

**BIG WATER MUNICIPAL
TOWN COUNCIL
REGULAR MEETING
AGENDA**

Wednesday September 18, 2024

60 N Aaron Burr, Big Water, Utah 84741

Work Session 6:30pm

Meeting 7:00pm

- 1.) Public Hearing - 7:00pm – Open Budget to Appropriate Funds from the Administrative Department to the Fire Department for Insurance and Bond Expenses**
- 2.) Public Hearing - 7:01pm – Updates to the Big Water Personnel Policy & Procedure Manual to bring Sections 10.3, 10.4, 10.5, 10.6, 10.11, 12.1 and 12.3 up to date to accommodating changes within Big Water Fire & Rescue “Employee Status, Work Week, Workdays, Work Hours, Overtime Pay, Pay Periods, & Minimum Wage & Pay Scale.”–**

WORK SESSION-

CALL TO ORDER—

Council Members in Attendance: Councilmen: Absent:

2. DISCUSSION ON AGENDA ITEMS—

3. ADJOURN—

MEETING

1. CALL TO ORDER –

2. ROLL CALL – Council Members in Attendance: Councilmen: Absent:

3. PLEDGE OF ALLEGIANCE – Mayor leads Pledge of Allegiance

4. STATEMENT OF CONFLICT –

5. APPROVAL OF AUGUST MINUTES –

6. MAYOR, COUNCIL, AND DEPARTMENT REPORTS –

- **Mayor:**
- **Council:**
 - **GCSSD; Levi Banfill:**
 - **Parks & Recreation; Jennie Lassen:**
 - **Planning & Zoning; Jim Lybarger:**
 - **Public Safety; Luke McConville:**
- **Fire Chief:**
- **Marshal:**
- **Planning & Zoning Administrator:**
- **Treasurer:**

7. CITIZEN COMMENTS (Citizens are given a reasonable amount of time to comment) —

8. OLD BUSINESS - NONE

**BIG WATER MUNICIPAL
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9. NEW BUSINESS

- a) **Discussion and Possible Action on Adopting Resolution 2024-16 Updating Big Water Personnel Policy & Procedure Manual to bring Sections 10.3, 10.4, 10.5, 10.6, 10.11, 12.1 and 12.3 up to date to accommodating changes within Big Water Fire & Rescue "Employee Status, Work Week, Workdays, Work Hours, Overtime Pay, Pay Periods, & Minimum Wage & Pay Scale."—**
- b) **Discussion and Possible Action on Adopting Resolution 2024-17 to Open and Amend the FY Budget 2024/2025 Appropriating \$13,500.00 from the Administration Department to the Fire Department to Properly Reflet Expenses for Insurance and Bond Payments of Big Water Fire & Rescue—**
- c) **Discussion and Possible Action on Adopting Resolution 2024-18 Big Water Municipal Procurement Policy—**
- d) **Discussion and Possible Action on Adopting Resolution 2024-19 Big Water Municipal Request for Proposal (RFP) Policy—**
- e) **Discussion and Possible Action on Adopting Resolution 2024-20 Big Water Municipal Retention Schedule—**
- f) **Discussion and Possible Action on Fire Department Regarding the URS Contribution Increase of 2.14%, Employer Contribution Pick Up Percentage In-Lieu of Full 3% Pay Increase and in Conjunction with Increased URS Contributions—**
- g) **Discussion and Possible Action for Possibly Having a Water & Ice Company Set-Up a Station on Town Property--**
- h) **Discussion and Possible Action on Approving Employee Appreciation Pay—**

10. POSSIBLE CLOSED SESSION— Legal Business; Litigation; Land purchase; Personnel business; or items as described under Utah State Code Utah Code 52-4-205—

RETURN TO REGULAR MEETING

10. FINANCIAL REPORTS —

11. ADJOURNMENT —

PUBLIC NOTICE

Big Water Municipal Town Council

Notice of Public Hearing

Notice is hereby given that on Wednesday, September 18, 2024, at 7:00 p.m. (UT), Big Water Municipal Corporation will hold a PUBLIC HEARING at Town Hall, located at 60 N Aaron Burr, Big Water, Utah, 84741.

PUBLIC HEARING ITEM/S:

- Open 2024/2025 FY Budget to appropriate Funds of \$13,500 from administrative to the fire department**

At the time and place set forth above, all interested citizens may appear in person and may be given an opportunity to be heard either in support or in opposition. Each citizen will be given a reasonable amount of time to comment.

PUBLIC NOTICE

Big Water Municipal Town Council

Notice of Public Hearing

Notice is hereby given that on Wednesday, September 18, 2024, at 7:01 p.m. (UT), Big Water Municipal Corporation will hold a PUBLIC HEARING at Town Hall, located at 60 N Aaron Burr, Big Water, Utah, 84741.

PUBLIC HEARING ITEM/S:

- Updates to the Big Water Personnel Policy & Procedure Manual to bring Sections 10.3, 10.4, 10.5, 10.6, 10.11, 12.1 and 12.3 up to date accommodating changes within Big Water Fire & Rescue "Employee Status, Work Week, Workdays, Work Hours, Overtime Pay, Pay Periods, & Minimum Wage & Pay Scale."**

At the time and place set forth above, all interested citizens may appear in person and may be given an opportunity to be heard either in support or in opposition. Each citizen will be given a reasonable amount of time to comment.

**BIG WATER MUNICIPAL
TOWN COUNCIL
REGULAR MEETING**

DRAFT MINUTES

Wednesday August 21, 2024

60 N Aaron Burr, Big Water, Utah 84741

Work Session 6:30pm

Meeting 7:00pm

- 1.) Public Hearing - 7:00pm – Open Budget to Add and Appropriate Funds –** Public Hearing opens at 7:01pm – Whyt Short thanks the person who is seeking and getting these grants. Closes at 7:04pm
- 2.) Public Hearing - 7:01pm – Adopting a Policy for the Government Records Access and Management Act (GRAMA)** Opens at 7:04pm No public comment. Closes at 7:04pm

WORK SESSION-

CALL TO ORDER— 6:30pm

Council Members in Attendance: Mayor David Schmuker, Councilmen Levi Banfill, Luke McConville, Jim Lybarger & Councilwoman Jennie Lassen

2. DISCUSSION ON AGENDA ITEMS— Council discussed items on the agenda briefly. Fire Chief Rob Barnett explained the updates needed in the Big Water Policy and Procedure Manual so it will properly explain the parts that include specific details for the Fire Department regarding pay schedules, work schedules etc. Needed for FMLA requirements.

3. ADJOURN— 7:00pm

MEETING

1. CALL TO ORDER – 7:00pm

2. ROLL CALL – Council Members in Attendance: Mayor David Schmuker, Councilmen Levi Banfill, Luke McConville, Jim Lybarger & Councilwoman Jennie Lassen; Absent: None

3. PLEDGE OF ALLEGIANCE – Mayor leads Pledge of Allegiance

4. STATEMENT OF CONFLICT – None

5. APPROVAL OF JULY MINUTES – Motion made to approve the July Minutes made by Jennie Lassen, seconded by Levi Banfill, all ayes. Motion passed.

6. MAYOR, COUNCIL, AND DEPARTMENT REPORTS –

- **Mayor:** We will be getting more economic money from the county. This will be based on how many business licenses we have. I go to a lot of meetings to stay up on money that might be available.
- **Council:**
 - **GCSSD; Levi Banfill:** We will be auctioning off the old SSD truck next month. We will be accepting closed bids through Sept. 17 and opened at the meeting on Sept 18.
 - **Parks & Recreation; Jennie Lassen:** I want to get with the school to see if they want to partner with some events. Possibly BBQ's and other things. We can also talk to the county about possible grants.

**BIG WATER MUNICIPAL
TOWN COUNCIL
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DRAFT MINUTES**

- **Planning & Zoning; Jim Lybarger:** For the last two months Planning & Zoning has not had a quorum so both July and August meetings were cancelled.
- **Public Safety; Luke McConville:** I don't have anything to report right now. I will be setting up some meetings with the Fire Chief and the Marshal.
- **Fire Chief:** We've been busy. I think we are back to pre-Covid as far as tourism goes. The several fires we've had have been hard on the staff as it has been really hot. We are working on figuring out how to deal with that. The next three months will be busy for staff going to school in Georgia for HAZMAT training and all paid for by grants from FEMA and getting training in Kanab for EMTs.
- **Marshal:** Nothing to speak on.
- **Planning & Zoning Administrator:** We have three new building permits in the works. I have been working on updating ordinances and with the attorney and county on stuff. We are still working with the county on compliance issues.
- **Treasurer:** End-of-year reports are up to date. We just made our last payment on the Streets Bond payments. I went to training last week. We did get radios for the fire department with Utah fire assistance grant money from the department of natural resources. The Marshal's department has expressed interest in a deputy and the clerk, and I have looked at the budget and there is roughly \$15,000 that can be appropriated to be used as a part-time back up for Russ.

7. CITIZEN COMMENTS (Citizens are given a reasonable amount of time to comment) — Graydon Meeks- How the Fire Department would work all coming together. Does it change the retirement and benefits and the PTO? Fire Chief, Rob Barnett: Here in Big Water our pay is nowhere near in comparison to the county pay. We are looking to take our pay to a standard. URS and benefits will all stay the same.

Russ Johnson: So, it sounds like the boots on the ground will get better pay if the county takes it over? I like that idea. Hyrum Short: Will there be change in what Big Water citizens see for fire coverage, will they be paying more fire coverage? Rob Barnett: Yes, because right now they are paying nothing. Hyrum: will they be paying in the future. Mayor: All the lots in the county will be assessed and a board will be formed overseeing it. I am sure there will be someone on that board. Hyrum: we are giving our fire department to the county? Mayor: No, they would have to buy it from the town. The coverage for Big Water will improve.

8. OLD BUSINESS - NONE

9. NEW BUSINESS

- a) **Discussion and Possible Action on (Public Hearing #1) Adopting RESOLUTION NO. 2024-13 to Add \$48,000.00 in TPA Grant Money to the Budget for the Big Water Transportation Master Plan; and \$9,963.32 of Utah Fire Department Assistance Grant Funds from the Department of Natural Resources for 3 Mobile Radios and Accessories to the Fire Department Budget; and to Appropriate \$13,000.00 of Unspent Economic Opportunity Grant Money from Kane County from FY 2023/2024**

**BIG WATER MUNICIPAL
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DRAFT MINUTES**

Budget to FY 2024/2025 Budget— Motion made to adopt RESOLUTION NO. 2024-13 by Levi Banfill, Seconded by Jim Lybarger, all aye. Motion Passed.

- b) Discussion and Possible Action on (Public Hearing #2) Adopting ORDINANCE 10-2024 to Big Water Municipal Code 2: Administrative Code Under Subsection 2.02 GRAMA Policy, which will Establish a Policy Regarding the Government Records Access and Management Act (GRAMA), as Adopted by the State of Utah and Delineated in Utah Code §63G-2-101 et seq. as Amended Applies to all GRAMA Requests for Access to Town Records**— Motion made to adopt ORDINANCE 10-2024 by Jennie Lassen, Seconded by Jim Lybarger, all aye. Motion Passed.
- c) Discussion and Possible Action on Adopting ORDINANCE 11-2024 to Big Water Municipal Code 2: Administrative Code, Under Subsection 2.03 Conflict of Interest Policy, which will Establish a Policy for Municipal Statutory & Elected Officer, and Municipal Employees in Adherence to Utah Code § 67-16 Utah Public Officers' and Employees' Ethics Act, and Utah Municipal Code 10-3-13 Municipal Officers' and Employees' Ethics Act** — Motion made to adopt ORDINANCE 11-2024 by Jim Lybarger, Seconded by Levi Banfill, all aye. Motion Passed.
- d) Discussion and Possible Action on Adopting RESOLUTION NO. 2024-15 Appointing Wryht Short to the Big Water Municipal Planning & Zoning Commission; Seat Expiration 12/31/2028**— Wryht Short introduction: I am looking forward to working with the town and working on policies that make this town better. Motion made to adopt RESOLUTION NO. 2024-15 by Jim Lybarger, Seconded by Jennie Lassen, all aye. Motion Passed.
- e) Discussion and Possible Action on Adopting RESOLUTION 2024-14 Setting Planning & Zoning Seat Expiration Assignments**— Motion made to adopt RESOLUTION NO. 2024-14 by Levi Banfill, Seconded by Jennie Lassen, all ayes. Motion Passed.
- f) Discussion and Possible Action on Updating the Big Water Policy & Procedure Manual to Properly Reflect the Fire Department under subsection 10.3 Employee Status to Include Compensated Volunteers; subsection 10.4, 5, 6, & 11 Work Week Schedules; and Section 12: Payroll Administration Section XII to Properly Reflect Fire Department Pay Periods and Compensation (will be followed with a Public Hearing at the next regularly scheduled meeting if approved)**— Levi Banfill motions to move forward with the Public Hearing next month. Jim Lybarger seconded. All ayes. Motion passed.

10. POSSIBLE CLOSED SESSION— **Legal Business**; Litigation; Land purchase; **Personnel business**; or items as described under Utah State Code Utah Code 52-4-205 — (Closed session will take place for two separate matters; 1- Personnel Business and 2- Legal Discussions) — Close regular meeting at 7:37pm. Luke McConville second to go into closed session.

RETURN TO REGULAR MEETING at 9:21pm Jennie makes a motion to reenter the regular meeting. Levi Seconds. All ayes.

10. FINANCIAL REPORTS — Motion made to approve the financials by Levi Banfill, Seconded by Jennie Lassen. All aye. Motion passed.

