

Administration Administrative Services Budget Discussion

City Council Work Meeting

February 28, 2024



Organizational Structure - Administration



FTE Count:

- City Manager - 1
- Assistant City Manager - 1
- Administrative Assistants - 2
- Management Analyst - 1

Total FTE: 5

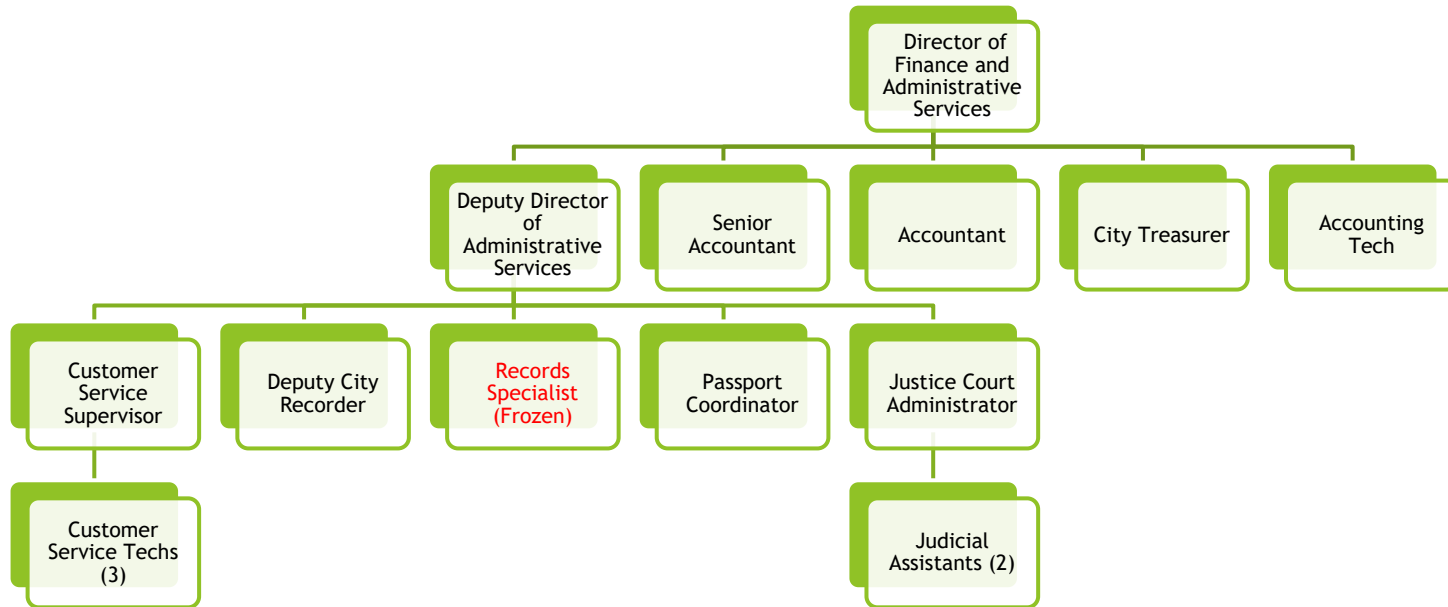
FY2024 eliminated positions: 1
(Assistant City Manager)

Administration (5 FTE)

City of Herriman Requested Fiscal Year 2025/2026 Budgets - Administration							
Department	FY2025			FY2025	FY2026		
	FY2025 Base Budget	Ongoing Request	FY2025 One Time Request	Department Requested	FY2026 Ongoing Request	FY2026 One Time Request	Department Requested
<input checked="" type="checkbox"/> Administration	712,091	(18,591)	4,500	698,000	32,100	4,800	730,400
Personnel	824,100	32,600		856,700	29,400		886,100
Operating	93,891	(34,191)	4,500	64,200	4,700	4,800	69,200
Capital Outlay	15,000	(15,000)		-	-		-
Admin Fee Offset	(220,900)	(2,000)		(222,900)	(2,000)		(224,900)
Grand Total	712,091	(18,591)	4,500	698,000	32,100	4,800	730,400

- ▶ FY2025 operating decrease - broad based cuts across all line items
- ▶ FY2026 - Inflationary increases

Organizational Structure - Admin Services



FTE Count:

- Finance - 5
- City Recorder - 4
- Customer Service - 4
- Justice Court - 3

Total FTE: 16

"Frozen" Positions: 1

FY2024 eliminated positions: 1
(Accountant)

Finance (5 FTE)

