

Tuesday
November 5, 2013
Gautier, Mississippi

BE IT REMEMBERED THAT A REGULAR MEETING of the Mayor and Council of the City of Gautier, Mississippi was held November 5, 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
November 5, 2013 @ 6:30 PM**

- I. Call to Order
 - 1 Prayer
 - 2 Pledge of Allegiance
- II. Agenda Order Approval
- III. Announcements
 - 1 Office closed Monday, November 11th in observance of Veterans day
 - 2 1st Annual Veterans Day Laying of the Wreath Ceremony November 11th 11:00 am at the Veterans Tribute Tower
- IV. Presentation Agenda
 - 1 Recognition of organizations that participated in City's Haunted Trails and Halloween Festival by Mayor Gollott
 - 2 Swearing in of Fire Chief Robert O. Jones
 - 3 July, August and September 2013 Financial Reports by Teresa Montgomery
- V. Public Agenda
 - 1 Agenda Comments
- VI. Business Agenda
 - 1 Consideration of a Revised Service Provider Agreement for Water Distribution, Wastewater Collection, Water and Garbage Disposal Billing, Public Works Operation and Management Services
 - 2 Order authorizing Proposal for Appraisal Services for 32 Acre Town Green property on Dolphin Drive
 - 3 Order authorizing Proposal for Appraisal Review Services for 32 Acre Town Green property on Dolphin Drive

4 Order authorizing Professional Services Agreement for Engineering and Related Services with Brown, Mitchell & Alexander, Inc.

5 Order approving Docket of Claims

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

1 Order authorizing renewal of Multi-Agency Narcotics Enforcement Team Inter-Local Agreement

2 Order authorizing Grant Agreement for Mississippi Department of Environmental Quality Local Government Solid Waste Assistance Program

3 Order approving Minutes from Recessed Council Meeting held October 15th and October 23rd Special Meeting

4 Order approving Municipal Compliance Questionnaire for FY 2012 and FY 2013

5 Order authorizing Maintenance Agreement with South Mississippi Business Machines

**STUDY AGENDA
CITY OF GAUTIER, MISSISSIPPI
November 5, 2013**

1 Discuss Citizen Comments

2 Discuss Council Comments

3 Discuss City Manager Comments

4 Discuss City Clerk Comments

5 Discuss City Attorney Comments

Recess until November 19, 2013 @ 6:30 PM

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Motion was made by Councilman Jones to revise the agenda as follows:

- 1 Table Presentation Item #1 until November 19th meeting
- 2 Add Business Item #6 – Nominations for the Jackson County Utility Authority Board
- 3 Add Consent Item #6 – Waiver of Administration Fees for Water Installation at the Gautier High School Football Field House
- 4 Table Business Item # 4 – Professional Services Agreement for Engineering and Related Services – Brown, Mitchell & Alexander, Inc.

Motion was seconded by Councilwoman Martin and unanimously carried.

Announcement

- 1 Office closed Monday, November 11th in observance of Veterans Day
- 2 1st Annual Veterans Day Laying of the Wreath Ceremony November 11th 11:00 AM at the Veterans Tribute Tower

Presentation

- 1 Swearing in of Fire Chief Robert O. Jones
- 2 July, August and September 2013 Financial Reports by Montgomery

PRESS RELEASE

Gautier, Mississippi October 31, 2013: On Tuesday, November 5, 2013, Captain Robert O. Jones will be sworn in as the new Fire Chief of the Gautier Fire Department. Robert has twenty-four (24) years' experience in fire prevention of which began with Gautier Fire Department. He was promoted to Fire Lieutenant in February 1991 and Fire Captain November 1994. On June 29th Captain Jones was named Interim Fire Chief after Ray A. Frair, former Fire Chief, announced his retirement. His experience includes EMT Training, Haz-Mat Technician School, Dive Master Curriculum and Managing and Leading Change at the National Fire Academy.

City Manager, Samantha D. Abell states, "Gautier had 25 eligible applicants for this position. The opportunity for the fire department as Gautier grows is enormous. As interim, Chief Robert Jones demonstrated that he is a natural leader, a strategic thinker and dedicated team builder. He is a lifelong resident of Jackson County who truly loves his community and its natural resources. We have worked side by side in recent months to explore opportunities with local, state and federal officials. He joins a top-notch professional team dedicated to moving south Mississippi forward. He is the right chief, at the right time."

