



ERIC GARCETTI
MAYOR

June 30, 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. Helen Leung to the Police Permit Review Panel for the term ending June 30, 2015. Ms. Leung will fill the vacancy created by Anita Castellanos, whom I removed effective July 31, 2014 or at the time Ms. Castellanos' successor is confirmed by the City Council.

I certify that in my opinion Ms. Leung 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'.

ERIC GARCETTI
Mayor

EG:dlg

Attachment

COMMISSION APPOINTMENT FORM

Name: Helen Leung
Commission: Police Permit Review Panel
End of Term: 6/30/2015

Appointee Information

- 1. Race/ethnicity:** Asian Pacific Islander
- 2. Gender:** Female
- 3. Council district and neighborhood of residence:** 13 - East Los Angeles
- 4. Are you a registered voter?** Yes
- 5. Prior commission experience:**
- 6. Highest level of education completed:** M.P.P., Harvard University
- 7. Occupation/profession:** Director of Social Impact, LA-Mas
- 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
Castellanos, Anita	South Valley	3	Latina	F	21-Sep-05	30-Jun-15
Claros, Raul	South	8	Latino	M	25-Apr-14	30-Jun-16
Haskins, Angela S.	Central	9	Caucasian	F	26-Apr-10	30-Jun-15
Islam, Maruf	Central	10	Asian Pacific Islander	M	23-May-14	30-Jun-18
Kil, William O.	East	14	Asian Pacific Islander	M	17-Mar-06	30-Jun-14
Sandoval, Jose	North Valley	6	Latino	M	27-May-14	30-Jun-17
Yeretsian, Lara	Central	4	Other	F	09-Dec-13	30-Jun-14

HELEN LEUNG

WORK EXPERIENCE

LA-Más

Director of Social Impact

- Develop strategies to redefine community development at the intersection of social equity and civic engagement, especially in neighborhoods undergoing transition
- Manage partnership development and client projects, with a focus on local government and community based organizations
- Direct organization growth, professional training, and business development strategies

Los Angeles, CA
Nov 2013 - Present

Living Cities

Program Associate

- Directed the strategic development of Living Cities' Transit-Oriented Development & Income and Assets portfolio
- Managed grants for over \$1 million in research and development efforts, worked with cities innovating in equitable TOD development and asset building
- Organized conferences, webinars, and blog post featuring nation's leading thought leaders and creative practitioners to foster innovation impacting low income communities
- Developed communication strategies by capturing lessons learned and disseminating findings to key stakeholders in philanthropy, finance, and government

Washington, DC
Oct 2011-Jan 2013

DEPARTMENT OF HOUSING & URBAN DEVELOPMENT (HUD), OFFICE OF SUSTAINABLE HOUSING AND COMMUNITIES (OSHC)

Program Coordinator

- Managed planning and coordination of OSHC's inaugural two-day seminar for sustainable communities grantees, with 200+ participants featuring expert training, capacity building workshops, and peer review sessions
- Evaluated FY2011 applicants to the Sustainable Communities Regional Planning Grant
- Served as primary point of contact for sustainability communities grantees on technical and expert training sessions such as land use planning and economic development

Washington, DC
June-Sept 2011

GOVERNMENT OF DISTRICT OF COLUMBIA, DEPUTY MAYOR OF PLANNING AND ECONOMIC DEVELOPMENT (DMPED)

New Communities Initiative Intern

- Drafted Requests for Proposals and conduct research for innovative redevelopment plans in communities with the highest rate of poverty and unemployment in DC
- Established citywide urban agriculture working group to support District of Columbia's pilot initiative on urban farming, inaugural sustainability plan (SustainDC), and ongoing projects that advance workforce and economic development in the region

Washington, DC
June-Sept 2011

DEPARTMENT OF HOUSING & URBAN DEVELOPMENT (HUD), OFFICE OF STRATEGIC PLANNING & MANAGEMENT

Policy Analysis Exercise Consultant (Master's Thesis)

- Researched best practices in 14 US cities and surveyed 7 regional HUD offices as part of a comprehensive report on HUD's Community Development Block Grant program to recommend more efficient customer service for grantee

Washington, DC
Dec 2010-May 2011

THE WHITE HOUSE, OFFICE OF POLITICAL AFFAIRS

Intern

- Conducted research and drafted political memos for the President and other senior officials for travel in the Western region of the US
- Analyzed and monitored key Congressional/gubernatorial races and policy issues

