



## **MEMORANDUM**

**To:** The Honorable Members of the City Council  
c/o City Clerk

**From:** Eric Garcetti, Mayor *EG*

**Subject:** RE-EXEMPTION REQUEST OF ONE (1) PRINCIPAL PROJECT  
COORDINATOR FOR THE OFFICE OF THE CITY ADMINISTRATIVE  
OFFICER

**Date:** July 30, 2019

The Office of the City Administrative Officer (CAO) requested that the Mayor approve the exemption of one (1) new position of Principal Project Coordinator, Class Code 9134, in accordance with Charter Section 1001(b), from Civil Service as management, professional, scientific, or expert services exemptions. On July 11, 2019, the Mayor's Office asked the Personnel Department to review the CAO's request.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 145 are approved. Approval of this request will not increase the count as this Principal Project Coordinator position will replace a previously approved Senior Project Coordinator position exempted under 1001(b) by the City Council. As of the date of this letter, the position has not been deleted; therefore, the number of approved positions will remain at 145 of the 150 exemptions. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which 12 are filled.

The Principal Project Coordinator will be assigned to the Asset Management Group; and will provide administrative and oversight support for the CRA/LA Bond Oversight Program to ensure continued expenditure of the CRA/LA bonds on eligible development projects. Duties and responsibilities will include, but will not be limited to:

- In accordance with applicable bond covenants and bond spending plans and pursuant to the direction of the CRA/LA Bond Oversight Committee,
  - a) Coordinating and tracking the commitment and expenditures of CRA/LA Excess Non-Housing Bond proceeds to qualified projects within the approved project areas; and



Honorable Members of the City Council

July 30, 2019

Page 2

- b) Developing and implementing long-term strategic plans on the use, reuse, management, and disposition of CRA/LA Future Development properties;
- Coordinating with City stakeholders and other governmental entities to develop requests for proposals, evaluate proposals for expenditures, and oversee the activities of departments for the implementation of programs approved by the CRA/LA Bond Oversight Committee;
- Coordinating development of real estate transactions, including appraisals, economic and financial analyses, and negotiations;
- Providing administrative support for the CRA/LA Bond Oversight Committee;
- Providing leadership and technical advice in development of City real estate development policies; and
- Attending and participating in meetings as necessary and other related duties as assigned.

The Principal Project Coordinator position requires graduation from an accredited four year college or university; and three years of full-time paid professional experience in real estate development or financing, public infrastructure development, or economic development investment. Six years of full-time paid experience in real estate development or financing, public infrastructure development, or economic development investment may be substituted for the education lacking.

The exemption of this position will allow the CAO the flexibility to recruit and select the best qualified candidate who possesses the necessary experience and expertise for the position. The duties and requirements as described are appropriate to the class of Principal Project Coordinator.

Based on my review of the CAO's Office request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of a Principal Project Coordinator and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1). If the exempt position is not filled within six months, the Mayor's approval for the department to fill the position may expire.

EG:ag

cc: Richard H. Lewellyn, Jr., City Administrative Officer  
Ana Guerrero, Chief of Staff, Office of the Mayor  
Heleen Ramirez, Legislative Coordinator, Office of the Mayor  
Wendy Macy, General Manager, Personnel Department