



**UPDATE 2023:
CITY ADMINISTRATION**

PATRICK MONNEY



UPDATES FOR 2023:

City Recorder

Kim Crane



- All City Council minutes are up to date.
- GRAMA requests are coming in weekly and are completed in a timely fashion (usually within 10 business days).
- The project continues to digitalize historical documents (minutes, etc.). This will continue for . . . years.
- Kim was elected as the Communications Director for the UMCA (Utah Municiple Clerks Association).
- Quarterly newsletter is a success. Thank you Jen!

Deputy Recorder

Jenn Grigg





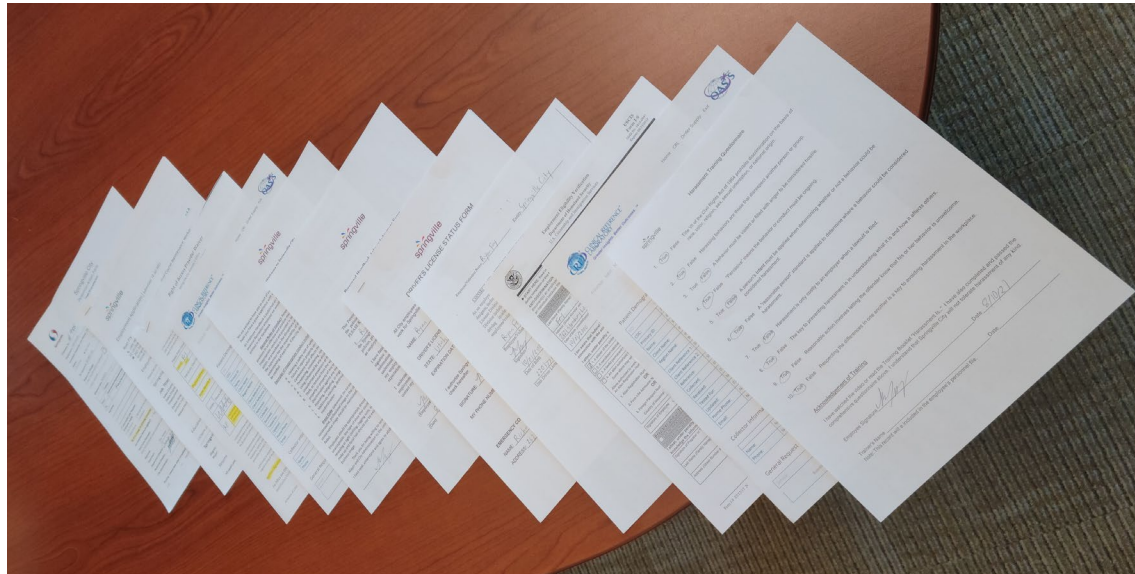
UPDATES FOR 2023:

Human Resource Generalist

Kathy Hansen



- Preparation for the annual benefits renewal is underway.
- Preparation for the annual PEP (performance evaluations) will be starting soon.
- Last calendar year, the City averaged a 4.45% turn over for full-time employees. This increased slightly, which was due to some employee retirements.
- We have completed the hiring and onboarding for our new firefighters/EMTs.
- Kathy is ramping up for our seasonal employee hiring spree. We will be hiring for Parks & Rec, Water Meter Readers, and our Golf Course.





UPDATES FOR 2023:

