

**SCHEDULE "A"**

**Statement of Work – Printing and Mailing Services**

- 1) Statement to be formatted based on Customer requirements.
- 2) Data will be received at ARISTA via electronic transfer initiated by Customer in a format agreed upon by both parties.
- 3) All addresses will be passed through certified postal-coding software for CASS (Coding Accuracy Support System) certification and delivery point barcode for automated postage discount.
- 4) All statement materials included: **statement page, outside mailing envelope, courtesy-reply envelope.**
- 5) Processing, printing, collating, folding, inserting and mailing.
- 6) Preparation and delivery to USPS in automation stream.

**Statement of Work – PDF Services for Printing and Mailing Customers**  
**OPTIONAL SERVICE**

- 1) Data used will be the same data as provided for Printing and Mailing Services.
- 2) A PDF image of the exact statement that is printed and mailed will be created.
- 3) PDF images are available for the Customer to view, print, and download.
- 4) Customer shall have the option of receiving the PDF images electronically on a per cycle basis or once a month on CD.

**Statement of Work – Electronic Bill Presentment**  
**OPTIONAL SERVICE**

- 1) ARISTA will provide a hosted website to the Customer to facilitate the electronic presentment of Customer's statements to Customer's End Users.
- 2) The electronic bill statement, available through the website, is to be formatted based on Customer requirements.
- 3) The data received at ARISTA to be generated the electronic statement will be initiated by the Customer in a format agreed upon by both parties.
- 4) Customer may suppress a paper bill for viewing electronically by the End User on the Bill Presentment website.
- 5) The ARISTA Electronic Bill Presentment Website shall:
  - a. Allow the Customer's End User to view a bill statement.
  - b. Allow the Customer's End User to view an e-bill.
  - c. Allow the Customer's End User to pay a statement via a credit / debit card or electronic check through the website.
- 6) If Customer elects to allow End User's to pay, the Customer must complete the ARISTA Payment Processing Agreement.

**SCHEDULE "B"**  
**TIME SCHEDULES**

**Customer must provide a delivery schedule of data thirty (30) days in advance. Data received promptly will be mailed within 24 hours. If data is not delivered by Customer promptly or if incorrect data is received by ARISTA, data will be reprocessed in accordance with agreement within 48 hours.**

**PRICING (Printing and Mailing Services):**

**UNIT PRICE:**

1) Processing, printing, collating, folding, inserting, and preparation and delivery to USPS in automation stream	
Highlight Color - .....	\$0.14
Delinquent Notices (Highlight or Non-Highlight) .....	\$0.14
2) Cost of additional page .....	\$0.06
3) Additional cost of duplex page .....	\$0.035
4) Additional cost if "pre-printed form" .....	\$0.01
5) Checks .....	\$0.15
6) Additional Inserts .....	\$0.01
7) Postage .....	Cost
8) Minimum Monthly Charge .....	\$500.00
9) Programming Charge .....	\$150 hour
10) Initial Set up Fee .....	Waived
	(With 24 month agreement )
11) Additional charges for regular or delinquent files under 500 pieces.....	\$ 10.00

**Prices do not include postage. Postage to be supplied in advance. All qualified mailable pieces will be coded for maximum discount.**

*Above pricing includes the price for forms, outside envelope, and return envelope. ARISTA reserves the right to change this pricing during the term of the Agreement to reflect changes in ARISTA's costs.*

*New services or products will be added to a published price list which will be provided to Customer and become part of this Schedule.*

**PRICING For PDF SERVICES: ( Optional )**

**Unit Price:**

1) Monthly Charge .....	\$50.00
2) Per Image Charge .....	\$ 0.01
3) End of month CD Charge .....	\$25.00

**PRICING For Electronic Bill Presentment: ( Optional )**

**Unit Price:**

1) Monthly Image Storage Charge.....	Waived
2) Per Image Charge View.....	\$ 0.01
3) Suppression of Paper Bill.....	\$0.04 each

**SCHEDULE "C"**  
**SCHEDULE OF CHARGES FOR SPECIAL ORDER SERVICES**

Pricing for services of this nature will be made by quotation.

