

***MINUTES OF THE PROCEEDING OF THE MAYOR AND BOARD OF ALDERMAN OF THE CITY OF SALTILLO, MISSISSIPPI WHO MET IN A REGULAR BOARD MEETING HELD ON OCTOBER 2, 2018 AT THE CITY HALL BOARD ROOM AT 6:00 P.M.***

Be it remembered that the Mayor and Board of Aldermen of the City of Saltillo, Mississippi met in a regular board meeting held on October 2, 2018 at the City Hall Board Room at 6:00 P.M. and the following officials were present to wit:

Mayor	Rex Smith
Aldermen	Donald Cullum
	Malcomb Driskill
	Terry Glidewell
	Copey Grantham
	Craig Sanders
City Clerk	Mary Parker
City Attorney	Chris Evans

Thereupon the Mayor declared a legal quorum present. The meeting was opened for the following business:

**RE: APPROVE AGENDA**

On the motion of Craig Sanders, seconded by Copey Grantham, and by an affirmative vote of all present to approve the agenda for the meeting of October 2, 2018.

Ordered this the 2<sup>nd</sup> day of October, 2018.

**RE: MINUTES – SEPTEMBER 17, 2018 AND SPECIAL BOARD MEETING SEPTEMBER 25, 2018**

On the motion of Craig Sanders, seconded by Copey Grantham, and by an affirmative vote of all present to approve the September 17, 2018 and Special Called Meeting September 25, 2018 as recorded.

Ordered this the 2<sup>nd</sup> day of October, 2018

**RE AMEND 2017 – 2018 BUDGET**

On the motion of Terry Glidewell, seconded by Craig Sanders, and by an affirmative vote of all present to approve the amended 2017- 2018 Budget with funds not spent in the professional services and computer services in general fund, water fund, and sewer fund transferred to 2018-2019 Budget; funds not spent in water operations and maintenance and Old 45 improvements also being transferred.

CITY OF SALTILLO 2017-2018				
FY BUDGET	2017- 2018	Feb. 6, 2018	June 19,2018	Oct. 2, 2018
GENERAL FUND	PROPOSED	AMENDED	AMENDED	AMENDED
Real Property Taxes	629,000	629,000	629,000	663,071
Auto Taxes	147,900	147,900	147,900	179,735
Homestead Exemption	18,000	18,000	18,000	19,335

TVRHA in Lieu	4,500	4,500	4,500	16,373
Privilege License	11,000	11,000	11,000	12,188
Vehicle Sale Permit	50	50	50	0
Building Permits	5,000	5,000	5,000	6,425
Carport Permits	2,000	2,000	2,000	1,500
Rental Fees	7,600	7,600	7,600	4,525
Zoning Permits	400	400	400	480
Railroad Taxes	5,800	5,800	7,800	7,150
TEPA Franchise	92,000	92,000	92,000	92,455
Comcast/Vista Franchise	14,500	14,500	14,500	15,067
Atmos Franchise	14,500	14,500	14,500	17,285
Metrocast Franchise	15,000	15,000	15,000	18,104
Sales Tax	807,000	807,000	843,000	878,156
TVA- in Lieu	50,516	50,516	50,516	46,516
Municipal & Franchise	10,000	10,000	10,000	3,165
investigator Fee/ Lee Co	500	500	500	400
Police Dept Donations	4,402	4,402	11,011	12,166
PD GRANT Transfer	0	0	-	0
5K PROMOTIONS	0	0	-	380
GASOLINE TAX	16,800	16,800	16,800	4,126
Court Fines & Fees	75,000	75,000	75,000	72,319
Accident Report	1,200	1,200	1,200	1,160
Municipal Court Funds	400	400	400	551
Interest Earned	3,000	3,000	13,000	19,738
Comm Room Rent	800	800	800	850
Cellular Rent	24,500	24,500	24,500	23,082
Misc	2,800	2,800	2,800	625
Crime Lab Reimbursement	0	0	-	0
Return Checks	0	0	-	0
Wireless Communications	0	0	-	0
Sale of Surplus Equipment	0	0	485	485
TRAN/CODE ST REB	11,737	11,737	-	0

Insurance Claim Proceeds	0	0	5,171	5,171
Promotions of the City	0	-	-	0
Recycling Donations	0	195	195	195
Lee Co. Schools	26,800	26,800	26,800	27,966
Robinson	-	1,840	1840	1,840
<b>GENERAL FUND</b>	<b>2,002,705</b>	<b>2,004,740</b>	<b>2,053,268</b>	<b>2,152,584</b>

<b>REVENUES</b>				
Fire Department Revenues	356,485	356,485	356,485	345,540
Park & Rec Revenues	318,632	318,632	324,177	288,092
Court Revenues	126,642	126,642	126,642	128,567
Saltillo G/O Refund 2008	118,128	118,128	118,128	109,844
Building fund (lease)	62,100	102,098	102,098	102,098
Saltillo Main Street	51,918	51,918	51,918	50,064
Cemetery Fund	3,000	3,000	13,850	17,450
Fire Rebate Funds	37,084	37,084	37,084	36,998
<b>TOTAL SPECIAL FUNDS</b>	<b>1,073,989</b>	<b>1,113,987</b>	<b>1,130,382</b>	<b>1,078,653</b>

