

**TITLE 3****PUBLIC PROPERTY, RECORDS, FLAG, SEAL**

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**CHAPTER 1****PUBLIC PROPERTY AND RECORDS**

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Section 120. The City Council of the City of Tulsa and all Boards, Commissions, Trusts and Authorities of the City of Tulsa Must File Copies of Their Agendas and Minutes with Tulsa City-County Library.

**SECTION 100. USE OF PUBLIC PROPERTY**

No City official or employee shall lend or rent any City property to any person, corporation or individual and all such property shall remain in the possession of the

official or employee charged with it until the property is returned to the proper municipal authority.

**SECTION 101. CEMETERY REGISTER**

The City Clerk shall keep and maintain a Cemetery Register in which shall be entered in a systematic method, the number of each and every lot and the block in which it is located. The Cemetery Register shall show the name of the owner of each lot, by whom purchased, the date of purchase, the amount charged for the lot, and the amount paid.

**SECTION 102. CERTIFIED COPIES**

It shall be the duty of the City Clerk to furnish certified copies of any ordinance or other public document or any official act of the City to any person upon application. For such services, he shall charge and collect the fees established herein.

For reproduction by mechanical means	\$ 0.50 per page
For retyping	\$ 1.50 per page
For certification of instruments	\$ 0.25 each

**SECTION 103. CORRESPONDENCE FILE**

The City Clerk shall keep a suitable file for all correspondence and communications on matters pertaining to the City's affairs coming into his possession.

**SECTION 104. DEPOSITORY OF PUBLIC RECORDS**

The City Clerk shall be the depository for surety bonds, insurance policies, deeds, contracts, franchises and all records which are the property of the City and for which no other provision is made by charter or ordinance. The City Clerk shall, upon receipt of any notice or process asserting that ad valorem taxes are due on any real property of the City, forward a copy thereof to the Mayor and to the Chairman of the Council in addition to such other parties as may be now or hereafter required to receive such copies.

*Ord. No. 17659*

**SECTION 105. EMPLOYEE RECORDS**

The Mayor shall cause to be prepared, kept, preserved and maintained records showing the name, address, department, salary or wage paid to each and every employee of the City of Tulsa. Such records shall show any and all deductions from the

amount paid or to be paid to the employee, together with a statement showing the purpose of such deduction and the date thereof.

*Ord. No. 4780*

**SECTION 106. TERMINATION AND LEAVE RECORDS FOR EMPLOYEES OF POLICE AND FIRE DEPARTMENT**

In the event of the termination of employment of any members of the Fire or Police Departments of the City of Tulsa or the granting of a leave of absence to any member of the Fire or Police Departments, the condition and circumstances of such termination or leave of absence shall be stated on the records provided in Section 105 herein.

*Ord. No. 4780*

**SECTION 107. DATE OF FILING AND INDEX**

The City Clerk shall endorse the date of filing upon every paper or document filed in his office. All books and records kept by him shall be fully and properly indexed.

**SECTION 108. NOTICE RECORDS**

The City Clerk shall keep a copy of all notices required to be published or posted by the City Clerk, by order of the Council or under the general ordinances of the City. Attached to such notices shall be the printer's affidavit of publication for notices which are required to be published or the City Clerk's certificate under seal of the City for notices which are required to be posted, mailed or served in any other manner. Such certificate shall show that the document is a true and correct copy of the notices posted, published or delivered by him, the number of the notice issued, the date of issuance, whether done by special order of the Council or by general ordinance, and that the fact of publication shall be a matter of record. Such attachments shall be kept in connection with the documents to which they refer.

**SECTION 109. ORDINANCE RECORDS**

The City Clerk shall keep all enacted ordinances in their original form in a manner prescribed by the Council. He shall keep printed copies of all ordinances, resolutions, notices and other publications with the printer's certificate of publication attached thereto. He shall index the ordinances under their respective numbers or titles. All old ordinances, records or other documents shall be carefully preserved in a manner approved by the Council.

**SECTION 110. PETITION RECORDS**

The City Clerk shall keep a complete record of all petitions and communications under which the Council shall order public work to be done at the expense of property fronting thereon, together with all resolutions and ordinances relating to the same, and they shall be filed with the other documents to which they pertain.

