



STAFF REPORT

DATE: February 13, 2024

TO: The Honorable Mayor and City Council

FROM: Kyle Maurer, Director of Finance and Administrative Services

SUBJECT: Discussion of the Fiscal Year 2025 and 2026 Requested Budgets for Administration and Administrative Services

RECOMMENDATION:

N/A – This is for discussion only.

ISSUE BEFORE COUNCIL:

N/A – This is for discussion only.

BACKGROUND/SUMMARY:

Staff will present highlights of the department submitted budgets for the Administration and Administrative Services departments

DISCUSSION:

Administration – For fiscal year 2025 the overall operating budget is requested to decrease approximately \$29,800, leaving a requested budget of \$64,050. The increase in personnel costs in both fiscal years is due to projected COLA and insurance increases, along with one proposed market adjustment in fiscal year 2025. Increases in fiscal year 2026 are due to projected COLA/insurance increases, along with general inflation.

Finance – Overall operating budget is requested to decrease approximately \$26,000 in fiscal year 2025. The majority of this decrease is due to switching credit card processors in fiscal year 2024. Notable operating changes include the cost of EasyCIP, the City’s CIP software, being included in the Finance department instead of multiple Public Works departments. The proposed personnel cost increases are due to 1) Anticipated COLA adjustments, 2) Anticipated insurance increases, 3) Proposed career ladder for the Accountant I (to an Accountant II-graduating with a Master’s Degree in Accounting) and 4) A 5% increase for the City Treasurer due to the achievement of a Bachelor’s Degree in Accounting. Fiscal year 2026 operating costs are requested to increase \$7,200, largely due to computer replacements and anticipated inflation.

Finance is also requesting the replacement of its current ERP system (Pelorus). This will be included in the capital requests and will require \$300,000 of funding in fiscal year 2025 and \$510,000 of funding in fiscal year 2026. Final amounts will not be known until a formal RFP is issued. Costs are based off of recent software purchases from neighboring municipalities.

Justice Court – Overall operating expenditures are requested to increase approximately \$8,100 for fiscal year 2025. Most of this increase is due to an anticipated increase from the City of Draper for Judge Garner’s personnel costs and computer replacements. Personnel cost increases in fiscal year 2025 of \$19,900 are requested due to 1) Anticipated COLA adjustments, 2) Anticipated insurance increases, and 3) Anticipated career ladder increases for two of the Court’s Judicial Assistants. Fiscal year 2026 operating expenditures are anticipated to increase due to 1) Postage rate increases, 2) Increase in cost for Judge Garner’s services, and 3) Computer replacements.

City Recorder – Overall operating expenditures are requested to decrease approximately \$15,000 for fiscal year 2025. The majority of this decrease is due to the reduction of public notice and credit card processing expenditures. Since there will be an election in fiscal year 2026, the City Recorder has requested \$85,000 for the election. The actual amount is not known yet. Personnel costs are anticipated to increase due to anticipated COLA and insurance increases.

Customer Service – For fiscal year 2025 operating expenditures are requested to increase \$1,000. This is largely due to a requested computer replacement. Personnel costs are anticipated to increase due to 1) An anticipated COLA, 2) Anticipated insurance increases, and 3) A requested career ladder increase for one of the Customer Service Technicians. The only requested increase (outside of personnel) for fiscal year 2026 is \$2,500 to replace a computer.

ALTERNATIVES:

The City Council will ultimately pass a final budget in June 2024 (unless a property tax increase is proposed). The City Council has the discretion to approve or deny any budget request or budgetary line item.

FISCAL IMPACT:

Overall fiscal impacts are included in the summary sheets.

ATTACHMENTS:

