



KAREN BASS
MAYOR

February 28, 2023

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Elda Mendez-Lemus to the newly created House LA Citizens Oversight Committee for the term ending June 30, 2026.

I certify that in my opinion Ms. Mendez-Lemus is qualified for the work that will devolve upon her, and that I make the appointment solely in the interest of the City.

Sincerely,

KAREN BASS
Mayor

KB:tga

Attachment

COMMISSION APPOINTMENT FORM

Name: Elda Mendez-Lemus
Commission: House LA Citizens Oversight Committee
End of Term: 6/30/2026

Appointee Information

1. **Race:** Latinx
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 4 - South Valley
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:**
7. **Occupation/profession:** Chief Real Estate Officer, LA Family Housing
8. **Experience(s) that qualifies person for appointment:** See attached resume/bio
9. **Purpose of this appointment:** Appointment
10. **Current composition of the commission (excluding appointee):**

Experience

LA Family Housing, North Hollywood, CA
Chief Real Estate Officer
Vice President of Real Estate
Assistant Vice President of Real Estate

July 2021 – Present
January 2021 - July 2021
March 2019 - January 2021

- Responsible for the supervision of LAFH's real estate development activities including: identifying and securing new affordable housing and community development opportunities that are consistent with the organization's mission, strategic plan, and production goals, with emphasis on expansion into new geographic markets.
- Responsible for supervision and training of staff, resource development for housing and community development projects overseeing all development projects, managing relationships with lenders and investors and syndicators of low income housing tax credits
- Staffing the Real Estate Committee of the Board of Directors

Skid Row Housing Trust, Los Angeles, CA
Real Estate Development Director
Assistant Director of Project Management
Assistant Project Manager

January 2015 – March 2019
January 2018 – March 2019
January 2017 – December 2017
January 2015 – December 2017

- Direct the operations of the Real Estate Development Department
- Manage and oversee a team of ten in the development of a variety of housing and community development projects, with a pipeline of 12-14 projects
- Develop and oversee annual department budget including monitoring revenue and expenses for the department
- Present project updates to the relevant Committee(s) of the Board of Directors
- Coordinate the work of the Real Estate Development Department with other internal departments including, Accounting and Finance, Asset Management and Compliance, Property Management, and Resident Programs
- Develop, train and implement corporate policies and procedures for real estate development
- Create procedures and train staff on funding applications for a variety of affordable housing and homeless funding sources in Los Angeles and California including (9% and 4% LIHTCs, tax- exempt bonds, City of LA AHTF & HHH, County of LA, AHP, MHP, AHSC, VHHP)
- Initiate process for system automation and integration for accounts payable and lender draws (Yardi – Payscan)
- Review and approve all related contracts and agreements, ensuring proper review by legal and risk management
- Monitor initial leasing of permanent supportive housing projects, including coordination of property management company, service provider, housing authority and county health department
- Maintain and manage lender and investor relationships
- Manage working capital for development pipeline
- Provide financial and development consulting services to 3rd party clients, including FQHC provider for a NMTC development project
- Monitor, review and approve project budgets and financial transactions, including escrow closings, monthly draws, and LIHTC cost certifications

Top Dog Media, Los Angeles, CA
Executive Production Assistant & Associate Producer

October 2012 – December 2014

- Assisted in all aspects of pre-production: hiring crew, establishing relationships with vendors, obtaining insurance, scouting locations
- Assisted business manager on all financial aspects related to production including preparing expense reports and maintaining records and files
- Managed and coordinated crew start paperwork and talent/location release forms. Developed and maintained relationships with producers, agents, managers, publicists, and vendors

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- Prepared topics to be discussed for Lady News segment for the “Undone with @Amanda de Cadenet Show. Briefed host Amanda de Cadenet prior to going on stage. Coordinated with producers and post-production to ensure successful execution of episodes. Managed two production assistants
 - Selena Gomez/Flaunt Magazine short film-Responsible for appearance releases, research and location scouting. Managed one production assistant

Mercy Housing California, Los Angeles, CA

January 2007 – December 2011

Project Assistant II

January 2009 – December 2011

Project Assistant I

January 2007 – January 2009

- Oversaw project financing, updated project budget monthly and contingency logs
- Lead the development of a new construction project with a \$20 million budget
- Lead and finalized off-site work of a \$58 million new construction development
- Assisted in construction management and prepared construction schedule and budget
- Reviewed and approved applications for payment and change orders
- Facilitate receipt of certificate for occupancy
- Assisted Housing Developers on various projects in different development stages
- Prepared affordable housing funding applications for submission to various governmental housing and tax credit agencies
- Coordinated with offices in San Francisco, Sacramento and Denver
- Completed due diligence for acquisition of land and improvements
- Worked closely with accountants on project cost certifications
- Negotiated contracts with outside vendors
- Coordinated with property management team lease-up activities and transition period from construction to operating period
- Assisted with day-to-day correspondence and communications with architects, engineers, environmental consultants and multiple development contractors
- Assisted in Partnership and Construction Closings
- Assisted in the preparation of Requests for Qualifications and Requests for Proposals

United Commercial Bank, Pasadena, CA

August 2005 – May 2006

Operations Assistant

American Housing Construction, Inc., Los Angeles, CA

June 2000 – July 2005

Assistant Project Manager/Executive Assistant

Affiliations

- Los Angeles County Housing Advisory Committee Commissioner for the 3rd District 2021 - present



KAREN BASS
MAYOR

February 28, 2023

Dear Ms. Mendez-Lemus:

I am pleased to inform you that I hereby appoint you to the House LA Citizens Oversight Committee for the term ending June 30, 2026. 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 contact my Commissions team by email at myr-commissions@lacity.org, to make arrangements for you.

To begin the appointment process, please review, sign, and return the enclosed Remuneration Form and Undated Separation Letters **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 all potential commissioners to be fingerprinted as part of the background check. The Commissions Team will assist in connecting you with the Personnel Background Unit so that you may schedule an appointment to have this done. You must schedule the appointment **within one week** of receiving this letter.

Should this apply to your Commission, 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 at 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 by email at nicole.enriquez@lacity.org.

Ms. Elda Mendez-Lemus
February 28, 2023
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As part of the City Council confirmation process, a meeting will be offered to Nithya Raman, your Councilmember and the Chair of the Housing and Homelessness Committee, to answer any questions she 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 and Homelessness 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.

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 that reads "Karen Bass". The signature is fluid and cursive, with the first name "Karen" and the last name "Bass" clearly distinguishable.

KAREN BASS
Mayor

KB:tga

Attachment I
Ms. Elda Mendez-Lemus
February 28, 2023

Nominee Check List

I. Within 7 days:

_____ Schedule an appointment to get fingerprinted to complete a background check. The Commissions team will assist in connecting you with the Personnel Background Unit.

_____ Email the completed forms, found on the last three pages of this letter, to: myr-commissions@lacity.org OR mail them to: Commissions Team, Office of the Mayor, City Hall – Room 303, 200 N. Spring Street, Los Angeles, CA 90012.

- Remuneration Form
- Undated Separation Letters

II. 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**

III. The Mayor’s Office will notify the below Councilmembers of your nomination, so that they may reach out to schedule a meeting with you should they wish.

_____ Your City Councilmember and Chair of the Council Committee considering your nomination, Nithya Raman