



KAREN BASS  
MAYOR

March 21, 2023

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 Board of Building and Safety Commissioners for the term ending June 30, 2027. Mr. Stevens will fill the vacancy created by George Hovaguimian, whom I removed effective May 5, 2023 or at the time Mr. Hovaguimian's successor is confirmed by the City Council.

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 that reads 'Karen Bass'. The signature is written in a cursive, flowing style.

KAREN BASS  
Mayor

KB:tga

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Jacob Stevens  
**Commission:** Board of Building and Safety Commissioners  
**End of Term:** 6/30/2027

### Appointee Information

1. **Race:** Latinx
2. **Gender:** Male
3. **Council district and neighborhood of residence:** 14 - East LA
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** B.A., Politics, Occidental College
7. **Occupation/profession:** Vice President, FARING
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):**

# JACOB STEVENS

## **Vice President, FARING** — West Hollywood, CA

4.2017 – Present

Lead public-facing activity for progressive real estate development firm specializing in pedestrian-oriented commercial properties. Manage communications, government relations and local coalition building around a unique collection of high-profile historic buildings and landmark adaptive re-use projects in the City of West Hollywood.

## **Director of Government Relations, The Afriat Consulting Group** — Burbank, CA

4.2014 – 4.2017

Oversaw advocacy and outreach for the firm's political and land use clients in West Hollywood, Los Angeles County and the City of Los Angeles. Led community and media campaigns, facilitated building entitlements, public hearings and construction permits.

## **Scheduler to the President, Planned Parenthood Federation of America** — New York, NY

4.2013 – 4.2014

Managed coordination and execution of all operations related to PPFA National President Cecile Richards across an international 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

Produced and managed performing talent for the 2013 Inaugural Swearing-In Ceremony and National Day of Service programs.

## **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, overseeing 11 state-based teams.

## **Special Assistant to the CEO, OPOWER** — Arlington, VA

7.2010 – 3.2012

Directed the Executive Office and supervised administrative staff for C-level officers of the company.

## **Scheduling Assistant, Congressman Xavier Becerra (CA-34)** — Washington, DC

6.2009 – 7.2010

Prepared daily calendars, coordinated legislative staffing and correspondence for Vice Chairman of the Democratic Caucus.

## **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/LGBT issues.

## **Civilian Aide, Office of Special Assistant to LA County Sheriff** — Monterey Park, CA

5.2006 – 8.2006

## **RELATED EXPERIENCE**

### **Boardmember, Los Angeles County Library Foundation** — Los Angeles, CA

2022 – Present

### **Boardmember, California State New Motor Vehicle Board** — Sacramento, CA

2021 – Present

### **Central Committee Member, California State Democratic Party** — Los Angeles, CA

2018, 2021 – Present

### **President, West Hollywood Tourism Marketing Fund** — West Hollywood, CA

2021 – 2022

### **Executive Boardmember, Occidental College Board of Governors** — Los Angeles, CA

2020 – Present

### **Associate Member, Los Angeles County Democratic Party** — Los Angeles, CA

2020 – Present

### **President, City of Los Angeles East Area Planning Commission** — Los Angeles, CA

2019 – Present

### **Boardmember, Planned Parenthood Advocates Pasadena/San Gabriel Valley** — Pasadena, CA

2018 – Present

### **Chairman, Adult Use Cannabis Retailers Association of West Hollywood** — West Hollywood, CA

2018 – 2020

### **Commissioner, City of Los Angeles Commission on Revenue Generation** — Los Angeles, CA

2018 – 2020

### **Member, Congressional Hispanic Staff Association** — Washington, DC

2009 – 2010

### **Charter Member, LGBTQ Congressional Staff Association** — Washington, DC

2009 – 2010

## **EDUCATION**

### **Occidental College, Bachelor of Arts: Politics** — Los Angeles, CA

2004 – 2008

Magna Cum Laude, Phi Beta Kappa. Centennial Scholar (4-year full scholarship), Editor-In-Chief, The Occidental Weekly News.

## **AWARDS & SPECIALIZED TRAINING**

### **Eagle Scout, Boy Scouts of America Troop 188**

2004

### **Emerging Civic Leader, The Empowerment Congress (Los Angeles)**

2016

### **LGBT Leadership Academy Fellow, Equality California**

2016

### **LGBT Heritage Month - Person of the Year, Los Angeles City Council District 14**

2019

### **Candidate Training & Advancement Program, National Democratic Training Committee**

2021

### **Erica J. Murray Young Alumnus of the Year, Occidental College**

2022

### **Democrat of the Year, Los Angeles County Democratic Party (AD-52)**

2022



KAREN BASS  
MAYOR

March 21, 2023

Dear Mr. Stevens:

I am pleased to inform you that I hereby appoint you to the Board of Building and Safety Commissioners for the term ending June 30, 2027. 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).

Mr. Jacob Stevens  
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As part of the City Council confirmation process, meetings will be offered to Kevin de León, your Councilmember, and Councilmember Marqueece Harris-Dawson, 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. 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 written in a cursive, flowing style.

KAREN BASS  
Mayor

KB:tga

Attachment I  
Mr. Jacob Stevens  
March 21, 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 Kevin de León

\_\_\_\_\_ Councilmember Marqueece Harris-Dawson, Chair of the Council Committee considering your nomination