

ERIC GARCETTI
MAYOR

January 27, 2014

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Irma Beserra-Nunez to the Commission for Community and Family Services for the term ending June 30, 2014 and for the subsequent term ending June 30, 2018. Ms. Beserra-Nunez will fill the vacancy created by Michael Manigault, whom I removed effective March 31, 2014 or at the time Mr. Manigault's successor is confirmed by the City Council.

I certify that in my opinion Ms. Beserra-Nunez 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: Irma Beserra-Nunez
Commission: Commission for Community and Family Services
End of Term: 6/30/2014

Appointee Information

1. **Race/ethnicity:** Latina
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 5 - South Valley
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** B.A. California State University Los Angeles
7. **Occupation/profession:** Advocate for Adult 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):**

Name	APC	CD	Ethnicity	Gender	Appt date	Term ends
Al-Mansour, Chancela	East LA	14	African American	F	25-Sep-12	30-Jun-16
Castillo, Carolina	East LA	14	Latina	F	30-Jul-10	30-Jun-16
Chan, Yvonne	North Valley	12	Asian Pacific Islander	F	30-Jul-10	30-Jun-14
Duardo, Debra	East LA	14	Latina	F	22-Jun-11	30-Jun-14
Garcia, Mary	South Valley	2	Latina	F	08-Oct-10	30-Jun-16
Hill, Peggy	Central	4	African American	F	30-Jul-10	30-Jun-16
Iglehart, Alfreda	Central	10	African American	F	30-Jul-10	30-Jun-16
Lara, Alicia	Central	4	Latina	F	28-Sep-10	30-Jun-14
Little, Marc T.	East LA	14	African American	M	30-Jul-10	30-Jun-14
Manigault, Michael	West LA	5	Caucasian	M	22-Jun-11	30-Jun-14
Miller, Carrie	Central	4	Caucasian	F	30-Jul-10	30-Jun-14
Pinto, Angela	South Valley	2	Other	F	13-Aug-10	30-Jun-16
Thomas, Fred	South LA	8	African American	M	21-Feb-13	30-Jun-14
Torres, Benjamin	East LA	13	Latino	M	30-Jul-10	30-Jun-16
Yaroslavsky, Barbara	Central	5	Caucasian	F	30-Jul-10	30-Jun-14

Irma Beserra Núñez

BIOGRAPHY & RESUME

MEDIA RECOGNITION

CNN PRESENTS “A Larry King Special” with Leeza Gibbons, **KCBS** “Juntos” & “Bienvenidos”, **KTLA** “Morning News” & “Pacesetters”, **KNBC** “Evening News” with Chuck Henry, **KMEX** “Weekend News” & “Vamos A Platucar”, **KABC**, **KTTV**, **L.A. CITYVIEW**, **KLCS** “Steps To Learning”, **Continental Cablevision**, **Multi-Vision Cable**, **KPFK 90.7 FM** “Experience Talks”, **KWIZ**, **KDIF**, **RADIO AM 690** “La Educacion”, *Décor* and *Look* (International Magazines), **KCET Departures**, **The Eastsider**, **Eastern Group Publications**, **UCLA/Getty L.A. XICANO Facebook**, **UCLA Chicano Studies Research Center Online Newsletter**, various California magazines & newspapers, etc.

AWARDS & COMMENDATIONS

City of Los Angeles Commission on the Status of Women: (2012) *Pioneer Women of the Year*
Selected by Councilmember Eric Garcetti, representing Council District CD13

CCAE California Council for Adult Education: (2012 and 2013) *Excellence in Teaching Award*
Certificates of Recognition, Certificates of Congratulations & Special Award
CCAE Los Angeles Metropolitan Section and Statewide Conference,
Councilmember Eric Garcetti, and Senator Kevin de León
Nominated by both Franklin & Van Nuys Community Adult Schools

Sixth Annual International Conference on Positive Aging: (2013) Fielding Graduate University
Honored as Local Hero (along side two surviving World War II Tuskegee Airmen)

