

# Memo

**To:** Mayor & Council

**From:** Laurie Johnson – HR/Finance Director 

**cc:** John Geilmann – City Manager

**Date:** September 17, 2019

**Re:** FY 2019-20 Budget – Amendment #1

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Attached you will find the first budget amendment for FY 2019-20. This amendment was presented at the September 16, 2019 Council Work Session. The amendment increases the General Fund budget in the amount of \$677,568. Also reflected in this amendment is the department reorganization which was implemented shortly after the first of the fiscal year.

I have included a note of explanation with each budget, however, please note the following:

- Class C Road Fund revenues & expenses were increased due to updated information.
- The use of fund balance was increased to cover the actual UPD contract and to purchase software.
- Salt Lake County Contracts (Justice Court, UPD, and Legal) were increased based on updated contracts which were not available when the budget was created.
- The election budget line item was decreased since no Primary election was required.
- Building Services has its own budget since the creation of the Building Services Department.
- City Services is now the Legislative Policy Department and Community Development is now Planning & Zoning.

An updated fund balance schedule and organizational chart is also included.

FY 2019-20 Budget  
 Amendment #1  
 Exhibit A

MILLCREEK FY 2019-20 ADOPTED GENERAL FUND REVENUE BUDGET			
	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	Amount of Change
<b>100 GENERAL FUND</b>			
<b>31 TAXES</b>			
3110 Property Tax			
12 Months of UPD Contract + costs of borrowing	10,448,910	10,448,910	-
3120 Sales & Use Tax			
General	10,400,000	10,400,000	-
3130 Franchise Tax			
Cable Tax	560,000	560,000	-
3140 Transient Room Tax	2,500	2,500	-
<b>Total Taxes</b>	<b>\$ 21,411,410</b>	<b>\$ 21,411,410</b>	<b>\$ -</b>
<b>32 LICENSES &amp; PERMITS</b>			
3210 Business Licenses & Permits	500,000	500,000	-
3220 Building Permits	1,200,000	1,200,000	-
3230 Special Event Permits	2,500	2,500	-
3240 Engineering Permits	40,000	40,000	-
<b>Total Licenses &amp; Permits</b>	<b>\$ 1,742,500</b>	<b>\$ 1,742,500</b>	<b>\$ -</b>
<b>33 INTERGOVERNMENTAL</b>			
3310 Local Grants	-	-	-
3320 State Grants	-	-	-
3330 Liquor Grants	45,000	45,000	-
Fund 111 Class C Road Funds	1,700,000	1,950,000	250,000
<b>Total Intergovernmental</b>	<b>\$ 1,745,000</b>	<b>\$ 1,995,000</b>	<b>\$ 250,000</b>
<b>34 CHARGES FOR SERVICES</b>			
3410 Planning Fees	60,000	60,000	-
3420 Engineering Fees	-	-	-
3430 Rents & Leases	-	-	-
<b>Total Charges For Services</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ -</b>
<b>35 FINES &amp; FORFEITURES</b>			
3510 Court Fines	-	-	-
<b>Total Fines &amp; Forfeitures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>36 MISCELLANEOUS</b>			
3610 Interest Earnings	250,000	250,000	-
3620 Misc. Income	-	-	-
<b>Total Miscellaneous</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>
<b>38 CONTRIBUTIONS</b>			
3810 Donations	-	826	826
Promise Program Donations			
3820 Use of Fund Balance	326,090	752,832	426,742
Use of Fund Balance for UPD Contract & Software			
<b>Total Other Contributions</b>	<b>\$ 326,090</b>	<b>\$ 753,658</b>	<b>\$ 427,568</b>
<b>Total General Fund Revenues</b>	<b>\$ 25,535,000</b>	<b>\$ 26,212,568</b>	<b>\$ 677,568</b>

FY 2019-20 Budget  
Amendment #1  
Exhibit A

MILLCREEK FY 2019-20 ADOPTED GENERAL FUND EXPENSE BUDGET			
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	Amount of Change
<b>100-4100 LEGISLATIVE</b>			
<b>100-4110 Mayor &amp; City Council</b>			
<b>10 Personnel Expenses</b>			
110 Salaries & Wages	100,000	100,000	-
140 Employee Benefits	66,000	66,000	-
<b>Total Personnel</b>	<b>166,000</b>	<b>166,000</b>	-
<b>20 Operating Expenses</b>			
210 Books, Subscriptions, Memb.	120,000	120,000	-
Utah League of Cities & Towns			
Jordan River Commission			
Central Wasatch Commission			
230 Travel	2,000	2,000	-
<b>Total Operating</b>	<b>122,000</b>	<b>122,000</b>	-
<b>30 Professional &amp; Contracted Services</b>			
310 Professional Services	60,000	60,000	-
Capstone Strategies			
Sustainability Coordinator			
Auditor			
330 Training	4,500	4,500	-
<b>Total Professional &amp; Contracted</b>	<b>64,500</b>	<b>64,500</b>	-
<b>60 Miscellaneous Expenses</b>			
610 Misc. Expenses	500	500	-
<b>Total Misc.</b>	<b>500</b>	<b>500</b>	-
<b>Total Mayor &amp; City Council</b>	<b>\$ 353,000</b>	<b>\$ 353,000</b>	<b>\$ -</b>

Notes: No change.



