

City of Alexandria, Virginia

MEMORANDUM

DATE: DECEMBER 6, 2005

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: RESOLUTION DESIGNATING THE ACTING CITY MANAGER WHEN THE CITY MANAGER IS OUT OF TOWN

ISSUE: City Council approval of a resolution (Attachment 1) designating the persons authorized to serve as Acting City Manager when the City Manager is out of town.

RECOMMENDATION: That City Council repeal Resolution 2138 (Attachment 2) and adopt the attached resolution.

DISCUSSION: Section 4.05 of the City Charter provides that City Council may enact a resolution designating the person to act as City Manager in the temporary absence of the City Manager. Resolution 2138 was adopted by Council on February 8, 2005, and designates the persons who will serve as Acting City Manager when the City Manager is out of town.

The attached resolution provides that when the City Manager is out of town, Deputy City Manager Michele Evans will be the Acting City Manager. When both the City Manager and Ms. Evans are absent, Deputy City Manager Mark Jinks will be the Acting City Manager. When the City Manager, Ms. Evans and Mr. Jinks are absent, Office of Management and Budget Director Bruce Johnson will be the Acting City Manager.

ATTACHMENTS:

- Attachment 1. Proposed Resolution
- Attachment 2. Resolution 2138

STAFF:

Michele R. Evans, Deputy City Manager

RESOLUTION NO. ____

WHEREAS, Section 4.05 of the City Charter provides that, in the event of the temporary absence, disability or resignation of the City Manager, the City Council may by resolution appoint a person to perform the duties of City Manager until the Manager returns to duty, or a successor to the City Manager is duly appointed.

**NOW, THEREFORE, BE IT RESOLVED BY THE
CITY COUNCIL OF ALEXANDRIA, VIRGINIA:**

1. That, in the absence of City Manager James K. Hartmann, the following individuals shall be, and hereby are, appointed and authorized to perform the duties of the City Manager:
 - (a) Deputy City Manager Michele Evans, until Mr. Hartmann returns to duty; and
 - (b) In the absence of Deputy City Manager Michele Evans, Deputy City Manager Mark Jinks, until either Mr. Hartmann or Ms. Evans returns to duty; and
 - (c) In the absence of Deputy City Manager Mark Jinks, Office of Management and Budget Director Bruce Johnson, until Mr. Jinks returns to duty.
2. That this resolution shall take effect upon its adoption, and shall replace Resolution No. 2138, which shall be, and hereby is rescinded.

ADOPTED: December 13, 2005

WILLIAM D. EUILLE

MAYOR

ATTEST:

Jacqueline M. Henderson, CMC, City Clerk

RESOLUTION NO. 2171

WHEREAS, Section 4.05 of the City Charter provides that, in the event of the temporary absence, disability or resignation of the City Manager, the City Council may by resolution appoint a person to perform the duties of City Manager until the Manager returns to duty, or a successor to the City Manager is duly appointed.

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 - (b) In the absence of Deputy City Manager Michele Evans, Deputy City Manager Mark Jinks, until either Mr. Hartmann or Ms. Evans returns to duty; and
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WILLIAM D. EULLE

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Jacqueline M. Henderson, CMC City Clerk