



ERIC GARCETTI  
MAYOR

April 16, 2014

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

Re: Extension of Appointment of Interim General Manager, Emergency Management  
Department: Ms. Anna Burton

Honorable Members:

Under City Charter Section 508 (c), I am hereby submitting to the Council for approval a request to extend the period of time during which the position of the Interim General Manager, Emergency Management Department (EMD), may be filled by temporary appointment. The current temporary appointment for Ms. Anna Burton will expire on May 3, 2014. As permitted by Charter Section 508 (c), I am requesting an extension of six months.

Attached please find a copy of Ms. Burton's resume, which provides greater detail about her experience. I am confident that Ms. Burton will continue to do an outstanding job as the Interim General Manager for the EMD. I look forward to your favorable consideration of the extension of her current interim appointment.

Sincerely,

ERIC GARCETTI  
Mayor

EG:mm

Attachment

cc: The Honorable Mitchell Englander, Chair, Public Safety Committee  
Miguel Santana, CAO  
Maggie Whelan, Personnel Department  
Maritta Aspen, Office of the CAO  
Heather Holt, Ethics Commission  
Holly Wolcott, Interim City Clerk  
Gerry Miller, CLA  
Phyllis Lynes, Personnel Department  
Errol Griffin, Office of the CAO  
Shannon Prior, Ethics Commission  
General Managers' Association

## **Anna M. Burton**

### **PROFILE**

- Accountable for implementation of organizational leadership and strategic planning within and among sworn and civilian departments.
- Recognized leadership within the second largest municipal agency in the country.
- Long term leadership and support of the development of public private partnerships across local, state and national agencies.
- Twenty-two years of experience in professional emergency management organizations.

### **PROFESSIONAL EXPERIENCE**

#### **Assistant General Manager**

**2003 - Present**

City of Los Angeles

Emergency Management Department

Provide leadership in support of the Emergency Management Department for the City of Los Angeles. Align City departments, employees, resources, capabilities and capacity for anticipated and realized emergency needs of four million residents, 400,000 businesses, and countless visitors within a 470 square mile region.

Coordinate with local, state, federal, private and non-profit sector constituencies, both domestic and international to manage incidents and events of varying hazards and threats. Manage 22 full-time department staff through an annual operating budget of \$3 million dollars while providing recommendations to the Office of the Mayor for the City's \$4.5 billion annual budget.

#### **Accomplishments:**

- Restructured Los Angeles' approach to emergency planning, training, response, and recovery efforts by fully immersing the municipal community in preparation and management systems anchored in Incident Command System (ICS) applications.
- Advancing citywide compliance of emergency management programs with the Americans with Disabilities Act, and Federal Emergency Management Agency Guidance, "Preparing for Disaster for People with Disabilities and other Special Needs."
- Expanding use of technology in support of emergency management systems including the United State Geologic Survey (USGS) and Cal Tech development of an early earthquake warning system for State of California, and implementation of an internet opt-in registration system for individuals to provide personal and disposition specific information to assist in local and community based emergency planning.
- Advanced readiness policies through extensive community outreach, education and preparedness activities, making readiness an integral part of the City's culture. International outreach includes recent delegations deployed to Chile, New Zealand, Australia, Japan, China, Turkey, and El Salvador for fact-finding, the exchange of effective practices, and the establishment of collaborative goodwill.
- Provide leadership and oversight to the City's management of the Homeland Security Grant Program, including management of the Urban Area Securities Initiative Grant, State Homeland Security Grant Program, Regional Catastrophic Preparedness Grant Program, and Emergency Management Performance Grant.
- Develop and expand public private partnerships to build response and recovery capabilities for the City and region. These include formal and informal partnerships between the City of Los Angeles and the American Red Cross, Salvation Army, Team Rubicon, Los Angeles Emergency Preparedness Foundation, Emergency Network Los Angeles, and the Business and Industry Council for Emergency Planning and Preparedness.
- Managed the implementation of the Emergency Management Intern Program, which was awarded a 2011 Citywide Quality and Productivity Award.

**Emergency Management Coordinator (I/II)**

1996 - 2003

City of Los Angeles

Emergency Management Department

**Accomplishments:**

- Lead citywide community emergency preparedness programs.
- Manage and supervise staff responsible for the development of the annual Department and EOF budgets; coordinate and manage staff conducting cost/benefit analysis of the EOO budget requests to determine their suitability within the EOF.
- Prepare reports, research and make recommendations to City Council.
- Supervise department's Interagency/Private Sector Coordination Section.
- Supervise clerical, management analyst, senior management analyst and emergency preparedness coordinator employees.
- Manage and coordinate City-wide emergency management projects.
- Coordinate and negotiate contracts for services.
- Coordinate disaster relief and recovery programs including loan and grant programs.
- Liaison with outside agencies (public/private and non profit).
- Coordinate and develop guidelines for grant/budget programs.

**Management Assistant**

City of Los Angeles

Los Angeles Housing Department Accomplishments:

- Developed Domestic Violence Shelter Programs through the administration of Community Based Block Grant Program funds.
- Supported citywide housing recovery from the 1994 Northridge Earthquake.

**DISTINGUISHED ACTIVITIES/AWARDS**

- President's Award, Business and Industry Council for Emergency Planning and Preparedness (2013)
- Certified Emergency Manager through the International Association of Emergency Managers (IAEM) (2000 - 2011)
- City of Los Angeles Career Service Award, Mayor Richard Riordan (2001)
- Co-Chair, Los Angeles Long Beach Urban Area Securities Initiatives Grant Program Working (2003-present)
- Co-Chair, Los Angeles Long Beach Riverside Regional Catastrophic Preparedness Grant Program Working Group (2006-present)
- Board Member and Vice President of the Public Sector for the Business and Industry Council for Emergency Planning and Preparedness (1995-2013)
- Board Member Emergency Network Los Angeles (1996-2003)
- Executive Assistant to the Emergency Operations Board, City of Los Angeles (2003-present)

**RELEVANT EDUCATION AND PROFESSIONAL DEVELOPMENT**

*California State University Long Beach, Long Beach, California*  
Master of Public Administration

*California State University Long Beach, Long Beach, California*  
Bachelor of Science in Criminal Justice

*Antelope Valley College, Lancaster, California*  
Associates Degree in Criminal Justice