



ERIC GARCETTI  
MAYOR

**MEMORANDUM**

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

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

**Subject:** Exemption of Principal Project Coordinator in the Office of the City Administrative Officer

**Date:** July 17, 2015

The Office of the City Administrative Officer (CAO) has requested the exemption of a Principal Project Coordinator position pursuant to Charter Section 1001(b), for the employment of persons "to provide management services or render professional, scientific or expert services of an exceptional character." The Charter allows for a maximum of 200 exempt positions under Section 1001(b). Currently, there are 146 approved exemptions citywide. Approval of this request will increase the count.

The CAO has requested that Mayor and Council exempt the Principal Project Coordinator, a position that will provide administrative oversight for the City's development of new programs and projects including public infrastructure, affordable housing, parks, public private partnerships, and commercial developments throughout the City. The position will manage the evaluation and prioritization of potential projects while identifying and procuring additional funding sources to leverage projects funded with the Excess Bond Proceeds. The position will also provide staff support to the Bond Oversight Committee (BOC).

The CAO is requesting that the position require graduation from an accredited four-year college or university and three years of full-time paid professional experience in real estate development, public infrastructure development and/or economic development investment, including evaluation of complex development projects and programs, and formulation of funding recommendations and plans. In lieu of the educational

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requirement, the CAO is requesting that this position require six years of full-time paid professional experience in real estate development, public infrastructure development and/or economic development investment, including evaluation of complex development projects and programs, and formulation of funding recommendations and plans. This position will require a working knowledge of redevelopment laws that proscribe how bond funds can be spent, and a familiarity with the City's other capital expenditure programs and procedures.

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 request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of the Principal Project Coordinator position and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:alg

cc: Miguel Santana, City Administrative Officer  
Ana Guerrero, Chief of Staff, Office of the Mayor  
Mandy Morales, Legislative Coordinator, Office of the Mayor  
Wendy Macy, General Manager, Personnel Department