

The resident Project **Engineer**:

- A. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by the LPA.
- B. Shall not exceed the limitations of the LPA'S authority as set forth in the Contract Documents.
- C. Shall not undertake any of the responsibilities of the CONTRACTOR, subcontractors or the CONTRACTOR's superintendent.
- D. Shall not advise on, issue directions relative to, or assume control over any aspect of the means, method, techniques, sequences or procedures of construction unless such advice or directions are specifically required by the Contract Documents.
- E. Shall not accept Shop Drawings or sample submittals from anyone other than the Contractor.
- F. Shall not authorize the LPA to occupy the Project in whole or in part.
- G. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by LPA.

EXHIBIT 3

FEES AND EXPENSES

The LPA shall pay the CONSULTANT on a Labor-Hour/Unit Cost Basis, with an upset limit of \$ 65,120.79 for the satisfactory completion of the Scope of Work set forth under "Exhibit 2", hereto, for all salaries, overhead, direct costs and the CONSULTANT'S fixed fees attributable to this CONTRACT.

All charges for services must be substantiated by supporting data, i.e. certified time sheets, daily logs, check stubs, pay vouchers, or other items as deemed necessary.

Payroll Additive & Overhead:

The current overhead rates shall be submitted by the CONSULTANT and approved by the MDOT within nine (9) months of the end of the CONSULTANT's fiscal period. The current overhead rate, as defined in this CONTRACT, shall be the overhead rate for the CONSULTANT's most recent previous fiscal period. The CONSULTANT's failure to provide a current overhead rate within nine (9) months of the end of the CONSULTANT's fiscal period may result in the CONSULTANT being deemed ineligible for any potential Supplemental Agreements with the LPA. The estimated FCCM for cost proposals, Supplemental Agreements, and invoices must be specially identified and distinguished from the other costs. Profit/Fee shall not include amounts applicable to FCCM.

All overhead rates submitted to MDOT for approval shall comply with the AASHTO Audit Guide, latest edition, as amended. In addition, the CONSULTANT shall submit written certification in accordance with FHWA Order 4470.1A, as amended, that the indirect cost rate submitted does not include any costs which are expressly unallowable and the indirect cost rate was established only with allowable costs in accordance with the applicable cost principles contained in the Federal Acquisition Regulations (FAR) of 48 CFR part 31.

Direct Costs:

Direct Costs are those expenses deemed reasonably necessary by the LPA for the successful completion of the Scope of Work, which are charged directly to the project and not included in overhead. These direct expenses, as used herein, include the costs of travel, subsistence, shipping charges, long distance telephone calls and printing if it is not company accounting policy to include these costs in overhead rates. The LPA will reimburse the CONSULTANT'S actual documented expenses; or the amount allowable under the current edition of the MDOT State Travel Handbook, whichever is lower. Except as otherwise specifically provided herein, the procedures generally outlined in the MDOT State Travel Handbook shall govern the allowability of any expense reimbursement. (e.g. no meal reimbursement when there is no overnight stay).

Labor Hour / Unit-cost Rates:

Labor Hour as the term is used herein shall include all direct salaries, audited overhead rate (as approved by MDOT), and profit. The audited overhead rate shall consist of fringe benefits and the general overhead. Unit-costs, as the term is used herein shall include all direct costs, profit, and any other associated costs for the project. Labor Hour / Unit-Costs are not subject to any adjustments on the basis of the CONSULTANT'S cost experience in performing the PROJECT. The Labor Hour / Unit-costs shall not exceed the rates established in EXHIBIT 3 (found in Table 1: Rate Schedule for Labor Hours). Once the LPA has approved and accepted the work of the CONSULTANT, the LPA will pay the CONSULTANT any unpaid amounts of the PROJECT.

Table 1: Rate Schedule for Labor Hours

PERSONAL NAME	LABOR CLASSIFICATION	Rate
Eric Page	Senior Manager	\$140.75 (2014)
		\$144.96(2015)
Dennis Reeves	Project Engineer	\$135.93 (2014)
		\$140.00 (2015)
	Engineer Intern	\$61.76 (2014)
		\$63.62 (2015)
	Resident Project Representative III	\$70.00 (2014)
		\$72.11 (2015)
	Resident Project Representative II	\$51.87 (2014)
		\$53.44 (2015)
	Technician IV	\$92.50 (2014)
		\$95.27 (2015)
	Technician II	\$70.62 (2014)
		\$72.76 (2015)
	Technician I	\$50.46 (2014)
		\$51.98 (2015)
	Administrative Assistant	\$45.81 (2014)
		\$47.19 (2015)

SCHEDULE OF MAXIMUM RATES, EXPENSES & FEES:

Contract Maximums:

Under no circumstances shall the amount payable by the LPA for this CONTRACT exceed \$ 65,120.79 _____(Total of all Charges) without the prior written consent of both parties

Fee and Expense Summary

Labor Cost	Direct Cost	SubConsultant	Total
\$ 51,533.25	\$ 1,290.00	\$ 13,567.53	\$ 65,120.79

SUPPORTING DATA

Project No. 00-0000-00-000-00
 County _____

<u>Employee and Classification</u>	<u>Rate of Pay (in contract)</u>	<u>Current Period Hours</u>	<u>Previous Period Costs</u>	<u>Costs To Date</u>
DIRECT LABOR AND DIRECT COSTS				
John P. Public, Jr Engineer	0.00	0.00	0.00	0.00
John P. Public, Jr Designer	0.00	0.00	0.00	0.00
John P. Public, Jr Engineer	0.00	0.00	0.00	0.00
John P. Public, Jr Technician	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Sub Total		0.00	0.00	0.00
Total Labor			0.00	0.00
Direct Costs			<u>0.00</u>	<u>0.00</u>
Project Total			0.00	0.00

EXHIBIT 5

NOTICE TO CONTRACTORS, FEDERAL-AID CONTRACT COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 COPELAND ANTI-KICKBACK ACT, DAVIS BACON ACT CONTRACT WORK HOURS AND SAFETY STANDARDS ACT CLEAN AIR ACT, ENERGY POLICY AND CONSERVATION ACT DISADVANTAGED BUSINESS ENTERPRISES, WORKER VISIBILITY

During the performance of this CONTRACT, the CONSULTANT, for itself, its assignees and successor-in-interest (hereinafter referred to as the "CONSULTANT") agrees as follows:

1. Compliance with Regulations: The CONSULTANT will comply with the Regulations of the Department of Transportation relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (Title 49, Code of Federal Regulations, Part 21, hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this CONTRACT.

2. Nondiscrimination: The CONSULTANT, with regard to the work performed by it after award and prior to completion of the contract work, will not discriminate on the grounds of race, religion, color, sex, national origin, age or disability in the selection and retention of subcontractors including procurement of materials and leases of equipment. The CONSULTANT will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the CONTRACT covers a program set forth in Appendix B of the Regulations. In addition, the CONSULTANT will not participate either directly or indirectly in discrimination prohibited by 23 C.F.R. 710.405(b).

3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment: In all Solicitations, either by competitive bidding or negotiation made by the CONSULTANT for work to be performed under a subcontract, including procurement of materials or equipment, each potential subcontractor or supplier shall be notified by the CONSULTANT of the CONSULTANT's obligations under this CONTRACT and the Regulations relative to nondiscrimination on the grounds of race, religion, color, sex, national origin, age or disability.

4. Anti-kickback provisions: All contracts and subcontracts for construction or repair shall include a provision for compliance with the Copeland "Anti-Kick Back" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR, Part 3). This Act provides that each contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The CONSULTANT shall report all suspected or reported violations to the LPA.

5. Davis Bacon Act: When required by the federal grant program legislation, all construction contracts awarded to contractors and subcontractors in excess of \$2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR, Part 5). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less often than once a week.

6. Contract Work Hours and Safety Standards Act: Where applicable, all contracts awarded by or to contractors and subcontractors in excess of \$100,000 which involve the employment of mechanics or laborers shall include a provision for compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor Regulations (29 CFR, Part 5). Under section 103 of the Act, each contractor shall be required to compute the wages of every mechanic and

laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction, safety, and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

7. Clean Air Act: Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15) (Contracts and subcontracts in amounts in excess of \$100,000).

8. Energy Policy and Conservation Act: Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).

9. Disadvantaged Business Enterprises: It is the policy of the Mississippi Department of Transportation to comply with the requirements of 49 C.F.R. 26, to prohibit unlawful discrimination, to meet its goal for DBE participation, to meet that goal whenever possible by race-neutral means, to create a level playing field, and to achieve that amount of DBE participation that would be obtained in a non-discriminatory market place. To meet that objective in any United States Department of Transportation assisted contracts, the JPA and the CONSULTANT shall comply with the "Mississippi Department of Transportation's Disadvantaged Business Enterprise Programs For United States Department Of Transportation Assisted Contracts".

Neither the CONSULTANT (Contractor), nor any sub-recipient or sub-contractor shall discriminate on the bases of race, color, national origin, or sex in the performance of this contract. The CONSULTANT (Contractor) shall carry out applicable requirements of 49 C.F.R. 26 in the award and administration of United States Department of Transportation assisted contracts. Failure of the CONSULTANT (Contractor) to carry out those requirements is a material breach of the contract which may result in the termination of this contract or such other remedies as the Mississippi Department of Transportation deems appropriate.

10. Worker Visibility: All workers within the right-of-way of a Federal-aid highway who are exposed either to traffic (vehicles using the highway for the purposes of travel) or to construction equipment within the work area shall wear high-visibility safety apparel – personal protective safety clothing that is intended to provide conspicuity during both daytime and nighttime usage, and that meets the Performance Class 2 or 3 requirements of the ANSI/ISEA 107–2004 publication entitled "American National Standard for High-Visibility Safety Apparel and Headwear" – for compliance with 23 CFR, Part 634.

EXHIBIT 6

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - Certification in accordance with Section 29.510 Appendix A, C.F.R./Vol. 53, No. 102, page 19210 and 19211:

- (1) The CONSULTANT certifies to the best of its knowledge and belief that it and its principals:
 - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification: and
 - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default;
 - (e) has not either directly or indirectly entered into any agreement participated in any collusion; or otherwise taken any action in restraint of free competitive negotiation in connection with this CONTRACT.

- (2) The CONSULTANT further certifies, to the best of his/her knowledge and belief, that:
 - (f) No federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, an officer or employee of Congress, or employee of a member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - (g) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or any employee of a member of Congress in connection with this CONTRACT, Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions will be completed and submitted.

The certification contained in (1) and (2) above is a material representation of fact upon which reliance is placed and a pre-requisite imposed by Section 1352, Title 31, U. S. Code prior to entering into this CONTRACT. Failure to comply shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000. The CONSULTANT shall include the language of the certification in all subcontracts exceeding \$100,000 and all sub-contractors shall certify and disclose accordingly.

I hereby certify that I am the duly authorized representative of the CONSULTANT for purposes of making this certification, and that neither I, nor any principal, officer, shareholder or employee of the above firm has:

(a) employed or retained for commission, percentages, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above consultant) to solicit or secure this agreement,

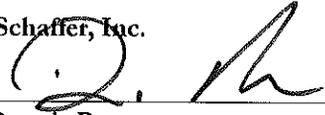
(b) agreed, as an express or implied condition for obtaining this CONTRACT, to employ or retain the services of any firm or person in connection with carrying out the agreement, or

(c) paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above consultant) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the agreement; except as herein expressly stated (if any).

I acknowledge that this Agreement may be furnished to the Federal Highway Administration, United States Department of Transportation, in connection with the Agreement involving participation of Federal-Aid Highway funds, and is subject to applicable state and federal laws, both criminal and civil.

SO CERTIFIED this 3rd day of June, 2014.

Neel-Schaffer, Inc.

BY: 

Dennis Reeves

ATTEST:

My Commission Expires:



Notary

EXHIBIT 7

CERTIFICATION OF THE LPA

I hereby certify that I am the Chief Administrative Official, duly authorized by the LPA to execute this certification and that the above consulting firm or its representative has not been required, directly or indirectly, as an express or implied condition in connection with obtaining or carrying out this agreement to:

- (a) employ or retain, or agree to employ or retain, firm or person, or
- (b) pay, or agree to pay, to any firm, person organization, any fee, contribution, donation, or consideration of any kind except as here expressly stated (if any).

SO CERTIFIED on the _____ day of _____, 20____.

City of Gautier

Name of LPA

Samantha Abell, City Manager

EXHIBIT 8

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EXHIBIT 9

PRIME CONSULTANT / CONTRACTOR EEV CERTIFICATION AND AGREEMENT

By executing this Certification and Agreement, the undersigned verifies its compliance with the, "Mississippi Employment Protection Act," Section 71-11-3 of the Mississippi Code of 1972, as amended, and any rules or regulations promulgated by the LPA, Mississippi Transportation Commission [MTC], Department of Employment Security, State Tax Commission, Secretary of State, Department of Human Services in accordance with the Mississippi Administrative Procedures Law (Section 25-43-1 et seq., Mississippi Code of 1972, as amended), stating affirmatively that the individual, firm, or corporation which is contracting with the LPA has registered with and is participating in a federal work authorization program* operated by the United States Department of Homeland Security to electronically verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986, Pub.L. 99-603, 100 Stat 3359, as amended. The undersigned agrees to inform the LPA if the undersigned is no longer registered or participating in the program.

The undersigned agrees that, should it employ or contract with any entity(s) in connection with the performance of this CONTRACT, the undersigned will secure from such entity(s) verification of compliance with the Mississippi Employment Protection Act. The undersigned further agrees to maintain records of such compliance and provide a copy of each such verification to the LPA, if requested, for the benefit of the LPA or this CONTRACT.

128686

EEV* Company Identification Number [Required]

The undersigned certifies that the above information is complete, true and correct to the best of my knowledge and belief. The undersigned acknowledges that any violation may be subject to the cancellation of the contract, ineligibility for any state or public contract for up to three (3) years, the loss of any license, permit, certificate or other document granted by any agency, department or government entity for the right to do business in Mississippi for up to one (1) year, or both, any and all additional costs incurred because of the contract cancellation or the loss of any license or permit, and may be subject to additional felony prosecution for knowingly or recklessly accepting employment for compensation from an unauthorized alien as defined by 8 U.S.C §1324a(h)(3), said action punishable by imprisonment for not less than one (1) year nor more than five (5) years, a fine of not less than One Thousand Dollars (\$1,000.00) nor more than Ten Thousand Dollars (\$10,000.00), or both, in addition to such prosecution and penalties as provided by Federal law.

BY: 
Authorized Officer or Agent

3 June, 2014
Date

Dennis Reeves
Printed Name of Authorized Officer or Agent

Assistant Engineer Manager – Neel-Scaffer, Inc.
Title of Authorized Officer or Agent of Contractor / Consultant

SWORN TO AND SUBSCRIBED before me on this the 3rd day of June, 2014.


NOTARY PUBLIC
My Commission Expires: 9-8-2017



* As of the effective date of the Mississippi Employment Protection Act, the applicable federal work authorization program is E-Verify operated by the U. S. Citizenship and Immigration Services of the U.S. Department of Homeland Security in conjunction with the Social Security Administration.

FEE PROPOSAL

CONSTRUCTION ENGINEERING & INSPECTION

Gautier Streetscape Project

Prepared for:

Mississippi Department of Transportation

Project Number:

STP-0494-00(008)LPA / 106378-701000

Gautier, MS

Prepared by: **Neel Schaffer, Inc.**

Date Submitted:

April 29, 2014

Date Revised:

Cost Summary

Gautier Streetscape

Construction Engineering & Inspection Services

Neel Schaffer, Inc.

Labor Costs

CE&I Services	\$	50,263.25
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Direct Costs

CE&I Services	\$	1,290.00
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Subtotal **Neel Schaffer, Inc.**

\$	51,553.25
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Batson & Brown, Inc.

Labor Costs

CE&I Services	\$	9,402.33
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Direct Costs

CE&I Services	\$	4,165.20
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Subtotal {name of SubConsultant} Costs

\$	13,567.53
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PROJECT TOTAL COSTS

\$	65,120.79
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Back-up must be provided for all SubConsultants

If additional sheets are required, Consultant will be responsible for accuracy

BILLING RATE TABLE (2014)

Neel Schaffer, Inc.

Construction Engineering & Inspection Services

Home Overhead Rate ²	<u>147.28% %</u>	147.07% OH + 0.21% FCCM
Field Overhead Rate ²	<u>111.87% %</u>	111.80% OH + 0.07% FCCM
Profit	<u>12.00% %</u>	

REGULAR BILLING TIME

Classification	Raw Wage Rate	Audited OH Rate ³	Profit	Regular Billing Rate
Senior Manager	\$ 50.82	\$ 74.85	\$ 15.08	\$ 140.75
Project Engineer	\$ 49.08	\$ 72.29	\$ 14.56	\$ 135.93
Engineer Intern	\$ 22.30	\$ 32.84	\$ 6.62	\$ 61.76
Resident Project Representative III	\$ 29.50	\$ 33.00	\$ 7.50	\$ 70.00
Resident Project Representative II	\$ 21.86	\$ 24.45	\$ 5.56	\$ 51.87
Technician IV	\$ 33.40	\$ 49.19	\$ 9.91	\$ 92.50
Technician II	\$ 25.50	\$ 37.56	\$ 7.57	\$ 70.62
Technician I	\$ 18.22	\$ 26.83	\$ 5.41	\$ 50.46
Administrative Assistant	\$ 16.54	\$ 24.36	\$ 4.91	\$ 45.81

OVERTIME BILLING RATES ***

Classification	Raw Wage Rate	Audited OH Rate ³	Profit	Regular Billing Rate
Resident Project Representative III	\$ 29.50	\$ 33.00	\$ 7.50	\$ 84.75
Resident Project Representative II	\$ 21.86	\$ 24.45	\$ 5.56	\$ 62.80
	\$ -	\$ -	\$ -	\$ -

² Approved by MDOT

³ Formula's may need to be adjusted if consultant has field overhead rate approved.

*** Overtime may only be allowable for those employees per Federal requirements.

*** Overtime is calculated by Raw Wage only * 1.5. Overhead and profit shall not be increased by 1.5

HOUR DISTRIBUTION / LABOR COSTS (2014)

Neel Schaffer, Inc.

Construction Engineering & Inspection Services

STP-0494-00(008)LPA / 106378-701000

REGULAR HOURS ONLY

POSITION TITLE	Hours Per Month												On Job Months	Subtotal Hours	Hourly Rate	Extension
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Senior Engineer											2	2	4	\$ 140.75	\$	562.99
Project Engineer									16	8	8	3	32	\$ 135.93	\$	4,349.72
Engineer Intern										4	4	2	8	\$ 61.76	\$	494.09
Resident Project Representative III										14	14	2	28	\$ 70.00	\$	1,960.05
Resident Project Representative II										55	55	2	110	\$ 51.87	\$	5,705.98
Technician IV										8	8	2	16	\$ 92.50	\$	1,480.04
Technician II												0	0	\$ 70.62	\$	-
Technician I												0	0	\$ 50.48	\$	-
Administrative Assistant										12	13	2	25	\$ 45.81	\$	1,145.20
Labor Subtotal (Regular) \$ 15,698.08																

STP-0494-00(008)LPA / 106378-701000

OVERTIME HOURS ONLY

POSITION TITLE	Overtime Hours Per Month												On Job Months	Subtotal Hours	Hourly Rate	Extension
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Resident Project Representative III													2	0	\$ 84.75	\$ -
Resident Project Representative II													2	0	\$ 82.80	\$ -
													0	0	\$ -	\$ -
Labor Subtotal (Overtime) \$ -																

CONTRACTOR'S Project Completion Time: 180 Days

Senior Engineer Visits/Week: _____ Total Visits: _____ Hours/Visit: _____ Office Time: _____ Total Hours: _____	Resident Project Representative III Visits/Week: _____ Total Visits: _____ Hours/Visit: _____ Office Time: _____ Total Hours: _____	Administrative Assistant sats/Week: _____ Total Visits: _____ Hours/Visit: _____ Office Time: _____ Total Hours: _____
Project Engineer Visits/Week: _____ Total Visits: _____ Hours/Visit: _____ Office Time: _____ Total Hours: _____	Resident Project Representative II Visits/Week: _____ Total Visits: _____ Hours/Visit: _____ Office Time: _____ Total Hours: _____	_____ _____ _____ _____ _____
Engineer Intern Visits/Week: _____ Total Visits: _____ Hours/Visit: _____ Office Time: _____ Total Hours: _____	Technician IV Visits/Week: _____ Total Visits: _____ Hours/Visit: _____ Office Time: _____ Total Hours: _____	_____ _____ _____ _____ _____

BILLING RATE TABLE (2015)

Neel Schaffer, Inc.

Construction Engineering & Inspection Services

Home Overhead Rate ²	<u>147.28% %</u>	147.07% OH + 0.21% FCCM
Field Overhead Rate ²	<u>111.87% %</u>	111.80% OH + 0.07% FCCM
Profit	<u>12.00% %</u>	

REGULAR BILLING TIME

Classification	Raw Wage Rate	Audited OH Rate ³	Profit	Regular Billing Rate
Senior Manager	\$ 52.34	\$ 77.09	\$ 15.53	\$ 144.96
Project Engineer	\$ 50.55	\$ 74.45	\$ 15.00	\$ 140.00
Engineer Intern	\$ 22.97	\$ 33.83	\$ 6.82	\$ 63.62
Resident Project Representative III	\$ 30.39	\$ 34.00	\$ 7.73	\$ 72.11
Resident Project Representative II	\$ 22.52	\$ 25.19	\$ 5.73	\$ 53.44
Technician IV	\$ 34.40	\$ 50.66	\$ 10.21	\$ 95.27
Technician II	\$ 26.27	\$ 38.69	\$ 7.80	\$ 72.76
Technician I	\$ 18.77	\$ 27.64	\$ 5.57	\$ 51.98
Administrative Assistant	\$ 17.04	\$ 25.10	\$ 5.06	\$ 47.19

OVERTIME BILLING RATES ***

Classification	Raw Wage Rate	Audited OH Rate ³	Profit	Regular Billing Rate
Resident Project Representative III	\$ 30.39	\$ 34.00	\$ 7.73	\$ 87.31
Resident Project Representative II	\$ 22.52	\$ 25.19	\$ 5.73	\$ 64.70
	\$ -	\$ -	\$ -	\$ -

² Approved by MDOT

³ Formula's may need to be adjusted if consultant has field overhead rate approved.

