

Town Council Agenda Packet - October 21, 2026

Notice of Public Hearing – Amending the Town’s Fee Schedule

Notice is hereby given that the Planning Commission of the Town of Spring Lake, Utah, will hold a public hearing to consider amending the Town’s Fee Schedule.

Public Hearing Details

Date: Wednesday, October 21, 2026

Time: 6:00 pm

Location: 3744 West 12240 South, Spring Lake, Utah 84651

Purpose of Hearing:

The purpose of this public hearing is to receive public comment regarding the addition to and amendment of the town fee schedule, including the proposed municipal boundary adjustment fees and building permit fees.

Public Comment:

Interested persons are invited to attend the public hearing and provide comments. Written comments may also be submitted before the hearing to:

Rebecca Batty, Town Recorder or Wade Menlove, Mayor

recorder@springlakeutah.gov or mayor@springlakeutah.gov

Availability of Documents:

A copy of the proposed General Plan is available for public review at:

Springlakeutah.gov

Posting:

This notice is posted in accordance with Utah Code requirements, including:

- Utah Public Notice Website
- The Town’s official website
- At least one public location within the Town

RESOLUTION NO. 26-22

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, ADOPTING AN AMENDED TOWN FEE SCHEDULE AND BUILDING PERMIT FEES AND VALUATION TABLE, AND SUPERSEDING RESOLUTION NO. 26-06.

WHEREAS, the Town of Spring Lake is a municipality organized and existing under the laws of the State of Utah; and

WHEREAS, the Town is authorized under Utah law to establish fees reasonably related to the administration of municipal services, land use and development applications, building permits, plan review, inspections, and other services provided by the Town; and

WHEREAS, on April 1, 2026, the Town Council adopted Resolution No. 26-06, *Adopting a Building Permit Fee Schedule and Valuation Table*, including the Building Permit Fee Schedule and Valuation Table attached thereto as Exhibit A; and

WHEREAS, Resolution No. 26-06 provided that the Town Council may amend the adopted fee schedule and valuation table from time to time by resolution, following any required public notice and hearing; and

WHEREAS, the Town has subsequently reviewed and revised its fees and administrative procedures relating to building permits, plan review, inspections, land use and development applications, and other municipal services; and

WHEREAS, the Town Council finds it appropriate to consolidate applicable municipal fees into a Town Fee Schedule and to adopt an amended Building Permit Fees and Valuation Table as an appendix thereto; and

WHEREAS, the amended Building Permit Fees and Valuation Table establishes construction valuations based upon specified construction areas and provides a valuation-based schedule for calculating building permit fees; and

WHEREAS, the Town Council finds that adoption of the amended Fee Schedule and Building Permit Fees and Valuation Table will promote consistency, transparency, and efficient administration of Town fees; and

WHEREAS, the Town Council desires that the documents adopted by this Resolution replace and supersede the fee schedule, valuation table, and related provisions previously adopted by Resolution No. 26-06.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, AS FOLLOWS:

SECTION 1. – Adoption.

A. Adoption of Town Fee Schedule

The Town Council hereby adopts the **Town of Spring Lake Fee Schedule**, attached hereto as **Exhibit A** and incorporated herein by this reference.

The fees established in Exhibit A shall constitute the applicable Town fees for the applications, permits, reviews, inspections, and other services identified therein, unless otherwise established or amended by ordinance, resolution, or applicable law.

B. Adoption of Building Permit Fees and Valuation Table

The Town Council hereby adopts the **Building Permit Fees and Valuation Table**, attached hereto as **Appendix A to the Town of Spring Lake Fee Schedule** and incorporated herein by this reference.

Building permit fees shall be calculated in accordance with the valuation methodology and fee table contained in Appendix A. Project valuation shall be determined using the applicable construction-area valuations identified therein or, when appropriate, other valuation information determined applicable by the Building Official or Town's designated building-services provider.

C. Building Permit and Related Fees

Building permit applicants shall be responsible for the applicable application, building permit, plan review, re-review, plan-change, re-inspection, and other fees established in Exhibit A and Appendix A.

Building permit fees based upon project valuation shall be calculated according to Appendix A. Other applicable building-related fees shall be assessed according to the Town Fee Schedule.

SECTION 2. – Administration.

The Town hereby authorizes the Building Official, Town Recorder, and other authorized Town staff or designees, as applicable, to:

- Determine or verify project valuation;
- Calculate and collect applicable fees;
- Coordinate with contracted building officials, inspectors, plan reviewers, engineers, and other professional service providers;
- Apply the adopted Fee Schedule and Appendix A to applications and permits administered by the Town; and
- Take such administrative actions as are reasonably necessary to implement this Resolution.

SECTION 3. – Superseding Resolution No. 26-06.

Resolution No. 26-06, including Exhibit A thereto, is hereby superseded and replaced in its entirety by this Resolution, Exhibit A, and Appendix A.

From and after the effective date of this Resolution, all building permit fees, valuation calculations, plan

review fees, inspection-related fees, and other fees addressed by Resolution No. 26-06 shall instead be governed by this Resolution and the documents adopted herein.

To the extent of any conflict between Resolution No. 26-06 and this Resolution, this Resolution shall control.

SECTION 4. – Periodic Review and Future Amendments.

The Town Council may amend the Town Fee Schedule or Building Permit Fees and Valuation Table from time to time by resolution or other action as permitted by law, following any public notice, hearing, or other procedure required by applicable law.

SECTION 5. – Severability.

If any section, subsection, sentence, clause, phrase, provision, fee, or application of this Resolution, Exhibit A, or Appendix A is determined to be invalid or unenforceable, such determination shall not affect the validity of the remaining provisions, which shall remain in full force and effect.

SECTION 6. – Effective Date.

This Resolution shall take effect immediately upon adoption, except as otherwise required by applicable law.

PASSED AND ADOPTED by the Town Council of the Town of Spring Lake, Utah, this ____ of _____, 20____.

Signed: _____
Wade Menlove, Mayor

Attest: _____
Rebecca Batty, Town Recorder / Brenda Warner, Deputy Town Recorder

TOWN COUNCIL VOTE AS RECORDED

Councilmembers:	Yes	No	Abstain	Excused
Wade Menlove	_____	_____	_____	_____
Sharon Bascom	_____	_____	_____	_____
Robert Judd	_____	_____	_____	_____
Robert Marsh	_____	_____	_____	_____
David Charles	_____	_____	_____	_____

EXHIBIT A

Town of Spring Lake Fee Schedule

Table of Contents

General fees and taxes

Home Occupation.....\$50.00

Planning and Zoning - Development Fees

Municipal Boundary Adjustment

Application fee.....\$100.00
Review fee: deposit actual cost of contracted review\$2,500.00
County Surveyor Review: check payable to Utah County Surveyor.....\$200.00

Building Permit Fees

Residential application fee.....\$100.00
Commercial application fee.....\$300.00
Building permit fee.....see valuation table, appendix A
Residential plan review.....\$600.00
 Residential Repeat Plan Review.....\$200.00
 Changes to plan.....\$100.00
Commercial Plan Review.....\$800.00
 Commercial Repeat Plan Review.....\$200.00
 Changes to plan.....\$100.00
Inspection Fees: included in the building permit fee.....\$0.00
 Re-Inspection Fee (per inspection).....\$75.00

Appendix A

Building Permit Fees and Valuation Table

The following table is used to calculate building permit fees based on the valuation of the construction project. Utilize the square footage for the construction project and the dollar amounts below to calculate the project valuation.

Valuation (per square foot), based on 90% of the ICC building valuation data:

Construction Area	Fee
Porch	\$30.00 per sq. ft.
Carport	\$30.00 per sq. ft.
Garage	\$85.96 per sq. ft.
Unfinished Basement	\$28.35 per sq. ft.
Finished Basement	\$75.00 per sq. ft.
Main Level	\$183.44 per sq. ft.
2nd Level	\$183.44 per sq. ft.

For example, new construction on a home with 1800 square feet finished main level, 1800 square feet unfinished basement, and an attached garage of 600 square feet would have a valuation of \$432,798.00:

Main level:	1800 square feet x \$183.44 = \$330,192.00
Unfinished basement:	1800 square feet x 28.35 = \$51,030.00
Garage:	600 square feet x \$85.96 = \$51,576.00
Total valuation:	\$432,798.00

Based on the valuation, use the following table to determine the approximate building permit fee:

Total Valuation	Fee
\$1.00 to \$500.00	\$23.50 (minimum \$100 if inspection is required).
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00 (minimum \$100 if inspection is required).

\$2,001.00 to \$25,000.00	\$69.50 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00 (minimum \$100 if inspection is required).
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$3233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000.00 or fraction thereof.
\$1,000,001.00 and above	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00.

The cost of the building permit is based on the valuation of the project.

Using the example above, if the valuation of the project is \$432,798.00, the building permit fee would be \$2,857.42, which is broken down as follows:

\$993.75 (for the first \$100,000.00);

\$1,863.66 (\$5.60 for each \$1,000.00 over the first \$100,000.00);

Total building permit fee: \$2,857.42.

The breakdown of total fees for this example project is as follows:

Building Permit Fee: \$2,857.42

Plan Review Fee: \$600.00

Application Fee: \$100.00

Total Permitting Fees: \$3,557.42

RESOLUTION NO. 26-23

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, ADOPTING THE MUNICIPAL BOUNDARY ADJUSTMENT PROCESS AND APPLICATION.

WHEREAS, the Town of Spring Lake is a municipality organized and existing under the laws of the State of Utah; and

WHEREAS, Utah law provides a process by which municipalities sharing a common boundary may adjust that boundary in accordance with applicable statutory requirements; and

WHEREAS, the Town Council finds it appropriate to establish a clear and consistent administrative process for receiving, reviewing, and processing requests for municipal boundary adjustments involving the Town of Spring Lake; and

WHEREAS, the Town Council desires to provide applicants, property owners, Town officials, and participating municipalities with standardized procedures and application materials identifying the information, documentation, fees, and other materials necessary to process a proposed municipal boundary adjustment; and

WHEREAS, the Town has prepared a **Municipal Boundary Adjustment Process and Application**, which establishes the Town's application and review procedures and includes applicable submittal requirements, applicant certifications, and acknowledgments of costs and fees; and

WHEREAS, the Town Council has reviewed the proposed Municipal Boundary Adjustment Process and Application, attached hereto as **Exhibit A**, and finds that its adoption will promote consistent administration, transparency, compliance with applicable law, and orderly consideration of municipal boundary adjustment requests; and

WHEREAS, the Town Council finds that adoption of the Municipal Boundary Adjustment Process and Application is in the best interests of the Town and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, AS FOLLOWS:

SECTION 1. – Adoption.

The Town Council hereby adopts the **Municipal Boundary Adjustment Process and Application**, attached hereto as **Exhibit A** and incorporated herein by this reference, as the official process and application materials of the Town of Spring Lake for requests to adjust a common municipal boundary.

1. Application and Review Process

Applications for municipal boundary adjustments involving the Town of Spring Lake shall be submitted and processed substantially in accordance with Exhibit A and all applicable provisions of Utah law.

Applicants shall be responsible for submitting the information, documentation, acknowledgments, fees, plats, legal descriptions, and other materials required by Exhibit A or otherwise required by applicable law or reasonably necessary for the Town to review and process the proposed boundary adjustment.

Acceptance of an application or application materials by the Town shall not constitute a determination that the application is complete or that the proposed boundary adjustment has been approved.

2. Coordination with Participating Municipalities

Because a municipal boundary adjustment affects the common boundary between municipalities, applicants shall be responsible for coordinating with all participating municipalities as required by applicable law.

The Town's processing or approval of an application shall not constitute or substitute for any approval, action, notice, hearing, ordinance, certification, or other requirement that must be completed by another participating municipality or governmental entity.

3. Costs and Fees

Applicants shall be responsible for all application fees, review fees, publication expenses, surveyor costs, recording costs, and other costs associated with processing a municipal boundary adjustment to the extent provided in the Town's adopted fee schedule, Exhibit A, or applicable law.

Any deposit collected for contracted professional review shall be administered in accordance with the Town's adopted fee schedule and applicable Town policies.

4. Compliance with Applicable Law

Nothing in this Resolution or Exhibit A shall be interpreted to waive, modify, or supersede any requirement imposed by Utah law.

