



Council Staff Linkage: Sacramento Housing and Redevelopment Agency (SHRA) Executive Director

Scope: Council Directed

Policy Contact

Lawrence Carr, Chair of Governance Ad Hoc Committee

City Council Member, District 8

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Policy Number: 008

Date of Adoption: 06-26-2018

Resolution No.: 2018-0259

Monitoring Method: SHRA Executive Director Report

Frequency: Annually, based on appointment date

- A. The SHRA Executive Director is the Chief Executive Officer of SHRA an independent Joint Exercise of Powers Agreement (JPA) between the City and County of Sacramento and is responsible for providing the leadership with direct oversight from the U.S. Department of Housing and Urban Development (HUD) for all aspects of SHRA's operations including the administration of all federal, state and local housing funds, programs and services. The Executive Director is also responsible for management, development, staffing, and financial control; including strategic housing initiatives, economic feasibility, sound business planning and management.
- B. The SHRA Executive Director reports directly to the City Council/City Housing Authority Board. The City Council in coordination with the County Board of Supervisors is responsible for hiring, evaluating, and terminating the SHRA Executive Director.
- C. The SHRA Executive Director shall not cause or allow any practice, activity, decision, or organizational circumstance that is illegal, unethical, imprudent, or in violation of commonly accepted business and professional ethics.
- D. The SHRA Executive Director shall provide reports as requested by the City Manager for consolidation into a comprehensive citywide report.
- E. The SHRA Executive Director shall have legal Counsel who shall be independent of the City Attorney.

- F. The SHRA Executive Director shall be responsible for managing the Housing Authority's Public Housing portfolio, programs and services and responsible for managing the Housing Authority's Housing Choice Voucher (HCV) rental assistance program.
- G. The SHRA Executive Director shall provide leadership and strategic direction on matters relating to community development with responsibility for receiving and coordinating grants for federally funded programs. The Executive Director is responsible for investing federal funds in the construction and preservation of affordable housing and home ownership opportunities and responsible for the administration and implementation of affordable housing ordinances.
- H. The SHRA Executive Director shall treat the council as a whole and be responsive to individual council members except where substantial resources are required to fulfill a request.
- I. Additionally, the Executive Director will:
 - 1. Prepare and submit to the City Council for approval each year a budget to achieve the City Council strategic directives that serves the residents of SHRA and the communities of Sacramento.
 - 2. Establish, implement and enforce policies and procedures related to the operation of SHRA, administer personnel rules and MOU's, attend meetings of the City Council and report on the general affairs of SHRA.
 - 3. Implement and maintain a risk management plan and safety programs throughout SHRA.
 - 4. Ensure the smooth continuous operation of SHRA in the event of the planned or unplanned absence of the Executive Director.
 - 5. Monitor legal, regulatory, and HUD guidelines; track policy developments at the Federal and State level.
 - 6. Prepare Management Plans, Capital Financial Plans, operating statements and submit regular reports as required by the City Council.
 - 7. Interact, collaborate and partner with the public, non-profits agencies, educational institutions, other government agencies, and private agencies pursuant to policies adopted by the City Council to carry out the mission of SHRA. The Executive Director shall assure, in cooperation and consultation with the City Council, that SHRA is appropriately represented in the community it serves.