

**Tuesday
June 16, 2015
Gautier, Mississippi**

BE IT REMEMBERED THAT A RECESSED MEETING by the Mayor and Members of the Council of the City of Gautier, Mississippi was held June 16, 2015 at 6:30 PM in the City Hall Municipal Building, 3330 Highway 90, Gautier, Mississippi.

Those present were Mayor Gordon Gollott, Council Members, Mary Martin, Hurley Ray Guillotte, Casey Vaughan, Rusty Anderson and Adam Colledge. Also present were Samantha Abell, City Manager; Cynthia Russell, City Clerk; Josh Danos, City Attorney; and other concerned citizens. Via Phone conference was Councilman Johnny Jones.

**REVISED AGENDA
CITY OF GAUTIER, MISSISSIPPI
CITY HALL COUNCIL CHAMBERS
June 16, 2015 @ 6:30 P.M.**

- I. Call to Order**
 - 1. Prayer**
 - 2. Pledge of Allegiance**
- II. Agenda Order Approval**
- III. Announcements**
 - 1. Office closed Friday, July 3rd in observance of Independence Day.**
- IV. Presentation Agenda**
 - 1. Presentation of Transmutation from Deep Water Horizon film, D. H. Doty, Writer and Producer.**
- V. Public Agenda**
 - 1. Agenda Comments**
- VI. Business Agenda**
 - 1. Order authorizing Mayor and Council to appoint one (1) to two (2) members for exploratory topics.**
 - 2. Order creating the Gautier Waterfront Development Advisory Committee and Bylaws.**

3. Consideration of a Professional Services Contract with Water Company of America.
4. Order authorizing an amended Professional Services Agreement with Dale Partners Architects PA for the Gautier Colored School Rehabilitation Project.
5. Order authorizing the submission of an application(s) for the FY2017 Mississippi Tidelands Trust Funding.
6. Order approving request for Pay Application No. 1 and Change Order for New Transmission Mains GMC Project No. CMOB120041(1) to connect the Beasley Well, Mall Well and Office Well to the Water Treatment Plant from DNA Underground, LLC.
7. Order approving Budget Amendments for FY2015.
8. Order authorizing the elimination of City Planner position and creation of Administrative Clerk positions in Economic Development/Planning Department.
9. Order approving Docket of Claims.
10. Order approving Professional Services Agreement for Legal Services with the law firm of Bordis & Danos, PLLC.

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

1. Order approving new performance appraisal form.
2. Order receiving May 2015 Privilege License Report.
3. Order approving minutes from Regular Council Meeting held June 2, 2015.
4. Resolution approving the continuance of the Deep Water Horizon Oil Spill until further notice.

STUDY AGENDA

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

Adjourn until July 7, 2015 @ 6:30 P.M.

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Councilwoman Martin made the motion to revise agenda order approval:

1. Presentation Item #1 – Troylynn Harvey traveling to South Carolina for Reality Show "Endless Yard Sales" to air on the Great American Channel representing the City of Gautier.
2. Business Item #10 moved to Business Item #1 - Approval to terminate Professional Services Agreement with Dogan & Wilkinson, PLLC and approve Professional Services Agreement for Legal Services with the law firm of Bordis & Danos, PLLC.
3. Business Item #7 – remove change order - Order approving request for Pay Application No. 1 ~~and Change Order~~ for New Transmission Mains GMC Project No. CMOB120041(1) to connect the Beasley Well, Mall Well and Office Well to the Water Treatment Plant from DNA Underground, LLC.

Councilman Vaughan seconded the motion and the vote carried unanimously.

ANNOUNCEMENTS

1. Office closed Friday, July 3rd in observance of Independence Day.
-

STATE OF MISSISSIPPI

Office of the Governor



A PROCLAMATION

BY THE

GOVERNOR

WHEREAS, under the provisions of Miss. Code Ann. Section 3-3-7, Independence Day, the fourth day of July, is declared a legal holiday in the State of Mississippi; and

WHEREAS, July 4, 2015, falls on a Saturday; and

WHEREAS, during the Fourth of July holiday, many state employees will spend time with their families in Mississippi and in other states:

NOW, THEREFORE, I, Phil Bryant, Governor of the State of Mississippi, pursuant to the authority vested in me under the Constitution of the State of Mississippi and applicable statutes of the State of Mississippi, do hereby authorize the executive officers of all state agencies, in their discretion after considering the interests of the people of the State of Mississippi and the staffing needs of their respective agencies, to close all offices of the State of Mississippi on Friday, July 3, 2015, in further observance of Independence Day. This authorization shall be in lieu of any discretionary authority granted executive officers under Miss. Code Ann. Section 25-1-97 for state holidays falling on a Saturday.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Mississippi to be affixed.

DONE in the City of Jackson, on the 27th day of May in the year of our Lord, two thousand and fifteen, and of the Independence of the United States of America, the two hundred and thirty-ninth.



PHIL BRYANT
GOVERNOR

BY THE GOVERNOR

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

ORDER NUMBER 106-2015

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the termination of Professional Services Agreement for Legal Services with the law firm of Dogan & Wilkinson, PLLC is hereby approved.

IT IS FURTHER ORDERED that the Professional Services Agreement for Legal Services with the law firm of Bordis & Danos, PLLC 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 Anderson** and the following vote was recorded:

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

NAYS: **None**

MAYOR

ATTEST:

CITY CLERK

Passed and Adopted by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 16, 2015.

Professional Services Agreement
Legal Services
City of Gautier, Mississippi

Section 1. Contract. The City hereby agrees to employ the law firm of **Bordis & Danos, PLLC** (hereinafter, “Law Firm”), as City Attorney in accordance with the terms and provisions of this agreement hereinafter set forth.

Section 2. Law Firm Duties under General Retainer. The Law Firm shall perform all duties set forth in this section, in consideration for the “General Retainer” to be defined herein:

- a) Provide general legal counsel to City Council and staff, upon request.
- b) Represent the City in limited administrative hearings and related negotiations, such as Civil Service hearings, etc. (this does not extend to litigation arising from such hearings and/or complaints).
- c) Represent the City in appeals to state court from Council decisions (this does not extend to separate litigation filed against the City as a result of any such decisions).
- d) Maintain a knowledge of legal issues brought to the Law Firm’s attention by the City Council and staff, and be prepared to offer legal opinions thereon.
- e) Prepare, review, amend, and/or approve as legally sufficient, any contractual documents presented to the City Council.
- f) Prepare, review, amend, and/or approve as legally sufficient, any legislative documents considered by the City Council.
- g) Provide legal opinions on municipal procurement activities, when consulted.
- h) Provide legal opinions on federal and state grants, when consulted.
- i) Work with other assigned counsel (such as bond counsel, etc.), municipal departments, governmental agencies, and elected officials, as needed, to address legal inquiries.
- j) Attend work sessions and meetings with City Manager, City Council, and/or staff, when requested.
- k) Report to and receive legal assignments from the City Manager and/or City Council.
- l) Provide advice and interpretation of municipal law as it applies to the City of Gautier, including federal law, state law, and local ordinances.
- m) Attend bi-monthly City Council meetings.
- n) Attend Gautier Planning Commission meetings, upon request.
- o) Act as City Prosecutor each Monday, and handle all appeals resulting from criminal convictions.

The Law Firm duties specifically exclude services pertaining to issuance and maintenance of municipal bonds and/or annexation.

Section 3. Law Firm, Hourly Fees. The Law Firm shall perform all duties set forth in this section, in consideration for the “Hourly Rates” to be defined herein:

- a) Handling litigation not covered by liability insurance.

Section 4. Compensation. The Law Firm will be paid a “General Retainer” in the amount of seven thousand nine hundred sixteen dollars and sixty-seven cents (\$7,916.67) each month, to perform all duties listed in Section 2. In consideration for performing duties listed in Section 3, the Law Firm will be paid “Hourly Fees” at a rate of \$185.00/hr. (for attorneys), and \$75.00/hr. (for paralegals). The Hourly Fees shall be paid within 30 days of receipt of an invoice for such services.

Section 5. Reasonable Expenses. The City agrees to pay all reasonable costs and expenses associated with the services defined in Section 2 or 3, including but not limited to postage, filing fees, court costs, service of papers, deposition/transcription costs, appraisals, copying costs, faxes, etc.

Section 6. Term of Contract. The term of this contract is for two years, effective upon the date Council approves same. The term will continue year to year, unless terminated in the manner provided herein.

Section 7. Termination of Contract. Either party may terminate this contract by ninety (90) day written notice sent via certified mail.

Section 8. Miscellaneous.

- a) This Agreement is for independent contractor services of the Law Firm, and as such, the City is not required to maintain workers’ compensation insurance, health insurance (or any health-based supplemental insurance), or professional liability insurance for the Law Firm.
- b) This Agreement comprises the entire agreement between the parties, and both parties represent that there are no promises or assurances beyond those contained in this document.
- c) The terms of this Agreement may only be amended or modified by written agreement by the parties.
- d) If any provision in this Agreement is deemed unconstitutional, invalid, or unenforceable, all remaining terms remain in effect for the duration of the Agreement, unless otherwise modified.

Joshua W. Danos
Bordis & Danos, PLLC

Gordon Gollott
Mayor of Gautier

Samantha Abell
City Manager of Gautier

City Manager requested a fourth exploratory topic being: 4. Post Office Reassignment
The following are volunteers for each exploratory topic.

1. Utility Franchise Agreements - (Councilman Colledge/Councilman Anderson)
 2. Utility Services/Safe Streets Program – (Councilman Vaughan/Councilman Guillotte)
 3. 2% Prepared Food Special Ballot – “One Coast” – (Mayor Gollott/Councilwoman Martin)
 4. Post Office Reassignment – (Mayor Gollott/ Councilwoman Martin)
-

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

ORDER NUMBER 107-2015

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that Mayor and Council hereby appoint one (1) to two (2) Council Members to the following exploratory topics:

1. Utility Franchise Agreements
2. Utility Services/Safe Streets Program
3. 2% Prepared Food Special Ballot – “One Coast”

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 June 16, 2015.

Tricia Thigpen

From: Chassity Bilbo <cbilbo@gautier-ms.gov>
Sent: Friday, June 12, 2015 9:13 AM
To: tthigpen@gautier-ms.gov
Subject: Exploratory Topics

Tricia,

Please place on the Agenda as item #1

City Manager request Mayor & Council appoint one (1) to two (2) council members for the following exploratory topics:

1. Utility Franchise Agreements
2. Utility Services/ Safe Streets Program
3. 2% Prepared Food Special Ballot –“ One Coast”

Thanks,

Chassity Bilbo

Executive Assistant to the City Manager

City of Gautier

Phone: 228-497-8000 Ext. 306 |Cell: 228-219-7644

www.gautier-ms.gov

Councilman Vaughan made a motion to amend the motion to change the terms of the first paragraph stating Appointments shall be a made for a term of ~~three (3)~~ two (2) years with four members serving an initial ~~two (2)~~ one (1) year term and Appointees shall serve at the pleasure of the City Council and may be reappointed to two (2) additional ~~three~~ two year terms. Paragraph two, Officers shall serve for one (1) Year ~~term may be reelected for not more than three (3) consecutive terms~~ or may be replaced by election. Page 5 under Duties E, the correct spelling of Pascagoula & add west. Page 6 J. change to I. **Councilman Colledge** seconded the motion and the vote carried unanimously.

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

ORDER NUMBER 108-2015

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the creation of the Gautier Waterfront Development Advisory Committee and Bylaws 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 **Councilman Guillotte** 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 June 16, 2015.

Tricia Thigpen

From: Chassity Bilbo <cbilbo@gautier-ms.gov>
Sent: Friday, June 12, 2015 9:36 AM
To: tthigpen@gautier-ms.gov
Subject: Waterfront Development Advisory Committee
Attachments: WATERFRONT DEVELOPMENT ADVISORY COMMITTEE.docx; WATERFRONT DEVELOPMENT ADVISORY COMMITTEE.pdf

Tricia,

Please place the following request from Councilman Jones as item #2 on the Business Agenda.

Please use the following wording as the summary explanation:

The purpose of the Gautier Waterfront Development Advisory Committee is to organize and manage the revitalization of Gautier's waterfront, including drainage basins, bayous, the Pascagoula River and Sound, through a comprehensive revitalization strategy, which shall focus on environmental and resource protection, hazard mitigation, public access to the waterfront, and maintaining the traditional waterfront economy.

Thanks,

Chassity Bilbo

Executive Assistant to the City Manager

City of Gautier

Phone: 228-497-8000 Ext. 306 | Cell: 228-219-7644

www.gautier-ms.gov



CITY OF GAUTIER, MISSISSIPPI

WATERFRONT DEVELOPMENT ADVISORY COMMITTEE BYLAWS

1. CREATION, TERMS OF MEMBERS; CONDITIONS

The City Council shall have a Waterfront Development Advisory Committee consisting of five (5) to seven (7) members. Members of the Committee shall be residents of Gautier and shall serve without compensation but may be reimbursed for such travel, mileage and per-diem as may be authorized by the City Council. Appointment shall be made by the City Council on the basis of experience, involvement in the community, and/or their interest or expertise in marine or coastal environmental matters. Appointments shall be made for a term of three (3) years with four members serving an initial two (2) year term in order to stagger the members' terms. Appointees shall serve at the pleasure of the City Council and may be reappointed to two (2) additional three year terms. Appointments to fill any vacancy on the Waterfront Development Advisory Committee shall be for the remainder of the unexpired term of office, such member to be eligible for appointment to two (2) additional terms.

Members who fail to attend three (3) meetings in a twelve month period shall automatically forfeit appointment, and the City Council shall promptly fill each vacancy. Any member with extenuating circumstances shall present same to the City Clerk for consideration by City Council. Members are required to notify the City Clerk's Office in advance of the meeting of any absence. Chairmen shall also be subject to the same rule and shall notify the City Clerk's Office of intended absences from scheduled meetings.

2. OFFICERS

A. Officers of the Waterfront Development Advisory Committee shall be Chairman and Vice Chairman to be elected from the membership thereof. Officers shall be elected by the Committee at their first regularly scheduled meeting by a majority vote of those in attendance and thereafter at their first regularly scheduled meeting in February. Officers shall serve for one (1) Year may be reelected for not more than three (3) consecutive terms or may be replaced by election.

B. The Committee shall have a Recording Secretary, who shall be provided by the City of Gautier, and who shall not be an appointed member of the Waterfront Development Advisory Committee.

3. FUNCTIONS AND DUTIES OF OFFICERS

A. The Chairman shall be the presiding officer at all meetings of the Waterfront Development Advisory Committee, he/she may call special meetings at his/her discretion, sign all documents of the Committee and may relinquish the Chair to the Vice Chairman or other specific member at his/her discretion. The Chairman may not make nor second motions but shall vote on any and all motions to come before the Committee. The Chairman or designee shall also present all recommendations to the

City Council. It shall be the responsibility of the Chairman to notify the City Clerk promptly of any vacancies occurring in membership.

B. The Vice Chairman shall serve in the absence of the Chairman and, while so serving shall have all the authority held by the Chairman.

C. A Recording Secretary shall attend all meetings of the Waterfront Development Advisory Committee and shall keep an accurate record of the spirit and intent of statements made. All motions shall be recorded, and an accurate record of all reasons for motions or votes by members of the committee shall be made. The minutes of each such meeting shall be printed and distributed to members of the Committee, the City Council and other appropriate persons at an early date. The original of the minutes shall be placed in a binder comprising an accumulating permanent record, such binder to be a part of the official records of the City of Gautier.

4. MEETINGS

Regular meetings of the Waterfront Development Advisory Committee shall be held in the City Hall Chambers, 3330 Hwy 90, Gautier, Mississippi, during morning hours, the second Wednesday of each month. Special meetings and/or workshops may be held at the call of the Chairman or in his/her absence, the Vice Chairman or a majority of the members. All meetings shall be open to the public and reasonable notice of the time and place thereof shall be given to the public. All meetings shall conform to the Mississippi Open Meetings Law, Mississippi Statutes, and Codes. In the event a quorum of members is not present for a scheduled meeting, such meeting shall be adjourned and rescheduled as soon as possible consistent with notice requirements.

5. DUTIES

The Waterfront Development Advisory Committee shall make recommendations to the City Council for:

- A. Development of the waterfront as an economic generator for the City.
- B. Methods of increasing recreation and business opportunities.
- C. Provision of a healthy environment and ecosystem.
- D. Enhancement of public spaces and access to the waterfront.
- E. Development of a long range strategy to manage the restoration and enhancement of waterways including bayous, the PascagoOula River, and Sound.
- F. The proper management, use and regulation of the waterfront areas and existing and future City owned or operated recreational facilities under the jurisdiction of the City.
- G. Procurement of grant funding for the betterment and maintenance of the waterfront.
- H. Appropriateness of new City ordinances or amendments to existing City ordinances regulating the waterfront.

