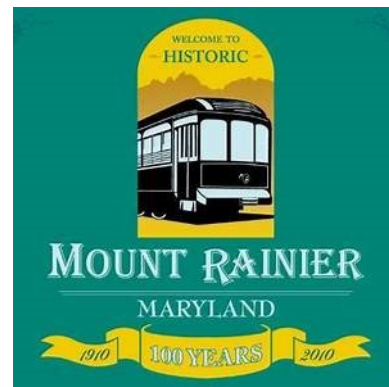


RARE OPPORTUNITY TO SERVE THE RESIDENTS OF
MOUNT RAINIER, MARYLAND
AS THEIR NEXT
CITY MANAGER



Penny Royal Station

Mount Rainier, Maryland

Mount Rainier, Maryland is a city of contrasts. Known as a busy urban gateway to the nation’s capital, it is also known for its intimate, tree-shaded neighborhoods. Mount Rainier’s greatest asset—the source of its vibrant community life—is its ability to nurture and sustain a variety of interests.

Old and new, progressive and conservative, Bible-belt fundamentalists, rock-ribbed traditionalists, activists, recluses, empty nesters and young families: all are at home in Mount Rainier. Patterns of civic behavior established early in the City’s 100-year history laid a foundation of tolerance that persists to this day.

Successive generations of government workers, trades people,



Mount Rainier Nature/Rec Center



A City that Thrives on Diversity

artisans, and service professionals have lived in the one- and two-story bungalows built by the first Mount Rainier families. They inherited, too, a small-town infrastructure complete with retail stores, churches, schools, and narrow streets. Decades-old trees dominate the neighborhoods where cozy front porches vie with well-traveled sidewalks as venues for good conversation.

With most of its buildings built prior to 1939 and in good enough shape to be considered, in preservationist terminology, “contributing resources,” Mount Rainier was named to the National Register of Historic Places in 1990. Visitors are not surprised. Still a modern regional transportation hub, the City looks and feels like the old trolley town that it is. But when newcomers are drawn into the life of the City, they quickly realize that it is well-endowed to thrive in the 21st century. Mount Rainier’s enduring embrace of its institutions and its people is only enhanced by the passage of time.

Mount Rainier has been listed as an historic area due to its history not only as a primary streetcar suburb of Washington DC, but also due to the vast number of Sears houses and Craftsman-style homes, many of which have been restored, and thus have attracted home buyers.

There is a vibrant arts culture in Mount Rainier that is supported by affordable housing for artists where they can

showcase their work. Joe’s Movement Emporium, established in 1995 and based in Mount Rainier in the Prince George’s County Gateway Arts District, is a cultural arts hub that acts as a catalyst for creativity and economic opportunity. Joe’s serves more than 70,000 visitors annually. Joe’s has five arts-based youth programs that bridge the creative divide between under-resourced families and those with means. Through programs and productions in education, performing arts, and work readiness, Joe’s integrates progressive education, creativity, and youth development.

A vegetarian, organic food cooperative, Glut, located at 4005 34th Street, has existed since the 1960s and draws people from all over the area.



Mount Rainier Demographics

- Mount Rainier’s Population - 8,115
- 225+ Local Artists
- \$356K Average Home Closing Price
- 85.1 Diversity Index: a quantitative measure that reflects how many different types (such as species) there are in a dataset (a community), and simultaneously takes into account how evenly the basic entities (such as individuals) are distributed among those types
- Mount Rainier is a “Sanctuary City” which grants voting rights to non-citizens and 16 year-olds
- 35 median age
- 16 parks and playgrounds
- 15 minute drive to downtown Washington DC
- 82 walk score
- 22k+ average daily traffic volume (2013MD State Highway, Mount Rainier)



Mount Rainier Local Artist’s Work

**Mount Rainier Receives Prestigious Sustainable
Maryland Certified Award at Maryland Municipal
League Conference – And is 2015 “Sustainability
Champion” for Highest Points**

Sustainable Living:

Mount Rainier was one of the first four Maryland municipalities to become Sustainable Maryland Certified when the program launched in 2012, and successfully became re-certified again in 2015.

