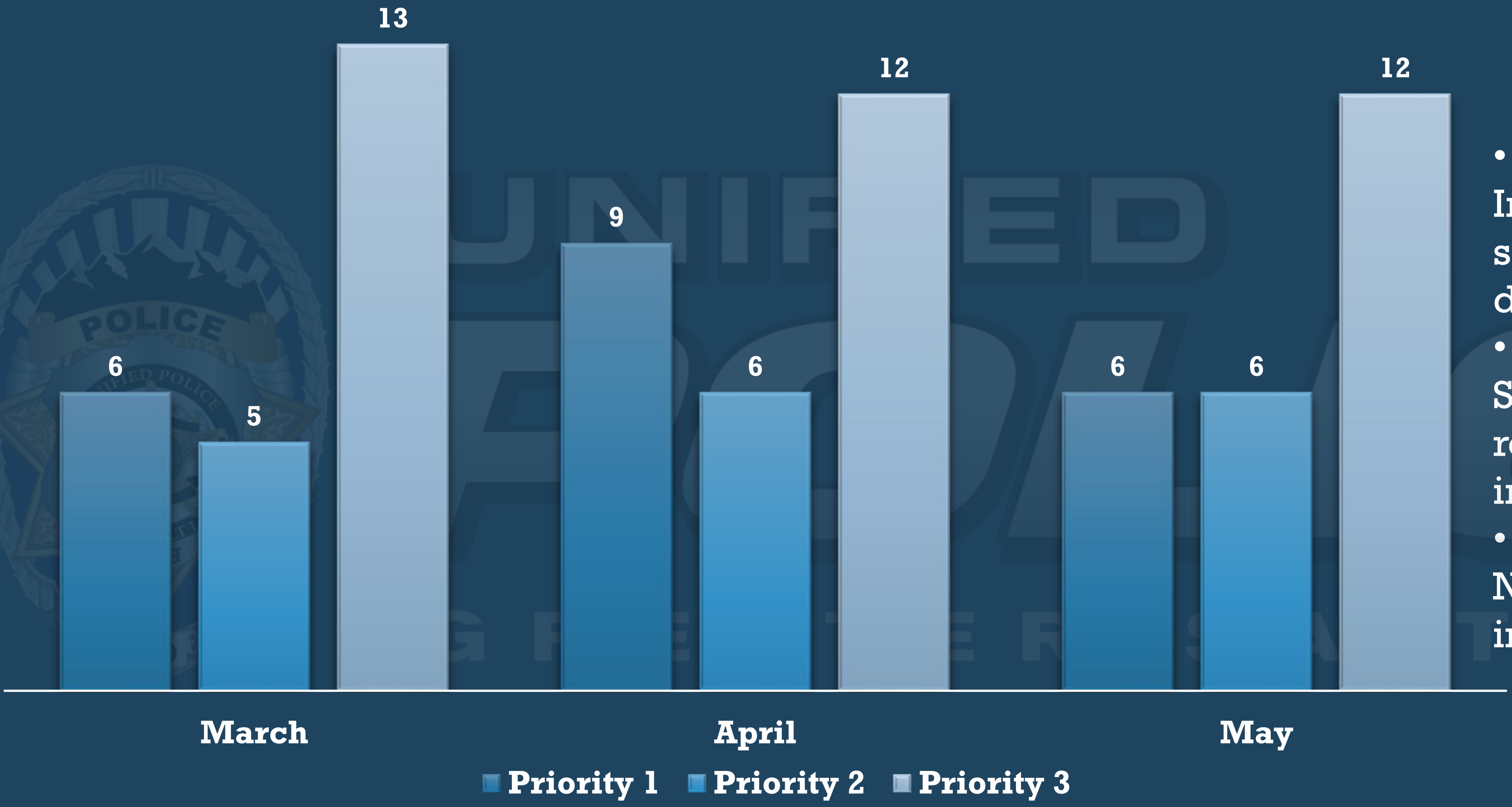
MILLCREEK CITY - MAY 2026

POLICE RESPONSE TIMES
MILLCREEK-UPD

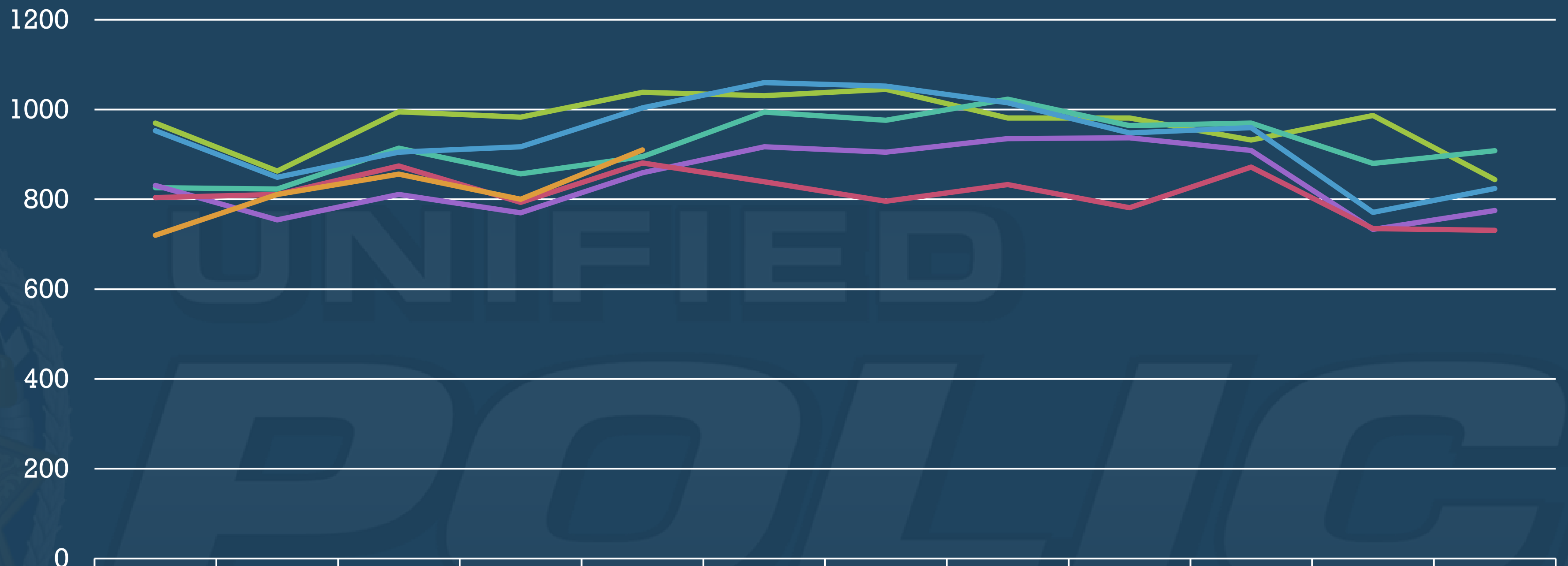


- **Priority 1: (Emergency)**
Immediate threats to life, safety, or serious property damage.
- **Priority 2: (Urgent)**
Situations requiring a quick response but not posing an immediate danger to life.
- **Priority 3: (Routine)**
Non-urgent calls that do not involve immediate risks.

****Time in minutes****

MILLCREEK CITY

Millcreek Precinct Case Trend

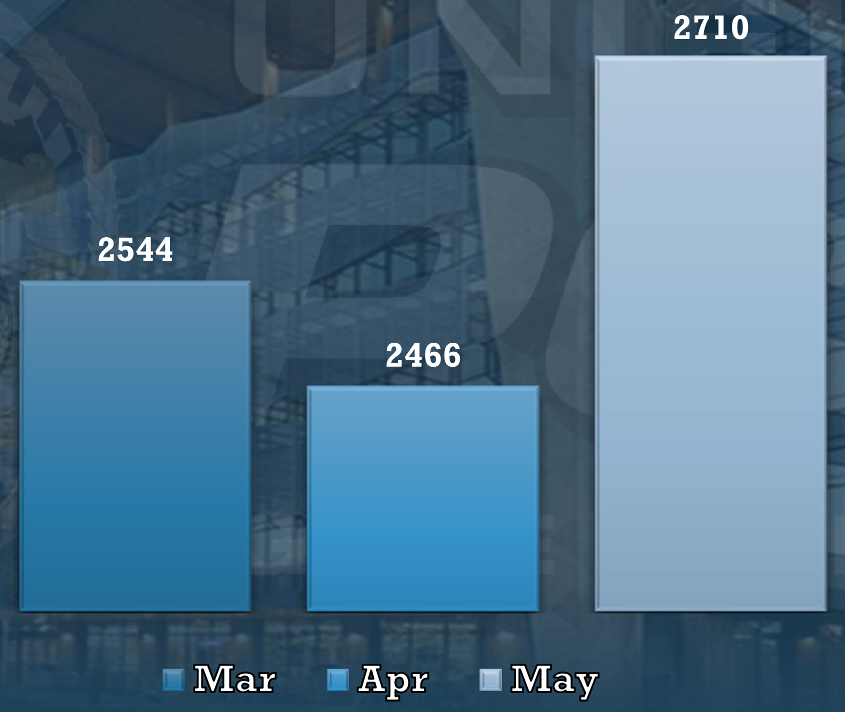


	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2021	970	863	995	983	1038	1031	1045	981	981	932	987	844
2022	826	823	914	857	895	994	976	1023	964	970	880	908
2023	953	849	905	917	1004	1060	1052	1015	948	960	771	824
2024	831	754	811	770	859	917	905	935	937	909	733	775
2025	804	811	874	793	881	839	796	833	781	872	735	731
2026	720	811	856	800	910							

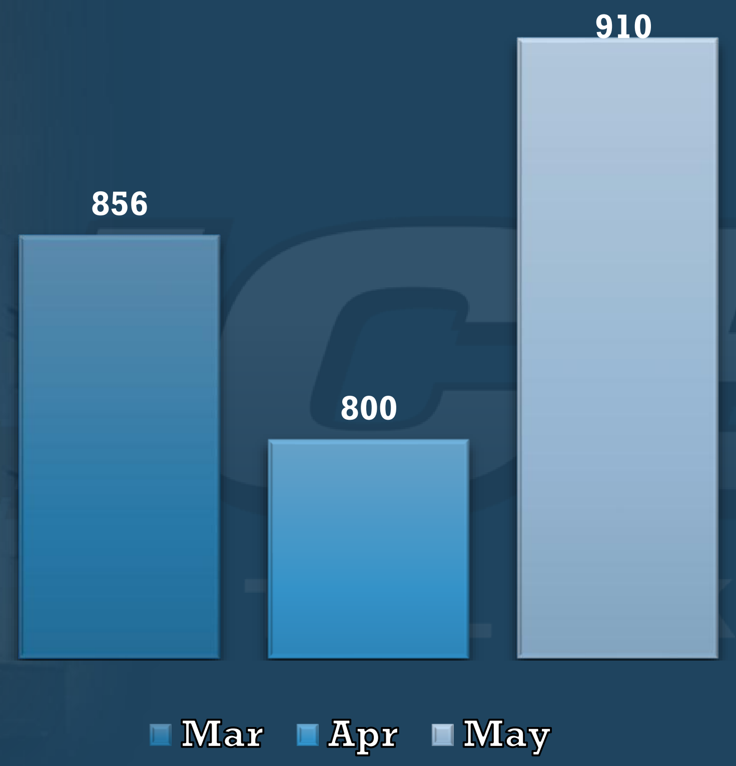
2021 2022 2023 2024 2025 2026

Millcreek City

Calls For Service



New Police Reports



MILLCREEK UNIFIED POLICE
MAY 2026

- TRANSIENT CALLS: 60
- MENTAL HEALTH CALLS: 23

MILLCREEK CITY - UPD TRAFFIC STATS

MAY 2026

- **416 Citations Issued**
- **11 DUI Arrests**
- **68 Accidents Reports**
- **29 Hit and Runs**

Millcreek City Directed Enforcement Unit (DEU) Stats

May 2026

Operational Summary:

- 5 Cases
- 13 Arrests
- 10 Search Warrants Served
- 2 Recovered Stolen Vehicles

Seized:

- 55 Fentanyl Pills
- 8.7 grams of Heroin

Community Engagement

During the month of May, Millcreek C.O.P. worked several school field day and end of year celebration events!

Unified Police Investigations
May 2026
Millcreek Precinct

Assault 42	Burglary 48	Drug Offenses 10	Domestic Violence 62
Fraud 18	Homicide 0	Larceny 74	Robbery 0
	Sex Offense 11	Stolen Vehicles 6	

During the month of May, Millcreek Precinct detectives were assigned 50 cases, and 25 of those cases were submitted for charges to Holladay Justice Court or 3rd District

Shared Services Highlight

Records Division
Consists of 1 Records Manager, 1 Records Supervisor, 1 GRAMA Coordinator, 12 Records Specialists

July 1, 2025 - June 16, 2026

- General Offense First Reports Processed – 38,139
- Supplemental Reports Processed – 29,330
- Citations Processed – 2,340
- Arrest Bookings Processed – 2,340
- GRAMA Releases – 14,108

  Also included with GRAMA Releases is Body Camera Footage. Body Camera Footage is watched and redacted in real time, which can be anywhere from a few minutes from 1 Officer to several hours from multiple officers on the same call, which can take several days to complete.
- Alarm Permits for all UPD Jurisdictions
- Towing Rotation for all UPD Jurisdictions
- Expungements for all UPD Jurisdictions
- Staff answers the UPD Administration Line
- NIBRS Extract, required to maintain below a 4.0% error rate to stay compliant with BCI and FBI

MILLCREEK, UTAH
ORDINANCE NO. 26-46

AN ORDINANCE OF THE MILLCREEK CITY COUNCIL ESTABLISHING A TRANSPORTATION UTILITY; IMPOSING A TRANSPORTATION UTILITY FEE; ADOPTING A TRANSPORTATION UTILITY FEE SCHEDULE AS PART OF THE CONSOLIDATED FEE SCHEDULE; CREATING A TRANSPORTATION UTILITY FUND; PROVIDING FOR ADMINISTRATION, BILLING, COLLECTION, APPEALS, AND ENFORCEMENT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Millcreek City Council ("Council") met in regular session on June 22, 2026, to consider, among other things, adopting an ordinance establishing a Transportation Utility; imposing a Transportation Utility Fee; adopting a Transportation Utility Fee Schedule as part of the Consolidated Fee Schedule; creating a Transportation Utility Fund; providing for administration, billing, collection, appeals, and enforcement; and providing an effective date; and

WHEREAS, the City owns, operates, maintains, repairs, reconstructs, and improves public streets, sidewalks, trails, traffic control devices, and related transportation infrastructure; and

WHEREAS, transportation system conditions are among the most common concerns expressed by Millcreek residents. Potholes, cracking, rough pavement, and deteriorating street surfaces affect every day travel and create frustration for residents and businesses. These concerns do not result solely from isolated pavement failures, but reflect a broader maintenance challenge across an aging transportation network; and

WHEREAS, the Council finds that, before incorporation, county street maintenance was often neglected, with limited resources and budgets that did not keep pace with inflation or transportation system wear; and

WHEREAS, the Council finds that if pavement maintenance is completed at the appropriate time, streets can be preserved at substantially lower cost, whereas deferred maintenance ultimately requires more expensive treatments, including major rehabilitation or full reconstruction; and

WHEREAS, the City has invested in transportation system maintenance and has continued to rely on available transportation funds, including Class B/C road funds and other City resources; however, current funding levels are insufficient to achieve the pavement condition target evaluated in the Study. Without additional dedicated funding, the City will continue to face difficult tradeoffs among maintaining transportation system conditions, preserving General Fund resources, and addressing other community priorities; and

WHEREAS, the Council finds that transportation infrastructure is used by, and provides a direct benefit to, properties located within the City, and that the City requires a dedicated and recurring funding source to help maintain the City's transportation system; and

WHEREAS, the Council commissioned a Transportation Utility Fee Study prepared by Avenue Consultants, Inc. dated June 2026 (the "Study"); and

WHEREAS, the Council has reviewed the Study; and

WHEREAS, the Study confirms the need for the City to invest additional funds in transportation system maintenance in order to reduce long-term maintenance costs; and

WHEREAS, the Council finds and determines, as recommended by the Study, that an average network Pavement Condition Index ("PCI") of 75 should be adopted as the pavement condition goal for the City's roadway system; and

WHEREAS, the Transportation Utility Fee established herein is reasonably related to the services provided to, benefits received by, or needs created by, the classes of properties subject to the Transportation Utility Fee, as determined in the Study; and

WHEREAS, on June 8, 2026, the Council complied with the notice and public hearing requirements established in Utah Code Sections 10-6-113 and 10-6-114.

NOW, THEREFORE, BE IT ORDAINED, that the Council hereby adopts the Study, adopts the PCI recommended therein, and adds the attached provisions to the Millcreek Municipal Code.

BE IT FURTHER ORDAINED, that the Transportation Utility Fee shall take effect on July 1, 2026, and billing shall commence on that date.

PASSED AND APPROVED by the Council this 22nd day of June, 2026.

MILLCREEK

By: ____
Cheri Jackson, Mayor

ATTEST:

____
Elyse Sullivan, City Recorder

Roll Call Vote:

Jackson	Yes	No
Catten	Yes	No
DeSirant	Yes	No
Handy	Yes	No
Uipi	Yes	No

CERTIFICATE OF POSTING

I, the duly appointed recorder for Millcreek, hereby certify that:
ORDINANCE 26-46: AN ORDINANCE OF THE MILLCREEK CITY COUNCIL ESTABLISHING A TRANSPORTATION UTILITY; IMPOSING A TRANSPORTATION UTILITY FEE; ADOPTING A TRANSPORTATION UTILITY FEE SCHEDULE AS PART OF THE CONSOLIDATED FEE SCHEDULE; CREATING A TRANSPORTATION UTILITY FUND; PROVIDING FOR ADMINISTRATION, BILLING, COLLECTION, APPEALS, AND ENFORCEMENT; AND PROVIDING AN EFFECTIVE DATE was adopted the 22nd day of June 2026 and that a copy of the foregoing Ordinance 26-46 was posted in accordance with Utah Code 10-3-711 this ____ day of June, 2026.

____
Elyse Sullivan, City Recorder

CHAPTER 3.75
UTILITY TRANSPORTATION FEE AND FUND

SECTIONS:

3.75.010: INTENT IN CREATING A TRANSPORTATION UTILITY:

The City Council hereby finds, determines, and declares that the public necessity of providing maintenance, upkeep, improvement, and repair of the City's streets and related facilities within the right-of-way requires the establishment of a comprehensive transportation utility with the purpose and power of undertaking such maintenance and improvements of City streets and related facilities as may be necessary and proper, including, without limitation, patching, crack sealing, seal coating, overlays, and other activities necessary to ensure that local streets are properly improved and maintained to safeguard the health, safety, and welfare of the City and its inhabitants. As part of the establishment of this utility, a Utility Transportation Fund ("Fund") is hereby created for the purpose of providing funds for the improvement and maintenance of City streets. Insofar as possible with available funds, and in accordance with policies adopted by the City Council, the City intends to improve and maintain only public streets and rights-of-way and shall not use funds for the improvement or maintenance of private streets, rights-of-way, or easements.

3.75.020: DEFINITIONS:

Residential means a dwelling unit or property used primarily for residential occupancy, including single-household, two-household, three- or four-household, multiple-household, accessory dwelling units, and other residential living arrangements recognized by the City Land Use Code. For purposes of the Transportation Utility Fee, residential fees are applied on a per-unit basis.

Commercial means a nonresidential property or use primarily involving retail, office, service, eating and drinking establishments, lodging, entertainment, medical, financial, personal service, light service, or other business or employment-generating activity. Commercial properties are divided into four tiers to reflect the range of road demand generated by different business types. Commercial A serves lower-traffic local businesses that generate fewer than 100 daily trips. Commercial B includes a mix of larger local businesses and national chains in the 100 to 199 daily trip range. Commercial C covers food service and similar uses that generate more trips than local retail but fewer than regional commercial destinations, with a daily trip range of 200 to 599. Commercial D captures the highest-demand uses—such as large-format retail, grocery stores, and regional commercial destinations—generating 600 or more daily trips. Four tiers were established to ensure that the fee assessed to each business is reasonably proportionate to its estimated contribution to traffic volumes on the City's roadway network.

• Commercial A (<100 Trips) means a commercial use estimated to generate fewer than 100 average weekday trips.

• Commercial B (100–199 Trips) means a commercial use estimated to generate between 100 and 199 average weekday trips.

• Commercial C (200–599 Trips) means a commercial use estimated to generate between 200 and 599 average weekday trips.

• Commercial D (600+ Trips) means a commercial use estimated to generate 600 or more average weekday trips.

Public Use means a public, quasi-public, civic, institutional, nonprofit, utility, school, religious, park, recreational, administrative, service, or similar use that primarily serves the public health, safety, education, recreation, or general welfare. Public Use properties are divided into two tiers based on estimated average weekday trip generation:

• Public Use A includes properties generating fewer than 300 daily trips, meaning a public use estimated to generate fewer than 300 average weekday trips, such as neighborhood churches, smaller schools, and local nonprofit facilities.

• Public Use B includes higher-traffic properties generating 300 or more daily trips, meaning a public use estimated to generate 300 or more average weekday trips, such as large schools and community facilities.

3.75.030: ESTABLISHMENT OF UTILITY TRANSPORTATION FEE AND FUND:

A. There is hereby created a Utility Transportation Fund, to be reported as an Enterprise Fund, to be funded by a fee ("Fee") assessed by the City within its corporate limits. The Fee shall be established by resolution of the City Council in amounts deemed necessary to provide funds for the proper improvement and maintenance of City streets. The amount of the Fee shall be adopted in the Consolidated Fee Schedule, which may be amended as needed by resolution of the City Council. The Fee is hereby assessed and imposed based upon the following land use categories and subcategories:

1. Residential:
2. Commercial:
    - Commercial A
    - Commercial B
    - Commercial C
    - Commercial D
3. Public Use
    - Public Use A
    - Public Use B

B. The Fee for each land use category and subcategory shall be based on the relative share of aggregate trips each category and subcategory generates. Trips for residential and nonresidential uses shall be based on the Avenue Consultants, Inc. report dated June 2026, which utilizes the Institute of Transportation Engineers (ITE) Trip Generation Manual.

3.75.040: BILLING AND COLLECTION:

The City contracts with Rocky Mountain Power to include the Fee on the monthly electric utility bill for all residences and commercial properties that are billed for electric service. The City shall bill the Fee to all other residential units or commercial properties that Rocky Mountain Power does not bill for electric service. Fees so collected shall be used only for the transportation utility purposes provided herein.

3.75.050: ENFORCEMENT:

Any charge due hereunder that is not paid when due may be recovered by the City in an action at law or in equity.

3.75.060: DEDICATION OF FUNDS:

All funds collected by the City from this Fee shall annually be paid into the Utility Transportation Fund, which is hereby created as an established Enterprise Fund in the City budget. Such funds shall be used only for the purposes set forth above.

3.75.070: ANNUAL REPORT AND TAX REVENUES:

A. Each year during the annual budget process, the Public Works Department, with assistance from Finance Department, shall submit to the Council an annual report as required by Utah Code section 10-6-134.5 and submit the same to the Utah State Auditor.

B. If any State or County legislation is enacted that either changes the rate of a tax or enacts a new tax, the purpose of which tax is to provide funds for the operation, improvement, or maintenance of Municipal streets, and that results in the City receiving increased revenues dedicated to that purpose, the City Council may hold a public hearing to consider the question of whether the Fee should be reduced to offset, either entirely or partially, those increased revenues. Such a hearing may be held as a part of the public hearing held on the City budget, so long as this question is specifically addressed.

3.75.080: APPEALS:

A. Any person who disputes the amount of the fee, or disputes any determination made by or on behalf of the City pursuant to and by the authority of this chapter, may petition the administrative hearing officer for a hearing on a revision or modification of such fee or determination. Such petitions may be filed only once in connection with any fee or determination, except upon a showing of changed circumstances sufficient to justify the filing of such additional petition.

B. Such petitions shall be in writing, filed with the City Recorder within thirty (30) calendar days of the date of the utility bill containing the disputed charge or the date of the challenged determination. The facts and figures shall be submitted in writing or orally at the administrative hearing. The petitioner shall have the burden to prove that the amount of the Fee is in error.

THE ROAD AHEAD

Paving for a Smoother Future

MILLCREEK CITY

DRAFT Transportation Utility Fee Report

June 2026

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1 BACKGROUND, METHODOLOGY, AND DEMONSTRATION OF NEED

1.1 BACKGROUND & PURPOSE

Millcreek is responsible for maintaining a roadway network that serves residents, businesses, schools, public facilities, emergency responders, and visitors. These streets are one of the City's most important public assets. They provide access to homes and businesses, support local commerce, connect neighborhoods, and help maintain the quality of life that Millcreek residents expect.

Like all pavement systems, Millcreek's streets deteriorate over time. Weather, traffic, snow removal, drainage, utility cuts, and normal wear all contribute to pavement deterioration. If pavement maintenance is completed at the right time, streets can be preserved at a much lower cost. If maintenance is deferred, streets eventually require more expensive treatments, including major rehabilitation or full reconstruction.

Millcreek's roadway maintenance challenge is shaped by its history. Before incorporation, Millcreek was an unincorporated area of Salt Lake County. Public outreach materials prepared for this effort explain that unincorporated areas such as Millcreek were often a lower maintenance priority, with limited resources and budgets that did not keep pace with inflation or roadway wear. When Millcreek was incorporated in 2016, the City inherited over 170 miles of aging pavement and a maintenance backlog that had developed over many years.

The purpose of this report is to evaluate whether a Transportation Utility Fee ("TUF") could provide a dedicated and recurring funding source to help maintain Millcreek's roadway system. This chapter documents the background for that evaluation, explains how roadway maintenance needs were estimated, summarizes existing transportation funding, and demonstrates the need for additional dedicated revenue for roadway maintenance.

***Figure 1.** History of Millcreek's roads and inherited maintenance backlog.*
***Source:** Millcreek City Pavement Index, 2025*

1.2 BACKGROUND

Road conditions have been one of the most common concerns expressed by Millcreek residents. Potholes, cracking, rough pavement, and deteriorating street surfaces affect everyday travel and can create frustration for residents and businesses. These concerns are not simply the result of isolated pavement failures. They reflect a broader maintenance challenge across an aging roadway network.

Millcreek is a largely built-out community. Unlike rapidly growing cities, where transportation funding needs often focus on constructing new roads, Millcreek's primary transportation funding challenge is preserving and maintaining the streets already in place. This is an important distinction. The need addressed in this report is not primarily a growth-related capacity need. It is a maintenance, preservation, and asset management need.

Since incorporation, the City has invested in roadway maintenance and has continued to rely on available transportation funds, including Class B/C road funds and other City resources. However, current funding levels are insufficient to achieve the pavement condition target evaluated in this report. Without additional dedicated funding, the City will continue to face difficult tradeoffs between maintaining roads, preserving General Fund resources, and addressing other community priorities.

1.3 WHAT IS A TUF?

A TUF is a recurring fee that helps fund the maintenance, operation, repair, upgrade, or replacement of the City's transportation facilities. A TUF treats the transportation system like a utility. Residents, businesses, institutions, and other roadway users rely on the street network, and the cost of maintaining that system can be allocated to them based on estimated use.

A TUF is different from a general tax. A tax is imposed primarily to raise revenue for general governmental purposes, as opposed to a fee, which is imposed to pay for a specific government service or benefit received by the payer. The City's work session materials summarize this distinction by explaining that a fee is tied to services provided and the payer's usage, while a tax is for general governmental purposes.

Roadway use is not metered in the same way as water or electricity. Because of that, TUFs typically rely on trip generation as a reasonable way to estimate use of the transportation system. Properties that generate more vehicle trips are assumed to place more demand on the roadway system than properties that generate fewer trips. Homes, businesses, schools, churches, and public places can be evaluated using trip-generation information from the Institute of Transportation Engineers' Trip Generation Manual.

A TUF is also different from a transportation impact fee. Impact fees are typically one-time fees charged to new development to help pay for new infrastructure or added capacity needed to serve growth. A TUF is a recurring fee used to help maintain the existing transportation system. In simple terms, impact fees help build the capacity needed by new development, while a TUF helps maintain the streets that current users rely on every day.

For Millcreek, the TUF evaluated in this report is focused on roadway maintenance and pavement preservation. The intent is not to create a general-purpose revenue source. Rather, the intent is to provide dedicated funding for eligible transportation maintenance activities, including pavement preservation, rehabilitation, overlays, snow removal, and related roadway maintenance needs.

1.4 PLAN PROCESS AND METHODOLOGY

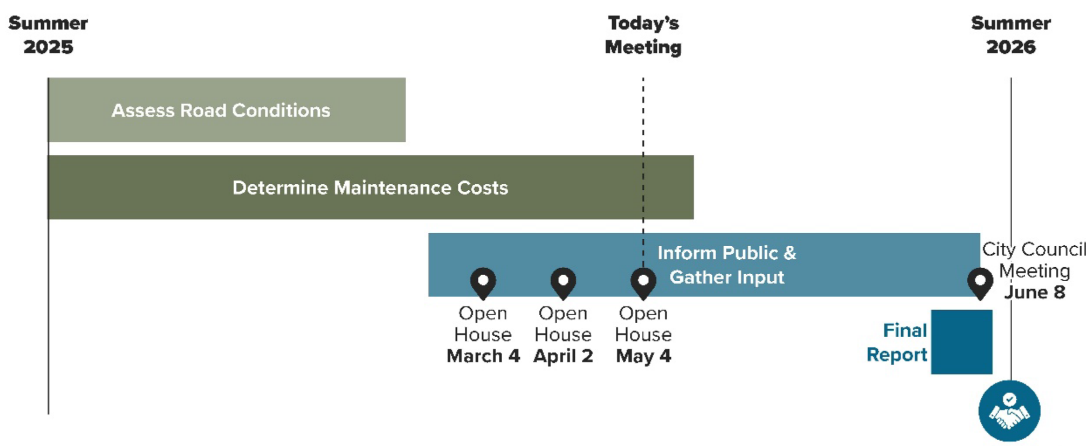
The TUF evaluation process began with a review of Millcreek's current roadway conditions and maintenance needs. The process then compared those needs to existing transportation funding sources to determine whether a funding gap exists.
The overall process included the following steps:

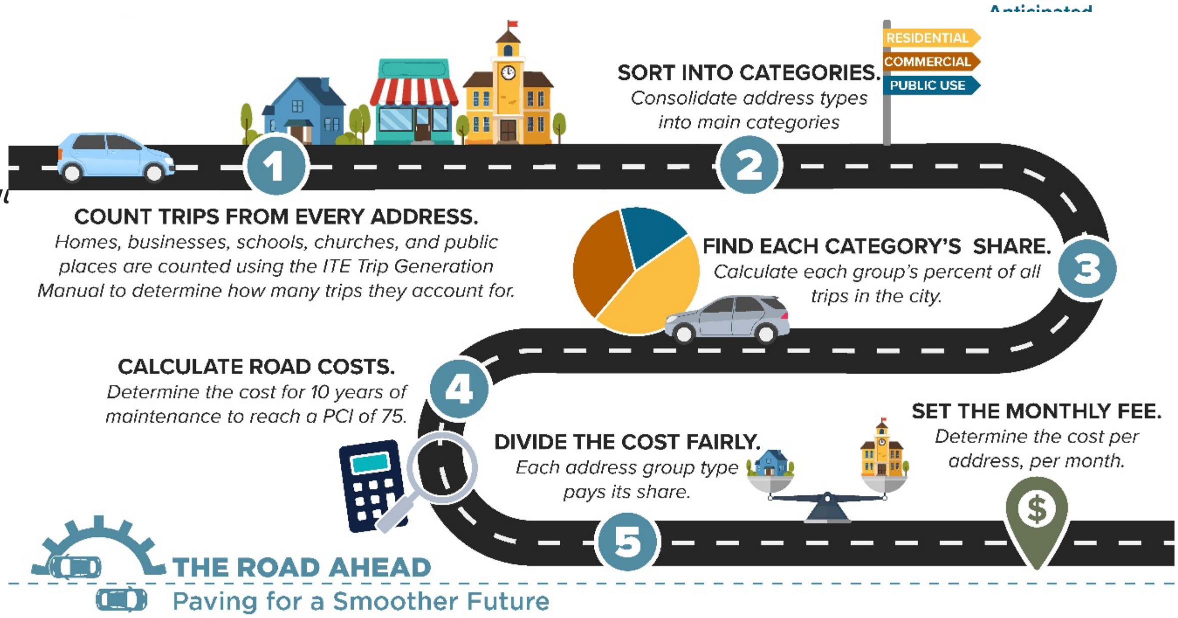
1. Assess current road conditions.
2. Review pavement condition data and PCI mapping.

3. Estimate maintenance costs needed to improve pavement condition.
4. Review current transportation funding sources.
5. Compare existing funding to projected maintenance needs.
6. Evaluate potential TUF approaches and fee options.
7. Inform the public and gather input.
8. Provide information to the City Council to support a policy decision.

Infrastructure Research prepared cost estimates to support the initial Millcreek TUF calculation. The estimates included pavement maintenance costs for target average PCI values of 70 and 75, as well as annual snow removal costs. The analysis used pavement maintenance and snow removal prices provided by Millcreek personnel, a 60-year analysis period, assumed pavement deterioration curves, treatment life extensions, and consideration of pavement grades above and below 6 percent for collectors and local roads.
The fee calculation process also considers roadway use by land use category. The public meeting materials summarize this process as counting trips from every address, sorting properties into categories, calculating each category's share of trips, calculating road costs, dividing costs fairly, and setting a monthly fee.

Figure 2. Project schedule and public involvement process.





