

ORDINANCE NO. 2

AN ORDINANCE CREATING THE OFFICE OF RECORDER, DEFINING THE DUTIES THEREOF, PROVIDING THE COMPENSATION THEREFOR, AND DECLARING AN EMERGENCY.

The City of Detroit ordains as follows:

- 2-1 There is hereby created the office of recorder.
- 2-2 The duties of the recorder shall include the following:
 - 2-(a) To attend all council meetings unless excused by the council:
 - 2-(b) To act as secretary for the council & keep the journal in which shall be recorded the accurate records of all official actions for the council:
 - 2-(c) To keep & preserve on file in his office all original ordinances passed by the council:
 - 2-(d) To keep an accurate record of all money received by him 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 council shall direct:
 - 2-(e) To issue warrants drawn upon the City only when authorized so to do by the council, and to keep an accurate record of each warrant drawn, each of which warrants must be countersigned by the Mayor:
 - 2-(f) To keep an accurate record of each license issued: and
 - 2-(g) To perform such other duties as may, from time to time, be prescribed by the council.
- 2-3 Before assuming the duties of his office, the recorder shall give a surety bond for such duties of his office, the recorder deem necessary to safeguard the finances of the City, which bond shall be executed by the recorder as principal, and as surety 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, and which bond shall continue in full force and effect during the incumbency of the recorder. Such bond shall be approved by the Council. All premiums for surety bonds for the recorder shall be paid by the City.
- 2-4 The recorder shall receive as compensation for his services in said capacity such remuneration as the council shall designate, which remuneration may be adjusted from time to time as the varying needs of the City Require.
- 2-5 The council, in its discretion, may require the same person to perform the duties of recorder and also the duties of City Treasurer.

DETROIT ORDINANCE
ORDINANCE NO. 2-1

*Repealed by Ord. 100
Enacted 4/14/92*

AN ORDINANCE CREATING THE OFFICE OF CITY RECORDER, DEFINING THE DUTIES THEREOF, PROVIDING THE COMPENSATION THEREFOR, AND DECLARING AN EMERGENCY.

The City of Detroit ordains as follows:

SECTION 1. CREATING THE OFFICE. There is hereby created the office of City Recorder.

SECTION 2. DUTIES OF THE CITY RECORDER.

- (1) To attend all council meetings unless excused by the City Council.
- (2) To act as secretary for the City Council and keep the journal in which shall be recorded the accurate records of all official actions for the council.
- (3) To keep and preserve on file in the City office all original ordinances and amendments passed by the council.
- (4) To keep an accurate record of all money received for the City 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 issue warrants drawn upon the City only when authorized so to do by the City Council, and to keep an accurate record of each warrant drawn, each of which warrants must be countersigned by the Mayor.
- (6) To keep accurate record of each license issued, variance granted, lien against property, conditional use permit granted and City water accounts.
- (7) To perform such other duties as may, from time to time, be prescribed by the City Council.

SECTION 3. BONDING. Before assuming the duties of the Office of City Recorder, the Recorder shall give a surety bond for such duties of the office, the recorder deem necessary to safeguard the finances of the City, which bond shall be executed by the recorder as principal, and as Insurance Commissioner of the State of Oregon