



City of Milford

Mayor
Nolan Davis

City Administrator
Makayla Bealer

City Council
Russell Smith
Ian Spaulding
Les Whitney
Terry Wiseman
Shane Yardley

NOTICE AND AGENDA

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of Milford, Utah will hold a meeting at **4:00 PM** at the **Milford City Administrative Office, Council Chambers, 26 South 100 West, Milford, Utah** for the purposes described below on **Tuesday, November 19, 2019**.

- 1. MAYOR'S WELCOME & CALL TO ORDER:** Roll Call & Pledge of Allegiance
- 2. VISITORS**
 - a. Jennifer Mott – Festival of Trees: Request for Donation to Festival of Trees for 2019
- 3. CONSENT ISSUES**
 - a. Financial report October 2019
 - b. Approval of bills and payroll
 - c. Approval of minutes: October 15, 2019 Regular Council Meeting; November 1, 2019 Special Meeting
- 4. NEW BUSINESS**
 - a. Presentation and Acceptance of Milford City Culinary Well Drilling Project Bid
 - b. Review and Discuss Senior Rate Surveys
 - c. Canvass 2019 Municipal Election
- 5. OLD BUSINESS**
 - a. Culinary Water Project Update
- 6. ORDINANCES AND RESOLUTIONS**
 - a. Resolution 17-2019 "Amending Milford Affordable Housing Plan"
- 7. COMMENTS**
 - a. Staff member reports and comments
 - b. Council member reports and comments

8. ADJOURNMENT

Notice: The City Council may adjourn to Executive Session pursuant to the provisions of §52-4-204 and §52-4-205, Utah Code Annotated (1953), as amended.

***City Council Members or the Mayor may participate in the public meeting electronically and/or telephonically.*

CERTIFICATE OF DELIVERY & POSTING

I, Monica D. Seifers, duly appointed and acting City Recorder do hereby certify that the above Notice and Agenda was posted in three public places within the Milford City Limits on this 14th day of November, 2019. These public places being 1) Milford City Office; 2) U.S. Post Office; and 3) Milford Public Library. The foregoing Notice and Agenda was also delivered to each member of the governing body and posted on www.utah.gov/pmn and linked to www.milfordcityutah.com and the Milford City Facebook page.

In compliance with the Americans with Disabilities Act, the City of Milford will make efforts to provide reasonable accommodations to disabled members of the public in accessing City programs. Request for assistance can be made by contacting the City Recorder at 435.387.2711 at least 24 hours in advance of the meeting to be held.



City Council Agenda Request Form Milford City
This form must be submitted by 3 pm the Wednesday prior to the Council Meeting

REQUESTOR'S NAME (Print legibly): Jennifer Mott

ORGANIZATION (if applicable): Festival of Trees Committee

ADDRESS: _____

PHONE : _____ CELL PHONE: (435) 421-1771

E-MAIL ADDRESS: fotherobbe@msn.com

To be used if additional information is required . Agenda will be posted on www.utah.gov/pmn
You may Subscribe to Milford City Council notices using this website. By subscribing, you will be notified of all postings made by Milford City Council to the website, in compliance with Utah State Law.

Date Requesting to Attend 11/19/19 Amount of Time Requested 15 minutes

TOPIC TO BE ADDRESSED (Your description must identify the subject matter of your appearance in sufficient detail to alert the public what topic you will discuss and what **action** you are requesting of the Council) :

Donation request for Festival of Trees for Primary Children's Hospital.

IS YOUR PRESENTATION REQUIRING ACTION OF THE COUNCIL OR IS IT ONLY PROVIDING INFORMATION? (check one): REQUIRES ACTION ☒ INFO ONLY ☐

PLEASE DESCRIBE DESIRED OUTCOME: Donation by Milford City

ARE WRITTEN MATERIALS TO BE PROVIDED TO COUNCIL (check one): YES ☐ NO ☐

IF YES, I HAVE PROVIDED 11 COPIES AND EMAILED AN ORIGINAL TO THE CITY RECORDER Initial here _____

CONTINUED ON REVERSE

IS FUNDING FROM THE CITY BEING REQUESTED? (check one) YES ☒ NO ☐

IF YES, WHAT IS THE ESTIMATED COST TO THE CITY: _____

PLEASE PROVIDE DOCUMENTATION SUPPORTING YOUR ESTIMATE

Note: Separate requests must be completed for each topic presented.

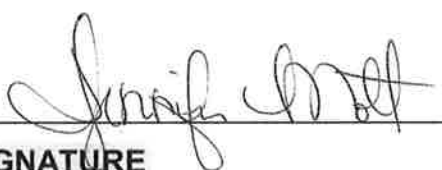
INSTRUCTIONS – PLEASE READ CAREFULLY

This request must be submitted to the City Recorder no later than 3 pm the Wednesday prior to the City Council Meeting. Meetings are held the 3rd Tuesday each month. Applications submitted after the deadline, if complete, will be placed on the following City Council Meeting agenda.

Return completed form and 12 printed copies of handouts to:

City Recorder
PO Box 69, 26 South 100 West
Milford, UT 84751

Handouts may be e-mailed prior to deadline for agenda. E-mail to:
mseifers@milford.utah.gov by 3 pm the Wednesday prior to meeting.


SIGNATURE

11/4/19
DATE

.....
OFFICE USE ONLY

Date Rec'd by City Recorder: 11/4/2019

Info Complete : YES ☒ NO ☐

If no, what info is required: _____

Approved for Agenda : YES ☒ NO ☐

If no, reason for denial:



Milford & Minersville Festival

October 21, 2019

Dear Festival Friends,

On behalf of the Milford-Minersville Festival of Trees Committee, we are requesting a donation to help with our annual Festival of Trees. Your donation will go towards trees, centerpieces, wreaths, gift boutique items, etc. All funds raised at Festival of Trees provide a "Gift of Love" throughout the year to help kids and their families at Primary Children's Hospital, regardless of ability to pay. Last year we were able to raise over \$35,000 in our little community for the children! With your help, we can have another great year!

We have many people in our community who have benefited from the care they received or are still receiving at Primary Children's Hospital. We are honored to recognize those who contribute at our Open House, which will be held on Wednesday, November 6, 2019 at Milford High School's (enter through small gym).

On behalf of the Festival of Trees and the families and children at Primary Children's Hospital, thank you for your generous support! Please make checks payable to PCH (Primary Children's Hospital).

Sincerely,

Jennifer Mott, Committee Member
(435) 421-1771, P.O. Box 968, Milford, UT 84751

Chalys Alger, Committee Member
(435) 559-2056

Patty Goff, Executive Board Member
(435) 691-0490

CITY OF MILFORD
COMBINED CASH INVESTMENT
OCTOBER 31, 2019

COMBINED CASH ACCOUNTS

01-11110	CASH IN CHECKING - COMBINED	147,282.71
01-11120	CASH IN CHECKING - UIB	200.00
01-11310	PETTY CASH	200.00
01-11400	RETURNED CHECKS - CLEARING	262.73
01-11610	CASH-STATE TREASURER-COMBINED	1,125,440.16
01-11750	UTILITY CASH - A/R CLEARING	(6,341.73)

	TOTAL COMBINED CASH	1,267,043.87
01-11810	ST TREAS-DESIGNATED-WATER	(97,543.84)
01-11815	ST TREAS-DESIGNATED-SEWER	(172,395.83)
01-11816	ST TREAS-DESIGNATED-GEN FUND	(103,296.58)
01-11817	ST TREAS-DESIGNATED-LIBRARY	(11,807.00)
01-11819	ST TREAS- RECREATION COMPLEX	(18,251.21)
01-11860	ST TREAS-RESTRICTED-BOND 3SO24	(95,925.92)
01-11865	ST TREAS-RESTRICTED-MAIN S3024	(90,044.14)
01-11880	STATE TREAS-RESTRICTED-LIBRARY	(25,886.00)
01-11885	STATE TREAS-RESTRICTED-ADMIN B	(12,000.00)
01-11900	TOTAL ALLOCATION TO OTHER FUND	(644,945.51)

	TOTAL UNALLOCATED CASH	(5,052.16)
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CASH ALLOCATION RECONCILIATION

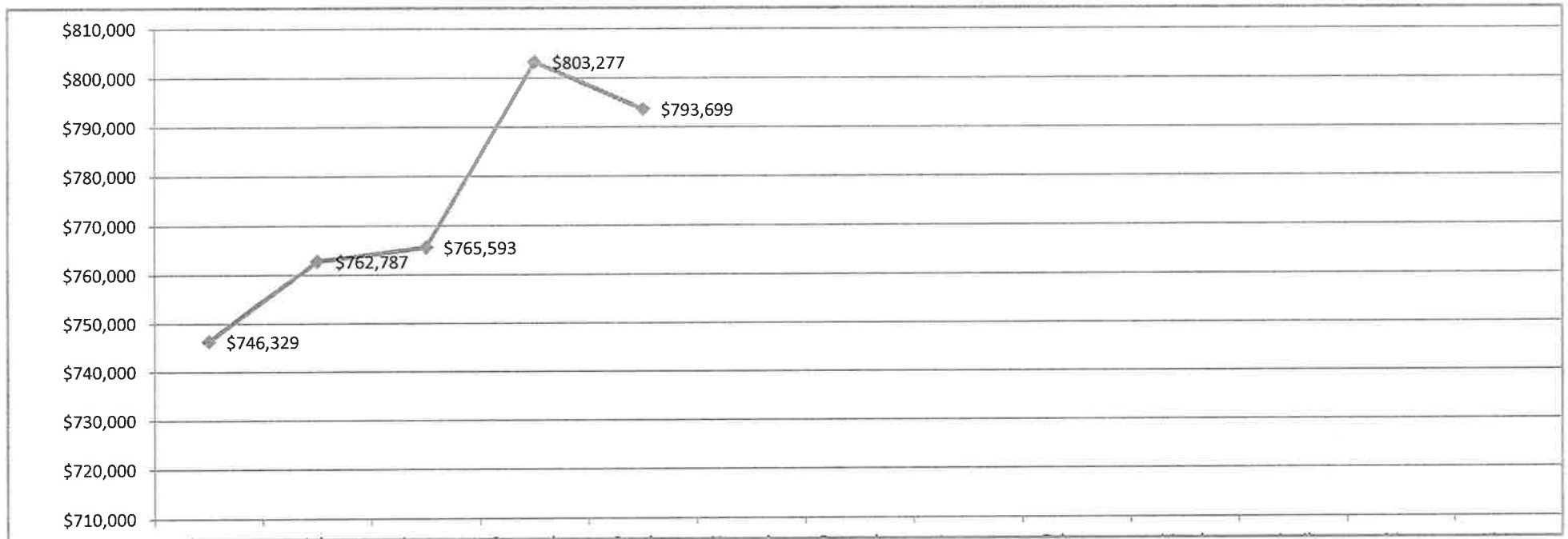
10	ALLOCATION TO GENERAL FUND	191,400.56
30	ALLOCATION TO DEBT SERVICE FUND	(53,776.00)
51	ALLOCATION TO WATER FUND	174,341.53
52	ALLOCATION TO SEWER FUND	337,549.96
54	ALLOCATION TO MUNICIPAL BUILDING AUTHORITY	(14,676.00)

	TOTAL ALLOCATIONS TO OTHER FUNDS	634,840.05
	ALLOCATION FROM COMBINED CASH FUND - 01-11900	(644,945.51)

	ZERO PROOF IF ALLOCATIONS BALANCE	(10,105.46)
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**Historical Fund Balance
City of Milford
Unaudited
2019-2020**

June	July	August	September	October	November	December	January	February	March	April	May	June
\$746,329	\$762,787	\$765,593	\$803,277	\$793,699								



Retained Earnings

Low = 5% of General Fund Revenue

High = 18% of General Fund Budget

Current Month Retained Earnings

Actual Revenue YTD

\$398,109.42

Budget Revenue 2019-2020

\$1,524,470.08

Retained Earnings

\$19,905.47

\$274,404.61

\$793,699.47

[illegible]

CITY OF MILFORD
BALANCE SHEET
OCTOBER 31, 2019

GENERAL FUND

ASSETS

10-11900	CASH - COMBINED FUND	191,400.56	
10-12100	ST TREAS-DESIGNATED-GEN FUND	103,296.58	
10-12110	ST TREAS-DESIGNATED-LIBRARY	11,807.00	
10-12140	ST TREAS-RECREATION COMPLEX	18,251.21	
10-12150	ST. TREAS-RESTRICTED-LIBRARY	113.46	
10-12160	ADMIN BUILDING CASH	1,154,790.81	
10-13110	ACCOUNTS RECEIVABLE	8,616.05	
10-13113	AR/CREDIT CARD, AIRPORT	(1,873.16)	
10-13114	ACCOUNTS RECEIVABLE-MISC.	6,710.47	
10-13115	PROPERTY TAX RECEIVABLE	165,599.47	
10-15110	INVENTORY-AIRPORT FUEL	19,078.98	
TOTAL ASSETS			<u>1,677,791.43</u>

LIABILITIES AND EQUITY

LIABILITIES

10-21310	ACCOUNTS PAYABLE	12,124.05	
10-22210	FICA PAYABLE	(6.95)	
10-22220	FEDERAL WITHHOLDING PAYABLE	(43.15)	
10-22230	STATE WITHHOLDING PAYABLE	1,093.55	
10-22240	EMPLOYMENT SECURITY	(5,999.53)	
10-22250	WORKER COMPENSATION PAYABLE	(3,659.12)	
10-22300	RETIREMENT PAYABLE	36.90	
10-22310	DISABILITY PAYABLE	(72.69)	
10-22500	HEALTH INSURANCE PAYABLE	(3,572.05)	
10-22510	LIFE INSURANCE PAYABLE	(21.99)	
10-22600	401 K PAYABLE	(6.91)	
10-22601	FLEX PLAN	774.98	
10-22700	MISC. PAYROLL DEDUCTIONS	(963.13)	
10-22703	UNITED WAY DONATION	190.00	
10-23000	DEFERRED REVENUES	736,600.00	
TOTAL LIABILITIES			736,473.96

FUND EQUITY

10-26100	DEFERRED INFLOW-PROPERTY TAXES	147,618.00	
UNAPPROPRIATED FUND BALANCE:			
10-29800	FUND BALANCE-UNRESERVED	752,564.87	
	REVENUE OVER EXPENDITURES - YTD	<u>41,134.60</u>	
BALANCE - CURRENT DATE			<u>793,699.47</u>
TOTAL FUND EQUITY			<u>941,317.47</u>
TOTAL LIABILITIES AND EQUITY			<u>1,677,791.43</u>

