

Town of Leeds

Agenda Town of Leeds Town Council Wednesday, August 10, 2022

PUBLIC NOTICE is hereby given that the Town of Leeds Town Council will hold a **PUBLIC MEETING** on Wednesday, August 10, 2022, at 7:00 pm. The Town Council will meet in the Leeds Town Hall located at 218 N Main, Leeds, Utah.

Regular Meeting 7:00pm

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Declaration of Abstentions or Conflicts
4. Consent Agenda:
 - a. Tonight's Agenda
 - b. Meeting Minutes of July 13, 2022.
5. Citizen Comments: No action may be taken on a matter raised under this agenda item. (Three minutes per person).
6. Announcements:
 - a. Constitution Week, September 17-23, 2022
 - b. Update Regarding Leeds Main Street Drainage Improvement Project
 - c. Resignation of Commissioner Mark Rosenthal, term ending June 30, 2024
 - d. Dumpster Days, September 2, 3, & 4, 2022, dumpsters located on Cherry Lane
7. Public Hearings: None
8. Action Items:
 - a. Discussion possible action on regarding Angela Rohr as an alternate planning commissioner.
9. Discussion Items:
 - a. Fourth Quarter Budget Review
10. Citizen Comments: No action may be taken on a matter raised under this agenda item. (Three minutes per person).
11. Staff Reports:
12. Closed Meeting- A Closed Meeting may be held for any item identified under Utah Code section 52-4-205.
13. Adjournment

The Town of Leeds will make reasonable accommodations for persons needing assistance to participate in this public meeting. Persons requesting assistance are asked to call the Leeds Town Hall at 879-2447 at least 24 hours prior to the meeting.

The Town of Leeds is an equal opportunity provider and employer.

Certificate of Posting;

The undersigned Clerk/Recorder does hereby certify that the above notice was posted August 8, 2022 at these public places being at **Leeds Town Hall, Leeds Post Office**, the **Utah Public Meeting Notice website** <http://pmn.utah.gov>, and the **Town of Leeds website** www.leedstown.org.


Aseneth Steed, Clerk/Recorder

PROCLAMATION FOR CONSTITUTION WEEK

WHEREAS: September 17, 2022, marks the two hundred and thirty-fifth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS: Pubic Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW THEREFORE, I, Bill Hoster, by virtue of the authority vested in me as Mayor of the Town of Leeds do hereby proclaim the week of September 17 through 23 as

CONSTITUTION WEEK

AND ask our citizens to reaffirm the ideals of the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Leeds to be affixed this 10th day of August of the year of our Lord Two Thousand Twenty-Two.

Signed _____ Seal Attest: _____

Bill Hoster, Mayor
Town of Leeds

Aseneth,

July 13, 2022

I, Angela Rohr, am applying for a position on the Planning Commission of Leeds as an alternate.

