



ERIC GARCETTI
MAYOR

April 16, 2014

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

Honorable Members:

Subject to your confirmation, I have appointed Mr. Jeremy Irvine to the Cultural Heritage Commission for the term ending June 30, 2015. Mr. Irvine will fill the vacancy created by Tara Hamacher, whom I removed effective May 31, 2014 or at the time Ms. Hamacher's successor is confirmed by the City Council.

I certify that in my opinion Mr. Irvine 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'.

ERIC GARCETTI
Mayor

EG:dlg

Attachment

COMMISSION APPOINTMENT FORM

Name: Jeremy Irvine
Commission: Cultural Heritage Commission
End of Term: 6/30/2015

Appointee Information

1. **Race/ethnicity:** Caucasian
2. **Gender:** Male
3. **Council district and neighborhood of residence:** 5 - Central
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** B.S., Woodbury University
7. **Occupation/profession:** Inside Sales Associate, Holly Hunt Showroom
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):**

Name	APC	CD	Ethnicity	Gender	Appt date	Term ends
Barron, Richard E.	East	1	Caucasian	M	13-Aug-04	30-Jun-16
Hamacher, Tara	Central	14	Caucasian	M	13-Aug-10	30-Jun-15
Kennard, Gail	Central	4	African American	F	13-Jan-10	30-Jun-18
Louie, Roella H.	East LA	13	Asian Pacific Islander	F	06-Dec-07	30-Jun-14
Scott, Oz	South Valley	5	African American	M	01-Nov-07	30-Jun-17

Jeremy Irvine

Profile:

Creative, resourceful, and forward-thinking designer with experience at various levels of design, from interiors to land-use and development. Specialties include research, communication, and procurement.

Education:

Woodbury University, Bachelor of Science in Architecture

Experience:

Holly Hunt

Inside Sales Associate: September 2006 - present

Assisting interior designers specify high-end furniture, and other products at the Holly Hunt showroom located at the Pacific Design Center. Placing and managing long lead time, complex, custom production orders from start to finish. Resolving customer service issues related to installation timing, shipping damage, and quality.

House & Robertson Architects

Project Manager: August 2005 - September 2006

Design development and construction management of large-scale commercial projects. Primarily oversaw the developing and build-out of a 14 acre office and commercial development in Rancho Cucamonga.

Art Center College of Design, Department of Planning and Architecture

Program Coordinator: September 2000 - June 2003

Analyzed existing space and need for expansion to form a master plan for a hillside campus, as well as a downtown Pasadena campus. Worked with architects such as Hogetts+Fung, Daly Genik, Alvaro Siza, and Frank Gehry to design buildings to fit within the master plan. Developed a set of as-built drawings and models to base development off of.

Mark Dillon, Architect

Draftsman: June 1999 - September 2000

Interior and architectural design for residential projects, including drafting construction documents and specifying fixtures. Mainly worked on a 6,000 sq ft ski lodge residence in Jackson Hole, WY.

Freelance Work

Monte Carlo Drive: 8,000 sq ft home, Laguna Beach, CA: Ongoing interior redesign of finishes and furniture.

Norma Place: 1,100 sq ft home, West Hollywood CA: Interior/exterior remodel including furniture and landscaping.

Norton Ave: 1,250 sq ft condominium, West Hollywood, CA: Furnishing and decor.

ClearView Galleries: Chain of 1,000 to 1,200 sq ft art galleries, Florida: Design development of interiors in collaboration with Neil Loden Design.

Orange Drive: 600 sq ft condominium, Hollywood, CA: Interior remodel and staging.



ERIC GARCETTI
MAYOR

April 16, 2014

Mr. Jeremy Irvine

Dear Mr. Irvine:

I am pleased to inform you that I hereby appoint you to the Cultural Heritage Commission for the term ending June 30, 2015. 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 Justin Gonzalez in my Office at (213) 922-9788 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 Shannon Prior at the Ethics Commission at (213) 978-1960.

Mr. Jeremy Irvine
April 16, 2014
Page 2

As part of the City Council confirmation process, you will need to meet with Paul Koretz, your Councilmember, and Councilmember Jose Huizar, 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. Some time 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. Cary Gross with the Mayor's staff 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 "E. Garcetti".

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Mr. Jeremy Irvine
April 16, 2014

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, fax or email the following forms to: Cary Gross, Office of the Mayor, Office
of External Affairs, City Hall, 200 N. Spring Street, Los Angeles, CA 90012 or fax:
213-978-9719 or email: cary.gross@lacity.org.

_____ **Remuneration Form**
_____ **Undated Separation Forms**
_____ **Background Check Release**
_____ **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 in the mail 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 Paul Koretz** (contact at 213-473-7005).
_____ **Councilmember Jose Huizar, Chair of the Council Committee**
considering your nomination (contact at 213-473-7014).

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