



KAREN BASS
MAYOR

November 26, 2025

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Samantha Burg to the Police Permit Review Panel for the term ending June 30, 2026.

I certify that in my opinion Ms. Burg is especially qualified by reason of training and experience for the work which shall devolve upon her, and that I make the appointment solely in the interest of the City.

Ms. Burg will fill the vacancy created by the departure of Nahtahna Cabanes.

Sincerely,

KAREN BASS
Mayor

KB:lap

Attachment

COMMISSION APPOINTMENT FORM

Name: Samantha Burg
Commission: Police Permit Review Panel
End of Term: 6/30/2026

Appointee Information

1. **Race:** Latinx/ Caucasian
2. **Gender:** female
3. **Council District and neighborhood of residence:** 9 - South Los Angeles
4. **Are you a registered voter in the City of Los Angeles?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:**
7. **Occupation/profession:** Southern California Edison; Local Planning Senior Administrative Admin
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Appointment
10. **Current composition of the commission (excluding appointee):**

Commissioner	APC	CD	Race	Gender	Term End
Bianca Gervacio	Central	5	API	F	6/30/2030
Gregory Lippe	South Valley	3	Caucasian	M	6/30/2029
Joella Hopkins	Central	14	Latinx	F	6/30/2029
Maruf Islam	Central	10	API	M	6/30/2028
Ryan Duckett	Central	13	African American	M	6/30/2027
Charley Mims	Central	4	Caucasian	M	6/30/2027
VACANT					6/30/2026

Professional Experience

Southern California Edison, Santa Monica, CA

December 2022 - Present

Local Planning Senior Administrative Admin

- **Work Order Management:** Break down work order packages into necessary post-planning packages, gather information for planners' field visits, and design project plans.
- **Quality Assurance:** Ensure the completeness of work orders and resolve any related issues.
- **Customer Correspondence:** Direct internal and external customer communications to the appropriate departments (e.g., billing, logistics, offline support), handling confidential and sensitive calls, files, documents, and reports.
- **Data Processing:** Process incoming information, update department databases, generate reports, and prepare documents and materials using MS Word, MS Excel, and PowerPoint.
- **Contract Review:** Receive and review contracts for accuracy and completeness, including updating customer orders.
- **Report Generation:** Generate and process research reports, meter order backlogs, inactive lists, pending cancellations, and various other reports.
- **Calendar Management:** Manage multiple project and manager calendars.
- **Supply Management:** Order supplies and equipment, submit, and track repair and maintenance orders.
- **Task Prioritization:** Plan, organize, and prioritize multiple concurrent assignments while maintaining daily tasks and adjusting to changing priorities.
- **Stakeholder Interaction:** Interface with SCE management and personnel at all levels throughout the district and company.
- **Safety Leadership:** Create and maintain a safety-conscious work environment by leading and influencing others to follow Edison safety protocols and safe work
- **Collaboration:** Collaborate with planners, designers, and field personnel to ensure all local planning paperwork is correct for compliance and customer satisfaction.
- **Construction Document Review:** Review and interpret construction drawings, plans, maps, and designs for local planning purposes.
- **Contract Management:** Send out contracts for compliance and customer purposes to secure easements.
- **Collaboration:** Work with external SCE contractors to ensure project requirements are met and compliance standards are upheld.

University of Southern California, Los Angeles, CA

January 2021 – February 2025

Community Service Officer 1

- Patrols an assigned area. Performs prescribed security checks of buildings, offices, and grounds to prevent loss of university assets. Observes and reports suspicious activity or persons, and security and/or safety hazards. Conducts investigations of losses in accordance with procedures and directions.
- Maintains logs and records required to indicate duty times, occurrences, actions taken, observations made, and other relevant information. Prepares and submits reports as required.
- Implements department procedures governing apprehensions, interrogations, and disposition of cases.
- Assists in crime prevention and public information programs.
- Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on university responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties; notifies

Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the university community; and notifies the Clery Compliance Coordinator in the Department of Public Safety.

It's Bigger Than Us • Los Angeles, CA

January 2025 - September 2025

Lead Resource First Responder Coordinator

- Coordinated resource drop-offs for first responders during the Eaton and Pacific Palisades fires, providing essential supplies to the Los Angeles Fire Department and National Guard.
- Acted as a liaison between “It’s Bigger Than Us” and local first responders to ensure effective communication and resource distribution.
- Managed professional supply deliveries, operating from 7 AM to 11 PM, including food, first aid kits, and other critical resources.
- Oversaw the coordination of up to 150 volunteers to support ongoing relief efforts, ensuring efficient operations and timely support.
- Recognized for contributions in the Lululemon corporate newsletter and featured on the Jennifer Hudson Show for outstanding volunteer efforts.
- Acknowledged by the Los Angeles Fire Department, Sheriff's Department, and the City of Los Angeles for exceptional service during emergency response efforts.