11. ADJOURNMENT — Levi motions to close the meeting. Jim seconds. All ayes. Adjourns at 9:21pm.



Clerk Bigwater <bigwaterclerk@gmail.com>

Council meeting

1 message

Robert Barnett <rbarnett@bigwaterut.gov>

Mon, Sep 16, 2024 at 9:02
AM

To: bigwaterclerk@gmail.com

Good morning Katie

Please add this to the agenda for the Town Council meeting on Wednesday the 18th.

Since the last Town Council meeting The Big Water Fire Department responded to multiple 911 and several transports. Members from the National Park Service stopped by the fire station last week to thank the staff for their support with the busy season at Lake powell they also donated a RIT pack which is used as a rapid intervention pack to rescue trapped Firefighters.

Two of the Fire department members traveled to Las Vegas on the 10th of September for a 3 day conference of the EMS world Expo, Three other staff members started UFRA state FireFighter certification class which goes every Tuesday and Friday nights and every Saturday till the end of December, We have 3 staff members started EMT class this month and will end the end of November, I myself attended a 3 day Advanced Hazardous Life Support (AHLS) class last week in Salt Lake City, as I said last Council meeting the next few months will be busy with training for the fire department

Thanks

Chief Barnett



Cost of living adjustment updated (1).docx

79K

Big Water Fire Rescue
PO Box 410
Big Water, UT 84741



To: Big Water Town Council

Date: September 9, 2024

Subject: Cost of living adjustments

I would like to bring to your attention a concerning matter with cost-of-living adjustments for Big Water Town personnel in June 2023. The Big Water Town Council voted to give a 6% cost of living adjustment to all town employees. This did not happen for the Big Water Fire Department employees. Again, in June of 2024 the Big Water Town Council voted to give the town employees a 3% cost of living adjustment, once again that did not happen for The Big Water Fire Department Full-Time employee, instead they only received a .86% adjustment, on both accounts. I was given an explanation after the fact as to why this happened.

On the 2023/2024 fiscal year cost of living adjustment, I was told this: "The fire department is their own entity and that If I wanted to give them a rise I would."

On the 2024/2025 fiscal year cost of living adjustment, I was told that because of the increase in the URS contribution the town was going to take 2.14% of the adjustment and put it in the URS contribution and give the fire department employees a .86% adjustment.

The Big Water Fire Department Part-Time employees received a 3% adjustment, and the Full-Time employees received a .86% adjustment.

In June of 2023 the Town Council voted to pay for the URS employee contribution at my request, and then in June 2024 the Town Council decide that they would use part of the cost-of-living adjustment for Full-Time employees to off set the rises in the URS contribution rates which was 2.14%, This was not discussed with me on this matter, and approving it was a injustice to the Full-Time employees of the Fire Department.

Big Water Fire Rescue
PO Box 410
Big Water, UT 84741



At this time, I am requesting that the 2.14% be given back to the Full-Time Fire Department employees with a retroactive payback to July 1, 2024.

The Big water Fire Department staff have gone above and beyond to bring this fire department up to the national standards; to lower the ISO rating of this Fire Department and to make the Town of Big Water a safer place to live and the Fire Department staff deserves the cost-of-living increases and should not be penalized for working a 48-hour shift.

If you have any questions or concerns, please feel free to reach out to me.

Thank you

Robert Barnett
Fire Chief
Big Water Fire Department
Big Water Utah
O: 435-675-5837
C: 435-342-9175
Email: rbarnett@bigwaterut.gov



MARSHAL'S DEPARTMENT

60 N Aaron Burr, Big Water, UT 84741

bigwatermarshal@gmail.com

Office: 435-675-3760 Dispatch: 435-644-2668

For the month of August, The Big Water Marshal's Department drew 8 new Cases. As of 9/16/24 The Department has 3 Cases. One of these cases is a serious case of theft, so here is a reminder that you should keep your valuables locked up. As of 9/16/2024 There are 4 active cases still under investigation.

The Marshal has been in contact with the prosecutor's office and several of the cases from this spring and summer are going to be prosecuted and the Marshal is looking at spending some time in court this fall and winter.

The road construction appears to have finally moved on, which will allow for more traffic enforcement.

RESOLUTION 2024-16

A RESOLUTION OF THE COUNCIL OF BIG WATER, KANE COUNTY, UTAH AMMENDING THE PERSONNEL POLICIES AND PROCEDURES

WHEREAS, the Town of Big Water's Personnel Policies and Procedures manual does not have the current up to date information for the Fire Department and,

WHEREAS, Big Water policies and procedures are not in compliance with the Family and Medical Leave Act (FMLA) concerning public safety and fire fighters and,

WHEREAS, the Big Water policies and procedures doesn't have a differentiating pay scale for part- and full-time fire fighter and EMT employees,

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF BIG WATER, KANE COUNTY, UTAH, as follows:

Section 1: That the Town Administrators and Mayor are authorized to undertake the necessary actions to ensure employees are protected and compensated with competitive pay and qualifying benefits under the laws and regulations of the State of Utah.

Section 2: Sections 10.3, 10.4, 10.5, 10.6, 10.11, 12.1 and 12.3 of the Personnel Policies and Procedures manual have been updated to reflect these changes. (Attachment).

PASSED and ADOPTED this 18th of September 2024, by the following votes:

Ayes _____
Nays _____
Abstentions _____
Absent _____

Town of Big Water

By _____
David W. Schmuker, Mayor

Attest: _____
Katie Joseph, Municipal Clerk

RESOLUTION 2024-16

10.3 EMPLOYEE STATUS

- E. **Compensated Fire Department Volunteer.** Positions that are compensated and are considered Part-Time employees of the Big Water Fire Department. While they provide their services on a volunteer basis, they receive financial compensation, which may include per-call pay, stipends, or other forms of remuneration as determined by the Fire Department.

10.4 WORK WEEK

- A. Begins on Monday-at 0001 hours.
- B. Ends on Sunday at 2400 hours.
- C. Employees engage in public safety activities, such as Police and Fire Departments: as directed by the Mayor, or designee.
- D. **Full-Time Fire Department employees work on average 2-24 shifts per week.**

10.5 WORKDAYS

- A. Full Time: Monday – Friday
- B. Part Time: As directed by the Mayor or designee.
- C. Employees engaged in public safety activities, such as Police and Fire Departments: as directed by the Mayor, or designee.
- D. **Full-Time Fire Department employee's workday is considered 24 hours.**

10.6 WORK HOURS

- A. Full time: 8:00 a.m. – 12:00 / 1:00 p.m. – 5:00 p.m.
- B. Part time: As directed by the Mayor or designee.

RESOLUTION 2024-16

C. Employees engaged in public safety activities, such as Police and Fire Departments: as directed by the Mayor, or designee.

D. Full-Time Fire Department employees work hours 8:00 am to 8:00 am.

10.11 OVERTIME PAY

A. For employees engaged in public safety activities, such as Police and Fire Departments with five (5) or more employees; overtime pay would apply for over two hundred twelve (212) hours (Fire) and one hundred seventy one (171) hours (Police) worked in a work period consisting of twenty eight (28) consecutive days, and shall be compensated at the rate of one and one half (1 ½) the regular hourly rate of the employee. Following this requirement, overtime pay would apply for over one hundred six (106) hours (Fire) and eighty six (86) hours (Police) worked in a work period consisting of fourteen (14) consecutive days.

B. For employees engaged in public safety activities such as Police and Fire Departments with less than five (5) employees, the FLSA does not apply and, therefore, overtime pay shall not be paid for any hours worked in any work period.

C. For employees engaged in public safety activities, such as the Police and Fire Departments with five (5) or more employees, overtime would apply.

i. Firefighters work a 24-day work cycle, meaning that they don't receive

overtime compensation until they have worked 182 hours of their 192 total hours in that cycle.

D. For employees not engaged in public safety activities; overtime pay would apply for over forty (40) hours worked in a work week and shall be compensated at the rate of one and one half (1 ½) the regular hourly rate of the employee.

E. For employees not engaged in public safety activities; if a holiday, vacation, sick day falls within a work week, the employee must work forty (40) hours over and above these hours before overtime must be paid. If an employee works on a holiday because of an emergency situation, they will:

RESOLUTION 2024-16

- a. Receive their regular straight time pay for the time worked, plus holiday pay.
 - b. Or with the approval of the Mayor, or designee, be allowed to take the holiday off at a later date.
- F. Overtime shall be approved by the Mayor, or designee, in writing before working. Violation of this policy may result in disciplinary action, up to and including termination.

12.1 PAY PERIODS

The FLSA requires that wages be calculated on a periodic basis consisting of twenty-eight (28) days for employees working in public safety activities, such as Police and Fire Department employees, and on a weekly basis for employees not working in public safety activities, unless an exception is granted by the Department of Labor.

The FLSA requires that wages be calculated on a period basis consisting of **TWENTY-FOUR (24)** days for working in public safety activities.

12.3 MINIMUM WAGE AND PAY SCALE SCHEDULE

Fire Chief	\$28.00 - \$35.00 Per Hour
EMT P part-time	\$23.00 - \$28.00 Per Hour
EMT A - shift part-time	\$18.00-\$23.00 Per Hour
EMT B - shift part-time	\$16.00-\$21.00 Per Hour
EMT P full-time	\$16.00 - \$22.00 Per Hour
EMT A full-time	\$14.50 - \$20.50 Per Hour
EMT B full-time	\$13.50 - \$19.50 Per Hour

RESOLUTION NO. 2024-17

A RESOLUTION OF THE COUNCIL OF THE TOWN OF BIG WATER, KANE COUNTY,
UTAH, AMENDING THE BUDGET FOR THE FISCAL YEAR 2024/2025

WHEREAS the Town needs to appropriate \$13,500.00 from the Administration budget and add to the Fire Department budget; and

WHEREAS the Fire Department is now monitoring all their expenses and costs associated with their department for bonds and insurance; and

WHEREAS the above-described monies are reflected in the budget adopted (Resolution No. 2024-10, May 15, 2024) for this fiscal year;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF BIG WATER, KANE COUNTY, UTAH AS FOLLOWS:

Section 1: That the attached document entitled Big Water Budget for Fiscal Year 2024-2025 which is hereby explicitly incorporated herein as a part of the Resolution, is hereby adopted.

Section 2: That this Resolution shall take immediate effect.

PASSED and ADOPTED this 18th September 2024, by the following votes:

Ayes _____
Nays _____
Abstentions _____
Absent _____

Town of Big Water

By: _____
David W. Schmuker, Mayor

Attest: _____
Municipal Clerk

Big Water Municipal Corporation
Operational Budget Report
10 General Fund - 07/01/2024 to 06/30/2025
100.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Change in Net Position					
Revenue:					
Taxes					
3110.0 PROPERTY TAXES - CURRENT	162,881.85	0.00	200.79	175,000.00	0.11%
3120.0 PROPERTY TAXES - DELINQUENT	22,825.84	0.00	138.94	15,500.00	0.90%
3130.0 GENERAL SALES AND USE TAXES	187,059.21	0.00	35,644.02	176,000.00	20.25%
3170.0 FEE-IN-LIEU OF PROP TAXES	20,450.25	0.00	1,444.71	14,000.00	10.32%
Total Taxes	393,217.15	0.00	37,428.46	380,500.00	9.84%
Licenses and permits					
3210.0 BUSINESS LICENSES & PERMITS	7,275.00	0.00	400.00	5,000.00	8.00%
3220.0 NON-BUSINESS LICENSES & PERMIT	3,085.00	0.00	0.00	2,000.00	0.00%
3221.0 BUILDING PERMITS	13,336.45	0.00	932.32	10,000.00	9.32%
3225.0 ANIMAL LICENSES	0.00	0.00	10.00	0.00	0.00%
Total Licenses and permits	23,696.45	0.00	1,342.32	17,000.00	7.90%
Intergovernmental revenue					
3340.0 STATE GRANTS	7,469.14	0.00	43,200.00	48,000.00	90.00%
3340.5 HWY 89 TURNOUT GRANT	2,554,544.93	0.00	0.00	0.00	0.00%
3355.0 GRANT REVENUE	75,000.00	0.00	0.00	4,000.00	0.00%
3355.5 FIRE STATE GRANT REVENUE	13,745.53	0.00	0.00	9,994.00	0.00%
3356.0 CLASS C ROAD FUND ALLOTMENT	106,834.90	0.00	0.00	65,000.00	0.00%
3692 ARPA REVENUE	0.00	0.00	0.00	6,408.00	0.00%
Total Intergovernmental revenue	2,757,594.50	0.00	43,200.00	133,402.00	32.38%
Charges for services					
3419.0 GENERAL GOV'T - POST OFFICE	16,814.70	0.00	4,412.01	18,000.00	24.51%
3443.0 REFUSE COLLECTION CHARGES	20.00	0.00	0.00	0.00	0.00%
Total Charges for services	16,834.70	0.00	4,412.01	18,000.00	24.51%
Fines and forfeitures					
3520.0 COURT FEE	2,354.18	0.00	500.56	1,500.00	33.37%
Total Fines and forfeitures	2,354.18	0.00	500.56	1,500.00	33.37%
Interest					
3610.0 INTEREST EARNINGS	38,869.17	0.00	3,263.38	26,000.00	12.55%
Total Interest	38,869.17	0.00	3,263.38	26,000.00	12.55%
Miscellaneous revenue					
3690.0 MISCELLANEOUS REVENUE	0.00	0.00	81.87	0.00	0.00%
3694 EVENT DONATIONS	1,000.00	0.00	0.00	0.00	0.00%
3695.0 CASH OVER/SHORT	0.00	0.00	0.00	500.00	0.00%
Total Miscellaneous revenue	1,000.00	0.00	81.87	500.00	16.37%
Contributions and transfers					
3990.0 GEN FUND BALANCE TO BE APPROP.	0.00	0.00	0.00	13,000.00	0.00%
Total Contributions and transfers	0.00	0.00	0.00	13,000.00	0.00%
Charges for Fire Services					
3361.0 CLID CONTRACT	128,665.56	0.00	32,602.68	132,200.00	24.66%
3362 FIRE DEPARTMENT REVENUE	308,900.00	0.00	109,800.00	337,500.00	32.53%
3362.1 FIRE DEPARTMENT LEASES	24,305.00	0.00	0.00	24,125.00	0.00%
Total Charges for Fire Services	461,870.56	0.00	142,402.68	493,825.00	28.84%
Total Revenue:	3,695,436.71	0.00	232,631.28	1,083,727.00	21.47%
Expenditures:					
General government					
Council					
4111.0 MAYOR SALARIES AND WAGES	6,875.00	0.00	1,378.96	7,150.00	19.29%
4113.0 EMPLOYEE BENEFITS	436.95	0.00	105.20	675.00	15.59%
4121.0 BOOK, SUBSCRIPTIONS/MEMBERSHIP	25.00	0.00	0.00	0.00	0.00%
4123.0 TRAVEL	0.00	0.00	0.00	1,500.00	0.00%
4124.0 OFFICE EXPENSE & SUPPLIES	290.70	0.00	0.00	150.00	0.00%
Total Council	7,627.65	0.00	1,484.16	9,475.00	15.66%
Court					
4230.0 PUBLIC DEFENDER	0.00	0.00	0.00	1,500.00	0.00%
4230.5 ATTORNEY	10,050.00	0.00	0.00	10,000.00	0.00%
Total Court	10,050.00	0.00	0.00	11,500.00	0.00%
Administration					
4411.0 SALARIES AND WAGES	62,569.80	0.00	12,756.66	69,214.00	18.43%