Budget Summary and Detail

City of Herriman							
Requested Fiscal Year 2025/2026 Budgets - Administration and Administrative Services							
Row Labels	FY2025		FY2025			FY2026	
	FY2025 Base Budget	Ongoing Request	FY2025 One Time Request	Department Requested	FY2026 Ongoing Request	FY2026 One Time Request	Department Requested
Administration	712,091	(18,741)	4,500	697,850	32,000	4,800	730,150
Personnel	824,100	32,600		856,700	29,400		886,100
Operating	93,891	(34,341)	4,500	64,050	4,600	4,800	68,950
Capital Outlay	15,000	(15,000)		-	-		-
Admin Fee Offset	(220,900)	(2,000)		(222,900)	(2,000)		(224,900)
Customer Service	144,000	10,400	2,500	156,900	9,200	2,500	166,100
Personnel	307,250	13,550		320,800	10,800		331,600
Operating	6,150	(1,550)	2,500	7,100	-	2,500	7,100
Admin Fee Offset	(169,400)	(1,600)		(171,000)	(1,600)		(172,600)
Finance	453,315	3,945	2,300	459,560	23,205	3,300	483,765
Personnel	606,800	34,800		641,600	22,100		663,700
Operating	133,215	(28,155)	2,300	107,360	3,905	3,300	112,265
Capital Outlay	-	-		-	-		-
Admin Fee Offset	(286,700)	(2,700)		(289,400)	(2,800)		(292,200)
Recorder	382,839	(19,939)	16,000	378,900	17,700	87,500	468,100
Personnel	390,700	11,800		402,500	13,600		416,100
Operating	105,839	(30,739)	16,000	91,100	5,100	87,500	167,700
Capital Outlay	-			-	-		-
Admin Fee Offset	(113,700)	(1,000)		(114,700)	(1,000)		(115,700)
Justice Court	480,653	24,347	3,700	508,700	18,400	2,000	525,400
Personnel	362,600	19,900		382,500	13,200		395,700
Operating	118,053	4,447	3,700	126,200	5,200	2,000	129,700
Capital Outlay	-			-			-
Grand Total	2,172,898	12	29,000	2,201,910	100,505	100,100	2,373,515