City of Los Angeles: (1976-1977, 1993-2014) *Diamond/Crystal Awards, Certificates of Appreciation, Certificates of Recognition, Certificates of Commendation, & Special Award*
Mayors James Hahn, Richard Riordan & Tom Bradley; Council President Eric Garcetti; Councilmembers Gil Cedillo, Jose Huizar, Ed Reyes, Alex Padilla, Tony Cardenas, Richard Alarcon, Nick Pacheco, Richard Alatorre, Mike Hernandez & Antonio Villaraigosa; Dept. of Recreation and Parks

United States House of Representative: (2010 & 2011) *Certificates of Special Congressional Recognition* -
Congressman Xavier Becerra, (2004) Congresswoman Lucille Roybal Allard

City of Carson: (2000) *Certificate of Recognition* - Mayor Peter Fajardo; Mayor Pro Tem Kay Calas;
Council Members Daryl Sweeney, Raunda Frank, Manuel Ontal, Jr.

California State Legislature: (1998, 2010 & 2011) *Certificates of Appreciation & Recognition*
Senators Carol Liu & Kevin de León; Assembly Speaker John Perez; Assemblymembers Mike Eng, Gil Cedillo,
Anthony Portantino & Antonio Villaraigosa

City of Redlands: (1998) *Human Relations Commission Cultural Diversity Award*
“The Color of America” Mural Apprenticeship Program

City of Pomona: (1995) *Council Proclamation* - Mayor Edward Cortez; Council Members Cristina Carrizosa, Paula Lantz, Nell Soto, Marco Robles, Ken West, Willie White

California Park & Recreation Society, District XIV: (2000) *Community Service Award*

Adult Education Association of Los Angeles: (1978) *Certificate of Appreciation*

The Music Center, Festival Del Cinco De Mayo: (1975) *Certificate of Appreciation*

Neighborhood Youth Corps: (1972) *Certificate Of Commendation*

Irma Beserra Núñez

BIOGRAPHY & RESUME

ARTS EDUCATOR & ADVOCATE

(2007) ORAL HISTORY INTERVIEWEE

Getty Foundation “Latino Art Survey” conducted by the **UCLA Chicano Studies Research Center (CSRC)**
Participated as partner, business manager, archivist and historian for internationally renowned Chicano artist, muralist and community revitalization designer Don Juan aka Johnny D. González.

27 Hour Oral History Interview documents Gonzalez’ legacy as an innovator of 1960s East L.A. Chicano Mural Movement & Cultural Arts Renaissance; Nunez’ work as an innovator in Bilingual/Multicultural Education and Community Advocacy in the 1970s and 1980s; and their work together as innovators of 1980s Hispanic Marketing, 1990s Chicano/Mexicano/Latino Fine Art Print Distribution, and 1990s Multi-Ethnic Cultural Arts Education.

Audio tapes and transcripts will eventually be housed at the UCLA Main Library Oral History Resource Center and UCLA CSRC and made available for scholars, educators, students and the public on the World Wide Web.

(2011-2012) ARTIST REPRESENTATIVE for Don Juan aka Johnny D. Gonzalez

Getty Foundation initiative “Pacific Standard Time”, UCLA Fowler Museum, L.A. Chicano exhibition
“Mapping Another L.A.: The Chicano Art Movement” curated by UCLA CSRC

The exhibition and catalogue featured Gonzalez’ 41 year old mural, **The Birth of Our Art**,™ and his other works together with works by 60 Chicano artists from the 1970s. UCLA CSRC raised approx. \$40,000 for the conservation of Gonzalez’ mural with sponsors including: Ralph M. Parsons Foundation, AltaMed Health Services Corp., Entravision Communications Corp., Walt Disney Co., Elyse S. and Stanley J. Grinstein, Armando Durón, Kathleen McHugh, Ricardo Muñoz, Terezita Romo, David Valdés, and Tamar Diana Wilson. The exhibition and initiative received worldwide media acclaim. *UCLA CSRC Quote*, “...With her partner...Núñez conducted 13 tours of the L.A. Chicano exhibition...the largest number...led by any docent.”

