

FOUNTAIN GREEN CITY AGENDA

Mayor Willard Wood ~ Council: Rod Hansen, Larry Woodcox,

Shelith Jacobson, Stuart Smith, Julio Tapia

The Fountain Green City Council will hold its Regular Council Meeting,

Thursday, August 6, 2020

Fountain Green City Hall, 260 West 100 North, Fountain Green, Utah

The meeting will begin promptly at 7:00 p.m.

PRAYER – STUART SMITH

PLEDGE

ITEM

PRESENTER

- | | |
|--|------------------|
| 1. MINUTES | MICHELLE WALKER |
| ✓2. QUESTIONS/ANSWERS REG: STORAGE UNITS | TOM HANSEN |
| ✓3. EMS TRAINING/FIRE DEPT. | JULIO TAPIA |
| 4. RECREATION DIRECTOR OPENING | MICHELLE WALKER |
| ✓5. FRAUD RISK ASSESSMENT | MICHELLE WALKER |
| ✓6. CARES ACT GRANT MONEY | MICHELLE WALKER |
| ✓7. IRRIGATION REPORT | ROD HANSEN |
| ✓8. PLANNING COMMISSION REPORT | SHELITH JACOBSON |
| ✓9. CITY REPORT/SEWER ACQOUSTIC ASSESSMENT | ROGER AAGARD |
| 10. POLICE REPORT | OFFICER HUFF |
| 11. CITY BILLS | MAYOR WOOD |
| 12. MISCELLANEOUS/PUBLIC COMMENT | |
| 13. CLOSED MTG (ONLY FOR ONE OF THE FOLLOWING): 1. INDIVIDUAL'S CHARACTER OR PROFESSIONAL COMPETENCE. 2. STRATEGY SESSIONS TO DISCUSS BARGAINING, LITIGATION, PURCHASING PROPERTY OR SALE OF PROPERTY. 3. SECURITY. 4. CRIMINAL CHARGES. | |

DATED THIS _____ DAY OF _____, 2020

Michelle Walker, City Recorder



OFFICE OF THE
STATE AUDITOR

Questionnaire

Revised March 2020

Fraud Risk Assessment

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking "Yes" on each of the questions below.
- Total the points of the questions marked "Yes" and put on the "Total Points Earned" line below.
- Using the points earned, circle the risk level on the "Risk Level" line below.

Total Points Earned: 300

Risk Level:

Very Low	Low	Moderate	High	Very High
> 355	316-355	276-315	200-275	< 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	<u>200</u>	200
2. Does the entity have written policies in the following areas:		
a. Conflict of interest?	<u>5</u>	5
b. Procurement?	<u>5</u>	5
c. Ethical behavior?	<u>5</u>	5
d. Reporting fraud and abuse?	<u>5</u>	5
e. Travel?	<u>5</u>	5
f. Credit/Purchasing cards (where applicable)?	<u>5</u>	5
g. Personal use of entity assets?	<u>5</u>	5
h. IT and computer security?	<u>5</u>	5
i. Cash receipting and deposits?	<u>5</u>	5
3. Does the entity have a licensed or certified expert as part of its management team? (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO)	<u>—</u>	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	<u>—</u>	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	<u>—</u>	20
5. Have all of the board members completed the State Auditor online training at least once in the last four years?	<u>—</u>	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	<u>20</u>	20
7. Does the entity have or promote a fraud hotline?	<u>—</u>	20
8. Does the entity have a formal internal audit function?	<u>20</u>	20
9. Does the entity have a formal audit committee?	<u>20</u>	20

Certified By: [Signature]

Certified By: [Signature]

* MC = Mitigating Control

Basic Separation of Duties

See page 2 of this questionnaire for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	✓			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	✓			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".	✓			
4. Are all the people who have access to blank checks different from those who are authorized signers?	✓			
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	✓			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	✓			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	✓			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	✓			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	✓			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	✓			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			

State of Utah Coronavirus Relief Fund Local Government Allocation Agreement

As permitted by U.S. Treasury guidance, the State of Utah is distributing a portion of its Coronavirus Relief Fund (CRF) disbursement provided by the Coronavirus Aid, Relief, and Economic Security Act Federal Funding (CARES) Act to Utah's counties and municipalities located outside of Salt Lake County and Utah County (eligible local governments). Salt Lake County, Utah County, and municipalities within those counties are not be eligible for funding under this agreement because those counties received separate CRF payments from the federal government.