Big Water Municipal Corporation
Operational Budget Report
10 General Fund - 07/01/2024 to 06/30/2025
100.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
4413.0 EMPLOYEE BENEFITS	7,261.73	0.00	2,877.81	6,000.00	47.96%
4415.0 EMPLOYEE MEDICAL BENEFITS	15,645.18	0.00	3,567.02	24,870.00	14.34%
4418.0 EMPLOYEE RETIREMENT	13,938.88	0.00	0.00	16,000.00	0.00%
4421.0 BOOK, SUBSCRIPTIONS/MEMBERSHIP	4,091.21	0.00	265.85	3,500.00	7.60%
4422.0 PUBLIC NOTICES	0.00	0.00	0.00	500.00	0.00%
4423.0 TRAVEL	6,189.81	0.00	818.64	7,000.00	11.69%
4424.0 OFFICE EXPENSE & SUPPLIES	5,120.18	0.00	124.80	5,500.00	2.27%
4424.5 TOWN WEBSITE	4,355.00	0.00	0.00	3,200.00	0.00%
4425.0 EQUIPMENT - SUPPLIES & MAINT	908.49	0.00	511.23	2,000.00	25.56%
4427.0 BLDG & GRNDS - SUPPLIES/MAINT	5,756.20	0.00	28.99	4,000.00	0.72%
4428.0 UTILITIES	3,621.81	0.00	476.39	4,000.00	11.91%
4429.0 TELEPHONE	753.29	0.00	173.82	800.00	21.73%
4430.0 LAWSUIT	2,612.00	0.00	0.00	3,000.00	0.00%
4430.5 ATTORNEY	3,422.90	0.00	208.00	5,000.00	4.16%
4431.0 ENGINEERING	17,066.50	0.00	0.00	10,000.00	0.00%
4431.5 AUDIT	5,495.00	0.00	0.00	5,500.00	0.00%
4433.0 EDUCATION & TRAINING	1,168.20	0.00	295.00	1,500.00	19.67%
4434.0 BANK CHARGES	4,361.92	0.00	575.86	4,500.00	12.80%
4435.0 POSTAL CONTRACT	35,916.90	0.00	4,247.24	34,000.00	12.49%
4451.0 INSURANCE AND SURETY BONDS	32,994.33	0.00	6,011.79	11,500.00	52.28%
4452.0 EVENT EXPENDITURES	425.02	0.00	0.00	575.00	0.00%
4461.0 MISCELLANEOUS	393.00	0.00	436.60	24,500.00	1.78%
Total Administration	234,067.35	0.00	33,375.70	246,659.00	13.53%
Non-Departmental					
4920.0 TOWN CLEAN-UP	70.64	0.00	0.00	600.00	0.00%
4939.0 ELECTIONS	3,234.69	0.00	0.00	0.00	0.00%
4963.0 CONTRIBUTIONS AND DONATIONS	7,310.35	0.00	0.00	0.00	0.00%
4964.0 ARPA EXPENSE	2,048.22	0.00	2,272.01	6,408.00	35.46%
Total Non-Departmental	12,663.90	0.00	2,272.01	7,008.00	32.42%
Total General government	264,408.90	0.00	37,131.87	274,642.00	13.52%
Public safety					
Police					
5411.0 SALARIES - FULL TIME	85,982.87	0.00	13,872.71	72,550.00	19.12%
5413.0 EMPLOYEE BENEFITS	28,942.98	0.00	5,330.27	28,600.00	18.64%
5415.0 MED INSUR	24,534.94	0.00	3,979.00	24,000.00	16.58%
5424.0 OFFICE EXPENSE & SUPPLIES	4,154.23	0.00	52.99	900.00	5.89%
5425.0 EQUIPMENT - SUPPLIES & MAINT	3,225.12	0.00	478.94	3,000.00	15.96%
5425.5 GRANT EXPENDITURES	2,857.43	0.00	0.00	4,000.00	0.00%
5426.0 FUEL	5,048.86	0.00	1,209.36	6,000.00	20.16%
5428.0 UTILITIES	160.04	0.00	80.04	0.00	0.00%
5429.0 TELEPHONE	1,074.48	0.00	111.27	1,000.00	11.13%
5433.0 EDUCATION & TRAINING	0.00	0.00	0.00	100.00	0.00%
5461.0 MISCELLANEOUS	50.00	0.00	0.00	200.00	0.00%
Total Police	156,030.95	0.00	25,114.58	140,350.00	17.89%
Fire					
5511.0 SALARIES AND WAGES	341,619.71	0.00	68,641.52	327,700.00	20.95%
5511.1 TRANSPORT SALARIES AND WAGES	2,200.00	0.00	595.00	2,000.00	29.75%
5513.0 EMPLOYEE BENEFITS	41,939.91	0.00	12,039.20	36,000.00	33.44%
5515.0 EMPLOYEE RETIREMENT	38,841.28	0.00	6,958.35	34,000.00	20.47%
5523.0 STATION MAINTANCE AND REPAIR	2,818.13	0.00	4,281.16	500.00	856.23%
5524.0 OFFICE EXPENSE & SUPPLIES	9,987.16	0.00	2,404.86	10,000.00	24.05%
5524.1 UNIFORMS	5,998.80	0.00	2,790.59	5,000.00	55.81%
5525.0 EQUIPMENT - SUPPLIES & MAINT	11,949.37	0.00	5,228.50	19,000.00	27.52%
5525.1 MAINTENANCE - E31	1,528.91	0.00	0.00	1,000.00	0.00%
5525.15 MAINTENANCE - E32	1,065.36	0.00	2,385.32	1,500.00	159.02%
5525.2 MAINTENANCE - R31	5,064.96	0.00	10.49	1,000.00	1.05%
5525.3 MAINTENANCE - R32	530.36	0.00	0.00	500.00	0.00%
5525.4 MAINTENANCE - A31	762.11	0.00	104.70	500.00	20.94%
5525.5 MAINTENANCE - A32	(38.31)	0.00	0.00	0.00	0.00%
5525.6 MAINTENANCE - BR31	791.55	0.00	0.00	500.00	0.00%
5525.7 MAINTENANCE - CH30	2,425.26	0.00	459.00	1,000.00	45.90%
5526.1 FUEL - Brush Truck	0.00	0.00	0.00	500.00	0.00%
5526.2 FUEL - ENGINE 31	2,002.12	0.00	0.00	1,000.00	0.00%
5526.3 FUEL - ENGINE 32	2,042.20	0.00	0.00	2,000.00	0.00%
5526.31 FUEL - R31	1,983.04	0.00	135.50	1,000.00	13.55%

Big Water Municipal Corporation
Operational Budget Report
10 General Fund - 07/01/2024 to 06/30/2025
100.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
5526.32 FUEL - R32	2,588.07	0.00	0.00	4,000.00	0.00%
5526.4 FUEL - A32	(257.13)	0.00	0.00	0.00	0.00%
5526.5 FUEL - CH30	0.00	0.00	1,954.92	500.00	390.98%
5528.0 UTILITIES	6,100.50	0.00	889.97	7,000.00	12.71%
5529.0 TELEPHONE	729.66	0.00	1,132.01	1,000.00	113.20%
5530.0 GRANT EXPENDITURES	2,445.88	0.00	9,963.32	9,994.00	99.69%
5530.1 QUICK RESPONSE VEHICLE GRANT	66,227.14	0.00	0.00	0.00	0.00%
5533.0 EDUCATION & TRAINING	3,901.87	0.00	5,351.00	4,000.00	133.78%
5533.1 EDUCATION & TRAINING SUPPLIES	286.42	0.00	298.95	0.00	0.00%
5534.0 TRAVEL EXPENSES	7,033.80	0.00	313.06	8,000.00	3.91%
5535.0 WILD LAND	9,230.07	0.00	29.98	0.00	0.00%
5551.0 INSURANCE AND SURETY BONDS	1,377.87	0.00	13,784.09	14,000.00	98.46%
5561.0 MISCELLANEOUS	4,037.48	0.00	1,016.78	0.00	0.00%
5567.0 FIRE HOUSE LEASE PMT	11,360.00	0.00	0.00	11,240.00	0.00%
5568.0 FIRE TRUCK LEASE PMT	12,945.00	0.00	0.00	12,885.00	0.00%
Total Fire	601,518.55	0.00	140,768.27	517,319.00	27.21%
Building					
5611.0 SALARIES AND WAGES	11,059.40	0.00	2,714.00	11,000.00	24.67%
5613.0 EMPLOYEE BENEFITS	527.86	0.00	107.10	550.00	19.47%
5621.0 BOOK, SUBSCRIPTIONS/MEMBERSHIP	1,059.74	0.00	302.13	500.00	60.43%
5623.0 TRAVEL	281.44	0.00	0.00	0.00	0.00%
5624.0 OFFICE EXPENSE & SUPPLIES	457.88	0.00	0.00	500.00	0.00%
5633.0 EDUCATION & TRAINING	690.00	0.00	0.00	3,409.00	0.00%
Total Building	14,076.32	0.00	3,123.23	15,959.00	19.57%
Total Public safety	771,825.82	0.00	169,006.08	673,628.00	25.09%
Highways and public improvements					
Highways					
6110.0 Streets SALARIES & WAGES	7,975.00	0.00	1,375.00	7,150.00	19.23%
6113.0 Streets BENEFITS	699.17	0.00	105.20	1,000.00	10.52%
6120.0 Streets debt service - principal	21,000.00	0.00	21,000.00	21,000.00	100.00%
6121 Streets debt service - interest	630.00	0.00	315.00	1,000.00	31.50%
6127.0 Streets REPAIRS & MAINTENANCE	5,969.72	0.00	46.39	26,350.00	0.18%
6140 Road Development	431.75	0.00	369.50	0.00	0.00%
6140.1 US 89 HWY TURNOUT PROJ	2,709,421.79	0.00	0.00	0.00	0.00%
6163.0 CLASS C ROAD PROGRAM	4,022.00	0.00	0.00	51,500.00	0.00%
Total Highways	2,750,149.43	0.00	23,211.09	108,000.00	21.49%
Total Highways and public improvements	2,750,149.43	0.00	23,211.09	108,000.00	21.49%
Parks, recreation, and public property					
Parks & Recreation					
6411.0 SALARIES AND WAGES	461.25	0.00	980.00	1,700.00	57.65%
6425.0 EQUIPMENT - SUPPLIES & MAINT	706.48	0.00	373.10	732.00	50.97%
6427.0 BLDG & GRNDS - SUPPLIES/MAINT	29.98	0.00	0.00	0.00	0.00%
6428.0 UTILITIES	1,030.35	0.00	397.88	900.00	44.21%
Total Parks & Recreation	2,228.06	0.00	1,750.98	3,332.00	52.55%
Total Parks, recreation, and public property	2,228.06	0.00	1,750.98	3,332.00	52.55%
Transfers					
9092.0 TRANSFERS TO MBA	24,305.00	0.00	0.00	24,125.00	0.00%
Total Transfers	24,305.00	0.00	0.00	24,125.00	0.00%
Total Expenditures:	3,812,717.21	0.00	231,100.02	1,083,727.00	21.32%
Total Change In Net Position	(117,280.50)	0.00	1,531.26	0.00	0.00%

Big Water Municipal Corporation
Operational Budget Report
21 Municipal Building Authority - 07/01/2024 to 06/30/2025
100.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Change In Net Position					
Revenue:					
Miscellaneous revenue					
3680 Firehouse Bond	11,360.00	0.00	0.00	0.00	0.00%
3685.0 FIRE TRUCK RECEIVABLE	12,945.00	0.00	0.00	0.00	0.00%
Total Miscellaneous revenue	24,305.00	0.00	0.00	0.00	0.00%
Total Revenue:	24,305.00	0.00	0.00	0.00	0.00%
Expenditures:					
Debt service					
4250 Firehouse Loan Principal	8,000.00	0.00	0.00	0.00	0.00%
4251 Firehouse Loan Interest	3,360.00	0.00	0.00	0.00	0.00%
4252 Fire Truck Loan Principal	12,000.00	0.00	0.00	0.00	0.00%
4253 Fire Truck Loan Interest	945.00	0.00	0.00	0.00	0.00%
Total Debt service	24,305.00	0.00	0.00	0.00	0.00%
Total Expenditures:	24,305.00	0.00	0.00	0.00	0.00%
Total Change In Net Position	0.00	0.00	0.00	0.00	0.00%

RESOLUTION 2024-18

A RESOLUTION OF THE COUNCIL OF THE TOWN OF BIG WATER, KANE COUNTY, UTAH, TO ADOPT A PROCUREMENT POLICY FOR THE TOWN OF BIG WATER

WHEREAS, the Town of Big Water recognizes the importance of implementing a transparent, efficient, and cost-effective procurement process to ensure that all goods and services are acquired in the best interest of the organization and in compliance with all applicable laws and regulations; and

WHEREAS, the adoption of a formal procurement policy will provide a clear framework for decision-making and ensure that procurement practices promote competition, fairness, and accountability; and

WHEREAS, this policy will help the organization to optimize resources, ensure quality, and maintain integrity in the procurement process;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF BIG WATER, KANE COUNTY, UTAH AS FOLLOWS:

SECTION 1: The Procurement Policy attached hereto as Exhibit A is hereby adopted and shall govern all procurement activities undertaken by the town of Big Water from the date of adoption forward.

