

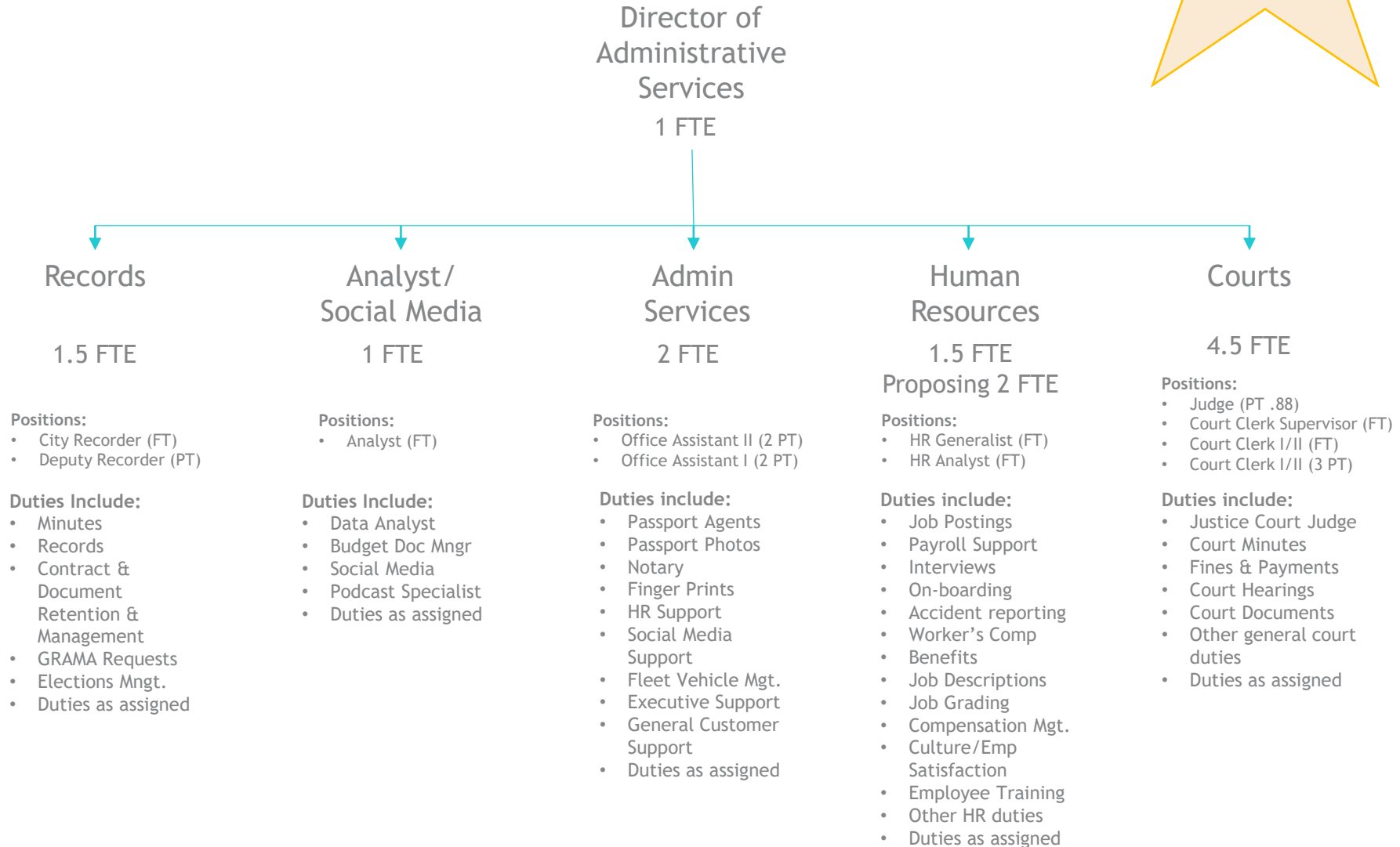


ADMINISTRATION

MARCH 12, 2024



ORGANIZATION CHART FOR ADMINISTRATION:





