

office to which he is appointed under this chapter, be appointed to other city offices by the council. (Ord. 223 §1, 1981)

2.08.020 Title of recorder. The title of the city recorder, whether acting as recorder or clerk of the council, shall be "the recorder of the city of Cave Junction." (Ord. 223 §2, 1981)

2.08.030 Duties. The recorder shall perform any and all duties that may be prescribed by law or by the council. (Ord. 223 §3, 1981)

2.08.040 Bond required. The recorder shall be bonded in the amount set forth by the council and shall remain bonded during the incumbency. The bond will be by a surety company authorized to do business as a surety company in the state by the State Insurance Commissioner. (Ord. 223 §4, 1981)

## Chapter 2.12

### CITY TREASURER

#### Sections:

- 2.12.010 Appointment.
- 2.12.020 Duties.
- 2.12.030 Financial reports to council.
- 2.12.040 Examination of records and accounts.
- 2.12.050 Bond required.

2.12.010 Appointment. The mayor shall appoint with the approval of the council a city treasurer, which office is hereby created. The treasurer may, in addition to the office to which he is appointed under this chapter, be appointed to other city offices by the council. (Ord. 224 §1, 1981)

2.12.020 Duties. It shall be the duty of the treasurer to keep an accounting of all city funds in accordance with the state budgetary laws and principles as prescribed by the Department of Revenue. (Ord. 224 §2, 1981)

2.12.030 Financial reports to council. The treasurer shall present to the council financial reports on a timely basis which shall provide information as the council considers meaningful. (Ord. 224 §3, 1981)

2.12.040 Examination of records and accounts. The treasurer shall permit the mayor or any member of the council to examine his records and accounts and make an actual count of the funds on hand and present obligations and such examination may be the subject of a special report to the council. (Ord. 224 §4, 1981)

2.12.050 Bond required. The treasurer shall be bonded in the amount set forth by the council and shall remain bonded during the incumbency. The bond will be by a surety company authorized to do business as a surety company in the state by the State Insurance Commissioner. (Ord. 224 §5, 1981)

Chapter 2.16

CITY ATTORNEY

Sections:

- 2.16.010 Office created.
- 2.16.020 Oregon State Bar membership required.
- 2.16.030 Duties.
- 2.16.040 Compensation.

2.16.010 Office created. There is created the office of city attorney. (Ord. 225 §1, 1981)

2.16.020 Oregon State Bar membership required. The city attorney shall be an active member of the Oregon State Bar in good standing. (Ord. 225 §2, 1981)

2.16.030 Duties. The functions of the city attorney shall include but not be limited to the following:

- A. Interpreting the law as it applies to city programs and activities;
- B. Assisting with the drafting of ordinances, resolutions, contracts, agreements and other legal documents;
- C. Defending and prosecuting suits and actions;
- D. Rendering of legal advice to the city council when so requested and at such times as the city attorney may consider appropriate. (Ord. 225 §3, 1981)

2.16.040 Compensation. For the performance of duties, the city attorney shall receive such sums as the city council shall agree upon. (Ord. 225 §4, 1981)