



Notice of Public Hearing

Purpose: The City of St. George, Utah will hold public hearings to review and take public comment regarding the proposed fiscal year 2024-2025 budget and transfers from Enterprise (Business-type) Funds to Other Funds.

Public Hearing: *Thursday, June 20, 2024 at 5:00 pm. St. George City Hall, 175 E 200 N, St. George, UT 84770*

Background: The City of St. George General Fund provides administrative and overhead services to the enterprise (business-type) funds. These services include utility billing, payment collection and customer service functions, as well as indirect costs for human resources, legal, technology, fleet maintenance and other administrative services. The City calculates the estimated costs to provide these services to the enterprise funds; and each enterprise fund transfers their proportionate share of the costs to the General Fund. If these functions were not provided by the General Fund, the enterprise funds would need to hire additional employees and pay the direct personnel, materials and supplies, and equipment costs and/or hire consultants and pay their fees. City Management believes the amount transferred to the General Fund is less than the value of the services received and/or the amount which would be billed by a third party.

The enterprise funds also participate in capital projects and equipment purchases with other funds. The total project costs are expensed in the other funds and each enterprise fund transfers their proportionate share of the costs. Combining with the other funds, the City is saving costs by combining like projects with the different funds. For fiscal year 2024-2025, the transfers are budgeted as follows:

Fund	Transfers for Administrative and Overhead	Transfer of Costs Not Associated to the Enterprise Fund	Transfer for Capital Projects*	Percent of Enterprise Fund's Expenditure Budget
Electric Fund	\$2,650,000	\$ 0	\$1,695,512	5.4%
Water Fund	\$2,250,000	\$ 0	\$93,273	4.1%
Wastewater Collection	\$ 262,000	\$ 0	\$9,096	4.9%
Regional Wastewater Treatment	\$ 945,000	\$ 0	\$40,899	4.1%
Refuse Collection	\$ 450,000	\$ 0	\$ 0	5.0%
Drainage Fund	\$ 80,000	\$ 0	\$6,947,660	98.9%
Total to the General Fund	\$6,637,000	\$ 0	\$1,285,660	
Total to Other Funds			\$7,500,780	

*Specific capital projects information is listed on page 2 of this notice.

Transfers for specific capital projects from an enterprise fund in fiscal year 2024-2025 are budgeted as follows:

Specific Capital Project	Enterprise Fund	Fund Receiving Transfer	Budgeted Transfer
New City Hall contribution to fund share of the facility that will support utility customers and operations	Energy Fund	General Capital Project Fund	\$1,695,512
New City Hall contribution to fund share of the facility that will support utility customers and operations	Water Fund	General Capital Project Fund	\$93,273
New City Hall contribution to fund share of the facility that will support utility customers and operations	Wastewater Fund	General Capital Project Fund	\$9,096
New City Hall contribution to fund share of the facility that will support utility customers and operations	Wastewater Treatment Fund	General Capital Project Fund	\$40,899
Replacement sweeper truck, VacCon truck and new track hoe with fecon head for Stormwater Maintenance Program to comply with the Clean Water Act	Drainage Fund	General Fund	\$1,285,660
Virgin River Right of Way Acquisition	Drainage Fund	Public Works Capital Projects Fund	\$62,000
Fort Pierce Wash Maintenance	Drainage Fund	Public Works Capital Projects Fund	\$200,000
Large Storm Drainpipe Improvements	Drainage Fund	Public Works Capital Projects Fund	\$2,000,000
Red Hills Sediment & Virgin River Streambank Project	Drainage Fund	Public Works Capital Projects Fund	\$1,300,000
Foremaster Culvert Project	Drainage Fund	Public Works Capital Projects Fund	\$2,100,000
Total Transfers for Capital Projects			\$8,786,440

For questions or comments regarding this public notice, please contact the following individuals at 435-627-4000.

Trevor A. Coombs, Administrative Services Director
 Tiffany M. LaJoice, Finance Manager
 Robert Myers, Budget & Financial Planning Director



CITY OF ST. GEORGE
ADMINISTRATIVE AND OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND TO ENTERPRISE FUNDS
 Accounting of Allocations of Costs for Services Provided
FISCAL YEAR 2024-2025

