

**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 Mark B. Jinks, the City Manager may designate one of the following individuals to be appointed and authorized to perform the duties of the City Manager: Deputy City Manager Debra Collins, Deputy City Manager Laura B. Triggs, or Deputy City Manager Emily Baker;
2. In the event the City Manager is unable to perform his duties due to illness, emergency or other unforeseen situation, 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) Deputy City Manager Debra Collins, until Mr. Jinks returns to duty;
  - (b) In the absence of Debra Collins, Deputy City Manager Laura Triggs, until either Mr. Jinks or Ms. Collins returns to duty; and
  - (c) In the absence of Mr. Jinks, Ms. Collins, and Ms. Triggs, Deputy City Manager Emily Baker, until Mr. Jinks, Ms. Collins, or Ms. Triggs returns to duty.
3. That this resolution shall take effect upon its adoption, and shall replace Resolution No. 2662, which shall be, and hereby is, rescinded.

ADOPTED: January 26, 2016

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**ALLISON SILBERBERG MAYOR**

ATTEST:

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Jacqueline M. Henderson, MMC, City Clerk