

ORDINANCE NUMBER O- 20864 (NEW SERIES)

DATE OF FINAL PASSAGE OCT 24 2017

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE 2, DIVISION 7 OF THE SAN DIEGO MUNICIPAL CODE BY RETITLING DIVISION 7 AND ADDING NEW SECTIONS 22.0710, 22.0711, AND 22.0712; AMENDING CHAPTER 2, ARTICLE 2, DIVISION 14 BY RETITLING DIVISION 14, AMENDING SECTION 22.1401, AND ADDING NEW SECTIONS 22.1402, 22.1403, AND 22.1404; AMENDING CHAPTER 2, ARTICLE 2, DIVISION 16 BY RETITLING DIVISION 16, AMENDING SECTION 22.1601, AND REPEALING SECTION 22.1602; AMENDING CHAPTER 2, ARTICLE 2, DIVISION 18 BY AMENDING SECTION 22.1801; AMENDING CHAPTER 2, ARTICLE 2, DIVISION 20 BY RETITLING DIVISION 20, AMENDING SECTION 22.2001, AND REPEALING SECTION 22.2002; AMENDING CHAPTER 2, ARTICLE 2, BY ADDING NEW DIVISION 49, SECTION 22.4901; AMENDING CHAPTER 2, ARTICLE 2, BY ADDING NEW DIVISION 50, SECTION 22.5001; AMENDING CHAPTER 2, ARTICLE 2 BY ADDING NEW DIVISION 51, SECTION 22.5101, ALL RELATING TO UPDATING THE ADMINISTRATIVE CODE TO BE CONSISTENT WITH CURRENT CITY OPERATIONS.

WHEREAS, San Diego Charter (Charter) section 26 requires the San Diego Municipal Code to include an Administrative Code describing the detailed powers and duties of City administrative offices and departments; and

WHEREAS, the Administrative Code is found in Chapter 2, Article 2, of the San Diego Municipal Code; and

WHEREAS, in the past, the City Council (Council) approved the annual budgets for new departments, but the departments' powers and duties were not added to the Administrative Code; and

WHEREAS, in the course of creating a new Fleet Operations Department to manage all City vehicles and preparing an amendment to the Administrative Code to provide for its powers and duties for Council approval, Mayoral staff determined that a number of current City departments were not codified in the Administrative Code; and

WHEREAS, the Mayor recommends updating the Administrative Code to reflect current City operations by establishing and defining the powers and duties of current City departments; and

WHEREAS, the Mayor recommends adding the following current City departments to the Administrative Code: the Office of the City Comptroller, the Debt Management Department, the Financial Management Department, the Fleet Operations Department, the Human Resources Department, the Library Department, the Public Utilities Department, the Public Works Department, the Environmental Services Department, and the Transportation and Stormwater Department; and

WHEREAS, the Mayor recommends changing the name of the Department of Data Processing to the Department of Information Technology and updating its powers and duties; and

WHEREAS, the Mayor recommends updating Article 2, Division 20, to describe the role of Mayoral administrative offices, while preserving the Mayor's authority to organize the executive management of the City in the future; and

WHEREAS, the Mayor recommends updating the list of all City departments in Division 18 of the Administrative Code to reference all City administrative offices and departments established by the Charter and the Municipal Code; and

WHEREAS, the Mayor's recommendations to update the Administrative Code are consistent with current City operations and do not propose any changes to City operations; and

WHEREAS, under Charter section 26, the Council must approve changes to the Administrative Code by an affirmative vote of two-thirds of the Council; and

WHEREAS, under Charter section 280(a)(1), this ordinance is not subject to veto by the Mayor because this matter is exclusively within the purview of the Council under Charter section 26; NOW THEREFORE,

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

Section 1. That Chapter 2, Article 2, Division 7 of the San Diego Municipal Code is amended by retitling Division 7, and adding new sections 22.0710, 22.0711, and 22.0712, to read as follows:

**Division 7: Chief Financial Officer, Office of the  
City Comptroller, Financial Management Department,  
and Debt Management Department**

**§22.0701 to §22.0709** [No change in text.]

**§ 22.0710 Office of the City Comptroller**

- (a) The Office of the City Comptroller is a City department. The department is responsible for general accounting functions, financial reporting, and payment services for the City.
- (b) The Director is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Director is the appointing authority of all personnel authorized in the department.

