

ADMINISTRATION

MARCH 12, 2024



ORGANIZATION CHART FOR ADMINISTRATION:



Director of
Administrative
Services
1 FTE

Records

1.5 FTE

Positions:

- City Recorder (FT)
- Deputy Recorder (PT)

Duties Include:

- Minutes
- Records
- Contract & Document Retention & Management
- GRAMA Requests
- · Elections Mngt.
- · Duties as assigned

Analyst/ Social Media

1 FTE

Positions:

Analyst (FT)

Duties Include:

- Data Analyst
- Budget Doc Mngr
- Social Media
- Podcast Specialist
- Duties as assigned

Admin Services

2 FTE

Positions:

- Office Assistant II (2 PT)
- Office Assistant I (2 PT)

Duties include:

- Passport Agents
- · Passport Photos
- Notary
- Finger Prints
- HR Support
- Social Media
 Support
- Fleet Vehicle Mgt.
- Executive Support
- General Customer Support
- Duties as assigned

Human Resources

1.5 FTE Proposing 2 FTE

Positions:

- HR Generalist (FT)
- HR Analyst (FT)

Duties include:

- Job Postings
- Payroll Support
- Interviews
- On-boarding
- Accident reporting
- Worker's Comp
- Benefits
- Job Descriptions
- Job Grading
- Compensation Mgt.
- Culture/Emp Satisfaction
- Employee Training
- Other HR duties
- · Duties as assigned

Courts

4.5 FTE

Positions:

- Judge (PT .88)
- Court Clerk Supervisor (FT)
- Court Clerk I/II (FT)
- Court Clerk I/II (3 PT)

Duties include:

- Justice Court Judge
- Court Minutes
- Fines & Payments
- Court Hearings
- Court Documents
- Other general court duties
- Duties as assigned



ADMINISTRATION: RECORDS

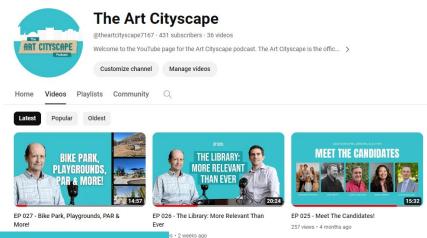


2023 (CY) Accomplishment Highlights

- 100% of all minutes were finished w/in 30 days
 - o 60 Council Meetings
 - 4 Budget Meetings
 - 24 Board Meetings
- 100% of all GRAMA requests were filled w/in 10 days
- EOC Recordings (Flooding Management)
- 1,729 Documents were digitalized
 - o 69,282 pages scanned
- City Recorder (Kim)
 - Certified as a Master of Municipal Clerk
 - Certified State Municipal Clerk
 - Elected to board of Utah Municipal Clerks
- Transferred 18 boxes of historical records to the State Permanent Storage



ADMINISTRATION: ANALYST/SOCIAL MEDIA







EP 022 - How to Design a Safer Intersection

422 views • 7 months ago

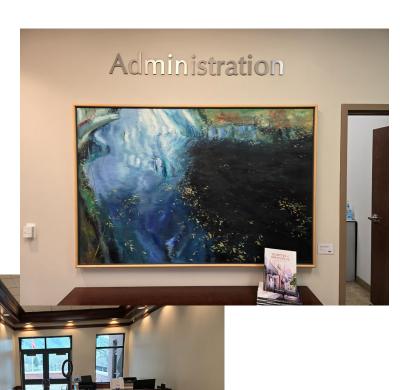
2023 (CY) Accomplishment Highlights

Social Media Statistics

- Total Posts 447
 - o 181 FB Posts
 - o 143 IG Posts
 - 123 IG Stories
- 22,095 Likes
- 1,889 Comments
- 2,974 Shares
- 1,011,406 Reach
- 12,267 FB Followers
- 5,298 IG Followers
- Top 5 Posts:
 - o #1 Best City to Live In
 - #2 Murals at Skate Park
 - #3 Officer involved shooting
 - #4 Bartholomew Park Hammock Poles
 - #5 Mountain Lion Spotted
- 8 Podcasts Published
- 1,724 Podcast Downloads
- 8,905 YouTube Views
- 428 YouTube Subscribers



ADMINISTRATION: ADMIN SERVICES



2023 (CY) Accomplishment Highlights

Passport & Services Statistics

- 2,837 Passports Processed
 - \$99,295 Passport Fees
- 2,599 Passport Photos
 - \$31,725 Photo Fees
- 194 Fingerprints (Apr-Dec)
 - o \$3,105 Print Fees
- \$880 Notary Fees
- THOUSANDS of phone calls
- **HUNDREDS** of emails

