

Memo

To: Mayor & Council
From: Laurie Johnson – HR/Finance Director 
cc: John Geilmann – City Manager
Date: January 7, 2020
Re: FY 2019-20 Budget – Amendment #2

Attached you will find the second budget amendment for FY 2019-20. The amendment increases the General Fund budget in the amount of \$362,688. The budget amendment also increases the Capital Improvement Fund in the amount of \$3,723,597. Additional CIP funds include grant match funds received as well as moving funds not spent in the previous fiscal year into the current 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 decreased just to cover additional UPD contract costs over projected property tax collections.
- The Building Services Dept. budget was reorganized to include two of the Code Compliance Inspectors.
- The Communications & Programs Dept. budget no longer includes the Communications Outreach Specialist position and also includes additional funds for programs and professional services to cover the Cultural Facilities Master Plan.
- The Economic Development Dept. budget now includes a Field Officer position which was previously a Code Compliance Inspector II position.
- The Legislative Policy Dept. budget was reorganized to include an IT/Facilities Manager (formerly Information Center Manager) and Legislative Analyst (formerly Planner II) and no longer includes Code Compliance positions.
- The Planning & Zoning Dept. budget maintains three planner positions. (A new planner will be hired).
- The Public Works Dept. budget includes a GIS/Website Technician position.

An updated fund balance schedule is also included.

Exhibit A
 FY 2019-20
 Budget Amendment #2

MILLCREEK FY 2019-20 GENERAL FUND REVENUE BUDGET				
	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	Amount of Change
100 GENERAL FUND				
3100 TAXES				
3110 Property Tax				
12 Months of UPD Contract + costs of borrowing	10,448,910	10,448,910	10,448,910	-
3120 Sales & Use Tax				
General	10,400,000	10,400,000	10,400,000	-
3125 Mass Transit Tax	-	-	250,000	250,000
3130 Franchise Tax				
Cable Tax	560,000	560,000	560,000	-
3140 Transient Room Tax	2,500	2,500	2,500	-
Total Taxes	\$ 21,411,410	\$ 21,411,410	\$ 21,661,410	\$ 250,000
3200 LICENSES & PERMITS				
3210 Business Licenses & Permits	500,000	500,000	500,000	-
3220 Building Permits	1,200,000	1,200,000	1,200,000	-
3230 Special Event Permits	2,500	2,500	2,500	-
3240 Engineering Permits	40,000	40,000	100,000	60,000
Total Licenses & Permits	\$ 1,742,500	\$ 1,742,500	\$ 1,802,500	\$ 60,000
3300 INTERGOVERNMENTAL				
3310 Local Grants	-	-	-	-
3320 State Grants	-	-	-	-
3330 Liquor Grants	45,000	45,000	45,000	-
Fund 111 Class C Road Funds	1,700,000	1,950,000	2,100,000	150,000
Total Intergovernmental	\$ 1,745,000	\$ 1,995,000	\$ 2,145,000	\$ 150,000
3400 CHARGES FOR SERVICES				
3410 Planning Fees	60,000	60,000	60,000	-
3420 Engineering Fees	-	-	-	-
3430 Rents & Leases	-	-	-	-
3470 Park Impact Fees	-	-	20,000	20,000
Total Charges For Services	\$ 60,000	\$ 60,000	\$ 80,000	\$ 20,000
3500 FINES & FORFEITURES				
3510 Court Fines	-	-	-	-
Total Fines & Forfeitures	\$ -	\$ -	\$ -	\$ -
3600 MISCELLANEOUS				
3610 Interest Earnings	250,000	250,000	250,000	-
3620 Misc. Income	-	-	4,200	4,200
Total Miscellaneous	\$ 250,000	\$ 250,000	\$ 254,200	\$ 4,200
3800 CONTRIBUTIONS				
3810 Donations	-	826	7,778	6,953
Promise Program Donations				
3820 Use of Fund Balance	326,090	752,832	624,368	(128,464)
Use of Fund Balance for UPD Contract				
Total Other Contributions	\$ 326,090	\$ 753,658	\$ 632,146	\$ (121,512)
Total General Fund Revenues	\$ 25,535,000	\$ 26,212,568	\$ 26,575,256	\$ 362,689

