

Proceedings of the City Council Recessed Meeting of the City of Bay Saint Louis, State of Mississippi, taken at a recessed meeting held October 24, 2017 in the City Council Chambers at the Bay Saint Louis Conference Center at 598 Main Street. The meeting began at 5:00 p.m.

ATTENDANCE:

COUNCIL: Doug Seal, President (Ward 1), Gene Hoffman (Ward 2), Larry Smith (Ward 4), Buddy Zimmerman (Ward 5) and Josh DeSalvo (Ward 6)

COUNCIL STAFF: Lisa Tilley, Clerk of Council

ADMINISTRATIVE STAFF: Sissy Gonzales, City Clerk/Comptroller

ABSENT: Jeff Reed (Ward 3), Gary Knoblock (Council Member-at-Large), Mike Favre, Mayor and Trent Favre, City Attorney

FINAL AMENDMENT FOR THE 2016/2017 BUDGET

Motion to adopt the Amended 2016/2017 Fiscal Year Bay Saint Louis Budget

Council Member Smith motioned, seconded by Council Member Zimmerman, to adopt the Amended 2016/2017 Fiscal Year Bay Saint Louis Budget. (Exhibit "A")

A vote was called for with the following response:

VOTING YEA: DeSalvo, Zimmerman, Smith, Seal and Hoffman

VOTING NAY: None

ABSENT: Reed and Knoblock

Motion to advertise the Amended 2016/2017 Fiscal Year Bay Saint Louis Budget one time in the Sea Coast Echo

Council Member Hoffman motioned, seconded by Council Member Smith, to advertise the Amended 2016/2017 Fiscal Year Bay Saint Louis Budget one time in the Sea Coast Echo.

A vote was called for with the following response:

VOTING YEA: DeSalvo, Zimmerman, Smith, Seal and Hoffman

VOTING NAY: None

ABSENT: Reed and Knoblock

MUNICIPAL COMPLIANCE QUESTIONNAIRE

Motion to spread the Municipal Compliance Questionnaire for the 2016/2017 Audit

Council Member Smith motioned, seconded by Council Member Zimmerman, to spread the Municipal Compliance Questionnaire for the 2016/2017 Audit. (Exhibit "B")

A vote was called for with the following response:

VOTING YEA: DeSalvo, Zimmerman, Smith, Seal and Hoffman

VOTING NAY: None

ABSENT: Reed and Knoblock

PUBLIC FORUM

Rachel Ramsey – Chief Administration Officer, Bay Saint Louis City Council Clerks, Bay Saint Louis Building Department manager and blighted properties in Bay Saint Louis.

Cliff Rabalais – Budget allocations.

ADJOURN

Motion to adjourn

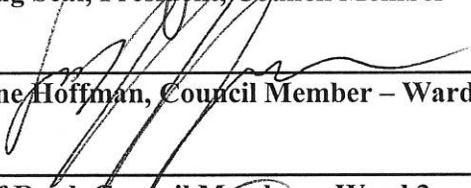
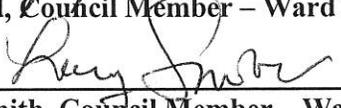
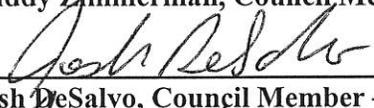
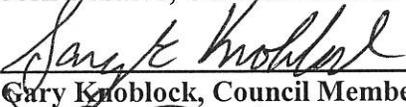
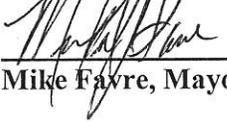
Council Member Smith moved, seconded by Council Member Zimmerman, to adjourn.

