



**Minutes of the
Millcreek City Council
September 16, 2019
5:30 p.m.
Work Meeting**

The City Council of Millcreek, Utah, met in a public work meeting on September 16, 2019 at City Hall, located at 3330 S. 1300 E., Millcreek, UT 84106.

PRESENT:

Council Members

Jeff Silvestrini, Mayor
Silvia Catten, District 1
Dwight Marchant, District 2
Cheri Jackson, District 3 (excused)
Bev Uipi, District 4 (arrived 6:44 p.m.)

City Staff

John Geilmann, City Manager
John Brems, City Attorney
Elyse Greiner, City Recorder
Rita Lund, Communications Director
Francis Lilly, Planning & Zoning Director
Jim Hardy, Building Department Director
John Miller, Public Works Director
Laurie Johnson, HR-Finance Director
Kurt Hansen, Legislative Policy Director
Alexander Wendt, Business License Administrator

Attendees: Richard Hansen, D. Wenzl, Oliver Gibbons, Lilly Gibbons, and Stephanie Gibbons.

Minutes by Alexander Wendt

REGULAR MEETING – 5:30 p.m.

TIME COMMENCED: 5:35 p.m.

Mayor Silvestrini called the meeting to order.

1. Discussion Items

1.1 Purchase of Tyler Technologies “EnerGov” Software Discussion; Laurie Johnson, HR-Finance Director

Laurie Johnson stated that the City would like to amend the contract with Tyler Technologies by adding EnerGov Software. She said the City has reached a point that it needs more functionality for building permitting, business licensing, and engineering functions. Mayor Silvestrini asked if Millcreek currently uses iWorQ for those functions. Johnson confirmed. Jim Hardy gave the Council a handout which listed what iWorQ does not do well and what EnerGov does do well. Hardy stated that iWorQ was easy to learn and helped the City start out but explained that iWorQ has less workflow capability than EnerGov. He said iWorQ is a manual system requiring staff to do more work. EnerGov is more customizable for the City and each step of the process from application to fees to reviews works in sequence. The scheduling with iWorQ is unusable because it lets

applicants schedule dates in the past and on weekends, so currently applicants email inspection requests which in turn takes up the permit tech's time. EnerGov is more adaptable to city scheduling through its customization. Plan reviews are conducted through BlueBeam and iWorQ is not compatible with that software. EnerGov has a bridge to BlueBeam. Hardy continued stating that there is a contactor portal in EnerGov with a password protected login unlike iWorQ where the portal is not private.

Mayor Silvestrini asked if a contactor can see all their projects in EnerGov. Hardy answered yes, and that no one can access information without the password. Laurie Johnson stated iWorQ is labor intensive and will free up staff time in doing less data entry. She also stated things are less likely to get lost in the cracks. Mayor Silvestrini stated that contractors have issues with iWorQ, and this will make all jobs easier. Hardy stated that the building department currently sends an email manually through iWorQ, but in EnerGov it is done automatically. Mayor Silvestrini asked about the cost of EnerGov. Johnson stated that it will cost more than iWorQ, but it is fully integrated and will save staff time. EnerGov will initially cost \$130,000. She stated that there will be a time commitment and investment to get EnerGov working correctly. Johnson continued stating that the yearly subscription is \$95,000 a year with EnerGov compared to iWorQ at \$32,000 - \$35,000. Council Member Marchant asked about the initial purchase price of iWorQ. Johnson explained that iWorQ costed \$15,000 and is small in comparison. EnerGov is more integrated and will also talk to the financial software. Currently the Finance Department must manually move financial records from program to program but EnerGov will do this automatically. Council Member Marchant asked if EnerGov was the best software. Johnson answered that for a city the size of Millcreek, this software would be the most robust.

Council Member Marchant complimented the City Manager on hiring an effective staff. Council Member Marchant stated that the City has saved money up to this point since it was not needed early on. Mayor Silvestrini asked if EnerGov will manage bonds. Johnson described that it would not track bonds, but the City will have better control because of the cross-functionality with the financial software. Council Member Catten asked how many employees currently use iWorQ and would use EnerGov in the future. Kurt Hansen stated that 29 employees, three quarters of staff, use iWorQ. Johnson said she built the new software cost into the budget amendment. Council Member Marchant asked how long the City would use EnerGov. Johnson stated potentially a decade. Mayor Silvestrini stated he was supportive of the software update. He said most contractors are happy with what the Building Department is doing, but Millcreek's software is behind the curve. Hardy stated that the contactor portal will save the contractor time in bringing information to the Building Department because contractors, architects, and designers all work online. Johnson said she would create a resolution to amend the budget. Johnson stated that the software cost of \$95,000 a year is locked in for five years, so there will be no increases in the yearly operating cost. Mayor Silvestrini asked what other programs were considered. Johnson replied there were no others that had the capacity to meet Millcreek's needs. Council Member Marchant asked what cities were using EnerGov. Kurt Hansen stated that Sandy, Draper, Ogden, and Taylorsville use EnerGov. Council Member Marchant asked what program Salt Lake City and West Valley use. Hansen said they use Excella.