Events

- SWAG Management
- Bike w/the Mayor
- Safe Halloween (trick or treat)
- Summer Employee Party
- Winter Employee Party
- Directors' Annual Dinner on Patio
- Outgoing Council Dinner
- Council Dinners
 - Set Up/Clean Up



ADMINISTRATION: HUMAN RESOURCES (HR)

2023 (CY) Accomplishment Highlights

Processed 283 Employment Applications (actual) Processed 275 Employment Terminations

- - Municipal Courts = 2Legal = 1

 - Public Safety = 21
 Parks & Rec = 190
 Public Works = 9
 Parks & Rec = 179
 - Public Works = 5Power = 1

- Full-time (39): Part-time & Seasonal (244):
 - Art Museum = 1Art Museum = 13
 - Power = 4 Library = 9

 - Public Safety = 13
 - Public Works = 12

- - Central Shop = 1Art Museum = 11
- Central Shop = 1
 Community Dev = 2
 Community Dev = 2
 Community Dev = 2
 - Parks & Rec = 4 Legal = 3
 - Public Safety = 13Library = 9

- Full-time (32):
 Part-time & Seasonal (243):
- Parks & Rec = 5 Legislative = 3 Power = 3 Legislative = 3

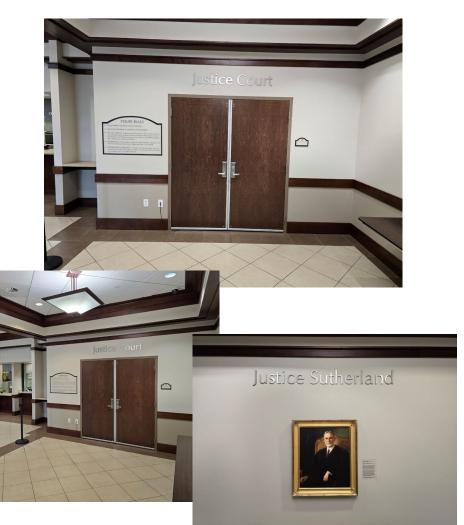
 - Public Safety = 21
 - Public Works = 16

Total Hire and Termination packets for 2023 (CY) was 558 13% Turnover for full-time employees 26% Turnover for part-time employees (CRC & Rec)

* For 2023 the Bureau of Labor Statistics reported that state and local government was 18% for full-time.



ADMINISTRATION: MUNICIPAL COURT (SPRINGVILLE JUSTICE COURT)



2023 (CY) Accomplishment Highlights

2,879 Cases filed in Springville Justice Court:

- 2,351 Traffic Cases Filed
 - o 2,474 Traffic Cases Disposed
- 479 Misdemeanors and Infractions
 - 553 Misdemeanors/Infractions Disposed
- 49 Small Claims
 - o 35 Settled/Dismissed
 - o 20 Trials
- Appeals Filed
 - o 2 Criminal
 - o 5 Traffic

Revenues:

- \$618,446.68 Total Collected
- \$319,000.00 Retained for Springville

^{**} Court holds 2 interpreter calendars a month, 1 small claims a month, and is held all day on Tuesdays and Thursdays. Most court is held over Webex (virtual). Of the 5,980 hearings held, 67 were bench trials and 49 small claims (in-person). Goal is to keep court as virtual as possible to reduce costs (less need for bailiff, increased turnout).



ADMINISTRATION: 2024 GOALS (HIGHLIGHTS)

- ADMIN Build out "A Taste of Springville, Utah's Art City" mini gallery in Civic Center Lobby
- HR Review and update Employee Handbook
- HR Review and update HR processes & procedural manual
- HR Total digitalize processes (request for posting on-boarding)
- HR All employee training program/library
- ANALYST Budget spreadsheet, book and process
- ANALYST Art City Scape Springville 101 series
- RECORDS Vault cleaning and organization
- RECORDS Review City Code, Title 2 (update)
- RECORDS Update systems in Civic Center lobby for electronic postings for all public notices, etc.
- ADMIN ASSTS Notary certification (2 of 4 certified, other 2 in 2025)
- ADMIN ASSTS Finger printing (mastery)
- ADMIN ASSTS Passports extended to 7 PM on 1st and 3rd Tuesdays each month
- ADMIN ASSTS Mayor monthly visits to new and existing businesses
- COURT CLERKS Certification program with the AOC includes a 2-day conference and 36 online core competencies learning modules (annually)
- COURT CLERKS Continue to push as many hearings to virtual as possible (very efficient, and cost saving)