City of Herriman
General Fund FY2025 & FY2026 Budget

Account Number	Account Name	FY2023 Actuals	FY2024 YTD Actuals	FY2024 Budget	FY2025			FY2026			Notes		
					FY2025 Base Budget	FY2025 Ongoing	FY2025 One Time	FY2025 Department Requested	FY2026 Base Budget	FY2026 Ongoing		FY2026 One Time	FY2026 Department Requested
Administration													
10.44001	SALARIES & WAGES	368,553	350,064	580,000	581,700	23,000		604,700	604,700	20,400		625,100	
10.44002	PAYROLL TAX BENEFIT	5,328	4,870	8,500	8,500	300		8,800	8,800	300		9,100	
10.44003	OVERTIME	281	-	500	500	-		500	500	-		500	
10.44004	INSURANCE BENEFIT	48,146	50,975	97,200	84,900	3,300		88,200	88,200	3,200		91,400	
10.44005	RETIREMENT BENEFIT	51,732	53,347	95,700	90,500	3,500		94,000	94,000	3,200		97,200	
10.44006	RETIREMENT MATCH BENEFIT	38,663	36,056	58,000	58,000	2,500		60,500	60,500	2,300		62,800	
10.44007	SUBSCRIPTIONS/MEMBERSHIPS/DUES	4,366	1,918	12,000	12,000	(7,650)		4,350	4,350	350		4,700	Adobe, newspapers (2), ICMA (2), UCMA (3), miscellaneous
10.44012	SEMINARS & TRAINING	8,989	1,406	20,100	20,100	(10,130)		9,970	9,970	1,230		11,200	ICMA conference (2), UCMA conference, ULCT conference, ITAG,
10.44015	TRAVEL & ACCOMMODATIONS	5,763	2,171	12,000	12,000	(720)		11,280	11,280	720		12,000	ICMA conference (2), UCMA conference, ULCT conference, ITAG
10.44018	FUEL	503	259	2,000	2,000	(1,000)		1,000	1,000	100		1,100	
10.44021	REPAIR & MAINTENANCE - AUTO	541	358	2,000	2,000	(500)		1,500	1,500	-		1,500	
10.44027	OFFICE SUPPLIES	4,119	412	10,000	10,000	3,000		13,000	13,000	1,000		14,000	
10.44030	GENERAL SUPPLIES	4,482	2,553	8,000	8,000	(8,000)		-	-	-		-	
10.44039	PRINTING	300	-	1,000	1,000	-		1,000	1,000	-		1,000	
10.44045	EMPLOYEE RELATIONS	1,165	47	2,500	2,500	(500)		2,000	2,000	250		2,250	
10.44047	EMPLOYEE DEVELOPMENT	53	-	-	-	-		-	-	-		-	
10.44056	TELEPHONE	2,713	1,549	6,500	6,500	(2,900)		3,600	3,600	400		4,000	
10.44058	POSTAGE & SHIPPING	15,885	63	100	100	-		100	100	-		100	
10.44064	VEHICLE INSURANCE	201	242	441	441	59		500	500	50		550	
10.44066	CLOTHING & UNIFORMS	-	81	750	750	-		750	750	-		750	
10.44081	COMPUTER PURCHASES	7,132	1,596	15,000	-	-	4,500	4,500	-	-	4,800	4,800	2 laptops per year
10.44117	RADON TEST KITS	370	-	-	-	-		-	-	-		-	
10.44180	COMMUNITY AFFAIRS	1,261	436	13,000	13,000	(6,000)		7,000	7,000	500		7,500	Field trip giveaways, hosting regional meetings, wreaths across
10.44211	EDUCATION/COMMUNITY PROMOTION	-	-	-	-	-		-	-	-		-	
10.44225	PROPERTY TAXES	1,878	1,095	3,500	3,500	-		3,500	3,500	-		3,500	