Washington, DC
Summer 2010

CITY OF LOS ANGELES, OFFICE OF COUNCIL PRESIDENT ERIC GARCETTI

Field Deputy

Los Angeles, CA
May 2007-Aug 2009

- Ensured quality City services, managed development of neighborhood improvements, and instituted community-based policy strategies for over 250,000 constituents
- Created and managed local beautification projects (streetscapes, medians, murals), community infrastructure projects (parks, community centers, bicycle stations), and neighborhood programs (youth engagement, education, public safety)
- Developed and maintained partnerships with over 50 established neighborhood councils, community organizations, non-profits, schools, business improvement districts and ethnic communities (Thai Town, Little Armenia)
- Implemented green initiatives such as the city's first pedestrian friendly alley, a strategic transportation plan for the Hollywood community, and bicycle facilities for City Hall
- Initiated and drafted new City ordinances on valet parking, nightclub operations, and shared bicycle lane markings

CITY OF LOS ANGELES, OFFICE OF COUNCIL PRESIDENT ERIC GARCETTI

Planning Associate/Executive Assistant

Los Angeles, CA
Nov 2006-May 2007

- Advised business owners and developers through the City's approval and permit process; represented the Council Office at public hearings to address community concerns on proposed development projects
- Organized quarterly planning workshops for the general public and managed monthly design review meetings for major development projects

EDUCATION

HARVARD UNIVERSITY, John F. Kennedy School of Government

Masters in Public Policy and Urban Planning

Cambridge, MA
May 2011

- Relevant Coursework: Budget & Financial Management; Arts of Communication; Affordable Housing; Real Estate Finance; Public & Private Development; Management of Public Infrastructure; Transportation Policy & Planning; and Urban Planning Studio

UNIVERSITY OF PENNSYLVANIA

Bachelor of Arts - Cum Laude; Dean's List 2004-2005

Philadelphia, PA
May 2006

- Majors: Political Science and Communications; Concentration: Public Service
- Distinction in Communications; Capstone Honors Thesis

LEADERSHIP ACTIVITIES

Elysian Valley Riverside Neighborhood Council – Board Member

April 2014 - present

Volunteer – Los Angeles River Revitalization Corporation, Greenway 2020 campaign

October 2013 – Nov 2013

Advisory Member – Northeast Los Angeles Riverfront Collaborative

July 2013 – present

Board of Directors – Elysian Valley Arts Collective

July 2013 - present

Fellow – New Leaders Council, Boston Chapter, Cohort 2011

Jan. 2011-May 2011

Co-Chair – Urban Policy Professional Interest Council at Harvard Kennedy School

Sept. 2011-May 2011

Senior Editor – Asian American Policy Review at Harvard University

Sept. 2011-May 2011

SKILLS

- *Language:* Proficient in Cantonese and Spanish
- *Technical:* Proficient in Stata, Excel, Adobe Illustrator/InDesign/Photoshop, ArcGIS, and SketchUp
- *Personal:* Tae Kwon Do instructor (2nd degree black belt), bicycle enthusiast, sustainable urban advocate



ERIC GARCETTI
MAYOR

June 30, 2014

Ms. Helen Leung

Dear Ms. Leung:

I am pleased to inform you that I hereby appoint you to the Police Permit Review Panel for the term ending June 30, 2015. 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 Cary Gross 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 Shannon Prior at the Ethics Commission at (213) 978-1960.

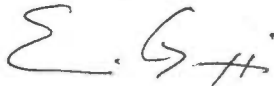
Ms. Helen Leung
June 30, 2014
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As part of the City Council confirmation process, you will need to meet with Mitch O'Farrell, your Councilmember, and Councilmember Mitch Englander, the Chair of the Public Safety Committee, to answer any questions they 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 Public Safety 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 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". The signature is stylized and written in a cursive-like font.

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Helen Leung
June 30, 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 email: cary.gross@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 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.

- Residence Verification Form**

IV. As soon as possible, the Mayor's Office will schedule a meeting with you and:

- Your City Councilmember Mitch O'Farrell** (contact at (213) 473-7013).
- Councilmember Mitch Englander, Chair of the Council Committee considering your nomination** (contact at (213) 473-7012).

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