

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Patty Huffman, Grants & Projects Manager
Through: Chandra Nicholson, Economic Development and Planning Director
Date: March 24, 2014
Subject: Authorization for Pre-Event Bid Advertisements for Debris Removal
and Debris Removal Monitoring Services

REQUEST:

The Economic Development & Planning Department requests authorization to advertise for pre-event debris removal services and debris removal monitoring services to be prepared in the event of a hurricane or other disaster.

BACKGROUND:

In an effort to be prepared for future disasters, the Economic Development and Planning Department recommends advertising for a contractor to perform disaster-related debris removal and a separate management firm to perform debris removal monitoring. According to FEMA, a pre-event contract allows time for a deliberate procurement process and gives cities flexibility in mobilizing the appropriate resources in anticipation of an event. Work assignments will not be issued unless there is a declared disaster.

DISCUSSION:

The Economic Development and Planning Department requests authorization to advertise for proposals for debris removal services based on lowest price and proposals for debris removal monitoring services based on management firm qualifications. Monitoring of debris removal operations achieves two objectives: 1) verifies the work completed by the debris removal contractor is within the contract scope of work, and 2) provides the required documentation for grant reimbursement.

RECOMMENDATION:

City staff recommends that City Council authorize pre-event bid advertisement for debris removal and debris removal monitoring as described above.

The City Council may:

1. authorize advertising for pre-event debris removal and debris removal monitoring services as presented; or
2. disapprove advertising for pre-event debris removal and debris removal monitoring services.

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 078-2014

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the five individuals nominated by the Gautier Historic Preservation Commission for appointment to a Steering Committee for the Gautier Colored School Rehabilitation Project is hereby approved.

Bill Bray
Leonard Fuller
Raymond Brown
Mary Elsie Hubley
Gaynell Atkinson

IT IS FURTHER ORDERED that the Mayor and Members of the Council will appoint seven (7) additional members to the Steering Committee by the end of the month.

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 Vaughan**, seconded by **Councilman Jones** 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 April 1, 2014.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Patty Huffman, Grants and Projects Manager
Through: Chandra Nicholson, Director of Economic Development and Planning
Date: March 25, 2014
Subject: Historic Preservation Commission Nominations for the Gautier Colored School Rehabilitation Project Steering Committee

REQUEST:

The Gautier Historic Preservation Commission has nominated five individuals for possible appointment to a Steering Committee for the Gautier Colored School Rehabilitation Project.

BACKGROUND:

The Gautier Colored School building (also known as the West Pascagoula Colored School) was originally built in 1921 by patrons of the school as a one-room schoolhouse for Gautier's African-American children and was used as a school until 1946. Later, the building was used as a community center and voting place. The building was designated as a *Mississippi Landmark* by the Mississippi Department of Archives and History (MDAH) on October 19, 2012 and was listed as one of the Ten Most Endangered Historic Places in Mississippi for 2013. MDAH has awarded the City \$80,000 in Community Heritage Preservation Grant funding for the first phase of a project which will focus on stabilizing the foundation and adding a new roof. Ultimately the structure will be re-purposed as a Welcome Center/Visitors' Center with an exhibit of a one-room school house. All grant applicants must provide cash matching funds (private, local or federal) in an amount not less than 20% of the total project (or \$20,000). The Gautier City Council plans to appoint a Steering Committee to assist with the planning, vision, and fundraising activities for this project.

DISCUSSION:

At their March 13, 2014 meeting, the Historic Preservation Commission nominated five individuals to serve on the Gautier Colored School Project Steering Committee. These nominations for City Council approval include:

Bill Bray, Leonard Fuller, Raymond Brown, Mary Elsie Hubley, and Gaynell Atkinson

RECOMMENDATION:

The Economic Development and Planning Department recommends that City Council appoint the five individuals nominated by the Historic Preservation Commission to serve on the Gautier Colored School Project Steering Committee along with other positions to be filled by City Council.

City Council may:

1. approve the appointments of the five individuals nominated by the Historic Preservation Commission for the Steering Committee; or
2. disapprove one or more of the nominations.

