

Chapter 7

(Title 2, Chapter 7 adopted by Ordinance 2008-12, effective March 11, 2008)

City Recorder-Director of Finance

Sections:

2-7-1. Powers and duties.

2-7-2. Financial responsibilities of city recorder - financial administration ordinance.

Section 2-7-1 Powers and duties.

The city recorder shall be appointed by the mayor with the advice and consent of the city council. The city recorder shall perform all such duties under the supervision of the mayor as may by law devolve upon him or her as a recorder of a city of the fifth class under the laws of the state. The city recorder shall perform such other and further duties as the city council may provide by ordinance, resolution, regulation, job description or directive.

A. City Auditor: The city recorder shall be ex officio the city auditor, and shall perform the duties of such office unless the city council creates and appoints a Director of Finance. The Director of Finance shall be the city auditor and shall perform all of the financial duties and responsibilities of the City Recorder.

B. The Corporate Seal: The city recorder shall keep the corporate seal of the city. Copies of all papers filed in the city recorder's office and transcripts from all records of the city council, when certified by the city recorder under the corporate seal, are admissible in all courts as originals.

C. Monies: The city recorder shall pay into the city treasury all monies belonging to the city coming into the city recorder's hands by virtue of the city recorder's office.

D. City Records Maintenance: The city recorder shall be responsible for records maintenance.

E. Contracts: It shall be the city recorder's duty to countersign all contracts made on behalf of the city; and the city recorder shall maintain a properly indexed record of all such contracts.

F. Recording Actions Of The City Council: The city recorder shall record, in order of date passed, all ordinances, resolutions and orders passed by the city council in a book or books to be kept for that purpose and shall keep a separate book for minutes of the proceedings of the city council, which record shall be open to public inspection as provided by law.

G. Record Of City Officers: The city recorder shall keep records provided for that purpose to contain the names of all persons elected or appointed to any office within the city, the date of their appointment and the term of office and the dates of death, resignation or removal of any such officer and the names of persons appointed to fill any vacancy so created.

H. Bond: The city recorder shall file the bond of the city recorder with the city treasurer as required by law.

I. Residence: The city recorder need not be a resident or qualified elector of the city at the time of the city recorder's appointment or thereafter.

J. **Obligation To Successor:** The city recorder shall deliver to his or her successor in office the corporate seal, together with all books, papers, records and other property in the city recorder's possession belonging to the city.

Section 2-7-2. Financial responsibilities of city recorder - financial administration ordinance.

Pursuant to the provisions of §10-6-106(5) of the Utah Code, the City Recorder upon appointment, shall be designated as the Budget Officer for the City. Pursuant to the provisions of §10-6-157 of the Utah Code, the City Recorder upon appointment, shall also be designated as the Director of Finance for the City, unless the City has created a Director of Finance position and has filled said position. Pursuant to the provisions of §10-6-158 of the Utah Code, the City Recorder (or Director of Finance), is hereby designated as the Financial Officer for the purpose of approving payroll checks, if the checks are prepared in accordance with a salary schedule established in a personnel ordinance or resolution and payroll-related expenses which are referenced in the budget document and approved by an appropriation resolution adopted for the current fiscal year.