

# Ordinance No. 1343

**AN ORDINANCE to amend Chapter 2 of the Code of the City of Alexandria, Virginia, 1963, as amended, by adding thereto a new article numbered XI; which Chapter 2 relates to ADMINISTRATION, and which new article numbered XI relates to and establishes a DEPARTMENT OF DATA PROCESSING, provides for a DIRECTOR OF DATA PROCESSING and prescribes POWERS, DUTIES, RESPONSIBILITIES AND FUNCTIONS.**

THE CITY COUNCIL OF ALEXANDRIA  
HEREBY ORDAINS:

Section 1. That Chapter 2 of the Code of the City of Alexandria, Virginia, 1963, as amended, be and the same hereby is amended by adding thereto a new article numbered XI to read as follows:

## **Article XI**

### **Department of Data Processing**

#### **Sec. 2-114. Department of Data Processing—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 Data Processing.

#### **Sec. 2-115. Director of Department of Data Processing—Appointment and Removal.**

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

#### **Sec. 2-116. Director of Department of Data Processing—Qualifications.**

The Director of Data Processing shall be a person who has had training and experience in data processing, administration, supervision, systems analysis and related fields.

#### **Sec. 2-117. Director of Data Processing—Powers and duties.**

The Director of Data Processing, under the City Manager, shall have general direction of the Department of Data Processing. He shall administer the functions, duties and responsibilities assigned him or his department by Section 2-118, 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. 2-118. Department of Data Processing—Functions, duties and responsibilities assigned.**

The following are assigned to the Department of Data Processing:

- (a) Data Processing Services, including but not limited to:

(1) Planning, coordination and direction of data processing systems analysis, programming, machine operations, and computer operations.

(2) Development and supervision of installation, and operation of cross-departmental integrated systems that employ electronic data processing, including but not limited to the City's Urban Management Data System (Databank) and similar systems.

(3) Analysis and evaluation of data processing equipment requirements and purchase, lease or rental of equipment and related services in the best interests of the City, subject to applicable laws and the approval of the City Manager.

(4) Preparation of procedures and instructions for the effective operation of data processing systems.

(5) Development and administration of a cost accounting system for data processing operations and the apportionment of costs among using departments and agencies.

(b) Computer and Automation Services, including but not limited to:

(1) Planning, analyzing, evaluating, installing and operating computerized or automated systems and applications, subject to approval of the City Manager.

**Sec. 2-119. Provision of Services to Public Agencies.**

Upon request of the principal official of Public Agencies of the City of Alexandria or the Commonwealth of Virginia, and subject to the approval of the City Manager, the Department of Data Processing is authorized to provide at cost on a reimbursable basis the services provided in Sec. 2-118, such Public Agencies to include but not be limited to:

- (a) The Alexandria Schools
- (b) The Alexandria Redevelopment and Housing Authority
- (c) The Alexandria Sanitation Authority
- (d) The Alexandria Library

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: June 22, 1965