

**From:** Eric Duthie, Hildale City Manager  
**To:** Hildale City Council; Hildale City Mayor  
**Date:** February 8, 2023  
**Subject:** Recommendation for City Recorder appointment

Recently the appointed position of City Recorder was vacated through employee reassignment. I noticed full-time staff of the vacancy and issued an Internal job posting with a closing date of January 20, 2022. This is a full-time position.

Upon review of responses, I recommend that Council appoint Sirrene Barlow to the position of City Recorder.

Sirrene currently serves as the Deputy City Recorder and has taken on the duties of the Recorder position on an interim basis.

City Recorder duties are prescribed in Utah Statute and is under the direction of the Hildale City Manager, as follows:

**STATUTORY DUTIES**

**10-6-137. City recorder -- Office -- Meetings and records -- Certified records as evidence.**

The office of the city recorder shall be located at the place of the governing body or at some other place convenient thereto as the governing body may direct. The city recorder or deputy city recorder shall attend the meetings and keep the record of the proceedings of the governing body. Copies of all papers filed in the recorder's office and transcripts from all records of the governing body, if certified by the recorder under the corporate seal, are admissible in all courts as originals.

**10-6-138. City recorder to countersign contracts -- Indexed record of contracts.**

The city recorder shall countersign all contracts made on behalf of the city and shall maintain a properly indexed record of all such contracts.

**10-6-139. City auditor or recorder -- Bookkeeping duties -- Duties with respect to payment of claims.**

- (1) The city auditor in each city of the first and second class, and the city recorder in each city of the third, fourth, or fifth class shall maintain the general books for each fund of the city and all subsidiary records relating thereto, including a list of the outstanding bonds, their purpose, amount, terms, date, and place payable.
- (2) (a) The city auditor or city recorder shall:
  - (i) keep accounts with all receiving and disbursing officers of the city;

- (ii) preaudit all claims and demands against the city before the claims or demands are allowed; and
- (iii) prepare the necessary checks in payment.
- (b) The city auditor or city recorder shall verify that:
  - (i) a claim has been preaudited and documented;
  - (ii) a claim has been approved in one of the following ways:
    - (A) purchase order directly approved by the mayor in the council-mayor optional form of government, or the governing body or the governing body's delegate in other cities;
    - (B) claim directly approved by the governing body; or
    - (C) claim approved by the financial officer;
  - (iii) a claim is within the lawful debt limit of the city; and
  - (iv) a claim does not overexpend the appropriate departmental budget established by the governing body.

In addition, the City Recorder shall have the following duties and responsibilities, as assigned by the City Manager:

- Attend public meetings and keep the record of the proceedings.
- Securely maintain all public records.
- Maintain the general books for each fund of the city and all subsidiary records.
- Oversee the proper performance of finance contractors.
- Coordinate the completion and public notification of the annual financial audit of the city.
- Participate in budget preparation meetings.
- Oversee municipal elections.
- Serve as de facto office manager for administrative staff.
- Exercise supervisory responsibilities as assigned by the City Manager.
- Assist in the development of grant funding and distribution
- Liaison with other City Recorders.
- Improve city practices and processes for compliance with government records regulations.
- Train administrative staff of the duties and processes of the position so future transitions (temporary or permanent) may be swift and effective.
- Serve as an assistant to the City Manager.
- Performs other related duties as assigned.