*** Overtime may only be allowable for those employees per Federal requirements.

*** Overtime is calculated by Raw Wage only * 1.5. Overhead and profit shall not be increased by 1.5

HR DISTRIBUTION / LABOR COSTS (2015)

Neel Schaffer, Inc.
Construction Engineering & Inspection Services

POSITION TITLE	REGULAR HOURS ONLY												Subtotal Hours	Hourly Rate	Extension
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Senior Engineer	2	2	2	2	2								8	\$ 144.96	\$ 1,159.68
Project Engineer	14	14	14	14	14	16							72	\$ 140.00	\$ 10,080.00
Engineer Intern	4	4	4	4	4								16	\$ 63.62	\$ 1,017.86
Resident Project Representative III	12	12	12	12	12								48	\$ 72.11	\$ 3,461.46
Resident Project Representative II	55	55	55	55	55								220	\$ 53.44	\$ 11,756.51
Technician IV	8	8	8	8	12								36	\$ 95.27	\$ 3,429.79
Technician II				4	4								8	\$ 72.76	\$ 582.05
Technician I				6	6								12	\$ 51.98	\$ 623.81
Administrative Assistant	13	13	13	13	13								52	\$ 47.19	\$ 2,454.03
													Labor Subtotal (Regular)	\$	34,565.18

POSITION TITLE	OVERTIME HOURS ONLY												Subtotal Hours	Hourly Rate	Extension
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Resident Project Representative III													4	\$ 84.75	\$ -
Resident Project Representative II													4	\$ 62.80	\$ -
													Labor Subtotal (Overtime)	\$	-

CONTRACTOR'S Project Completion Time: 130 Days

Senior Engineer	Visits/Week: _____	Resident Project Representative III	Visits/Week: _____	Administrative Assistant	Visits/Week: _____
Total Visits: _____	Total Visits: _____	Total Visits: _____	Total Visits: _____	Hours/Visit: _____	Hours/Visit: _____
Hours/Visit: _____	Hours/Visit: _____	Hours/Visit: _____	Hours/Visit: _____	Office Time: _____	Office Time: _____
Office Time: _____	Office Time: _____	Office Time: _____	Office Time: _____	Total Hours: #DIV/0!	Total Hours: _____
Total Hours: #DIV/0!	Total Hours: _____	Total Hours: _____	Total Hours: _____		
Project Engineer	Visits/Week: _____	Resident Project Representative II	Visits/Week: _____	Technician IV	Visits/Week: _____
Total Visits: _____	Total Visits: _____	Total Visits: _____	Total Visits: _____	Total Visits: _____	Total Visits: _____
Hours/Visit: _____	Hours/Visit: _____	Hours/Visit: _____	Hours/Visit: _____	Hours/Visit: _____	Hours/Visit: _____
Office Time: _____	Office Time: _____	Office Time: _____	Office Time: _____	Office Time: _____	Office Time: _____
Total Hours: #DIV/0!	Total Hours: _____	Total Hours: _____	Total Hours: _____	Total Hours: #DIV/0!	Total Hours: _____
Engineer Intern	Visits/Week: _____				
Total Visits: _____	Total Visits: _____				
Hours/Visit: _____	Hours/Visit: _____				
Office Time: _____	Office Time: _____				
Total Hours: #DIV/0!	Total Hours: _____				

DIRECT COSTS
CONSULTANT: Neel-Schaffer, Inc.
Construction Oversight Services
Construction Engineering and Inspection Services

POSITION TITLE	TRAVEL					Meals	TOTAL
	Weeks	Trips/Week	Round Trip Miles	Total Miles	Cost (\$0.50/Mile)		
Senior Manager	26	0.25	16	104	\$ 52.00	\$ -	\$ 52.00
Project Engineer	26	0.50	16	208	\$ 104.00	\$ -	\$ 104.00
Engineer Intern	26	0.25	16	104	\$ 52.00	\$ -	\$ 52.00
Resident Project Representative III	6	5.00	16	480	\$ 240.00	\$ -	\$ 240.00
Resident Project Representative II	20	5.00	16	1,600	\$ 800.00	\$ -	\$ 800.00
Technician I	21	0.25	16	84	\$ 42.00	\$ -	\$ 42.00
\$ 1,290.00							

ESTIMATED MAXIMUM FEE

Project Name: Gautier Streetscape
 MDOT Project No.: STP-0494-00(008)LPA / 106378-701000
 Client: Gautier, MS
 Termini: U.S. Highway 90 from Beasley Road to Ladnier Road, William Payne Adams Road from Beasley Road to Dolphin Road, and City property from William Payne Adams Road to U.S. Highway 90
 Prepared By: Batson & Brown, Inc.
 Date: 4/29/2014

Overhead Rate: 123.24%
 Profit: 12.00%

Classification	Raw Wage Rate	Audited OH Rate	Profit	Regular Billing Rate
Engineer (PE)	\$ 39.50	\$ 48.68	\$ 10.58	\$ 98.76
Field Technician	\$ 26.75	\$ 32.97	\$ 7.17	\$ 66.88
Laboratory Technician	\$ 24.75	\$ 30.50	\$ 6.63	\$ 61.88
Admin. Assistant	\$ 12.00	\$ 14.79	\$ 3.21	\$ 30.00

LABOR COSTS	Hours	Regular Billing Rate	Total
Engineer (PE)	6	\$ 98.76	\$ 592.57
Field Technician	18	\$ 66.88	\$ 1,203.89
Laboratory Technician	120	\$ 61.88	\$ 7,425.86
Admin. Assistant	6	\$ 30.00	\$ 180.02
SUBTOTAL - LABOR COSTS	150		\$ 9,402.33

FIELD AND LABORATORY	Quantity	Unit	Unit Cost	Total Cost
Concrete Cylinder, Compressive Strength	50	Each	\$ 20.00	\$ 1,000.00
Standard Proctor Density (T-99, MT-8)	2	Each	\$ 275.00	\$ 550.00
Standard Proctor Density (Untreated) (T-99, MT-8)	1	Each	\$ 175.00	\$ 175.00
Gradation, Dry Sieve and clay/silt (T-87, T-88, MT-22, MT-23)	2	Each	\$ 185.00	\$ 370.00
Granular Material; Gradation, Dry Sieve Analysis (T-87, MT-22)	1	Each	\$ 175.00	\$ 175.00
Field Densities (MT-16 or MT-10)	45	Each	\$ 40.00	\$ 1,800.00
Other				
SUB-TOTAL - FIELD AND LABORATORY				\$ 4,070.00

EXPENSE ITEMS	Quantity	Unit	Rate	Total Cost
Automobile Travel	170	Miles	\$ 0.560	\$ 95.20
SUB-TOTAL - EXPENSE ITEMS				\$ 95.20

TOTAL PROPOSED FEE **\$13,567.53**

APPENDIX A – Methods of Tests for Field Control and Laboratory Designs

The CONSULTANT or the MDOT laboratory will be required to **perform** the test for field control and/or laboratory designs as designated (by check mark “✓”) below in the respective column.

1. BITUMINOUS MIXTURES AND PAVEMENTS

MDOT CONSULTANT

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | MT-16, Nuclear Method of Field In-Place Density Determination |
| <input type="checkbox"/> | <input type="checkbox"/> | AASHTO T 166 Bulk Specific Gravity of Compacted Hot Mix Asphalt (HMA) Using Saturated Surface-Dry Specimens |
| <input type="checkbox"/> | <input type="checkbox"/> | AASHTO T 275 Bulk Specific Gravity of Compacted Hot Mix Asphalt (HMA) Using Paraffin-Coated Specimens |
| <input type="checkbox"/> | <input type="checkbox"/> | When requested obtain representative samples of materials for approval or formulation of asphalt mix designs. Deliver samples to MDOT District Lab. |

2. CONCRETE CONSTRUCTION

MDOT CONSULTANT

- | | | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | MT-24, Determination of the Specific Gravity of Fine Aggregates Using the LeChatelier Flask |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T2, Sampling of Aggregates |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T11, Amount of Material Finer Than 0.075 mm Sieve in Aggregate |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T22, Compressive Strength of Cylindrical Concrete Specimens |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T23, Making and Curing Concrete Compressive Strength Test Specimens in the Field |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T27, Sieve Analysis of Fine and Coarse Aggregates |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T84, Specific Gravity and Absorption of Fine Aggregate |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T85, Specific Gravity and Absorption of Coarse Aggregate |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T119, Slump of Portland Cement Concrete |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T121, or weight per Cubic Foot, Yield and Air Content (Gravimetric) of Concrete |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T141-05, Sampling of Freshly Mixed Concrete |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T152, Air Content of Freshly Mixed Concrete by the Pressure Method |
| <input type="checkbox"/> | <input type="checkbox"/> | AASHTO: T196, Air Content of Freshly Mixed Concrete by the Volumetric Method |
| <input type="checkbox"/> | <input type="checkbox"/> | AASHTO: T231, Capping Cylindrical Concrete Specimens |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T248, Reducing Field Samples of Aggregate to Testing Size |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T255, Total Moisture Content of Aggregate by Drying |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T309, Temperature of Freshly Mixed Hydraulic Cement Concrete |
| <input type="checkbox"/> | <input type="checkbox"/> | Perform Ready-Mix Concrete Plant inspection in accordance with Subsection 804.03.3 and complete TMD-324 (Inspection Report of R/M Concrete Plant) Form |
| <input type="checkbox"/> | <input type="checkbox"/> | When requested obtain representative samples of materials for approval or formulation of concrete mix designs. Deliver samples to MDOT District Lab. |

3. CONSTRUCTION OF EMBANKMENTS, GRANULAR SUB-BASES AND BASES, LIME TREATED SUB-GRADES, LIME/FLY ASH TREATED COURSES, AND CEMENT TREATED COURSES

MDOT CONSULTANT

- | | | |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | MT-8, Moisture Density Relations of Soils |
| <input type="checkbox"/> | <input type="checkbox"/> | MT-9, Moisture Density Relations of Treated Soils |
| <input type="checkbox"/> | <input type="checkbox"/> | MT-10, In-Place Density of Soil |
| <input type="checkbox"/> | <input type="checkbox"/> | AASHTO T-11, Amount of Material Finer Than 0.075mm Sieve in Aggregate |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | MT-16, Nuclear Method of Field In-Place Density Determination |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | MT-22, Sieve Analysis of Granular Materials |
| <input type="checkbox"/> | <input type="checkbox"/> | MT-23, Methods for Testing Soils (Includes AASHTO: T-88 and T-100) |
| <input type="checkbox"/> | <input type="checkbox"/> | MT-25 Design of Soil Cement Mixtures |
| <input type="checkbox"/> | <input type="checkbox"/> | MT- 26, Compressive Strength of Soil-Cement Cylinders and Cores |
| <input type="checkbox"/> | <input type="checkbox"/> | MT-27, Design of Soil -Lime-Water Mixtures |
| <input type="checkbox"/> | <input type="checkbox"/> | AASHTO: T85, Specific Gravity and Absorption of Course Aggregate |
| <input type="checkbox"/> | <input type="checkbox"/> | AASHTO: T87, Dry Preparation of Disturbed Soil and Soil Aggregate Sample for Test |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T88, Particle Analysis of Soils |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T89, Determining the Liquid Limit of Soils |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | AASHTO: T90, Determining the Plastic Limit and Plasticity Index of Soils |
| <input type="checkbox"/> | <input type="checkbox"/> | AASHTO: T92, Determining the Shrinkage Factors of Soils |
| <input type="checkbox"/> | <input type="checkbox"/> | AASHTO: T100, Specific Gravity of Soil |
| <input type="checkbox"/> | <input type="checkbox"/> | Perform final soil profile to be submitted to the ENGINEER on finished subgrade using the following parameters:
A. Perform soil borings @ 200' intervals 5' deep
B. Prepare boring log
C. Classify soil by AASHTO- Unified method and plot profile showing results of borings and testing. |
| <input type="checkbox"/> | <input type="checkbox"/> | When requested, obtain representative samples of materials for approval or formulation of:
A. Soil-Lime-Water Mixtures
B. Soil-Lime/Fly Ash-Water Mixtures
C. Soil-Cement Mixtures |

4. Additional Requirements

MDOT CONSULTANT

- | | | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Batching concrete in accordance with mix design, moisture content of materials, air content of mix |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Sampling materials which require testing by the District of State Central Laboratory such as borrow material, cement, concrete cylinders, water, geotextile fabric, etc. |



Dennis W. Reeves, PE

Professional History

Mr. Reeves joined Neel-Schaffer in 2012 after working as the Director of Public Works for the city of Gautier. He has 24 years of experience in the Civil Engineering field, managing projects that included water, sewer, drainage, roadway and utility design. Mr. Reeves has been involved from the design phase through to construction phase services. He is familiar with state and federal funding sources and procedures as well as managing budgets.

Related Experience

- **Jackson County Adult Detention Facilities, Jackson County, MS:** Project included the design of a drainage plan, water lines, sewer lines and an erosion control plan for a new facility featuring parking areas, ADA compliant sidewalks, common areas, traffic striping and signage.
- **Jackson County (Mississippi) Utility Authority, Water Well, Water Distribution and Wastewater Transmission Installations:** Project involved multiple work orders involving three contractors performing work at five well sites, 280,000 feet of water line, and 130,000 feet of sewer line. Project funded by Mississippi Development Authority.
- **Old Spanish Trail Improvements, Ocean Springs, MS:** Project included construction engineering and inspection during the construction of auxiliary turn lanes and a new traffic signal in the vicinity of the new Ocean Springs High School.

With his previous Employer

- **Gulfport (Mississippi) Factory Outlet Mall:** Site, drainage, utilities and detention pond design.
- **Flat Branch, Gulfport, Mississippi:** Mississippi River Analysis.
- **Brickyard Bayou, Gulfport, Mississippi:** Mississippi River Analysis.
- **Southwest Aviation Facility, Gulfport/Biloxi (Mississippi) International Airport:** Roadway, drainage and utility design.
- **Airfield Perimeter Road, Gulfport/Biloxi International Airport:** Engineering, design, plan and specification preparation.
- **Beach Boulevard Pedestrian Pathway, Harrison County, Mississippi.**
- **Whataburger, Highway 90, Ocean Springs, Mississippi.**
- **Imperial Palace Casino, Biloxi, Mississippi:** Site engineering.
- **Callavet Street Widening, Biloxi, Mississippi:** Engineering and design.
- **Interstate 10 Access Ramp, Tillman's Corner, Alabama:** Utility relocations.
- **Highway 90 Utility Relocation, Ocean Springs, Mississippi:** Engineering and design for widening project.
- **Drainage Master Plan, Gulfport, Mississippi:** Engineering & field data collection.
- **CDBG Downtown Streetscape, Gulfport, Mississippi:** Construction management and observation.
- **Reverse Osmosis Water treatment Plant, Pascagoula, Mississippi:** Contract administration and construction observation.

Education

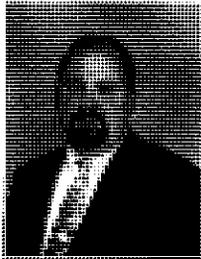
Bachelor of Science,
Civil Engineering,
Mississippi State
University, 1988

Registrations

Professional Engineer:
Mississippi, 15942

Associations

American Public Works
Association



Eric Page, PE

Professional History

Mr. Page joined Neel-Schaffer in 2002 and brings more than 14 years of civil engineering experience in the South Mississippi area to his projects. His experience includes design and construction administration of roadway improvements that include bridge replacement and overlays, site development, improvements to public water and wastewater systems and wetland delineations. Since joining Neel-Schaffer, Mr. Page also has performed hydraulic modeling of water systems, including supply, storage, distribution and wastewater collection systems.

Education

Bachelor of Science,
Civil Engineering
Mississippi State Uni-
versity, 1998

Associate of Science,
Pre-Engineering,
Mississippi Gulf Coast
Community College,
1995

Registrations

Professional Engineer:
Mississippi, 15772

Land Surveyor Intern:
Mississippi, 317

Associations

National Society of
Professional Engineers
Mississippi
Engineering Society
American Public Works
Association
Water Environment
Federation

Related Experience

- **LaFont Inn Redevelopment Project, Pascagoula, Mississippi:** Prepared plans, specifications and contract documents for a commercial subdivision infrastructure project on the 10.2-acre LaFont Inn Hotel property adjacent to Singing River Hospital in the city of Pascagoula. Design element included a single lane roundabout with a decorative fountain, two-lane curb and gutter road with landscaped median and drainage improvements, landscaping, brick paver cross walks, utilities, underground detention system, decorative roadway lighting, decorative sign posts and sidewalks.
- **Jackson County (Mississippi) Utility Authority, Water Well, Water Distribution and Wastewater Transmission Installations:** Team Manager responsible for resolving construction related issues for a multiple work orders involving three contractors performing work at five well sites, 280,000 feet of water line, and 130,000 feet of sewer line. Project funded by Mississippi Development Authority.
- **Highway 90 Utility Relocation, Pascagoula, Mississippi:** Design Engineer responsible for utility relocation project precipitated by an MDOT roadway widening project. Work involved relocating 1,800 feet of sewer line, 2,100 feet of water line and 2,300 feet of gas line in severely congested areas due to the limited right of way available.
- **Water Distribution and Wastewater Collection System Assessment, Bay St. Louis, Mississippi:** Design Engineer responsible for creating hydraulic models, utilizing Mike SWMM software for the wastewater and PIPE2000 software for the water of the utility systems for Bay St. Louis. Goal was to assess the functionality of the previously existing water and wastewater systems and to determine appropriate repairs after Hurricane Katrina.
- **Highway 63 Utility Relocation, SE Greene Water Association:** Project Manager responsible for utility relocation project due to an MDOT roadway widening project. Involved relocation of 2,000 feet of water line and installation of steel pipe casing to ease future expansion of the water system.
- **Highway 67 Utility Relocation, Mclain, Mississippi:** Project Manager responsible for utility relocation project due to an MDOT roadway widening project. Involved relocating 500 feet of sewer line and 500 feet of water line, along with installing four separate casing sleeves to ease future expansion of the water and sewer systems.

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

ORDER NUMBER 229-2014

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that request to advertise for bids for a contractor for the Transportation Enhancement Streetscape Improvements Project – Phase III is hereby authorized.

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 **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 October 7, 2014.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Patty Huffman, Grants & Projects Manager
Through: Chandra Nicholson, Economic Development and Planning Director
Date: September 29, 2014
Subject: Advertisement for Contractor for Transportation Enhancement Streetscape Improvements Project- Phase III

REQUEST:

The Economic Development & Planning Department requests authorization to advertise for bids for a Contractor needed for the Transportation Enhancement funded Streetscape Improvements Project- Phase III. The City has received Authority to Advertise from MDOT. The City is required to Advertise for Bids within 60 days of receiving Authority to Advertise.

BACKGROUND:

This project includes improving and expanding the existing pedestrian/bicycle access walks within the downtown area along a 1.5 mile stretch of Highway 90 from Beasley Road to Ladnier Road, along a 0.22 mile stretch of William Payne Adams Road from Dolphin Drive to Beasley Road, and along a 0.17 mile stretch of City property between William Payne Adams Road and Highway 90. These improvements include: wide multiuse sidewalks, brick paver seating areas, trash receptacles, brick paver crosswalks, pedestrian lighting installation, and pond fountains. All facilities will be ADA accessible.

RECOMMENDATION:

The Economic Development and Planning Department recommends that City Council authorize advertisement for bids for a Contractor for the Streetscape Improvements Project-Phase III.

The City Council may:

1. approve advertising for a contractor as described above; or
2. disapprove advertising for a contractor.

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 230-2014

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the submission of the Notice of Intent to Participate in FEMA Region IV's 2015 High Water Mark Initiative for Mississippi Coastal Communities is hereby authorized.

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 Vaughan** and the following vote was recorded:

AYES: **Gordon Gollott**
 Mary Martin
 Casey Vaughan

NAYS: **Johnny Jones**
 Hurley Ray Guillotte
 Rusty Anderson
 Adam Colledge

MAYOR

ATTEST:

CITY CLERK

Denied and Failed by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of October 7, 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: September 29, 2014
Subject: Submission of Notice of Intent to Participate in FEMA Region IV's
2015 High Water Mark Initiative for Mississippi Coastal Communities

REQUEST:

The Economic Development and Planning Department requests City Council authorization to submit a Letter of Intent to FEMA Region IV to participate in a Mississippi Coastal Community 2015 High Water Mark (HWM) Initiative along with the other communities located along the coast.

BACKGROUND:

The objective of the FEMA High Water Mark Program is to increase awareness of the risk of flooding in communities and to encourage local action to reduce the risk. The High Water Mark Project helps communities meet this objective by strategically helping plan mitigation actions using a High Water Mark Launch Event to raise awareness and communicate about those future actions. FEMA and other federal partners provide funding for signage and technical support for the initiative. The survey and installation of signage is provided by local communities as a cost share. The City of Gautier proposes to install up to three signs. Detailed proposals are due by December 1, 2014.