- (c) The Office of the City Comptroller, under the direction of the City Manager, with policy direction from the City Council, is responsible for performing those duties and functions assigned and directed by the City Manager, including preparing financial reports; overseeing the accounting function; processing vendor payments; processing payroll for all City employees; and developing and monitoring citywide policies and procedures related to those functions.

**§ 22.0711 Financial Management Department**

- (a) The Financial Management Department is a City department. The department is responsible for managing the City's budget.
- (b) The Director is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Director is the appointing authority of all personnel authorized in the department.
- (c) The Financial Management Department, under the direction of the City Manager, with policy direction from the City Council, is responsible for performing those duties and functions assigned and directed by the City Manager, including, developing and monitoring City budgets; forecasting revenues and identifying new revenue resources; and overseeing budget transfers and adjustments.

**§ 22.0712 Debt Management Department**

- (a) The Debt Management Department is a City department. The department is responsible for managing all City financing and loan activities.

- (b) The Director is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Director is the appointing authority of all personnel authorized in the department.
- (c) The Debt Management Department, under the direction of the City Manager, with policy direction from the City Council, is responsible for performing those duties and functions assigned and directed by the City Manager, including, planning and managing all aspects of bond issuances, loans, and other financing activities to meet the City's short-, medium-, and long-term financing needs; providing information to current and prospective investors and credit-rating agencies; coordinating special district formation and related financing activities; coordinating enrollment and payment of assessments and special taxes; and bond post-issuance compliance.

Section 2. That Chapter 2, Article 2, Division 14 of the San Diego Municipal Code is amended by retitling Division 14, and amending section 22.1401, and adding new sections 22.1402, 22.1403, and 22.1404, to read as follows:

**Division 14: Public Utilities Department, Public Works  
Department, Transportation and Stormwater Department, and  
Environmental Services Department**

**§22.1401      Public Utilities Department**

- (a) The Public Utilities Department is a City department. The department is responsible for providing water treatment and distribution services in the City of San Diego and wastewater disposal and treatment services for the City and participating agencies in San Diego County.

- (b) The Director is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Director is the appointing authority of all personnel authorized in the department.
- (c) The Public Utilities Department, under the direction of the City Manager, with policy direction from the City Council, is responsible for performing those duties and functions assigned and directed by the City Manager, including managing water treatment and distribution services; managing wastewater collection, treatment, and disposal services; managing and maintaining water infrastructure and facilities; long range planning for the City's water resources; and environmental monitoring and other compliance activities related to the City's water-related permits and regulatory requirements.

**§ 22.1402 Public Works Department**

- (a) The Public Works Department is a City department. The department is responsible for managing the City's Capital Improvements Program (CIP) and providing general maintenance and facilities services to City departments.
- (b) The Director is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Director is the appointing authority of all personnel authorized in the department.
- (c) The Public Works Department, under the direction of the City Manager, with policy direction from the City Council, is responsible for performing those duties and functions assigned and directed by the City Manager, including managing the construction, rehabilitation, restoration, improvement, and maintenance of the City of San Diego's capital facilities; managing all phases of public improvement

projects, including planning, contracting, design, project management, and construction management; providing engineering and construction services; and providing general maintenance and facilities services to City departments.

**§ 22.1403 Transportation and Stormwater Department**

- (a) The Transportation and Stormwater Department is a City department. The department is responsible for managing the City's transportation network, reducing flood risk, and improving stormwater quality.
- (b) The Director is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Director is the appointing authority of all personnel authorized in the department.
- (c) The Transportation and Stormwater Department under the direction of the City Manager, with policy direction from the City Council, is responsible for performing those duties and functions assigned and directed by the City Manager, including operating and maintaining City streets, sidewalks, streetlights, traffic signals, and storm drains; protecting and improving the water quality of rivers, creeks, bays, lakes, and the ocean; managing the Utilities Undergrounding program; and planning and coordinating work in the right-of-way.

