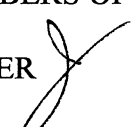


City of Alexandria, Virginia

MEMORANDUM

DATE: FEBRUARY 2, 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 1974 (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 1974 was adopted by Council on June 27, 2000, 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, Assistant City Manager Michele Evans will be the Acting City Manager. When both the City Manager and Ms. Evans are absent, Assistant City Manager Mark Jinks will be the Acting City Manager.

FISCAL IMPACT: None

ATTACHMENTS:

- Attachment 1. Proposed Resolution
- Attachment 2. Resolution 1974

STAFF:

Michele R. Evans, Assistant 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) Assistant City Manager Michele Evans, until Mr. Hartmann returns to duty; and
 - (b) In the absence of Assistant City Manager Michele Evans, Assistant City Manager Mark Jinks, until either Mr. Hartmann or Ms. Evans returns to duty; and
2. That this resolution shall take effect upon its adoption, and shall replace Resolution No. 1974, which shall be, and hereby is rescinded.

ADOPTED: February 8, 2005

WILLIAM D. EUILLE

MAYOR

ATTEST:

Jacqueline M. Henderson, CMC, City Clerk

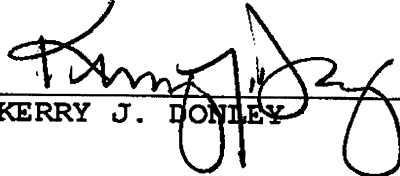
RESOLUTION NO. 1974

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.

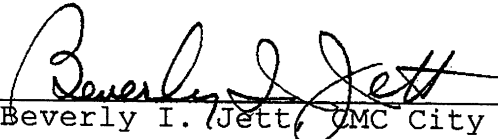
NOW, THEREFORE, BE IT RESOLVED BY THE
CITY COUNCIL OF ALEXANDRIA, VIRGINIA:

1. That, in the absence of City Manager Philip Sunderland, the following individuals shall be, and hereby are, appointed and authorized to perform the duties of the City Manager:
 - (a) Assistant City Manager Michele Evans, until Mr. Sunderland returns to duty;
 - (b) In the absence of Assistant City Manager Michele Evans, Assistant City Manager Mark Jinks, until either Mr. Sunderland or Ms. Evans returns to duty; and
 - (c) In the absence of Assistant City Managers Michele Evans and Mark Jinks, the Assistant City Manager for Operations, until Mr. Sunderland, Ms. Evans or Mr. Jinks returns to duty.
2. That this resolution shall take effect upon its adoption, and shall replace Resolution No. 1954, which shall be, and hereby is, rescinded.

ADOPTED: June 27, 2000


KERRY J. DONLEY MAYOR

ATTEST:


Beverly I. Jett, OMC City Clerk

RESOLUTION NO. 2138

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) Assistant City Manager Michele Evans, until Mr. Hartmann returns to duty; and
 - (b) In the absence of Assistant City Manager Michele Evans, Assistant City Manager Mark Jinks, until either Mr. Hartmann or Ms. Evans returns to duty; and
2. That this resolution shall take effect upon its adoption, and shall replace Resolution No. 1974, which shall be, and hereby is rescinded.

ADOPTED: February 8, 2005


WILLIAM D. EULLE

MAYOR

ATTEST:


Jacqueline M. Henderson, CMC City Clerk