

## PART 2

### ADMINISTRATION AND GOVERNMENT

#### Chapters:

- 1 Form of Government
- 2 Mayor
- 3 Council
- 4 Department of Finance, Clerk and Treasurer
- 5 Other Officers and Employees
- 6 Social Security
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#### Chapter 1

### FORM OF GOVERNMENT

#### Sections:

- 2-101 Form of government.
- 2-102 Absentee ballots.

#### 2-101 Form of government.

The form of municipal government for the city is a “mayor-council government.” All powers of the city shall be exercised in the manner prescribed by the charter, or, if the manner is not thus prescribed, then in such manner as the council may prescribe by ordinance.

Charter Reference: Similar provisions, Section 1-2 of the charter.

#### 2-102 Absentee ballots.

Absentee ballots shall be provided for all mayoral and councilmen elections in the city. Absentee ballots and absentee voting shall conform to applicable state law. (Ord. No. 1-24-89A)

#### Chapter 2

### MAYOR

#### Sections:

- 2-201 Mayor: office created; qualifications.
- 2-202 Mayor to be chief executive officer; powers and duties.
- 2-203 Vice mayor: election; powers and duties.
- 2-204 Administrative departments, offices, and agencies.

2-201 Mayor: office created; qualifications.

- A. There is a mayor of the city, who shall be elected by the qualified electors of the city.
- B. Only qualified electors of the city who have resided within the city for at least one year at the time of their election or appointment to fill a vacancy, shall be qualified for the office of mayor.

Charter Reference: Similar provisions, Section 3-1 of the charter.

2-202 Mayor to be chief executive officer; powers and duties.

The mayor is chief executive officer and head of the administrative branch of the city government. He shall execute the laws and ordinances, and administer the government of the city. He shall be recognized as the head of the city government for ceremonial purposes and by the governor for purposes of military law. He shall:

- 1. Appoint with approval of the council, and when deemed necessary for the good of the service, but without council approval, lay off, suspend, demote, or remove all directors, or heads, of administrative departments and all other administrative officers and employees of the city except as otherwise provided. The council by ordinance or personnel rules may authorize the mayor to make designated appointments without council approval, and that the mayor may appoint his secretary (if any) without council approval;
- 2. Supervise and control, directly or indirectly, all administrative departments, agencies, officers, and employees except as otherwise provided;
- 3. Prepare a budget annually and submit it to the council, be responsible for the administration of the budget after it goes into effect, and recommend to the council any changes in the budget which he deems desirable;
- 4. Submit to the council a report as of the end of the fiscal year on the finances and administrative activities of the city for the preceding year;
- 5. Keep the council advised of the financial condition and future needs of the city, and make such recommendations to the council on matters of policy and other matters as may seem to him desirable; and
- 6. Have such other powers and duties as the charter prescribes, and such powers and duties consistent with the charter as the council may prescribe.

Charter Reference: Similar provisions, Section 3-2 of the charter.

2-203 Vice mayor: election; powers and duties.

At the first meeting after the time prescribed for the beginning of the terms of the newly elected councilmen, or as soon thereafter as practicable, the council shall elect from its membership a vice mayor, who shall serve as such until the next such first meeting. The vice mayor shall act as mayor during the absence, disability, or suspension of the mayor, or, if a vacancy occurs in the office of mayor, until another mayor is chosen and qualifies. If the office of vice mayor becomes vacant, the council shall elect from its membership another vice mayor for completion of the unexpired term.

2-204 Administrative departments, offices, and agencies.

There is a department of finance and such other administrative departments, offices, and agencies as this charter establishes and as the council may establish.

Chapter 3

COUNCIL

Sections:

- 2-301 Councilmen, number, qualifications.
- 2-302 Presiding officer of the council.
- 2-303 Council, powers.
- 2-304 Regular meetings.
- 2-305 Special meetings.
- 2-306 Nonattendance at meetings.
- 2-307 Rules of procedure.
- 2-308 False statements to the city council.

2-301 Councilmen, number, qualifications.

A. There is a city council of eight (8) members, which shall consist of two (2) councilmen from each of the four (4) wards of the city.

B. Only qualified electors of the city who reside in the respective wards from which they are elected or appointed to fill a vacancy, and who have resided within the city for at least one year at the time of their election or appointment to fill a vacancy, shall be qualified for the offices of councilmen.

C. A councilman may not hold any administrative office or position in the city government (other than vice mayor); provided, that nothing in the charter shall prohibit councilmen who are already volunteer firemen when elected or appointed from continuing to serve as volunteer firemen and being paid as such.

Charter Reference: Similar provisions, Section 2-1 of the charter.

Editor's Note: Councilmen, one per ward, are elected for four (4) year terms in 1983, with the mayor. The remaining councilmen are elected, one per ward, in 1985.

2-302 Presiding officer of the council.