CITY OF MILFORD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
10-31-100 PROPERTY TAXES-CURRENT	3,972.36	3,972.36	118,792.00	114,819.64	3.3
10-31-200 PROPERTY TAXES-DELINQUENT	20.16	264.87	10,000.00	9,735.13	2.7
10-31-300 SALES AND USE TAX	27,166.51	102,380.91	260,000.00	157,619.09	39.4
10-31-400 CABLEVISION FRANCHISE TAX	126.92	251.72	1,000.00	748.28	25.2
10-31-402 PACIFICORP FRANCHISE TAX	16,541.15	55,875.96	150,000.00	94,124.04	37.3
10-31-403 QUESTAR FRANCHISE TAX	734.28	3,451.17	30,000.00	26,548.83	11.5
10-31-408 TELECOMMUNICATIONS TAX REVENUE	2,074.48	6,727.85	20,000.00	13,272.15	33.6
10-31-700 FEE-IN-LIEU OF PERSONAL PROP.	1,619.51	19,816.41	35,000.00	15,183.59	56.6
TOTAL TAXES	52,255.37	192,741.25	624,792.00	432,050.75	30.9
<u>LICENSES AND PERMITS</u>					
10-32-100 BUSINESS LICENSE AND PERMITS	.00	1,250.00	6,200.00	4,950.00	20.2
10-32-210 BUILDING PERMITS	157.81	2,416.81	8,000.00	5,583.19	30.2
10-32-220 IMPACT FEES - GENERAL FUND	.00	598.19	1,085.00	486.81	55.1
10-32-230 OTHER DEVELOPMENT REVENUE	200.00	200.00	1,000.00	800.00	20.0
TOTAL LICENSES AND PERMITS	357.81	4,465.00	16,285.00	11,820.00	27.4
<u>INTERGOVERNMENTAL REVENUE</u>					
10-33-550 COUNTY ALLOTTMENT - LIBRARY	.00	.00	34,500.00	34,500.00	.0
10-33-560 CLASS "C" ROAD FUNDS	.00	31,264.15	123,000.00	91,735.85	25.4
10-33-700 AIRPORT GRANT REVENUE	.00	.00	150,000.00	150,000.00	.0
10-33-701 LIBRARY GRANT REVENUE	.00	.00	6,200.00	6,200.00	.0
10-33-702 LIBRARY SMALL GRANT REVENUE	.00	.00	3,000.00	3,000.00	.0
10-33-705 SCC REMEDIATION PROJECT (CDBG)	.00	.00	56,700.00	56,700.00	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	31,264.15	373,400.00	342,135.85	8.4

CITY OF MILFORD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CHARGES FOR SERVICES</u>					
10-34-600 CITY RECREATION-MENS SOFTBALL	.00	.00	1,200.00	1,200.00	.0
10-34-601 CITY RECREATION-COED SOFTBALL	.00	855.00	1,400.00	545.00	61.1
10-34-603 CITY RECREATION-SUMMER YOUTH	.00	.00	1,500.00	1,500.00	.0
10-34-604 CITY RECREATION-GIRLS SOFTBALL	.00	1,840.00	2,500.00	660.00	73.6
10-34-605 CITY RECREATION - FLAG FOOTBAL	.00	700.00	850.00	150.00	82.4
10-34-606 CITY RECREATION- FULL FOOTBALL	1,686.25	6,296.25	4,000.00	2,296.25	157.4
10-34-607 CITY RECREATION-BABE RUTH	.00	18.00	4,800.00	4,782.00	.4
10-34-608 CITY RECREATION - VOLLEYBALL	.00	1,055.00	1,300.00	245.00	81.2
10-34-609 CITY RECREATION - WRESTLING	160.00	160.00	5,000.00	4,840.00	3.2
10-34-610 CITY RECREATION-BOY BASKETBALL	1,160.00	1,160.00	3,000.00	1,840.00	38.7
10-34-630 CITY RECREATION - CAL RIPKEN	.00	240.00	8,500.00	8,260.00	2.8
10-34-635 CITY RECREATION -MACHINE PITCH	.00	.00	500.00	500.00	.0
10-34-640 CITY RECREATION-GIRL BASKETBAL	920.00	920.00	1,600.00	680.00	57.5
10-34-650 CITY RECREATION - TRACK/FIELD	.00	.00	1,200.00	1,200.00	.0
10-34-720 GOLF FEES	.00	175.00	3,000.00	2,825.00	5.8
10-34-730 SWIM FEES	.00	3,243.10	12,000.00	8,756.90	27.0
10-34-732 SWIM POOL - COUNTY M&O	.00	.00	112,000.00	112,000.00	.0
10-34-760 JULY 4TH REVENUE	.00	14,747.60	24,000.00	9,252.40	61.5
10-34-770 CHRISTMAS LIGHT PROJECT	50.00	50.00	1,500.00	1,450.00	3.3
10-34-780 CHRISTMAS LIGHT PARADE	2,631.50	2,731.50	5,000.00	2,268.50	54.6
10-34-810 SALE OF CEMETERY LOTS	.00	.00	3,000.00	3,000.00	.0
10-34-820 PERPETUAL CARE	.00	60.00	1,000.00	940.00	6.0
10-34-830 CEMETERY OPENING AND CLOSING	.00	400.00	2,500.00	2,100.00	16.0
10-34-840 COLLECTION COSTS - GARBAGE	7,336.40	29,481.84	85,000.00	55,518.16	34.7
10-34-850 COLLECTION COSTS - COMM. DUMP	889.50	3,538.50	9,000.00	5,461.50	39.3
10-34-900 AIRPORT COUNTY DONATION	.00	.00	1,000.00	1,000.00	.0
10-34-910 AIRPORT FUEL SALES	5,155.37	30,557.84	46,000.00	15,442.16	66.4
10-34-920 HANGER AND TIE DOWN	660.00	2,640.00	7,500.00	4,860.00	35.2
TOTAL CHARGES FOR SERVICES	20,649.02	100,869.63	349,850.00	248,980.37	28.8
<u>MISCELLANEOUS REVENUE</u>					
10-36-300 BUILDING RENTALS AND LEASES	1,191.25	4,215.00	15,000.00	10,785.00	28.1
10-36-310 CONCESSION REVENUE	.00	1,519.10	8,000.00	6,480.90	19.0
10-36-700 ADMIN BUILDING REVENUE	.00	43,462.21	85,543.08	42,080.87	50.8
TOTAL MISCELLANEOUS REVENUE	1,191.25	49,196.31	108,543.08	59,346.77	45.3
<u>INTEREST/OTHER</u>					
10-38-100 INTEREST EARNINGS/GENERAL FUND	1,773.38	7,248.55	20,000.00	12,751.45	36.2
10-38-400 LIBRARY FINES AND FEES	70.15	465.90	1,000.00	534.10	46.6
10-38-500 SUMMER READING DONATIONS	.00	.00	600.00	600.00	.0
10-38-900 MISCELLANEOUS REVENUE	58.74	11,858.63	30,000.00	18,141.37	39.5
TOTAL INTEREST/OTHER	1,902.27	19,573.08	51,600.00	32,026.92	37.9

CITY OF MILFORD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
TOTAL FUND REVENUE	76,355.72	398,109.42	1,524,470.08	1,126,360.66	26.1

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LEGISLATIVE</u>					
10-41-110 SALARIES - MAYOR AND COUNCIL	2,600.00	10,400.00	31,200.00	20,800.00	33.3
10-41-130 BENEFITS - MAYOR AND COUNCIL	254.47	1,017.88	3,500.00	2,482.12	29.1
TOTAL LEGISLATIVE	2,854.47	11,417.88	34,700.00	23,282.12	32.9
<u>ADMINISTRATIVE</u>					
10-43-110 SALARIES & WAGES - ADMIN/TREAS	4,549.20	18,196.80	61,414.22	43,217.42	29.6
10-43-111 SALARIES & WAGES - ADMIN ASST	2,883.83	11,530.74	39,549.60	28,018.86	29.2
10-43-113 SALARIES & WAGES - RECORDER	848.90	3,395.60	11,460.04	8,064.44	29.6
10-43-130 BENEFITS - ADMINISTRATOR/TREAS	3,260.86	11,120.02	42,928.36	31,808.34	25.9
10-43-131 BENEFITS - ADMIN ASST	2,684.02	8,815.48	35,253.50	26,438.02	25.0
10-43-134 BENEFITS - RECORDER	730.73	2,441.93	9,490.76	7,048.83	25.7
10-43-210 DUES, SUBSCRIPTIONS & DONATION	.00	175.00	1,500.00	1,325.00	11.7
10-43-215 DOT DRUG PROGRAM	.00	.00	350.00	350.00	.0
10-43-220 NOTICES AND PUBLICATIONS	14.66	114.66	1,500.00	1,385.34	7.6
10-43-230 TRAVEL AND CONFERENCES	139.20	174.00	6,000.00	5,826.00	2.9
10-43-239 COMPUTER SERVICE CONTRACT	.00	500.00	500.00	.00	100.0
10-43-240 OFFICE SUPPLIES AND EXPENSE	671.15	2,504.36	14,000.00	11,495.64	17.9
10-43-241 PROGRAMING AND EQUIPMENT	1,061.68	5,199.08	22,740.34	17,541.26	22.9
10-43-242 PLANNING AND ZONING EXPENSE	.00	50.50	1,000.00	949.50	5.1
10-43-243 TREE BOARD EXPENSE	.00	.00	1,000.00	1,000.00	.0
10-43-244 ECONOMIC DEVELOPMENT	.00	.00	10,000.00	10,000.00	.0
10-43-270 UTILITIES - OFFICE	268.42	1,063.45	7,500.00	6,436.55	14.2
10-43-272 UTILITIES - TELEVISION	.00	106.32	330.00	223.68	32.2
10-43-273 UTILITIES - FIRE ALARM	.00	210.00	840.00	630.00	25.0
10-43-280 TELEPHONE - OFFICE	281.45	1,189.38	4,000.00	2,810.62	29.7
10-43-510 INSURANCE AND BONDS	.00	1,105.66	43,500.00	42,394.34	2.5
10-43-520 INMATE INCIDENTALS	274.90	444.94	600.00	155.06	74.2
10-43-610 MISCELLANEOUS - GENERAL FUND	2,273.58	3,398.85	6,000.00	2,601.15	56.7
10-43-620 EMPLOYEES SPOT AWARDS	50.00	50.00	1,000.00	950.00	5.0
TOTAL ADMINISTRATIVE	19,992.58	71,786.77	322,456.82	250,670.05	22.3
<u>NON-DEPARTMENTAL</u>					
10-50-310 AUDIT SERVICES	2,212.50	10,177.50	11,500.00	1,322.50	88.5
10-50-320 ATTORNEY RETAINER	500.00	1,500.00	6,000.00	4,500.00	25.0
10-50-321 LEGAL FEES	331.25	675.00	3,500.00	2,825.00	19.3
10-50-340 FIRE CONTROL CONTRIBUTION	.00	.00	1,800.00	1,800.00	.0
10-50-350 BUILDING INSPECTIONS	2,049.61	2,049.61	7,500.00	5,450.39	27.3
10-50-360 SMALL CLAIMS FEES	.00	.00	200.00	200.00	.0
TOTAL NON-DEPARTMENTAL	5,093.36	14,402.11	30,500.00	16,097.89	47.2

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVERNMENTAL BUILDINGS</u>					
10-51-110 SALARIES & WAGES - JANITORIAL	500.00	1,750.00	6,000.00	4,250.00	29.2
10-51-130 BENEFITS - JANITORIAL	48.96	171.36	600.00	428.64	28.6
10-51-270 UTILITIES - SENIOR CITIZEN CEN	355.83	1,519.77	5,000.00	3,480.23	30.4
10-51-480 REPAIRS AND MAIN - BUILDINGS	614.63	1,254.74	10,000.00	8,745.26	12.6
10-51-481 BUILDINGS - SENIOR CITIZEN CEN	7.79	32.17	5,400.00	5,367.83	.6
10-51-500 ADMIN BUILDING EXPENSES	.00	219.98	85,543.08	85,323.10	.3
10-51-501 BOND B1806 INTEREST	.00	.00	14,360.00	14,360.00	.0
10-51-510 SCC - REMEDIATION PROJECT CDBG	.00	.00	71,700.00	71,700.00	.0
TOTAL GENERAL GOVERNMENTAL BUILDINGS	1,527.21	4,948.02	198,603.08	193,655.06	2.5
<u>STREETS DEPARTMENT</u>					
10-61-110 SALARIES & WAGES-CROSSING GDS	950.00	2,250.00	13,064.74	10,814.74	17.2
10-61-130 BENEFITS - CROSSING GUARDS	93.00	220.26	1,500.00	1,279.74	14.7
10-61-230 FUEL - STREETS	355.42	1,564.98	6,500.00	4,935.02	24.1
10-61-480 STREETS - OIL AND CHIPS	.00	55,598.89	65,000.00	9,401.11	85.5
10-61-481 STREETS - MAINTENANCE	221.14	13,385.52	33,750.00	20,364.48	39.7
10-61-482 STREETS - EQUIPMENT	3,162.59	4,888.64	16,000.00	11,111.36	30.6
10-61-483 STREETS - LIGHTS	1,994.67	8,006.15	28,000.00	19,993.85	28.6
10-61-484 SHOP TOOLS	.00	.00	3,650.00	3,650.00	.0
10-61-610 EQUIPMENT LEASE	.00	.00	8,349.32	8,349.32	.0
10-61-740 CAPITAL OUTLAY - EQUIPMENT	.00	.00	77,423.50	77,423.50	.0
TOTAL STREETS DEPARTMENT	6,776.82	85,914.44	253,237.56	167,323.12	33.9
<u>PARKS</u>					
10-70-110 SALARIES & WAGES - PARKS	820.01	3,280.01	11,070.00	7,789.99	29.6
10-70-111 SALARIES & WAGES - PART TIME	341.60	5,132.54	13,000.00	7,867.46	39.5
10-70-130 BENEFITS - PARKS REG	718.75	2,394.37	9,169.37	6,775.00	26.1
10-70-131 BENEFITS - PARKS	34.93	524.88	1,300.00	775.12	40.4
10-70-250 EQUIPMENT SUPPLIES & MAIN.	117.93	222.29	5,000.00	4,777.71	4.5
10-70-260 PARKS MAINTENANCE	.00	1,183.90	3,000.00	1,816.10	39.5
10-70-610 CABOOSE PARK EXPENDITURES	12.22	48.57	500.00	451.43	9.7
10-70-620 RECREATION COMPLEX EXPENSE	11.31	352.97	5,000.00	4,647.03	7.1
10-70-630 CEMETERY MAINTENANCE	.00	8.57	2,000.00	1,991.43	.4
10-70-640 PAVILION EXPENSE	16.50	90.16	300.00	209.84	30.1
10-70-650 VETERAN'S PARK EXPENDITURES	127.30	740.99	1,500.00	759.01	49.4
10-70-740 CAPITAL OUTLAY - PARKS	.00	3,720.00	20,125.00	16,405.00	18.5
TOTAL PARKS	2,200.55	17,699.25	71,964.37	54,265.12	24.6

