



ERIC GARCETTI  
MAYOR

May 16, 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. Dalila Sotelo to the Affordable Housing Commission for the term ending June 30, 2017. Ms. Sotelo will fill the vacancy created by Shashi Hanuman, whom I removed effective June 30, 2014 or at the time Ms. Hanuman's successor is confirmed by the City Council.

I certify that in my opinion Ms. Sotelo 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 black ink, appearing to read 'E. Garcetti'.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Dalila Sotelo  
**Commission:** Affordable Housing Commission  
**End of Term:** 6/30/2017

### Appointee Information

1. **Race/ethnicity:** Latina
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 14 - Central
4. **Are you a registered voter?** Yes
5. **Prior commission experience:** Metropolitan Transportation Authority, Citizen Advisory Council; Fire Commission; El Pueblo De Los Angeles Historical Monument Authority
6. **Highest level of education completed:** B.A., Occidental College
7. **Occupation/profession:** Founder and Principal, The Sotelo 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):**

Name	APC	CD	Ethnicity	Gender	Appt date	Term ends
Chavez, Mario	East	14	Latino	M	14-Aug-13	30-Jun-18
Epps, William Saxe	Central	9	African American	M	15-Aug-02	30-Jun-14
Hanuman, Shashi K	East	14	Asian Pacific Islander	F	26-Nov-12	30-Jun-17
Jacinto, Joel	West LA	11	Asian Pacific Islander	M	28-Feb-14	30-Jun-19
Lee, Martin V.	West	11	Asian Pacific Islander	M	13-Oct-09	30-Jun-15
Navarro, Pete	East	14	Latino	M	02-Dec-05	30-Jun-16
Sullivan, Bryan	South Valley	4	Caucasian	M	28-Feb-14	30-Jun-19



# DALILA SOTELO

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## EXECUTIVE SUMMARY COMMITMENT | LEADERSHIP | INTEGRITY

**A visionary in the affordable housing industry and a leader in optimizing funding and translating business strategies into thriving communities.** Expert in maximizing profitability, developing strategic lending initiatives, and growing a diverse and affordable housing loan portfolio. Strong knowledge of financial regulations with proven track record of ensuring compliance. Solid reputation built on product delivery, institutional relationships, and innovative problem-solving.

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### AREAS OF EXPERTISE

- Regulatory Compliance
  - Non-Profit Industry
  - Strategic/Tactical Planning
  - Business Development
  - Affordable Housing
  - Real Estate Lending
  - Operations Management
  - Government Relations
  - Loan Workout
- 

### PROFESSIONAL EXPERIENCE

THE SOTELO GROUP - LOS ANGELES, CA

2011- PRESENT

#### FOUNDER AND PRINCIPAL

Leverage 21 years of experience to spearhead the development of affordable housing, economic development, community facilities, and social enterprise projects financed by public and private foundation grants, donors, community lenders and private equity investors. Focus on building capacity of community leaders and organizations to serve their dynamic communities on a long-term basis. Utilize the requisite expertise and technical knowledge to provide insight on effective strategies to assist clients build physical and human capital infrastructure and utilize the myriad of economic incentives and public policy initiatives to revitalize communities and bring program visions to reality.

#### KEY ACHIEVEMENTS:

- Secured \$40 million of funding for the development of 200 units permanent supportive housing for PATH Ventures, a non-profit specializing in housing for homeless individuals; and,
- Directed efforts to launch a successful social enterprise venture for CRCDC Enterprises, a for-profit subsidiary of a community based organization.

COMMUNITY REDEVELOPMENT AGENCY - LOS ANGELES, CA

2007- 2011

#### DEPUTY CHIEF EXECUTIVE OFFICER

Developed a prolific lending practice to facilitate the investment and allocation of \$240 million of public subsidy within the City of Los Angeles. This investment resulted in the production of over 6,500 units of housing, the highest in any ten year period for the Agency.

