



City Council Report

915 I Street, 1st Floor

Sacramento, CA 95814

www.cityofsacramento.org

File ID: 2018-01461

December 11, 2018

Consent Item 19

Title: (City Council / Housing Authority) Order of Succession for the Sacramento Housing and Redevelopment Agency Executive Director

Location: Citywide

Recommendation: Adopt: 1) a City Council Resolution: a) establishing the order of succession in the event of the unplanned absence or disability of the Sacramento Housing and Redevelopment Agency Executive Director; b) authorizing the Executive Director to designate any of the individuals listed in the resolution to serve as Acting Executive Director during a planned absence; and c) make related findings; and 2) a Housing Authority Resolution: a) establishing the order of succession in the event of the unplanned absence or disability of the Sacramento Housing and Redevelopment Agency Executive Director; b) authorizing the Executive Director to designate any of the individuals listed in the resolution to serve as Acting Executive Director during a planned absence; and c) make related findings.

Contact: James Shields, Director of Administration, (916) 440-1319, Sacramento Housing and Redevelopment Agency

Presenter: None

Attachments:

- 1-Description/Analysis
- 2-City Council Resolution
- 3-Housing Authority Resolution

Description/Analysis

Issue Detail: To ensure the smooth and continuous operations of the Sacramento Housing and Redevelopment Agency (Agency), resolutions of succession is needed in order to identify who will assume the duties and obligations of the Executive Director during a planned or unplanned absence or disability. The order of succession for the Executive Director will be updated every two years by resolution.

Policy Considerations: No new policies are recommended.

Economic Impacts: None

Environmental Considerations:

California Environmental Quality Act (CEQA): The proposed actions consist of governmental fiscal, organizational or administrative activities that will not result in direct or indirect physical changes in the environment, and as such, do not constitute a "project" under CEQA, Guidelines Section 15378 (b)(4).

National Environmental Policy Act (NEPA): The proposed actions consist of governmental administrative and management activities and are therefore exempt under NEPA, 24 CFR 58.34(a)(3),

Sustainability Considerations: Not applicable

Rationale for Recommendation: During the absence or disability of the Executive Director, the person holding the office designated in the attached resolutions shall assume the duties and obligations of the Executive Director in the order listed until such times as the Executive Director shall return.

Financial Considerations: Not applicable

LBE - M/WBE and Section 3 requirements: Not applicable

RESOLUTION NO. 2018-

Adopted by the Sacramento City Council

On date of

ESTABLISHING ORDER OF SUCCESSION IN THE ABSENCE OR DISABILITY OF THE EXECUTIVE DIRECTOR

BACKGROUND

- A California Environmental Quality Act (CEQA): The proposed actions consist of governmental fiscal, organizational or administrative activities that will not result in direct or indirect physical changes in the environment, and as such, do not constitute a “project” under CEQA, Guidelines Section 15378 (b)(4). National Environmental Policy Act (NEPA): The proposed actions consist of governmental administrative and management activities and are therefore exempt under NEPA, 24 CFR 58.34(a)(3).
- B. To ensure the smooth and continuous operations of the Agency a resolution of succession is needed in order to identify who will assume the Executive Directors duties and obligations during the Executive Directors unplanned or planned absences.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. In the event of an unplanned absence or disability of the Executive Director, the following individuals (in order of succession) are authorized to fulfill the duties of the Executive Director.
1. Director of Development – Tyrone Roderick Williams
 2. Director of Administration – James Shields
 3. General Counsel – David Levin
- Section 2. In the event of a planned absence, the Executive Director may designate any of the individuals listed in Section 1 as Acting Executive Director.
- Section 3. The findings, including the environmental findings as outlined above, are approved.

RESOLUTION NO. 2018-

Adopted by the Housing Authority of the City of Sacramento

On date of

ESTABLISHING ORDER OF SUCCESSION IN THE EVENT OF ABSENCE OR DISABILITY OF THE EXECUTIVE DIRECTOR

BACKGROUND

- A California Environmental Quality Act (CEQA): The proposed actions consist of governmental fiscal, organizational or administrative activities that will not result in direct or indirect physical changes in the environment, and as such, do not constitute a “project” under CEQA, Guidelines Section 15378 (b)(4). National Environmental Policy Act (NEPA): The proposed actions consist of governmental administrative and management activities and are therefore exempt under NEPA, 24 CFR 58.34(a)(3).
- B. To ensure the smooth and continuous operations of the Agency a resolution of succession is needed in order to identify who will assume the Executive Directors duties and obligations during the Executive Directors unplanned or planned absences.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO RESOLVES AS FOLLOWS:

- Section 1. In the event of an unplanned absence or disability of the Executive Director, the following individuals (in order of succession) are authorized to fulfill the duties of the Executive Director.
1. Director of Development – Tyrone Roderick Williams
 2. Director of Administration – James Shields
 3. General Counsel – David Levin
- Section 2. In the event of a planned absence, the Executive Director may designate any of the individuals listed in Section 1 as Acting Executive Director.
- Section 3. The findings, including the environmental findings as outlined above, are approved.