

NOTICE

Notice is hereby given that the Mayor and City Council will hold a Work Session on Wednesday, October 16, 2013 in the Council Chambers, 45 West 100 South, beginning at 6:00 pm.

DISCUSSION ITEMS

1. Departmental Budget Review – Administrative Services
2. Agenda Review
3. General Discussion

If you are planning to attend this Public Meeting and, due to a disability, need assistance in understanding or participating in the meeting, please notify the City Office ten or more hours in advance and we will, within reason, provide what assistance may be required.

CERTIFICATE OF MAILING

The undersigned duly appointed City Recorder for the municipality of Santaquin City hereby certifies that a copy of the foregoing Notice and Agenda was e-mailed to the Payson Chronicle, Payson, UT, 84651.


By: Susan B. Farnsworth, City Recorder

Posted:
City Offices
Post Office
Zions Bank



**MINUTES OF A COUNCIL WORK SESSION
HELD IN THE COUNCIL CHAMBERS
OCTOBER 16, 2013**

The meeting was called to order by Mayor James E. DeGraffenried at 6:00 pm. Council Members attending: Keith Broadhead, Kirk Hunsaker, and James Linford. Rick Steele and Matthew Carr were excused.

Others attending: City Manger Ben Reeves, Director Shannon Hoffman, Director Dennis Howard, Director Kevin Schmidt, Legal Counsel Brett Rich, Dave Hathaway, and Cindy Johnson.

DISCUSSION ITEMS

Departmental Budget Review – Administrative Services

Director Hoffman began her presentation by stating she appreciates the opportunity to address the Mayor and Council with regard to the departments, budgets and positions she is responsible for (see attachment "A" for a copy of the presentation).

Agenda Review


There wasn't any time to review the agenda items.

General Discussion

At 6:55 pm the meeting adjourned.

Approved on November 6, 2013.