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GARBAGE COLLECTION</u>					
10-71-420 GARBAGE - DUMPSTER FEES	291.74	1,166.96	3,500.00	2,333.04	33.3
10-71-430 GARBAGE - COLLECTION FEES	7,130.00	28,354.79	84,000.00	55,645.21	33.8
10-71-440 GARBAGE - COMMUNITY DUMPSTERS	650.00	2,470.00	9,500.00	7,030.00	26.0
TOTAL GARBAGE COLLECTION	8,071.74	31,991.75	97,000.00	65,008.25	33.0

<u>RECREATION</u>					
10-72-110 SALARIES & WAGES-RECREATION	91.00	273.00	1,092.00	819.00	25.0
10-72-120 SALARIES & WAGES-CONCESSIONS	.00	1,100.00	3,000.00	1,900.00	36.7
10-72-130 BENEFITS - RECREATION	8.91	26.73	150.00	123.27	17.8
10-72-140 BENEFITS - CONCESSIONS	.00	107.64	300.00	192.36	35.9
10-72-250 CITY RECREATION-MENS SOFTBALL	.00	203.75	1,100.00	896.25	18.5
10-72-251 CITY RECREATION-COED SOFTBALL	.00	1,476.81	1,400.00	(76.81)	105.5
10-72-253 CITY RECREATION - SUMMER YOUTH	.00	458.74	1,300.00	841.26	35.3
10-72-254 CITY RECREATION-GIRLS SOFTBALL	.00	2,141.75	1,900.00	(241.75)	112.7
10-72-255 CITY RECREATION-FLAG FOOTBALL	.00	352.00	850.00	498.00	41.4
10-72-256 CITY RECREATION-FOOTBALL FULL	713.43	3,559.44	4,500.00	940.56	79.1
10-72-257 CITY RECREATION-BABE RUTH	.00	171.37	3,200.00	3,028.63	5.4
10-72-258 CITY RECREATION-VOLLEYBALL	250.00	647.60	1,100.00	452.40	58.9
10-72-259 CITY RECREATION-WRESTLING	.00	.00	4,200.00	4,200.00	.0
10-72-260 CITY RECREATION-BOY BASKETBALL	30.00	30.00	2,500.00	2,470.00	1.2
10-72-262 CITY RECREATION - CAL RIPKEN	.00	577.63	8,500.00	7,922.37	6.8
10-72-263 CITY RECREATION-GIRL BASKETBALL	.00	.00	2,600.00	2,600.00	.0
10-72-264 CITY RECREATION-TRACK/FIELD	.00	.00	1,200.00	1,200.00	.0
10-72-265 CITY RECREATION- MACHINE PITCH	.00	.00	1,000.00	1,000.00	.0
10-72-530 CHRISTMAS LIGHT PARADE	751.38	2,074.87	5,000.00	2,925.13	41.5
10-72-540 CHRISTMAS LIGHT PROJECT	550.90	550.90	1,500.00	949.10	36.7
10-72-550 JULY 4TH EXPENSE	.00	2,097.89	24,000.00	21,902.11	8.7
10-72-560 CONCESSION EXPENSE	.00	(212.82)	6,000.00	6,212.82	(3.6)
10-72-610 MISCELLANEOUS EXPENSE-REC.	.00	.00	3,000.00	3,000.00	.0
TOTAL RECREATION	2,395.62	15,637.30	79,392.00	63,754.70	19.7

<u>GOLF FUND</u>					
10-73-110 SALARIES & WAGES- GOLF COURSE	1,000.00	3,000.00	9,193.88	6,193.88	32.6
10-73-130 BENEFITS - GOLF COURSE	97.87	293.61	1,000.00	706.39	29.4
10-73-250 REPAIRS AND MAINTENANCE	43.98	128.10	5,000.00	4,871.90	2.6
10-73-270 UTILITIES - GOLF COURSE	272.62	1,320.16	3,200.00	1,879.84	41.3
10-73-480 EQUIPMENT & SUPPLIES	157.92	185.19	1,000.00	814.81	18.5
10-73-610 MISCELLANEOUS EXPENSE-GOLF	.00	.00	500.00	500.00	.0
10-73-740 CAPITAL OUTLAY-GOLF COURSE	.00	.00	1,000.00	1,000.00	.0
TOTAL GOLF FUND	1,572.39	4,927.06	20,893.88	15,966.82	23.6

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SWIMMING POOL</u>					
10-74-110 SALARIES & WAGES-MANAGER	.00	2,207.91	7,243.60	5,035.69	30.5
10-74-111 SALARIES & WAGES - LIFEGUARDS	.00	10,171.83	20,000.00	9,828.17	50.9
10-74-130 BENEFITS-MANAGER	.00	216.10	500.00	283.90	43.2
10-74-131 BENEFITS - LIFEGUARDS	.00	995.56	2,000.00	1,004.44	49.8
10-74-250 EQUIPMENT SUPPLIES & MAIN.	.00	3,157.37	9,000.00	5,842.63	35.1
10-74-270 UTILITIES - SWIMMING POOL	620.74	6,247.76	14,000.00	7,752.24	44.6
10-74-280 TELEPHONE - SWIMMING POOL	.00	141.59	250.00	108.41	56.6
10-74-610 MISCELLANEOUS EXPENSE-SWIMMING	6.49	262.35	2,000.00	1,737.65	13.1
10-74-740 CAPITAL OUTLAY - SWIMMING POOL	.00	.00	57,791.22	57,791.22	.0
TOTAL SWIMMING POOL	627.23	23,400.47	112,784.82	89,384.35	20.8
<u>LIBRARY</u>					
10-75-110 SALARIES & WAGES - LIBRARIAN	1,526.25	6,007.32	19,682.52	13,675.20	30.5
10-75-111 SALARIES & WAGES - PART TIME	725.40	2,901.60	9,430.20	6,528.60	30.8
10-75-130 BENEFITS - LIBRARIAN	428.81	1,687.86	5,924.83	4,236.97	28.5
10-75-131 BENEFITS - PART TIME	71.02	284.08	1,000.00	715.92	28.4
10-75-230 TRAVEL & CONFERENCES-LIBRARY	104.40	313.20	1,075.00	761.80	29.1
10-75-250 EQUIPMENT SUPPLIES & MAIN.	.00	.00	800.00	800.00	.0
10-75-251 OFFICE SUPPLIES - LIBRARY	117.49	178.18	900.00	721.82	19.8
10-75-252 BOOK PURCHASE - LIBRARY	136.71	1,159.19	2,000.00	840.81	58.0
10-75-253 LIBRARY EXPENSE FROM TREASURY	.00	.00	2,875.00	2,875.00	.0
10-75-255 PROGRAMMING VERSO & INTERNET	.00	250.00	1,200.00	950.00	20.8
10-75-256 COMPUTER SERVICE CONTRACT	.00	2,500.00	2,500.00	.00	100.0
10-75-270 UTILITIES - LIBRARY	189.45	714.20	3,800.00	3,085.80	18.8
10-75-280 TELEPHONE - LIBRARY	117.71	470.84	1,500.00	1,029.16	31.4
10-75-290 UTILITIES- INTERNET	95.25	381.00	1,200.00	819.00	31.8
10-75-470 LIBRARY GRANT- CLEF	.00	239.95	4,400.00	4,160.05	5.5
10-75-475 PROGRAMMING SUPPLIES-STORY HR	60.92	825.21	1,800.00	974.79	45.9
10-75-480 LIBRARY GRANT EXPENDITURES	.00	2,635.40	3,000.00	364.60	87.9
10-75-610 MISCELLANEOUS - LIBRARY	116.19	116.19	600.00	483.81	19.4
10-75-740 CAPITAL OUTLAY - EQUIPMENT	1,390.00	4,390.00	4,450.00	60.00	98.7
10-75-910 TRANSFER TO MBA FUND	.00	.00	10,000.00	10,000.00	.0
TOTAL LIBRARY	5,079.60	25,054.22	78,137.55	53,083.33	32.1

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>AIRPORT</u>					
10-76-110 SALARIES & WAGES - MANAGER	700.00	2,100.00	.00	(2,100.00)	.0
10-76-111 SALARIES & WAGES - PART TIME	.00	350.00	8,400.00	8,050.00	4.2
10-76-131 BENEFITS - PART TIME	114.80	401.80	1,400.00	998.20	28.7
10-76-230 TRAVEL AND CONFERENCES	494.32	604.32	1,000.00	395.68	60.4
10-76-250 REPAIRS AND MAINTENANCE	384.45	418.87	6,000.00	5,581.13	7.0
10-76-260 OFFICE & RUNWAY IMPROVEMENTS	.00	2,500.00	160,000.00	157,500.00	1.6
10-76-270 UTILITIES - AIRPORT	200.08	814.68	3,000.00	2,185.32	27.2
10-76-280 TELEPHONE - AIRPORT	115.18	458.63	1,500.00	1,041.37	30.6
10-76-290 CREDIT CARD PROCESSING FEE	269.06	1,227.54	2,500.00	1,272.46	49.1
10-76-481 FUEL PURCHASE - JET A	9,782.76	9,782.76	20,000.00	10,217.24	48.9
10-76-482 FUEL PURCHASE - 100 LL	17,642.00	31,039.29	20,000.00	(11,039.29)	155.2
10-76-610 MISCELLANEOUS - AIRPORT	39.40	97.66	1,000.00	902.34	9.8
TOTAL AIRPORT	29,742.05	49,795.55	224,800.00	175,004.45	22.2
TOTAL FUND EXPENDITURES	85,933.62	356,974.82	1,524,470.08	1,167,495.26	23.4
NET REVENUE OVER EXPENDITURES	(9,577.90)	41,134.60	.00	(41,134.60)	.0

CITY OF MILFORD
BALANCE SHEET
OCTOBER 31, 2019

DEBT SERVICE FUND

<u>ASSETS</u>			
30-11900	CASH - COMBINED FUND	(53,776.00)	
30-12120	ST. TREAS CIB LIBRARY	32,534.00	
30-14150	PROPERTY HELD FOR SALE	60,700.00	
TOTAL ASSETS			<u>39,458.00</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
UNAPPROPRIATED FUND BALANCE:			
30-29610	FUND BALANCE-RESERVED-SID	68,076.46	
30-29800	BEGINNING OF YEAR	(17,950.46)	
	REVENUE OVER EXPENDITURES - YTD	(10,668.00)	
BALANCE - CURRENT DATE		39,458.00	
TOTAL FUND EQUITY			<u>39,458.00</u>
TOTAL LIABILITIES AND EQUITY			<u>39,458.00</u>

CITY OF MILFORD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 39</u>					
30-39-100 TRANSFER FROM GENERAL FUND	(6,834.00)	(10,668.00)	.00	10,668.00	.0
TOTAL SOURCE 39	(6,834.00)	(10,668.00)	.00	10,668.00	.0
TOTAL FUND REVENUE	(6,834.00)	(10,668.00)	.00	10,668.00	.0
NET REVENUE OVER EXPENDITURES	(6,834.00)	(10,668.00)	.00	10,668.00	.0

CITY OF MILFORD
BALANCE SHEET
OCTOBER 31, 2019

WATER FUND

ASSETS

51-11900	CASH - COMBINED FUND	174,341.53	
51-12100	ST TREAS-DESIGNATED-WATER	97,543.84	
51-12120	ST TREAS-RESTRICTED-BOND S3054	95,925.92	
51-12170	ST.TREAS-RESTRICTED-MAIN S3024	90,044.14	
51-13110	ACCOUNTS RECEIVABLE	30,644.63	
51-14200	DEFERRED OUTFLOW OF RESOURCES	31,579.49	
51-16210	BUILDINGS	4,292.50	
51-16310	WATER DISTRIBUTION SYSTEM	2,454,866.01	
51-16510	MACHINERY AND EQUIPMENT	64,585.65	
51-16610	AUTOMOBILES AND TRUCKS	59,270.72	
51-17500	ACCUMULATED DEPRECIATION	(1,852,782.03)	
TOTAL ASSETS			<u>1,250,312.40</u>

LIABILITIES AND EQUITY

LIABILITIES

51-21310	ACCOUNTS PAYABLE	(188.76)	
51-21320	DEPOSITS PAYABLE	16,686.13	
51-21330	ACCRUED EMPLOYEE BENEFITS	22,567.82	
51-21400	DEFERRED REVENUE	8,000.00	
51-25200	LOAN PAYABLE 35024	192,000.00	
51-25500	WATER FUND INTEREST PAYABLE	3,540.00	
51-25700	NET PENSION LIABILITY	33,680.81	
TOTAL LIABILITIES			276,286.00

FUND EQUITY

51-26110	DEFERRED INFLOW OF RESOURCES	22,407.21	
UNAPPROPRIATED FUND BALANCE:			
51-29110	RETAINED EARNINGS-RESERVED	27,146.90	
51-29800	RETAINED EARNINGS-WATER FUND	750,095.34	
51-29900	RETAINED EARNINGS-DESIGNATED	221,288.84	
	REVENUE OVER EXPENDITURES - YTD	(46,911.89)	
BALANCE - CURRENT DATE		<u>951,619.19</u>	
TOTAL FUND EQUITY			<u>974,026.40</u>
TOTAL LIABILITIES AND EQUITY			<u>1,250,312.40</u>

CITY OF MILFORD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OPERATING REVENUE</u>					
51-37-100 WATER SALES	28,096.34	176,741.33	450,000.00	273,258.67	39.3
51-37-200 WATER CONNECTION FEES	.00	166.06	1,000.00	833.94	16.6
51-37-201 IMPACT FEES	.00	1,381.03	2,500.00	1,118.97	55.2
51-37-300 PENALTIES & FORFEITURES	229.54	1,165.19	2,500.00	1,334.81	46.6
51-37-400 GRANTS	.00	30,000.00	.00	30,000.00)	.0
51-37-600 INTEREST - WATER FUND	246.75	1,039.65	3,000.00	1,960.35	34.7
TOTAL OPERATING REVENUE	28,572.63	210,493.26	459,000.00	248,506.74	45.9
<u>INTEREST - OTHER</u>					
51-38-900 MISCELLANEOUS REVENUE	.00	4,732.55	12,500.00	7,767.45	37.9
TOTAL INTEREST - OTHER	.00	4,732.55	12,500.00	7,767.45	37.9
TOTAL FUND REVENUE	28,572.63	215,225.81	471,500.00	256,274.19	45.7

