




ANTONIO R. VILLARAIGOSA  
MAYOR

**MEMORANDUM**

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

**From:** Antonio R. Villaraigosa, Mayor 

**Subject:** Exemption of One Assistant Director for the Bureau of Street Services

**Date:** April 12, 2012

The Bureau of Street Services has requested approval for the designation of one (1) exempt Assistant Director position, pursuant to Charter Section 1001 (b), for employment of persons "to provide management services or render professional, scientific or expert services of an exceptional character." The requested position will increase the number of approved exemptions under Charter Section 1001 (b).

The Assistant Director will manage four Bureau divisions: Financial Management, Administration, Urban Forestry, and Investigation and Enforcement. The position will also oversee the development and implementation of the Bureau's annual budget, administer the Financial Management System, and develop and implement personnel policies and procedures. Additional responsibilities include oversight of the Bureau's customer service delivery and implementation of new technologies, including high-tech and "green" systems to improve divisional productivity and efficiency.

Based on my review of the department's request, as well as the review of the City's Personnel Department, I hereby approve the Bureau of Street Services' request for the exemption of one (1) Assistant Director position and transmit my action to the City Council, pursuant to City Charter Section 1001 (b) (1).

ARV:ng:zb

**cc:** Nazario Saucedo, Director, Bureau of Street Services  
Gaye Williams, Chief of Staff, Office of the Mayor  
Mandy Morales, Legislative Coordinator, Office of the Mayor  
Maggie Whelan, General Manager, Personnel Department

