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ORDINANCE NO. 105 AC - C.M.S.

AN ORDINANCE ESTABLISHING THE OFFICIAL POSITION CLASSIFICATION AND PAY PLAN, AND SCHEDULES OF STANDARD AND HOURLY RANGES FOR OFFICERS AND EMPLOYEES OF THE CITY OF OBERLIN, OHIO, AND TO REPEAL ALL ORDINANCES OR PARTS THEREOF IN CONFLICT HEREWITH, AND DECLARING SAME AN EMERGENCY

BE IT ORDAINED by the Council of the City of Oberlin, Lorain County, Ohio, five-sevenths (5/7's) of all members elected thereto concurring:

SECTION 1: There is hereby established the following Official Position Classification and Pay Plan, and Schedules of Standard Salary and Hourly Ranges for officers and employees of the City of Oberlin.

SECTION 2: Official Position Classification Plan.

Component Parts:

- (1) A grouping into classes with positions of approximately the same difficulty and responsibility for purposes of pay scale development.
- (2) A class title - a descriptive name as an identifier, which is used in all personnel, budgetary, appropriations and financial records.
- (3) A written class specification descriptive of responsibilities and duties of the positions, with skills, education and experience desired. The specification takes into consideration the requirements of the job, not the incumbent's abilities. The position specification is merely descriptive and explanatory of the work to be performed. It may not include all the duties. Unless the nature of the demands upon the position significantly change, the job specification will not change. These specifications will not be a part of this Ordinance, but will be on file with the City Manager and used and available at his disposal.

Purpose And Use:

- (1) The plan provides for the classification and arrangement of each position in the city service so that personnel problems may be dealt with as systematically and equitably as possible, and so that the principle of "equal pay for equal work" may be observed.
- (2) The plan shall be used:
 - a) As an aid in the determination of lines of promotion.
 - b) In developing an employee training program.
 - c) In defining payroll items in the several department and fund budgets.
 - d) In determining salaries for various types of work.
 - e) In providing uniform job terminology that is understandable by City officials, employees and the general public.
 - f) In preparing public announcements of examinations or vacancies.
 - g) As a guide in preparing examinations that will measure the qualifications needed to adequately perform the work of the class.

Development And Maintenance Of The Position Classification Plan:

- (1) The City Manager shall be responsible for the proper and continuous maintenance of the Classification Plan so that it will reflect, on a current basis, the duties being performed by each employee in the City service and the class to which each position is allocated. Revisions of class specifications and re-allocations within the Classification Plan shall be made as follows:
 - a) The City Manager shall study the duties and responsibilities of each new position as it is created and on the basis of this study, place the position in the appropriate class within the Classification Plan.
 - b) Changes in the duties and responsibilities of any position involving either the addition of new assignments or the taking away or modification of existing assignments shall be reported to the City Manager by Department Heads. If these changes are determined to be permanent, or more than minor changes, and to justify re-allocation to a different classification, the City Manager upon approval of Council shall place such position in its appropriate classification. Re-allocations involving Civil Service positions shall be reported to the Civil Service Commission for approval.
 - c) The City Manager shall periodically review the classification of positions and upon the basis of his investigations may combine, abolish, or if necessary, upon approval of the City Council, establish new classifications. Amendments to the Classification Plan which affect civil service positions shall first be submitted to the Civil Service Commission for approval.
- (2) An employee may at any time submit a written request, through his department head, to the City Manager for a review of the allocation of his position, setting forth the reasons for justifying the review. The City Manager shall make, or cause to have made, an investigation of the position with a view to determining its correct allocation. The decision of the City Manager shall be in writing and shall be reported to the employee.

SECTION 3: Official Pay Plan.

Component Parts:

- (1) The Schedule of Standard Salary Ranges and Schedule of Standard Hourly Ranges, subject to subsequent amendments by the City Council.
- (2) The Official Salary Plan consisting of minimum and maximum rates of pay for all classes of positions included in the Classification Plan, subject to subsequent amendments by the City Council.