The mayor, or, in his absence, the vice mayor, shall preside at meetings of the council. In the absence of both the mayor and the vice mayor, the council may elect a president pro-tem to preside over a meeting of the council.

2-303 Council, powers.

Except as otherwise provided in the Charter, all powers of the city shall be vested in the council. Without limitation of the foregoing, the council shall have power, subject to the state constitution, law, and this charter:

1. By ordinance to enact municipal legislation on any and all subjects and matters within the competence of the city to legislate;
2. To adopt the budget, raise revenue, and make appropriations; and to regulate bond elections, the issuance of bonds, sinking funds, the refunding of indebtedness, salaries, wages, and other compensation of officers and employees, and all other fiscal and business affairs of the city;
3. To inquire into the conduct of any office, department, or agency of the city government, and to investigate municipal affairs; and for this purpose, to subpoena witnesses, take testimony, and require the production of evidence; and when making such an inquiry or investigation, to elect one of its members president pro-tem to preside during such time, if it chooses to do so;
4. To appoint or elect and remove its own subordinates, the members of the personnel board, the members of the planning commission, the members of the board of adjustment, and other quasi-legislative, quasi-judicial,

or advisory personnel, now or when and if established; or to prescribe the method of appointing or electing and removing them;

5. To regulate elections and the recall; and

6. To create, change, and abolish all offices, departments, and agencies of the city government other than the offices, departments, and agencies created by the charter; and to assign additional powers and duties consistent with this charter to offices, departments, and agencies created by this charter.

#### 2-304 Regular meetings.

The regular meetings of the mayor and council are held on the first and third Mondays of each month at the hour of seven thirty p.m., and may be adjourned from time to time as they may direct. (Prior Code, Chapter 8)

#### 2-305 Special meetings.

Special meetings of the council shall not be held without public notice being given at least forty-eight (48) hours prior to the meetings. The city clerk also shall cause written notice of the date, time and place of the meeting to be mailed or delivered to each person, newspaper, wire service, radio station, and television station that has filed a written request for notice of meetings of the public body with the clerk. Such written notice shall be mailed or delivered at least forty-eight (48) hours prior to the special meeting. In addition, the city clerk shall, at least twenty-four (24) hours prior to such special meetings, display public notice of the meeting, setting forth thereon the date, time, place and agenda for the meeting. Only matters appearing on the posted agenda may be considered at the special meeting. Such public notice shall be posted in prominent public view at the city hall if no office exists. Twenty-four (24) hours prior public posting shall exclude Saturdays and Sundays and holidays legally declared by the state. (Prior Code, Chapter 8; Ord. No. 6-20-94A)

#### 2-306 Nonattendance at meetings.

Whenever a quorum of the council is not present for two (2) successive meetings, whether regular or special or both, the mayor or acting mayor may at the second or any subsequent successive meeting where a quorum is not present, compel the attendance of such absent members by issuing a warrant for their arrest to the police chief or any city police officer who shall forthwith arrest such named members as can be found within the city and are not incapacitated or prevented from attending by circumstances of an emergency nature, and shall bring him or them to the council meeting and enforce his or their attendance for the duration of such meeting. (Prior Code, Chapter 8)

Charter Reference: Removal from office for failure to attend more than one-half of the meetings held over a four (4) month period, Section 2-7 of the charter.

#### 2-307 Rules of procedure.

A. The council may determine its own rules, and may compel the attendance of absent members in the manner and under penalties as the board may prescribe.

B. The order of business for each meeting of the council shall be as follows:

1. Call to order;

2. Determination of a quorum;

3. Reading and approval of the minutes;

4. Reading of communications;

5. Unfinished business;

6. New ordinances and resolutions or other actions to be taken or considered by the council;

7. Reports of committees; if any;
8. Remarks of personal privilege;
9. Announcements by the mayor or other officers; and
10. Claims and purchase orders.

C. The following rules of procedure shall apply to any regular or special meeting of the council unless three (3) councilmen agree to waive the rule or rules:

1. At the request of the mayor or any councilman, all motions shall be reduced to writing;
2. A motion to reconsider any of the proceedings of the council shall not be entertained unless it be made by a member who previously voted in the majority;
3. No motion shall be debated or put until it be seconded and stated by the mayor. It is then and not until then in possession of the board and cannot be withdrawn but by leave of the council;
4. A motion to adjourn shall be in order at any time, except as follows:
  - a. When repeated without intervening business or discussion;
  - b. When made as an interruption of a member while speaking;
  - c. When the previous question has been ordered; or
  - d. While a vote is being taken;

A motion to adjourn is debatable only as to the time to which the meeting is adjourned;

5. When a question is under debate, no motion shall be received but
  - a. To adjourn;
  - b. To lay on the table;
  - c. For the previous question;
  - d. To postpone to a day certain;
  - e. To commit;
  - f. To amend; or
  - g. To postpone indefinitely,

which several motions shall have precedence in the order they stand arranged;

