



Memorandum

From: Dennis L. Marker, Operations Manager

Date: March 11, 2022

Re: Appointment of City Recorder and Appointment of City Treasurer

City Recorder Position

Santaquin City Code, 1.24.060, requires that the City Recorder be appointed by the Mayor with the advice and consent of the City Council. It has been recommended that Ms. Amalie Ottley be appointed as the new City Recorder, effective March 21, 2022.

The Mayor and city administrative staff reviewed 38 applicants for the position of City Recorder. Seven individuals were interviewed. Based on her demonstrated skill set and abilities, Ms. Ottley was the top candidate in the very competitive field of applicants.

City Treasurer Position

Santaquin City Code, 1.24.070, requires that the City Treasurer be appointed by the Mayor with the advice and consent of the City Council. It has been recommended that Ms. Joyce Lamb be appointed as the new City Treasurer, effective March 16, 2022.

Ms. Shannon Hoffman was the City Treasurer, but cannot, under state law, continue in that responsibility as the City's Finance Director. Ms. Lamb has been working in the City's utility billing office since 2005 and has been working closely with Director Hoffman to understand the Treasurer roles and responsibilities.