



ERIC GARCETTI
MAYOR

July 24, 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. Janet Burt to the Affordable Housing Commission for the term ending June 30, 2020. Ms. Burt will fill the vacancy created by Ben Pak, who has resigned.

I certify that in my opinion Ms. Burt 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 blue ink, appearing to read 'E. Garcetti', with a horizontal line extending to the right.

ERIC GARCETTI
Mayor

EG:dlg

Attachment

COMMISSION APPOINTMENT FORM

Name: Janet Burt
Commission: Affordable Housing Commission
End of Term: 6/30/2020

Appointee Information

- 1. Race/ethnicity:** Asian Pacific Islander
- 2. Gender:** Female
- 3. Council district and neighborhood of residence:** 3 - South Valley
- 4. Are you a registered voter?** Yes
- 5. Prior commission experience:**
- 6. Highest level of education completed:** B.S., University of California, Irvine
- 7. Occupation/profession:** Senior Business Development Manager, Lewis Brisbios Bisgaard & Smith, LLP
- 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
Abe, Melanie	South Valley	3	Asian Pacific Islander	F	30-Jun-18
Fondation, Lawrence	East LA	4	Caucasian	M	30-Jun-19
Lopez, Oswaldo "Ozzie"	East LA	14	Latino	M	30-Jun-19
Epps, William Saxe	Central	9	African American	M	30-Jun-19
Claros, Raul	Central	1	Latino	M	30-Jun-21
Sotelo, Dalila	Central	14	Latina	F	30-Jun-22



July 24, 2017

Ms. Janet Burt

Dear Ms. Burt:

I am pleased to inform you that I hereby appoint you to the Affordable Housing Commission for the term ending June 30, 2020. 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.

Ms. Janet Burt
July 24, 2017
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As part of the City Council confirmation process, you will need to meet with Bob Blumenfield, 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. 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,

A handwritten signature in black ink, appearing to read "Eric Garcetti", with a horizontal line extending to the right.

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Janet Burt
July 24, 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 Bob Blumenfield**
- Councilmember Gilbert Cedillo, Chair of the Council Committee
considering your nomination**

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

Janet Burt

EXPERIENCE

Lewis Brisbios Bisgaard & Smith, LLP

Senior Business Development Manager

Los Angeles, CA

April 2013 - Current

- Responsible for developing, communicating, executing, and sustaining strategic initiatives aligned with the Firm's vision, mission and goals to increase revenue, profitability and growth.
- Collaborate with the Firm's practice chairs and department leaders to implement strategy plans for business development.
- Act as a resource across the Firm to increase broad cohesion for successful execution of strategic plans.
- Serve as a strategic partner with the firm's customers, generating interest from new clients and growing our footprint among existing clients in support of their economic and strategic development.
- Build partnerships and connections to deepen the Firm's strategic visibility in local governments and public agencies.
- Serve as a liaison to the Firm's diversity and inclusion committee.
- Created foreign attorney exchange program through LLM program with UCLA, USC and Pepperdine to empower the Firm's diversity program.
- Serve as a collaborative partner with community leaders, non-profit, academia, and industry trade groups.
- Manage and plan legal seminars/webinars and firm sponsored events including speaking opportunities.
- Attend community development activities, trade shows, seminars, conferences and government relations related functions/events.
- Work with technical staff and other internal teams closely and understand how to leverage cyber security and eDiscovery to stay ahead of competitors.

Korea Trade-Investment Promotion Agency (KOTRA)

Business Consultant

Los Angeles, CA

April 2013- Current

Kotra Los Angeles is a non-profit, governmental agency of Republic of Korea committed to promoting international trade and investment. KOTRA Los Angeles as part of KOTRA's worldwide network of over 100 offices in 70 countries. They offer a wide variety of initiatives to support U.S. clients. As a business consultant to Kotra Los Angeles, the following is a list of services provided.

