



**ERIC GARCETTI**  
**MAYOR**

February 22, 2017

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

Honorable Members:

Subject to your confirmation, I have appointed Mr. Jacob Stevens to the Police Permit Review Panel for the term ending June 30, 2021. Mr. Stevens will fill the vacancy created by Dallas Fowler, who has resigned.

I certify that in my opinion Mr. Stevens is qualified for the work that will devolve upon him, and that I make the appointment solely in the interest of the City.

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

## COMMISSION APPOINTMENT FORM

**Name:** Jacob Stevens  
**Commission:** Police Permit Review Panel  
**End of Term:** 6/30/2021

### Appointee Information

- 1. Race/ethnicity:** Latino
- 2. Gender:** Male
- 3. Council district and neighborhood of residence:** 14 - East Los Angeles
- 4. Are you a registered voter?** Yes
- 5. Prior commission experience:**
- 6. Highest level of education completed:** B.A., Occidental College
- 7. Occupation/profession:** Director of Government Relations, The Afriat Consulting Group
- 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):**

Commissioner	APC	CD	Ethnicity	Gender	Term End
Islam, Maruf	Central	10	Asian Pacific Islander	M	30-Jun-18
Kil, William O.	East	14	Asian Pacific Islander	M	30-Jun-19
Roxborough, Nicholas	South Valley	5	Caucasian	M	30-Jun-20
Sandoval, Jose	North Valley	6	Latino	M	30-Jun-17
Yeretsian, Lara	Central	4	Other	F	30-Jun-19

# JACOB STEVENS

**Director of Government Relations, The Afriat Consulting Group**—Burbank, CA 4.2014 – Present  
Oversee advocacy and outreach for the firm's political and land use clients in West Hollywood, Los Angeles County and the City of Los Angeles. Coordinate community and media campaigns, lead engagement with elected officials' offices and senior staff across a broad set of public agencies in Southern California. Facilitate building entitlements, public hearings and major permitting.

**Scheduler to the President, Planned Parenthood Federation of America**—New York City, NY 4.2013 – 4.2014  
Managed coordination and execution of all operations related to PPFA President Cecile Richards across a national network of healthcare affiliates and a wide range of political, academic, and philanthropic engagements.

**Associate Director of Surrogates, Presidential Inaugural Committee**—Washington, DC 12.2012 – 2.2013  
Scheduled performing talent for the 2013 Inaugural Swearing-In Ceremony, the National Day of Service and related programming. Planned logistics and budget, organized media strategy and served as direct contact for celebrities attending the 57<sup>th</sup> Presidential Inauguration.

**National Regional Surrogate Director, Obama for America**—Chicago, IL 3.2012 – 11.2012  
Coordinated large-scale event planning, advance staff, media strategy and long-term relationship management between the campaign and celebrity spokespeople in support of President Obama's re-election. Oversaw 11 state teams and served as principal liaison to the campaign's national portfolio of LGBT and Jewish surrogates, working directly with White House staff and A-list entertainment personalities.

**Special Assistant to the CEO, OPOWER**—Arlington, VA 7.2010 – 3.2012  
Managed Executive Office and administrative staff for C-level officers of industry-leading SaaS Energy Efficiency firm. Organized international operations and strategic partnerships with utilities, regulators and elected officials.

**Scheduling Assistant, Rep. Xavier Becerra (D-CA-34)**—Washington, DC 6.2009 – 7.2010  
Prepared Congressman's daily calendar, coordinated legislative staffing and correspondence for Vice Chairman of the Democratic Caucus and Senior Member of the Ways and Means Committee. Contributed to long-term event planning and office management.

**Deputy to Mayor, Office of Mayor Jeffrey Prang**—West Hollywood, CA 4.2008 – 6.2009  
As surrogate for Mayor & Councilmember, worked directly with state, federal and local officials on policy initiatives with a focus on LGBT issues and service provision to at-risk populations. Served as City representative to the California Contract Cities Association, the League of California Cities and the Westside Council of Governments.

**Civilian Aide, Special Assistant to LA County Sheriff Lee Baca**—Monterey Park, CA 5.2006 – 8.2006  
Composed official press releases, internal bulletins and political letters of endorsement for candidates and community organizations at Sheriff's Headquarters Bureau.

**Volunteer Organizer, Kevin De León for State Assembly (CA-45)**—Los Angeles, CA 1.2006 – 6.2006  
Oversaw field teams and staffed campaign manager at media events. Conducted volunteer recruitment, training and organized operations for campaign satellite office in East Hollywood.

## RELATED EXPERIENCE

**Boardmember, The Wall Las Memorias Project**—Highland Park, CA 2015 – Present

**Member, Northeast Los Angeles Democratic Club**—Highland Park, CA 2015 – Present

**Member, Stonewall Young Democrats Club**—Los Angeles, CA 2014 – Present

**Member, Congressional Hispanic Staff Association**—Washington, DC 2009 – 2013

**Member, LGBT Congressional Staff Association**—Washington, DC 2009 – 2013

**Executive Boardmember, West Hollywood Democratic Club**—West Hollywood, CA 2008 – 2009

**Editor-In-Chief, The Occidental Weekly Newspaper**—Los Angeles, CA 2006 – 2007

## EDUCATION

**Occidental College**—Los Angeles, CA 2008  
Bachelor of Arts: Politics. Magna Cum Laude, Phi Beta Kappa.

## AWARDS

**Eagle Scout, Boy Scouts of America Troop 188**—Eagle Rock, CA 2004

**Centennial Scholar (Full Scholarship), Occidental College**—Eagle Rock, CA 2004 – 2008

**Emerging Civic Leader, The Empowerment Congress**—Los Angeles, CA 2016



**ERIC GARCETTI**  
MAYOR

February 22, 2017

Mr. Jacob Stevens

Dear Mr. Stevens:

I am pleased to inform you that I hereby appoint you to the Police Permit Review Panel for the term ending June 30, 2021. 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.

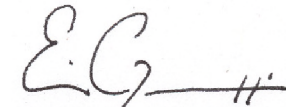
Mr. Jacob Stevens  
February 22, 2017  
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As part of the City Council confirmation process, you will need to meet with Jose Huizar, your Councilmember, and Councilmember Mitch Englander, the Chair of the Public Safety Committee, to answer any questions 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 Public Safety 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 "Eric Garcetti", with a horizontal line extending to the right.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment I  
Mr. Jacob Stevens  
February 22, 2017

### 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: Legislative Coordinator, Office of the Mayor,  
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 Jose Huizar**
- Councilmember Mitch Englander, Chair of the Council Committee  
considering your nomination**

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