

Town of Leeds

Agenda Town of Leeds Town Council Wednesday, February 8, 2023

PUBLIC NOTICE is hereby given that the Town of Leeds Town Council will hold a **PUBLIC MEETING** on Wednesday, February 8, 2023, 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. Invocation
4. Declaration of Abstentions or Conflicts
5. Consent Agenda:
 - a. Tonight's Agenda
 - b. Meeting Minutes of January 25, 2023
5. Citizen Comments: No action may be taken on a matter raised under this agenda item. (Three minutes per person).
6. Announcements:
 - a. Residence interested in participating in Leeds booth at the Washington County Fair can contact Ken Hadley or Rhonda McLaughlin
7. Public Hearings: None
8. Action Items: None
9. Discussion Items:
 - a. Discussion Regarding 2022 Road Maintenance Plans
 - b. 2023 Second Quarter Budget Review
 - c. Unrestricted fund balance transfer
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 February 7, 2023 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.leadstown.org.



Aseneth Steed, Clerk/Recorder

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

	<u>Jul - Dec 21</u>	<u>Jul - Dec 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense					
Income					
CHARGES FOR SERVICES					
Charges for Services Other					
Charges for Copies and Fax	0.00	0.00	25.00	-25.00	0.0%
GRAMA Request	0.00	0.00	50.00	-50.00	0.0%
Charges for Services Other - Other	0.00	0.00	25.00	-25.00	0.0%
Total Charges for Services Other		0.00	100.00	-100.00	0.0%
Cemetery Revenue					
Burial Fees	0.00	550.00	1,000.00	-450.00	55.0%
Lot Sales	1,200.00	0.00	800.00	-800.00	0.0%
Total Cemetery Revenue	1,200.00	550.00	1,800.00	-1,250.00	30.56%
Sanitation Revenue					
Curbside Recycling	4,154.86	5,207.34	9,500.00	-4,292.66	54.81%
Sanitation Revenue - Other	29,033.23	31,655.20	63,000.00	-31,344.80	50.25%
Total Sanitation Revenue	33,188.09	36,862.54	72,500.00	-35,637.46	50.85%
Total CHARGES FOR SERVICES	34,388.09	37,412.54	74,400.00	-36,987.46	50.29%
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					
WCSSD RECYCLE CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.0%
Cemetery Donations	0.00	12,850.00	0.00	12,850.00	100.0%
Donations	0.00	550.00	0.00	550.00	100.0%
Historical					
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	0.00	0.00	0.00	0.00	0.0%
Total Historical	0.00	0.00	0.00	0.00	0.0%
Total Donations/Grants	0.00	13,400.00	0.00	13,400.00	100.0%
General Fund	0.00	0.00	4,688.47	-4,688.47	0.0%
Total CONTRIBUTIONS & TRANSFERS	0.00	13,400.00	4,688.47	8,711.53	285.81%
IMPACT FEES INCOME					
Impact Fee Public Safety Income	0.00	0.00	0.00	0.00	0.0%
Impact Fee Roads Income	1,300.00	0.00	13,180.00	-13,180.00	0.0%
Impact Fees Park Income	3,295.00	0.00	5,200.00	-5,200.00	0.0%
Total IMPACT FEES INCOME	4,595.00	0.00	18,380.00	-18,380.00	0.0%
INTERGOVERNMENTAL REVENUE					
Class C Road Funds	33,449.88	35,348.84	314,059.11	-278,710.27	11.26%
Court Fines	8,520.00	7,898.98	18,000.00	-10,101.02	43.88%
Federal Grants	51,660.00	51,660.00			
Leeds Area SSD 911 Fees	0.00	0.00	3,801.00	-3,801.00	0.0%
Leeds Area SSD payment	0.00	0.00	0.00	0.00	0.0%