**SECTION 111. WITHDRAWAL OF RECORDS**

Any officer or employee of the City of Tulsa may withdraw for a period not to exceed fifteen (15) days any papers, files, records, property, matters and things belonging to the City which are public in their nature by leaving with the City Clerk an itemized receipt therefor; provided, however, that if any such document, instrument or other property is or shall be withdrawn to be used as evidence in any action or proceedings in which the City of Tulsa is interested as a party or in which any of its officers, agents or employees in their official capacity are interested as parties or otherwise, such records or other property shall be returned within fifteen (15) days from the final termination of such action or proceeding.

**SECTION 112. CITY CLERK TO SELL COPIES OF CRIMINAL CODE**

Upon presentation of a receipt for payment from the Department of Finance, the City Clerk is authorized to provide and distribute to the public copies of the amended Criminal Code at a cost of FOUR DOLLARS (\$4.00) per copy.

*Ord. Nos. 13086, 18654*

**SECTION 113. CITY CLERK AND MUNICIPAL COURT CLERK TO SELL COPIES OF TRAFFIC CODE**

Upon presentation of a receipt for payment from the Department of Finance, the City Clerk and the Municipal Court Clerk are authorized to provide and distribute to the public copies of the amended Traffic Code at a cost of FOUR DOLLARS (\$4.00) each.

*Ord. Nos. 13560, 18654*

**SECTION 114. CORRESPONDENCE FILES**

Each head of a department and other officer whose duties involve correspondence, the filing of documents and the maintaining of records shall preserve a complete file of all correspondence, documents and records pertaining to the affairs of the City and shall, upon termination of his employment or retirement, deliver such correspondence, files and documents to his successor.

**SECTION 115. PERMIT RECORDS**

It shall be the duty of each officer issuing permits to maintain a file of duplicate permits.

**SECTION 116. MOTOR VEHICLE RECORDS**

It shall be the duty of the Mayor to compile records concerning each motor vehicle used by employees of the City, which records shall show the make and type of each motor vehicle, the engine number, factory or serial number, number of the official certificate of title and the state registration or license number for the current year, the person from whom the vehicle was purchased, the original cost and the purpose for which the motor vehicle is used. Such records shall be filed in the Office of the City Clerk. All certificates of title shall be deposited with the City Clerk.

*Ord. No. 3964*

**SECTION 117. MOTOR VEHICLE IDENTIFICATION AND NUMBERING**

It shall be the duty of the Mayor to cause to be clearly identified, as provided in this section, all motor vehicles currently owned and operated by the City of Tulsa, its agencies, authorities, boards, and commissions, within thirty (30) days of the effective date of this ordinance or within thirty (30) days of receipt of a vehicle.

**A. Logo, Seal, and Entity Name.**

1. On each side of the vehicle shall be placed a logo or seal at least nine and three-fourths (9-3/4) inches in height, with a design and wording approved in writing by the Mayor, with the words, "City of Tulsa," in letters at least one-half (1/2) inch in height, and the name of the City entity in letters at least one (1) inch in height.

2. In lieu of a logo or seal as specified above, the words "City of Tulsa," along with the name of the City entity may be placed on each side of a vehicle in letters of at least two (2) inches in height.

**B. Asset Number.** The vehicle asset number shall be affixed to the vehicle, using two (2) inch or larger figures; the placement of the City asset number must ensure that the number is clearly visible. A separate vehicle asset number shall be assigned to each motor vehicle.

**C. Exceptions.**

1. A vehicle may be operated without identification markings as provided in this section, if approved in writing, for a valid reason, by the Mayor.

2. Vehicles operated by the Tulsa Police Department and the Tulsa Fire Department may be marked or left unmarked in a manner as approved in writing by the Mayor.

3. Vehicles operated by the Park Department may be marked in a manner as approved in writing by the Mayor.

4. Vehicles owned by public trusts created pursuant to Title 60, Section 176, of the Oklahoma Statutes are exempt from this ordinance.

*Ord. No. 20438*

#### **SECTION 118. MOTOR VEHICLE USE**

Policies and procedures governing the use of motor vehicles shall be developed by the Mayor.

#### **SECTION 119. VEHICLE TRANSFERS**

When any new or additional motor vehicles are provided for any department of the City of Tulsa and when any motor vehicle is disposed of or ceases to be the property of the City of Tulsa, a full report and record as above mentioned shall be made thereof, and a copy of such report delivered to the Office of the City Clerk to become a permanent record. Such report shall also show the disposition made of the motor vehicle and the amount of money or credit received therefor.