10.44520	CAPITAL OULAY	-	-	15,000	15,000	(15,000)		-	-	-		-	Conference room upgrades (moved to capital equipment)
10.44996	RENEWAL AGENCY ADMIN FEE	-	(4,394)	(8,900)	(8,900)	-		(8,900)	(8,900)	-		(8,900)	
10.44997	DEVELOPMENT SERVICES ADMIN FEE	-	(50,971)	(103,700)	(103,700)	(1,000)		(104,700)	(104,700)	(1,000)		(105,700)	
10.44998	WATER FUND ADMIN FEE	-	(42,515)	(76,700)	(76,700)	(700)		(77,400)	(77,400)	(700)		(78,100)	
10.44999	STORM WATER FUND ADMIN FEE	(44,431)	(15,251)	(31,600)	(31,600)	(300)		(31,900)	(31,900)	(300)		(32,200)	
Total Administration		527,993	396,369	742,891	712,091	(18,741)	4,500	697,850	693,350	32,000	4,800	730,150	
Justice Court													
10.46001	SALARIES & WAGES	203,868	135,766	263,000	254,800	14,500		269,300	269,300	9,100		278,400	
10.46002	PAYROLL TAX BENEFIT	2,507	1,793	3,900	3,800	200		4,000	4,000	100		4,100	
10.46003	OVERTIME	3,199	452	3,500	3,500	-		3,500	3,500	-		3,500	
10.46004	INSURANCE BENEFIT	51,797	28,164	54,300	47,600	2,100		49,700	49,700	2,100		51,800	
10.46005	RETIREMENT BENEFIT	19,764	19,434	34,800	31,400	2,000		33,400	33,400	1,100		34,500	
10.46006	RETIREMENT MATCH BENEFIT	18,445	11,805	22,400	21,500	1,100		22,600	22,600	800		23,400	
10.46007	SUBSCRIPTIONS/MEMBERSHIPS/DUES	96	661	393	393	507		900	900	-		900	
10.46008	SALARIES AND WAGES - BAILIFF	38,233	-	-	-	-		-	-	-		-	Moved to salaries & wages FY2024
10.46012	SEMINARS & TRAINING	475	100	700	700	100		800	800	-		800	
10.46015	TRAVEL & ACCOMMODATIONS	402	-	1,860	1,860	(1,660)		200	200	-		200	
10.46027	OFFICE SUPPLIES	312	484	1,000	1,000	(1,000)		-	-	-		-	
10.46030	GENERAL SUPPLIES	708	515	1,000	1,000	1,800		2,800	2,800	-		2,800	
10.46045	EMPLOYEE RELATIONS	-	294	400	400	-		400	400	-		400	
10.46058	POSTAGE	-	2,210	4,200	4,200	300		4,500	4,500	100		4,600	
10.46060	CONTRACTED SERVICES	49,065	54,400	86,500	86,500	4,700		91,200	91,200	4,600		95,800	Assumption \$7,600/month/Judge Garner's salary
10.46061	INTERPRETING SERVICES	5,324	3,088	7,000	7,000	(1,000)		6,000	6,000	-		6,000	
10.46066	CLOTHING & UNIFORMS	-	1,085	1,500	1,500	600		2,100	2,100	-		2,100	Bailiffs (3) @ \$600 each; Clerk clothing \$300
10.46081	COMPUTER PURCHASES	1,481	3,693	2,500	-	-	3,700	3,700	-	-	2,000	2,000	FY2024 Judge Surface, Public Use PC; FY2025 Court Elitebook
10.46122	WITNESS/JUROR FEES	1,256	688	2,500	2,500	1,500		4,000	4,000	-		4,000	
10.46190	BANK AND CREDIT CARD PROCESSING CHARGES	-	3,804	11,000	11,000	(1,400)		9,600	9,600	500		10,100	Assumption \$800/month
10.46520	CAPITAL OULAY	-	-	-	-	-		-	-	-		-	