A vote was called for with the following response:

VOTING YEA: DeSalvo, Zimmerman, Smith, Seal and Hoffman

VOTING NAY: None

ABSENT: Reed and Knoblock

 _____ Doug Seal, President, Council Member – Ward 1	11/7/17 Date
 _____ Gene Hoffman, Council Member – Ward 2	11/7/17 Date
_____ Jeff Reed, Council Member – Ward 3	Date
 _____ Larry Smith, Council Member – Ward 4	11/7/17 Date
<u>Buddy Zimmerman</u> _____ Buddy Zimmerman, Council Member -- Ward 5	11/7/17 Date
 _____ Josh DeSalvo, Council Member – Ward 6	11/7/17 Date
 _____ Gary Knoblock, Council Member-at-Large	11/7/17 Date
 _____ Lisa Tilley, Clerk of Council	11-7-17 Date
 _____ Mike Favre, Mayor	11-7-17 Date

CITY OF BAY SAINT LOUIS
2016-2017 BUDGET

CITY OF BAY SAINT LOUIS
ANNUAL BUDGET-FINAL AMENDED
FISCAL 2016-2017

GENERAL FUND REVENUE

TAXES	\$ 4,934,672
LICENSES & PERMITS	\$ 328,100
FINES & FEES	\$ 165,100
GAMING	\$ 2,072,100
GRANTS	\$ 43,359
INTEREST	\$ 1,400
OTHER	\$ 999,201
CAPITAL AND BEG CASH	\$ 316,467
TOTAL REVENUE	\$ 8,860,399

EXPENDITURES

PERSONNEL	\$ 5,031,521	TOTAL	5,031,521
CONTRACTUAL SVCS.	\$ 3,294,183	CITY COUNCIL	\$ 260,405
SUPPLIES	\$ 237,468	JUDICIAL COURT	\$ 163,524
CAPITAL	\$ 226,904	ADMIN & FINANCE	\$ 590,511
TOTAL EXPENDITURES	\$ 8,790,076	BLDG. DEPT.	\$ 294,827
		POLICE DEPT.	\$ 1,756,471
		FIRE DEPT.	\$ 1,045,528
		PUBLIC WORKS	\$ 920,257
		TRANSFERS OR ENDING CASH	\$ -
			\$ -
			\$ -
			\$ 71,530

MUNICIPAL RESERVE FUND

REVENUE	\$ 1,567,512
EXPENDITURES	\$ 1,567,512

NARCOTIC'S TASK FORCE FUND

REVENUE	\$ 15,750
EXPENDITURES	\$ 11,269

DEBT SERVICE FUND

REVENUE	\$ 554,332
DEBT SERVICE	\$ 554,332

SINKING FUND - 2014 UTILITY G.O.

REVENUE	\$ 957,742
DEBT SERVICE	\$ 957,742

ROAD & BRIDGE SINKING FUND - 2016

REVENUE	\$ 668,980
DEBT SERVICE	\$ 668,980

DEPT OF JUSTICE FUND

REVENUE	\$ 321,651
EXPENDITURES	\$ -

ROAD & BRIDGE CONSTRUCTION FUND

REVENUE	\$ 3,726,020
EXPENDITURES	\$ 3,726,020

RECEIVED
OCT 24 2017
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Exhibit "A"
October 24, 2017

CITY OF BAY SAINT LOUIS
2016-2017 BUDGET

UTILITY FUND

REVENUE			
WATER	\$	532,000	
SERVICE CONNECTION	\$	18,000	
SEWER	\$	731,000	
WASTE WATER	\$	636,000	
NATURAL GAS	\$	605,000	
GARBAGE	\$	321,000	
GARBAGE COLLECTION - COUNTY	\$	127,000	
LATE PENALTY	\$	90,000	
INTEREST	\$	750	
DEBT SERVICE FEE	\$	566,000	
OTHER & TRANSFERS IN	\$	334,784	
CAPITAL AND BEG CASH	\$	368,490	
TOTAL REVENUES	\$	4,330,024	

EXPENDITURES						
PERSONNEL	\$	471,713	ADMIN.	95,077	OPERATIONS	376,636
CONTRACTUAL SVCS.	\$	2,791,008		1,199,008		1,592,000
SUPPLIES	\$	429,020		21,700		407,320
CAPITAL	\$	638,283		2,000		60,000
TOTAL EXPENDITURES	\$	4,330,024		1,317,795		2,435,956
						576,283

