



ERIC GARCETTI  
MAYOR

April 22, 2014

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

Honorable Members:

Subject to your confirmation, I have appointed Mr. Cris Liban to the Board of Transportation Commissioners for the term ending June 30, 2015. Mr. Liban will fill the vacancy created by Stephanie Rodriguez, who has resigned.

I certify that in my opinion Mr. Liban is qualified for the work that will devolve upon him, and that I make the appointment solely in the interest of the City.

Sincerely,

A handwritten signature in black ink, appearing to read 'E. Garcetti', with a stylized flourish at the end.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Cris Liban  
**Commission:** Board of Transportation Commissioners  
**End of Term:** 6/30/2015

### Appointee Information

1. **Race/ethnicity:** Asian Pacific Islander
2. **Gender:** Male
3. **Council district and neighborhood of residence:** 11 - West Los Angeles
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** D.Env., University of California, Los Angeles
7. **Occupation/profession:** Deputy Executive Officer, Environmental Compliance Services of LA County Metro
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
Bayne, Tafarai	Central	10	African American	M	14-Mar-14	30-Jun-17
Chase, Nicole	North Valley	7	African American	F	23-Sep-13	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
Ly, John	South Valley	2	Asian Pacific Islander	M	14-Aug-13	30-Jun-18
Moss, George E.	South Valley	5	Caucasian	M	19-Dec-05	30-Jun-14
Rodriguez, Stephanie-RESIGNED	North Valley	6	Latina	F	03-Nov-08	30-Jun-15

**EMMANUEL (CRIS) C.B. LIBAN**

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**EDUCATION:**

<b>Environmental Science and Engineering</b>	D.Env., <i>University of California, Los Angeles (UCLA)</i> , 2003
<b>Civil Engineering</b>	M.S.Eng., <i>Loyola Marymount University</i> , 1993
<b>Geology</b>	B.S. (magna cum laude), <i>University of the Philippines</i> , 1989

**CERTIFICATIONS:**

**Professional Engineer, Civil – California**  
**Leadership in Energy and Environmental Design (LEED®) Accredited Professional**  
**Occupational Health and Safety Administration (OSHA) HAZWOPER Supervisor Certificate**  
**OSHA HAZWOPER Worker Certificate, with Annual Recertification**  
**Real Estate Broker – California**  
**Fellow – Southern California Leadership Network**

**PROFESSIONAL EXPERIENCES:**

**Deputy Executive Officer, Environmental Compliance and Services**  
**Director, Environmental Compliance and Services Department**  
**Environmental Compliance and Services Department Manager,**  
**Principal Environmental Specialist,**  
*Los Angeles County Metropolitan Transportation Authority (Metro), Los Angeles, CA.*  
**Senior Project Manager, Tetra Tech, Inc.,** Pasadena, CA.  
**Project Manager, The RETEC Group, Inc. (now AECOM),** Long Beach, CA.  
**Research Fellow, UCLA,** Los Angeles, CA.  
**Senior Staff Engineer, EARTH TECH, Inc. (now AECOM),** Long Beach, CA.  
**Geologist, Radian Corporation,** El Segundo, CA.  
**Environmental Consultant, Hygienetics, Inc,** Alexandria, CA.

**At Metro:**

Oversees staff, contractor, and consultant activities and directs day to day Metro Environmental Compliance and Services Department (ECSD) operations. Responsible for the agency-wide environmental programs through a four-prong management approach: sustainability program implementation, environmental clearance, environmental liabilities determination, and environmental services. The ECSD currently assists in all environmental and sustainability components of all Measure R projects, Los Angeles County's \$40-B transit infrastructure initiative.

Interfaces with and provides expert opinions to Metro and Metro Board and staff, Metro's Chief Executive Officer, public officials, and the general public regarding environmental and sustainability issues and legislation. Provides environmental expert support to other Metro Departments including Planning, Highway Delivery, Real Estate, Risk Management, Legal, Operations, and Procurement.

