



CITY PLANNER

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's degree in Urban and Regional Planning or a closely related field with a minimum of two (2) years' experience in planning, zoning administration or community development. An American Institute of Certified Planners (AICP) certification is preferred but not required.

REQUIRED LICENSES AND CERTIFICATES:

- Must maintain a valid Mississippi driver's license.
- Possession of or ability to obtain AICP certification.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

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	
Total Funded				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		
Multi-Craft Maintenance Worker	2080	10	1		
Custodian	2080	6	1		
<i>Fleet Maintenance</i>					
Mechanic II	2080	11	1		
Mechanic I	2080	10	1		
Total Funded			6		
Total Non-Funded					
<u>CITY CLERK DEPT</u>					
City Clerk	2080	21	1		
DCC / Executive Assistant	2080	11	1		
Purchasing Agent	2080	10	1		
Administrative Clerk	2080	8	1		
<i>Court Division</i>					
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)
<u>POLICE DEPT</u>					
Police Chief	2080	22	1		
Executive Assistant	2080	9	1		
<i>CID</i>					
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		
Records Clerk II	2080	8	1		
<i>Patrol</i>					
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		
<i>Traffic/Admin</i>					
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			50	4	21
Total Non-Funded					

** probationary officer 9
certified officer 10

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
<u>FIRE DEPT</u>					
Fire Chief	2080	22	1		
Deputy Fire Chief/Fire Marshal	2080	15	1		
Executive Assistant	2080	9	1		
Fire Captains	2496	10	3		
Fire Lieutenant	2496	9	6		
Firefighters ***	2496	9/10	24		
P/T Firefighters ****	N/A	N/A		3	
Total Funded			36	3	
Total Non-Funded					

*** Probationary firefighter 9
Firefighter 10
**** PT Firefighters (\$10.00/hr)

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
<u>ECONOMIC DEV DEPT</u>					
Director	2080	22	1		
City Planner	2080	13	1		
Planning Tech	2080	44	4		
Administrative Clerk	2080	8	1		
<i>Building & Zoning</i>					
Building & Zoning Administrator	2080	13	1		
GIS Analyst/Draftsman	2080	11	1		
<i>Neighborhood Services</i>					
Grants and Projects Manager	2080	13	1		
Neighborhood Improv. Coord.	2080	10	unfunded		
Code Enforcement Officer	2080	10	1		
Animal Control/ Code Enforcement Officer	2080	9	1		
<i>Cultural Services</i>					
Cultural Services Manager	2080	14	1		
Recreation Coordinator	2080	11	1		
Parks Supervisor	2080	11	1		
Administrative Bookkeeper	2080	10	1		
Grounds and Maintenance Oper.	2080	8	1		
Grounds and Maintenance Oper.	2080	8	unfunded		
Total Funded			13		
Total Non-Funded			2		

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
<u>PUBLIC WORKS DEPT</u>					
<i>Utility Services</i>					
Division Manager	2080	14	1		
Total Funded			1		
Total Non-Funded					

Summary of Authorized Positions	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
Judicial Dept: Funded		1	
Executive Dept: Funded	2		
Finance Dept: Funded	3		
Human Resources Dept: Funded	6		
City Clerk Dept: Funded	6		
Police Dept: Funded	50	4	21
Non-Funded			
Fire Dept: Funded	36	3	
Econ Dev Dept: Funded	13		
Public Works Dept: Funded	1		
Non-Funded		1	
Total		117	21
Total Non Funded		2	