1.5 MILLCREEK'S HISTORY AND ROADS

For decades, Millcreek was an unincorporated part of Salt Lake County. During that time, roadway maintenance decisions were made at the county level, and Millcreek competed with other unincorporated areas and countywide needs for limited resources. The public outreach materials explain that unincorporated areas like Millcreek were lower priority for maintenance, with fewer resources and budgets that stayed flat even as inflation increased and traffic continued to wear down the streets.

When Millcreek was incorporated in 2016, it inherited an established roadway system with a significant maintenance backlog. The City did not begin with a newly constructed street network. Instead, it became responsible for over 170 miles of aging pavement, much of which had already experienced years of deterioration.

This history matters because the current roadway need is not simply the result of one year of underfunding or a short-term maintenance delay. It is the result of a long-term gap between the level of maintenance required and the funding available to provide it. Addressing this backlog requires a sustained, predictable funding source that allows the City to plan maintenance over time.

Millcreek's streets serve a wide range of users and land uses. The network includes neighborhood streets, collector roads, commercial corridors, school access routes, streets serving churches and public facilities, and roads in hillside areas where grades and weather can increase maintenance needs. The City's roadway network is both a transportation system and a major public asset. Protecting that asset is central to the TUF evaluation.

1.6 PAVEMENT NETWORK OF STREETS

Millcreek's pavement network includes local streets and collector streets that serve daily travel throughout the City. The Infrastructure Research cost estimates were organized by street class, pavement surface area, and grade. This approach is important because pavement maintenance costs are driven by the amount of pavement surface area to be maintained and by conditions that can affect treatment needs, such as roadway grade.

Figure 4. Existing Pavement Area by Functional Classification & Grade

Street Class / Grade	Estimated Pavement Surface Area
Collector, less than 6% grade	4,875,732 square feet
Local, less than 6% grade	17,991,270 square feet
Collector, 6% grade or greater	513,927 square feet
Local, 6% grade or greater	2,422,449 square feet
Total	**25,803,378 square feet**

The pavement network includes approximately 25.8 million square feet of roadway surface. This surface area is the basis for estimating the annual cost of maintaining Millcreek's roads at different target PCI levels.

Roads on grades of 6 percent or greater present additional constraints for maintenance planning. City personnel indicated that only crack seal and mill-and-fill are currently specified for pavement on grades above 6 percent, which limits the available treatment options for those segments and affects cost estimates for steeper portions of the network.

Because Millcreek is largely built out, the City's roadway funding challenge is primarily about maintaining this existing network. The City must preserve roads that are currently in good or fair condition, rehabilitate roads that are already declining, and prevent more streets from falling into very poor condition, at which point reconstruction becomes necessary.

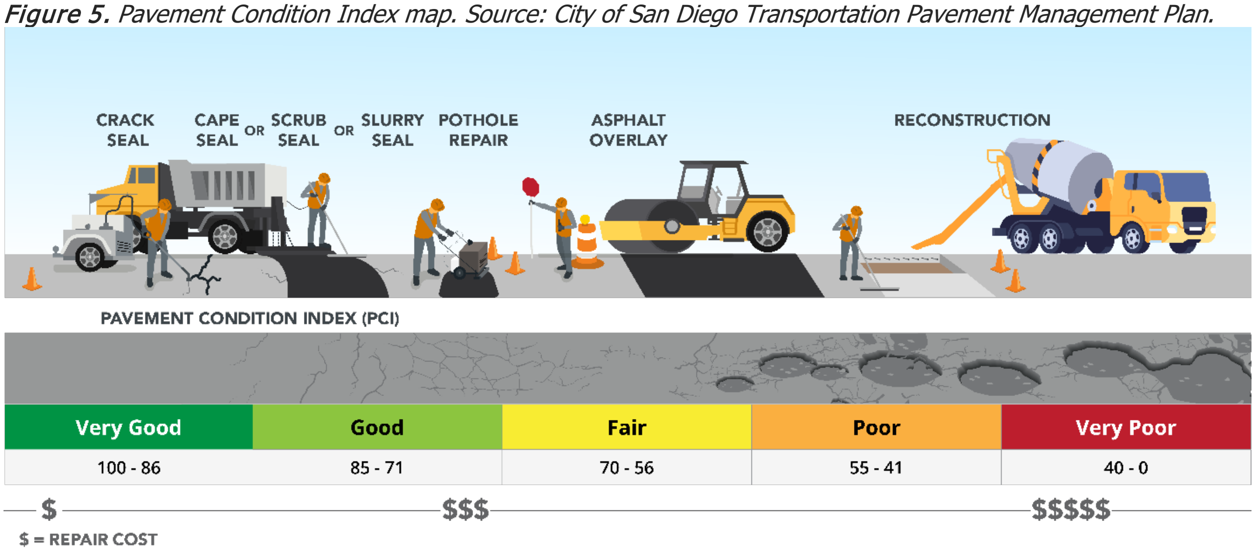
1.7 PCI DEFINITION AND MAPS

The Pavement Condition Index ("PCI") is a standard measure used to describe pavement condition. PCI is measured on a scale from 0 to 100. A higher PCI means the pavement is in better condition, while a lower PCI means the pavement has more cracking, potholes, roughness, or other distress.

The City's public meeting materials describe PCI in simple terms: a high PCI means smoother roads, fewer cracks, and better condition, while a low PCI means rougher roads, more cracks, and worse condition. The same materials identify Millcreek's current citywide average PCI score as 64, which is considered Fair.

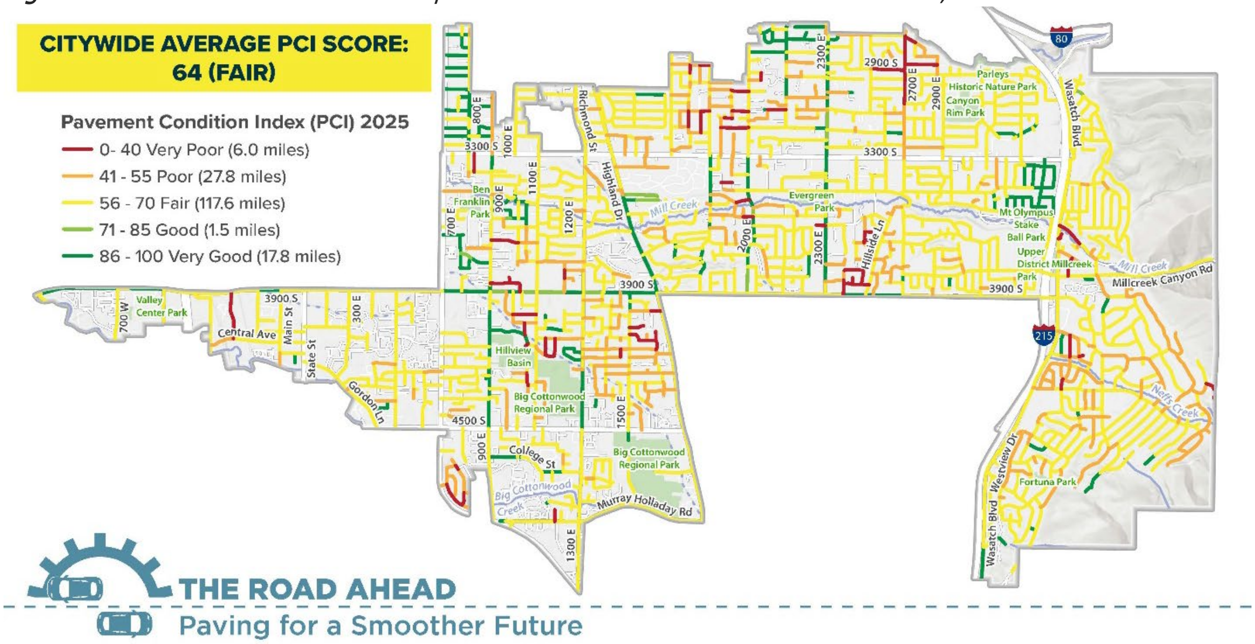
A citywide average PCI does not mean that every road in Millcreek is in the same condition. Some streets are in very good condition, while others are in poor or very poor condition. The average PCI is a network-level measure that helps the City understand the overall condition of the roadway system.

Figure 5. *Pavement Condition Index map. Source: City of San Diego Transportation Pavement Management Plan.*



The 2025 pavement condition map shows the distribution of pavement conditions across the City. According to the map, the citywide average PCI is 64, with roads distributed across very poor, poor, fair, good, and very good categories. The map identifies approximately 6.0 miles of very poor roads, 27.8 miles of poor roads, 117.6 miles of fair roads, 1.5 miles of good roads, and 17.8 miles of very good roads. The 2025 PCI data represents the best available condition information for the network and is used as the basis for the cost and fee analysis in this report.

Figure 6. *Pavement Condition Index Map.* ***Source:*** *Millcreek Pavement Condition Index, 2025.*



1.8 LIFECYCLE COST OF REPAIRS

Pavement maintenance is most cost-effective when treatments are applied before roads fall into poor condition. A street in good condition may be preserved with a lower-cost treatment, while a street in poor condition may require a major overlay, base repair, or reconstruction. As pavement condition declines, the range of available treatments narrows and repair costs increase.

This is why a pavement program cannot focus only on the worst streets. While roads in poor or very poor condition need attention, a cost-effective maintenance program must also preserve streets that are still in fair or good condition. Preserving those roads before they fail helps reduce the number of streets that eventually require expensive reconstruction.

The City's pavement condition summary graphic illustrates this concept by showing lower-cost treatments such as crack sealing, cape seals, scrub seals, and slurry seals toward the higher end of the PCI scale, with more expensive treatments such as asphalt overlays and reconstruction needed as pavement condition declines. The graphic shows repair costs increasing as pavement condition moves from very good to very poor.

This concept is often described as "keeping good roads good." While that phrase may sound counterintuitive to the public, it reflects a practical pavement management principle. It is usually less expensive to preserve a road before it fails than to rebuild it after it has deteriorated.

Millcreek's current average PCI of 64 means the roadway network is generally in fair condition. At that level, many roads are already outside the most cost-effective range for preventive maintenance. If adequate maintenance is delayed, more streets will continue to decline into poor or very poor condition, increasing the City's long-term costs.

1.9 TARGET OF PCI 75

Millcreek has adopted a target average network PCI of 75 as the pavement condition goal for the city's roadway system. A PCI of 75 reflects a network that is generally in good condition and supports a more proactive maintenance strategy. The target should be understood as a network-wide average, not a promise that every street will have a PCI of exactly 75. Some roads will be above the target, and some will be below it. The goal is to manage the overall system so that the network's average condition reaches or remains near the target over time. The study evaluated target conditions of both 70 and 75. A PCI in this range aligns with industry standards and other Utah cities, while supporting cost efficiency because preservation and rehabilitation costs rise sharply once PCI drops below 60. The City Council selected PCI 75 as the adopted goal. The PCI 70 scenario is shown as a reference for comparison.

Figure 7. *Estimated Annual Cost for PCI of 70 to 75*

Target Average PCI	Estimated Annual Pavement Maintenance Cost
PCI 70	$4,164,761
PCI 75	$4,687,069

Infrastructure Research estimated the annual cost to maintain average network PCI values of 70 and 75. The memo also notes that the reported 2025 average PCI of 64 indicates a maintenance backlog. Achieving a target average PCI of 70 would require reconstructing approximately 16.7 percent of the pavement network. Achieving a target average PCI of 75 would require reconstructing approximately 30.6 percent of the pavement network.

The PCI 75 target represents a policy choice to invest more proactively in the roadway system. It requires more annual funding than a lower target, but it also helps reduce long-term deterioration and delay the need for more expensive reconstruction.

The cost estimates presented in this chapter reflect 2025 dollar values. For purposes of the fee calculation in Chapter 2, project costs were escalated by 15 percent to account for anticipated increases in materials, labor, and construction over the 10-year period during which the fee is expected to remain in effect before an updated analysis is conducted. This adjustment is described in more detail in the fee calculation methodology.

1.10 EXISTING FUNDING

Millcreek currently uses existing transportation revenues to maintain and operate the roadway system. These sources are important and should continue to be used for eligible roadway purposes. However, they are insufficient to fully fund the annual maintenance required to achieve the City's target pavement condition.

Current funding sources include Class B/C road funds and other City funds used to supplement roadway maintenance activities. The City also contracts with Salt Lake County for roadway maintenance services, which include administrative costs, pavement materials, fixed labor and equipment, salt and dumping costs, traffic control, street lighting, and other related maintenance items.

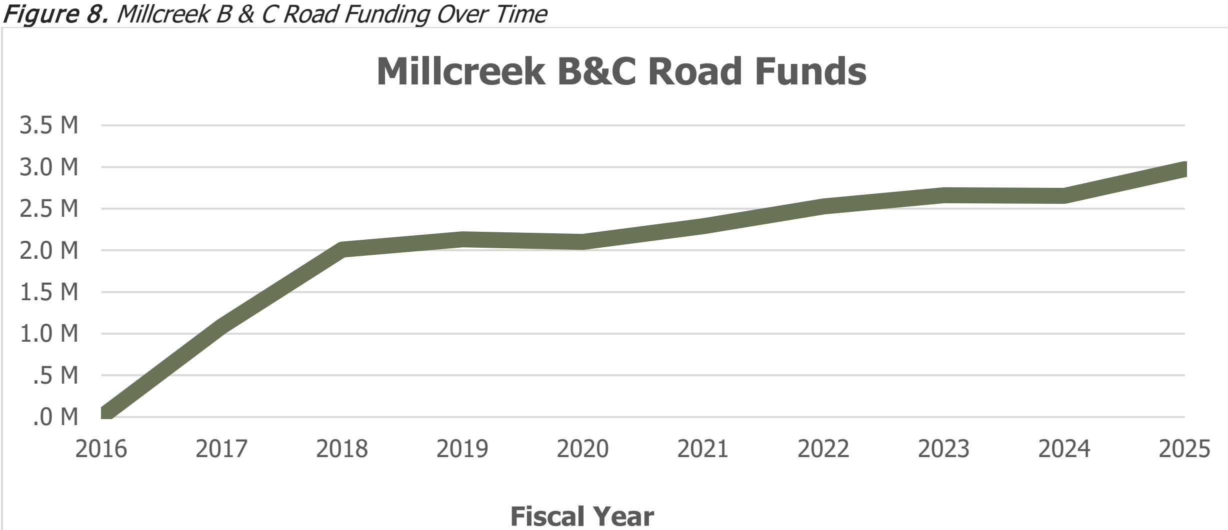
The TUF is not intended to replace the City's existing transportation funding. Instead, it is intended to supplement existing resources and provide a dedicated funding source for the gap between current funding and the level of investment needed to achieve the City's pavement condition goals.
This distinction is important. If a TUF is adopted, existing transportation revenues should continue to be used for roadway purposes. The TUF should provide additional funding that allows the City to improve roadway conditions, reduce reliance on General Fund transfers, and support a more proactive pavement maintenance program.

1.11 B&C ROAD FUND

Class B/C road funds are one of Millcreek's most important recurring transportation funding sources. The State distributes these funds for eligible roadway purposes. The City's work session materials explain that B&C funds are distributed based on road miles and population, with 50 percent allocated by population and 50 percent by road miles.

For FY 2025, statewide B&C road funds totaled approximately $266.5 million. Millcreek's B&C road funding is based on its reported B&C-eligible road miles, which were last updated in March 2017. The B & C formula indicates that Millcreek has 171.56 eligible paved miles and 857.8 weighted lane miles, representing approximately 0.7 percent of the state total. This figure differs slightly from the total centerline miles, which reflects the full extent of the City's roadway system, including all street classifications and private roads.

Figure 8. *Millcreek B & C Road Funding Over Time*



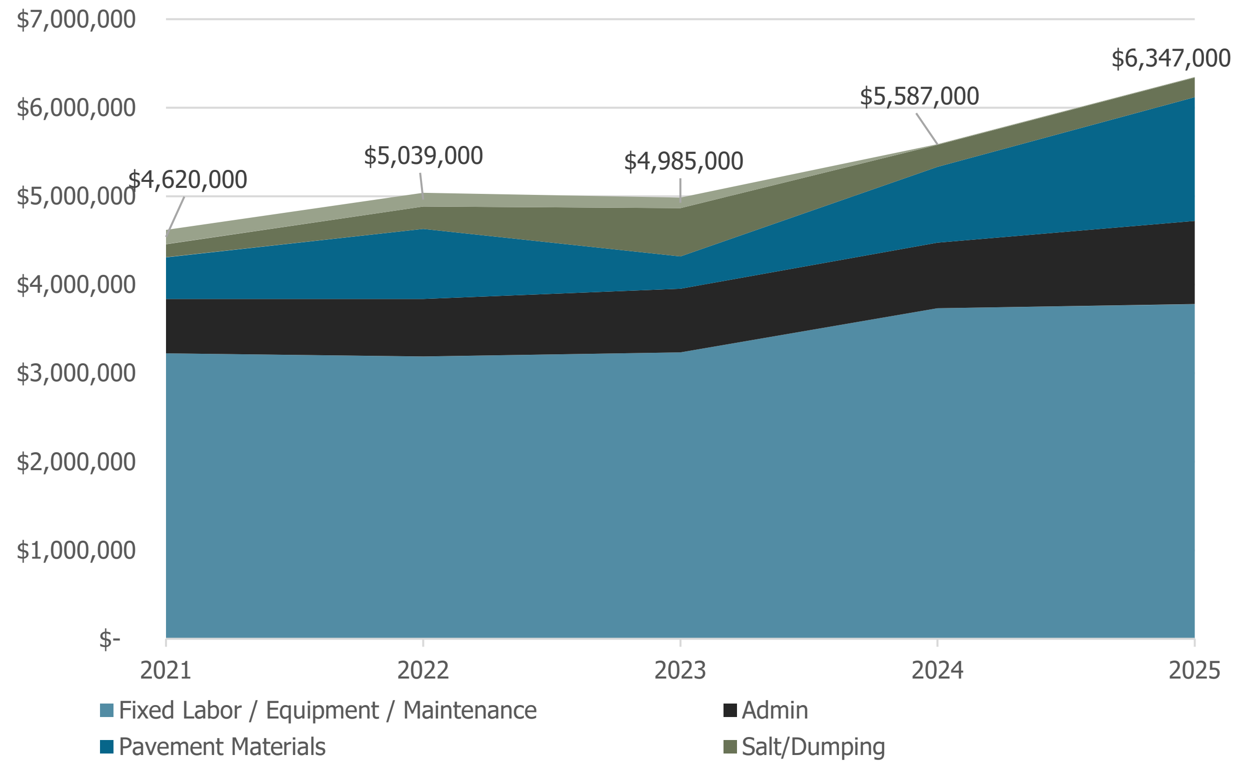
B&C road funds are essential, but they are not designed to fund all local roadway maintenance needs fully. Millcreek must use other City resources to supplement these funds and pay for ongoing maintenance. This creates pressure on the General Fund and limits the City's ability to address other priorities.

1.12 RECENT EXPENDITURES

Millcreek's recent roadway maintenance expenditures show that the City is already making substantial investments in the roadway system. However, these costs exceed the amount received through B&C road funds.

The City's work session materials summarize the recent five-year maintenance costs that Salt Lake County invoiced to Millcreek. Total maintenance costs increased from approximately $4.62 million in 2021 to approximately $6.35 million in 2025.

Figure 9. Millcreek Expenditures by Year



The five-year average funding split was approximately $2.621 million from B&C road funds and $2.695 million from other funds. These figures demonstrate that Millcreek is already using funds beyond B&C road funds to maintain the roadway system. In recent years, the City has relied on other resources to cover roughly half of its roadway maintenance costs. A TUF would help create a more direct and dedicated funding source for roadway maintenance, reducing reliance on other City funds.

1.13 FUNDING GAPS

The annual funding gap is the difference between the City's estimated roadway maintenance needs and the existing dedicated transportation funding available to meet those needs.

Infrastructure Research estimated that maintaining a target average PCI of 75 would require approximately $4,687,069 additional annually for pavement maintenance. The memo also estimated annual snow removal costs at $2,064,270, although these costs may vary from year to year depending on snowfall.

In short, the City has a gap between existing funding and the level of pavement maintenance needed to reach the target PCI. For the PCI 75 scenario, the estimated annual pavement maintenance need is approximately an additional **$4,687,069**. **This funding gap is what the TUF calculations are based on.**

1.14 DEMONSTRATION OF NEED

The analysis presented in this chapter demonstrates the need for additional dedicated funding for roadway maintenance in Millcreek.

Millcreek inherited an aging roadway network and a maintenance backlog when it incorporated in 2016. The City is now responsible for maintaining more than 170 miles of streets and approximately 25.8 million square feet of pavement surface. Current pavement condition data indicate a citywide average PCI of 64, which falls within the fair range and is below the adopted PCI 75 goal.

The City's pavement needs are significant. Achieving a target average PCI of 75 would require approximately $4.687 million annually for pavement maintenance.

Existing funding sources are important but insufficient. Class B/C road funds provide a major source of transportation revenue, but they do not cover Millcreek's total roadway maintenance costs. Over the last five years, the City has relied on other funds to supplement B&C road funds and pay for roadway maintenance. In 2025, other funds accounted for approximately $3.372 million of total maintenance costs.

Without additional dedicated funding, Millcreek will continue to face difficult choices. The City can continue to rely on General Fund support, which reduces funding available for other priorities, or it can defer maintenance, which is likely to result in lower pavement conditions and higher long-term reconstruction costs. Neither approach provides a stable long-term solution.

A TUF provides a potential dedicated revenue source tied to roadway use and maintenance needs. If adopted, a TUF could help Millcreek maintain streets more proactively, improve average pavement condition, reduce long-term repair costs, and provide a more transparent funding structure for roadway maintenance.

The following chapters evaluate how a TUF could be structured, how costs could be allocated among roadway users, and how the fee could be administered in compliance with Utah law.

2 TRANSPORTATION UTILITY FEE CALCULATION

2.1 OVERVIEW

The TUF is calculated using a methodology that estimates the volume of vehicle trips generated by each property in Millcreek and allocates road maintenance costs proportionately based on each land use category's share of total citywide trip activity. The approach is consistent with the methodology used by other Utah cities that have implemented transportation utility fees and is grounded in nationally recognized trip generation standards published by the Institute of Transportation Engineers (ITE).

2.2 ITE TRIP GENERATION

Trip generation provides the quantitative foundation for the fee calculation. Each parcel in Millcreek was assigned a weekday vehicle trip estimate based on its land-use type and size, using published ITE data from national studies spanning a wide range of development types and geographic contexts. The use of ITE trip generation is intended to establish a reasonable relationship between the amount of the transportation utility fee and the transportation services provided to, benefits received by, or needs created by those who pay the fee, by land-use category. Estimated weekday vehicle trip generation was selected as the primary allocation metric because it provides a standardized, widely accepted measure of transportation system demand across land-use types. While pavement deterioration is also influenced by vehicle weight and axle loading, weekday trip generation is an administratively practical basis for allocating roadway maintenance costs proportionately across land use categories.

2.3 PARCEL AND BUSINESS ANALYSIS

This analysis established a trip-generation estimate for every address in the city, using the weekday vehicle trip as the unit of demand. The ITE Trip Generation Manual provides the most reliable and consistently available data for weekday conditions, while data for Saturday and Sunday are considerably more limited across land-use categories. Trip generation was estimated at the parcel level for all land uses within the city. The primary data source for residential units and commercial and industrial square footage was Salt Lake County (SLCO) parcel data. For parcels containing multiple businesses or tenants, where county parcel data alone does not adequately distinguish individual land uses, the analysis incorporated the Utah Open Source Places dataset maintained by the Utah Geospatial Resource Center (UGRC). This supplemental data source enabled more precise identification of land use type at the sub-parcel level, improving the accuracy of ITE trip-generation assignments for mixed-use and multi-tenant properties.

Trip generation rates were applied using the ITE Trip Generation Manual, 11th Edition. In total, 29,749 parcels were evaluated across the city. ITE land uses were assigned to each parcel using the assessor's property type code, matched to the corresponding ITE land use code. For parcels without a property type code or where multiple businesses occupied a single parcel, each land use was reviewed individually, and the most appropriate ITE code was selected. Once initial classifications were complete, a GIS-based review of all parcels and a manual review of major trip generators were conducted to verify assignments and identify any inconsistencies. The total weekday trip generation across all parcels totals approximately 460,000 daily trips.

As a verification step, the parcel-level address count was compared against Rocky Mountain Power billing addresses for Millcreek. Rocky Mountain Power serves approximately 26,634 accounts within the city, a figure comparable to the number of locations identified through the GIS-based parcel analysis. Converted to equivalent residential units, the Rocky Mountain Power accounts represent approximately 31,880 units. This comparison confirmed that the parcel dataset is reasonably complete and that the total number of assessed locations is consistent with the billing universe that will be used for fee collection.

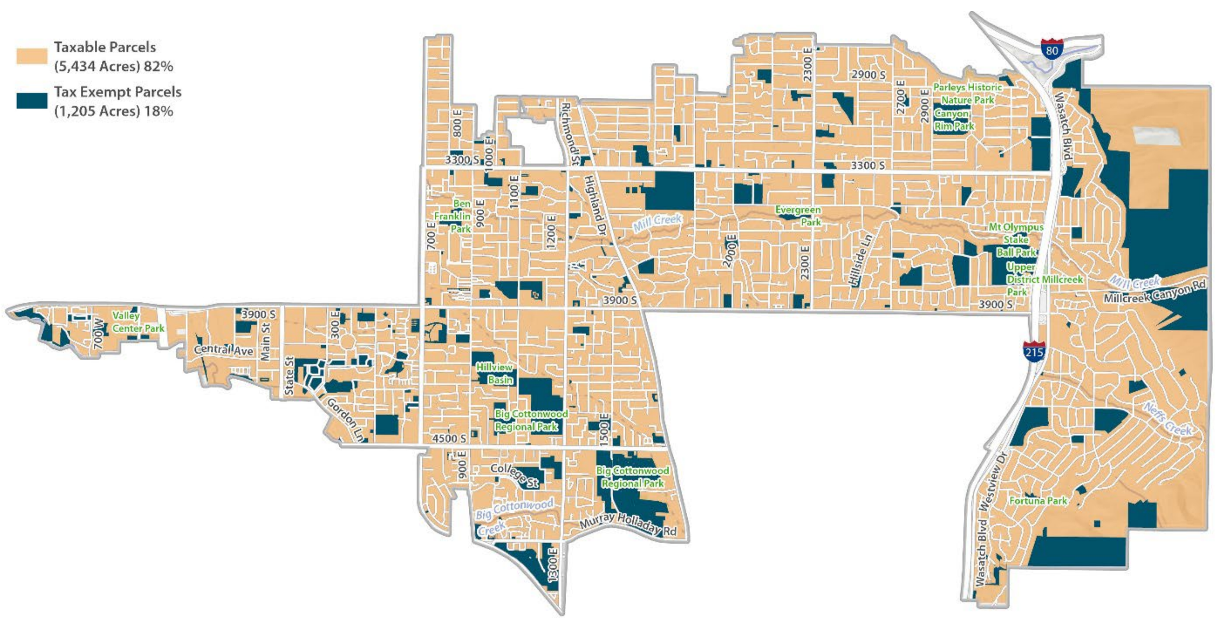
2.4 LAND USE CATEGORIES

With trip generation established at the parcel level, each property was assigned to a land use category that determines its share of the total obligation fee. The categories were selected to reflect meaningful differences in road demand across property types while meeting the minimum structure required under Utah law.

While multiple fee category structures were evaluated during the study, Utah Code section 10-6-134.5 establishes minimum requirements for transportation utility fee structures, including that fees must be assessed across at least three land use categories: residential, commercial, and other. Furthermore, the proposed fee amounts must be related to the number of vehicle trips generated by each category. The fee structure developed for Millcreek meets the requirements of Utah Code section 10-6-134.5, reflects variations in road demand across land-use types, and maintains consistency with transportation utility fee frameworks used by other Utah municipalities.

The recommended fee structure uses a land-use category approach similar to the Provo City Transportation Utility Fee, providing a framework consistent with transportation utility fee structures currently implemented in Utah. All parcels in Millcreek were assigned to one of three broad customer classes: Residential, Commercial, or Public Use, with further subdivisions within the Commercial and Public Use classes based on estimated average weekday trip-generation volumes.

Figure 10. *Taxable and Tax-Exempt Parcels*



For purposes of applying the Transportation Utility Fee, each parcel, address, utility billing account, business license, or use shall be assigned to one of the fee categories identified in this report based on the property's primary use, land use classification, and estimated average weekday trip generation. To the extent applicable, these categories are intended to be consistent with the definitions and land use terms used in the Millcreek Land Use Code.

Residential means a dwelling unit or property used primarily for residential occupancy, including single-household, two-household, three- or four-household, multiple-household, accessory dwelling units, and other residential living arrangements recognized by the Millcreek Land Use Code. For purposes of the Transportation Utility Fee, residential fees are applied on a per-unit basis. Residential properties are treated as a single category because trip generation rates across residential housing types are comparatively similar, and the variation is not significant enough to warrant separate tiers.

Commercial means a nonresidential property or use primarily involving retail, office, service, eating and drinking establishments, lodging, entertainment, medical, financial, personal service, light service, or other business or employment-generating activity. Commercial properties are divided into four tiers to reflect the range of road demand generated by different business types and to ensure that the fee assessed to each business is reasonably proportionate to its estimated contribution to traffic volumes on Millcreek's roadway network:

• Commercial A (<100 Trips) means a commercial use estimated to generate fewer than 100 average weekday trips.

• Commercial B (100–199 Trips) means a commercial use estimated to generate between 100 and 199 average weekday trips.

• Commercial C (200–599 Trips) means a commercial use estimated to generate between 200 and 599 average weekday trips.

• Commercial D (600+ Trips) means a commercial use estimated to generate 600 or more average weekday trips.

Public Use means a public, quasi-public, civic, institutional, nonprofit, utility, school, religious, park, recreational, administrative, service, or similar use that primarily serves the public health, safety, education, recreation, or general welfare. Public Use properties are divided into two tiers based on estimated average weekday trip generation:

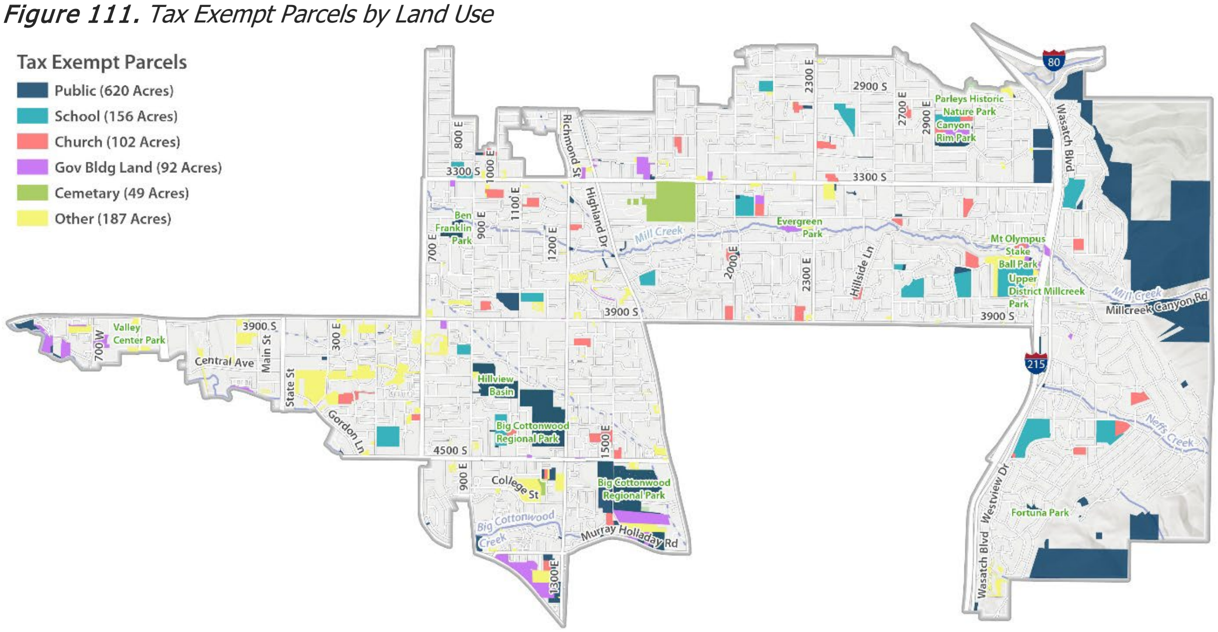
• Public Use A (<300 Trips) means a public use estimated to generate fewer than 300 average weekday trips, such as neighborhood churches, smaller schools, and local nonprofit facilities.

• Public Use B (≥300 Trips) means a public use estimated to generate 300 or more average weekday trips, such as large schools and community facilities.

As illustrated in Figure 10, taxable parcels account for approximately 82 percent of the land area in Millcreek (5,434 acres), while tax-exempt parcels represent the remaining 18 percent (1,205 acres). Both taxable and tax-exempt properties are assessed the TUF because road demand is generated by all land uses, regardless of tax status. As shown in Figure 11, tax-exempt parcels include public lands (620 acres), schools (156 acres), churches (102 acres), government building land (92 acres), cemeteries (49 acres), and other exempt uses (187 acres). Government-owned parcels are included in the fee assessment because they generate roadway demand in the same manner as other land uses, and billing and collection procedures for specific governmental entities will be coordinated during implementation.

For mixed-use properties, multi-tenant properties, properties with more than one principal use, or properties with atypical operating characteristics, the City may assign the applicable fee

Figure 111. Tax Exempt Parcels by Land Use



category based on the primary use, the predominant trip-generating use, available business license or land use records, trip generation estimates, or other reasonable information available to the City. Properties may request review of their assigned category through the appeal process described in Chapter 3.