ATTACHMENT(S):

Historic Preservation Commission Nomination Request Letter
Email Response from Bill Bray, Chair

Mayor
Gordon T. Gollott

City of Gautier
Gautier, Mississippi

City Manager
Samantha D. Abell

City Clerk
Cynthia Russell

Council
At Large Mary F. Martin
Ward 1 Johnny Jones
Ward 2 Hurley Ray Guillotte
Ward 3 Casey C. Vaughan
Ward 4 Charles "Rusty" Anderson
Ward 5 Adam D. Colledge



3330 Highway 90
Gautier, MS 39553
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Fax: (228) 497-8028
Email: gautier@gautier-ms.gov
Website: www.gautier-ms.gov

March 18, 2014

Bill Bray, President
Gautier Historic Preservation Commission
3330 Highway 90
Gautier, MS 39553

RE: Gautier Colored School
Steering Committee Nominations

Dear Bill:

The City is very excited about our recent grant award from the Mississippi Department of Archives and History (MDAH) for a Community Heritage Preservation Grant for the former Gautier Colored School. The rehabilitation of the old schoolhouse has been one of the Historic Preservation Commission's goals for many years, and we are thrilled that progress can now be made. The City's approved grant application included the stabilization and repair of this dilapidated structure as the first step in the City's plan to rehabilitate the building and re-purpose it as a Welcome/Visitor's Center and as an exhibit of a one-room school for African-American children from the 1920's to the mid-1940's. The grant award for Phase I of this rehabilitation project is \$80,000 and requires a local cash match of \$20,000.

The City Council would like the Commission's assistance with nominating five (5) members for the school rehabilitation project Steering Committee. The City Council will be responsible for approving nominations and filling all remaining positions on the committee. The Steering Committee will assist the City Council with the planning, vision, and fundraising activities for the project.

Please let me know as soon as possible about potential candidates for the Steering Committee. Thank you to everyone on the Commission for your dedication to the preservation of the City's historic resources. You are truly making Gautier a better place!

Sincerely,

Chandra Nicholson
Director, Economic Development & Planning

From: william_bray
To: phuffman@gautier-ms.gov
Cc: [Leonard Fuller](#); [Mary Elsie Hubley](#); [Gaynell Atkinson](#); [Raymond Brown](#)
Subject: Re: nominations for the Colored School Project Steering Committee
Date: Monday, March 24, 2014 2:21:43 PM

Patty, this is to confirm that Leonard Fuller, Ray Brown, Mary Elsie Hubley, Gaynell Atkinson, all members of the Gautier Historic Preservation Commission, and myself would like to serve on the Colored School Rehabilitation Project Steering Committee.
Bill Bray, Pres
Gautier Historic Preservation Commission

From: Patty Huffman <phuffman@gautier-ms.gov>
To: wgbay@bellsouth.net
Sent: Monday, March 24, 2014 8:01 AM
Subject: nominations for the Colored School Project Steering Committee

Hi Bill,

Could you send me back an email confirming that the Historic Preservation Committee had five volunteers who would like to serve on the Colored School Rehabilitation Project Steering Committee? We would like to send these names to City Council for approval. The five volunteers were:

Bill Bray
Leonard Fuller
Ray Brown
Mary Elsie Hubley
Gaynell Atkinson

Thanks for your help with this.
Patty

Patty Huffman
Grants & Projects Manager

City of Gautier, MS
3330 Highway 90
Gautier, MS 39553

(C) 228.219.8016
e-mail: phuffman@gautier-ms.gov
web-site: 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 079-2014

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the request to fund the Grounds Maintenance Operator position, eliminate the GIS/Floodplain Manager position and create four (4) part-time Park Attendant positions 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 Anderson**, 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 April 1, 2014.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason Pugh, Human Resources Director
Date: 03/26/14
Subject: Request to Fund the Grounds and Maintenance Operator position, eliminate the GIS/Floodplain Manager position and create four (4) part-time Park Attendant positions.

