



Legislation Text

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City of Alexandria, Virginia

MEMORANDUM

DATE: JANUARY 20, 2016

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: MARK B. JINKS, 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 1) designating the persons authorized to serve as Acting City Manager during the temporary absence of the City Manager.

RECOMMENDATION: That City Council repeal Resolution 2662 (Attachment 2) 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 2662 was adopted by Council on January 27, 2015, 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 prepared to respond if an emergency should occur, I propose the list of persons below, who will be able to assume the duty of Acting City Manager.

When I am scheduled to be out of town, I expect to 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 return to the City 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.

This resolution is identical to that approved by Council in 2015, except that it recognizes the City Manager and

one of the Deputy City Managers are no longer in an “acting” capacity.

ATTACHMENTS:

Attachment 1: Proposed Resolution

Attachment 2: Resolution 2662

STAFF: Kilo Grayson, Management Analyst I