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
51-40-110 SALARIES & WAGES - FOREMAN	4,386.66	17,546.62	59,219.76	41,673.14	29.6
51-40-111 SALARIES & WAGES-OPERATOR A&B	3,280.00	13,120.00	44,280.00	31,160.00	29.6
51-40-112 SALARIES & WAGES-UTILITY CLERK	2,546.66	10,186.66	34,380.11	24,193.45	29.6
51-40-130 BENEFITS - FOREMAN	3,319.72	11,355.44	42,228.72	30,873.28	26.9
51-40-131 BENEFITS - OPERATOR A & B	2,872.98	9,573.38	36,677.45	27,104.07	26.1
51-40-134 BENEFITS - UTILITY CLERK	2,192.07	7,325.33	28,472.28	21,146.95	25.7
51-40-230 WATER FUEL	354.35	1,560.29	5,000.00	3,439.71	31.2
51-40-250 EQUIPMENT SUPPLIES & MAIN.	1,443.52	7,470.96	15,000.00	7,529.04	49.8
51-40-270 UTILITIES - CULINARY	5,464.86	22,112.49	42,000.00	19,887.51	52.7
51-40-271 UTILITIES-PRESSURE PUMP	881.70	3,632.89	9,000.00	5,367.11	40.4
51-40-273 UTILITIES-IRRIGATION	1,438.63	6,367.68	8,600.00	2,232.32	74.0
51-40-274 UTILITIES-INTERNET	39.95	159.80	500.00	340.20	32.0
51-40-280 TELEPHONE - WATER	71.87	351.06	1,300.00	948.94	27.0
51-40-310 PROFESSIONAL/TECHNICAL SERVICE	.00	811.00	3,600.00	2,789.00	22.5
51-40-311 LEGAL AND AUDIT SERVICES	768.75	3,536.25	4,000.00	463.75	88.4
51-40-481 METER SUPPLIES AND MAINTENANCE	.00	.00	3,000.00	3,000.00	.0
51-40-510 TRAVEL AND CONFERENCE	.00	.00	1,700.00	1,700.00	.0
51-40-610 MISCELLANEOUS EXPENSE	228.00	356.55	2,500.00	2,143.45	14.3
51-40-620 SERVLINE INSURANCE	.00	3,310.00	13,500.00	10,190.00	24.5
51-40-650 DEPRECIATION	.00	.00	65,000.00	65,000.00	.0
51-40-740 CAPTIAL OUTLAY-EQUIPMENT	42,155.00	64,448.43	16,100.00	(48,348.43)	400.3
51-40-742 2020 CULINARY WATER PROJECT	10,320.00	78,912.87	.00	(78,912.87)	.0
51-40-813 BOND 3S024 INTEREST	.00	.00	5,760.00	5,760.00	.0
TOTAL EXPENDITURES	81,764.72	262,137.70	441,818.32	179,680.62	59.3
TOTAL FUND EXPENDITURES	81,764.72	262,137.70	441,818.32	179,680.62	59.3
NET REVENUE OVER EXPENDITURES	(53,192.09)	(46,911.89)	29,681.68	76,593.57	(158.1)

CITY OF MILFORD
BALANCE SHEET
OCTOBER 31, 2019

SEWER FUND

ASSETS

52-11900	CASH - COMBINED FUND	337,549.96	
52-12110	ST. TREAS-DESIGNATED SEWER	172,395.83	
52-13110	ACCOUNTS RECEIVABLE	26,673.17	
52-14200	DEFERRED OUTFLOW OF RESOURCES	30,344.18	
52-16110	LAND	29,536.50	
52-16210	BUILDINGS	4,643.20	
52-16310	SEWER SYSTEM	2,137,834.26	
52-16510	MACHINERY AND EQUIPMENT	127,166.11	
52-16610	AUTOMOBILES AND TRUCKS	54,520.72	
52-17500	ACCUMULATED DEPRECIATION	(1,768,008.22)	
TOTAL ASSETS			<u>1,152,655.71</u>

LIABILITIES AND EQUITY

LIABILITIES

52-21310	ACCOUNTS PAYABLE	412.60	
52-21330	ACCRUED EMPLOYEE BENEFITS	26,819.90	
52-21400	DEFERRED REVENUE	8,000.00	
52-25700	NET PENSION LIABILITY	32,363.31	
TOTAL LIABILITIES			67,595.81

FUND EQUITY

52-26110	DEFERRED INFLOW OF RESOURCES	21,530.70	
UNAPPROPRIATED FUND BALANCE:			
52-29110	RETAINED EARNINGS-RESERVED	9,696.81	
52-29800	RETAINED EARNINGS-SEWER FUND	910,405.65	
52-29900	RETAINED EARNINGS-DESIGNATED	99,571.76	
	REVENUE OVER EXPENDITURES - YTD	43,854.98	
BALANCE - CURRENT DATE		<u>1,063,529.20</u>	
TOTAL FUND EQUITY			<u>1,085,059.90</u>
TOTAL LIABILITIES AND EQUITY			<u>1,152,655.71</u>

CITY OF MILFORD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OPERATING REVENUE</u>					
52-37-100 SEWER FEES	23,085.50	92,898.64	270,000.00	177,101.36	34.4
52-37-201 IMPACT FEES	.00	924.57	2,500.00	1,575.43	37.0
52-37-600 INTEREST - SEWER FUND	436.09	1,837.45	5,000.00	3,162.55	36.8
TOTAL OPERATING REVENUE	23,521.59	95,660.66	277,500.00	181,839.34	34.5
<u>INTEREST - OTHER</u>					
52-38-900 MISCELLANEOUS REVENUE	.00	1,750.00	100.00	(1,650.00)	1750.0
TOTAL INTEREST - OTHER	.00	1,750.00	100.00	(1,650.00)	1750.0
TOTAL FUND REVENUE	23,521.59	97,410.66	277,600.00	180,189.34	35.1

CITY OF MILFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
52-40-110 SALARIES & WAGES - LEADMAN	4,200.62	16,802.48	56,708.47	39,905.99	29.6
52-40-111 SALARIES & WAGES-OPERATOR A&B	2,459.99	9,839.99	33,210.00	23,370.01	29.6
52-40-130 BENEFITS - OPERATOR A & B	2,156.09	7,182.49	27,508.08	20,325.59	26.1
52-40-131 BENEFITS - LEADMAN	3,259.46	11,115.89	41,428.07	30,312.18	26.8
52-40-230 FUEL - SEWER	354.35	1,560.29	4,000.00	2,439.71	39.0
52-40-250 EQUIPMENT SUPPLIES & MAIN	408.00	1,117.85	10,000.00	8,882.15	11.2
52-40-270 UTILITIES-ELECTRICAL & GAS	373.91	1,103.64	8,000.00	6,896.36	13.8
52-40-280 TELEPHONE - SEWER	.00	63.80	400.00	336.20	16.0
52-40-310 LEGAL AND AUDIT SERVICES	768.75	3,536.25	4,000.00	463.75	88.4
52-40-510 TRAVEL AND CONFERENCE	.00	.00	1,000.00	1,000.00	.0
52-40-610 MISCELLANEOUS EXPENSES	128.00	258.00	1,000.00	742.00	25.8
52-40-620 SERVLINE PROTECTION	.00	975.00	3,500.00	2,525.00	27.9
52-40-650 DEPRECIATION	.00	.00	70,000.00	70,000.00	.0
52-40-750 CAPITAL OUTLAY - SEWER	.00	.00	10,000.00	10,000.00	.0
TOTAL EXPENDITURES	14,109.17	53,555.68	270,754.62	217,198.94	19.8
TOTAL FUND EXPENDITURES	14,109.17	53,555.68	270,754.62	217,198.94	19.8
NET REVENUE OVER EXPENDITURES	9,412.42	43,854.98	6,845.38	(37,009.60)	640.7

CITY OF MILFORD
BALANCE SHEET
OCTOBER 31, 2019

MUNICIPAL BUILDING AUTHORITY

ASSETS

54-11900	CASH - COMBINED FUND	(	14,676.00)	
54-12110	ST TREAS CIB LIBRARY		1,676.00	
54-12120	ST TREAS ADMIN BUILDING		3,000.00	
TOTAL ASSETS			(	10,000.00)

LIABILITIES AND EQUITY

LIABILITIES

54-25100	BONDS PAYABLE	(	10,000.00)	
TOTAL LIABILITIES			(	10,000.00)
TOTAL LIABILITIES AND EQUITY			(	10,000.00)

CITY OF MILFORD
BALANCE SHEET
OCTOBER 31, 2019

GENERAL FIXED ASSETS

<u>ASSETS</u>		
91-16110	LAND	233,073.46
91-16210	BUILDINGS	2,146,960.06
91-16310	IMPROVEMENTS OTHER THAN BLDGS	2,771,347.43
91-16410	OFFICE FURNITURE AND EQUIPMENT	92,041.11
91-16510	MACHINERY AND EQUIPMENT	437,768.06
91-16610	AUTOMOBILES AND TRUCKS	126,629.00
91-16710	CAPITAL ASSET - INFRASTRUCTURE	930,118.86
91-16810	WIP	492,164.81
TOTAL ASSETS		7,230,102.79
<u>LIABILITIES AND EQUITY</u>		
<u>FUND EQUITY</u>		
UNAPPROPRIATED FUND BALANCE:		
91-29800	BEGINNING OF YEAR	745,592.15
91-29850	ADDITIONS - CURRENT YEAR	6,484,510.64
REVENUE OVER EXPENDITURES - YTD		
BALANCE - CURRENT DATE		7,230,102.79
TOTAL FUND EQUITY		7,230,102.79
TOTAL LIABILITIES AND EQUITY		7,230,102.79

CITY OF MILFORD
BALANCE SHEET
OCTOBER 31, 2019

GENERAL LONG TERM DEBT

ASSETS

95-18100	AMT PROVIDED-GENERAL LT DEBT	1,044,346.67	
TOTAL ASSETS			1,044,346.67

LIABILITIES AND EQUITY

LIABILITIES

95-21500	ACCRUED EMPLOYEE BENEFITS	20,700.61	
95-25102	BONDS PAYABLE -CIB LIBRARY	230,000.00	
95-25105	ADMINISTRATION BUILDING LOAN	736,000.00	
95-25300	LEASE PAYABLE GRADER	10,129.18	
95-25700	NET PENSION LIABILITY	47,516.88	
TOTAL LIABILITIES			1,044,346.67
TOTAL LIABILITIES AND EQUITY			1,044,346.67

Milford Municipal Airport Monthly Fuel Analysis Month October 2019

Date	100 LL	Gallons Sold & Test	Jet A	Gallons Sold & Test	Tie Down	After Hours Fee	Oil	Misc.	Processing Fee	Total
10/1/2019	\$545.25	107.27	\$0.00	0					\$18.26	\$526.99
10/2/2019	\$0.00	0	\$0.00	0						\$0.00
10/3/2019	\$0.00	0	\$0.00	0						\$0.00
10/4/2019	\$0.00	0	\$0.00	0						\$0.00
10/5/2019	\$0.00	0	\$0.00	0						\$0.00
10/6/2019	\$0.00	0	\$0.00	0						\$0.00
10/7/2019	\$535.08	107.23	\$0.00	0					\$18.19	\$516.89
10/8/2019	\$55.49	11.12	\$0.00	0					\$1.91	\$53.58
10/9/2019	\$123.05	24.66	\$0.00	0					\$4.12	\$118.93
10/10/2019	\$0.00	0	\$0.00	0						\$0.00
10/11/2019	\$0.00	0	\$0.00	0						\$0.00
10/12/2019	\$246.01	49.3	\$187.50	45.18					\$14.77	\$418.74
10/13/2019	\$189.52	37.98	\$0.00	0					\$6.35	\$183.17
10/14/2019	\$0.00	0	\$0.00	0						\$0.00
10/15/2019	\$83.43	16.72	\$0.00	0					\$2.79	\$80.64
10/16/2019	\$0.00	0	\$0.00	0						\$0.00
10/17/2019	\$301.65	60.45	\$187.12	45.09					\$16.38	\$472.39
10/18/2019	\$271.01	54.31	\$0.00	0					\$9.08	\$261.93
10/19/2019	\$60.18	12.06	\$0.00	0					\$2.02	\$58.16
10/20/2019	\$150.15	30.09	\$0.00	0					\$5.03	\$145.12
10/21/2019	\$289.07	57.93	\$0.00	0					\$9.69	\$279.38
10/22/2019	\$440.52	88.28	\$0.00	0					\$14.76	\$425.76
10/23/2019	\$0.00	0	\$0.00	0						\$0.00
10/24/2019	\$0.00	0	\$0.00	0						\$0.00
10/25/2019	\$485.33	97.26	\$0.00	0					\$16.26	\$469.07
10/26/2019	\$88.07	17.65	\$138.11	33.28					\$7.66	\$218.52
10/27/2019	\$0.00	0	\$0.00	0						\$0.00
10/28/2019	\$40.92	8.2	\$0.00	0					\$1.37	\$39.55
10/29/2019	\$0.00	0	\$0.00	0						\$0.00
10/30/2019	\$239.52	48	\$0.00	0						\$239.52
10/31/2019	\$286.33	57.38	\$212.06	51.1						\$498.39
										\$0.00
	\$4,430.58	885.89	\$724.79	174.65	\$0.00	\$0.00	\$0.00	\$0.00	\$148.64	\$5,006.73

Balance of Funds for Fuel Purchase

Fuel Purchases		
Amount	Gallons	Type
\$17,642.00	3960.00	Jet A 100 LL

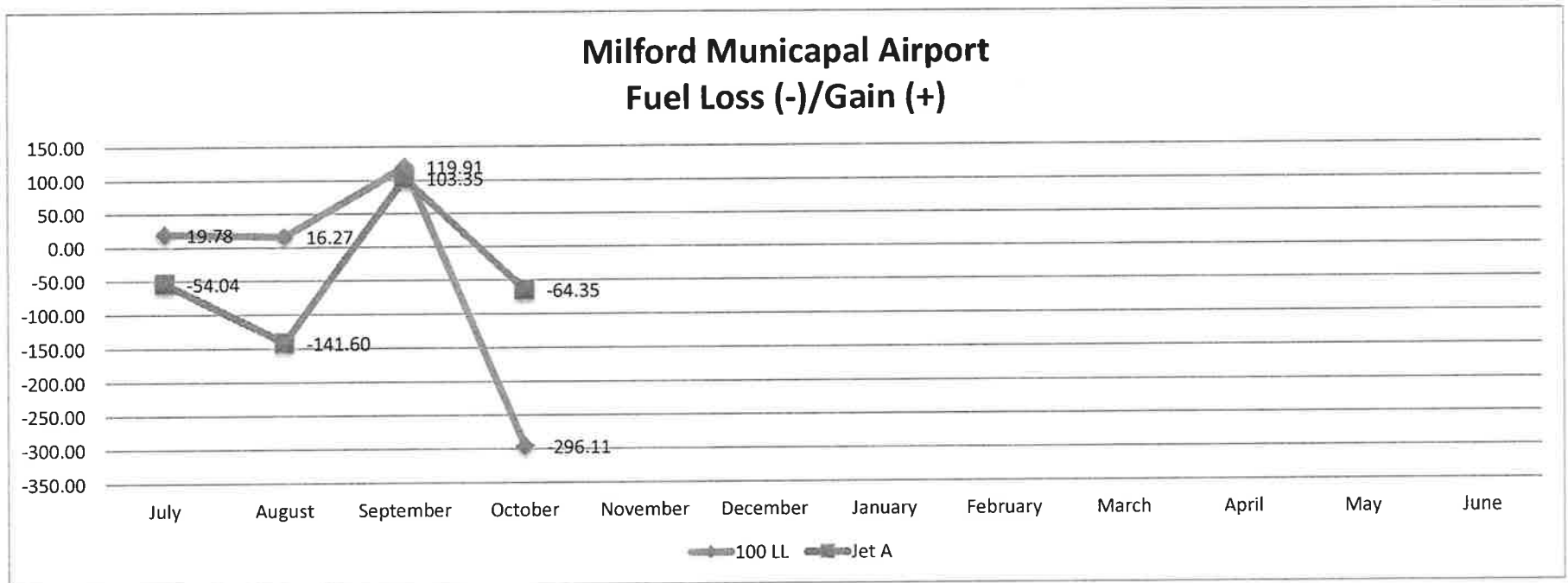
Accumulated Credit Card Balance			
Month Total			
Month Balance	Payments	Description	Balance
\$5,155.37			-\$1,762.62
			\$3,392.75
	\$5,265.91	CC Rem	-\$1,873.16
	\$0.00	Cash	-\$1,873.16