**§ 22.1404 Environmental Services Department**

- (a) The Environmental Services Department is a City department. The department is responsible for providing residential refuse and recycling collection; pursuing waste reduction; managing City landfills; and overseeing the City's energy use and sustainability programs.

- (b) The Director is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Director is the appointing authority of all personnel authorized in the department.
- (c) The Environmental Services Department, under the direction of the City Manager, with policy direction from the City Council, is responsible for performing those duties and functions assigned and directed by the City Manager, including refuse and recycling collection services; managing the City's solid waste franchise system; operating and maintaining active and inactive City landfills; maintaining and monitoring City-owned underground storage tanks; overseeing hazardous materials management at City facilities; collection and proper disposal of household hazardous waste; asbestos, lead and mold inspection and abatement services for City facilities; code enforcement services for waste-related activities and lead paint hazards; and energy conservation and sustainability initiatives.

Section 3. That Chapter 2, Article 2, Division 16 the San Diego Municipal Code is amended by retitling Division 16, and amending section 22.1601, and repealing section 22.1602, to read as follows:

**Division 16: Department of Information  
Technology**

**§ 22.1601 Department of Information Technology**

- (a) The Department of Information Technology is a City department. The department is responsible for providing information technology services to all City departments.



- (b) The Chief Information Officer is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Chief Information Officer is the appointing authority of all personnel authorized in the department.
- (c) The Information Technology Department, under the direction of the City Manager, with policy direction from the City Council, is responsible for performing those duties and functions assigned and directed by the City Manager, including developing and maintaining the City's information technology infrastructure to support City operations; managing procurement and contracts for information technology equipment, services, wireless technology and communications systems; developing and managing enterprise applications and other information technology-related projects to address specific department needs and operations; and implementing information technology standards and cyber security requirements.

Section 4. That Chapter 2, Article 2, Division 18 of the San Diego Municipal Code is amended by amending section 22.1801, to read as follows:

**Division 18: City Departments**

**§ 22.1801 City Departments**

- (a) [No change in text.]
- (b) The following are the departments of the City of San Diego within the meaning of the Charter and ordinances of the City:

Chief Financial Officer

City Attorney

City Auditor

City Clerk

City Comptroller

City Council — District 1

City Council — District 2

City Council — District 3

City Council — District 4

City Council — District 5

City Council — District 6

City Council — District 7

City Council — District 8

City Council — District 9

City Manager

City Treasurer

Communications

Debt Management

Development Services

Economic Development

Environmental Services

Family Justice Center

Financial Management

Fire-Rescue

Fleet Operations

Human Resources

Independent Budget Analyst

Information Technology

Intergovernmental Relations

Library

Mayor

Parks and Recreation

Performance and Analytics

Personnel

Planning

Police

Public Utilities

Public Works

Purchasing and Contracting

Real Estate Assets

Risk Management

San Diego City Employees' Retirement System

Transportation and Stormwater

(c) [No change in text.]

Section 5. That Chapter 2, Article 2, Division 20 of the San Diego Municipal Code is amended by retitling Division 20, amending section 22.2001, and repealing section 22.2002, to read as follows:

**Division 20: Executive Services Administration  
and Management**

**§ 22.2001 Executive Services Administration and Management**

- (a) The Mayor may appoint a Chief Operating Officer to perform any duties assigned to the City Manager by the City Charter or the San Diego Municipal Code in managing the affairs of the City under the purview of the Mayor, subject to Council confirmation. The Mayor has the sole authority to direct and exercise control over the Chief Operating Officer.
- (b) The City Manager's authority may establish administrative offices and business units pursuant to the administrative and executive authority in the Charter to oversee City departments, subject to Council approval through the budget process.

