



# REPORT TO COUNCIL

## City of Sacramento

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www.CityofSacramento.org

Consent  
**September 29, 2009**

**Honorable Mayor and  
Members of the City Council**

**Title: Establishing Order of Succession for the City Manager**

**Location/Council District: Citywide**

**Recommendation:** 1) Adopt a **Resolution** establishing the order of succession in the event of absence or disability of the City Manager; and 2) repeal Resolution No. 2006-628

**Contact:** Mark Prestwich, Special Projects Manager, (916) 808-5380

**Presenter:** N/A

**Department:** City Manager's Office

**Division:** N/A

**Organization No:** 02001011

### **Description/Analysis**

**Issue:** Due to staff changes in the City Manager's Office, it is necessary to update the City Council's resolution establishing the order of succession in the event of absence or disability of the City Manager.

**Policy Considerations:** A resolution of succession is required for the City's emergency plan and provides clear direction in the case of the City Manager's absence.

**Environmental Considerations:** The recommendations do not constitute a "project" and therefore are exempt from the California Environmental Quality Act (CEQA) according to Section 15061(b)(1) and 15378(b)(3) of the CEQA guidelines.

**Commission/Committee Action:** N/A

**Sustainability Considerations:** N/A

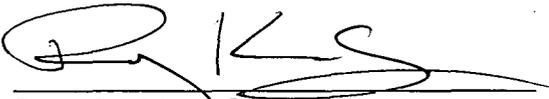
**Rationale for Recommendation:** This action will provide an updated resolution of succession on file to identify who will assume the City Manager's duties and obligations during the absence of the City Manager. A current resolution of succession is also needed for the City's emergency plan.

**Financial Considerations: N/A**

**Emerging Small Business Development (ESBD): N/A**

Respectfully Submitted by: M. Prest  
Mark Prestwich, Special Projects Manager

Recommendation Approved:

  
Ray Kerridge, City Manager

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**Background**

The Sacramento City Council has previously adopted resolutions providing for the order of succession in the event of an absence or disability of the City Manager, and to keep the City's emergency plan current. The Council most recently took action regarding the order of succession on August 22, 2006 with the adoption of Resolution No. 2006-628. Due to staffing changes in the City Manager's Office, it is necessary to update the order of succession of the City Manager.

## **RESOLUTION NO.**

Adopted by the Sacramento City Council

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

#### **BACKGROUND**

- A. This report provides a resolution of succession on file, which identifies who will assume the City Manager's duties and obligations during the City Manager's absence.
- B. This resolution is needed in the event of the City Manager's absence for the City's emergency plan.
- C. During the unplanned absence or disability of the City Manager, the persons holding the office designated below in Section 2, 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.
- D. During the planned absence of the City Manager, the City Manager may designate any of the individuals listed in Section 2 as Acting City Manager.

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

- Section 1. Establish the order of succession in the event of an unplanned absence or disability of the City Manager.
- Section 2. The list of offices and names is as follows (in order of succession):
  - 1. Assistant City Manager Cassandra Jennings
  - 2. Assistant City Manager Gustavo Vina
  - 3. Assistant City Manager John Dangberg
- Section 3. In the event of a planned absence, the City Manager may designate any of the individuals listed in Section 2 as Acting City Manager.
- Section 4. Resolution No. 2006-628 is hereby repealed.