City of Alexandria

Legislation Text

City Council Chambers at
Del Pepper Community
Resource Center
4850 Mark Center Drive
Alexandria, VA 22311

File #: 23-0735, **Version:** 1

City of Alexandria, Virginia

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MEMORANDUM

DATE: FEBRUARY 7, 2023

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]

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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 3095 and adopt the attached proposed 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 3095 was adopted by Council on September 13, 2022 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

<u>STAFF:</u> Sermaine McLean, Chief of Staff