Angela Rohr

Please give this to mayor Hoster. He is expecting it. AB

Town of Leeds
Profit & Loss Budget vs. Actual
July 2021 through June 2022

APPROVED AUG 1 0 2022

Ordinary Income/Expense	Jul '20 - Jun 21	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Income					
CHARGES FOR SERVICES					
Charges for Services Other	0.00	0.00	25.00	-25.00	0.0%
Charges for Copies and Fax	0.00	0.00	50.00	-50.00	0.0%
GRAMA Request	0.00	5.00	25.00	-20.00	20.0%
Charges for Services Other - Other	0.00	5.00	100.00	-95.00	5.0%
Total Charges for Services Other	0.00	5.00	100.00	-95.00	5.0%
Cemetery Revenue	550.00	550.00	2,000.00	-1,450.00	27.5%
Burial Fees	2,000.00	3,200.00	800.00	2,400.00	400.0%
Lot Sales	0.00	550.00			
Cemetery Revenue - Other	2,550.00	4,300.00	2,800.00	1,500.00	153.57%
Total Cemetery Revenue	2,550.00	4,300.00	2,800.00	1,500.00	153.57%
Sanitation Revenue	7,688.61	8,916.10	7,700.00	1,216.10	115.79%
Curbside Recycling	55,198.10	60,354.20	55,000.00	5,354.20	109.74%
Sanitation Revenue - Other	62,886.71	69,270.30	62,700.00	6,570.30	110.48%
Total Sanitation Revenue	65,436.71	73,575.30	65,600.00	7,975.30	112.16%
Total CHARGES FOR SERVICES	65,436.71	73,575.30	65,600.00	7,975.30	112.16%
CONTRIBUTIONS & TRANSFERS					
Princess fund raiser	0.00	0.00	0.00	0.00	0.0%
Contributions	0.00	0.00	0.00	0.00	0.0%
Debt Service	0.00	0.00	0.00	0.00	0.0%
Donations/Grants	0.00	0.00	0.00	0.00	0.0%
WCSSD RECYCLE CONTRIBUTIONS					
Cemetery Donations	0.00	0.00	0.00	0.00	0.0%
Donations	0.00	4,500.00	0.00	4,500.00	100.0%
Historical	0.00	0.00	0.00	0.00	0.0%
Tithing House	0.00	0.00	0.00	0.00	0.0%
CLG GRANT	0.00	0.00	0.00	0.00	0.0%
Historical - Other	227.41	0.00	0.00	0.00	0.0%
Total Historical	227.41	0.00	0.00	0.00	0.0%
Total Donations/Grants	227.41	4,500.00	0.00	4,500.00	100.0%

Town of Leeds
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	Jul '20 - Jun 21	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
General Fund	0.00	0.00	0.00	0.00	0.0%
Total CONTRIBUTIONS & TRANSFERS	227.41	4,500.00	0.00	4,500.00	100.0%
IMPACT FEES INCOME					
Impact Fee Public Safety Income	0.00	0.00	0.00	0.00	0.0%
Impact Fee Roads Income	29,882.00	6,590.00	13,180.00	-6,590.00	50.0%
Impact Fees Park Income	11,700.00	2,600.00	5,200.00	-2,600.00	50.0%
Total IMPACT FEES INCOME	41,582.00	9,190.00	18,380.00	-9,190.00	50.0%
INTERGOVERNMENTAL REVENUE					
Class C Road Funds	64,758.08	65,872.86	314,059.00	-248,186.14	20.98%
Court Fines	17,673.51	20,100.05	18,000.00	2,100.05	111.67%
Federal Grants	0.00	51,660.00			
Leeds Area SSD 911 Fees	0.00	0.00	3,801.00	-3,801.00	0.0%
Leeds Area SSD payment	37,531.74	0.00	0.00	0.00	0.0%
State Grants					
1a0000 - CARES	75,721.00	0.00	0.00	0.00	0.0%
State Grants - Other	0.00	20,919.50	357,291.00	-336,371.50	5.86%
Total State Grants	75,721.00	20,919.50	357,291.00	-336,371.50	5.86%
Total INTERGOVERNMENTAL REVENUE	195,684.33	158,552.41	693,151.00	-534,598.59	22.87%
LICENSES & PERMITS					
General Plan Amendment Appl.	0.00	0.00	0.00	0.00	0.0%
Liquor	500.00	1,000.00	400.00	600.00	250.0%
Encroachment Permits	375.00	922.50	125.00	797.50	738.0%
Animal Licenses	230.00	320.00	200.00	120.00	160.0%
Annexation Fees	0.00	0.00	0.00	0.00	0.0%
Building Inspection Fees	900.00	833.15	200.00	633.15	416.58%
Building Permits	39,674.51	42,320.51	10,000.00	32,320.51	423.21%
Business Licenses	735.00	625.00	600.00	25.00	104.17%
Conditional Use Permits	100.00	0.00	100.00	-100.00	0.0%
Developments Fees	0.00	0.00	0.00	0.00	0.0%
Application Amendment	0.00	0.00	0.00	0.00	0.0%
Misc. Licenses, Permits & Fees	750.00	725.00	0.00	725.00	100.0%
Professional Services Revenues					

