



ERIC GARCETTI  
MAYOR

February 12, 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. Jaime L. Lee to the Los Angeles City Employees' Retirement System Board for the term ending June 30, 2017. Ms. Lee will fill the vacancy created by Michael Keeley, whom I removed effective March 31, 2014 or at the time Mr. Keeley's successor is confirmed by the City Council.

I certify that in my opinion Ms. Lee 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', with a stylized flourish at the end.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Jaime L. Lee  
**Commission:** Los Angeles City Employees' Retirement System Board  
**End of Term:** 6/30/2017

### Appointee Information

1. **Race/ethnicity:** Asian Pacific Islander
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 5 - West Los Angeles
4. **Are you a registered voter?** Yes
5. **Prior commission experience:** Industrial Development Authority
6. **Highest level of education completed:** J.D., University of Southern California School of Law
7. **Occupation/profession:** Chief Executive Officer, Jamison Realty, Inc.; President, California Market Center, LP
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	Authority	APC	CD	Ethnicity	Gender	Appt date	Term ends
Serrano, Nilza - PENDING	Garcetti	East LA	14	Latina	F	30-Jan-14	30-Jun-15
Greenwood, Elizabeth	Elected-Active				F	01-Jul-09	30-Jun-14
Keeley, Michael F.	Villaraigosa	Central	4	Caucasian	M	01-May-13	30-Jun-17
Galanter, Ruth - PENDING	Garcetti	West LA	11	Caucasian	F	12-Feb-14	30-Jun-16
Rogers, Richard	Elected-Active				M	01-Jul-13	30-Jun-18
Briggs, William - PENDING	Garcetti	North Valley	12	African American	M	12-Feb-14	30-Jun-18
Wilkinson, Michael	Elected-Retired				M	10-Sep-13	30-Jun-15

# JAIME L. LEE

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## PROFESSIONAL LICENSES

State Bar of California, Admitted December 2009; #266214  
California Department of Real Estate Broker License; #10876116

## EXPERIENCE

### **Jamison Realty, Inc.**

*Chief Executive Officer*

**Los Angeles, CA**  
August 2009- Present

- Manage a commercial real estate portfolio of over 20 million square feet, specializing in commercial leasing, dispositions, asset management, capital improvements, and development
- Oversee a team of 120 property management employees and 25 leasing professionals throughout Southern California

### **California Market Center, LP**

*President*

**Los Angeles, CA**  
July 2007- Present

- Operate a two million square foot wholesale facility, which is the hub of the West Coast fashion industry
- Oversee the leasing, operations, and marketing departments to maintain 1,000 permanent showrooms and offices and produce twenty tradeshow annually

## EDUCATION

### **University of Southern California Gould School of Law**

Juris Doctor, May 2009

Honors & Leadership: Real Estate Finance & Transactions, Partnerships & LLCs, Reproductive Rights and Justice, Gender Discrimination, Phi Alpha Delta, 3L Leadership Committee, APALSA

### **University of Southern California**

Bachelor of Arts, *Magna Cum Laude*, English, May 2006

Honors & Leadership: Phi Beta Kappa, Phi Kappa Phi, USC Presidential Scholar, USC Resident Honors Program, English Department Fellow, USC Women's Lacrosse, Kappa Alpha Theta Fraternity

## CIVIC AND NON-PROFIT BOARD MEMBERSHIPS

### **City of Los Angeles Industrial Development Authority Board of Directors**

*Board Member*

**Los Angeles, CA**  
February 2012- Present

### **City of Los Angeles Quality and Productivity Commission**

*Commissioner*

**Los Angeles, CA**  
April 2010- January 2012

### **California Speech-Language Pathology, Audiology & Hearing Aid Dispensers Board**

*Board Member*

**Sacramento, CA**  
May 2011- Present

### **LA Fashion District Business Improvement District Board of Directors**

*Board Member, 2011-2013 Chair*

**Los Angeles, CA**  
January 2008- Present

### **USC Alumni Association Board of Governors**

*Board Member, 2013 Executive Committee Member*

**Los Angeles, CA**  
May 2011- Present

### **USC Asian Pacific Alumni Association Board of Directors**

*Board Member, 2011 Golf Chair, 2012 Scholarship Chair, 2013 Gala Chair*

**Los Angeles, CA**  
July 2010- Present

### **Hollywood-Wilshire YMCA Board of Managers**

*Board Member, Wilshire YMCA Charter Member*

**Los Angeles, CA**  
May 2010- Present

### **Korean American Coalition Board of Directors**

*Board Member*

**Los Angeles, CA**  
January 2009- Present



ERIC GARCETTI  
MAYOR

February 12, 2014

Ms. Jaime L. Lee

Dear Ms. Lee:

I am pleased to inform you that I hereby appoint you to the Los Angeles City Employees' Retirement System Board 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.

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.

Ms. Jaime L. Lee  
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As part of the City Council confirmation process, you will need to meet with Paul Koretz, your Councilmember, and Councilmember Paul Krekorian, the Chair of the Budget and Finance 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 Budget and Finance 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 'Eric Garcetti', with a stylized flourish at the end.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment I  
Ms. Jaime L. Lee  
February 12, 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:**

- Your City Councilmember Paul Koretz** (contact at 213-473-7005).
- Councilmember Paul Krekorian, Chair of the Council Committee considering your nomination** (contact at 213-473-7002).

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