*Ord. No. 3964*

#### **SECTION 120. THE CITY COUNCIL OF THE CITY OF TULSA AND ALL BOARDS, COMMISSIONS, TRUSTS AND AUTHORITIES OF THE CITY OF TULSA MUST FILE COPIES OF THEIR AGENDAS AND MINUTES WITH TULSA CITY-COUNTY LIBRARY**

A. **General Provision.** The City Council of the City of Tulsa shall file copies of its meeting agendas and minutes of meetings, posted or kept in compliance with the Oklahoma "Open Meeting Act," with the Tulsa City-County Library. All boards, commissions, trusts and authorities of the City of Tulsa, whether created by the City Charter, by ordinance, by trust indenture, or by other legal instrument, shall file with the Tulsa City-County Library copies of all meeting agendas and minutes of meetings of the respective board, commission, trust or authority, which are posted and kept in compliance with the Oklahoma "Open Meeting Act."

B. **Time Requirements for Filing.** All agendas of the City Council or of a board, commission, trust or authority of the City of Tulsa shall be filed with the Tulsa City-County Library within twenty-four (24) hours of the posting of the agenda pursuant

to the Oklahoma "Open Meeting Act." All minutes of meetings kept by the City Council or by a board, commission, trust or authority of the City of Tulsa in compliance with the Oklahoma "Open Meeting Act" shall be filed with the Tulsa City-County Library within five (5) days (excluding Saturdays and Sundays and holidays legally declared by the State of Oklahoma) after approval of the minutes by the Council or by the respective board, commission, trust or authority.

C. **Filing Defined.** An agenda or minutes of meeting shall be deemed filed when the Council or the respective board, commission, trust or authority of the City of Tulsa has mailed, by first class United States mail, delivered or faxed a copy of the agenda or minutes to the Government Documents Librarian, Tulsa City-County Library, 400 Civic Center, Tulsa, Oklahoma, 74103-3830.

*Ord. No. 18149*

**CHAPTER 2****CORPORATE SEAL, COUNCIL SEAL, AND CITY FLAG**

Section 200. Corporate Seal.

Section 201. Clerk as Custodian.

Section 202. Seal of the Tulsa City Council.

Section 203. Authorized Use of City and Council Seals--Penalty

Section 204. City Flag.

**SECTION 200. CORPORATE SEAL**

The Corporate Seal of the City of Tulsa is the official seal of the City of Tulsa. It shall be in the shape of a modified vertical ellipse. The upper one-third of this ellipse shall be a gold field. Superimposed on this field, in the optical center and pointing upward shall be an Indian projectile point (arrowhead) of the Snyder variety in black and white facets. To the left and adjacent to the base of this arrowhead there shall be the numerals "1" and "8". To the right and adjacent to the base of this arrowhead there shall be the numerals "9" and "8", together representing the year 1898. Superimposed upon and circumscribing the curved edge of the gold field there shall appear two rows of five-pointed blue stars, forty-six (46) in number.

The lower left quadrant of the seal shall be a black field with a stylized white oil derrick superimposed upon and centered in the field.

The lower right quadrant of the seal shall be a blue field with parallel horizontal white lines. Each line shall be composed of a series of arcs to suggest a wave form.

The upper gold field, the lower left black quadrant and the lower right blue quadrant shall be separated from each other to form the letter "T" in white. Circumscribing the lower half of the seal in Lincoln Gothic type style shall be the words "CITY OF TULSA OKLAHOMA" in gold capital letters.

Any reproduction of the Corporate Seal shall be substantially as described herein.

*Ord. Nos. 11022, 21025*

**SECTION 201. CLERK AS CUSTODIAN**

The City Clerk shall be the lawful custodian of the Corporate Seal for the City of Tulsa, and he shall affix the same to all documents requiring the Seal.

*Ord. No. 21025*

**SECTION 202. SEAL OF THE TULSA CITY COUNCIL**

The Seal of the Tulsa City Council shall be in the shape of a modified vertical ellipse. The upper one-third of this ellipse shall be a field. Superimposed on the upper one third, in the optical center and pointing upward shall be an Indian projectile point (arrowhead) of the Snyder variety. To the left and adjacent to the base of this arrowhead there shall be the numerals "1" and "9". To the right and adjacent to the base of this arrowhead there shall be the numerals "9" and "0", together representing the year 1990. Superimposed upon and circumscribing the curved edge of the upper one third there shall appear one row of five-pointed stars, nine (9) in number.