2.5 DRAFT FEE CALCULATION

The draft fee calculation translates the trip-generation and land-use category analysis into a monthly fee for each property type. Two cost scenarios were evaluated, corresponding to pavement condition targets of PCI 70 and PCI 75, with the City Council having selected PCI 75 as the adopted standard.

Inflation Adjustment

Project costs were adjusted to account for anticipated increases in materials, labor, and construction over the life of the fee. Annual maintenance costs were increased by a 15 percent inflation factor that represents the approximate midpoint of inflation expectations over the 10-year period during which the current fee is anticipated to remain in effect. For reference, the UDOT Concept Cost Estimator projects construction cost increases of approximately 16 percent by 2031 and 29 percent by 2036, the period during which the next fee update would be conducted. Applying a midpoint inflation assumption of 15 percent produces an initial fee level that reasonably accounts for anticipated cost escalation at the time of adoption, while recognizing that future annual adjustments may be necessary to keep pace with changing maintenance, materials, labor, and construction costs over time.

Fee Calculation

Each land use category's monthly fee was calculated by allocating total annual revenue requirements across the seven categories in proportion to each category's share of citywide weekday trips, then dividing by the number of addresses or units in that category. Revenue requirements are inclusive of the inflation adjustment applied to the base roadway maintenance cost estimates developed in Chapter 1.

Figure 12 presents the draft fee structure for both pavement condition targets evaluated in this study. The recommended scenario is based on a target Pavement Condition Index of 75, a widely accepted pavement preservation benchmark and the level adopted by the Millcreek City Council as the long-term maintenance goal for the city's roadway network. An alternative scenario based on a PCI target of 70 is included for reference. The fee analysis is intended to establish a reasonable and administratively practical allocation of roadway maintenance costs based on standardized land uses. Actual trip generation for individual properties may vary over time due to tenant changes, seasonal variation, operational characteristics, redevelopment, or economic conditions. Properties with unique operational characteristics or atypical trip generation patterns may request review through the appeal process described in Chapter 3.

Figure 122. Draft Fee Structure — PCI 70 & Recommended PCI 75 Targets

CATEGORY	ADDRESSES / UNITS	DAILY TRIPS	TRIP SHARE	MONTHLY FEE (PCI 70)	RECOMMENDED MONTHLY FEE (PCI 75)
Residential	28,481	209,700	46%	$6.84	**$7.65**
Commercial A (<100 Trips)	378	18,900	4%	$46.49	**$51.95**
Commercial B (100–199 Trips)	132	19,800	4%	$139.48	**$155.80**
Commercial C (200–599 Trips)	144	64,800	14%	$418.43	**$467.40**
Commercial D (600+ Trips)	113	67,800	15%	$557.91	**$623.20**
Public Use A (<300 Trips)	473	71,100	15%	$139.48	**$155.80**
Public Use B (≥300 Trips)	27	8,100	2%	$278.95	**$311.60**

Annual Rate Adjustment

The recommended fee structure shown in Figure 12 establishes the initial monthly rates based on the PCI 75 scenario selected by the City. To help the fee remain current with ongoing changes in maintenance, materials, labor, and construction costs between comprehensive fee updates, the City may apply an annual 2.3% adjustment to the monthly rates, to match the approved 2.3% inflationary adjustment applied to the adopted Storm Drain Utility Fee.

The 2.3% annual adjustment would apply to the initial $7.65 residential rate and to each of the other adopted rate categories. This annual adjustment is intended to provide a predictable and administratively simple indexing mechanism and does not change the underlying trip-based allocation methodology used to calculate the initial fee structure.

3 TUF IMPLEMENTATION

3.1 OVERVIEW

The purpose of the TUF is to develop a usage-based fee to help cover the funding deficit for roadway maintenance in Millcreek, Utah. The goal of implementation is to ensure that the fee is applied fairly and the collected funds are managed responsibly. The TUF will be administered by the Public Works Director, with authority and final approval by the Millcreek City Council.

The purpose of this chapter is to recommend best practices for administering the fee and managing the collected funds, including classification of existing and new customers, treatment of multiple-use accounts, inclusion of administrative costs, establishment of a dedicated TUF fund, appeals, and vacancy policies, annual reporting requirements, ongoing administration, and TUF updates.

3.2 CLASSIFICATION OF EXISTING UTILITY BILLING CUSTOMERS

After the City Council adopts the TUF, all existing Rocky Mountain Power utility customers in Millcreek will be classified into one of the fee categories identified in Chapter 2. Millcreek Public Works will determine which land use or uses exist on all Millcreek properties.

For the TUF, data sources used for classification may include the utility billing database, the Salt Lake County assessor's database, current zoning, business license records, and other public records as needed. Once the land use or uses for all properties are identified, each utility account will be classified into one of the fee categories identified in Chapter 2.

3.3 PROCESS FOR CLASSIFICATION OF NEW UTILITY BILLING CUSTOMERS

For new customers who start service after the initial classification, Public Works will determine the appropriate TUF fee category during the new utility service application process. For unique or large-scale multi-use developments, the applicant may provide a traffic study prepared by an approved third-party engineering firm to document trip generation. For new customers, the TUF fee will be activated at the same time as other municipal utilities.

For non-residential utility customers, if the land use or scale of the use on a property changes, the TUF fee category will be reassessed, typically when a planning application, building permit, or business license application is submitted.

3.4 POLICY FOR ACCOUNTS WITH MULTIPLE USES ON ONE CUSTOMER ACCOUNT

Multiple-use accounts are defined as accounts with multiple units or uses billed to the same address or account. For residential accounts, this includes multiple units billed to a single account, such as apartment or condominium complexes that bundle utility services. For non-residential accounts, this may include multiple uses or multiple buildings with the same use, or mixed-use buildings with multiple uses. Examples include commercial centers, such as strip malls that contain multiple businesses bundled into a single account, or public uses with several buildings and/or properties of the same use bundled into a single account for ease of administration.

The recommended calculation method for these accounts will first determine the component uses on all properties and/or buildings associated with the multiple-use account, then determine the trip generation for each use and assign each use to an appropriate TUF fee category, and finally sum the fees for each use into a single fee to be assessed to the multiple-use account holder. Reconfiguration of uses that occur with tenant changes or operational changes can trigger a review of the account and potential reclassification.

3.5 INCLUSION OF ADMINISTRATION COSTS IN THE FEE

Direct administrative costs related to customer billing, such as bill printing and mailing, payment processing fees, and staff time for account management and classification can be included in the TUF fee. Millcreek currently uses Rocky Mountain Power for billing management, which comes at a cost; however, in the future, the City may decide to manage billing for its own utilities at a different cost. TUF administrative costs can be reviewed periodically to ensure appropriate cost recovery without over-collection.

3.6 ESTABLISHMENT OF A SEPARATE TRANSPORTATION UTILITY FEE FUND

After the Millcreek City Council adopts the TUF and fees are collected, a dedicated TUF fund will be created in the City's accounting system. All TUF revenues will be deposited into this fund and will not be commingled with the general fund or other utility revenues. All expenditures from the TUF fund will be documented so that any future audit can demonstrate that the expenses are eligible for roadway maintenance and related purposes under the Utah State Code.

3.7 APPEALS PROCESS

An appeals process will be established to allow any customer to challenge their TUF classification, vehicle trip generation, land use category, or billed amount. The procedural steps for an appeal can include a written appeal submission within 30 days of the billing date, along with required documentation, such as site plans, leases, traffic studies, or other evidence demonstrating that the use, trip generation, or billed amount is incorrect.

Public Works staff will conduct an initial review of the appeal and issue a written determination. If the customer is not satisfied with this determination, a further appeal may be made to the Millcreek City Manager. If it is determined that the fee is incorrect, a credit will be provided against future TUF fees or a refund will be issued.

3.8 POLICY FOR TEMPORARY VACANCIES

In nearly all situations, a TUF fee will be assessed as long as a customer has an active account with Rocky Mountain Power or other municipal utilities. However, there are rare circumstances in which a customer will keep an active account for certain utilities, even though the account may be temporarily inactive. A common example is properties listed for sale or lease that sit vacant for an extended period.

For purposes of the TUF, a "temporary vacancy" for both residential and non-residential accounts will be defined as a minimum, continuous period of 90 days or longer with no occupancy. To be recognized as temporarily vacant, evidence must be provided, such as other utility usage data, business closure documentation, and/or property management, for sale, or for lease statements.

For qualifying temporary vacancy accounts, relief may include temporary suspension or reduction of the TUF, or a time-limited credit once occupancy resumes. The process for initiating, approving, and terminating vacancy-related adjustments will be managed by Public Works staff.

3.9 ANNUAL REPORTING AND MAINTENANCE PLAN UPDATES

Millcreek will prepare an annual TUF report summarizing program performance. The report should include total revenues collected, beginning and ending fund balances, itemized expenditures by project or program, and a summary of completed maintenance activities, including their locations.

The report will also re-evaluate needs, priorities, project lists, and confirm that TUF expenditures align with the adopted study and eligible uses. The report should also identify any recommended changes to the TUF rate structure or study assumptions (understanding that such changes may require a new TUF study in accordance with Utah State Code). The report will be shared with the City Council and made public on the City's website to comply with and promote transparency and accountability.

3.10 ONGOING ADMINISTRATION, MONITORING, AND UPDATES

Public Works will provide ongoing management of the TUF and the associated roadway maintenance program, with support from the Finance Department. Public Works will notify the City Council of significant changes in law, costs, or ITE methodology to ensure that the TUF fee structure remains legal, fair, and sustainable.

Utah law requires that this TUF study be updated at least once every 10 years. If it has not been updated earlier, Public Works will initiate a new study in 2035 for consideration for re-adoption by the City Council in 2036.

MILLCREEK, UTAH
RESOLUTION NO. 26-16

A RESOLUTION OF THE MILLCREEK COUNCIL ADOPTING THE FIFTH AMENDMENT TO THE MILLCREEK EMPLOYEE HANDBOOK – FOURTH EDITION

WHEREAS, the Millcreek Council ("*Council*") met in regular session on June 22, 2026, to consider, among other things, adopting the fifth amendment to the "Millcreek Employee Handbook – Fourth Edition;" and

WHEREAS, the Council has determined that it is in the best interest of the inhabitants of Millcreek to adopt a resolution to adopt the fifth Amendment to the "Millcreek Employee Handbook – Fourth Edition", a copy of which is attached hereto.

NOW, THEREFORE, BE IT RESOLVED that the fifth Amendment to the Millcreek Employee Handbook – Fourth Edition is hereby approved, and the City Manager is hereby directed to implement the Millcreek Employee Handbook – Fourth Edition and the Council hereby grants and further gives authority to the HR Director and the City Attorney to correct errors, omissions, or typos and to make any non-substantive alterations, changes or additions to the fifth amendment to the Millcreek Employee Handbook – Fourth Edition a copy of which is attached hereto (designated by interlineating the words to be deleted and underlining the words to be added).

This Resolution, assigned No. 26-16, shall take effect immediately on passage.

PASSED AND APPROVED this 22nd day of June 2026.

MILLCREEK COUNCIL

By: ______________________________________
Cheri Jackson, Mayor

ATTEST:

____
Elyse Sullivan, City Recorder

Roll Call Vote:

Jackson	Yes	No
Catten	Yes	No
DeSirant	Yes	No
Handy	Yes	No
Uipi	Yes	No

termination.

5-02 TRAVEL POLICY

1. **General Policy -** The City authorizes travel for the performance of City business. The employee's supervisor must pre-authorize all overnight travel.
   - Use of City Vehicles
     - Only City employees may drive City vehicles.
     - A reservation is required to secure a City vehicle before using. Reservations shall be made on a first-come, first-serve basis. Instructions on how to reserve a City vehicle can be found on the City's M Drive.
     - Overnight use of a City vehicle for travel purposes shall be subject to prior approval by the employee's supervisor.
     - Employees shall immediately report any unsatisfactory vehicle conditions, including repairs that may be needed, to their supervisor.
     - If travel is outside the range of the City's approved repair shop, the employee may pay for necessary repairs with a P-Card (if designated as a P-Card holder) or with personal funds and will be reimbursed after providing appropriate receipts showing that the employee has expended personal funds for such purposes.
     - Employees are personally liable for all fines or fees for parking citations or traffic violations incurred while operating a City vehicle without reimbursement.
     - Personal use of City vehicles is prohibited unless the use meets the requirements outlined under the Personal Use of City Property in Section 4-01-8.
   - Use of Personal Vehicles
     - Employees are discouraged from using their vehicles to conduct City business (City-owned vehicles should be used for City business whenever practical).
     - Employees who use their personal vehicle for City business must have pre-authorization by their Department Head and will be reimbursed for mileage in accordance with the following:
       - The employee must keep a mileage log detailing the reason for the trip and the number of miles driven to and from the destination.

- Mileage reimbursement requests must be signed by the employee's Department Head and submitted to the HR/Finance Department for processing. The "Mileage Reimbursement Form" is on the City's M Drive.
- Mileage will be reimbursed at the rate currently authorized by the Internal Revenue Service (IRS).
- All fuel, maintenance, and depreciation expenses are considered to be included in the standard mileage rate.
- Parking charges, tolls, and other related expenses will be reimbursed upon presentation of receipts if incurred for City business travel.
- If an employee chooses to drive rather than fly for out-of-state travel, the City will reimburse the employee based on the least expensive flight rather than actual mileage.
- If an employee chooses to fly rather than drive for in-state travel, the City will reimburse the employee based on what the driving mileage would have been.

> Expense forms can be found on the M Drive under Human Resources ► Personnel Administration ► Employee Resources ► Travel

- Employee Responsibilities
  - Employees who operate a City vehicle, personal vehicle, or rental vehicle for City business must complete the City's Employee Driver Policy Packet and comply with all driver requirements, policies, and training before being authorized to drive on behalf of the City. The Employee Driver Policy Packet and accompanying forms can be found on the City's M Drive.
  - ~~Employees are accountable for responsibly operating City vehicles, personal vehicles, or rentals when traveling for City Business. They must complete and abide by the policies outlined on the "Driver Responsibility Acknowledgment" form, which can be found on the City's M Drive.~~
  - ~~Upon hire, employees who will be driving City vehicles will be required to participate in virtual defensive driving training. The video and accompanying quiz link can be found on the City's M Drive.~~

2. **Travel–Related Expenses—**Travel-related costs include travel to and from the business destination, transportation costs at the business destination, and lodging, meals, or other incidental expenses. All expenses must be in accordance with departmental budgets.
   - Transportation

3. **Return to Work** - The City has an aggressive return to work policy. The following are the responsibilities of the injured employee:
    - provide all return-to-work notices and coordinate return-to-work dates with the employee's supervisor and Human Resources,
    - provide a complete and accurate description of the employee's job description to the Medical Provider or specialist to enable such provider or specialist to determine whether the employee will return to full-duty or light-duty work; and,
    - attend all follow-up appointments and adhere to the treatment plan outlined by the Medical Provider.
4. **Full Duty Work Allowed by Medical Provider –** If the Medical Care Provider directs an employee to return to full-duty work, the employee shall obtain a written return to work release before returning to work.
5. **Light-Duty Work Allowed by Medical Provider –** The City may accommodate suitable light-duty work. An injured employee shall be required to return to light-duty work immediately upon release by the Medical Provider if light-duty work is practicable.
    - An injured employee offered light-duty work must accept the light-duty work assignment or risk losing their workers' compensation disability compensation.
    - Employees and supervisors shall follow any restrictions outlined on the work release order.
6. **Secondary Employment**—An employee on workers' compensation leave or light duty assignment may not engage in secondary employment except as first authorized by the City Manager or designee.

6-04 USE OF PERSONAL VEHICLES FOR CITY BUSINESS

- Employees who operate a personal vehicle for City business must complete the City's Employee Driver Policy Packet and comply with all driver requirements, policies, and training before being authorized to drive on behalf of the City. The Employee Driver Policy Packet and accompanying forms can be found on the City's M Drive.
- Employees are discouraged from using their personal vehicles to conduct City business (City-owned vehicles should be used for City business whenever practical). Employees using personal vehicles to conduct City business must receive prior authorization from their Department Head if requesting mileage reimbursement.
- When using a personal vehicle for City business, all relevant City policies and ordinances apply, such as training, idling, accident reporting, and compliance with legal requirements.

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- Mileage reimbursement is available at the current IRS rate for authorized personal vehicle use upon submission of the appropriate form.
- Employees using personal vehicles for City business are subject to post-accident testing.

Check to see if a City vehicle is available before using your personal vehicle to conduct any City-related business.

6-05 GENERAL LIABILITY PROVISIONS

1. Use of Personal Vehicles for City Business
    - The owner shall insure personal vehicles.
    - As part of the hiring process, all employees will certify their acknowledgment on the "Driver Responsibility Acknowledgment" form for any personal vehicle they may be authorized to drive on City business. A copy of this form can be found on the City's M Drive.
    - Employees are encouraged to review the merits of additional "business use" or higher liability coverage with their insurer.
    - Any injury to City employees will be handled as a worker's compensation claim.
    - Employees are responsible for all deductibles and all claims.
2. Rental Vehicles—Employees who rent vehicles for City use are required to purchase the full liability insurance offered by the car rental company.
3. Limitation of Liability – The City reserves the right to limit insurance coverage and/or worker's compensation as provided by law, such as actions "outside the scope of an employee's employment."

Employee Driver Policy Packet

SECTION 1-01: MILLCREEK EMPLOYEE DRIVER AND VEHICLE USE POLICY

1. **General Policy** - It is the intent of Millcreek ("City") to ensure that all employees who operate City vehicles, or who drive while conducting City business, do so in a safe, lawful, and responsible manner. Driving on behalf of the City is a privilege and not a right. Authorization to drive may be granted, limited, suspended, or revoked at any time based on the City's review of safety, qualification, operational need, and compliance with this Policy.

   The City Manager or designee shall make the final determination on any question regarding this Policy. All employees and other authorized personnel who operate a City vehicle, or who operate any vehicle on City business, are bound by this Policy and any related City procedures.

2. **Purpose** - The purpose of this Policy is to establish clear rules for employee driver approval, training, vehicle use, accident reporting, backing and parking safety, passenger transport, and corrective action. This Policy is intended to reduce accidents, injuries, claims, and property damage, while promoting accountability and defensible risk management practices.

3. **Scope** - This Policy applies to all employees and other authorized personnel who operate City-owned, leased, rented, borrowed, or otherwise authorized vehicles. It also applies to employees who use a personal vehicle for approved City business. More specific rules for CDL drivers, specialized equipment, emergency operations, or department-specific vehicle procedures remain in effect where applicable.

4. **Driver Approval Required** - No employee may drive a City vehicle or drive on City business until the employee has been approved by the City as an authorized driver.

   Before approval is granted, the employee must complete the City's driver onboarding requirements. Onboarding requires the employee to watch the assigned defensive driving video and complete the attached quiz. The employee must also provide a valid driver's license, complete any required acknowledgment or authorization forms, and undergo any required motor vehicle record review. The City may require additional department-specific training depending on the vehicle, equipment, or assignment.

5. **License and Qualification** - Each employee approved to drive must maintain a valid driver's license appropriate to the vehicle being operated and must remain qualified to drive under City standards. The City and/or City's insurance carrier may review motor vehicle records before authorization and periodically

thereafter. An employee must immediately report any suspension, revocation, expiration, restriction, major citation, DUI-related matter, or other event that could affect the employee's ability to safely or legally drive for the City.

The City may require additional training, impose restrictions, place a driver on probationary status, or revoke driving privileges when the employee's record, accident history, conduct, or observed driving raises safety concerns.

6. Safe Driving Expectations - Employees shall operate City vehicles carefully, courteously, and in compliance with all traffic laws and City safety requirements. Seat belts must be always worn by the driver and all passengers. Distracted driving is prohibited. A City vehicle may not be operated while the driver is impaired by alcohol, drugs, medication, fatigue, texting or using a cell phone, or any condition that makes safe operation doubtful.

   Employees are responsible for making a reasonable pre-use inspection of the vehicle, reporting visible damage or unsafe conditions, and ensuring that cargo, tools, and equipment are secured before travel.

7. Parking and Backing - Employees must use defensive parking and backing practices at all times. Backing should be avoided whenever practical. Pull-through parking or back-in parking should be used where appropriate. Employees shall review and comply with the City's Parking and Backing Policy.That policy requires defensive parking, a circle-of-safety walk-around before movement, proper mirror and window preparation, and the use of a spotter when conditions make backing difficult or when large vehicles are involved. It also provides for visibility precautions and the use of cones in applicable operations.

8. Passengers – Only authorized passengers may be transported in a City vehicle. Employees transporting non-employees must ensure that any required waiver, consent form, or department approval is completed in advance. All passengers must wear seat belts and must not engage in conduct that distracts the driver. The passenger may not operate the City vehicle and must comply with City rules while in the vehicle.

9. Accidents and Damage - All vehicle accidents, damage, or other driving incidents involving a City vehicle, or occurring while on City business, must be reported immediately to the employee's supervisor. Employees must follow the City's Vehicle Accident Checklist and any related reporting procedures. Employees must cooperate with law enforcement and the City's internal reporting process, document the event as directed, and avoid making statements at the scene that admit fault or discuss insurance coverage.

   Post-accident testing, investigation, and follow-up shall be handled in accordance with City policy as outlined in section 4-03 of the Employee Handbook, applicable law, and any CDL or risk management requirements.

10. **Personal Vehicle Use on City Business** - An employee may use a personal vehicle on City business only when authorized. The employee must maintain a valid driver's license, legally required insurance, and a vehicle in safe operating condition. While driving on City business, the employee is expected to comply with this Policy.

11. **Training and Review** – The City may require initial training, refresher training, remedial training, or policy review at any time. Training may include defensive driving, accident reporting, parking and backing, passenger transport, winter driving, towing, or department-specific vehicle instruction.

12. **Violations and Corrective Action** - Violation of this Policy may result in additional training, probationary status, suspension or revocation of driving privileges, discipline, reassignment, or termination, depending on the seriousness of the conduct and the risk presented. The City may immediately remove an employee from driving duties whenever continued driving presents an unacceptable risk.

13. **Administration** - The City may maintain records related to driver authorization, acknowledgments, training, incident history, and motor vehicle record review for purposes of administering this Policy. The City reserves the right to interpret, amend, suspend, or revoke this Policy at any time consistent with law.

SECTION 1-02: MILLCREEK PARKING AND BACKING POLICY

1. **Purpose** - The purpose of this Policy is to reduce preventable vehicle accidents, property damage, employee injury, and public injury arising from parking, backing, and low-speed maneuvering of City vehicles. Backing incidents are among the most common and preventable vehicle losses. This Policy establishes uniform expectations for employees who operate City vehicles.

2. **Scope** - This Policy applies to all employees and other authorized personnel who operate a City-owned, leased, rented, borrowed, or otherwise authorized vehicle while conducting City business. It applies to passenger vehicles, vans, pickups, dump trucks, utility vehicles, maintenance vehicles, and any other City vehicle or equipment that requires parking or backing movement.

3. **General Policy** - Employees shall park defensively and avoid backing whenever practical. When backing cannot be avoided, employees shall use safe backing practices, maintain awareness of surroundings, and stop whenever visibility is limited or uncertainty exists.

   Backing a vehicle is never routine. Each backing movement requires deliberate attention, hazard recognition, and caution. Drivers are responsible for ensuring the path of travel is clear before moving a vehicle.

4. **Defensive Parking -** Employees shall park in a manner that reduces the need to back whenever possible. Pull-through parking is preferred when available and safe to use. Where practical, employees should back into a space upon arrival so the vehicle can later exit by moving forward.

   Employees shall not park in a way that blocks traffic, creates a hazard, or limits visibility for pedestrians, workers, or other motorists unless required by work assignments and protected by appropriate traffic control or safety measures.

   When parking at a work site, employees shall consider traffic flow, pedestrians, children, curbs, fixed objects, overhead hazards, blind spots, weather conditions, and the need for a safe departure.

5. **Circle of Safety -** Before moving a parked vehicle, and especially before backing, the driver shall complete a visual check around the vehicle. This check is referred to as the "circle of safety."

   The driver shall look for pedestrians, children, coworkers, bicycles, animals, vehicles, curbs, poles, posts, equipment, tools, debris, uneven ground, overhead obstructions, and any other hazard that could affect safe movement.

   For larger vehicles, trucks, or vehicles parked at a busy job site, the driver shall take extra care to identify blind spots and changing conditions before entering the vehicle.

6. **Backing Requirements -** Backing shall be avoided whenever practical. When backing is necessary, the driver shall back only the shortest distance reasonably required and only after confirming that the area behind and around the vehicle is clear.

   Before backing, the driver shall clean windows, mirrors, cameras, and sensors as needed for visibility. Mirrors shall be properly adjusted. Radios, phones, and other distractions shall be minimized or eliminated. Backup cameras and similar technology may assist the driver but do not replace the driver's responsibility to personally confirm that the backing path is clear.

   If the driver is uncertain about clearance, the driver shall stop, secure the vehicle, and physically check the area again before moving.

7. **Spotter Use -** A spotter shall be used whenever conditions reasonably require one, including when operating a large vehicle, when visibility is restricted, when pedestrians or workers are present, when backing in a congested area, or when backing near buildings, equipment, or other obstacles.

   Before movement begins, the driver and spotter shall agree on where the spotter will stand and what hand signals or communication method will be used. The stop signal shall be clearly understood before the vehicle moves.

The spotter must always remain visible to the driver. If the driver loses sight of the spotter, the driver shall stop immediately and shall not resume movement until visual contact is reestablished and it is safe to proceed.

Use of a spotter does not relieve the driver of responsibility for safe vehicle operation.

8. Work Sites and Public Areas - Employees operating vehicles at parks, trails, event spaces, parking lots, public streets, sidewalks, facilities, or construction and maintenance sites shall exercise heightened caution because pedestrians and unexpected movements are common in these areas.

   Extra care shall be used at Millcreek Common, City facilities, parks, trailheads, and other locations where members of the public may be present, including children, vendors, contractors, and event participants. Drivers shall anticipate foot traffic and limited visibility in these environments and shall move vehicles slowly and cautiously.

   No employee shall assume that a pedestrian or coworker sees the vehicle or understands its intended movement.

9. Visibility and High-Visibility Apparel - Employees working around vehicles in streets, parking lots, maintenance zones, or other active work areas shall wear high-visibility apparel when required by department procedure, job assignment, or applicable safety standards.

   Employees on foot shall not walk behind a vehicle unless the driver is aware of the employee's location and the vehicle is stopped or the movement can be made safely.

10. Cones and Scene Controls - Departments may require cones, warning devices, or temporary controls when vehicles are parked or maneuvered at a job site, in traffic, or in any location where added visibility is needed. Where cones are required by department practice, employees shall place and retrieve them safely and shall use them as a reminder to conduct a final walk-around before moving the vehicle.

11. Prohibited Practices - The following practices are prohibited:

    - Backing a vehicle without first checking the area behind and around the vehicle.
    - Relying solely on a backup camera, mirror, or sensor without otherwise confirming clearance.
    - Continuing to back when the driver is uncertain about the path of travel.
    - Continuing movement after losing sight of a spotter.
    - Allowing pedestrians, passengers, or coworkers to remain in an unsafe position near the vehicle during maneuvering.
    - Using a phone or engaging in other distractions while backing or performing close maneuvering.

12. **Supervisor Responsibilities** - Supervisors shall ensure that employees who operate City vehicles review this Policy and are trained in safe parking and backing practices appropriate to their vehicle and assignment. Supervisors shall address unsafe practices promptly and may require remedial training after an incident, complaint, near miss, or observed deficiency.

13. **Violations** - Failure to comply with this Policy may result in additional training, suspension of driving privileges, or disciplinary action up to and including termination. The City may immediately restrict an employee from operating a vehicle when continued driving poses a safety risk.

14. **Acknowledgment** - Employees authorized or required to drive on behalf of the City shall review this Policy as part of driver onboarding and as otherwise directed by the City and sign the Driver Responsibility Acknowledgment Form.

Driver Responsibility Acknowledgment
City-owned and Personal Vehicles

I acknowledge that I have received, reviewed, and understand the Millcreek Employee Driver and Vehicle Use Policy. I understand that driving a City vehicle or driving on City business is a privilege contingent on compliance with City policy, safe driving practices, and applicable law.

I acknowledge and agree, and I have been able to ask questions regarding the following:

- I am committed to safe, responsible, and defensive driving and will maintain a valid driver's license.
- I will obey all local and state traffic laws.
- I will always use a seatbelt and ensure all passengers are properly restrained.
- I will not drive while distracted, including texting or using a cell phone.
- I will never operate a vehicle while under the influence of drugs, alcohol, or any substance that may impair my ability to drive safely.
- I will immediately report to my supervisor any medical conditions and/or prescribed medications that may affect my ability to safely operate a vehicle.
- I will complete all required initial, refresher, and/or remedial training prior to and during my authorization to drive for City business.
- I will inspect City vehicles prior to use and immediately report any mechanical issues or damage to the Facilities Director or designee.
- I will use City vehicles for authorized City business only, except for incidental personal use as permitted under Section 4-01-9 of the Employee Handbook.
- I will never allow unauthorized individuals to operate a City vehicle.
- I understand that passengers may not operate a City vehicle and that unauthorized passengers may not be transported. I understand that non-employee passengers may be required to sign a waiver or consent form prior to transport.
- I will follow the City's Parking and Backing Policy and Vehicle Accident Checklist.
- I will promptly, if practical, report all accidents, vehicle damage, moving violations, and driving-related incidents to my supervisor, and will cooperate fully with law enforcement, the City's internal reporting process, and any insurance investigation.
- I will promptly report any suspension, revocation, expiration, restriction, major citation, DUI-related matter, or other issue that could affect my ability to safely or legally drive on behalf of the City.

- I understand that the City's insurance carrier may conduct periodic reviews of my driving record.
- I acknowledge that if I use my personal vehicle for City business, I am responsible for maintaining at least the minimum automobile liability insurance required by Utah State law.
- When applicable, I understand that take-home use of a City-owned vehicle may result in a taxable benefit as defined by IRS regulations.

I understand that failure to comply with this policy and related safety procedures may result in retraining, loss of driving privileges, disciplinary action, reassignment, or termination of employment.

I certify that I have reviewed the following:

[ ] Employee Driver and Vehicle Use Policy
[ ] Parking and Backing Policy
[ ] Vehicle Accident Checklist
[ ] Defensive Driving Video and Quiz
[ ] Passenger Transport / Waiver Requirements, if applicable

Employee Name: ____

Employee Signature: ____ **Date:** ___________

For Department Head/HR Use Only

Restrictions, if any:

____

____

Supervisor Signature: _______________________________________ Date: ____________

HR / Risk / Designee: ______________________________________ Date: _____________

- Applications will be retained according to the City's retention schedule.

9. Selection Procedures
   - Skill-based Testing – Job applicants may be required to take tests the City deems necessary for a specific position.
   - Veterans Preference – In accordance with Utah Code Ann. §71A-1-101 et seq., veterans eligible for a preference and their spouses shall be given preference in the hiring process as provided therein.
   - Pre-employment Screenings—Once an applicant is selected and has signed a written conditional offer, the applicant must submit to drug testing, a criminal background check, a sex and kidnapper offender background check at both the national and state level, if the position requires, and a driver's license check, if needed. The City Manager or designee shall approve the conditional offer. If an applicant does not pass the drug screening, background, or sex offender checks, the conditional employment offer will be rescinded.

10. Youth Protection – The City values the safety and protection of youth participating in City-sponsored programs and activities and has developed youth protection policies and procedures to support that commitment. A copy of the City's Youth Protection Policies and Procedures is located on the City's website and M Drive.

If a programed event that is sponsored by the City is determined to be a youth service organization, the City shall not employ a ~~"~~"youth worker~~"~~" or allow an individual to volunteer as a ~~"~~"youth worker" unless the City has completed a registered sex offender check for the individual and the individual has successfully completed the required youth protection training~~.~~.

If an individual is registered on the state's Sex and Kidnap Offender Registry or the National Sex Offender Public Website, the City may not employ the individual as a youth worker or allow the individual to volunteer as a youth worker, as defined and as set forth in Utah Code Ann. § 80-8-101 et seq.

~~10.~~

- A "youth worker" is defined as an individual who is 18 years old or older, is employed or volunteers with a youth services organization, and whose responsibilities as an employee or volunteer with the youth services organization give the individual regular and repeated care, supervision, guidance, or control of a child or children.
  - For the purposes of this policy, regular and repeated care, supervision, guidance, or control of a child or children means providing care, supervision, guidance, or control on

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an ongoing, recurring, or routine basis, including care provided during a single event or activity where responsibility for the child has been assumed for the duration of that event or activity.

~~If an individual is registered on the state's Sex and Kidnap Offender Registry or the National Sex Offender Public Website, the City may not employ the individual as a youth worker or allow the individual to volunteer as a youth worker, as defined and as set forth in Utah Code Ann. § 80-8-101 et seq.~~

11. **Criminal Background Checks** – Because the City must protect the safety, health, and security of its citizens, employees, and property, past behavior may disqualify a job applicant ("applicant") from certain positions within the City. While this policy provides some guidelines for making employment decisions, the City Attorney or designee will ultimately determine the relevancy e of past criminal conduct to a position; any evidence of rehabilitation will be considered on a case-by-case basis.