FY 2019-20 Budget  
Amendment #1  
Exhibit A

MILLCREEK FY 2019-20 ADOPTED GENERAL FUND EXPENSE BUDGET			
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	Amount of Change
100-4220 Justice Court			
30 Professional & Contracted Services			
310 Professional Services	-	-	-
320 Contracted Services	170,000	210,000	40,000
Total Professional & Contracted	\$ 170,000	\$ 210,000	\$ 40,000
Total Justice Court	\$ 170,000	\$ 210,000	\$ 40,000
<p style="margin-left: 20px;">Notes: Increase to cover contract costs with SL County.</p>			

FY 2019-20 Budget  
Amendment #1  
Exhibit A

MILLCREEK FY 2019-20 ADOPTED GENERAL FUND EXPENSE BUDGET			
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	Amount of Change
<b>100-4230 Legal Services</b>			
<b>10 Personnel Services</b>			
110 Salaries & Wages	74,124	-	(74,124)
Law Clerk			
120 Part-Time Wages	-	-	-
140 Employee Benefits	25,000	-	(25,000)
<b>Total Personnel</b>	<b>\$ 99,124</b>	<b>\$ -</b>	<b>\$ (99,124)</b>
<b>20 Operating Expenses</b>			
210 Books, Subscriptions, Memb.	4,000	-	(4,000)
230 Travel	1,500	-	(1,500)
<b>Total Operating</b>	<b>\$ 5,500</b>	<b>\$ -</b>	<b>\$ (5,500)</b>
<b>30 Professional &amp; Contracted Services</b>			
310 Professional Services	140,000	140,000	-
John Brems			
330 Training	2,000	2,000	-
320 Contracted Services	323,800	335,000	11,200
SL County Indigent Defense			
SL County Prosecutorial Services			
<b>Total Professional &amp; Contracted</b>	<b>\$ 465,800</b>	<b>\$ 477,000</b>	<b>\$ 11,200</b>
<b>60 Misc. Expenses</b>			
610 Misc. Expenses	250	250	-
<b>Total Misc.</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ -</b>
<b>Total Legal Services</b>	<b>\$ 570,674</b>	<b>\$ 477,250</b>	<b>\$ (93,424)</b>
Notes: Decrease related to moving employee costs to Legislative Services budget. Increase to cover SL County contract costs.			

FY 2019-20 Budget  
Amendment #1  
Exhibit A

MILLCREEK FY 2019-20 ADOPTED GENERAL FUND EXPENSE BUDGET			
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	Amount of Change
100-4240 Public Safety			
30 Professional & Contracted Services			
320 Contracted Services			
SLC Animal Control	552,944	552,944	-
12 Months of Contract			
Unified Police	10,400,000	10,761,278	361,278
UPD (Alcohol Tax Exp)	42,500	45,000	2,500
<b>Total Professional &amp; Contracted</b>	<b>\$ 10,995,444</b>	<b>\$ 11,359,222</b>	<b>\$ 363,778</b>
<b>Total Public Safety</b>	<b>\$ 10,995,444</b>	<b>\$ 11,359,222</b>	<b>\$ 363,778</b>
Notes: Increase to cover cost of UPD contract and Alcohol tax increased to match revenue line item.			



