



KAREN BASS
MAYOR

July 29, 2024

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Phyllis Klein to the City Planning Commission for the term ending June 30, 2027.

I certify that in my opinion Ms. Klein 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.

Ms. Klein will fill the vacancy created by the departure of Ilissa Gold.

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: Phyllis Klein
Commission: City Planning Commission
End of Term: 6/30/2027

Appointee Information

1. **Race:** Caucasian
2. **Gender:** Female
3. **Council District and neighborhood of residence:** 5 - Central
4. **Are you a registered voter in the City of Los Angeles?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** M.B.A., Finance and Marketing, University of Southern California
7. **Occupation/profession:**
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Appointment

10. Current composition of the commission (excluding appointee):

Commissioner	APC	CD	Race	Gender	Term End
Lawshe, Monique	Central	4	African American	F	6/30/2029
Choe, Caroline	North Valley	7	API	F	6/30/2026
Klein, Phyllis (pending ccl)	Central	5	Caucasian	F	6/30/2027
Diaz, Martina "Tina"	North Valley	7	Latinx	F	6/30/2028
Mack, Karen	Central	4	African American	M	6/30/2025
Newhouse, Michael	West LA	11	Caucasian	M	6/30/2029
Zamora, Elizabeth	South LA	10	Latinx	F	6/30/2028
Cabildo, Maria	East LA	14	Latinx	F	6/30/2025
VACANT					6/30/2027

PHYLLIS F. KLEIN

SUMMARY

A highly accomplished and forward-thinking **FINANCE EXECUTIVE** with extensive experience spearheading internal and external business transformations. Boosts businesses' reputation by building collaborative and inclusive teams while managing and mitigating risk effectively. Balances business acumen, exemplary leadership, organizational, and communication skills to provide sustainable, high-impact solutions that generate significant revenue to maximize business objectives.

**+100-Million-Dollar Contract Negotiations | Stakeholder Relationship Management | Financial Operations
Marketing | Business Development | Executive Engagement | Regulatory Compliance
Data Governance | Product & Brand Development | Financial Management | Process Improvement**

KEY ACCOMPLISHMENTS

- Led Capital One Agency Platform to record production levels for three years and as top bank lender for GSE finance, increasing Capital One's standing in industry.
- Launched several new business initiatives for Capital One, including Bridge to Agency product, which generated over \$2B in loans in 18 months.
- Grew Fannie Mae's structured business from \$3B to \$10B in three years, creatively structuring deals with new clients and increasing the visibility of products in the industry.
- Spearheaded a variety of key initiatives at Fannie Mae, including product enhancements, book retention, and building sales culture.
- Developed a new allocation system for tax-exempt bonds for California focused on public benefit and increasing the supply of affordable housing for the state.
- Served as a sought-after speaker and thought leader on the state of the real estate market with recent engagements at Globe Street, CREW, and IMG Investor Conference.

EXPERIENCE

CAPITAL ONE

Senior Vice President, Head of Agency Production

Bethesda, Maryland
2019-2024

- Responsible for over \$10B in annual production in multifamily lending originations nationally for Fannie Mae, Freddie Mac, and FHA.
- Managed and recruited staff of 30+ mortgage bankers nationally.
- Coordinated and executed all marketing strategies and events.
- Initiated new programs to enhance multifamily lending production.
- Led Capital One Agency Platform to record production levels for three years, making Capital One the top bank lender for GSE finance, increasing the company's standing and visibility in the industry.
- Launched several initiatives for Capital One, including Bridge to Agency product, which generated over \$2B in loans during its initial 18-month period.

FANNIE MAE

Vice President, Customer Engagement

Washington, D.C.
2001-2019

- Responsible for priority borrower business, structured finance, seniors housing, and marketing/communication on a national scale.
- Managed over \$20B production in annual multifamily financing nationally with all major MF businesses.
- Oversaw all marketing, branding, training, and development for multifamily platform.
- Led a relationship team for the top 100 borrowers with Fannie Mae debt portfolios over \$250M and set a strategy to drive customer-focused execution.

- Grew structured business from \$3B to \$10B in three years.
- Set and advanced strategy for Seniors Housing business generating over \$5B in volume in 2017 resulting in a record year.
- Spearheaded a variety of key initiatives, including product enhancements, book retention, and sales strategy.

ADDITIONAL EXPERIENCE

CALIFORNIA STATE TREASURER'S OFFICE

Executive Director
Debt Limit Allocation Committee

Sacramento, California
1999-2001

Political appointment by State-elected California Treasurer to CDLAC; performed allocation of \$1.6B in private activity tax-exempt bonds for the state. Implemented the most extensive revamping of allocation system nationwide. Developed precedent-setting new regulations transforming the allocation system to one based upon measurable criteria emphasizing public benefits. Designed Extra Credit Teacher Home Purchase Program to assist with homeownership for teachers.

WELLS FARGO BANK
Regional Vice President

Los Angeles, California
1996-1999

Held responsibility for all aspects of community lending in Southwest, from Southern California to Texas. Launched Wells Fargo's entry into private placement of tax-exempt bonds. Established Wells Fargo's presence in three new markets – Arizona, New Mexico, and Texas, generating the bank's first lending commitments in these markets.

EDUCATION

UNIVERSITY OF SOUTHERN CALIFORNIA, Los Angeles, California • **M.B.A., Finance and Marketing**

UNIVERSITY OF CALIFORNIA, Berkeley, California • **B.A., Economics**

HONORS & AWARDS

Top Multifamily Leadership Team, Connect Media 2020
Top Women in Real Estate Nationally, Connect Media, 2019
Southern California's Most Powerful Women in Real Estate, Bisnow 2017
Top 50 Women in Real Estate, Bisnow 2016

AFFILIATIONS

Urban Land Institute (ULI) Vice Chair, Multifamily Silver Council
Mortgage Bankers Association, Past Chair of the Multifamily Council, Member of COMBOG
National Multifamily Housing Association, Vice Chair – Finance Committee
DUS Advisory Committee, Past Chair
Temple Israel of Hollywood, Past President



KAREN BASS
MAYOR

July 29, 2024

Dear Ms. Klein:

I am pleased to inform you that I hereby appoint you to the City Planning Commission for the term ending June 30, 2027, subject to confirmation by the City Council.

To begin the appointment 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.

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 Personnel's 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 via the California Fair Political Practices Commission's eDisclosure website, or by mailing the forms to City Hall at 200 N. Spring Street, 24th Floor, Los Angeles, California 90012. Any inquiries regarding this form should be directed to Nicole Enriquez at the City Ethics Commission by email at nicole.enriquez@lacity.org.

As part of the appointment 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.

Ms. Phyllis Klein
July 29, 2024
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Additionally, you will be required to attend public meetings at City Hall where your appointment will be considered. You will be hearing from our office and a City Council 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 of the date when your appointment will be presented to the full City Council. Before you may begin serving, you will 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.

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 address 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.

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. Phyllis Klein
July 29, 2024

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 OR mail them to:
Office of the Mayor
Attn: Thomas Arechiga
200 N. Spring Street, Room 303
Los Angeles, CA 90012
 - Remuneration Form
 - Undated Separation Letters (2)

- Schedule an appointment to get fingerprinted to complete a background check. The Commissions team will assist in connecting you with the Personnel Background Unit.

II. Before your appointment is heard in committee or full council (you will be contacted by the Clerk's Office with this date):

- 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. Be sure to take no more than 21 days to file, per City law.
 - 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

IV. Public Meetings at City Hall:

- Planning and Land Use Management Committee Hearing

- Full Council Hearing