SECTION 2: Effective Date- This resolution and the attached Procurement Policy shall take effect immediately upon passage.

PASSED and ADOPTED this 18th September 2024, by the following votes:

Ayes _____
Nays _____
Abstentions _____
Absent _____

Town of Big Water

By: _____
David W. Schmuker, Mayor

Attest: _____
Municipal Clerk

Big Water Municipal Corporation

Procurement Policy

Purpose: The purpose of this policy is to establish guidelines and procedures for the procurement of goods, services, and construction for the Big Water Municipal Corporation. This policy ensures that all procurement activities are conducted in compliance with Utah State law, particularly the Utah Procurement Code (Utah Code Title 63G, Chapter 6a), and that the municipality obtains the best value through transparent, fair, and competitive processes.

Scope: This policy applies to all departments and employees of the Big Water Municipal Corporation involved in the procurement of goods, services, or construction. It governs all purchasing activities, including contracts, leases, and other agreements for the acquisition of goods or services.

1. Legal Authority:

This policy is governed by the following Utah State Statutes:

- **Utah Procurement Code (Title 63G, Chapter 6a)** - Governs public procurement for all state and local government entities in Utah.
- **Utah Code Title 10, Chapter 7** - Addresses municipal procurement requirements, including competitive bidding for public improvements.

2. General Procurement Principles:

1. **Compliance:** All procurement activities must comply with the Utah Procurement Code, municipal ordinances, and any applicable federal laws and regulations.
2. **Fairness and Competition:** The procurement process must encourage open and fair competition among vendors and contractors, with the goal of achieving the best value for the municipality.
3. **Transparency:** All procurement activities must be conducted with transparency, ensuring that decisions are made openly and that records are maintained to provide accountability.
4. **Ethical Conduct:** All personnel involved in the procurement process must adhere to ethical standards, avoiding any conflicts of interest as outlined in the municipality's Conflict of Interest Policy.

3. Procurement Methods:

1. Small Purchases:

- For purchases under \$10,000, informal procurement methods (e.g., phone quotes or online searches) may be used. The purchase should be awarded to the vendor offering the best value based on price, quality, and availability.
- Efforts should be made to obtain at least three informal quotes when possible.

2. Formal Bidding:

Big Water Municipal Corporation

Procurement Policy

- For purchases or contracts exceeding \$10,000, a formal procurement process must be followed, which may include competitive sealed bids (Invitation for Bid - IFB) or competitive proposals (Request for Proposal - RFP).
- The formal procurement process must be publicly advertised and allow sufficient time for vendors to respond, in accordance with state law and municipal procedures.

3. Professional Services:

- Professional services (e.g., legal, engineering, consulting) may be procured through a request for qualifications (RFQ) or an RFP process, depending on the nature of the services and the estimated cost.
- Selection of professional service providers should be based on qualifications, experience, and price, and not solely on cost.

4. Emergency Purchases:

- In cases of an emergency where health, safety, or the welfare of the public is at risk, the City Manager or authorized personnel may approve emergency purchases without following the standard procurement process. Emergency purchases must be documented and reported to the City Council as soon as practicable.

5. Sole Source Procurement:

- Sole source procurement may be used when there is only one source for the required goods or services. Sole source procurement must be justified in writing, approved by the City Manager, and comply with Utah Procurement Code requirements.

4. Competitive Sealed Bidding (IFB):

1. Invitation for Bids (IFB):

- An IFB must be used when the municipality seeks to procure goods or services based primarily on price. The IFB document must include detailed specifications, submission requirements, and the evaluation process.
- The IFB must be publicly advertised, and bids must be submitted in sealed envelopes or electronically, as specified in the solicitation document.

2. Bid Opening:

- Bids must be opened publicly at the time and place specified in the IFB. The bid amounts will be recorded and made available to the public. No bids may be accepted after the deadline.

Big Water Municipal Corporation Procurement Policy

3. Award of Contract:

- The contract must be awarded to the lowest responsive and responsible bidder, as defined by the Utah Procurement Code. The municipality reserves the right to reject any or all bids if it is in the municipality's best interest.

5. Competitive Sealed Proposals (RFP):

1. Request for Proposals (RFP):

- An RFP may be used when the municipality seeks to evaluate vendors based on factors other than just price (e.g., technical approach, experience, qualifications). The RFP document must include a description of the services or products required, proposal requirements, and the evaluation criteria.
- The RFP must be publicly advertised, and proposals must be submitted in sealed envelopes or electronically, as specified.

2. Evaluation and Award:

- Proposals will be evaluated by a committee based on the criteria outlined in the RFP. The contract must be awarded to the proposer that provides the best overall value to the municipality, taking into account both price and non-price factors.

6. Procurement of Construction Projects:

1. Public Improvements:

- For public improvement projects exceeding \$50,000, competitive bidding must be used, in accordance with Utah Code Title 10, Chapter 7. The project must be awarded to the lowest responsible bidder following the IFB process.
- Contracts for public improvements must be in writing and approved by the City Council.

2. Bonding and Insurance:

- Contractors for construction projects must provide performance and payment bonds, as well as proof of insurance, in accordance with state law and the requirements of the project.

7. Contract Administration:

1. Contract Execution:

- All contracts must be reviewed and approved by the City Manager or City Council, as appropriate, and signed by the authorized municipal officer. Contracts must comply with the terms outlined in the procurement process.

Big Water Municipal Corporation Procurement Policy

2. Contract Monitoring:

- Departments are responsible for monitoring contracts to ensure compliance with the terms and conditions, including timelines, quality of work, and budget adherence.

3. Change Orders:

- Any change orders to contracts must be approved in writing by the City Manager or City Council, depending on the scope and cost of the changes.

8. Ethical Standards and Conflict of Interest:

1. Ethical Conduct:

- All personnel involved in the procurement process must adhere to the ethical standards set forth in the Utah Municipal Officers' and Employees' Ethics Act (Utah Code Title 10, Chapter 3, Part 13) and the Big Water Municipal Corporation Conflict of Interest Policy.

2. Conflicts of Interest:

- No municipal officer, employee, or evaluation committee member may participate in the procurement process if they have a conflict of interest as defined by state law. Any potential conflict must be disclosed, and the individual must recuse themselves from the decision-making process.

9. Records and Reporting:

1. Procurement Records:

- All procurement records, including solicitations, bids, proposals, contracts, and evaluations, must be maintained in accordance with the Utah Government Records Access and Management Act (GRAMA). These records must be available for public inspection, subject to any confidentiality protections allowed by law.

2. Reporting:

- The Mayor or designee must provide periodic reports to the Town Council on procurement activities, including major contracts awarded, contract performance, and any issues that have arisen.

10. Policy Review and Amendments:

This policy shall be reviewed annually and updated as needed to ensure compliance with Utah State law and to address changes in municipal procurement needs and practices. Amendments to this policy must be approved by the City Council.

Big Water Municipal Corporation Procurement Policy

Adopted by:

Big Water Municipal Corporation

Date: [Insert Date]

EXHIBIT A

RESOLUTION 2024-19

A RESOLUTION OF THE COUNCIL OF THE TOWN OF BIG WATER, KANE COUNTY, UTAH, ADOPTING A REQUEST FOR PROPOSAL POLICY

WHEREAS, the Town of Big Water is committed to ensuring transparency, fairness, and competition in its procurement processes to acquire goods, services, and works in a manner that ensures best value for public funds;

WHEREAS, the Request for Proposal (RFP) process is a valuable tool for sourcing vendors and service providers, allowing the organization to solicit and evaluate competitive proposals from qualified vendors for procurement needs;

WHEREAS, the RFP process encourages competitive bidding, fosters innovation, and enables the organization to secure high-quality services and products while ensuring efficiency and fiscal responsibility;

WHEREAS, the absence of a formal RFP policy may lead to inconsistencies in procurement practices, lack of competition, and reduced accountability;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF BIG WATER, KANE COUNTY, UTAH AS FOLLOWS:

SECTION 1: The RFP Policy attached hereto as Exhibit A is hereby adopted and shall govern all RFP activities undertaken by the town of Big Water from the date of adoption forward.

SECTION 2: The purpose of this policy is to formalize the procedures for issuing and evaluating Requests for Proposals (RFP) to ensure a fair, transparent, and competitive procurement process that aligns with Big Water's mission and goals.

SECTION 3: This policy applies to all procurement activities involving goods, services, and construction projects. The policy ensures consistency in the issuance of RFPs across all departments and projects.

PASSED and ADOPTED this 18th September 2024, by the following votes:

Ayes _____
Nays _____
Abstentions _____
Absent _____

Town of Big Water

By: _____
David W. Schmuker, Mayor

Attest: _____
Municipal Clerk

Big Water Municipal Corporation Request for Proposal (RFP) Policy

Purpose: The purpose of this policy is to establish guidelines and procedures for the issuance, evaluation, and awarding of Requests for Proposals (RFPs) by the Big Water Municipal Corporation. This policy is designed to ensure compliance with the Utah State Municipal Code, promote transparency and fairness in the procurement process, and achieve the best value for the municipality.

Scope: This policy applies to all departments, divisions, and entities of the Big Water Municipal Corporation that issue RFPs for goods, services, or construction projects. This policy ensures that the procurement process is conducted in accordance with Utah State law and municipal regulations.

1. Legal Authority:

This policy is governed by the following Utah State Statutes:

- **Utah Code Title 11, Chapter 39 - Utah Procurement Code**
- **Utah Code Title 10, Chapter 6 - Uniform Fiscal Procedures Act for Utah Cities**
- **Utah Administrative Services Code (Title 63G, Chapter 6a) - Utah Procurement Code**

2. Definitions:

- **Request for Proposal (RFP):** A formal solicitation for proposals from vendors or contractors to provide goods, services, or construction projects to the municipality.
- **Vendor/Contractor:** An individual, business, or entity that submits a proposal in response to an RFP issued by the municipality.
- **Award:** The acceptance of a vendor's proposal, leading to the execution of a contract.

3. RFP Issuance Procedures:

1. Determining Need for RFP:

- An RFP must be issued when the value of the goods or services exceeds \$50,000, or when competitive proposals are necessary to ensure the best value and quality for the municipality.
- Exceptions to this requirement, such as sole-source procurement, must be approved in writing by the Town Council or the Mayor.

2. RFP Preparation:

- The issuing department must prepare an RFP document that includes the following components:
 - **Introduction and Background:** A description of the municipality's needs and the purpose of the RFP.

Big Water Municipal Corporation

Request for Proposal (RFP) Policy

- **Scope of Work:** A detailed outline of the goods or services required, including specifications, deliverables, timelines, and performance standards.
- **Proposal Requirements:** Instructions for submitting proposals, including the required format, submission deadlines, and documentation.
- **Evaluation Criteria:** Clear criteria that will be used to evaluate proposals, including any weighting of criteria.
- **Contract Terms:** Basic terms and conditions that will govern the resulting contract, including any legal requirements, insurance, or bonding requirements.
- **Timeline:** Key dates for the RFP process, including the deadline for submission and the anticipated award date.

3. Advertising the RFP:

- The RFP must be advertised publicly for a minimum of 10 days in a manner consistent with Utah State law, such as publication in a local newspaper of general circulation and on the municipality's official website.
- Notice may also be sent to known potential vendors to encourage competition.

4. Pre-Proposal Conference (Optional):

- If the RFP requires clarification or detailed explanation, a pre-proposal conference may be held. The details of the conference, including the time, date, and location, should be included in the RFP.

4. Proposal Submission and Opening:

1. Submission Requirements:

- All proposals must be submitted in sealed envelopes or electronically, as specified in the RFP. The submission deadline must be strictly adhered to, and late proposals will not be accepted.
- Proposals must be kept confidential until the formal opening.

2. Proposal Opening:

- Proposals will be opened at a designated time and place, and the names of the proposers will be recorded in a public log. The contents of the proposals will remain confidential until an award is made.

5. Proposal Evaluation:

1. Evaluation Committee:

- An evaluation committee, consisting of at least three members, will be appointed to review and evaluate proposals based on the criteria outlined in the RFP. Committee members must disclose any conflicts of interest and recuse themselves if necessary.