<b>Total General City Revenue</b>				
FIRE REBATE - RESERVE	45,465	45,465	<b>45,465</b>	45,465
GENERAL - RESERVE	305,766	307,468	<b>307,468</b>	307,468
BUILDING FUND RESERVE	-	51,265	51,265	51,265
CEMETERY RESERVE	43,395	43,395	<b>43,395</b>	43,395
<b>TOTAL</b>	<b>394,626</b>	<b>447,593</b>	<b>447,593</b>	<b>447,593</b>
<b>Total General City Funds Available</b>	<b>3,471,320</b>	<b>3,566,320</b>	<b>3,631,243</b>	<b>3,678,830</b>
<b>Water &amp; Sewer Fund</b>				
REVENUE / WATER	806,556	806,556	806,556	799,083
REVENUE/ SEWER	666,600	666,600	673,600	683,682
CD'S 1ST AMERICAN	-	-	0	394,613
USDA	-	-	0	0
CASH ON RESERVE/WATER	54,575	54,575	54,575	54,575
CASH ON RESERVE/SEWER	275,263	275,263	275,263	275,263
<b>Total Funds Available</b>	<b>1,802,994</b>	<b>1,802,994</b>	<b>1,809,994</b>	<b>2,207,216</b>

Water Line Rehab	126,690	126,690	126,690	126,690
Water Meter Deposits	24,000	24,000	24,000	24,000
<b>Total</b>	<b>1,953,684</b>	<b>1,953,684</b>	<b>1,960,684</b>	<b>2,357,906</b>
<b>GRAND TOTAL</b>	<b>5,425,004</b>	<b>5,520,004</b>	<b>5,591,927</b>	<b>6,036,736</b>
<b>EXPENDITURES</b>				
Financial & Administration				
Personnel Services	213,899	213,899	219,399	218,299
Supplies	6,200	6,200	6,200	4,400
Other Supplies & Services	139,420	139,420	139,420	128,920
Capital Outlay	-	-	0	0
Transfers to other Funds	563,118	563,118	566,871	510,505
<b>Total</b>	<b>922,637</b>	<b>922,637</b>	<b>931,890</b>	<b>862,124</b>
Zoning Department				
Personnel Services	62,017	62,017	62,017	60,367
Supplies	3,350	5,850	5,850	4,100
Other Supplies & Services	9,020	8,520	11,420	5,775
Capital Outlay	0	-	0	0
<b>Total</b>	<b>74,387</b>	<b>76,387</b>	<b>79,287</b>	<b>70,242</b>
Court Department				
Personnel Services	28,356	28,356	30,406	30,581
Supplies	750	750	750	500
Other Supplies & Services	9,135	9,135	9,135	8,510
<b>Total</b>	<b>38,241</b>	<b>38,241</b>	<b>40,291</b>	<b>39,591</b>
Police Department				
Personnel Services	577,801	577,801	577,801	570,301
Supplies	70,860	70,860	70,860	58,612
Other Supplies & Services	30,677	30,677	41,757	39,732
Capital Outlay	0	0	0	0
LEASE PAYMENTS	35,000	35,000	34,310	34,311
<b>Total</b>	<b>714,338</b>	<b>714,338</b>	<b>724,728</b>	<b>702,956</b>
Street Department				
Personnel Services	59,100	59,100	59,100	56,451
Supplies	18,100	18,100	40,670	26,745
Other Supplies & Services	77,400	77,400	77,400	74,185
Capital Outlay	0	0	0	0
<b>Total</b>	<b>154,600</b>	<b>154,600</b>	<b>177,170</b>	<b>157,381</b>

City Hall O & M Fund				
Supplies	2,500	2,500	2,500	2,525
Other Supplies & Services	86,400	86,400	86,400	84,940
Capital Expense	-	-	0	0
<b>Total</b>	<b>88,900</b>	<b>88,900</b>	<b>88,900</b>	<b>87,465</b>
Dr. Robison Resource Center				
Supplies	500	500	500	270
Other Supplies & Services	7,400	7,102	10,502	9,552
Capitol Expense	-	-	0	0
<b>Total</b>	<b>7,900</b>	<b>7,602</b>	<b>11002</b>	<b>9,822</b>
<b>Total General Fund Expenditures</b>	<b>2,001,003</b>	<b>2,002,705</b>	<b>2,053,268</b>	<b>1,929,581</b>

Fire Department Fund				
Personnel Services	304,860	304,860	304,860	295,770
Supplies	25,675	25,675	24675	26,420
Other Supplies & Services	25,950	25,950	25950	23,350
Capital Outlay	-	-	0	0
Debt Service	-	-	0	0
<b>Total</b>	<b>356,485</b>	<b>356,485</b>	<b>355,485</b>	<b>345,540</b>
State Fire Rebate Funds				
SUPPLIES/INSURANCE	15,403	15,403	26,340	14,806
Bonds Paid	9,782	9,782	9,782	18,022
Interest Paid	156	156	156	198
Bonds Paid	10,937	10,937	-	0
Code	800	800	800	800
Transfer Out	-	-	0	0
<b>Total</b>	<b>37,078</b>	<b>37,078</b>	<b>37,078</b>	<b>33,826</b>

Park & Rec Fund				
Personnel Services	193,692	191,592	191,592	179,177
Supplies	68,540	68,140	70,640	56,565
Other Supplies & Services	56,400	56,400	59,445	51,750
Capital Outlay	-	2,500	2500	600
<b>Total</b>	<b>318,632</b>	<b>318,632</b>	<b>324,177</b>	<b>288,092</b>