Works with Metro's Training and Development (T&D) team in developing an agency-wide environmental/sustainability educational and training program; and with Metro's Communications and Marketing Department in adding sustainability and the environment to the enhancement of Metro's corporate brand.

Represents the agency in environmental discussions/negotiations at all levels of government specifically with the Federal Transit Administration; U.S. Environmental Protection Agency; all of the sub-agencies of the California Environmental Protection Agency; California Department of Transportation (CalTrans), local environmental enforcement agencies, and Los Angeles County cities and special jurisdictions.

Represents Metro in California Transit Association, American Public Transportation Association, UCLA Institute of the Environment, and various organizations and working groups for the development of climate change strategies, guidelines, and documents.

Develops new project ideas, applies for and implements programmed funding to support Metro Board directed sustainability, value-creating, and environmental initiatives.

Participates as a speaker or workshop expert in seminars, symposiums, and public meetings. Collaborates with utilities and other organizations and assists them in the development of regional and local sustainability programs.

Provided numerous interviews with Los Angeles Times, Los Angeles Daily News, La Opinion, USA Today and other local newspapers on environment and sustainability topics.

#### Recent Accomplishments

- Convened Metro Energy Blue Ribbon Collaborative among Metro and three of the largest utilities in Southern California including LA Department of Water and Power, Southern California Edison, and The Gas Company.
- Overseeing all environmental and sustainability-related capital programs that includes renewable energy projects, lighting and power retrofit projects, water conservation plans, sub-metering, process efficiency, air quality improvement, energy reduction, and renewable energy projects to affect future cost reduction in anticipation of future Measure R project operations. Return on investment in these projects generally range from a few months to five years.
- Developed and implementing a 5-year program to retrofit all of Metro's facilities using LEED-Existing Buildings Operations and Maintenance (LEED®-EBOM) guidelines. Approximate cost savings of \$400,000 per year per campus. Awarded LEED®-EBOM Gold Certification for Metro's Gateway Headquarters. Completed energy retrofit of same building earning Energy Star rating from the USEPA. Working on Divisions 10 and Division 20 certifications. Enough points to attain at least LEED®-EBOM Certified Certification.
- Fast tracked [within 3 years] the development and implementation of all Metro Environmental and Sustainability policies, including the Energy and Sustainability Policy that requires at a minimum LEED-New Construction Silver Certification for all new infrastructures 10,000 square feet or larger. Also implementing the most recent policies approved by the Board that include Green Construction Equipment Policy and Renewable Energy Policy.
- Awarded \$4.5M in federal funding for implementation of a Wayside Energy Storage System. Implemented a \$2.5M grant to implement a wattage regulator flywheel technology. Currently developing other renewable energy sources, for example wind technologies.

