



KAREN BASS  
MAYOR

May 23, 2023

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

Honorable Members:

Subject to your confirmation, I have reappointed Ms. Haley Feng to the West LA Area Planning Commission for the term ending June 30, 2028. Ms. Feng's current term expires on June 30, 2023.

I certify that in my opinion Ms. Feng 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.

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:** 6/30/2028

### Appointee Information

1. **Race:** API
2. **Gender:** Female
3. **Council District and neighborhood of residence:** 5 - West LA
4. **Are you a registered voter in the City of Los Angeles?** 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:** Reappointment
10. **Current composition of the commission:**

Commissioner	APC	CD	Race	Gender	Term End
Shelton, Marvin "Marty"	West LA	11	African American	M	6/30/2024
Margulies, Esther	West LA	11	Caucasian	F	6/30/2025
Sandifer, April	West LA	11	African American	F	6/30/2027
Waltz Morocco, Lisa	West LA	5	Caucasian	F	6/30/2026
Feng, Haley	West LA	5	API	F	6/30/2023

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## EDUCATION

**University of Southern California, Sol Price School of Public Policy** Los Angeles, CA  
*Master of Urban Planning* December 2021  
• *Specialized in Housing*

**University of California, Los Angeles** Los Angeles, CA  
*Bachelor's of Science in Biology* September 2017

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## PROFESSIONAL EXPERIENCE

**Thomas Safran & Associates** Los Angeles, CA  
*Assistant Project Manager* Jan 2023 - present  
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.

**Abundant Housing LA** Los Angeles, CA  
*Communications Manager > Digital Advocacy Manager* Feb 2021 - Jan 2023  
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.

**USC Center for Economic Development** Los Angeles, CA  
*Research Associate* Mar 2020 - Feb 2021  
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.

**California Greenworks, Inc.** Los Angeles, CA  
*Project Coordinator* Jan 2018 - Feb 2020  
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.

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## SKILLS

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



KAREN BASS  
MAYOR

May 23, 2023

Dear Ms. Feng:

I am pleased to inform you that I am reappointing you to the West LA Area Planning Commission for the term ending June 30, 2028, subject to confirmation by the City Council.

To begin the reappointment process, please review, sign, and return the enclosed Remuneration Form and undated Letters of Separation **within one week** of receiving this letter. These documents are necessary to ensure the most efficient, open, and accountable city government possible.

As part of the reappointment process, Katy Yaroslavsky, your Councilmember, and Councilmember Marqueece Harris-Dawson, the Chair of the Planning and Land Use Management Committee, may wish to meet with you to answer any questions they have. Our office will assist with arranging these meetings.

Additionally, you will be required to attend public meetings at City Hall where your reappointment will be considered. You will be hearing from our office and a City Council Clerk who will let you know when your reappointment will be considered by the Planning and Land Use Management Committee. Sometime thereafter, you will be notified of the date when your reappointment will be presented to the full City Council. Immediately following the meeting, you will again be required to take the Oath of Office in the City Clerk's Office located in Room 395 of City Hall. If you require parking for these meetings, please contact my Commissions team by email at [myr-commissions@lacity.org](mailto:myr-commissions@lacity.org).

Ms. Haley Feng  
May 23, 2023  
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Per the City Charter, most commissioners must be registered voters of the City of Los Angeles, and must therefore reside within Los Angeles. If you move at any point during your term, or your contact information changes, please contact my Commissions team immediately at the email listed below. While we hope that you complete a successful term, if for some reason you intend to resign, please do so in writing to my Commissions team at [myr-commissions@lacity.org](mailto:myr-commissions@lacity.org).

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  
May 23, 2023

## Nominee Check List

### I. Within 7 days:

- Email the below completed documents, found on the last three pages of this letter, to: [myr-commissions@lacity.org](mailto: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 (2)

### II. 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

### III. Public Meetings at City Hall:

- Planning and Land Use Management Committee Hearing
- Full Council Hearing