

1. City Council Meeting
Millcreek City Council Meeting Agenda

PUBLIC NOTICE is hereby given that the City Council of Millcreek will assemble in a public work meeting and special meeting on Monday, 17 August 2020 at City Hall, 3330 S. 1300 E., Millcreek, Utah 84106, commencing at 4:30 p.m. for the work meeting and 6:30 p.m. for the special meeting. Please see additional note below.*

4:30 p.m. – WORK MEETING:

1. Discussion on Millcreek Promise Program; Ashley Cleveland, Promise Program Manager
2. Discussion on Community Development Block Grant Entitlement Status; Francis Lilly, Planning & Zoning Director

6:30 p.m. - SPECIAL MEETING:

1. Millcreek Policing Town Hall

In accordance with the Americans with Disabilities Act, Millcreek will make reasonable accommodation for participation. Individuals may request assistance by contacting the ADA Coordinator, 801-214-2751 or khansen@millcreek.us, at least 48 hours in advance of the meeting.

Public Comment Policy and Procedure: The purpose of public comment is to allow citizens to address items on the agenda. Citizens requesting to address the Council may be asked to complete a written comment form and present it to the City Recorder. In general, the Chair will allow an individual two minutes to address the Council. A spokesperson, recognized as representing a group in attendance, may be allowed up to five minutes. At the conclusion of the citizen comment time, the Chair may direct staff to assist the citizen on the issue presented; direct the citizen to the proper administrative department(s); or take no action. This policy also applies to all public hearings. Citizens may also submit written requests (outlining their issue) for an item to be considered at a future council meeting. The Chair may place the item on the agenda under citizen comments; direct staff to assist the citizen; direct the citizen to the proper administrative departments; or take no action.

Public comment can be submitted via the City's website at <https://millcreek.us/FormCenter/Contact-Us-5/Public-Comments-61> or by calling into the Town Hall at 801-214-2799.

THE UNDERSIGNED DULY APPOINTED CITY RECORDER FOR THE MUNICIPALITY OF MILLCREEK HEREBY CERTIFIES THAT A COPY OF THE FOREGOING NOTICE WAS EMAILED OR POSTED TO:

City Offices City Website Utah Public Notice Website
Those Listed on the Agenda <http://millcreek.us>
<http://pmn.utah.gov>

DATE: August 12, 2020

CITY RECORDER: Elyse Sullivan

Agenda items may be moved in order, sequence, and time to meet the needs of the Council.

*The meetings will be conducted electronically per Millcreek State of Local Emergency Directive No. 2 of 2020 and live streamed via the City's website at: <https://millcreek.us/373/Meeting-Live-Stream>.

Documents:

[CC 8-17-20 AGENDA.PDF](#)

[WORK MTG ITEM 1 _ PROMISE PROGRAM.PDF](#)



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Discussion on Millcreek Promise Program

- What is your growth vision for Promise?
- What is our vision?
- Are we performing consistently with the Council's vision?
- Do you want Promise to grow, if so, how?
(Grants, donations, a Grant Writer)
- What do we see as needs to help the program move on and grow?
- What are your thoughts about matching grants? Can the General Fund support these?
- Should we seek to obtain a 501(c)(3) status?
(This may help with gathering donations – tax deductible)
- How can we provide growth & structural assistance?
(Staff & Intern(s) may help)
- Where do we go from here?



MILLCREEK LEGISLATIVE MANAGEMENT

3330 SOUTH 1300 EAST
MILLCREEK, UTAH 84106

MEMORANDUM

To: **City Council**

From: **Ashley Cleveland, MCMP, Promise Program Manager**
Kurt Hansen, MPA, MCP, CPM, Legislative Management Director

Meeting Date: **17 August 2020**

Re: **Promise COVID 19 Needs – A request to use emergency COVID 19 reimbursement funds to better support Millcreek resident needs through building the Promise Programs capacity**

Summary

Staff is recommending Millcreek City Council input on the use of COVID 19 reimbursement funds to better support Millcreek resident needs through building the Promise Programs capacity. Much like the Park City Community Foundation and Promise South Salt Lake (nonprofits), the Promise Program is dedicated to solving critical challenges in our community. Through collaboration, grant making, grant seeking, advocating, program creating, project convening, and partnership, they fund or provide service and staff to key change makers in their respective areas. These programs and foundations had the infrastructure to grow into what they are now. Additionally, with COVID there is ever increased need for these services. It is time for Millcreek Promise to explore rapid COVID care through assistance in providing partnership and expanding growth. We cannot do this without specialized participants which are outlined in a table of options.

