

Tuesday
September 17, 2013
Gautier, Mississippi

BE IT REMEMBERED THAT A RECESSED MEETING of the Mayor and Council of the City of Gautier, Mississippi was held September 17, 2013 at 6:30 PM in the City Hall Municipal Building, 3330 Highway 90, Gautier, Mississippi.

Those present were Mayor Gordon Gollott, Council Members Johnny Jones, Hurley Ray Guillotte, Casey Vaughan, Mary Martin, Rusty Anderson, Adam Colledge, City Manager Samantha Abell, City Clerk Cynthia Russell, City Attorney Charlie McVea and other concerned citizens.

**AGENDA
CITY OF GAUTIER, MISSISSIPPI
CITY HALL COUNCIL CHAMBERS
September 17, 2013 @ 6:30 PM**

- I. Call to Order
 - 1 Prayer
 - 2 Pledge of Allegiance
- II. Agenda Order Approval
- III. Announcements
 - 1 Autumn on the Bayou 2013 Deadline October 1st
 - 2 Bras Across the River Saturday, October 12th at the Moss Point Bridge on Hwy 613
 - 3 Gautier Mullet and Music Fest Saturday, October 19th and Sunday, October 20th between Lowe's and Singing River Mall
 - 4 1st Annual Veterans Day Laying of the Wreath Ceremony Monday, November 11th 11:00 AM at the Veterans Tribute Tower
- IV. Presentation Agenda
 - 1 Recognition of Gautier High School's Boys Varsity Football Coach-Chris Peterson and Girls Varsity Cheer Coach-Jodi McKenzie for hosting the City's Summer Football Camp and Cheer Camp
 - 2 Mrs. Jennifer Shuster's 3rd Grade Class from Martin Bluff Elementary officially requests a city dog park
- V. Public Agenda
 - 1 Agenda Comments

VI. Business Agenda

- 1 Order approving Budget Amendments for FY2013
- 2 Order approving Schedule of Authorized Positions and revised Job Descriptions
- 3 Order approving loan agreement with First Insurance Funding to finance the City Of Gautier Liability Insurance premium for FY2014
- 4 Order approving Commercial Insurance for FY2014
- 5 Order approving Streetscape Project #R-109-192-01-KCR Budget Modification #12 (Ending Date Change)
- 6 Order authorizing submission of a grant application to Mississippi Department of Archives and History for a Community Heritage Preservation Grant for the former Gautier Colored School
- 7 Order authorizing submission of a grant application to the Mississippi State Department of Health, Office of Tobacco Control for a Technical Assistance Grant
- 8 Order approving Docket of Claims
- 9 Order authorizing proposal from highest qualified bidder to purchase the Public Works Department vehicles and equipment
- 10 Order approving surplus vehicles and equipment from the Public Works Department contingent upon acceptance of highest qualified proposal

VII. Consent Agenda (All items approved in one motion)

- 1 Order approving G & K Uniform Services contract agreement
- 2 Order approving Water & Sewer adjustments dated September 6, 2013
- 3 Order approving Minutes from Council Meetings held August 29th; September 3rd; and September 10th

**STUDY AGENDA
CITY OF GAUTIER, MISSISSIPPI
September 17, 2013**

- 1 Discuss Citizen Comments
- 2 Discuss Council Comments
- 3 Discuss City Manager Comments
- 4 Discuss City Clerk Comments
- 5 Discuss City Attorney Comments

Adjourn until October 1, 2013 @ 6:30 PM

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Motion was made by Councilman Guillotte to move Business Item #4 – Order approving Commercial Insurance for FY 2014 to Business Item #3 and to approve agenda order. (Business Item #3 – Order approving loan agreement with First Insurance Funding to finance the City of Gautier Liability Insurance premium for FY 2014 was moved to Business Item #4). Motion was seconded by Councilwoman Martin and unanimously carried.