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MILLCREEK FY 2019-20 GENERAL FUND EXPENSE BUDGET				
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	Amount of Change
100-4100 LEGISLATIVE				
100-4110 Mayor & City Council				
Personnel Expenses				
1100 Salaries & Wages	100,000	100,000	100,000	-
1400 Employee Benefits	66,000	66,000	66,000	-
Total Personnel	166,000	166,000	166,000	-
Operating Expenses				
2100 Books, Subscriptions, Memb.	120,000	120,000	120,000	-
Utah League of Cities & Towns				
Jordan River Commission				
Central Wasatch Commission				
2300 Travel	2,000	2,000	2,000	-
Total Operating	122,000	122,000	122,000	-
Professional & Contracted Services				
3100 Professional Services	60,000	60,000	60,000	-
Capstone Strategies				
Sustainability Coordinator				
Auditor				
3300 Training	4,500	4,500	4,500	-
Total Professional & Contracted	64,500	64,500	64,500	-
Miscellaneous Expenses				
6100 Misc. Expenses	500	500	500	-
Total Misc.	500	500	500	-
Total Mayor & City Council	\$ 353,000	\$ 353,000	\$ 353,000	\$ -
Notes: No change.				

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MILLCREEK FY 2019-20 GENERAL FUND EXPENSE BUDGET				
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	Amount of Change
100-4220 Justice Court				
Professional & Contracted Services				
3100 Professional Services	-	-	-	-
3200 Contracted Services	170,000	210,000	210,000	-
Total Professional & Contracted	170,000	210,000	210,000	-
Total Justice Court	\$ 170,000	\$ 210,000	\$ 210,000	\$ -

Notes: *No change.*

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MILLCREEK FY 2019-20 GENERAL FUND EXPENSE BUDGET				
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	Amount of Change
100-4230 Legal Services				
Personnel Services				
1100 Salaries & Wages	74,124	-	-	-
Law Clerk				
1200 Part-Time Wages	-	-	-	-
1400 Employee Benefits	25,000	-	-	-
Total Personnel	99,124	-	-	-
Operating Expenses				
2100 Books, Subscriptions, Memb.	4,000	-	-	-
2300 Travel	1,500	-	-	-
Total Operating	5,500	-	-	-
Professional & Contracted Services				
3100 Professional Services	140,000	140,000	145,000	5,000
John Brems				
3300 Training	2,000	2,000	2,000	-
3200 Contracted Services	323,800	335,000	335,000	-
SL County Indigent Defense				
SL County Prosecutorial Services				
Total Professional & Contracted	465,800	477,000	482,000	5,000
Misc. Expenses				
6100 Misc. Expenses	250	250	250	-
Total Misc.	250	250	250	-
Total Legal Services	\$ 570,674	\$ 477,250	\$ 482,250	\$ 5,000
Notes: Budget increased by \$5,000 to cover increased professional services expenses.				

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MILLCREEK FY 2019-20 GENERAL FUND EXPENSE BUDGET				
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	Amount of Change
100-4240 Public Safety				
Professional & Contracted Services				
3200 Contracted Services				
SLC Animal Control	552,944	552,944	552,944	-
12 Months of Contract Unified Police	10,400,000	10,761,278	10,761,278	-
UPD (Alcohol Tax Exp)	42,500	45,000	45,000	-
Total Professional & Contracted	10,995,444	11,359,222	11,359,222	-
Total Public Safety	\$ 10,995,444	\$ 11,359,222	\$ 11,359,222	\$ -

Notes: No change.

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MILLCREEK FY 2019-20 GENERAL FUND EXPENSE BUDGET				
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	Amount of Change
100-4400 BUILDING SERVICES				
100-4410 Building Services				
Personnel Services				
1100 Salaries & Wages	-	450,000	560,000	110,000
Building Services Director /Building Off.				
Asst. Building Official				
Plans Examiner I				
Building Inspector III				
Building Inspector I				
Permit Technician II				
Permit Technician I				
Code Compliance Inspector II				
Code Compliance Inspector I				
1200 Part-Time Wages	-	-	-	-
1300 Over-Time Wages	-	2,000	2,000	-
1400 Employee Benefits	-	210,000	270,000	60,000
Total Personnel	-	662,000	832,000	170,000
Operating Expenses				
2100 Books, Subscriptions, Memb.	-	1,800	1,800	-
2300 Travel	-	2,500	2,500	-
2500 Equipment/Supplies	-	6,000	6,000	-
Total Operating	-	10,300	10,300	-
Professional & Contracted Services				
3100 Professional Services	-	7,500	90,000	82,500
Building Inspection Services				
Code Compliance Abatement				
3300 Training	-	7,500	12,500	5,000
3400 Printing	-	-	-	-
Total Professional & Contracted	-	15,000	102,500	87,500
Miscellaneous Expenses				
6100 Misc. Expenses	-	2,500	2,500	-
Total Misc.	-	2,500	2,500	-
Total Building Services	\$ -	\$ 689,800	\$ 947,300	\$ 257,500
<p><i>Notes: Budget increased due to code compliance inspector positions added to department along with applicable expenses and increased outside building inspection costs.</i></p>				