2. Evaluation Criteria:

- Proposals will be evaluated based on predetermined criteria, which may include price, technical approach, experience, qualifications, and other relevant factors.

Big Water Municipal Corporation Request for Proposal (RFP) Policy

The criteria will be weighted as outlined in the RFP to determine the best overall value.

3. Interviews and Clarifications:

- The evaluation committee may request interviews with proposers or seek clarifications if needed to fully understand the proposals.

6. Awarding the Contract:

1. Award Decision:

- The evaluation committee will recommend the proposal that offers the best overall value to the municipality. The award decision must be approved by the Mayor or Town Council, depending on the value of the contract.
- The municipality reserves the right to reject any or all proposals, or to cancel the RFP at any time if it is in the municipality's best interest.

2. Contract Execution:

- Upon approval, the municipality will enter into a formal contract with the awarded vendor. The contract must include all terms and conditions specified in the RFP and any additional terms negotiated during the award process.

3. Notification of Award:

- All proposers will be notified in writing of the award decision. A public notice of the awarded contract will also be posted in accordance with Utah State law.

7. Transparency and Public Access:

1. Public Records:

- All RFP documents, proposals, evaluation records, and contracts are considered public records and are subject to the Utah Government Records Access and Management Act (GRAMA). Proposals will remain confidential until the contract is awarded.
- Vendors may request that certain information in their proposals be treated as proprietary and confidential; however, the final decision on confidentiality rests with the municipality.

2. Debriefing:

- Upon request, unsuccessful proposers may receive a debriefing to explain the reasons their proposal was not selected.

8. Ethical Conduct:

1. Conflict of Interest:

- All municipal officers, employees, and evaluation committee members involved in the RFP process must adhere to the Big Water Municipal Corporation Conflict of Interest Policy. No one involved in the RFP process may participate in or influence the outcome if they have a conflict of interest.

2. Ethics Compliance:

Big Water Municipal Corporation Request for Proposal (RFP) Policy

- All parties involved in the RFP process must comply with the Utah Municipal Officers' and Employees' Ethics Act and avoid any conduct that may give rise to an appearance of impropriety.

9. Policy Review and Amendments:

- This policy shall be reviewed annually and updated as needed to ensure compliance with Utah State law and to address changes in municipal procurement needs and practices.

Adopted by:

Big Water Municipal Corporation

Date: [Insert Date]

EXHIBIT A

RESOLUTION 2024-20

A RESOLUTION OF THE COUNCIL OF THE TOWN OF BIG WATER, KANE COUNTY, UTAH, TO ADOPT A RETENTION SCHEDULE FOR THE TOWN OF BIG WATER

WHEREAS, The Town of Big Water recognizes the importance of maintaining organized and compliant records management practices;

WHEREAS, An effective retention schedule ensures that all records, both physical and digital, are preserved for an appropriate duration based on operational, legal, fiscal, historical, and regulatory requirements;

WHEREAS, A comprehensive retention schedule policy facilitates efficient retrieval of information, minimizes risks of unnecessary record retention, and promotes good governance;

WHEREAS, The Town of Big Water aims to implement a Retention Schedule Policy that reflects best practices, adheres to applicable laws and regulations, and ensures the proper disposition of records after their retention period has expired;

NOW, THEREFORE, BE IT RESOLVED, BY THE TOWN COUNCIL OF BIG WATER, KANE COUNTY, UTAH AS FOLLOWS:

SECTION 1: The Town of Big Water adopts the following Retention Schedule Policy, which includes but is not limited to the retention and disposition of records according to the schedule attached to this resolution as Exhibit A;

SECTION 2: The Retention Schedule Policy shall be reviewed periodically to ensure ongoing compliance with legal requirements and operational needs;

SECTION 3: The Town of Big Water authorizes the Municipal Clerk or Designee to implement and enforce the Retention Schedule Policy, including the proper archival or destruction of records in accordance with the policy; and to comply with the provisions of the Retention Schedule Policy and any updates thereto.

PASSED and ADOPTED this 18th September 2024, by the following votes:

Ayes _____
Nays _____
Abstentions _____
Absent _____

Town of Big Water

By: _____
David W. Schmuker, Mayor

Attest: _____
Municipal Clerk

Big Water Municipal Corporation

Records Retention Schedule

Purpose: This retention schedule is designed to ensure that the records of Big Water Municipal Corporation are retained for the appropriate period of time in compliance to the Utah State Archives and Records Service's guidelines and Utah State Law and to facilitate proper management, preservation, and disposal of records.

Scope: This schedule applies to all records created or maintained by the Big Water Municipal Corporation, including administrative, financial, legal, and operational records.

1. Administrative Records

- **Council Meeting Minutes:**
 - **Description:** Official minutes of city council meetings, including supporting documentation.
 - **Retention:** Permanent
 - **Disposition:** Transfer to the Utah State Archives after 2 years.
- **Ordinances and Resolutions:**
 - **Description:** Records of adopted ordinances and resolutions.
 - **Retention:** Permanent
 - **Disposition:** Transfer to the Utah State Archives after 2 years.
- **Policies and Procedures:**
 - **Description:** Documents detailing internal policies and procedures.
 - **Retention:** Until superseded + 3 years.
 - **Disposition:** Destroy.
- **Correspondence (Executive):**
 - **Description:** Official correspondence of the Mayor, City Manager, or other executive-level officials.
 - **Retention:** 7 years.
 - **Disposition:** Transfer to the Utah State Archives for appraisal after 7 years.
- **General Correspondence:**
 - **Description:** Routine administrative correspondence (emails, letters, etc.) not related to specific projects.
 - **Retention:** 2 years.
 - **Disposition:** Destroy.

2. Financial Records

- **Annual Financial Reports:**
 - **Description:** Year-end financial statements and reports, including audits.
 - **Retention:** Permanent
 - **Disposition:** Transfer to the Utah State Archives after 2 years.
- **Accounts Payable/Receivable Records:**
 - **Description:** Records of payments made and received by the municipality.
 - **Retention:** 4 years.
 - **Disposition:** Destroy.

Big Water Municipal Corporation

Records Retention Schedule

- **Budgets (Approved):**
 - **Description:** Final approved municipal budgets.
 - **Retention:** 10 years.
 - **Disposition:** Destroy.
- **Purchase Orders:**
 - **Description:** Records authorizing the purchase of goods and services.
 - **Retention:** 4 years.
 - **Disposition:** Destroy.
- **Payroll Records:**
 - **Description:** Documentation of payroll, including timecards and tax records.
 - **Retention:** 4 years.
 - **Disposition:** Destroy.

3. Legal Records

- **Contracts and Agreements:**
 - **Description:** Executed contracts and agreements, including amendments.
 - **Retention:** 7 years after expiration.
 - **Disposition:** Destroy.
- **Litigation Files:**
 - **Description:** Records related to legal actions involving the municipality.
 - **Retention:** 10 years after case closure.
 - **Disposition:** Destroy.
- **Claims Files:**
 - **Description:** Records of claims for or against the municipality.
 - **Retention:** 7 years after resolution.
 - **Disposition:** Destroy.

4. Personnel Records

- **Employee Personnel Files:**
 - **Description:** Employment records for individual employees, including applications, performance evaluations, and termination records.
 - **Retention:** 65 years after date of hire or 3 years after retirement or termination, whichever is later.
 - **Disposition:** Destroy.
- **Job Descriptions:**
 - **Description:** Descriptions of duties, responsibilities, and qualifications for municipal positions.
 - **Retention:** Until superseded + 3 years.
 - **Disposition:** Destroy.
- **Training Records:**
 - **Description:** Documentation of employee training sessions.
 - **Retention:** 4 years.

Big Water Municipal Corporation

Records Retention Schedule

- **Disposition:** Destroy.

5. Property and Land Use Records

- **Building Permits:**
 - **Description:** Permits issued for construction and alterations of buildings within the municipality.
 - **Retention:** 10 years after completion of the project.
 - **Disposition:** Destroy.
- **Zoning Records:**
 - **Description:** Records related to zoning decisions, including maps and applications.
 - **Retention:** Permanent
 - **Disposition:** Transfer to the Utah State Archives after 2 years.
- **Land Use and Development Applications:**
 - **Description:** Applications for land use and development approvals, including site plans and subdivision applications.
 - **Retention:** 10 years after final action.
 - **Disposition:** Destroy.

6. Public Safety Records

- **Police Incident Reports:**
 - **Description:** Reports documenting incidents handled by the police department.
 - **Retention:** 10 years.
 - **Disposition:** Destroy.
- **Emergency Response Records:**
 - **Description:** Records related to fire, EMS, and other emergency responses.
 - **Retention:** 7 years.
 - **Disposition:** Destroy.

7. Utility Records

- **Water and Sewer Service Records:**
 - **Description:** Records of municipal water and sewer services provided to customers, including billing records.
 - **Retention:** 4 years.
 - **Disposition:** Destroy.
- **Utility Infrastructure Records:**
 - **Description:** Plans and maintenance records for municipal utility infrastructure (e.g., water lines, sewer lines).
 - **Retention:** Permanent
 - **Disposition:** Transfer to the Utah State Archives after 2 years.

Big Water Municipal Corporation

Records Retention Schedule

8. Elections Records

- **Election Results:**
 - **Description:** Official results of municipal elections.
 - **Retention:** Permanent
 - **Disposition:** Transfer to the Utah State Archives after 2 years.
- **Voter Registration Records:**
 - **Description:** Records of voter registration within the municipality.
 - **Retention:** 4 years after the election.
 - **Disposition:** Destroy.

9. Public Works Records

- **Project Files:**
 - **Description:** Records related to public works projects, including construction plans, contracts, and project reports.
 - **Retention:** 10 years after project completion.
 - **Disposition:** Destroy.
- **Maintenance Records:**
 - **Description:** Documentation of maintenance activities for municipal infrastructure (e.g., roads, bridges).
 - **Retention:** 7 years.
 - **Disposition:** Destroy.

10. Records Management

- **Records Destruction Logs:**
 - **Description:** Documentation of records that have been destroyed in accordance with the retention schedule.
 - **Retention:** Permanent
 - **Disposition:** Retain in municipal records office.

Compliance and Disposition:

1. **Record Management Responsibility:**
 - The City Recorder or designated Records Manager is responsible for ensuring compliance with the retention schedule, including the secure and proper destruction of records when their retention period expires.
2. **Destruction Method:**
 - Confidential records must be destroyed by shredding, incineration, or another secure method. Non-confidential records may be destroyed by recycling or other means.
3. **Transfer to State Archives:**

Big Water Municipal Corporation Records Retention Schedule

- Records designated as permanent should be transferred to the Utah State Archives according to the schedule provided. The transfer should be coordinated with the State Archives to ensure proper cataloging and preservation.
- 4. Updates to the Schedule:**
- This schedule should be reviewed annually and updated as necessary to reflect changes in law, operational needs, or new categories of records.

Adopted by:
Big Water Municipal Corporation
Date: September 18, 2024

EXHIBIT A

APPRECIATION PAY 2024

Name	Pay x Hrs	Totals QTR 2
Beckman, Erin	18.36x8	146.88
Coates, Liz	18.36x8	146.88
Hull, Shirlene	16.00x8	128
Loyd, Jim	18.00x8	144
Shugart, Shelly	19.00x8	152
Westenskow, Cameron	18.00x8	144
	TOTAL:	861.76