APPROVED AUG 10 2022

Town of Leeds
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	Jul '20 - Jun 21	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Engineering Fees	0.00	0.00	0.00	0.00	0.0%
Legal Fees	0.00	0.00	0.00	0.00	0.0%
Professional Services Revenues - Other	0.00	150.00	0.00	150.00	100.0%
Total Professional Services Revenues	0.00	150.00	0.00	150.00	100.0%
Subdivision Applications	2,150.00	1,550.00	0.00	1,550.00	100.0%
Zone Change Applications	0.00	2,000.00	0.00	2,000.00	100.0%
LICENSES & PERMITS - Other	0.00	0.00	0.00	0.00	0.0%
Total LICENSES & PERMITS	45,414.51	50,446.16	11,625.00	38,821.16	433.95%
MISC. REVENUE					
Miscellaneous Revenue Other					
Returned Check Fees	25.00	0.00	50.00	-50.00	0.0%
Developer Expense Reimbursement	0.00	0.00	0.00	0.00	0.0%
MISC REVENUE uncategorized Inco	42.52	0.00	0.00	0.00	0.0%
Miscellaneous Revenue Other - Other	0.00	0.00	0.00	0.00	0.0%
Total Miscellaneous Revenue Other	67.52	0.00	50.00	-50.00	0.0%
Appropriation of Gen Fund Bal	0.00	0.00	107,790.00	-107,790.00	0.0%
Interest Earnings on accounts					
Interest Income Parks Fund	315.76	322.74	175.00	147.74	184.42%
Interest Income Roads Fund	417.22	427.82	225.00	202.82	190.14%
Interest Capital Imp Fund	342.92	1,510.58	425.00	1,085.58	355.43%
Interest Inc Public Safety Fund	11.82	21.56	12.00	9.56	179.67%
Interest Income General Fund	3,705.74	3,593.00	2,500.00	1,093.00	143.72%
Interest Income Other	0.00	0.00	3.00	-3.00	0.0%
Interest Income Historical Fund	4.30	4.83	625.00	-620.17	0.77%
Interest Income Roads B&C Fund	574.27	1,241.41	90.00	1,151.41	1,379.34%
Interest Inc Sidewalks & Gutter	88.93	90.82	1,500.00	-1,409.18	6.06%
Interest Earnings on accounts - Other	522.35	736.17	0.00	736.17	100.0%
Total Interest Earnings on accounts	5,983.31	7,948.93	5,555.00	2,393.93	143.1%
Rents & Concessions					
Community Celebrations	0.00	1,135.03	0.00	1,135.03	100.0%
4th July Revenues	0.00	708.00	1,000.00	-292.00	70.8%
Princess Pageant Fund-Raiser	0.00	0.00	0.00	0.00	0.0%

