

**SANTAQUIN CITY  
ORDINANCE 01-01-2022**

**CREATION OF A FINANCE DIRECTOR POSITION**

**AN ORDINANCE TO AMEND FINANCIAL ADMINISTRATION DUTIES AND  
RELATED CODES**

**WHEREAS**, the City of Santaquin is a fourth-class city of the State of Utah; and

**WHEREAS**, the state legislature has outlined certain financial duties and responsibilities for each municipality, which are to be administered through a city Recorder position unless a municipality creates a director of finance position under Utah State Code, Section 10-6-157, to perform the prescribed financial duties of the city Recorder; and

**WHEREAS**, the Santaquin City Council, during its January 4, 2022 meeting, directed that the city have a City Recorder and separate Finance Director position.

**NOW THEREFORE**, be it ordained by the Council of the Santaquin City, in the State of Utah, as follows:

**SECTION 1:**            **AMENDMENT** “1.24.060 CITY RECORDER” of the Santaquin City Municipal Code is hereby *amended* as follows:

**BEFORE AMENDMENT**

1.24.060 CITY RECORDER

- A. Appointment: On or before the first Monday in February following a City election, the Mayor, with the advice and consent of the City Council, shall appoint a qualified person to the office of Recorder.
- B. Duties And Responsibilities:
  - 1. Ex Officio Auditor: The City Recorder is ex officio the City Auditor and shall perform the duties of that office. (1999 Code)
  - 2. Office; Records; Certify Copies: The City Recorder shall keep his office at the place of meeting of the City Council, or some other place convenient thereto, as the City Council may direct. He shall keep the Corporate Seal and all papers, and records of the City, and keep a record of all proceedings of the City Council, whose meetings it shall be his duty to attend. Copies of all papers filed in his office, and transcripts from all records of the City Council certified by him, under the Corporate Seal, shall be evidence in all courts, as if the original were produced. (1918 Code § 215)
  - 3. Countersign Contracts: He shall countersign all contracts made in behalf of the City, and every contract made in behalf of the City or to which the City is a

party shall be void unless signed by the City Recorder. (1918 Code § 216)

4. Duties In Relation To Finance; Auditor: The City Recorder shall draw and countersign all orders upon the Treasurer in pursuance of any order or resolution of the City Council, and keep a full and accurate account thereof in books provided for that purpose; shall make to the City Council from time to time, upon the order of the City Council, reports of the financial condition of the City; shall make and keep a list of outstanding bonds, to whom issued, for what purpose, when, and where payable, and the rate of interest they respectively bear, and recommend such action to the City Council as shall secure the payment of the principal and interest of such bonds; shall report annually, on or before June 1, to the City Council, an estimate of the expenses of the City and the revenue necessary to be raised for the current year; shall keep regular books of account in which he shall enter all indebtedness of the City, and which shall at all times show the financial condition of the City, the amount of bonds, orders, certificates, or other evidences of indebtedness issued by the City Council, the amount of all bonds, orders, certificates, or other evidences of indebtedness which have been redeemed, and the amount of each outstanding; shall keep accounts with all receiving and disbursing officers of the City, showing the amount they have received from the different sources of revenue and the amount which they have disbursed under the direction of the City Council; shall examine all reports, books, papers, vouchers, and accounts of the City Treasurer; shall audit all claims and demands against the City before they are allowed by the City Council; and shall keep a record of all claims presented and the action of the City Council thereon; shall keep a book properly indexed in which he shall enter all contracts, which book shall be open to the inspection of all persons interested; and shall perform such other duties as the City Council may provide by ordinance. (1918 Code § 217)
5. Annual Financial Statement: The City Recorder shall annually prepare and keep posted in his office, on or before the first Monday in August of each year, a detailed statement of the financial condition of the City, and all receipts and expenditures for the previous year, ending June 30, showing: (1918 Code § 218; amd. 1999 Code)
  - a. The total receipts, and all disbursements of the City, stating particularly the source of each portion of the revenue.
  - b. The amount of cash on hand at the date of the last report.
  - c. The amount of sinking fund and how invested.
  - d. The number, date and amount of every bond issued or redeemed and the amount received or paid therefor.
  - e. The debts due to or owing by the City, the names of the parties, to or from whom such debts are due, and on what account the debts were contracted, the source from which all receipts were received and upon what account such expenditures were made.
  - f. The amount of cash in the City Treasury, and in its several funds.