Salttillo Main Street				
Personnel Services	40,618	40,618	40618	39,189
TELEPHONE	800	800	800	2,875
TRANSFERS OUT	10,500	10,500	10,500	10,500
<b>Total</b>	<b>51,918</b>	<b>51,918</b>	<b>51,918</b>	<b>52,564</b>
Other Expenditures				
Court Fund Expenditures	126,642	126,642	126,642	118,419
PARKRIDGE SB BOND FDS	-	-	0	0
GO Ref 2008	118,128	118,128	118,128	109,844
Building Fund (lease)	62,100	102,098	102,098	41,423
Cemetery Fund	3,000	3,000	13,850	4,751
<b>Total</b>	<b>309,870</b>	<b>349,868</b>	<b>360,718</b>	<b>274,437</b>
<b>Total General City Expenditures</b>	<b>3,074,986</b>	<b>3,116,686</b>	<b>3,182,644</b>	<b>2,924,040</b>
Cash on Reserve- End of Year				
Cemetery Fund	43,395	43,395	43,395	56,094
General Fund	307,468	309,503	309,509	539,154
Building Fund Reserve	-	51,265	50,224	110,899
Fire Fund Reserves	45,471	45,471	45,471	48,643
<b>TOTAL</b>	<b>396,334</b>	<b>449,634</b>	<b>448,599</b>	<b>754,790</b>
<b>Total General City Expend &amp; Reserve</b>	<b>3,471,320</b>	<b>3,566,320</b>	<b>3,631,243</b>	<b>3,678,830</b>
Water Fund				
Personnel Services	309,000	309,000	316,000	318,280
Supplies	89,000	89,000	152,000	108,906
Utilities & Other Services	172,300	172,300	188,300	205,484
Capital Outlay	6,230	6,230	86,230	211,314
Debt Service	199,026	199,026	199,026	199,026
TRANSFER	-	-	0	0
REHAB FUNDS	31,000	31,000	0	0
<b>TOTAL</b>	<b>806,556</b>	<b>806,556</b>	<b>941,556</b>	<b>1,043,010</b>
SEWER FUND				
Personnel Services	165,000	165,000	164,000	148,010

Supplies	95,400	95,400	99,400	137,616
Utilities & Other Services	138,750	138,750	142,750	114,515
Capital Outlay	37,650	37,650	37,650	8,184
Debt Service	210,000	210,000	210,000	210,000
REHAB FUNDS RESERVE	19,800	19,800	19,800	19,800
TOTAL	666,600	666,600	673,600	638,125
CAP Loan	-			
Cash on Reserve- water	54,575	54,575	46,265	308,432
Cash on Reserve - sewer	275,263	275,263	275,263	340,620
Water Line Rehab	126,690	126,690	0	0
Water Meter Deposits	24,000	24,000	24,000	27,719
Total	1,953,684	1,953,684	1,960,684	2,357,906
GRAND TOTAL BUDGET FY 17-18	5,425,004	5,520,004	5,591,927	6,036,736

Ordered this the 2<sup>nd</sup> day of October, 2018

**RE: CLAIMS DOCKET 61072 - 61151**

On the motion of Malcomb Driskill, seconded by Copey Grantham, and by an affirmative vote of all present to approve the claims docket 61072-61151.

Ordered this the 2<sup>nd</sup> day of October, 2018

**RE: MAIN STREET CONTRACT RENEWAL**

On the motion of Copey Grantham, seconded by Craig Sanders, and by an affirmative vote of all present to renew the contract with Saltillo Main Street for the 2018-2019 budget year.

Ordered this the 2<sup>nd</sup> day of October, 2018.

**RE: WATER RATES**

On the motion of Copey Grantham, seconded by Craig Sanders and by an affirmative vote of all present to approve the following proposed water rates increase to be submitted to the Public Service Commission for approval (for those outside one mile from the city limit). None of these proposed rates, including the rates inside one mile of the city limits, will go into effect until a decision has been reached by PSC on the rate increase request for those customers outside one mile. At that time, the proposed rates will then be formally adopted by ordinance in accordance with normal procedure and state law.

Rate	Cust Charge	Gal Inc	Overage
Yard Meters	15.00	1500	6.50
Inside Residential	15.00	1500	6.50
Inside Business	15.00	1500	6.50
Over 1 Mile	19.00	1500	6.50
Within 1 Mile	17.00	1500	6.50

Ordered this the 2<sup>nd</sup> day of October, 2018

#### **RE: SEWER PLANT IMPROVEMENTS**

Mike Faulkner with ESI came before the board to talk about the need for several improvements to the treatment plant. The cost for repairs would be approximately 6 – 8 hundred thousand. The cost for replacing would be approximately 2 million.

No action taken.

Ordered this the 2<sup>nd</sup> day of October, 2018

#### **RE: HIRE BRIAN THRASHER – FULL TIME SEWER**

On the motion of Terry Glidewell, and seconded by Craig Sanders and by an affirmative vote of all present, to hire Brian Thrasher full time in the sewer department at \$12.00 per hour and all benefits due to all full time employees, effective October 17, 2018.

