



ERIC GARCETTI
MAYOR

August 14, 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. Elissa Scrafano to the Cultural Heritage Commission for the term ending June 30, 2019. Ms. Scrafano will fill the vacancy created by Roella Louie, whose term has expired.

I certify that in my opinion Ms. Scrafano 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 'Eric Garcetti'.

ERIC GARCETTI
Mayor

EG:dlg

Attachment

2014 AUG 14 10:00 AM
CITY CLERK
CITY OF LOS ANGELES
CITY CLERK

BY _____
CITY CLERK
M.V.
DEPUTY

2014 AUG 14 PM 4:18

RECEIVED
CITY CLERK'S OFFICE

COMMISSION APPOINTMENT FORM

Name: Elissa Scrafano
Commission: Cultural Heritage Commission
End of Term: 6/30/2019

Appointee Information

1. **Race/ethnicity:** Caucasian
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 5 - Central
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** Master's in Architecture, Southern California Institute of Architecture
7. **Occupation/profession:** Principal Architect and Founder of Scrafano Architects
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 end
Barron, Richard E.	East LA	1	Caucasian	M	13-Aug-04	30-Jun-16
Irvine, Jeremy	Central	5	Caucasian	M	16-Apr-14	30-Jun-15
Kennard, Gail	Central	4	African American	F	13-Jan-10	30-Jun-18
Louie, Roella H.	East LA	13	Asian Pacific Islander	F	06-Dec-07	30-Jun-14
Milofsky, Barry	East LA	13	Caucasian	M	20-Jun-14	30-Jun-17

Elissa Scrafano

Elissa Scrafano, principal and founder of Scrafano Architects, has been practicing architecture for more than 22 years and is a registered architect in California, Illinois, and Michigan. She knew by 16 that she wanted to be an architect and never strayed from that goal and mission.

Before establishing Scrafano Architects in 1997, Elissa worked at the offices of Frank O. Gehry and Associates, Eric Owen Moss Architects, Narduli Grinstein Architects, and Landworth Debolske Architects. She has taught model and object making and architectural drawing at Southern California Institute of Architecture SCI-Arc, University of California at Irvine, and Woodbury University in Burbank. In addition, she has been a guest critic on several undergraduate and graduate student reviews.

Elissa received a B.S. in architecture from the University of Michigan in Ann Arbor, with a concentration in art history, in 1985 and a master's in architecture with honors from Southern California Institute of Architecture (SCI-Arc) in Los Angeles in 1990. She was a guest student at the Architectural Association in London and the Staatsschule in Frankfurt, Germany, and also studied history of art and architecture in Italy.

She has traveled extensively throughout Europe, North America, Asia, and Central and South America. Growing up in the suburbs of Detroit, Michigan, she was influenced by the architecture, art, and gardens of Cranbrook Academy in Bloomfield Hills as well as her travels around the world with her family. She was one of the first girls to play boys little league baseball, ran track, and was all state in tennis.

In addition to architecture, Elissa is passionate about traveling with her husband Tim Sullivan, fashion, art museums, cooking, literature, music, product design, running, hiking, tennis, skiing, and her niece Isabella and nephews Charlie and Cole in Birmingham, Michigan.



ERIC GARCETTI
MAYOR

August 14, 2014

Ms. Elissa Scrafano

Dear Ms. Scrafano:

I am pleased to inform you that I hereby appoint you to the Cultural Heritage Commission for the term ending June 30, 2019. 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 Cary Gross 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. Elissa Scrafano
August 14, 2014
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As part of the City Council confirmation process, you will need to meet with Paul Koretz, your Councilmember, and Councilmember Jose Huizar, the Chair of the Planning and Land Use Management 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 Planning and Land Use Management 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 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. Elissa Scrafano
August 14, 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 email: cary.gross@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 Paul Koretz** (contact at (213) 473-7005).

_____ **Councilmember Jose Huizar, Chair of the Council Committee considering your nomination** (contact at (213) 473-7014).

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