REQUEST:

Park Attendants

The Human Resources Department on behalf of the Economic Development & Planning Department requests that the Gautier City Council approve the creation of four (4) part-time Park Attendant positions for Shepard State Park.

The provision for these positions was an FY2014 budgeted expense.

Grounds and Maintenance Operator

The City Manager recommends defunding the Parks Supervisor position which is vacant as of March 31. The Recreation Coordinator will assume all duties and responsibilities. The budgeted salary will fund the Grounds and Maintenance Operator Position created on 02/04/14, for a savings of approximately \$15,000 annually.

GIS Analyst/Floodplain Manager

The City Manager recommends eliminating this position effective April 4th, 2014. The duties of the Floodplain Manager will be delegated within the department. Geographic Information Systems have been assumed by Clearwater Solutions, Inc.

DISCUSSION:

Staff is requesting that the City Council consider the creation of four (4) part-time Park Attendants that will be responsible for all duties at the park office. These employees will work shifts which will enable us to man the office from 8:00 am – 5:00 pm seven (7) days a week. These employees will answer directly to the Cultural Services Manager and will be responsible for all office duties which include registering campers, booking reservations, collecting park fees, disseminating information to guests, and general housekeeping duties.

Manning the park full time will allow guests to be better served and will allow Cultural Services staff to focus on other duties aimed at moving the division forward.

Other Planning Department changes are necessary to improve efficiency and adjust to budget constraints.

FINANCIAL IMPACT:

Shepard State Park is self funding. The rate of pay for the Park Attendants will be \$7.25 per hour. At this rate of pay, the city will incur a cost of \$22,830.08 annually to man the park eight

(8) hours per day, seven (7) days per week. The park is operated solely from funds received and the Comptroller feels that the park can sustain this annual cost at this time.

The funding for the Grounds and Maintenance Operator position will come from the vacant Parks Supervisor position which is a budgeted expense for FY2014 with a revenue savings of approximately \$15,000.

The elimination of the GIS Analyst/Floodplain Manager represents a savings of approximately \$45,000 plus benefits annually.

RECOMMENDATION:

Mississippi Code Annotated 21-9-45 establishes that the City Council may authorize positions upon recommendation of the City Manager. The City Manager recommends approval of the new job description and positions as well as the change in funding as described.

City Council may:

- 1) Fund the Ground and Maintenance Operator position, eliminate the GIS/Floodplain Manager position and also create four (4) part-time Park Attendant positions to be funded from park revenue; or
- 2) Accept the City Manager's recommendation with changes; or
- 3) Reject the City Manager's budget and staff recommendations

ATTACHMENT(S):

Job Description/Park Attendant
Revised Schedule of Authorized Positions
Revised Organizational Chart



**PARK ATTENDANT
(Part-time)**

Department:	Economic Development / Planning Department	Pay Grade:	\$7.25 per hour
Reports To:	Cultural Services Manager	Exempt (Y/N):	N
Competitive (Y/N):	N/A		

SUMMARY:

This is mainly clerical work in the operation of a park office under the supervision of the Cultural Services Manager. The incumbent must make camping reservations, collect park fees, explain rules and regulations to park visitors pertaining to park use, points of interest and park facilities in addition to some housekeeping duties. This position requires dealing directly with the general public, employees in this position must be capable of exercising tact and maintaining good public relations with park users under all circumstances.

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.)

- Registers vehicles and persons coming into or through the park gate.
- Greets visitors, gives information pertaining to facilities available in Shepard State Park, such as: trails, weather conditions, fire conditions, camping and fishing areas, safety practices, and other park features in order to provide advice and other information when requested.
- Explains park rules and policies to visitors and reports problems to the appropriate authorities.
- Collects fees for the use of the park facilities from the public via telephone or in person.
- Records money collected and prepares reports to verify money received.
- Checks in campers and other visitors and ensures reservations are booked properly.
- Stocks shelves in the office with park brochures and other supplies as applicable.
- Performs general housekeeping duties in the park office.
- Performs other duties as assigned by the Cultural Services Manager.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.)