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Amendment #1  
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MILLCREEK FY 2019-20 ADOPTED GENERAL FUND EXPENSE BUDGET			
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	Amount of Change
<b>100-4400 BUILDING SERVICES</b>			
100-4410 Building Services			
10 Personnel Services			
110 Salaries & Wages	-	450,000	450,000
Building Services Director /Building Off.			
Asst. Building Official			
Plans Examiner I			
Building Inspector III			
Building Inspector I			
Permit Technician II			
Permit Technician I			
120 Part-Time Wages	-	-	-
130 Over-Time Wages	-	2,000	2,000
140 Employee Benefits	-	210,000	210,000
<b>Total Personnel</b>	-	<b>662,000</b>	<b>662,000</b>
20 Operating Expenses			
210 Books, Subscriptions, Memb.	-	1,800	1,800
230 Travel	-	2,500	2,500
250 Equipment/Supplies	-	6,000	6,000
<b>Total Operating</b>	-	<b>10,300</b>	<b>10,300</b>
30 Professional & Contracted Services			
310 Professional Services	-	7,500	7,500
Building Inspection Services			
330 Training	-	7,500	7,500
340 Printing	-	-	-
<b>Total Professional &amp; Contracted</b>	\$ -	\$ 15,000	\$ 15,000
60 Miscellaneous Expenses			
610 Misc. Expenses	-	2,500	2,500
<b>Total Misc.</b>	-	<b>2,500</b>	<b>2,500</b>
<b>Total Building Services</b>	-	<b>689,800</b>	<b>689,800</b>

Notes: Building Services is a new department which used to be part of City Services.

FY 2019-20 Budget  
Amendment #1  
Exhibit A

MILLCREEK FY 2019-20 ADOPTED GENERAL FUND EXPENSE BUDGET			
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	Amount of Change
<b>100-4500 COMMUNICATIONS &amp; PROGRAMS</b>			
<b>100-4510 Communications &amp; Programs</b>			
10 Personnel Services			
110 Salaries & Wages	73,206	130,000	56,794
Communications & Programs Director			
Communications Outreach Specialist			
140 Employee Benefits	35,000	53,000	18,000
<b>Total Personnel</b>	<b>\$ 108,206</b>	<b>\$ 183,000</b>	<b>\$ 74,794</b>
20 Operating Expenses			
210 Books, Subscriptions, Memb.	500	500	-
230 Travel	500	750	250
250 Equipment/Supplies	10,000	10,000	-
280 Postage & Shipping	15,000	20,000	5,000
<b>Total Operating</b>	<b>26,000</b>	<b>31,250</b>	<b>5,250</b>
30 Professional & Contracted Services			
310 Professional Services	10,000	10,000	-
330 Training	2,000	2,000	-
340 Printing	75,000	70,000	(5,000)
<b>Total Professional &amp; Contracted</b>	<b>\$ 87,000</b>	<b>\$ 82,000</b>	<b>\$ (5,000)</b>
60 Miscellaneous Expenses			
610 Misc. Expenses	2,500	2,500	-
<b>Total Misc.</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ -</b>
80 Community Programs			
810 Community Councils	32,200	32,200	-
Canyon Rim	6,000	6,000	-
East Millcreek	5,000	5,000	-
Millcreek	15,000	15,000	-
Mt. Olympus	3,000	3,000	-
Insurance for CC	3,200	3,200	-
820 Events	170,000	170,000	-
Utah Venture Out	125,000	125,000	-
Event Coordinator	30,000	30,000	-
Youth City Council	5,000	5,000	-
Other	10,000	10,000	-
830 Programs	5,000	5,000	-
Rain Barrel Program	5,000	5,000	-
<b>Total Community Programs</b>	<b>207,200</b>	<b>207,200</b>	<b>-</b>
<b>Total Communications &amp; Programs</b>	<b>\$ 430,906</b>	<b>\$ 505,950</b>	<b>\$ 75,044</b>
Notes: Increase due to the Communications Specialist being moved from the Human Resources budget. Various operation accounts were revised.			

FY 2019-20 Budget  
Amendment #1  
Exhibit A

MILLCREEK FY 2019-20 ADOPTED GENERAL FUND EXPENSE BUDGET			
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	Amount of Change
100-4520 Emergency Management			
10 Personnel Services			
110 Salaries & Wages	47,726	48,000	274
Emergency Manager			
120 Part-Time Wages	-	-	-
130 Over-Time Wages	2,000	2,000	-
140 Employee Benefits	20,000	20,000	-
<b>Total Personnel</b>	<b>\$ 69,726</b>	<b>\$ 70,000</b>	<b>\$ 274</b>
20 Operating Expenses			
210 Books, Subscriptions, Memb.	1,000	1,000	-
230 Travel	250	250	-
240 Office Supplies	-	-	-
250 Equipment/Supplies	10,000	10,000	-
<b>Total Operating</b>	<b>\$ 11,250</b>	<b>\$ 11,250</b>	<b>\$ -</b>
30 Professional & Contracted Services			
310 Professional Services	-	-	-
330 Training	7,500	7,500	-
340 Printing	3,500	3,500	-
<b>Total Professional &amp; Contracted</b>	<b>\$ 11,000</b>	<b>\$ 11,000</b>	<b>\$ -</b>
60 Miscellaneous Expenses			
610 Misc. Expenses	2,500	2,500	-
<b>Total Misc.</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ -</b>
<b>Total Emergency/Risk Management</b>	<b>\$ 94,476</b>	<b>\$ 94,750</b>	<b>\$ 274</b>

Notes: Increase related to personnel costs.