Use:

- (1) The minimum rate of pay for a class shall be paid upon appointment to a class, except that appointment rates above the minimum rate may be paid if the department head submits a written request outlining reasons for such action which are approved by the City Manager. Justification for approval will be limited to recognition of exceptional qualifications of an eligible or lack of available eligibles at a minimum rate. If a former employee is re-employed in a class in which he has previously been employed, the City Manager may make an appointment at the same rate of pay which the employee had been receiving at the termination of his service, if that rate is at or above the established minimum rate at the time of re-employment.
- (2) Increases within appropriate ranges shall be from one step to the next higher step and, except as otherwise provided, shall be made annually at the time of the development of the appropriation ordinance and upon the recommendation of the department heads, including written justification based on service ratings or other pertinent data. For increases to the maximum rate of the appropriate pay range, the recommendation of the department head must include positive showing of exceptionally meritorious service on the part of the employee, and the employee must have completed not less than one year at the next lower pay grade.
- (3) Notwithstanding the provisions of the foregoing paragraph, salary increases of more than one step, or more frequently than specified, may be made by the City Manager on the basis of recommendations from the department head including detailed written statements.
- (4) Each step of the six step salary and hourly range shall be considered as follows:
 - a) The first step in the range is the probationary period of hiring rate. After a maximum probationary period of twelve months, the employee is advanced to the second step or is not retained as an employee.
 - b) The second step is an in-service training step. An employee usually remains in this step for one year.
 - c) The third step is to be the normal rate for the satisfactory employee. Advancement to this step from the second step is not automatic; however, the great majority of employees should be so advanced after twelve months in the second step, since it is considered the normal rate for the job. Employees held back are the exception.
 - d) The fourth, fifth and sixth step are attained by meritorious service. The employee is expected to constantly develop his ability. Improvement may be manifested by greater skill in performing assigned tasks, increased work effort, and satisfactory completion of course work relating to the position. Exemplary behavior and implicit loyalty are of course mandatory conditions to promotion in these steps. These increases will be granted only upon the written recommendation of the department

head in which the reasons for the proposed increases are detailed.

Development And Maintenance Of Salary And Hourly Ranges:

- (1) Salary and hourly ranges shall be linked directly to the plan of position classification and shall be determined with due regard to ranges of pay for other classes, relative difficulty and responsibility of positions in the class, availability of employees in particular occupational categories, the financial policies and capabilities of the City, and other economic considerations. The minimum and maximum and intermediate steps of each range shall be those rates in the standard salary and hourly schedule which most nearly reflect these factors.
- (2) Prior to the preparation of each annual budget, as well as at other times, the City Manager shall review, or cause to have reviewed, the salary and hourly ranges and shall recommend changes to the City Council for approval.

Total Remuneration:

- (1) The salary rate, plus reimbursement for automobile expense, uniforms, official travel, living quarters allowance and any special provisions outlined in this Pay Plan, shall be the total remuneration for the employee. Except as herein provided, no employee shall receive pay from the City in addition to that authorized under the schedule provided in the Pay Plan for services rendered by him, either in the discharge of his duties, or any additional duties which may be imposed upon him, or which he may undertake or volunteer to perform.
- (2) City services are not to be extended by employees in exchange for special rewards, gifts, or other remuneration from outside individuals or organizations.

Pay For Part Time Work:

- (1) Whenever an employee works for a period less than the regularly established number of hours a day, days a week, or weeks a month, the amount paid shall be proportionate to the time actually employed for this class, unless special circumstances require revisions of this rate. Such revision shall be subject to the approval of the City Manager.

Overtime Payment:

- (1) In the case of salaried positions, particularly managerial, supervisory, professional and uniformed personnel, it is implicit in the nature of their positions that time beyond the normal work schedule may often necessarily be spent on the job at no additional compensation.
- (2) For salaried clerical employees, straight compensatory time off may be authorized by a department head as compensation for atypical work assignments involving overtime beyond what can be fairly determined as inherent on the job. Compensatory time off must be taken as soon after the overtime worked and only when the granting of such permission is consonant with good departmental operations.

- (3) Hourly employees will be compensated for scheduled overtime work, beyond 44 hours per week at a premium rate of time and one-half. No premium overtime compensation will be granted for time spent over and above the established work period in the performance of routine duties designed to be completed within said work period or where, in the judgement of the department head, overtime work was performed under conditions not warranting premium pay.