J. The education of citizens, boaters and the general public regarding matters (A) through (I).

6. MEETING PROCEDURE

The Chairman shall call each agenda item and briefly describe, or ask a member of the staff to briefly describe, the proposition before the Committee. All persons who wish to speak shall first give their name and address for the record, and obtain permission from the Chairman regarding the speaking on an agenda item. The Committee shall have full opportunity to discuss all agenda items. All statements shall be directed to the Committee and cross conversation among those in attendance will be prohibited. The Waterfront Development Advisory Committee shall act generally in accordance with Robert's Rules of Order.

7. MOTIONS

If appropriate, following the completion of discussion on a particular item, a motion with a second shall be entertained by the Chairman which will describe the action, policy or expenditure of funds being recommended to the City Council for their consideration. A brief statement of reason for the motion should precede the making of the motion. Any stipulations and/or special concerns about the item being discussed shall be included in the recommendation to the City Council. Upon receiving the second, the motion may be discussed and brought to a vote. The Chairman shall not make nor second motions, but he/she has full voice and vote on all issues before the Committee for discussion.

Vote shall be by voice, by the raising of hands or by roll call at the discretion of the Chairman. Any member may call for a roll call vote on any issue. Any motion may be tabled or amended. If the Committee feels that delaying an action would be in the best interests of the parties involved, action may be continued to a date certain. Such a motion for continuance shall include a reason for the action and shall require a majority vote of those present. A majority in the affirmative shall carry the motion, with a majority in the negative defeating the motion. A tie vote shall constitute a failed motion.

8. QUORUM

Majority of the appointed members shall constitute a quorum for the transaction of business.

9. VOTING REQUIREMENTS; CONFLICT OF INTEREST

No member of the Committee who is present at any meeting may abstain from voting with regard to any decision or recommendation, and a vote shall be recorded or counted for each member present except when, with respect to any such member, there is or appears to be a possible conflict of interest.

Conflict of interest is defined as any action by the Committee that would inure to the member's special private gain or loss or which the member knows would inure to the special private gain or loss of a relative or business associate of the member.

When there is or appears to be a conflict of interest, the member shall so state for the record and shall not vote on the issue. Further, the member shall within fifteen (15) days after the vote occurs, disclose the nature of his/her interest as a public record in a memorandum filed with the Recording Secretary, who shall incorporate the memorandum in the minutes.

CITY OF GAUTIER, MISSISSIPPI

By _____

Mayor

Councilman Vaughan made a motion to amend the motion to delete Clearwater Solutions, LLC from the agreement with Water Company of America.

Councilwoman Martin seconded the motion and the vote carried unanimously.

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

ORDER NUMBER 109-2015

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the professional services contract with Water Company of America is here by 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 Colledge** 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 June 16, 2015.

**CITY OF GAUTIER
OFFICE OF THE CITY MANAGER**

DATE: June 12, 2015

TO: Honorable Mayor Gordon Gollott and Council Members

FROM: Samantha D. Abell, City Manager

SUBJECT: Consideration of a Professional Services Contract with Water Company of America

BACKGROUND:

Water Company of America (WCA) examines a utility's rate structure, customer account data base, distribution system, operations and practices for the metering of consumption, billings, collections and revenue reporting functions. The objective is to identify causes of, and remedies for, inaccuracies and deficiencies in customer billing, rate application, water meter reading, metering devices and collection functions.

DISCUSSION:

The City of Gautier has made significant advances in modernizing its water system for improved efficiencies since December 1, 2012. These improvements include:

- Contracting with Arista for improved bill-pay and mail-out service (previously performed in-house);
- Contracting with Clearwater Solutions for the operations and maintenance of the water system, which includes improvements and expansions to filtration, wells and distribution lines;
- Contracting with American Tank Maintenance for an improved schedule of maintenance and repairs;
- A city-wide water meter change out. Much of the city's water meters were antiquated and didn't comply with upcoming federal requirements. The meter purchase plan included a competitive interest rate for no additional cost to customers.

The water meter project, completed in October 2014, was performed by McNeil Rhoads and monitored by Clearwater Solutions, who is responsible for reading, maintaining, and future replacement.

On the horizon is the integration of a new billing software system for customer convenience and improved technology. The ultimate goal is to improve water system efficiencies in order to reduce the cost of operations that determine rate schedules.

Gautier must ensure that there is no unbilled and misbilled service prior to the integration of the existing software system with the new software system in the coming months. Good data in, good data out. An independent, third party company which specializes in locating, assessing, and correcting billing discrepancies will offer physical investigation, analysis and review.

SUMMARY:

WCA provides a turnkey service that includes technical expertise, rate schedule analysis, and trained multidiscipline field crews to determine deficiencies and remedies for the metering of consumption, billings, collections, and revenue reporting functions.

There is no upfront cost for service. WCA targets the apparent loss in the water system. Changes made as a result of WCA which result in increased revenue will be split 55/45 for an initial 36 month period. Afterwards, the city retains 100% of increased revenue.

RECOMMENDATION:

The City Manager recommends approval of the WVA contract. The City Council may:

1. Approve the WCA contract; or
2. Direct the City Manager to negotiate further the revised terms; or
3. Reject the Contract.

ATTACHMENTS:

WCA Coverletter dated May 19, 2015
WCA Contract

Mayor Gollott and Members of the City Council
Gautier, Ms.

May 19, 2015

Please find this letter as an introduction of Water Company of America (WCA) to your entity. Each year millions of dollars are lost by utility companies because of unbilled or miss billed water and sewer. As a solution to this, Water Company of American was formed in 1989 to provide professional services for governmental entities in the area of identifying these "revenue leaks." To date, Water Company of America has returned more than \$140 million in additional revenue to governmental entities throughout the United States.

Water Company of America's success centers on conducting a complete and meticulous review of an entity's utility billing system in an effort to identify those accounts not consistent with both industry norms and the entity's local ordinances. Water Company of America is able to accomplish this by the following:

1. WCA has invested major resources in developing its own state-of-the-art software for analyzing the client's billing data.
2. WCA Staff consists of highly trained motivated individuals with extensive training and expertise in identifying revenue recovery opportunities.
3. WCA has made significant investment in sophisticated flow metering technology to verify meter accuracy.

Water Company of America operates strictly under a performance based contract meaning that WCA is paid solely from a percentage of increased revenue resulting from our work. WCA will bear all cost for the project including staff, working capital, proprietary software, etc. WCA will get 55% of increased revenue for a 36 month period; leaving the client with 45% during this initial period. Once the 36 month period has expired, the client will retain 100% of the additional revenue generated by WCA in perpetuity.

Given the recent completion of a meter change-out program which allows for electronic meter reading coupled with the City implementing a new water and sewer billing software system in the very near future; the timing is perfect for Water Company of America to partner with your agency to identify a potential revenue stream in the way of unbilled or miss billed water and sewer. It is important to correct any errors contained in the former system before migrating to a new one. WCA has a proven track record and is confident that we can bring increased value to your entity. For additional information on Water Company of America visit our website at: www.watercompanyofamerica.com.

Yours for Consideration,



Mike Ncaise, CPA/MBA
Region Manager
Water Company of America

**CONTRACT
FOR
SERVICES**

THE STATE OF: MISSISSIPPI

COUNTY OF: JACKSON

CITY OF: GAUTIER

KNOW ALL MEN BY THESE PRESENTS:

THIS CONTRACT FOR SERVICES ("Contract") is made on the date of countersignature, hereinafter specified, by and between the CITY OF GAUTIER ("city"), ClearWater Solutions, LLC ("CWS"), and ISI Water Company, a Texas corporation, with its principal office in Houston, Harris County, Texas (referred to herein as Water Company of America "WCA"). The initial addresses of the parties are as follows:

WCA
ISI Water Company
5215 Fidelity St
Houston, Texas 77029

City
City of Gautier
3330 Highway 90
Gautier, Ms. 39553

CWS
ClearWater Solutions, LLC
2660 East Chase Lane, Suite 200
Montgomery, AL 36117

WITNESSETH:

WHEREAS, the City desires to secure the performance of services of the highest quality by trained, skilled personnel; and

WHEREAS, WCA desires to provide such services in exchange for the fees hereinafter specified; and

WHEREAS, CWS currently maintains a Professional Services Agreement with the City of Gautier to, among other things, manage, operate and maintain the City's water and wastewater systems, and as such, desires the services hereinafter specified; and

NOW, THEREFORE, for and in consideration of the premises and mutual covenants herein contained, it is agreed as follows:

ARTICLE I

Definitions

As used in this Contract, the following terms shall have meanings as set out below:

"Account" is defined as a particular Water, Sewer, Wastewater, and/or Solid Waste Service of the City. This definition includes all unauthorized taps discovered by WCA that previously had not been given an Account number by the City.

"Base Revenue" is defined as the average of the monthly Account billings during the period of time when the Account experienced the problem and which immediately precedes the completion of the Work, for up to a twelve month period. By way of example, and not limitation, if WCA discovers a meter which has been broken for a six-month period, resulting in consumption of zero usage during such six-month period, the Base Revenue is zero, and shall not include in the Base Revenue average the preceding six-month period during which time the meter operated properly.

"WCA Share" is defined as the fee to be paid by the City to WCA for performance of duties under this Contract, computed in accordance with Section 5.02 hereof.

"City" is defined in the preamble of this Contract and includes its successors and assigns.

"WCA" is defined in the preamble of this Contract and includes its successors and assigns.

"Customer Information System" (or "CIS") is defined as the system used by the City to bill and to account for customer activities.

"Contract Administrator" is defined as that person designated by the City by notice to WCA, to administer this Contract on behalf of the City. This individual shall have a working knowledge of City protocol and operating procedures of the City, and shall have the authority and responsibility of administering all day-to-day aspects of this contract on behalf of the City.

"CWS" is defined in the preamble of this Contract and includes its successors and assigns.

"Director" is defined as the CWS's designated Utility manager who has ultimate authority and responsibility over this Contract.

"Documenting the Find" is defined as the notation by WCA on the Research report to the City and CWS or the approval of a submitted Formal Work Order.

"Find" is defined as the discovery by WCA of an Account condition, as the result of the Work, which causes a specific Water, Sewer, Wastewater, or Solid Waste Service to be improperly or inaccurately billed.

"Force Majeure" as used herein, shall include but not be limited to, acts of God, acts of the public enemy, war, blockades, insurrection, riots, epidemics, landslides, lightning,

earthquakes, fires, storms, floods, washouts, tornadoes, hurricanes, arrests, and restraints of government and people, explosions, breakage or damage to machinery or equipment and any other abilities of either party, whether similar to those enumerated or otherwise, and not within the reasonable control of the party claiming such inability.

"Increased Revenue" is defined as the amount of monthly income received by the City on an Account, over and above the Base Revenue, including any rate increases, subsequent to corrective action being taken on that Account, including both income derived from ongoing usage, as well as retroactive billing.

"Notice to Proceed" is defined as the written notification by the City to WCA to initiate Work. This notification shall be issued upon the successful conversion of Account data from the CIS by WCA. The date of the Notice to Proceed shall mark the initiation of the Contract Term.

"Research Report" is defined as the reports delivered to the City and CWS by WCA pursuant to Section 2.01 (C) (1) hereof.

"Water, Sewer, Wastewater, and/or Solid Waste Service" is defined as the physical location of a City consumer, both known and unknown to the City and CWS, which utilizes services provided by the CWS.

"Work" is defined as all of WCA's efforts towards determining needed changes and recommending the corrective actions necessary in order for the specific Water, Sewer, Wastewater, or Solid Waste Service to be properly and accurately billed.

"Work Order" shall be defined to mean that certain standard document that defines relevant information about a City Account that WCA has evaluated and determined to be defective.

ARTICLE II

Scope of Service

2.01 - Basic Service

WCA shall provide the investigation, Work Orders, and field services necessary to maximize the billable revenue for the City's utility Service.

- A) Investigation and Field Work
- B) Upon receiving the Account information described in Section 3.01 (A) hereof WCA shall:
 - 1) Investigate each Account and determine if there is a loss of revenue to the City associated with that Account.
 - 2) Submit Work Orders with recommendation for changes in billing procedures and/or changes in physical service. This information will be provided for each Account.
- C) Reports
 - 1) WCA shall provide to the City on a periodic basis a complete list of all Accounts researched on which WCA has identified potential increased revenues to the City. This Research Report shall be submitted for the purpose of "Documenting the Find" and WCA shall be entitled to its portion of the Increased Revenues on said Accounts (the

WCA Share), if the Work Order(s) included therein are subsequently approved by the Contract Administrator.

- 2) On each Account for which WCA has documented the Find and the City has collected Increased Revenue, WCA shall provide a detailed report that quantifies Increased Revenue prepared from the information received from the City in the monthly account data download. This report typically contains at least the following information:
 - a) Work Order number
 - b) Account Number
 - c) Cycle counter (indicates progression through the revenue sharing period)
 - d) Amount of customer billing (from the download)
 - e) Base Revenue
 - f) Calculation of Increased Revenue
 - g) Calculation of WCA Share
 - 3) WCA may provide the Contract Administrator a status report on a frequency agreed to by the parties. This report is to be inclusive of all Accounts that are deemed by WCA to justify action and on which a Work Order has been generated in the prior month.
- D) WCA warrants that all work shall be performed in a good and workmanlike manner meeting the standards of quality prevailing in the City ordinances for services of like kind. WCA further warrants that trained and skilled persons who have been previously approved by the City shall perform all Work.

2.02 - Services in General

WCA shall coordinate all of its activities herein described with the City, the Director, WCA Administrator, or their designated representative(s).

2.03 – Finds Exempted

In certain rare cases, WCA may discover a Find on an account of which the City or CWS has prior knowledge and is attempting to remedy. Such a Find being remedied by the City is exempted from WCA Work. These cases fall into two categories and require that WCA shall: 1) for a period of 60 calendar days from the date of the inception of a new Account problem that originates during the term of this agreement, refrain from submitting a Work Order related to that Find, and 2) for a period of 60 calendar days beginning at the Notice to Proceed date, refrain from submitting a Work Order for any specific account problem known to the City and made known to WCA, that the City is in the process of remedying.

It is agreed by the parties hereto that the purpose of this Section 2.03 is to define and agree to the period of time for the City and CWS to remedy new problems that it discovers, and/or to remedy known situations. This will minimize duplication of effort, thus keeping project resources focused on providing maximum benefit to the City.

ARTICLE III

City Duties, Data Records, Work Products, Etc.

3.01 - Certain Duties of the City and CWS:

- A) In addition to its other duties under this Contract, the City and CWS shall, to the extent permitted by law for each Account, promptly provide access to all the data and records in the possession of the City and CWS, and provide copies of any documents in the possession or control of the City and CWS, or available to the City and CWS, which are

requested by WCA and are reasonably necessary for WCA to perform its duties under this Contract. CSIS data shall be in two formats. First, a monthly download (transmitted via FTP or written to CD) of select fields of Account data generated by an automatic script or macro. Second, a VPN link to the CSIS for the viewing and extracting of "real time" information. At no time will WCA be able to input a change or modification to an Account by way of this link.

- B) Upon execution of this Contract by all parties, the City will coordinate a post-award meeting with WCA and all designated management personnel representing the City under this Contract in order to fully explain all the aspects of this Contract.
- C) The City and CWS shall review all Work Orders submitted by WCA under Section 2.01 (B) hereof and within ten (10) working days of the date of submittal, the City shall advise WCA of the disposition of the Work Order request (approved or denied).
- D) The CWS shall timely implement the recommended corrective action identified in the Work Order once approved and notify WCA and the City of this action once complete and the date of completion. Changes to account data such as billing code changes shall be accomplished within thirty calendar days. Should this not occur within the time frame specified, the CWS shall issue to WCA written notification of a fifteen day extension. Work Orders that involve changes to physical service shall be expedited with all reasonable haste. All parties recognize and agree that the purpose and intent of the project cannot be realized until approved changes have been implemented and accounts are fairly and accurately billed. If account changes are not completed within the time frames described, the City shall approve and pay an estimate of the WCA Share (ref 5.02 C).
- E) The Contract Administrator shall assist WCA in its dealings with any City department.
- F) The City and CWS shall acknowledge that WCA has Documented the Find pursuant to Section 2.01 (C) (1), by promptly entering the appropriate information related to the Account within the "CIS" System, or by whatever other method the City chooses. Once documented, the City shall not deny approval of a Work Order due to any action taken by the City during the approval process.
- G) Matters not specifically covered by this Contract will have procedures established by mutual agreement of WCA, the Director, and the Contract Administrator.
- H) At all times, the spirit of this Contract will be upheld by the City, CWS, and WCA. WCA is performing a service to the City by increasing revenue to the City. The City and CWS have given WCA authorization to perform the defined duties of this Contract and will not hinder, restrict, delay or compete with WCA's performance of these duties.