APPROVED AUG 1 0 2022

Town of Leeds
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	Jul '20 - Jun '21	Jul '21 - Jun '22	Budget	\$ Over Budget	% of Budget
Rent and Deposit on Pavilion	175.30	480.00	750.00	-270.00	64.0%
Wild West Days in Leeds	0.00	0.00	0.00	0.00	0.0%
Rents & Concessions - Other	0.00	0.00	0.00	0.00	0.0%
Total Rents & Concessions	175.30	2,323.03	1,750.00	573.03	132.75%
Total MISC. REVENUE	6,226.13	10,271.96	115,145.00	-104,873.04	8.92%
Tax Revenues					
Property and RAP Tax Revenues					
Prior Years' Taxes - Delinquent	1,710.99	2,856.82	1,000.00	1,856.82	285.68%
Penalties	102.65	47.02	10.00	37.02	470.2%
Interest on taxes	4.94	5.85	5.00	0.85	117.0%
Gen. Sales & Use Taxes	162,491.17	190,133.68	122,151.00	67,982.68	155.66%
Gen. Property Taxes - Current	66,467.18	66,446.68	67,490.00	-1,043.32	98.45%
Fee-in-Lieu of Property Taxes	6,043.69	4,537.80	3,200.00	1,337.80	141.81%
RAP Taxes	16,361.62	18,189.98	14,000.00	4,189.98	129.93%
Property and RAP Tax Revenues - Other	0.00	0.00	0.00	0.00	0.0%
Total Property and RAP Tax Revenues	253,182.24	282,217.83	207,856.00	74,361.83	135.78%
Franchise Taxes					
Municipal Energy Tax	46,380.28	49,368.65	48,000.00	1,368.65	102.85%
Municipal Telecom License Tax	6,415.34	5,886.11	4,000.00	1,886.11	147.15%
Franchise Taxes - Other	0.00	1,452.59	0.00	1,452.59	100.0%
Total Franchise Taxes	52,795.62	56,707.35	52,000.00	4,707.35	109.05%
Total Tax Revenues	305,977.86	338,925.18	259,856.00	79,069.18	130.43%
Total Income	660,548.95	645,461.01	1,163,757.00	-518,295.99	55.46%
Cost of Goods Sold					
50000 - Cost of Goods Sold	0.00	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.00	0.0%
Gross Profit	660,548.95	645,461.01	1,163,757.00	-518,295.99	55.46%

APPROVED AUG 1 0 2022

Town of Leeds
Profit & Loss Budget vs. Actual
July 2021 through June 2022

Expense	Jul '20 - Jun 21	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
CULTURE & RECREATION EXPENSE					
4th July fireworks	0.00	0.00	2,500.00	-2,500.00	0.0%
Beautification project	0.00	0.00	0.00	0.00	0.0%
Cemetery Expenses					
Cemetery Water Expense	485.00	440.00	480.00	-40.00	91.67%
Lot buy-back	0.00	0.00	0.00	0.00	0.0%
Open/close grave	400.00	1,150.00	2,000.00	-850.00	57.5%
Cemetery Expenses - Other	75.00	71.99	250.00	-178.01	28.8%
Total Cemetery Expenses	960.00	1,661.99	2,730.00	-1,068.01	60.88%
Culture & Recreation Costs					
Community Celebrations	106.46	1,257.72	0.00	1,257.72	100.0%
Refund back on Peach Pavillion	225.00	275.00	150.00	125.00	183.33%
Wild West Days	0.00	0.00	0.00	0.00	0.0%
Arbor Day	0.00	258.91	0.00	258.91	100.0%
Easter	247.16	100.00	300.00	-200.00	33.33%
Princess Pageant	0.00	0.00	1,000.00	-1,000.00	0.0%
Washington Co Fair	0.00	0.00	1,300.00	-1,300.00	0.0%
Culture & Recreation Costs - Other	0.00	140.00			
Total Culture & Recreation Costs	578.62	2,031.63	2,750.00	-718.37	73.88%
Total CULTURE & RECREATION EXPENSE	1,538.62	3,693.62	7,980.00	-4,286.38	46.29%
GENERAL GOVERNMENT EXPENSES					
Administration					
Administration General					
CARES Act Funds	50,606.52	23,248.92	0.00	23,248.92	100.0%
LASSD BOND	25,169.74	0.00	0.00	0.00	0.0%
Liability Insurance & Bonds	11,817.22	1,115.50	20,000.00	-18,884.50	5.58%
Prisbrey Dispute	0.00	0.00	0.00	0.00	0.0%
Planning & Zoning	0.00	0.00	2,000.00	-2,000.00	0.0%
Materials					
CARES Act	299.97	159.67	0.00	159.67	100.0%

