

SEC. 60. Before entering upon the discharge of the duties of his office, the said City Clerk shall execute a corporate bond to the Mayor and City Council of Havre de Grace in the penalty of One Thousand (\$1,000.00) Dollars to be approved by the Mayor with the condition that if the above bound shall well and faithfully execute his office and the duties thereby imposed upon him, then such obligation shall be void; and the Mayor is authorized to approve the surety on such bond, the premium for which shall be paid out of the City Treasury.

SEC. 61. The Clerk shall be Ex-Officio Clerk to the Mayor and City Council and shall perform all the duties that are required under the Charter and ordinances of the city, including the duties of Officer of Registration, as hereinbefore provided. He shall attend all meetings of the City Council, take and preserve accurate minutes of the proceedings thereof and keep a permanent record of the same. He shall keep an accurate itemized account of all receipts and disbursements of funds and an inventory of all City property. As often as he is called upon to do so, he shall make a statement of the financial condition of the City to the Mayor and City Council.

SEC. 62. The City Clerk shall make all transfers and abatements on the Assessment Books of the City when authorized to do so by the Mayor and City Council, or when notified by the Clerk of the County Commissioners. He shall annually assess all new property or assessable property not before assessed and charge the same on the assessment books to the respective owners when so directed either by the Mayor and City Council or the County Commissioners. The Clerk shall cause to be published by advertisement in two newspapers, if so many be published in said city, or by handbills, all ordinances passed for the police regulations of the City and such other ordinances as the Mayor and City Council may direct to be published; he shall enter into a book kept for that purpose all ordinances passed by the City Council and said book, and all tax assessment books, shall be kept open for the inspection of all parties interested; he shall keep all the accounts of the corporation, make out the tax list and perform such other duties in connection with his office as the Mayor and City Council shall require and he shall receive as salary the maximum sum of Five Hundred (\$500.00) Dollars per annum.

SEC. 63. The City Clerk shall be the custodian of the Registry Books and shall keep the same in a safe provided by the Mayor and City Council and shall deliver the same to the Board of Election Supervisors when required for elections to