

ORDINANCE NO. 3

AN ORDINANCE CREATING THE OFFICE OF RECORDER, DEFINING THE DUTIES THEREOF, REQUIRING A SURETY BOND, PROVIDING THE COMPENSATION FOR THE RECORDER, AND DECLARING AN EMERGENCY.

The City of Brookings does ordain as follows:

Section 1. There is hereby created the office of recorder.

Section 2. The duties of the recorder shall be:

(a) To attend all Council meetings unless excused by the Mayor;

(b) To act as secretary for the Council and keep the journal in which he shall record an accurate record of all official action of the Council, including an accurate record of how each member of the Council casts his vote (affirmative or negative) on every ordinance or proposition submitted to the Council for a vote;

(c) To keep and preserve on file in his office, and in such form and order as the Council shall direct, all of the original ordinances passed by the Council;

(d) To keep and preserve at a place in his office convenient to the public, in such form and order as the Council shall direct, two accurate sets of copies of all ordinances passed by the Council, which sets shall contain a written certification by the Recorder that each contains a true copy of all ordinances passed by the Council; and to allow any member of the public to copy, examine or study said copies of such ordinances at any time during the business hours of the Recorder's office; and to not allow said sets of copies to be removed from the office of the Recorder unless otherwise directed by vote of the Council at one of its regular meetings;

(e) To receive all monies payable to the City of Brookings and to keep an accurate record of all monies received by him; and to distribute all monies received by him among the various funds of the City in the manner provided for by general law of the State of Oregon or by ordinance of the City; and to deposit all monies received by him in the depository designated by the Council within a reasonable time after his receipt thereof; and to make an accurate report of his receipts and disbursements at such times as the Council shall direct, but not less than once every three months;

(f) To issue warrants drawn upon the City, but only when authorized so to do by the Council and to keep an accurate record of each warrant drawn and to not deliver any warrant to the payee thereof, or any other person, without the same having been first countersigned by the Mayor;

(g) Upon application made, either oral or in writing, and his receipt of the fee prescribed by ordinance, to issue the appropriate license to any person, firm or corporation lawfully entitled thereto; and to keep an accurate record of each license issued;

(h) To give to every person, firm or corporation from whom he receives money an official receipt of the City, duly signed by him as Recorder;

(i) To keep an accurate inventory of all property, real, personal and mixed, belonging to the City;

(j) To establish and maintain an accounting system, to be first submitted to and approved by the Council, which will, in his sound discretion, best meet the needs of the City;

(k) To be the custodian of all records, files and property of the City not otherwise placed in the custody of another officer of the City by official action of the Council taken at one of its meetings and entered in the journal;

(l) Upon the request of any member of the public and payment in advance of a fee equal to One Dollar (\$1.00) per folio, to make and certify as true and correct a copy of any ordinance passed by the Council; and

(m) To perform such other duties as may ^{be} prescribed by the Council from time to time.

Section 3. Before assuming the duties of his office, the Recorder shall give a surety bond for such penal sum as the Council shall deem necessary to safeguard the finances of the City, which bond shall be executed by the Recorder as principal, and by a corporate surety company authorized and licensed by the Insurance Commissioner of the State of Oregon to transact a surety business within the State of Oregon as surety, and said bond shall continue in full force and effect during the incumbency of the Recorder. Said bond shall in all respects meet the approval of the Council, and the Council's approval of the bond shall be noted in the journal. All premiums for said surety bond of the Recorder shall be paid by the City.

Section 4. The Recorder shall receive as compensation for the services rendered by him in said office such remuneration as the Council shall designate by official action taken at one of its meetings, which action and which remuneration shall be noted in the journal; and the Council may, from time to time, adjust such remuneration to meet the varying needs of the City.

Section 5. It is hereby adjudged and declared that existing conditions are such that this ordinance is necessary for the immediate preservation of the public peace, health and safety of the City of Brookings, and an emergency is hereby declared to exist, and this ordinance shall take effect and be in full force and effect from and after its passage.

Read by title and in full this 19th day of October, 1951.

Read a second time by title this 23rd day of October, 1951.

Read third time by title and passed by the Council this 23 day of October, 1951.

Authenticated this 23 day of October, 1951.

Robert O. Dimmick

Robert O. Dimmick, Mayor

Passed by the Council October 23, 1951.

W. H. Gray

Recorder

