

CHAPTER 1
ADMINISTRATION¹

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- §1-110. Annual Leave.** Repealed. Ord. 7-2004 (See Personnel Policy Ch. 6, Sec. 6-2)
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- §1-113. Work Related Temporary Disability.** Repealed. Ord 7-2004 (See Personnel Policy Ch. 6, Sec. 6-10).
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- §1-115. Funeral Leave.** Repealed. Ord 7-2004 (See Personnel Policy, Ch. 6, Sec. 6-5)
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Section 1-101. Definitions.

The following italicized words and phrases when used in this Code shall have the meanings respectively ascribed to them in this section.

Mayor and Council. The Mayor and Council of the City of Mount Rainier.

Mayor. The Mayor of the City of Mount Rainier.

Councilmember. Any member of the City Council of Mount Rainier.

¹ **Cross references** - Collective Bargaining, Ch. 1a; Budgetary and Financial Procedures, Ch. 1b; Alcohol and Drug Policy, Ch. 1c; Ethics, Ch. 1d; Assessment and Taxation, Ch. 2; Municipal Infractions (Procedure), Ch. 16; Penalties, Ch. 17.

City. The City of Mount Rainier within the corporate limits.

City Charter. Charter of the City of Mount Rainier.
(Ord. 1-99, 2/2/99)

Section 1-102. Council Meetings.

The Mayor and Council of the City of Mount Rainier shall meet according to the provisions of the City Charter.

(Ord. 1-99, 2/2/99)

Section 1-102A. Mayor and Council Compensation.

A. Effective on the second Monday in May 2005 following the May 2005 City election, the Mayor shall receive a salary of \$6,800 pr year plus \$50 pre month for travel and communication expenses.

B. Effective on the second Monday in May 2007 following the May 2007 City election, each Councilmember shall receive a salary of \$4,800 per year plus \$50 pr month for travel and communication expenses.

(Ord. 2-2005, 02/17/2005)

Section 1-103. Repealed.

(Ord. 1-99, 2/2/99)

Section 1-104. Repealed.

(Ord. 1-99, 2/2/99)

Section 1-105. Treasurer.

There will be appointed by the City Manager a qualified person to be Treasurer.

(Ord. 1-99, 2/2/99)

Section 1-106. Payment and Bond for Treasurer and City Manager.

The Treasurer and City Manager shall be paid out of the general City funds for their services such compensation as may be determined each year by the Mayor and City Council. They shall deliver to the Mayor a bond payable to the Mayor and City Council, which bond shall be in the amount of fifty thousand dollars (\$50,000.00), the sureties to be approved by the Mayor and conditioned upon the faithful performance of the duties of their offices.

(Ord. 1-99, 2/2/99)

Section 1-107. Repealed.

(Ord. 1-99, 2/2/99)

Section 1-107A. Repealed.

(Ord. 1-99, 2/2/99) (Ord. 4-84, 4-3-84)

Section 1-107B. Repealed.

(Ord. 1-99, 2/2/99) (Ord. 1-89, 9/6/88)

Section 1-108. Hours of work. Repealed.

(Ord. 7-2004, 10/06/2004) See Personnel Policy, Chapter 2, Work Rules, F. Hours of Work.

Section 1-109. Repealed. (Ord. 7-2004, 10/06/2004) See Personnel Policy, Chapter 9, Sec. 9-2, Causes for Disciplinary Actions, O.

Section 1-110. Annual leave. Repealed. (Ord. 7-2004, 10/06/2004) See Personnel Policy, Chapter 6, Sec. 6-2, Annual Leave.

Section 1-111. Sick leave. Repealed. (Ord. 7-2004, 10/06/2004) See Personnel Policy, Chapter 6, Sec. 6-3, Sick Leave.

Section 1-111A. Leave without pay. Repealed. (Ord. 7-2004, 10/06/2004) See Personnel Policy, Chapter 6, Sec. 6-7, Leave Without Pay.

Section 1-112. Paid Holidays. Repealed. (Ord. 7-2004, 10/06/2004) See Personnel Policy, Chapter 6, Sec. 6-4, Paid Holidays.

Section 1-113. Work Related Temporary Disability. Repealed. (Ord. 7-2004, 10/06/2004) See Personnel Policy, Chapter 6, Sec. 6-10, Work Related Temporary Disability.