- Ability to communicate effectively in English both orally and in writing.
- Ability to handle cash transactions, issue receipts and balance deposits.
- Ability to meet and deal with people tactfully and courteously.
- Ability to recognize emergencies and report them properly.
- Knowledge of basic clerical procedures, such as collecting fees, booking reservations, record-keeping and customer service.
- Ability to post entries from supporting documents to ledgers, journals and computer files; and make mathematical computations rapidly and accurately.
- Ability to communicate effectively orally, in person and/or by telephone.
- Basic knowledge of computer operations.
- Must be able to come to work promptly and regularly.
- Must maintain a valid Mississippi driver's license.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

City Manager _____

Date _____



PARK ATTENDANT (Part-time)

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.

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 regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent.

REQUIRED LICENSES AND CERTIFICATES:

Must maintain a valid Mississippi driver's license.

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)
POLICE DEPT					
Police Chief	2080	22	1		
Executive Assistant	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		
Records Clerk II	2080	8	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			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)
FIRE DEPT					
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		
Administrative Clerk	2080	8	1		
<i>Building & Zoning</i>					
Building & Zoning Administrator	2080	13	1		
GIS Analyst/Draftsman	2080	11	4		
<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	unfunded		
Administrative Bookkeeper	2080	10	1		
Grounds and Maintenance Oper.	2080	8	4	2	
Grounds and Maintenance Oper.	2080	8	unfunded		
Park Attendant *****	N/A	N/A		4	
Total Funded			13	12	
Total Non-Funded			2		

***** PT Park Attendant (\$7.25 per hour)

	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	12	4
Public Works Dept: Funded	1		
Non-Funded	2		
Total	117	17	21
Total Non Funded	2		