MUNICIPAL HARBOR FUND

REVENUE		
OPERATING REVENUE	\$	1,127,600
BEG. CASH BALANCE	\$	186,092
TOTAL REVENUES	\$	1,313,692

EXPENSES		
PERSONNEL	\$	240,956
CONTRACTUAL SVCS.	\$	136,325
SUPPLIES	\$	253,750
CAPITAL & TRANSFERS	\$	525,000
ENDING CASH	\$	157,661
TOTAL EXPENDITURES	\$	1,313,692

CITY OF BAY SAINT LOUIS FISCAL 2016-2017 SUMMARY

TOTAL REVENUES	\$	22,316,102
TOTAL EXPENDITURES	\$	21,919,647

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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 Bay St Louis, PO 2550, Bay St Louis, MS 39521-2550

2. List the date and population of the latest official U.S. Census or most recent official census:
April 1, 2010---9,260

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: **10-1-2016** To: **9-30-2017**
5. Expiration date of current elected officials' term: **JUNE 30, 2021**

Exhibit "B"
October 24, 2017

CONTACT INFORMATION FOR OFFICIALS OF THE CITY OF BAY ST LOUIS:

MAYOR:

Michael J. Favre

PO Box 2550
Bay St Louis, MS 39520
228-466-5441

ATTORNEY:

Trent Favre
Wise Carter Child & Caraway, P.A.
2510 14th St, Suite 1125
Biloxi, MS 39531
228-385-7073

COUNCIL:

Doug Seal
Gary Knoblock
Jeffrey Reed
Josh DeSalvo
William Zimmerman
Larry Smith
Eugene Hoffman

Address:
PO Box 2550
Bay St Louis, MS 39521-2550

Council Office Phone:
228-469-9121

CITY CLERK:

Sissy Gonzales
612 Highland Dr.
Bay St Louis, MS 39520
228-466-5447

MUNICIPAL COMPLIANCE QUESTIONNAIRE

Year Ended September 30, 2017

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>N</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>N/A</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>N</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) Y

2. Are all claims paid in the order of their entry in the claims docket? (Section 21-39-9) Y

3. Does the claims docket identify the claimant, claim number, amount and fund from which each warrant will be issued?
(Section 21-39-7) Y

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) Y, except Municipal Seal

5. Are warrants for approved claims held until sufficient cash is available in the fund from which it is drawn?
(Section 21-39-13) Y

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) Y

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) Y

8. Has the municipality held a public hearing and published its adopted budget? (Sections 21-35-5, 27-39-203, 27-39-205) Y

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) N

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

- | | | |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 11. | Have financial records been maintained in accordance with the chart of accounts prescribed by the State Auditor?
(Section 21-35-11) | <u> N </u> |
| 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) | <u> Y </u> |
| 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) | <u> Y </u> |
| 14. | Has the municipality commissioned municipal depositories?
(Sections 27-105-353 and 27-105-363) | <u> Y </u> |
| 15. | Have investments of funds been restricted to those instruments authorized by law? (Section 21-33-323) | <u> Y </u> |
| 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.) | <u> Y </u> |
| 17. | Are fixed assets properly tagged and accounted for? Section II - Municipal Audit and Accounting Guide) | <u> N </u> |
| 18. | Is all travel authorized in advance and reimbursements made in accordance with Section 25-3-41? | <u> Y </u> |
| 19. | Are all travel advances made in accordance with the State Auditor's regulations? (Section 25-3-41) | <u> N/A </u> |
| 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)] | <u> Y </u> |
| 2. | Are all lowest and best bids decisions properly documented?
[Section 31-7-13(d)] | <u> Y </u> |
| 3. | Are all one-source item and emergency purchases documents on the board's minutes? [Section 31-7-13(m) and (k)] | <u> Y </u> |
| 4. | Do all officers and employees understand and refrain from accepting gifts or kickbacks from suppliers? (Section 31-7-23) | <u> Y </u> |