- Awarded ~\$420,000 Energy Commission Grant to co-develop and successfully installed electric vehicle charging stations at five Metro Park and Ride Locations, one of the first net-workable stations for a transit agency in the country. Coordinating with City of Los Angeles, Clinton Foundation Southern California Association of Governments, and a local utility company in the planning and development of a regional electric vehicle/transit network.
- One of seven national pilot efforts partially funded by the Federal Transit Administration on the implementation of adaptation principles in Transit Operations. The major focus of the Metro effort is on relating adaptation to Environmental Management System (EMS) implementation, developing and implementing adaptation metrics, and adaptation outreach (especially to underrepresented communities who would not know about climate change issues if not for this outreach).
- Completed the EMS at Red Line culminating in ISO 14001 certification of the facility, the first major rail maintenance facility in the nation to receive such distinction. Application of EMS principles agency-wide is projected to result in approximately \$2M in annual cost savings. Currently rolling out EMS agency-wide.
- Implemented Environmental Information Management System [EIMS] agency-wide. EIMS is an internet and Sharepoint® based tool housing all of Metro's environmental and sustainability information. Plans are underway for data-mining for fiscal and project management projections.
- Developed the following documents: Annual Metro Sustainability Report, Metro Water Action Plan, Metro Cost Effectiveness Study, Metro Orange Line Bike Cost-Effectiveness Study, Metro Rail Bike Counts, Metro Energy Conservation and Management Plan. Annual Sustainability Report includes comprehensive inventory of Metro's greenhouse gas emissions as well as strategies implemented and recommended to reduce such emissions.
- In coordination with Metro's Procurement Department, completed the development of agency-wide procurement of environmentally-friendly but cost effective products for use in bus and rail operations. Metro's procurement templates have been revamped to include sustainability elements.
- Implementation of an interagency and Los Angeles regional training collaborative with Santa Monica College and Los Angeles Community College District to train staff and regional leaders for sustainability implementation in their own departments or agencies.
- Received National Training Institute Training Model Award for innovations in environmental training in the transit industry.
- Won a \$5-million settlement with a very large international insurance company for an environmental liabilities insurance claim for the Metro Orange Line. Insurance company initially wanted to settle for \$750,000. Metro's deductible on this insurance policy was \$750,000.
- Case-closed the environmental monitoring program at Metro's Division 6 after 13 years of monitoring using the principle of environmentally acceptable endpoints saving the agency \$100,000 in annual monitoring costs. Working on doing so for Division 10 and 18.

- Oversees the development, implementation, and update of Metro's agency-wide stormwater programs for all of Metro's 22 Divisions and major facilities. Metro had no prior coordinated stormwater sampling and monitoring program.
- Recently identified the need to upgrade Metro's wastewater treatment system at Division 18 through an analysis of sewer surcharges. The modest investment for upgrade will result in a potential annual cost savings of almost \$400,000 per year. Metro is currently assessing the treatment system at other divisions.
- Co-developing or implementing various research projects with UCLA, USC, Southern California Institute of Architecture, and California State University, Los Angeles.

**As an Environmental Consultant:**

Collectively served as Project Manager in a variety of environmental engineering programs for various clients that included private transportation companies, utility companies, public and private academic institutions, petroleum companies, real estate companies, and regulatory agencies. Total contract value of projects has progressively increased from \$2,000 Phase I environmental due diligence projects to as much as \$2-million per year programs.

**SELECTED PRESENTATIONS/PUBLICATIONS:**

- Liban, CB (2012). Transit Effect on Land Use in Los Angeles, TRB Session 187. Presentation at the Transportation Research Board 91<sup>st</sup> Annual Meeting and publication in the Transportation Research Record. January.
- Doyle, G.L., Liban E., Goldsmith, L., Ledbetter, L., Marcelo, M., Cooper, K. (2012). Bicycle-Rail Trip Analysis and Greenhouse Gas Emissions Reduction Focused Study. Poster presentation at the Transportation Research Board 91<sup>st</sup> Annual Meeting and publication in the Transportation Research Record. January.
- Liban, CB (2011). Progress Towards Climate Adaptation at LACMTA. FTA Climate Change Adaptation Workshop, August 3 and August 8.
- Liban, CB (2011). Cost-Effective Greenhouse Gas Emissions Reduction Strategies: LACMTA Case Studies. Presentation at the APTA 2011 Bus and Paratransit Conference, Memphis, TN. May.
- Liban, CB (2011). Climate Change and Sustainable Transit Performance. Presentation at the 4<sup>th</sup> International Transportation Research Board Performance Measurement Conference, Irvine, CA. May.
- Gallivan, F., Ang-Olson, J., Liban, E., Kusumoto, A. (2011). Cost Effective Approaches to Reduce Greenhouse Gas Emissions through Public Transportation in Los Angeles. *Transportation Research Record*, Journal of the Transportation Research Board, No. 2217 and Presentation at the Transportation Research Board 90<sup>th</sup> Annual Meeting and publication in the Transportation Research Record. January.
- Liban, CB (2010). Los Angeles Metro Environmental and Sustainability Initiatives. Presented at the Women Transportation Seminar, August 12, Los Angeles, CA.