*City Council Meeting will be held at Gautier City Hall located at 3330 Highway 90, Gautier, MS 39553 and will begin at 6:30 P.M.



On February 15, 1989, Captain Robert O. Jones began his career in fire service with the City of Gautier at the age of 22. Over the course of his twenty-four (24) year career with the Gautier Fire Department, Robert has obtained many accomplishments through dedication and hard work. Since his employment began, Robert has achieved certifications in: EMT Training, Haz-Mat Technician School, Dive Master Curriculum and Managing and Leading Change at the National Fire Academy along with many other professional development and leadership courses. He has been awarded a Certificate of Valor (team effort-life saved) and Gautier Firefighter of the Year. Currently Captain Jones holds a state EMT License and a US Coast Guard Merchant Marine Officer License.

Promoted to Captain in 1994, he was appointed Interim Fire Chief on June 29, 2013 by City Manager, Samantha D. Abell. As Fire Chief, Captain Jones plans to support the efforts of all fire personnel in carrying out the mission of the Gautier Fire Department with the utmost professionalism and efficiency. Robert states, "I look forward to committing full dedication and inspiration to managing the everyday operations of personnel and facilities while providing the training, discipline and educational needs to my department."

Jones has been a lifelong resident of the Mississippi Gulf Coast and has lived in Gautier for over 24 years. Robert is married to Janice and together they have five (5) children and four (4) grandchildren. After graduation from Pascagoula High School in 1985, he attended the University of Mississippi and Mississippi Gulf Coast Community College. Captain Robert O. Jones is the 4th Fire Chief to hold this position in the City of Gautier.

July 2013 Ending Cash Balances

GENERAL DEPOSITORY

Fund Name		Account #	Balance
General Fund	Depository Account	001-000-001	\$1,344,592.52
MS Development Loan Katrina	Depository Account	007-000-001	\$2,960.45
CDBG-Downtown Revitalization	Depository Account	012-000-001	(\$344.20)
Transportation Enhancement	Depository Account	013-000-001	\$45,000.00
CIAP-Town Center	Depository Account	014-000-001	(\$8,827.00)
Allen Road Widening	Depository Account	020-000-001	(\$37,681.00)
Hazard Mitigation 1794-23-01	Depository Account	100-000-001	\$0.00
Martin Bluff Road Improvements	Depository Account	128-000-001	\$259,683.40
U S Justice Equitable Sharing	Depository Account	157-000-001	\$207,809.56
Fire Protection Fund	Depository Account	160-000-001	\$238,782.89
FF Grant:EMW-2012-FO-02393	Depository Account	161-000-001	\$0.50
DMR-BP Oil Spill Grant	Depository Account	165-000-001	(\$349.94)
MDOT-Youth Corp Program	Depository Account	166-000-001	(\$19,306.38)
Tidelands Grant	Depository Account	171-000-001	(\$6,750.00)
Library Support Fund	Depository Account	172-000-001	\$1,403.66
Shepard State Park Fund	Depository Account	176-000-001	\$4,797.48
Solid Waste Fund	Depository Account	404-000-001	\$35,665.36
	General Ledger Cash Balance		<u>\$2,066,437.30</u>
	General Depository Reconciled Cash Balance		\$2,067,221.16

ENTERPRISE FUND

Fund Name		Account #	Balance
Water & Sewer Utility	Enterprise Account-M&M	400-000-001	\$218,912.31
	Enterprise Account-Hancock	400-000-002	\$1,168,501.70
CIAP: Old Shell	Enterprise Account-Hancock	414-000-002	\$0.00
MDB Loan: Water Ion-X Project	Enterprise Account-Hancock	421-000-002	(\$162,000.00)
Utility Bond Refunding	Enterprise Account-Hancock	430-000-002	\$13,216.66
	General Ledger Cash Balance		<u>\$1,238,630.67</u>
	Enterprise Reconciled Cash Balance		\$1,235,571.41