6. When a proper motion is made, but information is wanted, the motion is to postpone to a day certain;
7. Matters claiming present attention for which it is desired to reserve for more suitable occasion, the order is a motion to lay on the table; the matter may then be called for at any time. If the proposition may need further consideration at the hands of a committee, the motion is to refer to a committee, but if it need but a few and simple amendments, the council shall proceed to consider and amend at once;
8. On an amendment's being moved, a councilman who has spoken on the main question may speak again to the amendment;
9. The question is to be put first on the affirmative and then on the negative side. After the affirmative part of the question has been put, any councilman who has not spoken before to the question may arise and speak before the negative be put;
10. When a question has been moved and seconded and has been put by the presiding officer in the affirmative and negative, it cannot be debated unless under motion for reconsideration; and
11. On any matters not specifically covered herein, Robert's Rules of Order shall govern the rules of procedure.

2-308 False statements to the city council.

It shall be an offense for any person, in any manner within any hearing in which an appeal to the city council is made or an application is presented for action by the city council, to knowingly and wilfully falsify, conceal or cover-up by any trick, scheme or device a material fact, make any false, fictitious or fraudulent statement or rep-

resentation, or make or use any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry. Any person violating the provisions of this section shall be guilty of an offense and upon conviction shall be punished by a fine of not more than one hundred dollars (\$100.00), excluding costs and assessments, or by imprisonment in the city jail for a period of not more than ten (10) days or by both such fine and imprisonment. (Ord. 9-16-96 § 2)

## Chapter 4

### DEPARTMENT OF FINANCE, CLERK AND TREASURER

#### Sections:

2-401 City clerk; appointment; powers and duties.

2-402 City treasurer.

2-403 Director of finance.

2-401 City clerk; appointment; powers and duties.

A. The mayor, with approval of the council, shall appoint, and may remove, the city clerk, unless the council by ordinance provides that the city treasurer shall be city clerk ex-officio. The city clerk serves for an indefinite term, and unless his services are sooner terminated, until his successor is appointed and qualifies.

B. The city clerk shall serve as clerical officer of the council. He shall keep the journal of its proceedings, and shall enroll in a book or books kept for the purpose of all ordinances and resolutions passed by it; shall be custodian of such documents, records, and archives as may be provided by applicable law or ordinance; shall be custodian of the seal of the city, and shall attest, and affix the seal to, documents when required in accordance with applicable law or ordinance; and shall have such other powers and duties consistent with this charter as may be prescribed by ordinance or applicable law.

2-402 City treasurer.

A. There is a department of finance, the head of which shall be the city treasurer. The city treasurer shall be appointed by the mayor with approval of council, and may be removed by the mayor.

B. Subject to and in accordance with the city charter, applicable law, and such ordinances as the council may adopt, the city treasurer shall:

1. Collect or receive revenue and other money for the city;
2. Be responsible for its custody, safekeeping, deposit, and disbursement;
3. Maintain a general accounting system for the city government; and
4. Have such other powers and duties consistent with the charter and as may be prescribed by ordinance or applicable law.

2-403 Director of finance.

A. The positions of the city clerk and city treasurer are combined in one office to be known as the director of the department of finance.

B. The director shall serve ex-officio as both city clerk and city treasurer and shall exercise all the powers and have all the responsibilities of both positions.

C. The director shall be hired and may be removed in the same manner as provided for the city clerk or city treasurer.

D. In addition to the director's other responsibilities and powers, he shall have such others as are provided for by ordinance or delegation. (Ord. No. 2/18/80A)

## Chapter 5

### OTHER OFFICERS AND EMPLOYEES

#### Sections:

- 2-501 City attorney.
- 2-502 Merit system created--Appointments, removals, personnel rules.
  - 2-502.1 Merit system established.
  - 2-502.2 Probation.
  - 2-502.3 Evaluation.
  - 2-502.4 Job classification.
  - 2-502.5 Compensation table.
  - 2-502.6 Probationary period rating report.
  - 2-502.7 Employee performance appraisal.
- 2-503 Bonds of officers and employees.
- 2-504 Oath or affirmation of office.
- 2-505 Salaries of elected officers.
- 2-506 Maintenance allowance.
- 2-507 Salaries of employees.
- 2-508 Full time employees, compensation.
- 2-509 Personnel policies.

#### 2-501 City attorney.

There is a city attorney, who shall be appointed, and may be removed, by the mayor with approval of the council. The city attorney serves for an indefinite term, and unless his services are sooner terminated, until his successor is appointed and qualifies.

Charter Reference: Similar provisions, Section 4-1 of the charter.

#### 2-502 Merit system created--Appointments, removals, personnel rules.

Repealed by Ordinance Number 3-28-90.

Charter Reference: See also charter provisions creating personnel board, hiring and firing, Sections 7-2 et seq. of the charter.

