



## MEMORANDUM

To: Santaquin City Mayor & Council  
From: Benjamin A. Reeves, Santaquin City Manager  
Date: January 4, 2022  
Subject: City Recorder/Deputy Recorder Positions

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On December 15<sup>th</sup>, Santaquin City was notified by Deputy Recorder Kira Petersen that she was planning to resign her position effective January 28, 2022. Kira has been a wonderful employee and we wish her only the very best in her future endeavors.

As our returning City Council members may recall, when Susan Farnsworth resigned her City Recorder position in August 2019, (which was, at the time, a joint position shared with the fire department providing them administrative support), it was recommended that the city should seek a replacement candidate that could bring additional financial knowledge and experience to the city in lieu of the FD administrative support (which was to be maintained by Susan internally to the FD in her part-time capacity). The council approved this recommendation and hired a joint Finance Director/City Recorder (K. Aaron Shirley) with the anticipation that these two rolls would eventually split into two separate positions as the city continued to grow and as more office space became available.

However, with the resignation of Kira Petersen, and in recognition of the ever-growing workload on the shoulders of Aaron Shirley in his dual role, it is proposed that the City Council consider an early split of the Finance Director/City Recorder position at the present time. Instead of advertising for a Part-Time Deputy Recorder, the city would advertise for a Full-Time City Recorder that would be 100% focused on supporting the City Council, Planning Commission, Development Review Committee, elections and all other City Recorder related duties outlined in state statute, city code, and within the City Recorder job description.

Aaron Shirley would retain the title of Finance Director and would maintain his responsibilities to develop and administer the city's budget. Included in his duties would be accounts payable, credit card administration, fuel card administration, and continued automation of the city's financial processes.

With minimal change of current duties and training, Santaquin City would bestow the title of Deputy Recorder on an existing staff member, to be able to provide the most basic coverage for the City Recorder when they are on vacations, at training, or are ill.

The incremental budgetary impact on the FY2021-2022 is anticipated to be:

Finance Director:	No Change
City Recorder (Net):	\$33,300.00
<u>Deputy Recorder (Backup):</u>	<u>\$ 700.00</u>
Total FY2021-22 Impact:	\$34,000.00 (½ year)

*Note: By increasing a part-time position to a full-time position, no additional office space would be needed at the present time.*

We recommend City Council discussion regarding this proposal with the following options:

**Recommended Motion: (Option 1 – New City Recorder Position Created):**

Motion to approve the segregation of duties of the joint Finance Director/City Recorder position into two separate positions and authorize the city staff to advertise for a Full-Time City Recorder with duties 100% focused on the duties outlined in state statute, city code, and within the City Recorder job description.

--OR--

**Recommended Motion: (Option 2 – Maintain Status Quo)**

Motion to approve the city's advertisement for a replacement part-time Deputy Recorder.