(2012-2014) CHAIR & SPOKESPERSON Coalition to Save The First Street Store Mural Wall

(1970 architectural redesign by Don Juan aka Johnny D. Gonzalez.

(1973) mural panel design by Gonzalez, David Botello and Robert Arenivar.)

As **LEAD ADVOCATE** with Gonzalez, formed a citywide coalition to preserve his 41 year old, 150 foot long internationally renowned East L.A. Chicano Historical Monument. Received major support working closely with the Los Angeles Conservancy, Mural Conservancy of Los Angeles, Los Angeles County Department of Regional Planning and Office of Supervisor Gloria Molina.

Partial list of additional supporters: Councilmember Gil Cedillo; Eddie Torres (*East L.A. Chamber of Commerce*); Ben Cardenas (*President, East L.A. Residents Assoc.*); Edward R. Roybal, Jr. (*Executive Director, Roybal Foundation*); Percy Duran, Esquire (*Former Commissioner, City of Los Angeles Board of Public Works*); Daniel Aguello, (*Former Councilmember, City of Alhambra*); Irene Tovar (*Executive Director, Latin American Civic Assoc.*); Teresa Montañó (*Board of Directors, California Teachers Assoc. CTA*); Mary Rose Ortega (*Board of Directors CTA*); David Sandoval (*Former EOP Director, CSULA*); Albert Barrios (*Board of Trustees, Cathedral High School Alumni Assoc.*); Frank Villalobos (*Barrio Planners, Inc.*); Joseph L. Caldera (*President, Salesian High School Advisory Board*); Salesian High School Alumni Assoc.; Louie Perez (*Los Lobos, musician*); Jesus Salvador Trevino (*Film Producer and Director*); Raul R. Rodriguez (*Designer, Tournament of Roses Parade®*); Isaac Ruiz (*Co-star “Chico and The Man” TV series*); Barbara Carrasco (*Artist and Board Member, Dolores Huerta Foundation*); misc. community leaders, etc.

Irma Beserra Núñez

BIOGRAPHY & RESUME

EDUCATION ADVOCATE

(2007-2014) ADVOCATE FOR ADULT EDUCATION and OLDER ADULT EDUCATION

Through annual END OF YEAR CELEBRATION, rallied 200+ Active Older Adult Students in the San Fernando Valley and North/East L.A. to gather 1000s of signatures on petitions and write hundreds of letters to Save Adult Ed in LAUSD, pass AB189, and pass PROP 30 to bring in additional Education Funds.

(2012) Invited with students by Councilmember Eric Garcetti to stand by his side when he spoke at the LAUSD Board of Education Meeting in support of Saving LAUSD Adult Ed. (see link <http://saveadulthood.wordpress.com/2012/02/15/la-councilman-eric-garcetti-speaks-in-support-of-adult-education/>)

On another day, Testified with student leaders at LAUSD Board of Education Meeting with approx. 50 Active Older Adult Students attending as part of a citywide campaign to Save Adult Ed within LAUSD. (see link: <http://saveadulthood.wordpress.com/2012/06/01/older-adults-speak-out-in-support-of-adult-education-laUSD-board-meeting/>)

(2013) Formed a statewide coalition to Save Older Adult Education which includes AARP, Partners in Care Foundation, Congress of California Seniors, Edward R. Roybal Foundation, California Association of Area Agencies on Aging, and a grassroots network of educators, students and community leaders.

Testified at the Assembly Higher Education Committee with national, statewide and local organizations as well as numerous individuals who stated opposition to the SB173 because of its proposed permanent cuts to Older Adult Ed and other vital programs. SB 173 was turned into a two year bill.

(January 29, 2014) Will testify regarding SB173 at the Senate Education and Assembly Higher Education JOINT INFORMATIONAL HEARING.