DISCUSSION:

The National Flood Insurance Program's Community Rating System (CRS) provides a flood insurance premium discount for policy holders in communities that participate in CRS. CRS points can be earned through high water mark posting and ongoing outreach. The greater the supporting outreach, the greater the possible CRS points that can be earned. The Mississippi's Coastal Hazard Outreach Strategy Team (C-Host) has volunteered to lead the High Water Mark Initiative for participating communities. A proposed date for a coast-wide HWM Launch Event is the 10-year anniversary of Hurricane Katrina, August 29, 2015. (See the proposed Action Steps for details.)

RECOMMENDATION:

The Economic Development and Planning Department staff recommends that City Council authorize submission of a Letter of Intent and Full Proposal to FEMA to participate in the High Water Mark Project along with other coastal communities. City Council may:

1. authorize submission of a Letter of Intent/Full Proposal to participate in the High Water Mark Initiative as outlined above; or
2. disapprove submission of a Letter of Intent/Full Proposal to participate in the High Water Mark Initiative.

ATTACHMENT(S):

Letter of Intent
CRS Credit for a High Water Mark Initiative
Mississippi Coastal Community 2015 High Water Mark Action Steps



2015 FEMA Region IV High Water Mark Initiative

Letter of Intent

The purpose of this letter is to inform FEMA Region IV of the intent of the City of Gautier to participate in the 2015 High Water Mark Initiative.

The City of Gautier understands that the High Water Mark Initiative is designed to raise awareness of flood risk, beginning with a community launch event for members of community and the media. By placing High Water Mark signs in prominent locations throughout the community, and reinforcing awareness through a launch event and ongoing outreach activities, our community will underscore its commitment to the well-being of its citizens and local businesses, galvanize the community around reducing the impact of floods, seek to earn additional Community Rating System (CRS) points to reduce the cost of flood insurance and put Federal and State mitigation assistance funds to work.

The City of Gautier projects to have (3) three High Water Mark signs placed around our community.

The community will submit a more detailed proposal by December 1, 2014.

Sincerely,

Chandra Nicholson
Director of Economic Development & Planning
City of Gautier

The “Know Your Line: Be Flood Aware” High Water Mark initiative, created by FEMA and seven other federal agencies, helps communities remind residents of major local floods and encourage residents to prepare for the next one. Participating communities post high water mark signs in prominent places, hold a high profile launch event to unveil the signs and conduct ongoing education to build local awareness of flood risk and motivate people to take action.

CRS CREDIT FOR A HIGH WATER MARK INITIATIVE



WHAT IS CRS?

The National Flood Insurance Program's Community Rating System (CRS) provides a flood insurance premium discount for policy holders in communities that participate in CRS. The discount is based on an assessment of floodplain management activities implemented by the community to reduce flood losses, promote flood risk awareness and flood insurance, and protect natural floodplain functions.

CRS OUTREACH PROJECTS AND PROGRAMS FOR PUBLIC INFORMATION

Communities that participate in CRS earn credits toward flood insurance premium discounts through a variety of activities including public information programs and projects. One of these is Activity 330 (Outreach Projects), which provides credit points based on the type of project, the audience reached, and the message(s) conveyed. Other public information activities credit providing floodplain map information, disclosing a property's flood status to a potential buyer, putting references in a library, posting information on a website, and providing one-on-one technical advice.

A CRS Program for Public Information (PPI) is an ongoing public information effort designed to transmit the messages that the community determines are most important to its flood safety and the protection of its floodplains' natural functions. It is developed following a seven step process designed to assess the community's public information needs, determine messages and outcomes appropriate for different audiences, and implement the most effective measures. Working with partners is a key factor throughout the process, resulting in greater credit for more involvement of other organizations and agencies.

HIGH WATER MARK AND CRS POINTS

One activity that communities are implementing more often is providing information on past floods, such as posting high water marks in public places and maps and photographs of past floods on their websites. These high water mark initiatives and a CRS-credited PPI have a lot in common.

CRS HIGH WATER MARK HIGHLIGHTS



CRS HIGH WATER MARK HIGHLIGHTS

- ▶ CRS points can be earned through high water mark posting and ongoing outreach
- ▶ The greater the supporting outreach, the greater the possible CRS points that can be earned
- ▶ CRS points are explained in the CRS Coordinator's Manual

To learn more about CRS, visit:
www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system

High Water Mark Initiative

The "Know Your Line: Be Flood Aware" High Water Mark Initiative was created by the Federal Emergency Management Agency and partner Federal agencies, as a community-based awareness initiative to remind residents of major local floods and encourage residents to prepare for the next one. Participating communities post High Water Mark signs in prominent places, hold a high profile launch event to unveil the signs, and conduct ongoing activities to increase awareness of flood risk that motivates people to take action.



To maximize CRS credit for such an initiative, communities are encouraged to use high water marks as a way to generate greater flood risk awareness. For example, a ceremony to unveil flood level signs could be used to announce the formation of a PPI committee or the release of the PPI report.

FEMA and seven other Federal agencies have recently been promoting such efforts in its “Know Your Line: Be Flood Aware” initiative. This initiative encourages communities to post signs showing historical high water levels and educating residents about the risk of flooding.

ONGOING OUTREACH AND CRS POINTS

It is important to note that both the High Water Mark initiative and the CRS call for more than just putting lines on a building or a sign. High water marks can be a catalyst for a master cooperative and coordinated public information program. Such an approach can receive through a PPI, also credited under Activity 330 in the 2013 *CRS Coordinator’s Manual*. Reviewing the criteria for both the High Water Mark Initiative and PPI is recommended, so communities can benefit from both programs via the same local activity. Credits are based on three factors:

- ▶ What and how many messages are conveyed;
- ▶ What type of projects they are (e.g., informational materials that people pick up, activities that reach out to people, or projects targeted to a specific audience); and
- ▶ How often they are delivered. Outreach Projects in CRS must be delivered at least once each year.

The 2013 *CRS Manual* provides more detailed information about the priority topics areas to be communicated for CRS credits, with sample messages for each.

PROMOTING ACTION

Community outreach is one of many things communities can do to promote awareness, but more than awareness, communities need to promote action. Through examining ways communities can bolster mitigation actions and plans in their communities, the more CRS points can be earned. In fact, there are activities communities can do concerning everything from floodplain mapping, flood damage reduction planning or enacting new flood warning and response actions that can make communities more resilient...and safer!

LEARN MORE

For more information on CRS credit for public information activities, contact your ISO/CRS Specialist. They are listed at <http://crsresources.org/100-2>. More information on “Know Your Line: Be Flood Aware” can be found at www.fema.gov/knowyourline.

CONTACT INFORMATION FOR THE HIGH WATER MARK CAMPAIGN:

Vince Brown

vincent.brown@fema.dhs.gov

Website:

www.fema.gov/knowyourline

2015 High Water Mark – 10 Year Katrina Anniversary Mississippi Coastal Community Event

Course of Actions:

1. Letter of Intent shall be completed by, and post marked by October 15, 2014.
2. Project Proposals for High Water Initiative. Package shall be completed and Post Marked by December 1, 2014. Ms. Lynne Keating (FEMA Region IV) will be providing a template or example.
 - a. Determine the date, time and locations of the HWM Launch Event. (Proposed Date August 29, 2015) This is a Saturday. Time to be Determined – (Could be land fall time of 10 am). Multiple locations on the coast, pending each jurisdiction marker location. This item to be coordinated by each jurisdiction.
 - b. Determine sign messaging, number of location per community, type and cost of signs.
 1. Messaging should be similar for each community. But, community specific as well. Wording drafts to be discussed and C-Host Meetings.
 2. Coordinate with community leaders as to number of location/signs in each jurisdiction.
 3. I have contacted the Soutwell Co. in Texas for an estimate on durable cast aluminum plaques. Approximate sizes 24 x18 and 30 x 18 both wall and post mounted.
 4. Establish estimated construction and installation cost of project minus sign cost.
 5. Work with C-HOST to create a coast wide theme and messaging of HWM Event.
3. Community Leaders approval. (County Board of Supervisors, City Alderman or Councils and Mayors).
4. Order Signs, and apply for reimbursement from FEMA Region IV. This item is relative to float time and sequence in chain of events here in.
5. Coordinate with local Media and announce HWM event. Ensure coverage by local new media. Invite the public to attend.
 - a. WXXV
 - b. WLOX
 - c. Radio
 - d. Other multi-media...such as news paper



C-HOST

Mississippi's Coastal Hazard Outreach Strategy Team

2015 High Water Mark – 10 Year Katrina Anniversary Mississippi Coastal Community Event

Sign Language

Community Name
High Water Marker

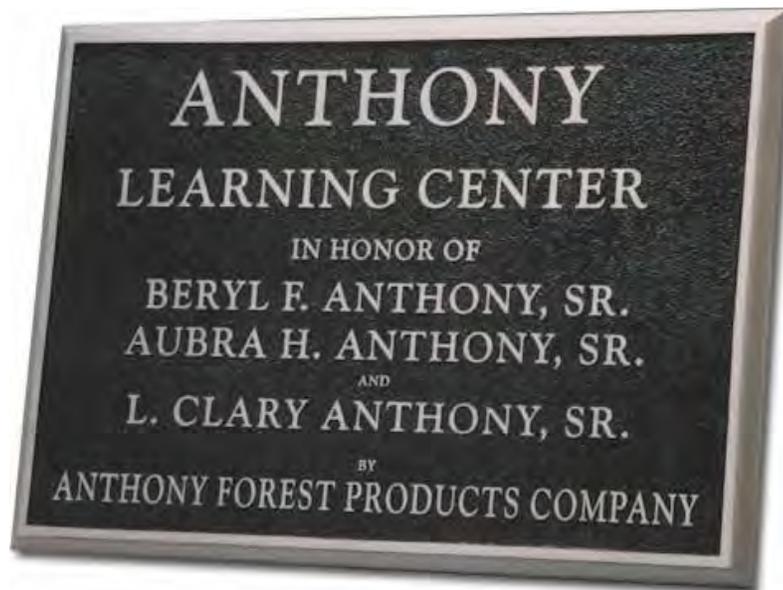
This plaque is dedicated to bring awareness of the surge and high water levels of Hurricane Katrina and Hurricane Camille. Both Storms brought about great devastation and loss of life to the Mississippi Gulf Coast. Hurricane Katrina made landfall on the Gulf Coast on August 29, 2005 at 10:00 am. The storm surge level at this location was 28 feet. There was approximately 125 billion dollars of damage to the coast, leaving 236 people dead and 67 missing. Hurricane Camille made landfall on August 17, 1969 at about 11:30 pm. The storm surge level at this location was 24 feet, with some reported tidal waves reaching 35 feet. There was approximately 1.5 billion dollars of damage to the coast leaving 131 know deaths and 41 missing.

HWM Participating Coastal Communities: Bay of St. Louis, Biloxi, D'Iberville, Gautier, Gulfport, Long Beach, Ocean Springs, Pascagoula, Pass Christian, and Waveland - Harrison County and Jackson County



FEMA

Example of plaque:



18x24 or 18x30



C-HOST

Mississippi's Coastal Hazard Outreach Strategy Team

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

ORDINANCE NUMBER 000-2014

**ORDINANCE APPROVING A REVISED
SCHEDULE OF AUTHORIZED POSITIONS**

**AN ORDINANCE OF THE CITY COUNCIL OF GAUTIER, MISSISSIPPI,
PROVIDING AUTHORITY & INTENT; PURSUANT TO MISSISSIPPI
ANNOTATED CODE 21-9-45, AUTHORIZING THE CITY COUNCIL TO
CREATE A SCHEDULE OF AUTHORIZED POSITIONS.**

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
GAUTIER, MISSISSIPPI, THAT THE CODE OF ORDINANCES OF THE CITY OF
GAUTIER IS AMENDED AS FOLLOWS:**

SECTION 1. Authority & Intent

A. The Gautier City Council held a public meeting on October 7, 2014 to consider and approve the schedule of authorized positions in the best interest of citizens.

SECTION 2. Amendment to Schedule of Authorized Positions

B. The Official Schedule of Authorized Positions Shall be Amended as Attached.

**SECTION 3. This Article shall be effective upon advertisement and adoption, pursuant to
Mississippi Annotated Code.**

Thereupon, upon motion duly made by **Councilman Jones**, seconded by **Councilwoman
Martin** to adopt the foregoing ordinance and received the following votes:

AYES: **Gordon Gollott
Mary Martin
Johnny Jones
Rusty Anderson
Adam Colledge**

NAYS: **Hurley Ray Guillotte
Casey Vaughan**

Thereupon, the Mayor declared said Ordinance approved, passed and adopted on this the 7th day of October, 2014.

Gordon Gollott, Mayor

Approved as to form and legal sufficiency

Joshua W. Danos, Esq.

Attest: _____
Cynthia Russell
City Clerk

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason Pugh, Human Resources Director
Date: 09/30/14
Subject: Approval of the Revised Schedule of Authorized Positions in order to Create, Eliminate and Fund Positions within the Economic Development and Planning Department in the Interest of the Public

REQUEST:

Building & Code Inspector

The last significant re-organization of the Economic Development Department occurred in 2010. A re-organization is now necessary due to four years of continued attrition, to reflect the continued consolidation of job duties. Namely, the enforcement of property care and maintenance codes will become the shared job duties of the newly created Building & Code Inspector and the existing Animal Control/Code Enforcement Officer (who already shares these job duties). The new Building & Code Inspector's duties will be primarily structural inspections and building and zoning related to the International Building Code and Unified Development Ordinance.

It is requested that the revised Schedule of Authorized Positions be approved to make the funding and defunding of these positions effective for pay period 10/18/14.

Cultural Services Division Dir.

It is requested that the City Council fund the position of Cultural Services Director which was unfunded in the budget at the start of FY2015. This position is necessary to continue existing recreation programs and implement the recommendations of the Recreation Advisory Committee and Senior Citizens Committee. The job description and duties are the same as the previous Cultural Services Manager with only the title being changed to Division Director and the grade from 14 to 19, to reflect the necessary experience and education. This position and division will remain under the Economic Development Director for the time being. It is requested that this position be funded effective 10/18/14.

Grounds and Maintenance Operator

It is requested that the City Council consider funding the position of Grounds and Maintenance Operator which was unfunded in the budget at the start of FY2015. Currently, the City has only one grounds and maintenance position funded. Two funded positions are needed to continue existing levels of service. Funding for this position is requested to begin 01/01/15.

DISCUSSION:

Historically, the Building & Zoning Administrator has had at least one inspector. At this time there is no inspector for the day-to-day overflow of inspections, permitting and plans review. This position covers when the Building & Zoning Administrator is in training or on leave. In addition, the Code Enforcement Officer requires assistance from the Building & Zoning Administrator on a routine and daily basis for safety and structural inspections. A new position of Building & Code Inspector is required to meet the needs of citizens, as well as unfunded state and federal mandates, and code enforcement duties. This position will be able to enforce property care and maintenance codes without the assistance of the Administrator. The Animal Control/Code Enforcement Officer will continue to respond to code enforcement complaints.

The Cultural Services Division Dir. position is needed to move towards creating a separate Department for Cultural Services and remove those duties from the Economic Development & Planning Department.

The Ground & Maintenance Operator which was unfunded at the end of the FY2014 budget is critical to meet day-to-day operations/maintenance of the parks and city facilities, as well as assisting with sport leagues & community events.

FINANCIAL IMPACT:

The new Building & Code Inspector position and elimination of Code Enforcement position will result in a maximum annual increase of \$3-\$11,000, adjusting for benefits. Funding the Cultural Services Director will be at the same wage rate as held in the past of approx. \$45-49,000 for a total \$74,230 (including benefits); the position is currently unfunded. Funding of the Grounds and Maintenance Operator position will be at the same wage rate of \$21,923 for a total \$39,494 (including benefits).

RECOMMENDATION:

Pursuant to Mississippi Annotated Code 21-9-45, the Council may create or eliminate positions upon the recommendation of the City Manager. The City Manager recommends the above revisions to the SAP.

City Council may:

- 1) Approve the Schedule of Authorized Positions as presented; or
- 2) Approve the Schedule of Authorized Postions with changes; or
- 3) Reject the Schedule of Authorized Positions as presented

ATTACHMENT(S):

Schedule of Authorized Positions Ordinance
Building & Code Inspector Job Description

CITY OF GAUTIER
FY 2015
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 2		
Detective	2080	11/13	Unfunded (1)		
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	10	1		
Traffic Sergeant	2184	10S	1		
Traffic Officer	2184	10	4 3		
Traffic Officer	2184	10	Unfunded (1)		
School Guards	N/A	N/A		4	
Patrol Officer	N/A	N/A			21
Total Funded			48	4	21
Total Non-Funded			2		

** 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		
Building & Code Inspector	2080	12	1		
Animal Control/Code Enforcement Officer	2080	9	1		
<i>Neighborhood Services</i>					
Grants and Projects Manager	2080	13	1		
Neighborhood Improv. Coord.	2080	10	Unfunded (1)		
Code Enforcement Officer	2080	10	1		
<i>Cultural Services</i>					
Cultural Services Director	2080	19	1		
Recreation Coordinator	2080	11	1		
Parks Supervisor	2080	11	Unfunded (1)		
Administrative Bookkeeper	2080	10	1		
Grounds and Maintenance Oper.	2080	8	2		
Park Attendant *****	N/A	N/A		4	
Total Funded			12	4	
Total Non-Funded			2		

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

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	48	4	21
Non-Funded	2		
Fire Dept: Funded	36	3	
Econ Dev Dept: Funded	12	4	
Non-Funded	2		
Total	111- 113	12	21
Total Non Funded	6 4		



BUILDING & CODE INSPECTOR

Department:	Economic Development / Planning Department	Pay Grade:	12 (Schedule 2080)
Reports To:	Building & Zoning Administrator	Exempt (Y/N):	Y
Competitive (Y/N):	N		

SUMMARY:

The Building & Code Inspector inspects new/existing buildings, structures, & sites to enforce conformance to building/grading/zoning/flood zone/stormwater/ADA/Life Safety & other construction codes, laws, industry standards, and approved plans/specifications. This is technical/professional work using excellent customer service skills to establish and maintain effective working relationships with other employees, other departments, prospective new developers, contractors, and all members of the general public.

The Building & Code Inspector also responds to Code Enforcement Complaints and works with property owners/tenants to resolve non-compliance cases in accordance with Department Policies and state statute.

Work includes on site visits to construction projects, keeping records of inspections, dissemination of building code information, meeting with contractors, developers or owners of property preparatory to issuance of permits/notices of violations.

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.)

- Inspects residential, commercial, and industrial building & site construction, during and after construction, to ensure compliance with the approved plans, specifications, and applicable codes.
- Communicates processes, construction status, & construction deficiencies/violations with permit holders, property owners, and Building & Zoning Administrator.
- Resolves complex and sensitive customer service issues, either personally, by telephone, or in writing.
- Confers with architects, engineers, developers, property owners, co-workers, and other organizations.
- Review construction plans and specifications as assigned by the Building & Zoning Administrator, for compliance with applicable codes.
- Inspects building sites for compliance with storm water management, landscaping, erosion control, zoning, and flood hazard requirements.
- Conducts inspection of existing properties, buildings, and construction projects for compliance with codes and laws.
- Responds to Code Enforcement complaints, issues compliance and/or violation notices establishing time constraints for compliance, works with property owners/tenants to resolve non-compliance cases, and follows procedures for abatements (where necessary) in accordance with Department Policies and state statute.
- Conducts follow-up investigations or re-inspections to ensure and document corrective measures were taken for all non-compliance/deficiencies/violations.
- Attends workshops, seminars, and code classes where required for the purpose of staying abreast of current code requirements.
- Establishes and maintains personal credentials and code certifications.
- Completes paperwork and submits for filing in accordance with Department policies.
- Performs other duties as assigned by the Building & Zoning Administrator, Director of Economic Development/Planning, and City Manager.

City Manager _____

Date _____



BUILDING & CODE INSPECTOR

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 read construction plans and specifications.
- Considerable knowledge of International Building Code, Mechanical, Plumbing and related codes including National Electrical Code, and NFPA Life Safety Codes.
- Considerable knowledge of contemporary building construction techniques.
- Ability to understand zoning ordinances and related regulatory standards.
- Knowledge of best management practices for stormwater pollution prevention.
- Must have exemplary communication skills including fostering a team atmosphere, handling high stress situations, and conferring with a wide range of professionals to facilitate a positive, professional, business-friendly environment.
- Ability to review plans and specifications for code compliance.
- Ability to express ideas effectively, orally and in writing.
- Ability to establish and maintain effective working relations as necessitated by work assignment.
- Ability to understand and follow oral and written instructions.
- Ability to react to change productively and handle other tasks as assigned.
- Ability to become familiar with the specific standards for zoning, subdivisions, flood minimization, and wetlands regulations as adopted by the City of Gautier.
- Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Ability to schedule work so as to respond to public needs in a timely matter.
- 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.

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.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

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 to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

High School diploma or (GED) equivalent; and a minimum two (2) years experience as a building inspector, building construction contractor, or superintendent of construction.

City Manager _____

Date _____



BUILDING & CODE INSPECTOR

REQUIRED LICENSES AND CERTIFICATES:

Must maintain a valid Mississippi driver's license.
MDOT Stormwater Certification preferred.

