


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 Senior Project Coordinator and Four Project Coordinators for the Los Angeles Housing Department

**Date:** March 14, 2013

The Los Angeles Housing Department (LAHD) has requested approval of the exemption of one (1) Senior Project Coordinator and four (4) Project Coordinator positions, 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."

Since February 1, 2012, the former Community Redevelopment Agency of Los Angeles (CRA/LA) and LAHD have created a joint transition team to facilitate the transfer of the housing assets and functions of the CRA/LA to the LAHD. The Senior Project Coordinator and Project Coordinator positions will assist the existing CRA Transition Team in carrying out the transfer of CRA/LA housing assets, analyzing the compliance portfolio, and researching the real estate that will be transferred.

The Senior Project Coordinator will monitor affordable housing covenants of the former CRA/LA; provide direction and technical assistance to staff, tenants, developers, and contractors with relevant housing issues; develop, monitor and audit Request for Proposals (RFPs), Requests for Qualifications (RFQs); and coordinate the review and rating of proposed projects. The position will make oral presentations on the City's homebuyer programs to various stakeholders. In addition, the position will be responsible for providing oral and written reports on complex financial data to the City Council, the Affordable Housing Commission, other City commissions and committees, homeowner organizations, developers and the general public.

Of the four (4) Project Coordinators, two (2) are assigned to the Occupancy Compliance Monitoring Division. The two positions will be responsible for developing administrative

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procedures for seamless transitions of all CRA/LA housing compliance data to LAHD; developing and implementing the data transfer plan with the department's Systems Division; and establishing the protocol for adding the CRA/LA workload to the LAHD functions. Additional responsibilities include underwriting, reviewing and processing loan applications for first-time homebuyers applying under LAHD's low income and moderate income purchase assistance programs.

The remaining two (2) Project Coordinators are assigned to the Portfolio Management/Loan Monitoring Division. The two positions will be responsible for assisting the Financial Development Officer I (FDO) with oversight of the loan portfolio; development of the transfer of affordable housing loan portfolio from CRA/LA to the Housing Department; and monitoring and enforcement of resale restrictions on CRA single family loans.

Exempting the positions will provide the Los Angeles Housing Department with the flexibility to reach a broader pool of candidates that possess the necessary expertise and knowledge of CRA/LA assets and functions. Based on my review of the Department's request, as well as the review of the City's Personnel Department, I hereby approve the request for the exemption of one (1) Senior Project Coordinator and four (4) Project Coordinators and transmit my action to the City Council, pursuant to City Charter Section 1001 (b) (1).

ARV:me

cc: Mercedes Márquez, General Manager, Los Angeles Housing Department  
Gaye Williams, Chief of Staff, Office of the Mayor  
Mandy Morales, Legislative Coordinator, Office of the Mayor  
Maggie Whelan, General Manager, Personnel Department