Minimum Hourly Programming Rate ..... \$ 150.00 Per Hour

**Schedule "D"**  
**Special Stipulations**

**ARISTA INFORMATION SYSTEMS, INC.**

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**CUSTOMER:**

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**ORDER NUMBER 159-2012**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the City is hereby authorized to submit a grant application to the Department of Homeland Security Federal Emergency Management Agency for the FY 2012 Assistance to Firefighters Grant Program (AFG). The grant requires a cost share of 5% based on the City of Gautier's population.

**IT IS FURTHER ORDERED** that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilman Macfarland, seconded by Councilwoman Martin and the following vote was recorded:

**AYES:** Tommy Fortenberry  
Hurley Ray Guillotte  
Gordon Gollott  
Mary Martin  
Scott Macfarland  
Adam Colledge

**NAYS:** None

**ABSENT:** Johnny Jones

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**MAYOR**

**ATTEST:**

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**CITY CLERK**

**PASSED AND ADOPTED** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 19, 2012.

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** Patty Huffman, Grants & Projects Manager  
**Through:** Chief Ray Frair, Gautier Fire Department  
**Date:** June 11, 2012  
**Subject:** FY 2012 Assistance to Firefighters Grant Application Submission

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**REQUEST:**

The Gautier Fire Departments requests City Council approval to submit an application to the U.S. Department of Homeland Security Federal Emergency Management Agency for the FY 2012 Assistance to Firefighters Grant (AFG) Program.

**BACKGROUND:**

The purpose of the Assistance to Firefighters Grant Program is to provide financial assistance to enhance the safety of the public and firefighters regarding fire and fire-related hazards. \$285 million has been appropriated for the FY 2012 AFG Program. Grant applications are due no later than 5 p.m. EDT on July 6, 2012.

**DISCUSSION:**

The City of Gautier proposes to use AFG funding to purchase mobile communications equipment under the category of Fire Operations and Firefighter Safety: Firefighting Equipment. The AFG Program requires a 5% cost share based on the City of Gautier's population (under 20,000). It is estimated that the cost to replace existing mobile, portable and base radios with digital equipment would be approximately \$110,000.00. The federal share would therefore be \$104,500.00 and the City's cost share amount would be \$5,500.00.

**RECOMMENDATION:**

Fire Department staff recommends that City Council approve the submission of an application for FY 2012 AFG Program funding for the amount specified above.

The City Council may:

1. Approve submission of an application for the FY 2012 Assistance to Firefighters Grant Program; or
2. Disapprove submission of an application for the FY 2012 Assistance to Firefighters Grant Program.

**ATTACHMENT(S):**

N/A

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**ORDER NUMBER 160-2012**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the City is authorized to accept quote and enter into an agreement with Compliance Envirosystems, LLC (CES) for an amount not to exceed \$49,350.00 for cleaning and video services associated with the inspection of a portion of the City of Gautier's main trunk line along Gautier-Vancleave Road and Old Spanish Trail.

**IT IS FURTHER ORDERED** that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilman Colledge, seconded by Councilman Macfarland and the following vote was recorded:

**AYES:** Tommy Fortneberry  
Hurley Ray Guillotte  
Mary Martin  
Scott Macfarland  
Adam Colledge

**NAYS:** Gordon Gollott

**ABSENT:** Johnny Jones

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**PASSED AND ADOPTED** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 19, 2012.



21040 Coastal Parkway  
 Gulfport, MS 39503  
 Phone: (228)328-4359  
 Fax: (228) 328-4275  
 Email: michael@gulfcoasthydrovac.com

**Cost Estimate**

TO: Jere Shuster  
 City Of Gautier

DATE: May 7, 2012

JOB: Gautier-Vancleave Rd. 30" Sewer Line  
 Location: Graveline Rd., Gautier, MS

PHONE: 228-219-7022  
 FAX:  
 EMAIL: jshuster@gautier-ms.gov

Item No.	Description	Unit	Quantity	Unit Price	Extension
1.0	Hydraulic Cleaning and CCTV of 30" Sewer	LF	8,000	\$5.50	\$44,000.00
2.0	By-Pass Pumping 30" Sewer Main	PD	20	\$800.00	\$16,000.00
3.0					\$0.00
4.0					\$0.00
5.0					\$0.00
6.0					\$0.00
7.0					\$0.00
8.0					\$0.00
9.0					\$0.00
10.0					\$0.00
11.0					\$0.00
12.0					\$0.00
12.1					\$0.00
13.0					\$0.00
14.0					\$0.00
<b>TOTAL PRICE =</b>					<b>\$60,000.00</b>

- \* No Bond
- \* No Taxes Included In These Prices
- \*General Contractor To Provided The Usage Of Water At No Cost To GCHV
- \*General Contractor To Provided A Dump Site For Any Removed Debris At No Cost To GCHV
- \*General Contractor To Provided Reasonable Access To Manholes To Be Cleaned

Respectfully,  
**Michael L Desporte**  
 Michael L. Desporte, G.M.