JULY 2013
YEAR TO DATE TOTALS

General Fund Totals	BUDGET FY 2013	As of July 2013	Balance	83.33% % to date
General Fund Revenues	9,404,149.00	7,819,012.57	1,585,136.43	83.1%
Expenditures:				
001 Legislative	98,035.00	86,798.84	11,236.16	88.5%
010 City Court	278,801.00	219,245.12	59,555.88	78.6%
021 City Manager	167,163.00	141,543.85	25,619.15	84.6%
022 Human Resources	134,607.00	109,477.97	25,129.03	81.3%
030 Elections	15,500.00	12,746.18	2,753.82	82.2%
040 City Clerk	449,702.00	358,458.02	91,243.98	79.7%
060 City Attorney	80,878.00	67,262.96	13,615.04	83.1%
090 Economic Dev - Planning	675,191.00	501,744.17	173,446.83	74.3%
091 Antique Fair	5,000.00	0.00	5,000.00	
092 Building & General Expenses	373,900.00	335,354.98	38,545.02	89.6%
100 Police	3,514,444.00	2,647,838.99	866,605.01	75.3%
161 Fire	1,809,066.00	1,482,958.43	326,107.57	81.9%
170 Recreation	161,052.00	129,398.91	31,653.09	80.3%
200 PW: Administration	27,541.00	27,538.69	2.31	99.9%
201 PW: Streets	282,976.00	248,587.25	34,388.75	87.8%
205 PW: Maintenance	196,069.00	156,527.99	39,541.01	79.8%
295 Drainage Systems	0.00	2,880.94	(2,880.94)	
680 Debt Service	86,161.00	86,161.00	0.00	100.0%
900 Interfund Transfers	996,695.00	363,417.41	633,277.59	36.4%
556 Contingency				
General Fund Expenditures	9,352,781.00	6,977,941.70	2,374,839.30	74.6%
<i>Total Operating Expenditures</i>	8,002,272.00	6,279,330.26	1,722,941.74	
<i>Total Capital Outlay Expenditur</i>	61,700.00	52,749.55	8,950.45	
<i>Total Debt Service</i>	292,114.00	282,444.48	9,669.52	
<i>Total Transfers Out</i>	996,695.00	363,417.41	633,277.59	
<i>Total Contingencies</i>	0.00	0.00	0.00	
<i>Check Total</i>	9,352,781.00	6,977,941.70	2,374,839.30	
<i>Personnel</i>	6,533,548.40	5,168,910.90	1,364,637.50	79.1%
<i>Supplies</i>	441,277.00	309,479.37	131,797.63	70.1%
<i>Other Services</i>	1,027,446.60	800,939.99	226,506.61	78.0%
<i>Capital Outlay</i>	61,700.00	52,749.55	8,950.45	85.5%
<i>Debt Service</i>	292,114.00	282,444.48	9,669.52	96.7%
<i>Interfund Transfers</i>	996,695.00	363,417.41	633,277.59	36.5%
<i>Contingencies</i>	0.00	0.00	0.00	
<i>Check Total</i>	9,352,781.00	6,977,941.70	2,374,839.30	74.6%
Beginning Cash Balance			1,511,475.59	
General Fund Revenue			467,947.06	
General Fund Expenditures			634,830.13	
Remaining balance			1,344,592.52	

JULY 2013
YEAR TO DATE TOTALS

General Depository Special Fund
130 \$7M GO Bond - Capital Improvements

Description	BUDGET FY 2013	As of July 2013	Balance	83.33%
Revenue	486,587.50	354,037.36	132,550.14	
Capital Improvements	2,535,825.00	623,209.65	1,912,615.35	24.5%
Debt Service	486,587.50	486,487.52	99.98	99.9%
Transfer to General Fund	30,000.00	30,000.00	0.00	100.0%
Bond Fund Expenditures	3,052,412.50	1,139,697.17	1,912,715.33	37.3%

<i>Beginning Cash Balance</i>	2,269,564.83
<i>Total GO Bond Revenues</i>	43,028.27
<i>Total GO Bond Expenditures</i>	532,216.29
<i>Ending Cash Balance</i>	1,780,376.81