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MILLCREEK FY 2019-20 GENERAL FUND EXPENSE BUDGET					
Department Budget		FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	Amount of Change
100-4500	COMMUNICATIONS & PROGRAMS				
100-4510	Communications & Programs				
	Personnel Services				
	1100 Salaries & Wages	73,206	130,000	105,000	(25,000)
	Communications & Programs Director				
	Communications-Outreach Specialist				
	1200 Part-Time Wages	-	-	1,000	1,000
	1300 Over-Time Wages	-	-	1,000	1,000
	1400 Employee Benefits	35,000	53,000	45,000	(8,000)
	Total Personnel	108,206	183,000	152,000	(31,000)
	Operating Expenses				
	2100 Books, Subscriptions, Memb.	500	500	500	-
	2300 Travel	500	750	750	-
	2500 Equipment/Supplies	10,000	10,000	5,000	(5,000)
	2800 Postage & Shipping	15,000	20,000	25,000	5,000
	Total Operating	26,000	31,250	31,250	-
	Professional & Contracted Services				
	3100 Professional Services	10,000	10,000	40,000	30,000
	3300 Training	2,000	2,000	2,000	-
	3400 Printing	75,000	70,000	60,000	(10,000)
	Total Professional & Contracted	87,000	82,000	102,000	20,000
	Miscellaneous Expenses				
	6100 Misc. Expenses	2,500	2,500	2,500	-
	Total Misc.	2,500	2,500	2,500	-
	Community Programs				
	8100 Community Councils	32,200	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		
	8200 Events	170,000	170,000	220,000	50,000
	Utah Venture Out	125,000	125,000	150,000	
	Event Coordinator	30,000	30,000		
	Youth City Council	5,000	5,000		
	Other	10,000	10,000		
	8300 Programs	5,000	5,000	5,000	-
	Rain Barrel Program	5,000	5,000		
	Total Community Programs	207,200	207,200	257,200	50,000
	Total Communications & Programs	\$ 430,906	\$ 505,950	\$ 544,950	\$ 39,000
	Notes: Overall budget increased by \$39,000, however personnel costs were decreased due to a position change and lower printing costs. Professional Services budget increased for Cultural Facilities Master Plan & Event budget increased to cover costs not fully paid in previous fiscal year.				

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MILLCREEK FY 2019-20 GENERAL FUND EXPENSE BUDGET				
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	Amount of Change
100-4520 Emergency Management				
Personnel Services				
1100 Salaries & Wages	47,726	48,000	48,000	-
Emergency Manager				
1200 Part-Time Wages	-	-	-	-
1300 Over-Time Wages	2,000	2,000	2,000	-
1400 Employee Benefits	20,000	20,000	30,000	10,000
Total Personnel	69,726	70,000	80,000	10,000
Operating Expenses				
2100 Books, Subscriptions, Memb.	1,000	1,000	1,000	-
2300 Travel	250	250	250	-
2400 Office Supplies	-	-	-	-
2500 Equipment/Supplies	10,000	10,000	10,000	-
Total Operating	11,250	11,250	11,250	-
Professional & Contracted Services				
3100 Professional Services	-	-	-	-
3300 Training	7,500	7,500	7,500	-
3400 Printing	3,500	3,500	3,500	-
Total Professional & Contracted	11,000	11,000	11,000	-
Miscellaneous Expenses				
6100 Misc. Expenses	2,500	2,500	2,500	-
Total Misc.	2,500	2,500	2,500	-
Total Emergency Management	\$ 94,476	\$ 94,750	\$ 104,750	\$ 10,000
Notes: Budget increased by \$10,000 to cover additional benefit expenses.				

