

Memo

To: Mayor & Council

From: Laurie Johnson – HR/Finance Director 

cc: John Geilmann – City Manager

Date: March 2, 2020

Re: FY 2019-20 Budget – Amendment #3

Attached you will find the third budget amendment for FY 2019-20. The amendment increases the General Fund budget in the amount of \$389,671. The increase is a result of increased projections for mass transit tax, business license fees, planning fees, interest earnings, and misc. fees (this is a result of collecting two thirds cost of the public works operations analysis from Holladay & Taylorsville.)

General Fund expenditures have been reorganized to account for personnel changes and minor adjustments. The amount allocated to fund balance has also been increased and is shown on the updated fund balance schedule.

If you have any questions, please let me know.

Exhibit A
FY 2019-20
Budget Amendment #3

MILLCREEK FY 2019-20 GENERAL FUND REVENUE BUDGET						
	FY 2019-20 Adopted Budget	FY 2019-20 Amendment #1	FY 2019-20 Amendment #2	FY 2019-20 Amendment #3	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	10,448,910	-	
3120 Sales & Use Tax						
General	10,400,000	10,400,000	10,400,000	10,400,000	-	
3125 Mass Transit Tax	-	-	250,000	500,000	250,000	
3130 Franchise Tax						
Cable Tax	560,000	560,000	560,000	560,000	-	
3140 Transient Room Tax	2,500	2,500	2,500	2,500	-	
Total Taxes	21,411,410	21,411,410	21,661,410	21,911,410	250,000	
3200 LICENSES & PERMITS						
3210 Business Licenses & Permits	500,000	500,000	500,000	500,000	50,000	
3220 Building Permits	1,200,000	1,200,000	1,200,000	1,200,000	-	
3230 Special Event Permits	2,500	2,500	2,500	2,500	-	
3240 Engineering Permits	40,000	40,000	100,000	90,000	(10,000)	
Total Licenses & Permits	1,742,500	1,742,500	1,802,500	1,842,500	40,000	
3300 INTERGOVERNMENTAL						
3310 Local Grants	-	-	-	-	-	
3320 State Grants	-	-	-	-	-	
3330 Liquor Grants	45,000	45,000	45,000	42,361	(2,639)	
Class C Road Funds	1,700,000	1,950,000	2,100,000	2,100,000	-	
Total Intergovernmental	1,745,000	1,995,000	2,145,000	2,142,361	(2,639)	
Fund 111						
3400 CHARGES FOR SERVICES						
3410 Planning Fees	60,000	60,000	60,000	80,000	20,000	
3420 Engineering Fees	-	-	-	-	-	
3430 Rents & Leases	-	-	-	-	-	
3470 Park Impact Fees	-	-	20,000	-	(20,000)	
Total Charges For Services	60,000	60,000	80,000	80,000	-	
3500 FINES & FORFEITURES						
3510 Court Fines	-	-	-	-	-	
Total Fines & Forfeitures	-	-	-	-	-	
3600 MISCELLANEOUS						
3610 Interest Earnings	250,000	250,000	250,000	275,000	25,000	
3620 Misc. Income	-	-	4,200	31,000	26,800	
Total Miscellaneous	250,000	250,000	254,200	306,000	51,800	
3800 CONTRIBUTIONS						
3810 Donations	-	826	7,778	8,778	1,000	
Promise Program Donations						
3820 Use of Fund Balance	326,090	752,832	624,368	673,878	49,510	
Use of Fund Balance for UPD Contract						
Total Other Contributions	326,090	753,658	632,146	682,656	50,510	
Total General Fund Revenues	25,535,000	26,212,568	26,575,256	26,964,927	389,671	