#### 2-502.1 Merit system established.

A merit system is hereby established for personnel in the city service. All appointments and promotions in the service of the city shall be made solely on the basis of merit and fitness. All removals, demotions, suspensions, and lay-offs shall be made solely for the good of the service. (Ord. No. 3-28-90)

#### 2-502.2 Probation.

A. All employees shall be hired at the probationary level of their classification as set forth in Section 2-502.4 and 2-502.5; provided, however, in the event that the mayor determines that the prior experience and ability of a prospective probationary employee merits such, the mayor may place such employee at the appropriate merited step within the relevant classification level. During the probationary period, the employee shall have no seniority status and may be demoted, laid off or terminated at the sole discretion of the mayor without regard to the employee's relative length of service.

B. At the end of six (6) months, unless previously terminated, each probationary employee shall be evaluated using a "Probationary Period Rating Report" as set out in Section 2-502.6:

1. If the probationary employee's evaluation is average or better, then subject to approval of the city council, such employee moves up to the step Titled "entry" as a permanent (full-time) city employee;

2. If the probationary employee's evaluation is below average, the employee shall be terminated with no right of appeal. (Ord. No. 3-28-90; Ord. No. 7-2-90A)

### 2-502.3 Evaluation.

Each permanent (full-time) employee shall be evaluated by his or her supervisor/department head on the anniversary date of his/her employment as a full-time (nonprobationary) employee with the city using the employment performance appraisal set out in Section 2-502.7:

1. If the employee receives a grade of average or better, the employee shall move up a step as determined by the provisions in Section 2-502.5;

2. If the employee receives a grade below "average," the employee shall stay at the employee's present step until the next annual evaluation;

a. Each evaluation wherein an employee has received a grade of below "average" must be explained to such employee;

b. An employee may appeal an evaluation to the mayor by delivering a written request for an appeal to the city clerk within three (3) working days. Within seven (7) working days of receiving the appeal, the mayor shall hear the appeal. Within five (5) working days of hearing the appeal, the mayor shall notify the employee in writing of his decision; or

c. An employee may appeal the mayor's decision by delivering a written request to the city clerk within three (3) working days of receipt of the written notice of the mayor's decision. This appeal shall be heard by the personnel board within ten (10) working days of receipt of the request for an appeal. The personnel board shall report recommendations and findings to the mayor. Mayor shall then make a final decision in writing. (Ord. No. 3-28-90; Ord. No. 7-2-90B)

### 2-502.4 Job classification.

A. The following job classifications shall apply for purposes of this merit system only:

#### Job Classification

Level	Tier	Job Description
1	1	Senior citizen coordinator
2	1	Laborer (Water Department, Street Department, Sewer Department and Park)
2	1	Public works clerk B

Level	Tier	Job Description
3	1	Water/Collections Clerk A
3	1	Public Works Clerk A
3	1	Truck driver
4	1	Librarian
4	1	Meter reader
4	1	Assistant clerk
4	1	Assistant water billing/collections clerk
4	1	Civilian dispatcher
4	1	Animal control officer
4	1	Assistant foreman (Water/Street Department)
5	1	City inspector
5	1	Dispatcher/jailer
6	1	Assistant chief dispatcher
6	1	Auxiliary equipment operator/street sweeper
6	1	Mechanic
6	1	Park supervisor
7	1	City clerk
7	1	Chief dispatcher
7	1	Foreman (Water or Street Department)
8	2	Fire fighter
8	2	Patrolman 2nd Class
8	2	Chief clerk/water billing/collections
9	2	Driver -- Fire Department
9	2	Sgt. Police Department
10	2	Lt. Fire Department
10	2	Lt./Patrolman 1st. Class -- Police Department
11	2	Captain -- Fire Department
11	2	Captain -- Police Department (Shift Supervisor)
12	3	Detective
12	3	Assistant fire chief
12	3	Assistant police chief
12	3	Sanitation supervisor
13	3	City treasurer

B. 1. Effective July 1, 1996, at 12:01 a.m., all references in the job classification table set forth in subsection A of this section which pertain to employees covered by an agreement between the city of Bristow and the International Association of Fire Fighters, Local #3613 shall refer to the merit compensation table set forth in Section 2-502.5(E).

2. Effective March 1, 1996, at 12:01 a.m., all references in the job classification table set forth in subsection A of this section which pertain to employees not included by an agreement between the city of Bristow and the International Association of Fire Fighters, Local #3613, shall refer to the merit compensation table set forth in Section 2-502.5(E).

C. The compensation of the:

1. Fire chief;
2. Police chief;
3. Sewer and water superintendent;
4. Street superintendent; and
5. Finance director

shall be reviewed annually by the city council and mayor on each individual's annual date of hire. (Ord. 24-102102 § 1)

2-502.5 Compensation table.

