false takes, and any other issues with the takes.
- Entrusted alongside other set dressers to design multiple film sets according to director and set designer's vision, selecting specific props and providing creative input on the set layout.
- Responsible for carefully and safely transporting props from the prop room to different set locations as well as aiding in the assembly of sets.

Young Adult Club Member

Jan. 2024 - Present

Generations for Justice, Innerscity Struggle

- Attending monthly meetings at Innerscity Struggle for two hours to gain political education, learn educational and housing justice, the importance of civic engagement, all within the Generations for Justice component, a young adult club of 15+ members.
- Aided in supporting Innerscity Struggle staff in a community event by providing air brush face painting services for 2 hours to 30+ Eastside residents.
- Nominated to participate in a Social Housing Cohort with 10+ community members to learn and spread knowledge about the Social Housing implementation process and Measure ULA.

SKILLS

- Detail Oriented
- Strong Collaborator and Communicator
- Traditional and Airbrush Makeup Artist
- Adobe Photoshop and Lightroom
- Bilingual (English+Spanish)
- Davinci Resolve and Premiere Pro
- Dragonframe
- Final Draft



KAREN BASS
MAYOR

August 14, 2024

Dear Ms. Solano:

I am pleased to inform you that I hereby appoint you to the House LA Citizens Oversight Committee for the term ending June 30, 2029, subject to confirmation by the City Council.

To begin the appointment process, please review, sign, and return the enclosed Remuneration Form and undated Letters of Separation **within one week** of receiving this letter. These documents are necessary to ensure the most efficient, open, and accountable city government possible.

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 Personnel's 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 via the California Fair Political Practices Commission's eDisclosure website, or by mailing the forms to City Hall at 200 N. Spring Street, 24th Floor, Los Angeles, California 90012. Any inquiries regarding this form should be directed to Nicole Enriquez at the City Ethics Commission by email at nicole.enriquez@lacity.org.

As part of the appointment process, Kevin de Leon, your Councilmember, and Councilmember Nithya Raman, the Chair of the Housing and Homelessness Committee, may wish to meet with you to answer any questions they have. Our office will assist with arranging these meetings.

Ms. Daniela Solano
August 14, 2024
Page 2

Additionally, you will be required to attend public meetings at City Hall where your appointment will be considered. You will be hearing from our office and a City Council Clerk who will let you know when your appointment will be considered by the Housing and Homelessness Committee. Sometime thereafter, you will be notified of the date when your appointment will be presented to the full City Council. Before you may begin serving, you will be required to take the Oath of Office in the City Clerk's Office located in Room 395 of City Hall. If you require parking for these meetings, please contact my Commissions team by email at myr-commissions@lacity.org.

Per the City Charter, most commissioners must be registered voters of the City of Los Angeles, and must therefore reside within Los Angeles. If you move at any point during your term, or your contact information changes, please contact my Commissions team immediately at the email address listed below. While we hope that you complete a successful term, if for some reason you intend to resign, please do so in writing to my Commissions team at myr-commissions@lacity.org.

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 letters of the first and last names being capitalized and prominent.

KAREN BASS
Mayor

KB:tga

Attachment I
Ms. Daniela Solano
August 14, 2024

Nominee Check List

I. Within 7 days:

- Email the below completed documents, found on the last three pages of this letter, to: myr-commissions@lacity.org OR mail them to:

Office of the Mayor
Attn: Thomas Arechiga
200 N. Spring Street, Room 303
Los Angeles, CA 90012

- Remuneration Form
- Undated Separation Letters (2)

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

II. Before your appointment is heard in committee or full council (you will be contacted by the Clerk's Office with this date):

- 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. Be sure to take no more than 21 days to file, per City law.

- 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 Leon
- Councilmember Nithya Raman, Chair of the Council Committee considering your nomination

IV. Public Meetings at City Hall:

- Housing and Homelessness Committee Hearing
- Full Council Hearing