Exhibit A
 FY 2019-20
 Budget Amendment #3

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	FY 2019-20 Amendment #3	Amount of Change
100-4100 LEGISLATIVE					
100-4110 Mayor & City Council					
Personnel Expenses					
1100 Salaries & Wages	100,000	100,000	100,000	100,000	-
1400 Employee Benefits	66,000	66,000	66,000	66,000	-
Total Personnel	166,000	166,000	166,000	166,000	-
Operating Expenses					
2100 Books, Subscriptions, Memb.	120,000	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	2,000	-
Total Operating	122,000	122,000	122,000	122,000	-
Professional & Contracted Services					
3100 Professional Services	60,000	60,000	60,000	55,000	(5,000)
Capstone Strategies					
Sustainability Coordinator					
Auditor					
3300 Training	4,500	4,500	4,500	4,500	-
Total Professional & Contracted	64,500	64,500	64,500	59,500	(5,000)
Miscellaneous Expenses					
6100 Misc. Expenses	500	500	500	500	-
Total Misc.	500	500	500	500	-
Total Mayor & City Council	\$ 353,000	\$ 353,000	\$ 353,000	\$ 348,000	\$ (5,000)

Notes: Decreased by \$5,000 due to lower than anticipated professional services expenses.

Exhibit A
 FY 2019-20
 Budget Amendment #3

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	FY 2019-20 Amendment #3	Amount of Change
100-4200 ADMINISTRATION					
100-4210 City Manager					
Personnel Services					
1100 Salaries & Wages	147,504	148,000	148,000	148,000	-
City Manager					
1200 Part-Time Wages	-	-	-	-	-
1400 Employee Benefits	50,000	50,000	50,000	50,000	-
Total Personnel	197,504	198,000	198,000	198,000	-
Operating Expenses					
2100 Books, Subscriptions, Memb.	1,600	1,600	1,600	1,600	-
2300 Travel	2,500	2,500	2,500	2,500	-
2400 Office Supplies	-	-	-	-	-
Total Operating	4,100	4,100	4,100	4,100	-
Professional & Contracted Services					
3100 Professional Services	5,000	5,000	5,000	5,000	-
LYRB					
3300 Training	3,500	3,500	3,500	3,500	-
Total Professional & Contracted	8,500	8,500	8,500	8,500	-
Miscellaneous Expenses					
6100 Misc. Expenses	4,000	4,000	4,000	4,000	-
Total Misc.	4,000	4,000	4,000	4,000	-
Total City Manager	\$ 214,104	\$ 214,600	\$ 214,600	\$ 214,600	\$ -

Notes: No change.

Exhibit A
 FY 2019-20
 Budget Amendment #3

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	FY 2019-20 Amendment #3	Amount of Change
100-4220 Justice Court					
Professional & Contracted Services					
3100 Professional Services	-	-	-	-	-
3200 Contracted Services	170,000	210,000	210,000	210,000	-
Total Professional & Contracted	170,000	210,000	210,000	210,000	-
Total Justice Court	\$ 170,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ -

Notes: No change.

Exhibit A
 FY 2019-20
 Budget Amendment #3

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	FY 2019-20 Amendment #3	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	145,000	-
John Brems					
3300 Training	2,000	2,000	2,000	2,000	-
3200 Contracted Services	323,800	335,000	335,000	335,000	-
SL County Indigent Defense					
SL County Prosecutorial Services					
Total Professional & Contracted	465,800	477,000	482,000	482,000	-
Misc. Expenses					
6100 Misc. Expenses	250	250	250	250	-
Total Misc.	250	250	250	250	-
Total Legal Services	\$ 570,674	\$ 477,250	\$ 482,250	\$ 482,250	\$ -

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	FY 2019-20 Amendment #3	Amount of Change
100-4240 Public Safety					
Professional & Contracted Services					
3200 Contracted Services					
12 Months of Contract					
SLC Animal Control	552,944	552,944	552,944	552,944	-
Unified Police	10,400,000	10,761,278	10,761,278	10,761,278	-
UPD (Alcohol Tax Exp)	42,500	45,000	45,000	86,000	41,000
Total Professional & Contracted	10,995,444	11,359,222	11,359,222	11,400,222	41,000
Total Public Safety	\$ 10,995,444	\$ 11,359,222	\$ 11,359,222	\$ 11,400,222	\$ 41,000