A. Repealed by Ordinance Number 8-19-96D § 1.

B. Repealed by Ordinance Number 8-19-96D § 2.

C. 1. Effective on March 1, 1996, at 12:01 a.m., all employees of the city of Bristow except for those employees who are included under an agreement between the city of Bristow and the International Association of Fire Fighters, Local #3613, to-wit: (1) firefighter; (2) drive-firefighter; (3) lieutenant-firefighter; and (4) captain-firefighter, who are at the following levels and steps under the prior merit compensation table (subsection B of this section) shall be changed in accordance with the realignment chart set forth in subsection (C)(2) of this section. The levels and steps which are changed effective March 1, 1996, at 12:01 a.m., shall correspond to the merit compensation table set forth in subsection (E)(3) of this section.

2. Realignment Table.

Level and Steps on February 29, 1996 shall be changed to

Level	Step	Level	Step
1	Prob	1	Prob
1	3	1	Entry
1	4	1	Entry
1	5	1	Entry
2	2	2	Entry
2	4	2	Entry
2	6	2	2
2	7	2	2
3	4	3	Entry
3	8	3	3
3	15	3	11
4	Entry	4	Entry
4	2	4	Entry
4	6	4	Entry
4	7	4	2
4	12	4	7
4	15	4	10
5	6	5	Entry
5	9	5	4
5	10	5	5
5	11	5	6
5	12	5	7
6	13	6	8
7	11	7	6
7	15	7	11
7	15	7	10
8	Prob	8	Prob
8	3	8	Entry
8	5	8	Entry
8	7	8	3
9	6	9	2
9	8	9	4
9	11	9	7
10	7	10	3
10	11	10	7
10	13	10	9
10	14	10	10
11	9	11	4
12	7	12	4
12	13	12	10
12	15	12	12
13	4	13	2

3. Effective July 1, 1996, at 12:01 a.m., all employees who are included under an agreement between the city of Bristow and the International Association of Fire Fighters, Local #3613, to-wit: (1) firefighter; (2) drive-firefighter; (3) lieutenant-firefighter and (4) captain-firefighter, who were at the following level and step on June 30, 1996, under the prior merit compensation table shall be changed in accordance with the realignment chart set forth in Section 2-502.5(C)(4). The levels and steps which are changed effective July 1, 1996, at 12:01 a.m., shall correspond to the merit compensation table set forth in Section 2-502.5(E)(3).

4. Realignment Table.

Level and Steps on June 30, 1996, shall be changed to			Level and Step on July 1, 1996		
Level	Step	Rate	Level	Step	Rate
8	3	5.97	8	Entry	6.38
8	6	6.57	8	2	6.59
9	7	6.98	9	3	7.01
9	7	6.98	9	3	7.01
9	12	8.19	9	8	8.23
10	8	7.44	10	4	7.46
10	14	9.01	10	10	9.04

D. The provisions of this section shall be effective March 1, 1996, at 12:01 a.m.

1. This section shall not apply to those employees included under an agreement between the city of Bristow and the International Association of Fire Fighters, Local #3613, to-wit: (1) firefighter; (2) driver-firefighter; (3) lieutenant-firefighter and (4) captain-firefighter;

2. The table set forth in Section 2-502.5(E) shall be utilized in determining the levels and steps of all employees of the city of Bristow except those employees who are included under an agreement between the city of Bristow and the International Association of Fire Fighters, Local #3613, to-wit: (1) firefighter; (2) driver-firefighter; (3) lieutenant-firefighter and (4) captain-firefighter;

a. An employee's level shall be determined by the provisions of Section 2-502.2, 2-502.3, 2-502.4 and 2-502.5(C).

3. There shall be four (4) tiers as follows:

a. Tier I:

i. There shall be a three (3) percent difference between steps on the same level; and

ii. There shall be a three and one-tenths (3.1) percent difference between each succeeding level;

b. Tier II:

i. There shall be a three and twenty-five-hundredths (3.25) percent difference between steps on the same level; and

ii. There shall be an eight (8) percent difference between each level;

E.1. Effective on March 1, 1996, at 12:01 a.m., the merit compensation table set forth in 2-502.5(E)(3) shall apply to all employees of the city of Bristow except those employees who are included under an agreement between the city of Bristow and the International Association of Fire Fighters, Local #3613, to-wit: (1) firefighter; (2) drive-firefighter; (3) lieutenant-firefighter and (4) captain-firefighter.

2. Effective on July 1, 1996, at 12:01 a.m., the merit compensation table set forth in Section 2-502.5(E)(3) shall apply to those employees who are included under an agreement between the city of Bristow and the International Association of Fire Fighters, Local #3613, to-wit: (1) firefighter; (2) drive-firefighter; (3) lieutenant-firefighter and (4) captain-firefighter.