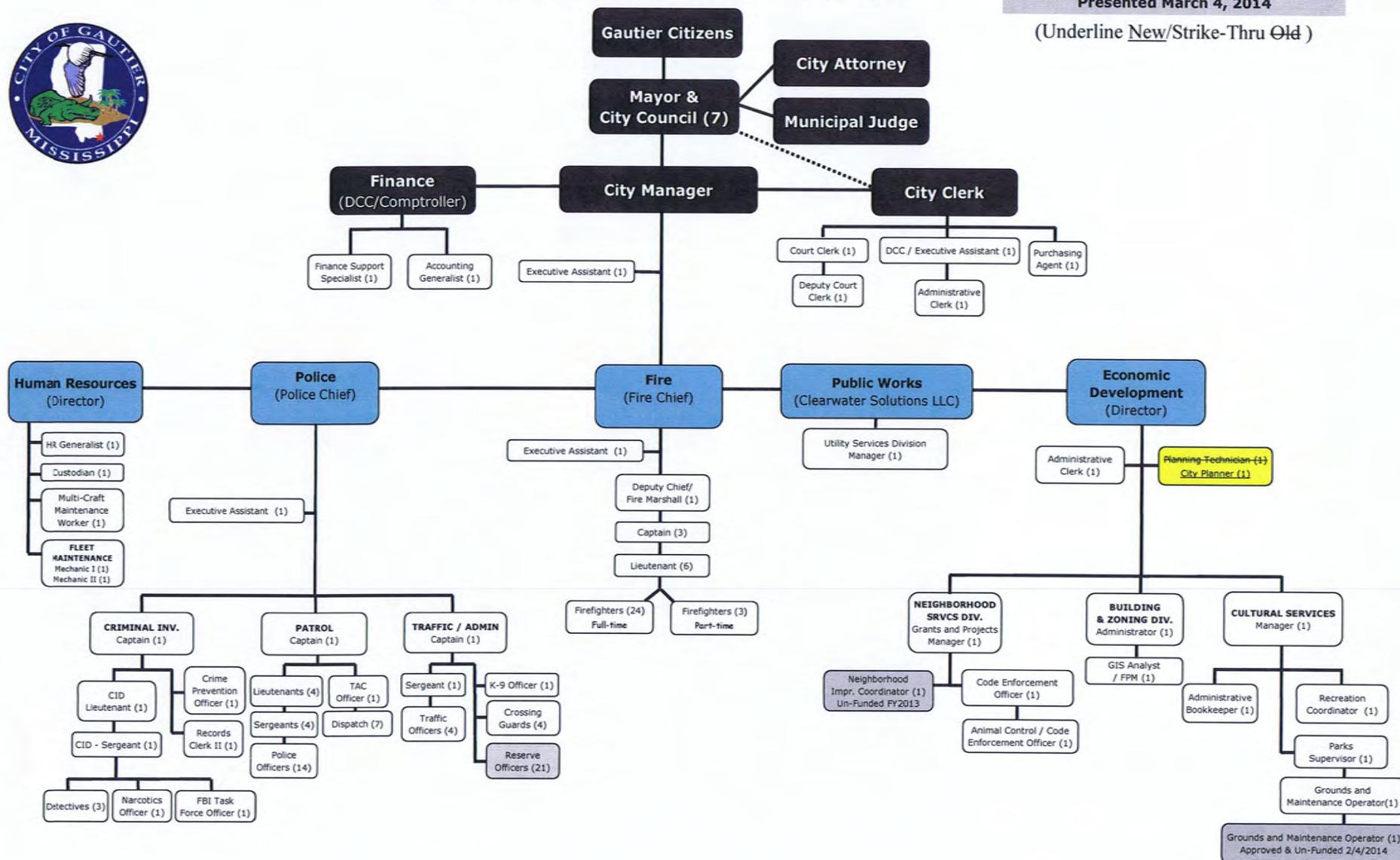


CITY OF GAUTIER ORGANIZATION CHART

FY 2013 - 2014

Presented March 4, 2014

(Underline New/Strike-Thru ~~Old~~)



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

ORDER NUMBER 057-2014

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the changing of the Fair Labor Standards Act (FLSA) status of the Purchasing Agent from non-exempt (hourly) to exempt (salary) 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 Guillotte**, 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 March 4, 2014.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason Pugh, Human Resources Director
Date: 02/26/14
Subject: Change to FLSA Status of the Purchasing Agent

REQUEST:

The Human Resources Department requests that the Gautier City Council approve changing the FLSA status of the Purchasing Agent from non-exempt (hourly) to exempt (salary).

DISCUSSION:

The Purchasing Agent position meets all applicable salary and duties test to qualify for exempt status under the Fair Labor Standards Act. The change is needed to facilitate the duties of the Purchasing Agent position such as attendance at council meetings, purchasing during local and state emergencies, after hours emergency purchasing, etc. The City Attorney has reviewed the job description and duties of the Purchasing Agent and approves of the change in status.