- g. The total expenditures of the City, as shown by the warrants issued, giving in total the amount expended in each department. (1918 Code § 218)
- 6. Records Maintained: It shall be the duty of the City Recorder to keep the records, papers and Seal of the City, and record in order of date all ordinances and resolutions passed by the City Council in a book kept for that purpose. He shall keep in a separate book a record of the proceedings of the City Council. He shall keep in a book provided for that purpose the names of all persons elected or appointed to any office within the City, the date of their term of office, and the dates of the death, resignation or removal of any such officer, and the name of the person appointed to fill the vacancy so created. (1918 Code § 219; amd. 1999 Code)
- 7. Reports: The City Recorder shall make a report to the City Council monthly, setting forth a statement of the amount of the City revenue, specifying in said statement from whence derived, and for what disbursed, with amount on hand, together with a complete report of the financial condition of the City; which report shall be forthwith audited by a committee of the City Council. (1918 Code § 220; amd. 1999 Code)
- 8. Pay Over Money: The City Recorder shall pay into the City Treasury, all monies belonging to the City coming into his hands by virtue of his office. (1918 Code § 221; amd. 1999 Code)

## AFTER AMENDMENT

### 1.24.060 CITY RECORDER

- A. Appointment: On or before the first Monday in February following a City election, the Mayor, with the advice and consent of the City Council, shall appoint a qualified person to the office of Recorder.
- B. Duties And Responsibilities:
  - 1. ~~Ex Officio Auditor: The City Recorder is ex officio the City Auditor and shall perform the duties of that office. (1999 Code)~~ Elections and Appointments. The City Recorder shall manage all municipal election procedures and requirements as provided in Title 20A of the Utah Code. Election duties may be performed by Utah County pursuant to agreement between the City and County.
  - 2. Office; Records; Certify Copies: The City Recorder shall keep his office at the place of meeting of the City Council, or some other place convenient thereto, as the City Council may direct. He shall keep the Corporate Seal and all papers, and records of the City, and keep a record of all proceedings of the City Council, whose meetings it shall be his duty to attend. Copies of all papers filed in his office, and transcripts from all records of the City Council certified by him, under the Corporate Seal, shall be evidence in all courts, as if the original were produced. (1918 Code § 215)
  - 3. Countersign Contracts: He shall countersign all contracts made in behalf of the

City, and every contract made in behalf of the City or to which the City is a party shall be void unless signed by the City Recorder. (1918 Code § 216)

4. Duties In Relation To Finance: The City Recorder's duties under the Uniform Fiscal Procedures Act for Utah Cities have been delegated to the Finance Director in accordance with Utah Code § 10-6-157.

~~;~~ Auditor: The City Recorder shall draw and countersign all orders upon the Treasurer in pursuance of any order or resolution of the City Council, and keep a full and accurate account thereof in books provided for that purpose; shall make to the City Council from time to time, upon the order of the City Council, reports of the financial condition of the City; shall make and keep a list of outstanding bonds, to whom issued, for what purpose, when, and where payable, and the rate of interest they respectively bear, and recommend such action to the City Council as shall secure the payment of the principal and interest of such bonds; shall report annually, on or before June 1, to the City Council, an estimate of the expenses of the City and the revenue necessary to be raised for the current year; shall keep regular books of account in which he shall enter all indebtedness of the City, and which shall at all times show the financial condition of the City, the amount of bonds, orders, certificates, or other evidences of indebtedness issued by the City Council, the amount of all bonds, orders, certificates, or other evidences of indebtedness which have been redeemed, and the amount of each outstanding; shall keep accounts with all receiving and disbursing officers of the City, showing the amount they have received from the different sources of revenue and the amount which they have disbursed under the direction of the City Council; shall examine all reports, books, papers, vouchers, and accounts of the City Treasurer; shall audit all claims and demands against the City before they are allowed by the City Council; and shall keep a record of all claims presented and the action of the City Council thereon; shall keep a book properly indexed in which he shall enter all contracts, which book shall be open to the inspection of all persons interested; and shall perform such other duties as the City Council may provide by ordinance. (1918 Code § 217)