3. Merit Compensation Table.

Tier 1

3% Between Steps

3.1% Between Levels

	6 Month	12 Month												
Level	Probation	Entry	2	3	4	5	6	7	8	9	10	11	12	13
1	5.76	5.76	5.93	6.11	6.29	6.48	6.67	6.87	7.08	7.29	7.51	7.74	7.97	8.21
2	5.94	5.94	6.12	6.30	6.49	6.68	6.88	7.09	7.30	7.52	7.75	7.98	8.22	8.47
3	6.12	6.12	6.30	6.49	6.68	6.88	7.09	7.30	7.52	7.75	7.98	8.22	8.47	8.72
4	6.31	6.31	6.50	6.70	6.90	7.11	7.32	7.54	7.77	8.00	8.24	8.49	8.74	9.00
5	6.51	6.51	6.71	6.91	7.12	7.33	7.55	7.78	8.01	8.25	8.50	8.76	9.02	9.29
6	6.71	6.71	6.91	7.12	7.33	7.55	7.78	8.01	8.25	8.50	8.76	9.02	9.29	9.57
7	6.92	6.92	7.13	7.34	7.56	7.79	8.02	8.26	8.51	8.77	9.03	9.30	9.58	9.87

Tier 2

3.25% Between Steps

3.1% Between Levels

8	6.38	6.38	6.59	6.80	7.02	7.25	7.49	7.73	7.98	8.24	8.51	8.79	9.05	9.34
9	6.58	6.58	6.79	7.01	7.24	7.48	7.72	7.97	8.23	8.50	8.78	9.07	9.36	9.66
10	6.78	6.78	7.00	7.23	7.46	7.70	7.95	8.21	8.48	8.76	9.04	9.33	9.63	9.94
11	6.99	6.99	7.22	7.45	7.69	7.94	8.20	8.47	8.75	9.03	9.32	9.62	9.93	10.25

Tier 3

3% Between Steps

12	7.88	7.88	8.12	8.36	8.61	8.87	9.14	9.41	9.69	9.98	10.28	10.59	10.91	11.23
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Tier 4

3% Between Steps

13	11.09	11.09	11.42	11.76	12.11	12.47	12.84	13.22	13.62	14.03	14.45	14.88	15.33	15.79
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(Ord. 2-22-96 C § 1; Ord. 2-22-96D § 1; Ord. 2-22-96E § 1; Ord. 2-22-96F § 1; Ord. 8-19-96A § 1; Ord. 8-19-96B § 1; Ord. 8-19-96D §§ 1, 2)

2-502.6 Probationary period rating report.

If for any reason an employee is unsatisfactory after he has been with the city six (6) months, the probationary period rating form, as developed by the city, should be completed and sent to the personnel department. If an employee is making satisfactory progress, an evaluation, as developed by the city, should be answered at the end of the probation period and sent to the personnel department. (Ord. No. 3-28-90)

2-502.7 Employee performance appraisal.

Performance appraisals shall be completed on forms as developed by the city. (Ord. No. 3-28-90)

2-503 Bonds of officers and employees.

The city treasurer, and such other officers and employees as the council may designate, before entering upon their duties, shall provide bonds for the faithful performance of their respective duties, payable to the city, in such form and in such amounts as the council may prescribe, with a surety company authorized to operate within the state. The city shall pay the premiums on such bonds.

State Law Reference: Bonds for officers and treasurer, 11 O.S. Section 8-105.

2-504 Oath or affirmation of office.

Every officer of the city, before entering upon the duties of his office, shall take and subscribe to the oath or affirmation of office prescribed by the state constitution. The oath or affirmation shall be filed in the city clerk's office.

2-505 Salaries of elected officers.

A. The salaries of the elective officials of the city shall be payable as provided by ordinance.

B. An ordinance changing the compensation of the mayor or councilmen shall not change the compensation of any such officer:

1. For his current term of office during which the ordinance is adopted; nor
2. For the succeeding term of the office when such succeeding term begins within less than three (3) months after adoption of the ordinance.

Such an ordinance, unless it is an initiated ordinance, shall be published in full in a newspaper of general circulation within the city within ten (10) days after its final passage.

C. The mayor and councilmen may be reim-bursed for reasonable expenses incurred in the discharge of their official duties. (Prior Code, Chapter 20)

2-506 Maintenance allowance.

In addition to the salaries above stated, the elective officials may receive such maintenance allowance to reimburse them for the expenses necessarily incurred by them in operating their private automobiles or other privately owned equipment in furtherance of the business of this city as the council may from time to time determine by resolution, entered upon the minutes. (Prior Code, Chapter 20)

2-507 Salaries of employees.

The salaries of all the appointive officers of the city and all of the employees of the city in any of its departments whatsoever, including the water department, may be fixed from time to time by the city council in such sums and amount as the city council may determine from time to time and in conformity with the budget prepared for the fiscal year in which such services are performed. Any person appointed to any office, or any person

or any employee of the city accepts the appointment and employment under the provisions of this section. The salary and emoluments of such officers and employees may be changed from time to time as the budget and finances of the city may demand and according to the best judgment of the city council for that purpose. (Prior Code, Chapter 20)

2-508 Full time employees, compensation.