Accepted By (Name / Title Printed)	Signature	Date



May 21, 2012

Dennis Reeves  
Director of Public Works  
3305 Gautier – Vancleave Road  
Gautier, MS 39553  
T: 228.497.4283  
F: 228.497.8056  
C: 228.217.6029

**RE: Proposed Fees for Cleaning & CCTV Inspection Services – Gautier, MS**

Mr. Reeves:

In response to your request, Compliance EnviroSystems, LLC (CES) is pleased provide you with this proposal for professional services on the project referenced above.

The following documents are attached for your review:

1. Scope of Work
2. Fee Schedule
3. Deliverables
4. CES Standard Special Provisions

Please review these documents carefully. If you are in agreement, please sign where indicated and return by e-mail to [mbroussard@ces-sses.com](mailto:mbroussard@ces-sses.com) and [bkinchen@ces-sses.com](mailto:bkinchen@ces-sses.com) . Upon receipt of your approval, our Operations Manager will schedule your project.

Thank you for the opportunity to submit this proposal. If selected, we will provide our services at the highest professional level.

If you have any questions, please feel free to contact me by phone at 225.678.7034 or e-mail at any time.

**SOUND DATA. SOLID CONCLUSIONS.**



COMPLIANCE ENVIROSYSTEMS

- Debris removed from the collection system will be properly transported to an approved and accessible waste disposal facility. The Owner will provide this facility at no cost to CES. These fees do not reflect debris disposal costs.
- All manholes located within the project area will be located and made accessible, at no cost to CES, by the Owner. The Owner shall facilitate physical, safe and legal access to manholes needed for deployment to the pipeline to be inspected. The Owner shall open any sealed, vented or other non-standard manholes and reinstall and/or reseal them as necessary after the inspection is complete. The Owner shall locate and expose such manholes that are not visible, not accessible or are partially or completely covered.
- If, through no fault of CES Operators, inspection equipment, cleaning nozzles or root cutters become lodged in the collection system, Owner will provide excavation services to retrieve the equipment at no cost to CES. Excavation of lodged items will be completed by Owner within a 48 hour period after the owner completes the proper documents to excavate.
- Sonar data can only be collected below the flow-line and generally requires a minimum of 25% flow in the line being inspected. If the flow level does not meet the minimum requirements, only CCTV data will be collected.
- Unless otherwise negotiated, Owner will provide water for high-pressure cleaning operations at no cost to CES. Fire hydrants must be provided within a reasonable distance to the cleaning site (500'). If a tanker truck is needed to transport water, the rate will be negotiated and agreed upon by the Owner and CES.
- This proposal remains valid for 60 days.

Your signature will serve as **Notice to Proceed** on this project.

Name (Printed) \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Respectfully Yours,

***Martin Broussard***

Marty Broussard  
Business Development  
*Compliance EnviroSystems, LLC*  
C: 225.678.7034  
[mbroussard@ces-sses.com](mailto:mbroussard@ces-sses.com)  
[www.ces-sses.com](http://www.ces-sses.com)

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Tel: 225.769.2933 • Fax: 225.769.2939

1401 Seaboard Drive Baton Rouge, LA 70810

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**ORDER NUMBER 161-2012**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the City is authorized to submit three (3) requests for funding to the Mississippi Department of Marine Resources for FY 2014 Tidelands funding.

