



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:** June 2, 2016

The City Administrative Officer (CAO) has requested the exemption of a Principal Project Coordinator, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services. This position would serve as Petroleum Administrator for the City, and my office and the Council approved a resolution authority for this position (C.F. 16-0129). Subsequent to this approval, the City Council adopted the 2016-17 Budget assigning this function, and the position, to the Board of Public Works.

The Petroleum Administrator would be a key policy advisor on the City's oil and gas production. This position would make recommendations concerning matters related directly or indirectly to the exploration for, or production of, petroleum within the City of Los Angeles; establish rules and procedures with respect to the leasing of oil and gas production purposes on any City-owned property; administer compliance with all provisions of oil and gas leases and the production from all lands owned by the City; negotiate with those requesting drilling rights or oil leases on City-owned property, and other related duties.

The Petroleum Administrator would direct the City's efforts to secure oil and gas leases on City-owned property, with a focus on oil and gas lease administration and supervision of drilling and production activities. A significant responsibility is the establishment, operation, termination, or extension of oil drilling districts. The role of the Petroleum Administrator requires extensive coordination with City Planning, Fire, and City Attorney, as most of the restrictions on petroleum drilling involve the surface use of land and are

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under the jurisdiction of the Chief Zoning Administrator and the fire protection provisions of the Los Angeles Municipal Code.

Exempting the position from the Civil Service provisions of the Charter, pursuant to Charter Section 1001(b), will allow the City to recruit from a broad pool of qualified candidates who possess the necessary experience or credentials in the petroleum/oil and gas field. The position description (and the CAO's request dated April 7, 2016) is attached.

Based on my review of this request, I hereby approve the request for the exemption of one Principal Project Coordinator in the Board of Public Works, and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:ms

Attachment

cc:

Ana Guerrero, Office of the Mayor  
Mandy Morales, Office of the Mayor  
Miguel Santana, City Administrative Officer  
Wendy Macy, Personnel  
Kevin James, Board of Public Works