

CHAPTER 7

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- 7.120** An employee or officer may earn sick leave benefits at a rate of one (1) day per month, beginning 30 days after the date of hire.
- 7.140** Under special circumstances, the City may grant a leave of absence without pay.
- 7.150** If an employee or officer is called up to serve as a juror in a legally constituted court, the employee or officer shall be paid the difference between 8 hours straight time pay and the payment the employee or officer receives for jury service for each day as long as the jury is in session.
- 7.160** An employee or officer who is absent from work for the purpose of attending the funeral of an immediate member of the family, shall be paid for a period of (3) consecutive work days at the rate of eight (8) hours per day that he or she is absent.
- 7.170** Part-time status of any employee will be determined by the City Council at the time of hire.
- 7.180** The provisions of this Chapter as amended shall not affect any agreements with any employee or officer entered into prior to the passage of this ordinance.
- 7.190** Retirement for all employees will be paid according to the Nevada Revised Statutes.
- 7.200** Municipal Court-Court of Record.
- 7.210** Rules of procedure for city meeting.
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Mayor and City Council

7.010 Compensation of Mayor, Councilman.

1. The Mayor shall receive an annual salary of \$5,100.00.
2. Each Council person shall receive an annual salary of \$3,000.00.
3. Present salaries of \$2,700.00 per year for Council persons and \$4,500.00 per year for the Mayor shall remain in effect until such time as salary increases can take effect pursuant to N.R.S. 266.450. (Ord. No. 201)

7.020 Regular meetings of City Council

1. The regular meetings of the City Council shall be held in the office of the City Clerk on the 1st and 3rd Tuesdays of each month at 7 p.m., but if any such day is a legal holiday, the meeting shall be held the next secular day thereafter at the same hour.
2. The City Council may hold adjourned meetings from time to time as its business may require. (Part Sec. 1, Ord. No. 1)

7.030 Special meetings of City Council. Special meetings of the City Council may be held upon the call of the Mayor or any two Councilmen by delivering personally to each Councilman and the Mayor written notice thereof or leaving such written notice at his usual place of abode at least 6 hours before the time set for such meeting. (Part Sec. 1, Ord. No. 1)

7.040 Quorum of City Council: compelling attendance.

1. When there is not a sufficient number of the members of the City Council present at any meeting to form a quorum, the members present may compel the attendance of the absent members, and may direct the chief of police or any City police officer to enforce such attendance.
2. Should any member of the City Council refuse or neglect to attend any meeting of the City Council when notified by the Chief of Police or any other City Police Officer that his attendance is required to form a quorum, or should any member leave the City Council, when such leaving would break the quorum, he may be fined in any sum not exceeding \$50. by the Mayor or Mayor Pro Tempore. (Sec. 2, Ord. No. 1); (Sec. 3, Ord. No. 1)

7.050 Effective date of Ordinances. Each ordinance passed by the City Council shall, unless otherwise expressly provided therein, take effect and be in force 20 days after its passage, approval and publication, except for an emergency ordinance, which may be effective immediately. (Sec. 1, Ord. No. 2)

Vacation and Leaves of Absence for
City Officers and Employees

7.060 Annual Leave

1. An employee or officer may earn paid vacation based on the following schedule:

<u>Years of Service</u>	<u>Amount Accrued</u>
1 year of Service	1/2 day per month
2-5 years of Service	1 day per month
6-14 years of Service	1 1/4 day per month
15 years or more of Service	1.666 days per month

2. An employee or officer may carry over up to 5 vacation days from each preceding year provided it is taken within the first four months of the following calendar year. Any exceptions to this must be approved by the City Council.

3. An employee will become eligible for his or her first vacation upon the first anniversary of his or her hiring date. For all subsequent vacations, the date of eligibility shall be on each succeeding January 1st so that annual leave will accumulate on a calendar year basis. The employee's hire date anniversary will determine the accrual rate of annual leave. (Ord. No. 201)

7.070 Additional annual leave for long-term City Officers, employees; annual leave for part-time employees. Notwithstanding the provisions of section 7.060, the City Council may by order entered upon its minutes provide for additional annual leave for long-term elected and appointed City Officers and employees and for pro rated annual leave for part-time City employees. (Sec. 2, Ord. No. 120)

7.080 Payments to heirs, executors, administrators of deceased City Officers, employees having earned annual leave. Should an appointed City Officer or employee die and at the time of his death be entitled to annual leave under the provisions of sections 7.060 to 7.140, inclusive, the heirs of such deceased City Officer or employee who are given priority to succeed to his assets under the laws of interstate succession of the State of Nevada or the executor or administrator of his estate, upon submitting satisfactory proof to the City Council of his, her or their entitlement, shall be paid an amount of money equal to the number of days of earned annual leave multiplied by the daily salary or wages of such deceased City Officer employee. (Sec. 3, Ord. No. 120)

7.100 Accrual of annual leave during first 6 months of service of appointed City Officer, employee; restriction on annual leave. During the first 6 months of employment of any appointed City Officer or employee, annual leave shall accrue as provided in section 7.060, but no annual leave shall be taken during such period. (Sec. 5, Ord. No. 120)

7.110 Limitation on payment for accumulated annual leave on termination of employment of appointed City Officer, employee. No appointed City Officer or employee shall be paid for accumulated annual leave upon termination of employment unless he has been employed for 6 months or more. (Sec. 6, Ord. No. 120)