Big Water Municipal Corporation Check Register

All Bank Accounts - 08/20/2024 to 09/17/2024

Payee Name	Reference Number	Invoice Number	Invoice Date	Payment Date	Amount	Description	Ledger Account	Activity Code
BANKCARD CENTER	5766	Aug.*3679	09/05/2024	09/05/2024	97.89	Treasurer Conference Car Rental (split)	101581.0 - GLEN CANYON SSD CLEA	
BANKCARD CENTER	5766	Aug.*3679	09/05/2024	09/05/2024	382.96	Treasurer Conference Hotel (split)	101581.0 - GLEN CANYON SSD CLEA	
BANKCARD CENTER	5766	Sept.*6508	09/05/2024	09/05/2024	10.00	CHAT GPT (split)	101581.0 - GLEN CANYON SSD CLEA	
BANKCARD CENTER	5766	Sept.*6508	09/05/2024	09/05/2024	34.66	Batteries & Flash Drive (split)	101581.0 - GLEN CANYON SSD CLEA	
BANKCARD CENTER	5766	Sept.*6508	09/05/2024	09/05/2024	96.08	B2B Prime Annual Subscription (split)	101581.0 - GLEN CANYON SSD CLEA	
BANKCARD CENTER	5766	Sept.*6508	09/05/2024	09/05/2024	21.46	TH/GC/SSD Water (split)	101581.0 - GLEN CANYON SSD CLEA	
BANKCARD CENTER	5766	8/24-180	08/29/2024	08/29/2024	596.85	Treasurer Health/Dental Insurance	101581.0 - GLEN CANYON SSD CLEA	
PEHP	9999	August 2024	08/22/2024	08/23/2024	725.88	SSD Clerk Health/Dental Ins	101581.0 - GLEN CANYON SSD CLEA	
PEHP	9999	August 2024	08/22/2024	08/23/2024	1,989.50	Water Master Health/Dental Ins	101581.0 - GLEN CANYON SSD CLEA	
PEHP	9999	August 2024	08/22/2024	08/23/2024	130.18	May/June 2024 Copier Lease & Copies Payment - B	101581.0 - GLEN CANYON SSD CLEA	
XEROX FINANCIAL SERVICES	5759	6110303	08/29/2024	08/29/2024	\$4,086.46	Other current assets		
EFTPS	9999	PR081824-12	08/19/2024	08/20/2024	571.64	Medicare Tax	102221.0 - FICA PAYABLE	
EFTPS	9999	PR081824-12	08/19/2024	08/20/2024	993.11	Federal Income Tax	102221.0 - FEDERAL WITHHOLDING	
EFTPS	9999	PR081824-12	08/19/2024	08/20/2024	2,444.14	Social Security Tax	102221.0 - FICA PAYABLE	
EFTPS	9999	PR081824-12	08/22/2024	08/28/2024	17.40	Medicare Tax	102221.0 - FICA PAYABLE	
EFTPS	9999	PR081824-12	08/22/2024	08/28/2024	74.40	Social Security Tax	102221.0 - FICA PAYABLE	
EFTPS	9999	PR080124-12	09/03/2024	09/05/2024	653.14	Medicare Tax	102221.0 - FICA PAYABLE	
EFTPS	9999	PR090124-12	09/03/2024	09/05/2024	1,280.62	Federal Income Tax	102221.0 - FEDERAL WITHHOLDING	
EFTPS	9999	PR090124-12	09/03/2024	09/05/2024	2,792.64	Social Security Tax	102221.0 - FICA PAYABLE	
EFTPS	9999	PR091524-12	09/16/2024	09/16/2024	582.98	Medicare Tax	102221.0 - FICA PAYABLE	
EFTPS	9999	PR091524-12	09/16/2024	09/16/2024	1,175.51	Federal Income Tax	102221.0 - FEDERAL WITHHOLDING	
EFTPS	9999	PR091524-12	09/16/2024	09/16/2024	2,492.76	Social Security Tax	102221.0 - FICA PAYABLE	
EFTPS	9999	PR091524-12	09/16/2024	09/17/2024	375.00	Roth IRA	102221.0 - FICA PAYABLE	
EFTPS	9999	PR091524-8831	09/16/2024	09/17/2024	2,695.88	Retirement	102225.0 - RETIREMENT PAYABLE	
EFTPS	9999	PR091524-8831	09/16/2024	09/17/2024	2,699.25	Retirement	102225.0 - RETIREMENT PAYABLE	
EFTPS	9999	PR091524-13	09/16/2024	09/16/2024	795.96	State Income Tax	102223.0 - STATE WITHHOLDING PAY	
EFTPS	9999	PR081824-13	08/19/2024	08/20/2024	736.04	State Income Tax	102223.0 - STATE WITHHOLDING PAY	
EFTPS	9999	PR090124-13	09/03/2024	09/03/2024	862.56	State Income Tax	102223.0 - STATE WITHHOLDING PAY	
					\$21,242.83	Current liabilities		
BANKCARD CENTER	5766	Aug.*3661	09/05/2024	09/05/2024	43.82	Community Candy	104461.0 - MISCELLANEOUS	
BANKCARD CENTER	5766	Aug.*3679	09/05/2024	09/05/2024	97.89	Treasurer Conference Car Rental (split)	104423.0 - TRAVEL	
BANKCARD CENTER	5766	Aug.*3679	09/05/2024	09/05/2024	382.96	Treasurer Conference Hotel (split)	104423.0 - TRAVEL	
BANKCARD CENTER	5766	Sept.*6508	09/05/2024	09/05/2024	11.47	CHAT GPT (split)	104421.0 - BOOK, SUBSCRIPTIONS/	
BANKCARD CENTER	5766	Sept.*6508	09/05/2024	09/05/2024	17.14	Cords for New Computers	104424.0 - OFFICE EXPENSE & SUP	
BANKCARD CENTER	5766	Sept.*6508	09/05/2024	09/05/2024	34.66	Batteries & Flash Drive (split)	104424.0 - OFFICE EXPENSE & SUP	
BANKCARD CENTER	5766	Sept.*6508	09/05/2024	09/05/2024	96.08	B2B Prime Annual Subscription (split)	104421.0 - BOOK, SUBSCRIPTIONS/	
BANKCARD CENTER	5766	Sept.*6508	09/05/2024	09/05/2024	295.00	Annual UMCA Conference - Katie	104433.0 - EDUCATION & TRAINING	
BANKCARD CENTER	5766	Sept.*6508	09/05/2024	09/05/2024	293.76	2024 Q1 Appreciation Pay	104435.0 - POSTAL CONTRACT	
BANKCARD CENTER	5766	2024 Q1 Appreciat	09/16/2024	09/16/2024	293.76	2024 Q1 Appreciation Pay	104435.0 - POSTAL CONTRACT	
BANKCARD CENTER	5766	2024 Q1 Appreciat	09/16/2024	09/16/2024	21.47	TH/GC/SSD Water (split)	104428.0 - UTILITIES	
BANKCARD CENTER	5766	8/24-184	08/29/2024	08/29/2024	69.04	PO WATER/TRASH	104435.0 - POSTAL CONTRACT	
BANKCARD CENTER	5766	8/24-184	08/29/2024	08/29/2024	100.00	BWM Petty Cash 20's, \$10's, \$5's	104461.0 - MISCELLANEOUS	
BANKCARD CENTER	5766	8/24-184	08/29/2024	08/29/2024	867.08	Stipend	104415.0 - EMPLOYEE MEDICAL BEN	
BANKCARD CENTER	5766	8/24-184	08/29/2024	08/29/2024	121.68	Clerk Dental Insurance	104415.0 - EMPLOYEE MEDICAL BEN	
BANKCARD CENTER	5766	8/24-184	08/29/2024	08/29/2024	994.75	Treasurer Health/Dental Ins	104415.0 - EMPLOYEE MEDICAL BEN	
BANKCARD CENTER	5766	8/24-184	08/29/2024	08/29/2024	700.00	BW Software & Support	104415.0 - EMPLOYEE MEDICAL BEN	
BANKCARD CENTER	5766	8/24-184	08/29/2024	08/29/2024	300.00	Auto Physical Damage & Auto Liability	104424.0 - OFFICE EXPENSE & SUP	
BANKCARD CENTER	5766	8/24-184	08/29/2024	08/29/2024	435.31	Workers Comp	104451.0 - INSURANCE AND SURETY	
BANKCARD CENTER	5766	8/24-184	08/29/2024	08/29/2024	130.18	May/June 2024 Copier Lease & Copies Payment - B	104425.0 - EQUIPMENT - SUPPLIES	
BANKCARD CENTER	5766	8/24-184	08/29/2024	08/29/2024	89.46	ANALYSIS FEE	104434.0 - BANK CHARGES	
BANKCARD CENTER	5766	8/24-184	08/29/2024	08/29/2024	58.00	overdraft	104434.0 - BANK CHARGES	
BANKCARD CENTER	5766	8/24-184	08/29/2024	08/29/2024	87.00	overdraft	104434.0 - BANK CHARGES	
BANKCARD CENTER	5766	8/24-184	08/29/2024	08/29/2024	15.00	BANK SERVICE CHARGES	104434.0 - BANK CHARGES	
BANKCARD CENTER	5766	8/24-184	08/29/2024	08/29/2024	\$5,355.51	Administration		
BANKCARD CENTER	5766	Aug.*3679	09/05/2024	09/05/2024	2,163.05	2 Monitors & 1 Hard Drive for FD, 1 Monitor & 1 H	104964.0 - ARPA EXPENSE	

Big Water Municipal Corporation Check Register

All Bank Accounts - 08/20/2024 to 09/17/2024

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
BANKCARD CENTER	5766	Sept. *6508	09/05/2024	09/05/2024	108.96	Ipad Cases for Council iPads	104964.0 - ARPA EXPENSE	
					\$2,272.01	Non-Departmental		
B & L AUTOMOTIVE & TIRE	5768	47004	09/10/2024	09/10/2024	291.45	Thermostat & Water Pump Replacement Parts & Sh	105425.0 - EQUIPMENT - SUPPLIES	
B & L AUTOMOTIVE & TIRE	5768	47004	09/10/2024	09/10/2024	378.00	Thermostat & Water Pump Replacement	105425.0 - EQUIPMENT - SUPPLIES	
BANKCARD CENTER	5766	Sept. *6508	09/05/2024	09/05/2024	2.99	Marshal Cloud Storage	105424.0 - OFFICE EXPENSE & SUP	
BANKCARD CENTER	5766	Sept. *6508	09/05/2024	09/05/2024	3.25	Marshal Google Storage	105429.0 - TELEPHONE	
BANKCARD CENTER	5766	Sept. *6508	09/05/2024	09/05/2024	10.54	Marshal Charger Key Fob	105425.0 - EQUIPMENT - SUPPLIES	
PEHP	9999	August 2024	08/22/2024	08/23/2024	1,989.50	Marshal Health/Dental Ins	105415.0 - MED INSUR	
Utah Retirement Systems	10002	9162024	09/16/2024	09/17/2024	-378.00	Offset for Retirement overpayment	105418.0 - EMPLOYEE RETIREMENT	
WEX BANK	EFT	09.03.24	09/05/2024	09/05/2024	\$533.12	Marshal Fuel Card - 9.3.24	105426.0 - FUEL	
					\$2,830.85	Police		
AT&T Mobility (FIRSTNET)	5763	287346126148X0	09/05/2024	09/05/2024	64.55	Cell *9169	105529.0 - TELEPHONE	
AT&T Mobility (FIRSTNET)	5763	287346126148X0	09/05/2024	09/05/2024	85.97	Cell *9175	105529.0 - TELEPHONE	
AT&T Mobility (FIRSTNET)	5763	287346126148X0	09/05/2024	09/05/2024	85.98	Cell *9176	105529.0 - TELEPHONE	
AT&T Mobility (FIRSTNET)	5763	287346126148X0	09/05/2024	09/05/2024	750.38	Account Charges-Megarange Equipment ATT	105529.0 - TELEPHONE	
B & L AUTOMOTIVE & TIRE	5768	46942	09/10/2024	09/10/2024	146.85	Complete Lube, Oil & Filter Service	105525.7 - MAINTENANCE - CH30	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	16.09	Amazon Prime	105524.0 - OFFICE EXPENSE & SUP	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	39.00	Late Fee - Late Reconciliation Due to Late Receipts	105561.0 - MISCELLANEOUS	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	67.84	Lost Receipt - Chiefs Lunch	105561.0 - MISCELLANEOUS	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	78.44	PR Supplies	105561.0 - MISCELLANEOUS	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	90.06	Cell Phone Cases	105525.0 - EQUIPMENT - SUPPLIES	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	170.02	Twist Lock Seals	105525.0 - EQUIPMENT - SUPPLIES	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	177.95	Accidental Charge - Reimbursed to Town	105561.0 - MISCELLANEOUS	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	202.55	Safety Vests x4	105524.1 - UNIFORMS	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	298.95	Hazmat Books/Education	105533.1 - EDUCATION & TRAINING	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	313.06	Hotel for training	105534.0 - TRAVEL EXPENSES	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	2,091.26	Storage Lockers	105525.0 - EQUIPMENT - SUPPLIES	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	725.88	Employee Benefit Stipend	105513.0 - EMPLOYEE BENEFITS	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	725.88	Employee Benefit Stipend	105513.0 - EMPLOYEE BENEFITS	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	99.00	3hr Shut Down Tierr for WiFi Power	105525.7 - MAINTENANCE - CH30	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	360.00	4x - Complete Assembly Installation and Wiring of Li	105525.7 - MAINTENANCE - CH30	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	74.25	FD WATER	105528.0 - UTILITIES	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	256.00	2024 Q1 Appreciation Pay	105561.0 - MISCELLANEOUS	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	145.23	Fire Learning Platform (3)	105524.0 - OFFICE EXPENSE & SUP	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	1,100.04	Fire & EMS Learning Platform (12)	105524.0 - OFFICE EXPENSE & SUP	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	288.00	2024 Q1 Appreciation Pay	105561.0 - MISCELLANEOUS	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	725.88	Employee Benefit Stipend	105513.0 - EMPLOYEE BENEFITS	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	256.00	2024 Q1 Appreciation Pay	105561.0 - MISCELLANEOUS	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	397.90	Treasurer Health/Dental Insurance	105513.0 - EMPLOYEE BENEFITS	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	725.88	FD Health/Dental Ins	105513.0 - EMPLOYEE BENEFITS	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	104.70	A31 - Fabrication of brush guard mounts	105525.4 - MAINTENANCE - A31	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	19.99	Network Cable 5E Blu 25'	105524.0 - OFFICE EXPENSE & SUP	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	33.99	Bypass Lopper Power-Lever	105523.0 - STATION MAINTANCE AN	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	304.00	2024 Q1 Appreciation Pay	105561.0 - MISCELLANEOUS	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	421.29	Workers Comp	105551.0 - INSURANCE AND SURETY	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	1,050.96	Auto Physical Damage & Auto Liability	105551.0 - INSURANCE AND SURETY	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	288.00	2024 Q1 Appreciation Pay	105561.0 - MISCELLANEOUS	
BANKCARD CENTER	5766	Aug. *8121	09/05/2024	09/05/2024	953.37	FD Fuel Cards - 9.3.2024	105526.5 - FUEL - CH30	
					\$13,735.19	Fire		
BANKCARD CENTER	5766	Sept. *6508	09/05/2024	09/05/2024	302.13	2021 IRC Book & Study Guide	105621.0 - BOOK, SUBSCRIPTIONS/	
BANKCARD CENTER	5766	Sept. *6508	09/05/2024	09/05/2024	56.40	Permit #632 Sheer Wall - Phillips	105611.0 - SALARIES AND WAGES	
BANKCARD CENTER	5766	Sept. *6508	09/05/2024	09/05/2024	112.00	Permit #582 Rough Electrical & Mechanical- Comm	105611.0 - SALARIES AND WAGES	
BANKCARD CENTER	5766	Sept. *6508	09/05/2024	09/05/2024	112.00	Permit #582 Rough Frame/Lath - Commercial - Ran	105611.0 - SALARIES AND WAGES	
BANKCARD CENTER	5766	Sept. *6508	09/05/2024	09/05/2024	120.00	Permit #582 - Travel Charge - Rankin RV	105611.0 - SALARIES AND WAGES	
BANKCARD CENTER	5766	Sept. *6508	09/05/2024	09/05/2024	120.00	Permit #632 - Phillips - Travel Charge	105611.0 - SALARIES AND WAGES	
					\$6322.53	Building		