A summary graphic of what the Millcreek Promise Program needs are found below:





MILLCREEK LEGISLATIVE MANAGEMENT

3330 SOUTH 1300 EAST
MILLCREEK, UTAH 84106

Title	Cost	Why?	Role
<p>Project Coordinator</p>	<p>15,600+</p>	<p><i>The Promise Program is in need of a Project Coordinator. This heavy lifting would allow for the Promise Program Manager to focus more deeply on COVID emergency interventions, long term safety nets for the community, and reporting on existing grants and partner metrics.</i></p>	<p>The Project Coordinator is needed to broadly manage our program's volunteers and handle the administrative tasks associated with keeping our projects aligned. This includes file management, updating our file sharing system, keeping volunteer chair and co-chairs in alignment, and scheduling training. Additionally, creating project-related external communications and organizing and maintaining the subcommittee action items in coordination with the Promise Manager. We also need direct assistance with physically getting the word out about our interventions and partner resources to the public during the pandemic with a digital divide. The Promise Program has projects that require deeper coordination to sustain itself and become a staple in the community. Coordinates the day-to-day fiscal, administrative, and operational activities of a narrowly defined, contract or grant funded program/project or set of funded activities. The program/project is usually focused to a single purpose, may be recreational, research, educational, or service oriented, and may exist as a subset of an integrated, grant-funded program activity.</p> <p>Duties typically include project implementation and administration, internal and external operational/administrative liaison, program marketing, and reporting. This is typically a term position tied to an emergency funding stream, contract/grant funding period, which requires approval by Human Resources prior to use.</p>



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<p>Grants & Impact Consultant</p>	<p>15,000 annual contract</p>	<p><i>The Promise Program is in need of a culturally competent Grants & Impact Consultant. This vital assistance would allow for the Promise Program Manager to focus COVID relief, emergency funding, long range grants, and forming a grants task force- infrastructure we currently do not ae in house.</i></p>	<p>The Grants & Impact Consultant is primarily responsible for managing building our annual competitive grant rolodex in partnership with the Promise Program Manager. Responsibilities include completing grants for the 2020- 2022 fiscal years and serving as a <i>Millcreek Live Promise Give Promise</i> task force liaison. This task force supports up and coming community grant writers to train, guide, and educate them through the grant writing process. The end goal is select initiatives, and additional projects including fiscal sponsorships for the benefit of Millcreek Promise AND employment skill building. In tandem with the Promise Program Manager, they will manage this grants task force: identify and onboard members, prepare agendas, materials, and lead committee meetings. If needed they can guide the Promise Program manager on processing donor advised fund grant requests and Nonprofit Education.</p> <p>Manage COVID grant application processes and otherwise for through the following known partners:</p> <p>Utah office of Multicultural Affairs Department of Workforce Services GOED – Office of Outdoor Recreation NAMI Utah State Board of Education SL County CDBG SL County ESG ZAP</p>
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<p>Housing Specialist</p>	<p>17,680+</p>	<p><i>The Promise Program is in need of a passionate Housing Administrator. This is extremely important in having a safety net for upcoming COVID eviction fallout. In order to curtail the concentration of poverty in our city, we have to make sure residents have access to resources vital assistance. Having a Housing Administrator would allow for the justification of Emergency Solutions Grants, COVID housing relief, other emergency funding, and forming string hold policies to assist landlords and renters maintain and create quality housing.</i></p>	<p>The Housing Administrator performs technical work in current trends in affordable housing development and availability, development and implementation of land use and related policies and regulations for multifamily owners and administer housing programs. They will also work with the Promise Program Manager in connecting residents to existing housing resources – and improving utilization. They will also monitor compliance with zoning and development ordinances in identified affordable and deeply affordable housing in Millcreek. In tandem with the Promise Program Manager and city staff, they can work with a variety of non-profit, governmental, and lending agencies using City, private, and federal funds for the purpose of supporting an affordable housing plan.</p> <p>Assists City visitors with basic information about programs and services</p> <p>Emergency Solutions Grant (ESG):</p> <p>Types of Projects Funded</p> <ul style="list-style-type: none"> • Funds are geared toward increasing job growth, expanding educational opportunities, and fostering healthier families by addressing the identified education and income needs as well as fundamental housing, food, health, and safety concerns. • Services in this category can include: case management, education & training, employment services, homeless prevention (rent and deposit payments), housing services, independent & transitional living services, legal services, operational costs of food pantries, prevention & intervention, rapid-rehousing (rent and deposit payments), shelter operational costs, and special services for youth at risk of criminal
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			<p>involvement.</p> <ul style="list-style-type: none"> • Applicants must ensure that clients receiving Homeless Prevention Assistance have incomes at/below 30% area median income (AMI). • Government entities are NOT eligible to receive ESG funds. Non-profits must submit proof of existing 501c3 state to be eligible for funding. • All applications must comply with the federal program requirements depending on the funding awarded for each project.
<p>Data Internships (2)</p>	<p>2,000 stipend</p>	<p><i>The Promise Program is in need of a 2 Data Interns from local Colleges & Universities. These academic analysts would allow for the Promise Program Manager to adhere to the process that United of Salt Lake has identified to measure success. This is infrastructure that United Way of Salt Lake cannot provide due to COVID and was not able to foresee. Having a social work and city planning related student focus on analytics, maps, and Iconographs will greatly improve how we identify gaps and track them for the public to see. This will allow the Promise Program manager to target the highest populations impacted by COVID and report on new grants and metrics.</i></p>	<p>Collaborates with the Promise Program Manager and other technical city staff to collect pertinent data, reviews research materials to apply to COVID interventions and beyond. Determines accuracy and validity of sources and appropriateness for use. Designs, develops, and conducts research projects relevant to Millcreek Promise; determines appropriate methodologies, information sources, sampling strategies and data-collection tools, etc. Performs research activities by utilizing computer software to obtain and manipulate data. Writes or drafts technical reports, articles or related material based on research, investigation or analysis.</p>