ADMINISTRATION: RECORDS



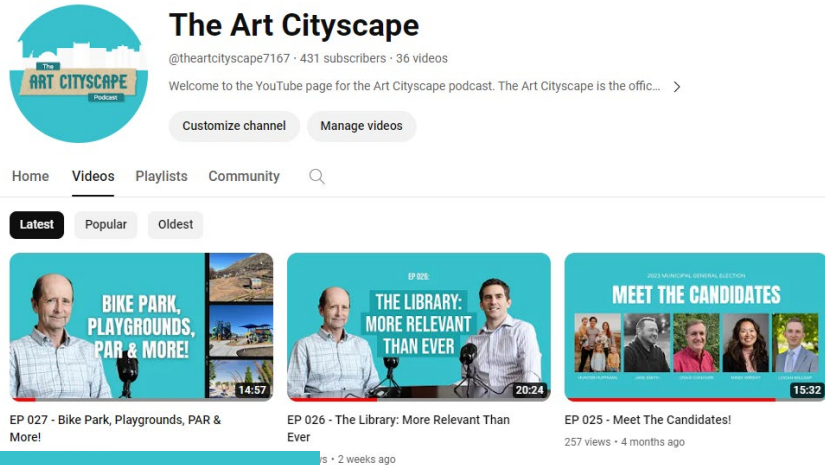
2023 (CY) Accomplishment Highlights

- 100% of all minutes were finished w/in 30 days
 - 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
 - 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



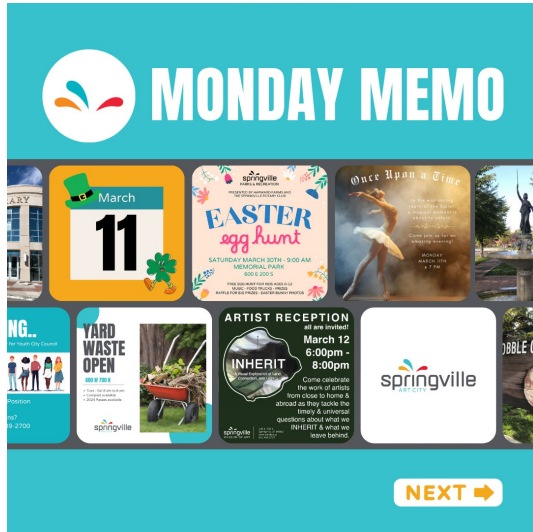
ADMINISTRATION: ANALYST/SOCIAL MEDIA

2023 (CY) Accomplishment Highlights



Social Media Statistics

- Total Posts - 447
 - 181 FB Posts
 - 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:
 - #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



EP 022 - How to Design a Safer Intersection
422 views • 7 months ago



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)
 - \$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)

- Full-time (39):
 - Art Museum = 1
 - Central Shop = 1
 - Municipal Courts = 2
 - Parks & Rec = 5
 - Power = 4
 - Public Safety = 21
 - Public Works = 5
- Part-time & Seasonal (244):
 - Art Museum = 13
 - Community Dev = 2
 - Legal = 1
 - Legislative = 3
 - Library = 9
 - Parks & Rec = 190
 - Power = 1
 - Public Safety = 13
 - Public Works = 12

Processed 275 Employment Terminations

- Full-time (32):
 - Central Shop = 1
 - Community Dev = 2
 - Parks & Rec = 4
 - Power = 3
 - Public Safety = 13
 - Public Works = 9
- Part-time & Seasonal (243):
 - Art Museum = 11
 - Community Dev = 1
 - Legal = 3
 - Legislative = 3
 - Library = 9
 - Parks & Rec = 179
 - 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
 - 2,474 Traffic Cases Disposed
- 479 Misdemeanors and Infractions
 - 553 Misdemeanors/Infractions Disposed
- 49 Small Claims
 - 35 Settled/Dismissed
 - 20 Trials
- Appeals Filed
 - 2 Criminal
 - 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)