FY 2019-20 Budget  
Amendment #1  
Exhibit A

MILLCREEK FY 2019-20 ADOPTED GENERAL FUND EXPENSE BUDGET			
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	Amount of Change
100-4530 Information Center			
10 Personnel Services			
110 Salaries & Wages	130,000	150,000	20,000
Information Center/IT Manager			
Information Center Technician			
Information Center Technician			
120 Part-Time Wages	-	-	-
130 Over-Time Wages	1,000	1,000	-
140 Employee Benefits	65,000	80,000	15,000
<b>Total Personnel</b>	<b>\$ 196,000</b>	<b>\$ 231,000</b>	<b>\$ 35,000</b>
20 Operating Expenses			
210 Books, Subscriptions, Memb.	500	500	-
230 Travel	500	500	-
240 Office Supplies	25,000	25,000	-
250 Equipment/Supplies	5,000	5,000	-
280 Postage & Shipping	12,000	12,000	-
<b>Total Operating</b>	<b>\$ 43,000</b>	<b>\$ 43,000</b>	<b>\$ -</b>
30 Professional & Contracted Services			
310 Professional Services	1,000	1,000	-
330 Training	1,200	1,200	-
340 Printing	1,200	1,200	-
<b>Total Professional &amp; Contracted</b>	<b>\$ 3,400</b>	<b>\$ 3,400</b>	<b>\$ -</b>
60 Miscellaneous Expenses			
610 Misc. Expenses	5,000	5,000	-
630 Meals	7,500	7,500	-
<b>Total Misc.</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>	<b>\$ -</b>
<b>Total Information Center</b>	<b>\$ 254,900</b>	<b>\$ 289,900</b>	<b>\$ 35,000</b>

Notes: Increase related to personnel cost increases.

**FY 2019-20 Budget  
Amendment #1  
Exhibit A**

<b>MILLCREEK FY 2019-20 ADOPTED GENERAL FUND EXPENSE BUDGET</b>			
<b>Department Budget</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amendment #1</b>	<b>Amount of Change</b>
<b>100-4540 IT Management</b>			
<b>20 Operating Expenses</b>			
<b>250 Equipment/Supplies</b>	155,000	405,000	250,000
25000 General Supplies & Microsoft Licensing			
75,000 Financial Management Software			
5,000 AutoCad			
23,000 CivrPlus			
5,000 Bluebeam			
2,000 Municipal Code Online			
238,000 EnerGov			
32,000 iWorks License Maintenance			
<b>270 Utilities</b>			
Telephone	45,000	45,000	-
<b>Total Operating</b>	<b>\$ 200,000</b>	<b>\$ 450,000</b>	<b>\$ 250,000</b>
<b>30 Professional &amp; Contracted Services</b>			
<b>310 Professional Services</b>	65,000	40,000	(25,000)
Network Providers, Inc.			
<b>330 Training</b>	-	-	-
<b>Total Professional &amp; Contracted</b>	<b>\$ 65,000</b>	<b>\$ 40,000</b>	<b>\$ (25,000)</b>
<b>60 Miscellaneous Expenses</b>			
<b>610 Misc. Expenses</b>	2,000	2,000	-
<b>Total Misc.</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ -</b>
<b>70 Capital</b>			
<b>740 Equipment (Computers, etc.)</b>	50,000	40,000	(10,000)
<b>Total IT Management</b>	<b>\$ 317,000</b>	<b>\$ 532,000</b>	<b>\$ 215,000</b>
Notes: Increase due to increased software costs. Other line items decreased based on updated needs.			