- When offered employment with the City, applicants aged 18 years or older must obtain and submit their criminal background check report from the Utah Bureau of Criminal Identification to Human Resources.
- Criminal background checks will not be used to discriminate based on race, national origin, color, religion, sex, sexual orientation, pregnancy, childbirth, or pregnancy-related conditions, age, disability, gender identity or expression, genetic information, veteran status, or any other classification or status protected by law.
- The City shall consider the following factors, related to past criminal conduct, when making a hiring decision:
  - the nature and gravity of the offense or conduct;
  - the time passed since the offense, conduct, and completion of the sentence; and
  - the nature of the job sought.
- If the contents found on a criminal background check are deemed unsatisfactory for employment, the City shall notify the applicant of its decision to withdraw the job offer. If the applicant believes a mistake has been reported on the criminal background check, it is that person's responsibility to contact the reporting agency to resolve any issues. The City is not responsible for errors or omissions that may be reported on criminal background checks.
- Applicants who refuse to obtain a criminal background check are not eligible for employment with the City.

Youth Protection Policies & Procedures

Purpose

This policy establishes standards to protect the safety, well-being, and dignity of all youth participating in organizational programs and activities.

Definitions

Youth service organization means a sports league, athletic association, church or religious organization, scouting organization, or similar formally organized association, league, or organization that provides recreational, educational, cultural, or social programs or activities to 25 or more children.

Youth worker means an individual who is 18 years or older; who is employed by or volunteers with a youth services organization; and whose responsibilities as an employee or volunteer with the youth services organization give the individual regular and repeated care, supervision, guidance, or control of a child or children.

Policy

Some Millcreek programs may qualify as a "youth service organization," and certain employees or volunteers may qualify as "youth workers" under Utah law. Millcreek has determined to treat all its programs as a youth service organization and its employees and volunteers as youth workers. Therefore, employees responsible for coordinating the hiring or onboarding of these staff members or volunteers must ensure that the individuals complete the requirements outlined below **BEFORE** they begin working or volunteer services with a City program.

As required by Utah Code Ann. § 80-8-101, Millcreek requires all its programs to satisfy two requirements before an employee or volunteer may work with youth in City-sponsored programs:

1) **Submit** a Consent for Sex Offender Background Check form and **pass** the required checks on the Utah Department of Public Safety's Sex and Kidnap Offender Registry and the Dru Sjodin National Sex Offender Public websites.
2) **Watch** and **complete** the required online youth protection training.

Youth Interaction and Communication Standards

- Include at least one additional Millcreek employee on communications with youth whenever possible. One-on-one electronic communications are prohibited.
- Avoid one-on-one interactions with youth whenever possible.
- If a one-on-one interaction is necessary, notify another employee beforehand and meet in an observable, interruptible location with the door open.
- Do not meet with youth in private, secluded, or behind-closed-door settings.
- Maintain professional boundaries and ensure interactions are transparent and observable.
- Report any policy violations, inappropriate conduct, or concerns involving youth immediately to a supervisor, Department Head, City Manager or designee, Human Resources, Mayor, City Council member, or City Attorney.
- Do not transport youth in personal vehicles unless authorized by the City Manager or designee.
- Do not meet with youth outside approved City activities or work-related functions.
- Use only approved City communication channels; personal social media accounts may not be used to communicate with youth.
- Do not exchange personal photos, videos, or contact information with youth except as required for City business.
- Do not show favoritism, provide gifts, or engage in conduct that could create the appearance of an inappropriate relationship.
- Limit physical contact to what is appropriate, professional, and necessary for safety or program operations.
- Cooperate fully with investigations involving alleged violations of this policy.
- Whenever possible, conduct activities involving youth in group settings or locations visible to others.

Employee Procedures

Required Background Check and Training

Background Check

Certain positions within the City that work with youth are required to fill out a Consent for Sex Offender Background Check form before performing any work. HR will conduct the required checks during the new-hire onboarding process and notify the employee's supervisor once the employee has been cleared and approved to start working.

Training

Employees who have been hired to work with youth are required to watch the online training "Recognizing and Reporting Sexual Abuse in Youth Service Organizations" through the City's internal training platform, **Traliant**. HR will assign the course and notify the employee of the training. **The certificate of completion must be returned to HR before the employee can begin working.**

Volunteer Procedures

Required Background Check and Training

Background Check

Volunteers working with youth are required to fill out a Consent for Sex Offender Background Check form and email a copy of their valid ID to HR and within at least two weeks before performing service. HR will conduct the required checks and notify the volunteer supervisor once the volunteer has been cleared and approved for service.

Training

Volunteers approved to work with youth are required to watch a 35-minute online training course on YouTube and complete an open-book quiz during the training. **The quiz must be returned to HR before the volunteer can perform any service.**

MILLCREEK, UTAH
RESOLUTION NO. 26-17

A RESOLUTION OF THE MILLCREEK COUNCIL ADOPTING THE FOURTH AMENDMENT TO THE MILLCREEK NON-BENEFITED EMPLOYEE HANDBOOK – FIRST EDITION

WHEREAS, the Millcreek Council ("*Council*") met in regular session on June 22, 2026, to consider, among other things, approving a resolution to adopt the fourth amendment to the "Millcreek Non-Benefited Employee Handbook – First Edition"; and

WHEREAS, the Council has determined that it is in the best interest of the inhabitants of Millcreek to adopt a resolution to adopt the Fourth Amendment to the "Millcreek Non-Benefited Employee Handbook – First Edition", a copy of which is attached hereto.

NOW, THEREFORE, BE IT RESOLVED that the Fourth Amendment to the Millcreek Non-Benefited Employee Handbook – First Edition is hereby approved, and the City Manager is hereby directed to implement the Millcreek Non-Benefited Employee Handbook – First Edition and the Council hereby grants and further gives authority to the HR Director and the City Attorney to correct errors, omissions, or typos and to make any non-substantive alterations, changes or additions to the Fourth Amendment to the Millcreek Non-Benefited Employee Handbook – First Edition a copy of which is attached hereto (designated by interlineating the words to be deleted and underlining the words to be added).

This Resolution, assigned No. 26-17, shall take effect immediately on passage.

PASSED AND APPROVED this 22nd day of June 2026.

MILLCREEK COUNCIL

By: ______________________________________
Cheri Jackson, Mayor

ATTEST:

____
Elyse Sullivan, City Recorder

Roll Call Vote:

Jackson	Yes	No
Catten	Yes	No
DeSirant	Yes	No
Handy	Yes	No
Uipi	Yes	No

- attend all follow-up appointments and adhere to the treatment plan outlined by the Medical Provider.

4. **Full Duty Work Allowed by Medical Provider** – If the Medical Care Provider directs an employee to return to full-duty work, the employee shall obtain a written return to work release before returning to work.

5. **Light-Duty Work Allowed by Medical Provider** – The City may accommodate suitable light-duty work. An injured employee shall be required to return to light-duty work immediately upon release by the Medical Provider if light-duty work is practicable.

   - An injured employee offered light-duty work must accept the light-duty work assignment or risk losing their workers' compensation disability compensation.
   - Employees and supervisors shall follow any restrictions outlined on the work release order.

6. **Secondary Employment**—An employee on workers' compensation leave or light duty assignment may not engage in secondary employment except as first authorized by the City Manager or designee.

6-04 USE OF PERSONAL VEHICLES FOR CITY BUSINESS

1. Employees who operate a personal vehicle for City business must complete the City's Employee Driver Policy Packet and comply with all driver requirements, policies, and training before being authorized to drive on behalf of the City. The Employee Driver Policy Packet and accompanying forms can be found on the City's M Drive.

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6-05 GENERAL LIABILITY PROVISIONS

1. **Limitation of Liability** – The City reserves the right to limit insurance coverage and/or worker's compensation as provided by law, such as actions "outside the scope of an employee's employment."

Employee Driver Policy Packet

SECTION 1-01: MILLCREEK EMPLOYEE DRIVER AND VEHICLE USE POLICY

1. **General Policy** - It is the intent of Millcreek ("City") to ensure that all employees who operate City vehicles, or who drive while conducting City business, do so in a safe, lawful, and responsible manner. Driving on behalf of the City is a privilege and not a right. Authorization to drive may be granted, limited, suspended, or revoked at any time based on the City's review of safety, qualification, operational need, and compliance with this Policy.

   The City Manager or designee shall make the final determination on any question regarding this Policy. All employees and other authorized personnel who operate a City vehicle, or who operate any vehicle on City business, are bound by this Policy and any related City procedures.

2. **Purpose** - The purpose of this Policy is to establish clear rules for employee driver approval, training, vehicle use, accident reporting, backing and parking safety, passenger transport, and corrective action. This Policy is intended to reduce accidents, injuries, claims, and property damage, while promoting accountability and defensible risk management practices.

3. **Scope** - This Policy applies to all employees and other authorized personnel who operate City-owned, leased, rented, borrowed, or otherwise authorized vehicles. It also applies to employees who use a personal vehicle for approved City business. More specific rules for CDL drivers, specialized equipment, emergency operations, or department-specific vehicle procedures remain in effect where applicable.

4. **Driver Approval Required** - No employee may drive a City vehicle or drive on City business until the employee has been approved by the City as an authorized driver.

   Before approval is granted, the employee must complete the City's driver onboarding requirements. Onboarding requires the employee to watch the assigned defensive driving video and complete the attached quiz. The employee must also provide a valid driver's license, complete any required acknowledgment or authorization forms, and undergo any required motor vehicle record review. The City may require additional department-specific training depending on the vehicle, equipment, or assignment.

5. **License and Qualification** - Each employee approved to drive must maintain a valid driver's license appropriate to the vehicle being operated and must remain qualified to drive under City standards. The City and/or City's insurance carrier may review motor vehicle records before authorization and periodically

thereafter. An employee must immediately report any suspension, revocation, expiration, restriction, major citation, DUI-related matter, or other event that could affect the employee's ability to safely or legally drive for the City.

The City may require additional training, impose restrictions, place a driver on probationary status, or revoke driving privileges when the employee's record, accident history, conduct, or observed driving raises safety concerns.

6. Safe Driving Expectations - Employees shall operate City vehicles carefully, courteously, and in compliance with all traffic laws and City safety requirements. Seat belts must be always worn by the driver and all passengers. Distracted driving is prohibited. A City vehicle may not be operated while the driver is impaired by alcohol, drugs, medication, fatigue, texting or using a cell phone, or any condition that makes safe operation doubtful.

   Employees are responsible for making a reasonable pre-use inspection of the vehicle, reporting visible damage or unsafe conditions, and ensuring that cargo, tools, and equipment are secured before travel.

7. Parking and Backing - Employees must use defensive parking and backing practices at all times. Backing should be avoided whenever practical. Pull-through parking or back-in parking should be used where appropriate. Employees shall review and comply with the City's Parking and Backing Policy.That policy requires defensive parking, a circle-of-safety walk-around before movement, proper mirror and window preparation, and the use of a spotter when conditions make backing difficult or when large vehicles are involved. It also provides for visibility precautions and the use of cones in applicable operations.

8. Passengers – Only authorized passengers may be transported in a City vehicle. Employees transporting non-employees must ensure that any required waiver, consent form, or department approval is completed in advance. All passengers must wear seat belts and must not engage in conduct that distracts the driver. The passenger may not operate the City vehicle and must comply with City rules while in the vehicle.

9. Accidents and Damage - All vehicle accidents, damage, or other driving incidents involving a City vehicle, or occurring while on City business, must be reported immediately to the employee's supervisor. Employees must follow the City's Vehicle Accident Checklist and any related reporting procedures. Employees must cooperate with law enforcement and the City's internal reporting process, document the event as directed, and avoid making statements at the scene that admit fault or discuss insurance coverage.

   Post-accident testing, investigation, and follow-up shall be handled in accordance with City policy as outlined in section 4-03 of the Employee Handbook, applicable law, and any CDL or risk management requirements.

10. **Personal Vehicle Use on City Business** - An employee may use a personal vehicle on City business only when authorized. The employee must maintain a valid driver's license, legally required insurance, and a vehicle in safe operating condition. While driving on City business, the employee is expected to comply with this Policy.

11. **Training and Review** – The City may require initial training, refresher training, remedial training, or policy review at any time. Training may include defensive driving, accident reporting, parking and backing, passenger transport, winter driving, towing, or department-specific vehicle instruction.

12. **Violations and Corrective Action** - Violation of this Policy may result in additional training, probationary status, suspension or revocation of driving privileges, discipline, reassignment, or termination, depending on the seriousness of the conduct and the risk presented. The City may immediately remove an employee from driving duties whenever continued driving presents an unacceptable risk.

13. **Administration** - The City may maintain records related to driver authorization, acknowledgments, training, incident history, and motor vehicle record review for purposes of administering this Policy. The City reserves the right to interpret, amend, suspend, or revoke this Policy at any time consistent with law.

SECTION 1-02: MILLCREEK PARKING AND BACKING POLICY

1. **Purpose** - The purpose of this Policy is to reduce preventable vehicle accidents, property damage, employee injury, and public injury arising from parking, backing, and low-speed maneuvering of City vehicles. Backing incidents are among the most common and preventable vehicle losses. This Policy establishes uniform expectations for employees who operate City vehicles.

2. **Scope** - This Policy applies to all employees and other authorized personnel who operate a City-owned, leased, rented, borrowed, or otherwise authorized vehicle while conducting City business. It applies to passenger vehicles, vans, pickups, dump trucks, utility vehicles, maintenance vehicles, and any other City vehicle or equipment that requires parking or backing movement.

3. **General Policy** - Employees shall park defensively and avoid backing whenever practical. When backing cannot be avoided, employees shall use safe backing practices, maintain awareness of surroundings, and stop whenever visibility is limited or uncertainty exists.

   Backing a vehicle is never routine. Each backing movement requires deliberate attention, hazard recognition, and caution. Drivers are responsible for ensuring the path of travel is clear before moving a vehicle.

4. **Defensive Parking -** Employees shall park in a manner that reduces the need to back whenever possible. Pull-through parking is preferred when available and safe to use. Where practical, employees should back into a space upon arrival so the vehicle can later exit by moving forward.

   Employees shall not park in a way that blocks traffic, creates a hazard, or limits visibility for pedestrians, workers, or other motorists unless required by work assignments and protected by appropriate traffic control or safety measures.

   When parking at a work site, employees shall consider traffic flow, pedestrians, children, curbs, fixed objects, overhead hazards, blind spots, weather conditions, and the need for a safe departure.

5. **Circle of Safety -** Before moving a parked vehicle, and especially before backing, the driver shall complete a visual check around the vehicle. This check is referred to as the "circle of safety."

   The driver shall look for pedestrians, children, coworkers, bicycles, animals, vehicles, curbs, poles, posts, equipment, tools, debris, uneven ground, overhead obstructions, and any other hazard that could affect safe movement.

   For larger vehicles, trucks, or vehicles parked at a busy job site, the driver shall take extra care to identify blind spots and changing conditions before entering the vehicle.

6. **Backing Requirements -** Backing shall be avoided whenever practical. When backing is necessary, the driver shall back only the shortest distance reasonably required and only after confirming that the area behind and around the vehicle is clear.

   Before backing, the driver shall clean windows, mirrors, cameras, and sensors as needed for visibility. Mirrors shall be properly adjusted. Radios, phones, and other distractions shall be minimized or eliminated. Backup cameras and similar technology may assist the driver but do not replace the driver's responsibility to personally confirm that the backing path is clear.

   If the driver is uncertain about clearance, the driver shall stop, secure the vehicle, and physically check the area again before moving.

7. **Spotter Use -** A spotter shall be used whenever conditions reasonably require one, including when operating a large vehicle, when visibility is restricted, when pedestrians or workers are present, when backing in a congested area, or when backing near buildings, equipment, or other obstacles.

   Before movement begins, the driver and spotter shall agree on where the spotter will stand and what hand signals or communication method will be used. The stop signal shall be clearly understood before the vehicle moves.

The spotter must always remain visible to the driver. If the driver loses sight of the spotter, the driver shall stop immediately and shall not resume movement until visual contact is reestablished and it is safe to proceed.

Use of a spotter does not relieve the driver of responsibility for safe vehicle operation.

8. Work Sites and Public Areas - Employees operating vehicles at parks, trails, event spaces, parking lots, public streets, sidewalks, facilities, or construction and maintenance sites shall exercise heightened caution because pedestrians and unexpected movements are common in these areas.

   Extra care shall be used at Millcreek Common, City facilities, parks, trailheads, and other locations where members of the public may be present, including children, vendors, contractors, and event participants. Drivers shall anticipate foot traffic and limited visibility in these environments and shall move vehicles slowly and cautiously.

   No employee shall assume that a pedestrian or coworker sees the vehicle or understands its intended movement.

9. Visibility and High-Visibility Apparel - Employees working around vehicles in streets, parking lots, maintenance zones, or other active work areas shall wear high-visibility apparel when required by department procedure, job assignment, or applicable safety standards.

   Employees on foot shall not walk behind a vehicle unless the driver is aware of the employee's location and the vehicle is stopped or the movement can be made safely.

10. Cones and Scene Controls - Departments may require cones, warning devices, or temporary controls when vehicles are parked or maneuvered at a job site, in traffic, or in any location where added visibility is needed. Where cones are required by department practice, employees shall place and retrieve them safely and shall use them as a reminder to conduct a final walk-around before moving the vehicle.

11. Prohibited Practices - The following practices are prohibited:

    - Backing a vehicle without first checking the area behind and around the vehicle.
    - Relying solely on a backup camera, mirror, or sensor without otherwise confirming clearance.
    - Continuing to back when the driver is uncertain about the path of travel.
    - Continuing movement after losing sight of a spotter.
    - Allowing pedestrians, passengers, or coworkers to remain in an unsafe position near the vehicle during maneuvering.
    - Using a phone or engaging in other distractions while backing or performing close maneuvering.

12. **Supervisor Responsibilities -** Supervisors shall ensure that employees who operate City vehicles review this Policy and are trained in safe parking and backing practices appropriate to their vehicle and assignment. Supervisors shall address unsafe practices promptly and may require remedial training after an incident, complaint, near miss, or observed deficiency.

13. **Violations -** Failure to comply with this Policy may result in additional training, suspension of driving privileges, or disciplinary action up to and including termination. The City may immediately restrict an employee from operating a vehicle when continued driving poses a safety risk.

14. **Acknowledgment -** Employees authorized or required to drive on behalf of the City shall review this Policy as part of driver onboarding and as otherwise directed by the City and sign the Driver Responsibility Acknowledgment Form.

Driver Responsibility Acknowledgment

City-owned and Personal Vehicles

I acknowledge that I have received, reviewed, and understand the Millcreek Employee Driver and Vehicle Use Policy. I understand that driving a City vehicle or driving on City business is a privilege contingent on compliance with City policy, safe driving practices, and applicable law.

I acknowledge and agree, and I have been able to ask questions regarding the following:

- I am committed to safe, responsible, and defensive driving and will maintain a valid driver's license.
- I will obey all local and state traffic laws.
- I will always use a seatbelt and ensure all passengers are properly restrained.
- I will not drive while distracted, including texting or using a cell phone.
- I will never operate a vehicle while under the influence of drugs, alcohol, or any substance that may impair my ability to drive safely.
- I will immediately report to my supervisor any medical conditions and/or prescribed medications that may affect my ability to safely operate a vehicle.
- I will complete all required initial, refresher, and/or remedial training prior to and during my authorization to drive for City business.
- I will inspect City vehicles prior to use and immediately report any mechanical issues or damage to the Facilities Director or designee.
- I will use City vehicles for authorized City business only, except for incidental personal use as permitted under Section 4-01-9 of the Employee Handbook.
- I will never allow unauthorized individuals to operate a City vehicle.
- I understand that passengers may not operate a City vehicle and that unauthorized passengers may not be transported. I understand that non-employee passengers may be required to sign a waiver or consent form prior to transport.
- I will follow the City's Parking and Backing Policy and Vehicle Accident Checklist.
- I will promptly, if practical, report all accidents, vehicle damage, moving violations, and driving-related incidents to my supervisor, and will cooperate fully with law enforcement, the City's internal reporting process, and any insurance investigation.
- I will promptly report any suspension, revocation, expiration, restriction, major citation, DUI-related matter, or other issue that could affect my ability to safely or legally drive on behalf of the City.

- I understand that the City's insurance carrier may conduct periodic reviews of my driving record.
- I acknowledge that if I use my personal vehicle for City business, I am responsible for maintaining at least the minimum automobile liability insurance required by Utah State law.
- When applicable, I understand that take-home use of a City-owned vehicle may result in a taxable benefit as defined by IRS regulations.

I understand that failure to comply with this policy and related safety procedures may result in retraining, loss of driving privileges, disciplinary action, reassignment, or termination of employment.

I certify that I have reviewed the following:

[ ] Employee Driver and Vehicle Use Policy
[ ] Parking and Backing Policy
[ ] Vehicle Accident Checklist
[ ] Defensive Driving Video and Quiz
[ ] Passenger Transport / Waiver Requirements, if applicable

Employee Name: ____

Employee Signature: ____ **Date:** ____________

<u>For Department Head/HR Use Only</u>

Restrictions, if any:

Supervisor Signature: _______________________________________ Date: _____________

HR / Risk / Designee: ______________________________________ Date: ______________

calendar days and include City email notifications to current employees and post job notices at appropriate City locations.

8. **Application Requirements –** In general, the following application process is followed for all job postings.
   - All applicants for employment with the City must comply with the specific application process for each position. The applicant must submit all application materials to Human Resources by the closing date and time of the posted position.
   - The City accepts applications from all interested parties and evaluates applicants based on job-related criteria.
   - Falsifying any information required in the application process is grounds for immediate disqualification.
   - Applications will be retained according to the City's retention schedule.
9. **Selection Procedures**
   - Skill-based Testing – Job applicants may be required to take tests the City deems necessary for a specific position.
   - Veterans Preference – In accordance with Utah Code Ann. §71A-1-101 et seq., veterans eligible for a preference and their spouses shall be given preference in the hiring process as provided therein.
   - Pre-employment Screenings—Once an applicant is selected and has signed a written conditional offer, the applicant must submit to drug testing, a criminal background check, a sex and kidnapper offender background check at both the national and state level, if the position requires, and a driver's license check, if needed. The City Manager or designee shall approve the conditional offer. If an applicant does not pass the drug screening, background, or sex offender checks, the employment offer will be rescinded.
10. **Youth Protection –** The City values the safety and protection of youth participating in City-sponsored programs and activities and has developed youth protection policies and procedures to support that commitment. A copy of the City's Youth Protection Policies and Procedures is located on the City's website and M Drive.

    If a programed event that is sponsored by the City is determined to be a youth service organization, the City shall not employ a "youth worker" or allow an individual to volunteer as a "youth worker" unless the City has completed a registered sex offender check for the individual and the individual has successfully completed the required youth protection training~~.~~

If an individual is registered on the state's Sex and Kidnap Offender Registry or the National Sex Offender Public Website, the City may not employ the individual as a youth worker or allow the individual to volunteer as a youth worker, as defined and as set forth in Utah Code Ann. § 80-8-101 et seq.

- A "youth worker" is defined as an individual who is 18 years old or older, is employed or volunteers with a youth services organization, and whose responsibilities as an employee or volunteer with the youth services organization give the individual regular and repeated care, supervision, guidance, or control of a child or children.
  - For the purposes of this policy, regular and repeated care, supervision, guidance, or control of a child or children means providing care, supervision, guidance, or control on an ongoing, recurring, or routine basis, including care provided during a single event or activity where responsibility for the child has been assumed for the duration of that event or activity.

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~~If an individual is registered on the state's Sex and Kidnap Offender Registry or the National Sex Offender Public Website, the City may not employ the individual as a youth worker or allow the individual to volunteer as a youth worker, as defined and as set forth in Utah Code Ann. § 80-8-101 et seq.~~

11. **Criminal Background Checks** – Because the City must protect the safety, health, and security of its citizens, employees, and property, past behavior may disqualify a job applicant ("applicant") from certain positions within the City. While this policy provides some guidelines for making employment decisions, the City Attorney or designee will ultimately determine the relevancy of past criminal conduct to a position; any evidence of rehabilitation will be considered on a case-by-case basis.

- When offered employment with the City, applicants aged 18 years or older must obtain and submit their criminal background check report from the Utah Bureau of Criminal Identification to Human Resources.
- Criminal background checks will not be used to discriminate based on race, national origin, color, religion, sex, sexual orientation, pregnancy, childbirth, or pregnancy-related conditions, age, disability, gender identity or expression, genetic information, veteran status, or any other classification or status protected by law.

Youth Protection
Policies & Procedures

Purpose

This policy establishes standards to protect the safety, well-being, and dignity of all youth participating in organizational programs and activities.

Definitions

Youth service organization means a sports league, athletic association, church or religious organization, scouting organization, or similar formally organized association, league, or organization that provides recreational, educational, cultural, or social programs or activities to 25 or more children.

Youth worker means an individual who is 18 years or older; who is employed by or volunteers with a youth services organization; and whose responsibilities as an employee or volunteer with the youth services organization give the individual regular and repeated care, supervision, guidance, or control of a child or children.

Policy

Some Millcreek programs may qualify as a “youth service organization,” and certain employees or volunteers may qualify as “youth workers” under Utah law. Millcreek has determined to treat all its programs as a youth service organization and its employees and volunteers as youth workers. Therefore, employees responsible for coordinating the hiring or onboarding of these staff members or volunteers must ensure that the individuals complete the requirements outlined below **BEFORE** they begin working or volunteer services with a City program.

As required by Utah Code Ann. § 80-8-101, Millcreek requires all its programs to satisfy two requirements before an employee or volunteer may work with youth in City-sponsored programs:

1) **Submit** a Consent for Sex Offender Background Check form and **pass** the required checks on the Utah Department of Public Safety's Sex and Kidnap Offender Registry and the Dru Sjodin National Sex Offender Public websites.

2) **Watch** and **complete** the required online youth protection training.

Youth Interaction and Communication Standards

- Include at least one additional Millcreek employee on communications with youth whenever possible. One-on-one electronic communications are prohibited.
- Avoid one-on-one interactions with youth whenever possible.
- If a one-on-one interaction is necessary, notify another employee beforehand and meet in an observable, interruptible location with the door open.
- Do not meet with youth in private, secluded, or behind-closed-door settings.
- Maintain professional boundaries and ensure interactions are transparent and observable.
- Report any policy violations, inappropriate conduct, or concerns involving youth immediately to a supervisor, Department Head, City Manager or designee, Human Resources, Mayor, City Council member, or City Attorney.
- Do not transport youth in personal vehicles unless authorized by the City Manager or designee.
- Do not meet with youth outside approved City activities or work-related functions.
- Use only approved City communication channels; personal social media accounts may not be used to communicate with youth.
- Do not exchange personal photos, videos, or contact information with youth except as required for City business.
- Do not show favoritism, provide gifts, or engage in conduct that could create the appearance of an inappropriate relationship.
- Limit physical contact to what is appropriate, professional, and necessary for safety or program operations.
- Cooperate fully with investigations involving alleged violations of this policy.
- Whenever possible, conduct activities involving youth in group settings or locations visible to others.

Employee Procedures

Required Background Check and Training

Background Check

Certain positions within the City that work with youth are required to fill out a Consent for Sex Offender Background Check form before performing any work. HR will conduct the required checks during the new-hire onboarding process and notify the employee's supervisor once the employee has been cleared and approved to start working.

Training

Employees who have been hired to work with youth are required to watch the online training "Recognizing and Reporting Sexual Abuse in Youth Service Organizations" through the City's internal training platform, **Traliant**. HR will assign the course and notify the employee of the training. **The certificate of completion must be returned to HR before the employee can begin working.**

Volunteer Procedures

Required Background Check and Training

Background Check

Volunteers working with youth are required to fill out a Consent for Sex Offender Background Check form and email a copy of their valid ID to HR and within at least two weeks before performing service. HR will conduct the required checks and notify the volunteer supervisor once the volunteer has been cleared and approved for service.

Training

Volunteers approved to work with youth are required to watch a 35-minute online training course on YouTube and complete an open-book quiz during the training. **The quiz must be returned to HR before the volunteer can perform any service.**

<u>MILLCREEK, UTAH</u>
<u>RESOLUTION NO. 26-18</u>

A RESOLUTION OF THE MILLCREEK COUNCIL APPROVING THE FIRST AMENDMENT TO INTERLOCAL COOPERATIVE AGREEMENT WITH SALT LAKE COUNTY FOR EXTENDING THE "TRCC" MILLCREEK ARTS AND CULTURE PLAN DEADLINE TO DECEMBER 31, 2026

WHEREAS, the Millcreek Council ("Council") met in regular session on June 22, 2026, to consider, among other things, approving an amendment to Interlocal Cooperative Agreement with Salt Lake County for the Tourism, Recreation, Cultural, Convention, and Airport Facilities ("TRCC") program; and

WHEREAS, the Utah Local Cooperative Act (Utah Code Ann. § 11-13-101, *et seq.*) (the "*Act*") provides that two or more entities are authorized to enter into agreements with each other for joint or cooperative action; and

WHEREAS, Salt Lake County ("*County*") and Millcreek are public agencies, as contemplated in the Act, and the services contemplated are joint and cooperative actions, as contemplated in the Act; and

WHEREAS, on July 8, 2024, Millcreek and Salt Lake County entered into Interlocal Cooperative Agreement for TRCC funding to support the development of the Millcreek Arts and Culture Plan; and

WHEREAS, the Council has determined that it is in the best interest of the inhabitants of Millcreek to extend the completion timeline for the Millcreek Arts and Culture Plan by six (6) months to allow for the successful adoption of the plan; and

WHEREAS, the proposed amendment to Interlocal Cooperative Agreement extends the project completion deadline to December 31, 2026; and

WHEREAS, the proposed amendment is for a time extension only and does not modify the project scope, grant award amount, budget, matching funds, or any other financial obligations of the parties; and

WHEREAS, the First Amendment to Interlocal Cooperative Agreement has been presented to the Council for review and approval, a copy of which is attached hereto ("Amendment"); and

WHEREAS, the Amendment sets forth the revised completion timeline and the continued rights, duties, and responsibilities of the parties.

NOW, THEREFORE, BE IT RESOLVED that the Amendment to this Interlocal Agreement between Millcreek and Salt Lake County is approved, and that the Mayor and Recorder are hereby authorized and directed to execute and deliver the same.

This Resolution assigned No. 26-18, shall take effect immediately on passage.

PASSED AND APPROVED by the Council this 22nd day of June 2026.

MILLCREEK COUNCIL

By: ____
Cheri Jackson, Mayor

ATTEST:

____
Elyse Sullivan, City Recorder

Roll Call Vote:

Jackson	Yes	No
Catten	Yes	No
DeSirant	Yes	No
Handy	Yes	No
Uipi	Yes	No

County Contract No. 0000004154
DA Log No DA Log No. 24CIV000314

AMENDMENT NO. 1

To the

INTERLOCAL COOPERATION AGREEMENT

between

SALT LAKE COUNTY
for its Department of Community Services

and

MILLCREEK
***

THIS AMENDMENT NO.1 to Salt Lake County Contract #0000004154 is effective as of _______ day of ____________________, 2026, by and between **SALT LAKE COUNTY**, a body corporate and politic of the State of Utah, for and on behalf of its Department of Community Services ("County") and **MILLCREEK**, a municipal corporation of the State of Utah ("City"). County and City may each be referred to herein as a "Party" and collectively as the "Parties."

RECITALS:

A. On or about August 23, 2024, the Parties entered into Salt Lake County Contract # 0000004154 (the "Agreement");

B. The Parties now wish to amend the Agreement to extend the expenditure deadline and reporting deadlines.

AMENDMENT

The Parties agree to amend the Agreement as follows:

1. The paragraph 2, is deleted and replaced as follows:

2. CITY'S OBLIGATIONS AND REPRESENTATIONS.

A. Acknowledgement. City acknowledges that the TRCC Funds provided to City under this Agreement are County public funds received pursuant to the TRCC Act and Salt Lake County Code of Ordinances §3.10.030, 3.10.040, and 3.10.051, and therefore must be used for the development, operation, and maintenance of publicly owned or operated recreation, cultural, or convention facilities.

B. Allowable Uses and Limitation on Use.

(i) City shall use the TRCC Funds provided under this Agreement solely to cover costs incurred by City to develop the Project as described in **EXHIBIT A**, (application) and **EXHIBIT B**, (project budget).

(ii) City shall not expend any TRCC Funds on: (a) fund-raising expenditures related to capital or endowment campaigns, grants or re-grants; (b) direct political lobbying, (c) bad debt expense, (d) non-deductible tax penalties, (e) operating expenses that are utilized in calculating federal unrelated business income tax; or (f) in any other manner that would be inconsistent with the use stated in Paragraphs 2A and 2B of this Agreement.

C. Project Completion Deadline. Recipient shall complete the project scope as outlined in City's TRCC Application hereto as EXHIBIT A by **December 31, 2026.** Any scope change for the project must be requested and approved by the TRCC advisory board before the work is completed.

D. Match Requirement. If City's TRCC Application attached hereto as **EXHIBIT A** and/or budget attached as **EXHIBIT B** indicate that City will make a matching contribution toward the purpose for which TRCC Funds will be used by City under this Agreement, City shall make the matching contribution so indicated in the amount specified in City's Application. If City fails to make and expend such a matching contribution prior to **December 31, 2026** , the County may require repayment of TRCC Funds from City for noncompliance with this provision.

E. Reimbursement Deadline. City shall furnish to County the TRCC Reimbursement Form, which can be found at https://www.saltlakecounty.gov/community-services/trcc-support-program/, together with such invoices or other supporting documentation as County may reasonably require. All requests for reimbursement under this Agreement shall be made on or before **March 31, 2027**. Additionally, if it is later determined that City used any portion of the TRCC Funds for anything other than for the purposes identified in Paragraph 2B above, City shall immediately pay to the County an amount equal to the amount of TRCC Funds spent for purposes other than those identified in Paragraph 2B.

