

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 1, 2019 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 1 , 2019 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	Absent
	Malcomb Driskill	
	Terry Glidewell	
	Copey Grantham	
	Craig Sanders	
City Clerk	Mary Parker	
City Attorney	Chris Evans	

Mayor Smith opened with the pledge and Alderman Craig Sanders led in prayer.

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

RE: APPROVE AGENDA

On the motion of Copey Grantham, seconded by Craig Sanders, and by an affirmative vote of all present to approve the agenda for the meeting of October 1, 2019.

Ordered this the 1st day of October, 2019.

RE: SEPT. 3, 2019; SPECIAL CALLED MEETINGS SEPT. 10, SEPT. 11 AND SEPT. 23, 2019

On the motion of Copey Grantham, seconded by Craig Sanders, and by an affirmative vote of all present to approve the minutes of Sept. 3, 2019 Regular meeting and Special Called Meetings Sept. 10, Sept. 11 and Sept. 23, 2019 as recorded.

Ordered this the 1st day of October, 2019

RE: AMEND 2018-2019 FY BUDGET

On the motion of Malcomb Driskill, seconded by Copey Grantham, and by an affirmative vote of all present to approve the amendments to the 2018-2019 FY Budget.

CITY OF SALTILLO 2018-2019 FY	PROPOSED	BUDGET				
FY BUDGET	2018-2019	AMENDND 10/2	AMEND	AMEND	AMEND	10/1/2019
GENERAL FUND						
Real Property Taxes	669,670	669,670	669,670	669,670	669,670	636,670
Auto Taxes	150,000	150,000	150,000	150,000	150,000	179,000
Homestead Exemption	18,000	18,000	18,000	18,000	18,000	20,400

TVRHA in Lieu	4,500	4,500				
			4,500	4,500	4,500	15,450
Privilege License	12,000	12,000				
			12,000	12,000	12,000	12,000
Vehicle Sale Permit	0	0				
			-	-	-	-
Building Permits	5,000	5,000				
			9,000	9,000	9,000	10,800
Carport Permits	1,500	1,500				
			1,500	1,500	1,500	1,180
Rental Fees	10,000	10,000				
			11,000	11,000	11,700	17,725
Zoning Permits	400	400				
			800	800	1,700	1,600
Railroad Taxes	7,800	7,800				
			7,800	7,800	7,800	7,460
TEPA Franchise	92,000	92,000				
			92,000	92,000	95,200	85,200
Comcast/Vista Franchise	15,000	15,000				
			15,000	15,000	16,100	16,100
Atmos Franchise	16,000	16,000				
			16,000	16,000	16,500	16,350
Metrocast Franchise	15,000	15,000				
			15,000	15,000	15,000	16,572
Sales Tax	860,000	860,000				
			860,000	860,000	860,000	930,454
TVA- in Lieu	50,516	50,516				
			50,516	50,516	50,516	49,016
Municipal & Franchise	2,500	2,500				
			2,500	2,500	2,500	2,370
investigator Fee/ Lee Co	500	500				
			500	500	500	600
Police Dept Donations	10,000	10,000				
			10,000	10,000	10,076	10,076
5K Promotions						
			1,241	1,241	1,241	1,241
PD GRANT Transfer	0	0				
			-	-	-	-
PD CAMERA DONATIONS	0	0				
			-	-	-	-
GASOLINE TAX	10,000	10,000				
			10,000	10,000	7,500	4,126
TIGER ACHIEVERS DONATIONS						
					1,346	1,346
Court Fines & Fees	80,000	80,000				
			80,000	69,000	51,000	46,230
Accident Report	1,200	1,200				
			1,200	1,200	1,200	1,500
Municipal Court Funds	400	400				
			400	400	400	448
Interest Earned	22,000	22,000				
			22,000	22,000	35,130	35,833
Comm Room Rent	800	800				
			800	800	800	475