Ordered this the 2<sup>nd</sup> day of October, 2018

#### **RE: MURRY ALEXANDER – SEWER BILL**

On the motion of Terry Glidewell, seconded by Craig Sanders, and by an affirmative vote of Glidewell, Sanders, and Grantham, with Alderman Driskill voting nay, to find that the city is not responsible for and will not reimburse Murray Alexander for sewer bills which he previously presented to the city and requested reimbursement. The bills presented were from a private plumber which Alexander had contracted with to work on his various sewer lines. Alexander indicated that the problems for which the plumbing services were related were caused by the fault of the city. In passing this motion, the board found otherwise.

Ordered this the 17<sup>th</sup> day of September, 2018

#### **RE: DALE BROCK – OLE SOUTH PHASE 5 SUBDIVISION**

On the motion of Malcomb Driskill, seconded by Craig Sanders, and by an affirmative vote of all present for the board to find that Contractor Dale Brock has met all construction requirements and that they accept the plat and streets located in the phase 5 of Ole South subdivision. This approval is contingent upon receiving a letter from the contractor's engineer certifying that the streets and infrastructure were built and finished according to city specifications

Ordered this the 2<sup>nd</sup> day of October, 2018



**RE: PROPERTY LOCATED AT 385 MOBILE STREET**

On the motion of Terry Glidewell, seconded by Malcomb Driskill, and by an affirmative vote of all present to lease the property located at 385 Mobile Street to Bob and Peggy Marion on a temporary basis for \$300 per month. This will be a month to month lease and either party may terminate the lease upon thirty (30) days written notice to the other, with or without cause. The city finds that the property in question owned by the city is surplus in nature and does not have a current or immediately foreseeable city, public or governmental need or use and that the terms of the agreement are fair and in the best interest of the city. The city attorney will draft a formal written lease agreement. Due to the fact that this agreement is entered into pursuant to and in accordance with Mississippi Code Section 57-7-1 for purposes of aiding commercial activity, no bids, quotes, advertisements or appraisals will be necessary under state law.

Ordered this the 2<sup>nd</sup> day of October, 2018

**RE: SALTILLO VOLUNTEER CONTRACT RENEWAL**

On the motion of Malcom Driskill, seconded by Copey Grantham, and by an affirmative vote of all present to renew the contract between the City of Saltillo and Saltillo Volunteer Fire Department, Inc., for fire protection in return for certain fire facilities and firefighting equipment which the city owns.

Ordered this the 2<sup>nd</sup> day of October, 2018

**RE: UNINSURED MOTORIST COVERAGE**

On the motion of Terry Glidewell, seconded by Copey Grantham, and by an affirmative vote of all present to renew the Uninsured Motorist Coverage with Mississippi Municipal Service Company on the following vehicles: Admin: '14 Ford Explorer; 62543 B & Z '09 Ford Truck 73213; Fire Dept.: '09 Engine 3 66791, '09 F-150 Truck 73214, '00 Pierce Truck 00313; Police Dept: '17 Ford Explorer 6245, '09 Ford Explorer 5905, '17 Ford Explorer 5906, '17 Ford Explorer 6247, '16 Ford Explorer 7955, '12 Chev Tahoe 37777, '12 Chev Tahoe 49485, '12 Chev Tahoe 53990, '09 Ford Vic 15620, '08 Ford Vic 38644, '08 Ford Vic 38645. Public Works: '16 Ford F350 8148, '14 Ford F250 30213, Ford F250 91755, '07 Ford F250 3642, '009 Ford F250 ¾ Reg Cab 11760, '08 Ford F250 98662.

Ordered this the 2<sup>nd</sup> day of October, 2018

**RE: MUNICIPAL COMPLIANCE QUESTIONNAIRE**

On the motion of Craig Sanders, seconded by Copey Grantham, and by an affirmative vote of all present to accept the findings on the Municipal Compliance Questionnaire 2017-2018. See attachment.

Ordered this the 2<sup>nd</sup> day of October, 2018

**RE: 2018-2019 TAX ROLLS**

On the motion of Terry Glidewell, seconded by Copey Grantham, and by an affirmative vote of all present to accept the 2018-2019 Tax Rolls as submitted by Lee County Tax Accessor's office.

Ordered this the 2<sup>nd</sup> day of October, 2018

**RE: STATEWIDE MUTUAL AID COMPACT**

On the motion of Terry Glidewell, seconded by Copey Grantham, and by an affirmative vote of all present to renew the Statewide Mutual Aid Compact agreement and to appoint Mayor Smith as the first contact, Copey Grantham second alternative and Malcomb Driskill as the third alternative. On file in clerk's office.

Ordered this the 2<sup>nd</sup> day of October, 2018

**RE: 2018-2019 SALARIES**

On the motion of Copey Grantham, seconded by Craig Sanders, and by an affirmative vote of all present to approve the 2018-2019 Salaries for all employees which include a \$610 COL increase for all full time employees and does not include the aldermen, city attorney or city judge. Effective the first payroll in October, 2018.

