



KAREN BASS
MAYOR

March 21, 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. Haley Feng to the West LA Area Planning Commission for the term ending June 30, 2023. Ms. Feng will fill the vacancy created by Adelle Yellin, whom I removed effective May 5, 2023 or at the time Ms. Yellin's successor is confirmed by the City Council.

I certify that in my opinion Ms. Feng 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 black ink that reads 'Karen Bass'. The signature is written in a cursive, flowing style.

KAREN BASS
Mayor

KB:tga

Attachment

COMMISSION APPOINTMENT FORM

Name: Haley Feng
Commission: West LA Area Planning Commission
End of Term: 6/30/2023

Appointee Information

- 1. Race:** API
- 2. Gender:** Female
- 3. Council district and neighborhood of residence:** 5 - West LA
- 4. Are you a registered voter?** Yes
- 5. Prior commission experience:**
- 6. Highest level of education completed:** Master of Urban Planning, University of Southern California
- 7. Occupation/profession:** Assistant Project Manager, Thomas Safran & Associates
- 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):**

Commissioner	APC	CD	Ethnicity	Gender	Term End
Margulies, Esther	West LA	11	Latina	F	30-Jun-25
Yellin, Adele	West LA	5	Caucasian	F	30-Jun-23
Sandifer, April	West LA	11	African American	F	30-Jun-27
Shelton, Marty	West LA	11	African American	M	30-Jun-24
Waltz Morocco, Lisa	West LA	5	Caucasian	F	30-Jun-26

EDUCATION

University of Southern California, Sol Price School of Public Policy

Master of Urban Planning

- *Specialized in Housing*

Los Angeles, CA

December 2021

University of California, Los Angeles

Bachelor's of Science in Biology

Los Angeles, CA

September 2017

PROFESSIONAL EXPERIENCE

Thomas Safran & Associates

Assistant Project Manager

Support Project Executive and Project Manager in all aspects of affordable housing acquisitions, financing, and development processes.

- Compiled and evaluated due diligence information including financial, market, demographic, site, federal, and state regulatory data to make recommendations to the team.
- Reviewed and completed documentation necessary to apply for various federal, state and local public subsidy sources, debt and equity financing, property purchase and sale.
- Prepared financial models using a range of capital structures and financing tools unique to affordable housing.
- Prepared and substantiated budgets, assumptions, and pro-forma analysis, including the identification of challenges inherent to a given project.

Los Angeles, CA

Jan 2023 - present

Abundant Housing LA

Communications Manager > Digital Advocacy Manager

Advocated for housing reforms through strategic communications; grew organizational impact through membership cultivation, stakeholder engagement, and marketing campaigns.

- Improved membership conversion through relational organizing to build a robust pipeline of members and volunteers.
- Enhanced relationships with partners and stakeholders to expand advocacy powers.
- Influenced discourse about housing by creating high-engagement policy content surrounding key issue areas, including affordable housing and homelessness, to push for narrative and culture change.
- Increased visibility of the organization by developing and executing paid social media campaigns, to boost list building.
- Mobilized for housing legislation by implementing effective grassroots lobbying campaigns to advance policy agenda.

Los Angeles, CA

Feb 2021 - Jan 2023

USC Center for Economic Development

Research Associate

Facilitated the development of competitive grant proposals through research and data analysis.

- Collected and analyzed jobs, labor, and other economic data; conducted surveys of Career Technical Education teachers.

Los Angeles, CA

Mar 2020 - Feb 2021

California Greenworks, Inc.

Project Coordinator

Advanced nonprofit mission through outreach, grant writing, and project management.

- Strengthened government advocacy by organizing stakeholder meetings attended by municipal, county, and regional public agencies to facilitate the implementation of the specific projects.
- Secured over half-million dollars in funding for urban greening and environmental education programs by drafting proposals for submission to grant programs, RFPs, and Call for Projects at the local and state levels.
- Administered contracts by coordinating the day-to-day implementation of projects, monitoring the status of deliverables and expenses, and preparing reports and invoices.

Los Angeles, CA

Jan 2018 - Feb 2020

SKILLS

MS Office, GIS, Python, Sketchup, Constant Contact, Everyaction, Wordpress, Adobe Creative Cloud; Fluent in Mandarin Chinese



KAREN BASS
MAYOR

March 21, 2023

Dear Ms. Feng:

I am pleased to inform you that I hereby appoint you to the West LA Area Planning Commission for the term ending June 30, 2023, subject to confirmation by the City Council. 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 my-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. Haley Feng
March 21, 2023
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As part of the City Council confirmation process, meetings will be offered to Katy Yaroslavsky, 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.

Per the Charter, 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 written in a cursive, flowing style.

KAREN BASS
Mayor

KB:tga

Attachment I
Ms. Haley Feng
March 21, 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 Katy Yaroslavsky

_____ Councilmember Marqueece Harris-Dawson, Chair of the Council Committee considering your nomination