CIVIL SERVICE MINIMUM QUALIFICATIONS: (Rule 4, Section 4.2)

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

City Manager _____

Date _____

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

ORDER NUMBER 231-2014

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Docket of Claims is hereby approved, provided that all entries thereon are true, correct, properly entered and not fraudulent.

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 Vaughan** 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 October 7, 2014.

Docket of Claims
Release date from 10/07/2014 thru 10/07/2014

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	AT&T	142818	10/07/2014	09/19/2014			3,071.36	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	001-092-605	MONTHLY SERVICE	2284978000	09/14/2014				3,071.36
001	DELTA COMPUTER SYSTEMS INC	142853	10/07/2014	09/29/2014			370.00	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	001-092-698	ACCTG SOFTWARE MAINT	MN105702	09/15/2014				260.00
	001-092-698	VOTER REG SOFTWARE MAINT	MN105702	09/15/2014				20.00
	001-092-698	PRIV LIC SOFTWARE MAINT	MN105703	09/15/2014				90.00
001	AT&T	142856	10/07/2014	09/29/2014			75.76	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	001-092-605	MONTHLY SERVICE	2284972172	09/14/2014				75.76
001	AT&T	142860	10/07/2014	09/29/2014			52.18	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	001-092-605	MONTHLY SERVICE	2284977070	09/14/2014				52.18
001	IBM CORPORATION	142862	10/07/2014	09/29/2014			816.40	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	001-040-730	AS400 PMT NOV 2014	I3291FY	10/01/2014				816.40
001	GLOBALSTAR	142863	10/07/2014	09/29/2014			52.92	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	001-092-605	MONTHLY SERVICE	5923956	09/16/2014				52.92
001	INFORMATION TECHNOLOGY SERVICE	142864	10/07/2014	09/29/2014			224.00	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	001-100-640	AUG 2014	5227149	08/31/2014				224.00
001	CABLE ONE	142865	10/07/2014	09/29/2014			111.19	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	001-092-698	OCT 2014:23421-102609-01-6	09282014	10/05/2014				111.19
001	LNS INC	142870	10/07/2014	09/30/2014			100,756.40	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	001-092-625	COMMERCIAL PROPERTY	316265	09/23/2014				94,637.40
	001-092-625	BOAT RENEWAL	316243	09/23/2014				2,135.00
	001-092-625	ACCIDENT POLICY	316242	09/23/2014				3,984.00
001	LOWE'S HOME CENTER'S, INC.	142871	10/07/2014	09/30/2014			581.67	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	001-205-559	CHAIN CONN,CABLE	902600	08/28/2014				1.58
	001-170-559	SUPPLIES:BACOT LIGHTS	902654	09/03/2014				23.39
	001-170-559	CABLE STAPLES,ROD CLAMP	903320	09/04/2014				4.90
	001-170-559	TIME DELAY FUSE	902571	09/08/2014				11.71
	001-170-559	OIL(3),BYPASS,WASP SPRAY(12)	914555	09/09/2014				78.99
	001-170-559	LIGHT BULB(2),FERTILIZER	914607	09/10/2014				39.84
	001-201-576	LUMBER(3),RED STRIPES(3)	986101	09/10/2014				45.45
	001-170-559	WALL MNT HOLDER(2),FAUCET	914655	09/11/2014				57.37

Docket of Claims
Release date from 10/07/2014 thru 10/07/2014

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	LOWE'S HOME CENTER'S, INC.	142871	10/07/2014	09/30/2014			581.67	(CONTINUED)
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-170-559	PVC CAP, FITTINGS(2)	915273	09/11/2014		3.83		
	001-205-559	RECIP BLADE (2), PIPE, BUSHING	902065	09/11/2014		30.02		
	001-170-638	CLEANING SUPPLIES: REC TRUCKS	914911	09/16/2014		33.98		
	001-161-559	32CT NIAGARA WATER (10)	902889	09/16/2014		37.70		
	001-090-645	HANG MULLET FEST BANNERS	901071	09/23/2014		103.71		
	001-090-645	HANG MULLET FEST BANNERS	903748	09/23/2014		76.94		
	001-161-559	EXIT LIGHT BATTERY(2)	923331	09/24/2014		32.26		
001	CHANDRA NICHOLSON, CUSTODIAN	142873	10/07/2014	09/30/2014			322.89	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-090-500	BINDERS	02012014	09/29/2014		7.36		
	001-170-502	TENT PINS, FLEX NAME BADGES	08092014	09/29/2014		30.66		
	001-090-500	BINDERS	02012014	09/29/2014		36.38		
	001-090-559	BASKETS, STEP STOOL	05242014	09/29/2014		24.99		
	001-090-559	BANKERS BOXES	07262014	09/29/2014		65.98		
	001-090-559	PHOTO PAPER	05212014	09/29/2014		40.98		
	001-090-559	STACKING BINS, POST ITS	05242014	09/29/2014		55.60		
	001-090-559	WASP SPRAY	09022014	09/29/2014		26.16		
	001-170-502	FOOTBALL PANTS	09112014	09/29/2014		21.39		
	001-090-561	CAMERA CABLE (CODE ENF)	09082014	09/29/2014		7.00		
	001-090-559	FLAG TAPE, FLAGS	001090559	09/29/2014		6.39		
001	DANTE ELBIN, CUSTODIAN	142874	10/07/2014	09/30/2014			529.60	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-559	UNIT NUMBERS	05292014	09/29/2014		10.00		
	001-100-559	E-TOUCH TAPE	05302014	09/29/2014		25.67		
	001-100-559	JEEP TAG & POSTAGE	06032014	09/29/2014		16.00		
	001-100-559	GLOCK HOLSTER	06132014	09/29/2014		40.61		
	001-100-559	UNIT NUMBERS	06182014	09/29/2014		10.00		
	001-100-559	SHIRT W/ GPD BADGE	06262014	09/29/2014		30.00		
	001-100-559	UNIT NUMBERS	07072014	09/29/2014		10.00		
	001-100-559	UNIT NUMBERS	07152014	09/29/2014		20.00		
	001-100-525	GAS: FUELMAN CARD DECLINED	07182014	09/29/2014		50.00		
	001-100-681	HOTEL: EXTRADITION-OKLAHOMA	08132014	09/29/2014		158.29		
	001-100-681	MEALS: EXTRADITION-OKLAHOMA	08132014	09/29/2014		71.78		
	001-100-559	PELICAN LIGHT	08262014	09/29/2014		11.25		
	001-100-559	UNIT NUMBERS	08262014	09/29/2014		10.00		
	001-100-559	K9 DECAL	08282014	09/29/2014		20.00		
	001-100-559	K9 WARNING	09022014	09/29/2014		30.00		
	001-100-559	CAR TAG	09262014	09/29/2014		16.00		
001	JOB BELLES	142875	10/07/2014	09/30/2014			100.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-090-682	MACE ANNUAL DUES	02282016	09/24/2014		50.00		
	001-090-681	MACE EDUCATION CONFERENCE	10162014	09/24/2014		50.00		
001	BASICGOV SYSTEMS INC	142876	10/07/2014	09/30/2014			1,428.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-090-698	SUBSCRIPTION FEE: 1 USER	11302	09/01/2014		1,428.00		

Docket of Claims
Release date from 10/07/2014 thru 10/07/2014

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	FUELMAN OF MS	142877	10/07/2014	09/30/2014			3,596.50	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-090-525	UNL FUEL	NP42334034	09/22/2014		161.35		
	001-092-525	UNL FUEL	NP42334034	09/22/2014		49.37		
	001-100-525	UNL FUEL	NP42334034	09/22/2014		2,679.26		
	001-161-525	UNL & DSL FUEL	NP42334034	09/22/2014		624.16		
	001-170-525	UNL FUEL	NP42334034	09/22/2014		85.36		
	001-100-525	CREDIT PRIOR BILL	NP42290062	09/15/2014		-3.00		
001	FUELMAN OF MS	142880	10/07/2014	09/30/2014			3,836.32	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-090-525	UNL FUEL	NP42373542	09/29/2014		170.76		
	001-100-525	UNL FUEL	NP42373542	09/29/2014		3,019.63		
	001-161-525	DSL FUEL	NP42373542	09/29/2014		245.82		
	001-170-525	UNL FUEL	NP42373542	09/29/2014		183.26		
	001-205-525	UNL & DSL FUEL	NP42373542	09/29/2014		216.85		
001	GAUTIER MULLET AND MUSIC FEST	142883	10/07/2014	09/30/2014			5,000.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-090-645	OCT 2014 PLATINUM SPONSOR	10182014	08/16/2014		5,000.00		
001	GULF REGIONAL PLANNING COMMISSION	142884	10/07/2014	09/30/2014			8,477.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-090-643	FY 2015 SUPPORT	FY 2015	07/22/2014		8,477.00		
001	ICMA	142885	10/07/2014	09/30/2014			704.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-021-682	ICMA DUES: ABELL, S	615616	07/01/2014		704.00		
001	IDENTII-KIT SOLUTIONS	142886	10/07/2014	09/30/2014			408.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-699	ANNUAL SOFTWARE LEASE FY15	104570	09/01/2014		408.00		
001	LAMEY ELECTRIC INC	142887	10/07/2014	09/30/2014			1,725.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-698	BUCKET TRUCK W/ OPERATOR	12733	09/29/2014		1,725.00		
001	LEADSONLINE, LLC	142888	10/07/2014	09/30/2014			2,148.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-699	TOTALTRACK SERVICE PKG	228799	08/01/2014		2,148.00		
001	MS MUNICIPAL LEAGUE	142889	10/07/2014	09/30/2014			5,872.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-001-682	FY 2015 ANNUAL DUES	21131	08/19/2014		5,872.00		
001	MORPHOTRUST USA	142890	10/07/2014	09/30/2014			2,512.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-699	ANNUAL MAINT: AFIS	81570	06/20/2014		2,512.00		

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001	RJ YOUNG	142891	10/07/2014	09/30/2014			2,238.00	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	001-090-698	3245C ANNUAL MAINT	INV424035	07/01/2014			2,238.00	
001	SOCIETY FOR HUMAN RESOURCE MGMT	142892	10/07/2014	09/30/2014			185.00	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	001-022-682	ANNUAL DUES: PUGH, JASON	9005888151	09/01/2014			185.00	
001	SINGING RIVER E.P.A.	142893	10/07/2014	09/30/2014			543.93	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	001-161-631	BROWN FD 95237002	09112014	09/22/2014			208.51	
	001-161-631	MARTIN BLUFF FD 58380001	09122014	09/23/2014			276.29	
	001-201-629	SIGNAL LIGHTS 17546	09122014	09/23/2014			35.63	
	001-092-631	CITY LIMIT SIGN 17546	09122014	09/23/2014			23.50	
001	SINGING RIVER E.P.A.	142894	10/07/2014	09/30/2014			9,619.12	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	001-201-633	STREET LIGHTING	09152014	09/24/2014			4,995.12	
	001-201-629	SIGNAL LIGHTS	09152014	09/24/2014			1,160.12	
	001-092-631	CITY HALL	09152014	09/24/2014			1,412.08	
	001-170-631	FRAZIER PARK	09152014	09/24/2014			49.16	
	001-170-631	SENIOR BLDG	09152014	09/24/2014			838.95	
	001-161-631	CENTRAL FD	09152014	09/24/2014			562.09	
	001-170-631	CITY PARK	09152014	09/24/2014			173.53	
	001-092-631	PUBLIC WORKS	09152014	09/24/2014			404.57	
	001-092-631	HWY 90 SIGN	09152014	09/24/2014			23.50	
001	SINGING RIVER E.P.A.	142895	10/07/2014	09/30/2014			2,633.49	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	001-100-631	POLICE STATION 66298004	09152014	09/24/2014			1,844.16	
	001-201-629	SIGNAL LIGHT 89113001	09152014	09/24/2014			57.91	
	001-170-631	CITY PARK RESTRMS 89912001	09152014	09/24/2014			82.47	
	001-201-633	STREET LIGHTS 90345002	09152014	09/24/2014			318.63	
	001-092-631	RECORDS BLDG 90790001	09152014	09/24/2014			257.82	
	001-092-631	DIGITAL SIGN 97127001	09152014	09/24/2014			72.50	
001	SINGING RIVER E.P.A.	142896	10/07/2014	09/30/2014			1,028.65	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	001-201-633	DOLPHIN ST 94987002	09152014	09/24/2014			120.99	
	001-201-633	DOLPHIN ST 94988002	09152014	09/24/2014			139.37	
	001-201-633	DOLPHIN ST 94989002	09152014	09/24/2014			148.82	
	001-201-633	DOLPHIN ST 94990002	09152014	09/24/2014			619.47	
001	STAPLES CREDIT PLAN	142898	10/07/2014	09/30/2014			190.97	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	001-100-500	TONER CARTS (2),100 PK CDR	16636	08/29/2014			190.97	

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001	SINGING RIVER E.P.A.	142903	10/07/2014	09/30/2014			1,967.24	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-161-631	SOUTH FD	76008001	09162014	09/26/2014		300.26	
	001-170-631	BACOT PARK	10137	09162014	09/26/2014		1,505.37	
	001-201-629	SIGNAL LIGHTS	10138	09162014	09/26/2014		161.61	
001	STEINER SAW & MOWER	142905	10/07/2014	09/30/2014			388.25	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-170-639	CARB,AIR FILTER,OIL FILTER	676297	09/03/2014			76.00	
	001-170-639	120" HEAT SHIELD,BOLT(8),LINE	676299	09/04/2014			85.00	
	001-170-639	CYCLE OIL,OIL CAP	674224	09/15/2014			68.00	
	001-170-639	COIL,CARB	674241	09/24/2014			99.25	
	001-170-639	AIR FILTER(3)	674248	09/29/2014			60.00	
001	BELL AUTO PARTS, INC.	142907	10/07/2014	09/30/2014			463.55	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-161-638	GAL ROTELLA OIL(4)	D054594	09/08/2014			84.00	
	001-161-638	GAL ROTELLA OIL(2),AIR FILTER	D054595	09/08/2014			49.00	
	001-170-639	SEAT BRACKET & INSTALL KIT	40483	09/04/2014			96.25	
	001-170-639	MOWER SEAT	40484	09/04/2014			98.50	
	001-170-639	BELT(4)	40492	09/11/2014			71.60	
	001-100-570	BATTERY PROTECTOR	40494	09/15/2014			64.20	
001	TEAM ONE COMMUNICATIONS, INC	150001	10/07/2014	10/01/2014			866.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-639	REPR LCD DISPLAY-FLEX CIRCUIT	9080063771	09/23/2014	141124		433.00	
	001-100-639	REPR CONTROLLER BOARD	9080063781	09/23/2014	141124		433.00	
001	ROUGHWATER	150002	10/07/2014	10/01/2014			22.28	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-161-638	IN LINE FUSE HOLDER #C33	36843	09/29/2014	141201		12.59	
	001-161-638	4 GANG TERMINAL BLOCK #C33	36843	09/29/2014	141201		9.69	
001	SOUTH MISSISSIPPI BUSINESS MACHINES, INC	150003	10/07/2014	10/01/2014			1,245.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-639	SERVICE AGREEMENT MX-M550U	AR237449	09/26/2014	141180		1,245.00	
001	MID SOUTH UNIFORM & SUPPLY, INC.	150004	10/07/2014	10/01/2014			624.84	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-535	SS NAVY SHIRTS (6)	520045	09/19/2014	141068		252.00	
	001-100-535	NAVY PANTS W/ BLUE (6)	520045	09/19/2014	141068		249.00	
	001-100-535	RAID JACKET (2)	520045	09/19/2014	141068		39.80	
	001-100-535	SEW ON PATCHES (12)	520045	09/19/2014	141068		8.04	
	001-100-535	NAVY BRAID (12)	520045	09/19/2014	141068		51.00	
	001-100-535	EMBROIDER (2)	520045	09/19/2014	141068		10.00	
	001-100-535	EMBROIDER (12)	520045	09/19/2014	141068		15.00	

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001	MISSISSIPPI FIRE ACADEMY	150005	10/07/2014	10/01/2014			1,325.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-681	FF 1001-1-11: RAYBORN, B		22299	09/19/2014	141071	1,165.00	
	001-161-681	CC CPAT-E: FREMIN & MCCLURE		22299	09/19/2014	140829	80.00	
	001-161-681	CC CPAT-E: PRATT, TJ		22299	09/19/2014	141072	40.00	
	001-161-681	CC CPAT-E: MCCLURE, M		22299	09/19/2014	141141	40.00	
001	GULF COAST BUSINESS SUPPLY CO.	150006	10/07/2014	10/01/2014			98.85	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-500	#8511WH CS COPY PAPER (3)		92590	09/22/2014	141172	98.85	
001	SHERWIN-WILLIAMS	150007	10/07/2014	10/01/2014			265.21	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-201-576	ASE LTX SAFETY YELLOW (4)		2085-6	09/10/2014	141130	235.56	
	001-201-576	4' WD POLE W/ METAL TP		2085-6	09/10/2014	141130	4.15	
	001-201-576	4 WIRE CAGE FRAME		2085-6	09/10/2014	141130	2.07	
	001-201-576	CS ROLLER COVERS (4)		2085-6	09/10/2014	141130	13.75	
	001-201-576	PAINT TRAY		2085-6	09/10/2014	141130	9.68	
001	CUSTOM PRODUCTS CORPORATION	150008	10/07/2014	10/01/2014			183.37	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-201-576	BROWN ROAD STREET SIGN		254403	09/18/2014	141147	172.52	
	001-201-576	SHIPPING		254403	09/18/2014	141147	10.85	
001	MISSISSIPPI WHOLESALE TROPHIES, INC.	150009	10/07/2014	10/01/2014			148.39	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-559	NAME/SERVING BAR: PRICE, B		3824	09/24/2014	141166	29.39	
	001-161-535	DEP CHIEF BADGE: MCCOY, D		3755	09/11/2014	140688	93.50	
	001-161-535	CHIEF INSIGNIA: MCCOY, D		3755	09/11/2014	140688	25.50	
001	GULF COAST ARMY NAVY STORE	150010	10/07/2014	10/01/2014			191.70	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-535	3 PROPPER BDU PANT: KILLEN		454758	09/22/2014	141184	95.85	
	001-161-535	3 PROPPER BDU PANT: MOONEY		454758	09/22/2014	141184	95.85	
001	SUN COAST/CLAY'S	150012	10/07/2014	10/01/2014			247.72	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-639	APW-BE350G BATTERY BACKUP (2)		1060882-0	09/22/2014	141173	101.22	
	001-161-639	APW-BE550G BATTERY BACKUP (2)		1060882-0	09/22/2014	141173	146.50	
001	OFFICE DEPOT, 1104	150013	10/07/2014	10/01/2014			39.79	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-045-500	ADDING MACHINE TAPE (100)		7302498620	09/17/2014	141142	39.79	
001	PROFESSIONAL DISPATCH MANAGEMENT	150015	10/07/2014	10/01/2014			790.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-681	CERT TRAINING: HUNTER, J		20149-22-2	09/22/2014	141197	395.00	
	001-100-681	CERT TRAINING: BRUEN, R		20149-22-2	09/22/2014	141197	395.00	

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001	ALLISTON'S SCREEN PRINTING	150017	10/07/2014	10/01/2014			137.05	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-535	8-WHITE TEES W/NAME: PRICE	26782	09/30/2014	141135		34.00	
	001-100-535	3-NAVY GYM SHORTS: PRICE	26782	09/30/2014	141135		25.05	
	001-100-535	3-NAVY CREW SWEATSUIT: PRICE	26782	09/30/2014	141135		78.00	
001	STAPLES BUSINESS ADVANTAGE DEPT ATL	150018	10/07/2014	10/01/2014			475.16	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-090-500	12PK 3X3 POP UP NOTES (3)	3242602844	09/13/2014	141157		11.13	
	001-090-500	100 CT BLUE LEGAL FOLDERS (4)	3242602844	09/13/2014	141157		58.16	
	001-090-500	POST IT FLAGS-TABS (3)	3242602844	09/13/2014	141157		6.72	
	001-090-500	ZEBRA F301 BLACK REFILL	3242602844	09/13/2014	141157		3.15	
	001-170-502	CASE COPY PAPER (5)	3242602845	09/13/2014	141158		396.00	
001	PIONEER PRODUCTS INC	150021	10/07/2014	10/01/2014			669.58	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-161-639	GAL HOSE & GEAR CLEANER (12)	SI-79067	09/18/2014	141183		599.76	
	001-161-639	SHIPPING	SI-79067	09/18/2014	141183		69.82	
001	AT BATTERY COMPANY, INC	150024	10/07/2014	10/01/2014			67.99	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-161-639	DATA SAFE NPX-50 BATTERY (3)	1119784	09/10/2014	141148		59.97	
	001-161-639	SHIPPING	1119784	09/10/2014	141148		8.02	
001	LLOYD B MARSHALL, JR. CPA	150038	10/07/2014	10/01/2014			2,876.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-600	PROGRESS PMT FY 2014	1	10/01/2014			2,876.00	
001	DEREK C MCCOY	150039	10/07/2014	10/01/2014			144.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-161-681	PER DIEM: FIRE INS 1031-1	10132014	10/01/2014			144.00	
001	JACKSON COUNTY CHAMBER OF COMMERCE	150041	10/07/2014	10/01/2014			5,000.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-090-643	ANNUAL MEMBERSHIP FY15	23336	06/19/2014			5,000.00	
FUND TOTAL	1 Claims	to	Checks	54 Total	177,447.32 Manual	Held	Total	177,447.32