5. Annual Financial Statement: The City Recorder shall annually prepare and keep posted in his office, on or before the first Monday in August of each year, a detailed statement of the financial condition of the City, and all receipts and expenditures for the previous year, ending June 30, showing: (1918 Code § 218; amd. 1999 Code)

~~The total receipts, and all disbursements of the City, stating particularly the source of each portion of the revenue. The amount of cash on hand at the date of the last report. The amount of sinking fund and how invested. The number, date and amount of every bond issued or redeemed and the amount received or paid therefor. The debts due to or owing by the City, the names of the parties, to or from whom such debts are due, and on what account the debts were contracted, the source from which all receipts were received and upon what account such expenditures were made. The amount of cash in the City Treasury, and in its several funds. The total expenditures of the City, as shown~~

~~by the warrants issued, giving in total the amount expended in each department. (1918 Code § 218)~~ Limitations: The City Recorder shall not serve as the City Treasurer.

6. Records Maintained: It shall be the duty of the City Recorder to keep the records, papers and Seal of the City, and record in order of date all ordinances and resolutions passed by the City Council in a book kept for that purpose. He shall keep in a separate book a record of the proceedings of the City Council. He shall keep in a book provided for that purpose the names of all persons elected or appointed to any office within the City, the date of their term of office, and the dates of the death, resignation or removal of any such officer, and the name of the person appointed to fill the vacancy so created. (1918 Code § 219; amd. 1999 Code)
7. ~~Reports: The City Recorder shall make a report to the City Council monthly, setting forth a statement of the amount of the City revenue, specifying in said statement from whence derived, and for what disbursed, with amount on hand, together with a complete report of the financial condition of the City; which report shall be forthwith audited by a committee of the City Council. (1918 Code § 220; amd. 1999 Code)~~ Additional Duties: The City Recorder shall perform such other and further duties as the City Council may provide by ordinance, resolution, regulation or directive.
8. ~~Pay Over Money: The City Recorder shall pay into the City Treasury, all monies belonging to the City coming into his hands by virtue of his office. (1918 Code § 221; amd. 1999 Code)~~

**SECTION 2:            ADOPTION “1.24.110 CITY FINANCE DIRECTOR”** of the Santaquin City Municipal Code is hereby *added* as follows:

BEFORE ADOPTION

1.24.110 CITY FINANCE DIRECTOR (Non-existent)

AFTER ADOPTION

1.24.110 CITY FINANCE DIRECTOR (*Added*)

1. The Finance Director performs all the financial duties and responsibilities of the City Recorder as set forth in the Uniform Fiscal Procedures Act, pursuant to the provisions of Utah Code § 10-6-157, and performs such powers and duties as set forth in City Ordinances, and as otherwise assigned by the City Council. The Finance Director shall perform all the duties set forth in the applicable job description and the financial administrative duties as prescribed in the Uniform Accounting Manual for Utah Cities. The Finance Director shall be appointed and removed by the Mayor, with the advice and consent of the City Council, pursuant to Utah Code § 10-6-157.

