

**COUNCIL OF THE TOWN OF  
RIVERDALE PARK, MARYLAND**

**RESOLUTION 2009-R-11**

**Introduced By** Alan Thompson

**Date Introduced:** 10-5-09

**Date Adopted:** 10-5-09

**Date Effective:** 10-5-09

**A RESOLUTION concerning**

APPOINTMENT OF AN ACTING TOWN ADMINISTRATOR

FOR the purpose of allowing the Mayor to appoint an Acting Town Administrator; and matters generally related thereto.

**EXPLANATORY STATEMENT:** § 404 of the Charter grants to the Mayor all powers necessary to see that the ordinances of the town are faithfully executed. § 702 defines the position of town administrator and defines his duties and functions. The Charter specifies reassignment of the duties of the Town Administrator under certain limited situations (for example, § 211, for receiving petitions of referendum, and § 609, authorizing check signing), but does not speak in general to an extended absence in the position. In the past, the Mayor has, by exercise of his powers under § 404, acted as Town Administrator during an extended absence; this places a significant burden upon the Mayor, and as a part-time employee the Mayor might, in fact, not be able to simultaneously execute the duties of Mayor and Town Administrator.

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF RIVERDALE PARK** that it hereby authorizes the Mayor (using his powers under § 404 of the Town Charter), in the event that the position of Town Administrator is vacant, the Town Administrator is incapacitated, or the Town Administrator is on authorized leave of absence from the Town, to delegate his powers and appoint an Acting Town

Administrator. The Acting Town Administrator shall meet the eligibility requirements of § 702(b) of the Town Charter, and shall be a department head or the Town Attorney.

Any power or duty of the Town Administrator that, in the absence or incapacitation of the Town Administrator, is explicitly reassigned by the Charter or ordinance shall continue to be reassigned as specified. The Town Council must approve the Mayor's appointment of an Acting Town Administrator at the next monthly meeting, and all subsequent monthly meetings, for the duration of the appointment, and may nullify the appointment at any regular or special meeting of the council.

The Mayor shall inform the council of his appointment in writing, and the appointment will be valid upon that notification.

This resolution, unless renewed by action of the Town Council, shall expire on October 10, 2010.

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Mayor, Vernon Archer