Account Number	Account Name	FY2023 Actuals	FY2024 YTD Actuals	FY2024 Budget	FY2025			FY2025	FY2026			Notes
					Base Budget	Ongoing	One Time	Department Requested	Base Budget	Ongoing	One Time	
Total Justice Court		396,933	268,436	502,453	480,653	24,347	3,700	508,700	505,000	18,400	2,000	525,400
City Recorder												
10.48001	SALARIES & WAGES	258,882	156,010	260,100	266,400	9,100		275,500	275,500	9,300		284,800
10.48002	PAYROLL TAX BENEFIT	3,978	2,218	3,900	3,900	200		4,100	4,100	100		4,200
10.48003	OVERTIME	151	69	3,000	3,000	(1,500)		1,500	1,500	-		1,500
10.48004	INSURANCE BENEFIT	27,733	18,418	28,400	33,000	1,100		34,100	34,100	1,200		35,300
10.48005	RETIREMENT BENEFIT	40,456	25,577	45,500	42,400	1,400		43,800	43,800	1,500		45,300
10.48006	RETIREMENT MATCH BENEFIT	42,517	24,729	42,900	42,000	1,500		43,500	43,500	1,500		45,000
10.48007	SUBSCRIPTIONS/MEMBERSHIPS/DUES	1,117	2,369	3,000	3,000	(600)		2,400	2,400	300		2,700
10.48083	SOFTWARE SUBSCRIPTIONS	-	-	-	-	11,000		11,000	11,000	600		11,600
10.48012	SEMINARS & TRAINING	1,028	395	4,000	4,000	(1,300)		2,700	2,700	200		2,900
10.48015	TRAVEL & ACCOMMODATIONS	1,941	969	4,000	4,000	1,200		5,200	5,200	400		5,600
10.48027	OFFICE SUPPLIES	2,354	354	3,000	3,000	-		3,000	3,000	200		3,200
10.48045	EMPLOYEE RELATIONS	163	71	300	300	100		400	400	-		400
10.48058	POSTAGE	-	28	500	500	-		500	500	-		500
10.48066	CLOTHING & UNIFORMS	84	307	300	300	100		400	400	-		400
10.48081	COMPUTER PURCHASES	-	1,525	2,500	-		4,000	4,000	-	-	2,500	2,500
10.48082	SOFTWARE	9,104	13,259	11,239	11,239	(239)		11,000	11,000	600		11,600
10.48170	ELECTION	-	28,208	40,000	-	-		-	-	-	85,000	85,000
10.48190	BANK AND CREDIT CARD PROCESSING CHARGES	-	2,426	13,000	13,000	(7,000)		6,000	6,000	300		6,300
10.48215	PUBLIC NOTICE	1,566	157	15,000	15,000	(10,000)		5,000	5,000	-		5,000
10.48217	CODIFICATION EXPENSE	5,500	9,200	19,500	19,500	(15,500)		4,000	4,000	500		4,500
10.48220	PASSPORTS	13,384	8,536	22,000	22,000	(6,500)		15,500	15,500	1,500		17,000
10.48225	CONTRACTED SERVICES	2,256	781	10,000	10,000	(2,000)	12,000	20,000	8,000	500		8,500
10.48520	CAPITAL OUTLAY	-	-	-	-	-		-	-	-		-
10.48996	RENEWAL AGENCY ADMIN FEE	-	(2,418)	(5,600)	(5,600)	-		(5,600)	(5,600)	-		(5,600)
10.48997	DEVELOPMENT SERVICES ADMIN FEE	-	(44,730)	(102,100)	(102,100)	(1,000)		(103,100)	(103,100)	(1,000)		(104,100)
10.48998	WATER FUND ADMIN FEE	-	(1,310)	(3,000)	(3,000)	-		(3,000)	(3,000)	-		(3,000)
10.48999	STORM WATER FUND ADMIN FEE	(4,148)	(1,310)	(3,000)	(3,000)	-		(3,000)	(3,000)	-		(3,000)
Total City Recorder		408,065	245,840	418,439	382,839	(19,939)	16,000	378,900	362,900	17,700	87,500	468,100
Customer Service												
10.49001	SALARIES & WAGES	254,237	113,258	185,500	189,300	8,700		198,000	198,000	6,700		204,700
10.49002	PAYROLL TAX BENEFIT	3,877	1,557	2,700	2,800	100		2,900	2,900	100		3,000
10.49003	OVERTIME	-	-	250	250	-		300	300	-		300
10.49004	INSURANCE BENEFIT	47,393	27,840	47,900	48,900	2,000		50,900	50,900	2,000		52,900
10.49005	RETIREMENT BENEFIT	35,523	18,798	30,700	30,600	1,500		32,100	32,100	1,000		33,100
10.49006	RETIREMENT MATCH BENEFIT	35,746	20,429	28,300	35,400	1,200		36,600	36,600	1,000		37,600
10.49007	SUBSCRIPTIONS/MEMBERSHIPS/DUES	-	-	50	50	(50)		-	-	-		-
10.49012	SEMINARS & TRAINING	-	-	500	500	-		500	500	-		500
10.49015	TRAVEL & ACCOMMODATIONS	77	-	750	750	(250)		500	500	-		500
10.49027	OFFICE SUPPLIES	916	165	1,000	1,000	(1,000)		-	-	-		-
10.49030	GENERAL SUPPLIES	619	-	1,000	1,000	1,000		2,000	2,000	-		2,000
10.49045	EMPLOYEE RELATIONS	331	193	500	500	-		500	500	-		500
10.49058	POSTAGE & SHIPPING	-	286	600	600	-		600	600	-		600
10.49066	CLOTHING & UNIFORMS	202	163	500	500	-		500	500	-		500
10.49081	COMPUTER PURCHASES	870	1,173	3,500	-	-	2,500	2,500	-	-	2,500	2,500
10.49117	RADON TEST KITS	725	-	1,250	1,250	(1,250)		-	-	-		-
10.49997	DEVELOPMENT SERVICES ADMIN FEE	-	(2,354)	(3,900)	(3,900)	-		(3,900)	(3,900)	-		(3,900)
10.49998	WATER FUND ADMIN FEE	-	(60,815)	(100,600)	(100,600)	(1,000)		(101,600)	(101,600)	(1,000)		(102,600)
10.49999	STORM WATER FUND ADMIN FEE	(206,858)	(39,208)	(64,900)	(64,900)	(600)		(65,500)	(65,500)	(600)		(66,100)
Total Customer Service		173,659	81,485	135,600	144,000	10,400	2,500	156,900	154,400	9,200	2,500	166,100
Finance												
10.50001	SALARIES & WAGES	457,976	253,571	421,400	428,900	25,300		454,200	454,200	15,300		469,500
10.50002	PAYROLL TAX BENEFIT	7,141	3,575	6,200	6,300	300		6,600	6,600	300		6,900
10.50003	OVERTIME	195	-	1,000	1,000	-		1,000	1,000	-		1,000
10.50004	INSURANCE BENEFIT	54,164	28,533	48,700	51,900	2,400		54,300	54,300	2,300		56,600
10.50005	RETIREMENT BENEFIT	77,149	44,661	74,500	71,100	4,200		75,300	75,300	2,500		77,800
10.50006	RETIREMENT MATCH BENEFIT	51,450	28,285	47,000	47,600	2,600		50,200	50,200	1,700		51,900

