

1/26/2026 City Treasurer's Report
 given by: Silvia Catten, Millcreek Treasurer



Date	Shared or Pooled Cash Accounts	Amount
1/26/2026	Operating Account	\$ 975,262
1/26/2026	PTIF	38,668,767
	Total of Shared Cash	\$ 39,644,029

Tax revenues have different lag times from collection of the tax to distribution to the City.
 With that understanding, my report on the major tax revenues are as follows:

General Revenue Sources Status / any concerns	Received as of 1/26/26	% of Estimated Revenues	Likely to meet or exceed budget
Current Property Taxes Received	\$ 11,286,831	94.82%	Yes
General Sales Taxes (4 months rev)	5,031,118	32.78%	Yes
Building Permits	662,429	66.24%	Yes
Total Gen Fund Revenue	23,167,487	53.67%	Yes
Report Any Revenue Anomalies			

Disbursements for the month of December 2025

General Fund Disbursements Status / any concerns	Quantity	Amount
Checks	167	\$ 3,353,381
EFT / Bank Drafts	14	403,014
Direct Deposit	2 Payroll Periods	397,406
Report Any Expenditure Anomalies		
Total Disbursements - December 2025		\$ 4,153,801

MILLCREEK CITY COUNCIL OPEN AND PUBLIC MEETINGS TRAINING

- **Utah law requires that the presiding officer of the public body (*i.e.*, *Mayor*) ensure that members of the public body are provided with annual training regarding the Open and Public Meetings Act (“Act”)**

LEGISLATIVE POLICY

- **The Legislature established a public policy that City's take their action openly and conduct their deliberation openly**

GENERAL RULE

- **That all meetings are open to the public unless closed under a specific closed meeting provision**
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- **A meeting is defined as a gathering of a public body, with a quorum (three) present, by an individual with authority to convene the public body for the purpose of receiving public comment on a relevant matter, deliberating about a relevant matter, or taking action upon a relevant matter.**
 - **The provision that says a meeting does not include a chance or a social meeting was removed**
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- **Relevant matter means a matter that is within the scope of the authority of the public body**

- **A public body may not act together outside a meeting in a concerted and deliberate way to predetermine an action taken by a public body**
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- **UTAH CODE ANN. § 52-4-210 provides “Nothing in this chapter shall be construed to restrict a member of a public body from transmitting an electronic message to other members of the public body at a time when the public body is not convened in an open meeting.”**
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- **A public body must give at least 24 hours advance notice of each meeting unless the meeting is to consider a matter of emergency or urgent mature**
 - **Public body must give notice of its annual meeting schedule**
 - **Notice requires a meeting agenda, date, time, and place of the meeting**
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- **Notice should be specific enough to notify the public as to the topic to be considered**
- **The Mayor may in her discretion discuss a topic raised by the **public** that is not on the agenda provided that the Council may not take final action on the topic unless it is properly noticed**

- **Written minutes and a recording must be kept of all open meetings**
 - **Written minutes are the official record of action taken at the meeting**
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- **Closed meeting may be held for only specific purposes including the following:**
 - **Discussion of the character, professional competence, or physical or mental health of an individual**
 - **Discussion of pending or reasonable imminent litigation**
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- **Discussion regarding the purchase, exchange, or lease of real property**
 - **Discussion regarding the sale of real property**
 - **When the Commission is acting in a judicial or quasi-judicial matter (not statutory)**
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- **Minutes and recording of closed meeting are protected records under GRAMA**
- **Recording does not need to be made if the closed meeting is closed exclusively for the discussion of the character, profession competence, or physical or mental health of an individual. Note the presiding officer must sign a sworn statement affirming that the sole purpose of the closed meeting was to discuss such matter**

CASE STUDY # 1

THE MEETING AT SMITHS

Three council members have been properly trained to shop local and run into each other at the local Smith's store, and one of the Council members starts discussing a problem with the daycare in the community.

CASE STUDY #1

THE MEETING AT SMITHS

- **MAY:**
 - **Discuss but be careful and a good policy may be to say that this is not an appropriate forum to discuss this matter and change the subject**
 - **Continue shopping (walk away)**
- **MAY NOT:**
 - **Discuss the matter and predetermine the action to be taken**

CASE STUDY #2

THE OVERBEARING CONSTITUENT

- **While attending your local worship service you are approached by a constituent who wants to discuss your position and vote on the proposed tax increase**

CASE STUDY #2

THE OVERBEARING CONSTITUENT

- **Open Meeting Act**
 - **Discuss the matter as you deem appropriate**

CASE STUDY #3

SOCIAL MEDIA DILEMMA

- **While perusing your favorite social media site, you encounter a post about the City. The post contains some obvious misinformation that you consider outrageous and an intentional misrepresentation.**

CASE STUDY #3

SOCIAL MEDIA DILEMMA

- **Open Meeting Act**
 - **Not clear because the electronic message exception applies to other members of the public body appropriate**
 - **Respond as you deem appropriate**

CASE STUDY #4

INSPECTING PROPERTY

- **You are a diligent member of the Council, and you visit a property with a zoning change.**

CASE STUDY #4

INSPECTING PROPERTY

- **Open Meeting Act**
 - **No violation**

CASE STUDY #4.5

INSPECTING PROPERTY

- **While inspecting the property with a pending zoning application, the owner approaches and wants to discuss the zoning application.**

CASE STUDY #4.5

INSPECTING PROPERTY

- **Open Meeting Act**
 - **No violation**
- **Best Practice**
 - **Recommend that this is not an appropriate forum to discuss this matter and walk away**

CASE STUDY #5

DISCUSSION WITH MEMBERS OF COUNCIL

- **You are approached by a fellow member of the Council regarding a budget matter**

CASE STUDY #5

DISCUSSION WITH MEMBERS OF PC

- **Open Meeting Act**
 - **No violation unless it a meeting**
- **Best Practice**

Discuss but to not commit to a position/vote

CASE STUDY #6

DISCUSSIONS WITH STAFF

- **You are confused by a staff report and you call staff for clarification.**

CASE STUDY #6

DISCUSSIONS WITH STAFF

- **Open Meeting Act**
 - **No violation unless it is a meeting**
- **Best Practice**
 - **Discuss the clarifications with the Council at the Council meeting**

CASE STUDY #7

TEXTING DURNING MEETING

- **During a Council meeting, you receive a text from a fellow Council member asking how you are voting on the matter being discussed.**

CASE STUDY #7

DISCUSSIONS WITH APPLICANT

- **Open Meeting Act**
 - **Might be a violation**
 - **Best Practice**
 - **Don't text during a Council meeting**

QUESTIONS CONCERNING THE OPEN AND
PUBLIC MEETINGS ACT