

**ORDINANCE NO. 100**  
**AN ORDINANCE CONSTITUTING THE OFFICE OF CITY RECORDER,  
DEFINING THE DUTIES THEREOF, PROVIDING THE COMPENSATION  
THEREFOR, REPEALING ORDINANCE NO. 2-1, 6 AND ALL ORDINANCES  
IN CONFLICT HEREWITH; AND DECLARING AN EMERGENCY.**

"The City of Detroit, Oregon: ordains as follows:

**Section 1. CONSTITUTING THE OFFICE** The office of City Recorder is hereby constituted.

**Section 2. DUTIES OF THE CITY RECORDER.**

(1) To attend all council meetings unless excused by the City Council.

(2) To serve as clerk for the City Council and keep the journal minutes in which shall be recorded the accurate records of all official actions of the council.

(3) To establish a records management program as Records Officer for organization, retirement, storage and destruction. To preserve on file in the City Office all original ordinances and amendments passed by the council. To keep accurate record of each license issued, variance granted, conditional use and compliance permit granted, lien against property and City water accounts.

(4) To keep an accurate record of all money received for the City as Treasurer and to distribute the same among the various funds of the City in the manner provided by general laws or by ordinance, and to make reports of his receipts and disbursements at such times as the City Council shall direct.

(5) To perform such duties as budget officer, permit and licensing officer, elections officer, payroll officer, court clerk and such other duties as may from time to time be perscribed by the City Council.

**SECTION 3. COMPENSATION.** The recorder shall receive as compensation for said services remuneration as the City Council shall designate and said remuneration may be adjusted from time to time as the varying needs of the City requires.

**Section 4. REPEAL.** Ordinance No. 2-1 An Ordinance Creating The Office Of City Recorder enacted June 14, 1988 is hereby repealed.

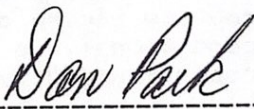
**Section 5. REPEAL.** Ordinance No. 6 An Ordinance Creating The Office Of City Treasurer enacted September 9, 1952 is hereby repealed.

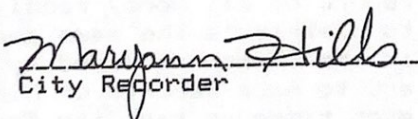
**Section 6. Severability.** Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause or phrase; and if this ordinance or any portion thereof should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which the ordinance or such portion thereof was enacted.

**Section 7. Emergency.** It being necessary for the peace, health, safety and sound development of the City of Detroit an emergency is hereby declared to exist and this ordinance shall take effect immediately upon its passage by the Council and signature by the Mayor.

Read first in full at the Council meeting of April 14, 1992 and read by title only at the Council meeting of April 14, 1992. Passed by a vote of 4 ayes and 0 nays of the City Council this 14th day of April 1992.

Signed by the Recorder and signed and approved by the Mayor this 14th day of April 1992.

  
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MAYOR

ATTEST:   
City Recorder