If a requirement contained in Exhibit A conflicts with subsequently enacted or amended state law, the applicable provision of state law shall control, and the remainder of Exhibit A shall continue in effect to the extent permitted by law.

SECTION 2. – Administration.

The Mayor, Town Recorder, and other Town officers, staff, consultants, or authorized agents are hereby authorized to administer the Municipal Boundary Adjustment Process and Application and to take such administrative actions as are reasonably necessary to process applications in accordance with this Resolution, Exhibit A, and applicable law.

Town administrative personnel may make non-substantive revisions to the application forms, checklists, instructions, contact information, statutory citations, formatting, or other administrative portions of

Exhibit A when necessary to maintain accuracy or facilitate administration, provided that any substantive change to the Town's adopted process, requirements, or policies shall require approval by the Town Council.

SECTION 3. – Severability.

If any provision of this Resolution or Exhibit A is determined to be invalid or unenforceable by a court of competent jurisdiction, such determination shall not affect the validity of the remaining provisions, which shall remain in full force and effect.

SECTION 4. – Effective Date.

This Resolution shall take effect immediately upon adoption, except as otherwise required by applicable law.

PASSED AND ADOPTED by the Town Council of the Town of Spring Lake, Utah, this ____ of _____, 20_____.

Signed: _____
Wade Menlove, Mayor

Attest: _____
Rebecca Batty, Town Recorder / Brenda Warner, Deputy Town Recorder

TOWN COUNCIL VOTE AS RECORDED

Councilmembers:	Yes	No	Abstain	Excused
Wade Menlove	_____	_____	_____	_____
Sharon Bascom	_____	_____	_____	_____
Robert Judd	_____	_____	_____	_____
Robert Marsh	_____	_____	_____	_____
David Charles	_____	_____	_____	_____

EXHIBIT A

TOWN OF SPRING LAKE

MUNICIPAL BOUNDARY ADJUSTMENT PROCESS

Each step must be completed before moving on to the next step.

Step One:

1. Contact the town recorder to have the request added to the next town council meeting to discuss the proposed municipal boundary adjustment with staff to ensure it meets the requirements of state law and city ordinances.

Step Two:

1. Complete the Municipal Boundary Adjustment Application with each city, including all required documentation and fee payment.
2. Staff will review the Municipal Boundary Adjustment Application for completeness.
3. The adjustment will be considered (accept or deny) at a future regularly scheduled town council meeting. If accepted (resolution), the Development Services staff will schedule a public hearing on the proposed adjustment no less than 60 days after the adoption of the resolution. (UCA 10-2-903(4))
4. At or before the public hearing, written protests may be filed with the city recorder.
5. Upon conclusion of the public hearing, the city may adopt an ordinance approving the adjustment of the common municipal boundary. (UCA 10-2-903(5))
6. Following approval of the ordinance and finalization of the plat, documentation will be sent to the Lt. Governor's Office for issuance of a Certificate of Boundary Adjustment. (UCA 10-2-903(6))
7. Upon receipt of the Certificate of Boundary Adjustment, the City Recorder will provide the necessary documentation to the Utah County Recorder's Office for recording and send notice according to state law.

NOTE: Each city must complete the process simultaneously and within the designated time frames per state law. The applicant is responsible for ensuring all participating municipalities are contacted and are completing the required state processes.

Town of Spring Lake
Municipal Boundary Adjustment

Submittal Form

For Office Use Only	Review Fees: \$2500.00 deposit actual cost of contracted review Notifications (1) \$ 60 TOTAL (15-1) _____ NOTE: Plus, Utah County Surveyor cost.
Application # _____ CC Accept Date _____ Application Date _____ CC PH & Meeting Date _____ _____	
Approval Date _____ Denial Date _____	

Adjustment Name: _____

Adjustment Location: _____

Utah County Parcel No(s): _____

Total Acreage: _____

TRANSFERRING PROPERTY Check if Applicant ☐

Property Owner: _____

Address: _____

Telephone: _____ Email: _____

ACQUIRING PROPERTY Check if Applicant ☐

Property Owner: _____

Address: _____

Telephone: _____ Email: _____

Name of Engineer or Licensed Land Surveyor:

Company Name: _____

Telephone: _____ Email: _____

Submittal Checklist (applicant – please ensure all items are included in this submittal)

- ☐ 1. Signatures from the owners of real property located in the area proposed for municipal boundary adjustment.
- ☐ 2. Accurate and recordable municipal boundary adjustment plat map in electronic format, scaled to 24” x 36” and 8.5” x 11”, prepared by a licensed surveyor of the area proposed for adjustment, identifying each parcel and labeling each parcel with the owner’s name, tax identification number, and acreage.
- ☐ 3. Completed Acknowledgment of Costs and Fees for Municipal Boundary Adjustment
- ☐ 4. Legal description in Word format of the area proposed to be adjusted.
- ☐ 5. Written acknowledgement from both city and non-city utility providers stating the provider either does or does not have utilities located along the existing or proposed municipal boundary line adjustment.
- ☐ 6. Flash drive or email with all plans and supporting documentation in PDF format.

Note: If the resolution is approved, the following may/will also need to be submitted.

- ☐ 1. Additional information required by staff, city code, and/or state code.
- ☐ 2. Appropriate legal documents for conveyance of any proposed adjustment property, public rights-of-way, streets, and other dedications.
- ☐ 3. Appropriate legal documents combining the additional property and the original property together into one parcel. (Acquiring property owner to him/herself as the owner of the combined property.)
- ☐ 4. Documentation of water rights associated with the property and/or conveyance of water rights.
- ☐ 5. Check payable to the Utah County Surveyor for \$200 for review of the annexation plat.
- ☐ 6. Mylar of Municipal Boundary Adjustment plat map.

I certify that this application and all the information submitted as part of this application are true, complete, and accurate to the best of my knowledge. I acknowledge that I have reviewed the applicable sections of the Town of Spring Lake Municipal Code, that items and checklists contained in this application are basic and minimum requirements only, and that other requirements may be imposed that are unique to individual projects or uses. I agree to comply with any and all applicable laws, ordinances, and resolutions in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that the Town of Spring Lake may rescind any approval or take any other legal or appropriate action. I also agree to allow the staff, town council, or appointed agents of the town to enter the subject property to make any necessary inspections thereof.

Signature of Transferring Property Owner

Date: _____

Signature of Acquiring Property Owner

Date: _____

NOTE:

1. Applications will not be accepted without ALL the required submittal materials. The Town will not hold partial submittals.
2. Acceptance of this submittal to the Town for review is not an acknowledgement by the Town of a complete application. This determination will be made by the staff.

Additional Information (Links)

Utah State Code 10-2-903 Annexation (Boundary Adjustment)

https://le.utah.gov/xcode/Title10/Chapter2/10-2-S903.html?v=C10-2-S903_2025050720250507

Utah Code 10-2-813 Annexation (Filing)

https://le.utah.gov/xcode/Title10/Chapter2/10-2-S813.html?v=C10-2-S813_2025050720250507

Town of Spring Lake

Acknowledgement of Costs & Fees for Municipal Boundary Adjustment (1)

Adjustment Name: _____

Applicant Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

I understand that with the filing of a Municipal Boundary Adjustment, there are costs associated with the publication requirements for a Municipal Boundary Adjustment, Agreement, Utah County, and/or South Valley Electric Service District. I have been informed and understand that I am responsible for the costs of all required publications and fees for this request and that I will receive notice of required payment from the Town of Spring Lake. I understand that payment of all fees must be satisfied prior to the recording of the Municipal Boundary Adjustment.

Sponsor Signature

Date: _____

State of Utah)
 §
County of Utah)

On this _____ day of _____, 20____, personally appeared before me, a Notary Public in and for the State of Utah, _____, the signer of the foregoing instrument, who duly acknowledge to me that he/she executed the same.

Notary Public

Town of Spring Lake

Acknowledgement of Costs & Fees for Municipal Boundary Adjustment (2)

Adjustment Name: _____

Applicant Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

As conditions of a municipal boundary adjustment into or out of Spring Lake, the applicant will be responsible for the following, if applicable:

1. Determine if South Valley Electric Service District (SESD) has any facilities and/or customers within the proposed area of annexation.
2. Negotiate the cost of purchasing SESD facilities within the area of annexation.
3. Pay negotiated costs of purchasing facilities and deliver to Payson City a letter of satisfaction from SESD, a bill of sale to Payson City, along with a map showing the facilities purchased, a list of customers serviced by SESD, inventory lists of facilities purchased, and SESD's valuation calculations.
4. Pay all costs to SESD associated with buying out all customers served by SESD within the annexed area (gross annual revenues), along with the costs of converting these customers to Payson City Power. **OR** With the approval of the City Council, service for these customers may be left with SESD until the time of any new development, or 10 years, whichever is sooner.
5. If the second option under #4 is allowed, prior to approval of any proposed development within the adjusted area, determine and pay, or bond for, all costs of buying out any existing SESD customers within the annexed area for the balance of the ten (10) years remaining from the date of adjustment, and all costs related to converting these customers to service by Payson City Power.

I understand that with the filing of a Municipal Boundary Adjustment, there are costs associated with the publication requirements for a Municipal Boundary Adjustment, Agreement, Utah County, and/or South Valley Electric Service District. I have been informed and understand that I am responsible for the costs of all required publications and fees for this request and that I will receive notice of required payment from the Town of Spring Lake. I understand that payment of all fees must be satisfied prior to the recording of the Municipal Boundary Adjustment.

Sponsor Signature

Date: _____

State of Utah)
 §
County of Utah)

On this _____ day of _____, 20____, personally appeared before me, a Notary Public in and for the State of Utah, _____, the signer of the foregoing instrument, who duly acknowledge to me that he/she executed the same.

Notary Public

RESOLUTION NO. 26-25

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH A BUILDING OFFICIAL.

WHEREAS, the Town of Spring Lake is a municipality organized and existing under the laws of the State of Utah; and

WHEREAS, the Town is responsible for the administration and enforcement of applicable building and construction codes within its jurisdiction and requires the services of a qualified Building Official to assist the Town in carrying out those responsibilities; and

WHEREAS, the Town has established procedures for the administration of building permits, plan review, inspections, and related construction-code functions pursuant to Spring Lake Municipal Code Title 9, the Utah State Construction Code, and applicable Utah law; and

WHEREAS, the Town Council desires to contract with a qualified Building Official to provide building-code administration, plan review, inspection, and related services on behalf of the Town; and

WHEREAS, the Town has negotiated a proposed **Building Official Contract** with **Randy Spadafora**, setting forth the scope of services, compensation, qualifications, term, insurance requirements, responsibilities, and other terms governing the provision of Building Official services to the Town; and

WHEREAS, under the proposed Agreement, the Building Official will perform or arrange construction-code plan review and inspections, maintain and provide required records, issue or authorize construction-code approvals and Certificates of Occupancy as appropriate, assist with enforcement and technical matters, and perform other Building Official functions authorized by the Agreement and applicable law; and

WHEREAS, the Town Council has reviewed the proposed Building Official Contract, attached hereto as **Exhibit A**, and finds that entering into the Agreement will provide for the efficient and professional administration of the Town's building-code responsibilities and is in the best interests of the Town and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, AS FOLLOWS:

SECTION 1. – Approval of Building Official Contract.

The Town Council hereby approves the **Building Official Contract between the Town of Spring Lake and Randy Spadafora**, substantially in the form attached hereto as **Exhibit A** and incorporated herein by this reference.

SECTION 2. – Authorization to Execute Agreement.

The Mayor is hereby authorized, on behalf of the Town of Spring Lake, to execute the Building Official Contract attached as Exhibit A and any documents reasonably necessary to effectuate the Agreement.

The Mayor may approve non-substantive or administrative modifications to the Agreement prior to execution, provided that such modifications do not materially alter the scope of services, compensation, term, or other substantive obligations approved by the Town Council.

Any material amendment to the Agreement following its execution shall be subject to approval by the Town Council as required by applicable law and the terms of the Agreement.

SECTION 3. – Building Official Designation and Authority.

Upon execution and during the effective term of the Agreement, **Randy Spadafora is authorized to serve as the Building Official for the Town of Spring Lake** and to perform the duties and exercise the authority assigned to the Building Official under the Agreement, Spring Lake Municipal Code Title 9, the Utah State Construction Code, and applicable Utah law.