Cellular Rent	24,500	24,500	24,500	24,500	25,700	28,248
Misc	0	0	-	-	51	8
Crime Lab Reimbursement	0	0	-	-	-	-
Return Checks	0	0	-	-	-	-
Wireless Communications	0	0	-	-	-	-
Sale of Surplus Equipment	0	0	1,271	1,271	1,271	1,271
Trans Reimburse from Rebate	19,875	19,875	19,875	19,875	19,875	11,088
Insurance Claim Proceeds	0	0	-	-	165	165
Promotions of the City	0	0	-	-	475	475
Lighting Project			150,000	150,000	150,000	150,000
BP Grant			250,000	250,000	250,000	250,000
PROPERTY MAINTENANCE REIMB	0	0	1,272	1,272	1,752	2,700
Lee Co. Schools	26,800	26,800	26,800	26,800	29,800	29,032
BLUE CROSS BLUE SHIELD GRANT	0	0	-	-	58,754	58,754
GENERAL FUND	2,125,961	2,125,961	2,535,145	2,524,145	2,588,722	2,652,036

REVENUES

Fire Department Revenues	363,250	363,250	363,250	363,250	371,241	360,647
Park & Rec Revenues	312,259	333,884	333,884	328,908	334,176	283,468
Court Revenues	126,642	126,642	126,642	126,642	126,642	75,452
Saltillo G/O Refund 2008	117,940	117,940	117,940	117,940	117,940	113,740
Building fund (lease)	0	-	-	-	-	900
Saltillo Main Street	46,533	46,533	46,533	46,533	35,060	24,832
Cemetery Fund	10,000	10,000	10,000	10,000	10,000	7,200
Fire Rebate Funds	37,798	37,798	37,798	37,798	37,798	39,140
TOTAL SPECIAL FUNDS	1,014,422	1,036,047	1,036,047	1,031,071	1,032,857	905,375

Total General City Revenue

FIRE REBATE - RESERVE	47,000	48,637	48,637	48,637	48,637	48,637
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GENERAL - RESERVE	309,509	539,154	539,154	539,154	539,154	539,154
BUILDING FUND RESERVE	111,940	110,899	110,899	110,899	110,899	110,899
CEMETERY RESERVE	45,195	56,094	56,094	56,094	56,094	56,094
TOTAL	513,644	754,784	754,784	754,784	754,784	754,784
Total General City Funds Available	3,654,027	3,916,792	4,325,976	4,310,000	4,376,363	4,312,199

Water & Sewer Fund

REVENUE / WATER	919,747	919,747	919,747	850,447	880,447	907,343
REVENUE/ SEWER	758,305	758,305	758,305	768,305	768,305	708,991
CAP LOAN	0	0	-	-	-	0
USDA	0	0	-	-	-	0
CASH ON RESERVE/WATER	0	210,209	210,209	210,209	210,209	80,700
CASH ON RESERVE/SEWER	275,263	340,620	340,620	340,620	340,620	340,620
Total Funds Available	1,953,315	2,228,881	2,228,881	2,169,581	2,199,581	2,037,654
Water Line Rehab	0	0	-	-	-	0
Water Meter Deposits	24,000	27,719	27,719	27,719	27,719	27,719
Total	1,977,315	2,256,600	2,256,600	2,197,300	2,227,300	2,065,373
GRAND TOTAL	5,631,342	6,173,392	6,582,576	6,507,300	6,603,663	6,377,572

EXPENDITURES

Financial & Administration						
Personnel Services	225,207	225,207	225,207	225,207	225,207	220,247
Supplies	6,200	6,200	6,200	6,200	6,200	5,800
Other Supplies & Services	141,220	146,220	154,320	154,320	159,320	152,321
Capital Outlay	0	0	4,500	4,500	4,500	0
Transfers to other Funds	546,560	568,235	568,225	565,340	568,763	510,496
Total	919,187	945,862	958,452	955,567	963,990	888,864

Zoning Department

Personnel Services	63,749	63,749	63,749	63,749	63,749	60,679
Supplies	5,850	5,850	5,850	5,850	5,850	2,900