After completing this form and accepting the attached terms and conditions each eligible local government will be paid one-third of its CFR allocation from the State. The remaining two-thirds may be disbursed in the future, subject to the availability of funding. Only the Chief Executive, Chief Administrator, or Chief Financial Officer of each eligible local government entity is authorized to sign this agreement. The fastest method of receiving your allotted portion of funds is to fill out this electronic form and submit it electronically. However, you may elect to print out the form, fill it out, and then scan and email the completed form to Taylor Kauffman in the Governor's Office of Management and Budget, tkauffman@utah.gov.

County or Municipality Information

County or Municipality Name: Fountain Green City

Street Address: 260 W 100 N

City, State, ZIP Code: Fountain Green, UT 84632

County or municipality's preferred method of disbursement:

- ☒ Funds deposited the same way monthly sales tax distributions are received, with the PTIF or bank account on file with the State Treasurer's Office
- ☐ Other (The payment will be delayed until you are contacted to verify arrangements)

Contact Person Name: Willard Wood

Contact Person Title: Mayor

Contact Person Phone: 435-445-3453

Contact Person E-mail: ftngreen@hotmail.com

Acceptance of the Agreement by the County's or Municipality's Chief Executive, Chief Administrator, or Chief Financial Officer

☒ I have read the attached Terms and Conditions for Accepting Coronavirus Relief Fund Monies from the State of Utah.

☒ I accept the Terms and Conditions for Accepting Coronavirus Relief Fund Monies from the State of Utah and am authorized to do this on behalf of the local government requesting these funds.

Signature: Willard Wood
Willard Wood (Jul 16, 2020 15:32 MDT)

Name of County or Municipality Authorized Representative: Willard Wood

Title of County or Municipality Authorized Representative: Mayor

Date: Jul 16, 2020

Terms and Conditions for Accepting Coronavirus Relief Fund Monies from the State of Utah

I. Background

The Federal Government provided \$1.25 billion to Utah state and local governments through the Coronavirus Relief Fund (CRF) included in section 5001 of the Coronavirus Aid, Relief, and Economic Security Act Federal Funding (CARES) Act. Based on the distribution formula in the CARES Act, \$934.8 million was paid to the State of Utah (State), \$203.6 million was paid directly to Salt Lake County, and \$111.6 million was paid directly to Utah County. State and local governments may only use the CRF payments to respond to the COVID-19 pandemic. The State is distributing a portion of its \$934.8 million payment to counties and municipalities outside of Salt Lake County and Utah County that did not receive a direct allocation (eligible counties and municipalities). Salt Lake County, Utah County, and municipalities within those counties are not be eligible for funding under this agreement. COVID-19 response needs for those counties and municipalities within those counties should be covered with the CFR payments made to Salt Lake and Utah counties.

II. Funding Amount

Eligible counties and municipalities accepting the terms and conditions of this agreement (recipients) may be paid up to the maximum amount listed in the attached *State of Utah Coronavirus Relief Fund Allocation to Eligible Municipal and County Governments* document. The funding population-based allocation formula was developed after discussions between the Governor's Office of Management and Budget, the Office of the Legislative Fiscal, the Utah Association of Counties, and the Utah League of Cities and Towns. The formula was also presented to the Legislature's Executive Appropriations Committee during its May 13, 2020 meeting. This maximum amount is not guaranteed, and the amount may be subject to revision by the Governor or the Legislature.

Upon approval of this agreement, recipients will be paid one-third of their CFR allocation from the State. The remaining two-thirds will be disbursed in the future, subject to the availability of funding.

III. Permissible Use of Funding

The CARES Act and additional guidance issued by the United States Treasury provides that CRF funds may only be used to cover costs that meet the following conditions:

- a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - i. The requirement that expenditures be incurred "due to" the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency.
 - ii. Funds may NOT be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute.
 - iii. The expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending the funds.
- b. were not accounted for in the State's or recipient's budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the recipient; and
 - i. A cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost is for a

- substantially different use from any expected use of funds in such a line item, allotment, or allocation.
 - ii. The “most recently approved” budget refers to the State’s or recipient’s enacted budget for the relevant fiscal period for the recipient, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by the recipient in response to the COVID-19 public health emergency.
 - iii. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.
- c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
- i. A cost is “incurred” when the recipient has expended funds to cover the cost.