Highlights of Mount Rainier’s Sustainability accomplishments include:

- Installed a solar array on top of City Hall, which produces approximately 14,000 kilowatt hours/year and reduces energy costs approximately \$8,000 annually.
- Created a Bicycle Co-op to enable residents of Mount Rainier and the surrounding area to own, maintain, and ride bicycles affordably.
- Supports a Corn Bin Cooperative to help supply residents with bio-fuel for home heating.
- Operates a community garden program with 32 plots.
- Created more than 300 bicycle parking spaces through installation of bike racks in the City’s downtown historic core.
- The Anacostia Riverwalk Trail is a multi-use trail along the east and west banks of the Anacostia River. Ultimately, the Riverwalk will span 28 miles through the Washington, DC region. The bicycle and pedestrian-friendly trail will connect 16 different communities from the National Mall to Bladensburg Waterfront Park in Maryland.
- Created a Bicycle Master Plan and a Green Infrastructure Master Plan.
- Created a Carbon Footprint Report that illustrates the City’s energy usage across buildings, vehicles, and operations.
- Adopted a tree ordinance in order to better protect, preserve, and promote Mount Rainier’s urban forest.

- Developed a waste reduction guide with handy information on recycling programs that help support waste reduction and reuse for residents and local businesses.



About the City Governance

Section 301 of the Mount Rainier City Charter provides the following provisions:

- The City shall have a Council–Manager form of government. All legislative powers of the City shall be vested in a City Council consisting of the Mayor and four Council members.
- The Mayor and Council members shall hold office for terms of four years or until their successors take office.
- A ward system shall be utilized within the City to elect four Council members. Two Council members shall be elected from each ward. The Mayor shall be elected at-large.
- The Mayor is a member of the Council and shall have all the rights, duties, powers, and obligations of a Council member as prescribed by this Charter. The Mayor shall serve as the Council’s presiding officer and may participate in all discussions and shall have a vote on all matters before the Council. The Mayor shall have no power to veto.
- The Council shall select a Vice Mayor from among its members, who shall perform the duties of the Mayor during the absence or disability of the Mayor.
- All meetings of the Mayor and Council shall be open to the public, unless closed by the Mayor and Council in accordance with the provisions of State law.
- The rules of the Mayor and Council shall provide that residents of the City shall have a reasonable opportunity to be heard at any regular or special meeting in regard to any municipal question.



MOUNT RAINIER CITY COUNCIL (From left to right)	
Luke Chesek	Ward 1
Celina Benitez	Ward I
Malinda Miles	Mayor
Bryan Knedler	Ward II
Scott Cecil	Ward II

- The City Manager shall keep a journal of its proceedings and record the vote of each Council member upon final action on any question, resolution, or ordinance, or at any other time if requested by any member of the Mayor and Council.
- Three members of the Mayor and Council shall constitute a quorum for the transaction of business, but no ordinance or other official act shall be adopted without the affirmative vote of three members of the Mayor and Council.
- The Mayor and Council shall, by a majority vote of its total membership, appoint a City Manager for a definite term, and fix the compensation and conditions of employment in accordance with a signed agreement between the City and City Manager.
- Except that notwithstanding any provisions of the written agreement to the contrary, the City Manager may be removed before the expiration of the term of employment by the Mayor and Council.
- The City Manager shall be appointed solely on the basis of executive and administrative qualifications.