City of Herriman Requested Fiscal Year 2025/2026 Budgets - Finance							
Department	FY2025			Department Requested	FY2026		
	FY2025 Base Budget	Ongoing Request	FY2025 One Time Request		FY2026 Ongoing Request	FY2026 One Time Request	Department Requested
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)
Grand Total	453,315	3,945	2,300	459,560	23,205	3,300	483,765

- ▶ Personnel - Career ladder (Accountant I to II); Treasurer Bachelor's Degree
- ▶ FY2025 operating decrease - Credit card processing
- ▶ FY2026 - Inflationary increases

City Recorder (4 FTE)

City of Herriman							
Requested Fiscal Year 2025/2026 Budgets - City Recorder							
Department	FY2025			FY2026			
	FY2025 Base Budget	Ongoing Request	FY2025 One Time Request	FY2025 Department Requested	FY2026 Ongoing Request	FY2026 One Time Request	FY2026 Department Requested
Recorder	382,839	(28,539)	15,800	370,100	17,300	87,400	459,000
Personnel	390,700	11,800		402,500	13,600		416,100
Operating	105,839	(39,339)	15,800	82,300	4,700	87,400	158,600
Capital Outlay	-			-	-		-
Admin Fee Offset	(113,700)	(1,000)		(114,700)	(1,000)		(115,700)
Grand Total	382,839	(28,539)	15,800	370,100	17,300	87,400	459,000

- ▶ FY2025 operating decrease - Public notices (\$10,000); codification expense (\$15,500); credit card processing fees (passports) (\$7,000)
- ▶ FY2026 - Inflationary increases; FY2026 election - \$85,000

Customer Service (4 FTE)

City of Herriman							
Requested Fiscal Year 2025/2026 Budgets - Customer Service							
Department	FY2025			FY2025	FY2026		
	FY2025 Base Budget	Ongoing Request	FY2025 One Time Request	Department Requested	FY2026 Ongoing Request	FY2026 One Time Request	Department Requested
Customer Service	144,000	10,400	2,300	156,700	9,200	2,400	166,000
Personnel	307,250	13,550		320,800	10,800		331,600
Operating	6,150	(1,550)	2,300	6,900	-	2,400	7,000
Admin Fee Offset	(169,400)	(1,600)		(171,000)	(1,600)		(172,600)
Grand Total	144,000	10,400	2,300	156,700	9,200	2,400	166,000

- ▶ Personnel - Potential career ladder (1)
- ▶ FY2025 operating decrease - radon test kits (\$1,250); travel (\$250)

Justice Court (3 FTE)

City of Herriman								
Requested Fiscal Year 2025/2026 Budgets - Justice Court								
Department	FY2025			FY2025	FY2026		FY2026	
	FY2025 Base Budget	Ongoing Request	FY2025 One Time Request	Department Requested	FY2026 Ongoing Request	FY2026 One Time Request	Department Requested	
<input checked="" type="checkbox"/> Justice Court	480,653	24,347	3,700	508,700	18,400	2,100	525,500	
Personnel	362,600	19,900		382,500	13,200		395,700	
Operating	118,053	4,447	3,700	126,200	5,200	2,100	129,800	
Capital Outlay	-			-			-	
Grand Total	480,653	24,347	3,700	508,700	18,400	2,100	525,500	

- ▶ Personnel - Potential career ladder (1)
- ▶ FY2025 operating increase - Anticipated increase in payment to Draper City; witness/juror fee anticipated increase (\$1,500)

Cost Recovery (Direct Costs) - Passports

	FY2025	FY2026
Passport Revenue	\$185,000	\$185,000
Personnel	(74,900)	(77,400)
Supplies	(16,850)	(18,400)
Credit Card Processing	(6,000)	(6,300)
Net Revenue	\$87,250	\$82,900

- ▶ Does not include indirect costs such as:
 - ▶ Administrative support (Recorder, Customer Service, *etc.*)
 - ▶ Indirect chargebacks (HR, IT, *etc.*)
 - ▶ Facility chargeback
- ▶ “Barometer” to determine if costs are being recovered

Cost Recovery (Direct Costs) - Justice Court

	FY2025	FY2026
Court Fines	\$188,800	\$192,600
Personnel	(382,500)	(395,700)
Operating	(126,200)	(129,800)
Net Revenue	(\$319,900)	(\$332,900)

- ▶ Does not include indirect costs such as:
 - ▶ Administrative support (Recorder, Customer Service, *etc.*)
 - ▶ Indirect chargebacks (HR, IT, *etc.*)
 - ▶ Facility chargeback
- ▶ “Barometer” to determine if costs are being recovered

Questions?