F. Reporting Requirements. City shall submit to the County a completed copy of the TRCC Project Status Report, which can be found at https://www.saltlakecounty.gov/community-services/trcc-support-program/, detailing how the TRCC Funds were expended no later than **December 31, 2024, December 31, 2025, December 31, 2026 and March 31, 2027**.

G. Recordkeeping. City agrees to maintain its books and records in such a way that any TRCC Funds received from the County will be shown separately in the City's books. City shall maintain records adequate to identify the use of the TRCC Funds for the purposes specified in this Agreement. City shall make its books and records available to the County at reasonable times.

H. Public Funds and Public Monies:

(i) City agrees that the TRCC Funds are "public funds" and "public monies," meaning monies, funds, and accounts, regardless of the source from which they are derived, that are owned, held, or administered by the State or any of its boards, commissions, institutions, departments, divisions, agencies, bureaus, laboratories, or similar instrumentalities, or any county, city, school district, political subdivision, or other public body. The terms also include monies, funds or accounts that have been transferred by any of the aforementioned public entities to a private contract provider for public programs or services. Said funds shall maintain the nature of "public funds" while in City's possession.

(ii) City, as the recipient of "public funds" and "public monies" pursuant to this and other agreements related hereto, expressly agrees that it, its officers, and its employees are obligated to receive, keep safe, transfer, disburse and use these "public funds" and "public monies" as authorized by law and this Agreement for TRCC qualifying purposes in Salt Lake County. City understands that it, its officers, and its employees may be criminally liable under Utah Code Ann. § 76-8-402 for misuse of public funds or monies. City expressly agrees that the County may monitor the expenditure of TRCC Funds by City.

(iii) City agrees not to make TRCC Funds or proceeds from such funds available to any public officer or employee or in violation of the Public Officers' and Employees' Ethics Act, Utah Code Ann. §§ 67-16-1, *et seq.* (1953, as amended).

I. Right to Verify and Audit. The County reserves the right to verify application and evaluation information and to audit the use of TRCC Funds received by City under this Agreement, and the accounting of such use. If the County requests an audit, City agrees to cooperate fully with the County and its representatives in the performance of the audit.

J. Noncompliance. City agrees that the County may withhold TRCC Funds or other funds or require repayment of TRCC Funds from City for noncompliance with this Agreement, for failure to comply with directives regarding the use of public funds, or for misuse of public funds or monies.

K. Representations.

(i) No Officer or Employee Interest. City represents and agrees that no officer or employee of the County has or shall have any pecuniary interest, direct or indirect, in this Agreement or the proceeds resulting from the performance of this Agreement.

(ii) Ethical Standards. City represents that it has not: (a) provided an illegal gift in connection with this Agreement to any County officer or employee, or former County officer or employee, or to any relative or business entity of a County officer or employee, or relative or business entity of a former County officer or employee; (b) retained any person to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than bona fide employees of bona fide commercial agencies established for the purpose of securing business; (c) breached any of the ethical standards in connection with this Agreement set forth in State statute or Salt Lake County Code of Ordinances § 2.07; or (d) knowingly influenced, and hereby promises that it will not knowingly influence, in connection with this Agreement, any County officer or employee or former County officer or employee to breach any of the ethical standards set forth in State statute or Salt Lake County ordinances.

2. All Parts, Paragraphs, Attachments and other provisions of the Agreement shall be the same and remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 1, the day and year first above written.

[Signature Pages to Follow]

SIGNATURE PAGE FOR THE COUNTY

SALT LAKE COUNTY:

By ______________________________
Mayor Jennifer Wilson or Designee

Dated: ____________________, 2026

Approved by:

DEPARTMENT OF COMMUNITY SERVICES

By ______________________________
Robin Chalhoub
Department Director

Dated: ____________________,2026

Reviewed and Advised as to Form and Legality:

By Craig J. Wangsgard
Digitally signed by Craig J. Wangsgard
Date: 2026.06.08 14:28:00 -06'00'
Senior Deputy District Attorney

[Signatures continue on next page.]

SIGNATURE PAGE FOR CITY

MILLCREEK

By Cheri Jackson

Name: Cheri Jackson

Title: Mayor

Dated: June 15, 2026

SALT LAKE COUNTY
CORPORATE
MILLCREEK
SEAL
STATE OF UTAH

Attest:

Elysa Sullivan, City Recorder

Date signed: 6/15/26

Approved as to Form and Legality:

CITY'S ATTORNEY

By______________________________

Name: ____________________________

Dated: _________________________, 2026

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Exhibits A and B are attached to the Original Agreement.

<u>**MILLCREEK, UTAH**</u>
<u>**RESOLUTION NO. 26-19**</u>

A RESOLUTION OF THE MILLCREEK COUNCIL APPROVING THE SECOND AMENDMENT TO INTERLOCAL COOPERATIVE AGREEMENT WITH SALT LAKE COUNTY; ACKNOWLEDGING THE THIRD GRANT YEAR (SECOND AMENDMENT RENEWAL TERM) FOR HEALTHY MILLCREEK COALITION FUNDING

WHEREAS, the Millcreek Council ("*Council*") met in a regular meeting on June 22, 2026, to consider, among other things, approving the second amendment to Interlocal Cooperative Agreement with Salt Lake County; acknowledging the third grant year (second amendment renewal term) for Healthy Millcreek Coalition Funding; and

WHEREAS, Salt Lake County ("*County*"), on behalf of its Salt Lake County Health Department, and the City of Millcreek ("City") are parties to an Interlocal Cooperation Agreement (County Contract No. HLT24CCEBMILLCREEK) for the development and implementation of a community-centered, evidence-based prevention coalition known as the Healthy Millcreek Coalition; and

WHEREAS, the Utah Local Cooperative Act (Utah Code Ann. § 11-13-101, *et seq.*) (the "*Act*") provides that two or more entities are authorized to enter into agreements with each other for joint or cooperative action; and

WHEREAS, Salt Lake County and Millcreek are public agencies, as contemplated in the Act, and the services contemplated are joint and cooperative actions, as contemplated in the Act; and

WHEREAS, the Agreement became effective August 29, 2024, and was subsequently amended to adjust funding, modify scope, and extend the Agreement through successive renewal terms; and

WHEREAS, this Second Amendment represents the third grant year and second renewal term of the Agreement, continuing the city's participation in the Healthy Millcreek Coalition through a Communities That Care ("CTC") evidence-based prevention framework; and

WHEREAS, the Parties desire to further amend the Agreement to update scope of services, payment structure, reporting requirements, compliance monitoring provisions, and funding allocations for the July 1, 2026 through June 30, 2027 program year; and

WHEREAS, for the third grant year and second renewal term of the Agreement covering the period of July 1, 2026 through June 30, 2027, the Parties have agreed that the County shall reimburse the City in an amount not to exceed $94,500 in SUBG funding and $10,000 in CTC funding, for a total consideration of $104,500 under the Second Renewal Term;

WHEREAS, the Healthy Millcreek Coalition continues to support coordinated prevention efforts through staffing of a CTC Coordinator, required training and certification, technical assistance participation, and performance tracking through CTC Milestones and Benchmarks; and

WHEREAS, the City Council finds that continued participation in the Healthy Millcreek Coalition serves a valid public purpose by supporting prevention-based public health strategies, strengthening community partnerships, and improving youth and community outcomes;

NOW, THEREFORE, BE IT RESOLVED that the Amendment to this Interlocal Agreement between Millcreek and Salt Lake County is approved, and that the Mayor and Recorder are hereby authorized and directed to execute and deliver the same.

This Resolution assigned No. 26-__, shall take effect immediately on passage.

PASSED AND APPROVED by the Council this 22nd day of June 2026.

MILLCREEK COUNCIL

By: ______________________________________

Cheri Jackson, Mayor

ATTEST:

____

Elyse Sullivan, City Recorder

Roll Call Vote:

Jackson	Yes	No
Catten	Yes	No
DeSirant	Yes	No
Handy	Yes	No
Uipi	Yes	No

SECOND AMENDMENT

to

INTERLOCAL COOPERATION AGREEMENT

between

SALT LAKE COUNTY

On behalf of its Salt Lake County Health Department

and

MILLCREEK CITY

for its HEALTHY MILLCREEK COALITION **Coalition**

THIS SECOND AMENDMENT is between SALT LAKE COUNTY ("County"), a body corporate and politic of the State of Utah, on behalf of its Salt Lake County Health Department, and the MILLCREEK CITY ("Contractor"), also a body corporate and politic of the state of Utah on behalf of its HEALTHY MILLCREEK COALITION. County and Contractor are collectively referred to hereafter as the "Parties."

RECITALS

WHEREAS, the Parties entered into an Agreement (County Contract #HLT24CCEB MILLCREEK) whereby Contractor agreed to develop and implement a community-centered, evidence-based prevention coalition with fidelity; and

WHEREAS, the Agreement was effective August 29, 2024, through August 28, 2025 ("Initial Term"); and

WHEREAS, the Parties amended the agreement to add funding; to modify the effective date; and to exercise the option to renew through June 30, 2027 ("First Renewal Term"); and

WHEREAS, the Parties now desire to amend the Agreement to modify the scope; to add funding; to modify payment terms; to modify reporting requirements; and to exercise the final option to renew.

THEREFORE, in exchange for valuable consideration, including the mutual covenants and agreements contained in the Agreement, the First Amendment, and this Second Amendment, the Parties covenant and agree as follows:

I. To amend Section 1 of the Agreement, entitled "SCOPE OF SERVICES" to read as follows:

1. SCOPE OF SERVICES

1.1 Contractor agrees to provide the services outlined in the Request for Applications ("RFA"), which is incorporated by reference and attached as Exhibit 1, and the services outlined in Contractor's application, which is incorporated by reference and attached as Exhibit 2.

1.2 Contractor responsibilities:

a. Hire and maintain at least a half time (0.5) FTE Communities That Care ("CTC") coordinator and implement the CTC process with fidelity.

b. The CTC coordinator will work closely with County to receive technical assistance by attending semi-monthly CTC Coaching, bi-monthly County Coalition Leadership meetings, and any other additional technical assistance sessions identified by County.

c. The CTC coordinator must be certified in the Utah Substance Abuse Prevention Specialist Training ("USAPST") and CTC coordinator training within six-months of any new coordinator's start date.

i. Copies of certificates of completion must be provided to County.

ii. Contractor is financially responsible for USAPST and CTC coordinator training, and must purchase the 3-year license which, at the time of this Amendment, costs $2,600. These costs may be covered by funds provided through this Agreement if included in the Contractor's budget.

d. Contractor shall utilize CTC Milestones and Benchmarks to provide evidence of coalition progress implemented to fidelity.

e. Contractor will be monitored by the Salt Lake County Health Department ("SLCoHD") on a quarterly basis for contract compliance. Should non-compliance occur two or more months per quarter, Contractor will be placed on a 90-day monitoring period which may result in required utilization of County support tools, which include but are not limited to additional training and technical assistance. Failure to show compliance and/or engagement in support tools during the 90-day monitoring period could result in withholding payment until performance has improved or contract termination.

f. Contractor agrees to give credit to County in all County-supported event or program promotional or informational communication materials, websites, public presentations, etc. Displaying the Salt Lake County Health Department is preferable, but text reference is also acceptable.

1.3 County Responsibilities: County agrees to maintain and make readily available several support tool options for Contractor to utilize to ensure contract compliance. Support tools include but are not limited to: verbal discussion, collaborative development of a support plan, and a mandatory formal corrective action plan. Contractor may request use of support tools at any time during the contract period. County reserves the right to require Contractor to engage with each of these tools progressively or selectively depending on the severity of the situation

II. To amend Section 3 of the Agreement, entitled "PAYMENT" to read as follows:

3. PAYMENT

Contractor shall be reimbursed on a 1/12th basis, meaning each month through the contract year. To be reimbursed, Contractor must have complete and accurate demographics and service data submitted in a County approved electronic system on or before the 15th of the following month, as described in Section 5 – Reporting Requirements, of the Agreement. Payment may be withheld due to lack of data submission. End of term demographics and service data must be submitted on or before July 15th of each year. The County shall submit monthly invoices on behalf of Contractor.

III. To amend Section 2 of the Agreement, entitled "CONSIDERATION", to read as follows:

2. CONSIDERATION

2.1 Contractor has been reimbursed $209,000 for services rendered under this Agreement during the Initial and First Renewal Terms.

2.2 Contractor shall be reimbursed by County in an amount not to exceed $94,500 in SUBG funding and $10,000 in CTC funding for the July 1, 2026-June 30, 2027 time period. Total consideration for the Second Renewal Term shall be $104,500.

2.3 Total consideration for the Initial, First Renewal, and Second Renewal Terms of this Agreement is $313,500.

2.4 As additional funds become available, or if funds are reduced from state and federal sources for the services provided under this Agreement, the amount may be increased or decreased by formal written amendment to this Agreement.

IV. To amend Section 4 of the Agreement, entitled "EFFECTIVE DATE/TERM" to read as follows:

4. EFFECTIVE DATE/TERM

4.1 This Agreement had an initial effective date/term of August 29, 2024, through August 28, 2025. To shift Contractor to a fiscal year, the Initial Term was modified to end early- on June 30, 2025. The First Renewal Term began July 1, 2025, and extended through June 30, 2026.

4.2 A Second Renewal Term is added effective July 1, 2026, and terminating June 30, 2027.

4.3 There are no additional renewals available under this Agreement.

4.4 Funds from the First Renewal Term will not carry over to the Second Renewal Term.

V. To amend Section 5 of the Agreement, entitled "REPORTING REQUIREMENTS" to read as follows:

5. REPORTING REQUIREMENTS

5.1 Contractor shall adhere to reporting requirements as outlined in the "Reporting" section of Exhibit 1 of the underlying Agreement.

5.2 Contractor shall submit its grant updates, activities, and data from the previous to County through SLCoHD's approved reporting system on or before the 15th of each month.

5.3 County may require additional reporting of process and outcome data.

VI. The date the last party signs this Second Amendment (as indicated by the date stated under that party's signature) will be deemed the effective date of this Second Amendment.

VII. All other terms and conditions of the underlying Agreement not specifically amended herein shall remain in full force and effect.

VIII. Standard Form. Any alteration of the standard form language without review of the Salt Lake County District Attorney shall render this amendment 2 void and without effect. Any changes to this agreement must be pre-reviewed as to form and legality by the District Attorney's Office.

The Parties execute this Second Amendment.

SALT LAKE COUNTY

Signature: ____________________________
Mayor or Designee

Date: ________________________________

Health Department Review

Signature: ____________________________
Division Director

Reviewed as to form and legality for County:

Signature: ____________________________

CONTRACTOR: MILLCREEK CITY

Signature: __________________________

Printed Name: _______________________

Title: ______________________________

Date: ______________________________

Approved as to form for Contractor

Signature: ___________________________

MILLCREEK, UTAH
ORDINANCE NO. 26-43

AN ORDINANCE AMENDING THE 2025-26 FISCAL YEAR BUDGET

WHEREAS, the Millcreek Council ("*Council*") met in a regular session on June 22, 2026, to consider, among other things, amending the budget for the 2025-26 fiscal year; and

WHEREAS, the City Administration has presented a proposed amendment to the 2025-26 fiscal year budget (see attached Exhibit "A" identified as FY 2025-26 Budget Amendment); and

WHEREAS, on June 3, 2026, notice of a public hearing to consider the recommended amendment to the 2025-26 budget was published on the Utah Public Notice website, Millcreek website, and at City Hall; and

WHEREAS, on June 22, 2026, a public hearing to receive public comment to consider the amendments to the 2025-26 fiscal year budget was held at the Millcreek City Hall located at 1330 E Chambers Avenue, Millcreek, Utah; and

WHEREAS, all interested persons in attendance at the public hearing were given an opportunity to be heard, for or against, amending the budget for the 2025-26 fiscal year; and

WHEREAS, it is the intent and desire of the city to comply with all applicable State and local laws regarding the adoption of and the amendment to the 2025-26 fiscal year budget; and

WHEREAS, the Council finds that it has satisfied all legal requirements required to amend a budget.

NOW, THEREFORE, BE IT ORDAINED by the Council that the budget for the 2025-26 fiscal year is hereby amended as set forth in the attached Exhibit "A" identified as FY 2025-26 Budget Amendment. This ordinance shall take effect upon passage and posting as required by law.

PASSED AND APPROVED this 22nd day of June 2026.

MILLCREEK

By: ______________________________________
Cheri Jackson, Mayor

ATTEST:

____
Elyse Sullivan, City Recorder

Roll Call Vote:		
Jackson	Yes	No
Catten	Yes	No
DeSirant	Yes	No
Handy	Yes	No
Uipi	Yes	No

CERTIFICATE OF POSTING

I, the duly appointed recorder for Millcreek, hereby certify that:
ORDINANCE 26-43: AN ORDINANCE AMENDING THE 2025-26 FISCAL YEAR BUDGET was adopted the 22nd day of June, 2026 and that a copy of the foregoing Ordinance 26-43 was posted in accordance with Utah Code 10-3-711 this ____day of June, 2026.

____
Elyse Sullivan, City Recorder

Fund: 100 - General Fund

Acct Number	Account Description	Original Budget	09/22/25 Amended Budget	11/25/25 Amended Budget	03/23/26 Amended Budget	05/11/26 Amended Budget	06/22/26 Requested Amendments	Proposed Amended Budget	Comments
Revenue									
100-3130-3131	Sales and Use Tax	15,350,000	15,350,000	15,350,000	15,600,000	15,600,000	200,000	15,800,000	YTD = $11,865,127 for months of sales tax rev
100-3320-3321	State Grants	400,000	455,000	455,000	455,000	455,000	57,700	512,700	$ 5,000.00 - Water Grant $500,000.00 - HB244 $ 4,201.75 - Water Preservation $ 798.25 - Unidentified $ 2,700.00 - America 250
100-3600-3610	Interest Income	500,000	500,000	500,000	500,000	700,000	25,000	725,000	YTD = $668,925
100-3600-3611	Interest - Property Taxes	5,000	5,000	5,000	5,000	5,000	50,000	55,000	YTD = $50,249
100-3900-3920	Budgetary Use of Fund Balance	728,876	850,276	850,276	350,276	1,126,151	500,000	1,626,151	Transfer to CIP for long-term capital plan
	Gen Fund Revenue Totals						**832,700**		

Acct Number	Account Description	Original Budget	09/22/25 Amended Budget	11/25/25 Amended Budget	03/23/26 Amended Budget	05/11/26 Amended Budget	06/22/26 Requested Amendments	Proposed Amended Budget	Comments
Expenditures									
Mayor and Council									
100-4110-1100	Salaries - Reg FT & PT Employees	112,500	112,500	112,500	112,500	112,500	4,000	116,500	Reclass w/in Dept
100-4110-1400	Employee Benefits	100,000	100,000	100,000	100,000	100,000	4,000	104,000	Reclass w/in Dept
100-4110-2100	Books, Subscriptions & Memberships	190,000	190,000	190,000	165,000	165,000	(15,000)	150,000	Reclass w/in Dept
100-4110-2230	Conferences & Training Registration	7,500	7,500	7,500	15,000	15,000	(2,500)	12,500	Reclass w/in Dept
100-4110-2235	Employee Travel	10,000	10,000	10,000	15,000	15,000	7,000	22,000	Reclass w/in Dept
100-4110-2245	Meeting Expenses	3,500	3,500	3,500	6,000	6,000	5,000	11,000	Reclass w/in Dept
100-4110-6100	Miscellaneous Expenditures	1,000	1,000	11,000	11,000	11,000	(2,500)	8,500	Reclass w/in Dept
	Department Totals						**-**		
City Manager's Office									
100-4210-2230	Conferences & Training Registration	3,000	3,000	3,000	5,000	5,000	500	5,500	Reclass w/in Dept
100-4210-2235	Employee Travel	5,500	5,500	5,500	6,500	6,500	2,500	9,000	Reclass w/in Dept
100-4210-2400	Office Supplies	300	300	300	300	300	(250)	50	Reclass w/in Dept
100-4210-6100	Miscellaneous Expenditures	3,500	3,500	3,500	3,500	3,500	(2,750)	750	Reclass w/in Dept
	Department Totals						**-**		
Justice Court									
100-4220-3200	Contracted Services - Justice Court	135,000	135,000	135,000	145,000	145,000	35,000	180,000	Reclass from UPD Contract
	Department Totals						**35,000**		
Public Safety									
100-4240-3210	Law Enforcement - UPD	16,825,000	16,825,000	16,825,000	16,675,000	16,675,000	(35,000)	16,640,000	Reclass to Justice Court
	Department Totals						**(35,000)**		
Promise Program									
100-4250-1100	Salaries - Reg FT & PT Employees	280,000	280,000	280,000	296,500	296,500	5,000	301,500	Reclass w/in Dept
100-4250-1200	Wages - Non-Benefit PT & Seasonal	25,000	25,000	25,000	8,500	8,500	(5,000)	3,500	Reclass w/in Dept
	Department Totals						**-**		

Fund: 100 - General Fund

Acct Number	Account Description	Original Budget	09/22/25 Amended Budget	11/25/25 Amended Budget	03/23/26 Amended Budget	05/11/26 Amended Budget	06/22/26 Requested Amendments	Proposed Amended Budget	Comments
Recorder's Office									
100-4310-1100	Salaries - Reg FT & PT Employees	135,000	135,000	135,000	135,000	135,000	(500)	134,500	Reclass w/in Dept
100-4310-1300	Overtime	1,500	1,500	1,500	1,500	1,500	500	2,000	Reclass w/in Dept
	Department Totals						-		
Building Services									
100-4410-1100	Salaries - Reg FT & PT Employees	952,500	952,500	952,500	932,500	932,500	(30,000)	902,500	Reclass w/in Dept
100-4410-1400	Employee Benefits	410,000	410,000	410,000	410,000	410,000	(12,000)	398,000	Reclass w/in Dept
100-4410-2100	Books, Subscriptions & Memberships	4,000	4,000	4,000	4,000	4,000	500	4,500	Reclass w/in Dept
100-4410-2230	Conferences & Training Registration	12,000	12,000	12,000	12,000	12,000	1,500	13,500	Reclass w/in Dept
100-4410-2235	Employee Travel	6,500	6,500	6,500	6,500	6,500	(3,000)	3,500	Reclass w/in Dept
100-4410-3100	Professional Services	50,000	50,000	50,000	70,000	70,000	40,000	110,000	Reclass w/in Dept
100-4410-3200	Contracted Services	10,000	10,000	10,000	10,000	10,000	(2,000)	8,000	Reclass w/in Dept
100-4410-6100	Miscellaneous Expenditures	2,000	2,000	2,000	2,000	2,000	(2,000)	-	Reclass w/in Dept
100-4410-6200	Bank Fees & CC Processing Fees		48,000	48,000	48,000	48,000	7,000	55,000	Reclass w/in Dept
	Department Totals						-		
Communications									
100-4510-1100	Salaries - Reg FT & PT Employees	528,000	528,000	528,000	528,000	528,000	(12,000)	516,000	Reclass w/in Dept
100-4510-1200	Wages - Non-Benefit PT & Seasonal	-	-	-	-	-	2,000	2,000	Reclass w/in Dept
100-4510-1400	Employee Benefits	200,000	200,000	200,000	200,000	200,000	10,000	210,000	Reclass w/in Dept
100-4510-2100	Books, Subscriptions & Memberships	1,000	1,000	1,000	8,000	8,000	250	8,250	Reclass w/in Dept
100-4510-2235	Employee Travel	1,250	1,250	1,250	1,250	1,250	2,500	3,750	Reclass w/in Dept
100-4510-2410	Postage & Shipping	120,000	106,000	106,000	99,000	99,000	(20,000)	79,000	Reclass w/in Dept
100-4510-2415	Advertising and/or Public Notices	30,000	30,000	30,000	30,000	30,000	(20,250)	9,750	Reclass w/in Dept
100-4510-2450	Printing	120,000	120,000	120,000	120,000	147,000	30,000	177,000	Reclass w/in Dept
100-4510-3200	Contracted Services	-	-	-	25,000	25,000	2,500	27,500	Reclass w/in Dept
100-4510-8100	Community Councils	29,000	29,000	29,000	29,000	29,000	(15,000)	14,000	Reclass w/in Dept
100-4510-8105	Comm Grps & Other 10-8-2 Contributions	40,000	42,500	42,500	42,500	42,500	20,000	62,500	Reclass w/in Dept
	Department Totals						-		
Emergency Preparedness									
100-4520-1100	Salaries - Reg FT & PT Employees	95,000	95,000	95,000	95,000	95,000	(5,100)	89,900	Reclass w/in Dept
100-4520-1300	Overtime	1,000	1,000	1,000	1,000	1,000	100	1,100	Reclass w/in Dept
100-4520-1400	Employee Benefits	33,500	33,500	33,500	33,500	33,500	7,000	40,500	Reclass w/in Dept
100-4520-2100	Books, Subscriptions & Memberships	300	300	300	1,000	1,000	500	1,500	Reclass w/in Dept
100-4250-2235	Employee Travel	5,000	5,000	5,000	4,300	4,300	(500)	3,800	Reclass w/in Dept
100-4520-2670	Utilities - Starlink	4,800	4,800	4,800	4,800	4,800	(2,000)	2,800	Reclass w/in Dept
	Department Totals						-		
Economic Development									
100-4610-8200	Events - Business Council	5,000	5,000	5,000	5,000	5,000	(1,000)	4,000	Reclass w/in Dept
100-4610-8210	Business Council Markets	10,000	10,000	10,000	8,500	8,500	1,000	9,500	Reclass w/in Dept
	Department Totals						-		

Fund: 100 - General Fund

Acct Number	Account Description	Original Budget	09/22/25 Amended Budget	11/25/25 Amended Budget	03/23/26 Amended Budget	05/11/26 Amended Budget	06/22/26 Requested Amendments	Proposed Amended Budget	Comments
Finance Department									**Reclass w/in Dept**
100-4710-1100	Salaries - Reg FT & PT Employees	515,000	515,000	515,000	520,000	520,000	5,000	525,000	
100-4710-1400	Employee Benefits	235,000	235,000	235,000	230,000	230,000	(5,000)	225,000	Reclass w/in Dept
100-4710-2230	Conferences & Training Registration	12,000	12,000	12,000	12,000	12,000	(1,000)	11,000	Reclass w/in Dept
100-4710-2400	Office Supplies	1,500	1,500	1,500	2,000	2,500	1,000	3,500	Reclass w/in Dept
100-4710-3100	Professional Services	40,000	40,000	40,000	38,500	36,500	(4,500)	32,000	reclass to 100-4720-2510
	Department Totals						**(4,500)**		
Human Resources									
100-4720-2230	Conferences & Training Registration	2,500	2,500	2,500	2,000	2,000	500	2,500	Reclass w/in Dept
100-4720-2235	Employee Travel	500	500	500	500	500	(500)	-	Reclass w/in Dept
100-4720-2245	Meeting Expenses	500	500	500	500	500	(150)	350	Reclass w/in Dept
100-4720-2400	Office Supplies	500	500	500	1,000	1,000	150	1,150	Reclass w/in Dept
100-4720-2455	Recruitment	5,000	5,000	5,000	5,000	5,000	(2,000)	3,000	Reclass w/in Dept
100-4720-2510	Software					2,000	6,500	8,500	$2,000 - reclass within Dept $4,500 - reclass from 100-4710-3100
100-4720-3100	Professional Services	6,000	6,000	6,000	12,000	12,000	2,500	14,500	Reclass w/in Dept
100-4720-3205	Drug Screenings & Backgrnd Checks	15,000	15,000	15,000	4,000	4,000	(1,000)	3,000	Reclass w/in Dept
100-4720-4200	Insurance - Workers Comp	35,000	35,000	35,000	40,000	42,000	3,500	45,500	Reclass w/in Dept
100-4720-8300	Programs - EE Tuition Reimbursement	15,000	15,000	15,000	15,000	15,000	(5,000)	10,000	Reclass w/in Dept
	Department Totals						**4,500**		
Non-Departmental									
100-4730-2210	Employee Engagement	20,000	20,000	20,000	20,000	20,000	7,500	27,500	Reclass w/in Dept
100-4730-2400	Office Supplies	12,000	12,000	12,000	10,750	10,750	(1,000)	9,750	Reclass w/in Dept
100-4730-2410	Postage & Shipping	17,500	17,500	17,500	17,500	17,500	5,000	22,500	Reclass w/in Dept
100-4730-4100	Insurance - Liability	120,000	120,000	120,000	115,000	115,000	(1,000)	114,000	Reclass w/in Dept
100-4730-6100	Miscellaneous Expenditures	5,000	5,000	5,000	5,000	3,000	(2,500)	500	Reclass w/in Dept
100-4730-6200	Bank Fees & CC Processing Fees	100,000	19,640	19,640	19,640	17,640	(8,000)	9,640	Reclass w/in Dept
	Department Totals						**-**		
Facilities									
100-4810-1100	Salaries - Reg FT & PT Employees	280,000	280,000	280,000	280,000	280,000	(7,500)	272,500	Reclass w/in Dept
100-4810-1200	Wages - Non-benefit PT & Seasonal	35,000	35,000	35,000	35,000	35,000	(7,500)	27,500	Reclass w/in Dept
100-4810-1300	Overtime	5,000	5,000	5,000	5,000	5,000	(1,000)	4,000	Reclass w/in Dept
100-4810-1400	Employee Benefits	125,000	125,000	125,000	125,000	125,000	(7,500)	117,500	Reclass w/in Dept
100-4810-2605	Sm Tools, Minor Equip, Supplies	115,000	115,000	115,000	90,000	90,000	(12,500)	77,500	Reclass w/in Dept
100-4810-2610	Janitorial Supplies	10,000	10,000	10,000	17,500	17,500	1,000	18,500	Reclass w/in Dept
100-4810-2615	Splash Pad Testing & Chemicals	100,000	100,000	100,000	20,000	20,000	(7,500)	12,500	Reclass w/in Dept
100-4810-2655	Maint - Bldgs and Grounds	250,000	250,000	250,000	450,000	550,000	60,000	610,000	Reclass w/in Dept
100-4810-3200	Contracted Services	200,000	200,000	200,000	225,000	225,000	(15,000)	210,000	Reclass w/in Dept
100-4810-6100	Miscellaneous Expenditures	20,000	20,000	20,000	15,000	15,000	(2,500)	12,500	Reclass w/in Dept
	Department Totals						**-**		
Fleet Maintenance									
100-4830-7500	Vehicle Purchases	45,000	45,000	45,000	45,000	-	(45,000)	(45,000)	vehicle not purchased in FY26 move to trnsfr to CIP
	Department Totals						**(45,000)**		

Fund: 100 - General Fund

Acct Number	Account Description	Original Budget	09/22/25 Amended Budget	11/25/25 Amended Budget	03/23/26 Amended Budget	05/11/26 Amended Budget	06/22/26 Requested Amendments	Proposed Amended Budget	Comments
I.T.									
100-4840-2500	Sm Tools, Minor Equip, Supplies	30,000	30,000	30,000	30,000	55,000	5,000	60,000	Reclass w/in Dept
100-4840-2700	Utilities - Internet	60,000	60,000	60,000	60,000	75,000	10,000	85,000	Reclass w/in Dept
100-4840-3100	Professional Services	165,000	165,000	165,000	165,000	150,000	(5,000)	145,000	Reclass w/in Dept
100-4840-7400	Cap Outlay: IT Equipment	70,000	70,000	70,000	70,000	45,000	(10,000)	35,000	Reclass w/in Dept
	Department Totals						-		
Planning & Zoning									
100-4910-1100	Salaries - Reg FT & PT Employees	860,000	860,000	860,000	860,000	860,000	75,000	935,000	moved from 100-5110-3203
100-4910-1400	Employee Benefits	335,000	335,000	335,000	335,000	335,000	10,000	345,000	moved from 100-5110-3203
100-4910-2510	Software	12,500	12,500	12,500	37,500	37,500	(1,000)	36,500	Reclass w/in Dept
100-4910-6100	Miscellaneous Expenditures	1,500	1,500	1,500	1,500	1,500	1,000	2,500	Reclass w/in Dept
	Department Totals						**85,000**		
Engineering / PW									
100-5110-1100	Salaries - Reg FT & PT Employees	495,000	495,000	495,000	495,000	495,000	25,000	520,000	Reclass w/in Dept
100-5110-1200	Wages - Non-Benefit PT & Seasonal	5,000	5,000	5,000	5,000	5,000	(5,000)	-	Reclass w/in Dept
100-5110-1400	Employee Benefits	215,000	215,000	215,000	215,000	215,000	(10,000)	205,000	Reclass w/in Dept
100-5110-2230	Conferences & Training Registration	10,500	10,500	10,500	10,500	10,500	(5,000)	5,500	Reclass w/in Dept
100-5110-2670	Utilities - Traffic Signals & Lights	40,000	40,000	40,000	40,000	40,000	5,000	45,000	Reclass w/in Dept
100-5110-3203	Pavement Preservation	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	(108,500)	891,500	($ 10,000) Reclass w/in Dept ($ 85,000) move to 100-4910 wages ($ 13,500) move to 100-5720 wages
	Department Totals						**(98,500)**		
Comm Life - Events									
100-5720-1100	Salaries - Reg FT & PT Employees	270,000	270,000	270,000	270,000	294,000	13,500	307,500	moved from 100-5110-3203
100-5720-1400	Employee Benefits	100,000	100,000	100,000	100,000	100,000	2,000	102,000	Reclass w/in Dept
100-5720-2235	Employee Travel	8,000	8,000	8,000	8,000	2,000	(1,000)	1,000	Reclass w/in Dept
100-5720-6100	Miscellaneous Expenditures	5,000	5,000	5,000	5,000	5,000	(1,000)	4,000	Reclass w/in Dept
	Department Totals						**13,500**		
Public Markets									
100-5730-1100	Salaries - Reg FT & PT Employees	190,000	190,000	190,000	190,000	220,000	16,000	236,000	Reclass w/in Dept
100-5730-1400	Employee Benefits	75,000	75,000	75,000	75,000	80,000	3,500	83,500	Reclass w/in Dept
100-5730-2510	Software	1,500	7,300	7,300	7,300	7,300	(4,500)	2,800	Reclass w/in Dept
100-5730-2605	Sm Tools, Minor Equip, Supplies	10,000	10,000	10,000	10,000	10,000	(2,500)	7,500	Reclass w/in Dept
100-5730-6200	Bank Fees & CC Processing Fees	20,000	20,000	20,000	20,000	20,000	5,000	25,000	Reclass w/in Dept
100-5730-8205	Consignment - 1330 Design Collective	22,000	22,000	22,000	22,000	22,000	(5,000)	17,000	Reclass w/in Dept
100-5730-8210	Consignment - Art Market	32,000	32,000	32,000	32,000	32,000	(10,000)	22,000	Reclass w/in Dept
100-5730-8215	Consignment - Craft Lake Makers Mart	32,000	32,000	32,000	32,000	32,000	2,500	34,500	Reclass w/in Dept
100-5730-8216	Consignment - Bazaar	9,500	9,500	9,500	9,500	9,500	(5,000)	4,500	Reclass w/in Dept
100-5730-8218	Consignment - Great Outdoors Mart	22,000	22,000	22,000	22,000	22,000	(15,000)	7,000	Reclass w/in Dept
100-5730-8221	Consignment - Millcreek Mercantile	35,000	35,000	35,000	35,000	35,000	15,000	50,000	Reclass w/in Dept
	Department Totals						-		

Fund: 100 - General Fund

Acct Number	Account Description	Original Budget	09/22/25 Amended Budget	11/25/25 Amended Budget	03/23/26 Amended Budget	05/11/26 Amended Budget	06/22/26 Requested Amendments	Proposed Amended Budget	Comments
Recreation Programs									
100-5740-1100	Salaries - Reg FT & PT Employees	280,000	280,000	280,000	280,000	245,000	3,500	248,500	Reclass w/in Dept
100-5740-1300	Overtime	5,000	5,000	5,000	5,000	2,000	800	2,800	Reclass w/in Dept
100-5740-1400	Employee Benefits	130,000	130,000	130,000	130,000	135,000	1,000	136,000	Reclass w/in Dept
100-5740-2100	Books, Subscriptions & Memberships	2,500	2,500	2,500	2,500	2,500	2,000	4,500	Reclass w/in Dept
100-5740-2230	Conferences & Training Registration	8,000	8,000	8,000	8,000	8,000	(4,000)	4,000	Reclass w/in Dept
100-5740-2235	Employee Travel	4,000	4,000	4,000	4,000	4,000	(2,500)	1,500	Reclass w/in Dept
100-5740-2605	Sm Tools, Minor Equip, Supplies	50,000	50,000	50,000	50,000	50,000	(15,000)	35,000	Reclass w/in Dept
100-5740-8301	Programs - Community Recreation	15,000	15,000	15,000	15,000	15,000	17,000	32,000	World Cup Reclass w/in Dept
100-5740-8303	Programs - Ice Skating	20,000	20,000	20,000	15,000	15,000	2,200	17,200	Reclass w/in Dept
100-5740-8305	Programs - Mini Golf / Skate Canyon	5,000	5,000	5,000	5,000	5,000	(5,000)	-	Reclass w/in Dept
	Department Totals						-		
Debt Service & Other Financing Uses									
100-9000-9010	Transfer to Other Funds	1,250,000	1,250,000	1,250,000	1,585,500	2,585,500	877,700	3,463,200	$ 45,000 - from 100-4830-7500 $332,700 - additional revenue $500,000 - budgetary use of fund bal for CIP
	Department Totals						**877,700**		
	General Fund Expenditure Totals						**832,700**		
							-		

MILLCREEK, UTAH
ORDINANCE NO. 26-44

AN ORDINANCE OF MILLCREEK DETERMINING THE RATE OF TAX AND LEVYING TAXES UPON ALL REAL AND PERSONAL PROPERTY WITHIN MILLCREEK (THE RESULTING TAX IS THE SAME AMOUNT OF TAX PREVIOUSLY COLLECTED BY MILLCREEK AND WILL NOT RESULT IN A TAX INCREASE TO RESIDENTS OF MILLCREEK) FOR THE TAX YEAR BEGINNING JULY 1, 2026 AND ENDING JUNE 30, 2027

WHEREAS, the Millcreek Council ("*Council*") met in a regular meeting on June 22, 2026, to consider, among other things, determining the rate of tax and levying taxes upon all real and personal property within Millcreek (the resulting tax is the same amount of tax previously collected by Millcreek and will not result in a tax increase to residents of Millcreek) for the tax year beginning July 1, 2026 and ending June 30, 2027; and

WHEREAS, on June 22, 2026, the Mayor of Millcreek (the *"City")* submitted to the Council a proposed tax rate and levying taxes upon all real and personal property within Millcreek.