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MILLCREEK FY 2019-20 GENERAL FUND EXPENSE BUDGET				
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	Amount of Change
100-4530 Information Center				
Personnel Services				
1100 Salaries & Wages	130,000	150,000	140,000	(10,000)
Information Center Manager				
Information Center Technician				
Information Center Technician				
1200 Part-Time Wages	-	-	-	-
1300 Over-Time Wages	1,000	1,000	1,000	-
1400 Employee Benefits	65,000	80,000	70,000	(10,000)
Total Personnel	196,000	231,000	211,000	(20,000)
Operating Expenses				
2100 Books, Subscriptions, Memb.	500	500	500	-
2300 Travel	500	500	500	-
2400 Office Supplies	25,000	25,000	25,000	-
2500 Equipment/Supplies	5,000	5,000	5,000	-
2800 Postage & Shipping	12,000	12,000	12,000	-
Total Operating	43,000	43,000	43,000	-
Professional & Contracted Services				
3100 Professional Services	1,000	1,000	1,000	-
3300 Training	1,200	1,200	1,200	-
3400 Printing	1,200	1,200	1,200	-
Total Professional & Contracted	3,400	3,400	3,400	-
Miscellaneous Expenses				
6100 Misc. Expenses	5,000	5,000	5,000	-
6300 Meals	7,500	7,500	7,500	-
Total Misc.	12,500	12,500	12,500	-
Total Information Center	\$ 254,900	\$ 289,900	\$ 269,900	\$ (20,000)
Notes: Budget decreased by \$20,000 due to lower personnel expenses.				

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MILLCREEK FY 2019-20 GENERAL FUND EXPENSE BUDGET				
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	Amount of Change
100-4540 IT Management				
Operating Expenses				
2500 Equipment/Supplies	155,000	405,000	405,000	-
25000 General Supplies & Microsoft Licensing				
75,000 Financial Management Software				
5,000 AutoCad				
23,000 CivicPlus				
5,000 Bluebeam				
2,000 MuniCode				
238,000 EnerGov				
32,000 iWorQ License Maintenance				
2700 Utilities				
Telephone	45,000	45,000	45,000	-
Total Operating	200,000	450,000	450,000	-
Professional & Contracted Services				
3100 Professional Services	65,000	40,000	40,000	-
Network Providers, Inc.				
3300 Training	-	-	-	-
Total Professional & Contracted	65,000	40,000	40,000	-
Miscellaneous Expenses				
6100 Misc. Expenses	2,000	2,000	2,000	-
Total Misc.	2,000	2,000	2,000	-
Capital				
7400 Equipment (Computers, etc.)	50,000	40,000	40,000	-
	50,000	40,000	40,000	-
Total IT Management	\$ 317,000	\$ 532,000	\$ 532,000	\$ -

Notes: No change.

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MILLCREEK FY 2019-20 GENERAL FUND EXPENSE BUDGET				
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	Amount of Change
100-4600 ECONOMIC DEVELOPMENT				
100-4610 Economic Development				
Personnel Services				
1100 Salaries & Wages	169,000	170,000	220,000	50,000
Economic Dev. Director				
Asst. to Economic Dev. Director				
Field Officer				
1200 Part-Time Wages	-	-	-	-
1300 Over-Time Wages	-	-	-	-
1400 Employee Benefits	60,000	60,000	85,000	25,000
Total Personnel	229,000	230,000	305,000	75,000
Operating Expenses				
2100 Books, Subscriptions, Memb.	1,200	1,200	1,200	-
2300 Travel	2,500	2,500	2,500	-
2400 Office Supplies	-	-	-	-
2500 Equipment/Supplies	500	500	500	-
2800 Postage & Shipping	-	-	-	-
Total Operating	4,200	4,200	4,200	-
Professional & Contracted Services				
3100 Professional Services	-	-	2,500	2,500
3300 Training	2,500	2,500	2,500	-
Total Professional & Contracted	2,500	2,500	5,000	2,500
Miscellaneous Expenses				
6100 Misc. Expenses	10,000	12,000	12,000	-
Total Misc.	10,000	12,000	12,000	-
Total Economic Development	\$ 245,700	\$ 248,700	\$ 326,200	\$ 77,500
Notes: Budget increased to cover additional personnel expenses relative to changing a previous code compliance inspector position to a field officer.				

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MILLCREEK FY 2019-20 GENERAL FUND EXPENSE BUDGET				
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	Amount of Change
100-4620 Business License Administration				
Personnel Services				
1100 Salaries & Wages	97,105	96,000	105,000	9,000
Business License Administrator				
Business License Assistant				
1200 Part-Time Wages	-	-	-	-
1300 Over-Time Wages	3,000	3,000	2,000	(1,000)
1400 Employee Benefits	40,000	40,000	40,000	-
Total Personnel	140,105	139,000	147,000	8,000
Operating Expenses				
2100 Books, Subscriptions, Memb.	250	250	250	-
2300 Travel	1,500	1,500	1,500	-
2500 Equipment/Supplies	250	250	250	-
Total Operating	2,000	2,000	2,000	-
Professional & Contracted Services				
3100 Professional Services	-	15,000	15,000	-
Business License Fee Study				
3300 Training	1,200	1,200	1,200	-
Total Professional & Contracted	1,200	16,200	16,200	-
Miscellaneous Expenses				
6100 Misc. Expenses	500	500	500	-
Total Misc.	500	500	500	-
Total Business License Administration	\$ 143,805	\$ 157,700	\$ 165,700	\$ 8,000
Notes: Budget increased to cover additional personnel expenses.				