James E. DeGraffenried, Mayor


Susan B. Farnsworth, City Recorder



Departmental Budget Review Administrative Services

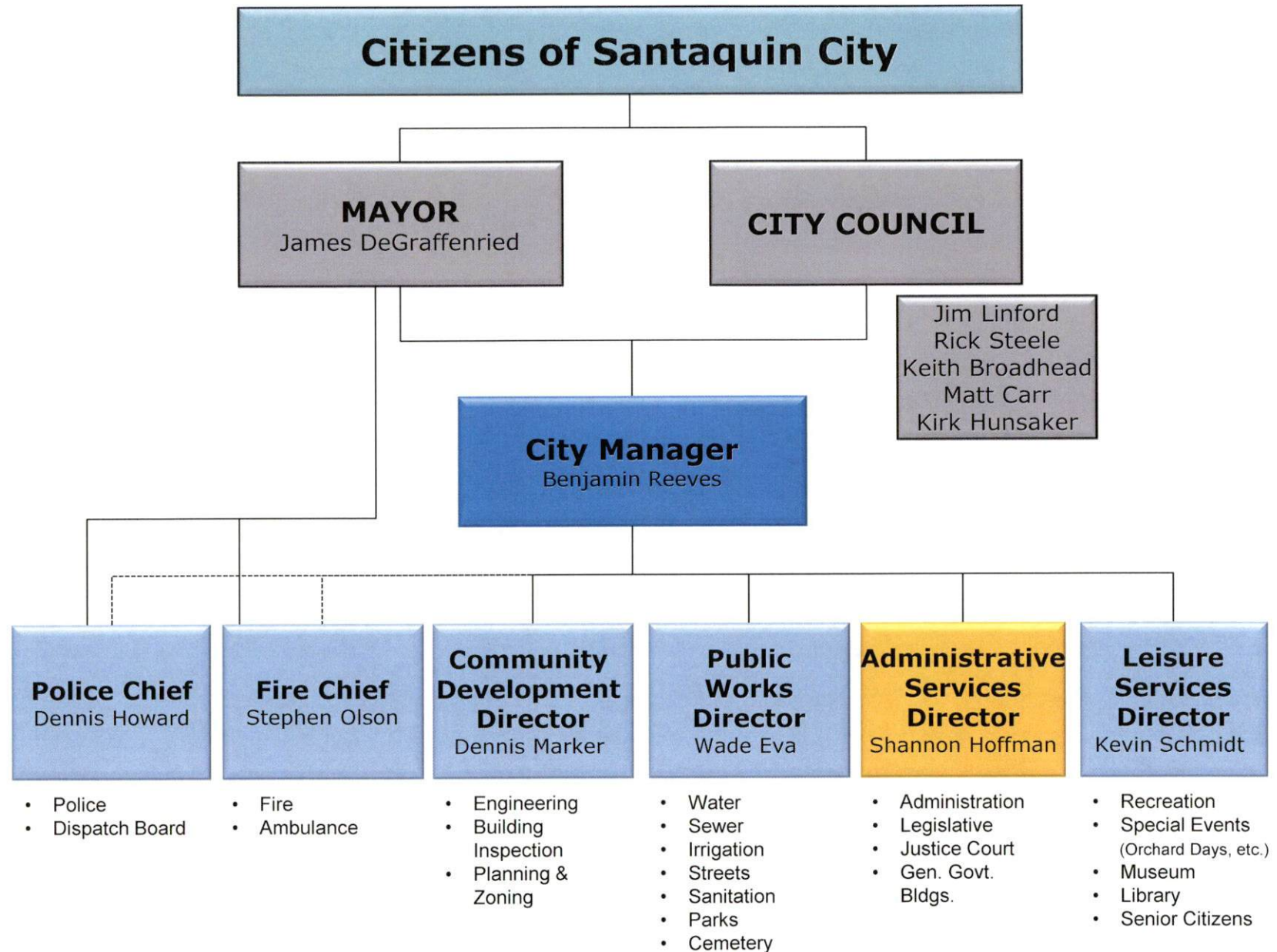


Prepared by
Shannon Hoffman
Administrative Services Director

October 16, 2013

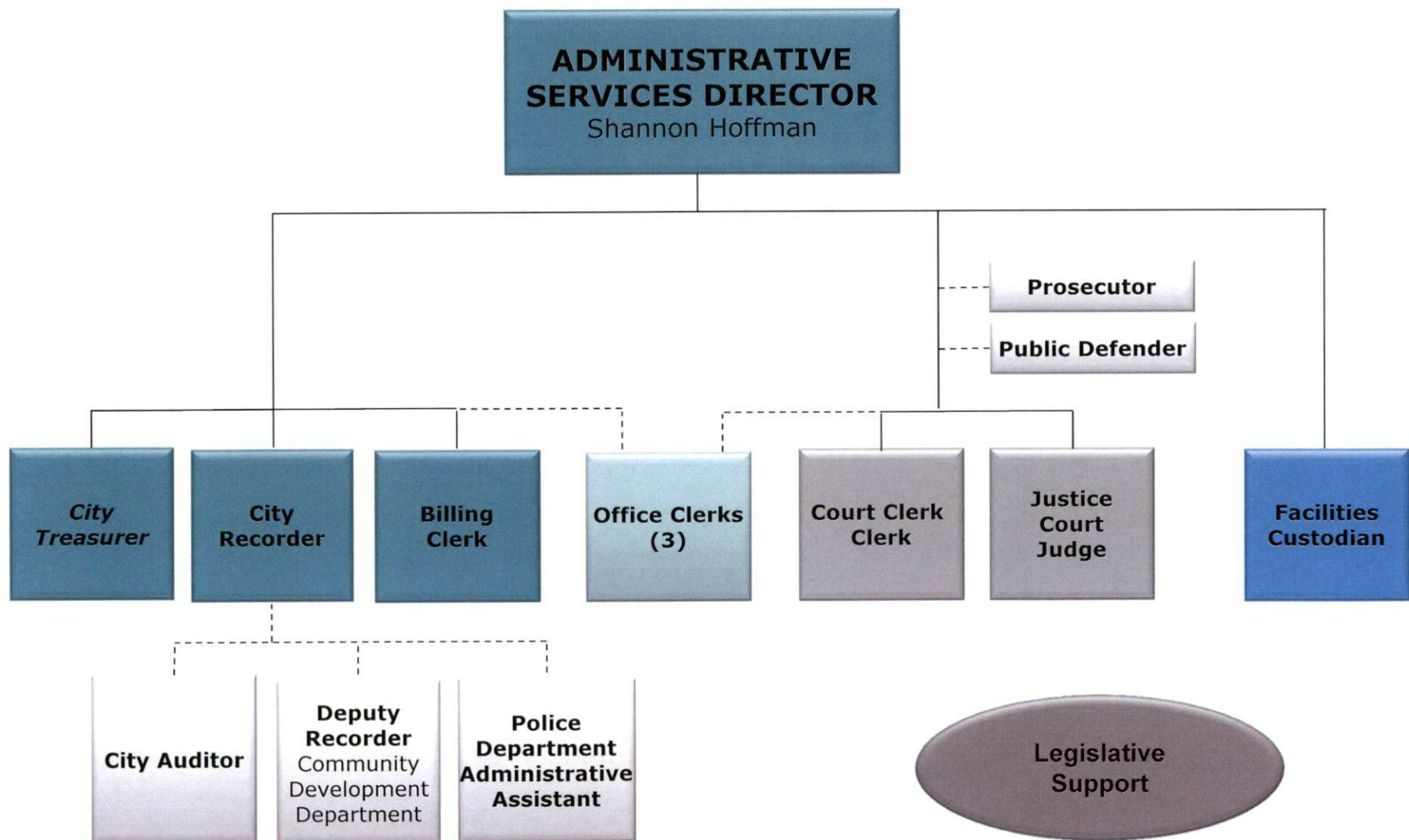
Council Work Session
10/16/13 Attachment "A"

Santaquin City Organizational Chart



Santaquin City Organizational Chart

Administrative Services



Santaquin City Budget Review – Administrative Services

POSITION

DUTIES & RESPONSIBILITIES

ADMINISTRATIVE SERVICES DIRECTOR

Responsible For	8
Direct Reports	8
Indirect Reports	2
Professional Service Providers	3
Departments	4
Financial Responsibility	
\$909,425	



Status	Grade
FT	24
Scale	Actual
\$55,383 - \$82,063	\$58,032

DIRECT SUPERVISION OF STAFF

Annual Evaluations, Time Off & Office, Coverage, Discipline, Employee Training
Supervise & Manage all aspects of Administrative Services

BUDGET MANAGEMENT

Manage all Aspects of the Budget for Administration, Justice Court,
Government Buildings and Legislative Departments
Review & Code all Invoices

UTILITY ACCOUNT MANAGEMENT CUSTOMER RELATIONS

Assist and backup the front office clerks making & enforcing utility account decisions

HUMAN RESOURCES

Manage Employee Files, New Hires, Citywide Personnel Evaluations, Separations,
All Personnel Actions, Unemployment Claims, Employment Legal Claims,
Employee Handbook, Drug Testing, Job Descriptions, Benefits Billing, Benefit
Renewals, W-2's, COBRA Administration, FMLA, Payroll, Salary Surveys, Quarterly
Payroll Taxes, Unemployment Reporting and Employee Training.

GRANT MANAGEMENT

Grant Writing and Formal Grant Presentations, Financial Management of all Grants,
Coordinate and Meet With Funding Partners, Davis-Bacon Wage Administration,
Wage Interviews, Grant Closeout, Grant Audits

VENDOR RELATIONS & SOFTWARE MANAGEMENT

Tritel Networks, Pelorus, Xpressbillpay, Spacial Generations, Checknet, Blueline,
NBS, Les Olson, Allied Waste, People Performance, ULGT, Freedom Mailing, Etc.

MISCELLANEOUS

Orchard Days Support, City Parties, Fill-in, Projects, Other Duties, Etc.

Santaquin City Budget Review – Administrative Services

POSITION

DUTIES & RESPONSIBILITIES

CITY RECORDER

Responsible For	0
Direct Reports	0
Indirect Reports	2
Professional Service Providers	1



Status	Grade
FT	19

Scale	Actual
\$42,006 - \$61,256	\$50,274

IN-DIRECT SUPERVISION OF STAFF

Assists the Deputy City Recorder and Police Department Administrative Assistant, Recorder Training, GRAMA Requests and Various Clerk Responsibilities

FINANCIAL

Accounts Payable, Bank Reconciliation, Credit Card Statement, Annual Audit, PTIF Account Management, Bond and Lease Repayments

RECORDERS DUTIES

Preparation & Notification of City Council Agendas and Recording of Meeting Minutes, Public Notices, Oversight of Other Public Meetings (e.g. Planning Commission, Appeals Board, Library Board, Museum Board), and Municipal Procedures (e.g. Annexations, Ordinances, Resolutions, Codifications, SSD, etc.)