Inventory of Fuel

	Beginning Reading	Gallons Purchased For Month	Gallons Sold For Month	Actual Ending Reading	Ending Reading	Pump Loss	Cost Per Gallon	Total Inventory
100 LL	1733.00	3960.00	885.89	4807.11	4511.00	-296.11	\$4.46	\$20,119.06
Jet A	3904.00	0.00	174.65	3729.35	3665.00	-64.35	\$3.29	\$12,057.85
Total	5637.00	3960.00	1060.54	8536.46	8176.00	-360.46		\$32,176.91

Milford Municipal Airport Fuel Loss/Gain 2019-2020

	July	August	September	October	November	December	January	February	March	April	May	June
100 LL	19.78	16.27	119.91	-296.11								
Jet A	-54.04	-141.60	103.35	-64.35								



Milford City Board of Canvassers Report for 2019 Milford Municipal Elections

TOTAL VOTES

CITY COUNCIL

Number of Precincts	2	
Precincts Reporting	2	100.00%

Vote for 3

Total Votes	691
-------------	-----

RUSSELL G SMITH	200	28.94%
SCOTT SYMOND	164	23.73%
LES WHITNEY	173	25.04%
TERRY WISEMAN	154	22.29%

VOTES BY PRECINCT

CITY COUNCIL	Registered Voters	Total Votes	RUSSELL G SMITH	SCOTT SYMOND	LES WHITNEY	TERRY WISEMAN
Precinct 1	99	106	29 – 27.36%	31 – 29.25%	19 – 17.92%	27 – 25.47%
Precinct 2	483	585	171 – 29.23%	133 – 22.74%	154 – 26.32%	127 – 21.71%

There were no ballot propositions.

We, the undersigned Board of Canvassers, hereby certify that the information contained in the canvass report is accurate. We furthermore declare the nomination of the candidates with the highest number of votes.

NOLAN DAVIS

RUSSELL G. SMITH

IAN "JEEP" SPAULDING

LES WHITNEY

TERRY WISEMAN

SHANE YARDLEY

DRAFT

**Milford City Council Meeting
Tuesday, October 15, 2019, 4:00 PM
Milford City Hall, 26 South 100 West
Milford, Utah 84751**

Members Present: Mayor Nolan Davis, Council Members Russell Smith, Les Whitney, Terry Wiseman, and Shane Yardley.

Absent: Council Member Ian Spaulding - excused.

Staff: City Administrator Makayla Bealer, City Recorder Monica Seifers, Administrative Assistant Lisa Thompson, Foreman Benjamin Stewart, Attorney Leo Kanell.

Visitors (Official Roster): None

Call to Order

Mayor Nolan Davis called the meeting to order at 4:02 p.m. followed by the Pledge of Allegiance.

Visitors

None

Consent Issues

a. Consent issues including bills and payroll, Financial Report September 2019 and Minutes of September 17, 2019 Council Work Session; September 17, 2019 Regular Council Meeting; and October 7, 2019 Public Hearing – Culinary Water Project Proposed Rate Increase.

- *MOTION: Council Member Russell Smith moved to approve the consent issues as presented. Motion was seconded by Council Member Les Whitney. All were in favor, motion carried.*

New Business

a. Approval of agreement with Peterson Plumbing Supply for installation of meters on the Zenner Pilot Program.

Administrator Bealer reported that this was the agreement with Peterson Plumbing for the installation of the meters. Zenner is looking at the week of October 21 for installation of equipment and the network/training team would be on site the week of November 18. Mayor Davis asked who was responsible for yards that were dug up during the installation. Administrator Bealer explained that they would just be replacing existing meters so there should not be much disruption during the pilot as the consumers selected already have dual check setters.

- *MOTION: Council Member Les Whitney moved to authorize the mayor and city recorder to sign the agreement with Peterson Plumbing Supply for installation of the meters on the Zenner Pilot Program. Motion was seconded by Council Member Terry Wiseman. All were in favor, motion carried.*

Old Business

a. Culinary Water Project Update

Administrator Bealer reported that the Request for Proposals for the culinary project were advertised beginning October 7 and are due by October 29 and will be opened at the city office. An 8" test well will

50 happen first, then a production well pending positive well results. The well will be drilled 650 feet with a
51 24" bore hole and a 16" well casing with reverse circulation water rotary drilling. The committee is
52 wanting to do the test well on the proposed Murphy Brown property located East of the feed mill. We
53 are looking at purchasing an additional 55 feet for the second storage tank. We are working on getting
54 easements for the 12" line. The booster station will have a backup generator and will be a concrete
55 building located next to the existing storage tank on Baldy. The well building will be constructed of
56 concrete. We are moving right along on schedule.

57
58 Council Member Yardley reported that he had followed up on a comment that was made during the
59 public hearing regarding the well location and the feasibility of putting it near the tank. He was interested
60 in it so he looked into it. He contacted Jesse (Ralphs – Sunrise Engineering) and this was what his response
61 was: the cost of constructing the well was directly proportional to the depth of the well. A 2,000 ft deep
62 test well will cost roughly four times what a 500 ft deep well would cost to develop. It is very possible
63 that the pumping costs for the well near the tank will actually exceed the cost from the selected location.
64 If you end up pumping from a very deep aquifer instead of a relatively shallower aquifer down in the
65 valley. So, based on his response, Council Member Yardley did not feel it was necessary to pursue any
66 more options regarding putting a well near the tank. He wanted to add that he had confirmed with Jesse
67 that the well siting study was available to the public for anyone who is interested in reviewing it. Mayor
68 Davis appreciated Council Member Yardley's follow up and report on this. He revisited when the tank
69 was put in there and the pilot wells were drilled by the old racetrack and that was the trouble that they
70 had – they had to go way too deep to hit the aquifer to get the clean water. The one pilot hole pulled a
71 lot of sand. This was when they opted to move to the south of town and they were able to get that clean
72 water. Council Member Whitney added that he appreciated Council Member Yardley's efforts in
73 following up on that because it seemed to be a big issue in the public hearing that people were focusing
74 on and then being spread throughout the community. He appreciated him digging into that and then
75 making it clear so we can hopefully help the public to understand it. Administrator Bealer reported that
76 the well site study was available at the city office for public review. Council Member Smith echoed the
77 comments in support of Council Member Yardley's review and report. He also appreciated the
78 information on the assistance programs that are available to help the residents.

79 80 **Ordinance and Resolutions**

81 a. Resolution 16-2019 "Setting and Amending Water Rates and Fee Schedule"

82 Council Member Yardley clarified that he had made the comment during the public hearing that if he
83 had his way, he wanted the \$48 option. He got more information from Administrator Bealer about
84 meeting the bond payment and not having to increase the base rate additionally for this project. Having
85 that information he is comfortable with going with the \$50 base rate but wanted to make sure the council
86 was going to look at options for the residents who may struggle to pay, even if the city is not able to
87 implement it, but at least see what the options are so they know that we are looking out for their best
88 interest. Mayor Davis appreciated Council Member Yardley for sharing his opinion, which he is entitled
89 to. As for the reduced rates, Council Member Spaulding does have some good ideas and talked with
90 Makayla about going up to the Senior Citizen's Center to gather some information to help us with
91 guidelines and understanding what the needs are. That is something that we need to pursue and follow
92 up on. Administrator Bealer reported that there was a survey that was put together. Council Member
93 Spaulding had made some suggestions for establishing the program. Ian had stated that he was willing
94 to go to the Senior Citizen's Center to provide information and have them take the survey. Five County
95 Association of Governments has also been contacted and are providing information on assistance
96 program availability. She would like to advertise the date that the city will be available at the center to
97 get a good response. Mayor Davis agreed that the city needed to get the information out to the seniors
98 and gain what information we can to see what needed to be done but at the same time we can't guaranty

that we can make a viable program but it is something that we can look at. Council Member Yardley appreciated all of the work Makayla and Ian had done on it and felt it was something that should be looked at. Council Members Whitney and Smith felt that having the presence of the council there may show the community that they care. Not everyone needs to talk, but just show support. Administrator Bealer asked Attorney Kanell if they could do that if more than 2 council members and the mayor were in attendance. Lisa Thompson suggested it would be beneficial to have Five County available to assist with signing people up. The city will send two council members and the mayor to represent the city and present the information. Council Member Smith commended Council Member Yardley for his presentation at the public hearing; he felt he did a great job. Council Member Wiseman thanked Shane and the staff for the help. Council Member Yardley thanked Makayla for her help.

- *MOTION: Council Member Shane Yardley moved to adopt Resolution 16-2019 "Setting and Amending Water Rates and Fee Schedule". Motion was seconded by Council Member Les Whitney. Roll call votes – Council Members Whitney, Wiseman, Yardley, Smith – Yes. Mayor Davis announced that Council Member Spaulding could not be in attendance, but Ian wanted it on record that he was in favor of the resolution passing. Motion carried.*

The rate increase will go into effect January 2020 and the cost of living rate increase will not go into effect until following the completion of the project, January 2023.

Staff and Council Reports

Staff Member Reports and Comments

Leo Kanell ~ City Attorney

- Clarified that the statute states that a meeting does not mean a chance gathering or social gathering, so if someone were to show up for the senior meal it would not be a problem to have more than two at the Senior Citizen's Center for the presentation.

Makayla Bealer ~ City Administrator

- Utah Independent Bank – the account has been setup but we will not be moving the funds over from Wells Fargo until the UIB branch opens in Milford. The last update from Spencer White was that they were negotiating with Wells Fargo and are hoping to be open in December.
- UIB does not offer direct deposit for payroll administration. Concerns with third-party direct deposit payroll services so will keep Wells Fargo for direct deposit and use UIB for check disbursements.
- Airport Design Grant – The grant has been approved by the FAA and our engineers are currently working on the design for the 2020 Runway Project.
- Truck Route Study – emailed information out asking for feedback from the council. Shane stated that since the roads through town are highways, we can't force the trucks to use the truck routes so he is concerned with investing in something that may not be utilized well. Mayor Davis reported that he discussed this with Commissioner Dalton who had advised him to not get too much heartburn done over this, it is just a feasibility study. He suggested waiting to see what the study showed before making any decisions, at this point they are just trying to gather information and have it available. Makayla added that at this time they are just asking the city to select a north or south route. She did not feel that with the information available at this time the city could make a recommendation. She felt that the council should wait for more information available after the feasibility study.

Monica Seifers ~ City Recorder

- Reminder that the election is vote by mail and the ballots should start showing up in registered voter mailboxes. Tuesday, November 5th, the Milford City Office and the Beaver County Clerk's Office will assist voters who did not receive a ballot.

148 ➤ Campaign Financial Statements will be due – a reminder will be sent.
149
150 Lisa Thompson ~ Administrative Assistant
151 ➤ No reports or comments.
152
153 Ben Stewart ~ City Foreman
154 ➤ No reports or comments.
155
156 Council Member Russell Smith ~ Cemetery, Sewer
157 ➤ No reports or comments.
158
159 Council Member Ian Spaulding ~ Airport, Recreation and Parks, Beautification
160 ➤ Not in attendance.
161
162 Council Member Les Whitney ~ Planning and Zoning Commission, Buildings, and Equipment
163 ➤ No reports or comments.
164
165 Council Member Terry Wiseman ~ Library, Streets, County Board of Adjustments
166 ➤ No reports or comments.
167
168 Council Member Shane Yardley ~ Water, Public Safety and Law Enforcement, Beautification
169 ➤ Thanked everyone for the amazing amount of work on the water project.
170
171 Mayor Davis ~ Waste Management Board, Economic Development, Five County Steering, LIC Committee,
172 COG
173 ➤ No reports or comments.
174
175 Meeting Adjournment ~ *as there was no further business the meeting adjourned at 4:37 PM.*

176 ***THESE MINUTES ARE IN DRAFT FORM AND HAVE NOT BEEN APPROVED BY CITY COUNCIL***
177 ***– SUBJECT TO CHANGE***

DRAFT

Minutes of Milford City Council Work Session

Friday, November 1, 2019, 1:00 PM

Milford City Office 26 South 100 West, Milford, Utah 84751

Members and Staff Present: Mayor Nolan Davis, Council Members Russell Smith, Les Whitney, Terry Wiseman, Shane Yardley (via telephone), and Ian Spaulding (via telephone). City Administrator Makayla Bealer, Administrative Assistant Lisa Thompson, Foreman Benjamin Stewart, and Jesse Ralphs, Sunrise Engineering (via telephone) were also present.