Announcements

- 1 Autumn on the Bayou 2013 deadline October 1st**
 - 2 Bras Across the River Saturday, October 12th at the Moss Point Bridge on Hwy 613**
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Presentation

- 1 Recognition of Gautier High School's Boys Varsity Football Coach-Chris Peterson and Girls Varsity Cheer Coach-Jodi McKenzie for hosting the City's Summer Football and Cheer Camp**
 - 2 Mrs. Jennifer Shuster's 3rd Grade Class from Martin Bluff Elementary officially requests a city dog park**
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There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 225-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the attached Budget Amendments for FY2013 are 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 Jones, seconded by Councilwoman Martin and the following vote was recorded:

AYES: Gordon Gollott
 Mary Martin
 Johnny Jones
 Hurley Ray Guillotte
 Casey Vaughan
 Rusty Anderson
 Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of September 17, 2013.

FY 2013 BUDGET AMENDMENTS

GENERAL FUND: FUND 001	Budget	Amendment	New Budget
<i>Budget Misc Revenue inc MEMA Grant & Donations</i>			
<i>Adjust for Revenue Shortfalls</i>			
REVENUES			
Fines and Forfeits	1,010,000.00	(215,963.00)	794,037.00
Grants	53,000.00	(4,723.00)	48,277.00
Miscellaneous	38,504.00	72,000.00	110,504.00
Transfer from Solid Waste	289,877.00	(19,100.00)	270,777.00
EXPENDITURES			
LEGISLATIVE DEPARTMENT			
Personnel Services	87,013.00	3,180.00	90,193.00
Supplies	150.00	1,430.00	1,580.00
Other Services & Charges	10,872.00		10,872.00
CITY COURT			
Personnel Services	139,501.00	(8,800.00)	130,701.00
Supplies	5,000.00	(3,000.00)	2,000.00
Other Services & Charges	134,300.00	11,000.00	145,300.00
CITY MANAGER			
Personnel Services	152,013.00	360.00	152,373.00
Supplies	4,650.00	(1,400.00)	3,250.00
Other Services & Charges	10,500.00	17,400.00	27,900.00
HUMAN RESOURCES			
Personnel Services	124,857.00	200.00	125,057.00
Supplies	2,000.00	1,250.00	3,250.00
Other Services & Charges	7,750.00	(1,400.00)	6,350.00
ELECTIONS			
Supplies	1,000.00	60.00	1,060.00
Other Services & Charges	14,500.00	(460.00)	14,040.00
CITY CLERK			
Personnel Services	390,152.00	2,200.00	392,352.00
Supplies	19,000.00	(5,500.00)	13,500.00
Other Services & Charges	15,550.00	3,030.00	18,580.00
Capital Outlay	25,000.00	2,955.00	27,955.00
CITY ATTORNEY			
Personnel Services	80,787.00	(6,800.00)	73,987.00
BUILDINGS & FACILITIES			
Capital Outlay	0.00	33,700.00	33,700.00

FY 2013 BUDGET AMENDMENTS

POLICE

Personnel Services	2,884,791.00	(10,499.00)	2,874,292.00
Debt Service	205,953.00	(9,667.00)	196,286.00

FIRE

Other Services & Charges	45,350.00	6,000.00	51,350.00
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RECREATON

Personnel Services	95,452.00	1,600.00	97,052.00
Supplies	15,800.00	11,390.00	27,190.00
Other Services & Charges	44,800.00	5,500.00	50,300.00
Capital Outlay	5,000.00	(5,000.00)	0.00

PUBLIC WORKS - STREETS

Supplies	54,030.00	3,500.00	57,530.00
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PUBLIC WORKS - MAINTENANCE

Personnel Services	178,369.00	100.00	178,469.00
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PUBLIC WORKS - DRAINAGE SYSTEMS

Supplies	0.00	8,486.00	8,486.00
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INTERFUND TRANSFERS

To Enterprise Fund	228,601.00	(228,601.00)	0.00
		<u>0.00</u>	

TRANSPORTATION ENHANCEMENT: FUND 013	Budget	Amendment	New Budget
Misc Revenue	0.00	15,000.00	15,000.00
Expenditure	450,000.00	<u>15,000.00</u>	465,000.00
<i>Budget Receipt of County Funds: Hwy 57 Oaks</i>		0.00	