Section 6. That Chapter 2, Article 2, Division 49 of the San Diego Municipal Code is amended by adding new division 49, section 22.4901, to read as follows:

**Division 49: Library Department**

**§ 22.4901 Library Department**

- (a) The Library Department is a City department. The department is responsible for managing the City's library system to serve the informational, educational, and cultural interests of San Diego's diverse communities.

- (b) The Chief Librarian is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Chief Librarian is the appointing authority of all personnel authorized in the department.
- (c) The Library Department, under the direction of the City Manager, with policy direction from the City Council, is responsible for performing those duties and functions assigned and directed by the City Manager, including providing open access to a diverse collection of materials, programming, facilities, events, and other resources.

Section 7. That Chapter 2, Article 2, Division 50 of the San Diego Municipal Code is amended by adding new division 50, section 22.5001, to read as follows:

**Division 50: Human Resources Department**

**§22.5001 Human Resources Department**

- (a) The Human Resources Department is a City department. The department is responsible for managing policies and programs related to current City employees, and programs that assist people interacting with City government.
- (b) The Director is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Director is the appointing authority of all personnel authorized in the department.
- (c) The Human Resources Department, under the direction of the City Manager, with policy direction from the City Council, is responsible for performing those duties and functions assigned and directed by the City Manager, including

managing employee labor relations, employee disability services, employee learning and development, the City's volunteer and intern programs, and programs helping citizens access City resources.

Section 8. That Chapter 2, Article 2, Division 51 of the San Diego Municipal Code is amended by adding new division 51, section 22.5101, to read as follows:

**Division 51: Fleet Operations Department**

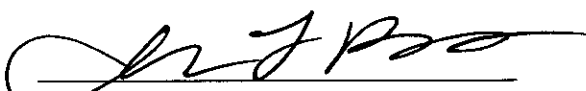
**§ 22.5101 Fleet Operations Department**

- (a) The Fleet Operations Department is a City department. The department is responsible for managing the City's fleet of vehicles and equipment.
- (b) The Director is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Director is the appointing authority of all personnel authorized in the department.
- (c) The Fleet Operations Department, under the direction of the City Manager, with policy direction from the City Council, is responsible for performing those duties and functions assigned and directed by the City Manager, including managing the acquisition and disposition of vehicles and equipment; maintaining and repairing vehicles and equipment; managing fuel systems and facilities; managing a rental fleet; and providing operator training.

Section 9. That a full reading of this ordinance is dispensed with prior to passage, a written copy having been made available to the Council and the public prior to the day of its passage.

Section 10. That this ordinance shall take effect and be in force on the thirtieth day from  
and after its final passage.

APPROVED: MARA W. ELLIOTT, City Attorney

By   
Jennifer L. Berry  
Deputy City Attorney

JLB:sc  
09/19/17  
11/22/17 COR. COPY  
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**STRIKEOUT ORDINANCE**

**OLD LANGUAGE: ~~Struck-Out~~**

**NEW LANGUAGE: Double Underline**

ORDINANCE NUMBER O-\_\_\_\_\_ (NEW SERIES)

DATE OF FINAL PASSAGE \_\_\_\_\_

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE 2, DIVISION 7 OF THE SAN DIEGO MUNICIPAL CODE BY RETITLING DIVISION 7 AND ADDING NEW SECTIONS 22.0710, 22.0711, AND 22.0712; AMENDING CHAPTER 2, ARTICLE 2, DIVISION 14 BY RETITLING DIVISION 14, AMENDING SECTION 22.1401, AND ADDING NEW SECTIONS 22.1402, 22.1403, AND 22.1404; AMENDING CHAPTER 2, ARTICLE 2, DIVISION 16 BY RETITLING DIVISION 16, AMENDING SECTION 22.1601, AND REPEALING SECTION 22.1602; AMENDING CHAPTER 2, ARTICLE 2, DIVISION 18 BY AMENDING SECTION 22.1801; AMENDING CHAPTER 2, ARTICLE 2, DIVISION 20 BY RETITLING DIVISION 20, AMENDING SECTION 22.2001, AND REPEALING SECTION 22.2002; AMENDING CHAPTER 2, ARTICLE 2, BY ADDING NEW DIVISION 49, SECTION 22.4901; AMENDING CHAPTER 2, ARTICLE 2, BY ADDING NEW DIVISION 50, SECTION 22.5001; AMENDING CHAPTER 2, ARTICLE 2 BY ADDING NEW DIVISION 51, SECTION 22.5101, ALL RELATING TO UPDATING THE ADMINISTRATIVE CODE TO BE CONSISTENT WITH CURRENT CITY OPERATIONS.

