



**ERIC GARCETTI**  
**MAYOR**

April 5, 2019

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 City Planning Commission for the term ending June 30, 2023. Ms. Leung will fill the vacancy created by Renee Dake Wilson, who has resigned.

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', with a horizontal line extending to the right.

**ERIC GARCETTI**  
Mayor

EG:dlg

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Helen Leung  
**Commission:** City Planning Commission  
**End of Term:** 6/30/2023

### Appointee Information

- 1. Race/ethnicity:** Asian Pacific Islander
- 2. Gender:** Female
- 3. Council district and neighborhood of residence:** 13 - East
- 4. Are you a registered voter?** Yes
- 5. Prior commission experience:** East Los Angeles Area Planning Commission, Police Permit Review Panel
- 6. Highest level of education completed:** M.A, Harvard University
- 7. Occupation/profession:** Co-Executive Director, LA-Más
- 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):**

Commissioners	APC	CD	Ethnicity	Gender	Term End
Ambroz, David H. J.	Central	4	Caucasian	M	30-Jun-21
Choe, Caroline	Central	14	Asian Pacific Islander	F	30-Jun-21
Khorsand, Vahid	South Valley	5	Caucasian	M	30-Jun-22
Mack, Karen	Central	4	African American	F	30-Jun-20
Millman, Samantha	South Valley	4	Caucasian	F	30-Jun-19
Padilla, Veronica	North Valley	6	Latina	F	30-Jun-23
Mitchell, Marc	Central	4	African American	M	30-Jun-19
Perlman, Dana	Central	5	Caucasian	M	30-Jun-22

**Helen Leung**

Co-Executive Director, LA-Más

Helen is a Los Angeles native raised in the Elysian Valley (better known as Frogtown) neighborhood by a working class, first generation Chinese family. Growing up in an immigrant community, she deeply identifies with the rich diversity that makes Los Angeles so unique. With mentorship from local leaders, Helen became the first person in her family to go to college. After nearly a decade on the East Coast, Helen is honored to be back in her hometown investing the privilege of her education and work experience back into neighborhoods like the one where she grew up.

As a planner and policy wonk, Helen serves as the Co-Executive Director of LA-Más, a non-profit urban design organization that works in lower-income neighborhoods on issues such as affordable housing and the local economy. Helen joined LA-Más because of her passion to explore strategies that minimize displacement pressures that come with gentrification. Helen provides leadership at LA-Más by ensuring all projects are grounded in local need and systemic change.

Helen has extensive policy and community-based experience having worked for former Los Angeles City Council President and current Mayor Eric Garcetti. Her national policy and program experience includes her work as Program Associate at Living Cities, fellowship at the Office of Sustainable Housing & Communities at the U.S. Department of Housing & Urban Development, and internship at the Office of Political Affairs at the White House under President Obama's administration.

Helen is a member of Genesis LA's Community Advisory Board and on the Board of the Elysian Valley Arts Collective, and previously served as President of the Los Angeles East Area Planning Commission and member of LAPD's Permit Review Panel. She holds a master's degree in public policy and urban planning from Harvard's Kennedy School of Government and a bachelor's degree in Political Science and Communications from the University of Pennsylvania.



**ERIC GARCETTI**  
MAYOR

April 5, 2019

Dear Ms. Leung:

I am pleased to inform you that I hereby appoint you to the City Planning Commission for the term ending June 30, 2023. 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 Claudia Luna 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 Nicole Enriquez at the Ethics Commission at (213) 978-1960.

Ms. Helen Leung  
April 5, 2019  
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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 Marqueece Harris-Dawson, the Chair of the Planning and Land Use Management 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 Planning and Land Use Management 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. Claudia Luna 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 "E. Garcetti", with a horizontal line extending to the right.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment I  
Ms. Helen Leung  
April 5, 2019

### 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 or email the following forms to: Claudia Luna, Office of the Mayor, Office of  
Legislative and External Affairs, City Hall, 200 N. Spring Street, Los Angeles, CA  
90012 or email: Claudia.Luna@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 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**

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

- Your City Councilmember Mitch O'Farrell**
- Councilmember Marqueece Harris-Dawson, Chair of the Council  
Committee considering your nomination.**

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