Notes: Increase is due to there are two Alcohol Tax Grants that needed to be transferred within this 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	FY 2019-20 Amendment #3	Amount of Change
100-4300 RECORDER						
100-4310 City Recorder						
Personnel Services						
1100 Salaries & Wages	69,983	71,000	71,000	72,000	1,000	
1200 Part-Time Wages	-	-	-	-	-	
1400 Employee Benefits	30,000	32,000	32,000	32,000	-	
Total Personnel	99,983	103,000	103,000	104,000	1,000	
Operating Expenses						
2100 Books, Subscriptions, Memb.	600	600	600	600	600	
2300 Travel	1,200	1,200	1,200	1,200	1,200	
2400 Office Supplies	250	250	250	250	250	
2800 Postage & Shipping	-	-	-	-	-	
Total Operating	2,050	2,050	2,050	2,050	2,050	
Professional & Contracted Services						
3100 Professional Services	1,000	1,000	1,000	1,000	1,000	
3200 Contracted Services	130,000	65,000	45,000	44,000	(1,000)	
	SL County Elections					
3300 Training	1,200	1,200	1,200	1,200	1,200	
3400 Printing	-	-	-	-	-	
3500 Advertising & Public Notices	10,000	10,000	10,000	10,000	10,000	
Total Professional & Contracted	142,200	77,200	57,200	56,200	(1,000)	
Miscellaneous Expenses						
6100 Misc. Expenses	500	500	500	500	500	
Total Misc.	500	500	500	500	500	
Total City Recorder	\$ 244,733	\$ 182,750	\$ 162,750	\$ 162,750	\$ -	

Notes: Various line items were adjusted with no overall impact.

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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	FY 2019-20 Amendment #3	Amount of Change
100-4400 BUILDING SERVICES					
100-4410 Building Services					
Personnel Services					
1100 Salaries & Wages	-	450,000	560,000	520,000	(40,000)
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 I					
Code Compliance Inspector II					
Code Compliance Inspector I					
1200 Part-Time Wages	-	-	-	-	-
1300 Over-Time Wages	-	2,000	2,000	2,000	-
1400 Employee Benefits	-	210,000	270,000	230,000	(40,000)
Total Personnel	-	662,000	832,000	752,000	(80,000)
Operating Expenses					
2100 Books, Subscriptions, Memb.	-	1,800	1,800	2,500	700
2300 Travel	-	2,500	2,500	3,000	500
2500 Equipment/Supplies	-	6,000	6,000	5,000	(1,000)
Total Operating	-	10,300	10,300	10,500	200
Professional & Contracted Services					
3100 Professional Services	-	7,500	90,000	90,000	-
Building Inspection Services					
Code Compliance Abatement					
3300 Training	-	7,500	12,500	12,500	-
3400 Printing	-	-	-	-	-
Total Professional & Contracted	-	15,000	102,500	102,500	-

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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	FY 2019-20 Amendment #3	Amount of Change
Miscellaneous Expenses					
6100 Misc. Expenses	-	2,500	2,500	2,500	-
Total Misc.	-	2,500	2,500	2,500	-
Total Building Services	\$ -	\$ 689,800	\$ 947,300	\$ 867,500	\$ (79,800)

Notes: Decreased by \$79,800 due to adjustments within 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	FY 2019-20 Amendment #3	Amount of Change
100-4500 COMMUNICATIONS & PROGRAMS					
100-4510 Communications & Programs					
Personnel Services					
1100 Salaries & Wages	73,206	130,000	105,000	105,000	-
Communications & Programs Director					
Communications Outreach Specialist					
1200 Part-Time Wages	-	-	1,000	1,500	500
1300 Over-Time Wages	-	-	1,000	1,000	-
1400 Employee Benefits	35,000	53,000	45,000	45,000	-
Total Personnel	108,206	183,000	152,000	152,500	500
Operating Expenses					
2100 Books, Subscriptions, Memb.	500	500	500	500	-
2300 Travel	500	750	750	750	-
2500 Equipment/Supplies	10,000	10,000	5,000	5,000	-
2800 Postage & Shipping	15,000	20,000	25,000	35,000	10,000
Total Operating	26,000	31,250	31,250	41,250	10,000
Professional & Contracted Services					
3100 Professional Services	10,000	10,000	40,000	40,000	-
3300 Training	2,000	2,000	2,000	2,000	-
3400 Printing	75,000	70,000	60,000	60,000	-
Total Professional & Contracted	87,000	82,000	102,000	102,000	-
Miscellaneous Expenses					
6100 Misc. Expenses	2,500	2,500	2,500	2,000	(500)
Total Misc.	2,500	2,500	2,500	2,000	(500)