ARTICLE IV

Indemnification and Insurance

4.01 - Indemnification

WCA hereby agrees at all times to defend, indemnify and hold the City harmless from and against any and all liability, losses or costs arising from claims for damages, or suits for loss or damage, including without limitation out-of-pocket costs and reasonable attorneys fees, which arise as a result of WCAs negligence or failure to properly perform this Contract, whether such claims are asserted before or after the termination of this Contract.

4.02 - Insurance

Throughout the term of this Contract, WCA shall carry and maintain the following insurance coverage with a company or companies reasonably satisfactory to the City, and policies of insurance that meet the requirements of the State. The City shall be named as an additional insured on all such policies for this Contract, and the policy shall provide that the Director will be given at least ten (10) days notice in case of cancellation. Such insurance coverage shall have the minimum limits of liability in not less than the following amounts:

- A) Comprehensive General Liability Insurance including Contractual Liability:
 - Bodily Injury & Property Damage
 - \$ 1,000,000 per occurrence
 - \$ 2,000,000 aggregate
- B) Worker's Compensation with Employees Liability including Broad Form All States Endorsement: \$ 1,000,000

ARTICLE V

Payment

5.01 - Limitation of Funds

Any and all fees due to WCA under this Contract shall be payable solely from the funds collected pursuant to this Agreement. WCA acknowledges and agrees that the City's liability for any and all payments hereunder shall be limited by this provision. No other funds are available nor will they be appropriated for the purpose of this Contract.

5.02 - Payment for Services

- A) If any Work performed by WCA to an Account results in Increased Revenues to the City, WCA shall be entitled to a WCA Share for such Work equal to 55% of all Increased Revenues (as defined in Article I of this Contract) for a term of 36 months thereafter. The 36 month term may be suspended in the event that the account problem persists which eliminates Increased Revenue and restarted following remedy.
- B) Documentation substantiating and calculating Increased Revenue shall be reviewed and approved by the City within thirty calendar days of submission and thereafter processed for payment within the time frame stipulated by Statute. CWS will assist the City in reviewing these calculations for accuracy. Interest on all amounts remaining unapproved and/or unpaid beyond the time frame stipulated by Statute shall accrue at a rate of 10% per annum until paid.
- C) If all of the data necessary to compute the WCA Share is not available in time to make such payment when due, or if the condition described in 3.01 D) occurs, the City shall approve a good faith estimate of such Increased Revenue and compute the WCA Share accordingly. Adjustments to such WCA Share shall be made on succeeding monthly payments after actual Increased Revenues are determined.

ARTICLE VI

Term and Termination

6.01 - Term

The Contract term is initiated by the City upon the issuance of the Notice to Proceed. The term of this Contract will consist of an operational period of 24 months with payments to WCA for services rendered continuing as outlined in section 5.02.

6.02 - Termination

Either party may terminate phase one (the operations period) of this Contract by giving a thirty day written notice to the other party of the intent to terminate. The City agrees that for three (3) years after termination of this Agreement, however brought about, the City shall, during normal business hours, provide WCA with access to and the determination of fees and payments owed to WCA hereunder.

6.03 - Earned Fees

The duties and obligations of the City to pay WCA under the terms of Article V shall continue in full force and effect as outlined therein.

ARTICLE VII

Miscellaneous Provisions

7.01 - Independent Contractor

The relationship between WCA and the City shall be that of an independent contractor.

7.02 - Business Structure and Assignments

Other than by operation of law, WCA shall not delegate or assign any portion of this Contract without the written consent of the City, which shall not be unreasonably withheld. WCA however may assign any portion of its WCA Share under this Contract. Before an assignment of this sort can become effective, WCA shall furnish reasonable proof of the assignment by providing a notice to the Director and the City, containing the following information: a) the name, address and telephone number of WCA with clear reference to this Contract; b) the name, address and telephone number of assignee; and c) the identity of the fees to be assigned. If reasonable proof as described above is not provided to the Director, the City may continue to pay WCA.

7.03 - Subcontractors

WCA may subcontract any part of its performance under this Contract with the written approval of the Director or Contract Administrator. Any subcontractor shall be treated under the Contract as if they were employees of WCA, except in regard to fees. WCA shall be responsible for paying its subcontractors.

7.04 - Parties in Interest

This Contract shall not bestow any rights upon any third party, but rather, shall bind and benefit the City, CWA, and WCA only.

7.05 - Non-waiver

Failure of either party hereto to insist on the strict performance of any of the agreements herein or to exercise any rights or remedies accruing hereunder upon default or failure of performance shall not be considered a waiver of the right to insist on or to enforce by any appropriate remedy strict compliance with any other obligation hereunder or to exercise any right or remedy occurring as a result of any future default or failure of performance.

7.06 - Applicable Laws

This Contract is subject to all laws of the State of Mississippi, the City Charter and Ordinances of the City, the laws of the federal government of the United States of America and all rules and regulations of any regulatory body having jurisdiction.

7.07 - Notices

All notices required or permitted hereunder shall be in writing and shall be deemed delivered when actually received or, if earlier, on the third day following deposit in a United States Postal Services post office or receptacle with proper postage affixed (certified mail, return receipt requested) addressed to the other party at the address prescribed in the preamble hereof or at such other address as the receiving party may have therefore prescribed by notice to the sending party. However, notice pertaining to civil lawsuits shall be governed by the laws of the State of Mississippi.

7.08 - Equal Employment Opportunity

WCA will comply with all laws, ordinances and policies set by the City in reference to Equal Employment Opportunities.

7.09 - Force Majeure

In the event either party is rendered unable, wholly or in part, by Force Majeure to perform under this Contract, it is agreed that, upon such party's giving notice specifying such Force Majeure in writing or by telefax to the other party as soon as possible after the occurrence of the Force Majeure, the obligations of the party giving such notice, to the extent it is affected by Force Majeure and to the extent that due diligence is being used to cure the Force Majeure and resume performance at the earliest practicable time, shall be suspended during the continuance of the Force Majeure, but for no longer extended by the period of time during which either party was unable to perform its obligations hereunder as a result of the occurrence of a Force Majeure.

7.10 - Approvals; Authority

An approval by the Director or by any other instrumentality of the City, of any part of WCA's performance shall not be construed to waive compliance with this Contract or to establish a standard of performance other than required by this Contract or by law. No party is authorized to vary the terms of this Contract without mutually agreed, written amendment.

7.11 - Remedies Cumulative

The rights and remedies contained in this Contract shall not be exclusive but shall be cumulative of all other rights and remedies, now or hereafter existing, whether by statute, at law, or in equity; provided however, that none of the parties shall terminate this Contract except in accordance with the provision hereof.

7.12 - Representations

- A) WCA represents that it and its employees, agents and subcontractors are fully competent and qualified to perform all the service required to be performed under this Contract. WCA represents that it has experience in performing all of the services to be performed hereunder and these services shall be of the highest professional quality.
- B) The City represents that it is a duly authorized and empowered to enter into this Agreement and to carry out its obligations hereunder. By proper action of its members, the City has duly authorized the execution, delivery and performance by this Agreement.

C) CWA represents that it and its employees, agents and subcontractors are fully competent and qualified to perform all the assistance to be performed under this Contract.

7.13 - Captions

The captions at the beginning of the Articles of this Contract are guides and labels to assist in location and reading such Articles and, thereto, will be given no effect in construing this Agreement and shall not be restrictive of or be used to interpret the subject matter of any article, section or part of this Contract.

7.14 - Personnel of WCA

WCA shall replace any personnel assigned to provide services under this Contract which are deemed unsuitable by the Director or Contract Administrator.

7.15 - Entire Agreement

This Contract contains all the agreements of the parties relating to the subject matter hereof and is the full and final expression of the agreement between the parties.

7.16 - Amendment

This Contract may be modified or amended by written agreement signed by all parties hereto.

7.17 - Exclusive Contract

WCA shall have the sole and exclusive franchise, license and privilege to provide the services described in this Contract within the bounds of the Contract service area.

Witnesseth:

WCA

CITY

ISI WATER COMPANY

CITY OF GAUTIER, MS.

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

CWA

CLEARWATER SOLUTIONS, LLC

By: _____

Title: _____

Date: _____

ATTEST:

By: _____

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

ORDER NUMBER 110-2015

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the amended Professional Services Agreement with Dale Partners Architects PA to include construction administration for the initial stabilization phase of the Gautier Colored School Rehabilitation Project 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 **Councilman Guillotte** 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 June 16, 2015.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Patty Huffman, Grants & Projects Manager
Through: Chandra Nicholson, Economic Development and Planning Director
Date: June 5, 2015
Subject: Amended Professional Services Agreement with Dale Partners Architects PA for the Gautier Colored School Rehabilitation Project

REQUEST:

The Economic Development & Planning Department requests authorization for an amended Professional Services Agreement with Dale Partners Architects PA to include construction administration for the initial stabilization phase of the Gautier Colored School Rehabilitation Project.

BACKGROUND:

The City of Gautier received a grant award from the Mississippi Department of Archives and History (MDAH) for \$80,000 in Community Heritage Preservation Grant funding with a \$20,000 local match to begin the stabilization of the structure including a new roof, repairing and leveling the foundation, and securing the exterior envelope. Professional services included photographic documentation; obtaining a structural report and a hazardous materials report; as-built drawings; and plans for stabilization for an amount not to exceed \$22,000. Construction administration was listed as an optional item provided on an hourly basis.

DISCUSSION:

Since hazardous materials specifications for asbestos abatement of the windows must be included in the bid documents for a general contractor, this cost along with approximately 24 hours for Professional Services for bidding and negotiating, construction site visits, and administration are included in the attached amended agreement under construction administration. The total cost for Phase I has not changed from the \$100,000 outlined in the April 22, 2014 Letter Agreement. (See the Sept. 9, 2014 Estimate of Probable Costs and the Proposed May 22, 2015 Estimate of Costs.)

RECOMMENDATION:

The Economic Development and Planning Department recommends that City Council authorize entering into the Amended Professional Services Agreement with Dale Partners Architects PA to include abatement specifications and approximately 24 hours of professional services for construction administration for an amount not to exceed \$6,000.

The City Council may:

1. authorize entering into the amended professional services agreement with Dale Partners Architects PA as presented; or
2. authorize entering into an amended agreement with Dale Partners Architects PA with other changes, or
3. disapprove entering into an amended professional services agreement.

ATTACHMENT(S):

Dale Partners Architects PA Professional Services Agreement Amendment #1(06-05-14)
Professional Services Agreement and Hourly Rates Schedule (04-22-14)
Estimates of Probable Costs (09-19-14 and Revised 05-22-15)



09 June 2015

161 Lameuse Street
Biloxi, MS 39530-3810
ph 228.374.1409
fx 228.374.1414

DALEPARTNERS.COM

Ms. Patty Huffman
Grants and Projects Manager
City of Gautier
3330 Highway 90
Gautier, MS 39553

Regarding: **Gautier Colored School Amendment #1 to Contract dated April 22, 2014**

Dear Ms. Huffman,

Our original proposal letter dated April 22, 2014 noted that Construction Administration Services (CA) would be performed on an hourly basis if needed. After assessing the structure and preparing documents for bidding, we propose to prepare the specifications for hazardous materials abatement and anticipate approximately 24 hours of services for a fee not to exceed \$6000.

Fee will be billed on an hourly basis in accordance with the Hourly rates Schedule in the original contract dated April 22, 2014.

Please indicate your approval of this agreement by signing below and returning a copy of the signed agreement to us.

Sincerely yours,

Dale Partners Architects P.A.

City of Gautier

Leigh G. Jaunsen
AIA, LEED AP BD+C, Project Architect

Authorized Signature and Title

cc: Chandra Nicholson, P.E., Director of Economic Development & Planning
T. Doug Dale
Jo Ann Brown

T. DOUG DALE, AIA
JEFFREY R. BARNES, AIA
CHARLES R. ALEXANDER, AIA
LEIGH G. JAUNSEN, AIA

IN MEMORY OF
MICHAEL A. BARRANCO, AIA
1962-2011



22 April 2014

Ms. Patty Huffman
 Grants and Projects Manager
 City of Gautier
 3330 Highway 90
 Gautier, MS 39553

161 Lamense Street
 Biloxi, MS 39530-3810
 ph 228.374.1409
 fx 228.374.1414

DALEPARTNERS.COM

Regarding: **Gautier Colored School**

Dear Ms. Huffman,

Congratulations on your award of an \$80,000 Community Heritage Preservation grant! On behalf of Dale Partners Architects P.A. (DPA), it is my pleasure to provide a fee proposal for phase one of the project that has been identified by the Mississippi Department of Archives and History as the Gautier Colored School. During phase one, we propose to document the existing structure and to provide plans for stabilizing the structure for future rehabilitation.

After evaluating the current condition of the structure, we recommend the following scope of work for phase one:

1. **Photographic Documentation** – As described in Part 6 of the Grant Manual, the project is required to be documented photographically. We propose to prepare this documentation per the specifications on an **hourly basis for a fee not to exceed \$3000.**
2. **Structural Evaluation** – Our Structural Engineer, Michael Costelli with Simpkins & Costelli, will spend a day at the site to identify the needed repairs. We anticipate that the building may need repairs at sill beams, joists, subfloor decking, roof framing and wall framing. In order to evaluate the damage, they may need to partially remove decking, wallboard and other materials to reveal structural members for observation. A final report will summarize the recommendations for restoring structural integrity to the building. We propose to perform this work for a **fixed fee of \$3100.**
3. **Hazardous Materials Report** – A hazardous materials report is needed to confirm the existence or nonexistence of hazardous materials in the building. We will solicit this report on behalf of the City. It will be prepared by a professional consultant and will include recommendations for abatement. We propose to provide this report for a **fixed fee of \$1900.**

T. DOUG DALE, AIA

JEFFREY R. BARNES, AIA

CHARLES R. ALEXANDER, AIA

LEIGH G. JAUNSEN, AIA

IN MEMORY OF
 MICHAEL A. BARRANCO, AIA
 1962-2011

4. **As Built Drawings** – As built drawings are needed to document the structure and provide a basis for preparing documents for future rehabilitation. We propose to prepare these drawings on an **hourly basis not to exceed \$6000.**
5. **Plans for Rehabilitation** – Once the reports and as-builts are finalized, we will assess the damage and recommend a plan and process for stabilizing the structure. Because we have limited knowledge of the required scope at this time, we anticipate that the fees for this work will be in the range of \$5000 to \$8000. This work will be performed on an **hourly basis not to exceed \$8000.**
6. **Construction Administration** – Our services during construction, if needed, can be provided on an hourly basis. Our hourly rate sheet is attached.

Please indicate your approval of this agreement by signing below and returning a copy of the signed agreement to us.

Sincerely yours,

Dale Partners Architects P.A.



Leigh A. Jaunsen

AIA, LEED AP BD+C, Project Architect

City of Gautier

Authorized Signature and Title

Enclosures: [Hourly Rates]

cc: Chandra Nicholson, P.E., Director of Economic Development & Planning
T. Doug Dale
Jo Ann Brown

DALE PARTNERS ARCHITECTS P.A.