RECORDS MANAGEMENT

Filing of all Ordinances, Resolutions, Contracts, Agreements, and Annexations Bank Statements, Budgets, Audits, Annual Financial Statements, AP checks, Minutes for all Public Meetings and all other Department Records, Records Research – GRAMA Requests

ELECTIONS

Publications, Judges, Training, Coordination w/UT County, Election Day

RISK MANAGEMENT

Employee Training, Worker Compensation Claims, Annual ULCT Reviews

INSURANCE & BONDING

Property & Vehicle - Claims, Rate Renewal, New Policies, Staff Bonding

MISCELLANEOUS

Orchard Days Support, City Parties, Fill-in, Projects, Other Duties, Etc.

Santaquin City Budget Review – Administrative Services

POSITION

DUTIES & RESPONSIBILITIES

BILLING CLERK

Responsible For	0
Direct Reports	0
Indirect Reports	0
Professional Service Providers	0



CUSTOMER SERVICE

Answer phones, billing questions, general inquiries, sign in new customers, terminations, utility work orders, distribution of landfill cards, garbage can orders

MONTHLY BILLING

Manage utility accounts (set-up, termination, changes), meter readings, meter maintenance, collections, landlord agreements, past due tags, shut offs tags, monthly billing of utility accounts & misc. services, reports and filing

CEMETERY

Sale of lots, deeds, arrange open & closing, contracts, payment tracking, headstone placement, work orders, records management, coordination with monument company, burial inquiries, citizen complaints

ACCOUNTS RECEIVABLE – CASH HANDLING – (Backup)

Receipt all revenue brought into City, daily balancing of checks & cash, credit card payments, daily bank deposits

MISCELLANEOUS

Annual Water Reports, DARE certificates, Orchard Days Support, Court Pmts

Status	Grade
PT (29hr)	13
Scale	Actual
\$14.49-\$20.73	\$15.50



Santaquin City Budget Review – Administrative Services

POSITION

DUTIES & RESPONSIBILITIES

OFFICE CLERKS

Utility (2)

Court (1) – Backup Utility

Responsible For	0
Direct Reports	0
Indirect Reports	0
Professional Service Providers	0



Status	Grade
PT (16-20hr)	8

Scale	Actual
\$10.99-\$15.48	\$11.00-\$14.50

CUSTOMER SERVICE

Answer phone, billing questions, general inquiries, sign in new customers, termination, utility work orders, distribution of landfill cards, garbage can orders

ACCOUNTS RECEIVABLE – CASH HANDLING

Back up - Receipt all revenue brought into City, daily balancing of checks & cash, credit card payments, daily bank deposits

CEMETERY – (Backup)

Sale of lots, deeds, arrange open & closing, contracts, payment tracking, headstone placement, work orders, records management, coordination with monument company, burial inquiries, citizen complaints

MISCELLANEOUS

Orchard Days Support, Court Payments, Etc.

CUSTOMER SERVICE

Answer Phones, Court Inquiries, Court Payments

JUSTICE COURT OFFICE – (Backup)

Court case management, payment tracking, daily balancing, entering citations and charges, send notices of court appearance, coordinate transport of in-custody defendants, issue warrants, prepare and send out jury duty notices, jury trials, Coordinate with other agencies, public defender, prosecutor & judge, filing

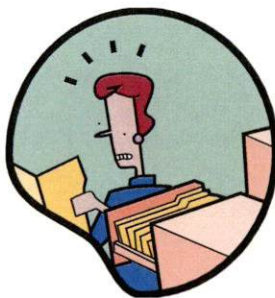
Santaquin City Budget Review – Administrative Services

POSITION

COURT CLERK

Back-up Utility Clerk

Responsible For	0
Direct Reports	0
Indirect Reports	1
Professional Service Providers	0



Status	Grade
PT (29hr)	13
Scale	Actual
\$14.49-\$20.73	\$15.50

DUTIES & RESPONSIBILITIES

CUSTOMER SERVICE

Answer Phones, Court Inquiries, Court Payments

JUSTICE COURT OFFICE

Court case management, payment tracking, daily balancing, entering citations and charges, send notices of court appearance, coordinate transport of in-custody defendants, issue warrants, prepare and send out jury duty notices, jury trials, Coordinate with other agencies, public defender, prosecutor & judge, filing, and TAC Coordinator

JUSTICE COURT PROCEEDINGS

Court Minutes, coordinate jury selection for jury trials, process sentencing & rulings from Judge

JUSTICE COURT REPORTING

Monthly Utah State restitution for three different courts, monthly Genola, & Goshen reimbursements, victim restitution payments



Santaquin City Budget Review – Administrative Services

POSITION

DUTIES & RESPONSIBILITIES

JUSTICE COURT JUDGE

JUSTICE COURT PROCEEDINGS

Handles various criminal and civil matter and other legal situations and complaints that arise within the jurisdiction of Santaquin City. Interprets laws, rulings, city ordinances and regulations. Issues warrants, summons, subpoenas, commitments to insure compliance with court orders, performs civil marriages

Responsible For	0
Direct Reports	0
Indirect Reports	2
Professional Service Providers	2

Status	Grade
PT – Appointed by Mayor	Regulated by State Court Admin Office

Scale	Actual
Range provided by State	\$27,223 annual



Santaquin City Budget Review – Administrative Services

POSITION

DUTIES & RESPONSIBILITIES

FACILITIES CUSTODIAN

CLEANING & MAINTENANCE

Cleans and maintains city owned buildings, furnishings, ground and property. Checks and maintains operational condition of cleaning equipment; orders new equipment, coordinates special annual projects, assists with special events, Cleans park restrooms through summer months.