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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	FY 2019-20 Amendment #3	Amount of Change
Community Programs					
8100 Community Councils	32,200	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	220,000	-
Utah Venture Out	125,000	125,000			
Event Coordinator	30,000	30,000	150,000		
Youth City Council	5,000	5,000			
Other	10,000	10,000			
8300 Programs	5,000	5,000	5,000	5,000	-
Rain Barrel Program	5,000	5,000			
Total Community Programs	207,200	207,200	257,200	257,200	-
Total Communications & Programs	\$ 430,906	\$ 505,950	\$ 544,950	\$ 554,950	\$ 10,000

Notes: Increased by \$10,000 due to higher than anticipated postage costs.

Exhibit A
FY 2019-20
Budget Amendment #3

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	FY 2019-20 Amendment #3	Amount of Change
100-4520 Emergency Management					
Personnel Management					
1100 Salaries & Wages	47,726	48,000	48,000	53,000	5,000
1200 Part-Time Wages	-	-	-	-	-
1300 Over-Time Wages	2,000	2,000	2,000	2,000	-
1400 Employee Benefits	20,000	20,000	30,000	27,000	(3,000)
Total Personnel	69,726	70,000	80,000	82,000	2,000
Operating Expenses					
2100 Books, Subscriptions, Memb.	1,000	1,000	1,000	1,000	-
2300 Travel	250	250	250	250	-
2400 Office Supplies	-	-	-	-	-
2500 Equipment/Supplies	10,000	10,000	10,000	10,000	-
Total Operating	11,250	11,250	11,250	11,250	-
Professional & Contracted Services					
3100 Professional Services	-	-	-	-	-
3300 Training	7,500	7,500	7,500	7,500	-
3400 Printing	3,500	3,500	3,500	2,500	(1,000)
Total Professional & Contracted	11,000	11,000	11,000	10,000	(1,000)
Miscellaneous Expenses					
6100 Misc. Expenses	2,500	2,500	2,500	2,500	-
Total Misc.	2,500	2,500	2,500	2,500	-
Total Emergency Management	\$ 94,476	\$ 94,750	\$ 104,750	\$ 105,750	\$ 1,000

Notes: Increased by \$1,000 as a result of higher personnel expenses.

Exhibit A
 FY 2019-20
 Budget Amendment #3

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	FY 2019-20 Amendment #3	Amount of Change
100-4530 Information Center					
Personnel Services					
1100 Salaries & Wages	130,000	150,000	140,000	145,000	5,000
Information Center Manager					
Information Center Technician					
Information Center Technician					
1200 Part-Time Wages	-	-	-	-	-
1300 Over-Time Wages	1,000	1,000	1,000	2,000	1,000
1400 Employee Benefits	65,000	80,000	70,000	70,000	-
Total Personnel	196,000	231,000	211,000	217,000	6,000
Operating Expenses					
2100 Books, Subscriptions, Memb.	500	500	500	500	-
2300 Travel	500	500	500	500	-
2400 Office Supplies	25,000	25,000	25,000	20,000	(5,000)
2500 Equipment/Supplies	5,000	5,000	5,000	5,000	-
2800 Postage & Shipping	12,000	12,000	12,000	12,000	-
Total Operating	43,000	43,000	43,000	38,000	(5,000)
Professional & Contracted Services					
3100 Professional Services	1,000	1,000	1,000	1,000	-
3300 Training	1,200	1,200	1,200	1,200	-
3400 Printing	1,200	1,200	1,200	1,200	-
Total Professional & Contracted	3,400	3,400	3,400	3,400	-
Miscellaneous Expenses					
6100 Misc. Expenses	5,000	5,000	5,000	5,000	-
6300 Meals	7,500	7,500	7,500	7,500	-
Total Misc.	12,500	12,500	12,500	12,500	-
Total Information Center	\$ 254,900	\$ 289,900	\$ 269,900	\$ 270,900	\$ 1,000

Notes: Increased by \$1,000 due to personnel expenses and office supplies adjustments.

