

SEP 19 1972

AN ORDINANCE AMENDING CHAPTER II, ARTICLE 2,  
OF THE SAN DIEGO MUNICIPAL CODE BY ADDING  
DIVISION 20, SECTIONS 22.2001 AND 22.2002  
RELATING TO THE DEPARTMENT OF EXECUTIVE  
SERVICES.

BE IT ORDAINED, by the Council of The City of San Diego,  
as follows:

Section 1. That Chapter II, Article 2, of the San Diego  
Municipal Code be and the same is hereby amended by adding  
Division 20, Sections 22.2001 and 22.2002 to read as follows:

Division 20

Department of Executive Services

SEC. 22.2001 DEPARTMENT OF EXECUTIVE SERVICES

The Department of Executive Services is a City  
Department. The Executive Assistant to the Mayor shall be  
the Director and administrative head of the department. He  
is appointed by and may be removed by the Mayor.

SEC. 22.2002 POWERS AND DUTIES OF THE DIRECTOR OF  
EXECUTIVE SERVICES

The Director of Executive Services (Executive Assistant  
to the Mayor) is the Mayor's executive assistant. He shall,  
under administrative and policy direction of the Mayor, be  
responsible for overseeing and directing the four assistants  
to the Mayor and the remaining staff of the office of  
Mayor in providing liaison with and communication to  
community organizations and in the development of programs  
and policies.

He shall prepare for the approval of the Mayor the budget of the office of the Mayor as well as the budget of the Department of Executive Services. He has administrative responsibility for operation of the office of the Mayor and for operation of the Department of Executive Services.

He is the Mayor's principal liaison with citizens of San Diego, the City Manager and the members of the City Council as well as with the Principal Assistant to the City Council.

Other specific duties of the Executive Assistant include but are not limited to: ordering the docketing of the Mayor's proposals; scheduling the Mayor's activities; assisting the Mayor in the making of appointments to City boards and commissions; representing the Mayor; and advising the Mayor on political matters involving city, state and federal affairs and other municipal affairs.

There shall be in the office of Executive Services an Assistant Director of Executive Services (Assistant to the Mayor for Communications) whose responsibility shall be to assist the Mayor with respect to communications and public information.

Section 2. This ordinance shall take effect and be in force on the thirtieth day from and after its passage.

APPROVED: JOHN W. WITT, City Attorney

By Jack Katz  
(Jack Katz, Chief Deputy)

Passed and adopted by the Council of The City of San Diego on SEP 19 1972,  
 by the following vote:

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 CITY CLERK'S OFFICE  
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Councilmen	Yeas	Nays	Excused	Absent
Gil Johnson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maureen F. O'Connor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Henry L. Landt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leon L. Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floyd L. Morrow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Martinet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allen Hitch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jim Bates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Pete Wilson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AUTHENTICATED BY:

PETE WILSON  
 Mayor of The City of San Diego, California.

EDWARD NIELSEN  
 City Clerk of The City of San Diego, California.

(Seal)

By Harvey M. Noel, Deputy.

I HEREBY CERTIFY that the foregoing ordinance was not finally passed until twelve calendar days had elapsed between the day of its introduction and the day of its final passage, to wit, on

AUG 1 1972

SEP 19 1972

, and on \_\_\_\_\_

~~I FURTHER CERTIFY that said ordinance was read in full prior to its final passage.~~

I FURTHER CERTIFY that the reading of said ordinance in full was dispensed with by a vote of not less than a majority of the members elected to the Council, and that there was available for the consideration of each member of the Council and the public prior to the day of its passage a written or printed copy of said ordinance.

EDWARD NIELSEN  
 City Clerk of The City of San Diego, California.

(Seal)

By Harvey M. Noel, Deputy.

Office of the City Clerk, San Diego, California	
Ordinance Number <u>10924</u>	Adopted <u>SEP 19 1972</u>

ATTORNEY (S)

City of San Diego  
202 "C" Street  
\* Community Concourse  
San Diego, California

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CERTIFICATE OF PUBLICATION

No.

IN THE MATTER OF

DEPARTMENT OF EXECUTIVE SERVICES

I, Patricia M. Applestill hereby certify that San Diego Daily Transcript is a daily newspaper of general circulation within the provisions of the Government Code of the State of California, printed and published in the City of San Diego, County of San Diego, State of California; that I am the principal clerk of said newspaper; that the

ORDINANCE NUMBER 10924

to a true and correct copy of which this certificate is annexed was published in said newspaper on

September 28, 1972

I certify under penalty of perjury that the foregoing is true and correct, at San Diego, California, on

September 28, 1972

*Patricia M. Applestill*  
(Signature)

*Ord 10924*

*10" \$42.00 01631*

**ORDINANCE NO. 18624**

(New Series)

**AN ORDINANCE AMENDING CHAPTER II, ARTICLE 2, OF THE SAN DIEGO MUNICIPAL CODE BY ADDING DIVISION 20, SECTIONS 22.2001 AND 22.2002 RELATING TO THE DEPARTMENT OF EXECUTIVE SERVICES.**

**BE IT ORDAINED** by the Council of The City of San Diego as follows:

Section 1. That Chapter II, Article 2, of the San Diego Municipal Code and the same is hereby amended by adding Division 20, Sections 22.2001 and 22.2002 to read as follows:

**Division 20**

**Department of Executive Services**

**SEC. 22.2001. DEPARTMENT OF EXECUTIVE SERVICES.**

The Department of Executive Services is a City Department. The Executive Assistant to the Mayor shall be the Director and administrative head of the department. He is appointed by and may be removed by the Mayor.

**SEC. 22.2002. POWERS AND DUTIES OF THE DIRECTOR OF EXECUTIVE SERVICES.**

The Director of Executive Services (Executive Assistant to the Mayor) is the Mayor's executive assistant. He shall, under administrative and policy direction of the Mayor, be responsible for overseeing and directing the four assistants to the Mayor and the remaining staff of the office of the Mayor in providing liaison with and communication to community organizations and in the development of programs and policies.

He shall prepare for the approval of the Mayor the budget of his office of the Mayor as well as the budget of the Department of Executive Services. He has administrative responsibility for operation of the office of the Mayor and for operation of the Department of Executive Services.

He is the Mayor's principal liaison with citizens of San Diego, the City Manager and the members of the City Council as well as with the Principal Assistant to the City Council.

Other specific duties of the Executive Assistant include but are not limited to: offering the wording of the Mayor's proposals, scheduling the Mayor's activities, assisting the Mayor in the making of appointments to City boards and commissions, representing the Mayor and advising the Mayor on political matters involving city, state and federal affairs and other municipal affairs.

There shall be in the office of Executive Services an Assistant Director of Executive Services (Assistant to the Mayor for Communications) whose responsibility shall be to assist the Mayor with respect to communications and public information.

Section 2. This ordinance shall take effect and be in force on the third day from and after its passage.

Introduced on August 1, 1972.  
Passed and adopted by the Council of The City of San Diego on September 19, 1972.

**AUTHENTICATED BY:**

**PETE WILSON**  
Mayor of The City of San Diego, California.  
**EDWARD NIELSEN**  
City Clerk of The City of San Diego, California.  
By **KATHRYN M. NOE**, Deputy.

(SEAL)  
Published September 24, 1972

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