Mayor Davis called the meeting to order at 1:01 PM

WORK SESSION

1) Review and take action on bids for the Milford City Culinary Well Drilling Project

Jesse Ralphs presented the bid tabulation for the two bids received on the 29th. High Plains Drilling of Idaho, and Hydro Resources of Colorado. Both bids were higher than the engineers estimate. The biggest concern was that the lowest bidder submitted an unbalanced bid meaning that they front loaded the costs in the test well drilling meaning that it wouldn't make sense to proceed to pay that much for a test well. To review the numbers, the engineers estimate was \$638K; High Plains Drilling was \$695K and Hydro Resources was \$672K. The third bidder, Gardner Brothers of Enterprise, Utah arrived two minutes after bid time and were not able to submit their bid. In conversations with Mayor Davis, Administrator Bealer, Attorney Kanell, and Jeff Rich with Rural Development, we talked through different options and decided the best option was to reject all bids and rebidding the project with a shortened bid advertisement timeline in hopes of getting a lower cost and also a more balanced bid for successful bid. Are there any questions we can answer on that? Council Member Ian Spaulding asked about the likelihood that the bidders would re-bid and what happens if they submit over budget again? Jesse will reach out to the two bidders and ask if they are interested in rebidding. He did speak with Gardner Brothers and they would take the opportunity to bid. He had not spoken with Grimshaw but he would reach out to them as well. Jesse did not know if the two out of state drillers would re-bid or figure that it was not worth their time. Council Member Whitney asked him why he thought that they may think it is not worth their time – because they would think we were looking for a substantially lower bid? Jesse – yes. If the city rejects this bid and in their minds the driller bid it competitively there may not be much motivation for them to resubmit the same bid, although they may – I do not know the answer to that, they may or may not. Council Member Whitney – we are having this discussion because one loaded the top-end of the test well and both were over the engineers estimate anyway, is that right? Jesse – yes, that is right. Council Member Spaulding asked what happens if we open it up and drillers resubmit and they still come back in over the estimated cost? Jesse explained that it was a very real possibility. We have reason to believe that at least Gardner Brothers had an interest in submitting the second time and getting their bid in on time and we have reason to believe that their bid might be substantially lower than what we have seen from the out-of-state- drillers. There is nothing guaranteed, it is up to them to submit and they can change their bid. Council Member Spaulding asked if the city opened it up for bidding again how long would it need to be open and if there would be any potential risk. Jesse stated that two weeks is what has been discussed. There is nothing detrimental to the city or the project by opening it back up for rebid, just a little coordination on the bond anticipation note. Mayor Davis stated he did not feel the city had any choice but to put it back out to bid and

45 had nothing to lose by doing so. Council Member Spaulding agreed. Council Members Smith and Wiseman
46 agreed. Council Member Whitney stated that we had a choice but it is all about the right choice and the right
47 choice is to reject. Jesse explained that once the council has made their decision and given direction on that,
48 Sunrise will post a memorandum on their plan room which will send out emails to all the plan holders, not
49 just the bidders, noticing that the city is rejecting all bids and will resolicit bids; there will be a new
50 advertisement posted as well. Nothing in the plans will change. We will plan to open bids on the 19th, prior to
51 the council meeting. Administrator Bealer stated that the bid time would be changed to 1:30 PM on the 19th
52 rather than 10 AM as previously communicated.

53
54 ➤ *MOTION: Council Member Les Whitney moved to reject the two bids that were submitted on the*
55 *well project and advertise the project for a 14-day period and opening the bids on November 19th*
56 *at 1:30 PM. Motion was seconded by Council Member Russell Smith. All were in favor. Motion*
57 *carried.*

58 Jesse will prepare the advertisement and get it to the city for advertisement.
59

60 Meeting Adjournment ~ as there was no further business the meeting adjourned at 1:15 PM.
61

62 ***THESE MINUTES ARE IN DRAFT FORM AND HAVE NOT BEEN APPROVED BY CITY COUNCIL***
63 ***– SUBJECT TO CHANGE***
64



CITY COUNCIL TRANSMITTAL

TO: Milford City Council

DATE: 11/14/19

FROM: Lisa Thompson, Zoning Administrator

SUBJECT: Adoption of Amended Affordable Housing Plan

ZONING ADMINISTRATOR: We are required by state code to update this plan every 5 years. Our last plan was updated in 2015. This plan is a written document that has to be adopted by the city legislative body and must include:

- a. an estimate of the existing supply of moderate-income housing located within the city;
- b. an estimate of the need for moderate income housing in the city for the next five years as revised biennially;
- c. a survey of total residential land use;
- d. an evaluation of how existing land uses and zones affect opportunities for moderate income housing; and
- e. a description of the city's program to encourage an adequate supply of moderate-income house.

This plan was updated with the help from Nate Wynberg from Five Counties.

PUBLIC HEARING: The Planning and Zoning Commission held a Public Hearing on November 13th.

PLANNING COMMISSION RECOMMENDATION: The Planning and Zoning Commission reviewed the Affordable Housing Plan on November 13th and made a recommendation to the City Council for approval.

SPECIAL NOTES: One of the strategies to help reach our goal and encourage MIH is to reduce the impact fees for the construction of low to moderate income house. (This strategy is recommended by state code, Section 11-36a-102) Our impact fees are currently \$2,903.79. Here are some reduced options:

- 10% \$2,613.41
- 15% \$2,468.22
- 20% \$2,323.03

ACTION REQUIRED BY COUNCIL: Upon the recommendation from the Planning and Zoning Commission, the council may modify, deny or adopt the Affordable Housing Plan.



MILFORD CITY, A Municipal Corporation

RESOLUTION NO. 17-2019

**A RESOLUTION OF THE CITY COUNCIL
OF MILFORD CITY, UTAH**

**Adoption of Amended Affordable Housing Plan,
An Element of the Milford City General Plan**

WHEREAS, on November 13, 2019, the Milford City Planning and Zoning Commission held a public hearing on the amendment to the Affordable Housing Plan, an Element of the Milford City General Plan; and

WHEREAS, on November 13, 2019, the Milford City Planning and Zoning Commission made a final recommendation regarding the amended Affordable Housing Plan to the City Council; and

WHEREAS, on November 19, 2019, the City Council reviewed the amended Affordable Housing Plan and finds it to meet the current and future needs of Milford.

NOW THEREFORE, BE IT RESOLVED, that the City Council of Milford, Utah does hereby adopt the amended Affordable Housing Plan as attached hereto.

Passed by the City Council of Milford, Utah this _____ day of _____, 2019
by the following vote:

Ayes: _____	Nays: _____
_____	_____
_____	_____
_____	_____
_____	_____

Absent: _____

Milford City

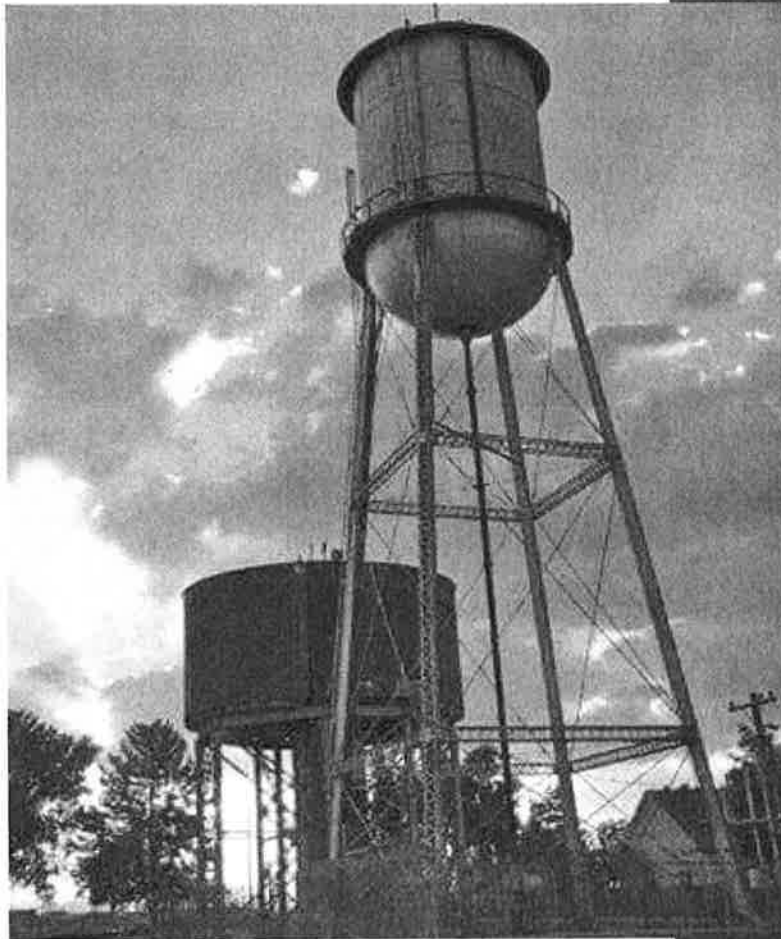
By: _____
Nolan Davis, Mayor

Attest:

Monica D. Seifers, City Recorder

2019

Milford Affordable Housing Plan



Adopted on xxxxxxxx xx, 20xx
by the Milford City Council
Updated on xxxxxx xx, xxxx

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Milford Affordable Housing Plan

Executive Summary

The intent of this affordable housing plan is to help ensure that Milford City provides a reasonable opportunity for a variety of housing, including moderate income housing, to meet the needs of the population desiring to live in Milford City.

The population of Milford is expected to stay relatively stable with a slight decrease over next five years. Nearly half of all Milford households are earning a moderate income or less, and there will continue to be demand for affordable home ownership and rental opportunities.

While there are some affordable housing options in Milford that should to satisfy the population demands for owner-occupied housing, most of the existing housing stock is more than 30 years old. In order to maintain a healthy housing stock capable of providing safe, decent, and affordable living conditions for residents, active maintenance and improvements to the housing stock is necessary.

Although there are currently adequate opportunities for moderate-income households to purchase housing; stable, affordable rental housing is more difficult to obtain. This is likely due in large part to the volatility in the rental market fueled by frequent, high demand of seasonal or temporary employment.

The following goals are recommended to maintain adequate affordable housing choice for all those who wish to reside in Milford City:

Goal 1: Rehabilitate Existing Housing to Increase Rental Properties, Homeownership, and Reinvestment in Milford City

Goal 2: Increase Affordable Rental Opportunities to Provide Housing Choice for All Income Ranges

Goal 3: Increase Affordable Senior (65+) Housing to Accommodate the Projected Growth of the Aging Population

*The strategies for these goals are found in the Goals, Objectives, and Strategies section.

Introduction

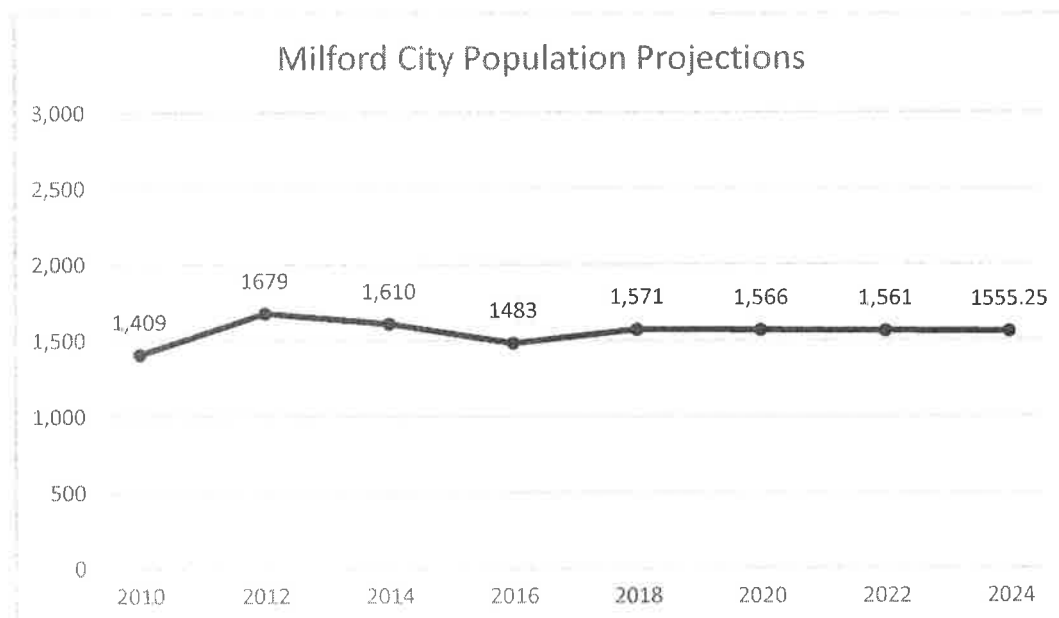
In 1996 the Utah Legislature passed House Bill 295 requiring cities and counties to include an affordable housing element as part of the general plan. Housing is considered affordable when moderate income households spend no more than 30% of their gross monthly income on housing expenses.

The intent of this affordable housing plan is to help ensure that Milford City provides a reasonable opportunity for a variety of housing, including low-and moderate-income housing, to meet the needs of the population desiring to live in Milford City. Low- and moderate-income housing should be encouraged to allow all persons to fully participate in, and benefit from all aspects of neighborhood and community life.

Demographics

Population and Growth

Between 2010 and 2018, the population of Milford City increased by 162 people to bring the total population to 1,571 in 2018. According to the Five County AOG modified 5-year population projection, the annual growth rate is expected to decrease to an annual average of -0.3% between 2018 and 2024, reaching a total population of 1,555 by 2024. The graph below shows the population projection for the next 5 years. Despite these projections Milford City has a history of fluctuating population due to the boom and bust cycle of nearby industries but has maintained an average population of 1,376 over the past 57 years.



Source: 2010 Census – DP-1; 2017 ACS – B01003; Five County Association of Governments modified projections estimated using a linear forecast formula. The 2010 Census is used as the first year, while 2017 ACS estimates are used for the remaining years of the formula.

Analysis of Population and Growth

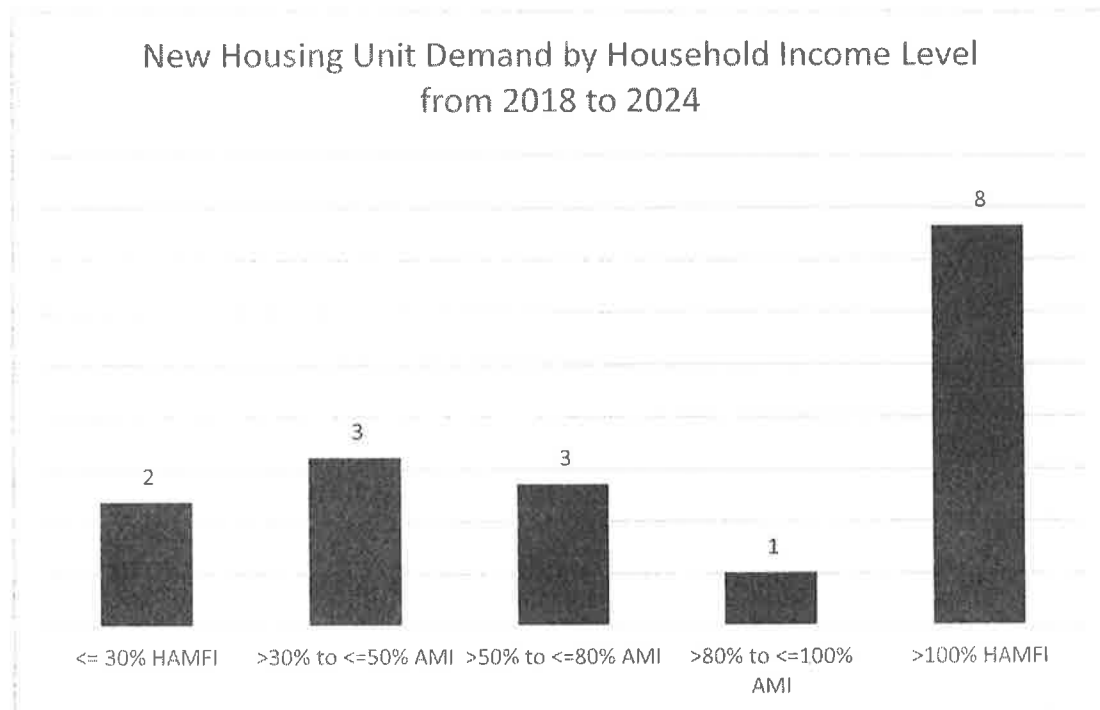
The projected population decrease of 16 residents between 2018 and 2024 is significant because the current housing stock will need to be maintained in order to provide enough livable housing units. At the time of the 2010 US Census there were an

estimated 120 vacant housing units. The population of Milford has increased by 162 residents since 2010, so it is likely that much of the vacant housing stock has been occupied since that time. Those living in Milford temporarily, including temporary construction workers who may not be counted do require rental housing. It is important to provide adequate affordable renting opportunities in the community for current and future residents.

