



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

Date: September 9, 2015

The Office of the City Administrative Officer requested the exemption of one Principal Project Coordinator, 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 160 approved exemptions. Approval of this request will increase the count.

This Principal Project Coordinator position will be assigned to the Asset Management Strategic Planning Unit (AMSP) to develop and implement long-term strategic plans on the use, reuse, management and disposition of the City’s buildings and assets and CRA/LA Future Development properties. The position will be responsible for facilitating and developing specific development plans for partnering surplus City assets with economic development opportunities; working with other governmental entities and the private sector on real estate assets; assisting the AMSP Unit lead in the development of administrative procedures for the establishment and implementation of various strategies under the Plan; and coordinating with appropriate personnel in development of real estate deals, including appraisals, economic and financial analyses and negotiations.

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 financing, including analyzing, reviewing and formulating recommendations regarding complex construction/real estate financing. Six years of full-time paid professional experience in developing or implementing financing programs,

Honorable Members of the City Council
September 9, 2015
Page 2

including analyzing and evaluating financial data related to loan and/or real estate programs may be substituted as requirements.

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 this position and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:ms

cc:

Ana Guerrero, Office of the Mayor
Pamela Finley, Office of the Mayor
Miguel Santana, City Administrative Officer
Wendy Macy, Personnel Department