A. No full time employee of the city, including elected officials shall receive pay or compensation for services or labor performed other than in the position he holds as full time employee.

B. A part time employee is hereby defined as an employee who draws less than the full salary per month for the position in which he is serving, or who is employed on a seasonal job. (Prior Code, Chapter 20)

2-509 Personnel policies.

Specific policies and rules governing employment with the city shall be as established and adopted by the mayor and approved by council from time to time.

## Chapter 6

### SOCIAL SECURITY

#### Sections:

2-601 Declaration of policy to come under coverage.

2-602 Execution of agreement with state agency.

2-603 Withholdings.

2-604 Contributions.

2-605 Records and reports.

2-606 Exclusions.

2-601 Declaration of policy to come under coverage.

It is hereby declared to be the policy and purpose of the city to extend, at the earliest date, to the eligible employees and officials of the city the benefits of the system of Federal Old-Age and Survivors Insurance as authorized by the Federal Social Security Act and all amendments thereto, and Sections 121 et seq. of Title 51 of the Oklahoma Statutes. In pursuance of this policy, the officers and employees of the city shall take such action as may be required by applicable state or federal laws or regulations.

State Law Reference: Social security coverage for local governments, 51 O.S. Section 125.

2-602 Execution of agreement with state agency.

The mayor is authorized and directed to execute all necessary agreements and amendments with the State Department of Human Services to accomplish the provisions of Section 2-601 of this code.

2-603 Withholdings.

Withholdings from salaries or wages of employees and officials for the purposes provided in Section 2-601 of this code are hereby authorized to be made in the amounts and at such times as may be required by applicable

state and federal laws or regulations, and shall be paid over to the state or federal agency designated by the laws and regulations.

#### 2-604 Contributions.

Employer contributions shall be paid from amounts appropriated for these purposes from available funds to the designated state or federal agency in accordance with applicable state or federal laws or regulations.

#### 2-605 Records and reports.

The city shall keep such records and submit such reports as may be required by applicable state or federal laws or regulations.

#### 2-606 Exclusions.

Excluded from this chapter authorizing the extension of social security benefits to city officers and employees are the following:

1. Any authority to make any agreement with respect to any position, employee or official now covered or authorized to be covered by any other ordinance creating any retirement system for any employee or official of the city; or
2. Any authority to make any agreement with respect to any position, employee or official for which compensation is on a fee basis, or any position, employee or official not authorized to be covered by applicable state or federal laws or regulations.

### Chapter 7

## RETIREMENT AND PENSIONS

### Sections:

#### Article A. Fire Pension System

- 2-710 Local fire pension and retirement board.
- 2-711 Fund to be operated in accordance with law.
- 2-712 Contributions to fund.

#### Article B. Police Pension System

- 2-720 Name of system.
- 2-721 Board of trustees.
- 2-722 State police pension and retirement provisions adopted.

#### Article C. Employee Retirement System

- 2-730 Employee retirement system created.
- 2-731 Administration.
- 2-732 Fund.
- 2-733 Appropriations.
- 2-734 Execution.

#### Article A. Fire Pension System

2-710 Local fire pension and retirement board.

There is hereby created a local firefighters' pension and retirement board composed of the mayor, the clerk, the treasurer and three (3) members from the fire department. The board shall have the membership, organization, powers, duties and functions as prescribed by Sections 49-103 et seq. of Title 11 of the Oklahoma Statutes.

State Law Reference: Firefighters' retirement and pension law, 11 O.S. Sections 49-100.11 et seq.

2-711 Fund to be operated in accordance with law.

The city's firefighters' pension and retirement system and fund shall be operated in accordance with state law relating to the fund and system.

2-712 Contributions to fund.

A. The clerk shall deduct from the salaries or wages of each paid member of the fire department the amounts which are required by applicable state law. If the members of the fire department, by a majority vote of its paid members, vote to increase the amount of the deductions, the amounts authorized by this subsection shall be increased to reflect the amounts approved by the majority vote. The treasurer of the city shall deposit monthly in the Oklahoma Firefighters' Pension and Retirement Board the amounts deducted pursuant to this subsection. Any amounts deducted from the salary or wages of a fire department member shall be made at the time of each payroll. The deductions shall be set forth in the payroll so that each member may be able to ascertain the exact amount which he is contributing.

B. The city treasurer shall deposit monthly with the Oklahoma Firefighters' Pension and Retirement Board the amounts of money which are required by applicable state law for each paid member of the fire department.

C. For each volunteer member of the fire department, the city treasurer shall deposit yearly with the Oklahoma Firefighters' Pension and Retirement Board the amounts of money which are required by applicable state law. These amounts may be revised according to actuarial studies and amounts as set by the Oklahoma Firefighters' Pension and Retirement Board.