**JULY 2013
YEAR TO-DATE TOTALS**

General Depository Special Funds	BUDGET	As of	Balance	83.33%
	FY 2013	July 2013		% to date
007 MS Dev 2.36M Katrina Bonds				
Revenues	278,566.25	248,637.50	29,928.75	89.20%
Expenditures	279,616.25	249,172.50	30,443.75	89.10%
012 CDBG Downtown Revitalization				
Revenues	3,093,900.00	2,639,004.39	454,895.61	85.20%
Expenditures	2,880,337.00	2,425,785.12	454,551.88	84.20%
013 TE-Downtown Revitalization				
Revenues	450,000.00	45,000.00	405,000.00	
Expenditures	450,000.00	0.00	450,000.00	
014 CIAP-Town Center				
Revenues	777,000.00	0.00	777,000.00	
Expenditures	777,000.00	9,827.00	767,173.00	1.20%
020 Allen Road Widening				
Revenues		0.00	0.00	
Expenditures		37,681.00	-37,681.00	
157 US Justice Equitable Sharing				
Revenues		56,831.49	-56,831.49	
Expenditures		18,078.50	-18,078.50	
160 Fire Protection Fund				
Revenues	176,785.00	183,133.98	-6,348.98	103.50%
Expenditures	255,989.00	169,982.79	86,006.21	66.40%
161 FF Grant: EMW-2012-FO-02393				
Revenues		76,396.00	-76,396.00	
Expenditures		76,395.50	-76,395.50	
166 MDOT Youth Corp Program				
Revenues	34,150.53	37,935.81	-3,785.28	111.00%
Expenditures	35,000.00	22,615.26	12,384.74	64.60%
171 Combined Tidelands Grant				
Revenues	701,713.00	19,431.25	682,281.75	2.70%
Expenditures	695,856.75	20,325.00	675,531.75	2.90%
172 Library Support Fund				
Revenues	117,603.00	100,969.42	16,633.58	85.80%
Expenditures	117,603.00	107,321.13	10,281.87	91.20%
176 Shepard State Park				
Revenues		39,451.50	-39,451.50	
Expenditures		34,554.02	-34,554.02	
404 Solid Waste Fund				
Revenues	1,369,696.90	1,038,049.91	331,646.99	75.70%
Expenditures	1,417,235.90	1,051,820.49	365,415.41	74.20%

JULY 2013
YEAR TO DATE TOTALS

	BUDGET FY 2013	As of July 2013	Balance	83.33% % to date
Water & Sewer Utility Fund Totals				
Utility Fund Revenues	6,607,294.00	5,085,907.20	1,521,386.80	76.9%
Contingencies	212,244.00	0.00	212,244.00	
Administration	163,844.00	129,171.37	34,672.63	78.8%
Water & Sewer O & M	3,808,577.00	2,697,977.52	1,110,599.48	70.8%
Debt Service	2,016,748.00	1,693,694.93	323,053.07	83.9%
Transfers	708,860.00	558,860.00	150,000.00	78.8%
Utility Fund Expenditures	6,910,273.00	5,079,703.82	1,830,569.18	73.5%
<i>Total Operating Expenditures</i>	<i>4,154,665.00</i>	<i>2,824,848.89</i>	<i>1,329,816.11</i>	
<i>Total Capital Outlay Expenditur</i>	<i>30,000.00</i>	<i>2,300.00</i>	<i>27,700.00</i>	
<i>Total Debt Service</i>	<i>2,016,748.00</i>	<i>1,693,694.93</i>	<i>323,053.07</i>	
<i>Total Interfund Transfers</i>	<i>708,860.00</i>	<i>558,860.00</i>	<i>150,000.00</i>	
<i>Check Total</i>	<i>6,910,273.00</i>	<i>5,079,703.82</i>	<i>1,830,569.18</i>	
<i>Personnel</i>	<i>310,224.00</i>	<i>292,469.15</i>	<i>17,754.85</i>	<i>94.3%</i>
<i>Contingencies</i>	<i>212,244.00</i>	<i>0.00</i>	<i>212,244.00</i>	
<i>Supplies</i>	<i>379,497.00</i>	<i>138,798.60</i>	<i>240,698.40</i>	<i>36.6%</i>
<i>Other Services</i>	<i>3,252,700.00</i>	<i>2,393,581.14</i>	<i>859,118.86</i>	<i>73.6%</i>
<i>Capital Outlay</i>	<i>30,000.00</i>	<i>2,300.00</i>	<i>27,700.00</i>	<i>7.7%</i>
<i>Debt Service</i>	<i>2,016,748.00</i>	<i>1,693,694.93</i>	<i>323,053.07</i>	<i>67.8%</i>
<i>Interfund Transfers</i>	<i>708,860.00</i>	<i>558,860.00</i>	<i>150,000.00</i>	<i>78.8%</i>
<i>Check Total</i>	<i>6,910,273.00</i>	<i>5,079,703.82</i>	<i>1,830,569.18</i>	<i>73.5%</i>
Cash Balance				
Beginning Cash Balance			1,193,590.20	
Water Utility Fund Revenue			697,222.03	
Water Utility Fund Expenditures			503,398.22	
Ending Cash Balance			1,387,414.01	