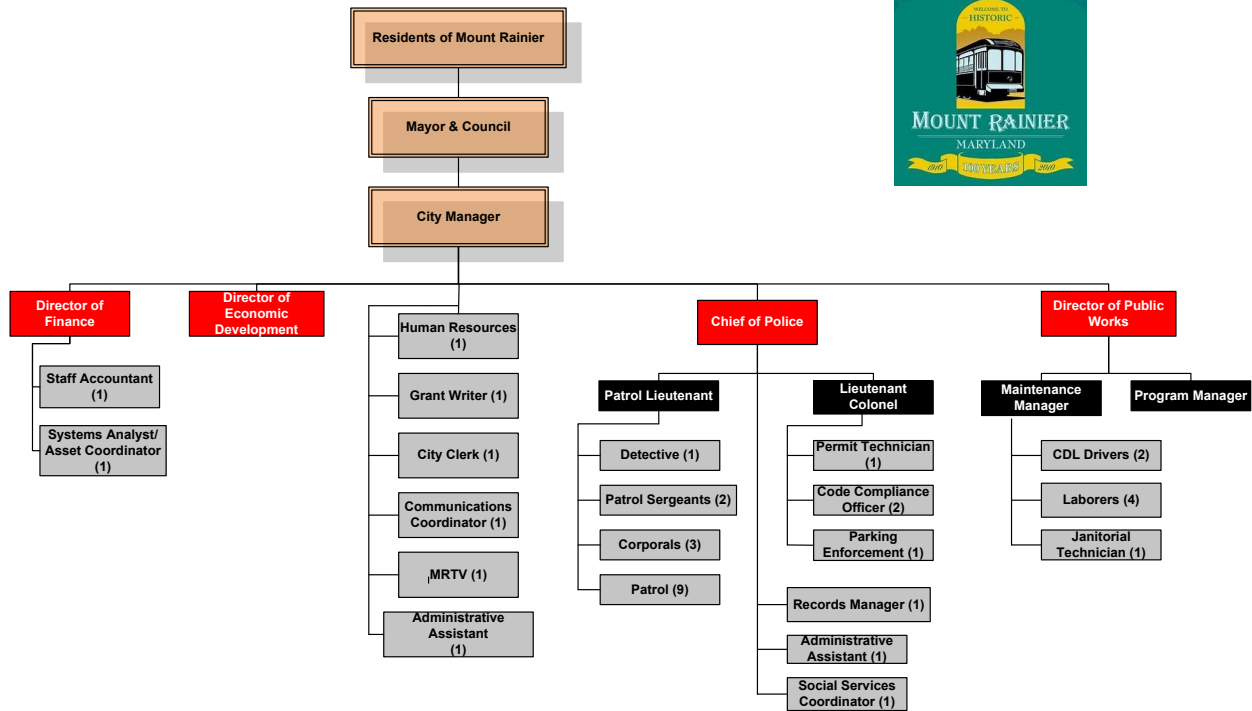
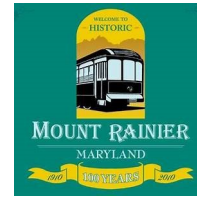
The City has approximately 45 full-time employees. Each department has specific duties to meet the needs of the community. City services provided include streets, police, parks, public works and economic development. The City’s FY21 Total Expenditure Budget is \$7,453,054,51 of which the General Fund Expenditure Budget is \$6,958,054.21

Challenges and Opportunities

- Currently most of Mount Rainier’s revenue is from residential property tax – the City has a very small commercial tax base.
- Continue City’s aggressive COVID 19 monitoring and response programs.
- Economic Development – actively pursue viable opportunities including annexation of commercial property adjacent to the City.
- In August of 2020, Mount Rainier committed to participating in HUD’s Main Street Affiliate Program.
- Improve citizen engagement – there are only about 1,000 single family homes. Approximately ¾ of the population are renters who are typically more difficult to engage.
- Develop a Strategic Vision (Plan) for the City government to include regular staff progress reports to the Mayor and Council.
- Stormwater management – the City is currently implementing an innovative new stormwater control system.
- Mount Rainier is a hub for Arts and Entertainment - continuation of the City’s very popular support of the arts programs is important. Mount Rainier’s popular Arts District includes two dedicated buildings.
- Improve and better systematize City Manager/Staff/ Mayor and Council communications to ensure that important information is provided to the Mayor and Council members consistently and in a timely manner.
- The City has established a \$1,000,000 Incentive Fund to provide for the retention, expansion, and attraction of businesses that will provide jobs, increase the City’s tax base, and improve the quality of housing and amenities available to residents.

City of Mount Rainier, Maryland

Organizational Chart - 2021



The City Manager

The position of City Manager is established in the City Charter. The City Manager is hired by and serves at the pleasure of the Mayor and four-member City Council. The City Manager assists the Mayor and Council in the development of City policies and carries out policies established by ordinances and resolutions approved by the Mayor and Council. The City Manager is the Chief Executive Officer of the City. While the City Charter does not have a residency requirement for the City Manager, the Mayor and Council is looking for a City Manager who will become actively involved in the community.

The City Manager must have the ability to establish and maintain effective working relationships with department supervisors, employees, vendors, and the general public. Additionally, the City Manager must have the ability to develop, enact, and administer City policies, laws, and programs, as well as to prepare and administer the City budget and perform other work as assigned.

City Manager Responsibilities Include:

Budget/Finance. The successful candidate will have a working knowledge of municipal budget laws and will be able to deal creatively with declining revenues and



limited resources. Additionally, the City Manager must understand the components of successful economic and business development, particularly working in concert with the other local stakeholders. A successful track record in grants management is valuable for this position.

Personnel/Human Resources. The City Manager exercises control and general supervision over all City employees. He or she must know and apply effective principles of personnel management and assigning and supervising the work of others including department heads. The candidate must understand and be able to

work within federal and State employment laws, and must have knowledge in the area of collective bargaining. The City Manager acts as the chief negotiator for the City's labor contracts. He or she must be able to work productively with both classified and management employees. The City Manager must have the ability to foster productive, trusting relationships with City department heads and staff in order to promote teamwork and inclusivity.