Such authorization is limited to building-code and construction-code functions lawfully assigned to the Building Official and shall not independently confer authority to make land-use, zoning, subdivision, or other determinations reserved to another Town officer, body, or authority.

SECTION 4. – Administration.

The Mayor, Town Recorder, and other appropriate Town officers, officials, employees, consultants, and authorized agents are authorized and directed to take such administrative actions as are reasonably necessary to implement and administer the Agreement.

Town officials shall coordinate with the Building Official regarding building permit applications, plan reviews, inspections, construction-code approvals, Certificates of Occupancy, records, and other matters within the scope of the Agreement.

SECTION 5. – Compensation.

Compensation for services performed under the Agreement shall be paid in accordance with the terms of Exhibit A and subject to applicable Town financial policies, budgetary requirements, and approval procedures.

SECTION 5. – No Expansion of Authority.

Nothing in this Resolution or the Agreement shall be construed to delegate to the Building Official any legislative, land-use, zoning, subdivision, administrative, or other governmental authority that may not

lawfully be delegated or that has not been expressly assigned pursuant to applicable law, Town ordinance, or duly authorized Town action.

SECTION 5. – Severability.

If any provision of this Resolution is determined to be invalid or unenforceable by a court of competent jurisdiction, such determination shall not affect the validity of the remaining provisions, which shall remain in full force and effect.

SECTION 6. – Effective Date.

This Resolution shall take effect immediately upon adoption. The Building Official's authority and contractual obligations shall commence in accordance with the effective date of the executed Agreement.

PASSED AND ADOPTED by the Town Council of the Town of Spring Lake, Utah, this ____ of _____, 20 ____.

Signed: _____
Wade Menlove, Mayor

Attest: _____
Rebecca Batty, Town Recorder / Brenda Warner, Deputy Town Recorder

TOWN COUNCIL VOTE AS RECORDED

Councilmembers:	Yes	No	Abstain	Excused
Wade Menlove	_____	_____	_____	_____
Sharon Bascom	_____	_____	_____	_____
Robert Judd	_____	_____	_____	_____
Robert Marsh	_____	_____	_____	_____
David Charles	_____	_____	_____	_____

EXHIBIT A

Building Official Contract

This Agreement, dated effective September __, 2026, is between Randy Spadafora, (“Building Official”) and the Town of Spring Lake, a Utah municipal corporation (“Spring Lake”), with its office located at 3744 W. 12240 S. in Spring Lake, Utah (collectively referred to as the “Parties”), for the services listed below as the Building Official for the Town of Spring Lake and shall perform the building-code administration, plan review, inspection, and related services assigned to the Building Official by Spring Lake Municipal Code Title 9, the Utah State Construction Code, applicable Utah law, and this Agreement.

In consideration of the mutual covenants and promises herein, the Parties hereto agree as follows:

1. **Building Official Services (Scope of the Work).** During the term of this Agreement, Building Official shall provide the following building inspection services:
 - a. **Work Hours:** The Building Official shall be generally available Monday through Friday from 9:00 a.m. – 5:00 p.m. to perform the Services (“Work Hours”). The Building Official may perform the Services on evenings and weekends as arranged between the Building Official and the Town staff and/or the builders, but the primary time during which the Services are expected to be performed is during Work Hours. The Building Official will need to be available to work on an as-needed basis. The hours will fluctuate from day to day and from year to year based upon the level of growth Spring Lake experiences and the number of buildings under construction at any given time.
 - b. **Construction-Code Review:** The Building Official shall review building permit plans and other submitted materials for compliance with applicable construction codes; identify required corrections; perform or arrange required inspections; review inspections; and perform or authorize final construction-code approval as required by law. The Building Official should develop a reputation of caring for the safety, health and welfare of people and being helpful by explaining the Building Codes rather than a reputation of acting as a dictator who issues edicts.
 - c. **Stop Work Orders:** The Building Official may issue Stop Work Orders as authorized by Spring Lake Municipal Code §9-1-12 and applicable law. Staheli shall promptly provide the Town with a copy of each Stop Work Order and material related documentation.

- d. **Land-Use Boundary:** The building official may identify and communicate potential zoning or land-use issues observed during its work but shall not make or represent that it has made a land-use, zoning, subdivision, or other Title 10 determination unless the Town separately and lawfully assigns that authority.
- e. **Records:** The building official shall maintain complete and accurate records of plan reviews, correction notices, inspections, re-inspections, Stop Work Orders, final approvals, Certificates of Occupancy, and other material building-code actions and shall transmit copies to the Town promptly in a format reasonably acceptable to the Town. The Building Official shall issue or authorize Certificates of Occupancy and other construction-code authorizations for occupancy when required by applicable law or the adopted construction codes.
- f. **Cooperation:** The building official shall reasonably cooperate with the Town in appeals, enforcement matters, and other proceedings arising from building-code services performed under this Agreement, including providing relevant records and factual or technical testimony when reasonably requested.
- g. **Plan Reviews:** The Building Official will review building plans submitted with building permit applications and any changes to such plans. The Building Official will calculate building permit fees. Plan reviews shall be completed promptly and without undue delay, and the building official shall perform the plan review always within ten business days after the Town's applicable screening/completeness process has been completed, subject to any different period or exception required by applicable Utah law.
- h. **Building Inspections:** The Building Official will perform or arrange required building inspections not more than three business days from the inspection request, unless the permit holder requests a later inspection date. Nothing in this Agreement shall limit any right of a building permit applicant to engage a third-party inspection firm as provided by applicable Utah law. Payment of third party inspections is the responsibility of the owner unless said inspection is due to the town inspector not being able to conduct the inspection within 72 hours as allowed for in state law. In the case that the owner chooses to hire a third party inspector despite the town inspector being available within 72 hours, the town will agree to pay the town inspector the usual inspection fee. In the case that the town inspector is not available to conduct the inspection within 72 hours, the town will pay the inspection fee of a third party inspector and the town inspector will forfeit the inspection fee. As necessary, the Building Official shall explain the code violations and needed corrections identified from the inspections to the builder. When an inspection identifies a violation of the State Construction Code or State Fire Code, the Building Official shall provide the permit holder written notification of each violation in the manner and within the time required by applicable Utah Law.
- i. **Other Inspections.** At the request of the Town, and when applicable to the proposed activity, the Building Official may conduct inspections for compliance with applicable construction codes in connection with home occupations or other proposed uses. The Building Official may also investigate building-code violation complaints,

unsafe or hazardous buildings, and demolition plans. Coordination with the Fire Authority or other agency shall occur when required or appropriate.

- j. **Records:** The Building Official shall make, keep and maintain consistent and thorough records of plan reviews and building inspections and provide the Town reports and information about Official's activities, plan reviews and inspections. The Building Official will closely coordinate with Town staff on the issuance of building permits and certificates of occupancy.
 - k. **Consultation:** The Building Official may assist Town personnel with technical construction-code questions related to plats, subdivisions, or other land-use applications when requested by the town.
 - l. **Other:** The Building Official shall perform such other duties as may be specifically agreed to between the Town of Spring Lake and the Building Official as is necessary to comply with the provisions of the Utah Uniform Building Standards Act.
1. **Records.** The Building Official shall maintain adequate records of all business conducted on behalf of the Town of Spring Lake so that information and records are available for use as needed by the Town and its officials, its employees, and members of the public. Records required to be maintained by the Town as part of the official building-permit file shall be provided to the Town in accordance with Section 1(e) and applicable records-retention requirements. The Building Official shall be available to pick up physical documents from the Town offices upon 24-hour notice. The Building Official shall establish and maintain an office with a mailing address, a telephone number, and an email address for the regular correspondence with Town Staff and scheduling of inspections.
 2. **Compensation.** The Town of Spring Lake agrees to compensate the Building Official for services rendered 1- \$75 per inspection, and 2- a plan review fee equal to 65% of the building permit fee as allowed by state law. The town will not pay for overhead, travel time or related expenses. The Building Official will provide monthly invoices, which will include a detailed description of all the work performed.
 3. **Qualifications.** The Building Official designated under this Agreement shall satisfy all qualifications required by applicable Utah law to serve as a qualified building official, including applicable experience, licensing, certification, and training requirements. Any individual performing inspection, plan review, or other regulated services under this Agreement shall maintain the licenses and certifications required by applicable Utah law for the services performed.
 4. **Term and Termination.** The initial term of the contract is three years, with an option for Spring Lake to renew the contract for an additional three years. The Town may terminate the contract for any reason within the first year; thereafter, the Town may terminate upon thirty days notice of a performance issue or breach of the contract. The Parties may terminate the Agreement immediately upon mutual consent.
 5. **Liability and Indemnification.** The Building Official agrees to indemnify, defend, and hold harmless Spring Lake, its officers, agents, employees, and representatives

from and against any and all claims, liabilities, damages, losses, costs, expenses, judgments, or settlements, including but not limited to reasonable attorney's fees, arising out of or in connection with any activities conducted by the Building Official within the jurisdiction of Spring Lake, including claims made under the Americans with Disabilities Act (ADA). This hold harmless provision shall also expressly include any and all attorney fees, legal costs, or litigation expenses, however and wherever incurred by Spring Lake in relation to the Building Official. Spring Lake's loss to which the Building Contractor shall indemnify includes, but is not limited to, any liability, loss, claim, settlement payment, cost and expense, interest, award, judgment, damages (including punitive damages), fines, fees, and penalties or other charges.

6. **Insurance.** The Building Official shall carry not less than the following insurance and shall provide verification to Spring Lake upon request:
 - a. Professional Liability Errors and Omissions Insurance in an amount of at least \$500,000 single limit coverage, covering all personnel employed by the Building Official in the capacity of acting as the Agent of the Town/Building Official.
 - b. General Liability Insurance in an amount of at least \$1,000,000 single-limit coverage, covering all personnel employed by the Building Official in the capacity of acting as the Agent of the Town.
 - c. Worker's Compensation on a state-approved policy form providing statutory benefits as required by law for all employees and business owners.
 - d. Business Auto Coverage.
7. **Review of Work.** The Mayor or his/her representative or designee shall at all times have the right to inspect the work, services or performance of the Building Official.
8. **Amendments.** This Agreement may not be amended, changed, modified or altered except by an instrument in writing which shall be executed by a duly authorized official of each of the Parties.
9. **Third Party.** Nothing herein expressed or implied is intended or shall be construed to confer upon or give any person, board or entity, other than the Parties hereto and their successors, any right or remedies of this Agreement, as a third-party beneficiary or otherwise.
10. **Severability.** It is understood and agreed upon by the Parties hereto that if any provision of this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalid, illegal, or unenforceable provision shall not affect any other provision of this Agreement, and this Agreement shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein.
11. **Non-Exclusivity.** This agreement is non-exclusive between the Parties. Each party has the right to enter into similar relationships with any other entity.

IN WITNESS WHEREOF, the Parties have executed this Agreement, effective as of the date first written above. Signatures may be in counterparts and may be provided by electronic means.