Enterprise Special Funds

	BUDGET FY 2013	As of July 2013	Balance	83.33%
414 CIAP Funds: Old Shell Landing				
Revenue	513,825.00	59,069.88	454,755.12	11.4%
Expenditures	513,825.00	59,069.88	454,755.12	11.4%
Beginning Cash Balance			(35,000.00)	
Total CIAP Fund Revenue			35,000.00	
Total CIAP Fund Expenditures			0.00	
Ending Cash Balance			0.00	
421 MSB - Water Ionization Project				
Revenue			0.00	
Construction Phase Services		162,000.00	(162,000.00)	
Beginning Cash Balance			(33,000.00)	
Revenue			0.00	
Expenditures			129,000.00	
Ending Cash Balance			(162,000.00)	

August 2013 Ending Cash Balances

GENERAL DEPOSITORY

Fund Name	Account #	Balance
General Fund	Depository Account 001-000-001	\$554,802.71
MS Development Loan Katrina	Depository Account 007-000-001	\$2,960.45
CDBG-Downtown Revitalization	Depository Account 012-000-001	(\$344.20)
Transportation Enhancement	Depository Account 013-000-001	\$45,000.00
CIAP-Town Center	Depository Account 014-000-001	(\$13,627.00)
Allen Road Widening	Depository Account 020-000-001	(\$38,631.00)
Hazard Mitigation 1794-23-01	Depository Account 100-000-001	(\$16,800.00)
Martin Bluff Road Improvements	Depository Account 128-000-001	\$245,347.69
U S Justice Equitable Sharing	Depository Account 157-000-001	\$206,809.50
Fire Protection Fund	Depository Account 160-000-001	\$236,653.49
FF Grant:EMW-2012-FO-02393	Depository Account 161-000-001	\$0.50
DMR-BP Oil Spill Grant	Depository Account 165-000-001	(\$349.94)
MDOT-Youth Corp Program	Depository Account 166-000-001	(\$30,826.12)
Tidelands Grant	Depository Account 171-000-001	(\$4,875.00)
Library Support Fund	Depository Account 172-000-001	\$4,338.43
Shepard State Park Fund	Depository Account 176-000-001	\$3,181.02
Solid Waste Fund	Depository Account 404-000-001	\$2,857.23
	General Ledger Cash Balance	\$1,196,497.76
	General Depository Reconciled Cash Balance	\$1,195,843.62

ENTERPRISE FUND

Fund Name	Account #	Balance
Water & Sewer Utility	Enterprise Account-M&M 400-000-001	\$219,310.27
	Enterprise Account-Hancock 400-000-002	\$1,055,693.59
CIAP: Old Shell	Enterprise Account-Hancock 414-000-002	\$0.00
MDB Loan: Water Ion-X Project	Enterprise Account-Hancock 421-000-002	\$2,869,351.86
Utility Bond Refunding	Enterprise Account-Hancock 430-000-002	\$13,216.66
	General Ledger Cash Balance	\$4,157,572.38
	Enterprise Reconciled Cash Balance	\$4,154,091.51

