ERIC GARCETTI
MAYOR

August 7, 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. Ana Cubas to the Board of Los Angeles Convention and Tourism Development for the term ending June 30, 2021. Ms. Cubas will fill the vacancy created by Ray Bidenost, who has resigned.

I certify that in my opinion Ms. Cubas 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:** **Ana Cubas**
**Commission:** **Board of Los Angeles Convention and Tourism Development**
**End of Term:** 6/30/2021

**Appointee Information**

1. **Race/ethnicity:** Latina

2. **Gender:** Female

3. **Council district and neighborhood of residence:** 1 - Central

4. **Are you a registered voter?** Yes

5. **Prior commission experience:** Human Relations Commission, Board of Information and Technology

6. **Highest level of education completed:** M.B.A, University of Southern California

7. **Occupation/profession:** CEO and Founder, Cubas Consulting Group

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 | Term End |
|---|---|---|---|---|---|
| Bernard, Jeremy | Central | 10 | Caucasian | M | 30-Jun-19 |
| Maloyan, Stella | North Valley | 12 | Other | F | 30-Jun-17 |
| Padron, Otto | Central | 4 | Latino | M | 30-Jun-20 |
| Vein, Jon F. | Central | 4 | Caucasian | M | 30-Jun-18 |

## Ana Cubas Biography 2017

Ana is the Founder and President of The Latina Public Service Academy, a local non-profit which teaches high school Latinas how to run for political office and be leaders in their community. She is also a Member-at-Large of the California Hispanic Chambers of Commerce. Ana is passionate about helping low-income communities, small businesses, women-owned companies and Latino companies achieve the American Dream. She has worked at the Federal, State and local government sectors since 1995. As an immigrant, and the first in her family to attend college, she knows first-hand the struggles of low-income families.

Ana has an MBA from the University of Southern California's Marshall School of Business. Ana obtained a Bachelor of Arts Degree in Sociology with highest honors from U.C. Berkeley, and a Joint Masters' Degree in Public Affairs and Urban and Regional Planning from Princeton University. Ana began her public policy career working for the U.S. Department of Education in Washington, D.C., and then for the California Legislative Analyst's Office in Sacramento. Ana ran in 2013 for Los Angeles City Council District 9 and came within a few hundred votes from winning. Her grassroots campaign was focused on making local government more responsive to the needs of residents.

Ana worked and served the City of Los Angeles in various roles. Most recently, she was Chief of Staff to Los Angeles City Councilmember José Huizar. She first worked for the Chief Legislative Analyst's Office as a Legislative Analyst, and then for Council President Alex Padilla as a Legislative Deputy. From 2005 until 2008, Ana was appointed by Mayor Antonio Villaraigosa to serve on the Los Angeles City Information Technology Commission and prior to that by Mayor Jim Hahn to serve on the City's Human Relations Commission.

Escaping the civil war in El Salvador, Ana was brought to Los Angeles when she was ten years old. She attributes her educational and professional success to her family's strong work ethic. Her father provided for his family by standing on street corners as a day laborer, and her mother continues to serve as a domestic worker in the Westside.

ERIC GARCETTI
MAYOR

August 7, 2017

Ms. Ana Cubas

Dear Ms. Cubas:

I am pleased to inform you that I hereby appoint you to the Board of Los Angeles Convention and Tourism Development for the term ending June 30, 2021. 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.

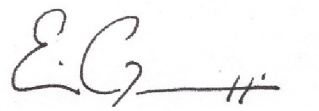
Under separate cover you will be receiving a packet from the City Ethics Commission containing information about the City's conflict of interest laws and a copy of the State Form 700/Statement of Economic Interests. You are required to complete and return this form **within 21 days** of your nomination 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.

As part of the City Council confirmation process, you will need to meet with Gilbert Cedillo, your Councilmember, and Councilmember Curren Price, the Chair of the Economic Development 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 Economic Development 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. Ana Cubas
August 7, 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 or email the following forms to: Legislative Coordinator, Office of the Mayor, Office, 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 Gilbert Cedillo**

_____ **Councilmember Curren Price, Chair of the Council Committee considering your nomination**

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