- Liban, CB (2009). Los Angeles Metro Environmental and Sustainability Initiatives. Presented at the AASHTO SCOPT and MSTA Program: Winter 2009 Meeting, December 3, Phoenix, AZ.
- Liban CB (2009). Case Study: Los Angeles: Creating Sustainability in Paradise. *Passenger Transport*, August 3.
- American Public Transportation Association Climate Change Standards Working Group (2009). Quantifying Greenhouse Gas Emissions from Transit. Recommended Practice to transit agencies for quantifying their greenhouse gas emissions. Washington, DC. August.
- Liban, CB (2008). Los Angeles' Regional Transportation Challenges and Sustainable Opportunities. Presented at the *Nextrend II Conference*, September 9, Long Beach, CA.
- Liban, CB (2008). Metro Sustainability and Climate Change Efforts. Presented at the *CEQA and Climate Change: Partnering with Local Agencies to Combat Global Warming Conference*, organized by Attorney General Gerry Brown through the Local Government Commission. May 15, Los Angeles, CA.
- Stroo H, T Roy, CB Liban, and J Kreitinger (2005). Dermal Bioavailability of Benzo(a)Pyrene on Lampblack: Implications for Risk Assessment. *Environmental Toxicology and Chemistry*, **24**(6), 1568-1572.
- Liban CB, S Liang, and IH Suffet (2004). MTBE Removal by Air Stripping and Advanced Oxidation Processes, In: *Handbook of Methyl Tertiary Butyl Ether (MTBE)*, Halim Hamid and Mohammed Ashraf Ali (eds.), Marcel Decker, NY, NY.
- Liban CB (2003). *Calculating Vapor Intrusion to Indoor Air from Groundwater and Soil: An Evolving Science*. American Association of Petroleum Geologists/Society of Petroleum Engineers (AAPG/SPE) Joint Conference, Long Beach, CA, May 22.
- Liban CB (2003). *The Total Maximum Daily Load (TMDL) Regulatory Challenge*. American Society of Civil Engineers (ASCE), Metropolitan Los Angeles Branch Meeting, Los Angeles, CA, May 13.
- Liban CB, J Noblet, M Stenstrom, and IH Suffet (2001). *Fate of PAH's from Los Angeles' Ballona Creek Watershed to Santa Monica Bay during a Rain Event*. Platform Presentation, 2001 International Water Association Conference on Dissolved and Diffuse Pollution, 11<sup>th</sup>-15<sup>th</sup> June, 2001, Milwaukee, WI.
- Liban CB (2001). Chapter 6: Air Sparging Technology-Theory and Modeling of Remedial Design Systems in *Groundwater Contamination by Organic Pollutants, Analysis and Remediation*, J.G. Kaluarachi (ed.), American Society of Civil Engineers, New York, NY.
- Stroo H, RD Jensen, D Nakles, A Fairbrother, R Loehr, CB Liban (2000). Environmentally Acceptable Endpoints for PAHs at a Former Manufactured Gas Plant. *Environmental Science and Technology*, **34**(18), 3831-3836.