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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	FY 2019-20 Amendment #3	Amount of Change
100-4540 IT Management					
Operating Expenses					
2500 Equipment/Supplies	155,000	405,000	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					
45,000 Telephone		45,000	45,000	45,000	-
Total Operating	200,000	450,000	450,000	450,000	-
Professional & Contracted Services					
3100 Professional Services	65,000	40,000	40,000	40,000	-
Network Providers, Inc.					
3300 Training	-	-	-	-	-
Total Professional & Contracted	65,000	40,000	40,000	40,000	-
Miscellaneous Expenses					
6100 Misc. Expenses	2,000	2,000	2,000	2,000	-
Total Misc.	2,000	2,000	2,000	2,000	-
Capital					
7400 Equipment (Computers, etc.)	50,000	40,000	40,000	35,000	(5,000)
	50,000	40,000	40,000	35,000	(5,000)
Total IT Management	\$ 317,000	\$ 532,000	\$ 532,000	\$ 527,000	\$ (5,000)

Notes: Budget decreased by \$5,000 due to lower than anticipated equipment 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	FY 2019-20 Amendment #3	Amount of Change
100-4600 ECONOMIC DEVELOPMENT					
100-4610 Economic Development					
Personnel Services					
1100 Salaries & Wages	169,000	170,000	220,000	215,000	(5,000)
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	75,000	(10,000)
Total Personnel	229,000	230,000	305,000	290,000	(15,000)
Operating Expenses					
2100 Books, Subscriptions, Memb.	1,200	1,200	1,200	1,200	-
2300 Travel	2,500	2,500	2,500	5,000	2,500
2400 Office Supplies	-	-	-	-	-
2500 Equipment/Supplies	500	500	500	500	-
2800 Postage & Shipping	-	-	-	-	-
Total Operating	4,200	4,200	4,200	6,700	2,500
Professional & Contracted Services					
3100 Professional Services	-	-	2,500	2,500	-
3300 Training	2,500	2,500	2,500	2,500	-
Total Professional & Contracted	2,500	2,500	5,000	5,000	-
Miscellaneous Expenses					
6100 Misc. Expenses	10,000	12,000	12,000	12,000	-
Total Misc.	10,000	12,000	12,000	12,000	-
Total Economic Development	\$ 245,700	\$ 248,700	\$ 326,200	\$ 313,700	\$ (12,500)

Notes: Overall budget decreased by \$12,500 due to adjustments within 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	FY 2019-20 Amendment #3	Amount of Change
100-4620 Business License Administration					
Personnel Services					
1100 Salaries & Wages	97,105	96,000	105,000	105,000	-
Business License Administrator					
Business License Assistant					
1200 Part-Time Wages	-	-	-	-	-
1300 Over-Time Wages	3,000	3,000	2,000	2,000	-
1400 Employee Benefits	40,000	40,000	40,000	40,000	-
Total Personnel	140,105	139,000	147,000	147,000	-
Operating Expenses					
2100 Books, Subscriptions, Memb.	250	250	250	250	-
2300 Travel	1,500	1,500	1,500	1,500	-
2500 Equipment/Supplies	250	250	250	250	-
Total Operating	2,000	2,000	2,000	2,000	-
Professional & Contracted Services					
3100 Professional Services	-	15,000	15,000	15,000	-
Business License Fee Study					
3300 Training	1,200	1,200	1,200	1,200	-
Total Professional & Contracted	1,200	16,200	16,200	16,200	-
Miscellaneous Expenses					
6100 Misc. Expenses	500	500	500	500	-
Total Misc.	500	500	500	500	-
Total Business License Administration	\$ 143,805	\$ 157,700	\$ 165,700	\$ 165,700	\$ -