**Division 7: Chief Financial Officer, Office of the  
City Comptroller, Financial Management Department,  
and Debt Management Department**

§22.0701 to §22.0709 [No change in text.]

**§ 22.0710 Office of the City Comptroller**

- (a) The Office of the City Comptroller is a City department. The department is responsible for general accounting functions, financial reporting, and payment services for the City.



- (b) The Director is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Director is the appointing authority of all personnel authorized in the department.
- (c) The Office of the City Comptroller, under the direction of the City Manager, with policy direction from the City Council, is responsible for performing those duties and functions assigned and directed by the City Manager, including preparing financial reports; overseeing the accounting function; processing vendor payments; processing payroll for all City employees; and developing and monitoring citywide policies and procedures related to those functions.

**§ 22.0711 Financial Management Department**

- (a) The Financial Management Department is a City department. The department is responsible for managing the City's budget.
- (b) The Director is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Director is the appointing authority of all personnel authorized in the department.
- (c) The Financial Management Department, under the direction of the City Manager, with policy direction from the City Council, is responsible for performing those duties and functions assigned and directed by the City Manager, including, developing and monitoring City budgets; forecasting revenues and identifying new revenue resources; and overseeing budget transfers and adjustments.

**§ 22.0712 Debt Management Department**

- (a) The Debt Management Department is a City department. The department is responsible for managing all City financing and loan activities.
- (b) The Director is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Director is the appointing authority of all personnel authorized in the department.
- (c) The Debt Management Department, under the direction of the City Manager, with policy direction from the City Council, is responsible for performing those duties and functions assigned and directed by the City Manager, including, planning and managing all aspects of bond issuances, loans, and other financing activities to meet the City's short-, medium-, and long-term financing needs; providing information to current and prospective investors and credit-rating agencies; coordinating special district formation and related financing activities; coordinating enrollment and payment of assessments and special taxes; and bond post-issuance compliance.

**Division 14: ~~Water Department~~ Public Utilities Department, Public Works Department, Transportation and Stormwater Department, and Environmental Services Department**

**§22.1401 ~~Director of Water Department~~ Public Utilities Department**

~~The City Manager shall appoint a Director of the Water Department, who shall have responsible charge of all activities within the Water Department and direct supervision of all division heads within said departments.~~

- (a) The Public Utilities Department is a City department. The department is responsible for providing water treatment and distribution services in the City of San Diego and wastewater disposal and treatment services for the City and participating agencies in San Diego County.
- (b) The Director is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Director is the appointing authority of all personnel authorized in the department.
- (c) The Public Utilities Department, under the direction of the City Manager, with policy direction from the City Council, is responsible for performing those duties and functions assigned and directed by the City Manager, including managing water treatment and distribution services; managing wastewater collection, treatment, and disposal services; managing and maintaining water infrastructure and facilities; long range planning for the City's water resources; and environmental monitoring and other compliance activities related to the City's water-related permits and regulatory requirements.

**§ 22.1402 Public Works Department**

- (a) The Public Works Department is a City department. The department is responsible for managing the City's Capital Improvements Program (CIP) and providing general maintenance and facilities services to City departments.
- (b) The Director is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Director is the appointing authority of all personnel authorized in the department.

- (c) The Public Works Department, under the direction of the City Manager, with policy direction from the City Council, is responsible for performing those duties and functions assigned and directed by the City Manager, including managing the construction, rehabilitation, restoration, improvement, and maintenance of the City of San Diego's capital facilities; managing all phases of public improvement projects, including planning, contracting, design, project management, and construction management; providing engineering and construction services; and providing general maintenance and facilities services to City departments.

