



KAREN BASS  
MAYOR

February 28, 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. Debbie Chen to the newly created House LA Citizens Oversight Committee for the term ending June 30, 2024.

I certify that in my opinion Ms. Chen 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".

KAREN BASS  
Mayor

KB:tga

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Debbie Chen  
**Commission:** House LA Citizens Oversight Committee  
**End of Term:** 6/30/2024

### Appointee Information

1. **Race:** Asian Pacific Islander
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 13 - East LA
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** Masters in Public Policy, Harvard University
7. **Occupation/profession:** Director of Real Estate, Little Tokyo Service Center
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):**

## DEBBIE CHEN

Debbie has been in the affordable housing and community development field since 2014. She has been the project lead on more than \$400 million worth of mixed-use and affordable housing projects and has managed real estate developments from site control through construction completion and lease-up. She currently oversees a development pipeline of 650+ affordable units.

### EXPERIENCE

**Director of Real Estate:** Little Tokyo Service Center CDC, Los Angeles, CA 2018-Present

- Oversee a five-member real estate development department and a \$400 million development pipeline, including 650 units of affordable housing and more than 60,000 square feet of commercial and community facilities

**Project Manager:** Asian Community Development Corporation, Boston MA, 2015-2018

- Project lead on more than \$50 million worth of affordable housing projects, including new construction and rehab totaling more than 150 units
- Assistant project manager on \$150 million worth of mixed-use, mixed-income new construction projects totaling nearly 200 units
- Led a community planning & visioning campaign and drafted a report used by the Boston Planning and Development Agency to inform RFP guidelines for the disposition of city-owned Parcel 12
- Led a participatory pedestrian safety campaign that resulted in the City of Boston implementing “Neighborhood Slow Street” design improvements to a high-crash Chinatown corridor

**Planning Assistant:** Chinatown Community Development Center, San Francisco, CA 2014

- GIS analysis of spatial clustering by local small businesses and other community institutions

**Teaching Fellow:** Harvard University Department of Economics, Cambridge MA 2013-2014

- Taught principles of economics to a section of 25 students of Professor N. Gregory Mankiw

**Research Associate:** Harvard Business School U.S. Competitiveness Project, Boston MA, 2012-2013

- Conducted macroeconomic data analyses and managed projects on economic mobility & labor led by Professors Michael Porter and Jan Rivkin

### EDUCATION

**Masters in Public Policy:** Harvard University, Cambridge, MA

- Concentration: Social & Urban Policy (Urban Development, Housing, Transportation)
- Thesis: Housing and Community Development for Asian Americans in Malden, MA
- Awards: 3rd Place, Perennial Court, Federal Home Loan Bank of Boston (FHLBB) Affordable Housing Development Competition

**Bachelor of Arts, Economics:** Wellesley College, Wellesley MA

- Honors: *magna cum laude*, Phi Beta Kappa, Omicron Delta Epsilon, Katharine Malone Scholar Prize for Academic Excellence Finalist, Madeleine K. Albright Institute for Global Affairs Fellow



KAREN BASS  
MAYOR

February 28, 2023

Dear Ms. Chen:

I am pleased to inform you that I hereby appoint you to the House LA Citizens Oversight Committee for the term ending June 30, 2024. 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 [myr-commissions@lacity.org](mailto:myr-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](mailto:nicole.enriquez@lacity.org).

Ms. Debbie Chen  
February 28, 2023  
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As part of the City Council confirmation process, meetings will be offered to Hugo Soto-Martinez, your Councilmember, and Councilmember Nithya Raman, the Chair of the Housing and Homelessness 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 Housing and Homelessness 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.

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 fluid and cursive, with the first name "Karen" and the last name "Bass" clearly distinguishable.

KAREN BASS  
Mayor

KB:tga

Attachment I  
Ms. Debbie Chen  
February 28, 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](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

**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 Hugo Soto-Martinez

\_\_\_\_\_ Councilmember Nithya Raman, Chair of the Council Committee considering your nomination