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	FY 2019-20 Amendment #3	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	250	-
2300 Travel	500	-	-	-	-
2400 Office Supplies	-	-	-	-	-
2500 Equipment/Supplies	250	250	250	250	-
2800 Postage & Shipping	250	250	250	250	-
Total Operating	1,500	750	750	750	-
Professional & Contracted Services					
3100 Professional Services	1,200	3,000	3,000	3,000	-
Employee Assistance Program					
Drug Testing					
3300 Training	2,000	1,000	1,000	1,000	-
3400 Printing	500	500	500	500	-
Total Professional & Contracted	3,700	4,500	4,500	4,500	-
Insurance					
4200 Worker's Comp Insurance	35,000	40,000	40,000	40,000	-
Total Insurance	35,000	40,000	40,000	40,000	-
Miscellaneous Expenses					
6100 Misc. Expenses	1,000	1,000	1,000	1,000	-
Total Misc.	1,000	1,000	1,000	1,000	-
Total Human Resources	\$ 117,800	\$ 46,250	\$ 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	FY 2019-20 Amendment #3	Amount of Change
100-4730 Non-Departmental					
Insurance					
4100 Liability Insurance	80,000	80,000	80,000	82,000	2,000
Total Insurance	80,000	80,000	80,000	82,000	2,000
Debt Service					
5100 Bond Principal Payments	-	-	-	-	-
5200 Debt Interest	-	-	-	-	-
Bond Interest					
5300 Fees	315,000	315,000	315,000	315,000	-
UPD Debt Related Fees	60,000	60,000	60,000	61,000	1,000
Total Debt Service	60,000	375,000	375,000	376,000	1,000
Miscellaneous Expenses					
6100 Misc. Expenses	6,000	6,000	8,500	10,000	1,500
6200 Bank Charges	42,750	42,750	45,000	45,000	-
Total Misc.	48,750	48,750	53,500	55,000	1,500
Other Financing Uses					
9100 Contribution to Fund Balance	204,588	-	86,486	296,207	209,721
9200 Due Other Govt. Entity	-	-	-	61,000	61,000
9300 Transfer to CIP Fund	1,750,000	1,750,000	1,750,000	1,750,000	-
Total Other Financing Uses	1,954,588	1,750,000	1,836,486	2,107,207	270,721
Total Non-Departmental	\$ 2,143,338	\$ 2,253,750	\$ 2,344,986	\$ 2,620,207	\$ 275,221

Notes: Increased by \$275,221 due to addition of payment to SL City for boundary adjustment agreement and additional funds into fund balance.

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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	FY 2019-20 Amendment #3	Amount of Change
100-4800 LEGISLATIVE POLICY						
100-4810 Legislative Policy						
Personnel Services						
1100 Salaries & Wages	Legislative Policy Director Legislative Policy Clerk IT/Facilities Manager Legislative Analyst Code Compliance Inspector II Code Compliance Inspector II Code Compliance Inspector I	715,000	335,000	215,000	285,000	70,000
1200 Part-Time Wages		-	-	-	-	-
1300 Over-Time Wages		2,500	1,500	3,000	4,000	1,000
1400 Employee Benefits		355,000	155,000	100,000	125,000	25,000
Total Personnel		1,072,500	491,500	318,000	414,000	96,000
Operating Expenses						
2100 Books, Subscriptions, Memb.		3,000	1,500	3,500	4,000	500
2300 Travel		3,500	1,500	3,500	4,000	500
2500 Equipment/Supplies		12,000	7,500	7,500	6,000	(1,500)
Total Operating		18,500	10,500	14,500	14,000	(500)
Professional & Contracted Services						
3100 Professional Services		40,000	40,000	-	10,000	10,000
	Code Compliance-Abatement					
3200 Contracted Services		420,000	-	-	-	-
	SL County Parks					
3300 Training		10,000	5,000	7,000	7,000	-
3400 Printing		1,500	1,500	1,500	500	(1,000)
Total Professional & Contracted		471,500	46,500	8,500	17,500	9,000
Miscellaneous Expenses						
6100 Misc. Expenses		2,500	2,500	2,500	2,500	-
Total Misc.		2,500	2,500	2,500	2,500	-
Total Legislative Policy		\$ 1,565,000	\$ 551,000	\$ 343,500	\$ 448,000	\$ 104,500

Notes: Increased by \$104,500 due to reconfiguration of personnel.