HOURLY RATES

ARCHITECTURAL:

Managing Principals	\$220.00
Sr. Manager – Design/Management	\$200.00
Sr. Manager – Construction Administration.....	\$200.00
Sr. Project Manager	\$175.00 - \$190.00
Project Manager/Designers	\$135.00 - \$150.00
Interior Designer.....	\$95.00 - \$100.00
Quality Assurance/Construction Administration/Specifications	\$135.00 - \$185.00
Project Architect/Apprentice Architects.....	\$115.00 - \$150.00
CADD Technicians	\$85.00 - \$95.00
Graphics Designer	\$125.00
Project Assistants	\$85.00 - \$95.00

LANDSCAPE ARCHITECTURE/SITE PLANNING:

Senior Landscape Architect.....	\$190.00
---------------------------------	----------

November 2012

Dale Partners Architects		5.22.15
Rehabilitation Of the Old Gautier School- Estimate of Probable Costs		
approx. 1760 sf for original building and back addition		
Phase One - Professional Fees		
Photographic Documentation		\$2,990
Structural Evaluation		\$3,100
Hazardous Materials Report		\$1,815
As built drawings		\$6,000
Plans for Stabilization		\$8,000
Total		\$21,905
Phase One - Stabilization		
Hazardous material abatement, Demolition, Install new metal roof, repair and level foundation, secure exterior envelope.		\$72,095
Phase One - Construction Admin		
abatement specs and approx 24 hrs of bidding and negotiating and Construction site visits and administration.		\$6,000
Phase One TOTAL		\$100,000
Phase Two - Professional Fees		
		\$25,000
Phase Two - Construction Costs		
Repair and Refinish Interior Floors, walls and ceilings, repair and refinish existing ext. siding, repair and refinish existing window, replace missing windows, provide new entrance doors, rebuild back addition for storage and ADA, restore front porch and make accessible.		\$170,150
Phase Two TOTAL		\$195,150
Phase Three - Construction Costs		
Complete paint work, complete water and sewer connections, install plumbing fixtures, appliances, hardware, toilet accessories, HVAC, complete installation of electrical work, light fixtures and fire alarm.		\$104,850
Phase Three TOTAL		\$104,850
Project Total		\$400,000

**Rehabilitation Of the Old Gautier School-
Estimate of Probable Costs**

approx. 1760 sf for original building and back addition

Phase One - Professional Fees		
Photographic Documentation		\$3,000
Structural Evaluation		\$3,100
Hazardous Materials Report		\$1,900
As built drawings		\$6,000
Plans for Stabilization		\$8,000
Total		\$22,000
Phase One - Stabilization Costs		
Abatement		\$4,000
Install new cedar shake roof, repair and level foundation, secure exterior envelope		\$74,000
Phase One TOTAL		\$100,000
Phase Two - Professional Fees		
		\$25,000
Phase Two - Construction Costs		
		\$170,150
Repair and Refinish Interior Floors, walls and ceilings, repair and refinish existing ext. siding, repair and refinish existing window, replace missing windows, provide new entrance doors, rebuild back addition for storage and ADA, restore front porch and make accessible.		
Phase Two TOTAL		\$195,150
Phase Three - Construction Costs		
		\$104,850
Complete paint work, complete water and sewer connections, install plumbing fixtures, appliances, hardware, toilet accessories, HVAC, complete installation of electrical work, light fixtures and fire alarm.		
Phase Three TOTAL		\$104,850
Project Total		\$400,000

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

ORDER NUMBER 111-2015

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the submission of one or more applications to the Mississippi Department of Marine Resources for FY2017 Tidelands Public Access funding is hereby authorized.

IT IS FURTHER ORDERED that Council determine which project (s) staff should include in an applications (s) for FY2017 Public Access funding. If more than one grant application is recommended, priorities must be included.

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 Colledge** 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 June 16, 2015.

**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: June 2, 2015
Subject: FY2017 Mississippi Tidelands Trust Fund Applications

REQUEST:

The Economic Development and Planning Department requests City Council authorization to submit one or more applications to the Mississippi Department of Marine Resources for FY2017 Tidelands Public Access funding.

BACKGROUND:

“The purpose of the fund is to ensure that monies derived from the public trust tidelands assessments shall be used for the benefit of preserving and protecting the tidelands and submerged lands found within the three (3) most southern counties of the state. Funds shall be disbursed by the commission for new and extra programs of tidelands management, such as conservation, reclamation, preservation, acquisition, education or the enhancement of public access to the public trust tidelands or public improvement projects as they relate to those lands.”

DISCUSSION:

The Economic Development and Planning Department has identified several potential projects for FY2017 Tidelands Public Access funding. The typical request amount per project is \$250,000. If more than one project is authorized by City Council for an application, priorities must be assigned to the funding requests (i.e., 1st priority, 2nd priority, 3rd priority). Potential projects include:

- 1) Continued improvements to the new Town Green Commons (Town Center)
- 2) Continued improvements to George Martin City Park
- 3) Continued improvements to Shepard State Park amenities/infrastructure
- 4) Any combination of the above; or
- 5) Other tidelands area impacted projects

All three parks listed above have been approved previously for Tidelands funding. Projects must be completed within a five year period of performance. FY2017 applications are due no later than 5:00 p.m. on Friday, July 3, 2015.

RECOMMENDATION:

The Economic Development and Planning Department requests that City Council determine which project(s) that staff should include in an application(s) for FY2017 Tidelands Public Access funding. If more than one grant application is recommended by City Council, priorities must be included.

ATTACHMENT(S):

Summary of Open Tidelands Funded Projects

Summary of Open Tidelands Funded Projects

As of 05-01-15

Project Name	Status	Funding Available	Status	Objective																
FY2010-P407 City Park Community Center Phase III	<i>(Ongoing- includes City Park and Town Commons)</i>	\$381,422.51 <i>(remaining balance)</i>	Funds available.	Ongoing improvements at Town Commons and City Park																
FY2014-P401-6GA Graveline Bayou Restoration Project	Awarded \$250,000.00 in December 2013. (Two other project requests not funded.)	Approved for \$250,000.00 Grant agreement authorized by Council.	Funds available.	<i>Original Proposal:</i> Removal of sediment accumulation from Graveline Bayou. <i>(Project scope changed to a recreational pier.)</i>																
FY2015-P501-16GA Shepard State Park Improvements	Requested \$250,000. Notified of \$250,000 award in April 2014.	Approved for \$250,000.00 Grant agreement authorized by Council.	Funds available.	<table border="1"> <tr> <td>Splash Pad</td> <td>\$25,000</td> </tr> <tr> <td>Create new RV Sites</td> <td>\$50,000</td> </tr> <tr> <td>Signage and kiosks, possible kayak launch & rental area and blue way mapping</td> <td>\$25,000</td> </tr> <tr> <td>Improve perimeter security, improve site surveillance & improve site internet/Wi-Fi</td> <td>\$25,000</td> </tr> <tr> <td>Trail, picnic area and park amenities</td> <td>\$35,000</td> </tr> <tr> <td>Restroom improvements</td> <td>\$40,000</td> </tr> <tr> <td>Improvements to Welcome Center/event areas</td> <td>\$50,000</td> </tr> <tr> <td>TOTAL</td> <td>\$250,000</td> </tr> </table>	Splash Pad	\$25,000	Create new RV Sites	\$50,000	Signage and kiosks, possible kayak launch & rental area and blue way mapping	\$25,000	Improve perimeter security, improve site surveillance & improve site internet/Wi-Fi	\$25,000	Trail, picnic area and park amenities	\$35,000	Restroom improvements	\$40,000	Improvements to Welcome Center/event areas	\$50,000	TOTAL	\$250,000
Splash Pad	\$25,000																			
Create new RV Sites	\$50,000																			
Signage and kiosks, possible kayak launch & rental area and blue way mapping	\$25,000																			
Improve perimeter security, improve site surveillance & improve site internet/Wi-Fi	\$25,000																			
Trail, picnic area and park amenities	\$35,000																			
Restroom improvements	\$40,000																			
Improvements to Welcome Center/event areas	\$50,000																			
TOTAL	\$250,000																			
FY2015-P501-18GA City Park Community Center Phase III* (Town Green)	Requested \$250,000. Notified of \$70,000 award in April 2014.	Approved for \$70,000.00 Grant agreement authorized by Council.	Funds available.	<i>Revised Proposal:</i> (2) Pavilions for Town Center																
FY2016 Shepard State Park	Requested \$250,000	Approved for \$100,000	Funds available in 2016.	<i>Proposed:</i> Playground, 2 pavilions, bathhouse <i>(Will need to submit revised scope due to reduced budget.)</i>																
FY2016 City Park Comm. Ctr. Ph. III	Requested \$250,000	Approved for \$250,000	Funds available in 2016.	<i>Proposed:</i> Parking and access roads, beach volleyball and Fire pits for Town Center																

Tidelands Funding for Town Commons Project (as of June 2015)

		Reallocation to FY2010	Reallocation- FY2013	FY2015 Approved	FY2016 (Approved)		
Activity	Total Expenditures	Phase I	Phase II (rev.)	Phase III	Funds not yet available	Total funded	Bal. Needed
		\$458,712.96	\$209,758.00	\$70,000.00	\$250,000.00	\$988,470.96	
Land acquisition* (rev.)	\$240,000.00	\$240,000.00				\$240,000.00	\$0.00
Master Plan	\$20,000.00	\$20,000.00				\$20,000.00	\$0.00
Survey	\$15,712.96	\$15,712.96				\$15,712.96	\$0.00
Engineering	\$100,000.00		\$50,000.00			\$50,000.00	\$50,000.00
Clear/Grub Trees	\$40,000.00	\$20,000.00	\$10,000.00			\$30,000.00	\$10,000.00
Clear/Grub Trees (underbrush)	\$20,000.00	\$10,000.00	\$10,000.00			\$20,000.00	\$0.00
Trash Removal	\$10,000.00	\$10,000.00	\$0.00			\$10,000.00	\$0.00
Dirt Work (fill, grade, ditch)	\$60,000.00	\$50,000.00	\$10,000.00			\$60,000.00	\$0.00
Seed/Sprig/Sod	\$70,000.00	\$50,000.00	\$10,000.00			\$60,000.00	\$10,000.00
Ponds/streams	\$200,000.00		\$20,000.00			\$20,000.00	\$180,000.00
Trails (mulch, etc.)	\$100,000.00		\$0.00			\$0.00	\$100,000.00
Entry Road Base, West	\$450,000.00	\$43,000.00	\$30,000.00		\$150,000.00	\$223,000.00	\$227,000.00
Entry Road, East	\$200,000.00			\$0.00		\$0.00	\$200,000.00
Parking	\$100,000.00		\$9,758.00	\$0.00		\$9,758.00	\$90,242.00
Sidewalks	\$200,000.00			\$0.00		\$0.00	\$200,000.00
Landscaping	\$100,000.00			\$0.00		\$0.00	\$100,000.00
						\$0.00	\$0.00
Water Lines	TBD		\$20,000.00	\$0.00		\$20,000.00	TBD
Sewer Lines	TBD		\$20,000.00	\$0.00		\$20,000.00	TBD
Power	TBD		\$20,000.00	\$0.00		\$20,000.00	TBD
Lights	TBD					\$0.00	TBD
						\$0.00	\$0.00
Bathrooms (2)	\$200,000.00					\$0.00	\$200,000.00
Pavilion (8)	\$400,000.00			\$70,000.00		\$70,000.00	\$330,000.00
Stage	\$300,000.00					\$0.00	\$300,000.00
Dining Court	\$200,000.00					\$0.00	\$200,000.00
Playground	\$100,000.00				\$50,000.00	\$50,000.00	\$50,000.00
Beach Volleyball	\$50,000.00				\$50,000.00	\$50,000.00	\$0.00
						\$0.00	\$0.00
Signage for Grantor	TBD					\$0.00	TBD
City Park Restroom Upgrade	\$5,000.00	\$0.00				\$0.00	\$5,000.00
Total	\$3,180,712.96	\$458,712.96	\$209,758.00	\$70,000.00	\$250,000.00	\$988,470.96	\$2,252,242.00
TOTALS	\$3,240,712.96					\$3,240,712.96	
	incl. minimal estimates for water, sewer, power						

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

ORDER NUMBER 112-2015

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Pay Application No. 1 for the New Transmission Mains GMC Project No. CMOB120041(1) to connect the Beasley Well, Mall Well and Office Well to the Water Treatment Plant from DNA Underground, LLC in the amount of \$132,715.00 is hereby approved.

~~**IT IS FURTHER ORDERED** that the Change Order request from DNA Underground, LLC for the addition of 60 LF of 16" Steel Casing Jack and Bore installation to accommodate existing utility depths/conflicts at the roadway crossing on the north side of Ladner Road, the addition of 20 LF of 24" Steel Casing Jack and Bore installation as required by MDOT to extend the casing to the back side of the existing ditch at the roadway crossing on HWY 90 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 Colledge**, 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 June 16, 2015.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Chad Jordan, Project Manager
Date: June 10, 2015
Subject: Authorize payment number one and change order for New Transmission Mains GMC Project No. CMOB120041(1) to connect the Beasley Well, Mall Well and Office Well to the Water Treatment Plant from DNA Underground, LLC.

REQUEST:

City Council authorization to authorize payment for pay application number one in the amount of one hundred sixty three thousand, eighty two dollars and fifty cents (\$163,082.50) from DNA Underground, LLC for Bores for the New Transmission Mains to connect the Beasley Well, Mall Well and Office Well to the Water Treatment Plant. This payment includes 5% retainage.

BACKGROUND:

Bids were received and opened on February 24 2015 for Bores for the New Transmission Mains to connect the Beasley Well, Mall Well and Office Well to the Water Treatment Plant. DNA Underground, LLC was the low bidder with a price of \$139,700.00. Due to unforeseen conditions, MDOT requirements and existing utility conflicts, a change order in the amount of \$26,875.00 was necessary to extend the bores at Highway 90 and Ladnier Rd. The revised contract amount is \$166,575.00. The revised contract is less than the original budgeted amount. The project is complete and no other adjustments to the contract will be necessary.

RECOMMENDATION:

Based on the information provided, it is recommended that the Council authorize payment to DNA Underground, LLC for the amount of one hundred sixty three thousand, eighty two dollars and fifty cents (\$163,082.50) which includes the aforementioned change order number one less 5% retainage.

ATTACHMENTS:

Pay Request No. 1
Change Order No. 1



June 9, 2015

Mr. Gordon Gollott, Mayor
CITY OF GAUTIER
3330 U.S. 90
Gautier, MS 39553

RE: NEW TRANSMISSION MAINS
FOR THE CITY OF GAUTIER, MISSISSIPPI
GMC PROJECT NO. CMOB120041(1)

Dear Mr. Mayor,

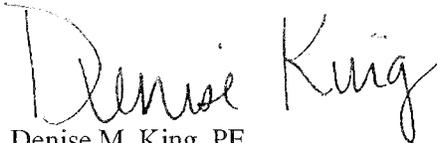
We have reviewed DNA Underground, LLC's pay estimate number one for the above referenced project and recommend payment in the amount of \$163,082.50. According to the pay request, the contractor has performed 100% of the work.

If you are in agreement with all items, please sign the pay request and return a copy to me.

If you have any questions or require any additional information, please do not hesitate to call.

Sincerely,

GOODWYN, MILLS & CAWOOD, INC.



Denise M. King, PE

Enclosures

Contractor's Application for Payment No. 1

To (Owner):	Application #1 April 27th thru May 27th 2015	Application Date: 5/27/2015
Project:	From (Contractor): DNA Underground LLC	Via (Engineer): GMC
Owner's Contract No.:	Contract:	Engineer's Project No.: CMOB1209411
	Contractor's Project No.:	

Application For Payment
Change Order Summary

Approved Change Orders Number	Additions	Deductions	1. ORIGINAL CONTRACT PRICE
1	\$26,875.00		\$ 139,700.00
			2. Net change by Change Orders..... \$ 26,875.00
			3. Current Contract Price (Line 1 + 2)..... \$ 166,575.00
			4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)..... \$ 166,575.00
			5. RETAINAGE: \$ 69,850.00
			a. 5% X \$166,575.00 Work Completed..... \$ 88,328.75
			b. 5% X Stored Material..... \$ 88,328.75
			c. Total Retainage (Line 5.a + Line 5.b)..... \$ 88,328.75
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ 163,082.50
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 163,082.50
			8. AMOUNT DUE THIS APPLICATION..... \$ 163,082.50
			9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)..... \$ 88,328.75
TOTALS	\$26,875.00		

Contractor's Certification
The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment.
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances), and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature: Dustin Goshman Date: 5/27/2015

Payment of: \$ 163,082.50
(Line 8 or other - attach explanation of the other amount)

is recommended by: [Signature] (Engineer) Date: 6/9/15

Payment of: \$ _____ (Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Owner) Date: _____

Approved by: _____ Funding or Financing Entity (if applicable) Date: _____

Owner: CITY OF GAUTHER
 Contractor: DNA Underground, LLC
 Engineer: GOODWYN, MILLS AND CAWOOD, INC.
 Project: NEW TRANSMISSION MAINS

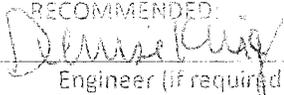
Owner's Contract No.: C-1008-1000000
 Contractor's Project No.:
 Engineer's Project No.: C-1008-1000000
 Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description:

The addition of 60 LF of 18" Steel Casing Jack and Bore installation to accommodate existing utility depths/conflicts at the roadway crossing on the north side of Ladner Road, the addition of 20 LF of 24" Steel Casing Jack and Bore installation on the south side of Ladner Road, and 35 LF of 24" Steel Casing Jack and Bore installation as required by MDOT to extend the casing to the back side of the existing ditch at the roadway crossing on Hwy 90.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME <i>(note changes in Milestones if applicable)</i>
Original Contract Price: <u>\$ 139,700.00</u>	Original Contract Times: 30 calendar days Substantial Completion: <u>May 27, 2015</u> Ready for Final Payment: <u>June 6, 2015</u> days or dates
Increase from previously approved Change Orders No. to No. <u> </u> <u>\$ N/A</u>	[Increase] [Decrease] from previously approved Change Orders No. <u> </u> to No. <u> </u> : N/A Substantial Completion: <u>N/A</u> Ready for Final Payment: <u>N/A</u> days
Contract Price prior to this Change Order: <u>\$139,700.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>May 27, 2015</u> Ready for Final Payment: <u>June 6, 2015</u> days or dates
Increase of this Change Order: <u>\$ 26,875.00</u>	[Increase] [Decrease] of this Change Order: N/A Substantial Completion: <u>May 27, 2015</u> Ready for Final Payment: <u>June 6, 2015</u> days or dates
Contract Price incorporating this Change Order: <u>\$ 166,575.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>May 27, 2015</u> Ready for Final Payment: <u>June 6, 2015</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u></u>	By: _____	By: <u></u>
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>Project Manager</u>	Title: <u>City Manager</u>	Title: <u>Owner</u>
Date: <u>5/22/15</u>	Date: _____	Date: <u>5/22/15</u>

Approved by Funding Agency (if applicable)
 By: _____ Date: _____
 Title: _____

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

ORDER NUMBER 113-2015

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the attached Budget Amendments for FY2015 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 Colledge** 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 June 16, 2015.