DESCRIPTION OF ADMIN./OVERHEAD PROVIDED	% OF BUDGETED EXPENDITURES ALLOCATED	ALLOCATED AMOUNT	COMMENTS ⁽¹⁾
Direct Personnel Services Provided:			
Administrative Services Director	65%	152,687	Financial Reports, Tyler/Incode System Mgt., Dept. Personnel Oversight
Finance Manager	65%	120,288	Financial Reports, Tyler/Incode System Mgt., Bonds Mgt, etc.
City Treasurer	90%	136,130	Supervises Billing, Collections, CSR's, Cashiers, Tyler/Incode, Paymentus
Asst. Finance Manager	65%	89,915	A/R Invoicing, A/P Oversight, Financial Reports and Bank Recon.
Budget & Financial Planning Director	35%	78,219	Budgeting, Bonding, Financial Reports, Other Financial Analysis
Assistant Budget Manager	35%	50,124	Budgeting, Bonding, Financial Reports, Other Financial Analysis
City Manager	35%	112,256	Budgeting, Long-term Financial Planning, Policy Review, Advisor
Purchasing Manager	60%	60,597	Procurement, Bidding, Contract Services, Vendor Relations
Purchasing Specialist (2 FT)	60%	89,431	Procurement, Invoice Processing, Vendor Relations
Accounts Payable Tech	60%	52,867	Invoice Processing, Payment and Coding of Vendor Invoices
Customer Service Rep (7 FT + 4 PT)	95%	601,833	Utility Applications/Disconnects, Receipting/Collect, Cust. Bill Questions
Collections Officers (2 FT)	100%	158,746	Collects Delinquent Utility Accts., Payment Arrangements, Coll. Agency
Public Works Director	15%	36,763	Oversight of Utility Drainage and Stormwater
City Engineer	25%	55,592	Coordinates Public Utility Infrastructure within the Public Works Dept.
Community Development Director	15%	28,229	Development Serv. Oversight, Bldg. Permits, JUC, Liaison w/Developers
Operations Director	25%	64,272	Oversight of Technology Services, Facilities Services, and Fleet
IS Techs (2 FT + 1 PT)	65%	147,850	System Oversight/Monitoring/Security, Support to Finance/Util.
GIS Administrator (1 FT + 1 PT)	35%	55,136	Mapping and GIS Support, Assists Enterprise Staff with GIS
Assist Ops Director, Customer Support Mgr, Jr Admin.	40%	183,721	Oversight of Tech. Services, Tyler Tech/Incode Utility Software Support
Database Admin. III and Systems Engineer	50%	141,592	City Network/Data Security for Enterprise Funds, Finance, Utilities Data
Webmaster, Web Programmer, Communications Director	35%	152,103	Website, Support to Finance/Util., Online Forms, PIO and Marketing
Engineer Associate & Administrative Professional (JUC)	50%	98,593	Representation and Coordination at Joint Utility Commission Meetings
Parks Maintenance Worker Level II (Avg \$ of 1 FT)	100%	72,075	Maintains Grounds at W&P Buildings, City Hall for Utility Customers
TOTAL SALARIES & BENEFITS DIRECTLY ALLOCATED		\$2,739,017	
Indirect Personnel, Materials & Supplies, and Capital Outlays Provided:			
Mayor & City Council	30%	248,818	Total Dept. Budget
Administrative Services/Finance	95%	534,368	Materials & Supplies & Capital (Salaries & Benefits are Directly Allocated)
Budget Office	30%	19,006	Materials & Supplies & Capital (Salaries & Benefits are Directly Allocated)
Legal Services	30%	683,706	Total Dept. Budget
Fleet	40%	837,730	Total Dept. Budget
Human Resources	22%	225,257	Total Dept. Budget
Development Services	30%	714,946	Total Dept. Budget (Does Not include Salaries & Benefits Directly Allocated)
Facilities Services (Maint. W&P, Diesel Plant, WWTP, City Offices)	15%	335,805	Total Dept. Budget (Does Not include Salaries & Benefits Directly Allocated)
Technology Services	50%	412,443	Materials & Supplies & Capital
Parks Maint. (Grounds Maint. for W&P, City Offices)	10%	229,204	Materials & Supplies & Equipment Budget
TOTAL SUPPORTING EXPENSES INDIRECTLY ALLOCATED		\$4,241,284	
GRAND TOTAL COST OF ADMIN. & OVERHEAD SERVICES PROVIDED		\$6,980,301	

BUDGETED TRANSFERS FROM:	DEPT. REQUESTED BUDGET AMOUNT	CITY MANAGER RECOMMENDED BUDGET AMOUNT	ADMIN. & OVERHEAD TRANSFERS AS A % OF ENTERPRISE FUND'S TOTAL EXPENDITURE BUDGET
Energy (Electric) Fund	2,550,000	2,650,000	3.3%
Water Fund	2,150,000	2,250,000	3.9%
Wastewater Collection	250,000	262,000	4.8%
Regional Wastewater Treatment	900,000	945,000	4.0%
Refuse Collection	400,000	450,000	5.0%
Drainage Utility Fund ⁽²⁾	80,000	80,000	8.9%
TOTAL TRANSFERS TO GENERAL FUND FOR ADMIN. & OVERHEAD		\$6,330,000	\$6,637,000 3.9%
Difference (Underbilling) of Admin./OH and Transfers		(\$650,301)	(\$343,301)

⁽¹⁾ Comments are provided as examples of administrative and overhead services provided but are not all-inclusive.

⁽²⁾ Does not include an additional \$307,806 transfer allocated to only the Drainage Utility Fund for 4 full-time personnel for the Federal NPDES programs and \$296,469 for (4) full-time personnel and \$1,285,660 for a replacement mechanical sweeper, replacement VacCon truck and a new track hoe with fecon head for the storm drain inspection and cleaning programs.