- Specialize in development and execution of marketing and business plan in optimizing business opportunities for maximizing sales potential in the U.S. government procurement programs.
- Demonstrate general knowledge of Korean companies' strengths/weaknesses and business/trade practices in order to evaluate, develop, and implement effective sales channel in the competitive U.S. government procurement market.
- Continue to develop and adjust for effective business plans as needed and execute those plans and marketing strategies for each of the Member Companies in order to achieve and meet their goals and sales targets.
- Develop, coordinate and implement customized marketing plan based on the strategy report above mentioned and reviews with KOTRA Los Angeles staff.
- Identify key opportunities and decision makers within government agencies and other government contractors, and provide detailed strategies to execute for each targeted government agencies or contractors.
- Facilitate meetings with relevant decision makers and industry team partners. Establish networks with potential partners, resellers or distributors in the relevant market. The meetings will be accompanied by the KOTRA Los Angeles staff and/or the Member

Lee Andrews Group, Inc.

Senior Executive Assistant to CEO and Community Outreach Coordinator

Los Angeles, CA

April 2008- April 2013

- Coordinated CEO, departmental and board's calendars including planning and scheduling business appointments, meetings, and conference calls with precision, detail, accuracy, and effective prioritization.

- Directed set-up and maintenance of departmental and management files according to established criteria related to contracts, documents, correspondence, agreements, reports, etc.
- Supervising special projects such as; conducting internet searches, preparing special reports, responding to information requests, preparation of executive summary of agreements, contracts or other detailed information as required and/or
- Coordinated and participated in the community outreach events to disseminate and educate the general public, elected officials and their representatives, agency staff, business and community representatives, faith-based, environmental and special interest groups.
- Managed social media campaigns and community outreach database for outreach events and the analysis of the web statistics.
- Planned and participated in community outreach briefings and meetings for various public agency project including Crenshaw/LAX Transit Corridor, SANBAG, Metro Regional Connector, Metro Congestion Reduction Project and LA Metro Goldline.
- Managed Disadvantaged Business Enterprise (DBE), Small/Local Business Enterprise (SBE) database and assisted with DBE compliance and regulation.

Archive Productions, LLC.

Los Angeles, CA

Operations Manager

June 1997 – February 2008

- Responsible for all company daily operations including HR related matters, insurance, recruiting, and training.
- Managed operation planning and production with all the vendors and subcontractors.
- Supported company executives in all aspects of operations including managing schedules, making complex travel arrangements, expense reporting, and coordinating large meeting functions.
- Drafted extensive correspondence and handled inquiries from all business relations.
- Handled highly confidential information on a routine basis.
- Responsible for archival and maintenance of database.
- Maintained retail merchandise inventory system and all related collateral materials for mail order/online business.
- Handled all promotional marketing including direct mail, trade publication, and online marketing in a timely manner.

St. Brendan Catholic School

Los Angeles, CA

Teacher /Technology Coordinator

June 1990 – June 1997

- Taught computer classes for Kindergarten to 8th grade students.
- Responsible for installation of a computer lab with 24 PCs with Riordan Foundation grant to Los Angeles Archdiocese.
- Managed all aspects of technology issues for the school.
- Coordinated with school management and staff for integration of technology as a tool to enhance traditional education.

EDUCATION

University of California Irvine, Bachelor of Science, Biology/ Psychology

Microsoft Access SQL training

Duke University Excel to MySQL: Analytic Techniques for Business Specialization

COMMUNITY SERVICE AND LEADERSHIP ACTIVITIES

Kotra (Korea Trade-Investment Promotion Agency) Los Angeles, Member

Korean American Chamber of Commerce Los Angeles County, Member

Korean-American Apparel Manufacturers Association, Member

Korean American Insurance & Financial Professional Association, Member

San Pedro Wholesale Mart Owners Association, Member

Korean American Custom and Trade Study Forum, Director of Public Affairs

Korean Investors and Traders Association Southern California, Member

Korean American Health Coalition, Founding Member