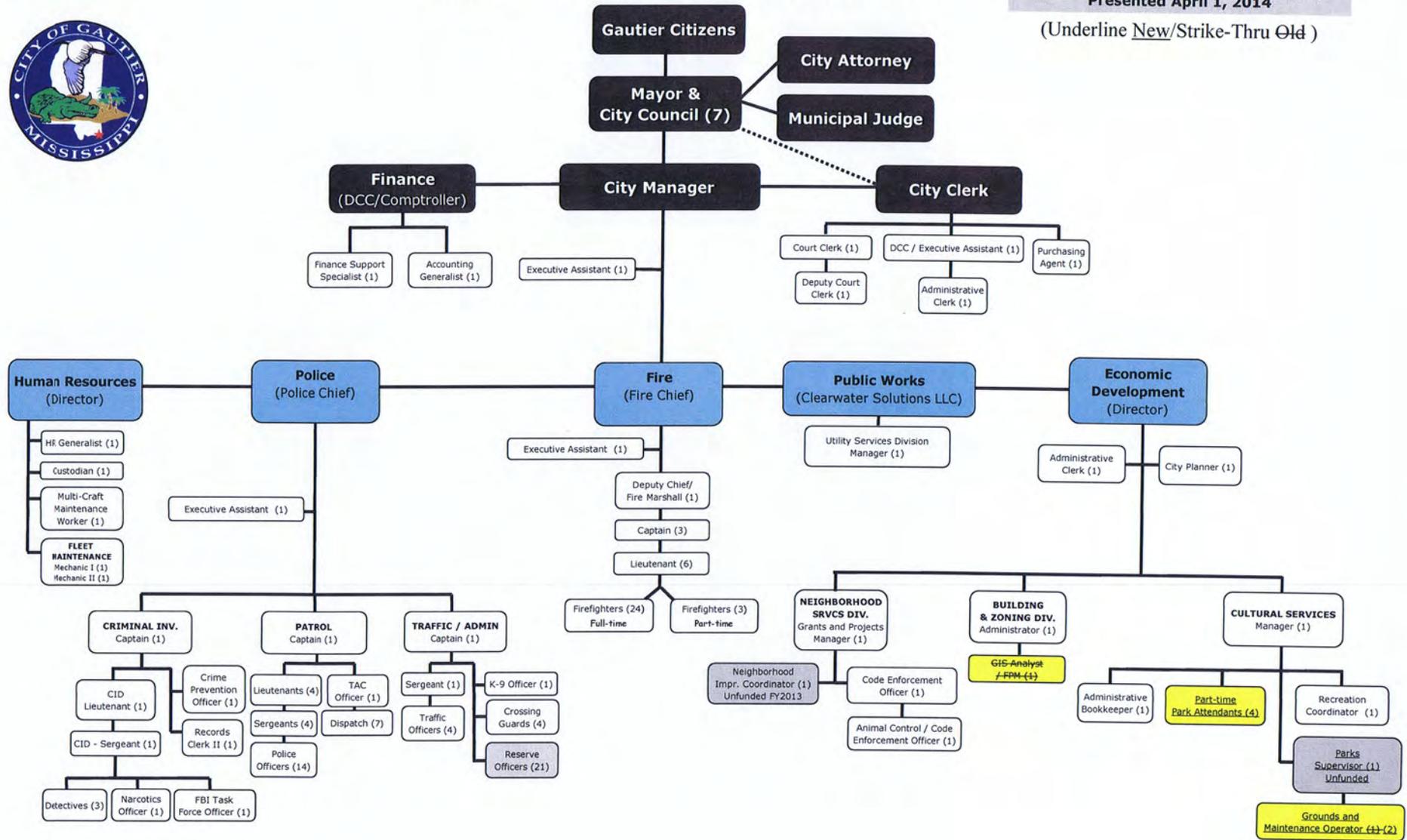


CITY OF GAUTIER ORGANIZATION CHART

FY 2013 - 2014

Presented April 1, 2014

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



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

ORDER NUMBER 080-2014

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the City of Gautier is hereby authorized to advertise for the Ion Exchange Water Treatment Plant.

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 April 1, 2014.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Cindy Steen, Purchasing Agent
Through: Cindy Russell
Date: March 25th, 2014
Subject: Authorization to Advertise for the Ion Exchange Water Treatment Plant

REQUEST:

The Purchasing Division requests City Council authorization to advertise for the Ion Exchange Water Treatment Plant.

BACKGROUND:

The City of Gautier's ion exchange filtration system will be the first water filtration system in the State of Mississippi to utilize the cutting-edge technology of ion exchange. The goals of Gautier's water filtration project are to remove the brownish tint in the water pulled from some of the city wells, with comparative low capital costs and low operations and maintenance cost. Upon study, research, national site visits and several pilots, Gautier's team of professionals determined that ion exchange offers the same clarity as reverse osmosis, with significantly reduced annual operations and maintenance costs.

The City Council adopted its Clear Water Plan January 2, 2014. The plan established three phases for a comprehensive water filtration system. The attached request for proposals allows for the construction of the first phase, given existing water demand and capacity. The first phase will construct a 1 million gallon per day (MGD) Ion Exchange Facility at the Public Works site on Gautier-Vancleave Road. The pipe system will tie four wells to the filtration system, and distribute the filtered water through the rest of the City's water system. These wells represent those with the most significant brownish tint. They are: the town commons well, Beasley well, Honduras well and Gautier-Vancleave well.

It is the professional opinion of Goodwyn Mills and Cawood Engineering that phase one may likely clarify water for all potable water users in Gautier because the filtered water will circulate through water storage tanks and throughout the system. The City currently pumps an average 1.6 MGD.

The City's public works service provider, Clearwater Solutions Inc., will install the pipe connecting the wells related to the filtration system and provide the labor to do so at no additional cost to the city. The RFP will bid out the remainder of the project.

The breakdown of cost is as follows:

\$2,630,000 + \$280,000 Professional Fees = \$2,910,000 (estimated annual payment \$205,000)
\$205,000 subtracting \$134,000 from annual savings realized by refinancing municipal water/sewer bonds in 2012 = \$69,000/annual budgeted.

There will be no additional costs to users for this filtration project.

Below is a summary project timeline:

- September 2011. Goodwyn Mills Cawood presented to Council a desktop analysis of various treatment options, capital costs and O&M costs.