TOWN OF SPRING LAKE

RANDY SPADAFORA

By: Wade Menlove
Its: Mayor

By:

Its:

ATTEST:

By: Rebecca Batty
Its: Town Recorder

ORDINANCE NO. 26-12

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, APPROVING THE REZONING OF PARCEL NO. 29:025:0131 FROM AGRICULTURAL RESIDENTIAL TO RESIDENTIAL CLUSTER; AMENDING AND ADOPTING THE REVISED OFFICIAL ZONING MAP (V4)

WHEREAS, the Town of Spring Lake, Utah (the “Town”), is a municipal corporation duly organized and existing under the laws of the State of Utah; and

WHEREAS, pursuant to Utah Code §§ 10-20-501 through 10-20-503, the Town Council, as the legislative body of the Town, is authorized to enact and amend land use regulations, including amendments to zoning districts and the Official Zoning Map, by ordinance; and

WHEREAS, a request was submitted to amend the zoning designation of **Parcel No. 29:025:0131** from **Agricultural Residential** to **Residential Cluster**; and

WHEREAS, the proposed rezoning constitutes an amendment to the Town's Official Zoning Map and is therefore subject to review and recommendation by the Spring Lake Planning Commission and final legislative action by the Spring Lake Town Council; and

WHEREAS, notice of a public hearing before the Spring Lake Planning Commission regarding the proposed rezoning of Parcel No. **29:025:0131** was provided in accordance with applicable Utah law and Town requirements; and

WHEREAS, on **October 7, 2026**, the Spring Lake Planning Commission held a duly noticed public hearing to receive and consider public comment regarding the proposed rezoning; and

WHEREAS, following consideration of the rezoning request, the public hearing, applicable land use regulations, and other information presented to the Commission, on **October 7, 2026**, the Spring Lake Planning Commission voted to recommend approval of the requested rezoning to the Spring Lake Town Council; and

WHEREAS, the Planning Commission thereafter forwarded its recommendation to the Town Council for consideration and final legislative action; and

WHEREAS, the Town Council has considered the Planning Commission's recommendation, the record relating to the proposed zoning map amendment, and the purposes and policies applicable to land use within the Town; and

WHEREAS, the Town Council finds that amending the zoning designation of Parcel No. **29:025:0131** from Agricultural Residential to Residential Cluster and revising the Official Zoning Map accordingly is

appropriate and in the public interest;

NOW THEREFORE, the Town Council of the Town of Spring Lake, Utah, hereby ordains as follows:

SECTION 1. – Rezoning Of Parcel No. 29:025:0131.

The zoning designation of the real property identified as **Utah County Parcel No. 29:025:0131**, acreage of 5.2467 acres, and located at 5106 W. 12800 S. Spring Lake, Utah, is hereby amended from:

Agricultural Residential (AR)

to:

Residential Cluster (RC).

The rezoning approved by this Ordinance shall apply to the entirety of Parcel No. 29:025:0131 as reflected in the records of the Utah County Recorder and Utah County Assessor.

SECTION 2. – Amendment And Adoption Of Revised Official Zoning Map.

The Official Zoning Map of the Town of Spring Lake is hereby amended to reflect the change in zoning designation approved in Section 1 of this Ordinance.

The revised Official Zoning Map reflecting the designation of Parcel No. 29:025:0131 as Residential Cluster is hereby approved and adopted as part of the Town's official land use regulations.

A copy of the revised Official Zoning Map, or the applicable portion thereof depicting the amendment approved by this Ordinance, is attached hereto as **Exhibit A** and incorporated herein by this reference.

SECTION 3. – Administration And Implementation.

The Town Recorder and other authorized Town officials, staff, or consultants are hereby authorized and directed to take all administrative actions reasonably necessary to implement this Ordinance, including:

1. Updating the Official Zoning Map of the Town of Spring Lake to designate Parcel No. 29:025:0131 as Residential Cluster;
2. Maintaining this Ordinance and the amended Official Zoning Map as part of the official records of the Town;
3. Publishing or otherwise making available the amended Official Zoning Map as required by Utah law; and
4. Making any non-substantive clerical, formatting, indexing, or mapping corrections necessary to accurately reflect the zoning amendment adopted by this Ordinance, provided that no such correction alters the zoning designation or substantive effect of this Ordinance.

The amendment authorized by this Ordinance changes only the zoning designation of the property described herein. Development or use of the property remains subject to all applicable provisions of the Spring Lake Municipal Code, conditions of approval, development standards, permitting requirements, and other applicable federal, state, and local laws.

SECTION 4. – Severability.

If any section, subsection, sentence, clause, phrase, or provision of this Ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such determination shall not affect the validity of the remaining portions of this Ordinance. The Town Council hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, and provision thereof, irrespective of the fact that any one or more portions may be declared invalid or unconstitutional.

SECTION 5. – Effective Date.

This Ordinance shall take effect upon adoption and completion of all publication, posting, deposit, and other requirements necessary for an ordinance to become effective under applicable Utah law.

PASSED AND ADOPTED by the Town Council of the Town of Spring Lake, Utah, this ____ of _____, 20____.

Signed: _____
Wade Menlove, Mayor

Attest: _____
Rebecca Batty, Town Recorder / Brenda Warner, Deputy Town Recorder

TOWN COUNCIL VOTE AS RECORDED

Councilmembers:	Yes	No	Abstain	Excused
Wade Menlove	_____	_____	_____	_____
Sharon Bascom	_____	_____	_____	_____
Robert Judd	_____	_____	_____	_____
Robert Marsh	_____	_____	_____	_____
David Charles	_____	_____	_____	_____

RESOLUTION NO. 26-21

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, ADOPTING AMENDED FRAUD RISK ASSESSMENT POLICIES AND INTERNAL CONTROL PROCEDURES, AND SUPERSEDING RESOLUTION NO. 26-11.

WHEREAS, the Town of Spring Lake is committed to maintaining high standards of accountability, integrity, transparency, and stewardship of public resources; and

WHEREAS, the Town Council recognizes the importance of establishing and maintaining effective internal controls, financial management procedures, and fraud prevention measures to safeguard public funds and assets; and

WHEREAS, the Town Council previously adopted **Resolution No. 26-11, *Adopting Fraud Risk Assessment Policies and Internal Control Procedures***, for the Town of Spring Lake on **July 1, 2026**; and

WHEREAS, since the adoption of Resolution No. 26-11, the Town has reviewed, revised, reorganized, and expanded its Fraud Risk Assessment Policies and Internal Control Procedures to better reflect the Town's current operations, administrative structure, financial practices, and internal control needs; and

WHEREAS, the amended policies provide a comprehensive framework addressing conflicts of interest, procurement, ethical behavior, fraud and abuse reporting, travel, credit cards, use of Town assets, information technology and computer security, cash receipting and deposits, expense reimbursement, financial management, internal auditing, and related administrative forms and procedures; and

WHEREAS, the Town Council desires to adopt the amended **Town of Spring Lake Fraud Risk Assessment Policies and Internal Control Procedures**, dated October 2026, in their entirety and to replace the policies and procedures previously adopted as Exhibit A to Resolution No. 26-11; and

WHEREAS, the Town Council finds that adoption of the amended policies will promote sound financial management, accountability, consistency, fraud prevention, and compliance with applicable laws, accounting standards, and auditing requirements and is in the best interests of the Town and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, AS FOLLOWS:

SECTION 1. – Adoption.

The Town Council hereby adopts the **Town of Spring Lake Fraud Risk Assessment Policies and Internal Control Procedures**, dated October 2026, attached hereto as **Exhibit A** and incorporated herein

by this reference, as the official Fraud Risk Assessment Policies and Internal Control Procedures of the Town of Spring Lake.

The policies, procedures, appendices, forms, approval matrices, and other materials contained within Exhibit A are adopted as an integrated policy document and shall be administered in accordance with their terms.

A. Replacement of Prior Exhibit A

The Fraud Risk Assessment Policies and Internal Control Procedures previously adopted as **Exhibit A to Resolution No. 26-11**, including all prior language, organization, policies, procedures, forms, appendices, and other contents thereof, are hereby **repealed and replaced in their entirety** by Exhibit A to this Resolution.

From and after the effective date of this Resolution, the amended Exhibit A adopted herein shall constitute the controlling Fraud Risk Assessment Policies and Internal Control Procedures of the Town of Spring Lake.

B. Supersession of Resolution No. 26-11

Resolution No. 26-11 is hereby superseded in its entirety by this Resolution.

From and after the effective date of this Resolution, any reference in Town records, policies, procedures, forms, or other documents to the Fraud Risk Assessment Policies and Internal Control Procedures adopted pursuant to Resolution No. 26-11 shall, where applicable, be construed as referring to the amended policies and procedures adopted pursuant to this Resolution.

The supersession of Resolution No. 26-11 shall not invalidate or otherwise affect any lawful action taken, expenditure approved, transaction completed, or obligation incurred under the authority of Resolution No. 26-11 prior to the effective date of this Resolution.

SECTION 2. – Administration and Implementation.

The Mayor, Town Recorder, Town Treasurer, and other Town officers, officials, employees, and authorized agents are hereby authorized and directed to implement and administer the policies and internal control procedures adopted by this Resolution in accordance with the duties and responsibilities established in Exhibit A.

Town officers and officials shall maintain such records, forms, approvals, supporting documentation, and other materials as are required by Exhibit A and applicable law.

SECTION 3. – Conflict with Prior Policies or Procedures.

To the extent that any previously adopted Town policy, procedure, form, or administrative practice governing a subject specifically addressed by Exhibit A conflicts with the provisions of Exhibit A, the provisions adopted by this Resolution shall control.

Nothing in this Resolution shall be construed to repeal or supersede any Town ordinance, resolution, policy, or procedure unrelated to the subjects governed by Exhibit A.

SECTION 4. – Periodic Review.

The Town Council directs that the Fraud Risk Assessment Policies and Internal Control Procedures be reviewed periodically and updated as necessary to reflect changes in Town operations, administrative responsibilities, applicable laws, accounting or auditing standards, or best practices.

Substantive amendments to the policies adopted as Exhibit A shall be presented to the Town Council for approval.

SECTION 5. – Severability.

If any provision of this Resolution or Exhibit A is determined to be invalid or unenforceable by a court of competent jurisdiction, such determination shall not affect the validity of the remaining provisions, which shall remain in full force and effect.

SECTION 6. – Effective Date.

This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Town Council of the Town of Spring Lake, Utah, this ____ of _____, 20____.

Signed: _____
Wade Menlove, Mayor

Attest: _____
Rebecca Batty, Town Recorder / Brenda Warner, Deputy Town Recorder

TOWN COUNCIL VOTE AS RECORDED

Councilmembers:	Yes	No	Abstain	Excused
Wade Menlove	_____	_____	_____	_____
Sharon Bascom	_____	_____	_____	_____
Robert Judd	_____	_____	_____	_____
Robert Marsh	_____	_____	_____	_____
David Charles	_____	_____	_____	_____

EXHIBIT A

Town of Spring Lake, Utah

Fraud Risk Assessment Policies

and Internal Control Procedures

Adopted October 2026

Town of Spring Lake – Fraud Risk Assessment Policies

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1. Conflict of Interest Policy

1.1. Overview

Officers of the Town of Spring Lake individually commit themselves in their official capacity to ethical, businesslike, and lawful conduct, including appropriate use of their authority and decorum at all times. Officers must avoid even the appearance of impropriety to ensure and maintain public confidence in the Town. Officers owe a fiduciary duty to the Town and must not act in a manner that is contrary to that duty or to the interests of the Town. Officers must place the interests of the Town over their own personal interests with respect to the governance, policy, strategic direction, and operations of the Town of Spring Lake.

1.2. Purpose

It is the intent of the Town of Spring Lake to meet and exceed those protections against conflicts of interest contained in State law. Under this policy, a conflict of interest arises when an officer has a personal interest in a matter that is or may be in conflict with or contrary to the Town's interests and objectives to such an extent that the officer is or may not be able to exercise independent and objective judgment within the context of the best interest of the Town. For the purposes of this policy, an officer's "personal interest" includes those of his or her relatives, business associates, or other persons or organizations with whom he or she is closely associated.

1.3. Policy

The following provisions shall serve as a guide to officers with respect to the affairs of the Town.

1.3.1. Gifts and Gratuities

Town officers shall not receive, accept, take, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person or entity if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment, or be considered as part of a reward for action or inaction. Officers are required to submit a report to the Town Treasurer and the Town's Internal Auditor of the actual or estimated value of any gifts or casual entertainment received as an officer that exceeds \$50.00.

1.3.2. Confidential Information

The complete confidentiality of proprietary business information must be respected at all times. Officers are prohibited from knowingly disclosing such information, or in any way using such information for personal gain or advancement, or to the detriment of the Town, or to individually conduct negotiations or make contacts or inquiries on behalf of the Town unless officially designated by the Town Council.

1.3.3. Financial Interests

Officers are prohibited from acquiring or having a financial interest in any property that the Town acquires, or a direct or indirect financial interest in a supplier, contractor,

consultant, or other entity with which the Town does business. This does not prohibit the ownership of securities in any publicly owned company except where such ownership places the officer in a position to materially influence or affect the business relationship between the Town and such publicly owned company. Any other interest in or relationship with an outside organization or individual having business dealings with the Town is prohibited if this interest or relationship might tend to impair the ability of the officer(s) to be independent and objective in his or her service to the Town.

