

ERIC GARCETTI  
MAYOR

May 13, 2015

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

Honorable Members:

Subject to your confirmation, I have reappointed Ms. Helen Leung to the Police Permit Review Panel for the term ending June 30, 2020. Ms. Leung's current term expires on June 30, 2015.

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,

ERIC GARCETTI  
Mayor

EG:dlg

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Helen Leung  
**Commission:** Police Permit Review Panel  
**End of Term:** 6/30/2020

### 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:**

Name	APC	CD	Ethnicity	Gender	Appt date	Term end
Claros, Raul-RESIGNED	South LA	8	Latino	M	25-Apr-14	30-Jun-16
Islam, Maruf	Central	10	Asian Pacific Islander	M	23-May-14	30-Jun-18
Kil, William O.	East LA	14	Asian Pacific Islander	M	17-Mar-06	30-Jun-19
Leung, Helen	East LA	13	Asian Pacific Islander	F	30-Jun-14	30-Jun-15
Roxborough, Nicholas	South Valley	5	Caucasian	M	27-May-14	30-Jun-15
Sandoval, Jose	North Valley	6	Latino	M	27-May-14	30-Jun-17
Yeretsian, Lara	Central	4	Other	F	09-Dec-13	30-Jun-19

# HELEN LEUNG

## WORK EXPERIENCE

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### LA-Más

#### *Director of Social Impact*

Los Angeles, CA  
Nov 2013 - Present

- Develop strategies to redefine community development at the intersection of social equity and civic engagement, especially in neighborhoods undergoing transition.
- Pilot innovative approaches to community engagement and policy advocacy through place-based strategies such as Futuro de Frogtown (a visioning process to drive neighborhood investment) and Elysian Valley Knowledge Hubs (an outreach program to address issues of housing affordability and social mobility).
- Create alternative models to placemaking with short-term, high impact design interventions for Council District 15 in Watts and Great Streets team in Northridge.
- Manage partnership development and client projects, with a focus on local government and community-based organizations.
- Direct organizational growth and business development strategies – including three-fold growth in staff and annual budget in less than 1.5 years.

### Living Cities

#### *Program Associate*

Washington, DC  
Oct 2011-Jan 2013

- 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.

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

Washington, DC  
June-Sept 2011

#### *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.

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

Washington, DC  
June-Sept 2011

#### *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.

### THE WHITE HOUSE, OFFICE OF POLITICAL AFFAIRS

Washington, DC  
Summer 2010

#### *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.

**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

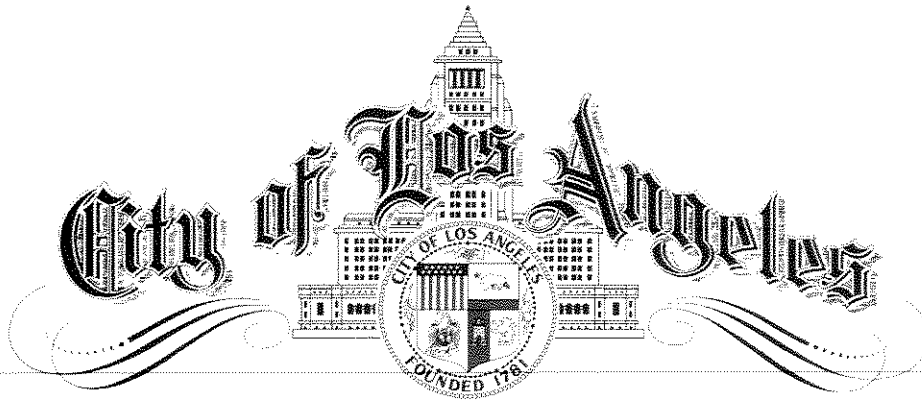
- Majors: Political Science and Communications; Concentration: Public Service
- Distinction in Communications; Capstone Honors Thesis

**LEADERSHIP ACTIVITIES**

<b>Member</b> – Metro's Urban Greening Technical Advisory Committee	<b>March 2015 - present</b>
<b>Commissioner</b> – Los Angeles Police Commission's Permit Review Panel	<b>June 2014 - present</b>
<b>Community Advisory Board Member</b> – Genesis LA	<b>March 2014 - present</b>
<b>Member</b> – Council District 13, Design Review Committee	<b>January 2014 - present</b>
<b>Board Member</b> - Elysian Valley Riverside Neighborhood Council	<b>April - October 2014</b>
<b>Volunteer</b> – Los Angeles River Revitalization Corporation, Greenway 2020 campaign	<b>October 2013 - Nov 2013</b>
<b>Advisory Member</b> – Northeast Los Angeles Riverfront Collaborative	<b>July 2013 – May 2014</b>
<b>Board of Directors</b> – Elysian Valley Arts Collective	<b>July 2013 - present</b>
<b>Fellow</b> – New Leaders Council, Boston Chapter, Cohort 2011	<b>Jan. 2011-May 2011</b>
<b>Co-Chair</b> – Urban Policy Professional Interest Council at Harvard Kennedy School	<b>Sept. 2011-May 2011</b>
<b>Senior Editor</b> – Asian American Policy Review at Harvard University	<b>Sept. 2011-May 2011</b>

**SKILLS**

- *Language:* Proficient in Cantonese and Spanish
- *Technical:* Proficient in Stata, Excel, Adobe Illustrator/InDesign/Photoshop, ArcGIS, and SketchUp
- *Personal:* Tae Kwon Do instructor (2<sup>nd</sup> degree black belt), salsa, urban explorer, and outdoor enthusiast



ERIC GARCETTI  
MAYOR

May 13, 2015

Ms. Helen Leung  
[REDACTED]

Dear Ms. Leung:

I am pleased to inform you that I hereby reappoint you to the Police Permit Review Panel 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 Cary Gross in my Office at (213) 978-0621 to make arrangements for you.

To begin the reappointment 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.

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.

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

Ms. Helen Leung  
May 13, 2015  
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from a City Council committee clerk who will let you know when your reappointment will be considered by the Public Safety Committee. Some time thereafter, you will be notified by the committee clerk when your reappointment 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 cursive.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment I  
Ms. Helen Leung  
May 13, 2015

### Nominee Check List

#### I. Within seven days:

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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**

#### II. Within 21 days:

File the following forms with the City Ethics Commission. *If you are required to file, you will receive these forms in 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. 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.