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157	RAY ALLEN MANUFACTURING LLC	150011	10/07/2014	10/01/2014			26.99	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	157-100-799	BUDDY BOWL 1/2 GALLON	308138-3	09/24/2014	141014		26.99	
FUND TOTAL 157	Claims	to	Checks	1 Total	26.99 Manual	Held	Total	26.99

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175	ACME BRICK TILE & STONE	150023	10/07/2014	10/01/2014			2,772.00	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	175-170-720	756 SF GRASSTONE II PAVERS	7816728 RI	09/08/2014	140854		1,247.40	
	175-170-720	924 SF GRASSTONE II PAVERS	7821661 RI	09/10/2014	140854		1,524.60	
FUND TOTAL	175 Claims	to	Checks	1 Total	2,772.00 Manual	Held	Total	2,772.00

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176	AT&T	142857	10/07/2014	09/29/2014			191.81	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	176-170-605	MONTHLY SERVICE	2284970676	09/14/2014			81.81	
	176-170-605	SBP 2014 DSL	2284970676	09/14/2014			110.00	
176	AT&T	142858	10/07/2014	09/29/2014			136.20	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	176-170-605	MONTHLY SERVICE	2284972244	09/14/2014			136.20	
176	LOWE'S HOME CENTER'S, INC.	142868	10/07/2014	09/30/2014			2,628.43	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	176-170-559	CLEANING SUPPLIES:SHEPARD PARK	913127	08/25/2014			43.36	
	176-170-519	ARCHERY RANGE SUPPLIES	985408	08/25/2014			2,412.30	
	176-170-519	ARCHERY RANGE SUPPLIES	901718	09/04/2014			147.20	
	176-170-559	GROUND CLAMP,MACHINE SCREWS	902888	09/10/2014			5.20	
	176-170-559	MACHINE SCREWS,OUTLET(2)	902197	09/12/2014			20.37	
176	FUELMAN OF MS	142878	10/07/2014	09/30/2014			132.40	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	176-170-525	UNL FUEL	NP42334034	09/22/2014			132.40	
176	FUELMAN OF MS	142881	10/07/2014	09/30/2014			75.17	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	176-170-525	UNL FUEL	NP42373542	09/29/2014			75.17	
176	SINGING RIVER E.P.A.	142897	10/07/2014	09/30/2014			3,360.71	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	176-170-631	PARK FACILITIES	76854002	09162014	09/26/2014		2,846.05	
	176-170-631	HOUSE	76855002	09162014	09/26/2014		514.66	
176	BELL AUTO PARTS, INC.	142908	10/07/2014	09/30/2014			197.69	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	176-170-639	DECK WHEELS(10)	40511	09/06/2014			99.50	
	176-170-639	WHEEL BUSHINGS(9)	40512	09/26/2014			98.19	
176	STAPLES BUSINESS ADVANTAGE DEPT ATL	150019	10/07/2014	10/01/2014			445.68	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	176-170-500	12 CT BANKERS BOX (3)	3242602843	09/13/2014	141156		170.07	
	176-170-500	PHONE CORD DETANGLER	3242602843	09/13/2014	141156		3.77	
	176-170-500	15 MO PLANNER (2)	3242602843	09/13/2014	141156		21.98	
	176-170-500	LEXMARK PHOTOCONDUCTOR KIT	3242602843	09/13/2014	141156		79.99	
	176-170-500	LEXMARK TONER CARTRIDGE	3242602843	09/13/2014	141156		83.35	
	176-170-500	6PK 3X3 POP UP NOTES	3242602843	09/13/2014	141156		5.70	
	176-170-500	BIC MED BLACK PENS DZ	3243397516	09/25/2014	141185		7.66	
	176-170-500	JUMBO PAPER CLIPS (2)	3243397516	09/25/2014	141185		10.60	
	176-170-500	12 CT SM BINDER CLIPS	3243397516	09/25/2014	141185		1.20	
	176-170-500	12 CT MED BINDER CLIPS	3243397516	09/25/2014	141185		2.76	
	176-170-500	2" DURABLE VIEW BINDER (10)	3243397516	09/25/2014	141185		58.60	

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Release date from 10/07/2014 thru 10/07/2014

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
176	LANE CONSTRUCTION CO OF MS INC	150040	10/07/2014	10/01/2014			3,000.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	176-170-519	ARCHERY TARGETS (32)		1	09/29/2014		3,000.00	
FUND TOTAL 176 Claims		to	Checks	9 Total	10,168.09 Manual	Held	Total	10,168.09

Docket of Claims
Release date from 10/07/2014 thru 10/07/2014

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	DELTA COMPUTER SYSTEMS INC	142854	10/07/2014	09/29/2014			340.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-650-698	UTILITY SOFTWARE MAINT	MN105704	09/15/2014		280.00		
	400-650-698	WORK ORDER SOFTWARE MAINT	MN105704	09/15/2014		60.00		
400	AT&T	142855	10/07/2014	09/29/2014			67.05	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-650-605	MONTHLY SERVICE	2284975234	09/14/2014		67.05		
400	AT&T	142859	10/07/2014	09/29/2014			59.55	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-650-605	MONTHLY SERVICE	2284974594	09/14/2014		59.55		
400	CABLE ONE	142861	10/07/2014	09/29/2014			65.10	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-698	SEPT 2014:23421-132488-01-8	09272014	09/20/2014		65.10		
400	LOWE'S HOME CENTER'S, INC.	142869	10/07/2014	09/30/2014			15.86	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-581	SUPPLIES:OFFICE WELL #8	915497	09/18/2014		15.86		
400	CITY OF GAUTIER	142872	10/07/2014	09/30/2014			43,427.11	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-680-821	ST LNS #3 90/57 SWR	09092014	09/16/2014		7,877.45		
	400-680-822	ST LNS #4 90/57 WTR	09092014	09/16/2014		10,948.67		
	400-680-822	ST LNS #4 90/57 SWR	09092014	09/16/2014		9,019.22		
	400-680-823	ST LNS #5 ALLEN RD	09092014	09/16/2014		2,149.95		
	400-680-824	ST LNS #6 OLD SPAN TR	09092014	09/16/2014		3,765.83		
	400-680-825	ST LNS #7 OLD SPAN TR	09092014	09/16/2014		9,665.99		
400	FUELMAN OF MS	142879	10/07/2014	09/30/2014			58.81	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-525	UNL FUEL	NP42334034	09/22/2014		58.81		
400	FUELMAN OF MS	142882	10/07/2014	09/30/2014			103.74	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-525	UNL FUEL	NP42373542	09/29/2014		103.74		
400	2012 GUD BONDS DEBT SERVICE	142899	10/07/2014	09/30/2014			116,708.33	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-680-816	OCT 2014 PRN PMT	10012014	09/30/2014		106,666.67		
	400-680-817	OCT 2014 INT PMT	10012014	09/30/2014		10,041.66		
400	SINGING RIVER B.P.A.	142900	10/07/2014	09/30/2014			1,509.37	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	400-651-631	SCHOONER WELL 20688	09082014	09/18/2014		565.80		
	400-651-631	LIFT STATIONS 20688	09082014	09/18/2014		180.91		
	400-651-631	LIFT STATIONS 20649	09112014	09/22/2014		553.85		
	400-651-631	LIFT STATIONS 28779	09112014	09/22/2014		114.52		
	400-651-631	LIFT STNS 89627001	09122014	09/23/2014		66.07		

Docket of Claims
Release date from 10/07/2014 thru 10/07/2014

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	SINGING RIVER E.P.A.	142900	10/07/2014	09/30/2014			1,509.37	(CONTINUED)
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	400-651-631	LIFT STNS	89702001	09122014	09/23/2014			28.22
400	SINGING RIVER E.P.A.	142901	10/07/2014	09/30/2014			3,840.66	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	400-651-631	LIFT STNS	17881	09122014	09/23/2014			1,952.39
	400-651-631	WATER WELLS	17881	09122014	09/23/2014			1,888.27
400	SINGING RIVER E.P.A.	142902	10/07/2014	09/30/2014			8,306.91	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	400-651-631	LIFT STATIONS	17882	08152014	08/25/2014			2,238.78
	400-651-631	WATER WELLS	17882	08152014	08/25/2014			4,522.53
	400-651-631	CITY HALL SOUTH	17882	08152014	08/25/2014			1,545.60
400	SINGING RIVER E.P.A.	142904	10/07/2014	09/30/2014			4,146.38	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	400-651-631	LIFT STNS	17875	09162014	09/26/2014			216.64
	400-651-631	LIFT STNS	17884	09162014	09/26/2014			1,560.38
	400-651-631	LIFT STNS	17883	09162014	09/26/2014			1,741.46
	400-651-631	WATER WELL	17883	09162014	09/26/2014			627.90
400	C & M ELECTRIC MOTOR SERVICE, INC.	150014	10/07/2014	10/01/2014			162.00	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	400-651-584	CAPACITOR	590-708 (12)	11553	09/17/2014	141138		162.00
400	SOUTHERN WATERWORKS SUPPLY, INC	150016	10/07/2014	10/01/2014			987.42	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	400-651-581	4" SDR35 CLEANOUT ADPTR (20)	55489	09/23/2014	141140			54.00
	400-651-581	4" SDR35 MPT PLUG (20)	55489	09/23/2014	141140			32.80
	400-651-581	4" SDR35 COUPLING (10)	55489	09/23/2014	141140			12.40
	400-651-581	2" SCH40 FEMALE ADPTR (10)	55489	09/23/2014	141140			7.20
	400-651-581	3/4 SCH 40 90 (20)	55489	09/23/2014	141140			4.20
	400-651-581	3/4 CTS COMP CPLG (20)	55489	09/23/2014	141140			148.00
	400-651-581	3/4 BRASS CPLG NL (7)	55489	09/23/2014	141140			141.40
	400-651-581	3/4X3" PVC CIRCLE CLAMP (6)	55489	09/23/2014	141140			67.62
	400-651-581	3/4X6" PVC CIRCLE CLAMP (6)	55489	09/23/2014	141140			134.58
	400-651-581	3/4X3" CTS CIRCLE CLAMP (6)	55489	09/23/2014	141140			67.62
	400-651-581	3/4X6" CTS CIRCLE CLAMP (6)	55489	09/23/2014	141140			134.58
	400-651-581	3/4X100' SDR9 BK TUBING (3)	55489	09/23/2014	141140			54.00
	400-651-581	3/4 BRASS COUP NL (3)	55589	09/23/2014	141140			60.60
	400-651-581	BECKSON UTILITY PUMP (2)	55588	09/23/2014	141165			68.42
400	STAPLES BUSINESS ADVANTAGE DEPT	ATL 150020	10/07/2014	10/01/2014			385.98	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	400-651-500	CS COPY PAPER (5)	3242602842	09/13/2014	141151			198.00
	400-651-500	HP INK 950/951 (2)	3242602842	09/13/2014	141151			187.98
400	THE GULF COMPANIES INC	150022	10/07/2014	10/01/2014			130.00	
	Account Number	Description	Invoice #	Date	P.O.		Amount	
	400-651-581	33X39 TRASH BAG 33 GAL (5)	1166	09/11/2014	141139			130.00
FUND TOTAL 400 Claims		to	Checks	17 Total	180,314.27 Manual	Held	Total	180,314.27

Docket of Claims
Release date from 10/07/2014 thru 10/07/2014

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
405	TRI-STAR	142906	10/07/2014	09/30/2014			625.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	405-677-695	DEBRIS RMVL:OLD OAKS RD	0912201401	09/12/2014		125.00		
	405-677-695	DEBRIS RMVL:FARRIGUT RD	0912201402	09/12/2014		125.00		
	405-677-695	DEBRIS RMVL:PINEVIEW/SUNSHINE	0912201403	09/12/2014		125.00		
	405-677-695	DEBRIS RMVL:HASTINGS RD	0912201404	09/12/2014		125.00		
	405-677-695	DEBRIS RMVL:WEST GATE SUBD	0912201405	09/12/2014		125.00		
FUND TOTAL	405 Claims	to	Checks	1 Total	625.00 Manual	Held	Total	625.00

Docket of Claims
 Release date from 10/07/2014 thru 10/07/2014

SUMMARY OF ALL FUNDS

FUND 1 Claims	to	Checks	54 Total	177,447.32 Manual	Held	Total	177,447.32
FUND 157 Claims	to	Checks	1 Total	26.99 Manual	Held	Total	26.99
FUND 175 Claims	to	Checks	1 Total	2,772.00 Manual	Held	Total	2,772.00
FUND 176 Claims	to	Checks	9 Total	10,168.09 Manual	Held	Total	10,168.09
FUND 400 Claims	to	Checks	17 Total	180,314.27 Manual	Held	Total	180,314.27
FUND 405 Claims	to	Checks	1 Total	625.00 Manual	Held	Total	625.00
Total for all Funds		Checks	83 Total	371,353.67 Manual	Held	Total	371,353.67

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

ORDER NUMBER 232-2014

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the application for special event permit of Azteca’s Mexican Restaurant in the amount of \$200.00 to rent a City digital portable sign for a tourist-oriented special event “Aztecas Welcomes Cruisers of the Coast” is hereby authorized.

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 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 October 7, 2014.



CITY OF GAUTIER
APPLICATION FOR SPECIAL EVENT PERMIT

Submit This Form to the City Clerk Office at least thirty (30) days prior to requested event.

(Please print or type all information below)

Event Information:

Date of Event 10/3/14 Day or Week 7 hrs Starting Time 11:00 AM/PM

Ending Time: AM/PM Proposed Location of the Event:

Describe the type of event to be conducted: CRUISER OF THE COAST

Reason for Event, Demonstration or March: Advertised - Attecas Welcome (Cruiser of The Coast)

If Event includes a city property or streets, give proposed route:

Table with 3 columns: (Street), (Direction Turn), (Street). Rows 1-5 for route details.

ATTACH A DETAILED MAP OF THE PROPOSED ROUTE IF REQUESTING A STREET CLOSURE FOR THE EVENT. ATTACH A LIST OF THE ADJACENT BUSINESS OWNERS

Applicant Information:

Organization: Attecas
Name: Attecas Phone:
Address: 2405 Hwy 90 Gautier MS 39553
City State Zip
Type of Organization: Social Profit: Non-Profit Federal ID#

Individual Making Application for Organization:

Name: DANIEL CHIMBOS Phone (Home): (251) 644-3704
Address: 1625 MARTIN BLUFF Phone (Work):
City: GAUTIER State: MS Zip Code: 39553
Position with Organization:

Individual(s) Responsible for keeping order and maintenance:

Name: Phone (H): () (W) ()
Name: Phone (W): () (W) ()

Public Demonstrations and Parades are covered under city of Gautier Code of Ordinances

Requirements of Applicant:

- Security Clean up During Event Staging
Traffic Direction Clean up After Event Fencing
Barricades Trash Receptacles/Bag Other
Set Up Barricades

In applying for this permit, I the undersigned, as the responsible individual of the above named organization; AGREE TO HOLD THE CITY OF GAUTIER FREE AND HARMLESS OF ANY LIABILITY WHICH MAY RESULT FROM SAID EVENT, AND ACCEPT FULL RESPONSIBILITY FOR ANY SUCH LIABILITY.

Applicant's Signature: [Signature] Date: 10/3/14

FOR OFFICE USE ONLY
Date Rec'd: 10/3 Received By: LSH
Event has been: Approved: X Disapproved:
Approval/Disapproval Authority: [Signature] Date: 10/3

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

ORDER NUMBER 233-2014

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Consent Agenda Items 1-11 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 **Councilwoman Martin** 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 October 7, 2014.

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

ORDER NUMBER 234-2014

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Municipal Court Clerk's Certificate of Attendance and 2014 Professional Judicial Development Certificate from the Mississippi Judicial College are hereby accepted.

IT IS FURTHER ORDERED that the certificate of completion shall be made a permanent record of the minutes of the city council in the municipality from which the municipal clerk is appointed. Miss. Code Ann. § 21-23-12 (2014).

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 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 October 7, 2014.

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Miss. Code Ann. § 21-23-12 (Copy w/ Cite)

Pages: **2**

Miss. Code Ann. § 21-23-12

MISSISSIPPI CODE of 1972

*** Current through the 2014 Regular Session and 1st and 2nd Extraordinary Sessions ***

TITLE 21. MUNICIPALITIES
CHAPTER 23. MUNICIPAL COURTS

Miss. Code Ann. § 21-23-12 (2014)

§ 21-23-12. Training and education program for municipal court clerks; instruction by Mississippi Judicial College; certificate of completion; compliance with Section 9-1-46

(1) Every person appointed as clerk of the municipal court shall be required annually to attend and complete a comprehensive course of training and education conducted or approved by the Mississippi Judicial College of the University of Mississippi Law Center. Attendance shall be required beginning with the first training seminar conducted after said clerk is appointed.

(2) The Mississippi Judicial College of the University of Mississippi Law Center shall prepare and conduct a course of training and education for municipal court clerks of the state. The course shall consist of at least twelve (12) hours of training per year. After completion of the first year's requirement, a maximum of six (6) hours training, over and above the required twelve (12) hours, may be carried forward from the previous year. The content of the course of training and when and where it is to be conducted shall be determined by the judicial college. A certificate of completion shall be furnished to those municipal court clerks who complete such course, and each certificate shall be made a permanent record of the minutes of the board of aldermen or city council in the municipality from which the municipal clerk is appointed.

(3) Upon the failure of any person appointed as clerk of the municipal court to file the certificate of completion as provided in subsection (2) of this section, within the first year of appointment, such person shall then not be allowed to carry out any of the duties of the office of clerk of the municipal court and shall not be entitled to compensation for the period of time during which such certificate remains unfiled.

(4) After August 1, 2015, and each year thereafter, the Administrative Office of Courts shall notify the judicial college of the name of any municipal court clerk who has not complied with the requirements of Section 9-1-46. The Mississippi Judicial College shall not provide such clerk with a certificate of completion of course work until such time that the Administrative Office of Courts has reported that the clerk is in compliance with the requirements of Section 9-1-46. Further, the Administrative Office of Courts shall report the names of all noncompliant clerks to the State Auditor and to the mayor of the municipality that employs the clerk.

HISTORY: SOURCES: *Laws, 1992, ch. 423, § 1; Laws, 1996, ch. 309, § 1; Laws, 2014, ch. 457, § 71, eff from and after July 1, 2014.*

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2014 Professional Judicial Development

The Mississippi Judicial College certifies that

DONNA DAVIS

*Attended the above program
at the Jackson Marriott in Jackson, Mississippi
on September 9 -10, 2014
and is awarded Continuing Judicial Education Credits
6 hours*

William T. Wilkin

Director
Mississippi Judicial College

The University of Mississippi Law Center

Linda E. Beasley

Linda E. Beasley
Program Manager
Mississippi Judicial College

The University of Mississippi Law Center



Certificate of Attendance

The University of Mississippi Law Center
Awards this Certificate to
Donna Davis

for having attended the
Municipal Court Clerk Seminar
Jackson Marriott ~ Jackson, Mississippi
September 10 -12, 2014
conducted by the
Mississippi Judicial College

Linda E. Beasley *WTW*
Program Manager Director

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

RESOLUTION NUMBER 024-2014

WHEREAS, the Gautier Mullet & Music Fest Committee has requested the Mayor and Members of the Council of the City of Gautier, Mississippi to provide in-kind services from the Cultural Services Department, Human Resources Department and the Police Department, for the 24th Annual Gautier Mullet & Music Fest to be held Saturday, October 18th and Sunday, October 19th.

WHEREAS, the Mayor and Members of the Council have determined that this event is an economic development tool to bring favorable notice, opportunities, possibilities and resources to the City of Gautier.

WHEREAS, the Mayor and Members of the Council have determined that the donation of in-kind services have been matched by other existing funds.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Members of the Council of the City of Gautier, Mississippi, as follows to-wit:

SECTION 1. In-kind services are hereby authorized from the Police Department to provide four (4) full-time officers (total of 96 hours) for security and traffic direction; Estimated costs will equal \$2,393.00; and

SECTION 2. In-kind services are hereby authorized from the Cultural Services Division and Human Resource Department for the set-up of barricades; clean-up during and after the event; trash receptacles/bags; staging; and fencing; Estimated costs is approximately \$2,850.00 in in-kind costs for the requested materials, approximately 106 hours of labor (3 employees), and the use of equipment; and

SECTION 3. the total estimated costs for in-kind services is \$5,243.00 and 202 estimated hours; and

SECTION 4. the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by **Councilwoman Martin**, 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 October 7, 2014.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Patty Huffman, Grants & Projects Manager
Through: Chandra Nicholson, Director of Economic Development and Planning Dept.
Dante Elbin, Chief of Police
Jason Pugh, Director of Human Resources
Date: September 12, 2014
Subject: 2014 Gautier Mullet & Music Fest In-kind Contribution Request

REQUEST:

The Gautier Mullet & Music Fest Committee requests City Council authorization for in-kind support services to be provided by the City for the event scheduled for October 18 and 19, 2014.

BACKGROUND:

The 24th Annual Gautier Mullet and Music Fest will be held on Saturday, October 18th and on Sunday, October 19th. The free event features arts and craft vendors, live entertainment, heritage and educational displays, a children's area, classic cars, food booths, and the Mullet Toss. The City has historically provided logistical support and security for this event.

DISCUSSION:

The Mullet Fest organizers have submitted a special event permit application requesting the following:

- Security and Traffic Direction
- Barricades and Set-up of Barricades
- Clean-up During and After the Event
- Trash Receptacles/Bags
- Staging and Fencing

The Police Department estimates that their in-kind contribution will equal \$2,393.00 based on four (4) full-time officers providing approximately 96 hours. The Cultural Services Division along with the Human Resource Department estimates approximately \$2,850 in in-kind costs for the requested materials, approximately 106 hours of labor (3 employees), and the use of equipment.