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

PART V - Taxes and Other receipts

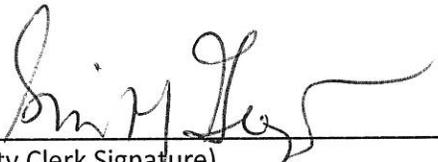
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|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1. Has the municipality adopted the county ad valorem tax rolls? (Section 27-35-167) | <u>N/A*</u> |
| HANCOCK COUNTY COLLECTS THE CITIES TAXES | |
| 2. Are interest and penalties being collected on delinquent ad valorem taxes? (Section 21-33-53) | <u>Y*</u> |
| *THIS IS COLLECTED BY THE HANCOCK COUNTY TAX COLLECTOR* | |
| 3. Has the municipality conducted an annual land sale for delinquent ad valorem taxes? (Section 21-33-63) | <u>Y*</u> |
| *THIS IS COLLECTED BY THE HANCOCK 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) | <u>Y</u> |
| 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) | <u>Y</u> |
| 6. Are local privilege taxes collected from all businesses located within the municipality, except those exempted? (Section 27-17-5) | <u>Y</u> |
| 7. Are transient vendor taxes collected from all transient vendors within the municipality, except those exempted? (Section 75-85-1) | <u>Y</u> |

- | | | |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 8. | Is money received from the state's "Municipal Fire Protection Fund" spent only to improve municipal fire departments?
(Section 83-1-37) | <u>Y</u> |
| 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) | N |
| 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 |
| 15. | Has the municipality conducted an annual inventory of its assets in accordance with guidelines established by the Office of the State Auditor? (MMAAG) | N |

Certification to Municipal Compliance

Questionnaire Year Ended September 30, 2017

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



(City Clerk Signature)

10/24/17

(Date)



(Mayor Signature)

10-25-17

(Date)

Minute Book References:

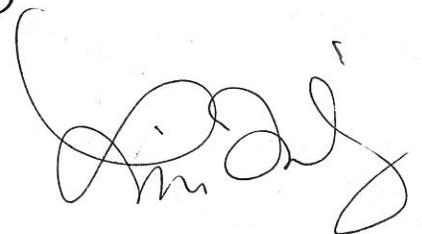
Book Number _____

Page _____

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

RECESSED MEETING NOTICE

The City of Bay Saint Louis will hold a Recessed Meeting at 5:00 p.m. on Tuesday, October 24, 2017 at 598 Main Street in the Conference Room to discuss Final Amendments for the 2016/2017 Budget and Municipal Compliance Questionnaire, Public Forum and Council Business, Requests, and/or Information



LISA TILLEY
CLERK OF COUNCIL

Exhibit "C"
October 24, 2017

10-17-17
Posted on Council
Chambers door
@ 9:19 pm
Jct

City Council Meeting – Recessed
Exhibit List – October 24, 2017

1. Exhibit "A": 2016/2017 Annual Budget – Final Amended
2. Exhibit "B": Municipal Compliance Questionnaire for Fiscal Year 2016/2017
3. Exhibit "C": Recessed Meeting Notice for the October 24, 2017 Recessed Meeting
4. Exhibit "D": Exhibit List dated October 24, 2017 Recessed Meeting
5. Exhibit "E": _____
6. Exhibit "F": _____
7. Exhibit "G": _____
8. Exhibit "H": _____
9. Exhibit "I": _____
10. Exhibit "J": _____
11. Exhibit "K": _____
12. Exhibit "L": _____
13. Exhibit "M": _____
14. Exhibit "N": _____
15. Exhibit "O": _____
16. Exhibit "P": _____
17. Exhibit "Q": _____

18. Exhibit "R": _____

19. Exhibit "S": _____

20. Exhibit "T": _____

21. Exhibit "U": _____

22. Exhibit "V": _____

23. Exhibit "W": _____

24. Exhibit "X": _____

25. Exhibit "Y": _____

26. Exhibit "Z": _____

27. Exhibit "AA": _____

28. Exhibit "AB": _____

29. Exhibit "AC": _____

30. Exhibit "AD": _____

31. Exhibit "AE": _____

32. Exhibit "AF": _____

33. Exhibit "AG": _____