Other Supplies & Services	11,900	11,900	11,900	11,900	11,900	4,600
Capital Outlay	0	0	-	-	-	0
Total	81,499	81,499	81,499	81,499	81,499	68,179

Court Department

Personnel Services	30,904	30,904	30,904	33,524	33,524	30,156
Supplies	800	800	800	800	800	0
Other Supplies & Services	9,135	9,135	9,135	9,525	9,525	8,000
Total	40,839	40,839	40,839	43,849	43,849	38,156

Police Department

Personnel Services	592,759	592,759	592,759	598,759	598,759	567,799
Supplies	70,860	68,398	68,398	61,397	61,397	52,432
Other Supplies & Services	37,375	37,755	38,996	39,996	41,342	37,272
Capital Outlay	700	700	700	700	700	0
LEASE PAYMENTS	34,310	34,310	34,310	34,311	34,311	34,311
Total	736,004	733,922	735,163	735,163	736,509	691,814

Street Department

Personnel Services	65,716	65,716	65,716	65,716	65,716	57,750
Supplies	91,770	110,770	110,770	110,770	110,770	27,751
Other Supplies & Services	81,200	81,200	81,200	81,200	81,200	74,300
Capital Outlay	0	0	400,000	400,000	400,000	17,732
Total	238,686	257,686	657,686	657,686	657,686	177,533

City Hall O & M Fund

Supplies	3,000	3,000	3,000	3,000	3,500	2,740
Other Supplies & Services	95,400	95,400	95,400	95,400	99,400	99,705
Capital Expense	0	0	-	-	-	0
Total	98,400	98,400	98,400	98,400	102,900	102,445
Dr. Robison Resource Center						
Supplies	200	200	200	200	200	80
Other Supplies & Services	10,800	10,800	10,800	35,800	35,800	32,445

Capitol Expense	0	0	-	-	-	0
Total	11,000	11,000	11,000	36,000	36,000	32525
Total General Fund Expenditures	2,125,615	2,169,208	2,583,039	2,608,164	2,622,433	1,999,516

Fire Department Fund

Personnel Services	305,775	305,775	305,775	305,775	308,941	300,541
Supplies	31,275	31,275	31,275	31,275	34,100	33,475
Other Supplies & Services	26,200	26,200	26,200	26,200	28,200	26,631
CAPTIAL OUTLAY	0	0	-	-	-	0
Debt Service	0	0	-	-	-	0
Total	363,250	363,250	363,250	363,250	371,241	360,647
State Fire Rebate Funds						
SUPPLIES/INSURANCE	17,123	17,123	17,123	17,123	17,123	9,904
Bonds Paid	0	0	-	-	-	1,584
Interest Paid	0	0	-	-	-	3
Bonds Paid	0	0	-	-	-	-
Code	800	800	800	800	800	-
Air Pack Reimburse/ Gen Fund	19875	19875	19,875	19,875	19,875	18,219
Total	37,798	37,798	37,798	37,798	37,798	29,710

Park & Rec Fund

Personnel Services	182,264	182,264	182,264	182,264	178,212	163,097
Supplies	70,550	75,350	75,350	75,350	75,450	49,360
Other Supplies & Services	59,445	76,320	76,320	71,294	83,514	71,011
Capital Outlay	0	0	-	-	-	0
Total	312,259	333,934	333,934	328,908	337,176	283,468

Saltillo Main Street

Personnel Services	41,303	41,303	41,303	41,303	24,829	24,830
TELEPHONE	0	0	-	-	-	0

TRANSFERS OUT	5,250	5,250	5,250	5,250	5,250	5,250
Total	46,553	46,553	46,553	46,553	30,079	30,082

Other Expenditures

Court Fund Expenditures	126,642	126,642	126,642	126,642	126,642	78,011
PARKRIDGE SB BOND FDS	0	0	-	-	-	0
GO Ref 2008	117,940	117,940	117,940	117,940	117,940	111,740
Building Fund (lease)	0	0	-	110,899	112,240	21,772
Cemetery Fund	10,000	10,000	10,000	10,000	10,000	810
Total	254,582	254,582	254,582	365,481	366,822	212,333
Total General City Expenditures	3,140,057	3,205,325	3,619,156	3,750,154	3,765,549	2,915,756