Responsible For 0

Direct Reports 0

Indirect Reports 0

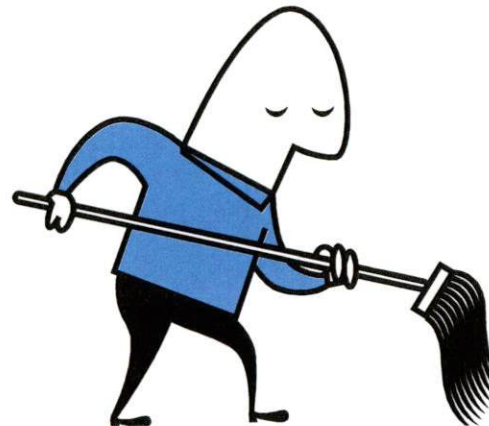
Professional Service
Providers 0

SUPPLIES

Orders, stores and replenishes all janitorial cleaning supplies, maintains a Material Safety Data Sheet (MSDS) reports for all cleaning chemicals used.

Status	Grade
PT (29hrs)	7

Scale	Actual
\$10.40-\$14.60	\$12.50



October 2013



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	31	1 Customer receives bill PD Tag Landlord letters Court State Reports	2 CC Meeting Minutes Court Prep	3 Court Day	4 CC Agenda Prep Court Prep	5
6	7 Directors Meeting Court Day Bank Reconciliation Payroll	8 Bank Reconciliation Shut-Offs Payroll	9 CC Meeting Minutes AP Checks Shut-off Landlord ltrs Court Prep	10 Court Day AP Checks CC Agenda Prep	11 CC Agenda Prep Court Prep	12
13	14 Directors Meeting Court Day	15 Meter Readings Benefits Billings	16 CC Meeting Minutes Meter Readings Court Prep	17 Court Day	18 CC Agenda Prep Court Prep	19
20 Bills Due	21 Directors Meeting Court Day Bills Due Meter Read Review Payroll	22 Meter Read Review Payroll	23 CC Meeting Minutes AP Checks Court Prep	24 Court Day AP Checks Leak Letters	25 CC Agenda Prep Court Prep	26
27	28 Directors Meeting Court Day Utility Bills Prepared	29 Utility Bills Prepared	30 CC Meeting Minutes Bills Processed & Sent Past Due Tags Court Prep	31 Court Day		

Santaquin City

Pay Ranges by Grade 2012-2013

Hourly Pay Rates

<u>Pay Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	\$7.46	\$8.87	\$10.28
2	\$7.89	\$9.39	\$10.90
3	\$8.34	\$9.95	\$11.55
4	\$8.81	\$10.53	\$12.25
5	\$9.31	\$11.15	\$12.99
6	\$9.84	\$11.81	\$13.77
7	\$10.40	\$12.50	\$14.60
8	\$10.99	\$13.23	\$15.48
9	\$11.62	\$14.01	\$16.41
10	\$12.28	\$14.84	\$17.40
11	\$12.98	\$15.71	\$18.45
12	\$13.71	\$16.64	\$19.56
13	\$14.49	\$17.61	\$20.73
14	\$15.32	\$18.65	\$21.98
15	\$16.19	\$19.75	\$23.31
16	\$17.11	\$20.91	\$24.71
17	\$18.08	\$22.14	\$26.20
18	\$19.11	\$23.44	\$27.78
19	\$20.20	\$24.82	\$29.45
20	\$21.34	\$26.28	\$31.22
21	\$22.56	\$27.83	\$33.10
22	\$23.84	\$29.47	\$35.10
23	\$25.19	\$31.20	\$37.21
24	\$26.63	\$33.04	\$39.45
25	\$28.14	\$34.98	\$41.83
26	\$29.74	\$37.04	\$44.35
27	\$31.47	\$39.24	\$47.02
28	\$33.31	\$41.58	\$49.85
29	\$35.45	\$44.15	\$52.85
30	\$37.50	\$46.77	\$56.04

Monthly Pay Rates

<u>Pay Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	\$1,294	\$1,538	\$1,781
2	\$1,367	\$1,628	\$1,889
3	\$1,445	\$1,724	\$2,003
4	\$1,527	\$1,825	\$2,123
5	\$1,614	\$1,933	\$2,251
6	\$1,706	\$2,046	\$2,387
7	\$1,803	\$2,167	\$2,530
8	\$1,905	\$2,294	\$2,683
9	\$2,014	\$2,429	\$2,844
10	\$2,128	\$2,572	\$3,016
11	\$2,249	\$2,723	\$3,197
12	\$2,377	\$2,883	\$3,390
13	\$2,512	\$3,053	\$3,594
14	\$2,655	\$3,233	\$3,810
15	\$2,806	\$3,423	\$4,040
16	\$2,965	\$3,624	\$4,283
17	\$3,134	\$3,838	\$4,541
18	\$3,312	\$4,063	\$4,815
19	\$3,500	\$4,303	\$5,105
20	\$3,699	\$4,556	\$5,412
21	\$3,910	\$4,824	\$5,738
22	\$4,132	\$5,108	\$6,084
23	\$4,367	\$5,409	\$6,450
24	\$4,615	\$5,727	\$6,839
25	\$4,878	\$6,064	\$7,250
26	\$5,155	\$6,421	\$7,687
27	\$5,455	\$6,802	\$8,150
28	\$5,774	\$7,208	\$8,641
29	\$6,145	\$7,653	\$9,161
30	\$6,500	\$8,106	\$9,713

Annual Pay Rates

<u>Pay Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	\$15,526	\$18,452	\$21,378
2	\$16,409	\$19,537	\$22,665
3	\$17,342	\$20,686	\$24,031
4	\$18,327	\$21,903	\$25,478
5	\$19,369	\$23,191	\$27,012
6	\$20,470	\$24,555	\$28,639
7	\$21,634	\$25,999	\$30,364
8	\$22,864	\$27,529	\$32,193
9	\$24,164	\$29,148	\$34,132
10	\$25,538	\$30,863	\$36,187
11	\$26,990	\$32,678	\$38,367
12	\$28,524	\$34,601	\$40,678
13	\$30,146	\$36,637	\$43,128
14	\$31,860	\$38,792	\$45,725
15	\$33,671	\$41,075	\$48,479
16	\$35,585	\$43,492	\$51,399
17	\$37,608	\$46,051	\$54,494
18	\$39,746	\$48,761	\$57,777
19	\$42,006	\$51,631	\$61,256
20	\$44,394	\$54,670	\$64,946
21	\$46,918	\$57,887	\$68,857
22	\$49,585	\$61,295	\$73,004
23	\$52,404	\$64,903	\$77,401
24	\$55,383	\$68,723	\$82,063
25	\$58,532	\$72,769	\$87,005
26	\$61,859	\$77,052	\$92,245
27	\$65,456	\$81,628	\$97,801
28	\$69,293	\$86,492	\$103,691
29	\$73,745	\$91,841	\$109,937
30	\$77,997	\$97,277	\$116,558