RECOMMENDATION:

The Economic Development and Planning Department recommends that City Council authorize the in-kind services requested by the Mullet Fest Committee since the event attracts both locals and visitors to the City. City Council may:

- 1) approve the in-kind contributions for the 2014 Gautier Mullet & Music Fest as requested;
- 2) approve a different amount of in-kind support; or
- 3) may decline to authorize in-kind support to the festival this year.

ATTACHMENT(S):

2014 Gautier Mullet & Music Fest Application for Special Event Permit

**MDA Tourism Division
TOURISM DEVELOPMENT GRANT CHECK LIST**

Gautier Mullet & Music Fest 2014

- Is the grant application typed?**
- Is the grant application signed?**
- Did you use only the space provided on the application?**
- Have you enclosed one original and three copies?**
- Is the anticipated media breakout form included with the application?**
- Is a letter of support included from the local tourism entity or unit of local government with the application? One will suffice.**
- Is the organization setup with a tax ID number?**
- Is the organization setup for Paymode?**

Mayor
Gordon T. Gollott

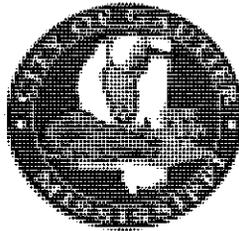
City of Gautier
Gautier, Mississippi

City Manager
Samantha D. Bell

Council

At Large Macy 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

City Clerk
Cynthia Russell



3330 Highway 90
Gautier, MS 39553
Phone: (228) 497-8000
Fax: (228) 497-8028
Email: gautier@gautier-ms.gov
Website: www.gautier-ms.gov

April 25, 2014

MDA Tourism Division
Tourism Development Grant
Post Office Box 849
Jackson, Mississippi 39205-0849
Attn: Leigh Portwood

Re: Gautier Mullet and Music Fest Grant application

Dear Ms. Portwood:

On behalf of the Gautier City Council, I would like to offer this letter of support for the Gautier Mullet & Music Fest's Tourism Development Grant application for the 2015 fiscal year. For many years, the Gautier City Council has approved a financial contribution to the festival as well as in-kind support services. This year's event marks the 24th Annual Gautier Mullet & Music Fest. The festival is one of our city's signature events and combines music, art contests, crafts, and games in a fun-filled two day event.

The event is held on the 3rd weekend of October and is scheduled this year for October 18th and 19th. Attendees enjoy the free admission, free parking, and free children's events as well as live music on two stages. The theme of the festival is "Celebrating Gautier as Nature's Playground". If awarded, grant funds would be used to expand the reach of the festival's current marketing and advertising to bring more tourists and people from outside the local area to the festival. The festival received \$4,000 in grant funding last year and benefitted from the increased advertising.

The City of Gautier and the Gautier Mullet & Music Fest Committee would appreciate consideration of this grant request again this year. Advertising and marketing provided through this grant funding will enable even more people to enjoy our community's hospitality.

Sincerely,


Gordon T. Gollott
Mayor

2. Please provide an estimated direct economic impact of the event (for example overnight visitation, anticipated increase in restaurant sales):

Since this festival is a two-day event, out-of-town vendors will likely have overnight stays. We expect some overnight stays from attendees as well since October is a popular tourism-related month on the Gulf Coast with several events held every weekend. Sales tax revenue will be generated at the various booths. Many attendees will take advantage of shopping, area restaurants, and gas stations.

3. Does this event demonstrate collaboration between more than one city, community, county, region, or Convention and Visitors Bureau? (Yes, No) If yes, please list the communities, counties, and organizations participating in event and their respective roles. Preference will be given to event that creates regional partnerships/collaborations:

The Gautier Mullet & Music Fest is advertised by both the Jackson County Chamber of Commerce and the MS Gulf Coast Visitors & Convention Bureau. The Festival provides free booths to many civic and educational groups. In addition to financial sponsorship, the City of Gautier provides in-kind services through the Cultural Services Division, the Police Department, and Clearwater Solution's Public Works Department.

4. How will the event improve the image of the community, region and/or State of Mississippi?

The Mullet & Music Fest promotes a positive image of the City and the region through its promotional activities such as the art contests and advertising of the event as a fun-filled, family-focused festival that celebrates our heritage and coastal environment. The Mullet Toss draws 1,000 contestants annually who test their tossing skills in order to win one of the coveted Mullet Toss trophies. The City's 42' tall fountain and sculpture is the festival's backdrop and promotes the City's Nature's Playground theme.

5. Please explain how this event will create or sustain part-time or full-time jobs:

The Gautier Mullet & Music Fest helps to sustain jobs for the vendors who participate in the event as well as those jobs that provide services such as advertising and equipment rental. The event helps to promote our creative economy by promoting local artists and musicians, and brings people to the Gulf Coast who support other local businesses such as restaurants, gas stations, shops, and recreational activities.

6. Give a brief description of the intended market for this event- 25 word maximum:

The festival focus is to attract a varied audience by including activities that appeal to adults and children, both locals and out-of-town visitors.

Anticipated Media Breakout Form must be completed and submitted with application.

**MDA Tourism Division
Tourism Development Grant
Anticipated Media Breakout Form**

Logo required on all advertising

PRINT MEDIA (Newspaper, Magazine)

Name of Publication	Designated Market Area (city/county)	Net Cost Newspaper	Net Cost Magazine	Print Materials
Mississippi Press	Jackson County	\$500.00		
South MS Coast's Observer	MS Coast		\$200.00	
Coffee News	Jackson Co., Gulfport, Biloxi- D'Iberville	\$75.00		
South MS Living	Hancock, Harrison and Jackson Counties		\$600.00	
Rack Card Publication	Hancock, Harrison and Jackson Counties			\$225.00

Total Newspaper: \$575.00

Total Magazine: \$800.00

Total Rack Cards: \$225.00

TOTAL PRINT MEDIA: \$ 1,600.00 BROADCAST

MEDIA (Radio, TV)

Name of Radio/TV Station	Designated Market Area (city/county)	Net Cost Radio	Net Cost Television
Clear Channel Radio	WBUV-FM WKNN-FM WMJY-FM WQYZ-FM 925FMthebeat.com K99FM.com Magic937.com NewsRadio1049FM.com	\$3,350.00	
Studio I Productions: (Cable Advertising in AL, LA; Cable One Advertising in MS; and WKFK-TV in AL and MS and WGUD -TV in MS	Lower AL Eastern LA South MS		\$2,400.00

Total Radio: \$3,350.00

Total Television: \$2,400.00

TOTAL BROADCAST MEDIA: \$5,750.00

BILLBOARDS

Name of Supplier	Location	Net Space Cost
Lamar Advertising	I-10	\$850.00

TOTAL BILLBOARD: \$850.00

INTERNET MEDIA (Social Media and Banner ads)

Source of Placement	Description	Net Cost
City of Gautier	City website posts, Facebook and Twitter	No charge

TOTAL INTERNET MEDIA: \$ N/A

WEB SITE DEVELOPMENT / DESIGN / UPGRADES (Event related)

Expense Description	Total Cost
Volunteer website design/maintenance	No charge

Total WEB SITE DEVELOPMENT: \$ N/A

TOTAL ADVERTISING PROGRAM: \$8,200.00

TOTAL STATE FUNDS REQUESTED: \$5,000.00

We realize that media placement plans and associated costs may change, however knowing your anticipated media plan will assist us in better evaluating your grant application.

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

ORDER NUMBER 235-2014

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 enter into a License Agreement with Lowe's Home Centers, Inc., to use a portion of the property for the purpose of the Gautier Mullet & Music Fest.

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 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 October 7, 2014.

**LICENSE AGREEMENT
(Gautier Mullet and Music Fest)**

THIS AGREEMENT ("Agreement") made this 9th day of October, 2014, by and between LOWE'S HOME CENTERS, LLC, a North Carolina limited liability company hereinafter referred to as "Licensor", and the City of Gautier, Mississippi (a political subdivision of the State of Mississippi), hereinafter referred to as "Licensee."

RECITALS

WHEREAS, Licensor is the owner of certain real property located at 3200 Highway 90 in Gautier, Jackson County, Mississippi upon which it operates a retail store (the "Retail Property").

WHEREAS, Licensor is also the owner of certain real property in Gautier, Jackson County, Mississippi depicted on Exhibit "A" attached hereto and labeled as the "Property" (the "Property").

WHEREAS, Licensor desires to grant, and Licensee desires to obtain, certain rights to use the Property (but not the Retail Property) as described on Exhibit "B" attached hereto (the "Licensed Area") subject to the terms and conditions of this Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt of which are hereby acknowledged and the terms of which are hereinafter outlined, the parties agree as follows:

1. Licensor hereby grants to Licensee a temporary, non-exclusive license (the "License") to occupy and use the Licensed Area for the purposes and subject to the conditions set out on Exhibit B (the "Use") attached hereto.

2. Licensee agrees its Use of the Licensed Area shall be in compliance with any and all conditions of any applicable permits, licenses and other governmental and regulatory approvals and in compliance with all applicable laws, statutes, and governmental rules and regulations, including but not limited to, those relating to Environmental Laws as defined herein. This License will be used by Licensee and its employees, agents, and representatives, subject to all the terms and conditions of this Agreement.

3. No fee will be charged for the Use of the Licensed Area during the term of this Agreement.

4. Licensor hereby grants to Licensee the non-exclusive right and privilege, at Licensee's sole cost and expense, to enter on the Licensed Area for the Use set out herein. Licensee's Use of the Licensed Area shall be conducted in a manner whereby it will not preclude or interfere with Licensor's use of the Licensed Area and/or the Retail Property. Additionally, Licensee will closely monitor and take corrective measures, if necessary, to ensure that at all times, its employees, agents and invitees act responsibly, do not drive recklessly on or litter the Licensed Area and/or the rest of the Property.

5. The Licensed Area may be used by Licensee solely for the Use described in Exhibit B during the period beginning on October 18, 2014 and ending on October 19, 2014. Notwithstanding anything contained herein to the contrary, Licensor may terminate this Agreement for any reason or no reason upon five (5) days notice to Licensee.

6. On expiration or termination of the License granted by this Agreement, Licensee shall quietly and peaceably surrender the Licensed Area in a manner that fully complies with all applicable state, federal, or local statute, regulation or ordinance and will leave the Licensed Area in as good condition as such Licensed Area was in at the time of Licensee's entry on the Licensed Area under this Agreement. Furthermore, the terms of this Agreement that would, by their nature, survive termination, including, without limitation, the terms that govern Licensee's removal obligations, and Licensee's indemnification obligations, both environmental and otherwise, as well as this survival provision, will survive any termination or expiration of this Agreement.

7. During the term hereof, Licensee shall keep in full force and effect a policy of commercial general liability insurance with respect to Licensee's Use of the Licensed Area and/or the rest of the Property and the operations of Licensee, with a limit for bodily injury, death, damage and personal injury of not less than Two Million Dollars (\$2,000,000.00) per occurrence. Two Million Dollar (\$2,000,000) general aggregate and Two Million Dollar (\$2,000,000) products/completed operations aggregate. The policy shall name Licensee as insured and Licensor as additional insured and shall contain a clause that the insurance company will not cancel or materially change the insurance without giving Licensor thirty (30) days prior written notice. Licensee shall also maintain commercial automobile liability insurance with a minimum combined single limit of Two Million Dollars (\$2,000,000.00). Licensor shall be named additional insured under the automobile liability policy. Licensee shall also provide evidence of workers' compensation coverage as required by applicable regulation or statute covering any of Licensee's employees who are present on the Licensed Area and/or the rest of the Property. A certificate of insurance shall be delivered to Licensor evidencing the coverage required herein prior to entering upon the Licensed Area and/or the rest of the Property.

8. This Agreement and the rights created herein shall not be recorded in the public records.

9. Licensee may not assign its rights hereunder without first obtaining Licensor's approval, which may be granted or withheld in Licensor's sole discretion.

10. This Agreement shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement. No alteration, modification, amendment, or waiver hereto shall be valid unless evidenced by a writing signed by both parties hereto.

11. In the event of any litigation between Licensor and Licensee relating to this instrument or the breach thereof, the prevailing party shall be entitled to recover as provided under any applicable Mississippi law.

12. Licensee shall not permit the roads or any driveways, sidewalks or other rights-of-way adjacent to the Licensed Area to be obstructed or disturbed in connection with the Use of the Licensed Area.

13. All notices, demands and requests required or permitted to be given under this Agreement must be in writing and must be (i) delivered personally (with written confirmation thereof); (ii) sent by a nationally recognized overnight courier (subject to written delivery confirmation thereof); (iii)

faxed to the appropriate numbers listed below (subject to overnight delivery of the original pursuant to the terms set forth herein); or (iv) sent by United States certified mail, return receipt requested, postage prepaid and addressed to the parties at their respective addresses set forth below. The initial addresses of the Parties shall be:

LICENSOR: LOWE'S HOME CENTERS, LLC
 1605 Curtis Bridge Road
 Wilkesboro, NC 28697
 Attn: Property Management

With copy to: Lowe's Companies, Inc.
 1000 Lowe's Boulevard
 Mooresville, NC 28117
 Attention: Legal Department (NB6LG)

LICENSEE: City of Gautier
 3330 Highway 90
 Gautier, MS 39553
 Attention: Samantha Abell (City Manager)

Any such notice, request or other communication shall be considered given or delivered, as the case may be, on the date of overnight courier delivery, upon deposit in the United States mail or upon confirmation of the facsimile transmittal as provided above. Rejection or other refusal to accept or inability to deliver because of changed address of which no notice was given shall be deemed to be receipt of the notice, request or other communication. By giving at least ten (10) days prior written notice thereof, either party may from time to time change its address to any other address within the United States of America.

14. The failure of either party to this Agreement to insist upon the performance of any of the items and conditions of this Agreement, or the waiver of any breach of any of the terms and conditions of this Agreement, shall not be construed as thereafter waiving any such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

15. The invalidity of any portion of this Agreement will not and shall not be deemed to affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provision.

IN WITNESS WHEREOF the parties have executed this instrument the day and year first above written.

LOWE'S HOME CENTERS, LLC,
a North Carolina limited liability company

By: _____
Name: _____
Title: _____

Licensee:

City of Gautier, Mississippi

By: Samantha D Abell
Name: Samantha D Abell
Title: City Manager

Exhibit "A"

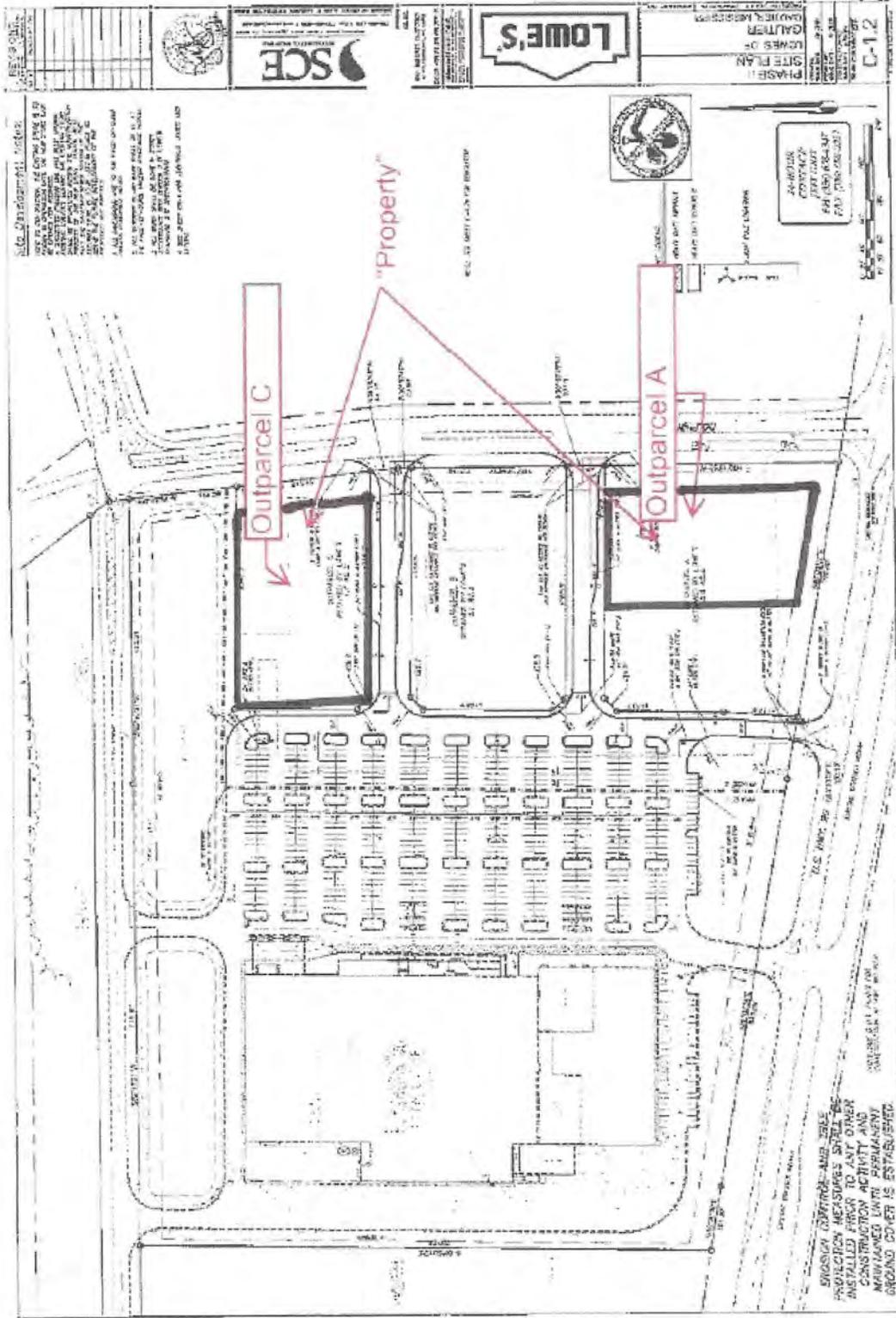


Exhibit "B"

Use of Licensed Area

Licensee intends to use the Licensed Area for the purposes of holding a "Gautier Mullet and Music Fest".

Additionally, such Use shall be further conditioned on:

Licensee must coordinate all activities so as not to interfere with the customers or operation of Licensor's Retail Property.

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

RESOLUTION NUMBER 025-2014

RESOLUTION OF THE CITY COUNCIL OF GAUTIER, MISSISSIPPI, REQUESTING THE LEGISLATURE OF THE STATE OF MISSISSIPPI TO ENACT LOCAL & PRIVATE LEGISLATION AMENDING THE NAMING OF A SEGMENT OF HIGHWAY 90 AS THE “SCOTT E. PRUITT HIGHWAY” TO “MSgt. SCOTT E. PRUITT HIGHWAY”

WHEREAS, MSgt. Scott E. Pruitt, (b. Jan 02, 1974. d. April 28, 2012) was a Graduate of Pascagoula High School in 1992. He is survived by Fiancée Trisha Anderson-Lane, and two daughters Jennifer and Jordyn Pruitt;

WHEREAS, He joined the United States Marine Corp in 1993 and graduated in 2012 from American Military University in Anchorage, Alaska, with a BA Criminal Justice;

WHEREAS, On April 28, 2012 MSgt. Pruitt and three other Marines and Afghan Policeman were in one of four trucks making a routine military patrol run through “Zaranj”, a town in Afghanistan’s Nimruz Province, when suddenly there was an explosion . MSgt. Pruitt was hit in the neck and legs with shrapnel and was killed;

WHEREAS, MSgt. Pruitt was a few weeks shy of his 19th anniversary in the United States Marine Corps in 2012. During his enlistment as a Financial MGT Resource Analyst, he served in Okinawa, Japan; Keflavik, Iceland; Marine Corps Air Station Beaufort, South Carolina; Camp Johnson, North Carolina; and training and Education Command, Quantico, Va.;

WHEREAS, MSgt. Pruitt would have returned to the States in February, 2013 and would have retire after 20 years served, on June 23, 2013. MSgt. Pruitt was buried Tuesday, May 8, 2012; Arlington National Cemetery, Washington, D.C.;

WHEREAS, The City of Gautier and the Citizens therein, wishes to commemorate the life of this honorable man by naming a portion of Highway 90, in Jackson County as the “**MSgt. SCOTT E. PRUITT HIGHWAY**”;

BE IT THEREFORE RESOLVED that the Mayor and Members of the Council of the City of Gautier, Mississippi, does hereby ratify Resolution Number 007-2013 adopted February 19, 2013 to designate a segment of Highway 90 as the “ **MSgt. SCOTT E. PRUITT HIGHWAY**”;

BE IT THEREFORE, RESOLVED that the City of Gautier hereby request that the Legislature enact local and private legislation, a copy of which is attached hereto, designating a segment of Mississippi Highway 90 as the “**MSgt. SCOTT E. PRUITT HIGHWAY**”.

BE IT KNOWN THAT the motion to approve the foregoing resolution was made by Councilwoman Martin, and was seconded by Councilman Jones, and the following vote was recorded:

Mayor	Gordon Gollott	<u>Ayes</u>
Councilwoman at Large	Mary Martin	<u>AYES</u>
Councilman Ward 1	Johnny Jones	<u>AYES</u>
Councilman Ward 2	Hurley Ray Guillotte	<u>AYES</u>
Councilman Ward 3	Casey Vaughan	<u>AYES</u>
Councilman Ward 4	Rusty Anderson	<u>AYES</u>
Councilman Ward 5	Adam Colledge	<u>AYES</u>

RESOLVED, this the 7th day of October, 2014.