**§ 22.1403 Transportation and Stormwater Department**

- (a) The Transportation and Stormwater Department is a City department. The department is responsible for managing the City's transportation network, reducing flood risk, and improving stormwater quality.
- (b) The Director is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Director is the appointing authority of all personnel authorized in the department.
- (c) The Transportation and Stormwater Department under the direction of the City Manager, with policy direction from the City Council, is responsible for performing those duties and functions assigned and directed by the City Manager, including operating and maintaining City streets, sidewalks, streetlights, traffic signals, and storm drains; protecting and improving the water quality of rivers, creeks, bays, lakes, and the ocean; managing the Utilities Undergrounding program; and planning and coordinating work in the right-of-way.

**§ 22.1404 Environmental Services Department**

- (a) The Environmental Services Department is a City department. The department is responsible for providing residential refuse and recycling collection; pursuing waste reduction; managing City landfills; and overseeing the City's energy use and sustainability programs.
  
- (b) The Director is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Director is the appointing authority of all personnel authorized in the department.
  
- (c) The Environmental Services Department, under the direction of the City Manager, with policy direction from the City Council, is responsible for performing those duties and functions assigned and directed by the City Manager, including refuse and recycling collection services; managing the City's solid waste franchise system; operating and maintaining active and inactive City landfills; maintaining and monitoring City-owned underground storage tanks; overseeing hazardous materials management at City facilities; collection and proper disposal of household hazardous waste; asbestos, lead and mold inspection and abatement services for City facilities; code enforcement services for waste-related activities and lead paint hazards; and energy conservation and sustainability initiatives.

**Division 16: ~~Data Processing Department~~ Department of Information Technology**

**§ 22.1601 Department of Information Technology of Data Processing**

- (a) The ~~Data Processing~~ Department of Information Technology is a City department. The department is responsible for providing information technology services to all City departments.
- (b) The Chief Information Officer is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Chief Information Officer is the appointing authority of all personnel authorized in the department.
- (c) The Information Technology Department, under the direction of the City Manager, with policy direction from the City Council, is responsible for performing those duties and functions assigned and directed by the City Manager, including developing and maintaining the City's information technology infrastructure to support City operations; managing procurement and contracts for information technology equipment, services, wireless technology and communications systems; developing and managing enterprise applications and other information technology-related projects to address specific department needs and operations; and implementing information technology standards and cyber security requirements.

**§22.1602 ~~Power and Duties of the Director of the Data Processing Department~~**

~~The Director of the Data Processing Department shall be responsible for electronic data processing systems design, computer programming, and for~~

~~scheduling and operating a computer and related unit record data processing equipment. The department shall provide information systems development and processing services to all City departments. In addition, the department shall coordinate and provide functional supervision to systems design work undertaken in other departments.~~

### **Division 18: City Departments**

#### **§ 22.1801 City Departments**

- (a) [No change in text.]
- (b) The following are the departments of the City of San Diego within the meaning of the Charter and ordinances of the City:

~~Auditor and Comptroller~~ Chief Financial Officer

City Attorney

City Auditor

City Clerk

City Comptroller

City Council — District 1

City Council — District 2

City Council — District 3

City Council — District 4

City Council — District 5

City Council — District 6

City Council — District 7

City Council — District 8

City Council — District 9

City Manager

~~City Retirement~~

City Treasurer

Communications

Debt Management

~~Development Services Department~~

~~Economic Development Department~~

~~Engineering Department~~

Environmental Services

~~Executive Services Department~~

~~Family Justice Center Department~~

Financial Management

Fire-Rescue

Fleet Operations

~~General Services~~

Human Resources

Independent Budget Analyst

Information Technology

Intergovernmental Relations

Library

Mayor



Parks and Recreation

Performance and Analytics

Personnel

Planning

Police

Public Utilities

Public Works

Purchasing and Contracting

Real Estate Assets

Risk Management

San Diego City Employees' Retirement System

Transportation and Stormwater

~~Waste Management~~

~~Water Utilities~~

(c) [No change in text.]