Account Number	Account Name	FY2023 Actuals	FY2024 YTD Actuals	FY2024 Budget	FY2025			FY2026	FY2026			Notes
					Base Budget	Ongoing	One Time		Department Requested	Base Budget	Ongoing	
10.50007	SUBSCRIPTIONS/MEMBERSHIPS/DUES	1,587	2,570	2,840	2,840	(1,440)		1,400	-		1,400	GFOA (3), UGFOA, UAPT (Leslie), AGA (Kyle, Amy), City-wide Costco, GFOA eGAAFR
10.50083	SOFTWARE SUBSCRIPTIONS	-	-	-	-	7,500		7,500	300		7,800	Adobe Acrobat (5); Asset Keeper (Fixed Asset Software); EasyCIP GAAP Update (3); UGFOA Spring Conference (2025-2, 2026-1), UAPT
10.50012	SEMINARS & TRAINING	3,022	355	3,275	3,275	125		3,400	(100)		3,300	Spring Conference (1); future training (all in state)
10.50015	TRAVEL & ACCOMMODATIONS	2,387	-	2,600	2,600	100		2,700	(1,000)		1,700	UGFOA St George (2025-2, 2026-1); UAPT (1)
10.50027	OFFICE SUPPLIES	813	922	1,500	1,500	(1,500)		-	-		-	6 employees @ \$250/each (2026-5% inflation)
10.50030	GENERAL SUPPLIES	2,058	351	500	500	3,960		4,460	305		4,765	6 employees @ \$85/each (2026-5% inflation); check stock; deposit slips
10.50045	EMPLOYEE RELATIONS	139	-	-	-	300		300	-		300	Holiday appreciation luncheon (5 employees @ \$50/each)
10.50056	TELEPHONE	766	487	1,000	1,000	(100)		900	100		900	Cell phone stipends (2); Kyle phone; FY2026-Kyle phone replacement
10.50058	POSTAGE & SHIPPING	-	3,704	5,500	5,500	500		6,000	300		6,300	Anticipated increase in postage
10.50066	CLOTHING & UNIFORMS	-	-	1,000	1,000	(500)		500	-		500	\$100/employee
10.50081	COMPUTER PURCHASES	3,224	3,711	1,750	-	-	2,300	2,300	-	2,400	2,400	1 per year
10.50082	SOFTWARE	549	-	-	-	-		-	-		-	
10.50190	BANK AND CREDIT CARD PROCESSING CHARGES	134,284	13,150	65,000	65,000	(38,600)		26,400	1,400		27,800	General credit card fees - \$6,000; bank service fees-\$20,400
10.50340	CONTRACTED FINANCIAL SERVICES	43,042	44,897	50,000	50,000	1,500		51,500	2,600		54,100	Annual financial audit-\$50,000; 941 electronic filing fee (\$200); GFOA certificate of achievement (ACFR)-\$640, GFOA Budget Award (\$600)
10.50520	CAPITAL OUTLAY	4,952	-	-	-	-		-	-		-	
10.50996	RENEWAL AGENCY ADMIN FEE	-	(16,690)	(27,200)	(27,200)	(200)		(27,400)	(200)		(27,600)	
10.50997	DEVELOPMENT SERVICES ADMIN FEE	-	(12,146)	(20,200)	(20,200)	(200)		(20,400)	(200)		(20,600)	
10.50998	WATER FUND ADMIN FEE	-	(119,979)	(198,600)	(198,600)	(1,900)		(200,500)	(2,000)		(202,500)	
10.50999	STORM WATER FUND ADMIN FEE	(211,815)	(24,463)	(40,700)	(40,700)	(400)		(41,100)	(400)		(41,500)	
Total Finance		633,084	255,496	447,065	453,315	3,945	2,300	459,560	23,205	3,300	483,765	