	2018-2019	EFFECTIVE 10/1/2018
NAME	HRLY	YRLY
SMITH, REX		\$ 65,933.92
PARKER, MARY		\$ 50,695.06
CULLUM, DONALD		\$ 9,350.12
DRISKILL, MALCOMB		\$ 9,350.12
GLIDEWELL, TERRY		\$ 9,350.12
GRANTHAM, COPEY		\$ 9,350.12
SANDERS, CRAIG		\$ 9,350.12
COURT JUDGE		\$ 8,000.00
EVANS, CHRIS		\$ 9,350.12
GRISSOM, BRIAN		\$ 45,244.16
BAILEY, GRANT		\$ 47,186.10
GREEN, BRENT	\$ 14.28	
HARRELSON, JAMES L.		\$ 41,294.76
HUMPHREYS, JOEL	\$ 13.81	
JOSHLIN, CHRIS		\$ 43,145.96
RHUDY, WESLEY	\$ 14.00	
ROBERTS, BILL	\$ 17.14	
STANFORD, STEVE	\$ 16.37	

WEATHERS, TYLER	\$	
	14.63	
WHITT, DYLAN	\$	
	13.81	
GANN, RICHARD	\$	
	12.44	
JENKINS, CHRIS		\$
		43,144.92
JAMES THOMAS	\$	
	11.64	
MCMURRY, BRAD	\$	
	13.17	
NOWELL, MARK		\$
		47,429.98
GRAY, MIKE	\$	
	17.95	
CLARK, JUSTIN	\$	
	12.48	
LODEN, ANDY	\$	
	22.25	
MCKISSICK, GARY	\$	
	12.77	
BATES, DANNY	\$	
	20.03	
DANIELS, MONICA	\$	
	15.29	
ECHOLS, SUSAN	\$	
	13.82	
FLIPPEN, RYAN		\$
		45,610.24
HOOD, TOMMY		\$
		43,058.34
JACKSON, MIKE	\$	
	19.88	
JOHNSON, SETH	\$	
	12.29	
PHILLIPS, MIKE	\$	
	16.94	
STEVENS, JIMMY	\$	
	13.29	
HINES, LINSEY	\$	
	13.82	
P T FIREMAN	\$	
	10.40	
P T ADMIN	\$	
	8.58	
P T POLICE	\$	
	10.40	
P T PUBLIC WORKS	\$	
	8.00	
P T PARK	\$	
	10.00	

Ordered this the 2<sup>nd</sup> day of October, 2018

**RE: AMEND 2018 -2019 BUDGET**

On the motion of Copey Grantham, seconded by Craig Sanders, and by an affirmative vote of all present to approve the amendments to the 2018-2019 Proposed Budget which includes: \$6200 (001-040-600), \$5000 (001-040-602), \$4073 (001-100-536), \$19,000 (001-201-576), \$4800 (004-300-595), \$16875 (004-300-687), \$6500 (400-650-600), \$155,215 (400-650-780), \$8350 (410-650-601).

**CITY OF SALTILLO 2018-2019 FY PROPOSED**

FY BUDGET	BUDGET	
	2018-2019	AMENDND 10/2 PROPOSED
GENERAL FUND	PROPOSED	
Real Property Taxes	669,670	669,670
Auto Taxes	150,000	150,000
Homestead Exemption	18,000	18,000
TVRHA in Lieu	4,500	4,500
Privilege License	12,000	12,000
Vehicle Sale Permit	0	0
Building Permits	5,000	5,000
Carport Permits	1,500	1,500
Rental Fees	10,000	10,000
Zoning Permits	400	400
Railroad Taxes	7,800	7,800
TEPA Franchise	92,000	92,000
Comcast/Vista Franchise	15,000	15,000
Atmos Franchise	16,000	16,000
Metrocast Franchise	15,000	15,000
Sales Tax	860,000	860,000
TVA- in Lieu	50,516	50,516
Municipal & Franchise	2,500	2,500
investigator Fee/ Lee Co	500	500
Police Dept Donations	10,000	10,000
PD GRANT Transfer	0	0
PD CAMERA DONATIONS	0	0
GASOLINE TAX	10,000	10,000
Court Fines & Fees	80,000	80,000
Accident Report	1,200	1,200
Municipal Court Funds	400	400
Interest Earned	22,000	22,000
Comm Room Rent	800	800

Cellular Rent	24,500	24,500
Misc	0	0
Crime Lab Reimbursement	0	0
Return Checks	0	0
Wireless Communications	0	0
Sale of Surplus Equipment	0	0
Trans Reimburse from Rebate	19,875	19,875
Insurance Claim Proceeds	0	0
Promotions of the City	0	0
Recycling Donations	0	0
Lee Co. Schools	26,800	26,800
Robinson	0	0
<b>GENERAL FUND</b>	<b>2,125,961</b>	<b>2,125,961</b>

## REVENUES

Fire Department Revenues	363,250	363250
Park & Rec Revenues	312,259	333884
Court Revenues	126,642	126642
Saltillo G/O Refund 2008	117,940	117940
Building fund (lease)	0	0
Saltillo Main Street	46,533	46533
Cemetery Fund	10,000	10000
Fire Rebate Funds	37,798	37798
<b>TOTAL SPECIAL FUNDS</b>	<b>1,014,422</b>	<b>1,036,047</b>

## Total General City Revenue

FIRE REBATE - RESERVE	47,000	48,637
GENERAL - RESERVE	309,509	539,154
BUILDING FUND RESERVE	111,940	110,899
CEMETERY RESERVE	45,195	56,094
<b>TOTAL</b>	<b>513,644</b>	<b>754,784</b>
<b>Total General City Funds Available</b>	<b>3,654,027</b>	<b>3,916,792</b>

