

## **CHAPTER 8. RECORDER**

### **1-8-1. City recorder - Duties.**

### **1-8-2. Pay over money.**

### **1-8-3. Financial reports.**

### **1-8-1. City recorder - Duties.**

It shall be the duty of the City Recorder to keep the records, papers, and Seal of the City in order, the date of all ordinances and resolutions passed by the Council in a book kept for that purpose. The Recorder shall keep in a separate book, a record of the proceedings of the Council, whose meetings it shall be the Recorder's duty to attend. The Recorder shall keep in a book provided for that purpose the name of all persons elected or appointed to an office within the City, their terms of office and the names of the person appointed to fill the vacancy so created. The Recorder shall cause a certified copy of all ordinances passed by the Council to be posted in three (3) public places in the City within one (1) week after the passage of such Ordinance by the Council, unless published as otherwise provided by law.

The Recorder shall keep an office at the place of meeting of the Council or some other place convenient thereto as the Council may direct. Copies of all papers filed in the Recorder's office and transcripts from all records of the Council attested to or certified by the Recorder under the Corporate Seal shall be evidence in all courts as if the original were produced.

(Ord. 2019-22, 09-04-2019) (Ord. 1967-3, 08-14-1967)

### **1-8-2. Pay over money.**

The Recorder shall pay into the Treasury all monies belonging to the City coming into the Recorder's possession by virtue of the Recorder's office. The Recorder shall deliver to successors in office the Corporate Seal, together with all books, papers, records, and other property in the Recorder's possession belonging to the City.

(Ord. 2019-22, 09-04-2019) (Ord. 1967-3, 08-14-1967)

### **1-8-3. Financial reports.**

The Recorder shall provide to the Council monthly summary financial reports and quarterly detail financial reports as provided by State law.

(Ord. 2019-22, 09-04-2019)