7.120 Sick Leave.

1. An employee or officer may earn sick leave benefits at a rate of one (1) day per month, beginning 30 days after the date of hire.
2. The maximum sick leave allowed to accumulated by a City employee or officer shall not exceed forth-five (45) working days. The time earned as sick leave must be used for the sole purpose or recovery from an illness or a medical condition which incapacitates an employee or officer from resuming his or her normal duties. After two (2) days absence for illness, the Council may require written documentation to verify the need for such leave.
3. The City may "buy back" up to thirty percent (30%) of the unused portion of the sick leave at the time of retirement or voluntary termination not due to gross misconduct, as determined by the Council. (Sec. 1.1, Ord. No. 209)
4. [Repealed] (Sec. 1.2, Ord. No. 209)

7.140 Unpaid Leaves of Absence. Under special circumstances, the City may grant a leave of absence without pay. The following criteria must be met:

1. The employee or officer must justify to the Council the need to such action.
2. Such leave shall be limited to 2 weeks. If, however, upon verification by a physician or other good evidence presented by the employee or officer, a longer period of leave without pay may be granted by the Council.
3. No other employment may be accepted by the employee or officer during said leave of absence.
4. The employee or officer shall reimburse the City for the health insurance payment during the leave of absence. (Art. 3, Ord. No. 170)

7.150 Jury Duty. If an employee or officer is called up to serve as a juror in a legally constituted court, the employee or officer shall be paid the difference between 8 hours straight time pay and the payment the employee or officer receives for jury service for each day as long as the jury is in session. (Art. 4, Ord. No. 170)

7.160 Paid Leave for Funerals.

1. An employee or officer who is absent from work for the purpose of attending the funeral of an immediate member of the family, shall be paid for a period of three (3) consecutive work days at the rate of eight (8) hours per day that he or she is absent. These three (3) days shall include the day of the funeral.
2. "Immediate Family" shall include spouse, brothers, sisters, parents, parents-in-law and any natural, adoptive, or foster child. The City Council may require supporting documents to verify the need for such leave. (Art. 4, Ord. No. 170)

7.170 Part-time and Half-time employees.

1. Part-time employees are those employees who work less than 20 hours per week. Part-time employees do not receive any benefits.
2. Half-time employees are those employees who work 20 hours or more a

week but work less than 40 hours a week. These employees are eligible for the City's group health insurance benefits but they shall be required to pay one-half the cost of this insurance. Half-time employees will receive half the annual and sick leave benefits allowed to full-time employees under Lovelock Municipal Code 7.060 and 7.120. (Art. 2, Ord. No. 174)

7.180 Employees hired prior to January 1, 1988. Any employee hired prior to January 1, 1988, will continue to receive the annual and sick leave benefits they received at the time they were hired. However, these employees are eligible to receive any increases of benefits allowed under this ordinance when they so qualify. All employees hired after January 1, 1988, will receive annual and sick leave benefits as set forth in this ordinance. (Art. 3, Ord. No. 174)

7.190 Retirement. Retirement for all employees will be paid according to the Nevada Revised Statutes. (Art. 4, Ord. No. 170)

7.200 Municipal Court - Court of Record. The Municipal Court of Lovelock is designated a Court of Record in accordance with NRS 5.010. (Ord. No. 200)

7.210 Rules of procedure for city meetings.

The Lovelock City Rule of Procedure, Sections 7.210 through 7.340, inclusive, as set out herein, are adopted to govern the city council and each other city board, commission and committee, their meetings and related matters. The rules of procedure include related matters and a restatement of some requirements of state law which govern procedure that are not subject to change by local authority but are of general interest and include for reference only.

7.220 Robert's Rules govern--Exceptions.

When no statutory or ordinance provision governs a question concerning meeting procedure of the city council or of any city board, commission or committee, "Robert's Rules of Order" shall govern.

7.230 Speaking without giving up chair.

The mayor or mayor pro tem may speak to any proposal without relinquishing the chair.

7.240 Speaking to a question--Obtaining floor not required.

It is not required for the councilman or the mayor to "obtain the floor" before speaking to a question.

7.250 Motions--Seconding not required.

Motions need not be seconded.

7.260 Unlimited debate.

There is no limit to the number of times a member can speak to a question.

7.270 Informal discussion.

There may be informal discussion until a motion is made.

7.280 Presider may remain seated.

The mayor or mayor pro tem may preside while seated and need not rise when

putting a question to vote.

7.290 Certain actions prohibited at special meetings.

At a special meeting, the council may not:

- A. Pass an ordinance.
- B. Approve a claim.
- C. Transact any business not include in the call therefore.
- D. Reconsider any vote of the city council unless there are the same or greater number of councilmen present as when the vote was taken.

7.300 Quorum.

A majority of the entire membership of the council constitutes a quorum to do business.

7.310 Majority of entire membership required.

The vote of a majority of the entire membership of the council is required to:

- A. Pass an ordinance.
- B. Pass an action creating a liability against the city.
- C. Pass an action to grant, deny, increase, decrease, abolish or revoke a license.
- D. Pass any other action if requested by any councilman or the mayor.

7.320 Majority of quorum required.

Unless otherwise provided, the vote of a majority of the quorum in attendance is required to take any action.

7.330 Committee reports.

Action on any report of a committee of the council must be deferred to the next regular meeting if so requested by one member of a three-man council or two members of a five-man council. Any ordinance proposed may be referred to a committee of members of the council for consideration and report back to the council at its next meeting.

7.340 Punishment or expulsion.

The council may punish its members for disorderly conduct and, with the concurrence of two-thirds of the members of the council, may expel a member for cause.

1.2 Reenactments. All other sections of Chapter 7 of Lovelock Municipal Code are reenacted without charge. (Ord. No. 203)