**IT IS FURTHER ORDERED** that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilwoman Martin and the following vote was recorded:

**AYES:** Tommy Fortenberry  
Hurley Ray Guillotte  
Gordon Gollott  
Mary Martin  
Scott Macfarland  
Adam Colledge

**NAYS:** None

**ABSENT:** Johnny Jones

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**MAYOR**

**ATTEST:**

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**CITY CLERK**

**PASSED AND ADOPTED** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 19, 2012.

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** Patty Huffman, Grants and Projects Manager  
**Through:** Eric Meyer, Director of Economic Development and Planning  
**Date:** June 11, 2012  
**Subject:** FY2014 Mississippi Tidelands Trust Fund Applications

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**REQUEST:**

The Economic Development and Planning Department requests City Council authorization to submit three (3) applications to the Mississippi Department of Marine Resources for funding from the FY2014 Mississippi Tidelands Trust Fund.

**BACKGROUND:**

“The purpose of the fund is to ensure that monies derived from the public trust tidelands assessments shall be used for the benefit of preserving and protecting the tidelands and submerged lands found within the three (3) most southern counties of the state.

Funds shall be disbursed by the commission for new and extra programs of tidelands management, such as conservation, reclamation, preservation, acquisition, education or the enhancement of public access to the public trust tidelands or public improvement projects as they relate to those lands.”

**DISCUSSION:**

The City of Gautier has identified three (3) projects for FY2014 Tidelands funding:

- 1) Continued improvements to the Town Green property including engineering, clearing of trees, dirt work, ponds, trails, entry road, parking, sidewalks, landscaping, water lines, sewer lines, and power. (Cost: \$750,000.00)
- 2) Infrastructure improvements to Shepard State Park including survey, master plan, building repairs, paving, road work, water lines, sewer lines, power, lights, clearing and tree removal, bathrooms, pavilion, fishing pier, playground, signage, trash cans, benches, and grills. (Cost: \$1,000,000.00)
- 3) Removal of sedimentation from Graveline Bayou along with a study for a jetty design and erosion control: (Cost: \$250,000.00)

Note: Entities that request funding for multiple projects must prioritize the requests. Applications are due no later than 5:00 p.m. on Monday, July 2, 2012.

**RECOMMENDATION:**

The Economic Development and Planning Department staff recommends that City Council authorize submission of three (3) requests for funding to the Department of Marine Resources for FY2014 Tidelands funds. The City Council may:

1. Authorize submission of all three (3) funding requests as proposed;
2. Authorize submission of one or more funding requests;
3. Disapprove submission of any funding requests.

**ATTACHMENT(S):**

N/A

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**ORDER NUMBER 162-2012**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the City is authorized to submit a Capital Improvements Revolving Loan (CAP) Program application to the Mississippi Development Authority (MDA) for up to One Million Dollars (\$1,000,000.00) for capital improvements of an existing roadway and construction of a new access road at Interstate 10 and Mississippi Highway 57 in Gautier.

**IT IS FURTHER ORDERED** that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilman Macfarland, seconded by Councilwoman Martin and the following vote was recorded:

**AYES:** Tommy Fortneberry  
Hurley Ray Guillotte  
Gordon Gollott  
Mary Martin  
Scott Macfarland  
Adam Colledge

**NAYS:** None

**ABSENT:** Johnny Jones

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**MAYOR**

**ATTEST:**

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**CITY CLERK**

**PASSED AND ADOPTED** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 19, 2012.

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** Patty Huffinan, Grants & Projects Manager  
**Through:** Eric Meyer, Economic Development and Planning Director  
**Date:** June 11, 2012  
**Subject:** Authorization to enter into a CAP loan agreement for capital improvements

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**REQUEST:**

The Economic Development and Planning Department requests authorization for the City of Gautier to enter into a Capital Improvements Revolving Loan Program (CAP) agreement with the Mississippi Development Authority (MDA) for the purpose of completing capital improvements. The principal amount of the loan will not exceed One Million Dollars (\$1,000,000.00).

**BACKGROUND:**

The capital improvements identified for this loan include the improvement of an existing roadway and construction of a new access road at Interstate 10 and Mississippi Highway 57 in Gautier, Mississippi. This will include promenade enhancements on Allen Road.

**RECOMMENDATION:**

City staff recommends that City Council approve the authorization and approval of the above CAP loan agreement for up to One Million Dollars for the capital improvements described.

The City Council may:

1. Authorize and approve entering into a CAP loan agreement as presented; or
2. Authorize and approve entering into a CAP loan agreement with changes; or
3. Disapprove entering into the CAP loan agreement as presented.