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

	<u>Jul - Dec 21</u>	<u>Jul - Dec 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
State Grants					
1a0000 · CARES	0.00	0.00	0.00	0.00	0.0%
State Grants - Other	0.00	0.00	357,291.00	-357,291.00	0.0%
Total State Grants	<u>0.00</u>	<u>0.00</u>	<u>357,291.00</u>	<u>-357,291.00</u>	<u>0.0%</u>
Total INTERGOVERNMENTAL REVENUE	<u>93,629.88</u>	<u>94,907.82</u>	<u>693,151.11</u>	<u>-598,243.29</u>	<u>13.69%</u>
LICENSES & PERMITS					
Liquor	400.00	0.00	400.00	-400.00	0.0%
Encroachment Permits	547.50	125.00	125.00	0.00	100.0%
Animal Licenses	20.00	25.00	300.00	-275.00	8.33%
Annexation Fees	0.00	800.00	0.00	800.00	100.0%
Building Inspection Fees	700.00	200.00	900.00	-700.00	22.22%
Building Permits	9,337.92	4,206.54	12,000.00	-7,793.46	35.06%
Business Licenses	205.00	200.00	600.00	-400.00	33.33%
Conditional Use Permits	0.00	200.00	100.00	100.00	200.0%
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	420.00	1,805.00	0.00	1,805.00	100.0%
Professional Services Revenues					
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 - Other	0.00	0.00	0.00	0.00	0.0%
Total Professional Services Revenues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Subdivision Applications	1,550.00	0.00	0.00	0.00	0.0%
Zone Change Applications	0.00	0.00	0.00	0.00	0.0%
Total LICENSES & PERMITS	<u>13,180.42</u>	<u>7,561.54</u>	<u>14,425.00</u>	<u>-6,863.46</u>	<u>52.42%</u>
MISC. REVENUE					
Miscellaneous Revenue Other					
Returned Check Fees	0.00	25.00	0.00	25.00	100.0%
Developer Expense Reimbursement	0.00	0.00	0.00	0.00	0.0%
MISC REVENUE uncategorized	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Revenue Other	0.00	0.00	0.00	0.00	0.0%
Total Miscellaneous Revenue Other	<u>0.00</u>	<u>25.00</u>	<u>0.00</u>	<u>25.00</u>	<u>100.0%</u>
Appropriation of Gen Fund Bal	0.00	0.00	82,080.00	-82,080.00	0.0%
Interest Earnings on accounts					
Interest Income Parks Fund	113.23	893.47	300.00	593.47	297.82%
Interest Income Roads Fund	151.72	1,186.37	400.00	786.37	296.59%
Interest Capital Imp Fund	120.38	7,330.18	600.00	6,730.18	1,221.7%
Interest Inc Public Safety Fund	7.54	61.59	17.00	44.59	362.29%
Interest Income General Fund	1,665.55	8,701.42	4,000.00	4,701.42	217.54%
Interest Income Other	0.00	4.35	4.00	0.35	108.75%
Interest Income Historical Fund	1.67	13.45	1,000.00	-986.55	1.35%
Interest Income Roads B&C Fund	385.79	4,080.57	100.00	3,980.57	4,080.57%
Interest Inc Sidewalks & Gutter	31.40	252.97	1,000.00	-747.03	25.3%
Interest Earnings - Other	416.74	567.95			