NOW, THEREFORE, BE IT ORDAINED by the Council as follows:

Section 1. Tax Rate and Levy

A. For the purpose of defraying the necessary and proper expenses of the City and for maintaining the government thereof, it is hereby determined that the Tax Rate of the general property tax to be levied against all real and personal property within the City made taxable by law for the fiscal year beginning July 1, 2026, and ending June 30, 2027, is hereby set at the certified tax rate. The final property tax rate and associated revenue shall be the certified tax rate and revenue as determined by the Salt Lake County Auditor based on the approved property tax revenue and the referenced yield.

Fund	Certified Tax Revenue	Certified Tax Rate
General	$ 12,014,317	.001248

B. There is hereby levied upon all real and personal property within the City made taxable by law for the fiscal year of the City ending June 30, 2027, the certified tax rate set forth above on the taxable value of said property, to provide revenue for the "Millcreek General Fund" and for general City purposes.

C. As required by law, the tax rate and revenue hereinabove determined and levied along with all statements and information required by law, shall be reported to the Sale Lake County Auditor, State of Utah, and the Utah State Tax Commission.

Section 2. Further Action. In addition to the foregoing, the Mayor is hereby directed and authorized to take any other necessary actions to the adoption of the certified tax rate as referenced above.

Section 3. Severability. If a court of competent jurisdiction declares any provision of this ordinance invalid, the remainder shall not be affected.

Section 4. Effective Date. This ordinance shall take effect upon passage and posting as required by law.

PASSED AND APPROVED this 22nd day of June 2026.

MILLCREEK

By: ____
Cheri Jackson, Mayor

ATTEST:

____
Elyse Sullivan, City Recorder

Roll Call Vote:

Jackson	Yes	No
Catten	Yes	No
DeSirant	Yes	No
Handy	Yes	No
Uipi	Yes	No

CERTIFICATE OF POSTING

I, the duly appointed recorder for Millcreek, hereby certify that:
ORDINANCE 26-44: ORDINANCE OF MILLCREEK DETERMINING THE RATE OF TAX AND LEVYING TAXES UPON ALL REAL AND PERSONAL PROPERTY WITHIN MILLCREEK (THE RESULTING TAX IS THE SAME AMOUNT OF TAX PREVIOUSLY COLLECTED BY MILLCREEK AND WILL NOT RESULT IN A TAX INCREASE TO RESIDENTS OF MILLCREEK) FOR THE TAX YEAR BEGINNING JULY 1, 2026 AND ENDING JUNE 30, 2027 was adopted the 22nd day of June 2026 and that a copy of the foregoing Ordinance 26-44 was posted in accordance with Utah Code 10-3-711 this ____ day of June, 2026.

____
Elyse Sullivan, City Recorder

Certified Property Tax Rates

View | Data Entry | Reports | Forms | Administration

Tax Year 2026 **County** 18_SALT LAKE **Entity** 3045_MILLCREEK Accounting Cycle: Fiscal Year

Rate Detail

(233b) Auditor Data Entry Completed	(750) Treasurer Data Entry Completed	(233b) BOE Calculated	(750) Collection Rate Calculated	(697) Assessor Data Entry Completed	(693) Proposed Rates Entered	Rates USTC Approved	Rates Finalized

	REAL PROPERTY VALUES					
	2026 Original	2025 Year End	Orig - Year End	% Change	*Value Change*	*% Change*
Real Property (97.00 %)	10,166,833,605	9,818,987,687	347,845,918	3.54 %	*175,905,762*	*1.79 %*
(-) Incremental Value	508,693,419	414,602,448	94,090,971	22.69 %	*Assessor NG*	*% Change*
(=) Total Adjusted Value Real	9,658,140,186	9,404,385,239	253,754,947	2.70 %	*171,940,156*	*1.75 %*
	CENTRALLY ASSESSED PROPERTY VALUES					
	2026 Original	2025 Year End	Orig - Year End	% Change		*Value*
Centrally Assessed (0.85 %)	89,407,801	86,455,848	2,951,953	3.41 %	*Prior Year End Average*	*85,569,688*
(-) Incremental Value	2,873,122	2,636,440	236,682	8.98 %	*(-) 2025 Incremental Value*	*2,636,440*
(=) Total Adjusted Value CA	86,534,679	83,819,408	2,715,271	3.24 %	*(=) Prior YE Adjusted Average*	*82,933,248*
	PERSONAL PROPERTY VALUES					
	2025 Year End	2024 Year End	2025YE - 2024YE	% Change		
Personal Property (2.15 %)	225,072,112	226,196,194	- 1,124,082	- 0.50 %		
(-) Incremental Value	70,149,943	5,159,433	64,990,510	1259.64 %		
(-) Semiconductor		- 199,888	199,888	- 100.00 %		
(=) Total Adjusted Value PP	154,922,169	221,236,649	- 66,314,480	- 29.97 %		

REAL PROPERTY NEW GROWTH	
2026 Total Adjusted Value Real	9,658,140,186
(-) 2025 Year End	9,404,385,239
(=)	253,754,947
(-) Value Change	175,905,762
(=) Real New Growth	77,849,185
CENTRALLY ASSESSED NEW GROWTH	
2026 Total Adjusted Value CA	86,534,679
(-) Prior Year End Adjusted Average	82,933,248
(+) Industry Adjustment	7,007,450
(=) CA New Growth	10,608,881
PROJECT AREA NEW GROWTH	
Real	
(+) Centrally Assessed	
(+) Personal	
(=) Project Area New Growth	0

NEW GROWTH TOTALS	
Real New Growth	77,849,185
(+) CA New Growth	10,608,881
(+) Project Area New Growth	
(=) Eligible New Growth	88,458,066
(x) 5 Year Avg Collection Rate	97.34 %
(=) Collection Rate Adjusted Eligible New Growth	86,105,081

CERTIFIED TAX RATE CALCULATION	
Total Adjusted Value (R+CA+PP)	9,899,597,034
(-) Board of Equalization (BOE) Adjustment	9,668,659
(x) 5 Year Average Collection (2026/2025)	97.34 % / 97.41 %
(=) Proposed Tax Rate Value	9,626,856,280
(-) Collection Rate Adjusted Eligible New Growth	86,105,081
(=) Certified Tax Rate Value	9,540,751,199

Budget Code	Budget Name	2025 Year End Budgeted Revenue	2025 Year End Adjusted Budgeted Revenue	Calc. Certified Tax Rate	2025 Year End Final Tax Rate	% Change	Certified Tax Rate Revenue W/O New Growth	New Growth Revenue	Certified Tax Rate Revenue W/ New Growth	Auditor's Certified Tax Rate	Auditor's Certified Rate Revenue	Proposed Tax Rate	Budgeted Revenue	Final Tax Rate	Final Budgeted Revenue
10	*General Operations*	*$ 11,903,559*	*$ 11,903,559*	*0.001248*	*0.001267*	*-1.50%*	*$ 11,906,857*	*$ 107,459*	*$ 12,014,317*	*0.001248*	*$ 12,014,317*				
	Grand Total	$ 11,903,559	$ 11,903,559	0.001248	0.001267		$ 11,906,857	$ 107,459	$ 12,014,317	0.001248	$ 12,014,317				

NOTES:

MILLCREEK, UTAH
ORDINANCE NO. 26-45

AN ORDINANCE OF MILLCREEK ADOPTING A FINAL BUDGET AND MAKING APPROPRIATIONS FOR THE SUPPORT OF MILLCREEK FOR THE TIME PERIOD BEGINNING JULY 1, 2026, AND ENDING JUNE 30, 2027

WHEREAS, the Millcreek Council ("*Council*") met in a regular meeting on June 22, 2026, to consider, among other things an ordinance adopting a Final Budget, and making appropriations for the support of Millcreek for the time period beginning July 1, 2026, and ending June 30, 2027; and

WHEREAS, on May 11, 2026, the Mayor of Millcreek submitted to the Council a tentative budget including all supporting schedules and data (the "Tentative Budget") for the time period beginning July 1, 2026, and ending June 30, 2027; and

WHEREAS, on May 11, 2026, the Tentative Budget was acknowledged as received and was officially placed in the City Recorder's office for inspection by the general public during normal office hours; and

WHEREAS, on May 11, 2026, the Tentative Budget for FY 2026-27 was tentatively adopted; and

WHEREAS, on May 20, 2026, notice of a public hearing to consider the FY 2026-27 Tentative Budget was published on the Utah Public Notice website, the Millcreek website, and at City Hall; and

WHEREAS, on June 8, 2026, a public hearing to receive public comment and consider adoption of a Final Budget was held at approximately 7:00 p.m. in the Community Forum located at 1330 E Chambers Ave, Millcreek, Utah; and

WHEREAS, all interested persons in attendance at the public hearing were given an opportunity to be heard, for or against, the estimate of revenues and expenditures or any item thereof in the Final Budget; and

WHEREAS, the City has published the necessary notice and held the public hearing required prior to adopting the budget; and

WHEREAS, it is the intent and desire of the City to comply with all applicable State and local laws regarding the adoption of the budget; and

WHEREAS, the Council finds that it has satisfied all legal requirements required to adopt a budget, and that it is in the best interests of the citizens of the city to adopt a Final Budget for the City.

NOW, THEREFORE, BE IT ORDAINED by the Council as follows:

Section 1. Budget Adoption.

A. The Final Budget attached hereto, as amended, and by this reference incorporated herein, is hereby appropriated for the corporate purposes and objects of the City for the time period beginning July 1, 2026, and ending June 30, 2027, and is hereby adopted as the "Budget of Millcreek, Utah for the time period beginning July 1, 2026, and ending June 30, 2027" (the "Budget").

B. Pursuant to Utah Code Ann. § 10-6-118, a copy of the Budget for each fund within the Final Budget shall be certified by the Mayor as the "Budget Officer" and it is hereby directed that it be filed with the State Auditor within 30 days after adoption.

C. Pursuant to Utah Code Ann. § 10-6-119, a certified copy of the Final Budget shall be filed in the office of the City Recorder and will be available for public inspection during City business hours.

Section 2. Further Action.

A. In addition to the foregoing, the Mayor is hereby directed to implement any other necessary actions pertinent to the adoption of the Budget. Such actions may include, but are not necessarily limited to, notification, reporting, and publishing as required by and consistent with applicable law.

B. Amounts budgeted for contingency, fund balance, and capital projects will be deposited into the Public Treasurer's Investment Fund (PTIF) for this specific purpose, with continuous regular amounts deposited throughout the fiscal year. Statements of these accounts will be distributed to the Council on a quarterly basis along with other expenditure reports.

Section 3. Severability. If a court of competent jurisdiction declares any provision of this resolution invalid, the remainder shall not be affected.

Section 4. Effective Date. This ordinance shall take effect upon passage and posting as required by law.

PASSED AND APPROVED this 22nd day of June 2026.

MILLCREEK COUNCIL

By: ______________________________________
Cheri Jackson, Mayor

ATTEST:

____
Elyse Sullivan, City Recorder

Roll Call Vote:

Jackson	Yes	No
Catten	Yes	No
DeSirant	Yes	No
Handy	Yes	No
Uipi	Yes	No

CERTIFICATE OF POSTING

I, the duly appointed recorder for Millcreek, hereby certify that:
ORDINANCE 26-45: ORDINANCE OF MILLCREEK ADOPTING A FINAL BUDGET AND MAKING APPROPRIATIONS FOR THE SUPPORT OF MILLCREEK FOR THE TIME PERIOD BEGINNING JULY 1, 2026, AND ENDING JUNE 30, 2027 was adopted the 22nd day of June, 2026 and that a copy of the foregoing Ordinance 26-45 was posted in accordance with Utah Code 10-3-711 this ____day of June, 2026.

____
Elyse Sullivan, City Recorder

Account #	Account Description	FY2025 Actual	FY2026 projected	FY2027 Tentative	Changes to Tentative Bdgt 05/26/26	Changes to Tentative Bdgt 06/08/26	Changes to Tentative Bdgt 06/22/26	FY2027 Revised	
	General Fund Revenues								
100-3100-3101	Property Tax - Current	11,904,626	#	11,903,559		-	110,758	12,014,317	$11,906,857 - CTR Revenue $ 107,789 - New Growth
	Art Market 2 (Fall)					-		-	Art Market 21 (Fall - Glass Market - New Market)
	Budgetary Use of Fund Balance			192,940	348,000	-	(110,758)	430,182	
					348,000	**-**	**-**		
	General Fund Expenditures								
100-4240-XXX	**Public Safety Department**	16,745,989	17,210,052	16,505,000	350,000			16,855,000	$16,050,000 - UPD Law Enforcement Contract (+ rounding) 5,000 - Law Enforcement - Events / Security 800,000 - SLCO Animal Services Contract **$16,855,000 - Total** **FY27 UPD Law Enforcement Contract:** $16,455,107 - FY26 final contract 389,007 - FY27 increase 2.36% $16,844,114 - FY27 law enforcement contract < 800,000> - Use of Precinct Fund Balance **$16,044,114 - FY27 assessment**
100-4250-8300	Programs - General Promise Programs	17,002	131,000	210,000				210,000	$200,000 - Asian Association $10,000 - Promise programs (Produce Pals, Millcreek Futures, Child Supervision, SpyHop, community literacy programs, and digital skills)
100-4710-2510	Finance Department - Software	147	-	10,000		500		10,500	Purchase Order module quote = $10,492 Reclass within Dept
100-4710-3100	Finance Department - Professional Service	37,625	29,600	45,000		(500)		44,500	Reclass within Dept
100-4910-2100	Planning - Books, Subscriptions & Memberships	3,077	3,500	3,500				3,500	2 additional employees will become AICP certified
100-4910-2230	Planning - Conference & Training Registrations	6,757	7,000	7,000				7,000	National conferences (x 3 employees) local conferences
100-4910-2235	Planning - Employee Travel	7,369	4,161	6,000				6,000	National conferences (x 3 employees)
100-5720-2605	Comm Life - Events Department	1,057,397	1,027,114	1,417,100	(2,000)			1,415,100	**Department Request:** $2,000 - Inflatable Screen repairs **Change to Tentative Budget:** Screen will be purchased before 06/30
100-5730-8211	Comm Life - Public Markets					35,000		35,000	Art Market 21 (Fall - Glass Market - New Market)
					348,000	**35,000**	**-**		

	Revised Estimated Revenue	General Gov't	Law Enforcemt	Other Public Safety	PW/ Roads	Public Markets	Recreation	Events	Total / Hash
Property Taxes (all types)	12,576,857		12,576,857						12,576,857
Property Taxes (new growth)	107,459		107,459						107,459
General Sales & Use; Transient Room Taxes	15,615,000	15,615,000							15,615,000
Energy Sales and Use; Cable; Telecom Tax	4,200,000		4,200,000						4,200,000
SLCO 5th x 5th Sales Tax (P2)	700,000				700,000				700,000
Transit & Highway Tax	1,400,000				1,400,000				1,400,000
Business Licenses	765,000	765,000							765,000
Bldg Permits; Encroachment; Special Events	1,350,441			1,000,000	350,441				1,350,441
State Grants (HB244)	400,000				400,000				400,000
Class C Road Funds	2,800,000				2,800,000				2,800,000
Liquor Taxes	90,000		90,000						90,000
Local Grants	105,000	105,000							105,000
Plan Checking, Building Admin, P&Z Fees	641,500	600,000		41,500					641,500
Public Market Revenue	320,000					320,000			320,000
Rec - HUB Admissions & Equip Rental	660,000						660,000		660,000
Recreation - HUB & VO Taxable Sales	15,000						15,000		15,000
Recreation & VO Programming	80,000						80,000		80,000
CL Events Admissions	85,000							85,000	85,000
Lease Rev - Business Leases	60,000	60,000							60,000
Rentals - Booth / Equipment	29,000					29,000			29,000
Rentals - Venues	206,500							206,500	206,500
Interdepartment Admin Fees	360,560	360,560							360,560
Code Compliance Fees	100,000			100,000					100,000
Miscellaneous Revenue	56,500	55,000		1,500					56,500
Interest Income	625,000	625,000							625,000
Contributions from Private Sources	240,000	240,000							240,000
Interfund Transfers-In	164,500						164,500		164,500
Budgetary Use of Fund Balance	430,183	430,183							430,183
Totals	**44,183,500**	**18,855,743**	**16,974,316**	**1,143,000**	**5,650,441**	**349,000**	**919,500**	**291,500**	**44,183,500**

	Revised Exp by Dept	General Gov't	Law Enforcemt	Other Public Safety	PW/ Roads	Public Markets	Recreation	Events	Total / Hash
4110 - Mayor and Council	612,500	612,500							612,500
4210 - City Manager	339,950	339,950							339,950
4220 - Justice Court	170,000	170,000							170,000
4230 - Legal	400,000	400,000							400,000
4240 - Public Safety	16,855,000		16,855,000						16,855,000
4250 - Promise	712,400	712,400							712,400
4310 - Recorder	191,700	191,700							191,700
4410 - Building Services Department	1,689,500			1,689,500					1,689,500
4510 - Communication	1,215,250	1,215,250							1,215,250
4520 - Emergency Preparedness	186,950	186,950							186,950
4610 - Economic Development	329,250	329,250							329,250
4710 - Finance	970,000	970,000							970,000
4720 - Human Resources	268,500	268,500							268,500
4730 - Non departmental	311,500	311,500							311,500
4740 - Business Licensing	203,000	203,000							203,000
4810 - Facilities	1,783,750	1,783,750							1,783,750
4830 - Fleet	116,000	116,000							116,000
4840 - I.T.	795,000	795,000							795,000
4910 - Planning	1,390,000	1,390,000							1,390,000
5110 - Engineering	8,583,000				8,583,000				8,583,000
5710 - CL Admin	443,250	443,250							443,250
5720 - Events	1,415,100							1,415,100	1,415,100
5730 - Public Markets	1,024,000					1,024,000			1,024,000
5740 - Recreation	849,500						849,500		849,500
9000 - Debt Service	2,173,400	2,173,400							2,173,400
9000 - Transfers & Contributions	1,155,000	1,155,000							1,155,000
Totals	**44,183,500**	**13,767,400**	**16,855,000**	**1,689,500**	**8,583,000**	**1,024,000**	**849,500**	**1,415,100**	**44,183,500**
	-	5,088,343	119,316	(546,500)	(2,932,559)	(675,000)	70,000	(1,123,600)	-

	FY2025 Audited		FY26 Projected		FY27 Budgeted
Fund Balance - Beg of Year	**15,248,366**	**Fund Balance - Beg of Year**	**14,394,051**	**Fund Balance - Beg of Year**	**15,699,258**
Change in Fund Balance	(834,615)	Change in Fund Balance	2,305,207	Change in Fund Balance	(430,183)
		Less Final transfer-out	(1,000,000)		
Fund Balance - End of Year	**14,394,051**	**Fund Balance - End of Year**	**15,699,258**	**Fund Balance - End of Year**	**15,269,075**
Rev (less transfers-in)	41,990,370	Rev (less transfers-in)	44,512,027	Rev (less transfers-in)	43,588,817
Fund Bal as % x Revenue	**34%**	**Fund Bal as % x Revenue**	**35%**	**Fund Bal as % x Revenue**	**35%**

MILLCREEK
FY27 CONSOLIDATED FEE SCHEDULE

#	DESCRIPTION	CODE	FEE
BUILDING PERMIT FEES			
	All valuations are calculated using the current International Code Council (ICC) Building Valuation Data, except under certain circumstances, which are calculated by project cost. *Current ICC Building Valuation Data		
	Permit Types		
1	Building Permit	15-08-030	*Based on current ICC Valuation Table
2	Demolition Permit	15-08-030	*Based on current ICC Valuation Table
3	Mechanical, Electrical, Plumbing Permits (Circuit, Electrical Service Charge, Power to Panel, Temporary Panel, Furnace/AC, Ductwork, Water Heater, Re-Pipe, etc.)	15-16-020	$70.00
4	Mechanical, Electrical, Plumbing Permits - Additional Appliances, Fixtures, etc.	15-16-020	$20.00/additional item
5	Grading Permit	15-08-030	*Based on current ICC Valuation Table
6	Retaining Wall Permit	15-08-030	*Based on current ICC Valuation Table
7	Manufactured Home Permit	15-08-030	$200.00
	Solar Permits		
8	Base Solar Permit (Charged with KWA Fee)	15-08-030	$70.00
9	KWA (In addition to Base Solar Permit)	15-08-030	$30.00
10	Plan Review Fee (Solar)	15-08-030	$100.00
	Re-Roof Permits		
11	Re-roof (Residential)	15-08-030	$70.00
	Re-roof (Commercial) based on valuation below:		
12	$1-$9,999	15-08-030	$150.00
13	$10,000-$49,999	15-08-030	$300.00
14	$50,000-and up	15-08-030	$500.00
	Window and Door (Replacement only with no other work) Permits		
15	Window and Door (Residential)	15-08-030	$70.00
16	Window and Door (Commercial)	15-08-030	*Based on current ICC Valuation Table
	Plan Review Fees		
17	Plan Review Fee (Hourly)	15-08-030	$120.00/hour
18	Plan Review Fee (Identical Plans)	15-08-030	$100.00
19	Plan Review Fee (Residential)	15-08-030	40% of Building Permit Fee
20	Plan Review Fee (Commercial)	15-08-030	65% of Building Permit Fee
21	Substantial Improvement/Substantial Damage Determination	15-08-040	$120.00
22	Wildland-Urban Interface Code Review	15-08-040	$120.00
	Inspection Fees		
23	Re-inspection	15-08-040	$75.00
24	Overtime/After Hour/Same Day Requests	15-08-040	$120.00/hour

#	DESCRIPTION	CODE	FEE
	Administrative Fees		
25	Canceled Building Permit Fee	15-08-040	25% of Building Permit Fee
26	Building without Permit Penalty	15-08-040	100% of Building Permit Fee
27	Permit Re-instatement Fee	15-08-040	1/2 of Building Permit Fee or $200.00, whichever is less
28	Board of Appeals Hearing	15-08-040	$300.00
	State Surcharge		
29	Applicable State Surcharge on all permits	15-08-040	1% of Building Fees
BUILDING PERMIT AND INSPECTION FEES VALUATION TABLE			
	Value of Project		**Bldg Permit Fee**
30	Less Than $2,000	15-08-030	$76.50
31	$2,001 to $25,000	15-08-030	$76.50 for the first $2,000 + $16.50 for each additional $1,000 or fraction thereof, up to and including $25,000
32	$25,001 to $50,000	15-08-030	$456 for the first $25,000 + $12 for each additional $1,000 or fraction thereof, up to and including $50,000
33	$50,001 to $100,000	15-08-030	$765 for the first $50,000 + $8.50 for each additional $1,000 or fraction thereof, up to and including $100,000
34	$100,001 to $500,000	15-08-030	$1,181 for the first $100,000 + $6.50 for each additional $1,000 or fraction thereof, up to and including $500,000
35	$500,001 to $1,000,000	15-08-030	$3,781 for the first $500,000 + $5.50 for each additional $1,000 or fraction thereof, up to and including $1,000,000
36	Over $1,000,001	15-08-030	$6,531 for the first $1,000,000 + $4.50 for each additional $1,000 or fraction thereof
BUSINESS LICENSE FEES			
	Annual Business Licensing Fees (new business license or annual renewals)		
37	Home Business	5-08-080	$55.00
38	Home Based Daycare	5-08-080	$145.00
39	Group Homes	5-08-080	$145.00
40	Booth Rental	5-08-080	$55.00
41	Short-Term Rental	5-19-060	$145.00
42	Seasonal License	5-08-080	$200.00
43	Temporary License	5-08-080	$115.00
44	Large Scale Event Temporary License	5-08-080	$125.00
45	Solicitor ID	5-17-060	$65.00
46	Penalty Fee for Renewal Fees Outstanding After 30 Days of Original Notice Date	5-08-080	25% of Renewal Fee
47	Penalty Fee for Renewal Fees Outstanding After 60 Days of Original Notice Date	5-08-080	100% of Renewal Fee

#		DESCRIPTION	CODE	FEE
Disproportionate License Fees - *In addition to a $145.00 base licensing fee, the City Council has determined that a disproportionate level of municipal services are provided to certain businesses within the City in comparison with those level of services provided to other businesses and residents within the City, based on the disproportionate use of police services. The following businesses are subject to the associated fees related to the disproportionate cost of police services.*				
48		Business License - Annual Base Fee (applicable disproportionate fee shown separately)	5-08-040	$145.00
49		Annual Disproportionate Fees (in addition to the $145.00 Base License Fee):		
50		Assisted Living	5-08-040	$10/bed
51		Automotive Dealers - if < 1 Acre	5-08-040	$344.00
52		Automotive Dealers - if > 1 Acre	5-08-040	$400.00
53		Automotive and Transportation Services	5-08-040	$344.00
54		Bank/Finance	5-08-040	$825.00
55		Business and Professional Services	5-08-040	$178.00
56		Contracted Services - Construction, Landscaping, etc.	5-08-040	$172.00
57		Convenience Store	5-08-040	$1,970.00
58		Day Care	5-08-040	$272.00
59		Education and Clubs	5-08-040	$230.00
60		Entertainment	5-08-040	$185.00
61		Grocery Stores	5-08-040	$1,543.00
62		Legal Services	5-08-040	$178.00
63		Movie Theaters	5-08-040	$1,900.00
64		Gyms	5-08-040	$205.00
65		Industrial, Manufacturing, and Wholesale	5-08-040	$230.00
66		Lodging	5-08-040	$1,000.00
67		Massage	5-08-040	$130.00
68		Medical Center	5-08-040	$2,294.00
69		Medical Professional	5-08-040	$130.00
70		Personal and Home Services	5-08-040	$130.00
71		Restaurant w/ Alcohol	5-08-040	$275.00
72		Fast Food and Take-Out	5-08-040	$275.00
73		Restaurants and Food (no Alcohol)	5-08-040	$240.00
74		Retail - if < 5,000 sq. ft.	5-08-040	$142.00
75		Retail - between 5,001-25,000 sq. ft.	5-08-040	$446.00
76		Retail - if > 25,001 sq. ft.	5-08-040	$1,579.00
77		Storage Units	5-08-040	$150.00
78		Sexually Oriented Business	5-08-040	$1,970.00
79		Outcall Service Businesses	5-08-040	$250.00
Long Term Rental Fees - include an annual fee and a disproportionate fee based on number of units				
80		Long-Term Rentals - Annual Base Fee	5-08-040	$40.00
81		Annual Disproportionate Fees (in addition to the $40.00 Base License Fee)	5-08-040	$20.00/unit

#	DESCRIPTION	CODE	FEE
	Alcohol Related Licensing Fees (new alcohol license or annual renewal)		
82	Single Event	6-10-110	$110.00
83	Off-premise Beer Retailer	6-10-110	$60.00
84	Beer-Only Restaurant	6-10-110	$60.00
85	On-Premise Beer Tavern	6-10-110	$60.00
86	Resort	6-10-110	$60.00
87	Wholesale Beer	6-10-110	$60.00
88	Restaurant Liquor	6-10-110	$60.00
89	Manufacturing	6-10-110	$155.00
90	Recreational On-Premise Beer Retailer	6-10-110	$60.00
91	Limited Restaurant Liquor	6-10-110	$60.00
92	Club Liquor	6-10-110	$60.00
93	Reception Center	6-10-110	$60.00
94	Temporary Beer Event	6-10-110	$100.00
CODE ENFORCEMENT FINES AND FORFEITURES			
95	Civil Penalty - From 11 to 30 Days	1-18-230	$100.00/day out of compliance
96	Civil Penalty - After 30 Days	1-18-230	$200.00/day out of compliance
97	Abatement	1-18-265	Actual Cost
98	Code Enforcement Re-inspection	1-18-185	$75/re-inspection
PUBLIC WORKS FEES			
	Administrative Fees - Public Works (PW)		
99	50/50 Curb, Gutter, Sidewalk (CGS) Program Application Fee	14-12-027	No fee
100	Incomplete PW Application / Non-compliance	14-16-030	$50.00
101	Penalty for working without a permit in the Public Right of Way (in addition to permit fee)	14-16-035	100% of permit
102	Excavation Permit Administrative Fee	14-16-040	$50.00
	Right of Way Improvement Fees [3.48.010]		
	Right of Way Excavation / Encroachment Permits		
103	Dumpster / Moving Pod (up to 7 days)	14.16.040	No charge
104	Penalty for Dumpster / Moving Pod (greater than 7 days)	14.16.040	$50/day
105	Paved Surfaces (all hard surfaces)	14-36-010	$250.00 minimum + $0.50/sq. ft. over 500 sq. ft.
106	Unpaved Surfaces (grass, dirt, gravel, etc.)	14-36-010	$125.00 minimum + $0.25/sq. ft. over 500 sq. ft.
107	Permit Extensions for excavations and encroachments	14-16-040(a)	1/2 of original fee
108	Sidewalk Closure Fee (after 72 hour grace period; includes emergency repairs)	14-16-040	$25.00/day for full or partial closure
109	Traffic Control or Obstructions on local roads (remaining after 72-hr grace period)	14-16-040	$100.00/day for full or partial lane
110	Traffic Control or Obstructions on arterial and major collector roads (daily fee / lane or partial lane, which is closed or obstructed)	14-16-040	$125.00/day for each lane or partial lane
111	Traffic Control or Obstructions for emergency repairs on any road (remaining after 72-hr grace period)	14-16-040(b)	$50.00/day for each lane or partial lane
112	Bicycle Lane or Shoulder Obstruction Fee (daily fee for each lane or shoulder which is closed or obstructed)	14-16-040	$25.00/day for full or partial closure