Upon approval, this change will go into effect with the pay period beginning March 8, 2014. There is no financial impact with this change.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Staff recommends approval of this change.

City Council may:

- 1) authorize the proposed status change as presented;
- 2) authorize the proposed status change with additional changes;
- 3) disapprove the proposed status change as presented.

ATTACHMENT(S):

Job Description/Purchasing Agent



PURCHASING AGENT

Department:	City Clerk Department	Pay Grade:	10 (Schedule 2080)
Reports To:	City Clerk	Exempt (Y/N):	N <u>Y</u>
Competitive (Y/N):	N		

SUMMARY:

Coordinates activities involved with procurement of goods and services such as raw materials, equipment, tools, parts, supplies, and advertising, for organization by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Responsible for processing all requests for purchases for all departments within the City, with the primary objective being to obtain the best quality products for the City at the best price.
- Develops purchasing policies and formulates and maintains associated procedures.
- Procures materials, supplies, capital equipment and contract services according to established practices of cost containment and quality.
- Confers with division and department heads to determine purchasing needs and draft specifications.
- Makes purchases directly on items obtained through letter bids.
- Approves purchase contracts up to determined limit pursuant to MS Code § 31-7-13.
- Analyses bids for goods and services and make recommendations.
- Researches for methods to improve procurement activities to ensure the City obtain the best possible prices on purchases.
- Makes recommendations on selection of suppliers based on interviews with sales vendors, consideration of delivery dates and prices, visits to vendor suppliers and ability to resolve problems of shortage and improper orders.
- Maintains records of purchases and contracts in order to optimize opportunities for improved sources, distribution of business, prices and terms relative to changing economic conditions.
- Coordinates post award documentation and activities.
- Maintains files of current catalogs and specifications.
- Establishes procedures and supervises the annual physical inventory.
- Assists other members in the department with complex personnel matters.
- Prepares technical and administrative reports.
- Acts as liaison with Federal, State, local and other agencies.
- Perform any related work as required and any other duties assigned by the City Clerk.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Working knowledge of modern governmental purchasing theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; working knowledge of office automation and computerized financial and purchasing applications; some knowledge of public finance and fiscal planning.
- Knowledge of city rules and regulations, policies and procedures.
- Knowledge of the various grades and qualities of equipment and supplies being purchased, the source of supply and current price trends.
- Knowledge of accounting practices and procedure, especially as they relate to government purchasing.
- Ability to prepare clear and concise report.
- Ability to speak and write effectively.



PURCHASING AGENT

- Ability to exercise good judgment and make decisions.
- Ability to establish and maintain effective working relationships with employees, city officials; and ability to communicate effectively, orally and in writing.
- Must maintain a valid Mississippi vehicle operator's license.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions, and risk of electrical shock.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

An Associate's degree (A.A.) from a two-year college with a minimum of three (3) years of related work experience in modern governmental purchasing principles, methods and procedures; or High School diploma or (GED) equivalent with a minimum of six (6) years' experience in modern governmental purchasing principles, methods and procedures. Must be proficient in Microsoft Office Suite and AS400.

CIVIL SERVICE MINIMUM QUALIFICATIONS: (RULE 4, SECTION 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

Veneice Barnett

From: Josh Danos <JDanos@dwwattorneys.com>
Sent: Wednesday, February 26, 2014 11:49 AM
To: vbarnett@gautier-ms.gov
Cc: Jason Pugh
Subject: RE: Purchasing Agent FLSA Status Change Agenda Item for March 4, 2014

Subject to my previously-voiced caveats, I would approve such a change in status.

From: Veneice Barnett [<mailto:vbarnett@gautier-ms.gov>]
Sent: Wednesday, February 26, 2014 11:39 AM
To: Josh Danos
Cc: Jason Pugh
Subject: Purchasing Agent FLSA Status Change Agenda Item for March 4, 2014

Good morning Josh,

Would you please review the attached agenda item for legal sufficiency and respond approved or disapproved?

