

ORDINANCE No. 2.

AN ORDINANCE to Define the Powers and Duties of the City Manager.

BE IT ORDAINED BY THE CITY COUNCIL OF ALEXANDRIA, VIRGINIA:

Section 1. The City Manager shall be responsible to the Council for the efficient administration of all administrative and executive affairs of the city. He shall have power and it shall be his duty:

- (a) To see that all laws and ordinances are enforced.
- (b) Except as otherwise provided by law, to appoint all heads or directors of departments, and all subordinate officers and employees of the city, with the power to discipline and remove any officer or employee so appointed; and he shall report each appointment or removal to the Council at the next regular meeting following such appointment or removal.
- (c) Except as otherwise provided by law, to exercise supervision and control over all departments and divisions created, or that may be hereafter created by the Council.
- (d) To attend all regular meetings of the Council with the right to take part in the discussion, but having no vote. He shall be entitled to notice of all special meetings.
- (e) To recommend to the Council for adoption such measures as he may deem necessary or expedient.
- (f) To see that all terms and conditions imposed in favor of the city, or its inhabitants, in any public utility franchise, are faithfully kept and performed.
- (g) To make and execute all contracts on behalf of the city for any expenditure or undertaking legally authorized.
- (h) To act as budget commissioner, and as such to prepare and submit to the Council the Annual Budget.
- (i) To keep the Council at all times fully advised as to the financial condition and needs of the city.
- (j) To perform all such other duties as may be prescribed by law or be required of him by ordinance or resolution of the Council.

Approved September 21, 1922.

  
Mayor.