



**ERIC GARCETTI**  
**MAYOR**

February 10, 2017

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Jazmin Ortega to the Board of Transportation Commissioners for the term ending June 30, 2017 and for the subsequent term ending June 30, 2022. Ms. Ortega will fill the vacancy created by Nichole Chase, who has resigned.

I certify that in my opinion Ms. Ortega is qualified for the work that will devolve upon her, and that I make the appointment solely in the interest of the City.

Sincerely,

ERIC GARCETTI  
Mayor

EG:dlg

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Jazmin Ortega  
**Commission:** Board of Transportation Commissioners  
**End of Term:** 6/30/2017

### Appointee Information

- 1. Race/ethnicity:** Latina
- 2. Gender:** Female
- 3. Council district and neighborhood of residence:** 14 - East Los Angeles
- 4. Are you a registered voter?** Yes
- 5. Prior commission experience:** N/A
- 6. Highest level of education completed:** B.A., University of California, Riverside
- 7. Occupation/profession:** Southern California Liaison to the California Department of Education
- 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
Bayne, Tafari	Central	10	African American	M	14-Mar-14	30-Jun-17
Eisenberg, Eric	Harbor	15	Caucasian	M	14-Aug-13	30-Jun-18
Espinoza, Rudy	East LA	1	Latino	M	06-Jan-14	30-Jun-16
Liban, Cris	West LA	11	Asian Pacific Islander	M	22-Apr-14	30-Jun-20
Ly, John	South Valley	2	Asian Pacific Islander	M	14-Aug-13	30-Jun-18
Silva, Glenda	West LA	11	Latina	F	17-Apr-14	30-Jun-19

Jazmin Ortega is the Southern California Liaison to the California Department of Education, serving our state by innovating and collaborating with educators, schools, parents, and community partners. In this role, she assists and advises the State Superintendent of Public Instruction on communications, community relations, district liaison and constituent affairs for the southern half of the state.

Prior to CDE she served as editor in chief of *El Pasajero*, Metro's Spanish-language blog on Metro.net and currently serves on Metro's Citizen Advisory Council. She also served as Press Secretary to Mayor Antonio Villaraigosa and as Communications Director for the Mayor's Office of Census 2010.

Ms. Ortega began her career in journalism, writing for the San Bernardino *Sun*, Riverside County's *La Prensa* and more recently for *La Opinión*, where she covered immigration, city and state government and education issues. Her work was recognized by the National Association of Hispanic Publications and the Society of Professional Journalists/Inland Empire Chapter,

She graduated from the University of California, Riverside with a B.A. in English. Ms. Ortega lives in Boyle Heights.



February 10, 2017

Ms. Jazmin Ortega

Dear Ms. Ortega:

I am pleased to inform you that I hereby appoint you to the Board of Transportation Commissioners for the term ending June 30, 2020. 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.

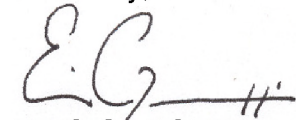
Ms. Jazmin Ortega  
February 10, 2017  
Page 2

As part of the City Council confirmation process, you will need to meet with Jose Huizar, your Councilmember, and Councilmember Mike Bonin, the Chair of the Transportation 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 Transportation 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 dark ink, appearing to read 'E. Garcetti', with a horizontal line extending to the right.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment I  
Ms. Jazmin Ortega  
February 10, 2017

### 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 Jose Huizar**  
\_\_\_\_\_ **Councilmember Mike Bonin, Chair of the Council Committee considering your nomination**

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