2013 Salary Scale of Full Time Employees

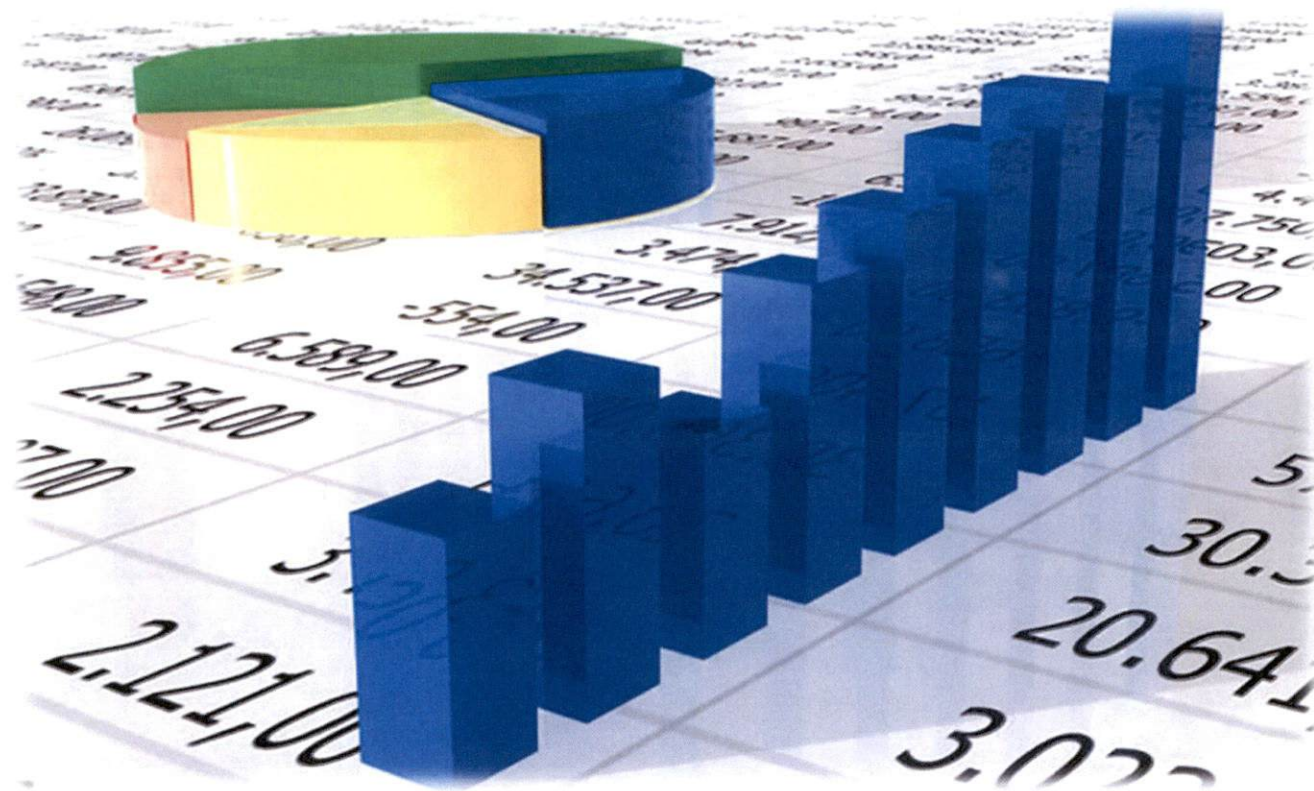
POSITION	GRADE	ANNUAL		MONTHLY		HOURLY	
		Min	Max	Min	Max	Min	Max
Administrative Service Director	24	\$55,383	\$82,063	\$4,615	\$6,839	\$26.63	\$39.45
Animal Control/Code Enforcement Officer	15	\$33,671	\$48,479	\$2,806	\$4,040	\$16.19	\$23.31
Building Official	22	\$49,585	\$73,004	\$4,132	\$6,084	\$23.84	\$35.10
Building Inspector	16	\$35,585	\$51,399	\$2,965	\$4,283	\$17.11	\$24.71
City Manager	30	\$77,997	\$116,558	\$6,500	\$9,713	\$37.50	\$56.04
Staff Planner	16	\$35,585	\$51,399	\$2,965	\$4,283	\$17.11	\$24.71
Community Development Director	27	\$65,456	\$97,801	\$5,455	\$8,150	\$31.47	\$47.02
Department Administrative Assistant/Sec	13	\$30,146	\$43,128	\$2,512	\$3,594	\$14.49	\$20.73
Infrastructure Inspector	16	\$35,585	\$51,399	\$2,965	\$4,283	\$17.11	\$24.71
Leisure Services Director	24	\$55,383	\$82,063	\$4,615	\$6,839	\$26.63	\$39.45
Librarian	18	\$39,746	\$57,777	\$3,312	\$4,815	\$19.11	\$27.78
Police Officer	17	\$37,608	\$54,494	\$3,134	\$4,541	\$18.08	\$26.20
Master Officer	19	\$42,006	\$61,256	\$3,501	\$5,105	\$20.20	\$29.45
Police Sergeant	21	\$46,918	\$68,857	\$3,910	\$5,738	\$22.56	\$33.10
Public Safety Director	27	\$65,456	\$97,801	\$5,455	\$8,150	\$31.47	\$47.02
Public Work Maintenance	11	\$26,990	\$38,367	\$2,249	\$3,197	\$12.98	\$18.45
Public Works Director	26	\$61,859	\$92,245	\$5,155	\$7,687	\$29.74	\$44.35
Public Works Op. Mgr. (Crew Foreman)	21	\$46,918	\$68,857	\$3,910	\$5,738	\$22.56	\$33.10
Recorder/Finance/Accts Payable	19	\$42,006	\$61,256	\$3,501	\$5,105	\$20.20	\$29.45
Recreation Program Coordinator	10	\$25,538	\$36,187	\$2,128	\$3,016	\$12.28	\$17.40
Treasurer/Billing Clerk	16	\$35,585	\$51,399	\$2,965	\$4,283	\$17.11	\$24.71
Utility Maintenance Operator I	13	\$30,146	\$43,128	\$2,512	\$3,594	\$14.49	\$20.73
Utility Maintenance Operator II	15	\$33,671	\$48,479	\$2,806	\$4,040	\$16.19	\$23.31
Utility Maintenance Operator III	17	\$37,608	\$54,494	\$3,134	\$4,541	\$18.08	\$26.20



