



**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 2020-2021**

DESCRIPTION OF ADMIN./OVERHEAD PROVIDED	% OF BUDGETED EXPENDITURES ALLOCATED	ALLOCATED AMOUNT	COMMENTS <sup>(1)</sup>
<b>Direct Personnel Services Provided:</b>			
Administrative Services Director	65%	109,263	Financial Reports, Tyler/Incode System Mgt., Dept. Personnel Oversight
Finance Manager	70%	102,974	Financial Reports, Tyler/Incode System Mgt., Bonds Mgt, etc.
City Treasurer	90%	104,431	Supervises Billing, Collections, CSR's, Cashiers, Tyler/Incode, Paymentus
Asst. Finance Manager	65%	68,920	A/R Invoicing, A/P Oversight, Financial Reports and Bank Recon.
Budget & Financial Planning Manager	35%	62,790	Budgeting, Bonding, Financial Reports, Other Financial Analysis
Assistant Budget Manager	35%	36,686	Budgeting, Bonding, Financial Reports, Other Financial Analysis
City Manager	35%	89,656	Budgeting, Long-term Financial Planning, Policy Review, Advisor
City Recorder	30%	36,158	Provides Support for Administrative Management
Purchasing Manager	60%	54,238	Procurement, Bidding, Contract Services, Vendor Relations
Purchasing Tech (1.5 of 2 FT)	60%	57,576	Procurement, Invoice Processing, Vendor Relations
Accounts Payable Tech	60%	37,311	Invoice Processing, Payment and Coding of Vendor Invoices
Customer Service Rep (7 FT + 3PT)	95%	451,079	Utility Applications/Disconnects, Receipting/Collect, Cust. Bill Questions
Utility Billing Specialists (5FT)	100%	354,592	Create New Utility Accts., Prepare Bills, Usage Analysis, Customer Questions
Collections Officer (1 FT + 1 PT)	100%	90,322	Collects Delinquent Utility Accts., Payment Arrangements, Coll. Agency
Public Works Director	15%	26,744	Oversight of Drainage and Stormwater, and Fleet Services
City Engineer	25%	41,226	Coordinates Public Utility Infrastructure within the Public Works Dept.
Community Development Director	15%	23,585	Development Serv. Oversight, Bldg. Permits, JUC, Liaison w/Developers
Support Services Director	25%	43,958	Oversight of Technology Services and Facilities Services
IS Mgr, IS Security Admin., and IS Techs	65%	199,304	System Oversight/Monitoring/Security, Support to Finance/Util.
GIS Analysts (3)	35%	49,521	Mapping and GIS Support, Assists Enterprise Staff with GIS
Technology Services Mgr & Customer Service Mgr	40%	105,697	Oversight of Tech. Services, Tyler Tech/Incode Utility Software Support
Database Admin./Tech and Systems Engineer	50%	104,451	City Network/Data Security for Enterprise Funds, Finance, Utilities Data
Webmaster, Web Programmer, Comm. & Marketing	35%	112,438	Website, Support to Finance/Util., PIO and Marketing
Development Services Manager (JUC)	100%	135,792	Representation and Coordination at Joint Utility Commission Meetings
Parks Maintenance Worker Level II (Avg\$ of 1 FT)	100%	51,898	Maintains Grounds at W&P Buildings, City Hall for Utility Customers
<b>TOTAL SALARIES &amp; BENEFITS DIRECTLY ALLOCATED</b>		<b>\$2,550,609</b>	
<b>Indirect Personnel, Materials &amp; Supplies, and Capital Outlays Provided:</b>			
Mayor & City Council	35%	237,786	Total Dept. Budget
Administrative Services/Finance	95%	385,097	Materials & Supplies & Capital (Salaries & Benefits are Directly Allocated)
Legal Services	30%	483,527	Total Dept. Budget less Capital Outlays
Fleet	40%	558,943	Total Dept. Budget
Human Resources	30%	181,425	Total Dept. Budget
Development Services	30%	533,241	Total Dept. Budget (Does Not include Salaries & Benefits Directly Allocated)
Facilities Services (Maint. W&P, Diesel Plant, WWTP, City Offices)	15%	224,885	Total Dept. Budget less Improvements Budget
Technology Services	50%	186,327	Materials & Supplies & Capital
Parks Maint. (Grounds Maint. for W&P, City Offices)	10%	90,148	Materials & Supplies & Equipment Budget
<b>TOTAL SUPPORTING EXPENSES INDIRECTLY ALLOCATED</b>		<b>\$2,881,379</b>	
<b>GRAND TOTAL COST OF ADMIN. &amp; OVERHEAD SERVICES PROVIDED</b>		<b>\$5,431,988</b>	

BUDGETED TRANSFERS FROM:	DEPT. REQUESTED BUDGET AMOUNT	CITY COUNCIL APPROVED BUDGET AMOUNT	ADMIN. & OVERHEAD TRANSFERS AS A % OF ENTERPRISE FUND'S TOTAL EXPENDITURE BUDGET
Energy (Electric) Fund	2,150,000	2,200,000	3.3%
Water Fund	1,400,000	1,450,000	4.3%
Wastewater Collection	550,000	575,000	4.9%
Regional Wastewater Treatment	850,000	875,000	2.9%
Refuse Collection <sup>(3)</sup>	345,000	345,000	8.7%
Drainage Utility Fund <sup>(2)</sup>	80,000	80,000	7.1%
<b>TOTAL TRANSFERS TO GENERAL FUND FOR ADMIN. &amp; OVERHEAD</b>	<b>\$5,375,000</b>	<b>\$5,525,000</b>	<b>3.9%</b>
Difference (Underbilling) of Admin./OH and Transfers	(\$56,988)	\$93,012	

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

<sup>(2)</sup> Does not include additional \$265,000 transfer allocated to only the Drainage Utility Fund for 3 full-time Inspectors and Engineers to administer the Federal NPDES program.

<sup>(3)</sup> Does not include a one-time transfer of \$200,000 to the General Fund for Administrative and Overhead services provided in prior years but not fully transferred.