Other Provisions:

- (1) The salary of the Chairman of Council shall be \$400.00 per year.
- (2) The salary of each member of Council shall be \$5.00 per attendance at each regular meeting of Council.
- (3) The City Solicitor shall receive additional compensation at a reasonable rate for his services in prosecuting or defending all suits brought by or against the City and for services which require his presence outside the City such additional compensation to be fixed by Council resolution at the time such work is undertaken.
- (4) The Manager of the Electric Department shall designate certain personnel to fill one week shifts as service man in the handling of all trouble calls. One man shall be "on call" in such capacity at all times and shall receive 17 hours additional compensation for a completed shift.
- (5) Each full time uniformed police officer shall receive \$150.00 per year uniform allowance and each part time uniformed police officer shall receive \$25.00 per year uniform allowance. This allowance will be payable in advance.
- (6) Each part time fireman is to receive \$1.00 for attendance at a regular department meeting.
- (7) The City Manager shall receive free living quarters of the City owned house and lot at 205 Morgan Street, and the Sexton of the Cemetery shall have free living quarters of the City owned house and lot at 429 Morgan Street. The occupant shall pay all utilities in connection with said free living quarters.
- (8) Reimbursement for the use of private automobiles for city conveniences shall be covered as follows:

City Manager - \$300 per year plus gas, oil and lubrication for said city travel.
Superintendent of Water Department - \$300 per year plus gas, oil and lubrication for said city travel.
City Engineer- \$300 per year plus gas, oil and lubrication for said city travel.
- (9) Remuneration for personal services shall be prorated by the Treasurer, with the approval of the Auditor, and in accordance with the Appropriations Ordinance, to the appropriate funds in an amount indicative of the relationship of work to the fund.
- (10) All remuneration for personal services shall be payable on the 15th and 30th of each month, except the following:

Council	Quarterly
Fire Chief	Quarterly
Assistant Fire Chief	Quarterly

Hours of Work:

- (1) While the hours of work may vary to conform with operational demands, the hours in the work week will normally be as follows: office and other regular monthly employees, 37-½ hours; Police Department, 40 hours; Fire Department truck drivers, 56 hours; sewage plant operators, 46 hours; hourly employees, 44 hours.
- (2) Employees shall report promptly at the designated starting time and shall devote their entire efforts during working hours to assigned duties. In the event that an employee is unable to report for work due to illness or other emergency, he must so inform his department head within thirty minutes after starting time. Failure to so inform the department head on each occasion, or at agreed intervals in the case of extended illness, will result in a loss of that days pay.
- (3) Department heads are authorized to establish one or two rest periods during the work day, such periods not to exceed 15 minutes each in duration. The granting of these periods is a privilege and the determination of their time and length is entirely discretionary with the department head and will be arranged as he feels is most consonant with departmental operation.

Vacation:

- (1) With the exception of hourly employees, police officers, fire truck drivers, and part-time personnel, permanent employees are eligible for the following paid vacation benefits:
 - a) If employed on or before June 15th, one weeks vacation in that calendar year, following completion of the first six months of service.
 - b) Beginning with the calendar year in which the employee completes one year of service he shall receive two weeks vacation.
 - c) Beginning with the calendar year in which the employee completes fifteen years of service, he shall receive three weeks vacation.
- (2) Hourly employees who have completed one years continuous service shall receive 10 working days paid vacation. Beginning with the calendar year in which the employee completes fifteen years of service he shall receive 15 working days paid vacation.
- (3) Police officers, upon completion of their probationary period, shall receive two weeks paid vacation, and, beginning in the calendar year in which the employee completes fifteen years of service he shall receive three weeks paid vacation. Police officers, upon completion of their probationary period, shall be eligible for additional paid vacation allowance in lieu of holidays of six consecutive calendar days.
- (4) Fire truck drivers, upon completion of one years continuous employment, shall receive two weeks paid vacation, and, beginning in the calendar year in which the employee completes fifteen years of service he shall receive three weeks paid vacation. Employees in this classification,

upon completion of one years continuous employment, shall be eligible for additional paid vacation allowance in lieu of holidays of three consecutive calendar days.

