

**ORDINANCE NO. 51-O-003**

**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.  
[Effective November 23, 1951]**

**[Ordinance No. 51-O-003 repealed in its entirety by Ordinance No.  
96-O-516, effective April 9, 1996]**

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**Sections:**

- Section 1.           Creation of office of recorder.**
- Section 2.           Duties of recorder.**
- Section 3.           Surety bond.**
- Section 4. Compensation.**
- Section 5. [Emergency clause]**

**The City of Brookings ordains as follows:**

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

**Section 2.           Duties of recorder. The duties of the recorder  
shall be as follows:**

**A.    To attend all city council meetings unless excused by the  
mayor;**

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

**C.    To keep and preserve on file in his/her office, and in such  
form and order as the city council shall direct, all of the original  
ordinances passed by the city council;**

**D. To keep and preserve at a place in his/her office convenient to the public, in such form and order as the city council shall direct, two accurate sets of copies of all ordinances passed by the city council, which sets shall contain a written certification by the recorder that each contains a true copy of all ordinances passed by the city 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 city council at one of its regular meetings;**

**E. To receive all monies payable to the city of Brookings and keep an accurate record of all monies received by him/her; and to distribute all monies received by him/her 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/her in the depository designated by the city council within a reasonable time after his/her receipt thereof; and to make an accurate report of the receipts and disbursements at such times as the city council shall direct, but not less than once every three months;**

**F. To issue warrants drawn upon the city, but only when authorized to do so 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 first been countersigned by the mayor;**

**G. Upon application made, either oral or in writing, and**

his/her 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/she receives money an official receipt of the city, duly signed by him/her as recorder;

I. To keep an accurate inventory of all property, real, personal, and mixed, belonging to the city;

1-003.2J                      BROOKINGS ORDINANCES                      1-003.5

J. To establish and maintain an accounting system, to be first submitted to and approved by the council, which will, in his/her 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 request of any member of the public, and payment in advance of a fee of \$1.00 per folio, to make and certify as true and correct a copy of any ordinance passed by the city council; and

M. To perform such other duties as may be prescribed by the city council from time to time.

Section 3.                      Surety bond. Before assuming the duties of his/her office, the recorder shall give a surety bond for such penal sum as the city 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 city council, and the city 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.      Compensation. The recorder shall receive as compensation for the services rendered by him/her 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 said remuneration to meet the varying needs of the city.

Section 5.      [Emergency clause]

[EFFECTIVE OCTOBER 23, 1951]