#	DESCRIPTION	CODE	FEE
DEVELOPMENT FEES			
	Bond Fees		
	Administrative Fees - Engineering Bond		
113	Bond Administration Fee	3-56-060	$100.00
114	Bond Forfeiture [see Bond Agreement]	3-56-060	up to 100% of bond amount
115	Partial Release Inspection	3-56-070	$100.00
116	Bond Re-inspection Fee	3-56-080	$100/re-inspection
	Administrative Fees - Landscape Bond		
117	Bond Administration Fee	3-56-060	$100.00
118	Bond Forfeiture [see Bond Agreement]	3-56-060	up to 100% of bond amount
119	Partial Release Inspection	3-56-070	$100.00
120	Bond Re-inspection Fee	3-56-080	$100/re-inspection
LAND USE FEES			
	Legislative Decisions		
121	General Plan Text Amendment	18-15-010 (a)	$1,000.00
122	General Plan Future Land Use Map Amendment	18-15-010 (a)	$2,000.00
123	Land Use Code Text Amendment	18-15-010 (b)	$1,000.00
124	Zoning Map Amendment	18-15-010 (c)	$2,000.00
125	Development Agreement	18-15-010 (d)	$1,500.00
	Administrative Decisions - Subdivisions		
126	Minor Subdivision - Regular Residential with Optional Pre-Application Consultation and Concept Review	18-15-020 (a)	$1,200.00
127	Minor Subdivision - Regular Residential without Optional Pre-Application Consultation and Concept Review	18-15-020 (a)	$2,000.00
128	Minor Subdivision - All Other Minor Subdivisions	18-15-020 (a)	$1,200.00
129	Major Subdivision - Regular Residential with Optional Pre-Application Consultation and Concept Review	18-15-020 (b)	$2,000.00
130	Major Subdivision - Regular Residential without Optional Pre-Application Consultation and Concept Review	18-15-020 (b)	$3,000.00
131	Major Sbdivisions - All Other Major Subdivisions	18-15-020 (b)	$2,000.00
132	Subdivision Amendment for Minor Plat Adjustments	18-15-020 (d)	$1,000.00
133	Simple Boundary Adjustment	18-15-020 (e)	$250.00
134	Full Boundary Adjustment	18-15-020 (e)	$500.00
135	Public Street or Municipal Utility Easement Vacation - By Plat	18-15-020 (g)	$500.00 plus applicable subdivision fee
136	Public Street or Municipal Utility Easement Vacation - By Ordinance	18-15-020 (g)	$1,000.00
	Administrative Decisions - Other Land Use Decisions		
137	Conditional Use Permit	18-15-030 (a)	$1,200.00 plus site plan approval fee, if applicable
138	Site Plan Approval for Signs, Fences, and Accessory Buildings, Excluding Accessory Dwelling Units	18-15-030 (b)	$100.00
139	Site Plan Approval for All Other Developments in Sensitive Lands - Level 1 - Review of Alluvial Fans, Rockfall/Landslide/Debris Flow Studies, and or Surface Fault Rupture Analysis	18-15-030 (b)	$1,600.00
140	Site Plan Approval for All Other Developments in Sensitive Lands - Level 2 - Review of Any Other Surface or Subsurface Feature in Sensitive Lands	18-15-030 (b)	$1,000.00
141	Site Plan Approval for All Other Developments - Not in Sensitive Lands	18-15-030 (b)	$800.00
142	Change of Use Permit for All Other Uses	18-15-030 (c)	$500.00
143	Minor Site Plan Amendment	18-15-030 (d)	$500.00
144	Compliance Determination for an Internal or Attached Accessory Dwelling Unit	18-15-030 (e) 18-74-040 (d)	$250.00

#		DESCRIPTION	CODE	FEE
145		Compliance Determination for a Detached Accessory Dwelling Unit	18-15-030 (e) 18-74-040 (d)	$250.00 plus site plan approval fee
146		Permitted Use Approval or Reasonable Accommodation Determination for Residential Facilities for Persons With a Disability	18-15-030 (f)	$1,000.00 plus site plan approval fee
147		Eligible Facility Request for a Wireless Telecommunications Facility	18-15-030 (g)	$800.00
148		Sign Permit for a Single Sign	18-15-030 (h)	$250.00
149		Sign Permit for Multiple Signs	18-15-030 (h)	$250.00 plus site plan approval fee
150		Temporary Use Permit	18-15-030 (i)	$250.00
151		Classification Request	18-15-030 (j)	$500.00
152		City Council Review of a Classification Request Determination	18-15-030 (j)	$1,000.00
Administrative Decisions - Nonconformities and Variances				
153		Nonconformities Determination	18-15-040 (a)	$100.00
154		Expansion or Enlargement of a Noncomplying Structure	18-15-040 (b)	$600.00
155		Variances	18-15-040 (c)	$600.00
Other Administrative Fees				
156		Neighborhood Compatibility Modification	18-34-090, 18-36-090, 18-37-090, 18-66-100	$250.00
157		Legal Status of a Lot or Parcel	18-12-020 (a)	$100.00
158		Zoning Compliance Letter	18-12-020 (a)	$100.00
159		Extensions of Land Use Approvals	18-12-030	$500.00
160		Street Dedication as Part of a Building Permit, Site Plan Approval, Change of Use Permit, Minor Site Plan Amendment, or Conditional Use Approval	15-28-030	$100.00
161		Appeals of Land Use Decisions	18-04-010	$600.00
162		Public Notice Mailings	18-13-060 (e)	$1.50/notice
Small Wireless Facility Deployment License and Application Fees				
163		Collocate existing or replacement utility poles or wireless support structures	16-20-070	$100.00/collocation
164		Install, modify, or replace a utility pole in connection with a permitted use	16-20-070	$250.00/utility pole
165		Install, modify, or replace a utility pole in connection with a discretionary use	16-20-070	$1,000.00/utility pole
166		Master Site Agreement and Site License	16-20-070	See Agreements
Planning and Engineering Plan Checking Fees				
		Planning and Engineering Checking Fee for Subdivision Development:		
167		Engineering Review Fee for Subdivision Development	3-48-020	6% of Engineering bond
168		Planning Review Fee for Subdivision Development	3-48-020	6% of Landscape bond
		Planning and Engineering Checking Fee for Non-Subdivision Development:		
169		Engineering Review Fee for Non-Subdivision Development	3-48-030	4.5% of Engineering bond
170		Planning Review Fee for Non-Subdivision Development	3-48-030	4.5% of Landscape bond
171		Road dedication without plat	3-48-040	$150.00
		Address Change Fees		
172		SLCo Assignment of Address	3-42-010	Actual SLCO Cost must be paid in advance

#		DESCRIPTION	CODE	FEE
		Surveying Review Fees:		
173		Surveying Charge		Actual SLCO Cost must be paid in advance
174		Review of Geologic and/or Technical Reports		Actual Cost must be paid in advance
175		Traffic and Parking Study	11-26-040	Actual Cost must be paid in advance
STORMWATER QUALITY FEE, PENALTY, AND FINE SCHEDULES				
	Control Measure Fine (By Violation)			
176		Working without a SWPPP permit	17-22-180	$500.00/occurrence
177		Best management practice failure	17-22-180	$500.00/occurrence
178		Tracking mud on roadway	17-22-180	$300.00/occurrence
179		Failure to clean up or report spills	17-22-180	$250.00/occurrence
180		Failure to conduct stormwater inspections	17-22-180	$100.00/occurrence
181		Failure to maintain stormwater records	17-22-180	$100.00/occurrence
182		Plan Administration - Each SWPPP application requires administration and written documentation such as but not limited to; inspections, training, SWPPP amendments, closeout documents etc.	17-22-180	$1,000.00
	Illicit Discharge Fine (By Violation) - *Stormwater violation schedule for illicit discharges common to construction and maintenance activities. It is a violation to discharge pollutants. The presence of BMP's does not excuse an illicit discharge. Illicit discharges are divided into the following categories.*			
183		Sediment	17-22-180	$250.00/day
184		Cementations material	17-22-180	$500.00/day
185		Paints and solvents	17-22-180	$500.00/day
186		Solid waste	17-22-180	$500.00/day
187		Sanitary waste	17-22-180	$2,000.00/day
188		Fuels	17-22-180	$1,000.00/day
189		Fertilizers	17-22-180	$500.00/day
190		Organics	17-22-180	$250.00/day
191		Cleansers	17-22-180	$500.00/day
192		Remediation fee (if City services are utilized)	17-22-180	$5,000.00
	Stormwater Utility Fee			
193		Monthly - Based on Residential Unit	17-30-070	$10.73
194		Stormwater ERU Credit Application Review Fee	17-30-070	$40.00
TRANSPORTATION UTILITY FEES				
	Monthly Fees			
195		Residential	TBD	$7.65
196		Commercial A (<100 Trips)	TBD	$51.95
197		Commercial B (100–199 Trips)	TBD	$155.80
198		Commercial C (200–599 Trips)	TBD	$467.40
199		Commercial D (600+ Trips)	TBD	$623.20
200		Public Use A (<300 Trips)	TBD	$155.80
201		Public Use B (≥300 Trips)	TBD	$311.60

#		DESCRIPTION	CODE	FEE
IMPACT FEES				
		Park Impact Fees		
202		Single-Family Residential	Ordinance 19-08	$494.68
203		Multi-Family Residential	Ordinance 19-08	$440.75
MISCELLANEOUS FEES				
		Labor costs for GRAMA requests		
204		Commensurate Services Rendered - Salary of the lowest paid employee who has the necessary skill and training to perform the request	3-12-040	First 15 minutes free
205		Audio, video, photographs, or other media	3-12-030	Actual Cost
206		CDs	3-12-030	Actual Cost
207		Thumb Drives	3-12-030	Actual Cost
208		Fee for Delivery: USPS	3-12-050	Actual Cost
		Copies (Including copies for GRAMA requests)		
209		Copies - Black & White (up to 11x17)	3-12-030	$0.50
210		Copies - Color (up to 11x17 in)	3-12-030	$1.00
211		Copies - Black & White (larger than 11x17in)	3-12-030	$2.50
212		Copies - Color (larger than 11x17 in)	3-12-030	$5.00
213		Plotter copies (Bond paper)	3-12-030	$2.00/sq. ft.
214		Plotter copies (Photo paper)	3-12-030	$5.00/sq. ft.
		Business Council Event Fees		
215		Booth Rental	3-12-030	$50.00
216		Canopy	3-12-030	$100.00
217		Table and 2 Chairs	3-12-030	$25.00
218		Booth Equipment Package (includes booth rental, canopy, table, and 2 chairs)	3-12-030	$175.00
		Election Fees		
219		Candidate Declaration Filing Fee (includes write-ins) - May be waived with Affidavit of Impecuniosity	2-11-020	$50.00
220		Nomination Petition Filing Fee - May be waived with Affidavit of Impecuniosity	2-11-020	$50.00
221		Campaign Finance Statement Penalty	2-11-010	$50.00
222		Conflict of Interest Disclosure Statement Penalty	2-11-050	$100.00
		Miscellaneous Fees		
223		Declaration of Mutual Commitment	2-10-050	$10.00
224		Postage	3-12-030	Actual Cost - USPS
RECREATION FEES				
		Millcreek Common Rentals		
225		Ice Skates, Roller Skates, or Climbing Equipment	3-54-010	$5.00/session (sessions vary)
226		Skate Helper	3-54-010	No fee
227		Chalk Bag	3-54-010	$2.00
228		Locker, 12"x12"x12"	3-54-010	$2.00 for every 90 minutes
229		Ice Skate Sharpening Service	3-54-010	$10.00/pair

#		DESCRIPTION	CODE	FEE
Millcreek Common Admission				
230		Ice Skating (admission only)	3-54-010	$7.00/session (sessions vary)
231		Roller Skating (admission only)	3-54-010	$7.00/session (sessions vary)
232		Climbing Wall (admission only)	3-54-010	$7.00/session (sessions vary)
233		Ice Skating Punch Pass (admission only)	3-54-010	$50.00 (10 sessions)
234		Ice Skating Punch Pass (admission + equipment rental)	3-54-010	$100.00 (10 sessions)
235		Roller Skating Punch Pass (admission only)	3-54-010	$50.00 (10 sessions)
236		Roller Skating Punch Pass (admission + equipment rental)	3-54-010	$100.00 (10 sessions)
237		Climbing Wall Punch Pass (admission only)	3-54-010	$50.00 (10 sessions)
238		Climbing Wall Punch Pass (admission + equipment rental)	3-54-010	$100.00 (10 sessions)
239		Season Ice Skate Access Pass (admission only)	3-54-010	$150.00
240		Season Roller Skate Access Pass (admission only)	3-54-010	$150.00
241		Season Climbing Wall Access Pass (admission only)	3-54-010	$150.00
242		Season Ice Skate Pass (includes admission, ice skate rental, estimated 100 skating days, excludes blackout dates)	3-54-010	$250.00
243		Season Roller Skate Pass (includes admission, roller skate rental, estimated 180 skating days, excludes blackout dates)	3-54-010	$250.00
244		Season Climbing Wall Pass (includes admission, climbing equipment rental, excludes blackout dates)	3-54-010	$250.00
245		Special Millcreek Events (roller skating, ice skating, and climbing)	3-54-010	No fee
246		Special Event Discount (includes sponsored events and specified holidays)	3-54-010	Free admission, $5.00/skate rental
247		School Groups and After-School Group Discount (includes admission and equipment)	3-54-010	$5.00/person
248		Group Discounts - Roller Skating, Ice Skating, or Climbing (for groups of 25 or more)	3-54-010	$2.00 off regular admission price
249		Military/First Responder Discount for Single Day /Single Activity (ID must be presented)	3-54-010	$2.00 off regular admission price
250		Military/First Responder Discount for Roller Skating, Ice Skating, or Climbing Season Passes (ID must be presented)	3-54-010	10% off regular season pass price
251		Millcreek City and Millcreek Precinct Unified Police Department Employees Discount (does not apply to season passes)	3-54-010	No fee
252		City-Supported Organization Recreation Passes	3-54-010	No fee
Millcreek Common Event - Tickets				
253		Holiday Event Ticket	3-54-010	$3.00 - $5.00/person
254		Community Event Tickets	3-54-010	$3.00 - $25.00/person
255		Summer Day Camp	3-54-010	$185.00/session
256		Special Event Admission	3-54-010	$5.00 - $25.00/person
257		Climbing Course: Top Rope Climbing - 2 hours	3-54-010	$14.00 + $5.00 equipment rental (if applicable)
258		Climbing Course: Lead Climbing - 4 hours	3-54-010	$28.00 + $5.00 equipment rental (if applicable)
259		Climbing Course: Basic Climbing Skills -1 hour	3-54-010	$7.00 + $5.00 equipment rental (if applicable)
260		Full Experience Holiday Event Ticket (includes 6th floor)	3-54-010	$25.00/person
261		Millcreek City and Millcreek Precinct Unified Police Department Employees Discount (admission only)	3-54-010	No fee
Millcreek Common Event - Venue Rental				
262		Conference Room Only, 8:00 a.m. - 4:00 p.m. (Cleaned up by 4:00 p.m.,)*	3-54-010	$100.00/hour
263		Conference Room Only, 4:00 p.m. - 10:00 p.m. (Cleaned up by 11:00 p.m.)*	3-54-010	$200.00/hour
264		Sun Deck Only, 8:00 a.m.-4:00 p.m. (Cleaned up by 4:00 p.m., 2-hour minimum)*	3-54-010	$100.00/hour
265		Sun Deck Only, 4:00 p.m. - 10:00 p.m. (Cleaned up by 11:00 p.m., 2-hour minimum)*	3-54-010	$200.00/hour
266		Entire Plaza Buy-Out, 8:00 a.m. - 4:00 p.m., M-TH, Cleaned up by 4:00 p.m. Must be approved by Mayor and City Council. (Discounts are not permitted)	3-54-010	$3,500.00 (6-hour minimum)
267		Entire Plaza Buy-Out, 4:00 p.m. - 10:00 p.m., M-TH, Cleaned up by 11:00 p.m. Must be approved by Mayor and City Council. (Discounts are not permitted)	3-54-010	$6,000.00 (6-hour minimum)

#	DESCRIPTION	CODE	FEE
268	Ice Loop Rental for Hockey Lessons	3-54-010	$250.00/hour
269	Community Partner Event Plaza Rental	3-54-010	$1,500.00
270	Community Room, Prefunction 1, Green Room, Balcony, 8:00 a.m. - 4:00 p.m. (Cleaned up by 4:00 p.m.)*	3-54-010	$1,900.00 Mon-Wed, $2,250.00 Thurs-Sun
271	Community Room, Prefunction 1, Green Room, Balcony, 4:00 p.m. - 10:00 p.m. (Cleaned up by 11:00 p.m.)*	3-54-010	$2,500.00 Mon-Wed, $3,200.00 Thurs-Sun
272	Multipurpose Room, 8:00 a.m. - 4:00 p.m. (Cleaned up by 4:00 p.m.)*	3-54-010	$800.00
273	Multipurpose Room, 4:00 p.m. - 10:00 p.m. (Cleaned up by 11:00 p.m.)*	3-54-010	$1,000.00
274	Kitchen*	3-54-010	$200.00
275	City Hall Forum, 8:00 a.m. - 4:00 p.m. (Cleaned up by 4:00 p.m.) Limited Availability*	3-54-010	$1,000.00
276	City Hall Forum, 4:00 p.m. -10:00 p.m. (Cleaned up by 11:00 p.m.) Limited Availability*	3-54-010	$1,000.00
277	Alpenglobe - 2 hours	3-54-010	$100.00
278	Catering Commission	3-54-010	10% of food + nonalcoholic beverage sales
279	Not for Profit Discount on Venue Rental (Cannot be combined with any other discounts)	3-54-010	50% off original cost
280	Millcreek Resident/Businesses Discount on Venue Rental (Cannot be combined with any other discounts)	3-54-010	20% off original cost
281	Millcreek City Employee Discount on Venue Rental and Dance Floor #1 (Cannot be combined with any other discounts; not taxable according to IRS)	3-54-010	20% off original cost
282	Millcreek City Employee Discount on Venue Rental and Dance Floor #2 (Cannot be combined with any other discounts; taxable fringe benefit in accordance with IRS)	3-54-010	75% off original cost
283	Government Discount - City Supported (as defined by City policy and approved by City Council)	3-54-010	100% off original cost
284	Venture Gold Sponsorship Room Discount (as approved by City Council)	3-54-010	50% off original cost
	*Discounts are not permitted in December except for Venture Gold Sponsors		
	Millcreek Common Event - Birthday Parties		
285	Birthday Parties	3-54-010	$40.00 - $300.00
286	Additional Guest Party Favors	3-54-010	$3.00/person
	Booth Fees During Special Events		
	Tier 1 (estimated attendance over 1,000+):		
287	Vendor	3-54-010	$150.00
288	Food	3-54-010	$250.00
289	Speciality Market	3-54-010	10% of table sales
	Tier 2 (estimated attendance under 1,000):		
290	Vendor	3-54-010	$75.00
291	Food	3-54-010	$100.00
	Tier 3:		
292	Farmers Market - Farms	3-54-010	$25.00
293	Farmers Market - Farm Season Pass	3-54-010	$270.00
294	Farmers Market - Prepared Foods	3-54-010	10% of sales
295	Farmers Market - Food Trucks/Tent	3-54-010	10% of sales
296	Farmers Market - Craft Vendors	3-54-010	$25.00
297	Speciality Mini Market	3-54-010	10% of table fees or 10% of sales of organizer
	Micro-Retail Storefronts (Public Market at Millcreek Common)		
298	10' x 10' Market Store Fronts	3-54-010	25% of sales from consigned goods
	Central Market Stands (Public Market at Millcreek Common)		
299	8' x 8' Market Stands	3-54-010	25% of sales from consigned goods

#		DESCRIPTION	CODE	FEE
Millcreek Common Miscellaneous Rentals and Services				
300		21' x 21' Dark Maple Dance Floor	3-54-010	$400.00
301		Booth Power connection	3-54-010	$45.00/piece
302		Built in AV Services with no support staff	3-54-010	No fee
303		Millcreek Common Plaza Paver	3-54-010	$250.00/paver
Recreation Fees - Venture Out Programs				
304		Camp Tracy:		
305		Cabin and Tent Rental	3-54-010	$150.00 - $300.00
306		Campsite Rental	3-54-010	$100.00 - $150.00
307		Day Passes	3-54-010	$10.00/pass
308		Meals	3-54-010	$5.00 - $16.00/person
309		Crafts and Classes	3-54-010	$1.00 - $10.00
310		Activity Fees	3-54-010	$5.00 - $10.00
311		Discount for Non-Profits (excluding food purchases)	3-54-010	50% off original cost
312		Millcreek City and Millcreek Precinct Unified Police Department Employees Lesson/Camp/Class Discount	3-54-010	20% off original cost
Permits				
313		Special Event Permits	14-58-090	$50.00
314		Block or Street Parties	14-58-090	No fee

Minutes of the
Millcreek City Council
May 26, 2026
5:00 p.m.
Work Meeting
7:00 p.m.
Regular Meeting

The City Council of Millcreek, Utah, met in a public work meeting and regular meeting on May 26, 2026, at City Hall, located at 1330 E. Chambers Avenue, Millcreek, UT 84106. The meeting was recorded for the City's website and had an option for online public comment.

PRESENT:

Council Members
Cheri Jackson, Mayor
Silvia Catten, District 1
Thom DeSirant, District 2
Nicole Handy, District 3
Bev Uipi, District 4

City Staff
Mike Winder, City Manager
Elyse Sullivan, City Recorder
John Brems, City Attorney
Kurt Hansen, Facilities Director
Francis Lilly, Assistant City Manager
Lisa Dudley, HR-Finance Director
Rita Lund, Communications Director
Brad Sanderson, Current Planning Manager
Carlos Estudillo, Planner
Jim Hardy, Building Services Director
Alex Wendt, Deputy Recorder
Brian Busch, Senior GIS Analyst

Attendees: Rick Hansen, Russ Sorensen, David Cooper, Gary Hanneman, Jeff Silvestrini, Eric Bluth, Andrei Tarassov, Kevin Emerson, Chief Petty-Brown

WORK MEETING – 5:00 p.m.
TIME COMMENCED: 5:02 p.m.

Mayor Jackson called the work meeting to order.

1. **Fiscal Year 2026-27 Budget, Interfund Loan Schedules, and 5 Year Capital Plan Discussion; Lisa Dudley, HR-Finance Director**

Lisa Dudley outlined changes to the General Fund since the tentative budget was presented, particularly within public safety. She explained that the most recent law enforcement contract was updated to include the full percentage increase (approximately 2.36–3%), and that $800,000 of the precinct fund balance is being used to help offset the cost of the UPD contract. With law enforcement, animal control, and some additional funding for security at community events, the total public safety department budget is approximately $16,855,000, supported by about $16,863,559 in associated revenues, effectively dedicating property taxes and franchise fees to public safety and freeing other general revenues, such as sales tax, for the remainder of city operations. Dudley highlighted that the only major remaining unknown is the amount of new growth in property tax revenue, which will affect the budgeted use of fund balance, and indicated she will begin monitoring the property tax website daily in early June for the certified tax rate and new growth figures. She also reviewed the general fund balance roll-forward, noting that the city's audited FY 2025 general fund balance was at 34%, is projected to close the current year at 35%, and under the proposed budget will remain at roughly 35%, which is at the statutory maximum and provides some room for the Council to consider targeted investments.

The Council then reviewed changes in the Capital Improvement Program (CIP) and other funds. Dudley described adjustments to the general CIP fund (Fund 450), including the removal of a previously budgeted expense for a splash pad shade structure that will be completed before June 30, thereby reducing next year's CIP expenditures and required use of fund balance. She walked through the city's long-term capital plan, as required by state code, explaining how general fund reserves transferred to capital projects are planned and tracked over a multi-year horizon, with color-coded categories to distinguish public works, roads, active transportation, and city center projects. The plan shows that current and near-term projects will largely draw down existing CIP balances over the next two fiscal years, with some projects (such as sidewalk and plaza improvements) crossing fiscal years. Dudley also addressed the stormwater enterprise fund, clarifying the difference between total fund balance (which includes long-lived infrastructure assets that depreciate over time) and actual cash on hand. She noted that stormwater cash was nearly $5 million at the end of FY 2024, and that the fund is intentionally being used to support major storm drain projects and to help position the city for a more robust public works function, including reserving $2 million as a form of internally restricted cash. Adjustments to stormwater projects include deferring the Central Avenue project by one year to prioritize an urgent project on 3570 East, and adding the Park View Drive project, all within an updated long-term stormwater plan.

A significant portion of the discussion focused on interfund loans among CRA project areas and related debt service. Dudley explained that, under state law, tax increment generated within a CRA must be spent within that project area, and that West Mill Creek, as a more established area, has loaned funds to Millcreek Center to cover the 2019 bond debt service in its early years. She reviewed the legal requirements for such interfund loans—written terms, interest rates tied to PTIF averages, maximum 10-year terms, and approval via the budget or a budget amendment in a public meeting—and presented updated amortization schedules. These schedules reconstruct what has actually occurred since FY 2020 and set out principal and interest repayments going forward, including several "catch-up" loans to address years when transfers were not made contemporaneously with debt service payments. Dudley also reported that other CRA areas, such as Woodland Avenue and Olympus Hills, have required only limited, primarily professional-services-related advances and are now generating or expected to generate sufficient tax increment on their own. In addition, she provided an update on the Med Tech CRA, noting tax increment receipts, required allocations to administration and housing, the first $100,000 payment to St. Mark's Hospital per the city's 10-year commitment, and an estimated remaining fund balance of roughly $973,000 that could support future public purposes in the area.

Council members used the presentation to probe specific policy and operational issues within the budget. They asked about the status and continuity of local grants, including Promise Program–related funding from Salt Lake County Health; sidewalk and safe-routes-to-school projects funded by state and county grants (including Neffs Lane, Honeycutt, and other school-area improvements); and the balance and timing of CIP sidewalk projects versus other road and active-transportation work. A detailed discussion arose around traffic calming and pedestrian safety, particularly the limited current funding for driver feedback signs and pedestrian-activated crossing enhancements. Council members cited specific examples near Scott Avenue Park and local schools, expressed concern about prior delays caused by insufficient funds, and suggested significantly increasing the traffic calming budget, noting that even a sizable increase would have minimal impact on the overall fund balance. Staff clarified that traffic calming and driver feedback signs are currently budgeted in the general CIP fund (rather than as utilities), and that sidewalk projects for the coming year are heavily supported by grants. The Council agreed to revisit the exact dollar amount to allocate for traffic calming after consulting with the Public Works Director and to do so in time to incorporate any changes before final budget adoption, while also considering the desired level of general fund balance.

Additional clarifications were provided on several revenue and expenditure items. Dudley explained that venue rental revenue at Millcreek Common (including the sixth-floor multipurpose room at City Hall and the Hub) is treated as program revenue supporting recreation and events, which still require significant subsidies from general revenues despite growing cost recovery. She confirmed that anticipated parking enforcement revenue will be recorded under code compliance and that related expenditures, such as an administrative law judge, have been budgeted conservatively pending more experience. The Council inquired about the apparent increase in splash pad testing and chemical costs, which Dudley attributed in part to the inclusion of the new water feature in Millcreek Common Phase Two, and staff emphasized that the water is recirculated and treated rather than wasted. Members also questioned the scale of internet and utility costs (e.g., Comcast/Lumen), and Dudley noted that a multi-year, line-by-line review of utilities and software subscriptions is underway to verify coding, identify potential duplication, and explore efficiencies; she highlighted that departmental software line items have been itemized more fully this year to improve transparency and management. Other questions addressed legal services (including the one-time impact of a prior settlement), abatement and ROMAC services, and the escalation of naming-rights revenue from the Adventure Hub under the existing contract. The discussion concluded with an affirmation that the budget will be further refined as outstanding information, particularly certified property tax new growth—and staff input on project priorities become available, with the intent to maintain a strong fund balance while responding to council priorities around safety, infrastructure, and community amenities.

2. Staff Reports

Mike Winder noted the completed mural on The Westerly building next to city hall. Staff would be touring the parking garage during the all staff meeting in June. The moose playground was currently being installed in Millcreek Common Phase II.

3. Discussion of Agenda Items, Correspondence, and/or Future Agenda Items

There was none.

4. Reports [from Regular Meeting]

4.1 Mayor's Report

Mayor Jackson reported that Salt Lake City Public Utilities was looking for a Millcreek representative to serve of the Rate Advisory Committee. She informed the council that the City of Eagle Mountain recently approved a resolution to withdraw from the Unified Fire Service Area (UFSA). While the long-term implications for the remaining member communities are not yet known, staff noted that Eagle Mountain's significant growth had the potential to make it one of the largest members of UFSA, which could have resulted in the need for additional fire stations and shared costs among member entities. Staff indicated that Eagle Mountain plans to continue utilizing the Unified Fire Authority (UFA) as its fire service provider and that city representatives will meet with UFSA's finance director and legal counsel to better understand the impacts of the withdrawal on Millcreek. Staff also reported that the proposed UFA budget, which will be discussed at the June UFA meeting, includes funding for a bond to construct a new training facility in Magna without requiring a projected budget increase, which was viewed positively given the anticipated value of the facility.

The mayor reported being selected to serve on the county's Recreation Bond Application Review Committee, which evaluates applications for recreation bond funding distributed approximately once per decade. Staff noted that Millcreek's application for improvements at Canyon Rim Park was determined to be ineligible because the program requires county ownership participation. As an alternative funding strategy, staff plans to pursue a TRCC grant to develop a citywide parks master plan and then seek subsequent TRCC funding for irrigation and improvement projects at Canyon Rim Park. Mike Winder indicated that discussions with county grant administrators confirmed this sequencing as the most effective approach for securing funding. The mayor also noted that serving on both the Recreation Bond Application Review Committee and the TRCC Committee provides an opportunity to remain informed on regional funding opportunities. Additionally, the council was informed that former Mayor Jeff Silvestrini had been formally appointed as a representative on the newly structured UTA Board and expressed confidence that he will serve effectively in that role.

4.2 City Council Member Reports
Council Member Uipi gave an update on her "Close to Home" meetings with constituents in District 4.

Council Member Handy noted Herriman sent a formal letter indicating intent to exit the Wasatch Front Waste and Recycling District.

Council Member DeSirant attended the crossing guard appreciation lunch.

Council Member Catten reported on the recent Jordan River Commission / Watershed Council meeting, noting that members received an interactive, participatory presentation from Envision Utah on watershed issues and Great Salt Lake–related water conservation. She described the exercise as engaging and thought-provoking, with real-time feedback from participants, and suggested it could be valuable for the Millcreek Council as well. She offered to obtain more information and explore inviting Envision Utah to present a similar session, potentially in a future work meeting, to help the council and public better understand water conservation priorities and tradeoffs.

4.3 Treasurer's Report

Council Member Catten reported that as of April 30, the City's operating account balance was $2,813,082 and the PTIF account balance was $42,123,357, resulting in total shared cash of $44,936,439. Year-to-date revenues included $11,860,327 in property tax collections, $11,865,127 in general sales tax revenue, and $987,239 in building permit revenue, contributing to total General Fund revenues of $37,115,948. She also reported that during the month of April, 191 checks, 19 bank drafts, and three payroll periods were processed, with total disbursements amounting to $3,517,784.

Council Member Uipi moved to adjourn the work meeting at 6:28 p.m. Council Member DeSirant seconded. Mayor Jackson called for the vote. Council Member Catten voted yes, Council Member DeSirant voted yes, Council Member Handy voted yes, Council Member Uipi voted yes, and Mayor Jackson voted yes. The motion passed unanimously.

REGULAR MEETING – 7:00 p.m.
TIME COMMENCED: 7:05 p.m.

1. Welcome, Introduction and Preliminary Matters

1.1 Pledge of Allegiance

Mayor Jackson called the meeting to order and led the pledge of allegiance.

1.2 Unified Police Department Millcreek Precinct Officer of the Month for April 2026

Chief Petty-Brown announced Officer Alan Dowdall as Officer of the Month for April 2026. She said that on April 20, 2026, Officer Dowdall responded to a Veterans Crisis Line call about a combat veteran in severe emotional distress at his father's gravesite, affected by recent media coverage of the war in Iran and the suicide of a close friend. Rather than treating it as a brief call, he spent significant time with the individual, demonstrating compassion, patience, and empathy, sharing his own military experience and discussing the challenges of returning to civilian life. He listened to the man's struggles and goals, helped him recognize his own value, and ultimately the individual no longer expressed a desire to harm himself and chose to reconnect with his family. Officer Dowdall also developed a safety plan, provided mental health resources, and offered continued support, including sharing his contact information. Chief Petty Brown concluded that in a profession where officers often move quickly from one call to the next, his willingness to provide genuine human connection exemplifies the highest standards of the Unified Police Department and makes him highly deserving of the Officer of the Month recognition.

Mayor Jackson expressed her appreciation for Officer Dowdall's compassion.