Big Water Municipal Corporation
Check Register
All Bank Accounts - 08/20/2024 to 09/17/2024

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Utah State Division of Finance	5748	10 - 2014 Street	08/30/2024	08/30/2024	315.00	Interest - 2014 Street Revenue	106121 - Streets debt service - interest	
Utah State Division of Finance	5748	10 - 2014 Street	08/30/2024	08/30/2024	21,000.00	Principal - 2014 Street Revenue	106120.0 - Streets debt service - princi	
					\$21,315.00	Highways		
GLEN CANYON SPECIAL SERVICE	5757	8/24-590	08/29/2024	08/29/2024	155.23	PARK WATER	106428.0 - UTILITIES	
Stegall, Marvin	5762	8.30.24	08/30/2024	08/30/2024	20.00	Town Hall Pulling Weeds and Landscaping 1Hr @ \$	106411.0 - SALARIES AND WAGES	
Stegall, Marvin	5762	8.30.24	08/30/2024	08/30/2024	40.00	Post Office/ Back & Side Yard Pulling Weeds and La	106411.0 - SALARIES AND WAGES	
Stegall, Marvin	5762	8.30.24	08/30/2024	08/30/2024	60.00	Post Office/ Back & Side Yard Pulling Weeds and La	106411.0 - SALARIES AND WAGES	
Stegall, Marvin	5762	8.30.24	08/30/2024	08/30/2024	80.00	Town Park Pulling Weeds and Landscaping 1Hr @ \$	106411.0 - SALARIES AND WAGES	
ACH.08212415		8.22.24	08/21/2024	08/21/2024	250.00	Pulling Weeds and Trimming Trees at Town Hall 12.	106411.0 - SALARIES AND WAGES	
ACH.09052409		9.5.24	09/04/2024	09/05/2024	40.00	Town Hall Pulling Weeds and Landscaping 2Hr @ \$	106411.0 - SALARIES AND WAGES	
ACH.09052409		9.5.24	09/04/2024	09/05/2024	320.00	Town Park Pulling Weeds and Landscaping 16Hrs	106411.0 - SALARIES AND WAGES	
ACH.09122414		9.12.2024	09/12/2024	09/12/2024	330.00	Town Hall & Park Weeding, Landscaping Dump Run	106411.0 - SALARIES AND WAGES	
					\$1,295.23	Parks & Recreation		
					\$72,954.61			

Big Water Municipal Corporation
Operational Budget Report
10 General Fund - 07/01/2024 to 09/17/2024
25.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Change In Net Position					
Revenue:					
Taxes					
3110.0 PROPERTY TAXES - CURRENT	482.55	0.00	200.79	175,000.00	0.11%
3120.0 PROPERTY TAXES - DELINQUENT	4.64	0.00	357.40	15,500.00	2.31%
3130.0 GENERAL SALES AND USE TAXES	32,070.20	0.00	35,644.02	176,000.00	20.25%
3170.0 FEE-IN-LIEU OF PROP TAXES	5,412.72	0.00	3,804.20	14,000.00	27.17%
Total Taxes	37,970.11	0.00	40,006.41	380,500.00	10.51%
Licenses and permits					
3210.0 BUSINESS LICENSES & PERMITS	50.00	0.00	400.00	5,000.00	8.00%
3220.0 NON-BUSINESS LICENSES & PERMIT	250.00	0.00	0.00	2,000.00	0.00%
3221.0 BUILDING PERMITS	694.80	0.00	932.32	10,000.00	9.32%
3225.0 ANIMAL LICENSES	0.00	0.00	10.00	0.00	0.00%
Total Licenses and permits	994.80	0.00	1,342.32	17,000.00	7.90%
Intergovernmental revenue					
3340.0 STATE GRANTS	24,258.75	0.00	43,200.00	48,000.00	90.00%
3340.5 HWY 89 TURNOUT GRANT	365,268.22	0.00	0.00	0.00	0.00%
3355.0 GRANT REVENUE	0.00	0.00	55,000.00	4,000.00	1,375.00%
3355.5 FIRE STATE GRANT REVENUE	5,000.00	0.00	0.00	9,994.00	0.00%
3356.0 CLASS C ROAD FUND ALLOTMENT	9,504.96	12,555.08	12,555.08	65,000.00	19.32%
3692 ARPA REVENUE	0.00	0.00	0.00	6,408.00	0.00%
Total Intergovernmental revenue	404,031.93	12,555.08	110,755.08	133,402.00	83.02%
Charges for services					
3419.0 GENERAL GOV'T - POST OFFICE	3,578.67	1,470.67	4,412.01	18,000.00	24.51%
3443.0 REFUSE COLLECTION CHARGES	20.00	0.00	0.00	0.00	0.00%
Total Charges for services	3,598.67	1,470.67	4,412.01	18,000.00	24.51%
Fines and forfeitures					
3520.0 COURT FEE	425.90	0.00	598.71	1,500.00	39.91%
Total Fines and forfeitures	425.90	0.00	598.71	1,500.00	39.91%
Interest					
3610.0 INTEREST EARNINGS	9,678.54	0.00	3,263.38	26,000.00	12.55%
Total Interest	9,678.54	0.00	3,263.38	26,000.00	12.55%
Miscellaneous revenue					
3690.0 MISCELLANEOUS REVENUE	10.50	0.00	81.87	0.00	0.00%
3695.0 CASH OVER/SHORT	0.00	0.00	0.00	500.00	0.00%
Total Miscellaneous revenue	10.50	0.00	81.87	500.00	16.37%
Contributions and transfers					
3990.0 GEN FUND BALANCE TO BE APPROP.	0.00	0.00	0.00	13,000.00	0.00%
Total Contributions and transfers	0.00	0.00	0.00	13,000.00	0.00%
Charges for Fire Services					
3361.0 CLID CONTRACT	31,730.10	0.00	32,602.68	132,200.00	24.66%
3362 FIRE DEPARTMENT REVENUE	1,060.00	0.00	109,800.00	337,500.00	32.53%
3362.1 FIRE DEPARTMENT LEASES	0.00	0.00	0.00	24,125.00	0.00%
Total Charges for Fire Services	32,790.10	0.00	142,402.68	493,825.00	28.84%
Total Revenue:	489,500.55	14,025.75	302,862.46	1,083,727.00	27.95%
Expenditures:					
General government					
Council					
4111.0 MAYOR SALARIES AND WAGES	1,650.00	550.00	1,650.00	7,150.00	23.08%
4113.0 EMPLOYEE BENEFITS	37.20	42.08	126.24	675.00	18.70%
4123.0 TRAVEL	0.00	0.00	0.00	1,500.00	0.00%
4124.0 OFFICE EXPENSE & SUPPLIES	30.58	0.00	0.00	150.00	0.00%
Total Council	1,717.78	592.08	1,776.24	9,475.00	18.75%
Court					
4230.0 PUBLIC DEFENDER	0.00	0.00	0.00	1,500.00	0.00%
4230.5 ATTORNEY	0.00	0.00	0.00	10,000.00	0.00%
Total Court	0.00	0.00	0.00	11,500.00	0.00%
Administration					
4411.0 SALARIES AND WAGES	12,125.19	5,382.40	15,455.21	69,214.00	22.33%
4413.0 EMPLOYEE BENEFITS	2,799.07	(1,092.68)	1,200.15	6,000.00	20.00%
4415.0 EMPLOYEE MEDICAL BENEFITS	6,197.20	0.00	3,567.02	24,870.00	14.34%

Big Water Municipal Corporation
Operational Budget Report
10 General Fund - 07/01/2024 to 09/17/2024
25.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
4418.0 EMPLOYEE RETIREMENT	6,907.52	2,260.63	2,260.63	16,000.00	14.13%
4421.0 BOOK, SUBSCRIPTIONS/MEMBERSHIP	894.72	107.55	265.85	3,500.00	7.60%
4422.0 PUBLIC NOTICES	0.00	0.00	0.00	500.00	0.00%
4423.0 TRAVEL	2,285.05	480.85	818.64	7,000.00	11.69%
4424.0 OFFICE EXPENSE & SUPPLIES	933.36	751.80	824.80	5,500.00	15.00%
4424.5 TOWN WEBSITE	0.00	0.00	0.00	3,200.00	0.00%
4425.0 EQUIPMENT - SUPPLIES & MAINT	340.88	0.00	511.23	2,000.00	25.56%
4427.0 BLDG & GRNDS - SUPPLIES/MAINT	1,584.35	0.00	28.99	4,000.00	0.72%
4428.0 UTILITIES	951.38	0.00	476.39	4,000.00	11.91%
4429.0 TELEPHONE	6.62	0.00	173.82	800.00	21.73%
4430.0 LAWSUIT	0.00	0.00	0.00	3,000.00	0.00%
4430.5 ATTORNEY	2,847.00	0.00	208.00	5,000.00	4.16%
4431.0 ENGINEERING	1,233.00	0.00	0.00	10,000.00	0.00%
4431.5 AUDIT	1,500.00	0.00	0.00	5,500.00	0.00%
4433.0 EDUCATION & TRAINING	700.00	295.00	295.00	1,500.00	19.67%
4434.0 BANK CHARGES	1,556.24	0.00	579.82	4,500.00	12.88%
4435.0 POSTAL CONTRACT	7,260.90	4,568.84	7,889.85	34,000.00	23.21%
4451.0 INSURANCE AND SURETY BONDS	29,169.71	735.31	6,011.79	11,500.00	52.28%
4452.0 EVENT EXPENDITURES	0.00	0.00	0.00	575.00	0.00%
4461.0 MISCELLANEOUS	0.00	43.82	436.60	24,500.00	1.78%
Total Administration	79,292.19	13,533.52	41,003.79	246,659.00	16.62%
Non-Departmental					
4920.0 TOWN CLEAN-UP	0.00	0.00	0.00	600.00	0.00%
4964.0 ARPA EXPENSE	0.00	2,272.01	2,272.01	6,408.00	35.46%
Total Non-Departmental	0.00	2,272.01	2,272.01	7,008.00	32.42%
Total General government	81,009.97	16,397.61	45,052.04	274,642.00	16.40%
Public safety					
Police					
5411.0 SALARIES - FULL TIME	17,876.16	5,786.77	16,739.95	72,550.00	23.07%
5413.0 EMPLOYEE BENEFITS	6,166.09	(2,910.56)	1,358.06	6,600.00	20.58%
5415.0 MED INSUR	0.00	0.00	3,979.00	24,000.00	16.58%
5418.0 EMPLOYEE RETIREMENT	0.00	4,651.86	4,651.86	22,000.00	21.14%
5424.0 OFFICE EXPENSE & SUPPLIES	883.36	2.99	52.99	900.00	5.89%
5425.0 EQUIPMENT - SUPPLIES & MAINT	195.89	679.99	1,148.39	3,000.00	38.28%
5425.5 GRANT EXPENDITURES	0.00	0.00	0.00	4,000.00	0.00%
5426.0 FUEL	912.14	533.12	1,209.36	6,000.00	20.16%
5428.0 UTILITIES	0.00	0.00	80.04	0.00	0.00%
5429.0 TELEPHONE	282.47	3.25	111.27	1,000.00	11.13%
5433.0 EDUCATION & TRAINING	0.00	0.00	0.00	100.00	0.00%
5461.0 MISCELLANEOUS	0.00	0.00	0.00	200.00	0.00%
Total Police	26,316.11	8,747.42	29,330.92	140,350.00	20.90%
Fire					
5511.0 SALARIES AND WAGES	74,130.26	27,825.38	81,413.14	327,700.00	24.84%
5511.1 TRANSPORT SALARIES AND WAGES	0.00	0.00	595.00	2,000.00	29.75%
5513.0 EMPLOYEE BENEFITS	12,683.69	2,128.65	13,016.22	36,000.00	36.16%
5515.0 EMPLOYEE RETIREMENT	16,904.09	2,783.34	8,350.02	34,000.00	24.56%
5523.0 STATION MAINTANCE AND REPAIR	350.99	0.00	4,281.16	500.00	856.23%
5524.0 OFFICE EXPENSE & SUPPLIES	392.11	1,261.36	2,404.86	10,000.00	24.05%
5524.1 UNIFORMS	0.00	202.55	2,790.59	5,000.00	55.81%
5525.0 EQUIPMENT - SUPPLIES & MAINT	6,051.31	2,351.34	5,228.50	19,000.00	27.52%
5525.1 MAINTENANCE - E31	0.00	0.00	0.00	1,000.00	0.00%
5525.15 MAINTENANCE - E32	0.00	0.00	2,385.32	1,500.00	159.02%
5525.2 MAINTENANCE - R31	1,354.08	0.00	10.49	1,000.00	1.05%
5525.3 MAINTENANCE - R32	209.76	0.00	0.00	500.00	0.00%
5525.4 MAINTENANCE - A31	0.00	0.00	104.70	500.00	20.94%
5525.5 MAINTENANCE - A32	(228.31)	0.00	0.00	0.00	0.00%
5525.6 MAINTENANCE - BR31	0.00	0.00	0.00	500.00	0.00%
5525.7 MAINTENANCE - CH30	0.00	146.85	605.85	1,000.00	60.59%
5526.1 FUEL - Brush Truck	0.00	0.00	0.00	500.00	0.00%
5526.2 FUEL - ENGINE 31	0.00	0.00	0.00	1,000.00	0.00%
5526.3 FUEL - ENGINE 32	0.00	0.00	0.00	2,000.00	0.00%
5526.31 FUEL - R31	830.99	0.00	135.50	1,000.00	13.55%
5526.32 FUEL - R32	1,488.87	0.00	0.00	4,000.00	0.00%
5526.4 FUEL - A32	(397.17)	0.00	0.00	0.00	0.00%
5526.5 FUEL - CH30	0.00	953.37	1,954.92	500.00	390.98%