COMMUNITY ADVOCATE

(1980-1981) CO-CHAIRPERSON, SPOKESPERSON and FUNDRAISER

Committee for Justice for Gordon Castillo Hall and Support Committee for Juvenile Rights:

Raised approx. \$50,000 from The Presbyterian Church, UPCUSA Emergency Fund for Legal Aid for Racial & Intercultural Justice, SECO/Synod Social & Ecumenical Concerns Committee, and Church & Society Committee of the San Gabriel Presbytery.

Worked with family and committee members in rallying support and raising thousands of additional dollars in collaboration with community and political leaders such as Cesar Chavez; Frank Del Olmo (*LA Times* editor); KCBS "Juntos" Talk Show producer Alex Nogales, associate producer Liz Chavez, and host Eddie Navarro; Presbyterian Church Reverend Antonio Hernandez and daughter Dotti Hernandez; Father Vasques of La Placita Church, El Pueblo L.A. Historic Monument; Joe Sanchez, founder of Mexican American Grocers Association (MAGA); Rudy Acuña, CSUN Historian and Professor; Angela Moya Rodriguez, actress "Zoot Suit"; etc.

Irma Beserra Núñez

BIOGRAPHY & RESUME

BUSINESS EXPERIENCE

(2007) MEDIA & EDUCATION CONSULTANT

City of Los Angeles Department of Recreation & Parks, “Feria De Los Niños”

(Festival of Children) Talent Showcase and Festival - *Cultural Arts Educational Program*

(1994-2007) “Feria” SPONSOR, MASTER OF CEREMONIES, SPOKESPERSON, JUDGE and CURRICULUM WRITER for LAUSD Children’s Art Contest

(2001) MEDIA CONSULTANT

CSULA Edward R. Roybal Institute for Applied Gerontology, L.A. City Dept. of Aging;

L.A. County Immunization Program, Department of Health Services, and Area Agency on Aging;

The California Endowment; AARP; California Medical Review; Blue Shield; and Kaiser.

Worked in partnership with RICO Partners in Quality Team. Created and developed the Flu Immunization campaign theme, titled “**Flu Is Even More of a Threat Than Anthrax: Why Ethnic Communities, Persons with Chronic Illnesses, and Older Adults Need to be Targeted for Flu Vaccine**”. Implemented a marketing strategy through a News Forum & Media Campaign. Collaborated in the writing and production of a comprehensive report.

Panel: CDC/Center for Disease Control & Prevention, CA Dept. of Health Services, LA County Dept. of Health Services, diverse local physicians and the Office of Congresswoman Lucille Roybal-Allard.

Media: Associated Press, Notimex, City News Svcs, KNBC, KTLA, KABC, KCAL, KWHY, USC/ATVN, CNN Radio, KFVB, KNX, KIVE, KFI, La Opinion, Eastern Group Publications, Sing Tao Newspaper.

(1980s) CO-OWNER Don Juan Productions & Advertising

ARTIST REPRESENTATIVE for internationally renown Chicano Artists

PRODUCER & ART DIRECTOR of national, regional and local Hispanic Marketing Campaigns

DISTRIBUTOR of Chicano/Mexicano/Latino Fine Art Prints

Clients: Coca-Cola, AT&T, Anheuser-Busch, KMEX, Graduate Management Admissions Council (GMAC), CA Hispanic Commission on Alcohol & Drug Abuse, Mexican American Legal Defense and Education Fund (MALDEF), TELACU, AMAE, etc.

Worked with local, regional and national publishers including Los Angeles County Museum of Art (LACMA) and the Norton Simon Museum.

Irma Beserra Núñez

BIOGRAPHY & RESUME

TEACHING EXPERIENCE

(1975-1980, 2007-2014) **INSTRUCTOR LAUSD Los Angeles Unified School District**

Division of Adult & Career Education, Program for Older Adults

Physical Fitness, Fine & Applied Art, Family Education, Health & Safety, Evidence Based Curriculums.