2013 Salary Scale of Part Time Employees

POSITION	GRADE	ANNUAL		MONTHLY		HOURLY	
		Min	Max	Min	Max	Min	Max
Billing Clerk	13					\$14.49	\$20.73
Crossing Guard	3					\$8.34	\$11.55
Facilities Custodian	7					\$10.40	\$14.60
Justice Court Clerk II	13					\$14.49	\$20.73
Justice Court Clerk I	8					\$10.99	\$15.48
Justice Court Judge	22					\$23.84	\$35.10
Library Clerk	5					\$9.31	\$12.99
Office Clerk/Secretary (Utility/Police/Court)	8					\$10.99	\$15.48
Police Officer	15					\$16.19	\$23.31
Recreation Assistant	8					\$10.99	\$15.48
Senior Citizens Director	10					\$12.28	\$17.40
Seniors Citizens Head Cook	5					\$9.31	\$12.99
Senior Citizens Assistant Cook	4					\$8.81	\$12.25
Senior Citizens Meal Assistant	3					\$8.34	\$11.55
Senior Citizens Treasurer	7					\$10.40	\$14.60
Water Master	17					\$18.08	\$26.20

Review of Wage Analysis Software



Municipal Wage Comparison by Position

CITY MANAGER				
	<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>ACTUAL</u>
Cedar Hills (10/13)	\$85,954	\$107,442	\$128,930	\$107,442
Ivins (10/13)	\$61,670	\$91,272	\$120,874	\$112,874
Mapleton (12/11)	\$63,830	\$76,308	\$88,787	\$82,621
Nephi (2/12)	\$90,276	\$100,296	\$110,316	\$110,316
North SL (2/13)				\$119,364
Payson (2/13)	\$85,971	\$98,884	\$111,797	\$88,740
Riverdale (10/12)	\$81,993	\$106,984	\$131,976	\$120,203
Spanish Fork (11/12)	\$97,600	\$122,000	\$146,400	\$125,138
Springville (10/13)	\$83,772	\$105,943	\$128,113	\$126,153
Vernal (4/13)	\$82,956	\$101,928	\$120,900	\$114,254
Average Start/End	\$81,558	\$101,229	\$120,899	\$110,711
Current Grade 30	\$77,997	\$97,277	\$116,558	\$88,759

ADMINISTRATIVE SERVICES DIRECTOR				
	<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>ACTUAL</u>
Cedar Hills				
Ivins				
Mapleton				
South SL (7/13)	\$58,788	\$73,854	\$88,920	\$86,328 *2
North Ogden (HR Dir)	\$55,959	\$70,508	\$88,058	\$56,258
Payson (Off Mgr) (2/13)	\$47,758	\$53,654	\$59,551	\$55,310 *4
Riverdale (HR-Off Mgr)	\$50,294	\$66,050	\$81,806	\$70,678 *3
Spanish Fork				
Springville (10/13)	\$56,215	\$69,618	\$83,021	\$78,843 *4
Vernal				
Start/End	\$53,803	\$66,737	\$80,271	\$69,483
Current Grade 24	\$55,383	\$68,723	\$82,063	\$58,032

CITY RECORDER				
	<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>ACTUAL</u>
Cedar Hills (3/11)	\$19.10	\$23.87	\$28.65	\$28.64
Ivins (10/13)	\$19.17	\$23.55	\$32.74	\$26.86
Mapleton (12/11)	\$17.27	\$20.70	\$24.12	\$20.78
Nephi (Fin Dir)				
North SL (5/13)	\$18.18	\$22.42	\$26.66	\$26.66
Payson (Fin Dir)				
Riverdale (10/13)	\$21.52	\$28.08	\$32.74	\$24.60
Spanish Fork (Fin Dir)				
Springville (10/13)	\$22.97	\$27.83	\$32.69	\$28.71
Vernal				
Average Start/End	\$19.70	\$24.41	\$29.60	\$26.04
Current Grade 19	\$20.20	\$24.82	\$29.45	\$24.17

BILLING CLERK				
	<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>ACTUAL</u>
Cedar Hills				
Ivins				
Mapleton (12/11)	\$12.47	\$15.04	\$18.10	\$18.78
Nephi				
North SL				
Payson (11/12)	\$14.37	\$16.23	\$18.10	\$17.98
Riverdale (10/13)	\$13.37	\$17.32	\$21.27	\$21.27
Spanish Fork 11/12)	\$14.26	\$17.82	\$21.38	\$19.56
Springville				
Vernal (4/13)	\$13.76	\$17.15	\$20.54	\$20.38
Average Start/End	\$13.65	\$16.71	\$19.88	\$19.59
Current Grade 13	\$14.49	\$17.61	\$20.74	\$15.50

