

From: Eric Duthie, Hildale City Manager
To: Hildale City Council; Hildale City Mayor
Date: January 6, 2023
Subject: Recommendation for City Treasurer appointment

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Recently the appointed position of City Treasurer was vacated through employee resignation. As a result, I noticed full-time staff of the vacancy and issued an Internal job posting with a closing date of December 20, 2022. Since the position is not a separate full-time, or even part-time position, it was offered as “additional duties” to the employee’s current position and responsibilities.

Upon review of responses, I recommend that Council appoint Shanae Eidenier to the position of City Treasurer.

Shanae currently serves as the Accounts Receivable Clerk and has taken on the duties of the Treasurer position on an interim basis.

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

STATUTORY DUTIES

10-6-141. City Treasurer -- Duties.

- (1) The City Treasurer is custodian of all money, bonds, or other securities of the city.
- (2) The City Treasurer shall:
 - (a) determine the cash requirements of the city and provide for the investment of all money by following the procedures and requirements of Title 51, Chapter 7, State Money Management Act.
 - (b) receive all public funds and money payable to the city, within three business days after collection, including all taxes, licenses, fines, and intergovernmental revenue.
 - (c) keep an accurate detailed account of all money received under Subsection (2)(b) in the manner provided in this chapter and as directed by the legislative body of the city by ordinance or resolution; and
 - (d) collect all special taxes and assessments as provided by law and ordinance.

10-6-143. City Treasurer -- Duties with respect to issuance of checks.

The City Treasurer shall sign all checks prepared by the City Recorder. Prior to affixing the signature, the Treasurer shall determine that a sufficient amount is on deposit in the appropriate bank account of the city to honor the check.

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

- Attend City Council meetings and provide updates of the financial status of the City.
- Attend budget development meetings.

- Fulfill supervisory responsibilities as assigned.
- Interpret and apply local, state, and federal laws pertaining to municipal finance.
- Communicate effectively verbally and in writing.
- Organize, prioritize, and independently perform work assignments.
- Exercise independent judgment and meet deadlines.
- Establish and maintain effective working relationships.
- Maintain confidentiality.
- Exercise initiative in improving and streamlining procedures.
- Establish and maintain an orderly filing system and retrieve files in a timely manner.
- Use computers and software applications such as, but not limited to Microsoft Word, Excel, Outlook, PowerPoint, Adobe Acrobat, Caselle, and others, as necessary.
- Performs other related duties as required.
- Assist in the development of grant funding and distribution
- Liaison with other City Treasurers, particularly within Washington and Iron Counties to understand updates of legislative and operational issues.
- To identify existing city practices and processes for improvement, in compliance with all approved government financial regulations.
- Train ALL other administrative staff of the duties and processes of the position so future transitions (temporary or permanent) may be swift and effective.
- Report on the first Monday of each month (if not a holiday) to the City Manager the status of process improvement and staff training.

Recommended motion:

I move to appoint Shanae Eidenier as the Hildale City Treasurer.