



# Memorandum

To: Santaquin City Mayor and City Council Members  
From: Dennis L. Marker, Operations Manager  
Date: January 13, 2022  
Re: Ordinance 01-01-2022 – Creating A Finance Director Position

---

State Code (§10-6) requires that all towns and cities have a City Recorder position, and the Recorder must fulfill certain budget and finance related duties. Cities are not required to have a finance director position because many of those responsibilities reside with the City Recorder. If a community wants to have a separate finance director position, then they must adopt an ordinance creating the position and authorizing the director to take on the financial duties of the City Recorder.

During the January 4, 2022, Council meeting, the City Council discussed organizational challenges due to growth and staff capacity. The administration was directed to separate the financial responsibilities from the City Recorder position to address some of the growth challenges. In order to create that separation of duties and to comply with State Code (§10-6-157) appertaining to this issue, Ordinance 01-01-2022 has been drafted.

**Ordinance 01-01-2022 creates a new City Finance Director position and shifts all financial duties currently under the City Recorder to the new Finance Director position.** The City Recorder will retain all other, non-finance related responsibilities such as managing local elections, responding to GRAMA requests, generating minutes, and overall public records and contracts management across departments.

The ordinance has been placed on the Consent portion of the upcoming agenda as a legislative formality to previous action of the Council.