- (5) Regular part-time personnel who are employed on a specific work schedule amounting to a minimum of 520 hours per year and have more than 24 months of service shall be eligible for paid vacation allowance on a pro-rated basis.
- (6) Upon termination of employment, the employee shall receive compensation for unused vacation allowance, provided that the employee:
 - a) gives at least ten days advance written notice of resignation.
 - b) Is not dismissed for dishonesty, drunkenness, or moral turpitude. In cases of dismissal on these bases, an employee may submit a written request through his department head to the City Manager for review of his case.
- (7) Vacation schedules are to be determined by the department head for which due consideration for individual employee convenience may be given, but the needs of the City in scheduling work loads will be the controlling criterion. Vacations are to be taken in the year in which they accrue. In exceptional circumstances, the vacation may be postponed to the next calendar year, but no longer, with the approval of the department head and the City Manager.

Holidays: Salaried Employees:

- (1) With the exception of police officers and fire truck drivers, full time salaried employees shall receive the following holidays with pay, if the holiday falls on a regularly scheduled working day, unless their presence is essential:

New Years Day	Labor Day
Decoration Day	Thanksgiving Day
Independence Day	Christmas Day

- (2) If a holiday falls on Sunday, the following Monday shall be observed as the holiday.
- (3) If an employee is on vacation when a holiday occurs, the extra day shall be added to the regularly scheduled vacation.

Holidays: Regular Employees Paid On Hourly Basis:

- (1) Regular employees paid on an hourly basis shall receive the following paid holidays:

New Years Day	Labor Day
Decoration Day	Thanksgiving Day
Independence Day	Christmas Day

- (2) If these employees must work on a holiday, they will be paid at a rate of time and one-half.
- (3) In the event an employee is absent from work the day before or the day after a holiday, he shall not receive holiday pay until proof of sickness or excusable absence is established to the satisfaction of the department head.

Sick Leave:

- (1) After six months continuous service, each employee shall be entitled for each completed month of service to sick leave allowance of one and one-fourth (1-1/4) work days with pay.

Employees may use sick leave, upon approval of the department head, for absence due to illness, injury, exposure to contagious disease which could be communicated to other employees, and to illness or death in the employee's immediate family. Unused sick leave shall be cumulative up to ninety work days, unless more than ninety days are approved by the City Manager. The previously accumulated sick leave of an employee who has been separated from the city service may be placed to his credit upon his re-employment in the city service. Provisional appointees, or those who render part time, seasonal, intermittent, per diem or hourly service shall be entitled to sick leave for the time actually worked at the same rate as that granted full time employees herein.

The Department Head may require the employee to furnish a satisfactory affidavit to the effect that his absence was caused by illness due to any of the foregoing causes.

SECTION 4: Official Position Classification and Pay Plan.

Clerical, Administrative and Fiscal

<u>Class Title</u>	<u>Pay Range Number</u>	<u>Monthly Minimum</u>	<u>Monthly Maximum</u>
Clerk I	10	\$214	\$264
Clerk II	14	254	322
Account Clerk I	12	234	292
Account Clerk II	14	254	322
Clerk Typist I	11	224	277
Clerk Typist II	13	244	307
Secretary	14	254	322
Court Clerk	16	277	352
Auditor	25	420	530
City Manager	32	580	725

Part Time or Fixed Rate Positions

Deputy Court Clerk	41.66
Municipal Court Judge	400
Acting Municipal Court Judge	7.90 (day)
Solicitor	300
Bailiff	95
Assistant City Manager	50
Clerk of Council	50
Clerk of Civil Service Commission	25

SECTION 4: Official Position Classification and Pay Plan

Public Safety

<u>Class Title</u>	<u>Pay Range Number</u>	<u>Monthly Minimum</u>	<u>Monthly Maximum</u>
Police Captain	25	\$420	\$530
Police Lieutenant	23	384	482
Police Sergeant	22	368	460
Police Corporal	20	337	420
Police Patrolman	19	322	400
Radio Operator	19	322	400

Part Time or Fixed Rate Positions

Part Time Policeman	1.45 (hr)
Part Time Radio Operator	1.50 (hr)

Fire

Fire Truck Driver	20	337	420
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Part Time or Fixed Rate Positions

Fire Chief	plus	340 (year) 3.00 (hr)
Assistant Fire Chief	plus	200 (year) 3.00 (hr)
Fire Captain		3.00 (hr)
Fireman		3.00 (hr)

Ordinance No. 105

SECTION 4: Official Position Classification and Pay Plan.

