



**ERIC GARCETTI**  
**MAYOR**

July 19, 2017

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

Honorable Members:

Subject to your confirmation, I have reappointed Ms. Olivia E. Garcia to the Board of Animal Services for the term ending June 30, 2022. Ms. Garcia's current term expired on June 30, 2017.

I certify that in my opinion Ms. Garcia 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, appearing to read 'E. Garcetti', followed by a horizontal line and a small mark.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Olivia E. Garcia  
**Commission:** Board of Animal Services  
**End of Term:** 6/30/2022

### Appointee Information

1. **Race/ethnicity:** Latina
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 10 - Central
4. **Are you a registered voter?** Yes
5. **Prior commission experience:** Board of Animal Services
6. **Highest level of education completed:** J.D., Southwestern University School of Law
7. **Occupation/profession:** Managing/Equity Partner , AVJUSTICE LAW
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Reappointment
10. **Current composition of the commission:**

Commissioner	APC	CD	Ethnicity	Gender	Term End
Garcia, Olivia	Central	10	Latina	F	30-Jun-17
Gross, Larry	South Valley	4	Caucasian	M	30-Jun-20
Wolfson, Roger	East LA	13	Caucasian	M	30-Jun-21
Dicker, Layne	North Valley	12	Caucasian	F	30-Jun-18
Finsten, Alisa	West LA	5	Caucasian	F	30-Jun-19

# Olivia Erica Garcia

## EDUCATION

**Southwestern University School of Law**, Juris Doctorate 2005

Southwestern International Law Students Association, Member 2003-2005

Latino Law Students Association, Vice President 2004

**San Diego State University**, Bachelors of Arts Psychology, 1997

*Cum Laude*, Distinction in Psychology

## EXPERIENCE

### **AVJUSTICE LAW**

***Managing/Equity Partner***

June 2016 – Present

Draft civil litigation complaints, make court appearances, negotiate settlement agreements in civil litigation matters and criminal matters. Responsible for day to day management of the firm, determine firm structure, create and maintain organizational strategies/structures and establish/implement/enforce policies and procedures for the firm.

### **The State Bar of California**

***Complaint Analyst***

May 2007 – June 2016

Drafted Notices of Disciplinary Charges, conducted legal research, prepared for trial, interviewed witnesses, drafted subpoenas, prepared trial exhibits, translated documents and witness interviews from Spanish to English, prepared correspondence to attorneys and complaining witnesses, translated public information pamphlets from English to Spanish.

### **Acting Deputy Trial Counsel**

July 2011 – March 2012

Analyzed complaints of attorney misconduct, conducted factual investigations, researched legal theories of prosecution, submitted recommendation regarding prosecution, supervised Complaint Analysts in investigating complaints, conducted outreach to inform underserved communities of the mission of the State Bar.

### **KIND - Kids In Need of Defense**

***Pro-Bono Attorney***

April 2010 – Present

Represent unaccompanied minors in deportation proceedings pending before the Executive Office of Immigration Review, including but not limited to, drafting pleadings, legal research, drafting motions, factual investigations, drafting declarations, preparing and filing petitions with United States Citizenship and Immigration Services.

### **Los Angeles Unified School District**

***Teacher/Substitute Teacher***

July 2001 - May 2005

Provided academic classroom instruction to students at the elementary school level, employed Spanish language teaching techniques to reinforce comprehension of Language Arts and Mathematics for native Spanish speakers, participated in weekly curriculum planning.

### **San Diego County Probation Department**

***Deputy Probation Officer***

September 1999 - May 2001

Supervised 500+ probationers in complying with the terms and conditions of their probation, developed and implemented individual plans to ensure proper level of supervision and to provide adequate resources to increase the likelihood of compliance, including but not limited to finding low cost substance and/or alcohol treatment programs, gang intervention programs, counseling and mental health services, transitional housing, job training and educational services.

**Tulare County Probation Department*****Deputy Probation Officer***

April 1998 – September 1999

Conducted pre-sentencing investigations, prepared plea reports, probation reports, recommended disposition of cases, sealed juvenile delinquency records, represented probation department in court proceedings.

**COMMUNITY AND ORGANIZATIONAL INVOLVEMENT****Los Angeles Animal Services Commission*****Commissioner***

March 2016 – Present

Serve on the board of the Los Angeles Animal Services (LAAS). Supervise, regulate and manage LAAS. Create and enforce policies to carry out supervision and management of LAAS. Review and approve qualifying contracts. Hear appeals involving violations of Los Angeles municipal code concerning barking dogs and dangerous animals.

**Eastmont Community Center*****Board Member***

June 2013 – Present

Serve on the board of directors for non-profit organization that provides underserved residents of East Los Angeles with access to community services such as, an afterschool program, food pantry, hot lunches for seniors, Citizenship workshops, community garden and other educational activities and workshops.

**A Purposeful Rescue*****Spay and Neuter Coordinator***

March 2014 – March 2016

Organized, promoted and attempted to secure funding to provide no/low cost spay/neuter services to underserved communities for the purpose of reducing the overpopulation of pets in Los Angeles County, with the idea of reduced euthanasia and increased adoption of shelter animals.

**Karma Rescue*****Community Liaison and Educator***

August 2013 – March 2014

Represented organization at community fairs and elementary schools in underserved communities to provide information about the importance of spaying/neutering and vaccinating pets. Provided referrals to the public for no/low cost services providers. Volunteered at bi-monthly pet adoptions.

**Found Animals and Stray Cat Alliance*****Community Outreach Volunteer***

November 2012 – April 2014

Conducted door to door outreach in South Los Angeles to inform residence of no cost spay/neutering and vaccinations services and registered interested residents for said services.

**Cute Odyssey Rescue Group*****Transport Volunteer***

March 2012 – August 2013

Rescued and transported dogs from shelters and private citizens throughout Los Angeles County to Cute Odyssey Rescue in San Diego.



ERIC GARCETTI  
MAYOR

July 19, 2017

Ms. Olivia E. Garcia

Dear Ms. Garcia:

I am pleased to inform you that I hereby reappoint you to the Board of Animal Services 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 call Claudia Luna in my Office at (213) 978-0621 to make arrangements for you.

To begin the reappointment 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.

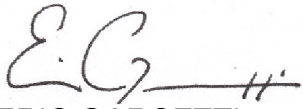
As part of the City Council confirmation process, you will need to meet with Wesson, your Councilmember, and Councilmember Paul Koretz, the Chair of the Personnel and Animal Welfare Committee, to answer any questions they may have. You will be hearing from a City Council committee clerk who will let you know when your reappointment will be considered by the Personnel and Animal Welfare Committee. Sometime thereafter, you will be notified by the committee clerk when your reappointment 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.

Ms. Olivia E. Garcia  
July 19, 2017  
Page 2

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 and a small mark at the end.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment I  
Ms. Olivia E. Garcia  
July 19, 2017

### **Nominee Check List**

#### **I. Within seven days:**

Mail or email the following forms to: Claudia Luna, Office of the Mayor, 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**

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

\_\_\_\_\_ **Your City Councilmember Wesson**

\_\_\_\_\_ **Councilmember Paul Koretz, Chair of the Council Committee  
considering your nomination**

Staff in the Mayor's Office of Legislative and External Affairs will assist you with these arrangements.