FY 2015 BUDGET AMENDMENTS

GENERAL FUND: FUND 001	Budget	Amendment	New Budget
REVENUES			
Miscellaneous	55,300.00	46,919.00	102,219.00
Transfer from Other Funds	0.00	15,477.00	15,477.00
Transfer from Solid Waste Fund	73,820.00	26,180.00	100,000.00
Transfer from Enterprise Fund	444,686.00	(26,180.00)	418,506.00
EXPENDITURES			
LEGISLATIVE			
Other Services & Charges	10,500.00	25,500.00	36,000.00
CITY COURT			
Personnel Services	124,923.00	2,010.00	126,933.00
Other Services & Charges	191,550.00	50,000.00	241,550.00
CITY MANAGER			
Personnel Services	156,281.00	900.00	157,181.00
Other Services & Charges	14,000.00	(5,000.00)	9,000.00
HUMAN RESOURCES			
Personnel Services	120,331.00	691.00	121,022.00
Supplies	3,500.00	1,300.00	4,800.00
CITY CLERK			
Personnel Services	230,195.00	5,680.00	235,875.00
FINANCE			
Personnel Services	175,958.00	11,620.00	187,578.00
ECONOMIC DEV/PLANNING			
Personnel Services	540,023.00	46,480.00	586,503.00
BUILDINGS & FACILITIES			
Supplies	9,500.00	6,000.00	15,500.00
Other Services & Charges	515,100.00	(31,500.00)	483,600.00
POLICE			
Personnel Services	2,622,319.00	135,174.00	2,757,493.00
Supplies	239,000.00	(2,150.00)	236,850.00
FIRE			
Personnel Services	2,094,196.00	21,520.00	2,115,716.00
Other Services & Charges	93,700.00	16,993.00	110,693.00
Capital Outlay	3,000.00	350.00	3,350.00

FY 2015 BUDGET AMENDMENTS

STREETS

Capital Outlay	0.00	60,177.00	60,177.00
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MAINTENANCE

Personnel Services	193,829.00	3,760.00	197,589.00
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PUBLIC SAFETY

Unappropriated	206,046.00	(106,470.00)	99,576.00
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TRANSFERS

To Other Funds (Fund 23 & 26)	771,372.00	2,150.00	773,522.00
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Other Funding Sources

(182,789.00)

0.00

Fund Longevity Pay

Fund Public Safety Raises

Fund Cultural Services Director

Fund/Adjust Reclassifications

Allocate PY Ins Reimb to Capital Outlay

Increase Funding for ADC Charges

FUND 023: MOHS TRAFFIC GRANT FY 2015

	Budget	Amendment	New Budget
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REVENUES

Grant	0.00	12,425.00	12,425.00
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Transfers from General Fund	0.00	450.00	450.00
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EXPENDITURES

Personnel Services	0.00	8,630.00	8,630.00
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Capital Outlay	0.00	4,245.00	4,245.00
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0.00

Budget FY 2015 Grant Award

FUND 026: MOHS DUI GRANT FY 2015

	Budget	Amendment	New Budget
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REVENUES

Grant	0.00	54,182.00	54,182.00
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Transfers from General Fund	0.00	1,700.00	1,700.00
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EXPENDITURES

Personnel Services	0.00	48,011.00	48,011.00
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Other Services & Charges	0.00	1,027.00	1,027.00
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Capital Outlay	0.00	6,844.00	6,844.00
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0.00

Budget FY 2015 Grant Award

FY 2015 BUDGET AMENDMENTS

ENTERPRISE FUND: FUND 400	Budget	Amendment	New Budget
REVENUES			
Miscellaneous	441,200.00	4,300.00	445,500.00
Surplus	0.00	2,800.00	2,800.00
EXPENDITURES			
ADMINISTRATIVE			
Other Services & Charges	2,274,472.00	12,000.00	2,286,472.00
Capital Outlay	0.00	89,171.00	89,171.00
Water & Sewer O & M			
Supplies	226,500.00	(15,500.00)	211,000.00
Other			
Transfer to General Fund	385,419.00	33,087.00	418,506.00
Other Funding Sources		(111,658.00)	
		0.00	

Fund Bucket Truck Purchase Budget Card Processing Fees Adjust General Fund Transfer

SOLID WASTE FUND: FUND 404	Budget	Amendment	New Budget
OTHER			
Transfer to General Fund	73,820.00	26,180.00	100,000.00
Other Funding Sources	0.00	26,180.00	26,180.00
		0.00	

Adjust General Fund Transfer

BROWNFIELDS GRANT: FUND 409	Budget	Amendment	New Budget
Personnel Services	0.00	20,045.00	20,045.00
Supplies	0.00	4,500.00	4,500.00
Other Services & Charges	398,546.32	(24,545.00)	374,001.32
		0.00	

Reallocate Grant Expenditures

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

ORDER NUMBER 114-2015

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the request to eliminate the vacant City Planner position and create one (1) full-time Administrative Clerk and one (1) part-time Administrative Clerk in the Economic Development/Planning Department 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 Colledge** and the following vote was recorded:

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

NAYS: **Casey Vaughan**

MAYOR

ATTEST:

CITY CLERK

Passed and Adopted by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 16, 2015.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason Pugh, Human Resources Director
Date: 06/10/15
Subject: Elimination of the City Planner position and creation of Administrative Clerk positions.

REQUEST:

The Human Resources Dept. requests council approval to eliminate the vacant City Planner position in the Economic Development/Planning Department and create one (1) full-time Administrative Clerk and one (1) part-time Administrative Clerk in the Economic Development/Planning Department. These position changes will be added to the Schedule of Authorized Positions.

DISCUSSION:

The Economic Development/Planning Department is operating below the required staffing levels to meet the needs of the public and immediate help in the department is needed. The City Planner position has been filled three (3) times in the past year and is currently vacant. Staff has reviewed the needs of the department and feels that administrative positions would provide the most help to the understaffed department to meet the demands of the public. The salary from the City Planner position would be used to fund the two (2) new positions.

FINANCIAL IMPACT:

None. The newly created positions will be funded by the salary from the City Planner position that is being eliminated.

RECOMMENDATION:

The City Manager recommends that the City Council approve the proposed changes.

City Council may:

- 1) Approve the request as presented; or
- 2) Approve the request with changes; or
- 3) Reject the request as presented

ATTACHMENT(S):

Revised Schedule of Authorized Positions
Revised Organizational Chart
New Job Description for a Part-Time Administrative Clerk

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	13	1		
Detective Sergeant	2080	12	1		
Detective	2080	11	2		
Detective	2080	11	Unfunded (1)		
FBI Task Force Officer	2080	11	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	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

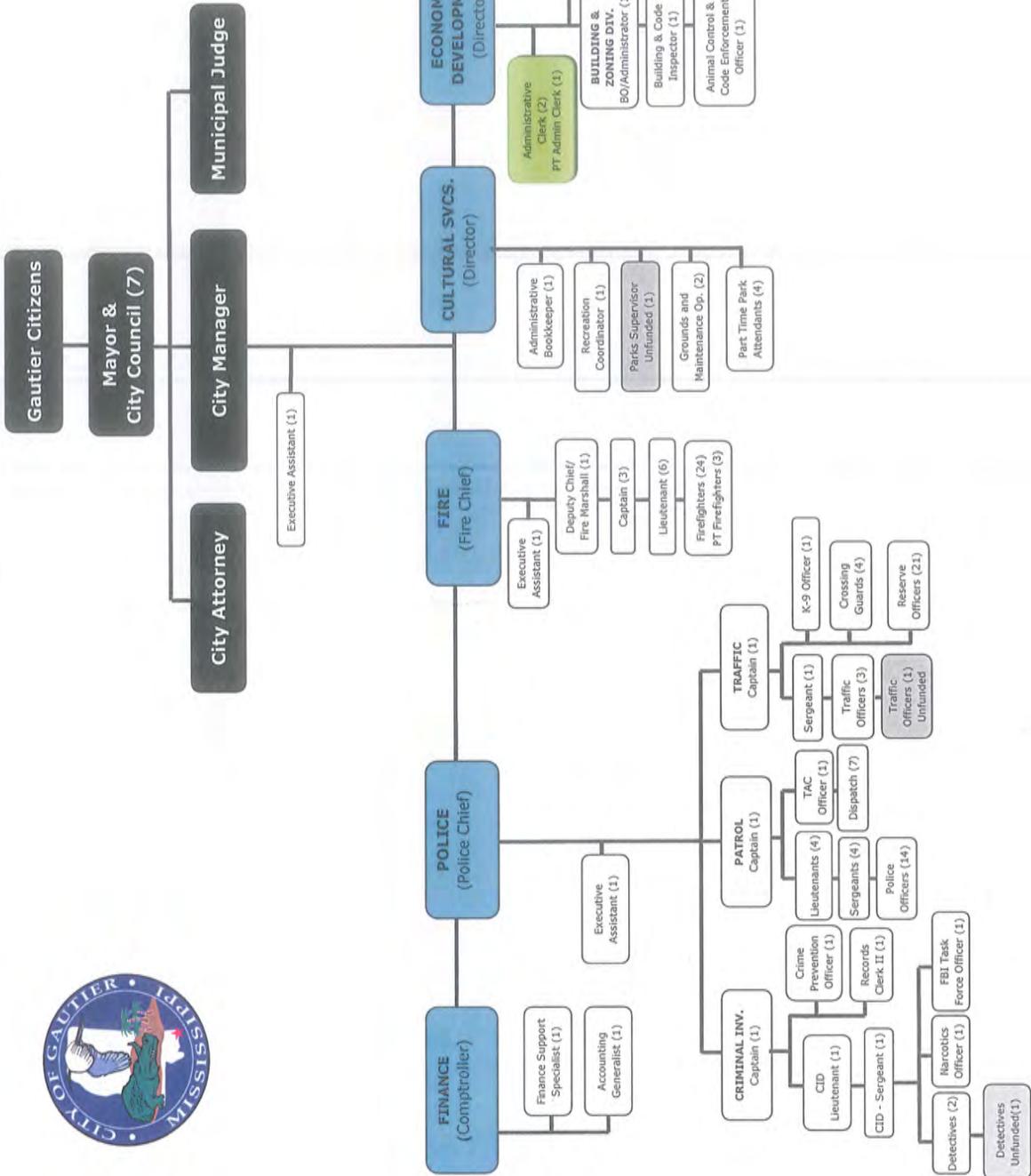
	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
<u>ECONOMIC DEV DEPT</u>					
Director	2080	22	1		
Administrative Clerk	2080	8	1- 2		
Administrative Clerk	N/A	N/A		1	
<i>Planning Division</i>					
City Planner	2080	13	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)		
Total Funded			7	1	
Total Non-Funded			1		
<u>CULTURAL SERVICES DEPT</u>					
Cultural Services Director	2080	21	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			5	4	
Total Non-Funded			1		

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	7	1	
Non-Funded	1		
Cultural Services Dept: Funded	5	4	
Non-Funded	1		
Total	113	12 13	21
Total Non Funded	4		

FY 2015

Effective October 18, 2014
 Rev. 1 - December 16, 2014
 Rev. 2 - June 16, 2015

CITY OF GAUTIER ORGANIZATION CHART





**ADMINISTRATIVE CLERK
(Part-Time)**

Department:	Economic Development / Planning Department	Pay Grade:	\$15.00 hour
Reports To:	Director of Economic Development / Planning	Exempt (Y/N):	N
Competitive (Y/N):	N		

SUMMARY:

This is clerical & technical work involving support to the Economic Development/Planning Department. Employee in this class performs tasks in accordance with well established procedures. Detailed instructions and close supervision are received at the beginning of work and on new assignments, although regular routine assignments may be performed more independently and the exercise of initiative, independent judgment, and discretion is expected as experience is gained. Work is reviewed by the Director of Economic Development/Planning Department, through observation and evaluated on the basis of accuracy, and established standards.

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.)

- Acts as receptionist and meets the public, provides information, takes messages, schedules appointments, reserves accommodations, and relieves a superior of varied and routine details.
- Answers variety of inquiries from citizens and employees, in person, by letter, and by telephone, on City services; on policies; and procedural matters.
- Assist with issuance of licenses and permits.
- Types forms, letters, memorandum, reports, tabulations, statements, various card records, minutes, and other materials from rough draft, dictating machine, or detailed instructions.
- Maintains files on relatively complex subject matters; keeps a variety of moderately complex records; compiles and prepares statistical and other data from such records.
- Operates word processors, calculators, copying machines, typewriters, fax machine, and other office equipment.
- Checks spelling, punctuation, grammar, format, etc. in draft or final form.
- Performs clerical duties on a daily basis such as filing, copying, faxing, etc.
- Performs other duties as assigned.

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.)

- Knowledge of English, spelling, punctuation, grammar, and arithmetic; and modern office practices, procedures, systems, and equipment.
- Ability to communicate effectively in English both orally and in writing.
- Ability to concentrate, perform accurately and work under stress of deadlines.
- Ability to handle cash transactions, issue receipts, and balance deposits.
- Ability to meet and deal with people tactfully and courteously.
- Ability to take direction and work well with others.
- Ability to react to change productively and to handle other tasks as assigned.
- Ability to write reports and business correspondence.
- Skilled in operation of computers, calculators, typewriters, fax machines, copier, and other office machines.
- Ability to post entries from supporting documents to ledgers, journals and computer files; and make mathematical computations rapidly and accurately.
- Ability to establish and maintain effective working relations as necessitated by work assignments.



ADMINISTRATIVE CLERK (Part-Time)

- Ability to understand and follow oral and written instructions; and compose effective and accurate correspondence to transmit them.
- Skill in operating a computer.
- 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.

This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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.

This is largely a sedentary role; however, some filing is required which would require the ability to lift files, open filing cabinets and bend or stand as necessary.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

High School diploma or (GED) equivalent. Two (2) years experience in general clerical work and customer service. An Associate's degree (A.A.) may be substituted for work experience. Must be proficient in Microsoft Excel and Microsoft Word.

REQUIRED LICENSES AND CERTIFICATES:

Must maintain a valid Mississippi driver's license.

CIVIL SERVICE MINIMUM QUALIFICATIONS:

N/A

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

ORDER NUMBER 115-2015

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that 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 Colledge** 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 June 16, 2015.