Engineering and Allied Services

<u>Class Title</u>	<u>Pay Range Number</u>	<u>Monthly Minimum</u>	<u>Monthly Maximum</u>
City Engineer and Traffic Engineer	27	\$460	\$580

Part Time and Fixed Rate Positions

Building and Zoning Inspector			203.33
Plumbing Inspector			41.66
Electrical Inspector			37.50
Water Works Chemist			27.00

SECTION 4: Official Position Classification and Pay Plan.

<u>Class Title</u>	<u>Pay Range Number</u>	<u>Monthly Minimum</u>	<u>Monthly Maximum</u>
<u>Trades, Labor and Supervision</u>			
Superintendent of Streets	24	\$ 400	\$ 505
Foreman	26H	1.87 (hr)	2.03 (h)
Equipment Operator (A)	24H	1.79 "	1.96
Equipment Operator (S)	15H	1.50 "	1.65
Truck Driver	14H	1.47 "	1.60
Laborer			
Seasonal	6H	1.25 "	1.39
Streets and Parks	8H	1.31 "	1.44
Cemetery	9H	1.34 "	1.47
Sewer Cleaning	10H	1.36 "	1.50
Refuse Collection	11H	1.39 "	1.52
Superintendent of Water	24	400	505
Water Plant Operator	25H	1.83 (hr)	2.00
Mechanic	17H	1.55 "	1.72
Water Meter Reader	18	307	384
Chief Sewage Plant Operator	20	337	420
Assistant Sewage Plant Operator	19	307	384
Manager of Electrical Department	34	635	785
Light Plant Superintendent	28	482	605
A Operator	33H	2.10 (hr)	2.28 (h)
B Operator	27H	1.90 "	2.06
C Operator	21H	1.70 "	1.87
A Mechanic	33H	2.10 "	2.28
B Mechanic	27H	1.90 "	2.06
C Mechanic	21H	1.70 "	1.87
A Mechanic Helper	21H	1.70 "	1.87
B Mechanic Helper	15H	1.50 "	1.65
Line Superintendent	24	400	505
A Lineman	36H	2.21 (hr)	2.39 (h)
B Lineman	28H	1.93 "	2.10
C Lineman	20H	1.65 "	1.83
Groundman	15H	1.50 "	1.65
A Meter Reader & Utility Man	36H	2.21 "	2.39
B Meter Reader & Utility Man	28H	1.93 "	2.10
C Meter Reader & Utility Man	20H	1.65 "	1.83
A Laborer	11H	1.39 "	1.52
B Laborer	6H	1.25 "	1.39
Building Custodian	6H	1.25 "	1.39