These provisions and guidance are current as of May 28, 2020. Recipients accepting funds must agree to adhere to any additional current or future Federal or State legislative guidance regarding spending, reporting, or any other matter related to the CRF. Further, recipients shall require that any subgrantee to which it awards CRF funds adhere to the CARES Act and any current or future guidance related to the CRF funds. Federal guidance is updated regularly and can be found at <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>. The latest guidance documents from the U.S. Treasury are attached.

IV. Availability of Funding

The recipient has until November 30, 2020 to expend the CRF funds provided by the State. CRF funds provided by the State that are not expended on eligible expenditures on or before November 30, 2020, shall be returned to the State on or before 5:00 P.M. MST, December 4, 2020, so that the State will have time to reallocate and expend the funds before they expire on December 30, 2020. The recipient may petition the State to retain allocated, but unspent CRF funds, after the November 30, 2020 date, with approval from the State. Any requests for exceptions shall be emailed to Taylor Kauffman in the Governor’s Office of Management and Budget, tkauffman@utah.gov, before 5:00 P.M. MST, November 23, 2020.

V. Accountability for the Use of Funds

Funds provided through this agreement are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements. The CFDA number assigned to the CRF is 21.019, pending completion of registration by the federal government.

If state or federal audit findings determine that any funds were expended by the recipient in violation of CARES Act requirements and result in a request for repayment to the Federal Government of those funds, the recipient shall provide funds to the State sufficient to meet such repayment request(s). If the State is forced to repay the funds because the recipient is unwilling or unable to repay the funds, the amount paid by the State will become a past due obligation of the recipient to the State and may be collected as such.

VI. Reporting on Use of Funds

The recipient shall retain documentation related to any uses of the funds, including but not limited to invoices, sales receipts, and payroll expenditures. Any subgrants made by the recipient shall similarly require, as a term of the grant, that the subgrantee shall retain documentation and shall produce such documentation to the recipient and the State upon request.

The recipient is required to report CRF expenditures in quarterly data uploaded to Transparent Utah. CRF expenditures shall be identified using a Uniform Chart of Accounts Coding Block for local entities that will be provided by the Office of the State Auditor in June 2020. The CRF expenditure coding may be recorded (1) through transactions in the recipient's financial system or (2) as adjustments to the recipient's Transparent Utah upload file before it is submitted. The recipient may decide which of these two options it utilizes. The Office of the State Auditor will be able to provide technical assistance for CRF expenditure coding, if needed. The recipient is also required to provide summary and detailed documentation supporting the use of funds upon request of state, federal, or independent auditors. The State may request additional financial or performance reporting, if necessary.

CARES Act grant money

gary@kccpaoffice.com <gary@kccpaoffice.com>

Mon 8/3/2020 1:14 PM

To: ftngreen@hotmail.com <ftngreen@hotmail.com>

Michelle Walker,

Carol Haskins mentioned to me she talked to you about the CARES Act money that Fountain Green may apply for. I am the financial consultant that helps Moroni City every month with their financial statements and accounting. I am also helping Moroni City with spending the CARES Act money to make sure they are in compliance with the regulations. I looked up what the State has allocated to give your city just in case you are unaware of the amount. The total amount allocated is \$102,202.00. Your first allotment would be \$34,067. Moroni City has already received their first allotment which indicates this money will be received rather quickly.

If you have any questions please call me on my cell #801-699-2030.

Gary Keddington, CPA

Gary@KCcpaoffice.com

Partner

Keddington & Christensen, LLC
1455 West 2200 South, Suite 201
Salt Lake City, Utah 84119
Phone (801) 590-2600
Fax (801) 265-9405

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**Fountain Green City
Liability General Ledger - 09/17/2020**