Cash on Reserve- End of Year

Cemetery Fund	45,195	56,094	56,094	56,094	56,094	62,484
General Fund	309,835	495,837	491,190	455,115	415,616	746,543
Buidling Fund Reserve	111,940	110,899	110,899	-	90,467	89,127
Fire Fund Reserves	47,000	48,637	48,637	48,637	48,637	58,067
BLUE CROSS BLUE SHIELD GRANT						58,754
BP GRANT						232,268
LIGHTING GRANT						150,000
TOTAL	513,970	711,467	706,820	559,846	610,814	1,397,243
Total General City Expend & Reserve	3,654,027	3,916,792	4,325,976	4,310,000	4,376,363	4,312,999

Water Fund

Personnel Services	318,300	318,300	318,300	309,800	312,100	308,878
Supplies	83,000	123,144	123,144	123,144	165,732	106,311
Utilities & Other Services	319,421	325,921	325,921	168,371	219,571	215,000
Capital Outlay	0	163,565	163,565	155,215	113,527	117,780
Debt Service	199,026	199,026	199,026	199,026	199,026	191,930
TRANSFER	0	0	-	-	-	
REHAB FUNDS	0	0	-	-	-	
TOTAL	919,747	1,129,956	1,129,956	955,556	1,009,956	939,900

SEWER FUND

Personnel Services	183,889	183,889	183,889	183,889	183,889	170,468
Supplies	195,400	195,400	195,400	195,400	195,400	142,600
Utilities & Other Services	166,600	174,950	174,950	174,950	174,950	163,700
Capital Outlay	0	0	-	-	-	0
Debt Service	212,416	212,416	212,416	212,416	212,416	212,416
REHAB FUNDS RESERVE	0	0	-	-	-	0
TOTAL	758,305	766,655	766,655	766,655	766,655	689,184
CAP Loan	0	0	-	-	-	0
Cash on Reserve- water	0	0	-	105,100	80,700	48134
Cash on Reserve - sewer	275,263	332,270	332,270	342,270	342,270	357,341
Water Line Rehab	0	0	-	-	-	0
Water Meter Deposits	24,000	27,719	27,719	27,719	27,719	30005
Total	1,977,315	2,256,600	2,256,600	2,197,300	2,227,300	2,064,573
GRAND TOTAL BUDGET FY 18-19	5,631,342	6,173,392	6,582,576	6,507,300	6,603,663	6,377,572

Ordered this the 1st day of October, 2019

RE: CLAIMS DOCKET 63157 - 63300

On the motion of Terry Glidewll, seconded by Copey Grantham, and by an affirmative vote of all present to approve the claims docket 63157 - 63300.

Ordered this the 1st day of October, 2019

RE: FIRE DEPARTMENT

Chief Nowell informed the board of aldermen that the city of Saltillo adopted a burn ban ordinance July 3, 2012 stating that if Lee Co. enforced a burn ban the city would also be under the burn ban.

On the motion of Craig Sanders, seconded by Copey Grantham, and by an affirmative vote of all present to hire Adam Sharp as part time as needed at \$10.40 per hour.

Ordered this the 1st day of October, 2019

RE: 163 CARTWRIGHT

On the motion of Terry Glidewell, seconded by Copey Grantham, and by an affirmative vote of all present for the board to find that the property and structure located at 163 Cartwright is a menace to the health, safety and welfare of the city under MCA 21-19-11. The owners will have 14 days to remove their belongings from the property and to either correct the problem or to remove the dilapidated structure from the premises or else the city will do so and assess costs and potential penalty pursuant to state law.

Ordered this the 1st day of October, 2019

RE: DESIGNATION OF APPLICANT AGENT FOR PUBLIC ASSISTANT

On the motion Copey Grantham, seconded by Craig Sanders, and by an affirmative vote of all present to appoint Brian Grissom as the designation of applicant agent for public assistance.

