

Millcreek Council

FY 2019-20 Budget/Strategic Planning Update
August 19, 2019



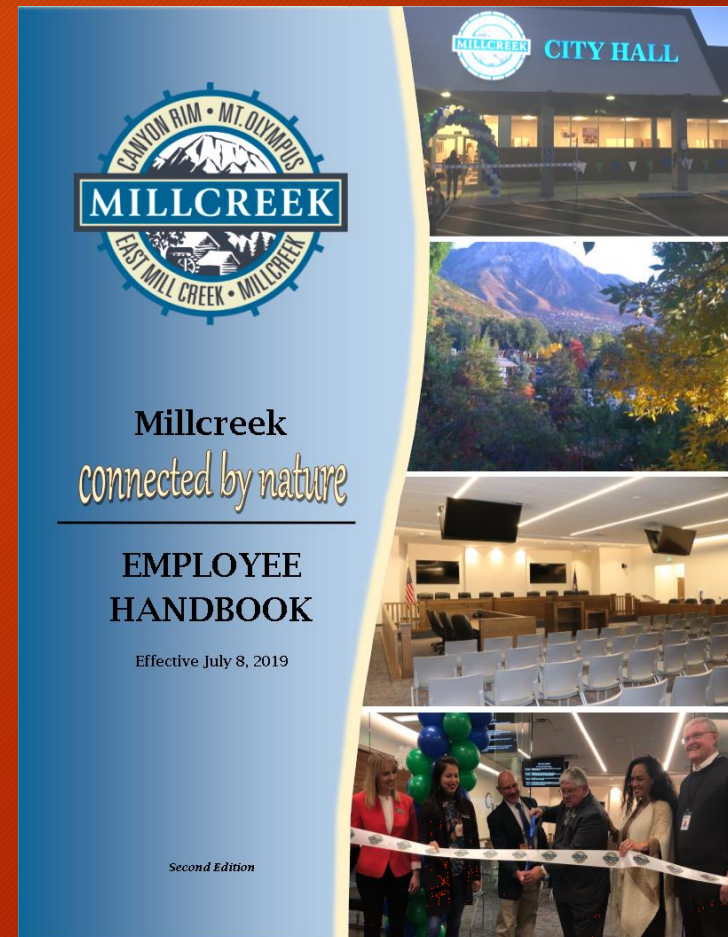
Council Strategic Planning - Agenda



- 1. Millcreek Employee Handbook (Handout copies & forms)
- 2. Financial Management Software Implementation Update
- 3. Millcreek Reorganization Update
- 4. Millcreek “Team Appreciation & Recognition Program”
- 5. Millcreek Five-Year Budget Planning

Millcreek Employee Handbook

- Formally adopted by Council on July 8, 2019
- Presented to Employees on July 16, 2019
- Copy for each Council Member
- Acknowledgement Forms (Not all may be applicable)



Financial Management Software Update



- Currently in the process of configuring the software
- Just finished three weeks of training
- Plan to “go live” the week of October 21, 2019
- So EXCITED to start using the new system!!

Millcreek Staff Reorganization



- Summary of Changes:
- “Building Services” has been added as a new department (includes Building Inspection; Building Permits)
- “City Services” is now the “Legislative Policy Department”
- “Community Development is now titled “Planning & Zoning”
- IT has been added to “Communications & Programs”
- The Information Center Manager is now also responsible for IT functions
- The Business License division is now part of the “Economic Development Department”

Millcreek Team Appreciation & Recognition Program (TARP)



- The Utah Local Government Trust (ULGT) has developed a Team Appreciation & Recognition Program whereas member cities can earn a refund of 5% of their insurance premiums
- City employees will be divided into three teams based on their work schedule
- Teams that do not have any accidents (worker's comp, auto accidents, etc.) will receive a \$25 amazon gift card each quarter
- The ultimate goal is to have the safest environment possible for employees

Millcreek Team Appreciation & Recognition Program (TARP)



FY 2018-19 Insurance Expenses

\$ 110,000

Potential Savings \$ 5,500

FY 2019-20 TARP Program Costs

\$ 3,800

Net Savings \$ 1,700

Millcreek Safety Inspection



- In order to provide the safest work environment possible, Millcreek asked the ULGT to complete a safety inspection of the work premises
- The inspection was completed last Friday and identified 10 items that need to be addressed

Millcreek Safety Inspection



- Monthly Inspection Documentation
- Dark Exit Sign - Storage Room
- Ladders and Table not properly secured - Storage Room
- Open Ceiling Panels - Exercise Room
- Fall Hazard - Upstairs over Storage Room
- Open Junction Box - Storage Room
- Outlet Cover - Storage Room
- First Aid Kit in Break Room needs gloves and CPR mask
- Fire Extinguisher Inspection Records
- Trip Hazard City Office - *Fixed*

Millcreek 5 Year Budget Planning Questions to Consider



- What is the future of Millcreek City Hall?
- What is the City's vehicle replacement schedule?
- What is the City's computer hardware replacement schedule?