Town of Leeds Profit & Loss Budget vs. Actual

July through December 2022

	<u>Jul - Dec 21</u>	<u>Jul - Dec 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Interest Earnings on accounts	2,894.02	23,092.32	7,421.00	15,671.32	311.18%
Rents & Concessions					
Community Celebrations	675.00	1,984.98	1,000.00	984.98	198.5%
4th July Revenues	708.00	0.00	1,500.00	-1,500.00	0.0%
Princess Pageant Fund-Raiser	0.00	0.00	0.00	0.00	0.0%
Rent and Deposit on Pavilion	100.00	0.00	500.00	-500.00	0.0%
Wild West Days in Leeds	0.00	0.00	0.00	0.00	0.0%
Total Rents & Concessions	<u>1,483.00</u>	<u>1,984.98</u>	<u>3,000.00</u>	<u>-1,015.02</u>	<u>66.17%</u>
Total MISC. REVENUE	<u>4,377.02</u>	<u>25,102.30</u>	<u>92,501.00</u>	<u>-67,398.70</u>	<u>27.14%</u>
Tax Revenues					
Property and RAP Tax Revenues					
Prior Years' Taxes - Delinquent	240.89	342.30	2,800.00	-2,457.70	12.23%
Penalties	13.43	21.35	10.00	11.35	213.5%
Interest on taxes	0.00	0.03	5.00	-4.97	0.6%
Gen. Sales & Use Taxes	89,138.72	94,361.52	125,000.00	-30,638.48	75.49%
Gen. Property Taxes - Current	56,484.38	59,330.39	67,490.00	-8,159.61	87.91%
Fee-in-Lieu of Property Taxes	2,994.05	2,595.14	4,400.00	-1,804.86	58.98%
RAP Taxes	9,124.16	9,297.22	18,000.00	-8,702.78	51.65%
Total Property and RAP Tax Revenues	<u>157,995.63</u>	<u>165,947.95</u>	<u>217,705.00</u>	<u>-51,757.05</u>	<u>76.23%</u>
Franchise Taxes					
Municipal Energy Tax	25,866.38	26,180.13	56,000.00	-29,819.87	46.75%
Municipal Telecom License Tax	1,866.56	2,079.59	6,200.00	-4,120.41	33.54%
Total Franchise Taxes	<u>27,732.94</u>	<u>28,259.72</u>	<u>62,200.00</u>	<u>-33,940.28</u>	<u>45.43%</u>
Total Tax Revenues	<u>185,728.57</u>	<u>194,207.67</u>	<u>279,905.00</u>	<u>-85,697.33</u>	<u>69.38%</u>
Total Income	<u>335,898.98</u>	<u>372,591.87</u>	<u>1,177,450.58</u>	<u>-804,858.71</u>	<u>31.64%</u>
Gross Profit	<u>335,898.98</u>	<u>372,591.87</u>	<u>1,177,450.58</u>	<u>-804,858.71</u>	<u>31.64%</u>
Expense					
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					
Cemetary Water Expense	200.00	449.15	480.00	-30.85	93.57%
Lot buy-back	0.00	0.00	250.00	-250.00	0.0%
Open/close grave	0.00	1,000.00	2,000.00	-1,000.00	50.0%
Cemetery Expenses - Other	0.00	0.00	0.00	0.00	0.0%
Total Cemetery Expenses	<u>200.00</u>	<u>1,449.15</u>	<u>2,730.00</u>	<u>-1,280.85</u>	<u>53.08%</u>
Culture & Recreation Costs					
Community Celebrations	1,073.68	2,019.70	0.00	2,019.70	100.0%
Refund back on Peach Pavillon	50.00	0.00	150.00	-150.00	0.0%
Wild West Days	0.00	0.00	0.00	0.00	0.0%
Arbor Day	156.11	94.14	0.00	94.14	100.0%
Easter	0.00	0.00	300.00	-300.00	0.0%
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%

