



KAREN BASS
MAYOR

August 11, 2026

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

Honorable Members:

Subject to your confirmation, I have reappointed Mr. John Wirfs to the El Pueblo de Los Angeles Historical Monument Authority for the term ending June 30, 2030. Mr. Wirfs's current term expired on June 30, 2026.

I certify that in my opinion Mr. Wirfs is especially qualified by reason of training and experience for the work which shall 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 fluid and cursive, with the first name "Karen" and last name "Bass" clearly distinguishable.

KAREN BASS
Mayor

KB:lap

Attachment

COMMISSION APPOINTMENT FORM

Name: John Wirfs
Commission: El Pueblo de Los Angeles Historical Monument Authority
End of Term: 6/30/2030

Appointee Information

1. **Race:** Asian Pacific Islander
2. **Gender:** Male
3. **Council District and neighborhood of residence:** 1 - East LA
4. **Are you a registered voter in the City of Los Angeles?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** B.A., University of Southern California
7. **Occupation/profession:** Senior Project Manager, Project Manager Advisors
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Reappointment

10. Current composition of the commission:

Commissioner	APC	CD	Race	Gender	Term End
Ramirez, Irma	East LA	1	L	F	6/30/2028
Manriquez, Suzanne	East LA	14	L	F	6/30/2028
Hillery, Teresa	Central LA	14	AA	F	6/30/2030
Cardenas, Zelenne	South LA	8	L	F	6/30/2030
Wirfs, John	East LA	1	API	M	6/30/2026
Matricardi, Carlo	Central	5	L	M	6/30/2029
Lozano, Sebastian	East LA	14	L	M	6/30/2029
Perez, Liliana	East LA	13	L	F	6/30/2029
Chu, Brian	West LA	5	API	M	6/30/2029

JOHN WIRFS

SELECTED RELEVANT WORK EXPERIENCE

Xebec Realty Partners **Vice President, Special Projects /** *February 2023 – February 2024*
Los Angeles, CA Responsible for managing special projects portfolio focused on three creative campuses in North America in various stages of development totaling approximately \$200M in construction value. Responsibilities included pre-development analysis, project definition and programming, RFQ/RFP process for design and construction teams, and end-user/tenant engagement and coordination.

Project Management Advisors **Senior Project Manager** *November 2020 – December 2022*
Los Angeles, CA Senior role providing project and construction management services as well as owner's representation to a variety of market sectors including entertainment and technology clients. From due diligence and project initiation through operations, advising clients on how to strategically resolve challenges, identify and minimize risk, and maximize positive outcomes.

NBCUniversal **Capital Planning & Project** *September 2017– November 2020*
Los Angeles, CA **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. Additional responsibilities included master planning/feasibility efforts for the main corporate campus and other sites throughout North America and internationally.

Steinberg **Client/Business Development /** *October 2006 – September 2017*
Los Angeles, CA **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.

EDUCATION

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

OTHER RELEVANT EXPERIENCE

City of Los Angeles **Commissioner** *July 2021– Present*
El Pueblo Commission Mayoral appointment to El Pueblo de Los Angeles Historic Cultural Monument to promote, safeguard, and preserve the birthplace of the city and its diverse cultural heritage.

City of Los Angeles **Commissioner, President** *May 2016 – July 2021*
Cultural Affairs Commission Mayoral appointment 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



August 11, 2026

Dear Mr. Wirfs:

Congratulations! I am pleased to inform you of your appointment to the El Pueblo de Los Angeles Historical Monument Authority for the term ending June 30, 2030, subject to confirmation by the Los Angeles City Council.

On behalf of the people of Los Angeles, thank you for your willingness to serve. Our boards and commissions are a vital part of the City's governance, and your leadership and expertise will play an important role in shaping the future of Los Angeles.

To move forward, there are a few steps you must complete prior to the Council's consideration of your appointment. My Commission Affairs team has prepared an attached checklist with deadlines and submission instructions, and they are available to support you throughout the confirmation process.

Once again, congratulations, and thank you for your commitment 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:lap

Attachment I
Mr. John Wirfs
August 11, 2026

Nominee Check List

I. Within 7 days of appointment:

- ☐ Submit the completed forms, found on the last three pages of this letter, to: myr-commissions@lacity.org **OR** mail them to:
Office of the Mayor
Attn: Luz Portillo
200 N. Spring Street, Room 303
Los Angeles, CA 90012
 - Remuneration Form
 - Undated Separation Letters (2)
- ☐ Schedule a fingerprinting appointment to complete your background check.
 - The Commissions team will connect you with the Personnel Background Unit.
- ☐ Complete and file a Statement of Economic Interests (Form 700).
- ☐ Submit the CEC Form 60 (Ethics Clearance Form) to the City Ethics Commission.
 - The City Council cannot act on your nomination until the Ethics Department receives and submits your filings.
 - Note: you will be required to submit the same forms again after you are sworn in

II. Council Member Meetings:

You may be asked to meet with Councilmembers prior to your hearings.

- ☐ Your City Councilmember Eunices Hernandez
- ☐ Councilmember Ysabel J. Jurado, Chair of the Council Committee, considering your nomination

III. Public Meetings at City Hall:

- ☐ Arts, Parks, Health, Education and Neighborhoods Committee Hearing
 - The Clerk's office will contact you once your item has been scheduled.
- ☐ Full Council Hearing and Oath of Office
 - The Clerk's office will contact you once your item has been scheduled.

V. Standing Requirements

- Notify the Commissions team of any changes in address or contact information.
- If you wish to resign, you must submit a resignation letter to myr-commissions@lacity.org.