CITY CLERK

MAYOR

Tricia Thigpen

From: Chassity Bilbo <cbilbo@gautier-ms.gov>
Sent: Tuesday, September 30, 2014 11:57 AM
To: tthigpen@gautier-ms.gov
Subject: FW: MSgt Scott E. Pruitt

Tricia,
Please use this email as backup.
Thanks,
Chassity Bilbo
City Manager
Executive Assistant
City of Gautier
Phone: 228-497-8000 Ext. 306
Cell: 228-219-7644
www.gautier-ms.gov

From: Betty [<mailto:bobandbet1@aol.com>]
Sent: Thursday, September 25, 2014 3:37 PM
To: cbilbo@gautier-ms.gov
Subject: MSgt Scott E. Pruitt

Hi Ms Bilbo, well, I am back....lol. I just did not know when and where to start on getting MSgt put in front of Scott's name on the hiway signs. I guess I know something has to be done so it can go back to the House for session 2015????

Anyway, you were so helpful with all of original dedication, I was hoping you could help me figure out what has to be done now.

Call me [REDACTED] or email me with any info, I have just now emailed Rep John Read to see what he might know on how to proceed.

Thanks again

Betty

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

ORDER NUMBER 236-2014

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the donation of three (3) Harley Davidson motorcycles by the Jackson County Board of Supervisors from the Jackson County Sherriff's Office surplus inventory is hereby approved.

IT IS FURTHER ORDERED that this donation is in the "Best Interest of the City of 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 **Councilwoman Martin** 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 October 7, 2014.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Cindy Russell, City Clerk
Date: October 1, 2014
Subject: Donation of Motorcycles from Jackson County Board of Supervisors

REQUEST:

City Council authorization is requested for the City of Gautier to accept a donation of three (3) Harley Davidson motorcycles to be placed on the police department inventory.

DISCUSSION:

City of Gautier requested the Jackson County Board of Supervisors donate three (3) Harley Davidson motorcycles from the Jackson County Sheriff's Office Surplus Inventory. These motorcycles will be used for the provision of public safety initiatives and support traffic enforcement within the City of Gautier.

RECOMMENDATION:

City staff recommends that City Council authorize and accept the donation of (3) Harley Davidson motorcycles:

2007 Harley Davidson Model FLH Vin# 1HD1FMM197Y672730 Unit 12730
2007 Harley Davidson Model FLH Vin# 1HD1FMM157Y680209 Unit 10209
2006 Harley Davidson Model FLH Vin# 1HD1FMW186Y691720 Unit 11720

ATTACHMENT(S):

Letter of request
Motorcycle Titles
Correspondence from Captain Danny Selover

Cindy Steen

From: Cindy Russell <crussell@gautier-ms.gov>
Sent: Wednesday, October 01, 2014 11:15 AM
To: dselover@gautier-ms.gov
Cc: 'Dante Elbin'; saguilar@gautier-ms.gov; csteen@gautier-ms.gov
Subject: RE: MOTORCYCLES

I SURE WILL DANNY. THANKS

From: Danny Selover [<mailto:dselover@gautier-ms.gov>]
Sent: Wednesday, October 01, 2014 10:15 AM
To: crussell@gautier-ms.gov
Cc: 'Dante Elbin'; saguilar@gautier-ms.gov; csteen@gautier-ms.gov
Subject: MOTORCYCLES

Cindy, Yesterday we received the three donated Police motorcycles from the Jackson County Sheriff Office. Can you please add them to the Police Department inventory.

2007 Harley Davidson	Model FLH	VIN number: 1HD1FMM197Y672730	Unit number will be 12730
2007 Harley Davidson	Model FLH	VIN number: 1HD1FMM157Y680209	Unit number will be 10209
2006 Harley Davidson	Model FLH	VIN number: 1HD1FMW186Y691720	Unit number will be 11720

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
Phone: (228) 497-8000
Fax: (228) 497-8028
Email: gautier@gautier-ms.gov
Website: www.gautier-ms.gov

June 18, 2014

Jackson County Board of Supervisors
Troy Ross, President
P.O. Box 998
Pascagoula, MS 39568

Dear Jackson County Board of Supervisors:

The Jackson County Sheriff Department has three Harley Davidson motorcycles in its surplus inventory. The Gautier Police Department respectfully requests your consideration and approval in transferring this equipment directly to the Gautier Police Department to be used for the provision of public safety initiatives. Specifically, the equipment will be used to support traffic enforcement within the City of Gautier.

Please contact Captain Danny Selover at 219-5143 should you require additional information and/or to coordinate this transfer, if approved.

Thank you for your consideration of this request.

Sincerely,

Gordon T. Gollott
Mayor

CERTIFICATE OF TITLE

Form 79-001-05-7-1-000

STATE OF MISSISSIPPI

ICN 20981
ORIGINAL

VEHICLE IDENTIFICATION NUMBER	MAKE	YEAR	MODEL	BODY	TITLE NUMBER
1HD1FMM157Y680209	HD	2007	FLH	RS	E612116-01

TITLE DATE	DATE OF FIRST SALE FOR USE NEW ONLY	NO. CYL.	NEW / USED	TYPE OF VEHICLE	PASS. OR GVW
08232007	01302007	02	X	MC	000

ODOMETER - TENTHS NOT INCLUDED

000001

ACTUAL MILEAGE

OWNER

JACKSON COUNTY
P O BOX 998
PASCAGOULA MS 39568

1ST LIENHOLDER (OR OWNER IF NO LIEN)

JACKSON COUNTY
P O BOX 998
PASCAGOULA MS 39568

DATE:

MONTH | DAY | YEAR

2ND LIENHOLDER

DATE:

MONTH | DAY | YEAR

LIEN SATISFACTION: THE UNDERSIGNED HOLDER OF ABOVE DESCRIBED LIEN(S) ON THE MOTOR VEHICLE DESCRIBED HEREON HEREBY ACKNOWLEDGES SATISFACTION THEREOF.

1ST LIEN _____ BY _____
(LIENHOLDER) (SIGNATURE AND TITLE)

THIS _____ DAY OF _____ 20 _____

2ND LIEN _____ BY _____
(LIENHOLDER) (SIGNATURE AND TITLE)

THIS _____ DAY OF _____ 20 _____

IN WITNESS WHEREOF I HAVE HEREUNTO SET MY HAND THIS

THE 23 DAY OF AUGUST 20 07
07234879001 01529



CONTROL NUMBER

15222642

STATE TAX COMMISSION

Joseph L. Blount

The Mississippi State Tax Commission hereby certifies that on application duly made, the person named herein is registered by this office as the lawful owner of the vehicle described subject to the liens or security interests as may subsequently be filed with the State Tax Commission. This certificate of title is issued pursuant to the Mississippi Motor Vehicle Title Law Section 63-21-1, Mississippi Code of 1972, and subject to the provisions thereof.

CERTIFICATE OF TITLE

Form 79-001-05-7-1-000

STATE OF MISSISSIPPI

JCN 20980
ORIGINAL

VEHICLE IDENTIFICATION NUMBER	MAKE	YEAR	MODEL	BODY	TITLE NUMBER
1HD1FMM197Y672730	HD	2007	FLH	RS	E612108-01

TITLE DATE	DATE OF FIRST SALE FOR USE NEW ONLY	NO. CYL.	NEW / USED	TYPE OF VEHICLE	PASS. OR GVW
08232007	01172007	02	X	MC	000

ODOMETER - TENTHS NOT INCLUDED

000001

ACTUAL MILEAGE

OWNER

JACKSON COUNTY
P O BOX 998
PASCAGOULA MS 39568

1ST LIENHOLDER (OR OWNER IF NO LIEN)

JACKSON COUNTY
P O BOX 998
PASCAGOULA MS 39568

DATE:

MONTH | DAY | YEAR

2ND LIENHOLDER

DATE:

MONTH | DAY | YEAR

LIEN SATISFACTION: THE UNDERSIGNED HOLDER OF ABOVE DESCRIBED LIEN(S) ON THE MOTOR VEHICLE DESCRIBED HEREON HEREBY ACKNOWLEDGES SATISFACTION THEREOF.

1ST LIEN _____ BY _____
(LIENHOLDER) (SIGNATURE AND TITLE)

THIS _____ DAY OF _____ 20 _____

2ND LIEN _____ BY _____
(LIENHOLDER) (SIGNATURE AND TITLE)

THIS _____ DAY OF _____ 20 _____

IN WITNESS WHEREOF I HAVE HEREUNTO SET MY HAND THIS



THE 23 DAY OF AUGUST 2007
07234882034 01637

The Mississippi State Tax Commission hereby certifies that on application duly made, the person named herein is registered by this office as the lawful owner of the vehicle described subject to the liens or security interests as may subsequently be filed with the State Tax Commission. This certificate of title is issued pursuant to the Mississippi Motor Vehicle Title Law Section 63-21-1, Mississippi Code of 1972, and subject to the provisions thereof.

CONTROL NUMBER

15222750

STATE TAX COMMISSION

Joseph L. Blount

CERTIFICATE OF TITLE

Form 79-001-05-7-1-000

STATE OF MISSISSIPPI

70. ICN19412

ORIGINAL

VEHICLE IDENTIFICATION NUMBER	MAKE	YEAR	MODEL	BODY	TITLE NUMBER
1HD1FMW186Y691720	HD	2006	FLH	RS	E166240-01

TITLE DATE	DATE OF FIRST SALE FOR USE NEW ONLY	NO. CYL.	NEW / USED	TYPE OF VEHICLE	PASS. OR GVW
08312006	07072006	02	X	MC	000

ODOMETER - TENTHS NOT INCLUDED

000003

ACTUAL MILEAGE

OWNER

JACKSON COUNTY BOARD OF SUPERV
P O BOX 998
PASCAGOULA MS 39568

1ST LIENHOLDER (OR OWNER IF NO LIEN)

JACKSON COUNTY BOARD OF SUPERV
P O BOX 998
PASCAGOULA MS 39568

DATE:

MONTH | DAY | YEAR

2ND LIENHOLDER

DATE:

MONTH | DAY | YEAR

LIEN SATISFACTION: THE UNDERSIGNED HOLDER OF ABOVE DESCRIBED LIEN(S) ON THE MOTOR VEHICLE DESCRIBED HEREON HEREBY ACKNOWLEDGES SATISFACTION THEREOF.

1ST LIEN _____ BY _____
(LIENHOLDER) (SIGNATURE AND TITLE)

THIS _____ DAY OF _____ 20 _____

2ND LIEN _____ BY _____
(LIENHOLDER) (SIGNATURE AND TITLE)

THIS _____ DAY OF _____ 20 _____

IN WITNESS WHEREOF I HAVE HEREUNTO SET MY HAND THIS



THE 31 DAY OF AUGUST 2006
06242703002 00633

The Mississippi State Tax Commission hereby certifies that on application duly made, the person named herein is registered by this office as the lawful owner of the vehicle described subject to the liens or security interests as may subsequently be filed with the State Tax Commission. This certificate of title is issued pursuant to the Mississippi Motor Vehicle Title Law Section 63-21-1, Mississippi Code of 1972, and subject to the provisions thereof.

CONTROL NUMBER

14269755

STATE TAX COMMISSION

Joseph L. Blount

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

ORDER NUMBER 237-2014

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the request to waive the pavilion rental fee in the amount of \$35.00 at the George Martin Park for the Jackson County AARP 1213, a non-profit organization, is hereby authorized.

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 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 October 7, 2014.

GAUTIER PARKS AND RECREATION

Received by
SEP 23 2014
City of Gautier
City Hall

Request for Pavilion Usage

DATE OF APPLICATION: 9-23-14
ORGANIZATION OR INDIVIDUAL NAME: Jackson County AARP 1213
NAME OF APPLICANT: Edwina Grimsley CONTACT PHONE: 327-6506
499 1612
CONTACT ADDRESS: 3905 Townsend Rd.
Gautier, Mo.
TYPE OF EVENT: Fish Fry
DATE(S) APPLIED FOR: 10-13-14 FACILITIES APPLIED FOR: _____
SET-UP TIME: 10:30 CLOSE TIME: 3:30

IT IS HEREBY AGREED between the City of Gautier Parks and Recreation Department and the above party the facility named is reserved on _____

The person requesting this permit agrees:

1. To personally accept responsibility for any damage done to the facility or equipment by persons in his/her group during the reserved period of time.
2. To maintain order and control over persons in the group.
3. To abide by all policies and procedures of the Gautier Parks and Recreation Department as well as those policies regulating this facility.
4. There is **NO** alcohol allowed on City property, **NO** water slides, **NO** farm animals, or any other type of instrument that would require water.

Failure to comply with all the terms of these regulations or violations of any federal, state or municipal law, ordinance or regulation in conjunction with the use of this facility will result in immediate cancellation of the privilege of using this facility and will be grounds for future denial of similar reservations or permits.

Non-profit organizations do not have to pay a fee for rental. To be considered for non-profit status, you must provide a copy of your C-3 Tax Status to the City of Gautier Parks and Recreation Department upon signing the contract.

The rental fee for residents of the City of Gautier is \$35.00 along with a \$15.00 cleanup deposit. The rental fee for non-residents of the City of Gautier is \$35.00 along with a \$15.00 cleanup deposit. Rental fees will not be refunded due to weather conditions. Fees are only refunded if the park is closed by the City of Gautier for any reason. The cleanup fee will be refunded if the area is left in good condition.

Fees are as follows:

Whole Park Rental	Day	\$500.00 + \$250.00 (refundable deposit)
Pavilion - (8am to 12pm)	Day	\$35.00 + \$15.00 (refundable deposit)
(1pm to 4pm)	Day	\$35.00 + \$15.00 (refundable deposit)
(4pm to dusk)	Day	\$35.00 + \$15.00 (refundable deposit)



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Date: 4/5/2011

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Name History

Name	Name Type
JACKSON COUNTY CHAPTER #1213 OF AMERICAN ASSOCIATION OF RETIRED PERSONS, INC.	Legal

Non-Profit Corporation - Domestic - Information

Business ID:	109182
Status:	Name Change
Creation Date:	1/4/1973
State of Incorporation:	MS
Principal Office Address:	[Address Not Avail: PASCAGOULA MS
Listing Address:	No Address

Registered Agent

Agent Name:	LEONARD L MAG
Office Address:	MAYWAKA DRIVE GAUTIER MS 3951

Mailing Address:

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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 238-2014

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Municipal Compliance Questionnaire for FY 2013 and FY 2014 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 **Councilwoman Martin**, 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 October 7, 2014.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Cynthia Russell, City Clerk
Date: September 30, 2014
Subject: Municipal Compliance Questionnaire for FY 2013 & 2014

REQUEST:

City Clerk Department requests approval of the Municipal Compliance Questionnaire for FY 2013 & 2014.

BACKGROUND:

As part of the municipality's audit, the governing authorities of the municipality must make certain assertions with regard to legal compliance. The municipal compliance questionnaire was developed for this purpose. The questionnaire must be completed at the end of the municipality's fiscal year and entered into the official minutes.

RECOMMENDATION:

City staff recommends that City Council approve the Municipal Compliance Questionnaire for FY 2013 and 2014.

ATTACHMENT(S):

FY 2013 Municipal Compliance Questionnaire
FY 2014 Municipal Compliance Questionnaire

Municipal Compliance Questionnaire

As part of the municipality's audit, the governing authorities of the municipality must make certain assertions with regard to legal compliance. The municipal compliance questionnaire was developed for this purpose.

The following questionnaire and related certification must be completed at the end of the municipality's fiscal year and entered into the official minutes of the governing authorities at their next regular meeting.

The governing authorities should take care to answer these questions accurately. Incorrect answers could reduce the auditor's reliance on the questionnaire responses, resulting in the need to perform additional audit procedures at added cost.

Information

Note: Due to the size of some municipalities, some of the questions may not be applicable. If so, mark N/A in answer blanks. Answers to other questions may require more than "yes" or "no," and, as a result, more information on this questionnaire may be required and/or separate work papers may be needed.

1. Name and address of municipality:
City of Gautier
3330 Hwy 90, Gautier, MS. 39553
2. List the date and population of the latest official U.S. Census or most recent official census:
2012 18,554
3. Names, addresses and telephone numbers of officials (include elected officials, chief administrative officer, and attorney).
attached
4. Period of time covered by this questionnaire:
From: 10/1/13 To: 9/30/14
5. Expiration date of current elected officials' term: 2017

IV-B0

MUNICIPAL COMPLIANCE QUESTIONNAIRE
Year Ended September 30, 2014

Answer All Questions: Y - YES, N - NO, N/A - NOT APPLICABLE

PART I - General

- | | |
|---|-----|
| 1. Have all ordinances been entered into the ordinance book and included in the minutes? (Section 21-13-13) | y |
| 2. Do all municipal vehicles have public license plates and proper markings? (Sections 25-1-87 and 27-19-27) | y |
| 3. Are municipal records open to the public? (Section 25-61-5) | y |
| 4. Are meetings of the board open to the public?
(Section 25-41-5) | y |
| 5. Are notices of special or recess meetings posted?
(Section 25-41-13) | y |
| 5. Are all required personnel covered by appropriate surety bonds? | y |
| · Board or council members (Sec. 21-17-5) | y |
| · Appointed officers and those handling money, see statutes governing the form of government (i.e., Section 21-3-5 for Code Charter) | y |
| · Municipal clerk (Section 21-15-38) | y |
| · Deputy clerk (Section 21-15-23) | y |
| · Chief of police (Section 21-21-1) | y |
| · Deputy police (Section 45-5-9) (if hired under this law) | n/a |
| 7. Are minutes of board meetings prepared to properly reflect the actions of the board? (Sections 21-15-17 and 21-15-19) | y |
| 8. Are minutes of board meetings signed by the mayor or majority of the board within 30 days of the meeting?
(Section 21-15-33) | y |
| 9. Has the municipality complied with the nepotism law in its employment practices? (Section 25-1-53) | y |
| 10. Did all officers, employees of the municipality, or their relatives avoid any personal interest in any contracts with the municipality during their term or within one year after their terms of office or employment? (Section 25-4-105) | y |
| 11. Does the municipality contract with a Certified Public Accountant or an auditor approved by the State Auditor for its annual audit within twelve months of the end of each fiscal year? (Section 21-35-31) | y |

IV-B1

12. Has the municipality published a synopsis or notice of the annual audit within 30 days of acceptance? (Section 21-35-31 or 21-17-19)

y

PART II - Cash and Related Records

1. Where required, is a claims docket maintained? (Section 21-39-7)

y

2. Are all claims paid in the order of their entry in the claims docket? (Section 21-39-9)

y

3. Does the claims docket identify the claimant, claim number, amount and fund from which each warrant will be issued? (Section 21-39-7)

y

4. Are all warrants approved by the board, signed by the mayor or majority of the board, attested to by the clerk, and bearing the municipal seal? (Section 21-39-13)

y

5. Are warrants for approved claims held until sufficient cash is available in the fund from which it is drawn? (Section 21-39-13)

y

6. Has the municipality adopted and entered on its minutes a budget in the format prescribed by the Office of the State Auditor? (Sections 21-35-5, 21-35-7 and 21-35-9)

y

7. Does the municipality operate on a cash basis budget, except for expenditures paid within 30 days of fiscal year end or for construction in progress? (Section 21-35-23)

y

8. Has the municipality held a public hearing and published its adopted budget? (Sections 21-35-5, 27-39-203, & 27-39-205)

y

9. Has the municipality complied with legal publication requirements when budgetary changes of 10% or more are made to a department's budget? (Section 21-35-25)

y

10. If revenues are less than estimated and a deficit is anticipated, did the board revise the budget by its regular July meeting? (Section 21-35-25)

y

IV-B2

- 11. Have financial records been maintained in accordance with the chart of accounts prescribed by the State Auditor? (Section 21-35-11) Y
- 12. Does the municipal clerk submit to the board a monthly report of expenditures against each budget item for the preceding month and fiscal year to date and the unexpended balances of each budget item? (Section 21-35-13) Y
- 13. Does the board avoid approving claims and the city clerk not issue any warrants which would be in excess of budgeted amounts, except for court-ordered or emergency expenditures? (Section 21-35-17) Y
- 14. Has the municipality commissioned municipal depositories? (Sections 27-105-353 and 27-105-363) Y
- 15. Have investments of funds been restricted to those instruments authorized by law? (Section 21-33-323) Y
- 16. Are donations restricted to those specifically authorized by law? [Section 21-17-5 (Section 66, Miss. Constitution) -- Sections 21-19-45 through 21-19-59, etc.] Y
- 17. Are fixed assets properly tagged and accounted for? (Section II - Municipal Audit and Accounting Guide) Y
- 18. Is all travel authorized in advance and reimbursements made in accordance with Section 25-3-41? Y
- 19. Are all travel advances made in accordance with the State Auditor's regulations? (Section 25-3-41) Y

PART III - Purchasing and Receiving

- 1. Are bids solicited for purchases, when required by law (written bids and advertising)? [Section 31-7-13(b) and (c)] Y
- 2. Are all lowest and best bid decisions properly documented? [Section 31-7-13(d)] Y
- 3. Are all one-source item and emergency purchases documented on the board's minutes? [Section 31-7-13(m) and (k)] Y
- 4. Do all officers and employees understand and refrain from accepting gifts or kickbacks from suppliers? (Section 31-7-23) Y

IV-B3

PART IV - Bonds and Other Debt

- 1. Has the municipality complied with the percentage of taxable property limitation on bonds and other debt issued during the year? (Section 21-33-303) Y
- 2. Has the municipality levied and collected taxes, in a sufficient amount for the retirement of general obligation debt principal and interest? (Section 21-33-87) Y
- 3. Have the required trust funds been established for utility revenue bonds? (Section 21-27-65) Y
- 4. Have expenditures of bond proceeds been strictly limited to the purposes for which the bonds were issued? (Section 21-33-317) Y
- 5. Has the municipality refrained from borrowing, except where it had specific authority? (Section 21-17-5) Y

PART V - Taxes and Other Receipts

- 1. Has the municipality adopted the county ad valorem tax rolls? (Section 27-35-167) N/A
- 2. Are interest and penalties being collected on delinquent ad valorem taxes? (Section 21-33-53) Y
- 3. Has the municipality conducted an annual land sale for delinquent ad valorem taxes? (Section 21-33-63) N/A
- 4. Have the various ad valorem tax collections been deposited into the appropriate funds? (Separate Funds for Each Tax Levy) (Section 21-33-53) Y
- 5. Has the increase in ad valorem taxes, if any, been limited to amounts allowed by law? (Sections 27-39-320 and 27-39-321) Y
- 6. Are local privilege taxes collected from all businesses located within the municipality, except those exempted? (Section 27-17-5) Y
- 7. Are transient vendor taxes collected from all transient vendors within the municipality, except those exempted? (Section 75-85-1) Y
- 8. Is money received from the state's "Municipal Fire Protection Fund" spent only to improve municipal fire departments? (Section 83-1-37) Y

IV-B4

- 9. Has the municipality levied or appropriated not less than 1/4 mill for fire protection and certified to the county it provides its own fire protection or allowed the county to levy such tax? (Sections 83-1-37 and 83-1-39) Y
- 10. Are state-imposed court assessments collected and settled monthly? (Section 99-19-73, 83-39-31, etc.) Y
- 11. Are all fines and forfeitures collected when due and settled immediately to the municipal treasury? (Section 21-15-21) Y
- 12. Are bids solicited by advertisement or, under special circumstances, three appraisals obtained when real property is sold? (Section 21-17-1) Y
- 13. Has the municipality determined the full and complete cost for solid waste for the previous fiscal year? (Section 17-17-347) Y
- 14. Has the municipality published an itemized report of all revenues, costs and expenses incurred by the municipality during the immediately preceding fiscal year in operating the garbage or rubbish collection or disposal system? (Section 17-17-348) N
- 15. Has the municipality conducted an annual inventory of its assets in accordance with guidelines established by the Office of the State Auditor? (MMAAG) Y

IV-B5

Municipal Compliance Questionnaire

As part of the municipality's audit, the governing authorities of the municipality must make certain assertions with regard to legal compliance. The municipal compliance questionnaire was developed for this purpose.

