

City of Alexandria, Virginia

MEMORANDUM

DATE: JUNE 17, 2009

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER *J*

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 2171 (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 2171 was adopted by Council on December 13, 2005, and designates the persons who will serve as Acting City Manager when the City Manager is out of town.

In order to provide greater flexibility when staff is out of town and to ensure that we are prepared to respond if an emergency should occur, I propose to expand the number of persons who will be able to assume the duty of Acting City Manager. The attached proposed 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, Chief Financial Officer Bruce Johnson will be the Acting City Manager. When Ms. Evans, Mr. Jinks and Mr. Johnson are absent, Assistant City Manager Debra Collins will be the Acting City Manager. When Ms. Evans, Mr. Jinks, Mr. Johnson and Ms. Collins are absent, Assistant City Manager Tom Gates will be the Acting City Manager. This is the same sequence as has been in place with the exception of adding Ms. Collins and Mr. Gates.

**ATTACHMENTS:**

- Attachment 1. Proposed Resolution
- Attachment 2. Resolution 2171

**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;
  - (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

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WILLIAM D. EUILLE                      MAYOR

ATTEST:

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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.

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. 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.

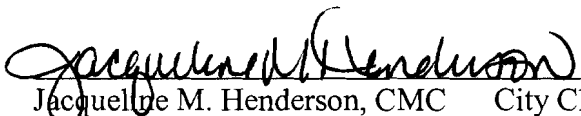
**NOW, THEREFORE, BE IT RESOLVED BY THE  
CITY COUNCIL OF ALEXANDRIA, VIRGINIA:**

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

  
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**WILLIAM D. EULLE**                      **MAYOR**

ATTEST:

  
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Jacqueline M. Henderson, CMC      City Clerk