**Division 20: ~~Department of Executive Services~~ Administration and Management**

**§ 22.2001 ~~Department of Executive Services~~ Administration and Management**

~~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.~~

(a) The Mayor may appoint a Chief Operating Officer to perform any duties assigned to the City Manager by the City Charter or the San Diego Municipal

Code in managing the affairs of the City under the purview of the Mayor, subject to Council confirmation. The Mayor has the sole authority to direct and exercise control over the Chief Operating Officer.

- (b) The City Manager's authority may establish administrative offices and business units pursuant to the administrative and executive authority in the Charter to oversee City departments, subject to Council approval through the budget process.

~~§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.~~

#### **Division 49: Library Department**

#### **§ 22.4901 Library Department**

- (a) The Library Department is a City department. The department is responsible for managing the City's library system to serve the informational, educational, and cultural interests of San Diego's diverse communities.
- (b) The Chief Librarian is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Chief Librarian is the appointing authority of all personnel authorized in the department.
- (c) The Library Department, under the direction of the City Manager, with policy direction from the City Council, is responsible for performing those duties and functions assigned and directed by the City Manager, including providing open access to a diverse collection of materials, programming, facilities, events, and other resources.

**Division 50: Human Resources Department**

**§22.5001 Human Resources Department**

- (a) The Human Resources Department is a City department. The department is responsible for managing policies and programs related to current City employees, and programs that assist people interacting with City government.
- (b) The Director is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Director is the appointing authority of all personnel authorized in the department.
- (c) The Human Resources Department, under the direction of the City Manager, with policy direction from the City Council, is responsible for performing those duties and functions assigned and directed by the City Manager, including managing employee labor relations, employee disability services, employee learning and development, the City's volunteer and intern programs, and programs helping citizens access City resources.

**Division 51: Fleet Operations Department**

**§ 22.5101 Fleet Operations Department**

- (a) The Fleet Operations Department is a City department. The department is responsible for managing the City's fleet of vehicles and equipment.
- (b) The Director is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Director is the appointing authority of all personnel authorized in the department.

(c) The Fleet Operations Department, under the direction of the City Manager, with policy direction from the City Council, is responsible for performing those duties and functions assigned and directed by the City Manager, including managing the acquisition and disposition of vehicles and equipment; maintaining and repairing vehicles and equipment; managing fuel systems and facilities; managing a rental fleet; and providing operator training.

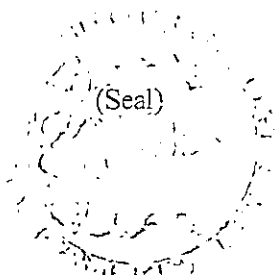
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Passed by the Council of The City of San Diego on OCT 24 2017, by the following vote:

Councilmembers	Yeas	Nays	Not Present	Recused
Barbara Bry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lorie Zapf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Ward	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Myrtle Cole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Kersey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Cate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Sherman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Alvarez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Georgette Gomez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date of final passage OCT 24 2017

AUTHENTICATED BY:



KEVIN L. FAULCONER  
Mayor of The City of San Diego, California.

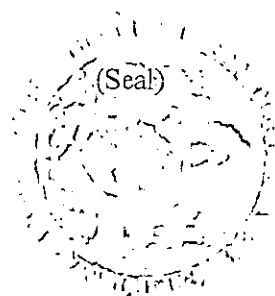
ELIZABETH S. MALAND  
City Clerk of The City of San Diego, California.

By Ginda Bruin, 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

OCT 10 2017, and on OCT 24 2017

I FURTHER CERTIFY that said ordinance was read in full prior to passage or that such reading was dispensed with by a vote of five members of the Council, and that a written copy of the ordinance was made available to each member of the Council and the public prior to the day of its passage.



ELIZABETH S. MALAND  
City Clerk of The City of San Diego, California.

By Ginda Bruin, Deputy

Office of the City Clerk, San Diego, California
Ordinance Number O- <u>20864</u>