Town of Leeds Profit & Loss Budget vs. Actual

July through December 2022

	<u>Jul - Dec 21</u>	<u>Jul - Dec 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Culture & Recreation Costs - Other	0.00	17.82			
Total Culture & Recreation Costs	1,279.79	2,131.66	2,750.00	-618.34	77.52%
Total CULTURE & RECREATION EXPENSE	1,479.79	3,580.81	7,980.00	-4,399.19	44.87%
GENERAL GOVERNMENT EXPENSES					
Administration					
Administration General					
CARES Act Funds	23,248.92	0.00	0.00	0.00	0.0%
LASSD BOND	0.00	0.00	0.00	0.00	0.0%
Liability Insurance & Bonds	102.31	11,181.83	20,000.00	-8,818.17	55.91%
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	159.67	0.00	0.00	0.00	0.0%
Materials - Other	0.00	0.00	0.00	0.00	0.0%
Total Materials	159.67	0.00	0.00	0.00	0.0%
Meals	0.00	0.00	0.00	0.00	0.0%
Dues & Subscriptions	133.05	514.98	2,000.00	-1,485.02	25.75%
Building Maintenance	83.48	1,294.95	30,000.00	-28,705.05	4.32%
Bldg Permit Surcharge Fees	0.00	0.00	0.00	0.00	0.0%
Banking Fees	0.00	121.00	100.00	21.00	121.0%
Power	1,572.83	1,495.71	3,600.00	-2,104.29	41.55%
Gas	111.04	342.89	750.00	-407.11	45.72%
Water-Admin	425.56	771.93	480.00	291.93	160.82%
Phone	1,550.24	1,758.67	3,000.00	-1,241.33	58.62%
Travel & Training	0.00	458.67	3,000.00	-2,541.33	15.29%
Administration General - Other	0.00	1,761.95	3,801.00	-2,039.05	46.36%
Total Administration General	27,387.10	19,702.58	68,731.00	-49,028.42	28.67%
Admin Office Supplies					
Copier Lease	0.00	0.00	0.00	0.00	0.0%
Postage/Shipping	501.45	628.52	1,200.00	-571.48	52.38%
Admin Office Supplies - Other	815.93	1,360.49	5,000.00	-3,639.51	27.21%
Total Admin Office Supplies	1,317.38	1,989.01	6,200.00	-4,210.99	32.08%
4142 · Admin Wages					
Unemployment Insurance	0.00	0.00	1,200.00	-1,200.00	0.0%
Employee Benefits	146,471.89	0.00	0.00	0.00	0.0%
Payroll Processing	386.00	606.00	1,000.00	-394.00	60.6%
Payroll taxes	2,739.81	4,287.64	8,413.47	-4,125.83	50.96%
4142 · Admin Wages - Other	13,708.00	27,248.15	61,100.00	-33,851.85	44.6%
Total 4142 · Admin Wages	163,305.70	32,141.79	71,713.47	-39,571.68	44.82%
Total Administration	192,010.18	53,833.38	146,644.47	-92,811.09	36.71%
Legislative					
Codification	0.00	0.00	1,500.00	-1,500.00	0.0%
Dues and Subscriptions	1,666.67	1,833.33	3,750.00	-1,916.67	48.89%
Total Legislative	1,666.67	1,833.33	5,250.00	-3,416.67	34.92%