1.3 Public Comment

Andrei Tarassov noted he likes the community councils and requested the city council give updates on those meetings.

2. Planning Matters

2.1 Public Hearing to Consider Vacating a Portion of a Public Utility Easement Located at Approximately 3785 S Ash Circle

Brad Sanderson presented a request to vacate a public utility easement associated with property located at 3785 South Ash Circle (SD-26-003). He reviewed the criteria for vacating public easements and rights-of-way, noting that state law requires a determination that good cause exists for the vacation and that neither the public interest nor any other person would be materially injured by the action. Additional review criteria contained in Millcreek City Code were also considered as part of the evaluation.

Sanderson explained that the property owner, Jared Hackett, had acquired an adjacent parcel through a quiet title process and sought to combine it with the existing lot to create a single parcel for a future home addition. A five-foot public utility easement established along the original subdivision line, dating to approximately 1953, currently separates the properties. While the lot consolidation can be processed administratively, vacation of the public easement requires City Council approval. Staff required the applicant to obtain written consent or no-objection letters from all affected utility providers, and those approvals were received. A new ten-foot public utility easement would remain along Ash Circle to accommodate any future utility needs.

Sanderson noted that the proposal was reviewed through a public open house process and by the Planning Commission on May 20, which unanimously recommended approval of the request. Based on the findings of the review and the lack of identified impacts to the public interest, staff also recommended approval of the easement vacation as proposed.

Council Member DeSirant moved to open the public hearing. Council Member Uipi seconded. Mayor Jackson called for the vote. Council Member Catten voted yes, Council Member DeSirant voted yes, Council Member Handy voted yes, Council Member Uipi voted yes, and Mayor Jackson voted yes. The motion passed unanimously.

There were no comments.

Council Member DeSirant moved to close the public hearing. Council Member Uipi seconded. Mayor Jackson called for the vote. Council Member Catten voted yes, Council Member DeSirant voted yes, Council Member Handy voted yes, Council Member Uipi voted yes, and Mayor Jackson voted yes. The motion passed unanimously.

2.2 Discussion and Consideration of Ordinance 26-25, Approving the Vacation of a Public Utility Easement Located Along the East Property Line of Property Generally Located at 3785 South Ash Circle, Also Known as Lot 42 of The Maple Hills Subdivision

Council Member DeSirant moved to approve Ordinance 26-25, Approving the Vacation of a Public Utility Easement Located Along the East Property Line of Property Generally Located at 3785 South Ash Circle, Also Known as Lot 42 of The Maple Hills Subdivision. Council Member Uipi seconded. The Recorder called for the vote. Council Member Catten voted yes, Council Member DeSirant voted yes, Council Member Handy voted yes, Council Member Uipi voted yes, and Mayor Jackson voted yes. The motion passed unanimously.

2.3 Public Hearing to Consider Vacating Right-of-Way on Chambers Avenue at Approximately 3200 S 1400 E

Brad Sanderson presented a request to vacate a portion of the Chambers Avenue public right-of-way in conjunction with the proposed East Common mixed-use development, which includes hotel, commercial, and condominium uses on the southwest corner of Highland Drive and Chambers Avenue. He explained that the vacation area consists of a small median, commonly referred to as a "pork chop," located within Chambers Avenue. The median was originally intended to serve a traffic function but is no longer considered necessary.

Sanderson stated that the proposal would transfer the area occupied by the median to the adjacent development parcel while reconfiguring Chambers Avenue to align more perpendicular with Highland Drive. The redesign would maintain the existing traffic movements and number of travel lanes, including access from Highland Drive onto Chambers Avenue and the existing left- and right-turn movements. In addition to providing additional developable area for the project, the reconfiguration would reduce the width of the roadway crossing for pedestrians, improving walkability and pedestrian safety.

Staff reviewed the proposal against the required criteria for right-of-way vacations, including whether good cause exists and whether the public or any individual would be materially injured by the action. Utility providers were consulted, and staff confirmed that existing sewer, gas, water, and other utility infrastructure would remain within the public right-of-way and would not be adversely affected. Based on its review, staff found that good cause existed for the vacation and that no material injury to the public interest would result. Sanderson noted that the Planning Commission reviewed the request on May 20 and unanimously recommended approval. Staff likewise recommended approval of the proposed vacation of the identified portion of Chambers Avenue.

Council Member DeSirant moved to open the public hearing. Council Member Catten seconded. Mayor Jackson called for the vote. Council Member Catten voted yes, Council Member DeSirant voted yes, Council Member Handy voted yes, Council Member Uipi voted yes, and Mayor Jackson voted yes. The motion passed unanimously.

There were no comments.

Council Member Uipi moved to close the public hearing. Council Member DeSirant seconded. Mayor Jackson called for the vote. Council Member Catten voted yes, Council Member DeSirant voted yes, Council Member Handy voted yes, Council Member Uipi voted yes, and Mayor Jackson voted yes. The motion passed unanimously.

2.4 Discussion and Consideration of Ordinance 26-33, Approving the Vacation of the Chambers Avenue Public Right of Way, Generally Located at Approximately 3200 South 1400 East

Council Member Handy moved to approve Ordinance 26-33, Approving the Vacation of the Chambers Avenue Public Right of Way, Generally Located at Approximately 3200 South 1400 East. Council Member DeSirant seconded. The Recorder called for the vote. Council Member Catten voted yes, Council Member DeSirant voted yes, Council Member

Handy voted yes, Council Member Uipi voted yes, and Mayor Jackson voted yes. The motion passed unanimously.

2.5 Discussion and Consideration of Ordinance 26-31, Rezoning Certain Property Located at Approximately 815 East Scott Avenue from the Residential R-1-6 Zone to the Residential R-4 Zone

Brad Sanderson presented a request to rezone the property located at 815 East Scott Avenue from the R-1-6 zone to the R-4 zone. He noted that the triangular-shaped parcel is surrounded primarily by R-1-6 and R-2 zoning, making the proposal somewhat unique within the area. Staff's recommendation for approval was based largely on a development agreement accompanying the rezone request, which includes a number of conditions and design standards intended to ensure compatibility with the surrounding neighborhood.

Sanderson explained that the development agreement contains several key provisions, including a recorded deed restriction requiring owner occupancy of the for-sale units for a period of five years. The agreement also incorporates enhanced landscaping requirements and architectural design standards intended to maintain a residential character through features such as front porches, roof pitch requirements, building materials, and setbacks. In addition, the agreement establishes easements, including one adjacent to the canal along the northeast property line to preserve the potential for future public trail access identified in the City's General Plan.

The proposed development consists of two duplex buildings for a total of four residential units, along with detached garages. Since earlier reviews, the site plan has been revised to relocate all detached garages behind the buildings, improving site circulation and layout. Sanderson also presented a conceptual landscaping plan prepared following an arborist's evaluation of trees previously removed from the site. Based on the condition and value of the removed trees and City code requirements, 12 replacement trees are proposed on-site, in addition to four park strip trees required along Scott Avenue. The landscaping plan demonstrates that trees have been incorporated throughout the available landscaped areas of the property.

Sanderson further reviewed conceptual building elevations showing residential-style architecture designed to resemble individual townhome structures rather than traditional side-by-side duplexes. He addressed concerns previously raised regarding setbacks and building massing near adjacent properties, noting that the proposed buildings comply with the R-4 zone's setback and height envelope requirements. Staff concluded that the development agreement and associated design standards provide appropriate protections and enhancements for the site and surrounding neighborhood and presented the proposal for council consideration.

Mayor Jackson asked Sanderson about how ownership and maintenance responsibilities would work for the proposed duplex development, particularly regarding snow removal, driveway upkeep, and common areas. She asked whether there will be an HOA and how responsibilities will be clearly communicated to future buyers. Sanderson explains that each owner will own only the footprint of their unit, while all surrounding areas, including driveways and shared spaces, will be common area, which in practice necessitates some form of homeowners' association or common management entity. He notes that while these details are not currently spelled out in the development agreement, they can be required before subdivision approval, and he suggests staff can work with the applicant to have CC&Rs/HOA documents prepared prior to that stage, so buyers understand their obligations. Mayor Jackson further clarifies how the five-year owner-occupancy deed restriction works, and Sanderson confirms that each unit must be owned by an occupant (with limited exceptions, such as a family member living there), reinforcing that the intent is true owner-occupied housing rather than investor-owned rentals.

Council Member DeSirant moved to approve Ordinance 26-31, Rezoning Certain Property Located at Approximately 815 East Scott Avenue from the Residential R-1-6 Zone to the Residential R-4 Zone, subject to a development agreement. Council Member Handy seconded. The Recorder called for the vote. Council Member Catten voted yes, Council Member DeSirant voted yes, Council Member Handy voted yes, Council Member Uipi voted yes, and Mayor Jackson voted yes. The motion passed unanimously.

2.6 Discussion and Consideration of Ordinance 26-32, Approving a Development Agreement to Allow Certain Property Located at Approximately 815 East Scott Avenue to be Developed as 1) Two Residential Duplex Buildings (Four Total Residential Units) Each Individual Owner-Occupied, 2) to Establish Certain Easements, and 3) to Establish a Site Layout and Other Architectural Design Criteria

Council Member DeSirant moved to approve Ordinance 26-32, Approving a Development Agreement to Allow Certain Property Located at Approximately 815 East Scott Avenue to be Developed as 1) Two Residential Duplex Buildings (Four Total Residential Units) Each Individual Owner-Occupied, 2) to Establish Certain Easements, and 3) to Establish a Site Layout and Other Architectural Design Criteria. Council Member Catten seconded. The Recorder called for the vote. Council Member Catten voted yes, Council Member DeSirant voted yes, Council Member Handy voted yes, Council Member Uipi voted yes, and Mayor Jackson voted yes. The motion passed unanimously.

2.7 Discussion and Consideration of Ordinance 26-26, Rezoning Certain Property Located at Approximately 1398 East Luck Lane from the Residential (R-1-8) Zone and Residential Mixed (RM) Zone to the Commercial (C) Zone, with the Following Zone Condition: "Uses on the Entirety of the Property Shall be Limited to Medical/Dental and General Office, Personal Services, (Depository) Financial Institutions, and Reception and Event Centers

Brad Sanderson presented a rezone request for the property located at 1398 East Luck Lane, situated north of Home Depot. He explained that the property is currently divided among three zoning designations, Commercial, R-1-8, and RM, which has created inconsistencies in land use regulation. The proposal would consolidate the entire parcel into a single commercial zoning designation. Sanderson noted that significant topographic changes along Luck Lane create a natural separation between the property and the residential neighborhood to the west, making the proposed zoning more compatible with surrounding commercial development and adjacent uses.

Sanderson emphasized that the rezone request includes a zoning restriction condition designed to limit the types of uses permitted on the property. Under the proposed restriction, uses would be limited to medical, dental, and general office uses, personal services, financial institutions, and reception or event centers. Staff viewed this restriction as an important measure to reduce potential impacts on nearby residential properties while allowing appropriate commercial development.

Although the proposal is not entirely consistent with the Future Land Use Map designation of Neighborhood 1 Residential, staff determined that consolidating the property into a single zoning district represents sound planning practice given the site's existing context, surrounding commercial development, and physical separation from adjacent neighborhoods. Sanderson noted that the proposal had been reviewed through a neighborhood meeting, public open house, Planning Commission hearing, and discussions with affected community councils. While the community councils did not recommend approval, much of the concern centered on the associated text amendment regarding reception and event center uses rather than the zoning consolidation itself.

Based on the site characteristics, the proposed zoning restrictions, and the goal of creating a consistent zoning designation across the property, staff recommended approval of the rezone request. Sanderson reported that both staff and the Planning Commission unanimously recommended approval of the proposal subject to the proposed zoning restriction condition.

Council Member DeSirant felt the rezone made sense. Council Member Catten asked if there was any additional feedback from the neighbors. Sanderson said not on the zone, but on the related text amendment.

Council Member Handy moved to approve Ordinance 26-26, Rezoning Certain Property Located at Approximately 1398 East Luck Lane from the Residential (R-1-8) Zone and Residential Mixed (RM) Zone to the Commercial (C) Zone, with the Following Zone Condition: "Uses on the Entirety of the Property Shall be Limited to Medical/Dental and General Office, Personal Services, (Depository) Financial Institutions, and Reception and Event Centers. Council Member Uipi seconded. The Recorder called for the vote. Council Member Catten voted yes, Council Member DeSirant voted yes, Council Member Handy voted yes, Council Member Uipi voted yes, and Mayor Jackson voted yes. The motion passed unanimously.

2.8 Discussion and Consideration of Ordinance 26-27, Amending Section 18.44.030, 18.44.090 & 18.97.030 of the Millcreek Code of Ordinances Regarding Reception & Event Centers as it Pertains to Permitted Uses and Conditional Uses, Design and Use Standards for Specific Uses, and Definitions

Mayor Jackson noted the applicant asked the council to consider continuing the item to give them further time to prepare and present. John Brems noted a continuation came with the assumption or understanding that the applicants will not have any events outside.

Council Member Uipi asked what the city does to address businesses who are conducting business without a proper business license or conducting business illegally.

Jim Hardy said it would go through a standard code enforcement process.

Council Member Handy moved for continuance of Ordinance 26-27. Council Member DeSirant seconded. Mayor Jackson called for the vote. Council Member Catten voted yes, Council Member DeSirant voted yes, Council Member Handy voted yes, Council Member Uipi voted yes, and Mayor Jackson voted yes. The motion passed unanimously.

2.9 Discussion and Consideration of Ordinance 26-34, Amending Title 18 of the Millcreek Municipal Code for the Purpose of Establishing Neighborhood Compatibility Requirements and Regulating Lot and Parcel Coverage in Residential Zones

Francis Lilly explained that item 2.9 is a text amendment to Title 18 of the Millcreek Municipal Code intended to clarify neighborhood compatibility and lot coverage standards in residential zones. He notes that the change primarily specifies how lot coverage is to be measured, by using the footprint of the building plus any columns/footings that support roof structures, so that staff and applicants have a clear, consistent method of calculation. He emphasizes that this is largely a clarification and tightening of existing practice, not a substantive policy shift, and reports that the Planning Commission has reviewed the amendment and recommended approval.

Council Member Catten moved to approve Ordinance 26-34, Amending Title 18 of the Millcreek Municipal Code for the Purpose of Establishing Neighborhood Compatibility Requirements and Regulating Lot and Parcel Coverage in Residential Zones. Council Member Uipi seconded. The Recorder called for the vote. Council Member Catten voted yes, Council Member DeSirant voted yes, Council Member Handy voted yes, Council Member Uipi voted yes, and Mayor Jackson voted yes. The motion passed unanimously.

2.10 Discussion and Consideration of Ordinance 26-35, Rezoning Certain Property Located at Approximately 1285 East Villa Vista Avenue from the Commercial (C) Zone to the City Center Overlay – Development Agreement (CCOZ-DA) Zone

Carlos Estudillo presented a rezone request for the property located at 1285 East Villa Vista Avenue, proposing a change from the Commercial C zone to the City Center Overlay Zone Development Agreement (CCOZ-DA) zone. The proposal involves a 0.32-acre condominium project containing 23 affordable housing units, approximately 29 parking stalls, and a building height of 64 feet. Estudillo explained that the project requires modifications through the CCOZ-DA process in order to accommodate specific design and development criteria necessary for the project's viability.

Estudillo noted that the project qualifies as affordable housing under state criteria and that parking reductions were granted through both affordable housing incentives and the CCOZ-DA process. As a result, the required resident parking was reduced to one parking stall per unit, with 23 resident stalls proposed within the parking garage. The remaining parking requirement involved guest parking, initially calculated at six stalls based on the City's standard of 0.25 guest spaces per unit. Because the site frontage only accommodates two on-street guest stalls, the applicant originally proposed four additional off-site guest parking stalls. However, the proposed off-site location was approximately 600 feet from the project, exceeding the city's 300-foot standard for off-site parking.

To address this issue, staff and the applicant explored alternative solutions and proposed improving the right-of-way along the adjacent property at 1291 East Villa Vista. Those improvements would create approximately two additional on-street parking stalls and complete a portion of the public street improvements in the area. Estudillo stated that staff determined this approach could provide a practical path forward, given the limited frontage of the subject property, the difficulty securing off-site parking within 300 feet, and the city's interest in completing needed right-of-way improvements along Villa Vista. Under the proposed agreement, the required guest parking would be reduced from six stalls to four, while additional on-street parking created through nearby improvements would supplement parking availability in the area.

Estudillo further explained that the applicant would be required to enter into an agreement to improve and bond the frontage improvements, including curb, gutter, sidewalk, and parking stall construction, and dedicate the improved area as public right-of-way. He also noted that the project remains subject to Utah Housing Corporation affordability restrictions, obligations under the Community Reinvestment Agreement, and future Planning Commission review for a conditional use permit and subdivision approval.

The Planning Commission reviewed the proposal on April 15 and unanimously recommended approval, though commissioners expressed concerns regarding parking and traffic that staff and the applicant have continued to address. Staff ultimately recommended approval of the CCOZ-DA rezone request subject to the development agreement and associated conditions.

The council and staff discussed options for satisfying guest parking requirements. Mayor Jackson inquired whether the owner of the adjacent property at 1291 East Villa Vista had agreed to allow frontage improvements that would create additional on-street guest parking stalls. Applicant Russ Sorenson responded that no agreement had yet been reached, explaining that the property had not been surveyed, the exact right-of-way boundaries remained unclear, and negotiations with the property owner had been challenging. Staff and legal counsel clarified that construction of the off-site parking improvements would be a condition of the development agreement, meaning the project could not proceed until the required parking stalls were secured and installed. It was further noted that the proposed angled parking stalls would likely be located within an area intended to function as public right-of-way and that City staff would assist in pursuing implementation consistent with the city's adopted street design standards.

Mayor Jackson also expressed concern about the long-term use of the guest parking spaces and asked whether the city could regulate them to prevent residents from using them for permanent parking. Staff confirmed that, because the stalls would be located within the public right-of-way, the city would have the authority to establish parking regulations, including potential time limits. Sorenson noted that the final number of additional parking stalls could range from two to three depending on future driveway configurations on the adjacent property. He emphasized, however, that because the project is intended to provide attainable housing, construction costs and right-of-way acquisition expenses must remain manageable, as additional costs could jeopardize the project's feasibility or require a reduction in the number of units. Council members acknowledged the need to balance adequate parking accommodations with the goal of preserving housing affordability and maximizing the project's residential yield.

Council Member DeSirant moved to adopt Ordinance 26-35, Rezoning Certain Property Located at Approximately 1285 East Villa Vista Avenue from the Commercial (C) Zone to the City Center Overlay – Development Agreement (CCOZ-DA) Zone, subject to a development agreement to be approved by the city attorney. Council Member Catten seconded. The Recorder called for the vote. Council Member Catten voted yes, Council Member DeSirant voted yes, Council Member Handy voted yes, Council Member Uipi voted yes, and Mayor Jackson voted yes. The motion passed unanimously.

2.11 Discussion and Consideration of Ordinance 26-36, Approving a Development Agreement for an Owner Occupied, Twenty-Three Unit Residential Condominium Complex with Respect to Approximately 0.32 Acres of Real Property Located at Approximately 1285 E Villa Vista Avenue

Council Member DeSirant moved to continue Ordinance 26-36. Council Member Catten seconded. The Recorder called for the vote. Council Member Catten voted yes, Council Member DeSirant voted yes, Council Member Handy voted yes, Council Member Uipi voted yes, and Mayor Jackson voted yes. The motion passed unanimously.

3. Business Matters

3.1 Public Hearing to Consider Participation in the Community Clean Energy Program Designed by the Utah Renewable Communities

Council Member DeSirant moved to open the public hearing. Council Member Catten seconded. Mayor Jackson called for the vote. Council Member Catten voted yes, Council Member DeSirant voted yes, Council Member Handy voted yes, Council Member Uipi voted yes, and Mayor Jackson voted yes. The motion passed unanimously.

Jeff Silvestrini, former Millcreek mayor, expressed strong support for the Council approving Millcreek's continued participation in the Community Renewable Energy Program. He noted that Millcreek adopted an ordinance to participate shortly after the Utah Legislature authorized the program through House Bill 411 and has remained actively involved in advancing the initiative. He highlighted the city's leadership role, including serving as treasurer for the agency and hosting agency board meetings at Millcreek City Hall. Silvestrini recalled that prior public comment demonstrated overwhelming resident support, including contributions from residents to help Millcreek become an anchor community. He emphasized concerns regarding climate change and rising global temperatures, stating that the program provides an opportunity for meaningful, utility-scale renewable energy development beyond existing programs. He also noted that residents who do not wish to participate may opt out with adequate notice, while those who support renewable energy would retain the opportunity to participate. Additionally, he referenced provisions within the program designed to assist and protect low-income residents who may face affordability challenges. Silvestrini encouraged the Council to recognize the importance of the initiative and approve the ordinance.

Kevin Emerson, a Millcreek resident, expressed strong support for adoption of the ordinance to join the Community Clean Energy Program. He stated that the program reflects the city's commitment to improving air quality, addressing climate change, and supporting a cleaner future for families. Emerson emphasized the value of the program in providing an accessible way for residents, including renters who are unable to install rooftop solar or make other property improvements, to participate in the clean energy transition. He also commended the efforts made in developing the program to ensure low-income residents could participate without experiencing financial hardship. Emerson thanked those involved in shaping the program and encouraged the council to adopt the ordinance.

Elyse Sullivan read two emailed comments:
"Dear Mayor and City Council Members,
I am writing as a Millcreek resident and parent of two young children to urge you to vote in favor of adopting the ordinance to keep Millcreek in the Utah Renewable Communities Program. This program represents an important opportunity for our city to support cleaner, more reliable energy while giving residents the choice to participate in a net-100% renewable electricity program. I appreciate that the program is designed to be practical and flexible, with the ability for residents to opt out if they choose. As a parent, I care deeply about the kind of community and environment we are building for the next generation. Supporting cleaner energy and improving air quality are investments in our children's future, as well as in the long-term health and resilience of our city. I also appreciate that Millcreek has already been involved in this collaborative effort alongside other Utah communities. I hope Millcreek will continue to be a leader by formally remaining in the program. Thank you for your time, consideration, and service to our community. Sincerely, Sarah Schapper"

"Please allow households the option to opt into the program rather than making everyone join whether they wish to participate or not. For households on a fixed income, even a few hundred dollars a year will be difficult. The projections are that it won't be that much in the beginning, but Rocky Mountain Power can request increases in this going forward. Forcing customers to opt out seems to be a way of getting a customer to jump through hoops to get out of something they did not want in the first place.
We know that the infrastructure is more expensive than the current sources of energy. With the increasing population, the demand for energy is going up. That is bound to lead to more capacity requirements which will likely increase in the cost to everyone on top of this program. Regards, Doug Sampson"

Council Member Catten moved to close the public hearing. Council Member Uipi seconded. Mayor Jackson called for the vote. Council Member Catten voted yes, Council Member DeSirant voted yes, Council Member Handy voted yes, Council Member Uipi voted yes, and Mayor Jackson voted yes. The motion passed unanimously.

3.2 Discussion and Consideration of Ordinance 26-28, Enacting Title 3, Revenue and Finance Chapter 3.11 to the Millcreek Code of Ordinances, Community Clean Energy Program
Mayor Jackson explained that she has been involved with the Community Clean Energy Program since its inception, previously serving on the program design committee while

former Mayor Silvestrini served on the board of directors, and currently serving on the board herself while Council Member DeSirant now serves on the program design committee. She stated that significant thought and effort had been dedicated to ensuring the program would be viable, achieve its intended goals, and remain affordable for participants. Mayor Jackson addressed concerns regarding the program's opt-out structure, noting that the framework was established by the Utah Legislature and cannot be changed. She emphasized that adoption of the ordinance would allow all residents the opportunity to participate, while those who do not wish to participate could opt out; however, if the city does not join the program, residents would not have access to participation at all. She also noted that she was pleasantly surprised by the projected cost of approximately $4 per month and explained that any future rate adjustments would be subject to a rigorous public review and approval process through the Public Service Commission. Mayor Jackson further stated that multiple protections are in place to prevent the program from becoming overly burdensome and highlighted the city's commitment to providing extensive public notice and information through newsletters, emails, the city website, and notices distributed by Rocky Mountain Power to ensure residents are informed about the program and the opt-out process.

John Brems noted that residents could still opt out at a later date, but there would be a fee. Mayor Jackson explained that residents will have an initial six-month opt-out period if the city joins the Community Clean Energy Program. She noted that the original legislation provided only a three-month opt-out period, but this timeframe was extended to six months to allow residents additional time to become aware of the program and review their utility bills. Mayor Jackson stated that residents who choose to opt out after the initial six-month period would be subject to a $30 fee, while businesses would pay a fee determined by a separate calculation formula. She also noted that the opt-out fee would be waived for qualifying low-income residents. Mayor Jackson emphasized that, despite the program's automatic enrollment structure, the opt-out provisions provide flexibility for residents who later decide not to participate.

Council Member DeSirant noted Millcreek could only join the program now and that Rocky Mountain Power had no intention to build any renewable or clean energy for the next 20 years. Council Member Catten felt there was more urgency now than in 2019 for resource sustainability and this program provided a way. Council Member Handy added that additional energy was being added, not just clean energy.

Council Member Uipi expressed appreciation for the residents who supported the city during the initial stages of participation in the Community Renewable Energy Program. She noted that the Council now has significantly more information available to make an informed decision than was available when the program was first introduced, when there was greater uncertainty and reluctance surrounding the initiative. She emphasized that the council remains mindful of residents living on fixed incomes, particularly seniors and others facing tight household budgets amid rising costs. She noted that Millcreek has a significant senior population and acknowledged the financial concerns many residents may experience. At the same time, she stated that many residents have also encouraged the council to support efforts toward renewable energy participation and access to renewable energy resources within the community.

Council Member DeSirant moved to approve Ordinance 26-28, Enacting Title 3, Revenue and Finance Chapter 3.11 to the Millcreek Code of Ordinances, Community Clean Energy Program. Council Member Handy seconded. The Recorder called for the vote. Council Member Catten voted yes, Council Member DeSirant voted yes, Council Member Handy voted yes, Council Member Uipi voted yes, and Mayor Jackson voted yes. The motion passed unanimously.

3.3 Discussion and Consideration of Ordinance 26-29, Amending Title 11 of the Millcreek Code of Ordinances Regarding Parking

John Brems provided an overview of the proposed parking enforcement ordinance, explaining that it transitions parking violations from criminal enforcement to a civil enforcement process. Under the previous system, parking violations were treated as misdemeanors and were subject to the traditional court process. The proposed ordinance establishes parking violations as civil infractions, requiring the creation of a formal appeal process, which has been incorporated into the ordinance. Brems noted that the parking regulations themselves remain largely unchanged, but enforcement will now be handled through the city's civil code enforcement process by a dedicated code enforcement officer. He added that funding for the position has already been included in the budget, pending council approval and hiring. In response to questions regarding appeals, Brems explained that hearings would be conducted through the city's existing Administrative Law Judge (ALJ) process, and the current ALJ has agreed to oversee parking-related appeals. He briefly reviewed related fines.

Council Member Uipi moved to approve item 3.3. Council Member Catten seconded. The Recorder called for the vote. Council Member Catten voted yes, Council Member DeSirant voted yes, Council Member Handy voted yes, Council Member Uipi voted yes, and Mayor Jackson voted yes. The motion passed unanimously.

3.4 Discussion and Consideration of Ordinance 26-30, Adopting a Revised Urban Interface Map for the Utah Wildland Urban Interface Code, Issued by the International Code Council, with the Alternatives or Amendments Approved by the Utah Division of Forestry, Fire, and State Lands, as a Construction Code

Jim Hardy reminded the council that the map under consideration was originally adopted in early December. Since that time, several updates have occurred, including amendments to the state map on which the city's map was based and the passage of House Bill 41, which introduced additional requirements and limitations affecting the mapping process. Hardy explained that these changes necessitated revisions to the adopted map and invited Brian Bush to provide a detailed overview of the updates and resulting modifications.

Brian Busch explained that the revisions to the Wildland Urban Interface (WUI) map were driven by the passage of House Bill 41, which was enacted in response to concerns that some municipalities had designated WUI areas that were overly expansive and included locations without buildable structures, such as golf courses. The legislation established a minimum structure exposure score threshold, requiring areas below that threshold to be removed from local WUI maps. Busch stated that city staff preferred the map adopted in December and, after discussions with the Unified Fire Authority (UFA) and the Utah Division of Forestry, Fire and State Lands, determined that the most appropriate approach was to retain the previously adopted map while making only the removals required by the new state criteria. He noted that the affected areas were identified on the map in purple and responded to a question regarding the impact on residential properties by indicating that approximately 6,368 housing units would be affected by the revisions.

Mayor Jackson clarified that the Wildland Urban Interface (WUI) designation and associated code requirements apply only to future construction activities and do not require existing homeowners to make retroactive improvements to their properties. She explained that the standards would apply when a property undergoes a substantial addition or is rebuilt, requiring fire-resistant construction measures intended to improve public safety. Discussion noted that the updated requirements include enhanced building materials and design elements, such as roofing, structural components, and windows, which differ from standard building code requirements due to the increased wildfire risk in designated WUI areas. It was also noted that the updated building code standards would not take effect until January 1, 2027. Mayor Jackson expressed appreciation to staff, particularly Brian Busch and Jim Hardy, for their work on the map revisions and implementation process and stated that the changes would provide residents with greater clarity regarding future building requirements.

Council Member Uipi moved to approve item 3.4, Ordinance 26-30. Council Member DeSirant seconded. The Recorder called for the vote. Council Member Catten voted yes, Council Member DeSirant voted yes, Council Member Handy voted yes, Council Member Uipi voted yes, and Mayor Jackson voted yes. The motion passed unanimously.

4. Reports

4.1 Mayor's Report
See work meeting.

4.3 City Council Member Reports
See work meeting.

4.4 Treasurer's Report
See work meeting.

4.5 Staff Reports
No reports.

4.5 Unified Police Department Report
Chief Petty-Brown presented the April report for the Millcreek Precinct. She reported that the precinct currently has one true vacancy and one encumbered position assigned to the police academy. Chief Petty-Brown also announced a staffing reorganization that will add a second sworn detective focused on mental health-related issues and transient concerns, as well as a second specialty detective dedicated to nuisance properties and massage parlor investigations to reduce the workload on supervisory staff. She noted that priority-one response times increased to approximately nine minutes during April, compared to the typical range of six to six-and-a-half minutes, explaining that response times can be affected by officers handling complex or time-intensive calls. Calls for

service totaled 2,466, new police reports decreased to 800 from 856 in the previous month, transient-related calls totaled 44, and mental health calls totaled 20.

Chief Petty-Brown welcomed K-9 Mills (formerly named Millie) to the department and highlighted several recent successes involving the K-9 unit. Traffic enforcement activity included 480 citations issued, four DUI arrests, 43 accident reports, and 14 hit-and-run cases. She noted that all four traffic officers successfully completed a rigorous two-week motorcycle training course. The Drug Enforcement Unit reported nine cases, 13 arrests, nine search warrants served, two recovered stolen vehicles, and the seizure of significant quantities of narcotics, including fentanyl pills. Community engagement efforts included the annual awards banquet, precinct tours for participants in the Millcreek Promise Program, a career day at a local charter school featuring detectives, forensic personnel, and cadets, and participation in the Canyon Rim Academy open house prior to the building's demolition. She also reported that the department's ice cream truck program continues to receive numerous requests and remains a popular community outreach initiative.

Chief Petty-Brown reported that April investigations included 31 assaults, 18 fraud cases, 42 burglaries, 12 sex offenses, seven stolen vehicles, 57 theft-related offenses, nine drug offenses, and 68 domestic violence incidents, with no homicides or robberies reported. Millcreek detectives were assigned 44 cases during the month, and 18 cases were submitted to Holladay Justice Court or Third District Court for prosecution.

As part of an effort to highlight the value of shared services, Chief Petty-Brown provided an overview of the Human Resources Division. She explained that the department hired 49 employees in 2025 and 15 employees so far in 2026, noting that the hiring process is extensive and includes background investigations, oral interviews, review by a background board, and final approval by the Chief. She commended the Human Resources team for successfully recruiting a strong group of highly motivated officers for Millcreek. In addition to recruitment, the division manages internal affairs, professional standards, training, benefits, transfers, promotional examinations, and secondary employment. Chief Petty-Brown concluded by reporting that the UPD Board approved returning the Human Resources Director position to a civilian role following the planned retirement of Chief Mark Olson in July, and the department will begin recruiting for a new Human Resources Director.

5. Consent Agenda

5.1 Approval of April 27, 2026 Work Meeting and Regular Meeting Minutes

Council Member Uipi moved to approve item 5.1. Council Member DeSirant seconded. Mayor Jackson called for the vote. Council Member Catten voted yes, Council Member DeSirant voted yes, Council Member Handy voted yes, Council Member Uipi voted yes, and Mayor Jackson voted yes. The motion passed unanimously.

6. Calendar of Upcoming Meetings

- City Council Mtg., 6/8/26, 7:00 p.m.
- Historic Preservation Commission Mtg., 6/11/26, 6:00 p.m.
- Planning Commission Mtg., 6/17/26, 5:00 p.m.

- City Council Mtg. 6/22/26 7:00 p.m.

ADJOURNED: Council Member Uipi moved to adjourn the meeting at 8:39 p.m. Council Member DeSirant seconded. Mayor Jackson called for the vote. Council Member Catten voted yes, Council Member DeSirant voted yes, Council Member Handy voted yes, Council Member Uipi voted yes, and Mayor Jackson voted yes. The motion passed unanimously.

APPROVED: ______________________________ **Date**
Cheri Jackson, Mayor

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Attest: **Elyse Sullivan, City Recorder**