1.2 Review FY 2019-20 Budget Amendment #1; Laurie Johnson, HR-Finance Director

Laurie Johnson gave a copy of the budget amendment to the Council. She said the amendment would increase the General Fund budget by \$677,568. Johnson went over the highlights of the budget amendment. She said Class C Road Fund revenue and expenses increased due to updated information and the use of fund balance would increase to purchase the EnerGov software. The budget was reorganized to reflect the reorganization of city departments. The amended budget would include the new financial management software. The General Fund Revenue increased by \$250,000 on Class C Road Funds based on what has been received this fiscal year. Promise Program donations received showed \$826 since the fiscal year. The use of General Fund Balance increased from \$326,000 to \$752,000 to cover the purchase of EnerGov Software and the Unified Police Department (UPD) contract. The City collected more than needed for the UPD contract. Johnson said after paying \$687,638, there will still be \$877,000 to pay for next year's UPD contract.

Johnson went over the amendments with each expense budget. The Mayor and Council's budget did not change, and the City Manager budget had a minor change to cover personnel costs. The Justice Court budget was increased by \$210,000 to cover actual costs and the caseload with Salt Lake County. The Legal Services budget decreased due to moving an employee to the Legislative Services budget and increased due cover Salt Lake County contract costs, change of \$93,000. The Public Safety budget costs were estimated at \$10.4 million and the contract ended being \$10.7 million. The increase covers the UPD contract and alcohol tax grant increase. Mayor Silvestrini stated that Millcreek is sending alcohol related fund to UPD for alcohol related enforcement. John Geilmann stated the money is earmarked for the Millcreek precinct. The Recorder budget reduced by \$65,000 due to no primary election this year.

Building Services is a new department and came out of what used to be City Services. The Communication and Programs budget increased due to the Communication Outreach Specialist being moved from the Human Resources budget since that employee is no longer doing risk management. Johnson said the Emergency Management position may be evolving due to a vacancy. The Information Center budget increased due to personnel costs with duty changes. EnerGov is a line item and increased the IT Management budget by \$250,000. Professional IT services reduced by \$25,000 and equipment costs were reduced by \$10,000. Mayor Silvestrini asked how IT professional services was reduced. Johnson stated the Information Center Manager could do the day-to-day duties thereby reducing the cost of the professional contract. The Economic Development budget increased slightly under miscellaneous and personnel expenses. The Business License Administration budget increased slightly due to salaries and personnel, and the fee study was moved to this fiscal year from last year. The Finance Department budget experienced no change. The Human Resources budget experienced a change with an employee moving to a different department. The Workers Comp Insurance was increased to cover costs. Legislative Policy is a new department but still covers some of the previous city services. The Salt Lake County Parks contract was moved to the Public Works budget. No change was made to the Facilities or Fleet budget. The Planning and Zoning Department was renamed from Community Development. The Promise Program donations were added to that budget by \$826; the total Promise Program budget is \$100,000 plus the donations. The Public Works budget increased by \$16,000.

Johnson said Class B and C road funds increased from \$1.7 million to \$1.9 million to match Class C revenues. This funding is for basic road maintenance. The City will use \$65,000 of the Fund Balance and \$687,000 of the UPD fund and will have 23% leftover. She said the audit would be coming up. Council Member Marchant commented that people can be for or against the city center, and some have commented that the City is in debt \$27 million, but he said this is a feather in the cap of the City that the debt used to be \$30 million. He said \$10 million was carried over from the County through the Salt Lake Valley Law Enforcement Service Area (SLVLESA). Mayor Silvestrini commented that \$7 million was revolving debt that is paid at the end of the year, not long-term debt, and the \$20 million for the city center does not encumber the tax base. Council Member Marchant stated that there has been good financial management in Millcreek since debt had been reduced by \$3 million. Mayor Silvestrini stated that Millcreek's debt was the second lowest in Salt Lake County. Council Member Marchant explained that all operating expenses have been paid with cash. Council Member Marchant explained that he keeps track of revenue and it has increased due to good management and healthy businesses. Council Member Marchant passed out a handout that showed growth over time in city revenue. Mayor Silvestrini explained that the City had been doing a lot of work in economic development. Council Member Marchant stated the City was getting \$1 million every month from sales tax. Johnson stated it was good to see the positive fund balance. Mayor Silvestrini said Laurie Johnson would do a presentation on the budget amendment at the public hearing the following week.