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	BELL AUTO PARTS, INC.	151909	06/16/2015	05/29/2015			1,138.65	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-570	FRONT BRAKE ROTORS (2) & PADS		40780	04/28/2015			97.75
	001-100-570	FRONT BRAKE ROTORS (2) & PADS		40781	04/29/2015			97.75
	001-100-570	FRONT BRAKE ROTORS (2) & PADS		D054977	04/30/2015			97.75
	001-170-639	SUPPLIES: MOWERS		40794	05/07/2015			671.31
	001-161-638	FILTERS (2), 1GAL ROTELLA OIL		40795	05/06/2015			74.59
	001-161-638	1GAL ROTELLA OIL(3)		40796	05/07/2015			63.00
	001-170-639	CS SCAG TRANS OIL		40805	05/13/2015			36.50
001	SECURE NETWORKS LLC	151911	06/16/2015	05/29/2015			2,280.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-698	JUL 2015 NETWORK SERVICES		2406	05/14/2015			2,280.00
001	PASCAGOULA UTILITIES	151912	06/16/2015	05/29/2015			33.49	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-630	CENTRAL FIRE STN		1665534	05/26/2015			11.80
	001-161-630	SOUTH FIRE STN		1665717	05/26/2015			21.69
001	STEINER SAW & MOWER	151915	06/16/2015	05/29/2015			127.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-639	DECOMPRESSION VALVE		791733	05/09/2015			16.00
	001-161-639	MISC PARTS: CHAIN SAW		791749	05/14/2015			111.00
001	GLOBALSTAR	151916	06/16/2015	06/01/2015			53.24	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-605	MONTHLY SERVICE		6459829	05/16/2015			53.24
001	TEC	151918	06/16/2015	06/02/2015			55.76	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-605	MONTHLY LONG DISTANCE		036634	06/01/2015			55.76
001	G&K SERVICES INC	151919	06/16/2015	06/02/2015			228.12	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-205-535	MAINTENANCE		1033602895	05/04/2015			56.70
	001-205-535	MAINTENANCE		1033605082	05/11/2015			56.70
	001-205-535	MAINTENANCE		1033607302	05/18/2015			57.36
	001-205-535	MAINTENANCE		1033609502	05/25/2015			57.36
001	IBM CORPORATION	151920	06/16/2015	06/02/2015			816.40	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-040-730	AS400 PMT JUL 2015		Q2725GC	06/01/2015			816.40
001	LOWE'S HOME CENTER'S, INC.	151930	06/16/2015	06/03/2015			1,341.44	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-205-560	REPAIR: ENTRANCE SIGNS		995695	04/22/2015			554.73
	001-170-559	KEYS (6)		910150	04/28/2015			12.63
	001-205-560	INSECT SPRAY KILLER (3)		910258	04/29/2015			39.81
	001-170-503	6CT STRIPING PAINT		910290	04/30/2015			23.73
	001-170-559	EARMUFFS (2), 4CT EAR PLUGS		909316	05/04/2015			35.75

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	LOWE'S HOME CENTER'S, INC.	151930	06/16/2015	06/03/2015			1,341.44	(CONTINUED)
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-205-560	CONCRETE CLEANER, SCRUB BRUSH	910025	05/06/2015		16.10		
	001-205-559	DRAIN SHOVEL	902260	05/06/2015		23.73		
	001-170-577	FIRE ANT KILLER(2)	909937	05/06/2015		70.24		
	001-170-503	WINDOW AC: BUDDY DAVIS	909936	05/06/2015		398.05		
	001-205-560	REPAIR: ENTRANCE SIGN	902483	05/07/2015		3.27		
	001-161-559	32CT NIAGARA WATER(12)	901375	05/07/2015		45.24		
	001-040-559	HDMI CABLE	910662	05/13/2015		37.98		
	001-205-560	REPAIR: ENTRANCE SIGN	902967	05/14/2015		2.83		
	001-205-560	REPAIR: ENTRANCE SIGN	902562	05/18/2015		27.06		
	001-161-559	100FT GARDEN HOSE	909917	05/19/2015		42.73		
	001-205-559	INSECT SPARY KILLER(3)	903481	05/22/2015		7.56		
001	SYSCON INC	151935	06/16/2015	06/04/2015			1,475.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-010-698	JUN 2015 COURT SUPPORT	1-30226	06/04/2015		1,475.00		
001	O'REILLY AUTO PARTS	151940	06/16/2015	06/04/2015			1,551.33	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-170-639	TOP TERMINAL	1978375037	04/29/2015		9.79		
	001-205-638	PARTS: #465	1978375158	04/30/2015		72.64		
	001-161-638	BUSHING: #R51	1978375221	04/30/2015		10.16		
	001-161-638	INDICATOR: #R51	1978376139	05/07/2015		38.38		
	001-161-638	CABLE: #R51	1978376140	05/07/2015		70.05		
	001-100-570	OIL FILTER	1978376141	05/07/2015		35.75		
	001-100-570	SPARK PLUG(8): #146	1978376263	05/08/2015		39.92		
	001-170-638	MIRROR, ADHESIVE	1978376654	05/11/2015		128.68		
	001-161-638	CUT-OFF WHEEL(2): #E3	1978377016	05/14/2015		3.78		
	001-170-639	CONNECTOR	1978377057	05/14/2015		9.99		
	001-161-638	MINI BULB: #E3	1978377210	05/15/2015		4.78		
	001-161-638	DECAL REMOVR, STRIPE OFF	1978377608	05/19/2015		46.73		
	001-161-638	RUBBING COMPOUND	1978377645	05/19/2015		21.91		
	001-161-638	CAPSULE(6): #E1	1978377724	05/20/2015		24.60		
	001-100-570	BOLTS(2)	1978377824	05/21/2015		7.98		
	001-100-570	HEAD GASKET(2): #15804	1978377957	05/22/2015		85.34		
	001-100-570	HEAD BOLT(2): #15804	1978377958	05/22/2015		88.30		
	001-161-638	BULB(6) FREIGHT: #E1	1978377995	05/22/2015		31.30		
	001-090-638	PARTS: #19414	1978378016	05/22/2015		233.41		
	001-170-638	ABS SENSOR: #PW603	1978378464	05/26/2015		46.55		
	001-100-570	INT MANIFOLD: #145	1978378560	05/27/2015		208.14		
	001-100-570	BRAKE CLN(12)	1978378580	05/27/2015		23.88		
	001-100-570	OIL FILTER: #15804	1978378582	05/27/2015		11.51		
	001-170-639	BATTERY: VACCUM TRUCK	1978378749	05/28/2015		77.77		
	001-100-570	SCAN TOOL	1978378751	05/28/2015		219.99		
001	AUTO TRUCK AND TRAILER PARTS INC	151944	06/16/2015	06/05/2015			561.66	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-170-639	TRAILER LIGHTS(3)	250209	05/12/2015		22.77		
	001-161-638	LIGHT: R51	250273	05/13/2015		97.21		
	001-161-638	HALOGEN BULBS(2)	250276	05/13/2015		33.36		
	001-161-638	LIGHT: R51	250283	05/13/2015		96.10		
	001-161-638	BULBS(10):E1	250341	05/15/2015		90.74		

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	AUTO TRUCK AND TRAILER PARTS INC	151944	06/16/2015	06/05/2015			561.66	(CONTINUED)
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-570	BATTERY: #1440		250340	05/15/2015			99.95
	001-100-570	WASHER FLUID(30)		250395	05/19/2015			49.50
	001-170-559	FILTER		250693	05/29/2015			9.37
	001-161-638	MINERAL SPIRIT		250694	05/29/2015			62.66
001	INFORMATION TECHNOLOGY SERVICE	151945	06/16/2015	06/05/2015			224.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-640	MAY 2015		5230301	05/31/2015			224.00
001	MALLETTE BROTHERS CONSTRUCTION, INC	151946	06/16/2015	06/05/2015			2,043.24	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-201-576	3.26 TN ASPHALT		18178	06/01/2015			244.50
	001-201-576	4.14 TN RAP		18178	06/01/2015			140.76
	001-201-576	45.95 TN SACTUN A-BASE		18178	06/01/2015			1,378.50
	001-201-576	10.68 CY FILL CLASS 9		18178	06/01/2015			128.16
	001-201-576	12.61 CY FILL SAND		18178	06/01/2015			151.32
001	DELTA SANITATION OF MS, LLC	151948	06/16/2015	06/08/2015			35.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-698	FRAZIER PORT O LET		603007	05/31/2015			35.00
001	DANCEL MULTIMEDIA	151949	06/16/2015	06/08/2015			250.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-698	JUN 2015 WEBSITE HOSTING		957	06/08/2015			250.00
001	RIVIERA FINANCE OF TEXAS INC	151969	06/16/2015	06/10/2015			85.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-638	TIRE REPAIR: E#2		68497	05/26/2015			85.00
001	ANDERSON'S MECHANICAL COMPANY LLC	151971	06/16/2015	06/10/2015			227.50	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-698	SERVICE CALL: SR BLDG		0000010294	06/09/2015			227.50
001	BANCORPSOUTH INSURANCE SERVS INC	151973	06/16/2015	06/10/2015			150.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-625	PUBLIC OFFICIAL BOND: ELBIN		91855	05/28/2015			150.00
001	BOYS & GIRLS CLUBS OF JACKSON COUNTY, INC	151975	06/16/2015	06/10/2015			833.33	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-090-645	MAY 2015 CLUB SUPPORT		05312015	06/05/2015			833.33
001	DOGAN & WILKINSON PLLC	151977	06/16/2015	06/10/2015			7,916.67	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-060-602	JUN 2015 RETAINER FEE		621-0023F	06/09/2015			7,916.67
001	CLYDE C SCOTT INSURANCE AGENCY INC	151978	06/16/2015	06/10/2015			4,475.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-625	SURETY BOND RENEWAL		15525	06/04/2015			4,475.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	MS DEPT OF FINANCE & ADMIN Account Number 001-000-300	151979	06/16/2015	06/10/2015			26,404.75	
		Description		Invoice #	Date	P.O.	Amount	
		MAY 2015 COURT ASSESSMENT		05312015	06/04/2015			26,404.75
001	FEDERAL EXPRESS Account Number 001-090-607	151980	06/16/2015	06/10/2015			22.86	
		Description		Invoice #	Date	P.O.	Amount	
		OVERNIGHT GRANT PKG		505239507	06/03/2015			22.86
001	SOUTHERN PEST CONTROL INC Account Number 001-092-698	151982	06/16/2015	06/10/2015			333.30	
		Description		Invoice #	Date	P.O.	Amount	
		CITY FACILITIES		289477	05/26/2015			333.30
001	MS DEPT OF PUBLIC SAFETY Account Number 001-000-300	151983	06/16/2015	06/10/2015			209.00	
		Description		Invoice #	Date	P.O.	Amount	
		MAY 2015 SPECIAL ASSESSMENTS		05312015	06/04/2015			209.00
001	JACKSON COUNTY ADULT DETENTION CENTER Account Number 001-010-696 001-010-696	151984	06/16/2015	06/10/2015			13,933.83	
		Description		Invoice #	Date	P.O.	Amount	
		MAY 2015 ADC CHGS		05312015	06/04/2015			13,825.00
		PHARMACY CHARGES		05312015	06/04/2015			108.83
001	JEREMY BROWN Account Number 001-161-681	151990	06/16/2015	06/10/2015			72.00	
		Description		Invoice #	Date	P.O.	Amount	
		PER DIEM: SAFETY OFFICER 1521		06222015	06/05/2015			72.00
001	CHANDRA NICHOLSON, CUSTODIAN Account Number 001-090-689 001-090-500 001-090-500 001-090-638 001-090-500 001-090-500	151999	06/16/2015	06/10/2015			288.30	
		Description		Invoice #	Date	P.O.	Amount	
		PEPPER SPRAY		04212015	06/09/2015			21.35
		WIRELESS KEYBOARD & MOUSE		04182015	06/09/2015			59.92
		OFFICE SUPPLIES		05112015	06/09/2015			94.12
		FLOOR MAT		05192015	06/09/2015			12.83
		SHIRTS(5)		05192015	06/09/2015			80.20
		PRINTER CABLE		06022015	06/09/2015			19.88
001	C SPIRE WIRELESS Account Number 001-021-605 001-022-605 001-040-605 001-090-605 001-161-605 001-170-605 001-205-605 001-090-559	152006	06/16/2015	06/10/2015			1,069.85	
		Description		Invoice #	Date	P.O.	Amount	
		CITY MGR CELL PHONES		0030759348	05/31/2015			124.02
		HR CELL PHONES		0030759348	05/31/1015			62.02
		ADMIN CELL PHONES		0030759348	05/31/2015			164.00
		ECON DEV CELL PHONES		0030759348	05/31/2015			372.09
		FIRE DEPT CELL PHONES		0030759348	05/31/2015			192.05
		RECREATION CELL PHONES		0030759348	05/31/2015			93.81
		MAINT CELL PHONES		0030759348	05/31/2015			26.90
		OTTERBOX: ACO		0030759348	05/31/2015			34.96
001	FUELMAN OF MS Account Number 001-100-525 001-161-525 001-170-525	152008	06/16/2015	06/10/2015			2,599.04	
		Description		Invoice #	Date	P.O.	Amount	
		UNL FUEL		NP44429264	06/01/2015			2,034.12
		UNL & DSL FUEL		NP44429264	06/01/2015			459.93
		DSL FUEL		NP44429264	06/01/2015			56.22

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	FUELMAN OF MS	152008	06/16/2015	06/10/2015			2,599.04	(CONTINUED)
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-205-525	UNL FUEL		NP44429264	06/01/2015			48.77
001	FUELMAN OF MS	152010	06/16/2015	06/10/2015			2,667.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-090-525	UNL FUEL		NP44555488	06/08/2015			79.95
	001-100-525	UNL FUEL		NP44555488	06/08/2015			2,151.89
	001-161-525	UNL & DSL FUEL		NP44555488	06/08/2015			277.45
	001-170-525	UNL & DSL FUEL		NP44555488	06/08/2015			105.53
	001-205-525	UNL FUEL		NP44555488	06/08/2015			52.18
001	INTERNATIONAL PERSONNEL MANAGEMENT ASSOC	152011	06/16/2015	06/10/2015			390.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-022-682	AGENCY DUES 00016838		8357G5Y1B9	05/29/2015			390.00
001	MS LEGISLATIVE AND CONSULTING GROUP LLC	152013	06/16/2015	06/10/2015			2,000.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-001-698	CONSULTING FEE		MAY 2015	06/01/2015			2,000.00
001	MS MUNICIPAL CLERKS/COLLECTORS ASSOC	152014	06/16/2015	06/10/2015			50.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-040-682	2015 DUES:RUSSELL,THIGPEN		GAUTIER	06/02/2015			50.00
001	SINGING RIVER E.P.A.	152015	06/16/2015	06/10/2015			1,704.84	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-631	SOUTH PD 76008001		05172015	05/27/2015			255.32
	001-170-631	BACOT PARK 10137		05172015	05/27/2015			1,300.88
	001-201-629	SIGNAL LIGHTS 10138		05172015	05/27/2015			148.64
001	AIRGAS USA, LLC	152023	06/16/2015	06/10/2015			193.01	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-205-588	CYLINDER RENTAL		9928069318	05/31/2015			193.01
001	CREDIT CARD CENTER	152024	06/16/2015	06/10/2015			3,192.88	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-001-681	MML CONFERENCE:CITY COUNCIL		003255	05/04/2015			1,645.00
	001-021-681	MML CONFERENCE:ABELL,DANOS		003255	05/04/2015			470.00
	001-001-559	NAME BADGES:CITY COUNCIL		794301	05/05/2015			88.09
	001-021-559	MTG REFRESHMENTS (SPONSORED)		502932	05/08/2015			4.22
	001-021-559	MTG REFRESHMENTS (SPONSORED)		400030	05/08/2015			26.64
	001-092-625	VPI PET INSURANCE:CAESAR		449738	05/08/2015			459.08
	001-040-681	HOTEL-CLERK TRNG:RUSSELL		060166	05/11/2015			219.98
	001-161-681	MS EXCEL BASICS:ROSSCUP		230204	05/12/2015			79.00
	001-090-500	PRINTABLE BUSINESS CARDS		569829	05/18/2015			30.80
	001-040-500	WASTE TONER BOTTLE (2)		892695	05/21/2015			135.90
	001-092-698	FINANCE CHG: HANCOCK CARD		05272015	05/27/2015			34.17
001	GALLS LLC	152025	06/16/2015	06/10/2015			539.60	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-559	ALS DUTY HOLSTER L111(2)		BC0155179	05/18/2015	150847		259.98
	001-100-559	SF BUCKLELESS INNER BELT		BC0155179	05/18/2015	150847		29.70
	001-100-559	SF BUCKLELESS DUTY BELT		BC0155179	05/18/2015	150847		64.99