## Water &amp; Sewer Fund

REVENUE / WATER	919,747	919,747
REVENUE/ SEWER	758,305	758,305
CAP LOAN	0	0

USDA	0	0
CASH ON RESERVE/WATER	0	210,209
CASH ON RESERVE/SEWER	275,263	340,620
Total Funds Available	1,953,315	<b>2,228,881</b>
Water Line Rehab	0	0
Water Meter Deposits	24,000	27,719
Total	1,977,315	<b>2,256,600</b>
GRAND TOTAL	5,631,342	<b>6,173,392</b>

## EXPENDITURES

Financial & Administration		
Personnel Services	225,207	225,207
Supplies	6,200	6,200
Other Supplies & Services	141,220	152,420
Capital Outlay	0	0
Transfers to other Funds	546,560	568,235
Total	919,187	<b>952,062</b>

## Zoning Department

Personnel Services	63,749	63,749
Supplies	5,850	5,850
Other Supplies & Services	11,900	11,900
Capital Outlay	0	0
Total	81,499	81,499

## Court Department

Personnel Services	30,904	30,904
Supplies	800	800
Other Supplies & Services	9,135	9,135
Total	40,839	40,839

## Police Department

Personnel Services	592,759	592,759
Supplies	70,860	68,398
Other Supplies & Services	37,375	37,755
Capital Outlay	700	700
LEASE PAYMENTS	34,310	34,310
Total	736,004	733,922

## Street Department

Personnel Services	65,716	65,716
Supplies	91,770	110,770
Other Supplies & Services	81,200	81,200
Capital Outlay	0	0

Total	238,686	257,686
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## City Hall O &amp; M Fund

Supplies	3,000	3,000
Other Supplies & Services	95,400	95,400
Capital Expense	0	0
Total	98,400	98,400
Dr. Robison Resource Center		
Supplies	200	200
Other Supplies & Services	10,800	10,800
Capitol Expense	0	0
Total	11,000	11,000
Total General Fund Expenditures	2,125,615	2,175,408

## Fire Department Fund

Personnel Services	305,775	305,775
Supplies	31,275	31,275
Other Supplies & Services	26,200	26,200
Capital Outlay	0	0
Debt Service	0	0
Total	363,250	363,250
State Fire Rebate Funds		
SUPPLIES/INSURANCE	17,123	17,123
Bonds Paid	0	0
Interest Paid	0	0
Bonds Paid	0	0
Code	800	800
Air Pack Reimburse/ Gen Fund	19875	19875
Total	37,798	37,798

## Park &amp; Rec Fund

Personnel Services	182,264	182,264
Supplies	70,550	75,350
Other Supplies & Services	59,445	76,320
Capital Outlay	0	0
Total	312,259	333,934

## Saltillo Main Street

Personnel Services	41,303	41,303
TELEPHONE	0	0

TRANSFERS OUT	5,250	5,250
Total	46,553	46,553

## Other Expenditures

Court Fund Expenditures	126,642	126,642
PARKRIDGE SB BOND FDS	0	0
GO Ref 2008	117,940	117,940
Building Fund (lease)	0	0
Cemetery Fund	10,000	10,000
Total	254,582	254,582
Total General City Expenditures	3,140,057	3,211,525

## Cash on Reserve- End of Year

Cemetery Fund	45,195	56,094
General Fund	309,835	489,637
Buidling Fund Reserve	111,940	110,899
Fire Fund Reserves	47,000	48,637
TOTAL	513,970	705,267
Total General City Expend & Reserve	3,654,027	3,916,792

## Water Fund

Personnel Services	318,300	318,300
Supplies	83,000	123,144
Utilities & Other Services	319,421	325,921
Capital Outlay	0	155,215
Debt Service	199,026	199,026
TRANSFER	0	0
REHAB FUNDS	0	0
TOTAL	919,747	1,121,606

## SEWER FUND

Personnel Services	183,889	183,889
Supplies	195,400	195,400
Utilities & Other Services	166,600	174,950
Capital Outlay	0	0
Debt Service	212,416	212,416
REHAB FUNDS RESERVE	0	0
TOTAL	758,305	766,655
CAP Loan	0	0
Cash on Reserve- water	0	0
Cash on Reserve - sewer	275,263	340,620



Water Line Rehab	0	0
Water Meter Deposits	24,000	27,719
Total	1,977,315	2,256,600
GRAND TOTAL BUDGET FY 18-19	5,631,342	6,173,392

Ordered this the 2<sup>nd</sup> day of October, 2018


**RE: CONSENT AGENDA**

On the motion of Copey Grantham, seconded by Craig Sanders, and by an affirmative vote of all present to recognize the consent agenda: Certified Firearms Training – Chris Joshlin (8 hours instruction); Drug Trends in MS – Steve Stanford and Wesley Rhudy; Essentials of Community Risk Reduction- Brad McMurry.

**RE: ADJOURN**

On the motion of Terry Glidewell, seconded by Malcomb Driskill, and by an affirmative vote of all present to adjourn the regular called meeting, October 2, 2018 of the Mayor and Board of Aldermen.

Ordered this the 2<sup>nd</sup> day of October, 2018

  
\_\_\_\_\_  
Mayor Rex Smith

  
\_\_\_\_\_  
Attest: City Clerk

## Municipal Compliance Questionnaire

As part of the municipality's audit, the governing authorities of the municipality must make certain assertions with regard to legal compliance. The municipal compliance questionnaire was developed for this purpose.

The following questionnaire and related certification must be completed at the end of the municipality's fiscal year and entered into the official minutes of the governing authorities at their next regular meeting.

