



ERIC GARCETTI
MAYOR

March 21, 2018

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Jaime L. Lee to the Board of Harbor Commissioners for the term ending June 30, 2021. Ms. Lee will fill the vacancy created by Ambassador Vilma Martinez, who will be resigning, effective April 6, 2018.

I certify that in my opinion Ms. Lee 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:dlg

Attachment

COMMISSION APPOINTMENT FORM

Name: Jaime L. Lee
Commission: Board of Harbor Commissioners
End of Term: 6/30/2021

Appointee Information

1. **Race/ethnicity:** Asian Pacific Islander
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 4 - Central
4. **Are you a registered voter?** Yes
5. **Prior commission experience:** Los Angeles City Employees' Retirement System Board, Industrial Development Authority, Quality and Productivity Commission
6. **Highest level of education completed:** J.D., University of Southern California School of Law
7. **Occupation/profession:** August Investment Group LP, President
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Replacement
10. **Current composition of the commission (excluding appointee):**

Commissioner	APC	CD	Ethnicity	Gender	Term End
Arian, Alan David	Harbor	15	Caucasian	M	30-Jun-19
Moreno-Linares, Lucia	Harbor	15	Latina	F	30-Jun-21
Pirozzi, Anthony	Harbor	15	Caucasian	M	30-Jun-20
Renwick, Edward	West LA	11	Caucasian	M	30-Jun-22

Jaime Lee Brief Bio

In 2014 Jaime was appointed by Mayor Eric Garcetti to serve as a Commissioner on the Los Angeles City Employees' Retirement System Board of Administration. Later that year, she was elected as Board President by her fellow commissioners and is currently serving her fourth term. She has previously served the City of Los Angeles as a Commissioner for the Industrial Development Authority and the Quality and Productivity Commission, and she has served the State of California for six years as a commissioner on the Speech Language Pathology, Audiology & Hearing Aid Dispensers Board. Jaime is also active in the community as a board member of Town Hall Los Angeles and the Anderson Munger Family YMCA and has previously served on the Korean American Coalition Board of Directors, as an advisor to the Southern California Public Radio Board of Trustees, and as Board Chair of the Los Angeles Fashion District Business Improvement District Board of Directors.

Jaime has been an active alumna at the University of Southern California for the past eight years across many organizations. Currently, she is the 2017-18 President of the USC Alumni Association Board of Governors and the Immediate Past President of the USC Asian Pacific Alumni Association Board of Directors. She is also a Provost member of the USC Associates and has lectured at the USC Gould School of Law, the USC Sol Price School of Public Policy, and the USC Marshall School of Business. She is also a founding board member of the Harvard-Westlake Korean American Alumni Network for her high school alma mater.

Jaime was born and raised in Los Angeles and earned both a Bachelor of Arts degree in English and a Juris Doctor degree from the University of Southern California. She lives in Los Angeles with her husband and two children.



ERIC GARCETTI
MAYOR

March 21, 2018

Ms. Jaime L. Lee

Dear Ms. Lee:

I am pleased to inform you that I hereby appoint you to the Board of Harbor Commissioners for the term ending June 30, 2021. 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 call Claudia Luna in my office at (213) 978-0621 to make arrangements for you.

To begin the appointment process, please review, sign and return the enclosed Remuneration Form, Undated Separation Forms, Background Check Release and Information Sheet **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 you to be fingerprinted as part of the background check that is done on all potential Commissioners. To do so, please bring this letter to the Background Unit of Employment Services Division, Personnel Department Building, 700 East Temple Street, Room 235, Los Angeles, California 90012. The division phone number is (213) 473-9343. Fingerprints must be taken **within three working days** from the **receipt** of this letter.

Under separate cover 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, 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 at (213) 978-1960.

Ms. Jaime L. Lee
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As part of the City Council confirmation process, you will need to meet with David Ryu, your Councilmember, and Councilmember Jose Buscaino, the Chair of the Trade, Travel, and Tourism 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 Trade, Travel, and Tourism 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. Claudia Luna will assist you during the confirmation process if you have questions.

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:dlg

Attachment I
Ms. Jaime L. Lee
March 21, 2018

Nominee Check List

I. Within three days:

- _____ **Get fingerprinted to complete a background check.**
No appointment is necessary. Bring the Mayor's letter to:
Background Unit of Employment Services Division, Personnel
Department Building, 700 East Temple Street, Room 235, Los Angeles,
California 90012. Phone: (213) 473-9343.

II. Within seven days:

Mail or email the following forms to: Legislative Coordinator, Office of the Mayor,
Office of Intergovernmental Relations, City Hall, 200 N. Spring Street, Los
Angeles, CA 90012 or email: Claudia.Luna@lacity.org.

- _____ **Remuneration Form**
_____ **Undated Separation Forms**
_____ **Background Check Release**
_____ **Commissioner Information Sheet/Voluntary Statistics**

III. 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**

IV. As soon as possible, the Mayor's Office will schedule a meeting with you and:

- _____ **Your City Councilmember David Ryu**
_____ **Councilmember Jose Buscaino, Chair of the Council Committee
considering your nomination.**

Staff in the Mayor's Office will assist you with these arrangements.