

ARTICLE A. CITY RECORDER¹

1-7A-1: RECORDS MAINTAINED:

- A. The city recorder shall keep his office at the city hall or some other place convenient thereto, as the city council may direct. He shall keep the corporate seal and all papers and records of the city, and keep a record of all proceedings of the city council, whose meetings it shall be his duty to attend. Copies of all papers filed in his office, and transcripts from all records of the city council certified by him, under the corporate seal, shall be evidence in all courts as if the original were produced. (1995 Code § 4-5-1)
- B. It shall be the duty of the city recorder to keep the records, papers and seal of the city, and record in order of date all ordinances and resolutions passed by the city council in a book kept for that purpose. He shall keep in a separate book a record of the proceedings of the city council. He shall keep in a book provided for that purpose the names of all person elected or appointed to any office within the city, the date of their term of office and the dates of the death, resignation or removal of any such officer, and the name of the person appointed to fill the vacancy so created. (1995 Code § 4-5-5)

1-7A-2: COUNTERSIGN CONTRACTS:

The city recorder shall countersign all contracts made in behalf of the city; and every contract made in behalf of the city or to which the city is a party shall be void unless signed by the city recorder. (1995 Code § 4-5-2)

1-7A-3: DUTIES RELATING TO FINANCE; CITY AUDITOR:

The city recorder shall be ex officio the city auditor and shall perform the duties of such office, and shall draw and countersign all orders upon the city treasurer in pursuance of any order of the city council, and keep a full and accurate account thereof in books provided for that purpose; shall make to the city council from time to time upon the order of the city council, reports of the financial condition of the city; shall make and keep a list of the outstanding bonds, to whom issued, for what purpose, when, and where payable, and the rate of interest they respectively bear, and recommend such action to the city council as shall secure the payment of the principal and interest of such bonds; shall report annually to the city council, on or before June 1, an estimate of the expenses of the city and the revenue necessary to be raised for the current year; shall keep regular books of account in which he shall enter all indebtedness of the city, and which shall at all times show the financial

condition of the city, the amount of bonds, orders, certificates or other evidence of indebtedness issued by the city council, the amount of all bonds, orders, certificates or other evidences of indebtedness which have been redeemed, and the amount of each outstanding; shall keep accounts with all receiving and disbursing officers of the city showing the amount they have received from the different sources of revenue and the amount which they have disbursed under the direction of the city council; shall examine all reports, books, papers, vouchers and accounts of the city treasurer; shall audit all claims and demands against the city before they are allowed by the city council; and shall keep a record of all claims presented and the action of the city council thereon; shall keep a book properly indexed in which he shall enter all contracts, which book shall be open to inspection to all persons interested; and shall perform such other duties as the city council may provide by ordinance or resolution. (1995 Code § 4-5-3; amd. 2003 Code)

1-7A-4: ANNUAL FINANCIAL STATEMENT:

The city recorder shall prepare and publish, on or before the first Monday of February of each year, in some newspaper having a general circulation in this city, a detailed statement of the financial condition of the city and of the receipts and expenditures for the previous year ending December 31; provided, that upon the expiration of his term of office, before his successor enters upon his duties, he shall make and prepare said statement, properly attested, for the use and benefit of his successor in office, showing:

- A. The total receipts of the city, stating particularly the source of each portion of the revenue;
- B. The amount of cash on hand at the date of the last report;
- C. The amount of the sinking fund and how invested;
- D. The number, date and amount of every bond issued or redeemed and the amount received or paid therefor;
- E. The indebtedness of the city, funded and floating, stating the amount of each claim and the rate of interest borne by such indebtedness or any part thereof;
- F. The amount of cash in the city treasury, and in its several funds;

G. The total expenditures of the city, as shown by the warrants issued, giving in total the amount expended in each department. (1995 Code § 4-5-4)

1-7A-5: REPORTS REQUIRED:

The city recorder shall make a report to the city council at the first regular meeting of each month, setting forth a statement of the amount of the city revenue, specifying in said statement from whence derived, and for what disbursed, with amount on hand, together with a complete report of the financial condition of the city. (1995 Code § 4-5-6)

1-7A-6: PAY OVER MONEY; DELIVER TO SUCCESSOR; ADMINISTER OATHS:

The city recorder shall pay into the city treasury all monies belonging to the city coming into his hands by virtue of his office. He shall deliver to his successor in office the corporate seal, together with all books, papers, records and other property in his possession belonging to the city. He shall have power to administer oaths on all claims presented against the city and in all matters in any way connected with the city government. (1995 Code § 4-5-7)

1-7A-7: FILING ORDINANCES; CORRESPONDENCE:

The originals of all ordinances passed by the city council shall be filed in the city recorder's office. He shall attend to all correspondence and report the same to city council. (1995 Code § 4-5-8)

1-7A-8: FURTHER REQUIRED DUTIES:

The city recorder shall perform any and all duties required of him to be performed either by law or ordinance in addition to the duties specified in this article. (1995 Code § 4-5-9)

Footnotes - Click any footnote link to go back to its reference.

Footnote 1: See also section 1-7-1 of this title for appointment provisions.

