No. 92.

An ordinance providing for the appointment of sundry officers, prescribing their duties and fixing their compensation.

Mayor's Secretary, duties of.

SECTION 1.—Be it enacted and ordained by the Mayor and City Council of Baltimore, That there shall annually be appointed as other city officers are appointed, an officer who shall be styled the Mayor's Secretary, who shall perform such duties consistent with the character of the office as the Mayor may direct. He shall attend at the Mayor's office from 9 o'clock A. M. to 3 o'clock P. M., and at such other times as the Mayor may require his services. He shall receive as a salary for his services the sum of sixteen hundred dollars per annum.

Salary.

Clerk to the Mayor, duties of.

SEC. 2.—And be it further enacted and ordained, That there shall annually be appointed as other city officers are appointed, a clerk to the Mayor, whose duty it shall be to attend at the office of the Mayor during office hours, and to perform such duties as the Mayor may prescribe; and the said clerk shall also act as secretary to the Mayor during the absence of the secretary, keep a record of all ordinances and resolutions presented to the Mayor and signed by him, and also of all permits for various purposes which may be issued from the Mayor's office. He shall receive as a salary for his services the sum of twelve hundred dollars per annum.

Salary

Superintendent of the City Hall, duties of.

SEC. 3.—And be it further enacted and ordained, That there shall annually be appointed as other city officers are appointed, a Superintendent of the City Hall, who shall at all times be under the supervision and control of the Mayor. He shall be authorized to appoint, subject to the approval of the Mayor, such persons whose services may be required to keep the City Hall at all times in a condition of cleanliness, and shall monthly present the pay roll of such persons to the Mayor for his approval. He

shall promptly report to the Mayor all omissions of duty on the part of those charged with the duties respectively of heating, cleaning and watching the City Hall building. He shall from time to time as necessity may require, make requisitions for fuel and such articles as may be necessary for general use about the City Hall, subject to the approval of the Mayor, and shall enter in a book all such requisitions as may be approved by the Mayor. For his services he shall be paid an annual salary of fifteen hundred dollars. Before entering upon the discharge of his duties he shall execute a bond in the sum of ten thousand dollars for the faithful discharge of his trust.

Salary.

City Messenger, duties of.

SEC. 4.—And be it further enacted and ordained, That there shall be annually appointed as other city officers are appointed, a City Messenger, whose duty it shall be to attend to the office of the Mayor during business hours, deliver messages for the Mayor's, Register's and Comptroller's offices, and perform such other duties as may be required of him by the Mayor. He shall, as a compensation for his services, receive an annual salary of nine huudred dollars.

Salary.

Day Watchman of the City Hall, duties of.

SEC. 5.—And be it further enacted and ordained, That there shall be annually appointed, as other city officers are appointed, three day watchmen of the City Hall, whose duty it shall be to attend daily from 6 o'clock A. M. to 6 o'clock P. M. They shall each wear an appropriate badge to designate their office, and perform service in such portion of the building as they may from time to time be assigned to by the Mayor. They shall prevent all improper persons from entering the building, and promptly remove therefrom all persons who may be guilty of any misconduct. They shall inform all persons who desire it as to the locality of the offices in the building, and, if required, conduct the party seeking the information to the same. They shall generally perform such services as may be necessary for the pro-