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	GALLS LLC	152025	06/16/2015	06/10/2015			539.60	(CONTINUED)
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-559	DOUBLE MAG LP365	BC0155179	05/18/2015	150847	36.08		
	001-100-559	SF MKIII DEFENSE SPRAY	BC0155179	05/18/2015	150847	25.99		
	001-100-559	CLOSED TOP CUFF CASE	BC0155179	05/18/2015	150847	24.64		
	001-100-559	SINGLE BELT KEEPER (3)	BC0155179	05/18/2015	150847	24.30		
	001-100-559	DELUXE RADIO HOLDER	BC0155179	05/18/2015	150847	22.00		
	001-100-559	SHIPPING CHARGES	BC0155179	05/18/2015	150847	16.00		
	001-100-559	DOUBLE MAG LP365	003524824	05/13/2015	150847	-36.08		
	001-100-559	SINGLE BELT KEEPER (9)	BC0156230	05/20/2015	150847	72.00		
001	TEAM ONE COMMUNICATIONS, INC	152026	06/16/2015	06/10/2015			124.80	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-639	RADIO REPAIR: #205CJF7115	9080074261	06/04/2015	150993	124.80		
001	INTERNATIONAL PERSONNEL MANAGEMENT ASSOC	152027	06/16/2015	06/10/2015			284.05	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-022-660	PO-EL101 POLICE OFFICER TEST	8123MOZ4H9	05/19/2015	150889	42.75		
	001-022-660	ADMINISTRATION FEE	8123MOZ4H9	05/19/2015	150889	90.25		
	001-022-660	PL301 ADMIN TEST LIEUTENANT	7613NOJOQ4	05/13/2015	150821	60.80		
	001-022-660	ADMINISTRATION FEE	7613NOJOQ4	05/13/2015	150821	90.25		
001	GULF COAST BUSINESS SUPPLY CO.	152028	06/16/2015	06/10/2015			240.05	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-161-500	CS COPY PAPER (2)	106572	05/22/2015	150924	61.96		
	001-090-500	STAMP: PRELIMINARY	106870	05/29/2015	150906	20.10		
	001-090-500	STAMP: FLOOD ZONE	106870	05/29/2015	150906	20.10		
	001-090-500	STAMP: APPROVED BY TRC	106870	05/29/2015	150906	27.90		
	001-090-500	STAMP: CONSTRUCTION DRAWINGS	106870	05/29/2015	150906	31.90		
	001-022-559	100/BOX CLASP ENVELOPES	107044	06/02/2015	150970	9.89		
	001-022-559	2PK DYMO TAPE	107044	06/02/2015	150970	8.39		
	001-022-559	24/BOX AA BATTERIES	107044	06/02/2015	150970	14.84		
	001-022-559	BOX LEGAL GREEN FOLDERS	107044	06/02/2015	150970	44.97		
001	SINGING RIVER PAINT & BODY	152030	06/16/2015	06/10/2015			617.80	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-161-638	REPAIR CAMPER COVER: R39	06092015	06/05/2015	150949	617.80		
001	COOPER FAMILY MED CENTER	152031	06/16/2015	06/10/2015			160.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-604	ACADEMY PHYSICAL: FELICIANO	34507	06/03/2015	150925	160.00		
001	HAYGOOD'S INDUSTRIAL ENGRAVERS, INC.	152032	06/16/2015	06/10/2015			18.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-090-500	NAME PLATE: JAMISON, K	024840	06/04/2015	150989	18.00		
001	EMBLEM ENTERPRISES, INC.	152033	06/16/2015	06/10/2015			399.35	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-161-535	FIRE DEPT PATCH (200)	617216	05/29/2015	150907	382.00		
	001-161-535	SHIPPING	617216	05/29/2015	150907	17.35		

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	STAPLES CREDIT PLAN	152034	06/16/2015	06/10/2015			348.72	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-500	HP 64A BLACK TONER CARTRIDGE		3266644747	05/22/2015	150927		149.33
	001-100-500	HP LASER JET PRO PRINTER		3266644754	05/22/2015	150927		199.39
001	GREGG'S AFFORDABLE AUTO GLASS	152035	06/16/2015	06/10/2015			135.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-638	REPL WINDSHIELD: R39		33309	05/27/2015	150941		135.00
001	PASCAGOULA TIRE & SERVICE	152037	06/16/2015	06/10/2015			1,101.06	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-638	THRUST ANGLE ALIGNMENT #2744		64116	06/01/2015	150955		69.99
	001-170-638	4 BRIDGESTONE DUELER REVO II		64115	05/22/2015	150933		897.08
	001-170-638	WHEEL BALANCE WEIGHTS		64115	05/22/2015	150933		12.00
	001-170-638	WHEEL BALANCE LABOR		64115	05/22/2015	150933		34.00
	001-170-638	VALVE STEM		64115	05/22/2015	150933		6.00
	001-170-638	TIRE DISPOSAL FEE		64115	05/22/2015	150933		12.00
	001-170-638	THRUST ANGLE ALIGNMENT		64115	05/22/2015	150933		69.99
001	STAPLES BUSINESS ADVANTAGE DEPT	ATL 152043	06/16/2015	06/10/2015			210.18	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-040-500	AVERY 5267 LABELS		3266245539	05/16/2015	150897		10.86
	001-040-500	BROTHER TN660 CARTRIDGE		3266245539	05/16/2015	150897		52.29
	001-040-500	PAPER CLIPS 1000CT		3266245539	05/16/2015	150897		2.07
	001-010-500	3 POCKET WALL FILE (2)		3266245539	05/16/2015	150897		48.98
	001-040-500	EXP CATALOG ENVELOPES (2)		3266245543	05/16/2015	150897		95.98
001	BILOXI AUTO RECYCLING INC	152044	06/16/2015	06/10/2015			1,130.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-638	CORE CHARGE: #221		358264	05/26/2015	150929		50.00
	001-170-638	TRANMISS, TRANSAXLE #221		358264	05/26/2015	150929		1,080.00
001	ACE HARDWARE OF OCEAN SPRINGS	152045	06/16/2015	06/10/2015			22.86	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-639	PRIMER BULBS (6)		29802/1	06/02/2015	150777		22.86
001	CORAL	152046	06/16/2015	06/10/2015			187.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-559	3X NEON DRI FIT SHIRT (5)		COG5192015	06/10/2015	150916		75.00
	001-170-559	XL NEON DRI FIT SHIRT (7)		COG5192015	06/10/2015	150916		98.00
	001-170-559	LG NEON DRI FIT SHIRT (1)		COG5192015	06/10/2015	150916		14.00
001	ANDAX INDUSTRIES, LLC	152048	06/16/2015	06/10/2015			26.40	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-559	7060 RECHG BATTERY PACK		86802	03/18/2015	150599		26.40
001	NTS MIKEDON, LLC	152050	06/16/2015	06/10/2015			849.50	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-201-576	PERMA PATCH COLD MIX 60L (50)		0396282	05/28/2015	150839		849.50

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	ECONOMY BOOTS SALES & SERVICE Account Number 001-100-535	152055	06/16/2015	06/10/2015			100.00	
	Description DUTY BOOTS:RODRIGUEZ			Invoice # 35843	Date 05/07/2015	P.O. 150866	Amount	100.00
001	AUDIOWAVE INC Account Number 001-161-638	152057	06/16/2015	06/10/2015			175.00	
	Description WINDOW TINT UNIT R39			Invoice # A43794	Date 05/28/2015	P.O. 150947	Amount	175.00
001	K&R SERVICES, INC. Account Number 001-161-639 001-161-639 001-161-639	152058	06/16/2015	06/10/2015			461.25	
	Description SERVICE GENERATOR:CENTRAL			Invoice # 34194	Date 05/11/2015	P.O. 150733	Amount	166.25
	SERVICE GENERATOR:NORTH			34195	04/22/2015	150733		166.25
	SERVICE GENERATOR:SOUTH			33984	04/22/2015	150733		128.75
FUND TOTAL	1 Claims	to	Checks	58 Total	88,163.11	Manual	Held	Total 88,163.11

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
020	BROWN MITCHELL & ALEXANDER INC Account Number 020-201-603	152018	06/16/2015	06/10/2015			12,036.00	
					Description PRE ENG I10/57 MASTER PLAN	Invoice # 20896	Date 05/15/2015	P.O.
							12,036.00	12,036.00
FUND TOTAL	20 Claims	to	Checks	1 Total	12,036.00 Manual		Held	Total 12,036.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved	
157	LOWE'S HOME CENTER'S, INC.	151928	06/16/2015	06/03/2015			425.73		
	Account Number	Description		Invoice #	Date	P.O.	Amount		
	157-100-799	RENOVATE:HICKORY HILL SUBSTN		996128	04/30/2015			378.60	
	157-100-799	RENOVATE:HICKORY HILL SUBSTN		902185	05/01/2015			123.11	
	157-100-799	RTN CRDT:HICKORY HILL SUBSTN		918618	05/01/2015			-75.98	
FUND TOTAL	157 Claims	to	Checks	1 Total	425.73	Manual	Held	Total	425.73

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved	
166	CHANDRA NICHOLSON, CUSTODIAN Account Number 166-201-559	151995	06/16/2015	06/10/2015			8.56		
		Description		Invoice #	Date	P.O.	Amount		
		WATER BOTTLES (8)		06052015	06/09/2015			8.56	
166	CORAL Account Number 166-201-559	152047	06/16/2015	06/10/2015			216.00		
		Description		Invoice #	Date	P.O.	Amount		
		GILDAN YELLOW T-SHIRT (24)		06022015	06/10/2015	150982		216.00	
166	THE GULF COMPANIES INC Account Number 166-201-559	152049	06/16/2015	06/10/2015			616.00		
		Description		Invoice #	Date	P.O.	Amount		
		SAFETY VEST (12)		1990	06/03/2015	150985		72.00	
		INTRUDER GRAY CSA (36)		1990	06/03/2015	150985		32.40	
		100CT DISP EAR PLUGS (2)		1990	06/03/2015	150985		33.00	
		FIRST AID KIT (4)		1990	06/03/2015	150985		64.00	
		GRIPPER PICK UP TOOL (12)		1990	06/03/2015	150985		186.00	
		12CT 6OZ CAN BUG BARRIER (24)		1990	06/03/2015	150985		108.00	
		ECON WT GLOVES 2 SIDE DOT (24)		1990	06/03/2015	150985		15.60	
		32CT 2.5GAL ALL SPORT MIX		1990	06/03/2015	150985		105.00	
FUND TOTAL 166 Claims	to	Checks	3 Total		840.56 Manual		Held	Total	840.56

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved	
167	OCCUPATIONAL HEALTH CENTER INC	152022	06/16/2015	06/10/2015			375.00		
	Account Number	Description		Invoice #	Date	P.O.	Amount		
	167-161-604	TWINRIX VACCINE: HOCANSON		74202	06/05/2015			125.00	
	167-161-604	TWINRIX VACCINE: JAY		74202	06/05/2015			125.00	
	167-161-604	TWINRIX VACCINE: SHERMAN		74202	06/05/2015			125.00	
167	ICON HEALTH AND FITNESS	152053	06/16/2015	06/10/2015			8,732.00		
	Account Number	Description		Invoice #	Date	P.O.	Amount		
	167-161-702	POWER 1495 TREADMILL (4)		90745327	05/22/2015	150903		5,696.00	
	167-161-702	ENDURANCE 720E ELLIPTICAL (4)		90745327	05/22/2015	150903		3,036.00	
FUND TOTAL 167 Claims		to	Checks	2 Total	9,107.00	Manual	Held	Total	9,107.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
171	AQUATIC RECREATION COMPANY LLC	152051	06/16/2015	06/10/2015			5,552.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	171-021-779	DESIGN DRAWINGS: SPLASH PAD		12819	06/08/2015	150890		3,652.00
	171-021-779	LICENSED PE STAMP		12819	06/08/2015	150890		1,900.00
FUND TOTAL 171 Claims	to	Checks	1 Total	5,552.00 Manual		Held		Total 5,552.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
176	BELL AUTO PARTS, INC. Account Number 176-170-639 176-170-639	151910	06/16/2015	05/29/2015			1,511.28	
	Description			Invoice #	Date	P.O.	Amount	
	SCAG BLADES (6)			40804	05/13/2015			108.12
	PARTS: SCAG			40812	05/22/2015			1,403.16
176	STEINER SAW & MOWER Account Number 176-170-639	151913	06/16/2015	05/29/2015			127.00	
	Description			Invoice #	Date	P.O.	Amount	
	MISC PARTS: CHAINSAW			741685	04/28/2015			127.00
176	LOWE'S HOME CENTER'S, INC. Account Number 176-170-519 176-170-519 176-170-519 176-170-519 176-170-519 176-170-519 176-170-519 176-170-519 176-170-519 176-170-519	151929	06/16/2015	06/03/2015			1,003.93	
	Description			Invoice #	Date	P.O.	Amount	
	ARCHERY RANGE SUPPLIES			902954	05/14/2015			124.56
	ARCHERY RANGE SUPPLIES			902904	05/14/2015			373.04
	ARCHERY RANGE SUPPLIES			902174	05/15/2015			41.56
	ARCHERY RANGE SUPPLIES			912135	05/18/2015			82.92
	ARCHERY RANGE SUPPLIES			910243	05/18/2015			67.58
	ARCHERY RANGE SUPPLIES			909401	05/18/2015			99.63
	ARCHERY RANGE SUPPLIES			902557	05/18/2015			298.30
	RTN CRDT:ARCHERY RANGE			918009	05/18/2015			-94.00
	CIRCUIT BREAKER			902098	05/20/2015			10.34
176	C SPIRE WIRELESS Account Number 176-170-605	152007	06/16/2015	06/10/2015			126.05	
	Description			Invoice #	Date	P.O.	Amount	
	CELL PHONES			0030759348	05/31/2015			126.05
176	FUELMAN OF MS Account Number 176-170-525	152009	06/16/2015	06/10/2015			154.59	
	Description			Invoice #	Date	P.O.	Amount	
	UNL FUEL			NP44429264	06/01/2015			154.59
176	SINGING RIVER E.P.A. Account Number 176-170-631 176-170-631	152016	06/16/2015	06/10/2015			1,581.88	
	Description			Invoice #	Date	P.O.	Amount	
	PARK FACILITIES	76854002		05172015	05/27/2015			1,227.88
	HOUSE	76855002		05172015	05/27/2015			354.00
176	PASCAGOULA TIRE & SERVICE Account Number 176-170-639 176-170-639 176-170-639 176-170-639	152038	06/16/2015	06/10/2015			260.98	
	Description			Invoice #	Date	P.O.	Amount	
	TRAILER TIRE (2)			64117	05/22/2015	150934		229.98
	VALVE STEM 15040 (2)			64117	05/22/2015	150934		5.00
	TIRE DISPOSAL FEE			64117	05/22/2015	150934		6.00
	DISMOUNT & REMOUNT TIRES			64117	05/22/2015	150934		20.00
FUND TOTAL 176 Claims	to	Checks	7 Total	4,765.71 Manual		Held	Total	4,765.71

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	IRBY'S ANSWERING SERVICE Account Number 400-650-698	151917	06/16/2015	06/01/2015			531.90	
		Description		Invoice #	Date	P.O.	Amount	
		SERVICE	05/20/15-06/16/15	277-052015	05/20/2015			531.90
400	LOWE'S HOME CENTER'S, INC. Account Number 400-651-683 400-651-683 400-651-586	151927	06/16/2015	06/03/2015			477.61	
		Description		Invoice #	Date	P.O.	Amount	
		SUPPLIES:HASTING RD DRAINAGE		902781	05/19/2015			435.44
		SUPPLIES:HASTING RD DRAINAGE		902988	05/20/2015			32.40
		TOILET HANDLER & FLAPPER		902452	05/22/2015			9.77
400	CLEARWATER SOLUTIONS LLC Account Number 400-650-672	151936	06/16/2015	06/04/2015			183,975.00	
		Description		Invoice #	Date	P.O.	Amount	
		MAY 2015 OPERATION FEE		GAUTIER030	06/01/2015			183,975.00
400	MALLETTE BROTHERS CONSTRUCTION, INC Account Number 400-651-585 400-651-585 400-651-585	151947	06/16/2015	06/05/2015			373.50	
		Description		Invoice #	Date	P.O.	Amount	
		12.68 CY FILL CLASS 9		18178	06/01/2015			152.16
		4.79 TN LIMESTONE		18178	06/01/2015			143.70
		6.47 CY FILL SAND		18178	06/01/2015			77.64
400	WASTE MANAGEMENT OF MS-GLF COAST INC Account Number 400-651-583	151950	06/16/2015	06/08/2015			397.42	
		Description		Invoice #	Date	P.O.	Amount	
		ROLL OFF-TIMBERLANE		6217322134	06/01/2015			397.42
400	ASSOCIATED PUMP & SUPPLY CO LLC Account Number 400-651-584	151985	06/16/2015	06/10/2015			1,185.00	
		Description		Invoice #	Date	P.O.	Amount	
		RENT BYPASS PUMP:CAMINO GRANDE		509731-1	06/04/2015			1,185.00
400	SOUTHERN PEST CONTROL INC Account Number 400-651-698	151986	06/16/2015	06/10/2015			75.00	
		Description		Invoice #	Date	P.O.	Amount	
		FLEA TREATMENT		289753	05/26/2015			75.00
400	UNITED PARCEL SERVICE Account Number 400-650-607	151988	06/16/2015	06/10/2015			24.24	
		Description		Invoice #	Date	P.O.	Amount	
		RETURN METER		Y99492215	05/23/2015			24.24
400	SINGING RIVER E.P.A. Account Number 400-651-631 400-651-631 400-651-631 400-651-631	152017	06/16/2015	06/10/2015			3,408.82	
		Description		Invoice #	Date	P.O.	Amount	
		LIFT STNS 17875		05172015	05/27/2015			211.71
		LIFT STNS 17884		05172015	05/27/2015			1,416.25
		LIFT STNS 17883		05172015	05/27/2015			1,334.01
		WATER WELL 17883		05172015	05/27/2015			446.85
400	PITNEY BOWES PURCHASE POWER Account Number 400-650-607	152019	06/16/2015	06/10/2015			621.00	
		Description		Invoice #	Date	P.O.	Amount	
		POSTAGE METER		20060869	05/20/2015			621.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	LYMAN WELL COMPANY Account Number 400-651-581	152056	06/16/2015	06/10/2015			500.00	
		WELL MOTOR:LARK ST #6		Invoice # 17559	Date 06/01/2015	P.O. 151000	Amount 500.00	500.00
FUND TOTAL	400 Claims	to	Checks	18 Total	203,710.03 Manual	Held	Total	203,710.03