ALLEN ROAD WIDENING: FUND 020	Budget	Amendment	New Budget
Revenue	0.00	995,980.00	995,980.00
Other Services & Charges	0.00	<u>995,980.00</u>	995,980.00
<i>Budget Project funded by CAP Loan</i>		0.00	

HAZARD MITIGATION (PD): FUND 100	Budget	Amendment	New Budget
Revenue	0.00	16,800.00	16,800.00
Transfer from Fund 157	0.00	5,600.00	5,600.00
Capital Outlay	0.00	<u>22,400.00</u>	22,400.00
<i>Budget Grant Award: Wind Retrofit</i>		0.00	

FY 2013 BUDGET AMENDMENTS

MARTIN BLUFF IMPROVEMENTS: FUND 128	Budget	Amendment	New Budget
Other Financing Sources	0.00	19,757.00	19,757.00
Capital Outlay	0.00	19,757.00	19,757.00
<i>Budget Emergency Bridge Repair</i>		<u>0.00</u>	

\$7M CAPITAL IMP BOND: FUND 130	Budget	Amendment	New Budget
Revenue	0.00	244,027.05	244,027.05
Capital Outlay	2,535,825.00	105,405.00	2,641,230.00
Unappropriated	0.00	138,622.05	138,622.05
<i>Budget FY2012 & FY2013 MDOT Reimbs</i>		<u>0.00</u>	

US EQUITABLE SHARING: FUND 157	Budget	Amendment	New Budget
Revenue	0.00	61,431.43	61,431.43
Capital Outlay	0.00	22,811.02	22,811.02
Transfer to Fund 100	0.00	5,600.00	5,600.00
Unappropriated	0.00	33,020.41	33,020.41
<i>Budget Receipt of Funds/Transfer</i>		<u>0.00</u>	

FIRE PROTECTION: FUND 160	Budget	Amendment	New Budget
Loan Proceeds	80,000.00	4,151.00	84,151.00
Capital Outlay	160,000.00	4,151.00	164,151.00
<i>Budget Cost Increase - Command Support Vehicle</i>		<u>0.00</u>	

FF RADIO GRANT: FUND 161	Budget	Amendment	New Budget
Revenue	0.00	105,775.00	105,775.00
Capital Outlay	0.00	105,775.00	105,775.00
<i>Budget Grant Award</i>		<u>0.00</u>	

MDOT YOUTH CORP: FUND 166	Budget	Amendment	New Budget
Revenue	34,151.00	3,788.69	37,939.69
Personnel Services	28,775.00	(1,287.71)	27,487.29
Supplies	5,625.00	4,926.40	10,551.40
Other Services & Charges	600.00	150.00	750.00
<i>Budget Additional Grant Activity</i>		<u>0.00</u>	

FY 2013 BUDGET AMENDMENTS

TIDELANDS GRANT: FUND 171	Budget	Amendment	New Budget
Revenue	701,713.00	(36,651.24)	665,061.76
Capital Outlay	695,856.75	(36,651.24)	659,205.51
<i>Adjust Grant to Actual Award</i>		0.00	

SHEPARD STATE PARK: FUND 176	Budget	Amendment	New Budget
Revenue	0.00	55,000.00	55,000.00
Personnel Services	0.00	5,000.00	5,000.00
Supplies	0.00	13,000.00	13,000.00
Other Services & Charges	0.00	37,000.00	37,000.00
<i>Budget Park Operations</i>		0.00	

SOLID WASTE: FUND 404	Budget	Amendment	New Budget
Garbage Collection Fees	1,330,000.00	(69,100.00)	1,260,900.00
Transfers	348,827.00	(69,100.00)	279,727.00
<i>Adjust for Revenue Shortfall</i>		0.00	

ENTERPRISE FUND: FUND 400	Budget	Amendment	New Budget
<i>Budget Auction Proceeds</i>			
<i>Adj Revenue Shortfalls - Reallocate Budget</i>			

REVENUES

Revenue-Surplus Property	0.00	6,792.00	6,792.00
Transfers	278,601.00	(278,601.00)	0.00