Exhibit A
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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	FY 2019-20 Amendment #3	Amount of Change
100-4820 Facilities					
Operating Expenses					
2500 Equipment/Supplies	30,000	30,000	25,000	25,000	-
2600 Building Maintenance	50,000	50,000	50,000	85,000	35,000
2700 Utilities	34,750	34,750	34,750	40,000	5,250
Electricity					
Natural Gas					
Waste & Disposal					
Water & Sewer					
Total Operating	114,750	114,750	109,750	150,000	40,250
Professional & Contracted Services					
3100 Professional Services	20,000	20,000	25,000	30,000	5,000
3300 Training	-	-	-	-	-
Total Professional & Contracted	20,000	20,000	25,000	30,000	5,000
Debt Service					
5400 Leases	195,120	195,120	195,120	195,120	-
Total Leases	195,120	195,120	195,120	195,120	-
Miscellaneous Expenses					
6100 Misc. Expenses	12,000	12,000	7,500	7,500	-
Total Misc.	12,000	12,000	7,500	7,500	-
Total Facilities	341,870	341,870	337,370	382,620	45,250

Notes: Increased by \$45,250 to cover increased costs associated with additional office space.

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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	FY 2019-20 Amendment #3	Amount of Change
100-4830 Fleet					
Operating Expenses					
2500 Equipment/Supplies	2,500	2,500	2,500	2,500	-
2650 Vehicle Maintenance	15,000	15,000	15,000	10,000	(5,000)
2900 Fuel	18,000	18,000	18,000	18,000	-
	35,500	35,500	35,500	30,500	(5,000)
Capital Expenses					
7500 Vehicles	-	-	-	-	-
Total Vehicles	-	-	-	-	-
Total Fleet	\$ 35,500	\$ 35,500	\$ 35,500	\$ 30,500	\$ (5,000)

Notes: Decreased by \$5,000 due to lower than anticipated vehicle maintenance 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	FY 2019-20 Amendment #3	Amount of Change
100-4900 PLANNING & ZONING					
100-4910 Planning & Zoning					
Personnel Services					
1100 Salaries & Wages	385,000	385,000	400,000	420,000	20,000
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	5,000	-
1400 Employee Benefits	155,000	155,000	180,000	180,000	-
Total Personnel	545,000	545,000	585,000	605,000	20,000
Operating Expenses					
2100 Books, Subscriptions, Memb.	5,000	5,000	5,000	5,000	-
2300 Travel	5,000	5,000	5,000	5,000	-
2400 Office Supplies	500	500	500	500	-
2500 Equipment/Supplies	1,500	1,500	1,500	1,500	-
Total Operating	12,000	12,000	12,000	12,000	-
Professional & Contracted Services					
3100 Professional Services	100,000	100,000	125,000	130,000	5,000
John Janson					
Traffic Studies					
Impact Fee Study					
3200 Contracted Services					
SL County Addressing	15,000	15,000	12,000	12,000	-
SL County Planning & Dev.	2,500	2,500	2,500	2,500	-
SL County Surveying	7,000	7,000	10,000	10,000	-
3300 Training	7,500	7,500	7,500	7,500	-
3400 Printing	5,000	5,000	5,000	5,000	-
Total Professional & Contracted	137,000	137,000	162,000	167,000	5,000

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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	FY 2019-20 Amendment #3	Amount of Change
Miscellaneous Expenses					
6100 Misc. Expenses	2,500	2,500	2,500	2,500	-
Total Misc.	2,500	2,500	2,500	2,500	-
Total Planning & Zoning	\$ 696,500	\$ 696,500	\$ 761,500	\$ 786,500	\$ 25,000