1.3 Review "Tax Exempt Bond Continuing Disclosure Requirements" Document; Laurie Johnson, HR- Finance Director

Mayor Silvestrini stated that the City must disclose certain information as an issuer of bonds. The obligation to disclose bonds is ongoing, and part of disclosure is disclosing that the City is not part of ongoing or aware of major litigation. Mayor Silvestrini said that the bond council states that the City should confer with them concerning new disclosures that can affect revenues and other major changes. The investment market would be more comfortable if the City had a set policy to set compliance disclosure procedures. The disclosure procedures are uniform and there are people trained throughout the City who will be responsible for these requirements. The bond council and financial advisory firm have given their input on the best practices for disclosure. The document has been reviewed by the City Attorney and Laurie Johnson. Mayor Silvestrini said that once the policy has been adopted, it will apply to any future and current bonds. He said Johnson has been reviewing the procedures for disclosure of bonds. City Attorney John Brems will prepare a resolution to bring before the City Council. Mayor Silvestrini stated there is room for collaboration among the City Council on the disclosure agreement and the requirement for disclosure is not on the shoulders of one person; it is a check and balance. This will help the City with future bond issuance if the City has the bond disclosure procedure. Johnson explained there is a yearly checklist to verify.

Council Member Marchant asked if disclosure would be an annual event. Johnson explained it would be a yearly report. Mayor Silvestrini stated if an event arises, the event has to be reported right away; for example, an economic downturn in tax revenue, or other material changes like a lawsuit. Council Member Marchant asked if there was an expense regarding filing. Johnson stated no. Mayor Silvestrini stated that disclosures are filed electronically. Johnson stated that she has done the filing before. Brems explained that city

officials must go to a bi-annual training. Council Member Marchant and Council Member Catten asked who would be trained. Johnson stated that she would get the training as well as the Mayor and legal counsel for the City. Johnson would be the bond compliance officer. Brems stated that the City would train multiple people so as to not forget to comply with disclosures. Johnson said she has been working on the strategic plan. Mayor Silvestri relayed that the reason the departments were reorganized was to make the City run better.

1.4 State of the Promise Program; Francis Lilly, Planning and Zoning Director

Mayor Silvestrini greeted the members of the audience who were there to talk about the Eagle Project they did with the Promise Program. Francis Lilly turned the time to Ashley Cleveland to discuss the state and progress of the Promise Program. Cleveland explained the promises to Millcreek residents as education, health and safety, and economic well-being. The Promise Program has been working with the United Way on the Promise Committee and five other subcommittees; Health, Safety, Education, Economic Wellbeing, and Promise Youth. Cleveland explained the community goals and targets. Promise has a goal for all Millcreek students to work at or above their grade-level. There is a suicide prevention goal in zip codes 84109 and 84124. In 84106, the goals for economic wellbeing is to have all Millcreek families being financially capable to provide for their families. Cleveland is looking for a second chair for the Safety Subcommittee. The target area for the Safety Committee is in zip codes 84106, 84107, 84123 and partially 84124 to have access to resources and opportunities to keep families safe and improve quality of life. The Promise Youth Committee is doing well with chairs of Yessi Timoteo and Jannica Davis. The Business Council-Promise Support Committee is managed by Nicole Chidester and chaired by Carrie Coppola. The Millcreek Youth Council is chaired by Jordan Hatch and Cheri Jackson with the Youth Mayor as Arushi Verma. The Millcreek Youth Council is targeting Millcreek at large with no focus on a specific area other than volunteerism.