Ordered this the 1st day of October, 2019

RE: COMMUNITY CENTER ROOF

On the motion of Craig Sanders, seconded by Copey Grantham, and by an affirmative vote of all present to accept the bid from Magnum Metals to replace the roof on the community center for \$16, 125 and a 25 year warranty. A quote was also received from Reed's Metal for \$18,010.

Ordered this the 1st day of October, 2019

RE: MUNICIPAL COMPLIANCE QUESTIONNAIRE

On the motion of Terry Glidewell, seconded by Malcomb Driskill, and by an affirmative vote of all present to approve the Municipal Compliance Questionnaire. See Attachment.

Ordered this the 1st day of October, 2019

RE: POLL WORKERS PAY SCALE

On the motion of Copey Grantham, seconded by Craig Sanders , and by an affirmative vote of all present to approve the pay scale for poll workers as ticket commissioner \$185 and other worker \$175.

Ordered this the 1st day of October, 2019

RE: DEBT COLLECTION

On the motion of Malcomb Driskill, seconded by Craig Sanders, and by an affirmative vote of all present to approve the resolution authorizing Mayor Smith to enter into an agreement with the Municipal Intercept Company to collect the city's debt as authorized by the local government debt collection setoff act. Mary Parker and Monica Daniels will be the designated debt coordinators.

On the motion of Craig Sanders, seconded by Malocmb Driskill, and by an affirmative vote of all present to enter into an agreement with the Municipal Intercept Company to collect the city's debt per the debt collection setoff act.

Ordered this the 1st day of October, 2019.

RE: TAX ROLLS

On the motion of Copey Grantham, seconded by Craig Sanders, and by an affirmative vote of all present accept the tax rolls as assessed by Mark Weathers, Lee County Tax Assessor.

Ordered this the 1st day of October, 2019

RE: CONSENT AGENDA

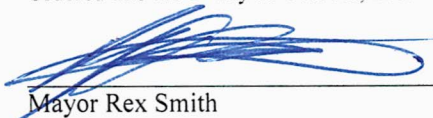
On the motion of Craig Sanders, seconded by Terry Glidewell, and by an affirmative vote of all present to recognize James Harrelson and Chris Joshlin's attendance to 8 hours of training on human trafficking laws.

Ordered this the 1st day of October, 2019

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 1, 2019 at 7:00 p.m. of the Mayor and Board of Aldermen.

Ordered this the 1st day of October, 2019



Mayor Rex Smith

Attest: City Clerk Mary Parker

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: 10-01-2018

To: 9-30-2019

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, 2019

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 pf 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)
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)
3. Have the required trust funds been established for utility revenue bonds? (Sections 21-27-65)
4. Have expenditures of bond proceeds been strictly limited to the purposes for which the bonds were issued? (Section 21-33-317)
5. Has the municipality refrained from borrowing, except where it had specific authority? (Section 21-17-5)

Y

Y

Y

Y

Y

PART V - Taxes and Other receipts

1. Has the municipality adopted the county ad valorem tax rolls? (Section 27-35-167)
2. Are interest and penalties being collected on delinquent ad valorem taxes? (Section 21-33-53)
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
4. Have the various ad valorem tax collections been deposited into the appropriate funds? (Separate Funds for Each Tax Levy) (Section 21-33-53)
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)
6. Are local privilege taxes collected from all businesses located within the municipality, except those exempted? (Section 27-17-5)
7. Are transient vendor taxes collected from all transient vendors within the municipality, except those exempted? (Section 75-85-1)
8. Is money received from the state's "Municipal Fire Protection Fund" spent only to improve municipal fire departments? (Section 83-1-37)

Y

*Y

*Y

Y

Y

Y

Y

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, 2019

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)

10/2/2019

(Date)



(Mayor Signature)

10/2/19

(Date)

Minute Book References:

Book Number Book 11, 2019

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