APPROVED AUG 10 2022

Town of Leeds
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	Jul '20 - Jun 21	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Materials-Other	0.00	0.00	0.00	0.00	0.0%
Total Materials	299.97	159.67	0.00	159.67	100.0%
Meals	0.00	0.00	0.00	0.00	0.0%
Dues & Subscriptions	1,050.86	1,214.62	2,000.00	-785.38	60.73%
Building Maintenance	973.75	26,294.78	23,000.00	3,294.78	114.33%
Bldg Permit Surcharge Fees	75.31	0.00	0.00	0.00	0.0%
Banking Fees	0.00	0.00	100.00	-100.00	0.0%
Power	3,160.15	2,635.23	3,600.00	-964.77	73.2%
Gas	559.36	704.49	750.00	-45.51	93.93%
Water-Admin	500.37	625.56	480.00	145.56	130.33%
Phone	3,024.14	3,431.66	3,000.00	431.66	114.39%
Travel & Training	0.00	188.55	3,000.00	-2,811.45	6.29%
Administration General - Other	54.80	40.00	3,801.00	-3,761.00	1.05%
Total Administration General	97,292.19	59,658.98	61,731.00	-2,072.02	96.64%
Admin Office Supplies					
Copier Lease	0.00	0.00	0.00	0.00	0.0%
Postage/Shipping	1,185.75	1,098.57	1,200.00	-101.43	91.55%
Admin Office Supplies - Other	1,666.72	2,496.81	5,000.00	-2,503.19	49.94%
Total Admin Office Supplies	2,852.47	3,595.38	6,200.00	-2,604.62	57.99%
4142 - Admin Wages					
Unemployment Insurance	297.24	0.00	1,200.00	-1,200.00	0.0%
Admin Wages	0.00	0.00	0.00	0.00	0.0%
Employee Benefits	0.00	146,471.89	12,000.00	134,471.89	1,220.6%
Payroll Expense	0.00	0.00	0.00	0.00	0.0%
Payroll Processing	840.00	386.00	1,000.00	-614.00	38.6%
Payroll taxes	5,758.75	6,026.71	6,750.00	-723.29	89.29%
4142 - Admin Wages - Other	34,771.77	33,915.91	65,450.00	-31,534.09	51.82%
Total 4142 - Admin Wages	41,667.76	186,800.51	86,400.00	100,400.51	216.2%
Administration - Other	0.00	47.57	154,331.00	-154,283.43	0.0%
Total Administration	141,812.42	250,102.44	154,331.00	95,771.44	162.06%
Legislative					
Codification	0.00	0.00	1,500.00	-1,500.00	0.0%