Thanks,
Neicey

Veneice A. Barnett
Human Resources Generalist
City of Gautier
3330 Highway 90
Gautier, MS 39553
P: (228) 497-8000 Ext. 308
C: (228) 219-7534
F: (228) 497-8028
Email: vbarnett@gautier-ms.gov
Website: www.gautier-ms.gov

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

ORDER NUMBER 058-2014

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi that the Ocean Beach Estates and Shell Landing Wastewater Collection Systems CIAP #MS.30.713 (Old Shell Landing Sewer Improvements) Application for Payment No. 5 and Summary Change Order is hereby approved.

IT IS FURTHER ORDERED that the change order is a summary modifying the contract to agree with the final pay request.

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

Motion was made by **Councilwoman Martin**, seconded by **Councilman Anderson** 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 March 4, 2014.



925 Tommy Munro Dr., Ste. G
Biloxi, Mississippi 39532
Phone: 228-385-2350
Fax: 228-385-2353
Toll Free 888-385-2350

February 17, 2014

Samantha D. Abell
City of Gautier - City Manager
Gautier City Hall
3330 Highway 90
Gautier, MS 39553

**Re: Ocean Beach Estates and Shell Landing
Wastewater Collection Systems CIAP # MS.30.713
(Old Shell Landing Sewer Improvements)
Application for Payment No. 5 (Final) & Summary Change Order**

Dear Ms Abell:

Enclosed you will find Final Pay Request No. 5 and the Summary Change Order for the above referenced project. The work has been performed and is acceptable. This is the final pay request for this project, and the change order is a summary one modifying the contract to agree with the final pay request. This is done to finalize the unit price contract so it is in agreement with quantities of materials actually used and paid for. We recommend to the City of Gautier, MS; that Hudson Contracting, Inc. be paid the requested amount of \$42,466.03. "As built" drawings have been sent to Chad Jordan, Public Works Director.

We have enjoyed working with the City on this project. Please let us know if we can be of further assistance on this project or any other future projects.

Respectfully submitted,

SEYMOUR ENGINEERING

A handwritten signature in black ink, appearing to read 'Edward L. Hogg', written over a horizontal line.

Edward L. (Ned) Hogg, P.E.
228-385-2350 x108
nhogg@seymoureng.com

ELH/mah

Enclosures

APPLICATION FOR PAYMENT NUMBER: 5 (FINAL)

PROJECT: OLD SHELL LANDING SEWER IMPROVEMENTS
 OWNER: CITY OF GAUTIER, MS.
 OWNER PROJECT NO. MS.30.713
 CONTRACTOR: HUDSON CONTRACTING, INC.
 ENGINEER : SEYMOUR ENGINEERING
 ENGINEER PROJECT #:

P.O. BOX 30, WAYNESBORO, MS. 39367

	TOTAL CONTRACT COST	EARNED THIS PERIOD	EARNED TO DATE	PERCENT COMPLETE
SEE WORKSHEET (ATTACHMENT A).....	\$408,211.35	\$33,087.95	\$408,211.35	
TOTALS:	\$408,211.35	\$33,087.95	\$408,211.35	100.00%

WORK PERIOD ENDING.....	6-Feb-14		
APPLICATION DATED.....	2/14/2014		
WORKING DAYS THIS PERIOD....	21	AMOUNT EARNED ON CONTRACT TO DATE.....	\$ 408,211.35
WORKING DAYS TO DATE.....	150	MATERIALS STORED AT CLOSE OF THIS PERIOD (ATTACH. B)..	\$ 0.00
CONTRACT TIME.....	150	GROSS AMOUNT DUE.....	\$ 408,211.35
NOTICE TO PROCEED DATE.....	9/9/2013	0.0% RETAINAGE	\$ 0.00
SUBSTANTIAL COMPLETION DATE....	2/6/2014	AMOUNT DUE TO DATE.....	\$ 408,211.35
TOTAL EARNED TO DATE.....	\$408,211.35	LESS PREVIOUS PAYMENTS.....	\$ (365,745.32)
TOTAL CONTRACT.....	\$408,211.35	AMOUNT DUE THIS APPLICATION.....	\$ 42,466.03
PERCENT COMPLETE.....	100.00%		
PERCENT OF TIME ELAPSED....	100.00%		

Contractor's Certification: The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with Work covered by prior Applications for Payment numbered 0 through 0, inclusive; and (2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment, free and clear of all liens, claims, security interests, and encumbrances (except such as covered by Bond acceptable to OWNER).