Notes: Increased by \$25,000 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	FY 2019-20 Amendment #3	Amount of Change
100-4920 Promise Program					
Personnel Services					
1100 Salaries & Wages	54,080	55,000	55,000	55,000	-
Promise Program Manager					
1200 Part-Time Wages	5,000	5,000	5,000	5,000	-
1300 Over-Time Wages	2,500	2,500	2,500	3,500	1,000
1400 Employee Benefits	20,000	20,000	20,000	22,000	2,000
Total Personnel	81,580	82,500	82,500	85,500	3,000
Operating Expenses					
2100 Books, Subscriptions, Memb.	600	600	600	600	-
2300 Travel	2,000	2,000	2,000	2,000	-
2400 Office Supplies	-	-	-	-	-
2500 Equipment/Supplies	2,500	2,500	2,500	2,500	-
Total Operating	5,100	5,100	5,100	5,100	-
Professional & Contracted Services					
3100 Professional Services	3,400	3,400	3,400	3,400	-
3300 Training	1,000	1,000	1,000	1,000	-
3400 Printing	500	500	500	500	-
Total Professional & Contracted	4,900	4,900	4,900	4,900	-
Miscellaneous Expenses					
6100 Misc. Expenses	2,000	2,000	2,000	2,000	-
Total Misc.	2,000	2,000	2,000	2,000	-
Community Programs					
8200 Events	6,420	6,326	13,278	11,278	(2,000)
Total Community Programs	6,420	6,326	13,278	11,278	(2,000)
Total Promise Program	\$ 100,000	\$ 100,826	\$ 107,778	\$ 108,778	\$ 1,000

Notes: Increased overall by \$1,000 due to donation.

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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	FY 2019-20 Amendment #3	Amount of Change
100-5100 PUBLIC WORKS						
100-5110 Public Works						
Personnel Services						
1100 Salaries & Wages	Public Works Director Stormwater Engineer Staff Engineer II Staff Engineer I Public Works Inspector II Public Works Inspector II GIS/Website Technician	475,000	485,000	520,000	530,000	10,000
1200 Part-Time Wages		15,000	15,000	30,000	30,000	-
1300 Over-Time Wages		500	1,500	5,000	5,000	-
1400 Employee Benefits		195,000	200,000	220,000	220,000	-
	Total Personnel	685,500	701,500	775,000	785,000	10,000
Operating Expenses						
2100 Books, Subscriptions, Memb.		5,000	5,000	7,500	7,500	-
2300 Travel		3,500	3,500	3,500	3,500	-
2400 Office Supplies		-	-	-	-	-
2500 Equipment/Supplies		3,000	3,000	3,000	3,000	-
2800 Postage & Shipping		-	-	-	-	-
	Total Operating	11,500	11,500	14,000	14,000	-
Professional & Contracted Services						
3100 Professional Services	Development Review Services	250,000	250,000	200,000	150,000	(50,000)
3200 Contracted Services	SL County Parks SL County Public Works SL County Street Lights	-	420,000	420,000	420,000	-
		3,268,750	3,268,750	3,118,750	3,118,750	-
		37,500	37,500	37,500	37,500	-
		5,000	5,000	5,000	5,000	-
		-	-	-	-	-
	Total Professional & Contracted	3,561,250	3,981,250	3,781,250	3,731,250	(50,000)

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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	FY 2019-20 Amendment #3	Amount of Change
Miscellaneous Expenses					
6100 Misc. Expenses	2,500	2,500	2,500	2,500	-
Total Misc.	2,500	2,500	2,500	2,500	-
Total Public Works	\$ 4,260,750	\$ 4,696,750	\$ 4,572,750	\$ 4,532,750	\$ (40,000)

Notes: Overall decrease of \$40,000 due to lower than anticipated 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	FY 2019-20 Amendment #3	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	2,100,000	-
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	\$ 2,100,000	\$ -

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	FY 2019-20 Amendment #3	Amount of Change
Total General Fund Expenses	\$ 25,220,000	\$ 26,212,568	\$ 26,575,256	\$ 26,964,927	\$ 389,671

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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	\$ 1,607,277	
Unreserved Fund Balance	\$ 3,587,880	
Projected Additional Fund Balance FY2020	\$ 296,207	
Projected Use of Fund Balance FY2020	\$ -	
Projected Use of UPD Reserve Funds	\$ (673,878)	
Projected Balance of UPD Reserve Funds	\$ 933,399	
Projected Unreserved Fund Balance at end of FY2020	\$ 3,884,087	
	\$ 4,817,486	18.38%