The governing authorities should take care to answer these questions accurately. Incorrect answers could reduce the auditor's reliance on the questionnaire responses, resulting in the need to perform additional audit procedures at added cost.

### Information

*Note: Due to the size of some municipalities, some of the questions may not be applicable. If so, mark N/A in answer blanks. Answers to other questions may require more than "yes" or "no," and, as a result, more information on this questionnaire may be required and/or separate work papers may be needed.*

1. Name and address of municipality:  
**City of Saltillo, P O Box 1426, Saltillo, MS 38866**  
\_\_\_\_\_
2. List the date and population of the latest official U.S. Census or most recent official census:  
**2010 -4753**  
\_\_\_\_\_  
\_\_\_\_\_
3. Names, addresses and telephone numbers of officials (include elected officials, chief administrative officer, and attorney).  
**SEE ATTACHED**  
\_\_\_\_\_
4. Period of time covered by this questionnaire:  
From: **10-1-2017** To: **9-30-2018**  
\_\_\_\_\_
5. Expiration date of current elected officials' term: **JUNE 30, 2021**  
\_\_\_\_\_

**CONTACT INFORMATION FOR OFFICIALS OF THE CITY OF SALTILLO:**

**MAYOR: REX SMITH**

P O BOX 1328  
SALTILLO, MS 38866  
662-255-3966

**ATTORNEY: CHRIS EVANS**

331 COTTON GIN LANE  
SALTILLO, MS 38866  
662-844-6040

**ALDERMEN: TERRY GLIDEWELL**

114 SCOTLAND DR  
SALTILLO, MS 38866  
662-869-5196

DONALD CULLUM  
415 S THIRD ST  
SALTILLO, MS 38866  
662-523-0369

MALCOMB DRISKILL  
150 MOBILE ST  
SALTILLO, MS 38866  
662-871-5039

**COPEY GRANTHAM**

823 OLD HWY 45  
SALTILLO, MS 38866  
662-871-2387

**CRAIG SANDERS**

179 KELLUM DR  
SALTILLO, MS 38866  
662-397-1506

**CITY CLERK: MARY PARKER**

451 CR 1599  
SALTILLO, MS 38866  
662-397-2848

# **MUNICIPAL COMPLIANCE QUESTIONNAIRE**

## **Year Ended September 30, 2018**

Answer All Questions: Y - YES, N - NO, N/A - NON APPLICABLE

### **Part I - General**

- |   |          |
|---|----------|
| 1. Have all ordinances been entered into the ordinance book and included in the minutes? (Section 21-13-13)   | <u>Y</u> |
| 2. Do all municipal vehicles have public license plates and proper markings? (Sections 25-1-87 and 27-19-27)  | <u>Y</u> |
| 3. Are municipal records open to the public?  | <u>Y</u> |
| 4. Are meetings of the board open to the public? (Section 25-41-5)  | <u>Y</u> |
| 5. Are notices of special or recess meetings posted? (Section 25-41-13)   | <u>Y</u> |
| 6. Are all required personnel covered by appropriate surety bonds?  | <u>Y</u> |
| * Board or council members (Section 21-17-5)  |          |
| * Appointed officers and those handling money, see statutes governing the form of government (i.e., Section 21-3-5 for Code Charter)  |          |
| *Municipal clerk (Section 21-15-38)   | <u>Y</u> |
| *Deputy Clerk (Section 21-15-23)  | <u>Y</u> |
| *Chief of police (Section 21-21-1)  | <u>Y</u> |
| *Deputy police (Section 45-5-9) (if hired under this law)   | <u>Y</u> |
| 7. Are minutes of board meetings prepared to properly reflect the actions of the board? (Sections 21-15-17 and 21-15-19)  | <u>Y</u> |
| 8. Are minutes of board meetings signed by the mayor or majority of the board within 30 days of the meeting? (Section 21-15-33)   | <u>Y</u> |
| 9. Has the municipality complied with the nepotism law in its employment practices? (Section 25-1-53)   | <u>Y</u> |
| 10. Did all officers, employees of the municipality, or their relatives avoid any personal interest in any contracts with the municipality during their term or within one year after their terms of office or employment? (Section 25-4-105) | <u>Y</u> |
| 11. Does the municipality contract with a Certified Public Accountant or an auditor approved by the State Auditor for its annual audit within twelve months of the end of each fiscal year? (Section 21-35-31)                                | <u>Y</u> |

12. Has the municipality published a synopsis or notice of the annual audit within 30 days of acceptance?  
(Sections 21-35-31 or 21-17-19)

Y

**PART II - Cash and Related Records**

1. Where required, is a claims docket maintained?  
(Section 21-39-7)
2. Are all claims paid in the order of their entry in the claims docket? (Section 21-39-9)
3. Does the claims docket identify the claimant, claim number, amount and fund from which each warrant will be issued?  
(Section 21-39-7)
4. Are all warrants approved by the board, signed by the mayor or majority of the board, attested to by the clerk, and bearing the municipal seal? (Section 21-39-13)
5. Are warrants for approved claims held until sufficient cash is available in the fund from which it is drawn?  
(Section 21-39-13)
6. Has the municipality adopted and entered on it minutes a budget in the format prescribed by the Office of the State Auditor? (Sections 21-35-15, 21-35-7, and 21-35-9)
7. Does the municipality operate on a cash basis budget, except for expenditures paid within 30 days of fiscal year end or for construction in progress? (Section 21-35-23)
8. Has the municipality held a public hearing and published its adopted budget? (Sections 21-35-5, 27-39-203, 27-39-205)
9. Has the municipality complied with legal publication requirements when budgetary changes of 10% or more are made to a department's budget? (Section 21-35-25)
10. If revenues are less than estimated and a deficit is anticipated, did the board revise the budget by its regular July meeting?  
(Section 21-35-25)