- Liban CB (2000). How Far Will Science and Technology Take Us? *National Forum, The Phi Kappa Phi Journal*. Winter.
- Liban CB, JF Moragrega-Font, S Sheehan, R Ambrose, and IH Suffet (1999). *Development and Validation of a Mass Balance Nutrient Loading Model: Case Study – Malibu Lagoon, CA, USA*. Presented at the 10<sup>th</sup> Annual Contaminated Soil and Water Conference, Southern California, Association for the Environmental Health of Soils, March 2000, Southern California.
- Sheehan S, CB Liban, R Ambrose, and IH Suffet (1999). *A Nutrient Budget for Malibu Lagoon, California*. Presented at the 10<sup>th</sup> Annual Contaminated Soil and Water Conference, Southern California, Association for the Environmental Health of Soils, March, 2000, Southern California.
- Stroo H, RD Jensen, D Nakles, A Fairbrother, R Loehr, CB Liban (1999). *Assessing Environmental Risks at a Former Manufactured Gas Plant Using Environmentally Acceptable Endpoints*. Paper presented at the 9<sup>th</sup> Annual Contaminated Soil and Water Conference, Southern California, Association for the Environmental Health of Soils, 8<sup>th</sup>-11<sup>th</sup> March, 1999, Oxnard, CA.
- Liban CB and IH Suffet (1999). *Transport of Target PAHs and Heavy Metals: Ballona Creek Watershed to Santa Monica Bay*. Poster Presentation, 1999 US EPA and Southern California Institute of the Environment Watershed Conference, University of California, Los Angeles, 13<sup>th</sup> April 1999, Los Angeles, CA.
- Liban CB (1999). The Integration of Science and Public Policy. *National Forum, The Phi Kappa Phi Journal*. Summer.
- Liban CB (1999). How Clean is Clean? *National Forum, The Phi Kappa Phi Journal*. Winter.
- Liban ECB (1998). On the Risk of Dealing with Safe Contamination: An Issue in Development. *ASCE Journal of Professional Issues in Engineering Issues and Practice*, 124(3):65-67.
- Liban CB, J Noblet, J Adams, D Lynch, G Bradley, M Stenstrom, IH Suffet (1998). *Transport of Polyaromatic Hydrocarbons from Los Angeles' Ballona Creek Watershed to Santa Monica Bay During a Rain Event*. Student Paper and Poster, 1998 American Geophysical Union Meeting, 26<sup>th</sup> to 29<sup>th</sup> May, 1998, Boston, MA.
- Liban CB (1998). Non-Point Source Pollution Are We Aware Enough? *National Forum, The Phi Kappa Phi Journal*. Summer.
- Liban CB (1998). Global Warming: Facts and Reflections. *National Forum, The Phi Kappa Phi Journal*. Winter.
- Liban CB (1997). *Methyl Tert-Butyl Ether (MTBE): Science Politics, and Policy*. Student Paper and Poster Presentation, 10<sup>th</sup> Annual University of California Toxic Substances Research and Training Program Symposium, 11<sup>th</sup>-12<sup>th</sup> April 1997, San Diego, CA; and Seminar, UCLA Environmental Health Seminar Series, 17<sup>th</sup> April 1997.
- Liban CB (1997). On Understanding the MTBE Controversy. *National Forum, The Phi Kappa Phi Journal*. Summer.

**MEMBERSHIPS/EXTRAMURAL ACTIVITIES:**

American Public Transportation Association ([www.apta.com](http://www.apta.com)), 2007 to present  
Co-Chair, Sustainability Commitment Sub-Committee  
Co-Chair, Sustainability Metrics Working Group  
Member, Climate Change Working Group  
Member, Eco-Procurement Working Group  
American Society of Civil Engineers (ASCE) ([www.asce.org](http://www.asce.org))  
Newsletter Editor, ASCE L.A. Section Monthly Newsletter – 2000 to present  
Board Member, ASCE Los Angeles Section, Sustainability Committee Chair – 2008 to 2009  
Board Member, ASCE Los Angeles Section – 2000-2001  
Past President, ASCE L.A. Section Younger Member Forum – 2000-2001  
President, ASCE L.A. Section Younger Member Forum – 1999-2000  
Vice-President, ASCE L.A. Section Younger Member Forum – 1998-1999  
Community Outreach Chair, ASCE L.A. Section Younger Member Forum – 1995, 1996, 1997  
California Transit Association ([www.caltransit.org](http://www.caltransit.org)), 2008 to present  
Member, Climate Change Working Group  
Filipino American Services Group, Inc. ([www.fasgi.org](http://www.fasgi.org))  
Executive Board Member, 2008-Present  
Board Vice-Chair, 2010-2011  
International Honor Society of Phi Kappa Phi ([www.phikappaphi.org](http://www.phikappaphi.org)) – Science and Technology  
Columnist, National Forum Magazine – 1997-2000  
MENSA ([www.mensa.org](http://www.mensa.org)) – Member, 1994 to present  
National Academy of Sciences  
Chair, Determining the Land Use Effect of Transit's Role in Reducing Regional Greenhouse Gas (GHG) Emissions (TCRP H-46) Committee, 2010-present  
St. Jerome Parish and School  
President, School Support Organization, 2011-2013  
Board Member, School Support Organization, 2008-2010  
Member, Parish Council, 2011-present  
Member School Board, 2011-present  
University of Phoenix Instructor Southern California Campus – 1997 to present

