



October 11, 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. Jenny Chavez to the Board of Public Works for the term ending June 30, 2026.

I certify that in my opinion Ms. Chavez 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. Chavez will fill the vacancy created by the departure of Teresa Villegas.

Sincerely,

A handwritten signature in black ink that reads 'Karen Bass'. The signature is fluid and cursive, with the first name 'Karen' and last name 'Bass' clearly distinguishable.

KAREN BASS  
Mayor

KB:tga

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Jenny Chavez  
**Commission:** Board of Public Works  
**End of Term:** 6/30/2026

### 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:** J.D., Boston University School of Law
7. **Occupation/profession:**
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
Davis, Michael	South LA	9	African American	M	6/30/2028
Grant, John	East LA	13	Caucasian	M	6/30/2029
Khorsand, Vahid	South Valley	4	Middle Eastern / Arab	M	6/30/2027
Reyes, Susana	Central	5	API	F	6/30/2025
Villegas, Teresa	East LA	14	Latinx	F	6/30/2026

# JENNY CHAVEZ

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## Professional Summary

Proven leader with over 20 years of experience in high-profile government and political environments within the City of Los Angeles. Extensive experience in managing personnel, developing strategic plans, and leading outreach efforts. Adept at coordinating with city departments and officials, supervising staff, and ensuring compliance with legal and regulatory requirements. Life-long Angeleno dedicated to public service, with a strong commitment to fostering transparency, inclusivity, and effective governance.

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## Core Competencies

- **Leadership & Management:** Directed large teams, managed multi-million-dollar budgets, and led day-to-day operations in dynamic political environments.
  - **Government Relations & Compliance:** In-depth knowledge of Los Angeles City government operations, including Charter and Administrative Codes, with expertise in ensuring compliance with the Brown Act and other legal requirements.
  - **Public Outreach & Stakeholder Engagement:** Developed and executed comprehensive outreach strategies to engage diverse stakeholders, including community organizations, labor groups, and business advocacy organizations.
  - **Policy Development & Implementation:** Expert in crafting and implementing policies, directives, and recommendations that align with organizational goals and community needs.
  - **Strategic Planning & Coordination:** Skilled in setting strategic agendas, coordinating with city departments and officials, and representing organizations at civic and governmental functions.
  - **Diversity & Inclusion:** Committed to promoting diversity in all aspects of governance, including guiding the appointment of commissioners to reflect the city's overall diversity.
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## Professional Experience

### Senior Vice President, Stakeholder and External Relations

2022-2024

*Los Angeles Tourism & Convention Board*

- Developed and transmitted comprehensive stakeholder engagement strategies, ensuring the participation of a wide variety of stakeholders, including government officials, community groups, and non-profit organizations.
- Acted as the primary liaison between the organization and city departments, enhancing collaboration and ensuring the organization's strategic goals were aligned with city priorities.
- Managed community outreach initiatives, fostering partnerships with diverse groups to support the organization's social impact and ensure broad public engagement.
- Collaborated with internal teams to develop and implement consistent messaging across all organizational communications.

### Chief of Staff, Los Angeles City Council

2012-2022

*Councilmember Joe Buscaino – City of Los Angeles*

- Hired, trained, and directed a 21-person staff across three offices, overseeing a \$9 million+ budget, and ensuring efficient operations and resource allocation.

- Developed and implemented long-range planning for the Councilmember's agenda, ensuring alignment with the city's priorities and community needs.
- Directed several pieces of legislation, including city ballot measures and state legislation, including Measure P, which updated the City Charter in 2017 that passed by an overwhelming margin, and well as sponsored state legislation to change State Tidelands Law that was critical to the success of approving the LA Waterfront project, a public/private project that features 350,000 square feet of retail and restaurants on a 42-acre site along the L.A. waterfront that is currently slated to open in 2025.
- Represented the office at civic and governmental functions, acting as the primary liaison with city departments, community organizations, and the media.
- Assisted with compliance with the Brown Act and other legal requirements, ensuring transparency and accountability in all office operations.

### **Deputy Chief of Staff, Los Angeles City Council**

2003 – 2006

*Councilmember Janice Hahn – City of Los Angeles*

2008 – 2011

- Managed over 20 office personnel and financial operations, ensuring efficient workflows and adherence to budgetary constraints.
- Coordinated with city departments to provide the Councilmember with timely reports and recommendations, supporting informed decision-making on key policy issues.
- Developed and presented reports to the Councilmember and committee members, aligning legislative actions with broader city goals.
- Served as the primary legislative policy advisor on port, airport, and tourism matters, guiding the Councilmember's decisions on these critical issues.

### **Legislative Representative**

2006 – 2008

*Port of Los Angeles*

- Acted as the primary liaison between the Port of Los Angeles and government officials, securing \$200 million in State Proposition 1B Bonds for port improvements.
- Developed and implemented legislative advocacy strategies, advancing the Port's goals and ensuring alignment with city and state priorities.
- Prepared and presented reports to city officials, providing detailed analysis and recommendations on key legislative matters.

## **Education**

### **Juris Doctor (J.D.)**

*Boston University School of Law*

Boston, MA

### **Bachelor of Arts (B.A.) in Political Science & International Relations**

*University of Southern California*

Los Angeles, CA

## **Professional Skills**

- Leadership & Supervision

- Strategic Planning & Policy Development
  - Public Relations & Media Liaison
  - Government Relations & Compliance
  - Outreach & Stakeholder Engagement
  - Diversity & Inclusion
  - Budget Preparation & Financial Management
  - Report Writing & Presentation
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## **Additional Information**

- **Life-long Angeleno:** Deep understanding of the City of Los Angeles and its diverse communities.
- **Commitment to Public Service:** Nearly entire career dedicated to serving the people and government of Los Angeles.
- **Compliance Expertise:** Strong knowledge of the Brown Act and other local, state, and federal laws governing city operations.
- **Fluent Spanish Speaker**



KAREN BASS  
MAYOR

October 11, 2024

Dear Ms. Chavez:

I am pleased to inform you that I hereby appoint you to the Board of Public Works for the term ending June 30, 2026, subject to confirmation by the City Council.

To begin the appointment process, please review, sign, and return the enclosed 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 Samantha Rodriguez at the City Ethics Commission by email at [samantha.rodriguez@lacity.org](mailto:samantha.rodriguez@lacity.org).

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

Ms. Jenny Chavez  
October 11, 2024  
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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 Public Works 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](mailto: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](mailto: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 name "Karen" and the last name "Bass" clearly distinguishable.

KAREN BASS  
Mayor

KB:tga

Attachment I  
Ms. Jenny Chavez  
October 11, 2024

## **Nominee Check List**

### **I. Within 7 days:**

- ☐ Email the below completed documents, found on the last two pages of this letter, to: [myr-commissions@lacity.org](mailto: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
  - 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 John Lee, Chair of the Council Committee considering your nomination

### **IV. Public Meetings at City Hall:**

- ☐ Public Works Committee Hearing
- ☐ Full Council Hearing