D. All assets of the city firefighters' pension and retirement fund shall be transferred to the Oklahoma Firefighters' Pension and Retirement Board. Assets shall be transferred in the form of cash, negotiable securities and such other specific assets as permitted by the State Board.

State Law Reference: Firefighters' pension law, 11 O.S. Section 49-122, effective 1/1/81.

Cross Reference: Fire department and services, Section 13-101 of this code.

Article B. Police Pension System

2-720 Name of system.

The system herein established for the purpose of providing pension retirement allowances and other benefits for police officers, their spouses and children, shall be designated and known as the "Police Pension and Retirement System of the City of Bristow", and by such name all of its business transacted, all of its funds handled, and all of its cash and securities and other property be held.

2-721 Board of trustees.

There is hereby created a board of trustees which shall have the operation and management of the police pension and retirement system of the city, which board of trustees shall consist of the city clerk, city treasurer, and

three (3) members of the police department of the city, which is designated and known as the board of trustees of the pension and retirement system of the city.

2-722 State police pension and retirement provisions adopted.

The city hereby adopts the provisions of the state law governing the Oklahoma Police Pension and Retirement System and amendments thereto for the purpose of providing the police officers of the city with a retirement program. The city agrees to make contributions to the system in such amounts as are required by law.

State Law Reference: Police pension and retirement system, 11 O.S. Sections 50-101 et seq.; Option to establish local board, 11 O.S. Section 50-106.1; Joining state system, 11 O.S. Section 50-106.3; Contributions to be paid by municipality and police members, 11 O.S. Sections 50-109 and 50-110.

#### Article C. Employee Retirement System

2-730 Employee retirement system created.

A. As used in this chapter, "system" means the Employee Retirement System of Bristow, Oklahoma.

B. Pursuant to the authority conferred by the laws of the state and for the purpose of encouraging continuity and meritorious service on the part of employees and thereby promote public efficiency, there is hereby authorized, created, established, approved and adopted, effective as of July 1, 1992, the funded pension plan designated "Employee Retirement System of the City of Bristow, Oklahoma", and all amendments thereto, (hereinafter called "system"), an executed counterpart of which is marked "Exhibit A" and attached hereto as a part hereof. (Ord. No. 12-16-91)

2-731 Administration.

For the purpose of administration of the system there is hereby established a board of trustees, which shall be the members of the city council of the city as now existing or as from time to time duly elected or appointed and constituted. The powers and duties of the board of trustees shall be as set forth in the system instrument marked "Exhibit A" as mentioned in Section 2-730. (Ord. No. 12-16-91)

2-732 Fund.

A fund is hereby provided for the exclusive use and benefit of the persons entitled to benefits under the system. All contributions to such fund shall be paid over to and received in trust for such purpose by the treasurer, who shall be the treasurer of the system. Such fund shall be pooled for purposes of management and investment with similar funds of other incorporated cities, towns and municipal trusts in the state as a part of the Oklahoma Municipal Retirement Fund, in accordance with a duly executed contract for such purpose which contract shall be executed by city council as soon as feasible. The treasurer shall hold such contributions in the form received, and from time to time pay over and transfer the same to the Oklahoma Municipal Retirement Fund, as duly authorized and directed by the board of trustees. The fund shall be nonfiscal. The fund and system shall be valued every other year for actuarial soundness by a qualified actuarial firm. (Ord. No. 12-16-91)

2-733 Appropriations.

The city is hereby authorized to incur the necessary expenses for the establishment, operation and administration of the system and to appropriate and pay the same. In addition, the city is hereby authorized to appropriate annually such amounts as are required in addition to employee contributions, to maintain the system and the fund

on a sound actuarial basis in accordance with the respective annual actuarial valuation. Any appropriation so made to maintain the system and fund shall be for deferred wages or salaries and for the payment of necessary expenses of operation and administration, including separate annual appropriations to be transferred to the Oklahoma Municipal Retirement Fund. (Ord. No. 12-16-91)

2-734 Execution.

A. The mayor and clerk are each hereby authorized and directed to execute (in counterparts, each of which shall constitute an original) the system instrument, and to do all other acts and things necessary, advisable and proper to put the system and related trust into full force and effect, and to make such changes therein as may be necessary to qualify the same under Section 401(a) and 501(a) of the Internal Revenue Code of the United States. The counterpart marked as Exhibit "A", which has been duly executed as aforesaid simultaneously with the passage of this chapter and made a part hereof, is hereby ratified and confirmed in all respects.

B. The city council hereby agrees to pool and combine the fund into the Oklahoma Municipal Retirement Fund as a part thereof, with similar funds of such other cities and towns, for purposes of pooled management and investment according to the terms of the Trust Indenture of Oklahoma Municipal Retirement Fund, a public trust. (Ord. No. 12-16-91)