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MILLCREEK FY 2019-20 GENERAL FUND EXPENSE BUDGET				
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	Amount of Change
100-4700 FINANCE				
100-4710 Finance				
Personnel Services				
1100 Salaries & Wages	135,000	135,000	147,000	12,000
HR-Finance Director				
HR-Finance Asst.				
1200 Part-Time Wages	-	-	-	-
1400 Employee Benefits	62,000	62,000	70,000	8,000
Total Personnel	197,000	197,000	217,000	20,000
Operating Expenses				
2100 Books, Subscriptions, Memb.	250	250	250	-
2300 Travel	500	500	500	-
2400 Office Supplies	250	250	250	-
2500 Equipment/Supplies	-	-	-	-
Total Operating	1,000	1,000	1,000	-
Professional & Contracted Services				
3100 Professional Services	24,000	24,000	30,000	6,000
D&S Accounting				
3300 Training	500	500	4,000	3,500
3400 Printing	-	-	-	-
Total Professional & Contracted	24,500	24,500	34,000	9,500
Miscellaneous Expenses				
6100 Misc. Expenses	2,000	2,000	1,000	(1,000)
Total Misc.	2,000	2,000	1,000	(1,000)
Total Finance	\$ 224,500	\$ 224,500	\$ 253,000	\$ 28,500
Notes: Budget increased by \$28,500 to cover additional personnel & professional services expenses.				

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MILLCREEK FY 2019-20 GENERAL FUND EXPENSE BUDGET				
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	Amount of Change
100-4720 Human Resources				
Personnel Services				
1100 Salaries & Wages	56,000	-	-	-
Communications Outreach/Risk Manager				
1200 Part-Time Wages	-	-	-	-
1300 Over-Time Wages	-	-	-	-
1400 Employee Benefits	20,600	-	-	-
Total Personnel	76,600	-	-	-
Operating Expenses				
2100 Books, Subscriptions, Memb.	500	250	250	-
2300 Travel	500	-	-	-
2400 Office Supplies	-	-	-	-
2500 Equipment/Supplies	250	250	250	-
2800 Postage & Shipping	250	250	250	-
Total Operating	1,500	750	750	-
Professional & Contracted Services				
3100 Professional Services	1,200	3,000	3,000	-
Employee Assistance Program				
Drug Testing				
3300 Training	2,000	1,000	1,000	-
3400 Printing	500	500	500	-
Total Professional & Contracted	3,700	4,500	4,500	-
Insurance				
4200 Worker's Comp Insurance	35,000	40,000	40,000	-
Total Insurance	35,000	40,000	40,000	-
Miscellaneous Expenses				
6100 Misc. Expenses	1,000	1,000	1,000	-
Total Misc.	1,000	1,000	1,000	-
Total Human Resources	\$ 117,800	\$ 46,250	\$ 46,250	\$ -
Notes: No change.				

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MILLCREEK FY 2019-20 GENERAL FUND EXPENSE BUDGET				
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	Amount of Change
100-4730 Non-Departmental				
Insurance				
4100 Liability Insurance	80,000	80,000	80,000	-
Total Insurance	80,000	80,000	80,000	-
Debt Service				
5100 Bond Principal Payments	-	-	-	-
5200 Debt Interest				
Bond Interest	-	-	-	-
UPD Debt Interest	315,000	315,000	315,000	-
5300 Fees				
UPD Debt Related Fees	60,000	60,000	60,000	-
Total Debt Service	60,000	375,000	375,000	-
Miscellaneous Expenses				
6100 Misc. Expenses	6,000	6,000	8,500	2,500
6200 Bank Charges	42,750	42,750	45,000	2,250
Total Misc.	48,750	48,750	53,500	4,750
Other Financing Uses				
9100 Contribution to Fund Balance	204,588	-	86,486	86,486
9200 Due Other Govt. Entity	-	-	-	-
9300 Transfer to CIP Fund	1,750,000	1,750,000	1,750,000	-
Total Other Financing Uses	1,954,588	1,750,000	1,836,486	86,486
Total Non-Departmental	\$ 2,143,338	\$ 2,253,750	\$ 2,344,986	\$ 91,236
<p><i>Notes: Overall budget increased by \$91,236 which will cover additional banking charges and will provide additional fund balance.</i></p>				