Municipal Wage Comparison by Position *(continued)*

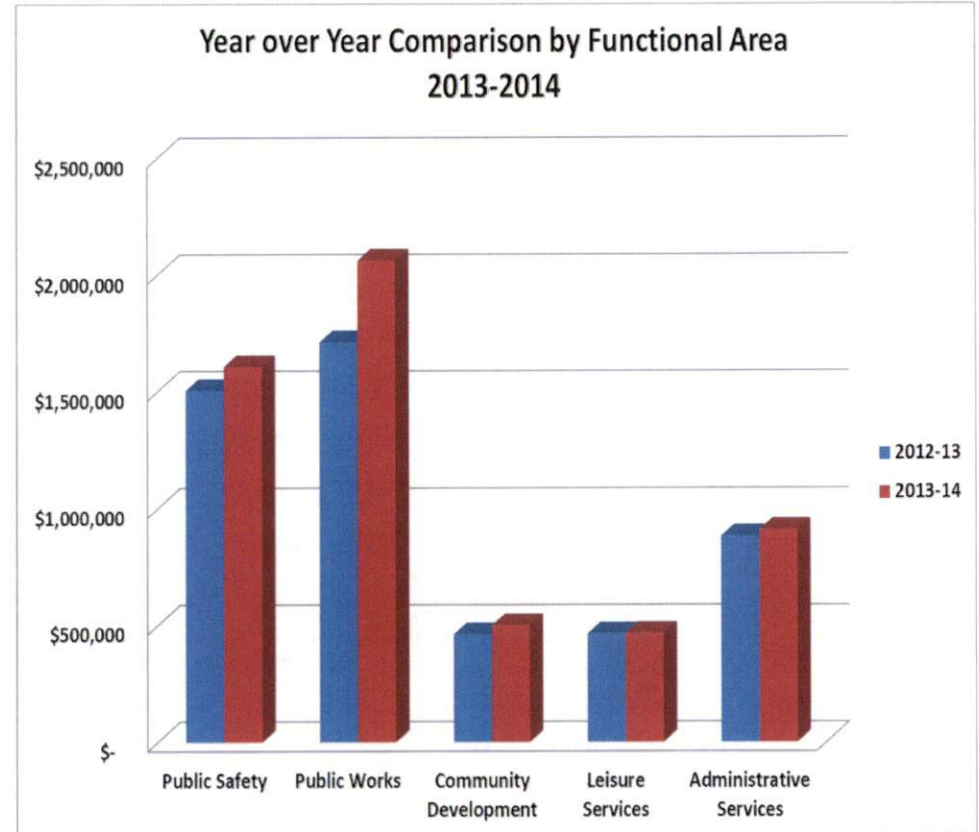
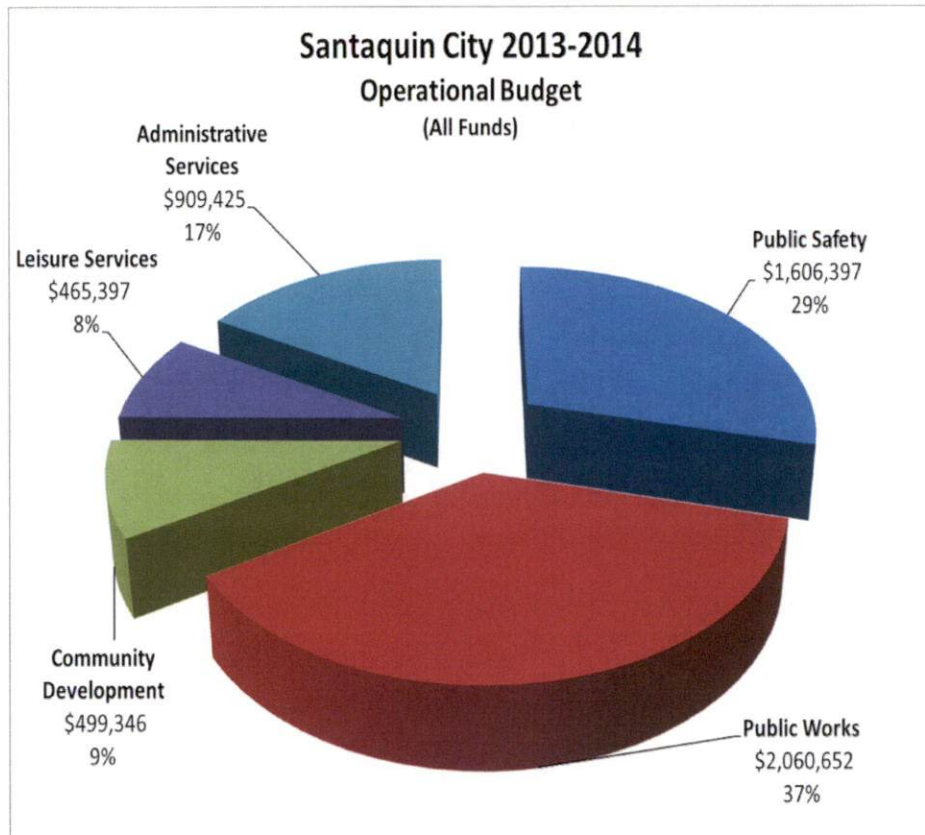
	OFFICE CLERK/SEC			
	<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>ACTUAL</u>
Cedar Hills				
Ivins				
Mapleton	\$10.31	\$12.43	\$16.59	\$13.78
South Salt Lake (7/13)	\$11.82	\$14.85	\$17.88	
North Logan				
Payson				
Riverdale				
Spanish Fork (11/12)	\$12.64	\$15.80	\$18.96	\$11.46
Springville (10/13)	\$12.44	\$14.75	\$17.07	\$14.73
Hurricane (12/12)	\$11.20	\$14.02	\$16.84	\$16.11
Average Start/End	\$11.68	\$14.37	\$17.47	\$14.02
Current Grade 8	\$10.99	\$13.23	\$15.48	\$12.75

	COURT CLERK			
	<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>ACTUAL</u>
Cedar Hills				
Ivins				
Mapleton (12/11)	\$13.96	\$16.77	\$19.57	\$16.39
Nephi				
North SL (2/13)	\$14.21	\$17.47	\$20.73	\$14.93
Payson (2/13)	\$12.57	\$14.24	\$15.91	\$14.00
Riverdale	\$13.18	\$16.78	\$20.37	\$16.65
Spanish Fork				
Springville (10/13)	\$13.78	\$16.34	\$18.89	\$15.61
Vernal (4/13)	\$15.17	\$18.91	\$22.64	\$15.97
Start/End	\$13.81	\$16.75	\$19.69	\$15.59
Current Grade 13	\$14.49	\$17.61	\$20.74	\$15.50

	FACILITY CUSTODIAN			
	<u>MIN</u>	<u>MID</u>	<u>MAX</u>	<u>ACTUAL</u>
Cedar Hills				
Ivins				
Mapleton				
Nephi				
North SL				
Payson				
Riverdale (10/13)	\$9.42	\$11.78	\$14.13	\$10.25
Spanish Fork				
Springville (10/13)	\$12.44	\$14.51	\$16.58	\$15.75
Vernal (4/13)	\$12.48	\$15.56	\$18.63	\$15.20
Average Start/End	\$11.45	\$13.95	\$16.45	\$13.73
Current Grade 8	\$10.99	\$13.23	\$15.48	\$12.50