ACCEPTED:
 (CONTRACTOR)
 BY: _____

Donna D. Jackson

DATED: 2/14/14

PAYMENT OF THE AMOUNT DUE THIS APPLICATION IS RECOMMENDED.
 (ENGINEER)

Edward S. Hogg

DATED: 2/19/14

* NOTE: An on-site observation of the work has been performed, and to the best of my knowledge and information, the work approved for payment has been performed in general compliance with the plans and specifications.

APPLICATION FOR PAYMENT NO. 5 (FINAL)			CIAP #MS.30.713			WORKSHEET					
			OLD SHELL LANDING SEWER IMPROVEMENTS			ATTACHMENT A					
OWNER:	THE CITY OF GAUTIER, MS.										
CONTRACTOR:	HUDSON CONTRACTING, INC.										
	P.O. BOX 30, WAYNESBORO, MS. 39367										
PAY ITEM NUMBER	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			QUANTITIES			EARNED		ITEM % COMP.
			QUANTITY	UNIT COST	COST	PREV	CURR	TOTAL	CURRENT	TO DATE	
1	MOBILIZATION	LS	1.00	\$ 25,000.00	\$ 25,000.00	1	0	1	0.00	25,000.00	100.00%
2	DIRECTIONAL BORE 11/2" PVC WITHOUT CASING	EA	3	\$ 360.00	\$ 1,080.00	3	0	3	0.00	1,080.00	100.00%
3	REMOVE AND REPLACE GRAVEL DRIVEWAY	LF	0	\$ 12.00	\$ -	0	0	0	0.00	0.00	#DIV/0!
4	REMOVE AND REPLACE ASPHALT DRIVEWAY SURFACE	LF	0	\$ 25.00	\$ -	0	0	0	0.00	0.00	#DIV/0!
5	REMOVE AND REPLACE CONCRETE DRIVEWAY SURFACE	LF	85	\$ 40.00	\$ 3,400.00	85	0	85	0.00	3,400.00	100.00%
6	SELECT BACKFILL (NOT FOR ABANDONED SEPTIC SYSTEM)	CY	0	\$ 25.00	\$ -	0	0	0	0.00	0.00	#DIV/0!
7	CHECK VALVE AT CONNECTION TO MAIN	EA	43	\$ 90.00	\$ 3,870.00	43	0	43	0.00	3,870.00	100.00%
8	11/2" PVC HOUSE SERVICE LINE	LF	10,245	\$ 3.65	\$ 37,394.25	10245	0	10245	0.00	37,394.25	100.00%
9	INSTALL GRINDER PUMP STATION COMPLETE INCLUDING ELECTRICAL TO CONTROL PANEL	EA	43	\$ 1,160.00	\$ 49,880.00	43	0	43	0.00	49,880.00	100.00%
10	INSTALL ELECTRICAL FEED TO CONTROL PANEL WITHOUT SUFFICIENT ROOM IN EXISTING PANEL	EA	36	\$ 675.00	\$ 24,300.00	36	0	36	0.00	24,300.00	100.00%
11	FURNISH AND INSTALL ADDITIONAL LENGTH POWER WIRING AND CONDUIT TO CONTROL PANEL > 20 LF	LF	2,153	\$ 6.50	\$ 13,994.50	2153	0	2153	0.00	13,994.50	100.00%
12	MODIFY OLDER HOMES ELECTRICAL PANELS AS NEEDED (SEE LIST IN SPECS)	EA	7	\$ 1,185.00	\$ 8,295.00	7	0	7	0.00	8,295.00	100.00%
13	REMOVE AND REPLACE FENCES WOODEN	LF	0	\$ 12.00	\$ -	0	0	0	0.00	0.00	#DIV/0!
14	REMOVE AND REPLACE FENCES CHAIN LINK	LF	24	\$ 10.00	\$ 240.00	24	0	24	0.00	240.00	100.00%