Y

Y

Y

Y

Y

Y

Y

Y

Y

Y

11. Have financial records been maintained in accordance with the chart of accounts prescribed by the State Auditor?  
(Section 21-35-11) Y
12. Does the municipal clerk submit to the board a monthly report of expenditures against each budget item for the preceding month and fiscal year to date and the unexpended balances of each budget item? (Section 21-35-13) Y
13. Does the board avoid approving claims and the city clerk not issue any warrants which would be in excess of budgeted amounts, except for court-ordered or emergency expenditures?  
(Section 21-35-17) Y
14. Has the municipality commissioned municipal depositories?  
(Sections 27-105-353 and 27-105-363) Y
15. Have investments of funds been restricted to those instruments authorized by law? (Section 21-33-323) Y
16. Are donations restricted to those specifically authorized by law?  
(Section 21-17-5 (Section 66, Miss. Constitution)--Sections 21-19-45 through 21-19-59, etc.) Y
17. Are fixed assets properly tagged and accounted for? Section II -  
Municipal Audit and Accounting Guide) Y
18. Is all travel authorized in advance and reimbursements made in  
accordance with Section 25-3-41? Y
19. Are all travel advances made in accordance with the State  
Auditor's regulations? (Section 25-3-41) Y

**PART III - Purchasing and Receiving**

1. Are bids solicited for purchases, when required by law (written  
bids and advertising)? [Section 31-7-13(b) and (c)] Y
2. Are all lowest and best bids decisions properly documented?  
[Section 31-7-13(d)] Y
3. Are all one-source item and emergency purchases documents on  
the board's minutes? [Section 31-7-13(m) and (k)] Y
4. Do all officers and employees understand and refrain from  
accepting gifts or kickbacks from suppliers? (Section 31-7-23) Y

#### **PART IV - Bonds and Other Debt**

1. Has the municipality complied with the percentage of taxable property limitation on bonds and other debt issued during the year? (Section 21-33-303) Y
2. Has the municipality levied and collected taxes, in a sufficient amount for the retirement of general obligation debt principal and interest? (Section 21-33-87) Y
3. Have the required trust funds been established for utility revenue bonds? (Sections 21-27-65) Y
4. Have expenditures of bond proceeds been strictly limited to the purposes for which the bonds were issued? (Section 21-33-317) Y
5. Has the municipality refrained from borrowing, except where it had specific authority? (Section 21-17-5) Y

#### **PART V - Taxes and Other receipts**

1. Has the municipality adopted the county ad valorem tax rolls? (Section 27-35-167) Y
2. Are interest and penalties being collected on delinquent ad valorem taxes? (Section 21-33-53) \*Y
3. Has the municipality conducted an annual land sale for delinquent ad valorem taxes? (Section 21-33-63)  
**\*THIS IS COLLECTED BY THE LEE COUNTY TAX COLLECTOR\*** \*Y
4. Have the various ad valorem tax collections been deposited into the appropriate funds? (Separate Funds for Each Tax Levy) (Section 21-33-53) Y
5. Has the increase in ad valorem taxes, if any, been limited to amounts allowed by law? (Sections 27-39-320 and 27-39-321) Y
6. Are local privilege taxes collected from all businesses located within the municipality, except those exempted? (Section 27-17-5) Y
7. Are transient vendor taxes collected from all transient vendors within the municipality, except those exempted? (Section 75-85-1) Y
8. Is money received from the state's "Municipal Fire Protection Fund" spent only to improve municipal fire departments? (Section 83-1-37) Y

9. Has the municipality levied or appropriated not less than 1/4 mill for fire protection and certified to the county it provides its own fire protection or allowed the county to levy such tax? (Section 83-1-37 and 83-1-39) Y
10. Are state-imposed court assessments collected and settled monthly? (Section 99-19-73, 83-39-31, etc.) Y
11. Are all fines and forfeitures collected when due and settled immediately to the municipal treasury? (Section 21-15-21) Y
12. Are bids solicited by advertisement or, under special circumstances, three appraisals obtained when real property is sold? (Section 21-17-1) Y
13. Has the municipality determined the full and complete cost for solid waste for the previous fiscal year? (Section 17-17-347) Y
14. Has the municipality published an itemized report of all revenues, costs and expenses incurred by the municipality during the immediately preceding fiscal year in operating the garbage or rubbish collection or disposal system? (Section 17-17-348) N/A
15. Has the municipality conducted an annual inventory of its assets in accordance with guidelines established by the Office of the State Auditor? (MMAAG) Y




**Certification to Municipal Compliance**

**Questionnaire Year Ended September 30, 20 18**

We have reviewed all questions and responses as contained in this Municipal Compliance Questionnaire for the Municipality of SALTILLO, and, to the best of our knowledge and belief, all responses are accurate.

  
(City Clerk Signature)

10/3/2018  
(Date)

  
(Mayor Signature)

10/3/18  
(Date)

Minute Book References:

Book Number 10

Page 106

*(Clerk is to enter minute book references when questionnaire is accepted by board.)*