EXPENDITURES

OPERATIONS & MAINTENANCE

Personnel Services	268,880.00	9,992.00	278,872.00
Supplies	367,497.00	(113,200.00)	254,297.00
Other Services & Charges	3,142,200.00	(140,901.00)	3,001,299.00
Capital Outlay	30,000.00	(27,700.00)	2,300.00
		0.00	

CIAP-OLD SHELL LANDING: FUND 414	Budget	Amendment	New Budget
Revenue	513,825.00	19,860.00	533,685.00
Capital Outlay	513,825.00	19,860.00	533,685.00
<i>Adjust Grant to Actual Award</i>		0.00	

WATER ION-X PROJECT: FUND 421	Budget	Amendment	New Budget
Revenue	0.00	3,059,351.86	3,059,351.86
Other Services & Charges	0.00	277,000.00	277,000.00
Capital Outlay	0.00	2,782,351.86	2,782,351.86
<i>Budget Project - Loan Proceeds</i>		0.00	

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

RESOLUTION NUMBER 029-2013

A RESOLUTION APPROVING THE SCHEDULE OF AUTHORIZED POSITIONS AND ORGANIZATION CHART

WHEREAS, it is the desire of the Mayor and Council to approve the FY 2014 Schedule of Authorized Positions and Organizational Chart on September 17, 2013 as presented by the City Manager in accordance with Mississippi Code of 1972 Section 21-9-45.

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GAUTIER, MISSISSIPPI, THAT:

SECTION 1. The schedule of authorized funded full-time, part-time, and reserve positions listed below is hereby adopted, as amended.

**CITY OF GAUTIER
FY 2014
SCHEDULE OF AUTHORIZED POSITIONS
(Underline New/Strike-Thru ~~Old~~)**

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
<u>JUDICIAL</u>					
City Judge	N/A	N/A		1	
City Attorney	N/A	N/A		1	
Total Funded				2 1	
Total Non-Funded					
<u>EXECUTIVE DEPT</u>					
City Manager	N/A	N/A	1		
Executive Assistant	2080	10	1		
Total Funded			2		
Total Non-Funded					
<u>FINANCE DEPT</u>					
Comptroller	2080	21	1		
Finance Support Specialist	2080	11	1		
Accounting Generalist	2080	10	1		
Total Funded			3		
Total Non-Funded					
<u>HUMAN RESOURCES DEPT</u>					
Director	2080	21	1		
HR Generalist	2080	10	1		
Custodian	2080	6	1		
Multi-Craft Maintenance Worker	2080	10	1		

Fleet Maintenance					
Mechanic II	2080	11	1		
Mechanic I	2080	10	1		
Total Funded			6		
Total Non-Funded					
CITY CLERK DEPT					
City Clerk	2080	21	1		
DCC / Executive Assistant	2080	11	1		
Purchasing Agent	2080	10	1		
Administrative Clerk	2080	8	1		
Court Division					
Court Clerk II	2080	10	1		
Deputy Court Clerk	2080	8	1		
Total Funded			6		
Total Non-Funded					
	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
POLICE DEPT					
Police Chief	2080	22	1		
Admin Asst. <u>Executive Assistant</u>	2080	9	1		
CID					
Detective Captain	2080	15	1		
Detective Lieutenant	2080	14	1		
Detective Sergeant	2080	13/14	1		
Detective	2080	11/13	3		
FBI Task Force Officer	2080	13	1		
Narcotics Officer	2080	11	1		
Crime Prevention Officer	2080	11	1		
<u>Records Clerk II</u>	2080	<u>7 8</u>	1		
Patrol					
Patrol Captain	2080	15	1		
Patrol Lieutenant	2184	11	4		
Patrol Sergeant	2184	10S	4		
Patrol Officer **	2184	9/10	14		
Dispatcher / TAC Officer	2080	10	1		
Dispatcher	2184	7	7		
Traffic/Admin					
Traffic/Admin Captain	2080	15	1		
K9 Officer	2080	13	1		
Traffic Sergeant	2184	10S	1		
Traffic Officer	2184	10	4		
School Guards	N/A	N/A		4	
Patrol Officer	N/A	N/A			21
Total Funded			54	4	21
Total Non-Funded					

** Probationary officer 9