(1975-1980) **PROFESSIONAL EXPERT, POINT PROJECT LEADER**

Multiple LAUSD Elementary, Middle and High Schools as well as Community Organizations

Bilingual Multicultural Programs, Cultural Arts Education, Heritage Preservation

Student Programs • Staff Development • Parent In-Service Training • Conferences • Special Events

(1977 Publication) **CURRICULUM RESEARCH/WRITER,
GRAPHIC ARTIST & TEACHER IN SERVICE TRAINER**

LAUSD Area 'G' Office of Compensatory Education "Mexican Culture and Heritage Kit" Unit:

Contemporary Epoch-Mexico "Introduction to Mexican Dance," pages. IVA5.44-IVA5.54.

(1978-1980) **FACULTY MEMBER & CLUB DIRECTOR LMU Loyola Marymount University**

Accredited Course in Mexican Regional Dance & History. Instructor "El Grupo Folklorico" Dance Group

(1978) **INSTRUCTOR ELAC East Los Angeles College, Community Service Program**

Mexican Regional and Contemporary Dance

(1966-Present) **FITNESS & ARTS CONSULTANT** Clients: Plaza de Cultura y Arte, AltaMed Health Svcs. Corp., LA Caregiver Resource Ctr., Greater ELA Alzheimer's Assoc., Las Hadas Mexican Restaurant & Entertainment, La Fraternal Order of Eagles #2188 Ladies Auxiliary, etc.

(1992-2007) **PROGRAM CO-FOUNDER, PRODUCER, EDUCATOR, PERFORMANCE ARTIST,
ART DIRECTOR, ASSISTANT MURALIST, CURATOR, MEDIA DIRECTOR & FUNDRAISER
Don Juan & Dona Irma New Barrio Lifestyle™ Campaign, Cultural Arts Educational Program**

With partner Don Juan aka Johnny D. González, launched program in the L.A. City Hall Rotunda with their large scale **Chicano Traveling Art Gallery™ Collection**. Throughout California presented **The Birth of Our Art™ Live Stage Production** and **Multicultural Traveling Art Gallery™ Collection** to tens of thousands (12,000 plus in Compton alone) in schools, colleges, universities, government agencies, corporations, professional conferences, etc. Culminated with Juan/Johnny's creation of a 3 story multicultural mural, titled **The Color of America™**, as part of their **Mural Apprenticeship Program**.

Received major media recognition with support, endorsements and sponsorship including: Mayors Tom Bradley and Richard Riordan, National Association of Latino Elected and Appointed Officials (NALEO), Los Angeles City Employees Chicano Association (LACECA), California Teachers Association (CTA), Community College Association (CCA), California Faculty Association (CFA), United Teachers of Los Angeles (UTLA), Association of Mexican American Educators (AMAE), Los Angeles Unified School District (LAUSD), and various school districts, community organizations and corporations.

PRESENTATIONS: Government: City of Los Angeles, L.A. DWP, City of Pomona, City of Carson, etc. **Business & Media:** Verizon, Blue Cross, Kaiser, KWIZ. **Education:** UCLA, USC, UCI, CSULB, CSUDH, CSUC, Cal Poly Pomona, Univ. of Redlands, Sonoma State Univ., Rio Hondo College, Chaffey College, Rancho Santiago College, Point Loma Nazarene College, Cuesta College, Porterville College, Pasadena USD, Baldwin Park USD, Montebello USD, Compton USD, Pomona USD, Chino Valley USD, Fontana USD, Alvord USD, Porterville Public Schools, San Diego USD. **Associations:** NEA, SCTA, MECHA, SEIU, National Head Start Assoc., etc. **Community:** Mexican American Opportunity Foundation (MAOF), CA Hispanic Commission on Alcohol & Drug Abuse, Tulare County Hispanic Commission on Alcohol & Drug Abuse, etc.

