

City of Alexandria, Virginia

MEMORANDUM

DATE: JANUARY 6, 2012

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: RASHAD M. YOUNG, CITY MANAGER *RM*

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 2350 (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 2350 was adopted by Council on June 23, 2009, and designated the persons who would serve as Acting City Manager when the City Manager was out of town.

In order to reflect the current City organization, to provide flexibility when staff is out of town and to ensure that we are prepared to respond if an emergency should occur, I propose the list of persons below, who will be able to assume the duty of Acting City Manager.

When I am scheduled to be out of town, I expect to designate from among the senior staff members included in the resolution to be Acting City Manager based on the issues or concerns that we may be addressing at the time.

If a situation arises in which I unexpectedly am unable to return to the city because of illness or some other emergency, the resolution provides the order in which senior staff would automatically assume the acting city manager role, depending upon who is in the city if this occurs.

In this case the attached proposed resolution provides that when the City Manager is out of town, Chief of Staff Bruce Johnson will be the Acting City Manager. When both the City Manager and

Mr. Johnson are out of town, Deputy City Manager Michele Evans will be the Acting City Manager. When the City Manager, Mr. Johnson, and Ms. Evans are out of town, Deputy City Manager Mark Jinks will be the Acting City Manager. When Mr. Johnson, Ms. Evans, and Mr. Jinks are out of town, Assistant City Manager Debra Collins will be the Acting City Manager. When Mr. Johnson, Ms. Evans, Mr. Jinks, and Ms. Collins are out of town, Assistant City Manager Tom Gates will be the Acting City Manager.

ATTACHMENTS:

Attachment 1. Proposed Resolution

Attachment 2. Resolution 2350

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 scheduled absence of City Manager Rashad M. Young, the City Manager may designate one of the following individuals to be appointed and authorized to perform the duties of the City Manager: Chief of Staff Bruce Johnson, Deputy City Manager Michele Evans, Deputy City Manager Mark Jinks, Assistant City Manager Debra Collins, Assistant City Manager Tom Gates;
2. In the event the City Manager is unable to perform his duties due to illness, emergency or other unforeseen situations, and is unable to designate a person according to Section 1 above, the following is the order in which these persons shall assume the position of Acting City Manager:
 - (a) Chief of Staff Bruce Johnson, until Mr. Young returns to duty; and
 - (b) In the absence of Bruce Johnson, Deputy City Manager Michele Evans, until either Mr. Young or Mr. Johnson returns to duty;
 - (c) In the absence of Mr. Young, Mr. Johnson, and Ms. Evans, Deputy City Manager Mark Jinks, until Mr. Young, Mr. Johnson, or Ms. Evans returns to duty;
 - (d) In the absence of Mr. Young, Mr. Johnson, Ms. Evans, and Mr. Jinks, Assistant City Manager Debra Collins until Mr. Young, Mr. Johnson, Ms. Evans, or Mr. Jinks returns to duty;
 - (e) In the absence of Mr. Young, Mr. Johnson, Ms. Evans, Mr. Jinks, and Ms. Collins, Assistant City Manager Tom Gates until Mr. Young, Mr. Johnson, Ms. Evans, Mr. Jinks, or Ms. Collins returns to duty.
3. That this resolution shall take effect upon its adoption, and shall replace Resolution No. 2350, which shall be, and hereby is rescinded.

ADOPTED: January 10, 2012

WILLIAM D. EUILLE

MAYOR

ATTEST:

Jacqueline M. Henderson, CMC, City Clerk

RESOLUTION NO. 2350

**Resolution Designating the Acting City Manager
When the City Manager is Out of Town**

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.

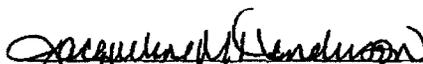
**NOW, THEREFORE, BE IT RESOLVED BY THE
CITY COUNCIL OF ALEXANDRIA, VIRGINIA:**

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;
 - (c) In the absence of Mr. Hartmann, Ms. Evans and Mr. Jinks, Chief Financial Officer Bruce Johnson, until Mr. Hartmann, Ms. Evans or Mr. Jinks returns to duty;
 - (d) In the absence of Mr. Hartmann, Ms. Evans, Mr. Jinks, and Mr. Johnson, Assistant City Manager Debra Collins until Mr. Hartmann, Ms. Evans, Mr. Jinks or Mr. Johnson returns to duty;
 - (e) In the absence of Mr. Hartmann, Ms. Evans, Mr. Jinks, Mr. Johnson and Ms. Collins, Assistant City Manager Tom Gates until Mr. Hartmann, Ms. Evans, Mr. Jinks, Mr. Johnson, or Ms. Collins returns to duty;
2. That this resolution shall take effect upon its adoption, and shall replace Resolution No. 2171, which shall be, and hereby is rescinded.

ADOPTED: June 23, 2009


WILLIAM D. EULLE MAYOR

ATTEST:


Jacqueline M. Henderson, CMC City Clerk

RESOLUTION NO. 2486

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:**

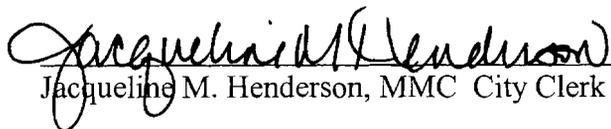
1. That, in the scheduled absence of City Manager Rashad M. Young, the City Manager may designate one of the following individuals to be appointed and authorized to perform the duties of the City Manager: Chief of Staff Bruce Johnson, Deputy City Manager Michele Evans, Deputy City Manager Mark Jinks, Assistant City Manager Debra Collins, Assistant City Manager Tom Gates;
2. In the event the City Manager is unable to perform his duties due to illness, emergency or other unforeseen situations, and is unable to designate a person according to Section 1 above, the following is the order in which these persons shall assume the position of Acting City Manager:
 - (a) Chief of Staff Bruce Johnson, until Mr. Young returns to duty; and
 - (b) In the absence of Bruce Johnson, Deputy City Manager Michele Evans, until either Mr. Young or Mr. Johnson returns to duty;
 - (c) In the absence of Mr. Young, Mr. Johnson, and Ms. Evans, Deputy City Manager Mark Jinks, until Mr. Young, Mr. Johnson, or Ms. Evans returns to duty;
 - (d) In the absence of Mr. Young, Mr. Johnson, Ms. Evans, and Mr. Jinks, Assistant City Manager Debra Collins until Mr. Young, Mr. Johnson, Ms. Evans, or Mr. Jinks returns to duty;
 - (e) In the absence of Mr. Young, Mr. Johnson, Ms. Evans, Mr. Jinks, and Ms. Collins, Assistant City Manager Tom Gates until Mr. Young, Mr. Johnson, Ms. Evans, Mr. Jinks, or Ms. Collins returns to duty.
3. That this resolution shall take effect upon its adoption, and shall replace Resolution No. 2350, which shall be, and hereby is rescinded.

Adopted: January 10, 2012



WILLIAM D. EULLE MAYOR

ATTEST:



Jacqueline M. Henderson, MMC City Clerk