

ERIC GARCETTI
MAYOR

February 4, 2016

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Olivia E. Garcia to the Board of Animal Services for the term ending June 30, 2017. Ms. Garcia will fill the vacancy created by Jennifer Brent, who has resigned.

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 blue ink, appearing to read "E. Garcetti".

ERIC GARCETTI
Mayor

EG:dlg

Attachment

COMMISSION APPOINTMENT FORM

Name: Olivia E. Garcia
Commission: Board of Animal Services
End of Term: 6/30/2017

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:**
6. **Highest level of education completed:** J.D., Southwestern University School of Law
7. **Occupation/profession:** Complaint Analyst, The State Bar of California
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	Appt. Date	Term End
Gross, Larry	South Valley	4	Caucasian	M	06-Jan-14	30-Jun-20
Wolfson, Roger	East LA	13	Caucasian	M	06-Jan-14	30-Jun-16
Yanez, Alana	East Los Angeles	1	Latina	F	20-Apr-12	30-Jun-19
Zaft, David	Central	4	Caucasian	M	13-Aug-13	30-Jun-18

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

LEGAL EXPERIENCE

The State Bar of California

Complaint Analyst

March 2008 - Present

Translate documents and witness interviews from Spanish to English, prepare correspondence to complaining witnesses, translate public information pamphlets from English to Spanish, create Spanish language templates for internal use. Drafted charging documents, conducted legal research, prepared for trial.

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

April 2010 – Present

Pro-Bono Attorney

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.

ADDITIONAL WORK EXPERIENCE

Los Angeles Unified School District

July 2001 - May 2005

Teacher/Substitute Teacher

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

September 1999 - May 2001

Deputy Probation Officer

Supervised over 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

April 1998 – September 1999

Deputy Probation Officer

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**Eastmont Community Center*****Vice Chair***

September 2014 – Present

Board Member

June 2013 – September 2014

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 classes, community garden and other educational activities and workshops.

A Purposeful Rescue

March 2014 – Present

Spay and Neuter Coordinator

Organize, promote and secure funding to provide no cost spay/neuter services to underserved communities for the purpose of reducing the overpopulation of pets in Los Angeles County, reduce/eliminate euthanasia and increase the 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 their pets and providing referrals to no/low cost services providers. Also volunteered at bi-monthly pet adoptions.

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

March 2012 – August 2013

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

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

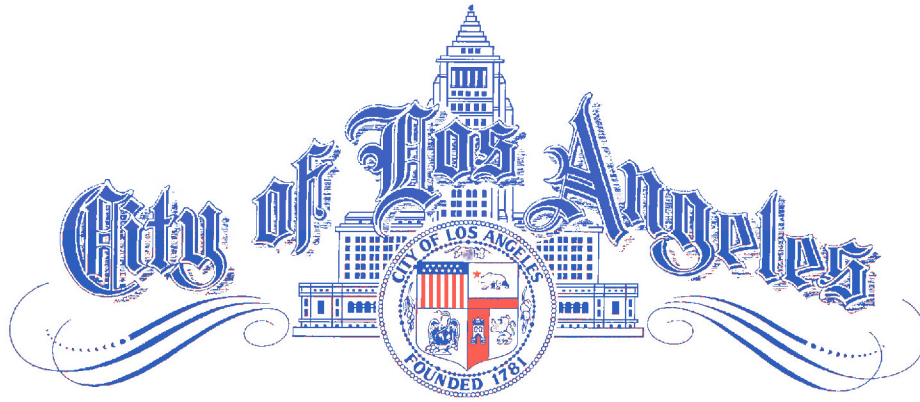
November 2012 – April 2014

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

L.A. County Public Library***Literacy Instructor Volunteer***

April 2012 – January 2013

Provided one on one literacy instruction for adults in the community.



ERIC GARCETTI
MAYOR

February 4, 2016

Ms. Olivia E. Garcia



Dear Ms. Garcia:

I am pleased to inform you that I hereby appoint you to the Board of Animal Services for the term ending June 30, 2017. 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 Shannon Prior at the Ethics Commission at (213) 978-1960.

Ms. Olivia E. Garcia
February 4, 2016
Page 2

As part of the City Council confirmation process, you will need to meet with Herb 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 appointment will be considered by the Personnel and Animal Welfare 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,



ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Olivia E. Garcia
February 4, 2016

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, fax 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 Wesson** (contact at (213) 473-7010).
_____ **Councilmember Paul Koretz, Chair of the Council Committee considering your nomination** (contact at (213) 473-7004).

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