**ATTACHMENT(S):**

CAP Loan Program Public Notice Form

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**ORDER NUMBER 163-2012**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the City is authorized to enter into a service agreement with Jimmy G. Gouras, Urban Planning Consultants, Inc. to prepare a Capital Improvements Revolving Loan (CAP) Program application for the Mississippi Development Authority (MDA) for up to One Million Dollars (\$1,000,000.00) for planned improvements at Interstate 10 and Mississippi Highway 57 in Gautier.

**IT IS FURTHER ORDERED** that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilman Macfarland, seconded by Councilwoman Martin and the following vote was recorded:

**AYES:** Tommy Fortenberry  
Hurley Ray Guillotte  
Gordon Gollott  
Mary Martin  
Scott Macfarland  
Adam Colledge

**NAYS:** None

**ABSENT:** Johnny Jones

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**MAYOR**

**ATTEST:**

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**CITY CLERK**

**PASSED AND ADOPTED** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 19, 2012.

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** Patty Huffman, Grants & Projects Manager  
**Through:** Eric Meyer, Economic Development and Planning Director  
**Date:** June 11, 2012  
**Subject:** Proposed service agreement for CAP Loan application preparation

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**REQUEST:**

The Economic Development and Planning Department requests authorization for the City of Gautier to enter into a service agreement with Jimmy G. Gouras, Urban Planning Consultants, Inc. to prepare an application for the Mississippi Development Authority (MDA) for up to One Million Dollars (\$1,000,000.00) in CAP Loan funds.

**BACKGROUND:**

The capital improvements identified for this loan include the improvement of an existing roadway and construction of a new access road at Interstate 10 and Mississippi Highway 57 in Gautier, Mississippi. This will include promenade enhancements on Allen Road. Jimmy G. Gouras, Urban Planning Consultants, Inc. has proposed a service agreement for preparation of a CAP Loan application in accordance with the requirements of the program and the Mississippi Development Authority. The proposed fee of \$5,000.00 will be due and payable upon submittal of the CAP Loan application to MDA.

**RECOMMENDATION:**

City staff recommends that City Council authorize entering into a service agreement with Jimmy G. Gouras, Urban Planning Consultants, Inc. for services as described above.

The City Council may:

1. Authorize entering into the service agreement as presented; or
2. Authorize entering into the service agreement with changes; or
3. Disapprove entering into the service agreement as presented.

**ATTACHMENT(S):**

Jimmy G. Gouras, Urban Planning Consultants, Inc. Service Agreement Form

**AGREEMENT**

**TO: Olie Elfer, President  
Jimmy G. Gouras, Urban  
Planning Consultants, Inc.  
1100 Cherry Street  
Vicksburg, MS 39183**

Dear Ms. Elfer:

This is to confirm that you are hereby employed to render services in connection with the City of Gautier's Capital Improvements Revolving Loan (CAP) Program.

The services that we are requesting you to perform shall include the follow

- Preparation of an application to the Mississippi Development Authority for up to \$1,000,000 in CAP Loan funds.
- The application shall be prepared in accordance with the requirements of the CAP Loan Program and the Mississippi Development Authority.

For general services listed above, we agree to pay you for your time, effort, and services, a total fee of \$5,000 which will be due and payable upon submittal of the CAP Loan application to the Mississippi Development Authority.

We acknowledge that you are not making any guarantees or promises as to the outcome or result of your services.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
City of Gautier

**ACCEPTED:**

**Jimmy G. Gouras, Urban Planning Consultants, Inc.**

By: \_\_\_\_\_  
**Olie Elfer, President**

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**ORDER NUMBER 164-2012**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Budget Modification #6 for the Streetscape Project #R-109-192-01-KCR to extend the project ending date from June 30, 2012 to December 31, 2012 is hereby approved.

**IT IS FURTHER ORDERED** that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilman Macfarland, seconded by Councilwoman Martin and the following vote was recorded:

**AYES:** Tommy Fortenberry  
Hurley Ray Guillotte  
Gordon Gollott  
Mary Martin  
Scott Macfarland  
Adam Colledge

**NAYS:** None

**ABSENT:** Johnny Jones

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**MAYOR**

**ATTEST:**

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**CITY CLERK**

**PASSED AND ADOPTED** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 19, 2012.