



Legislation Details (With Text)

**File #:** 24-1966      **Name:** CM designating resolution  
**Type:** Resolution      **Status:** Agenda Ready  
**File created:** 3/20/2024      **In control:** City Council Legislative Meeting  
**On agenda:** 4/24/2024      **Final action:**  
**Title:** Consideration of a Resolution Designating the Acting City Manager During Temporary Absence of the City Manager. [ROLL-CALL VOTE]  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. 24-1966\_Proposed Resolution, 2. 24-1966\_Signed Resolution

Date	Ver.	Action By	Action	Result
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City of Alexandria, Virginia

MEMORANDUM

**DATE:** APRIL 16, 2024  
**TO:** THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL  
**FROM:** JAMES F. PARAJON, CITY MANAGER /s/

**DOCKET TITLE:**  
 Consideration of a Resolution Designating the Acting City Manager During Temporary Absence of the City Manager. [ROLL-CALL VOTE]

**ISSUE:** City Council approval of a resolution (Attachment) designating the persons authorized to serve as Acting City Manager during the temporary absence of the City Manager.

**RECOMMENDATION:** That City Council Repeal Resolution 3141 and adopt the attached proposed resolution.

**DISCUSSION:** Section 4.05 of the City Charter states that City Council may enact a resolution designating a person to perform the duties in the event of his temporary absence, disability, death or resignation, the council may by resolution appoint an officer of the city or any person other than a member of the council to perform the duties of manager until said manager returns to duty or his successor is duly appointed. Resolution 3141 was adopted by Council on February 14, 2023, and designated the persons who would serve as Acting City Manager

when the City Manager is absent.

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

When I am scheduled to be out of town, I expect to usually 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 perform the duties of City Manager 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 should such a situation occur.

**ATTACHMENT:** Proposed Resolution

**STAFF:** Sermaine McLean, Chief of Staff