1.3.4. Family Interests

If members of the immediate family of an officer have a financial interest as specified above, such interest shall be fully disclosed to the Town Council, which shall decide if such interest should prevent the Town from entering into a particular transaction, purchase, or engagement of services. The term “immediate family” means the officer’s spouse, parent, dependent children, and other dependent relatives.

1.3.5. Conflict Disclosure

When a conflict of interest exists, the officer shall publicly declare the nature of the conflict and may recuse himself or herself from any official action involving the conflict.

1.3.5.1. Officers may not realize, seek, or acquire a personal interest in a business that does business with the Town.

1.3.5.2. Officers shall complete a Conflict of Interest Disclosure Form annually by the end of January. This Form shall be signed and notarized. Completed Forms shall be submitted to the Town Recorder and made available to the public upon request.

1.3.6. Annual Disclosure

The Town Recorder shall provide copies of all completed Forms to the Town Council Chair at the end of January each year.

1.3.7. Administration

The Town Council Chair shall review all completed forms and consider the disclosures. The Town Council Chair should make changes to assignments, duties, or contracts deemed appropriate to eliminate or mitigate conflicts of interest within the Town.

2. Procurement Policy

A Policy of Spring Lake prescribing the manner in which Spring Lake shall procure goods and services.

2.1. General Provisions

2.1.1. Purchasing Agent Designated

The Town Treasurer is hereby appointed and designated as the Spring Lake purchasing agent. The Purchasing Agent may, from time to time, appoint another person to undertake all or some of the duties of the Purchasing Agent set forth herein or appointed to him.

2.1.2. Authority to Enter and Execute Contracts

The Town Council must approve all contracts. No Spring Lake department, office, advisory or policy board, organization, officer, or employee may issue a purchase order or execute a contract unless authorized by this policy or other applicable law. Any contract made in violation of this provision is void and may create personal liability for those responsible.

2.1.3. Conflict of Interests Prohibited

No officer, employee, agent, representative, or member of any committee of the Town shall have a financial interest in any contract, bid, or proposal; receive any compensation or gift from any bidder or proposer; or have any other conflict of interest (See Utah Code 67-16 and 17-16a).

2.1.4. Competitive Procurement

Unless exempted by this policy, all purchases and contracts shall be awarded on a competitive basis, as required by this policy and applicable State and Federal law.

2.1.5. Participation in State Procurement Unit Agreement and Contracts

Pursuant to Utah Code 63G-6a-2105, Spring Lake may make purchases from or participate in state public procurement unit agreements and contracts, pursuant to the terms of said agreements and contracts, without soliciting additional procurement options.

2.1.6. Unethical Purchasing Practices

Failure of any agent, officer, or employee to comply with ethical purchasing requirements may result in suspension, termination, being personally liable for the purchase, and/or criminal prosecution. All agents, officers, and employees engaged in the procurement process for Spring Lake will maintain high ethical behavior in agreement with Utah Code 67-16, Utah Public Officers' and Employees' Ethics Act, and avoid the following practices:

- 2.1.6.1. Dividing a procurement to avoid following policy (see Utah Code 63G-6a-2404.3);
- 2.1.6.2. Kickbacks and Gratuities (see Utah Code 63G-6a-2404, 67-16-5 through 67-16-6);
- 2.1.6.3. Failure to Disclose conflicts (see Utah Code 63G-6a-1205 & 67-16-9);
- 2.1.6.4. Cost-plus-a-percentage-of-cost contracts (see Utah Code 63G-6a-1205);
- 2.1.6.5. Spring Lake purchases are not subject to sales tax. For vendors requiring documentation of tax-exempt status, a TC-712G Exemption Certificate for Governments and Schools may be obtained from the Treasurer at treasurer@springlakeutah.gov.
- 2.1.6.6. When a procurement involves the expenditure of State or Federal funds, Spring Lake shall comply with the applicable State and Federal laws and regulations.

2.2. Authorization Requirements for Purchase

All procurements of services and goods must follow the Spring Lake approval matrix (Appx. G)

2.2.1. Avoidance Of Approval And Written Contract Requirements

Purchases shall not be divided into smaller purchases for the purpose of evading the approval process required by this policy, or for the purpose of avoiding the need to obtain a written contract.

2.3. Competitive Sealed Bids—When Required

The Town Council may also require competitive sealed bidding for the procurement of goods and services for any amount. In the event that bids exceed available funds and the lowest responsive and responsible bid does not exceed funds available by more than five percent, the Town Council may, where time or economic considerations preclude re-solicitation of work of a reduced scope, negotiate an adjustment of the bid price, including changes in the bid requirements, with the lowest responsive and responsible bidder, in order to bring the bid within the amount of available funds.

2.3.1. Content of Invitation for Bids

An invitation for bids shall:

1. State that Spring Lake is seeking bids for a procurement; ii. Contain information on how to contact the person with the most knowledge about the procurement;
2. State the period of time during which bids will be accepted; iv. Describe the manner in which a bid shall be submitted;
3. State the address at which a bid may be submitted, and the person to whom the bid should be submitted;

4. Describe the goods or services sought to be procured; vii. List or refer to the objective criteria that will be used to evaluate the bids.
 - a. To the extent possible, include or reference significant contractual terms and conditions.
 - b. State the date, time, and place for the public opening of all bids.
5. An invitation to bid may require attendance at a pre-bid meeting for the purpose of obtaining additional information relevant to the bid. The invitation shall list the time, date, and place of any pre-bid meeting that will take place. xi. An invitation to bid may require that a bidder obtain additional specifications and objective criteria too lengthy to publish in the invitation for bids. The invitation to bid shall indicate where such information may be obtained.
 - a. All invitations for sealed bids shall be published on the Town website at least 14 days prior to the deadline for submission of a bid.
 - b. All bids shall be opened by the Treasurer or designated representative in an open public meeting, before one or more witnesses, at the time and place indicated in the invitation for bids. The name of the bidder and the amount of each bid shall be recorded and made available to the public. Bids shall not be accepted after the time for submission of a bid has expired.
6. The Town Council shall reject bids from further evaluation that are: incomplete, illegible, conditional, modify bid requirements, contain additional terms or conditions, divide bid into parts, failed to attend required pre-bid meetings, fail to confirm requirements or specifications, the bidder has a pending dispute with Spring Lake on a previous project or where the Town Council reasonably concludes that the bidder is unable to satisfactorily fulfill the bid requirements or has engaged in unlawful or unethical conduct in attempting to secure the bid. Any bidder whose bid has been rejected may obtain from the Town Council a written finding stating the specific reason the bid was rejected.
7. The Town Council shall award the bid/contract to the lowest qualified bidder or the bidder who best satisfies the objective criteria described in the invitation for bids, which may include: Experience, performance ratings, inspection of workmanship, suitability, quality, likely compatibility with existing assets or practices, availability, warrantee, references, licensure, proximity or other criteria reasonably specified in the invitation to bid.
8. Tied bids may be resolved using any reasonable criteria and at the sole discretion of the Town Council.
9. Spring Lake may cancel the bid process or reject all bids in whole or in part if it determines that no bids met bid requirements, there are insufficient funds, the item is no longer needed, or the specifications or timing do not meet Spring Lake's current needs or

long-term plans. In the event of a bid cancellation the Town Council shall publicly state the reason for the cancellation and make that information available for public inspection.

10. Exemptions from competitive bid requirements may include the following: Sole source providers, service contracts with professionals or specialists, and emergency purchases. The Treasurer shall sufficiently document the reason for not competitively bidding the procurement and have it approved by the Town Council.
11. Protests to the bidding process shall be submitted to the Treasurer in writing within 5 days. The Treasurer will respond to the protest within 10 days of receiving the complaint. The Treasurer's decision may be appealed to the Town Council in writing within 5 days. The Town Council may address the appeal at its next regularly scheduled meeting or hold a special meeting to evaluate the merits of the protest appeal.

See:

Appendix A: Quote Sheet

Appendix G: Expense Approval Matrix

3. Ethical Behavior Policy

3.1. Disqualification from Acting on Spring Lake Town Business

- 3.1.1.** Engage in any transaction or activity, which is, or would to a reasonable person appear to be, in conflict with or incompatible with the proper discharge of official duties, or which impairs, or would to a reasonable person appear to impair, the employee's independence of judgment or action in the performance of official duties and fail to disqualify him or herself from official action in those instances where conflict occurs;
- 3.1.2.** Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any matter upon which the employee is required to act in the discharge of his or her official duties, and fail to disqualify himself or herself from acting or participating;
- 3.1.3.** Fail to disqualify themselves from acting on any transaction which involves Spring Lake and any person who is, or at any time within the preceding twelve (12) month period has been a private client of his or hers, or of his or her firm or partnership;
- 3.1.4.** Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any contract or transaction to which Spring Lake or any Town agency may be a party, and fails to disclose such interest to the appropriate authority prior to the formation of the contract or the time Spring Lake or any Town agency enters into the transaction; provided, that this paragraph shall not apply to any contract awarded through the public bid process in accordance with applicable law.

3.2. Improper Use of Position

- 3.2.1.** Officer will not use his or her official position for a purpose that is, or would to a reasonable person appear to be primarily for the private benefit of the employee, rather than primarily for the benefit of Spring Lake; or to achieve a private gain or an exemption from duty or responsibility for the employee or any other person;
- 3.2.2.** Officer will not use or permit the use of any person, funds, or property under his or her official control, direction, or custody, or of any Town funds or property, for a purpose which is, or to a reasonable person would appear to be, for something other than a legitimate purpose.
- 3.2.3.** Except in the course of official duties, assist any person in any transaction where the employee's assistance is, or to a reasonable person would appear to be, enhanced by that employee's position with the Town; provided that this subsection shall not apply to: any employee appearing on his or her own behalf

or representing himself or herself as to any matter in which he or she has a proprietary interest, if not otherwise prohibited by ordinance; Regardless of prior disclosure thereof, has a financial interest, direct or indirect, personally or through a member of his or her immediate family, in a business entity doing or seeking to do business with Spring Lake, and influence or attempt to influence the selection of, or the conduct of business with that business or entity.

3.3. Gifts or Loans

3.3.1. Officer will not ask for or receive, directly or indirectly, any compensation, gift, gratuity, or thing of value, or promise thereof, for performing or for omitting or deferring the performance of any official duty;

3.3.1.1. Except that the following shall be allowed:

- Unsolicited flowers, plants, and floral arrangements;
- Unsolicited advertising or promotional items of nominal value, such as pens and notepads;
- Unsolicited token or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;
- Unsolicited food items given to a department when the contents are shared among employees and the public;
- Unsolicited items received for the purpose of evaluation or review, provided the officer or employee has no personal beneficial interest in the eventual use or acquisition of the item by the Town;
- Information material, publications, or subscriptions related to the recipient's performance of official duties;
- Food and beverages consumed at hosted receptions where attendance is related to official duties; Meals, beverages, and lodging associated with retreats or other meetings where the official serves as a representative, designee, or is otherwise assigned to another organization or entity from the Town.
- Travel costs, lodging, and tuition costs associated with Town-sanctioned training or education when not provided by a private entity under contract with the Town;
- Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental, or community organization, and other officials or employees of similar agencies are in attendance;
- Unsolicited gifts from dignitaries from another entity or other jurisdiction that are intended to be personal in nature;
- Campaign contributions; and
- Unsolicited gifts with an aggregate economic value of \$50.00 or less from a single source in a calendar year received either directly or indirectly by the official or employee.

3.4. Discloser of Privileged Information

- 3.4.1.** Officer will not disclose or use any privileged or proprietary information gained by reason of his or her official position for the immediate or anticipated personal gain or benefit of the officer or any other person or entity; provided, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request.

3.5. Financial Interests – Financial or Beneficial Interest in Transactions

- 3.5.1.** Regardless of prior disclosure, an employee or officer may not participate in or benefit from (personally or through his or her family) a contract or agreement where that employee or officer acted as an agent of Spring Lake. This includes receiving compensation, gratuity, or other benefits from an interested party of an agreement or contract with Spring Lake.

3.6. Nepotism

- 3.6.1.** Violate *Utah Code* § 52-3, which prohibits employment of relatives, with few exceptions.