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MILLCREEK FY 2019-20 GENERAL FUND EXPENSE BUDGET				
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	Amount of Change
100-4800 LEGISLATIVE POLICY				
100-4810 Legislative Policy				
Personnel Services				
1100 Salaries & Wages	715,000	335,000	215,000	(120,000)
Legislative Policy Director				
Legislative Policy Clerk				
IT/Facilities Manager				
Legislative Analyst				
Code Compliance Inspector II				
Code Compliance Inspector II				
Code Compliance Inspector I				
1200 Part-Time Wages	-	-	-	-
1300 Over-Time Wages	2,500	1,500	3,000	1,500
1400 Employee Benefits	355,000	155,000	100,000	(55,000)
Total Personnel	1,072,500	491,500	318,000	(173,500)
Operating Expenses				
2100 Books, Subscriptions, Memb.	3,000	1,500	3,500	2,000
2300 Travel	3,500	1,500	3,500	2,000
2500 Equipment/Supplies	12,000	7,500	7,500	-
Total Operating	18,500	10,500	14,500	4,000
Professional & Contracted Services				
3100 Professional Services	40,000	40,000	-	(40,000)
Code Compliance Abatement				
3200 Contracted Services	420,000	-	-	-
SL County Parks				
3300 Training	10,000	5,000	7,000	2,000
3400 Printing	1,500	1,500	1,500	-
Total Professional & Contracted	471,500	46,500	8,500	(38,000)
Miscellaneous Expenses				
6100 Misc. Expenses	2,500	2,500	2,500	-
Total Misc.	2,500	2,500	2,500	-
Total Legislative Policy	\$ 1,565,000	\$ 551,000	\$ 343,500	\$ (207,500)
Notes: Overall budget decreased as code compliance personnel moved to other dept. but also added IT/Facility Mgr. & Legislative Policy Analyst positions.				

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 FY 2019-20
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MILLCREEK FY 2019-20 GENERAL FUND EXPENSE BUDGET					
Department Budget		FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	Amount of Change
100-4820	Facilities				
	Operating Expenses				
	2500 Equipment/Supplies	30,000	30,000	25,000	(5,000)
	2600 Building Maintenance	50,000	50,000	50,000	-
	2700 Utilities	34,750	34,750	34,750	-
	Electricity				
	Natural Gas				
	Waste & Disposal				
	Water & Sewer				
	Total Operating	114,750	114,750	109,750	(5,000)
	Professional & Contracted Services				
	3100 Professional Services	20,000	20,000	25,000	5,000
	3300 Training	-	-	-	-
	Total Professional & Contracted	20,000	20,000	25,000	5,000
	Debt Service				
	5400 Leases	195,120	195,120	195,120	-
	Total Leases	195,120	195,120	195,120	-
	Miscellaneous Expenses				
	6100 Misc. Expenses	12,000	12,000	7,500	(4,500)
	Total Misc.	12,000	12,000	7,500	(4,500)
	Total Facilities	\$ 341,870	\$ 341,870	\$ 337,370	\$ (4,500)
	<i>Notes: Overall budget decreased per various line items being realigned.</i>				

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MILLCREEK FY 2019-20 GENERAL FUND EXPENSE BUDGET				
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	Amount of Change
100-4830 Fleet				
Operating Expenses				
2500 Equipment/Supplies	2,500	2,500	2,500	-
2650 Vehicle Maintenance	15,000	15,000	15,000	-
2900 Fuel	18,000	18,000	18,000	-
Total Operating Expenses	35,500	35,500	35,500	-
Capital Expenses				
7500 Vehicles	-	-	-	-
Total Vehicles	-	-	-	-
Total Fleet	\$ 35,500	\$ 35,500	\$ 35,500	\$ -
Notes: No change.				