MILLCREEK LEGISLATIVE MANAGMENT

3330 SOUTH 1300 EAST

MILLCREEK, UTAH 84106

STATE OF THE
PROMISE
Continued.....

08.17.2020



2019

24 EXECUTIVE
TEAM
MEETINGS
8 individuals
3-5
attendance

5 LEADERSHIP
COMMITTEE
MEETINGS
35+ individuals
18-24
attendance

48
SUBCOMITTEE
MEETINGS
15+ individuals
4-7 attendance

24
SUPPORT
COMMITTEE
MEETINGS
8 individuals
5-8 attendance

Education: Chris Dammert
Chair: Kira Coelho
Target location: Mill Creek Elementary> Evergreen Jr. High> Olympus High
Population level goals: "All students at Mill Creek Elementary perform at or above grade level."

Health: Kathryn Zachara
Chair: Collyn Mosquito
Target location: TBD
Target location (suicide prevention): 84109, 84124
Population level goals: "All Millcreek residents have access to healthcare and opportunities for healthy lifestyles."

Economic Wellbeing: Ashley Cleveland
Chair: Suzi Sands
Target location: 84106
Population level goals: "All Millcreek families are financially capable and able to provide for their families and improve their quality of life."

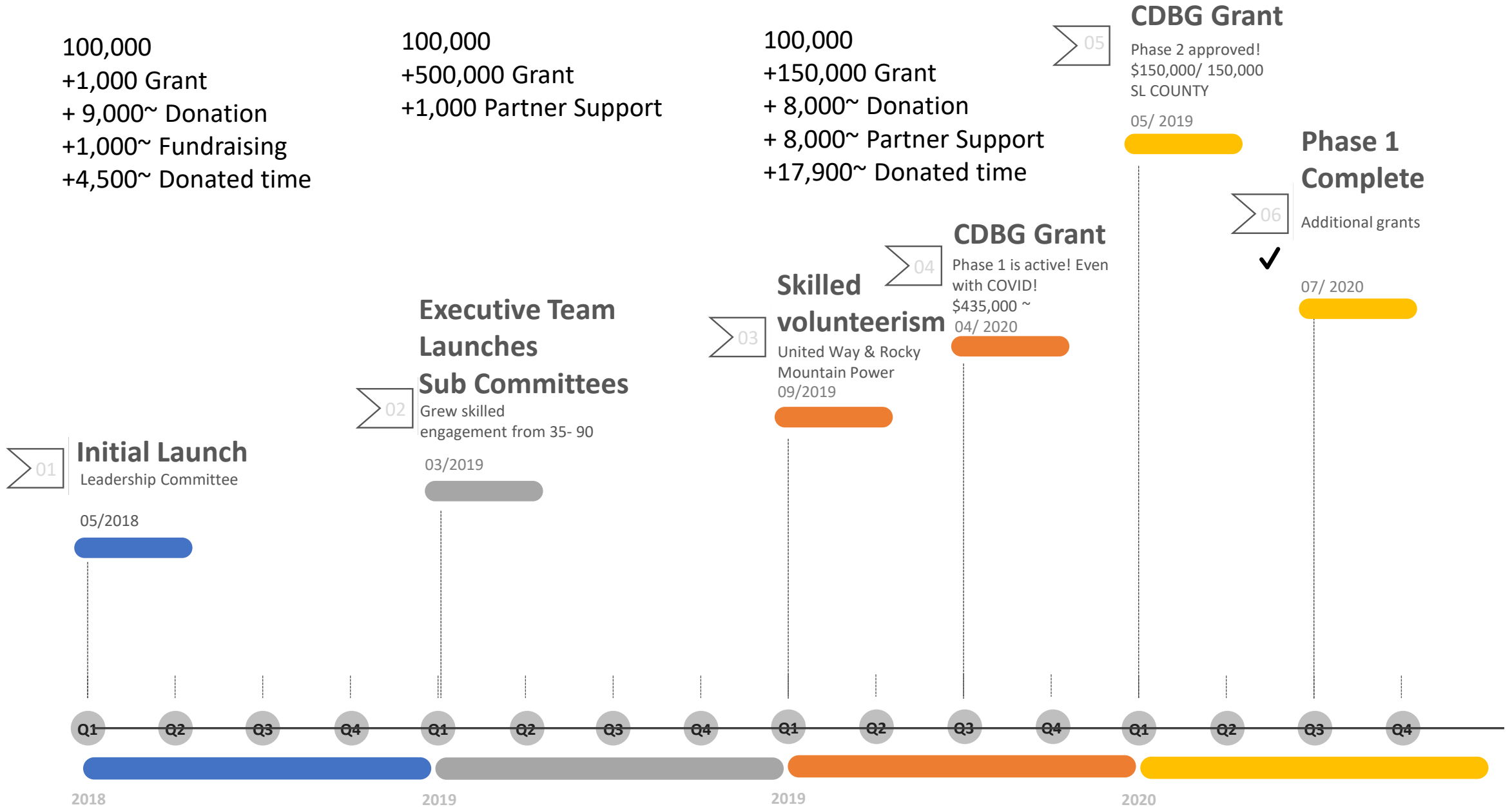
Safety: Ashley Cleveland
Chair: Mercedes Meastas
Target location: 84106, 84107, 84123, and western portion of 84124
Population level goals: "All Millcreek families have access to resources and opportunities to keep their families safe and improve their quality of life."