FY 2019-20 Budget  
Amendment #1  
Exhibit A

MILLCREEK FY 2019-20 ADOPTED GENERAL FUND EXPENSE BUDGET			
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	Amount of Change
<b>100-4600 ECONOMIC DEVELOPMENT</b>			
<b>100-4610 Economic Development</b>			
<b>10 Personnel Services</b>			
<b>110 Salaries &amp; Wages</b>	169,000	170,000	1,000
Economic Dev. Director			
Asst. to Economic Dev. Director			
120 Part-Time Wages	-	-	-
130 Over-Time Wages	-	-	-
140 Employee Benefits	60,000	60,000	-
<b>Total Personnel</b>	<b>\$ 229,000</b>	<b>\$ 230,000</b>	<b>\$ 1,000</b>
<b>20 Operating Expenses</b>			
210 Books, Subscriptions, Memb.	1,200	1,200	-
230 Travel	2,500	2,500	-
240 Office Supplies	-	-	-
250 Equipment/Supplies	500	500	-
280 Postage & Shipping	-	-	-
<b>Total Operating</b>	<b>\$ 4,200</b>	<b>\$ 4,200</b>	<b>\$ -</b>
<b>30 Professional &amp; Contracted Services</b>			
310 Professional Services	-	-	-
330 Training	2,500	2,500	-
<b>Total Professional &amp; Contracted</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ -</b>
<b>60 Miscellaneous Expenses</b>			
610 Misc. Expenses	10,000	12,000	2,000
<b>Total Misc.</b>	<b>\$ 10,000</b>	<b>\$ 12,000</b>	<b>\$ 2,000</b>
<b>Total Economic Development</b>	<b>\$ 245,700</b>	<b>\$ 248,700</b>	<b>\$ 3,000</b>
<i>Notes: Increase due to higher personnel costs and misc. expenses</i>			

FY 2019-20 Budget  
Amendment #1  
Exhibit A

MILLCREEK FY 2019-20 ADOPTED GENERAL FUND EXPENSE BUDGET			
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	Amount of Change
100-4620 Business License Administration			
10 Personnel Services			
110 Salaries & Wages	97,105	96,000	(1,105)
Business License Administrator			
Business License Assistant			
120 Part-Time Wages	-	-	-
130 Over-Time Wages	3,000	3,000	-
140 Employee Benefits	40,000	40,000	-
<b>Total Personnel</b>	<b>140,105</b>	<b>139,000</b>	<b>(1,105)</b>
20 Operating Expenses			
210 Books, Subscriptions, Memb.	250	250	-
230 Travel	1,500	1,500	-
250 Equipment/Supplies	250	250	-
<b>Total Operating</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
30 Professional & Contracted Services			
310 Professional Services	-	15,000	15,000
Business License Fee Study			
330 Training	1,200	1,200	-
<b>Total Professional &amp; Contracted</b>	<b>1,200</b>	<b>16,200</b>	<b>15,000</b>
60 Miscellaneous Expenses			
610 Misc. Expenses	500	500	-
<b>Total Misc.</b>	<b>500</b>	<b>500</b>	<b>-</b>
<b>Total Business License Administration</b>	<b>143,805</b>	<b>157,700</b>	<b>13,895</b>
Notes: Increase due to Business License Fee study to be completed in this fiscal year.			

FY 2019-20 Budget  
Amendment #1  
Exhibit A

MILLCREEK FY 2019-20 ADOPTED GENERAL FUND EXPENSE BUDGET			
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	Amount of Change
100-4700 FINANCE			
100-4710 Finance			
10 Personnel Services			
110 Salaries & Wages	135,000	135,000	-
HR-Finance Director			
HR-Finance Asst.			
120 Part-Time Wages	-	-	-
140 Employee Benefits	62,000	62,000	-
<b>Total Personnel</b>	<b>197,000</b>	<b>197,000</b>	<b>-</b>
20 Operating Expenses			
210 Books, Subscriptions, Memb.	250	250	-
230 Travel	500	500	-
240 Office Supplies	250	250	-
250 Equipment/Supplies	-	-	-
<b>Total Operating</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>
30 Professional & Contracted Services			
310 Professional Services	24,000	24,000	-
D&S Accounting			
330 Training	500	500	-
340 Printing	-	-	-
<b>Total Professional &amp; Contracted</b>	<b>\$ 24,500</b>	<b>\$ 24,500</b>	<b>\$ -</b>
60 Miscellaneous Expenses			
610 Misc. Expenses	2,000	2,000	-
<b>Total Misc.</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ -</b>
<b>Total Finance</b>	<b>\$ 224,500</b>	<b>\$ 224,500</b>	<b>\$ -</b>

Notes: No change.