Big Water Municipal Corporation
Operational Budget Report
10 General Fund - 07/01/2024 to 09/17/2024
25.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
5528.0 UTILITIES	877.64	0.00	889.97	7,000.00	12.71%
5529.0 TELEPHONE	6.63	986.88	1,132.01	1,000.00	113.20%
5530.0 GRANT EXPENDITURES	2,445.88	0.00	9,963.32	9,994.00	99.69%
5533.0 EDUCATION & TRAINING	1,606.50	64.32	5,415.32	4,000.00	135.38%
5533.1 EDUCATION & TRAINING SUPPLIES	209.42	298.95	298.95	0.00	0.00%
5534.0 TRAVEL EXPENSES	3,639.22	313.06	313.06	8,000.00	3.91%
5535.0 WILD LAND	8,914.71	0.00	29.98	0.00	0.00%
5551.0 INSURANCE AND SURETY BONDS	0.00	1,472.25	13,784.09	14,000.00	98.46%
5561.0 MISCELLANEOUS	390.31	1,577.28	2,230.83	0.00	0.00%
5567.0 FIRE HOUSE LEASE PMT	0.00	0.00	0.00	11,240.00	0.00%
5568.0 FIRE TRUCK LEASE PMT	0.00	0.00	0.00	12,885.00	0.00%
Total Fire	131,860.98	42,365.58	157,333.80	517,319.00	30.41%
Building					
5611.0 SALARIES AND WAGES	2,839.60	520.40	2,714.00	11,000.00	24.67%
5613.0 EMPLOYEE BENEFITS	153.00	0.00	107.10	550.00	19.47%
5621.0 BOOK, SUBSCRIPTIONS/MEMBERSHIP	209.53	302.13	302.13	500.00	60.43%
5624.0 OFFICE EXPENSE & SUPPLIES	250.66	0.00	0.00	500.00	0.00%
5633.0 EDUCATION & TRAINING	1,150.00	0.00	0.00	3,409.00	0.00%
Total Building	4,602.79	822.53	3,123.23	15,959.00	19.57%
Total Public safety	162,779.88	51,935.53	189,787.95	673,628.00	28.17%
Highways and public improvements					
Highways					
6110.0 Streets SALARIES & WAGES	2,200.00	550.00	1,650.00	7,150.00	23.08%
6113.0 Streets BENEFITS	257.34	42.08	126.24	1,000.00	12.62%
6120.0 Streets debt service - principal	21,000.00	0.00	21,000.00	21,000.00	100.00%
6121 Streets debt service - interest	630.00	0.00	315.00	1,000.00	31.50%
6127.0 Streets REPAIRS & MAINTENANCE	3,825.00	0.00	46.39	26,350.00	0.18%
6140 Road Development	0.00	0.00	369.50	0.00	0.00%
6140.1 US 89 HWY TURNOUT PROJ	312,390.24	0.00	0.00	0.00	0.00%
6163.0 CLASS C ROAD PROGRAM	0.00	0.00	0.00	51,500.00	0.00%
Total Highways	340,302.58	592.08	23,507.13	108,000.00	21.77%
Total Highways and public improvements	340,302.58	592.08	23,507.13	108,000.00	21.77%
Parks, recreation, and public property					
Parks & Recreation					
6411.0 SALARIES AND WAGES	247.50	690.00	1,310.00	1,700.00	77.06%
6425.0 EQUIPMENT - SUPPLIES & MAINT	676.51	0.00	373.10	732.00	50.97%
6428.0 UTILITIES	264.47	0.00	397.88	900.00	44.21%
Total Parks & Recreation	1,188.48	690.00	2,080.98	3,332.00	62.45%
Total Parks, recreation, and public property	1,188.48	690.00	2,080.98	3,332.00	62.45%
Transfers					
9099.0 INCREASE IN END FUND BALANCE	0.00	0.00	0.00	24,125.00	0.00%
Total Transfers	0.00	0.00	0.00	24,125.00	0.00%
Total Expenditures:	585,280.91	69,615.22	260,428.10	1,083,727.00	24.03%
Total Change In Net Position	(95,780.36)	(55,589.47)	42,434.36	0.00	0.00%

Big Water Municipal Corporation
General Ledger - 8/20/2024 to 9/17/2024
Job Salaries and Benefits

Account			Description	Debit	Credit	Balance
Date	Code					
Mayor						
10 4111.0 - MAYOR SALARIES AND WAGES						\$1,100.00
9/1/2024	PR	Gross Pay		275.00		1,375.00
9/15/2024	PR	Gross Pay		275.00		1,650.00
				\$550.00		\$1,650.00
10 4113.0 - EMPLOYEE BENEFITS						\$84.16
9/1/2024	PR	Social Security Tax		17.05		101.21
9/1/2024	PR	Medicare Tax		3.99		105.20
9/15/2024	PR	Social Security Tax		17.05		122.25
9/15/2024	PR	Medicare Tax		3.99		126.24
				\$42.08		\$126.24
Mayor Total:				\$592.08	\$0.00	\$1,776.24
Admin						
10 4411.0 - SALARIES AND WAGES						\$10,072.81
9/1/2024	PR	Gross Pay		2,683.85		12,756.66
9/15/2024	PR	Gross Pay		2,698.55		15,455.21
				\$5,382.40		\$15,455.21
10 4413.0 - EMPLOYEE BENEFITS						\$2,292.83
9/1/2024	PR	Social Security Tax		166.40		2,459.23
9/1/2024	PR	Medicare Tax		38.91		2,498.14
9/1/2024	PR	Retirement		379.67		2,877.81
9/9/2024	JE	288 - Retirement systematically put into wrong ledger account			1,884.11	993.70
9/15/2024	PR	Social Security Tax		167.31		1,161.01
9/15/2024	PR	Medicare Tax		39.14		1,200.15
				\$791.43	(\$1,884.11)	\$1,200.15
10 4415.0 - EMPLOYEE MEDICAL BENEFITS						\$1,783.51
8/22/2024	AP	INV: August 2024 PEHP - Treasurer Health/Dental Ins		994.75		2,778.26
8/22/2024	AP	INV: August 2024 PEHP - Clerk Dental Insurance		121.68		2,899.94
8/27/2024	AP	INV: September 2024 Joseph, Katie - Stipend		667.08		3,567.02
				\$1,783.51		\$3,567.02
Admin Total:				\$7,957.34	(\$1,884.11)	\$20,222.38
Police						
10 5411.0 - SALARIES - FULL TIME						\$10,953.18
9/1/2024	PR	Gross Pay		2,919.53		13,872.71
9/15/2024	PR	Gross Pay		2,867.24		16,739.95
				\$5,786.77		\$16,739.95
10 5413.0 - EMPLOYEE BENEFITS						\$4,268.62
9/1/2024	PR	Social Security Tax		181.01		4,449.63
9/1/2024	PR	Medicare Tax		42.33		4,491.96
9/1/2024	PR	Retirement		838.31		5,330.27
9/9/2024	JE	289 - Reclassify retirement			4,191.55	1,138.72
9/15/2024	PR	Social Security Tax		177.77		1,316.49
9/15/2024	PR	Medicare Tax		41.57		1,358.06
				\$1,280.99	(\$4,191.55)	\$1,358.06
10 5415.0 - MED INSUR						\$1,989.50
8/22/2024	AP	INV: August 2024 PEHP - Marshal Health/Dental Ins		1,989.50		3,979.00
				\$1,989.50		\$3,979.00
Police Total:				\$9,057.26	(\$4,191.55)	\$22,077.01
Fire						
10 5511.0 - SALARIES AND WAGES						\$53,587.76
9/1/2024	PR	Gross Pay		15,053.76		68,641.52
9/15/2024	PR	Gross Pay		12,771.62		81,413.14
				\$27,825.38		\$81,413.14
10 5511.1 - TRANSPORT SALARIES AND WAGES						\$595.00
10 5513.0 - EMPLOYEE BENEFITS						\$7,586.15
8/22/2024	AP	INV: August 2024 PEHP - FD Health/Dental Ins		725.88		8,312.03
8/22/2024	AP	INV: August 2024 PEHP - Treasurer Health/Dental Insurance		397.90		8,709.93
8/27/2024	AP	INV: September 2024 Park, Brianna - Employee Benefit Stipend		725.88		9,435.81
8/27/2024	AP	INV: September 2024 Dyke, Jeremy - Employee Benefit Stipend		725.88		10,161.69

Big Water Municipal Corporation
General Ledger - 8/20/2024 to 9/17/2024
Job Salaries and Benefits

Account		Description	Debit	Credit	Balance
Date	Code				
Fire (continued)					
10 5513.0 - EMPLOYEE BENEFITS (continued)					
8/27/2024	AP	INV: September 2024 Barnett, Robert J - Employee Benefit Stipend	725.88		10,887.57
9/1/2024	PR	Social Security Tax	933.34		11,820.91
9/1/2024	PR	Medicare Tax	218.29		12,039.20
9/15/2024	PR	Social Security Tax	791.84		12,831.04
9/15/2024	PR	Medicare Tax	185.18		13,016.22
			\$5,430.07		\$13,016.22
Fire Total:			\$33,255.45	\$0.00	\$95,024.36
Building Dept					
10 5611.0 - SALARIES AND WAGES					
9/5/2024	AP	INV: 8.5-9.3.2024 Kane County Building Department - Permit #582 Rough Frame/Lath - Commercial - Rankin RV	112.00		\$2,193.60 2,305.60
9/5/2024	AP	INV: 8.5-9.3.2024 Kane County Building Department - Permit #582 Rough Electrical & Mechanical- Commercial - Rankin RV	112.00		2,417.60
9/5/2024	AP	INV: 8.5-9.3.2024 Kane County Building Department - Permit #582 - Travel Charge - Rankin RV	120.00		2,537.60
9/5/2024	AP	INV: 8.5-9.3.2024 Kane County Building Department - Permit #632 Sheer Wall - Phillips	56.40		2,594.00
9/5/2024	AP	INV: 8.5-9.3.2024 Kane County Building Department - Permit #632 - Phillips - Travel Charge	120.00		2,714.00
			\$520.40		\$2,714.00
10 5613.0 - EMPLOYEE BENEFITS					
					\$107.10
Building Dept Total:			\$520.40	\$0.00	\$2,821.10
Streets					
10 6110.0 - Streets SALARIES & WAGES					
9/1/2024	PR	Gross Pay	275.00		\$1,100.00 1,375.00
9/15/2024	PR	Gross Pay	275.00		1,650.00
			\$550.00		\$1,650.00
10 6113.0 - Streets BENEFITS					
9/1/2024	PR	Social Security Tax	17.05		\$84.16 101.21
9/1/2024	PR	Medicare Tax	3.99		105.20
9/15/2024	PR	Social Security Tax	17.05		122.25
9/15/2024	PR	Medicare Tax	3.99		126.24
			\$42.08		\$126.24
Streets Total:			\$592.08	\$0.00	\$1,776.24
Parks and Rec					
10 6411.0 - SALARIES AND WAGES					
8/21/2024	AP	INV: 8.22.24 Stegall, Marvin - Pulling Weeds and Trimming Trees at Town Hall 12.5Hrs @ \$20/hr = \$250	250.00		\$170.00 420.00
8/30/2024	AP	INV: 8.30.24 Stegall, Marvin - Town Hall Pulling Weeds and Landscaping 1Hr @ \$20/hr = \$20	20.00		440.00
8/30/2024	AP	INV: 8.30.24 Stegall, Marvin - Post Office/ Back & Side Yard Pulling Weeds and Landscaping 1Hr @ \$20/hr = \$40	40.00		480.00
8/30/2024	AP	INV: 8.30.24 Stegall, Marvin - Post Office/ Back & Side Yard Pulling Weeds and Landscaping 1Hr @ \$20/hr = \$60	60.00		540.00
8/30/2024	AP	INV: 8.30.24 Stegall, Marvin - Town Park Pulling Weeds and Landscaping 1Hr @ \$20/hr = \$80	80.00		620.00
9/4/2024	AP	INV: 9.5.24 Stegall, Marvin - Town Hall Pulling Weeds and Landscaping 2Hr @ \$20/hr = \$40	40.00		660.00
9/4/2024	AP	INV: 9.5.24 Stegall, Marvin - Town Park Pulling Weeds and Landscaping 16Hrs @ \$20/hr = \$320	320.00		980.00
9/12/2024	AP	INV: 9.12.2024 Stegall, Marvin - Town Hall & Park Weeding,Landscaping Dump Run 16.5@ \$20/hr	330.00		1,310.00
			\$1,140.00		\$1,310.00
Parks and Rec Total:			\$1,140.00	\$0.00	\$1,310.00
Report Total:			\$53,114.61	(\$6,075.66)	\$145,007.33