

ORDINANCE NO. 1175

AN ORDINANCE ESTABLISHING THE POSITION AND DUTIES OF PRINEVILLE CITY RECORDER

The people of the City of Prineville ordain as follows:

1. The City Manager shall appoint a City Recorder.
2. The City Recorder shall have the following duties:
 - a. Act as clerk of the council, prepare council meeting agendas; disseminate information to council members and others; keep records of the City Council as required by law, and sign Ordinances, Resolutions, Orders, and other documents, as necessary or convenient;
 - b. Arrange for and prepare meeting sites with necessary supplies and equipment. Take necessary action to comply with public meeting laws.
 - c. Attend City Council meetings; attest Mayor's, other City official's, or City employee's signatures when necessary or convenient;
 - d. Maintain custody of and assume responsibility for all official City records and archives, including Ordinances, Resolutions, Orders, minutes of meetings, agreements, contracts, franchises, deeds, easements, other similar documents, and other documents designated by City Manager;
 - e. Serve as the City's election official. Conduct City elections in cooperation with the Crook County Clerk. Distribute and receive nominating petitions, and documents concerning ballot measures.
 - f. Such other duties as assigned by the City Manager.
3. In the absence of the City Recorder, the City Manager shall appoint a person to serve as City Recorder, pro tem.

Passed by the City Council this _____ day of September, 2010.

Mike Wendel, Mayor

ATTEST:

Lisa Morgan, City Recorder