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

	<u>Jul - Dec 21</u>	<u>Jul - Dec 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Professional Services General					
Professional Services Admin					
Planner	4,200.00	2,760.00	14,000.00	-11,240.00	19.71%
Computer Technology	478.38	2,669.51	4,500.00	-1,830.49	59.32%
Information Technology	230.85	770.61	4,000.00	-3,229.39	19.27%
Engineering	3,548.75	1,500.00	7,000.00	-5,500.00	21.43%
Building Inspections	3,970.00	4,600.00	9,000.00	-4,400.00	51.11%
Accounting	0.00	0.00	900.00	-900.00	0.0%
Total Professional Services Admin	<u>12,427.98</u>	<u>12,300.12</u>	<u>39,400.00</u>	<u>-27,099.88</u>	<u>31.22%</u>
Professional Services					
Public & Legal Notices-General	150.72	229.03	2,000.00	-1,770.97	11.45%
Legal					
Prosecutor-Public Defender	5,448.50	4,025.00	12,000.00	-7,975.00	33.54%
Legal - Other	3,778.75	29,570.63	30,000.00	-429.37	98.57%
Total Legal	<u>9,227.25</u>	<u>33,595.63</u>	<u>42,000.00</u>	<u>-8,404.37</u>	<u>79.99%</u>
Audit	1,135.00	6,129.50	5,000.00	1,129.50	122.59%
Early Appeal	0.00	0.00	0.00	0.00	0.0%
Elections	1,260.93	0.00	0.00	0.00	0.0%
Independent Contractor	0.00	0.00	0.00	0.00	0.0%
Total Professional Services	<u>18,823.10</u>	<u>39,954.16</u>	<u>49,000.00</u>	<u>-9,045.84</u>	<u>81.54%</u>
Total Professional Services General	<u>31,251.08</u>	<u>52,254.28</u>	<u>88,400.00</u>	<u>-36,145.72</u>	<u>59.11%</u>
Total GENERAL GOVERNMENT EXPENSES	<u>224,927.93</u>	<u>107,920.99</u>	<u>240,294.47</u>	<u>-132,373.48</u>	<u>44.91%</u>
HIGHWAYS & STREETS					
Class B & C Road Funds	0.00	0.00	314,000.00	-314,000.00	0.0%
Equipment	0.00	0.00	6,000.00	-6,000.00	0.0%
Fuel for Truck	549.04	987.32	1,300.00	-312.68	75.95%
Main Street Project	0.00	1,500.00	342,000.00	-340,500.00	0.44%
Repair & Maintenance	1,506.98	2,446.34	15,000.00	-12,553.66	16.31%
Utilities Street Lights	2,281.89	2,597.06	5,000.00	-2,402.94	51.94%
4401 · Highway & Street Wages	8,542.87	7,549.38	14,000.00	-6,450.62	53.92%
Total HIGHWAYS & STREETS	<u>12,880.78</u>	<u>15,080.10</u>	<u>697,300.00</u>	<u>-682,219.90</u>	<u>2.16%</u>
Parks/Public Works					
TreeCityUSA	0.00	0.00	1,786.00	-1,786.00	0.0%
Building repairs/maintenance	789.11	0.00	1,700.00	-1,700.00	0.0%
Park Equipment	0.00	0.00	1,500.00	-1,500.00	0.0%
Park improvements	0.00	67.62	10,000.00	-9,932.38	0.68%
Park Maintenance	1,167.51	1,125.86	3,000.00	-1,874.14	37.53%
Shop Repairs/Maintenance	507.97	0.00	1,300.00	-1,300.00	0.0%
Silver Reef Highlands Park		0.00	97,871.00	-97,871.00	0.0%
Truck Fuel & Maintenance	26.97	71.33	1,500.00	-1,428.67	4.76%
Water & Utilities	619.00	1,045.85	900.00	145.85	116.21%
4601 · Public Works Wages	13,783.13	20,685.88	34,880.00	-14,194.12	59.31%
Total Parks/Public Works	<u>16,893.69</u>	<u>22,996.54</u>	<u>154,437.00</u>	<u>-131,440.46</u>	<u>14.89%</u>
SANITATION EXPENSE					

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Profit & Loss Budget vs. Actual
 July through December 2022

	<u>Jul - Dec 21</u>	<u>Jul - Dec 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Dumpster	1,616.23	2,418.71	2,000.00	418.71	120.94%
BluCan- Recyclable	3,261.92	4,593.60	8,000.00	-3,406.40	57.42%
Garbage	20,115.35	21,206.08	49,000.00	-27,793.92	43.28%
Total SANITATION EXPENSE	<u>24,993.50</u>	<u>28,218.39</u>	<u>59,000.00</u>	<u>-30,781.61</u>	<u>47.83%</u>
Total Expense	<u>281,175.69</u>	<u>177,796.83</u>	<u>1,159,011.47</u>	<u>-981,214.64</u>	<u>15.34%</u>
Net Ordinary Income	<u>54,723.29</u>	<u>194,795.04</u>	<u>18,439.11</u>	<u>176,355.93</u>	<u>1,056.42%</u>
Net Income	<u><u>54,723.29</u></u>	<u><u>194,795.04</u></u>	<u><u>18,439.11</u></u>	<u><u>176,355.93</u></u>	<u><u>1,056.42%</u></u>

APPROVED FEB 0 8 2023