Irma Beserra Núñez

BIOGRAPHY & RESUME

EDUCATION & TRAINING

Five-Year Scholarship: CSULA California State University, Los Angeles (*Full Time Academic Program*)
Project Maestro: First Bilingual/Bicultural Chicano Teacher Training Program

Major: Art **Minor:** Physical Education, Emphasis Dance (*Deans List 1970*)
Independent Study: (*3 months*): Anthropological/Sociological Tour of Mexico

Private Education: Otis Art Institute (*Full Time Academic Program*)

Credential: State of California Standard Designated Teaching Credential
Title: Adult Education **Received:** in 1975 **Valid:** for Life

Certification: Los Angeles Unified School District (LAUSD) Division of Adult & Career Education (DACE), Program for Older Adults (POA) Shared Decision-Making Partnership

(2011) Selected by DACE Executive Director to participate in the Development Committee of a partnership with the **City of Los Angeles Department of Aging (LADOA)** and **Partners In Care Foundation (PICF)** which provided to LAUSD DACE POA teachers thousands of dollars of free training in nationally acclaimed evidence-based curriculums developed by the Arthritis Foundation, Stanford University, Boston University and UCLA.

Co-Wrote Curriculum for Evidence-Based Course Outlines to Support New LAUSD DACE POA Classes, Participated in Special Training, and **Received Certification as a Leader in the following Evidence-Based Programs:** Arthritis Foundation Exercise Program, Arthritis Foundation Walk with Ease, Chronic Disease Self-Management Program/Healthier Living, and A Matter of Balance.

(2013) Selected and Trained to become an **Arthritis Foundation Certified Trainer**.

Additional Scholarships: **Lyric Theatre International Foundation** (*2 Years*):
Director, Florencio Yescas (*Founder of L.A. Mexican Folklorico Dance Movement*)

Cal Poly San Luis Obispo: CAWEE CA Association of Work Experience Educators
Encampment for Citizenship (*6 weeks*): Intercultural Leadership Training Program
UCLA: Modern Dance Program for High Ability Secondary Students

Supplemental Education: **Universidad de Guadalajara, CSUN California State University in Northridge, Los Angeles Trade-Tech College, ELAC East Los Angeles College, SCA Society of California Archivists, Riverside Municipal Museum, AFP Association of Fundraising Professionals, etc.**

Private Training: **Fitness:** Yoga, Qi Gong, Tai Chi, Physical Fitness; **Arts:** Art, Drama and Music;
Dance: Ballet, Modern, Jazz , Multi-Ethnic, Salsa, Ballroom, Disco & Line Dance



ERIC GARCETTI
MAYOR

January 27, 2014

Ms. Irma Beserra-Nunez

Dear Ms. Beserra-Nunez:

I am pleased to inform you that I hereby appoint you to the Commission for Community and Family Services for the term ending June 30, 2014. 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 Justin Gonzalez in my Office at (213) 922-9788 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.

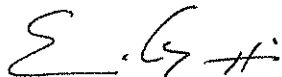
Ms. Irma Beserra-Nunez
January 27, 2014
Page 2

As part of the City Council confirmation process, you will need to meet with Paul Koretz, your Councilmember, and Councilmember Gilbert Cedillo, the Chair of the Housing 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 Housing Committee. Some time 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. Cary Gross with the Mayor's staff 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".

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Irma Beserra-Nunez
January 27, 2014

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: Cary Gross, Office of the Mayor, Office of External Affairs, City Hall, 200 N. Spring Street, Los Angeles, CA 90012 or fax: 213-978-9719 or email: cary.gross@lacity.org.

_____ **Remuneration Form**
_____ **Undated Separation Forms**
_____ **Background Check Release**
_____ **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 in the mail 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.
_____ **Residence Verification Form**

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

_____ **Your City Councilmember Paul Koretz** (contact at 213-473-7005).
_____ **Councilmember Gilbert Cedillo, Chair of the Council Committee considering your nomination** (contact at 213-473-7001).

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