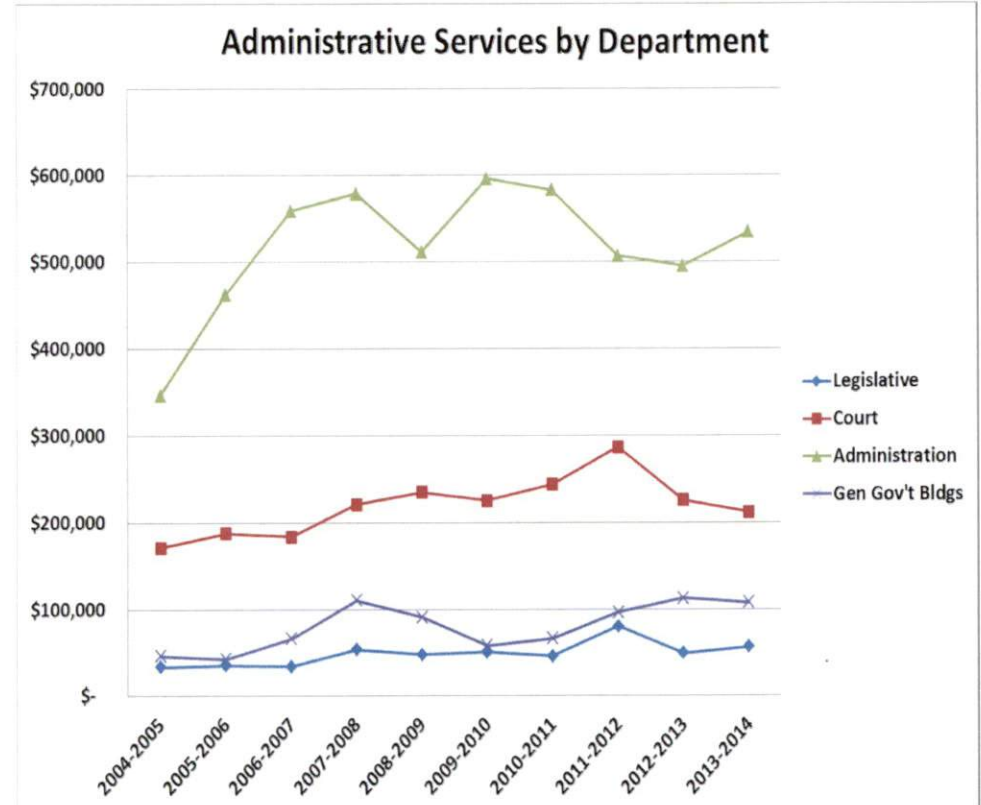
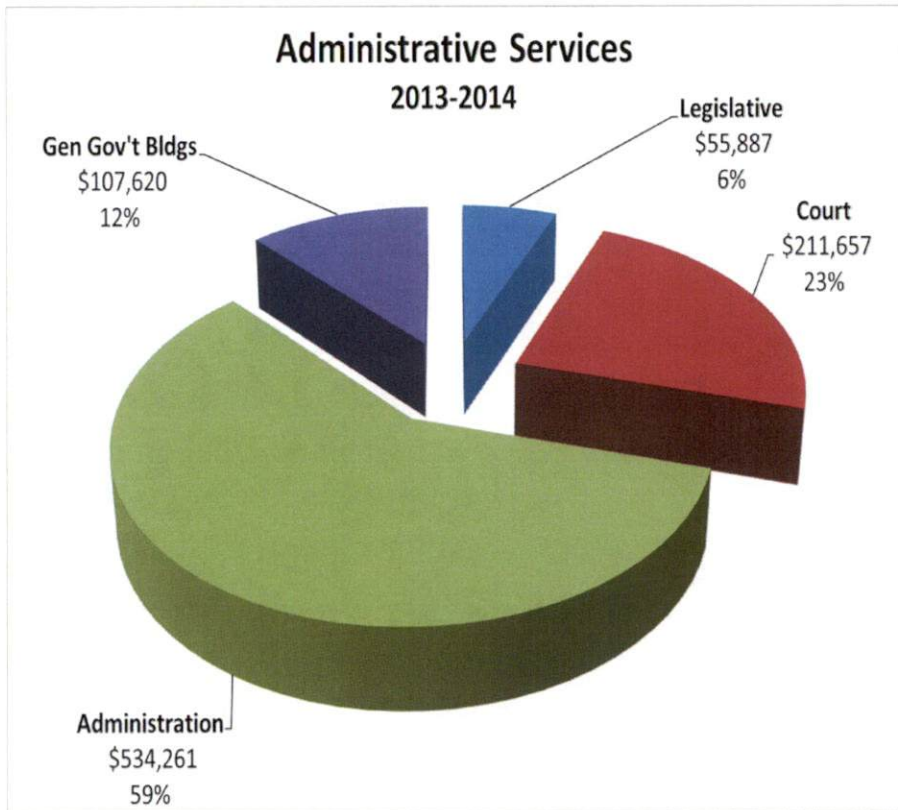
Santaquin City Budget - Administrative Services

Overall City Budget



Santaquin City Budget - Administrative Services

Departmental Budget



Highlights of Trend Analysis:

- Administration – Decreases due to reduction of full-time positions and consolidated services
Increases due to consolidation of overhead supply purchasing for all departments
- Court – Decreases due to change in hours elimination of a full-time position
- Govt. Bldgs. – Increase due to consolidation of all city utilities – corresponding decrease to departments

Budget Review by Line Item





Cuts & Savings Previously Implemented

- Office Hours Shortened
- Software Change from Caselle to Pelorus
- Full-time Treasurer Position not filled
- Court Hours Reduced
- Full-time Court Clerk Position filled with PT Clerk
- Supplies Consolidation
- Phone Upgrade and Consolidation
- Relocation to PSF

Santaquin City Budget - Administrative Services



Cost Cutting Measures – *In Process*

- No Election - \$5,000 (one time)
- Credit Card Merchant Fees - \$6,000 annual

Professional Service Review – *December 2013*



- Prosecutor Services
- Public Defender
- City Auditor
- IT Services

Questions, Thoughts, Recommendations

