

RESOLUTION No. 209890

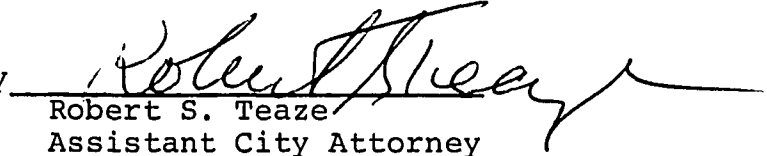
Adopted on FEB 14 1974

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

That the statement of Administrative Duties and Responsibilities of the Deputy Mayor be, and the same is hereby adopted.

APPROVED: JOHN W. WITT, City Attorney

By


Robert S. Teaze
Assistant City Attorney

rb/2-4-74

ADMINISTRATIVE DUTIES & RESPONSIBILITIES OF THE DEPUTY MAYOR

BACKGROUND

The City Charter, Section 25, establishes the position of the Deputy Mayor and describes his general duties. However, no provisions are included which would identify the administrative head of the Council Office although it has been traditionally assumed that the Deputy Mayor fulfills this need. Based on Section 14 of the City Charter which permits the City Council to "determine its own rules and order of business," the Council members are desirous of formally delegating certain administrative duties, responsibilities and authority to the Deputy Mayor and to recognize him as the Administrative Head of the City Council Office.

INSTRUCTION

- I The Deputy Mayor shall be recognized as the Administrative Head of the Council Office and shall perform such duties, assume such responsibilities and exercise such authority as the City Council deems necessary and as declared herein. The term of office for Deputy Mayor shall run from December 31 through December 30.
- II The following shall constitute the general duties and responsibilities of the Deputy Mayor. Commensurate authority is hereby delegated to the Deputy Mayor in the exercise of these duties.

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1. Representation: The City Charter provides that the Deputy Mayor shall act for the Mayor "when the Mayor is absent or unable to perform his duties." In addition to this provision, it is the desire of the City Council that the Deputy Mayor act as their common voice at special events and occasions as may be required, provided that these instances shall not infringe upon the rights or views of the individual Councilman. The Deputy Mayor shall assist in the scheduling of joint Council appearances outside the scope of official Council meetings and schedule and assign representation at social events, speaking engagements, etc. which have not been directed to an individual Councilman. He shall assist in the scheduling of joint press conferences and shall prepare and distribute general press releases as may be appropriate.
2. Finance: The Deputy Mayor shall be responsible for the development of the annual Department of Councilmanic Administration Budget and shall submit budget proposals for the Council's approval. As part of his fiscal responsibilities, the Deputy Mayor shall supervise and control departmental expenditures so that the expenses of the Department of Councilmanic Administration follow budgeted provisions.
3. Personnel: The Deputy Mayor shall supervise the unclassified Principal Assistant to the City Council,

but shall appoint or remove the Principal Assistant only with the prior majority approval of the full Council. In the supervision and assignment of duties of the Councilmanic Administration Department employees, it is intended that the Deputy Mayor assure that optimum service is rendered equitably by the staff to each Councilman.

4. Administrative Assistant: The Deputy Mayor may delegate such administrative, financial and supervisory duties to the Principal Assistant to the City Council as are considered appropriate.
5. Miscellaneous: The Deputy Mayor shall perform such other duties as the City Council by majority approval may determine by ordinance or resolution.

III In the event the Deputy Mayor is absent or otherwise unavailable the immediate past Deputy Mayor shall assume the duties of the Deputy Mayor Pro Tem, unless and until the election of a new Deputy Mayor as required by City Charter is indicated.

REV.
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Passed and adopted by the Council of The City of San Diego on FEB 14 1974
 by the following vote:

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lee Hubbard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leon L. Williams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Jim Ellis	<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.

By *Yplanda Limon*, Deputy.

(Seal)

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