- Managed relationships with Non-Profit and For-Profit developer partners as well as other government agencies relative to housing issues.
- Conducted regular assessments and quality assurance reviews to evaluate compliance with requirements and to identify potential gaps in policies, procedures and business processes.
- Directed and developed strategies to improve non-performing loans, reduce delinquencies, maximize recoveries and minimize losses. Identify solutions for problem loans and provide guidance to staff in restructuring the public subsidy debt to minimize losses.
- Managed the resource development and grant unit which leverages Agency resources with other public subsidies including Federal and State funding.
- Member of Agency's Senior Management Team which lead a workforce of over 200 employees located throughout seven regional offices.
- Lead senior management decisions involving vision and strategy, standardization of best practices, and project governance oversight of Agency's low and moderate income funds.

**KEY ACHIEVEMENTS:**

- Improved partner relationships with Non-Profit development community. Launched a new initiative providing operational support to community-based organizations that ensured stability and increased housing production levels.
- Spearheaded the Agency's effort to obtain \$200 million in State Funding through Proposition 1C for projects located within the City of Los Angeles.
- Actively participated in the development of Mayor Antonio Villaraigosa's Five-Year Housing Plan that outlines the production of 20,000 units of housing by leveraging \$1 billion in City resources with \$4 billion of private investment and other public subsidy.

McCORMACK BARON SALAZAR – LOS ANGELES, CA

1995-2007

**SENIOR VICE PRESIDENT**

Managed and supervised development staff and development transactions for the West Coast operations. Responsibilities included securing private and public financing, and coordinating teams throughout the development process. Also responsible for structuring financial proformas and interfacing with both private and public lenders, as well as equity investors on all facets of transactions.

**KEY ACHIEVEMENTS:**

- Successfully completed six HUD HOPE VI mixed-income and mixed-use transactions.
- Spearheaded the successful production of over 2,300 units of housing totalling \$500 million, including \$200 million in private equity.
- Recognized as the youngest female Executive in the company's history.

LOS ANGELES HOUSING DEPARTMENT, LOS ANGELES

1993-1995

**FINANCE DEVELOPMENT/LOAN OFFICER**

Responsible for the administration and efficient daily operation of an \$81 million loan portfolio, including operations and lending, in accordance with HUD regulatory requirements. Specialized in the use of Federal and State Low Income Housing Tax Credits, and supervised staff and department in the implementation. Responsible for all aspects of lending requests including origination, processing, underwriting, and closing.

**PROFESSIONAL ORGANIZATIONS AND AFFILIATIONS**

Governor Brown Appointee, California Housing Finance Agency

Supervisory Appointee, City of Rosemead Oversight Board

Mayoral Appointee to Metropolitan Transit Authority, Citizen Advisory Board

President, Retired, Board of Fire Commissioners

Member, Southern California Non-Profit Housing Association Member

Member, Urban Land Institute

**BACHELOR OF ARTS, PUBLIC POLICY**

Occidental College, 1990 – Los Angeles, CA

**PROFESSIONAL ACHIEVEMENTS**

Business Woman of the Year – California State Assembly



ERIC GARCETTI  
MAYOR

May 16, 2014

Ms. Dalila Sotelo

Dear Ms. Sotelo:

I am pleased to inform you that I hereby appoint you to the Affordable Housing Commission for the term ending June 30, 2017. 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.

As part of the City Council confirmation process, you will need to meet with Jose Huizar, your Councilmember, and Councilmember Gilbert Cedillo, the Chair of the Housing 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 Housing 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.

Ms. Dalila Sotelo  
May 16, 2014  
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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", with a stylized flourish at the end.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment I  
Ms. Dalila Sotelo  
May 16, 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. As soon as possible, the Mayor's Office will schedule a meeting with you and:**

- Your City Councilmember Jose Huizar** (contact at 213-473-7014).
- Councilmember Gilbert Cedillo, Chair of the Council Committee considering your nomination** (contact at 213-473-7001).

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