FY 2019-20 Budget  
Amendment #1  
Exhibit A

MILLCREEK FY 2019-20 ADOPTED GENERAL FUND EXPENSE BUDGET			
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	Amount of Change
100-4720 Human Resources			
10 Personnel Services			
110 Salaries & Wages	56,000	-	(56,000)
Communications Outreach/Risk Manager			
120 Part-Time Wages	-	-	-
130 Over-Time Wages	-	-	-
140 Employee Benefits	20,600	-	(20,600)
<b>Total Personnel</b>	<b>\$ 76,600</b>	<b>\$ -</b>	<b>\$ (76,600)</b>
20 Operating Expenses			
210 Books, Subscriptions, Memb.	500	250	(250)
230 Travel	500	-	(500)
240 Office Supplies	-	-	-
250 Equipment/Supplies	250	250	-
280 Postage & Shipping	250	250	-
<b>Total Operating</b>	<b>\$ 1,500</b>	<b>\$ 750</b>	<b>\$ (750)</b>
30 Professional & Contracted Services			
310 Professional Services	1,200	3,000	1,800
Employee Assistance Program			
Drug Testing			
330 Training	2,000	1,000	(1,000)
340 Printing	500	500	-
<b>Total Professional &amp; Contracted</b>	<b>\$ 3,700</b>	<b>\$ 4,500</b>	<b>\$ 800</b>
40 Insurance			
420 Worker's Comp Insurance	35,000	40,000	5,000
<b>Total Insurance</b>	<b>\$ 35,000</b>	<b>\$ 40,000</b>	<b>\$ 5,000</b>
60 Miscellaneous Expenses			
610 Misc. Expenses	1,000	1,000	-
<b>Total Misc.</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>-</b>
<b>Total Human Resources</b>	<b>\$ 117,800</b>	<b>\$ 46,250</b>	<b>\$ (71,550)</b>
Notes: Decrease due to employee being moved to the Communications budget.			

FY 2019-20 Budget  
Amendment #1  
Exhibit A

MILLCREEK FY 2019-20 ADOPTED GENERAL FUND EXPENSE BUDGET			
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	Amount of Change
100-4730 Non-Departmental			
40 Insurance			
410 Liability Insurance	80,000	80,000	-
Total Insurance	\$ 80,000	\$ 80,000	\$ -
50 Debt Service			
510 Bond Principal Payments	-	-	-
520 Debt Interest			
Bond Interest			-
UPD Debt Interest	315,000	315,000	-
530 Fees			
Bond Fees			-
UPD Debt Related Fees	60,000	60,000	-
Total Debt Service	\$ 375,000	\$ 375,000	\$ -
60 Miscellaneous Expenses			
610 Misc. Expenses	6,000	6,000	-
620 Bank Charges	42,750	42,750	-
Total Misc.	\$ 48,750	\$ 48,750	\$ -
90 Other Financing Uses			
910 Contribution to Fund Balance	204,588	-	(204,588)
920 Due Other Govt. Entity	-	-	-
930 Transfer to CIP Fund	1,750,000	1,750,000	-
Total Other Financing Uses	\$ 1,954,588	\$ 1,750,000	\$ (204,588)
Total Non-Departmental	\$ 2,458,338	\$ 2,253,750	\$ (204,588)
Notes: Decrease due to less being contributed to fund balance.			

FY 2019-20 Budget  
Amendment #1  
Exhibit A

MILLCREEK FY 2019-20 ADOPTED GENERAL FUND EXPENSE BUDGET			
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	Amount of Change
100-4800 LEGISLATIVE POLICY			
100-4810 Legislative Policy			
10 Personnel Services			
110 Salaries & Wages	715,000	335,000	(380,000)
Legislative Policy Director			
Legislative Policy Clerk			
Code Compliance Inspector II			
Code Compliance Inspector II			
Code Compliance Inspector I			
120 Part-Time Wages	-	-	-
130 Over-Time Wages	2,500	1,500	(1,000)
140 Employee Benefits	355,000	155,000	(200,000)
<b>Total Personnel</b>	<b>1,072,500</b>	<b>491,500</b>	<b>(581,000)</b>
20 Operating Expenses			
210 Books, Subscriptions, Memb.	3,000	1,500	(1,500)
230 Travel	3,500	1,500	(2,000)
250 Equipment/Supplies	12,000	7,500	(4,500)
<b>Total Operating</b>	<b>18,500</b>	<b>10,500</b>	<b>(8,000)</b>
30 Professional & Contracted Services			
310 Professional Services	40,000	40,000	-
Code Compliance Abatement			
Building Inspection Services			
320 Contracted Services	420,000	-	(420,000)
SL County Parks			
330 Training	10,000	5,000	(5,000)
340 Printing	1,500	1,500	-
<b>Total Professional &amp; Contracted</b>	<b>\$ 471,500</b>	<b>\$ 46,500</b>	<b>\$ (425,000)</b>
4600 Miscellaneous Expenses			
4610 Misc. Expenses	2,500	2,500	-
<b>Total Misc.</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>
<b>Total Legislative Policy</b>	<b>1,565,000</b>	<b>551,000</b>	<b>(1,014,000)</b>
Notes: Formerly City Services, decreased since Building Dept. costs moved to Building Services budget and SL County Parks expenses moved to Public Works.			