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MILLCREEK FY 2019-20 GENERAL FUND EXPENSE BUDGET					
Department Budget		FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	Amount of Change
100-4900	PLANNING & ZONING				
100-4910	Planning & Zoning				
	Personnel Services				
	1100 Salaries & Wages	385,000	385,000	400,000	15,000
	Planning & Zoning Director				
	Planning Engineer				
	Senior Planner				
	Planner II				
	Planner II				
	Planner I				
	1200 Part-Time Wages	-	-	-	-
	1300 Over-Time Wages	5,000	5,000	5,000	-
	1400 Employee Benefits	155,000	155,000	180,000	25,000
	Total Personnel	545,000	545,000	585,000	40,000
	Operating Expenses				
	2100 Books, Subscriptions, Memb.	5,000	5,000	5,000	-
	2300 Travel	5,000	5,000	5,000	-
	2400 Office Supplies	500	500	500	-
	2500 Equipment/Supplies	1,500	1,500	1,500	-
	Total Operating	12,000	12,000	12,000	-
	Professional & Contracted Services				
	3100 Professional Services	100,000	100,000	125,000	25,000
	John Janson				
	Traffic Studies				
	Impact Fee Study				
	3200 Contracted Services				
	SL County Addressing	15,000	15,000	12,000	(3,000)
	SL County Planning & Dev.	2,500	2,500	2,500	-
	SL County Surveying	7,000	7,000	10,000	3,000
	3300 Training	7,500	7,500	7,500	-
	3400 Printing	5,000	5,000	5,000	-
	Total Professional & Contracted	137,000	137,000	162,000	25,000
	Miscellaneous Expenses				
	6100 Misc. Expenses	2,500	2,500	2,500	-
	Total Misc.	2,500	2,500	2,500	-
	Total Planning & Zoning	\$ 696,500	\$ 696,500	\$ 761,500	\$ 65,000
	<i>Notes: Budget increased to cover additional expense of adding a Planner II position (formerly a Planner I), as well as additional professional services expenses.</i>				

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MILLCREEK FY 2019-20 GENERAL FUND EXPENSE BUDGET				
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	Amount of Change
100-4920 Promise Program				
Personnel Services				
1100 Salaries & Wages	54,080	55,000	55,000	-
Promise Program Manager				
1200 Part-Time Wages	5,000	5,000	5,000	-
1300 Over-Time Wages	2,500	2,500	2,500	-
1400 Employee Benefits	20,000	20,000	20,000	-
Total Personnel	81,580	82,500	82,500	-
Operating Expenses				
2100 Books, Subscriptions, Memb.	600	600	600	-
2300 Travel	2,000	2,000	2,000	-
2400 Office Supplies	-	-	-	-
2500 Equipment/Supplies	2,500	2,500	2,500	-
Total Operating	5,100	5,100	5,100	-
Professional & Contracted Services				
3100 Professional Services	3,400	3,400	3,400	-
3300 Training	1,000	1,000	1,000	-
3400 Printing	500	500	500	-
Total Professional & Contracted	4,900	4,900	4,900	-
Miscellaneous Expenses				
6100 Misc. Expenses	2,000	2,000	2,000	-
Total Misc.	2,000	2,000	2,000	-
Community Programs				
8200 Events	6,420	6,326	13,278	6,952
Total Community Programs	6,420	6,326	13,278	6,952
Total Promise Program	\$ 100,000	\$ 100,826	\$ 107,778	\$ 6,952
Notes: Budget increased in the amount of donations received.				

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MILLCREEK FY 2019-20 GENERAL FUND EXPENSE BUDGET				
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	Amount of Change
100-5100 PUBLIC WORKS				
100-5110 Public Works				
Personnel Services				
1100 Salaries & Wages	475,000	485,000	520,000	35,000
Public Works Director				
Stormwater Engineer				
Staff Engineer II				
Staff Engineer I				
Public Works Inspector II				
Public Works Inspector II				
GIS/Website Technician				
1200 Part-Time Wages	15,000	15,000	30,000	15,000
1300 Over-Time Wages	500	1,500	5,000	3,500
1400 Employee Benefits	195,000	200,000	220,000	20,000
Total Personnel	685,500	701,500	775,000	73,500
Operating Expenses				
2100 Books, Subscriptions, Memb.	5,000	5,000	7,500	2,500
2300 Travel	3,500	3,500	3,500	-
2400 Office Supplies	-	-	-	-
2500 Equipment/Supplies	3,000	3,000	3,000	-
2800 Postage & Shipping	-	-	-	-
Total Operating	11,500	11,500	14,000	2,500
Professional & Contracted Services				
3100 Professional Services	250,000	250,000	200,000	(50,000)
Development Review Services				
3200 Contracted Services				
SL County Parks	-	420,000	420,000	-
SL County Public Works	3,268,750	3,268,750	3,118,750	(150,000)
SL County Street Lights	37,500	37,500	37,500	-
3300 Training	5,000	5,000	5,000	-
3400 Printing	-	-	-	-
Total Professional & Contracted	3,561,250	3,981,250	3,781,250	(200,000)
Miscellaneous Expenses				
6100 Misc. Expenses	2,500	2,500	2,500	-
Total Misc.	2,500	2,500	2,500	-
Total Public Works	\$ 4,260,750	\$ 4,696,750	\$ 4,572,750	\$ (124,000)
<p><i>Notes: Overall budget decreased by \$124,000, however personnel expenses were increased due to the addition of GIS Technician. Contracted services decreased as expenses offset by increased Class C road projections.</i></p>				