ERP System Replacement

Master Plan		Status	
Project Number	0172-00	Phase	Construction
Project Year	2025	Project Location	
Division	Administrative Services		
Department	Finance		
Project Type	Capital Project		
Project Category	Information Technology		
Project Condition	Desirable		
Useful Life	10		
Age	0		
Annual Project	No		
Priority	Normal		
Average Priority Score	67.5		
Submitted By (Owner)	Kyle Maurer		

Project Description

The City has been using Pelorus Methods as its Accounting, Payroll, and Utility Billing software provider since 2013. The City is currently the largest client using its software. Pelorus was designed for very small governments (sample clients include Vineyard City, Ivins City, and Heber City). Staff have started running into significant issues with the software due to its limitations and it not being designed to process the large volume of transactions the City processes.

Project Justification

Staff have started running into significant issues with the software due to its limitations and it not being designed to process the large volume of transactions the City processes. Some of the issues include:

- Only being able to send out 100 utility billing eBills at a time; takes staff 1/2 day to send out eBills (and sometimes they will not send due to recipient's e-mail servers identifying the e-mail as spam).
- Payroll occasionally not being able to send out electronic paycheck stubs due to technical issues with the software.
- Unable to flag utility bill readings as "estimates", software provider says actual reads should always be collected, which is not realistic.
- Unable to reliably issue purchase orders, as purchase orders cannot be changed once entered and cannot accommodate change orders (which are commonplace with capital projects). Staff have also run into significant issues processing partial payments on a purchase order. Purchase orders are a cornerstone of governmental budgeting and acts as a tool to ensure budgetary compliance.
- Unable to delete historical data out of the system. We have data in the system (ex: Utility Billing) that is past GRAMA retention requirements and needs to be purged. If a GRAMA request comes in, staff have to produce the records, even if past retention, if we have it.

In addition to having a lack of a user-friendly interface (it is designed and "looks" like an accounting program and is intimidating for non-Finance users), staff have identified the following missing functionality:


- Lack of timekeeping system in payroll. More than half of the City is still on paper timecards because the "temporary" electronic timecard system implemented with the work order system lacks functionality to accommodate complex schedules.
- No Human Resource functionality. Applicant tracking/application process is handled in a separate system; personnel actions are manual and not integrated with the system; no way to track information not directly related to payroll (FMLA, certifications, etc.). Both payroll and HR track long-term items on "lists" and "sticky notes," which is not efficient and leads to errors.
- No electronic workflow approvals. For example, Accounts Payable, General Ledger, Payroll, Human Resources all should have electronic means of approval.
- Lack of General Ledger functionality. Limited ways for Finance to manage the Chart of Accounts; lack of audit trails in certain programs (such as Accounts Payable); no way to track items more granularly (such as by project or activity).
- No self service payroll functionality. All payroll functions (such as direct deposit and withholding changes) have to occur with paper through HR. Employees also have to request copies of timesheets through HR or Payroll.
- No capital project tracking. With the number of projects the City manages, it is imperative the capital project tracking system integrates with the Financials and is available for all users to see. With Finance taking over administration of the CIP, staff desires integration with the Financial and Budgeting systems.
- Lack of document management system. Currently, there is no permanent place invoices and other documents are stored. Workaround is storing on a City network drive and including a link in the accounting software. If the link is broken, then there will not be an easy way to pull up the document.
- Lack of contract management software. Contracts are currently being tracked and logged by the City Recorder. This requires staff to go to the City Recorder anytime they need a copy of an executed contract.
- Responsiveness/speed of utility billing. Due to the number of accounts the City has, it takes an extraordinary amount of time for the Utility Billing program to load, reports to run, and posting of cash receipts. For example, on the bill due date, it routinely takes over an hour and a half to post electronic payments made through Xpress Bill Pay, and will routinely lock the system for anyone using utility billing.
- Unusable fixed assets accounting. The City has outgrown the usefulness of the fixed assets accounting portion of Pelorus. The City had numerous findings in past years regarding fixed assets. The City is now using a standalone program that does not integrate with the financial software.
- Budget preparation/management. There is no way for departments to enter their own budget requests, budget transfer requests, or budget amendment requests. This requires the Finance Director to create Excel spreadsheets for data entry and takes additional time for departments to prepare budget requests. In addition, it is difficult

to track historical data due to the lack of user "friendliness."

There are other "nice to haves" new software would assist with, such as ACFR and budget preparation. While the overall proposal is to replace the Financials, Human Resources, and Utility Billing modules of the software, the first phase of the proposed project is Financials and Human Resources, which is a Government Finance Officers Association (GFOA) best practice. The City is at a point where something needs to be done relatively soon.

Associated Development

Funding Details

Update	Funding Source	Original/CO	Prior	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Future
 Update	40-General Fund	Original	\$100,000	\$200,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Total	\$100,000	\$200,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Estimated Cost Details

Update	Expense Category	Original/CO	Prior	2025	2026	2027	2028	2029	2030	2031	2032	2033	2
 Update	Construction	Original	\$0	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
 Update	Operations & Maintenance	Original	\$0	\$100,000	\$210,000	\$220,500	\$231,525	\$243,100	\$255,256	\$268,020	\$281,420	\$295,500	
		Total	\$0	\$400,000	\$510,000	\$220,500	\$231,525	\$243,100	\$255,256	\$268,020	\$281,420	\$295,500	

Notes/Comments

Staff	Post Date ↓	Notes/Comments	Attachment
No Data			