FY 2019-20 Budget  
Amendment #1  
Exhibit A

MILLCREEK FY 2019-20 ADOPTED GENERAL FUND EXPENSE BUDGET			
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	Amount of Change
100-4820 Facilities			
20 Operating Expenses			
250 Equipment/Supplies	30,000	30,000	-
260 Building Maintenance	50,000	50,000	-
270 Utilities	34,750	34,750	-
Electricity			
Natural Gas			
Waste & Disposal			
Water & Sewer			
<b>Total Operating</b>	<b>\$ 114,750</b>	<b>\$ 114,750</b>	<b>\$ -</b>
30 Professional & Contracted Services			
310 Professional Services	20,000	20,000	-
330 Training	-	-	-
<b>Total Professional &amp; Contracted</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ -</b>
50 Debt Service			
540 Leases	195,120	195,120	-
<b>Total Leases</b>	<b>\$ 195,120</b>	<b>\$ 195,120</b>	<b>\$ -</b>
60 Miscellaneous Expenses			
610 Misc. Expenses	12,000	12,000	-
<b>Total Misc.</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ -</b>
<b>Total Facilities</b>	<b>341,870</b>	<b>341,870</b>	<b>-</b>
Notes: No change.			

FY 2019-20 Budget  
Amendment #1  
Exhibit A

MILLCREEK FY 2019-20 ADOPTED GENERAL FUND EXPENSE BUDGET			
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	Amount of Change
100-4830 Fleet			
20 Operating Expenses			
250 Equipment/Supplies	2,500	2,500	-
265 Vehicle Maintenance	15,000	15,000	-
290 Fuel	18,000	18,000	-
Total Operating Expenses	\$ 35,500	\$ 35,500	\$ -
70 Capital Expenses			
750 Vehicles	-	-	-
Total Vehicles	\$ -	\$ -	\$ -
Total Fleet	\$ 35,500	\$ 35,500	\$ -

Notes: No change.

**FY 2019-20 Budget  
Amendment #1  
Exhibit A**

<b>MILLCREEK FY 2019-20 ADOPTED GENERAL FUND EXPENSE BUDGET</b>			
<b>Department Budget</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amendment #1</b>	<b>Amount of Change</b>
<b>100-4900 PLANNING &amp; ZONING</b>			
<b>100-4910 Planning &amp; Zoning</b>			
<b>10 Personnel Services</b>			
<b>110 Salaries &amp; Wages</b>	385,000	385,000	-
Planning & Zoning Director			
Planning Engineer			
Senior Planner			
Planner II			
Planner I			
<b>120 Part-Time Wages</b>	-	-	-
<b>130 Over-Time Wages</b>	5,000	5,000	-
<b>140 Employee Benefits</b>	155,000	155,000	-
<b>Total Personnel</b>	\$ 545,000	\$ 545,000	\$ -
<b>20 Operating Expenses</b>			
210 Books, Subscriptions, Memb.	5,000	5,000	-
230 Travel	5,000	5,000	-
240 Office Supplies	500	500	-
250 Equipment/Supplies	1,500	1,500	-
<b>Total Operating</b>	\$ 12,000	\$ 12,000	\$ -
<b>30 Professional &amp; Contracted Services</b>			
<b>310 Professional Services</b>	100,000	100,000	-
John Janson			
Traffic Studies			
Impact Fee Study			
<b>320 Contracted Services</b>			
SL County Addressing	15,000	15,000	-
SL County Planning & Dev.	2,500	2,500	-
SL County Surveying	7,000	7,000	-
<b>330 Training</b>	7,500	7,500	-
<b>340 Printing</b>	5,000	5,000	-
<b>Total Professional &amp; Contracted</b>	\$ 137,000	\$ 137,000	\$ -
<b>60 Miscellaneous Expenses</b>			
610 Misc. Expenses	2,500	2,500	-
<b>Total Misc.</b>	\$ 2,500	\$ 2,500	\$ -
<b>Total Planning &amp; Zoning</b>	\$ 696,500	\$ 696,500	\$ -

