

DATE ISSUED: November 18, 2002

REPORT NO: 02-278

ATTENTION: Honorable Mayor and City Council

SUBJECT: Appointment of Executive Assistant to the City Manager

SUMMARY

THIS IS AN INFORMATION ITEM ONLY. NO ACTION IS REQUIRED ON THE PART OF THE CITY COUNCIL.

I am pleased to announce the appointment of Judith (“Judy”) L. Stone to the position of Executive Assistant to the City Manager, effective November 25, 2002.

As the Executive Assistant to the City Manager, Judy will be responsible for scheduling and liaison functions between the City Manager, Mayor and Council Offices, City departments, City staff, and the public. She will handle citizen inquiries and perform highly responsible, confidential and complex administrative work in the City Manager's Office.

Judy has served the City of San Diego since 1974. She has progressively advanced through a variety of increasingly responsible positions in the City Attorney's Office and has also provided legal support to two Assistant City Attorneys working with sensitive and confidential issues. She has also provided administrative support roles to the Civil Division.

Judy has an Associate of Science degree in Business Administration (Honors) from Cuyamaca College and has developed extensive knowledge and understanding of City government operations.

Judy and her husband Mark have two children and live in El Cajon, CA. Please join me in welcoming Judy to her new assignment in the City Manager's Office.

Respectfully submitted,

Michael T. Uberuaga
City Manager