North Area Neighborhood Development Council • Los Angeles, CA

July 2016- Present

Executive Board Member

- Secretary, Elections Chair, Marketing & Outreach Community Committee Co-Chair, LGBTQ & Alliance Alternate Delegate
- Record and maintain meeting minutes and attendance upload meeting supporting documents and records on different networking channels and various websites.
- Collaborate with Board members and City Delegates in meeting the needs of the community
- Work in partnership with Council District 1, 8 and 9 on community events
- Assist with the planning and leading monthly Marketing & Outreach Community Committee meetings
- Attend monthly Policy Committees, Planning Development Meetings, and Community Meetings
- Successfully helped coordinate and planned community events with partners / vendors such as “SunFest “and “Spring into Wellness,” community fairs with over 500 attendees
- Obtain street closure permits, health permits, up to date with relevant regulations, codes, and permitting requirements at the federal, state, and local levels
- Network and establish strategic partnerships with non-profit organizations, City offices / departments, stakeholders and surrounding communities
- Canvas the neighborhood council area to learn specific needs within each community, block club, neighborhood association, etc.
- Plan, organize, and lead community events and projects throughout the City of Los Angeles
- Plan, organize and lead community cleanups
- Keep constant communication with various city agencies and officials
- Collaborate with Board on grant opportunities and submissions along with reporting on project status to internal and external stakeholder.
- Monitor grant funding along with the Treasurer. Make sure books are current with expenditures and allocation of all monies.
- Give expenditure reports to the Executive Board, in the absence of the Treasurer

Education

Cal Poly Pomona College of Professional and Global Education

Electric Utility Planner Certification

University Of Southern California School of Price

Public Safety Leadership Certificate Program

West Los Angeles College

Transfer Associates degree in Sociology

Skills

- CPR (Cardio-Pulmonary Resuscitation) Certified
- CERT (Community Emergency Response Team) Certified
- Microsoft, Excel, PowerPoint, Teams, CoPilot, Tiles, SharePoint, Forms
- Securing City of Los Angeles Planning Permits for City approved events

Languages

- Spanish



KAREN BASS
MAYOR

November 26, 2025

Dear Ms. Burg:

Congratulations! I am pleased to inform you of your appointment to the Police Permit Review Panel for the term ending June 30, 2026, subject to confirmation by the Los Angeles City Council.

On behalf of the people of Los Angeles, thank you for your willingness to serve. Our boards and commissions are a vital part of the City's governance, and your leadership and expertise will play an important role in shaping the future of Los Angeles.

To move forward, there are a few steps you must complete prior to the Council's consideration of your appointment. My Commission Affairs team has prepared an attached checklist with deadlines and submission instructions, and they are available to support you throughout the confirmation process.

Once again, congratulations, and thank you for your commitment to serve the people of Los Angeles.

Sincerely,

A handwritten signature in black ink that reads 'Karen Bass'.

KAREN BASS
Mayor

KB:lap

Attachment I
Ms. Samantha Burg
November 26, 2025

Nominee Check List

I. Within 7 days of appointment:

- Submit the completed forms, found on the last three pages of this letter, to: myr-commissions@lacity.org **OR** mail them to:
 - Office of the Mayor
 - Attn: Luz Portillo
 - 200 N. Spring Street, Room 303
 - Los Angeles, CA 90012
 - Remuneration Form
 - Undated Separation Letters (2)
- Schedule a fingerprinting appointment to complete your background check.
 - The Commissions team will connect you with the Personnel Background Unit.
- Complete and file a Statement of Economic Interests (Form 700).
- Submit the CEC Form 60 (Ethics Clearance Form) to the City Ethics Commission.
 - The City Council cannot act on your nomination until the Ethics Department receives and submits your filings.
 - Note: you will be required to submit the same forms again after you are sworn in

II. Council Member Meetings:

You may be asked to meet with Councilmembers prior to your hearings.

- Your City Councilmember Curren D. Price
- Councilmember John Lee, Chair of the Council Committee, considering your nomination

III. Public Meetings at City Hall:

- Public Safety Committee Hearing
 - The Clerk's office will contact you once your item has been scheduled.
- Full Council Hearing and Oath of Office
 - The Clerk's office will contact you once your item has been scheduled.

V. Standing Requirements

- Notify the Commissions team of any changes in address or contact information.
- If you wish to resign, you must submit a resignation letter to myr-commissions@lacity.org.