3.7. Public Resources – Misuse of Public Resources or Property

- 3.7.1.** Violate *Utah Code* § 76-8-4, which delineates the unlawful use of public funds and destruction of property, including records.

3.8. Outside Employment

- 3.8.1.** No officer will retain secondary employment outside of Spring Lake employment, which, as determined by the Town Council, and according to Utah Administrative Code R477-9-2:
- Interferes with an employee's performance.
 - Conflicts with the interests of Spring Lake or the State of Utah.
 - Gives reason for criticism or suspicion of conflicting interests or duties.

3.9. Political Activity

- 3.9.1.** Except as otherwise provided by law:
- The partisan political activity, political opinion, or political affiliation of an applicant for a position with Spring Lake may not provide a basis for denying employment to the applicant.
 - A Spring Lake officer's or employee's partisan political activity, political opinion, or political affiliation may not provide the basis for the officer or employee's employment, promotion, disciplinary action, demotion, or dismissal.
 - A Spring Lake employee may not engage in political campaigning or solicit political contributions during hours of employment.

- i. A Spring Lake officer or employee may not use Town equipment while engaged in campaigning or other political activity.
- ii. A Spring Lake officer or employee may not directly or indirectly coerce, command, or advise another Town officer or employee to pay, lend, or contribute part of the officer's or employee's salary or compensation, or anything else of value to a political party, committee, organization, agency, or person for political purposes.
- iii. A Spring Lake officer or employee may not attempt to make another officer or employee's employment status dependent on the officer's or employee's support or lack of support of a political party, affiliation, opinion, committee, organization, agency, or person engaged in political activity.

3.9.2. A Spring Lake employee who has filed a declaration of candidacy may:

- a. Be given a leave of absence for the period between the primary election and the general election; and
- b. Use any vacation or other leave available to engage in campaign activities.

Neither the filing of a declaration of candidacy nor a leave of absence under this section may be used as the basis for an adverse employment action, including discipline and termination, against the employee.

3.9.3. Nothing in this chapter shall be construed to:

- a. Prohibit a Spring Lake officer or employee's voluntary contribution to a party or candidate of the officer or employee's choice; or
- b. Permit a Spring Lake officer or employee to engage in partisan political activity that is prohibited under federal law.

3.9.4. No Spring Lake officer or employee shall solicit or participate in soliciting any assessment, subscription, or contribution to any political party during working hours on the premises of any Spring Lake property.

3.9.5. No Spring Lake officer or employee shall promise any appointment to any position with Spring Lake as a reward for any political activity.

3.9.6. A Spring Lake employee who is elected to an office with Spring Lake shall terminate Town employment prior to being sworn into the elected office.

3.10. Fair and Equal Treatment

No person shall be appointed to, removed from, or in any way favored or discriminated against with respect to any appointive public office because of such person's race, color, age, religion, sex, national origin, or functional limitation as defined by applicable state or federal laws, if otherwise qualified for the position or office. No Spring Lake officer or employee shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

3.11. Post-Employment

- 3.11.1.** No former employee shall, during the period of one (1) year after leaving office or employment by the Town of Spring Lake:
 - 3.11.2.** Disclose or use any privileged or proprietary information gained by reason of his/her Town employment for his/her gain or anticipated gain, or for the gain or anticipated gain of any person, unless the information is a matter of public knowledge or is available to the public on request;
 - 3.11.3.** Assist any person in proceedings involving an agency of Spring Lake with which he/she was previously employed, involving a matter in which he or she was officially involved, participated, or acted in the course of duty;
 - 3.11.4.** Represent any person as an advocate in any matter in which the former employee was officially involved while a Spring Lake employee;
 - 3.11.5.** Participate as a competitor in any competitive selection process for a Town contract in which he or she assisted the Town in determining the project or work to be done or the process to be used.
-

4. Fraud and Abuse Reporting

This policy is intended to protect employees who choose to come forward in good faith with complaints about governmental actions and the conduct of Spring Lake employees.

4.1. Definition of Improper Governmental Actions

- 4.1.1.** An action that is undertaken in the performance of the employee's official duties, whether or not the action is within the scope of the employee's employment, and that violates any federal, state, or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety, or is a gross waste of public funds.

4.2. Reporting Policy and Procedures

- 4.2.1.** Employees who become aware of improper governmental actions verbally report first to their supervisor. If requested by the supervisor, the employee shall submit a written report to the supervisor, or to some person designated by the supervisor, stating in detail the basis for the employee's belief that an improper governmental action has occurred.
- 4.2.2.** Where the employee reasonably believes the improper governmental action involves his or her supervisor, the employee may raise the issue directly with the Town Mayor or such other person as may be designated by the Mayor to receive reports of improper governmental action.
- 4.2.3.** In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate department with responsibility for investigating the improper action.

4.3. Investigation Policy and Procedures

- 4.3.1.** The supervisor or the Mayor's designee shall take prompt action to assist Spring Lake in properly investigating the report of improper governmental action. Spring Lake officers and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes the disclosure of his or her identity in writing. After an investigation has been completed, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.
- 4.3.2.** Spring Lake employees may report information about improper governmental action directly to the Town Recorder if the employee reasonably believes that an adequate investigation was not undertaken to determine whether an improper governmental action occurred, or that insufficient action has been taken to

address the improper governmental action, or that, for other reasons, the improper governmental action is likely to recur.

4.4. Complaints, Review, and Enforcement

4.4.1. Any person may file a complaint alleging a violation of this policy.

4.4.1.1. The complaint shall be in writing and shall, except as described in section C below, be signed by the complainant. The written complaint should state the nature of the alleged violation(s), the date(s), time and place of each occurrence, and the name of the person(s) charged with the violation(s). The complaint shall be filed with the Town Recorder, who shall provide a copy to the person charged with a violation. The complainant shall provide the Recorder with all available documentation or other evidence to demonstrate a reason for believing that a violation has occurred.

4.4.2. Anonymous complaints have the potential to subject the person who is the subject of the complaint to an investigation that may, at the least, cause stress and embarrassment, and may, at most, result in discipline or termination of employment. Spring Lake is reluctant to begin an investigation based on an anonymous complaint due to the fact that evidence will be difficult to obtain and verify, and it will be impossible to assess the complainant's credibility. Complainants and whistleblowers have protection from retaliation under Spring Lake policy. A thorough investigation of complaints is Spring Lake's goal. It may not be possible to conduct a thorough investigation when a complainant remains anonymous. Therefore, Spring Lake reserves the right to decline to investigate any complaint that is provided anonymously.

4.4.3. If a complaint is received anonymously, it shall be directed to the Mayor for a recommendation on the processing of the complaint. Upon review of the complaint, the Mayor will recommend to the Town Council either that the complaint has no merit or that it should be investigated. Such a recommendation will be made within ten (10) days of receipt of the complaint, if possible. Upon receipt of the Mayor's recommendation, the Town Council shall make the final determination on whether or not to continue the investigation, end the investigation, or refer the matter to an outside entity.

4.4.4. Within thirty (30) days after receipt of a complaint, the Recorder or another person appointed by the Town Council shall conduct a preliminary investigation. If the Recorder or the Mayor is implicated in the complaint, the Town Council will determine an independent person who will conduct the investigation. Criminal allegations will be referred to the proper law enforcement agency.

4.4.5. If the Recorder determines, after preliminary investigation, that there are no reasonable grounds to believe that a violation has occurred, the Recorder shall

advise the Town Council to dismiss the complaint. If the Town Council does dismiss the complaint, it shall do so in writing, setting forth the facts and provisions of law upon which the dismissal is based, and shall provide a copy of the written dismissal to the complainant, to the person charged with the violation, and to the governing board.

- 4.4.6. Spring Lake employees who fail to make a good-faith attempt to follow procedures in reporting improper governmental action shall not receive the protections provided by Spring Lake in these procedures.

4.5. **Whistleblower Protection**

- 4.5.1. *Utah Code* § 67-21-3 prohibits public employers from taking adverse action against their employees for reporting in good faith government waste or violations of law to the appropriate authorities. A public entity employee, public body employee, legislative employee, or judicial employee is presumed to have communicated in good faith if they have given written notice or otherwise formally communicated the conduct to the person in authority over the person alleged to have engaged in the illegal conduct.
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5. Travel Policy

5.1. General Travel Policy

All travel expenses incurred while conducting Spring Lake business outside a 50-mile radius of the administrative office shall be paid by Spring Lake. In the event that an employee receives a per diem allowance prior to traveling and is not able to travel, the employee will return those funds to Spring Lake.

5.2. Pre-Approval

Approval following the Town's approval matrix is required prior to any travel expenses being incurred.

5.3. Documentation

After travel expenses have been incurred, the employee must submit a Travel Reimbursement Form (Appendix B), which details the reason for the trip and the specific travel expenses. Travel Reimbursement Forms must be signed and approved following the town approval matrix.

5.4. Travel-Related Expenses Included

Costs to travel to and from the business destination. Transportation costs while at the business destination. Lodging, meals, and incidental expenses.

5.5. Transportation

5.5.1. Personal Vehicle Use

An employee who uses his or her personal vehicle for Spring Lake business will be reimbursed for mileage in accordance with the Town Council or rate currently authorized by the IRS or State of Utah.

5.5.2. Alternative Travel Arrangements

Employees may structure alternative travel and lodging to reduce costs or to accommodate personal preferences if the alternatives provide a documented cost savings to Spring Lake or if the employee pays the increased costs. If an employee chooses to drive rather than fly for out-of-state travel, Spring Lake will reimburse the employee based on the least expensive method of travel, rather than actual mileage.

5.5.3. Rental Cars

Employees may obtain a rental car with prior approval or in cases of documented need. Groups of employees at the same location shall share rental vehicles where practical. When a rental car is used, rental agency liability and collision/loss damage coverage is required, at the Town's expense.

5.6. Travel-Related Meals

5.6.1. Meal Per Diems

Employees shall be paid for meals (including tax, tips, and other meal-related expenses) at the current State of Utah meal per diem rate (Utah Administrative Code R25-7), including all rules contained therein. Per diem may be paid to employees prior to leaving for the travel destination.

5.6.2. Direct Charge On Employee's Personal Credit Card

Employees may use personal credit cards to pay for approved travel-related meals. Employees must retain all receipts related to such purchases and submit them with the Travel Reimbursement Form. In the event that the daily total expense for meals is greater than the allowable per diem amount, the employee will only be reimbursed up to the allowable per diem amount.

5.7. Incidentals

Incidental expenses are not considered part of a meal per diem reimbursement and, therefore, substantiation is required. Incidental expenses include ground transportation, parking, and related tips; fax, telephone, internet, or copy charges; and other business-related expenses. Other tips are not reimbursable.

5.8. Lodging

Travel that requires an overnight stay must be pre-approved by the Town Council. Spring Lake will pay for lodging up to a per-trip, predetermined amount per night with applicable taxes. Detailed receipts are required to be submitted to the Treasurer in order to claim refunds for taxes paid.

5.9. Personal Expenses

Personal expenses, including entertainment or alcohol, are the responsibility of the employee and will not be reimbursed by Spring Lake.

5.10. Shared Expenses – Employee Expenses Paid by Other Entities

Spring Lake employees who provide services to other entities, either formally or informally, may represent the interests of those entities as well as Spring Lake while traveling on official Spring Lake business. Where possible, the shared benefit of the employee activities while traveling should be determined, and the costs of that travel should be proportionally split between the benefiting entities. If any employee's travel-related expenses are paid directly by another entity, those payments must be documented and disclosed to Spring Lake. Any travel-related expenses that are paid by another entity must not be submitted to Spring Lake for reimbursement to the employee. In such circumstances, Spring Lake will reimburse the employees for travel-related costs and then bill the other entity the proportional share of those travel-related costs, or the other entity will bill Spring Lake for its proportional share of the travel-related costs paid by the other entity.

5.11. Enforcement and Disciplinary Actions

If, upon review of travel expenses, inappropriate or fraudulent expenses have been incurred, the employee may be subject to disciplinary action, including, but not limited to, recovery of funds, inability to travel, suspension, or termination.

See:

Appendix B: Expense Reimbursement Form

6. Credit Card Policy

6.1. Credit Card Procedure

There will be no credit cards issued.

