



# 2.17

OFFICE OF THE  
CITY MANAGER

CITY OF SACRAMENTO  
CALIFORNIA

CITY HALL  
ROOM 304  
730 I STREET  
SACRAMENTO, CA  
95814

PH 916-808-5704  
FAX 916-808-7618

May 24, 2005

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT:** RESOLUTION ESTABLISHING ORDER OF SUCCESSION IN THE  
EVENT OF ABSENCE OR DISABILITY OF THE CITY MANAGER

**LOCATION/COUNCIL DISTRICT:** All Districts

**STAFF RECOMMENDATION:**

It is recommended that the City Council adopt the attached Resolution establishing order of succession in the event of absence or disability of the City Manager.

**CONTACT PERSON:** Robert P. Thomas, City Manager, 808-5704  
Ken Nishimoto, Assistant City Manager, 808-7502

**FOR THE COUNCIL MEETING OF:** May 24, 2005

**SUMMARY:**

- In the past there has been a resolution of succession on file, which identifies who will assume the duties and obligations during the City Manager's absence.
- The attached resolution identifies current staff thereby updating Resolution 2001-735



**BACKGROUND INFORMATION:**

The attached resolution identifies current staff thereby updating Resolution 2001-735. This report is being submitted to officially update the list of positions and names of the individuals holding these positions in the City Manager's office. Since the last revision on November 6, 2001, a change in Assistant City Managers has occurred. This resolution is needed in the event of the City Manager's absence and for the City's emergency plan. During the unplanned absence or disability of the City Manager, the persons holding the offices designated below, in the order listed, shall assume the duties and obligations of the City Manager until such time as the Manager shall return to duty. The persons holding the offices named below shall only assume the Manager's duties if the person holding the office above them on the list is unavailable to assume such duties. The list of offices and names is as follows:

1. Assistant City Manager Richard J. Ramirez
2. Assistant City Manager Ken Nishimoto
3. Assistant City Manager Ray Kerridge
4. Assistant City Manager Cassandra Jennings

**FINANCIAL CONSIDERATIONS:**

There would be no fiscal impact incurred with this action.

**ENVIRONMENTAL CONSIDERATIONS:**

There would be no environmental considerations to be applied to this report.

**POLICY CONSIDERATIONS:**

This report and resolution is consistent with past policy.

**ESBD CONSIDERATIONS:**

None, as no goods or services are being purchased.

Respectfully submitted,



**ROBERT P. THOMAS**  
City Manager

**RESOLUTION NO. \_\_\_\_\_**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF

**RESOLUTION ESTABLISHING ORDER OF SUCCESSION  
IN THE EVENT OF ABSENCE OR DISABILITY OF THE CITY MANAGER**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:**

- A. During the unplanned absence or disability of the City Manager, the persons holding the offices designated below, in the order listed, shall assume the duties and obligations of the City Manager until such time as the Manager shall return to duty. The persons holding the offices named below shall only assume the Manager's duties if the person holding the office above them on the list is unavailable to assume such duties. The list of offices and names is as follows:
1. Assistant City Manager Richard J. Ramirez
  2. Assistant City Manager Ken Nishimoto
  3. Assistant City Manager Ray Kerridge
  4. Assistant City Manager Cassandra Jennings
- B. During a planned absence, the City Manager is authorized to designate an individual from the above list to assume the duties and responsibilities. The City Manager is planning to rotate this responsibility. This will provide career development opportunities for the individuals so designated.
- C. Resolution 2001-735 dated November 6, 2001 is hereby repealed.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK