



**ERIC GARCETTI**  
**MAYOR**

May 11, 2021

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

Honorable Members:

Subject to your confirmation, I have appointed Mr. John Wirfs to the El Pueblo de Los Angeles Historical Monument Authority for the term ending June 30, 2022. Mr. Wirfs will fill the vacancy created by Sal DiCostanzo, who has resigned.

I certify that in my opinion Mr. Wirfs 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 blue ink, appearing to read 'E. Garcetti', with a horizontal line extending to the right.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** John Wirfs  
**Commission:** El Pueblo de Los Angeles Historical Monument Authority  
**End of Term:** 6/30/2022

### Appointee Information

- 1. Race/ethnicity:** Asian Pacific Islander
- 2. Gender:** Male
- 3. Council district and neighborhood of residence:** 14 - East
- 4. Are you a registered voter?** Yes
- 5. Prior commission experience:** Cultural Affairs Commission
- 6. Highest level of education completed:** B.A., University of Southern California
- 7. Occupation/profession:** Capital Planning & Project Develop Manager, NBC Universal
- 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
Alarcon, Patricia	East	14	Latina	F	30-Jun-21
Samarjian, Natalie	Central	4	Armenian	F	30-Jun-22
Marez, Jesse	East	14	Latino	M	30-Jun-24
Louie, David W.	East	13	Asian Pacific Islander	M	30-Jun-22
Ibarra, Alex	East	14	Latino	M	30-Jun-21
Beserra-Nunez, Irma	South Valley	5	Latina	F	30-Jun-21
Garcia, Fabian	North Valley	7	Latino	M	30-Jun-21

# JOHN WIRFS

## RELEVANT WORK EXPERIENCE

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**NBCUniversal** **Capital Planning & Project** *September 2017– Present*  
Los Angeles **Development Manager**

Responsible for managing the development, design, and construction of capital projects including infrastructure, facilities, offices, and other uses on the main corporate campus. Primary responsibility to deliver a wide variety of high-quality projects on time, within budget with high stakeholder satisfaction while leading multidisciplinary both internal and external teams. Additional responsibilities included master planning/feasibility efforts for the main corporate campus and other sites abroad. Project sizes range from hundreds of square feet to multiple hectares. Select projects include:

- Lower Lot Master Plan
- Sky Studios Elstree

**Steinberg** **Client/Business Development /** *October 2006 – September 2017*  
Los Angeles **Project Manager/Designer**

Business Development Manager for Southern California responsible for developing and maintaining relationships that drive the architecture practice in multiple market sectors in the Los Angeles office of an international design firm. Key responsibilities include management of BD budget to align with firm goals and growth strategy.

Previous role as a Project Manager included responsibility for managing budgets, clients, staff, and consultants to plan, program, develop, and deliver various sized projects throughout Southern California. Select projects/clients included:

- Crafton Hills College – Master Planning/Programming
- Los Angeles City College – Master Plan Update
- CSU Long Beach – Walter Pyramid Renovation

**MJW Investments/Santee Court** **Development Associate** *November 2001 – November 2002*  
Los Angeles

Accountable for milestones leading to the permitting of Santee Court - Phase One (of three) - the largest mixed-income mixed-use Adaptive Reuse Project in downtown Los Angeles at the time. Responsibilities included RFP's, consultant coordination, contract administration, feasibility analysis and zoning variances/adjustments. Formulated and communicated the project's vision via public relations and collaboration with various agencies and community groups in addition to proforma and project budget management.

## EDUCATION

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**University of Southern California** **Bachelor of Architecture** *May 2000*  
School of Architecture

## OTHER RELEVANT EXPERIENCE

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**City of Los Angeles** **Commissioner, President** *May 2016 – Present*  
Appointed by Mayor Garcetti to the Cultural Affairs Commission to advise the Department of Cultural Affairs on improving the quality of life in Los Angeles through arts and cultural activities for the city's variety of stakeholders

**Pacific Asian Counseling Services** **Board of Directors** *July 2009 – December 2018*  
Past board president of a nonprofit agency providing language-specific and culturally sensitive mental health services to communities in Los Angeles County.



**ERIC GARCETTI**  
MAYOR

May 11, 2021

Dear Mr. Wirfs:

I am pleased to inform you that I hereby appoint you to the El Pueblo de Los Angeles Historical Monument Authority for the term ending 6/30/2022. 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. John Wirfs  
May 11, 2021  
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As part of the City Council confirmation process, you will need to meet with Kevin de León, your Councilmember, and Councilmember John Lee, the Chair of the Arts, Parks, Health, Education and Neighborhoods 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 Arts, Parks, Health, Education and Neighborhoods 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 'E. G.' followed by a horizontal line and a small flourish.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment I  
Mr. John Wirfs  
May 11, 2021

### 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: Claudia Luna, Office of the Mayor, Office of  
Legislative and External Affairs, 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 Kevin de León**  
\_\_\_\_\_ **Councilmember John Lee, Chair of the Council Committee  
considering your nomination.**

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