The lower left quadrant of the seal shall be a field with a stylized oil derrick superimposed upon and centered in the field.

The lower right quadrant of the seal shall be a field with parallel horizontal lines. Each line shall be composed of a series of arcs to suggest a wave form.

The upper field, the lower left quadrant and the lower right quadrant shall be separated from each other to form the letter "T". Circumscribing the lower half of the seal shall be the words "TULSA CITY COUNCIL" in capital letters.

Any reproduction of the Seal of the Tulsa City Council shall be substantially as described herein.

*Ord. No. 21025*

**SECTION 203. AUTHORIZED USE OF CITY AND COUNCIL SEALS--  
PENALTY**

A. **Seal Deemed Property of City; Authorized Use.** The Corporate Seal of the City of Tulsa, as described in Section 200, and the Seal of the Tulsa City Council, as described in Section 202, are the property of the City of Tulsa. The Corporate Seal of the City of Tulsa, the Seal of the Tulsa City Council, and/or any other depiction of such substantial similarity so as to create a likelihood a reasonable individual could construe the depiction as either seal shall only be used in furtherance of a governmental purpose by employees of the City of Tulsa, the state of Oklahoma, any political subdivision of the state of Oklahoma, or the federal government.

B. Any use of the Corporate Seal of the City of Tulsa, the Seal of the Tulsa City Council, or any other depiction of such substantial similarity so as to create a likelihood a reasonable individual could construe the depiction as either seal, not allowed under this section or otherwise allowed by law, shall be deemed an unauthorized use and a misdemeanor offense.

C. It shall be a defense to Subsection 203.B, if the use of the Corporate Seal of the City of Tulsa, or any facsimile or representation of the Corporate Seal of the City of Tulsa is authorized by law or the Mayor or his designee.

D. It shall be a defense to Subsection 203.B, if the use of the Seal of the Tulsa City Council or any facsimile or representation of the Seal of the Tulsa City Council is authorized by law, City Council Rules, or by the City Council of the City of Tulsa.

E. **Penalty.** Any person convicted of a violation of any of the provisions of this section shall be guilty of a misdemeanor offense and upon conviction thereof shall be punished by imprisonment in the City Jail for a period not exceeding thirty (30) days or by a fine of not more than FIVE HUNDRED DOLLARS (\$500.00), excluding costs, fees, and assessments, or by both such fine and imprisonment.

*Ord. No. 21025*

#### **SECTION 204. CITY FLAG**

A. The flag design described herein is hereby accepted as the Official Flag of the City of Tulsa, Oklahoma.

B. The flag design shall be the corporate seal of the City of Tulsa as described herein, positioned on both sides of a white material measuring six (6) feet, four (4) inches by four (4) feet, with the seal measuring two (2) feet, six (6) inches from top to bottom located in the center of the white material.

C. Any reproduction of the flag shall be substantially as shown herein.

*Ord. Nos. 12916, 21025*

**CHAPTER 3**

**FACSIMILE SIGNATURES AUTHORIZED**

- Section 300. Use of Facsimile Signatures Authorized.
- Section 301. Certificates as to Compliance with this Chapter Authorized.
- Section 302. Certificate of Compliance to be Included in Transcript.

**SECTION 300. USE OF FACSIMILE SIGNATURES AUTHORIZED**

Subject to the restrictions hereinafter provided, the Mayor and City Clerk are authorized to use facsimile signatures in signing all tax bills, paving certificates, street improvement bonds, special sidewalk warrants and district sewer bonds, and other documents as authorized by law.

*Ord. No. 7215*

**SECTION 301. CERTIFICATES AS TO COMPLIANCE WITH THIS CHAPTER AUTHORIZED**

The Mayor and City Clerk are directed to execute certificates under their own signatures certifying that the tax bills, street improvement bonds, paving certificates, special sidewalk warrants and district sewer bonds specified in the transcript of the proceedings were duly executed.

*Ord. No. 7215*

**SECTION 302. CERTIFICATE OF COMPLIANCE TO BE INCLUDED IN TRANSCRIPT**

A duly executed duplicate of such certificates shall be included in each transcript covering the proceedings had by the Council.

*Ord. No. 7215*