New Housing Demand

Five County AOG Staff utilized data from the 2010 Census, the Ivory-Boyer Construction Report and Database, as well as the 2015 CHAS to estimate the housing demand over the next five years.

Population projections show a decreasing population trend over the next five years. However, the trend based on the number of units built, estimates that approximately 17 housing units will be constructed in Milford. Based upon this projection it is estimated that there will be a demand for 2 new housing units for very low-income residents (<30% AMI) by 2024. It is likely that the existing housing stock will have to be maintained and rehabilitated to preserve enough housing for low- and moderate-income households. In addition, more moderate- and high-income housing is projected to be needed to meet the demand of higher-income households. Providing a variety of housing types in the community is important to ensure that residents of all incomes can obtain affordable housing. The chart below summarizes the projected demand for new housing in Milford across various income groups.

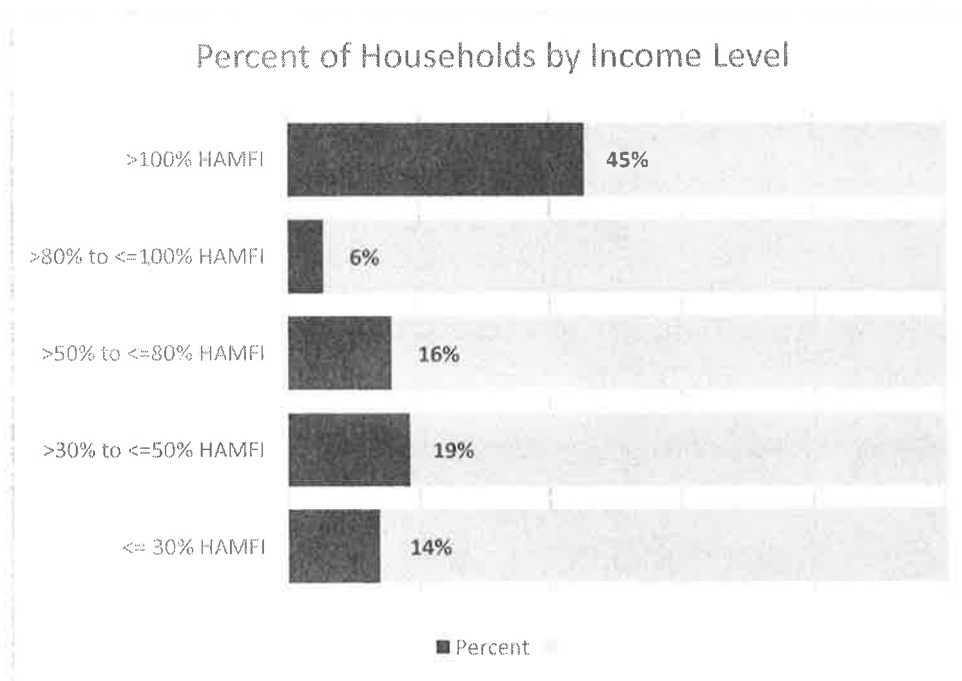


Source: 2010 US Census; Ivory-Boyer Construction Report and Database; 2015 CHAS; This table is generated using a Five County Association of Governments modified projections estimate utilizing data mentioned.

Income

Analyzing the income of Milford's residents is crucial in understanding the affordable housing needs in the city. Household income is used to determine housing affordability. After affordability standards are identified, the existing home values, homes for sale, and rent rates will be matched with household income levels to determine if there is an affordable housing need in Milford.

Because the cost of living is relative to the area in which the residents live and to household size, the U.S. Department of Housing and Urban Development has created a measure called the Area Median Income (AMI). The AMI is the standard to determine housing affordability. The chart below converts household income levels into AMI and illustrates the number of Milford households whose total income falls within each income bracket.



Source: US Department of Housing and Urban Development CHAS data.

Analysis of Income

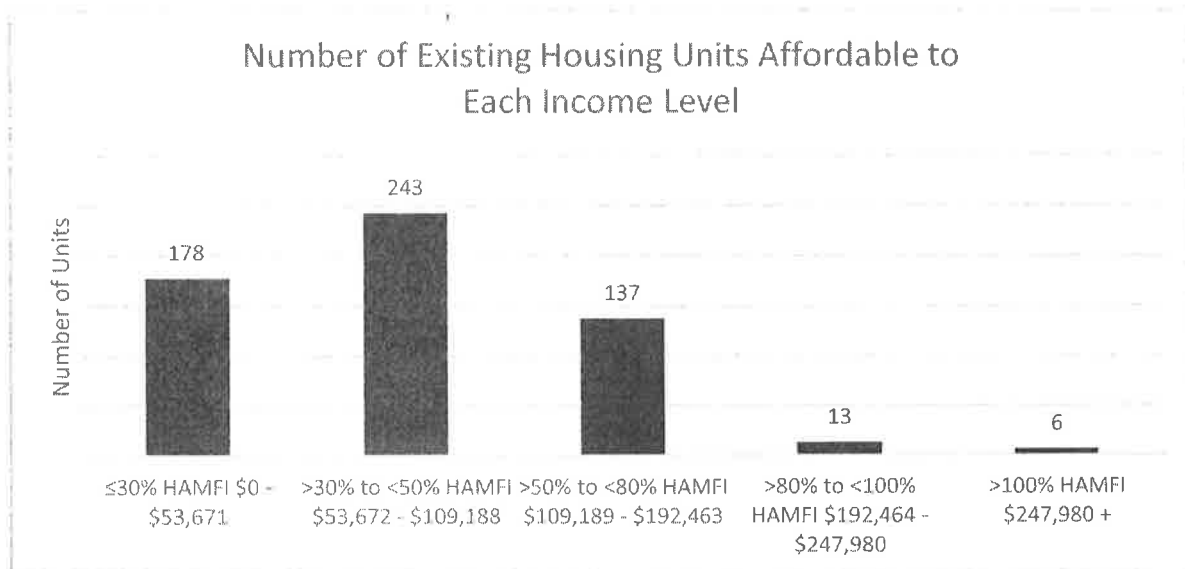
Approximately 48% of Milford households earn a moderate income ($\leq 80\%$ AMI) or less, which is $\leq \$49,040$. Fourteen percent of all Milford households earn $\leq 30\%$ of the area median income ($\leq \$18,390$). Households that earn just 30% of the area median income find it very difficult to obtain affordable housing, since they typically cannot afford market rental rates. It is vital to the well-being of the community that households of all income levels have affordable housing options.

Housing Stock

The 2010 US Census estimates that there are 618 housing units in Milford. According to city officials and staff, there are approximately 40 (6.4%) multi-family units, 25 (4.0%) mobile homes, with the remaining 553 (89.5%) units being single-family homes. In 2010, 498 (81%) of the housing units were occupied while 120 (19%) were vacant. Of the 498 occupied housing units, 356 (71.5%) were owner occupied, and 142 (28.5%) of the units were rented.

Value of Housing Stock

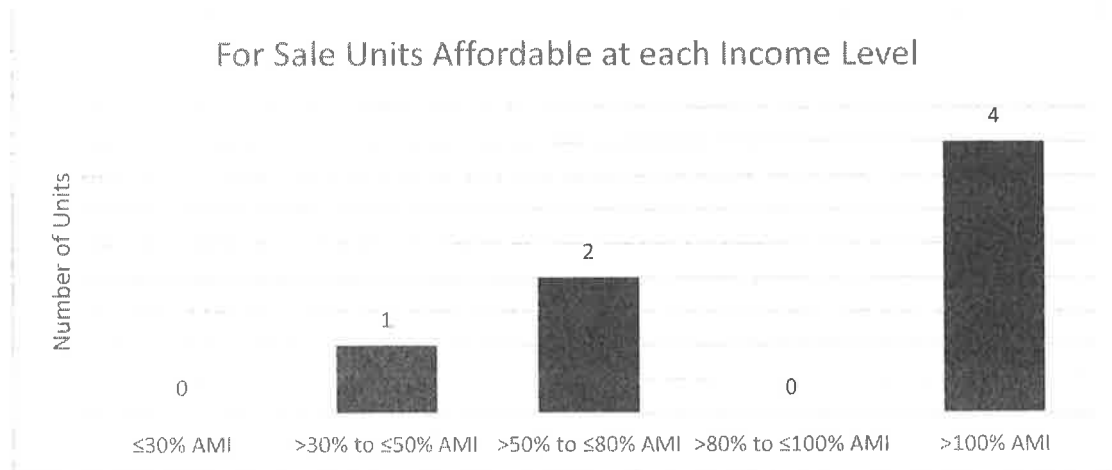
The market value of the housing stock is used to determine affordability of home ownership. The chart below shows the market values of homes in Milford in 2010.



Source: Beaver County Assessor, 2019; 2015 CHAS

Homes for Sale

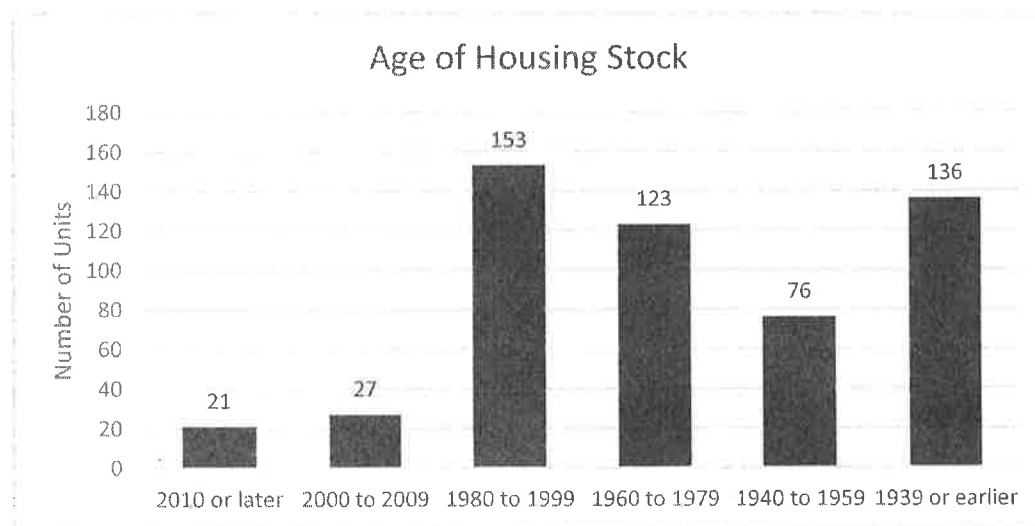
Based upon research conducted on www.realtor.com, on July 30, 2019 there were seven homes for sale in Milford. The majority (57%) of those units are not affordable to low and moderate-income households ($\leq \$192,463$). The chart below summarizes the affordability of available housing units.



Source: Realtor.com, UAHFT

Age of Housing Stock

The majority of the housing units in the Milford are more than 39 years old. Approximately 63% of the housing stock was built prior to 1980, 40% built prior to 1960, and 25% built 1940. Due to the age of the housing stock, rehabilitation efforts are necessary. The following chart shows the age of the existing housing stock.



Source: 2017 ACS Table S2504 (2009 or earlier); Ivory-Boyer Construction Report and Database (2010 or later)

Housing Affordability

According to current State and Federal standards, housing is considered affordable when a household spends no more than 30% of their annual income on housing expenses, including mortgage or rent and utilities. A household spending more than 30% of their income on housing expenses is considered cost burdened. In Beaver County, Utah, the 2019 area median income (AMI) is \$61,300 annually or \$5,108 monthly. Mortgage or rent and utilities should not exceed \$1,533 per month for a household earning the area median income in Milford City.

The purpose of this plan is to help ensure that housing is affordable for all income levels, not just those earning a median income or higher. The same affordability standards apply to households that earn less than the area median income. For example, a moderate-income household in Milford earns 80% of the area median income — which is \$49,040 annually or \$4,087 monthly. Mortgage or rent and utilities should not exceed \$1,226 per month for a moderate-income household. The table below summarizes the maximum monthly affordable housing costs for several income levels in Milford City.

Summary of Affordability		
Household Income	Maximum Monthly Income for Housing Expenses	Maximum Mortgage Loan Amount
<= 30% HAMFI	\$460	\$53,671
>30% to <=50% HAMFI	\$766	\$109,188
>50% to <=80% HAMFI	\$1,226	\$192,463
>80% to <=100% HAMFI	\$1,533	\$247,980

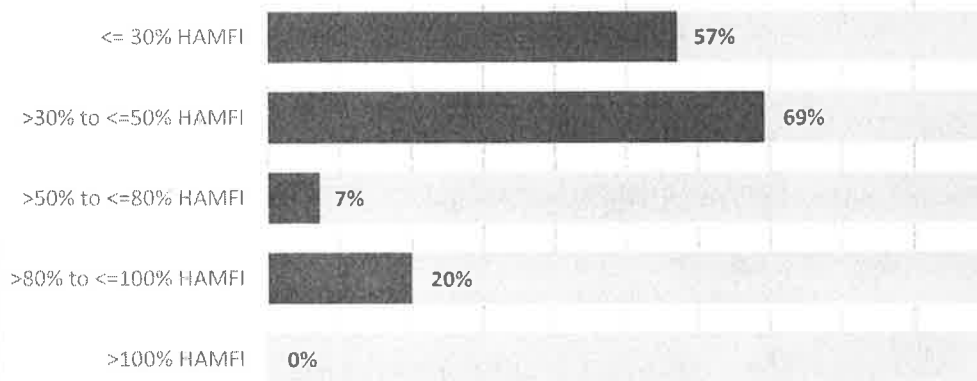
Source: HUD FY 2019 Income Limits Documentation System, and UAHFT

Affordability of Home Ownership

A monthly payment of \$1,226 would support a mortgage of approximately \$192,463 based on a 30-year fixed rate loan at 4.5% interest, a 20% down payment, and an average monthly utility payment of \$150. Homes valued at or below \$192,463 are considered affordable for moderate income earning households in Milford.

The US Department of Housing and Urban Development (HUD) CHAS data estimates that approximately 44.5% of residents earning a moderate income or below and owning a home in Milford City would be categorized as cost-burdened. The chart below details the estimated percentage of cost burdened home-owner households.