**SECTION 5: Schedule of Standard Hourly and Salary Ranges for
officers and employees.**

<u>PAY RANGE NUMBER</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>PAY RANGE NUMBER</u>
(1) H	1.05	1.08	1.10	1.13	1.21	1.25	(1) H
(2) H	1.08	1.10	1.13	1.21	1.25	1.29	(2) H
(3) H	1.10	1.13	1.21	1.25	1.29	1.31	(3) H
(4) H	1.13	1.21	1.25	1.29	1.31	1.34	(4) H
(5) H	1.21	1.25	1.29	1.31	1.34	1.36	(5) H
(6) H	1.25	1.29	1.31	1.34	1.36	1.39	(6) H
(7) H	1.29	1.31	1.34	1.36	1.39	1.42	(7) H
(8) H	1.31	1.34	1.36	1.39	1.42	1.44	(8) H
(9) H	1.34	1.36	1.39	1.42	1.44	1.47	(9) H
(10) H	1.36	1.39	1.42	1.44	1.47	1.50	(10) H
(11) H	1.39	1.42	1.44	1.47	1.50	1.52	(11) H
(12) H	1.42	1.44	1.47	1.50	1.52	1.55	(12) H
(13) H	1.44	1.47	1.50	1.52	1.55	1.57	(13) H
(14) H	1.47	1.50	1.52	1.55	1.57	1.60	(14) H
(15) H	1.50	1.52	1.55	1.57	1.60	1.65	(15) H
(16) H	1.52	1.55	1.57	1.60	1.65	1.70	(16) H
(17) H	1.55	1.57	1.60	1.65	1.70	1.72	(17) H
(18) H	1.57	1.60	1.65	1.70	1.72	1.76	(18) H
(19) H	1.60	1.65	1.70	1.72	1.76	1.79	(19) H
(20) H	1.65	1.70	1.72	1.76	1.79	1.83	(20) H
(21) H	1.70	1.72	1.76	1.79	1.83	1.87	(21) H
(22) H	1.72	1.76	1.79	1.83	1.87	1.90	(22) H
(23) H	1.76	1.79	1.83	1.87	1.90	1.93	(23) H
(24) H	1.79	1.83	1.87	1.90	1.93	1.96	(24) H
(25) H	1.83	1.87	1.90	1.92	1.96	2.00	(25) H
(26) H	1.87	1.90	1.93	1.96	2.00	2.03	(26) H
(27) H	1.90	1.93	1.96	2.00	2.03	2.06	(27) H
(28) H	1.92	1.96	2.00	2.03	2.06	2.10	(28) H
(29) H	1.96	2.00	2.03	2.06	2.10	2.13	(29) H
(30) H	2.00	2.03	2.06	2.10	2.13	2.17	(30) H
(31) H	2.03	2.06	2.10	2.13	2.17	2.21	(31) H
(32) H	2.06	2.10	2.13	2.17	2.21	2.25	(32) H
(33) H	2.10	2.13	2.17	2.21	2.25	2.28	(33) H
(34) H	2.13	2.17	2.21	2.25	2.28	2.31	(34) H
(35) H	2.17	2.21	2.25	2.28	2.31	2.35	(35) H
(36) H	2.21	2.25	2.28	2.31	2.35	2.39	(36) H

SECTION 5: Schedule of Standard Hourly and Salary Ranges for officers and employees.

<u>PAY RANGE NUMBER</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>PAY RANGE NUMBER</u>
(1)	135	140	146	154	164	174	(1)
(2)	140	146	154	164	174	184	(2)
(3)	146	154	164	174	184	194	(3)
(4)	154	164	174	184	194	204	(4)
(5)	164	174	184	194	204	214	(5)
(6)	174	184	194	204	214	224	(6)
(7)	184	194	204	214	224	234	(7)
(8)	194	204	214	224	234	244	(8)
(9)	204	214	224	234	244	254	(9)
(10)	214	224	234	244	254	264	(10)
(11)	224	234	244	254	264	277	(11)
(12)	234	244	254	264	277	292	(12)
(13)	244	254	264	277	292	307	(13)
(14)	254	264	277	292	307	322	(14)
(15)	264	277	292	307	322	337	(15)
(16)	277	292	307	322	337	352	(16)
(17)	292	307	322	337	352	368	(17)
(18)	307	322	337	352	368	384	(18)
(19)	322	337	352	368	384	400	(19)
(20)	337	352	368	384	400	420	(20)
(21)	352	368	384	400	420	440	(21)
(22)	368	384	400	420	440	460	(22)
(23)	384	400	420	440	460	482	(23)
(24)	400	420	440	460	482	505	(24)
(25)	420	440	460	482	505	530	(25)
(26)	440	460	482	505	530	555	(26)
(27)	460	482	505	530	555	580	(27)
(28)	482	505	530	555	580	605	(28)
(29)	505	530	555	580	605	635	(29)
(30)	530	555	580	605	635	665	(30)
(31)	555	580	605	635	665	695	(31)
(32)	580	605	635	665	695	725	(32)
(33)	605	635	665	695	725	755	(33)
(34)	635	665	695	725	755	785	(34)
(35)	665	695	725	755	785	825	(35)
(36)	695	725	755	785	825	865	(36)
(37)	725	755	785	825	865	905	(37)
(38)	755	785	825	865	905	945	(38)
(39)	785	825	865	905	945	985	(39)
(40)	825	865	905	945	985	1030	(40)

Ordinance No. 105

SECTION 6: This ordinance is declared to be an emergency measure, the emergency being the preservation of the peace, welfare and safety of the citizens of the City of Oberlin, Ohio, to wit: to provide for the orderly operation of the City Government, and shall take effect immediately upon passage, retroactively as of January 1, 1959.

PASSED: Under Suspension
January 19, 1959

ATTEST:

Nadine Powers
Clerk of Council

James F. Long
Chairman of Council

POSTED: _____ TO _____