APPROVED AUG 1 0 2022

Town of Leeds
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	Jul '20 - Jun '21	Jul '21 - Jun '22	Budget	\$ Over Budget	% of Budget
Dues and Subscriptions	1,666.67	1,686.67	3,750.00	-2,063.33	44.98%
Total Legislative	1,666.67	1,686.67	5,250.00	-3,563.33	32.13%
Professional Services General					
Professional Services Admin					
Planner	7,080.00	10,260.00	9,000.00	1,260.00	114.0%
Computer Technology	851.12	818.09	4,500.00	-3,681.91	18.18%
Information Technology	567.00	3,496.77	4,000.00	-503.23	87.42%
Engineering	6,219.25	5,674.49	7,000.00	-1,325.51	81.06%
Building Inspections	8,020.00	8,460.00	7,000.00	1,460.00	120.86%
Accounting	0.00	0.00	900.00	-900.00	0.0%
Total Professional Services Admin	22,737.37	28,709.35	32,400.00	-3,690.65	88.61%
Professional Services					
Public & Legal Notices-General	294.79	835.59	2,000.00	-1,164.41	41.78%
Legal					
Prosecutor-Public Defender	15,754.00	11,773.00	12,000.00	-227.00	98.11%
Legal - Other	22,401.22	10,042.11	30,000.00	-19,957.89	33.47%
Total Legal	38,155.22	21,815.11	42,000.00	-20,184.89	51.94%
General Plan	0.00	61,919.50	76,000.00	-14,080.50	81.47%
Audit	4,605.00	4,205.26	5,000.00	-794.74	84.11%
Early Appeal	0.00	0.00	0.00	0.00	0.0%
Elections	0.00	1,260.93	2,000.00	-739.07	63.05%
Independent Contractor	0.00	0.00	0.00	0.00	0.0%
Professional Services - Other	0.00	0.00	0.00	0.00	0.0%
Total Professional Services	43,055.01	90,036.39	127,000.00	-36,963.61	70.9%
Total Professional Services General	65,792.38	118,745.74	159,400.00	-40,654.26	74.5%
Total GENERAL GOVERNMENT EXPENSES	209,271.47	370,534.85	318,981.00	51,553.85	116.16%
HIGHWAYS & STREETS					
Class B & C Road Funds	949.99	0.00	200,000.00	-200,000.00	0.0%
Equipment	0.00	0.00	6,000.00	-6,000.00	0.0%
Fuel for Truck	534.50	1,842.83	1,300.00	542.83	141.76%
Main Street Project	7,344.00	4,404.00	342,000.00	-337,596.00	1.29%
Repair & Maintenance	1,713.37	1,970.88	15,000.00	-13,029.12	13.14%

APPROVED AUG 1 0 2022

Town of Leeds
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	Jul '20 - Jun 21	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Utilities Street Lights	3,867.06	4,581.54	5,000.00	-418.46	91.63%
4401 - Highway & Street Wages	12,957.76	15,577.55	14,000.00	1,577.55	111.27%
Total HIGHWAYS & STREETS	27,366.68	28,376.80	583,300.00	-554,923.20	4.87%
Parks/Public Works					
TreeCityUSA	75.34	0.00	1,786.00	-1,786.00	0.0%
Building repairs/maintenance	547.35	887.67	1,000.00	-112.33	88.77%
Park Equipment					
CARES	0.00	0.00	97,871.00	-97,871.00	0.0%
Park Equipment - Other	603.31	137.89	1,500.00	-1,362.11	9.19%
Total Park Equipment	603.31	137.89	99,371.00	-99,233.11	0.14%
Park Improvements	99.23	3,088.04	10,000.00	-6,911.96	30.88%
Park Maintenance	1,135.09	3,251.27	3,000.00	251.27	108.38%
CARES Act	1,415.60	0.00	0.00	0.00	0.0%
Shop Repairs/Maintenance	110.39	507.97	750.00	-242.03	67.73%
Silver Reef Highlands Park	0.00	0.00	0.00	0.00	0.0%
Truck Fuel & Maintenance	534.50	269.02	0.00	269.02	100.0%
Water & Utilities	939.00	819.00	900.00	-81.00	91.0%
4601 - Public Works Wages	30,086.75	30,137.55	32,500.00	-2,362.45	92.73%
Parks/Public Works - Other	0.00	120.00			
Total Parks/Public Works	35,012.06	39,218.41	149,307.00	-110,088.59	26.27%
SANITATION EXPENSE					
Dumpster	1,315.45	2,348.76	2,000.00	348.76	117.44%
BluCan- Recyclable	8,143.03	8,056.89	7,500.00	556.89	107.43%
Garbage	49,723.45	49,088.30	49,000.00	88.30	100.18%
SANITATION EXPENSE - Other	200.00	1,819.82			
Total SANITATION EXPENSE	59,381.93	61,313.77	58,500.00	2,813.77	104.81%
Total Expense	332,570.76	503,137.45	1,118,068.00	-614,930.55	45.0%
Net Ordinary Income	327,978.19	142,323.56	45,689.00	96,634.56	311.51%
Net Income	327,978.19	142,323.56	45,689.00	96,634.56	311.51%

APPROVED
6/10/2022