**MOST RECENT AWARDS/PARTICIPATION:**

Alliance To Save Energy  
2013 National Energy Efficiency Award  
American Public Transportation Association (APTA)  
Sustainability Commitment Platinum Recognition – 2013  
American Society of Civil Engineers (ASCE)  
ASCE President's Award – 2012  
ASCE Edmund Friedman Engineer of the Year Award for Professional Achievement – 2001  
ASCE Los Angeles Section President's Award – 2001  
ASCE Los Angeles Section Private Practice Engineer Merit Award – 2001  
ASCE Los Angeles Branch Outstanding Researcher in Civil Engineering Award – 2001  
ASCE National Most Outstanding Younger Member Group, Large Groups, President – 2001  
ASCE Western Regional Younger Member Forum Engineer of the Year, Private Sector – 2000  
ASCE National Most Outstanding Younger Member Group, Large Groups, Vice-President – 1998  
ASCE Zone IV Daniel Mead Prize for Younger Members - 1997  
ASCE Community Service and Government Affairs Program Grants – 1996, 1997, and 1998

**Emmanuel C.B. Liban**

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Institute for the Advancement of Engineering

Most Outstanding New Engineer of the Year, Environmental Engineering – 1998

Leadership in Energy and Environmental Design (LEED®)

Project Leader, LEED®-Gold Certification, Metro Gateway Headquarters, Los Angeles, CA - 2011

Los Angeles Department of Water and Power

2009 Public Power Week Customer Recognition – 2009, in recognition of energy and sustainability initiatives in the City of Los Angeles

Metro

Employee of the Quarter – 2008

Emerging Leaders Program Participant - 2004

National Training Institute

Model Program Award – 2009, for innovation in environmental/sustainability training

Underwriter Laboratories, DQS

ISO 14001 Certification – 2010, 2013, for Metro Environmental Management System

University of California TS RTP Most Outstanding Student Award, Environmental Policy – 1997

University of California Los Angeles

Project Advisory Committee Member on Various Transportation Research Projects – 2011 to present

US Environmental Protection Agency

Energy Star Certification for Metro Gateway Headquarters – 2010, 2011, 2012, 2013

West Basin Municipal Water District

Excellence in Water Efficiency Award – 2012

**AFFILIATIONS:**

American Society of Civil Engineers

International Honor Society of Phi Kappa Phi

Mensa



ERIC GARCETTI  
MAYOR

April 22, 2014

Mr. Cris Liban

Dear Mr. Liban:

I am pleased to inform you that I hereby appoint you to the Board of Transportation Commissioners for the term ending June 30, 2015. 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.

Mr. Cris Liban  
April 22, 2014  
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As part of the City Council confirmation process, you will need to meet with Mike Bonin, who is both your Councilmember and the Chair of the Transportation Committee, to answer any questions he 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. 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". The signature is stylized and cursive.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment I  
Mr. Cris Liban  
April 22, 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.
- \_\_\_\_\_ **CEC Form 60**

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

- \_\_\_\_\_ **Mike Bonin - Your City Councilmember and Chair of the Council Committee considering your nomination (contact at 213-473-7011).**

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