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
404	DELTA SANITATION OF MS, LLC	151943	06/16/2015	06/05/2015			163,042.54	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	404-677-693	APR 2015 RES GARBAGE SERV		0000600523	04/30/2015		78,698.65	
	404-677-693	APR 2015 RES CART RENTAL		0000600523	04/30/2015		2,665.85	
	404-677-693	APR 2015 COM CART RENTAL		0000600523	04/30/2015		194.68	
	404-677-693	MAY 2015 RES GARBAGE SERV		0000603551	05/31/2015		78,635.04	
	404-677-693	MAY 2015 RES CART RENTAL		0000603551	05/31/2015		2,653.64	
	404-677-693	MAY 2015 RES COM CART RENTAL		0000603551	05/31/2015		194.68	
404	APPLEWHITE IND	151952	06/16/2015	06/08/2015			282.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	404-677-695	MAY 2015 138 @ 2.00		2285	05/31/2015		282.00	
404	JACKSON CO BOARD OF SUPERVISORS	152012	06/16/2015	06/10/2015			1,934.69	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	404-677-695	HAZARDOUS WASTE COLL DAY		HHW2015-3	05/26/2015		1,934.69	
FUND TOTAL 404 Claims	to	Checks	3 Total	165,259.23	Manual	Held	Total	165,259.23

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
409	MAPLOGIC CORPORATION Account Number 409-223-559	152054	06/16/2015	06/10/2015			1,200.00	
		Description		Invoice #	Date	P.O.	Amount	
		MAPLOGIC LAYOUT MGR LICENSE		MLC-205173	06/04/2015	150990		1,200.00
FUND TOTAL 409 Claims	to	Checks	1 Total	1,200.00 Manual		Held		Total 1,200.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
421	LOWE'S HOME CENTER'S, INC. Account Number 421-652-780	151926	06/16/2015	06/03/2015			125.40	
	Description SUPPLIES:TRANSMISSION MAINS			Invoice # 903027	Date 05/07/2015	P.O. 150958	Amount 125.40	125.40
421	COMM-TECH SOLUTIONS INC Account Number 421-652-780	152040	06/16/2015	06/10/2015			929.00	
	Description INSTALL DATA FEEDER CIRCUIT			Invoice # 15077	Date 06/04/2015	P.O. 150950	Amount 929.00	929.00
421	SOUTHERN WATERWORKS SUPPLY, INC Account Number 421-652-780	152042	06/16/2015	06/10/2015			1,340.86	
	Description 8 X 12 MJ SLEEVE			Invoice # 59187	Date 05/29/2015	P.O. 150958	Amount 299.64	299.64
	421-652-780 8" MJ GLAND			59187	05/29/2015	150958	60.51	60.51
	421-652-780 8" TRANS GASKET & BOLT PK			59187	05/29/2015	150958	129.08	129.08
	421-652-780 8" MJ GASKET & BOLT PK			59187	05/29/2015	150958	79.75	79.75
	421-652-780 8" MJ 45			59187	05/29/2015	150958	159.80	159.80
	421-652-780 8" MEGALUG (PVC)			59187	05/29/2015	150958	293.76	293.76
	421-652-780 8" C900 DR-18			59187	05/29/2015	150958	318.32	318.32
FUND TOTAL 421 Claims	to	Checks	3 Total	2,395.26	Manual	Held	Total	2,395.26

SUMMARY OF ALL FUNDS

FUND 1 Claims	to	Checks	58 Total	88,163.11 Manual	Held	Total	88,163.11
FUND 20 Claims	to	Checks	1 Total	12,036.00 Manual	Held	Total	12,036.00
FUND 157 Claims	to	Checks	1 Total	425.73 Manual	Held	Total	425.73
FUND 166 Claims	to	Checks	3 Total	840.56 Manual	Held	Total	840.56
FUND 167 Claims	to	Checks	2 Total	9,107.00 Manual	Held	Total	9,107.00
FUND 171 Claims	to	Checks	1 Total	5,552.00 Manual	Held	Total	5,552.00
FUND 176 Claims	to	Checks	7 Total	4,765.71 Manual	Held	Total	4,765.71
FUND 400 Claims	to	Checks	18 Total	203,710.03 Manual	Held	Total	203,710.03
FUND 404 Claims	to	Checks	3 Total	165,259.23 Manual	Held	Total	165,259.23
FUND 409 Claims	to	Checks	1 Total	1,200.00 Manual	Held	Total	1,200.00
FUND 421 Claims	to	Checks	3 Total	2,395.26 Manual	Held	Total	2,395.26
Total for all Funds		Checks	98 Total	493,454.63 Manual	Held	Total	493,454.63

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

ORDER NUMBER 116-2015

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that Consent Agenda Items 1-4 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 Colledge** 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 June 16, 2015.

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

ORDER NUMBER 117-2015

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the new performance appraisal form 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 Colledge** 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 June 16, 2015.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason Pugh, Human Resources Director
Date: 06/09/15
Subject: Approval of New Performance Evaluation Form

REQUEST

The Human Resources Dept. requests council approval of the attached new performance appraisal form to conduct annual employee evaluations.

BACKGROUND:

Performance Appraisals are a valuable tool for managing employee performance and are required by city policy and civil service regulations. Traditionally employees have been evaluated annually in ten areas of job performance and scored on a scale of 1 through 5 per category.

DISCUSSION:

The Human Resources Department has researched performance appraisals and developed the attached form to be used in place of all other performance appraisal/evaluation forms currently in use. The attached form will allow employees to be graded on the same ten (10) categories as before based on a 100 point scoring system. This change will allow for better separation among employees and will help identify top performers. All supervisory level employees will receive uniform training in conducting performance evaluations.

FINANCIAL IMPACT:

None

RECOMMENDATION:

It is recommended that the attached performance appraisal form be approved as the official performance appraisal/evaluation form for the City of Gautier.

ATTACHMENT(S):

New Performance Appraisal Form

**CITY OF GAUTIER
PERFORMANCE APPRAISAL**

Employee Name: _____ Title: _____

Department: _____ Date of Appraisal: _____

Reason for Review: Annual Probation Promotion Other: _____

Overall Rating (from page 3): Merit Increase Recommended: Yes No N/A

Civil Service covered employees will be evaluated annually by their immediate supervisor. Probationary employees will be evaluated every six (6) months until transferred to covered employment. Promoted employees will be evaluated after six (6) months in their new position.

Instructions: Carefully evaluate employee's work performance in relation to the essential functions of the job. Check rating box that indicates the employee's performance. Indicate N/A if not applicable. Assign points for each rating within the scale and write that number in the Points box. Points will be totaled and averaged for an overall performance score.

Definitions of Performance Ratings:

O - Outstanding - Performance is exceptional in all areas and is recognizable as being far superior to others.

V - Very Good - Results clearly exceed most position requirements. Performance is of high quality and is achieved on a constant basis.

G - Good - Competent and dependable performance. Meets the performance standards of the job.

I - Improvement Needed - Performance is deficient in certain areas. Improvement is necessary.

U - Unsatisfactory - Results are generally unacceptable and require immediate improvement. No merit increase should be granted to individuals with this rating.

Performance Factors	Rating	Scale	Points
---------------------	--------	-------	--------

1. **Job Knowledge:** Detailed understanding of job requirements and responsibilities plus familiarity with both Departmental and City procedures and policies.

- | | | |
|-----|--------------------------|----------|
| O | <input type="checkbox"/> | 100 - 90 |
| V | <input type="checkbox"/> | 89 - 80 |
| G | <input type="checkbox"/> | 79 - 70 |
| I | <input type="checkbox"/> | 69 - 60 |
| U | <input type="checkbox"/> | Below 60 |
| N/A | <input type="checkbox"/> | |

Supervisor Comments:

2. **Accuracy:** Completes work thoroughly and completely. Pays attention to detail.

- | | | |
|-----|--------------------------|----------|
| O | <input type="checkbox"/> | 100 - 90 |
| V | <input type="checkbox"/> | 89 - 80 |
| G | <input type="checkbox"/> | 79 - 70 |
| I | <input type="checkbox"/> | 69 - 60 |
| U | <input type="checkbox"/> | Below 60 |
| N/A | <input type="checkbox"/> | |

Supervisor Comments:

3. **Dependability:** Ability to follow instructions, perform work and maintain high productivity in a consistent manner. Demonstrates commitment, dedication and cooperation.

- | | | |
|-----|--------------------------|----------|
| O | <input type="checkbox"/> | 100 - 90 |
| V | <input type="checkbox"/> | 89 - 80 |
| G | <input type="checkbox"/> | 79 - 70 |
| I | <input type="checkbox"/> | 69 - 60 |
| U | <input type="checkbox"/> | Below 60 |
| N/A | <input type="checkbox"/> | |

Supervisor Comments:

4. **Adaptability:** Effectively and willingly adjusts to changes in routines, processes, assignments and deadlines.

O 100 - 90
V 89 - 80
G 79 - 70
I 69 - 60
U Below 60
N/A

Supervisor Comments:

5. **Initiative:** Actively seeks additional assignments. Steps in and does what is needed. Willing to learn.

O 100 - 90
V 89 - 80
G 79 - 70
I 69 - 60
U Below 60
N/A

Supervisor Comments:

6. **Communications:** Communicates clearly and effectively, orally, and in writing. Exchanges information in a timely manner and uses confidential information with discretion.

O 100 - 90
V 89 - 80
G 79 - 70
I 69 - 60
U Below 60
N/A

Supervisor Comments:

7. **Self-Sufficiency:** Works independently with little need for direct supervision, maintains composure during emergencies. Makes practical routine decisions.

O 100 - 90
V 89 - 80
G 79 - 70
I 69 - 60
U Below 60
N/A

Supervisor Comments:

8. **Work/Time Management:** Effectively plans and organizes work. Productive during work time, completes work projects, duties and tasks in a timely manner.

O 100 - 90
V 89 - 80
G 79 - 70
I 69 - 60
U Below 60
N/A

Supervisor Comments:

9. **Conduct:** Follows Rules and Policies. Respectful to co-workers; promotes teamwork. Responds and acts appropriately to confrontational situations.

O
V
G
I
U
N/A

100 - 90
89 - 80
79 - 70
69 - 60
Below 60

Supervisor Comments:

10. **Attendance:** Works as scheduled. Does not disrupt operations or shirk duties by being habitually or unnecessarily absent. Adheres to lunch schedules.

O
V
G
I
U
N/A

100 - 90
89 - 80
79 - 70
69 - 60
Below 60

Supervisor Comments:

Rate employee's overall performance in relation to position duties and responsibilities.

Total Points

0

÷ Number of factors rated

1

=

0

Overall Rating

Additional Suggestions for Improving Job Performance (to be filled out by Supervisor):

Opportunities for Professional Development within the next 12 months (to be filled out by Supervisor):

Supervisor:

I have reviewed this performance appraisal with the employee, made suggestions/recommendations for improvement or suggestions/recommendations for superior performance.

Supervisor: _____

Date: _____

Employee Comments:

Employee Signature: _____

Date: _____

Department Head: _____

Date: _____

Human Resources Director: _____

Date: _____

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 118-2015

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Privilege License Report for May 2015 is hereby received.

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 Colledge** 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 June 16, 2015.

City of Gautier
Business Registry
May-15

<u>Acct.</u>	<u>License #</u>	<u>Business Name /Owner</u>	<u>Amt.</u>
****1316	2015-00-0004552	Butch Oustalet Chevrolet Cadillac LLC	\$250.00
*1317	2016-05-0004553	Memorial Hospital	\$30.00
*1318	2016-05-0004554	Ante Bellum Enterprises LLC	\$20.00
*1319	2016-05-0004555	Southern Hands Catering	\$20.00
*****413	2016-04-0004556	Magnolia State Construction	\$22.00
1148	2016-05-0004557	Redbox Automated Retail LLC	\$45.00
*****1210	2016-03-0004558	Kingdom Lawn Care	\$22.20
484	2016-05-0004559	Auto Air of Gautier	\$20.00
772	2016-06-0004560	GT Enterprises	\$20.00
1269	2016-06-0004561	McCabe Orthodontics PLLC	\$30.00
504	2016-05-0004562	Eco Tours of South Mississippi	\$20.00
*1320	2016-05-0004563	Farmers Southern Fried Chicken	\$95.00
502	2016-05-0004564	Sonic Drive Inn Of Gautier , MS	\$30.00
789	2016-06-0004565	Quality Aero Inc	\$20.00
602	2016-06-0004566	Advanced America	\$20.00
841	2016-05-0004567	Trinity House	\$20.00
*1321	2016-05-0004568	Hall's Appliance Sales and Service	\$40.00
607	2016-06-0004569	Check Now # 208	\$20.00
605	2016-06-0004570	Audio Wave	\$20.00
622	2016-06-0004571	Handy Lock Self Storage	\$20.00
618	2016-06-0004572	Handy Lock LLC	\$20.00
995	2016-06-0004573	Hickory Hills Pottery	\$20.00
***979	2016-06-0004574	D & S Marine	\$20.00
267	2016-06-0004575	American Lube Fast	\$30.00
536	2016-06-0004576	Lowe's Home Centers / DBA Lowe's # 2700	\$1,840.00
769	2016-06-0004577	Delta Santiation LLC	\$150.00
*****979	2016-06-0004578	D & S Marine (void)	(-\$20.00)
487	2016-05-0004579	Dick Davis	\$20.00
220	2016-05-0004580	Noble Realty	\$20.00
377	2016-06-0004581	HMS Incorporated	\$20.00
601	2016-06-0004582	A & V Cleaning	\$20.00
*****387	2016-03-0004583	West Stone	\$22.20
777	2016-06-0004584	Larry's Pool & Handyman Service	\$20.00
1074	2016-05-0004585	The Pantry/ Subway	\$30.00
843	2016-05-0004586	All Washed Up	\$20.00
		Total	\$3,016.40
*		New Business	5
**		Slot Amusement	0
***		Due Refund	0
****		Transient Vendor	1
*****		Closed Business	0
*****		Delinquent Renewals Issued	3
*****		Voided Transaction	1

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

ORDER NUMBER 119-2015

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the minutes from Regular Council Meeting held June 2, 2015 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 Colledge** 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 June 16, 2015.

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

**RESOLUTION NUMBER 019-2015
PROCLAMATION
(A Local Emergency)**

WHEREAS, the City Council of the City of Gautier, Mississippi does hereby find that the conditions of extreme peril to the safety of persons and property within the City of Gautier, Mississippi, is forecast to receive oil slick in the Gulf of Mexico due to the explosion and collapse of the Deep Water Horizon oil rig in the Gulf of Mexico.

NOW, THEREFORE, BE IT RESOLVED that a local emergency does exist throughout said City of Gautier, Mississippi; and

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until further notice.

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

Motion was made by **Councilwoman Martin** seconded by **Councilman Colledge** 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 June 16, 2015.

Councilwoman Martin made the motion to adjourn the meeting until July 7, 2015 at 6:30 PM. **Councilman Vaughan** seconded the motion and the vote unanimously carried.

APPROVED BY:

MAYOR

ATTEST:

CITY CLERK

Submitted for approval by the Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of July 7, 2015.