7. Personal Use of Entity Assets

7.1. Computers

Personal use of Spring Lake computer software and applications must comply with the Spring Lake Acceptable Computer Use Policy, which prohibits the use of Town resources for personal for-profit business, religious, or political activities, or for personal financial benefit outside of employment. Offensive (i.e., pornographic), harassing, discriminatory, or illegal (i.e., gambling) activities are prohibited. Personal use of software and applications that disrupt or distract the conduct of Spring Lake business due to volume, timing, or frequency is considered an unacceptable use of Spring Lake resources. Costs associated with applications downloaded to Spring Lake cell phones are the financial responsibility of the user assigned to the cell phone. Downloaded applications should not be offensive, harassing, discriminatory, or illegal (i.e., gambling) in content. Applications with security vulnerabilities should be uninstalled. The personal use of social networking applications (e.g., Facebook, Twitter, Instagram, and LinkedIn) is not permitted during work time. Office computers may be used at home by the employee since the use of authorized software increases the employee's knowledge of the software. Unauthorized software may not be installed or used on the computer. Personal use must comply with the Acceptable Computer Use Policy, which does not allow for personal for-profit business, religious, or political activities, or for personal financial benefit outside of employment. Town computers are to be used only by Spring Lake employees. Installation of employee personal printers must be pre-authorized

7.2. Printers, Photocopiers, and Fax Machines

Photocopiers and printers are primarily reserved for Town use; however, personal copies and printed materials can be made at a cost set per page by the Town Council, paid to the Treasurer or other responsible employee. Long-distance charges incurred as a result of a personal fax transmission shall be the financial responsibility of the employee and reimbursed to Spring Lake..

7.3. Non-Entity Use of Equipment

Spring Lake equipment may only be used for official purposes except when rented for personal use. Certain equipment of Spring Lake may be rented after hours, on weekends and government holidays for personal use by employees and the public, based upon the fee schedule set by the Town Council. Equipment may not be rented for commercial uses. The availability of equipment is subject to the discretion of the department head, who is responsible for the equipment. Renters of Spring Lake equipment must abide by the terms of the rental agreement.

7.4. Vehicles

Spring Lake does not have any vehicles at this time.

7.5. Staff

Employees should not ask administrative or clerical staff to use Town time to work on assignments or perform tasks that are not Town-related or are for personal use or gain.

8. IT and Computer Security Policy

8.1. General

Spring Lake furnishes computers for employees' use in conducting Town business. This includes access to e-mail and the Internet. The internet contains many useful features, including email to non-Town resources, access to research materials, and information exchange. The purpose of this policy is to establish basic rules for employees' use of the Town's computer system, including the Internet and email. The Internet can be misused in a variety of ways, including but not limited to; Downloading files that contain viruses, thereby endangering Town information services; Accessing objectionable material; Wasting work time by performing unauthorized research or accessing non-business-related information and people, or playing computer games, or online games.

8.2. Individual Responsibilities

Internet users are responsible for complying with this and all other Town policies when using the Town's resources to access the Internet. Violation of this policy is grounds for disciplinary action, up to and including termination.

8.3. Computer and Internet Use

An employee does not have a right to privacy when using the Internet via Town resources, and employees should not expect or assume any privacy regarding the content of email communications. The Town reserves the express right to monitor and inspect the activities of the employee while accessing the Internet at any time, and to read, use, and disclose e-mail messages. In addition, all software, files, information, communications, and messages (including emails) downloaded or sent via the Internet using Town resources are the Town's records and property of the Town; such records are subject to potential review and disclosure under the public disclosure law of the State of Utah. Even after an email message has been "deleted," it may still be possible to retrieve it.

The Town Council has the right to restrict or prohibit any employee from accessing the Internet for violating the policy. Violations may also result in disciplinary action, up to and including termination.

Internet use via Town resources is for Town business. Except as outlined here, use of the Town computers, Internet, and email services is for Town business only. Some limited personal use is permitted, so long as it does not result in cost to the Town, does not interfere with the performance of duties, is brief in duration and frequency, does not distract from the conduct of Town business, and does not compromise the security or integrity of Town information or software. Such limited use shall not occur on "paid time," but is permitted immediately before or after work hours and during an employee's breaks. Examples of allowable personal use include accessing a weather report or news item on the Internet or transmitting email to a family member to ensure safe arrival at home. Any personal use of Spring Lake's computers, Internet, and email

services must comply with all applicable laws and Spring Lake policies, including anti-discrimination policies and Internet usage policy.

Internet use must comply with applicable laws and Town policies, including but not limited to all federal and state laws, and Town policies governing sexual harassment, discrimination, intellectual property protection, privacy, public disclosure, confidentiality, misuse of Town resources, information, and data security.

All Internet use must be consistent with the Town's Personnel Policies Manual.

Spring Lake's computer system permits employees to perform jobs, share files, and communicate internally and with selected outside individuals and entities in the performance and conduct of Town business. Employees are prohibited from gaining unauthorized access to another employee's email messages or sending messages using another employee's password.

In order to prevent potential Town liability, it is the responsibility of all Internet users to clearly communicate to the recipient when the opinions expressed do not represent those of the Town of Spring Lake.

Spring Lake has the capability and reserves the right to access, review, copy, modify, and delete any information transmitted through or stored in its computer system. The Town may disclose all such information to any party (inside or outside the Town) it deems appropriate and in accordance with applicable law. Accordingly, employees should not use the computer system to send, receive, or store any information they wish to keep private. Employees should treat the computer system like a shared file system—with the expectation that files sent, received, or stored anywhere in the system will be available for review by any authorized representative of the Town for any purpose, as well as the public if a proper request is made for public records.

Good judgment should always be employed in using the Town's email and Internet systems. Employee email messages may be read by someone other than the person(s) to whom they were sent. Emails inconsistent with the Town's policies must be avoided. For example, it is prohibited to make jokes or comments that could offend someone on the basis of gender, race, age, religion, national origin, disability, or sexual orientation. These comments would be in direct conflict with the Town's policies prohibiting discrimination and harassment. Accordingly, employees should create and send only courteous, professional, and businesslike messages that do not contain objectionable, offensive, or potentially discriminatory material.

Caution should be taken when transmitting confidential information on the computer system. Employees should use due care in addressing email messages to ensure messages are not inadvertently sent to the wrong person inside or outside the Town. Email creates a written record subject to court rules of discovery and may be used as evidence in claims or legal proceedings. Once sent, an email cannot be retracted. Even after deletion at a workstation, email can be retrieved and read.

The safety and security of the Town's network and resources must be considered at all times when using the Internet. Any programs from a non-current source (i.e., software that is not purchased in original diskette or CD-ROM format) or which involve executable or binary files

must not be downloaded or installed without prior permission from the [IT Director] and without being properly scanned for viruses. Employees are not to share or reveal individual passwords to anyone.

There is a wide variety of information on the Internet. Some individuals may find information on the Internet offensive or otherwise objectionable. Individual users must be aware that the Town has no control over available information on the Internet and cannot be responsible for the content of information.

8.3.1. Prohibited Internet Use

- 8.3.1.1.** Commercial use – any form of commercial use of the Internet is prohibited;
- 8.3.1.2.** Solicitation – the purchase or sale of personal items or non-business items through advertising on the Internet is prohibited;
- 8.3.1.3.** Copyright violations – the unlawful reproduction or distribution of copyrighted information, regardless of the source, is prohibited;
- 8.3.1.4.** Discrimination / Harassment – the use of the Internet to send messages or other content that is harassing, derogatory, or unlawfully discriminatory to employees, citizens, vendors, or customers is prohibited;
- 8.3.1.5.** Political – the use of the Internet for political purposes is prohibited;
- 8.3.1.6.** Aliases / Anonymous messages/misrepresentation – the use of aliases or transmission of anonymous messages is prohibited. Also, the misrepresentation of an employee's job title, job description, or position with the Town is prohibited;
- 8.3.1.7.** Social networking sites – the accessing and/or creation of social networking sites, such as Facebook, Twitter, Instagram, Blogs, and similar sites, is prohibited for non-entity business purposes;
- 8.3.1.8.** Instant messaging;
- 8.3.1.9.** Misinformation / Confidential Information – the release of untrue, distorted, or confidential information regarding Town business is prohibited;
- 8.3.1.10.** Viewing or Downloading of Non-Business Related Information - the accessing, viewing, distribution, downloading, or any other method for retrieving non-Town related information is prohibited. This includes, but is not limited to, entertainment sites, pornographic sites, sexually explicit sites, chat rooms, and bulletin boards;
- 8.3.1.11.** Unauthorized attempts to access another's network or e-mail account;

8.3.1.12. Display or transmission of sensitive or proprietary information to unauthorized persons or organizations;

8.3.1.13. Spamming email accounts from the Town's email services or Town machines.

Nothing in this chapter prohibits the use and access of the described systems for bona fide law enforcement and investigation purposes.

9. Cash Receipting and Deposit Policy

9.1. General Policy

Establish a uniform control design for all departments of Spring Lake that receive cash.

This policy has been developed by the Town Treasurer with input from the Town Recorder, external auditors, and approved by the Town Council, who are ultimately responsible for the overall design and implementation of organizational controls. Over time, it is expected that this policy will be adjusted for changes in systems and organizational structure, at which time the Treasurer will propose changes to the Town Council for review and approval

9.2. Cash Receipts at Separate Individual Locations

All funds received are entered into the accounting system at the time of the transaction or if the transaction occurs at a location without access to the accounting system the funds will be logged into a pre-numbered receipt book with enough detail to determine where/who the funds came from, the purpose for receiving the funds, the method of payment; cash, check, credit card etc., and designate the appropriate account. Manual receipts should have three copies; Customer copy, a Treasurer copy, and a location copy.

At the end of each day the person responsible for receiving cash will close out their cash drawer, reconcile the system generated report to the cash in the drawer, place cash, checks and credit card receipts received along with the report in a deposit bag and either deliver it to the Treasurer's office or place it in a secure (locked) place for deposit on the next business day.

Void/adjusted transactions. If a transaction needs to be voided or adjusted, it should be done by someone who does not receive cash. If an office doesn't have enough employees to have adjustments made by a supervisor who doesn't receive cash, two employees will sign off on the adjustment or voided transaction, explaining the circumstances causing the adjustment. If the location is using a manual receipt book, all copies of the receipt should be present for any voided receipt. The system should be designed to generate a report of all adjusted/voided transactions to facilitate monitoring of this process.

Every effort should be made to ensure large quantities of cash are not on hand at any location overnight. If a location has a large transaction or series of transactions leaving cash on hand over \$1,000 (Treasurer/Governing body to set amount), the deposit should be made on the same day whenever possible.

When deposits are made with the Treasurer's office, the employee making the deposit will turn over the funds and watch as it is counted, receive a receipt detailing the amount, date of receipt, and the signature of the Treasurer's office employee who took custody of the funds. This receipt will be returned to the location and kept with the receipt records.

Any discrepancy in the funds being deposited and the supporting documentation should occur when custody of the funds changes.

The Treasurer's office enters the deposit into the accounting system and takes funds to the bank.

Mail will be opened in the presence of two or more employees, and any correspondence containing payments will be removed and processed prior to distributing mail to individual persons or departments.

9.3. Adaptation – Deposits with Treasurer

Treasurer's office will receive department/location funds, count the funds, compare the amount received to the supporting documentation provided, and give a receipt to the employee who turned over the funds with the amount received, date, and that employee's name and signature.

An employee from the Treasurer's office enters the information from the deposit into the Accounting system.

At the end of each day, the Treasurer will compile all cash and checks received, match the total to the total receipts in the accounting system, and create a deposit slip (deposit information should be sufficiently detailed to allow a reviewer to trace individual transactions from satellite locations into the deposit and verify that the funds were received by the bank).

Copies of deposit slips are maintained and used to reconcile bank statements with the accounting records.

Department heads for departments that collect cash should review the revenue recorded in the accounting system with their copy of the deposits to ensure correct recording of cash. Where practicable, the system should be designed to only allow receipts for cash receipts to be recorded to accounts that pertain to that office or department.

10. Expense Reimbursement Policy

10.1. Purpose

The purpose of this policy is to establish uniform procedures for the reimbursement of reasonable and necessary expenses incurred by elected officials, employees, volunteers, and authorized representatives while conducting official Town business. This policy promotes accountability, transparency, fiscal responsibility, and compliance with Utah law.