The Promise Leadership Committee has 35 individuals who have grown and advised over the first year and now wish to stabilize, advise, and seek interventions. The Education Subcommittee has 12 members and they wish to help the Read With Kids! Volunteer Program. They have 25 consistent volunteers and want to get 25 more. They are working with getting training in the Iready! Volunteer Program. The Safety Subcommittee has 8 members and their goals are safe routes and where bus routes will go for Millcreek Elementary. Roosevelt Elementary is relocating and Mill Creek Elementary will be absorbing 10-20% of its students. Council Member Marchant asked about the timeline on Roosevelt school moving. Francis Lilly stated the new school is under construction and may be ready in 2021. Mayor Silvestrini said he has been in discussion with Granite School District about potentially leasing the property to the City if the City finds a public use for it. Council Member Marchant asked about the Youthline program. Mayor Silvestrini stated Youthline has a new location in Murray and Millcreek keeps in touch. Cleveland stated the City still has a good relationship with Youthline. Council Member Marchant noted he was at a breakfast on Labor Day and Roosevelt was recruiting students. Mayor Silvestrini explained it was for the dual immersion program. Cleveland said the Economic Wellbeing Subcommittee will focus on wages, affordable housing, job training, and ESL education. She said they raised \$4,000 for small libraries. Mayor Silvestrini

expressed the little libraries were made by volunteers at Canyon Rim Cares for an Eagle Scout Project run by Millcreek resident Oliver Gibbons and his family.

Cleveland said the Promise Leadership Committee is working on goal factor analyses. Lilly explained that there are primary, secondary, and tertiary drivers that get in the way of reaching goals. Cleveland explained the process for developing action plans. She said the Program still needed 25 more volunteers. Cleveland continued by stating the book drive received 420 books. Over the summer, Oliver Gibbons helped to collect over 900 donated books from the Canyon Rim community for the little libraries. The Business Council Promise Support Committee raised the money for 10 library kits and helped manage the book donations. There are 1,600 books total for the little libraries. She said the Salt Lake Community College, Mill Creek Elementary, Afterschool Program, and the Thane Center are helping place and manage the little libraries.

Cleveland noted that Millcreek was awarded a \$70,000 grant for Sunnyvale Park. Francis Lilly said he had asked Cleveland to apply for and manage a Community Development Block Grant. Mayor Silvestrini explained that the Promise Program runs on grant money and Cleveland has been able to gain a \$500,000 grant to fund an afterschool program at Mill Creek Elementary. Mayor Silvestrini works with Bill Crim from United Way to gain private donations for the Program. Council Member Marchant asked who funded the program. Mayor Silvestrini explained the program is funded by the federal government. Cleveland said she presented two proposed designs and distributed a survey on Sunnyvale Park to the public asking residents what they liked and disliked about the park. Members of the community gave their input and the proposals were adjusted accordingly. Cleveland said \$300,000 would be used for the park; \$150,000 grant and \$150,000 match from Millcreek. Lilly stated the Council would review a resolution asking for an interlocal agreement to release funds for the park. Volunteers from Rocky Mountain Power and United Way installed garden boxes at Sunnyvale Park. The in-kind donation will count towards the matching funds Millcreek will contribute. Council Member Marchant asked how hours are counted for volunteering. Lilly stated volunteer hours are valued at \$18 per hour plus materials. New Roots will manage the gardens and Millcreek Promise will help improve the park. Cleveland said of the 1,500 residents that live in the area, 30-40% are children.

Cleveland moved onto the subject of sustainability. She said \$200,000 for two years in original program funding has increased to \$800k in 1.5 years. Lilly explained that HUD will probably state that Millcreek will be able to have their own CDBG where the City can work at a new level. Cleveland said improvements that will happen over the next three years create safety, increase property value, and improve nutrition and conservation efforts since Millcreek is connected by nature. Mayor Silvestrini expressed happiness at how the Millcreek Promise Program is working at Sunnyvale Park as well as the productive book drive. Mayor Silvestrini affirmed his desire to increase awareness of the Program.

1.5 Mayor and Council's Discretion on Discussion Topic

Mayor Silvestrini stated he presented the clean air resolution at the Utah League of Cities and Towns conference and it passed. Mayor Silvestrini acknowledged the Governor's proclamation on anti-idling and would like John Brems to draft an anti-idling ordinance for the City. Council Member Uipi asked about idling enforcement and what it looks like.

Mayor Silvestrini stated enforcement is difficult due to exceptions in the State legislation, but UPD would enforce the ordinance. He said there would be exceptions to idling such as during low and high temperatures as well as having children and elderly people in the vehicle. Mayor Silvestrini stated the ordinance is cautionary and education will be more effective than enforcement. Kurt Hansen asked which cities have similar ordinances. Mayor Silvestrini stated that Sandy and Draper, as well as eight other cities in Utah had them and Draper just recently enacted their ordinance on idling.