The following questionnaire and related certification must be completed at the end of the municipality's fiscal year and entered into the official minutes of the governing authorities at their next regular meeting.

The governing authorities should take care to answer these questions accurately. Incorrect answers could reduce the auditor's reliance on the questionnaire responses, resulting in the need to perform additional audit procedures at added cost.

Information

Note: Due to the size of some municipalities, some of the questions may not be applicable. If so, mark N/A in answer blanks. Answers to other questions may require more than "yes" or "no," and, as a result, more information on this questionnaire may be required and/or separate work papers may be needed.

1. Name and address of municipality:

City of Gautier
3336 Hwy 90, Gautier, Ms. 39553

2. List the date and population of the latest official U.S. Census or most recent official census:

2012 - 18,554

3. Names, addresses and telephone numbers of officials (include elected officials, chief administrative officer, and attorney).

see attached

4. Period of time covered by this questionnaire:

From: 10/1/2012

To: 9/30/2013

5. Expiration date of current elected officials' term:

2017

MUNICIPAL COMPLIANCE QUESTIONNAIRE
Year Ended September 30, 20__

Answer All Questions: Y - YES, N - NO, N/A - NOT APPLICABLE

PART I - General

- | | |
|---|-----|
| 1. Have all ordinances been entered into the ordinance book and included in the minutes? (Section 21-13-13) | Y |
| 2. Do all municipal vehicles have public license plates and proper markings? (Sections 25-1-87 and 27-19-27) | Y |
| 3. Are municipal records open to the public? (Section 25-61-5) | Y |
| 4. Are meetings of the board open to the public?
(Section 25-41-5) | Y |
| 5. Are notices of special or recess meetings posted?
(Section 25-41-13) | Y |
| 5. Are all required personnel covered by appropriate surety bonds? | |
| · Board or council members (Sec. 21-17-5) | Y |
| · Appointed officers and those handling money, see statutes governing the form of government (i.e., Section 21-3-5 for Code Charter) | Y |
| · Municipal clerk (Section 21-15-38) | Y |
| · Deputy clerk (Section 21-15-23) | Y |
| · Chief of police (Section 21-21-1) | Y |
| · Deputy police (Section 45-5-9) (if hired under this law) | N/A |
| 7. Are minutes of board meetings prepared to properly reflect the actions of the board? (Sections 21-15-17 and 21-15-19) | Y |
| 8. Are minutes of board meetings signed by the mayor or majority of the board within 30 days of the meeting?
(Section 21-15-33) | Y |
| 9. Has the municipality complied with the nepotism law in its employment practices? (Section 25-1-53) | Y |
| 10. Did all officers, employees of the municipality, or their relatives avoid any personal interest in any contracts with the municipality during their term or within one year after their terms of office or employment? (Section 25-4-105) | Y |
| 11. Does the municipality contract with a Certified Public Accountant or an auditor approved by the State Auditor for its annual audit within twelve months of the end of each fiscal year? (Section 21-35-31) | Y |

IV-B1

12. Has the municipality published a synopsis or notice of the annual audit within 30 days of acceptance?
(Section 21-35-31 or 21-17-19)

Y

PART II - Cash and Related Records

1. Where required, is a claims docket maintained?
(Section 21-39-7)

Y

2. Are all claims paid in the order of their entry in the claims docket? (Section 21-39-9)

Y

3. Does the claims docket identify the claimant, claim number, amount and fund from which each warrant will be issued?
(Section 21-39-7)

Y

4. Are all warrants approved by the board, signed by the mayor or majority of the board, attested to by the clerk, and bearing the municipal seal? (Section 21-39-13)

Y

5. Are warrants for approved claims held until sufficient cash is available in the fund from which it is drawn?
(Section 21-39-13)

Y

6. Has the municipality adopted and entered on its minutes a budget in the format prescribed by the Office of the State Auditor? (Sections 21-35-5, 21-35-7 and 21-35-9)

Y

7. Does the municipality operate on a cash basis budget, except for expenditures paid within 30 days of fiscal year end or for construction in progress? (Section 21-35-23)

Y

8. Has the municipality held a public hearing and published its adopted budget? (Sections 21-35-5, 27-39-203, & 27-39-205)

Y

9. Has the municipality complied with legal publication requirements when budgetary changes of 10% or more are made to a department's budget? (Section 21-35-25)

Y

10. If revenues are less than estimated and a deficit is anticipated, did the board revise the budget by its regular July meeting? (Section 21-35-25)

N/A

- 11. Have financial records been maintained in accordance with the chart of accounts prescribed by the State Auditor? (Section 21-35-11) Y
- 12. Does the municipal clerk submit to the board a monthly report of expenditures against each budget item for the preceding month and fiscal year to date and the unexpended balances of each budget item? (Section 21-35-13) Y
- 13. Does the board avoid approving claims and the city clerk not issue any warrants which would be in excess of budgeted amounts, except for court-ordered or emergency expenditures? (Section 21-35-17) Y
- 14. Has the municipality commissioned municipal depositories? (Sections 27-105-353 and 27-105-363) Y
- 15. Have investments of funds been restricted to those instruments authorized by law? (Section 21-33-323) Y
- 16. Are donations restricted to those specifically authorized by law? [Section 21-17-5 (Section 66, Miss. Constitution) -- Sections 21-19-45 through 21-19-59, etc.] Y
- 17. Are fixed assets properly tagged and accounted for? (Section II - Municipal Audit and Accounting Guide) Y
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- 19. Are all travel advances made in accordance with the State Auditor's regulations? (Section 25-3-41) Y

PART III - Purchasing and Receiving

- 1. Are bids solicited for purchases, when required by law (written bids and advertising)? [Section 31-7-13(b) and (c)] Y
- 2. Are all lowest and best bid decisions properly documented? [Section 31-7-13(d)] Y
- 3. Are all one-source item and emergency purchases documented on the board's minutes? [Section 31-7-13(m) and (k)] Y
- 4. Do all officers and employees understand and refrain from accepting gifts or kickbacks from suppliers? (Section 31-7-23) Y

PART IV - Bonds and Other Debt

- 1. Has the municipality complied with the percentage of taxable property limitation on bonds and other debt issued during the year? (Section 21-33-303) Y
- 2. Has the municipality levied and collected taxes, in a sufficient amount for the retirement of general obligation debt principal and interest? (Section 21-33-87) Y
- 3. Have the required trust funds been established for utility revenue bonds? (Section 21-27-65) Y
- 4. Have expenditures of bond proceeds been strictly limited to the purposes for which the bonds were issued? (Section 21-33-317) Y
- 5. Has the municipality refrained from borrowing, except where it had specific authority? (Section 21-17-5) Y

PART V - Taxes and Other Receipts

- 1. Has the municipality adopted the county ad valorem tax rolls? (Section 27-35-167) N/a
- 2. Are interest and penalties being collected on delinquent ad valorem taxes? (Section 21-33-53) Y
- 3. Has the municipality conducted an annual land sale for delinquent ad valorem taxes? (Section 21-33-63) N/a
- 4. Have the various ad valorem tax collections been deposited into the appropriate funds? (Separate Funds for Each Tax Levy) (Section 21-33-53) Y
- 5. Has the increase in ad valorem taxes, if any, been limited to amounts allowed by law? (Sections 27-39-320 and 27-39-321) Y
- 6. Are local privilege taxes collected from all businesses located within the municipality, except those exempted? (Section 27-17-5) Y
- 7. Are transient vendor taxes collected from all transient vendors within the municipality, except those exempted? (Section 75-85-1) Y
- 8. Is money received from the state's "Municipal Fire Protection Fund" spent only to improve municipal fire departments? (Section 83-1-37) Y

- 9. Has the municipality levied or appropriated not less than 1/4 mill for fire protection and certified to the county it provides its own fire protection or allowed the county to levy such tax? (Sections 83-1-37 and 83-1-39) y
- 10. Are state-imposed court assessments collected and settled monthly? (Section 99-19-73, 83-39-31, etc.) y
- 11. Are all fines and forfeitures collected when due and settled immediately to the municipal treasury? (Section 21-15-21) y
- 12. Are bids solicited by advertisement or, under special circumstances, three appraisals obtained when real property is sold? (Section 21-17-1) y
- 13. Has the municipality determined the full and complete cost for solid waste for the previous fiscal year? (Section 17-17-347) y
- 14. Has the municipality published an itemized report of all revenues, costs and expenses incurred by the municipality during the immediately preceding fiscal year in operating the garbage or rubbish collection or disposal system? (Section 17-17-348) N
- 15. Has the municipality conducted an annual inventory of its assets in accordance with guidelines established by the Office of the State Auditor? (MMAAG) y

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

ORDER NUMBER 279-2013

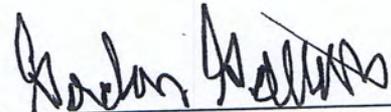
IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Municipal Compliance Questionnaire for FY 2012 and FY 2013 are hereby approved.

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

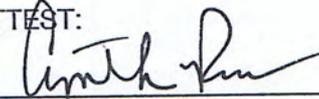
Motion was made by Councilman Vaughan, seconded by Councilwoman Martin and the following vote was recorded:

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 November 5, 2013.

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

ORDER NUMBER 239-2014

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the request to the Jackson County Board of Supervisors for the purchase of a lawn mower and weed eater for Shepard State Park 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 **Councilwoman Martin**, 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 the Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting October 7, 2014.

Mayor
Gordon F. Gallott

City of Gautier
Gautier, Mississippi

City Manager
Samantha D. Abell

City Clerk
Cynthia L. 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
Phone: (228) 497-8000
Fax: (228) 497-8028
Email: gautier@gautier-ms.gov
Website: www.gautier-ms.gov

October 1, 2014

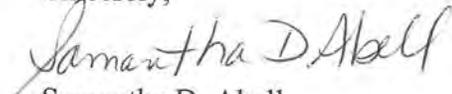
Jackson County Board of Supervisors
Mike Mangum
P.O. Box 998
Pascagoula, MS 39568

Dear Jackson County Board of Supervisors,

The City of Gautier respectfully requests Board assistance for the purchase of a lawn mower and weed eater for Shepard State Park.

Thank you for your continued support and partnership. If you have any questions or need more information, please feel free to contact me at 228-497-8000 ext. 306.

Sincerely,


Samantha D. Abell
City Manager

ATTACHMENTS:
Quotes

Cc: Gautier Mayor and Council

BELL AUTO PARTS, INC.

Phone 782-2741
782-2742

P.O. BOX 1118

1008 Telephone Road
Pascagoula, Miss. 39567

REPLACEMENT PARTS - SHOE EQUIPMENT - ACCESSORIES
- WHOLESALE DISTRIBUTOR -

CUSTOMER'S
ORDER NO.

DATE

9-22

20 14.

SOLD TO

City of Gautier Public Work

ADDRESS

SALESMAN

Quote

TERMS

State Bid Price

CASH SALE

CHARGE SALE

MOBE. RET'D

REC'D ON ACCT

MISC.

PAID OUT

QTY.

PART NUMBER

DESCRIPTION

PRICE

AMOUNT

1	LZS 740 EKC 60 RS		9239	23
---	-------------------	--	------	----

EX MARK Zero Turn Mower
w/ Rear Discharge
w/ Suspension seat

Clayton Stewart

SALES TAX

RECEIVED BY

TOTAL

No

GOODGAMES, INC.

Steiner Saw & Mower
 RLJ Grace Corp.
 2412 Chicot St.
 Pascagoula, MS 39581

393054

CUSTOMER'S ORDER NO. _____ DEPARTMENT _____ DATE 6/21/14
 NAME City of Gautier
 ADDRESS _____
 CITY, STATE, ZIP Quote

SOLD BY _____ CASH _____ C.O.D. _____ CHARGE _____ ON. ACCT. _____ MDSE. RETD. _____ PAID OUT _____

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1			
2	FS 250 R	509.90	501.56
3			
4	Wreater		
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			501.56

RECEIVED BY _____

KEEP THIS SLIP FOR REFERENCE

01-11

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

ORDER NUMBER 240-2014

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the request to waive a Minor Conditional Use fee in the amount of \$250.00 for Bennie Lee and Meredith Dickerson at 1420 Magnolia Bluff Drive is hereby authorized due to a delay in the planning process. The following fees have been paid by the applicant:

Building Permit Fee	\$264.00
Other	\$50.00
Total	\$314.00

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 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 October 7, 2014.



City of Gautier
 Economic Development / Planning Department
 3305 Gautier-Vancleave Road
 Gautier, MS, 39553
 Phone: (228) 497-1878 Fax: (228) 497-1038

Building PERMIT# B14-08-169
JOB LOCATION: 1420 MAGNOLIA BLUFF DR GAUTIER
JOB DESCRIPTION: GUEST HOUSE

Permit Type	Building	Permit Status	Entered
Work Type	New	Date Issued	08/14/2014
Use Type	Single Family Dwelling	Date Expiration	01/13/2014
Constr. Area (Sq Ft)		Total Valuation	\$50,932.00

Parcels			
Parcel Number	Zone	Subdivision	Lot
85934013.000			

Contacts

Type	Full Name	Main Phone	Address
Owner	DICKERSON BENNIE LEE JR & MERIDETH M		1420 MAGNOLIA BLUFF DR GAUTIER MS 39553
Applicant	MERIDETH DICKERSON		

Contractors

Type	Name	Main Phone	Address
Home Owner	MERIDETH DICKERSON		

Fees

Type	Date Paid	Amount	Outstanding
Building Permit Fee		\$264.00	\$264.00
Other		\$50.00	\$50.00
		\$314.00	\$314.00

Work Items

Type	Quantity	Unit	Value per Unit	Total Value
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Conditions of Issuance

THE OWNERS OF THIS BUILDING AND THE UNDERSIGNED AGREE TO NOTIFY THE BUILDING OFFICIAL OF ANY CHANGES IN PLANS FOR WHICH THIS PERMIT IS REQUESTED.

Owner/Authorized Signature	Date
Print Name	
Issuing initials:	Date

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

ORDER NUMBER 241-2014

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the minutes from Council Meetings held September 9, 2014; September 16th; September 23, 2014 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 **Councilwoman Martin**, 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 October 7, 2014.

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

ORDER NUMBER 242-2012

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Engagement Letter for Audit of Fiscal Year Ended September 30, 2014, as required by Generally Accepted Auditing Standards (GAAS) by Lloyd Marshall, Jr. – Certified Public Accountant 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 Martin** 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 October 7, 2014.

Mayor, Council, and City Manager
City of Gautier, Mississippi

I am pleased to confirm my understanding of the services I am to provide for the City of Gautier for the Fiscal Year ended September 30, 2014. I will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the City of Gautier as of and for the period ended September 30, 2014. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany the City of Gautier's basic financial statements. As part of my engagement, I will apply certain limited procedures to the City of Gautier's RSI. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless I encounter problems with the presentation of the RSI or with procedures relating to it, I will disclaim an opinion on it. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Information.

Supplementary information other than RSI also accompanies the City of Gautier's basic financial statements. I will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and will provide an opinion on it in relation to the basic financial statements:

The Schedule of Federal Awards.

Audit Objectives

The objective of my audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.

Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, Audits of States, Local Governments, and Non-profit Organizations.

The reports on internal control and compliance will each include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

My audit will be conducted in accordance with auditing standards generally accepted in the United States of America', the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States', the Single Audit Act Amendments of 1996: and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures I consider necessary to enable me to express such opinions and to render the required reports. If my opinions on the financial statements or the Single Audit compliance opinions are other than unqualified, I will fully discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or are unable to form or have not formed opinions, I may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, I will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and the schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services I provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Gautier and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to me and for ensuring that management and financial information is reliable and properly recorded. Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to me in the representation letter that the effects of any uncorrected misstatements aggregated by me during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing me about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing me of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants.

Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings is available for my review. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include my report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with my report thereon.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for me previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to me corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on my current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures--General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. I will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because I will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by me. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, I will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to my attention. I will also inform you of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential, and of any material abuse that comes to my attention. I will include such matters in the reports required for a Single Audit. My responsibility as an auditor is limited to the period covered by our audit and does not extend to any later periods for which I am not engaged as an auditor.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I will request written

representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will require certain written representations from you about the financial statements and related matters.

Audit Procedures--Internal Controls

My audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, I will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that I consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, my tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Audit Procedures--Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of the City of Gautier's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and I will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that I also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. My procedures will consist of tests of transactions and other applicable procedures described in the OMB Circular A-133 Compliance Supplement and related addenda for the types of compliance requirements that could have a direct and material effect on each of the City of Gautier's major programs. The purpose of these procedures will be to express an opinion on the City of Gautier's compliance with requirements applicable to each of its major programs in my report on compliance issued pursuant to OMB Circular A-133.

Engagement Administration, Fees, and Other

I may from time to time, and depending on the circumstances, use third-party service providers in serving your account. I may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, I maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, I will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and I will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that I am unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your

confidential information with the third-party service provider. Furthermore, I will remain responsible for the work provided by any such third-party service providers.

I understand that your employees will prepare all cash, accounts receivable, or other confirmations I request and will locate any documents selected by me for testing.

At the conclusion of the engagement, I will complete the appropriate sections of the Data Collection Form that summarizes my audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. I will coordinate with you the electronic submission and certification. If applicable, I will provide copies of my report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Lloyd B. Marshall, Jr., CPA, and constitutes confidential information. However, pursuant to authority given by law or regulation, I may be requested to make certain audit documentation available to the oversight pass through Agencies or their designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under my supervision. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the oversight pass through Agencies or their designee. If I am aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, I will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

I expect to begin my audit as soon as possible and plan to issue my reports no later than May 31, 2015. Lloyd B. Marshall, Jr., CPA is the engagement manager and is responsible for the engagement and signing the reports. My fee for these services will be at the agreed upon hourly rate except that I agree that my gross fee, including expenses, will not exceed \$27,950. My standard hourly rate varies according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. My invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with my firm policies, work may be suspended if your account becomes days or more overdue and may not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report(s). You will be obligated to compensate me for all time expended and to reimburse me for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary I will discuss it with you and arrive at a new fee estimate before I incur the additional costs.

Government Auditing Standards require that I provide you with a copy of my most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. My current peer review report accompanies this letter.

I appreciate the opportunity to be of service to the City of Gautier and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you agree with the terms of my engagement as described in this letter, please sign both originals and return one to me; retain one for your records.

Very truly yours,



Lloyd B. Marshall, JR., CPA

RESPONSE:

This letter correctly sets forth the understanding of the City of Gautier.

By: _____

Title: _____

Date: _____

Joe Belles resident at 1501 Magnolia Bluff commented during Citizen Comments.

Councilwoman Martin made the motion to recess until October 21, 2014 at 6:30 PM.
Councilman Vaughan seconded the motion and the vote was unanimously carried.

APPROVED BY:

MAYOR

ATTEST:

CITY CLERK

Submitted for approval of the Mayor and Members of the Council of the City of Gautier, Mississippi at their meeting of October 21, 2014.