Promise Youth: Ashley Cleveland
Chair: Jennica Davis Co Chair: Edward Lopez
Target location: 84106, 84107, 84117, 84123, and western portion of 84124
Population level goals: TBD

Business Council- Promise Support Committee: Josie Angerhoffer
Chair: Jean John
Target location: 84106, 84107, 84123, and western portion of 84124
Population Goals: Volunteerism & Fundraising

Community Goals
& Target Areas

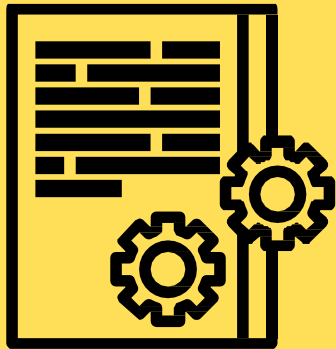
PROMISE PROGRAM FUNDING





WHAT DOES LONG TERM GROWTH LOOK LIKE?

Policy



Grants

Supporting quality services and programs wherever they are within the city.

Local engagement



Advocacy



THOUGHTS ON GROWTH!

Are we performing consistently with the Council's vision?

How can we provide growth & structural assistance?

(Staff & Intern(s) may help)

What are your thoughts about matching grants?

Can the General Fund support these?

Should we seek to obtain a 501(c)(3) status?

(This may help with gathering donations – tax deductible)

Do you want Promise to grow, if so, how?

HOW CAN WE RESPOND TO COVID WITHOUT CAPACITY?

GRANTS

Support quality
services & programs
wherever they are
within the city.



MOVING FORWARD!

Volunteer applications are live

- Will be multilingual

Donation link is live

- Thank you, Zion's Bank!

COVID Response support

- **We need to build capacity**