Section 1-114. State Retirement. Repealed. (Ord. 7-2004, 10/05/04) See Personnel Policy, Chapter 7, Sec. 7-2, Retirement Plan.

Section 1-115. Funeral leave. Repealed. (Ord. 7-2004, 10/06/2004) See Personnel Policy, Chapter 6, Sec. 6-5, Funeral Leave.

Section 1-116. Election procedures.

A. The list of qualified voters for the City of Mount Rainier shall consist of:

1. All individuals living within the city limits who meet the registration requirements

set forth in the City Charter and who shall have registered to vote with the board of elections of Prince George's County at least thirty (30) days prior to the date of any regular or special election or referendum conducted by the city and whose name shall have been duly provided to the election supervisor of the City of Mount Rainier by the board of elections of Prince George's County; and

- B. The supervisor of elections shall be responsible for obtaining a list of individuals duly registered with Prince George's County and submitting said list on or before January 31 of each year and twenty (20) days prior to any general or special election or referendum. This list will be made available for public examination upon reasonable request at the city offices during normal business hours.
- C. The names of the candidates for each office shall be arranged randomly on the ballots under the designation of the office for which they are running. The random arrangement shall be determined by the Supervisor of Elections and each petitioner immediately after the petitioner has presented his or her nominating petition to the Supervisor, on the evening of the first Monday in April of every odd-numbered year in the case of regular elections and at whatever time is designated for presentation of nominating petitions for special elections. Prior to the time designated for presentation of nominating petitions, the Supervisor of Elections shall have prepared a container for each office for which nominations are being received, with numbers on separate pieces of paper. The Supervisor shall have placed numbers on separate pieces of paper, folded each piece of paper so that the number cannot be read, and placed the sets of pieces of paper in the containers. After the Supervisor receives a petitioner's nominating petition, the petitioner shall select a piece of paper from the container for the office for which he or she is running. The number that the petitioner selects shall be his or her relative place on the ballot once certified. To illustrate:

If the seat for Council, Ward 1 is up for election, the Supervisor shall prepare a container for the seat for Council, Ward 1, with at least five (5) pieces of paper marked with the numbers 1 to 5, fold each piece so that it cannot be read, and place it in a container for Council, Ward 1.

After the Supervisor certifies the petition of each candidate for Council, Ward 1, the petitioner shall select a piece of paper from the container, write his or her name on it, and leave it with the Supervisor.

If the Supervisor certifies three (3) petitions and the three (3) candidates have chosen number 1, 2, and 5, the candidate who chose 1 shall be listed first on the ballot under the designation for Council, Ward 1, the candidate who chose 2 shall be listed second, and the candidate who chose 5 shall be listed third.

The Supervisor shall notify the candidates the next day regarding the order of names on the ballot.

(Ord. 8-97, 4-1-97)

- D. Voting will be by secret ballot, utilizing voting machines or paper ballots. The supervisor of elections shall present to the Mayor and Council for approval a plan for the conduct of any election at least forty-five (45) days prior to any scheduled election or ten (10) days prior to any special election, with the Mayor and Council required to act upon such plan within fifteen (15) days of its submission for any scheduled election and within three (3) days for any special election.
- E. Compensation for election officials shall be as follows:
1. Supervisor of election, three hundred fifty dollars (\$300.00) per election;
 2. Election judges, one hundred dollars (\$100.00) per election; and
 3. Election clerks, seventy-five dollars (\$75.00) per election.
(Ord. 3-2003, 3/4/03)

F. Provisional Ballots

In the event that a person wishes to vote, but his/her name is not on the registered voter list or there is a question about the validity of the registration: The Election Supervisor will allow the ballot to be cast as a provisional ballot that will be held separately and not included in the totals until the persons's registration can be validated. Confirmation with the Board of Elections shall take place the next business day and prior to certification of the election results.

(Ord 3-2003, 3/18/03)

Section 1-117. Non Discrimination.

The City shall treat all employees and applicants for employment fairly and equitably in all aspects of personnel management. Race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, disability, and political or union affiliation are not relevant to their treatment. The City shall give proper regard for their privacy and constitutional rights.

(Ord. No. 18-97, 9-2-97)