Owner Households Spending 30% or more of their Monthly Income on Housing (by Income Level)



Owner Households Spending 50% or more of their Monthly Income on Housing (by Income Level)

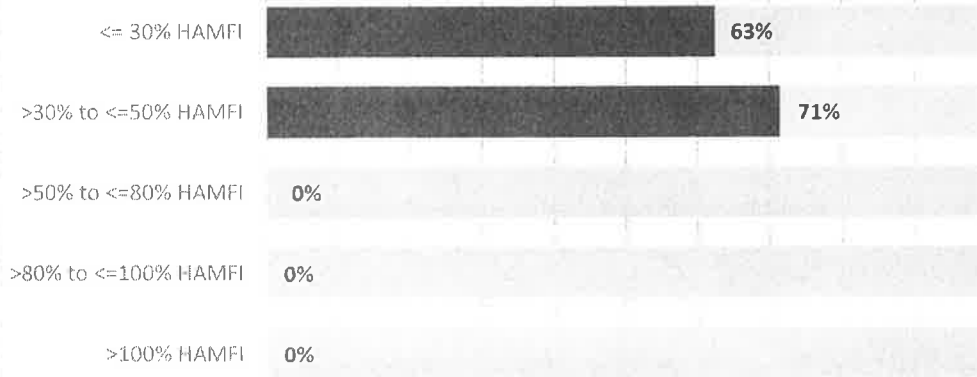


Source: 2015 CHAS

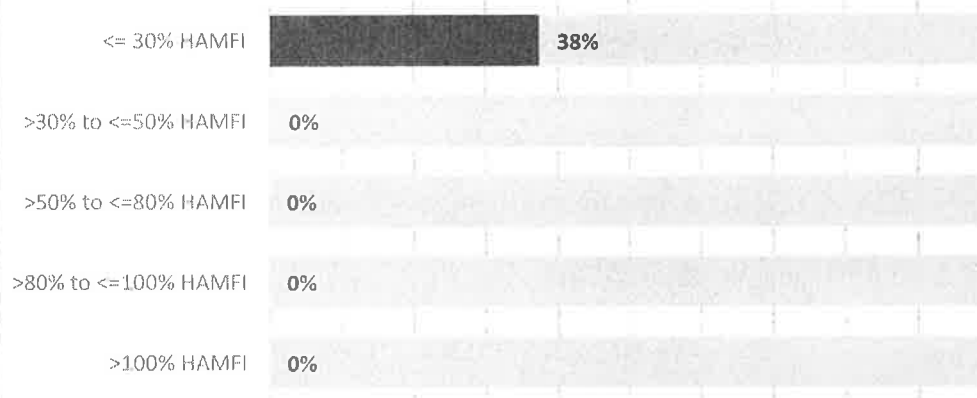
Affordability of Rent

According to the 2017 American Community Survey there are 138 households paying rent in Milford. The median cost to rent was \$698. Households earning 80% of AMI should be able to afford median rental rates. However, those households earning 50% of AMI and less may find it more difficult. According to 2015 HUD estimates, 47.6% of low to moderate income renters in Milford City are cost-burdened, spending more than 30% of their income on housing expenses and 14.3% are severely-cost burdened, spending more than 50% on housing expenses (see chart below). This indicates that additional renting opportunities for low to moderate income households are needed in Milford City to provide an adequate opportunity to obtain affordable housing.

Renter Households Spending 30% or more of their
Monthly Income on Housing (by Income Level)



Renter Households Spending 50% or more of their
Monthly Income on Housing (by Income Level)



Source: 2015 CHAS

Milford faces an interesting dilemma with multi-family housing. Milford has experienced boom and bust economic cycles. Employees during peak employment fill multi-family housing to capacity which causes rental rates to rise. When the economic cycles contract, more units become available, causing rental rates to become more reasonable. However, the volatility in the rental market makes it difficult for low to moderate income residents to obtain stable, affordable housing. Moreover, according to the local Housing Authority representative, these periods of high demand for workers are becoming more and more frequent. The table below provides information about apartments in Milford.

Apartment Owner	Units	# Bedrooms/Unit	Average Rent
Tapia Rentals	4	2	\$550
Diversified Properties	12	3	\$800
	1	4	\$1,000
Custom Dreams	8	2 or 3	\$500 to \$600
Beaver Housing Authority (Multi-family units)	3	2	\$450
	10	3	\$575
Beaver Housing Authority (Single-family units)	6	4	\$695
	2	3	\$700
	1	2	\$500
Milford Haven Apartments	8	1	30% Income

Source: Milford City; Beaver Housing Authority, May 2019

The properties highlighted in yellow are affordable housing properties. The Milford Haven Apartments are income restricted and are reserved for elderly or disabled individuals.

Special Needs Housing

It is important for Milford City to address housing for those with special needs. People with special needs may include the elderly or disabled that live on a fixed income, the homeless, or those otherwise in need of specialized or supportive housing.

Seniors

The 2010 U.S. Census estimated that 144 people (10.2%) aged 65 and over live in Milford. This is slightly lower than the number of seniors (65+) that resided in Milford in 2000, which was 178 (12.3%). However, the population of seniors is expected to increase, as the population ages. The Kem C. Gardner Policy Institute projects that the population of seniors (65+) in Beaver County will increase by 229 people between 2018 and 2024.

Many of the elderly who own their homes may be living on fixed incomes, and their housing affordability is affected by property values, maintenance, and utility costs. Some options available to assist low income senior citizens are property tax deferred payment programs, tax and mortgage foreclosure prevention services, home rehabilitation and weatherization programs, and utility assistance programs. Many elderly citizens no longer can remain in their own homes for a variety of reasons. As these citizens move out of their homes, demand for senior rental housing opportunities will likely increase.

Milford Haven is the only complex exclusively serving Milford senior citizens and/or disabled persons. There are currently 8 affordable housing units, each unit has a single bedroom and rent is 30% of the occupant's income. As the population of seniors increases, the demand for specialized senior housing will also increase.

Disabled

According to the 2017 ACS, persons with disabilities comprise approximately 11.8% (186 individuals) of the Milford population. Disability status is correlated to age and the proportion of people with disabilities is expected to increase as the portion of the senior population rises. Approximately 54% (91 individuals) aged 65 or older in Milford have a disability. People with disabilities often face financial and social difficulties that make it difficult to obtain housing. Programs that are geared toward helping people with disabilities obtain housing include low rent and public housing voucher programs, assistance through centers of independence, and employment and training resources. In addition, programs administered by the Beaver City Housing Authority, which offers assistance throughout Beaver County, prioritize applicants with a disability. For example, the majority of Section 8 housing vouchers and public housing units are prioritized for people with disabilities. The Beaver Housing Authority indicated that more affordable housing is needed in the area. The City should be diligent to ensure that persons with disabilities have an opportunity to obtain affordable and suitable housing.

Homeless

According to the Utah Continuum of Care 2019 annualized point-in-time count, roughly 0.09 percent of Utah's population is homeless. Although regional differences may impact the rate of homelessness, this percentage can be used to estimate the number of homeless individuals in Milford, which are approximately 1. Although the number of homeless individuals in Milford is likely low, the City should promote resources that allow individuals to be stably housed when the need arises.

Zoning Regulatory Environment

In order to evaluate the potential for moderate income housing in the community, it is important to understand the regulatory environment for residential housing. Zoning regulations govern the use, lot size, and building size for new developments. These regulations have a direct impact upon the opportunity to provide affordable housing within the community.

Survey of Residential Zoning

The Milford City zoning ordinance provides for residential dwellings in the following zones:

Milford County Residential Zones			
Dist.	Area	Permitted Residential Uses	Conditional Residential Uses
Agricultural District			
A-20	20 acres	Single-family dwellings.	Other uses considered by the Planning and Zoning Commission to be compatible with these conditional uses.
Rural Residential District			
RR-5 RR-1	5 acres 1 acre	Single-Family dwellings; detached servant quarters.	Other uses considered by the Planning and Zoning Commission to be compatible with the conditional uses.
Residential Medium District Special			
RM-6S	6,000 sq. ft.	Single-family dwellings; townhomes and condominium; other uses considered by the Planning and Zoning Commission to be compatible with the permitted uses.	Senior housing unit (granny flat); Other uses considered by the Planning and Zoning Commission to be compatible with these conditional uses.
Residential Medium District			
RM-8 RM-6	8,000 sq. ft. 6,000 sq. ft.	Single-family dwellings; duplexes, town homes; foster homes; other uses considered by the Planning and Zoning Commission to be compatible with the permitted uses.	Boarding houses or rooming houses; servant's quarters; Licensed "community care facilities" including: Residential facility; senior housing unit (granny flat); other uses considered by the Planning and Zoning Commission to be compatible with these conditional uses. 13.14.040 Uses Permitted Subject to a Planned Development: Manufactured home parks subject to the provisions of 13.29.010 through 13.29.030
Multiple Residential District			
MR-7 MR-15 MR-30	N/A N/A N/A	Single-family residence; single-family dwellings; duplexes, town homes; foster homes; apartments; condominiums; senior housing; other uses considered by the Planning and Zoning Commission to be compatible with the permitted uses.	Boarding houses or rooming houses; servant's quarters; Licensed "community care facilities" including: Residential facility; senior housing unit (granny flat); other uses considered by the Planning and Zoning Commission to be compatible with these conditional uses. 13.14.040 Uses Permitted Subject to a Planned Development: Manufactured home parks subject to the provisions of 13.29.010 through 13.29.030
Main Street Commercial District			
MSC		Single-family dwellings; duplexes, town homes; foster homes; other uses considered by the Planning and Zoning Commission to be compatible with the permitted uses.	Multi-family residential developed to the MR standards; Boarding houses or rooming houses; servant's quarters; Licensed "community care facilities" including: Residential facility; senior housing unit (granny flat); other uses considered by the Planning and Zoning

			Commission to be compatible with these conditional uses. 13.14.040 Uses Permitted Subject to a Planned Development: Manufactured home parks subject to the provisions of 13.29.010 through 13.29.030
Highway Commercial District			
HC		Single-family dwellings; duplexes, town homes; foster homes; other uses considered by the Planning and Zoning Commission to be compatible with the permitted uses.	Multi-family residential developed to the MR standards; Boarding houses or rooming houses; servant's quarters; Licensed "community care facilities" including: Residential facility; senior housing unit (granny flat); other uses considered by the Planning and Zoning Commission to be compatible with these conditional uses. 13.14.040 Uses Permitted Subject to a Planned Development: Manufactured home parks subject to the provisions of 13.29.010 through 13.29.030
Industrial Park District			
IP		Other uses considered by the Planning and Zoning Commission to be compatible with the permitted uses.	Other uses considered by the Planning and Zoning Commission to be compatible with these conditional uses.
Manufacturing District			
M		Other uses considered by the Planning and Zoning Commission to be compatible with the permitted uses.	Other uses considered by the Planning and Zoning Commission to be compatible with these conditional uses.
Open Space District			
OS		Other uses considered by the Planning and Zoning Commission to be compatible with the permitted uses.	Single-family homes; other uses considered by the Planning and Zoning Commission to be compatible with these conditional uses.

Evaluation of Zoning Ordinance

In general, Milford's Zoning Regulations provide for an opportunity to develop a variety of housing types to meet the needs of households with various incomes. There are provisions for both multi-family and single-family dwellings. However, the City may consider revising a few provisions in the code to ensure that a greater opportunity for housing choice is provided.

In particular, the City should consider allowing for accessory dwelling (ADUs) units to be used as rental units. Accessory apartments or accessory dwelling units, which include both basement apartments and rental casitas provide for low to moderate income housing options while preserving the character of existing single-family neighborhoods.

In addition, the City should consider a variety of housing regulation such as reducing the minimum square footage of housing units, decrease the maximum building size in certain zones, and facilitate the rehabilitation or expansion of infrastructure that will encourage the construction of moderate-income housing. The city is encouraged to look at a variety of housing strategies that support the development of moderate-income housing units, and make a determination of which strategies will best meet the goals in the following section.

Goals, Objectives, Strategies

Goal 1: Rehabilitate Existing Housing to Increase Rental Properties, Homeownership, and Reinvestment in Milford City

Objective 1 — Maintain the existing housing stock by assisting moderate to extremely low-income households to rehabilitate deteriorating and dilapidated homes.

Strategy — Promote the use of the USDA Rural Development Housing Program to extremely low to moderate income households.

Objective 2 — Weatherize existing housing in order to increase housing affordability by reducing monthly energy costs. – *Strategy S (SB 34): Apply for or partner with an entity that applies for affordable housing programs administered by an association of governments established by an interlocal agreement under Title 11, Chapter 13, Interlocal Cooperation Act.*

Strategy — Help locate moderate to extremely low-income families that need weatherization assistance. Assist these households to contact the Five County Association of Governments Weatherization Program.

Goal 2: Increase Affordable Rental Opportunities to Provide Housing Choice for all Income Ranges

Objective — Increase affordable rental units for low- and moderate-income households.

Strategy 1 — Promote and facilitate adaptive reuse development by identifying and inventorying acceptable sites for developers and realtors.

Strategy 2 — Amend the Zoning Ordinance to allow for accessory apartments (i.e. casita's, basement apartments) in the RM zone and encourage property owners and developers to consider accessory apartments by either retrofitting existing single-family homes or incorporating the accessory apartment into the design of new single-family homes. – *Strategy S (SB 34): Create or allow for, and reduce regulations related to, accessory dwelling units in residential zones.*

Strategy 3 – Consider amending or eliminating minimum dwelling size standards in the Zoning Ordinance to accommodate affordable housing for smaller households.

Strategy 4 — Continue working with the Beaver Housing Authority to increase affordable rental opportunities. *Strategy P (SB 34): Apply for or partner with an entity that applies for state or federal funds or tax incentives to promote the construction of MIH; Strategy Q (SB 34): apply for or partner with an entity that applies for programs offered by the Utah Housing Corporation within that agency's funding capacity; Strategy R (SB 34): apply for or partner with an entity that applies for affordable housing programs administered by the Department of Workforce Services.*

Strategy 5 — Reduce impact fees that are under the control of Milford City for the construction of low- to moderate-income housing, if said housing will be retained permanently affordable through mechanisms such as deed restriction, etc. *Strategy M (SB 34): Reduce impact fees, as defined in Section 11-36a-102, related to low and MIH*

Goal 3: Increase Affordable Senior (65+) Housing to Accommodate the Projected Growth of the Aging Population

Objective — Promote the addition of affordable senior housing units.

Strategy 1 — Identify possible locations for infill development suitable for senior housing.

Strategy 2 – Work with the Beaver Housing Authority to identify opportunities to provide additional senior housing within Milford.

Strategy 3 – Identify programs/organizations that help seniors remain in their homes.

This Plan was prepared in partnership with Milford City by the Five County Association of Governments staff.

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