Millcreek 5 Year Budget Planning (DRAFT)



	FY 2019-20 Sources	FY 2019-20 Uses	FY 2020-21 Sources	FY 2020-21 Uses	FY 2021-22 Sources	FY 2021-22 Uses	FY 2022-23 Sources	FY 2022-23 Uses	FY 2023-24 Sources	FY 2023-24 Uses
TAXES										
Property Tax	10,448,910		11,512,923		11,902,750		12,306,521		12,723,814	
Reappropriations of UPD Fund Balance	687,368		-		-		-		-	
UPD Contract		10,761,278		11,137,923		11,527,750		11,931,221		12,348,814
UPD Debt Interest		315,000		315,000		315,000		315,000		315,000
UPD Debt Related Fees		60,000		60,000		60,000		60,000		60,000
Total Property Tax	\$ 11,136,278	\$ 11,136,278	\$ 11,512,923	\$ 11,512,923	\$ 11,902,750	\$ 11,902,750	\$ 12,306,521	\$ 12,306,221	\$ 12,723,814	\$ 12,723,814

Millcreek 5 Year Budget Planning (DRAFT)



	FY 2019-20 Sources	FY 2019-20 Uses	FY 2020-21 Sources	FY 2020-21 Uses	FY 2021-22 Sources	FY 2021-22 Uses	FY 2022-23 Sources	FY 2022-23 Uses	FY 2023-24 Sources	FY 2023-24 Uses
Sales & Use Tax	10,400,000		10,452,000		10,504,260		10,556,781		10,609,565	
Franchise Tax	560,000		560,000		560,000		560,000		560,000	
Transient Room Tax	2,500		2,500		2,500		2,500		2,500	
Special Event Permits	2,500		2,500		2,500		2,500		2,500	
Engineering Permits	40,000		40,000		40,000		40,000		40,000	
Mayor & Council		353,000		355,980		358,019		360,120		362,284
City Manager		214,600		219,520		227,222		235,216		243,515
Justice Court		210,000		215,000		220,000		225,000		230,000
Legal Services		477,250		482,250		489,250		497,250		502,250
City Recorder		182,750		121,350		255,592		129,683		263,926
Communications & Programs		505,450		512,225		519,255		530,550		541,121
Emergency Management		94,750		94,970		97,585		100,298		103,413
Information Center		281,900		289,980		298,359		307,049		316,061
IT Management		317,000		327,000		312,000		312,000		312,000
Economic Development		246,700		255,300		264,226		273,491		283,106
Finance		224,500		231,760		239,542		247,356		255,462
Human Resources		41,250		43,450		45,550		47,650		48,750
Liability Insurance		80,000		82,000		85,000		87,000		90,000
Banking Fees		48,750		49,500		50,500		52,000		53,000
Legislative Policy		551,000		569,050		587,776		607,202		627,356
Facilities		341,870		334,000		335,000		332,000		329,000
Fleet		35,500		35,500		35,500		35,500		80,500
Animal Control Contract		552,944		555,000		555,000		555,000		555,000
Promise Program		100,048		100,000		100,000		100,000		100,000
Public Works		4,696,250		4,702,400		4,703,756		4,713,104		4,716,483
Contribution to Fund Balance		169,536		-		-		-		-
Total Other Taxes	\$ 11,005,000	\$ 9,725,048	\$ 11,057,000	\$ 9,576,235	\$ 11,109,260	\$ 9,779,132	\$ 11,161,781	\$ 9,747,469	\$ 11,214,565	\$ 10,013,228

Millcreek 5 Year Budget Planning (DRAFT)



	FY 2019-20 Sources	FY 2019-20 Uses	FY 2020-21 Sources	FY 2020-21 Uses	FY 2021-22 Sources	FY 2021-22 Uses	FY 2022-23 Sources	FY 2022-23 Uses	FY 2023-24 Sources	FY 2023-24 Uses
LICENSES & PERMITS										
Business Licenses & Permits	500,000		500,000		500,000		500,000		500,000	
Building Permits	1,200,000		1,100,000		1,000,000		1,000,000		1,000,000	
CHARGES FOR SERVICES										
Planning Fees	60,000		60,000		60,000		60,000		60,000	
Building Services		689,800		714,118		738,845		764,516		791,166
Business License Administration		153,700		143,080		148,143		153,397		158,847
Planning & Zoning		696,500		697,550		698,856		715,445		737,849
Total	\$ 1,760,000	\$ 1,540,000	\$ 1,660,000	\$ 1,554,748	\$ 1,560,000	\$ 1,585,844	\$ 1,560,000	\$ 1,633,358	\$ 1,560,000	\$ 1,687,863

Millcreek 5 Year Budget Planning (DRAFT)



	FY 2019-20 Sources	FY 2019-20 Uses	FY 2020-21 Sources	FY 2020-21 Uses	FY 2021-22 Sources	FY 2021-22 Uses	FY 2022-23 Sources	FY 2022-23 Uses	FY 2023-24 Sources	FY 2023-24 Uses
Capital Improvement Projects		\$ 1,750,000		\$ 1,750,000		\$ 1,750,000		\$ 1,750,000		\$ 1,750,000
Total General Fund	\$ 25,896,326	\$ 25,896,326	\$ 26,124,923	\$ 26,138,906	\$ 26,467,010	\$ 26,762,726	\$ 26,923,302	\$ 27,182,048	\$ 27,393,379	\$ 27,919,905
Revenues Minus Expenses \$	-		\$ (13,983)		\$ (295,716)		\$ (258,746)		\$ (526,526)	

Millcreek Strategic Planning



- By next month's work session I will have the “plan” updated and ready for further discussion...