10.2. Scope

This policy applies to the Mayor, Town Council Members, Town Employees, Appointed Board and Committee Members, Volunteers authorized to conduct Town business, and individuals specifically authorized by the Town Council.

10.3. Guiding Principles

Town funds shall be spent only for legitimate public purposes. Individuals seeking reimbursement shall exercise prudent judgment, minimize costs whenever practical, spend Town funds as carefully as they would their own, and avoid unnecessary or extravagant expenditures.

10.4. Eligible Expenses

Reasonable expenses directly related to official Town business may be reimbursed, including travel, meals (when authorized), registration fees, supplies, communications, and other documented business expenses.

10.5. Non-Reimbursable Expenses

Alcohol, tobacco, entertainment, traffic or parking citations, personal vehicle repairs or maintenance, personal clothing, personal travel, family member expenses, pet care, personal phone charges, political contributions, charitable donations, and expenses lacking required documentation shall not be reimbursed.

10.6. Prior Authorization

Whenever practical, expenses should receive approval before they are incurred. Authorization shall follow the Town's applicable financial policies.

10.7. Required Documentation

Each reimbursement request shall include a completed reimbursement form (Appendix B), original itemized receipts or acceptable electronic receipts, business purpose, date, vendor, description, and other required supporting documentation. Credit card statements alone are not sufficient documentation.

10.8. Submission Deadline

Requests should be submitted within 30 calendar days after the expense unless an exception is approved for good cause.

10.9. Approval Authority

All expense reimbursements shall be reviewed and approved in accordance with the Town of Spring Lake's approved Financial Approval Matrix and all applicable Town financial policies.

No reimbursement shall be processed until the required approvals identified in the Financial Approval Matrix have been obtained.

Under no circumstances may an individual approve their own reimbursement request. Any reimbursement request requiring approval by the requestor shall instead be approved by the next higher approval authority as established in the Town's Financial Approval Matrix or by the Town Council, as applicable.

The Town Treasurer (or designated finance official) shall verify that all required approvals, supporting documentation, and policy requirements have been satisfied before processing reimbursement.

10.10. Mileage Reimbursement

Mileage reimbursement shall follow the Town Travel Policy and applicable IRS mileage rate unless otherwise adopted by the Town Council using mileage worksheet (Appendix D).

10.11. Lodging

Reasonable lodging expenses are reimbursable. Travelers should seek government or comparable rates whenever practical. Personal hotel charges, such as movies, minibar items, and spa services, are not reimbursable.

10.12. Meals

Meal reimbursements require an itemized receipt, business purpose, and names of attendees when applicable. Tips should generally not exceed 20 percent. Alcohol is not reimbursable.

10.13. Cash Advances

The Town generally does not issue travel advances. Any exception must be approved by the Town Council. Unused funds shall be returned within ten (10) days.

10.14. Sales Tax

Town personnel should utilize the Town's tax-exempt status whenever practical. Unavoidable sales tax may be reimbursed.

10.15. Audit and Review

The Town reserves the right to audit reimbursement requests, request additional documentation, deny reimbursement for insufficient documentation, and recover improper payments.

10.16. Fraudulent Claims

Knowingly submitting false reimbursement requests constitutes misuse of public funds and may result in denial of reimbursement, repayment, disciplinary action, or referral for investigation.

10.17. Public Records

Expense reimbursements are public records and shall be maintained according to Utah law and applicable records retention requirements.

10.18. Exceptions

Exceptions require approval by the Town Council and shall be documented in the meeting minutes.

10.19. Responsibility

The Mayor shall oversee the administration of this policy. The Town Treasurer shall maintain records, verify documentation, process approved reimbursements, and retain records for audit purposes.

10.20. Annual Review

This policy shall be reviewed periodically by the Town Council and amended as necessary.

10.21. Expense Reimbursement Form

All Expenses shall be submitted using towns Expense Reimbursement Form (Appendix B).

11. Financial Management and Internal Audit Policy

11.1. Purpose

This policy establishes sound financial management, internal controls, cash handling, deposit procedures, financial oversight, and audit practices to safeguard public funds and promote transparency and accountability.

11.2. Policy Statement

Public funds are held in trust for the citizens of Spring Lake. All financial activities shall comply with applicable Utah law, generally accepted accounting principles, and Town policies. The Town Council shall designate one Council Member to oversee financial oversight activities. The Finance Council Member is an independent reviewer and shall not perform accounting functions.

11.3. Responsibilities

11.3.1. Town Council

- 11.3.1.1.** Adopt the annual budget
- 11.3.1.2.** Review monthly financial reports
- 11.3.1.3.** Approve Expenditures as required
- 11.3.1.4.** Review annual audits

11.3.2. Mayor

- 11.3.2.1.** Ensure Compliance with this policy
- 11.3.2.2.** Support the implementation of internal controls

11.3.3. Finance Council Member

- 11.3.3.1.** Review monthly bank reconciliations
- 11.3.3.2.** Review all monthly deposits
- 11.3.3.3.** Verify deposits agree with accounting records and bank statements
- 11.3.3.4.** Report findings during the next Town Council meeting
- 11.3.3.5.** Recommend improvements to internal controls

11.4. Segregation of Duties

Whenever practical, duties for receiving funds, preparing deposits, recording transactions, reconciling bank accounts, approving expenditures, and signing checks shall be separated among

different individuals. Where staffing limitations exist, additional oversight by the Mayor and the Finance Council Member shall be required.

11.5. Cash Receipts and Handling

- 11.5.1.** All monies received shall be recorded immediately.
- 11.5.2.** A receipt shall be issued for every cash payment.
- 11.5.3.** Checks shall be endorsed 'For Deposit Only – Town of Spring Lake.'
- 11.5.4.** Cash shall be secured at all times and never mixed with personal funds.
- 11.5.5.** Cash shortages or overages shall be documented immediately.
- 11.5.6.** Unexplained shortages over \$25 shall be reported to the Mayor and the Finance Council Member.

11.6. Deposit Policy

Deposits shall be made at least weekly or whenever cash and checks total \$500 or more, whichever occurs first. Funds shall never remain undeposited longer than seven (7) calendar days, except during office closures or emergencies. Each deposit shall include supporting documentation, deposit detail, and reconciliation to receipts. Whenever practical, a second individual shall verify each deposit before delivery to the financial institution.

11.7. Monthly Deposit Review

The Finance Council Member shall review all deposits each month to verify timely deposits, agreement between receipts, accounting records, and bank statements, and resolution of discrepancies. Completion of the review shall be reported during the next regular Town Council meeting.

11.8. Bank Reconciliations

Bank reconciliations shall be completed within 30 days of receipt of each bank statement and reviewed monthly by the Finance Council Member.

11.9. Expenditure Review

The Town Council shall review the monthly claims register, check register, electronic payments, and other financial reports during regular meetings.

11.10. Fraud Prevention

Any suspected fraud, theft, misuse of public funds, or financial misconduct shall be reported immediately to the Mayor, Finance Council Member, and Town Council. Matters may be referred to the Town Attorney and law enforcement when appropriate.

11.11. Annual Audit

The Town shall comply with all applicable Utah financial reporting and audit requirements. Audit results shall be presented in an open meeting, and corrective actions shall be tracked until completed.

11.12. Annual Review

This policy shall be reviewed annually by the Town Council and revised as necessary.

Appendix A: QUOTE SHEET

Product or Service Requested:

(Include specific project requirements such as required completion date, etc.)

Vendor #1:

Company Name: _____

Person Contacted: _____ Date Contacted: _____

Method of Contact: ☐ Phone ☐ E-mail ☐ In-person ☐ Other: _____

Contact Information:

Phone: _____ Address: _____

Amount Quoted (or attach vendor's written proposal or bid): _____

Vendor #2:

Company Name: _____

Person Contacted: _____ Date Contacted: _____

Method of Contact: ☐ Phone ☐ E-mail ☐ In-person ☐ Other: _____

Contact Information:

Phone: _____ Address: _____

Amount Quoted (or attach vendor's written proposal or bid): _____

Vendor #3:

Company Name: _____

Person Contacted: _____ Date Contacted: _____

Method of Contact: ☐ Phone ☐ E-mail ☐ In-person ☐ Other: _____

Contact Information:

Phone: _____ Address: _____

Amount Quoted (or attach vendor's written proposal or bid): _____

Other Items to be considered that may be found in purchasing policies:

- Requirement for W-9's to be submitted for all new vendors
 - Exempting Payroll and Utilities from purchase order requirements
 - Allowing the Purchasing Agent authority to modify PO's up to a percentage for freight or other unforeseeable items.
 - Allowance for preference of local vendors (this is not allowed when expending Federal Funds.
 - Requirement for contracts to be reviewed and approved by the County Attorney
 - Disposition of Surplus Property
 - Records retention for bid documentation
 - Anti-collusive bidding
-

Appendix B: EXPENSE REIMBURSEMENT FORM

Purpose:

Name:

Date:

Expense Cost / Description:

Total:

Signature of person requesting
reimbursement:

Approval Signature:

For Office Use Only:	
Date Reimbursement Paid	
Check Number	
Signature of Treasurer or Council	

**Please attach a copy of your receipts to this form.

Appendix C: TRAVEL AUTHORIZATION FORM

Traveler	
Purpose	
Destination	
Estimated Cost	
Mayor Approval	
Council Approval (if required)	

Signed: _____

Dated: _____

Appendix D: MILEAGE WORKSHEET

Beginning Odometer	
Ending Odometer	
IRS Rate	
Total Amount	

Signed: _____

Dated: _____

Appendix E: TOWN COUNCIL TRAVEL REPORT

Purpose	
Meetings Attended	
Benefit to Town	
Recommendations	
Traveler Signature	

Signed: _____

Dated: _____

Appendix F: CLERK REVIEW CHECKLIST

Budget Verified	
Approval Verified	
Receipts Verified	
Policy Compliance	
Payment Authorized	

Signed: _____

Dated: _____

Appendix G: EXPENSE APPROVAL MATRIX

Financial Approval Authority Matrix

Expense Amount	Town Treasurer	Mayor	Council Member Over Finance	Town Council
\$0.00 – \$5,000.00	✓ Review & Approval	✓ OR	✓ OR	Not Required
\$5,001.00 – \$15,000.00	Verify Funds & Compliance	✓ Approval	✓ Approval	Not Required
Over \$15,000.00	Verify Funds & Compliance	Recommendation	Recommendation	✓ Approval Required

Purpose

To establish approval authority for expenditures and provide appropriate internal financial controls.

Approval Requirements

- **Expenses of \$5,000.00 or Less:** Require approval by the Town Treasurer and either the Mayor or the Council Member assigned oversight of Finance.
- **Expenses from \$5,001.00 to \$15,000.00:** Require approval by both the Mayor and the Council Member assigned oversight of Finance. The Town Treasurer shall verify budget availability, account coding, and compliance with Town purchasing policies prior to payment.
- **Expenses Exceeding \$15,000.00:** Require approval by the Town Council during a properly noticed public meeting. Following Town Council approval, the Town Treasurer shall verify budget availability and process payment in accordance with Town financial procedures.

Acceptable Forms of Approval

- All expenditures requiring approval under this Financial Approval Authority Matrix shall be authorized through one or more of the following methods:
 - **Written Approval:** Approval documented by the authorized individual through a signed document, purchase authorization, invoice, or other written record clearly identifying the expenditure being approved.
 - **Email Approval:** Approval communicated by the authorized individual through an email originating from their identifiable email account. The email must clearly indicate authorization of the expenditure and identify the amount, purpose, or associated invoice.

- **Town Council Approval:** Expenditures requiring Town Council approval shall be authorized during a properly noticed public meeting, with the approval documented in the official meeting minutes.

Documentation and Record Retention

- All approvals, whether written or electronic, shall be retained by the Town Treasurer as part of the Town's official financial records and associated with the applicable expenditure.
- Verbal approvals alone shall not constitute sufficient authorization for expenditures subject to this policy.

Adoption

This Financial Approval Authority Matrix shall become effective upon adoption by the Town Council of the Town of Spring Lake and shall remain in effect until amended or repealed by the Town Council.