*Notes: Formerly Community Development. No change.*

FY 2019-20 Budget  
Amendment #1  
Exhibit A

MILLCREEK FY 2019-20 ADOPTED GENERAL FUND EXPENSE BUDGET			
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	Amount of Change
100-4920 Promise Program			
10 Personnel Services			
110 Salaries & Wages	54,080	55,000	920
Promise Program Manager			
120 Part-Time Wages	5,000	5,000	-
130 Over-Time Wages	2,500	2,500	-
140 Employee Benefits	20,000	20,000	-
<b>Total Personnel</b>	<b>\$ 81,580</b>	<b>\$ 82,500</b>	<b>\$ 920</b>
20 Operating Expenses			
210 Books, Subscriptions, Memb.	600	600	-
230 Travel	2,000	2,000	-
240 Office Supplies	-	-	-
250 Equipment/Supplies	2,500	2,500	-
<b>Total Operating</b>	<b>\$ 5,100</b>	<b>\$ 5,100</b>	<b>\$ -</b>
30 Professional & Contracted Services			
310 Professional Services	3,400	3,400	-
330 Training	1,000	1,000	-
340 Printing	500	500	-
<b>Total Professional &amp; Contracted</b>	<b>\$ 4,900</b>	<b>\$ 4,900</b>	<b>\$ -</b>
60 Miscellaneous Expenses			
610 Misc. Expenses	2,000	2,000	-
<b>Total Misc.</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ -</b>
80 Community Programs			
820 Events	6,420	6,326	(94)
<b>Total Community Programs</b>	<b>\$ 6,420</b>	<b>\$ 6,326</b>	<b>\$ (94)</b>
<b>Total Promise Program</b>	<b>\$ 100,000</b>	<b>\$ 100,826</b>	<b>\$ 826</b>
Notes: Increase to account for \$826 in donations.			

**FY 2019-20 Budget  
Amendment #1  
Exhibit A**

<b>MILLCREEK FY 2019-20 ADOPTED GENERAL FUND EXPENSE BUDGET</b>			
<b>Department Budget</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amendment #1</b>	<b>Amount of Change</b>
<b>100-5100 PUBLIC WORKS</b>			
<b>100-5110 Public Works</b>			
<b>10 Personnel Services</b>			
<b>110 Salaries &amp; Wages</b>	475,000	485,000	10,000
Public Works Director			
Stormwater Engineer			
Staff Engineer II			
Staff Engineer I			
Public Works Inspector II			
Public Works Inspector II			
<b>120 Part-Time Wages</b>	15,000	15,000	-
<b>130 Over-Time Wages</b>	500	1,500	1,000
<b>140 Employee Benefits</b>	195,000	200,000	5,000
<b>Total Personnel</b>	<b>\$ 685,500</b>	<b>\$ 701,500</b>	<b>\$ 16,000</b>
<b>20 Operating Expenses</b>			
<b>210 Books, Subscriptions, Memb.</b>	5,000	5,000	-
<b>230 Travel</b>	3,500	3,500	-
<b>240 Office Supplies</b>	-	-	-
<b>250 Equipment/Supplies</b>	3,000	3,000	-
<b>280 Postage &amp; Shipping</b>	-	-	-
<b>Total Operating</b>	<b>\$ 11,500</b>	<b>\$ 11,500</b>	<b>\$ -</b>
<b>30 Professional &amp; Contracted Services</b>			
<b>310 Professional Services</b>	250,000	250,000	-
Development Review Services			
<b>320 Contracted Services</b>			
SL County Parks	-	420,000	420,000
SL County Public Works	3,268,750	3,268,750	-
SL County Street Lights	37,500	37,500	-
<b>330 Training</b>	5,000	5,000	-
<b>340 Printing</b>	-	-	-
<b>Total Professional &amp; Contracted</b>	<b>\$ 3,561,250</b>	<b>\$ 3,981,250</b>	<b>\$ 420,000</b>
<b>60 Miscellaneous Expenses</b>			
<b>610 Misc. Expenses</b>	2,500	2,500	-
<b>Total Misc.</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ -</b>
<b>Total Public Works</b>	<b>\$ 4,260,750</b>	<b>\$ 4,696,750</b>	<b>\$ 436,000</b>
Notes: Increase due to transfer of SL County Parks costs and personnel costs.			

FY 2019-20 Budget  
Amendment #1  
Exhibit A

Millcreek Fund Balance Reserve	State Law Requires Municipalities to maintain at least 5% and no more than 25% of the General Fund in a reserve account.	
	Fund Balance Reserve Amount	% of General Fund Budget
Fund Balance at the end of FY2017	\$ <b>1,812,257</b>	34.18%
Additional Fund Balance added in FY2018	\$ 2,533,375	
Fund Balance at Beginning of FY 2019	\$ <b>4,345,632</b>	24.18%
Projected Additional Fund Balance FY2019	\$ 825,000	
Projected Amount of UPD reserve Funds	\$ 1,565,004	
Projected Fund Balance at end of FY2019	\$ <b>6,735,636</b>	24.98%
Projected Use of Fund Balance FY2020	\$ (65,464)	
Projected Use of UPD Reserve Funds	\$ (687,368)	
<b>Projected Fund Balance at end of FY2020</b>	<b>\$ 5,982,804</b>	<b>22.82%</b>

