



ERIC GARCETTI
MAYOR

January 31, 2018

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

Re: Appointment of Permanent City Administrative Officer: Richard H. Llewellyn, Jr.

Dear Honorable Members:

Under City Charter Section 508 (b), I am hereby appointing Mr. Richard H. Llewellyn as permanent City Administrative Officer (CAO), effective as of the date of your confirmation of this appointment.

Attached please find a copy of Mr. Llewellyn's resume, which provides greater detail about his experience. I am confident that Mr. Llewellyn will continue to do an outstanding job as the CAO. I look forward to your favorable consideration of this appointment.

Sincerely,

ERIC GARCETTI
Mayor

EG:mm

Attachment

cc: Wendy Macy, Personnel Department
Maritta Aspen, Office of the CAO
Errol Griffin, Office of the CAO
General Managers' Association
Sharon Tso, CLA
Holly Wolcott, City Clerk
Heather Holt, Ethics Commission
Nicole Enriquez, Ethics Commission

RICHARD H. LLEWELLYN, JR.

EXPERIENCE

- 2017–present ***Interim City Administrative Officer, City of Los Angeles***
Serve as City’s chief financial advisor, managing a staff of 135, with a particular emphasis on accurate financial reporting, the preparation of the City’s budget, employee relations and careful management of the City’s debt portfolio.
- 2013–17 ***Counsel, Los Angeles Mayor Eric Garcetti***
Directed the Mayor’s legal office and served as a member of the Mayor’s executive team.
- 2013 ***Transition Director, Los Angeles Mayor-Elect Eric Garcetti***
Assisted the Mayor in organizing the Mayor’s Office and selecting a staff of approximately 200 employees.
- 2009–13 ***Chief of Staff, Los Angeles Councilmember Paul Koretz***
Worked with communities in Mid-City, West Los Angeles, and the San Fernando Valley. Assisted the newly elected Councilmember in creating a team. Managed the office budget and a staff of 20. Provided management, strategy, policy, and communications advice to Councilmember Koretz.
- 2005–09 ***Chief Deputy City Attorney, Los Angeles City Attorney Rocky Delgadillo***
Managed a staff of approximately 1,000 employees, including nearly 600 attorneys. Directed the staff on labor, budget, policy, and strategic management issues. Analyzed legal issues and drafted legal memoranda. Provided management, strategy, policy, and communications advice to City Attorney Delgadillo.
- 2001–05 ***Chief of Staff, Los Angeles Councilmember Eric Garcetti***
Worked with communities from Hollywood to Echo Park. Assisted the newly elected Councilmember in creating a team. Managed the office budget and a staff of 20. Provided management, strategy, policy, and communications advice to Councilmember Garcetti.
- 1994–2000 ***Special Counsel, Los Angeles District Attorney Gil Garcetti***
Developed policy recommendations for the District Attorney and the executive staff. Liaised with elected officials, community groups, and justice agencies. Assisted in the development of office budget, legislation, and communication strategies.
- 1989–94 ***Senior Deputy for Administrative and Legal Affairs, Los Angeles County Supervisor Edmund D. Edelman***
Provided legal advice and assisted in policy development on varied issues, including criminal justice, health care, cultural affairs, redistricting, and land use.
- 1987–89 ***Associate, Riordan & McKinzie, Los Angeles, CA***
Represented diverse clients in civil and regulatory litigation matters. Engaged in law-and-motion practice. Participated in court hearings. Conducted discovery including depositions. Worked on a lengthy arbitration of a multimillion-dollar employment dispute.

- 1983–86 ***Trial Attorney, Honors Program, Antitrust Division, United States Department of Justice***, Washington, DC
Conducted all aspects of federal antitrust regulation, including grand jury work, motion practice, and trial of complex antitrust and tax evasion prosecution. Participated in civil investigations, including numerous evaluations of proposed mergers. Special Achievement Award, 1986.
- 1981–83 ***Law Clerk, United States District Judge Laughlin E. Waters, United States District Court for the Central District of California***, Los Angeles, CA

EDUCATION

- Legal** HARVARD LAW SCHOOL, Juris Doctor, cum laude, 1981
- College** DUKE UNIVERSITY, Bachelor of Arts, summa cum laude, 1978
Accounting/Management Science (with a minor in English)
Phi Beta Kappa
Martin J. Black Fellowship in Accounting (top accounting student)

PERSONAL

- Admitted** to the State Bar of California and the Bar of the District of Columbia
- Passed** Uniform Certified Public Accountancy Examination, May 1978
- Community Service** All Saints Church, Pasadena, Vestry (1996–2000, 2004–08); Los Angeles LGBT Center Board of Directors (1988–89, 2000–01); David Bohnett Foundation Board of Advisors (1999–present)