AUGUST 2013
YEAR TO DATE TOTALS

General Fund Totals	BUDGET FY 2013	As of August 2013	Balance	91.66 % % to date
General Fund Revenues	9,404,149.00	8,238,570.22	1,165,578.78	87.6%
Expenditures:				
001 Legislative	98,035.00	95,240.75	2,794.25	97.1%
010 City Court	278,801.00	247,939.81	30,861.19	88.9%
021 City Manager	167,163.00	169,066.94	(1,903.94)	101.1%
022 Human Resources	134,607.00	124,095.99	10,511.01	92.1%
030 Elections	15,500.00	12,746.18	2,753.82	82.2%
040 City Clerk	449,702.00	410,367.01	39,334.99	91.2%
060 City Attorney	80,878.00	74,058.43	6,819.57	91.5%
090 Economic Dev - Planning	675,191.00	579,913.02	95,277.98	85.8%
091 Antique Fair	5,000.00	0.00	5,000.00	
092 Building & General Expenses	373,900.00	369,047.39	4,852.61	98.7%
100 Police	3,514,444.00	2,972,423.11	542,020.89	84.5%
161 Fire	1,809,066.00	1,663,295.81	145,770.19	91.9%
170 Recreation	161,052.00	147,607.02	13,444.98	91.6%
200 PW: Administration	27,541.00	27,538.69	2.31	99.9%
201 PW: Streets	282,976.00	260,346.69	22,629.31	92.0%
205 PW: Maintenance	196,069.00	175,627.16	20,441.84	89.5%
295 Drainage Systems	0.00	2,880.94	(2,880.94)	
680 Debt Service	86,161.00	86,161.00	0.00	100.0%
900 Interfund Transfers	996,695.00	768,089.90	228,605.10	77.0%
556 Contingency				
General Fund Expenditures	9,352,781.00	8,186,445.84	1,166,335.16	87.5%
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<i>Total Operating Expenditures</i>	8,002,272.00	7,079,555.51	922,716.49	
<i>Total Capital Outlay Expenditur</i>	61,700.00	56,355.95	5,344.05	
<i>Total Debt Service</i>	292,114.00	282,444.48	9,669.52	
<i>Total Transfers Out</i>	996,695.00	768,089.90	228,605.10	
<i>Total Contingencies</i>	0.00	0.00	0.00	
<i>Check Total</i>	9,352,781.00	8,186,445.84	1,166,335.16	
<i>Personnel</i>	6,533,548.40	5,831,946.69	701,601.71	89.3%
<i>Supplies</i>	441,277.00	346,304.75	94,972.25	78.5%
<i>Other Services</i>	1,027,446.60	901,304.07	126,142.53	87.7%
<i>Capital Outlay</i>	61,700.00	56,355.95	5,344.05	91.3%
<i>Debt Service</i>	292,114.00	282,444.48	9,669.52	96.7%
<i>Interfund Transfers</i>	996,695.00	768,089.90	228,605.10	77.1%
<i>Contingencies</i>	0.00	0.00	0.00	
<i>Check Total</i>	9,352,781.00	8,186,445.84	1,166,335.16	87.5%
Beginning Cash Balance			1,344,592.52	
General Fund Revenue			493,423.68	
General Fund Expenditures			1,283,213.49	
Remaining balance			554,802.71	

AUGUST 2013
YEAR TO DATE TOTALS

General Depository Special Fund
130 \$7M GO Bond - Capital Improvements

	BUDGET FY 2013	As of August 2013	Balance	91.66%
Revenue	486,587.50	729,591.43	(243,003.93)	
Capital Improvements	2,535,825.00	724,340.45	1,811,484.55	28.5%
Debt Service	486,587.50	486,487.52	99.98	99.9%
Transfer to General Fund	30,000.00	30,000.00	0.00	100.0%
	3,052,412.50	1,240,827.97	1,811,584.53	40.7%

<i>Beginning Cash Balance</i>	1,780,376.81
<i>Total GO Bond Revenues</i>	378,238.07
<i>Total GO Bond Expenditures</i>	104,932.80
<i>Ending Cash Balance</i>	2,053,682.08