Information Services

John Gleave

Network Administrator

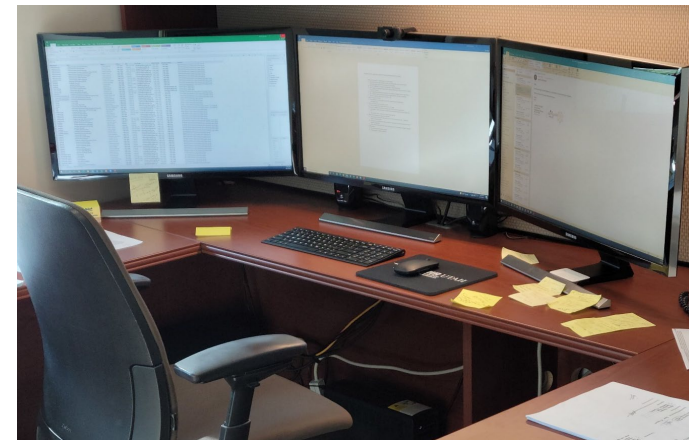
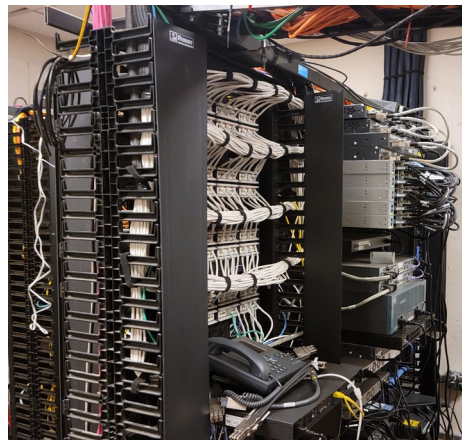
Stephen Boone

IT Technicians

Sandy Harward

Trevor Bluth

- Website visits - Average of 7,435 weekly views.
- Council Meeting/Planning Meeting - Average of 22 weekly views - last week with Al Curtis, we had 54 join through live streaming.
- IT help tickets - Average of 42 weekly tickets to assist with email, software and hardware issues.
- Device upgrades/replacements - Average 3 per week - each device has a “life” span, and we will replace or upgrade when that span is up.
- LOOKING AHEAD - something to think about, as we move into the next few years many of our hardware vendors (data security and backup, email servers, software providers) are moving to SAAS and cloud based systems. This will impact our budgeting needs to maintain the same service level. Example - Cohesity will only support cloud based security and backup systems which moves our budgets from \$25K annually to \$120K annually. We are constantly looking at alternatives and ways to prolong our in-house systems/services. We are working on a 5 year and 10 year look ahead plan to see potential impacts.





UPDATE FOR 2023:



- Hired new judge, Eric Jewell. He is doing an exceptional job.
- Hearings - 150 per week average.
- Citations - 70 per week average.
- Daily payments - 35 per day average.
- Daily calls - 50 plus per day average.
- May has two jury trials set.
- Court Clerks' mandatory annual conference next week (two days).
- Starting to offer Deferred Prosecution (12-month good behavior incentive to forgive traffic citation if meet requirements - only costs \$5 plus ticket - no longer need traffic school).

Municipal Justice Court

Honorable Eric Jewell

Clerk Supervisor

Ashley Burt

Court Clerks

Melanie Hansen

Mari Bird

Tracy Farnsworth





UPDATES FOR 2023:

Management Analyst & SMS

Jack Urquhart



- The Art Cityscape Podcast has released 4 episodes in 2023. Highest downloaded was in February, Rumor Mill Q&A with over 400. On average we have close to 300 downloads per episode. To date we have had over 1750 podcast views on YouTube and added 31 new subscribers.
- Facebook and Instagram have had 54 postings since January 1. Of those posts, we have received over 3200 likes, 333 comments, 338 shares and an estimated reach of 153,230.
- Currently we have 11,725 followers on Facebook and 4,800 followers on Instagram.
- Jack and his wife welcomed their 3rd child last month! Congrats.



We are consistently working on additional ways to reach our citizens. Between our social media campaigns, website and quarterly news letter, we feel we are accessible to over 95% of our citizens, if they choose to participate. We are open to additional ideas to further reach our citizens.



UPDATE FOR 2023:

Administration Assistants & Passport Agents

Nicole Nielsen & Heather Lacy

Arianne Nemelka & Derick Paulsen



- One new member of the Office Staff joined us. Arianne Nemelka started the first of this year.
- Processed 595 Passports in January and February for \$20,825 in revenue.
- Took 532 pictures in January and February for \$5,320 in revenue.
- Had a successful Holiday party for 2022, with several hundred employees in attendance.
- Looking forward to Spring activities including the annual Easter Egg hunt hosted by Harward Farms (heavy sponsorship by Springville), Bike with the Mayor, and our annual employee appreciation lunch coming in June.
- And sooooo much more.