Account		Vendor Name	Reference No.	Description	Amount
Date	Code				
101461 - Health Insurance prepaid					
7/20/2020	AP	PEHP Group Insurance	0123124974	Chad	
7/20/2020	AP	PEHP Group Insurance	0123124974	Chad/Dental	1,213.68
7/20/2020	AP	PEHP Group Insurance	0123124974	Michelle	70.90
7/20/2020	AP	PEHP Group Insurance	0123124974	Michelle/Vision	1,213.68
7/20/2020	AP	PEHP Group Insurance	0123124974	Paula/Vision/eye	13.27
7/20/2020	AP	PEHP Group Insurance	0123124974	Roger	1,762.96
					1,213.68
					\$5,488.17
101563 - Lamb Day Expense					
7/17/2020	AP	Circle V Meat	56610	2 Sheep/Cut & Wrap	181.00
					\$181.00
103510 - G PENALTIES/FINES - COURT					
7/31/2020	AP	Utah State Treasurer	073120	July, 2020	690.37
					\$690.37
104140.210 - Admin BOOKS, MEMBERSHIPS & DUES					
8/5/2020	AP	Sanpete News	080520	Messenger Subscription	58.00
8/5/2020	AP	State of Utah	072020	Entity Registration	25.00
					\$83.00
104140.270 - Admin UTILITIES					
7/14/2020	AP	Dominion Energy	071420	City Hall /West	
7/14/2020	AP	Dominion Energy	071420	City Hall/East	66.58
7/14/2020	AP	Dominion Energy	071420	Shop	10.32
7/27/2020	AP	Rocky Mountain Power	072720	City Hall	8.12
7/27/2020	AP	Rocky Mountain Power	072720	Shop	121.64
					36.76
					\$243.42
104150.620 - NonDep DUP					
7/14/2020	AP	Dominion Energy	071420	DUP	
7/27/2020	AP	Rocky Mountain Power	072720	DUP	11.39
					27.85
					\$39.24
104150.690 - NonDep COUNTY LANDFILL					
6/30/2020	AP	Sanpete Sanitary Landfill Cooperative	063020	June, 2020	1,396.80
7/31/2020	AP	Sanpete Sanitary Landfill Cooperative	073120	July, 2020	1,396.80
					\$2,793.60
104150.695 - NonDep Other charges					
4/21/2020	AP	Utah State Tax Commission	042120	2020 1st Q Sales & Use Tax	291.01
					\$291.01
104150.740 - NonDep Public Safety & City Bldg Project					
7/1/2020	AP	Busk Incorporated	Pay Request #5	Pay request 35	160,935.70
					\$160,935.70
104220.250 - Fire EQUIPMENT - SUPPLY/MAINT					
7/16/2020	AP	ASC Mass Notification Solutions	080-0149	City Fire Alarm	674.75
					\$674.75
104220.270 - Fire UTILITIES					
7/14/2020	AP	Dominion Energy	071420	Fire Station	17.66
7/27/2020	AP	Rocky Mountain Power	072720	Fire Station	30.69
					\$48.35
104410.810 - Streets PRINCIPAL					
8/3/2020	AP	Utah State Division of Finance	7 - 2013 Street Loan	Principal - 2013 Street Loan	10,415.78
					\$10,415.78

Fountain Green City
Liability General Ledger - 09/17/2020

Account		Vendor Name	Reference No.	Description	Amount
Date	Code				
104410.820 - Streets INTERST					
8/3/2020	AP	Utah State Division of Finance	7 - 2013 Street Loan	Interest - 2013 Street Loan	1,307.27
					\$1,307.27
104510.270 - Parks UTILITIES					
7/27/2020	AP	Rocky Mountain Power	072720	Park	117.30
					\$117.30
104520.270 - Theatre/Dance UTILITIES					
7/14/2020	AP	Dominion Energy	071420	Theater	7.09
7/27/2020	AP	Rocky Mountain Power	072720	Theater	284.55
					\$291.64
104590.270 - Cemetery Utilities					
7/27/2020	AP	Rocky Mountain Power	072720	Cemetery	11.45
					\$11.45
214410.250 - Streets EQUIPMENT - SUPPLY/MAINT					
6/26/2020	AP	Horseshoe Mountain Hardware	1555566	Tree Trimming Rental	270.00
					\$270.00
214410.420 - Streets STREET LIGHTS					
7/27/2020	AP	Rocky Mountain Power	072720	Flag Pole	23.54
7/27/2020	AP	Rocky Mountain Power	072720	Street Lights	1,454.35
7/27/2020	AP	Rocky Mountain Power	07272020	State Street Walkway	48.24
					\$1,526.13
511311 - W ACCTS RECEIVABLE - WATER					
7/23/2019	AP	Blackham, Codie	Refund: 623	Refund: 623 - Blackham, Codie	77.00
					\$77.00
516280.6171 - W UTILITIES					
7/27/2020	AP	Rocky Mountain Power	072720	Water Tank	277.98
					\$277.98
516310.6171 - W professional services					
5/11/2020	AP	Rural Water Association	6827	2019 Consumer Confidenct Report	100.00
					\$100.00
526280.6271 - S UTILITIES					
7/27/2020	AP	Rocky Mountain Power	072720	Sewer	11.79
					\$11.79
				Total Liability	
				10 General	183,612.05
				21 Roads	1,796.13
				51 Water	454.98
				52 Sewer	11.79
					185,874.95