Community Relations. Mayor and Council seeks a City Manager who can work on the City's behalf as a partner with the business community. A City Manager who can encourage community involvement and foster volunteerism in the community is important. The City Manager should have a demonstrated track record of community involvement and active participation in their community. The City Manager needs to be receptive to hearing input and complaints from, and be open and attentive to citizens; and committed to following through on solutions. The City Manager is expected to exercise the highest degree of tact, patience and professional courtesy in contacts with the public, personnel employed by the City, and all elected and appointed officials to maintain the highest possible standards of public service. The City Manager must have strong communication skills, including public speaking to large and small audiences. In order to successfully promote the City, the City Manager must have the desire and ability to work closely with and participate in community groups and organizations. The City Manager will be the City's representative on a variety of local boards. The City Manager will exhibit leadership, promote the City and serve as a model for other City employees.

Council Relations. The Mayor and Council expect to have open, honest, and direct communication with the City Manager. The City Manager is expected to provide ongoing regular communication to the Mayor and Council on the needs and affairs of the City including information about City department activities. The City Manager will provide the Mayor and Council with complete information on policy options for matters requiring a decision in order to allow the Mayor and Council to make informed decisions. The Mayor and Council desires a City Manager who can work effectively with the Mayor and

Council to facilitate and implement annual goal setting and strategic planning. A strong understanding of local government processes and procedures and policy development are necessary for a candidate to be successful in this position. The Mayor and Council desires a creative individual who can collaboratively work with Mayor and Council to identify areas for improvement and help implement best practices.

Economic Development. The City Manager will be an innovative partner working with the Mayor and Council to build on the City of Mount Rainier's current efforts and successes in economic development. An awareness and knowledge of the principles, methods, and practices of development including downtown development/redevelopment are essential.

Intergovernmental Relations. It is important that the City Manager can network in the region and at the State level to maintain and further develop robust working relationships with a variety of other local governments, and State agencies. The City Manager will be responsible for keeping the Mayor and Council informed about intergovernmental relations and issues involving the City. The Mayor and Council seeks a City Manager who is interested in and will keep the Mayor and Council informed on Statewide issues affecting cities.

Core Competencies:

- The City Manager must be able to establish and maintain positive and cooperative working relationships with citizens, City officials and employees.
- The City Manager must be a team leader who can hire the right people and develop a team that works effectively together. The City Manager must be someone who can take policy direction from the Council and motivate staff.
- The City Manager will be able to effectively manage and organize projects and provide effective delegation and supervision to ensure budgets and timelines are met.
- The City Manager must know municipal government organization, powers, functions and relationships.



- The City Manager must have excellent written and verbal communication skills.
- The City Manager must have the ability to talk with small and large groups on issues of importance to the City.
- The City Manager must have experience in and be able to manage and oversee all City operations including budgeting and finance; public safety; emergency management; public works; personnel; and all other City departments and services.
- The City Manager also acts as the City's business agent in the sale of real property and other matters relating to City contracts, permits, franchise agreements, and leases.
- The City Manager must understand public purchasing and contracting requirements as the City Manager acts as the City's purchasing agent and signs all requisitions on City accounts

- The ability to speak multiple languages is preferred but not required as well as the ability to work in a diverse community.
- This position requires submission of a background check and authorization to work in the United States.

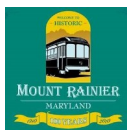
COMPENSATION:

Beginning salary for the City Manager will be market competitive and will be dependent upon the selected individual's qualifications and match with the desired attributes being sought by the City. The City will pay reasonable and customary moving expenses.

TO APPLY: The position will remain open until filled and the process will move forward upon receipt of an adequate pool of well-qualified applicants. If interested, please email your resume and cover letter with your current salary immediately to: slavin@bellsouth.net. For additional information about this opportunity contact:

Robert E. Slavin, President

SLAVIN MANAGEMENT CONSULTANTS



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EEO STATEMENT

The City of Mount Rainier provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the City of Mount Rainier complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

JOB REQUIREMENTS INCLUDE:

The City Manager is required to have a Bachelor's degree from an accredited college or university in public or business administration, finance or closely related field. A Master's degree is a plus.

- The position requires at least five years' (ten (10) years preferred) progressive management experience in local government. Progressive management experience would ideally include positions such as City Manager, Assistant City Manager, Finance Director, Public Works Director, Community Development Director, other department head, or equivalent. CEO level municipal experience is preferred.
- Any satisfactory combination of practical experience (beyond that required for initial qualification) and education will be considered if the candidate is able to demonstrate he or she can satisfactorily perform the job functions.