2. Limitations: The Finance Director may not assume the statutory duties of the City Treasurer.
3. Bookkeeping: The Finance Director shall draw and countersign all orders upon the Treasurer in pursuance of any order or resolution of the City Council, and keep a full and accurate account thereof in books provided for that purpose; shall make to the City Council from time to time, upon the order of the City Council, reports of the financial condition of the City; shall make and keep, in coordination with the City Treasurer, a list of outstanding bonds, to whom issued, for what purpose, when, and where payable, and the rate of interest they respectively bear, and recommend such action to the City Council as shall secure the payment of the principal and interest of such bonds; shall report annually, on or before June 1, to the City Council, an estimate of the expenses of the City and the revenue necessary to be raised for the current year; shall keep regular books of account in which he shall enter all indebtedness of the City, and which shall at all times show the financial condition of the City, the amount of bonds, orders, certificates, or other evidences of indebtedness issued by the City Council, the amount of all bonds, orders, certificates, or other evidences of indebtedness which have been redeemed, and the amount of each outstanding; shall keep accounts with all receiving and disbursing officers of the City, showing the amount they have received from the different sources of revenue and the amount which they have disbursed under the direction of the City Council; shall examine all reports, books, papers, vouchers, and accounts of the City Treasurer; shall audit all claims and demands against the City before they are allowed by the City Council; and shall keep a record of all claims presented and the action of the City Council thereon; shall keep a book properly indexed in which he shall enter all contracts, which book shall be open to the inspection of all persons interested; and shall perform such other duties as the City Council may provide by ordinance.
4. Annual Financial Statement: The Finance Director shall annually prepare and keep posted in his office, on or before the first Monday in August of each year, a detailed statement of the financial condition of the City, and all receipts and expenditures for the previous year, ending June 30, showing: The total receipts, and all disbursements of the City, stating particularly the source of each portion of the revenue. The amount of cash on hand at the date of the last report. The amount of sinking fund and how invested. The number, date and amount of every bond issued or redeemed and the amount received or paid therefor. The debts due to or owing by the City, the names of the parties, to or from whom such debts are due, and on what account the debts were contracted, the source from which all receipts were received and upon what account such expenditures were made. The amount of cash in the City Treasury, and in its several funds. The total expenditures of the City, as shown by the warrants issued, giving in total the amount expended in each department.
5. Reports: The Finance Director shall make a report to the City Council monthly, setting forth a statement of the amount of the City revenue, specifying in said statement from whence derived, and for what disbursed, with amount on hand, together with a complete report of the financial condition of the City.
6. Pay Over Money: The Finance Director shall pay into the City Treasury, all monies belonging to the City coming into his hands by virtue of his office.

**SECTION 3:** **AMENDMENT** “1.24.110 RULES AND REGULATIONS” of the Santaquin City Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

1.24.110 RULES AND REGULATIONS

AFTER AMENDMENT

1.24.~~110~~120 RULES AND REGULATIONS

**SECTION 4:** **AMENDMENT** “1.24.120 ELECTED OFFICERS AND EMPLOYEES SEEKING ELECTED OFFICE” of the Santaquin City Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

1.24.120 ELECTED OFFICERS AND EMPLOYEES SEEKING ELECTED OFFICE

AFTER AMENDMENT

1.24.~~120~~130 ELECTED OFFICERS AND EMPLOYEES SEEKING ELECTED OFFICE

**SECTION 5:** **AMENDMENT** “1.24.130 ELECTED OFFICERS SEEKING FULL-TIME OR PART-TIME EMPLOYMENT WITH THE CITY” of the Santaquin City Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

1.24.130 ELECTED OFFICERS SEEKING FULL-TIME OR PART-TIME EMPLOYMENT WITH THE CITY

AFTER AMENDMENT

1.24.~~130~~140 ELECTED OFFICERS SEEKING FULL-TIME OR PART-TIME EMPLOYMENT WITH THE CITY

**SECTION 6:**            **AMENDMENT** “1.24.140 DRUG FREE WORKPLACE” of the Santaquin City Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

1.24.140 DRUG FREE WORKPLACE

AFTER AMENDMENT

1.24.~~140~~150 DRUG FREE WORKPLACE

**SECTION 7:**            **REPEALER CLAUSE** All provisions of the Santaquin City Code that are contrary to the provisions of this Ordinance are hereby repealed.

**SECTION 8:**            **SEVERABILITY CLAUSE** If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in the controversy in which such judgment shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

**SECTION 9:**            **CODIFICATION, INCLUSION IN THE CODE, AND SCRIVENER'S ERRORS** It is the intent of the City Council that the provisions of this ordinance be made part of the City Code as adopted, that sections of this ordinance may be re-numbered or re-lettered, that the word ordinance may be changed to section, chapter, or other such appropriate word or phrase in order to accomplish such intent regardless of whether such inclusion in a code is accomplished. Sections of the ordinance may be re-numbered or re-lettered. Typographical errors which do not affect the intent of this ordinance may be authorized by the City without need of public hearing by its filing a corrected or re-codified copy of the same with the City Recorder.



PASSED AND ADOPTED BY THE SANTAQUIN CITY COUNCIL

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Council Member Adcock	_____	_____	_____	_____
Council Member Hathaway	_____	_____	_____	_____
Council Member Mecham	_____	_____	_____	_____
Council Member Montoya	_____	_____	_____	_____
Council Member Siddoway	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
Daniel M. Olson, Mayor, Santaquin  
City

\_\_\_\_\_  
K. Aaron Shirley, City Recorder  
Santaquin City