

# Ordinance No. 1189

**AN ORDINANCE to amend Chapter 2 of The Code of the City of Alexandria, Virginia, 1953, as amended, by adding thereto a new article numbered IX; which Chapter 2 relates to ADMINISTRATION, and which new article numbered IX relates to and establishes a DEPARTMENT OF GENERAL SERVICES, provides for a DIRECTOR OF GENERAL SERVICES and prescribes POWERS, DUTIES, RESPONSIBILITIES and FUNCTIONS.**

THE CTY COUNCIL OF ALEXANDRIA HEREBY ORDAINS

Section 1. That Chapter 2 of The Code of the City of Alexandria, Virginia, 1953, as amended, be and the same hereby is amended by adding thereto a new article numbered IX to read as follows:

## Article IX

### Department of General Services

#### **Sec. 2-106. Department of General Services—Establishment.**

There is hereby established, under the City Manager, a department of government of the City of Alexandria, Virginia, to be known as the Department of General Services.

#### **Sec. 2-107. Director of Department of General Services—Appointment and Removal.**

The head of the Department of General Services shall be the Director of General Services who shall be appointed and removed by the City Manager as provided by law.

#### **Sec. 2-108. Director of Department of General Services—Qualifications.**

The Director of General Services shall be a person who has had training and experience in public administration, supervision, property management and related fields.

#### **Sec. 2-109. Director of General Services—Powers and duties.**

The Director of General Services, under the City Manager, shall have general direction of the Department of General Services. He shall administer the functions, duties and responsibilities assigned him or his department by Section 21-110, by law and by the City Manager. He may, under the City Manager, establish, alter or abolish divisions and other classifications within the department.

#### **Sec. 2-110. Department of General Services—Functions, duties and responsibilities assigned.**

The following are assigned to the Department of General Services:  
(a) Communications Services, including but not limited to:

- (1) Duplication and reproduction of materials and reports submitted from all approved sources.
- (2) Operation of City Hall switchboard and arrangement for phone service and installations.
- (3) Interdepartmental communications and messages.
- (4) Preparation and posting of all mail.

(b) Property Management Services, including but not limited to:

- (1) Coordination of the holding, purchasing, rental, leasing or sale of City real property.
- (2) Coordination of the construction, repair, painting and maintenance of City buildings.

- (3) Performance of minor building repair in City buildings.
  - (4) Inspection, repairs and coordination of repair of all heating and air conditioning systems in City buildings.
  - (5) Performance of custodial services in City Hall.
  - (6) Control of City Shop and grounds.
- (c) Motor Equipment Services, including but not limited to:
- (1) Receipt and inspection of all motor equipment purchased by the City for conformance to specifications.
  - (2) Preparation and equipping such motor and construction vehicles for use by City departments or personnel.
  - (3) Repair and coordination of repair of all City motor equipment.
  - (4) Operation of State Inspection Service at City Shop for inspection of City vehicles.
- (d) Inventory Services, including but not limited to:
- (1) Annual inspection of all City property.
  - (2) Compilation of inventories and the establishment of reasonable values of all facilities and equipment of municipal agencies which shall include:
    - a. Buildings.
    - b. Motor equipment.
    - c. Office equipment.
- (e) Field investigation services, including but not limited to:
- (1) Administration and enforcement of City Code relating to the failure of owners to keep dogs restrained.
  - (2) Investigation of personal injuries and property damages occurring on the public right of way, or on or in other municipal property.
  - (3) Investigation of personal injuries and property damages caused by City personnel acting within the scope of their employment.
  - (4) Coordination of the municipal safety program.

#### Sec. 2-111. Exemptions.

The following shall not be subject to the administration of the Department of General Services:

- (a) School property, facilities and equipment.
- (b) Fire Department shop operation and equipment.
- (c) Alexandria Library facilities and equipment.

Section 2. That this ordinance shall be published in a newspaper of general circulation in the City not later than five days following its introduction together with a notice containing the time and place for a public hearing. The Clerk of the Council shall note the date of introduction and first reading, the date of publication, the date of the public hearing, and the date of the second reading and final passage in the minutes of the meeting. This ordinance shall become effective the date of its final passage.

FRANK E. MANN  
Mayor

Final Passage: Oct. 9, 1962