Mayor Silvestrini informed the Council that the following evening at Churchill Junior High there would be a presentation on the new FEMA floodplain maps. Mayor Silvestrini stated it was unclear if the City must enforce the floodplain before the new flood map is enacted. He also noted that the maps will determine if homes built in that area will be allowed to have basements due to flooding concerns. Council Member Uipi asked if residents are willing to build above the flood area. Mayor Silvestrini said the floodplain designation makes it hard for people to build due to the Residential Compatibility Overlay Zone (RCOZ) height restrictions. John Miller stated that staff has made a request to the State for a written opinion on how to interpret the federal code. Miller is in the process of getting a written statement on which map to use. Jim Hardy explained that some families have applied for permits and need an answer on how to develop their property. Rita Lund said she FEMA will be at the meeting to clarify the requirements.

Rita Lund told the Council that the Emergency Manager quit. She said that Unified Fire Authority was currently working on contracts with Holladay, Midvale, and some of the metro townships to staff emergency managers in those jurisdictions. The United Fire Authority (UFA) would send an emergency manager to the City to fulfill tasks set by the City. Lund and Johnson think one day a week for the UFA emergency manager would work well. The cost is \$18,000 annually for the one day a week schedule. Council Member Uipi asked if Millcreek would be paying proportionally for its size. Mayor Silvestrini stated yes. The City would pay the UFA to use the emergency manager and this person should have better training and emergency management education. Mayor Silvestrini explained the downside is the person would not always be available. Mayor Silvestrini stated that Millcreek having its own emergency manager is more responsive, yet the contract basis is more affordable. He continued by saying that someone local working on the CERT organization was also a good idea. Council Member Uipi stated that finding a good fit for the position meant there would need to be clear expectations for who is hired. Lund stated that the job description for the UFA emergency manager has been sent out and they are interviewing. Council Member Uipi is favorable towards using the UFA manager. Council Member Catten and Mayor Silvestrini wanted to know what the City would be signing on for and what the job requirements would be for the new emergency manager. Lund stated that if the City hires an individual for communications, instead of emergency management, that person could also help with committees like the Arts Council and Youth Council. Council Member Catten stated it seems like the City needed a communication person that can help with CERT. Rita Lund noted that the previous employee was doing a lot of IT work and website work as a catch-all. John Geilmann stated the City needs the right hire for the position since the City is capped at 38 staff members.

Rita Lund said she had received two requests for sidewalk and gutter repair from churches for the 50/50 program and asked the Council what she should do with them. Council Member Uipi stated that churches should follow the commercial expectations and the program should remain for residents only. Mayor Silvestrini stated that the idea was to help residents fix their sidewalk only. Council Member Marchant said a crossing guard expressed to him that they were unhappy with how people drive at crosswalks and was happy with how the police have been enforcing the speed limit on the road. Council Member Marchant stated it is a valuable use of police time to help the crossing guards. Council Member Catten asked if the City has plans for resident recognition because at the recent fire, a Millcreek resident was knocking on his neighbors' doors to warn them. Mayor Silvestrini stated that other cities give awards to residents for contributions to the City.

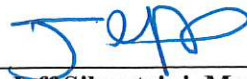
Mayor Silvestrini mentioned that a car hit a pedestrian over the weekend on 3900 S. and the City had not received a complaint about the streetlights in that area prior to this. He said that Chief DeBry stated that the woman who gave information to the news media about the streetlights had never reported to the City before if they were broken. The Police report stated that the pedestrian jumped in front of the car and had been taken to the hospital. John Miller said the streetlights were working on the afternoon the day of the incident. Council Member Uipi stated that in the report the pedestrian was not in the crosswalk. John Geilmann stated in conjunction with this event, that code compliance noted there were people putting a memorial up. Council Member Uipi stated that mental health and suicide prevention is hard to engage with people about. Lund noted that Spanish Fork had hired someone who does training on suicide prevention. Lund also said that another man from Logan who works with youth councils statewide reported that in youth council members statewide, fifteen kids have committed suicide in two years. Lund said she had contacted him for more information on training and help. Council Member Uipi also noted that the age demographic between 40's to 50's is also at risk for suicide.

1.6 Discussion of Correspondence and/or Future Agenda Items

There was no discussion.

ADJOURNED: Council Member Jackson moved to adjourn the meeting at 7:40 p.m. Council Member Uipi seconded. All Council Members voted yes. The motion passed unanimously.

APPROVED:

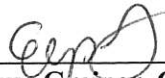


Jeff Silvestrini, Mayor

Date

10-14-19

Attest:



Elyse Greiner, City Recorder