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MILLCREEK FY 2019-20 GENERAL FUND EXPENSE BUDGET				
Department Budget	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	Amount of Change
Fund 111 Class B & C Road				
Class B & C Road Expenditures				
4910 Class C –Road Maintenance	1,700,000	1,950,000	2,100,000	150,000
4920 Class C –Sidewalk	-	-	-	-
4930 Class C –Traffic Calming	-	-	-	-
4930 Class C –Storm Drain	-	-	-	-
4940 Class C –Active Transportation	-	-	-	-
Total Class B & C Road	\$ 1,700,000	\$ 1,950,000	\$ 2,100,000	\$ 150,000
<i>Notes: Budget increased in the same amount of projected Class C Road funds.</i>				
Total General Fund Expenses	\$ 25,220,000	\$ 26,212,568	\$ 26,575,256	\$ 362,688

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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	\$ 1,812,257	34.18%
Additional Fund Balance added in FY2018	\$ 2,533,675	
Fund Balance at Beginning of FY 2019	\$ 4,345,932	24.18%
Additional Fund Balance added in FY2019	\$ 849,225	
Fund Balance at end of FY2019	\$ 5,195,157	18.91%
UPD Reserve Funds	\$ 1,551,472	
Unreserved Fund Balance	\$ 3,643,685	
Projected Additional Fund Balance FY2020	\$ 86,486	
Projected Use of Fund Balance FY2020	\$ -	
Projected Use of UPD Reserve Funds	\$ (624,368)	
Projected Balance of UPD Reserve Funds	\$ 927,104	
Projected Unreserved Fund Balance at end of FY2020	\$ 3,730,171	
	\$ 4,657,275	17.77%

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MILLCREEK FY 2019-20 CAPITAL IMPROVEMENT FUND REVENUE BUDGET			
	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #2	Amt. of Change
CAPITAL IMPROVEMENT PROJECT FUND			
Capital Project Revenues			
450 CIP REVENUE			
3610 Interest Earnings	1,000	1,000	-
3620 Misc. (Grant, Match Funds)	-	170,787	170,787
3820 Use of Fund Balance	-	3,552,810	3,552,810
3910 Transfer from General Fund	1,750,000	1,750,000	-
Total CIP Revenue	\$ 1,751,000	\$ 5,474,597	\$ 3,723,597

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MILLCREEK FY 2019-20 CAPITAL IMPROVEMENT FUND EXPENSE BUDGET				
	FY 2018-19 Balances Carried Forward	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #2	Amount of Change
CAPITAL IMPROVEMENT PROJECT FUND				
Capital Projects Expenses				
450-5410 Capital Improvement Projects				
7310 General CIP	158,142	350,000	508,142	158,142
Pavement Preservation				
7320 Sidewalk Projects	1,537,323	355,000	1,892,323	1,537,323
4705 S.: 1380 E. - 1450 E. (Match Only)				
Jupiter Brockbank SW				
Misc. Repair - Overlays				
SW 50/50 Program				
SW Cutting (Trip Hazards)				
TAP 4500 S.: 1500 E. - Highland Drive South Side				
7330 Traffic Calming	2,629	100,000	102,629	2,629
Misc. Signs Traffic Counters				
7340 Storm Drain	1,302	700,000	701,302	1,302
Emergency CIP Masterplan				
7350 Active Transportation	28,456	150,000	178,456	28,456
Match - Misc. Locations				
7360 Lighting	50,000	96,000	146,000	50,000
7370 Misc. Projects	1,845,745	-	1,945,745	1,945,745
CDBG Sunnyvale Park Splash Pad (Park) Match Mountair Streetscape Other Misc. Projects				
Total CIP	\$ 3,623,597	\$ 1,751,000	\$ 5,474,597	\$ 3,723,597