

AGENDA
CITY OF GAUTIER, MISSISSIPPI
CITY HALL COUNCIL CHAMBERS
October 2, 2018 @ 6:30 PM

I. Call to Order

1. Prayer
2. Pledge of Allegiance

II. Agenda Order Approval

III. Announcements

1. Gautier's Farmers Market (2nd Saturday Monthly) May – October 8:00 AM until 12:00 PM at George Martin City Park.
2. Office closed Monday, November 12, 2018 in observance of Veterans Day.

IV. Presentation Agenda

1. Domestic Violence Awareness Month Proclamation
2. Small Business Saturday Proclamation

V. Business Agenda

1. Authorize pay adjustments for City Employees.

☐	STAFF PRESENTATION	☐	PUBLIC QUESTIONS/COMMENTS (3 MINUTES PER PERSON)	☐	MOTION COUNCIL DISCUSSION/QUESTIONS	☐	VOTE
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2. Authorization to enter into a Professional Services Agreement with Seymour Engineering for work associated with the Town Commons Park Project

☐	STAFF PRESENTATION	☐	PUBLIC QUESTIONS/COMMENTS (3 MINUTES PER PERSON)	☐	MOTION COUNCIL DISCUSSION/QUESTIONS	☐	VOTE
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3. Approval of the Professional Service Agreement with Seymour Engineering

☐	STAFF PRESENTATION	☐	PUBLIC QUESTIONS/COMMENTS (3 MINUTES PER PERSON)	☐	MOTION COUNCIL DISCUSSION/QUESTIONS	☐	VOTE
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4. Discuss appointment of Mayor Pro Tem for FY 2018-2019

☐	STAFF PRESENTATION	☐	PUBLIC QUESTIONS/COMMENTS (3 MINUTES PER PERSON)	☐	MOTION COUNCIL DISCUSSION/QUESTIONS	☐	VOTE
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5. Approval of an Engagement Agreement between the City of Gautier and Local Government Services, LLC

☐	STAFF PRESENTATION	☐	PUBLIC QUESTIONS/COMMENTS (3 MINUTES PER PERSON)	☐	MOTION COUNCIL DISCUSSION/QUESTIONS	☐	VOTE
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6. Approval of Docket of Claims

☐	STAFF PRESENTATION	☐	PUBLIC QUESTIONS/COMMENTS (3 MINUTES PER PERSON)	☐	MOTION COUNCIL DISCUSSION/QUESTIONS	☐	VOTE
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VI. Consent Agenda (All items approved in one motion)

1. Acceptance of a Certificate of Attendance from the Mississippi Municipal Court Clerk Conference for Donna Davis, Gautier Municipal Court Clerk

2. Approval of minutes from Recessed Budget Meeting held September 13, 2018 & Recessed Council Meeting held September 18, 2018.

3. Authorization to accept a monetary donation for The City of Gautier's Cruisin' Through the Decades Event

4. Approval of a Services Agreement for gardener services

5. Authorization to submit an application for FY 2018 Assistance to Firefighters Grant (AFG) funding

6. Approval of a Services Agreement for Grounds and Maintenance services

7. Receive August 2018 Finance Report

- 8. Authorization of City Petty Cash Fund**
- 9. Approval of a prequalified list for Disaster-Related Debris Removal Assistance**
- 10. Approval of a prequalified list for Disaster-Related Debris Monitoring Assistance**
- 11. Resolution removing office equipment from Police Department inventory and declaring the equipment surplus**
- 12. Authorization to ratify the execution of an Emergency Watershed Protection Program Grant from NRCS**
- 13. Authorization to advertise for a notice of finding of no significant impact and notice of intent to request for release of funds for CDBG Public Facilities grant application for Bemis Avenue project.**
- 14. Authorization requested to purchase a 1990 Ford F-350 Flatbed Truck for \$10.00 from the Jackson County Board of Supervisors**
- 15. Resolution authorizing Mileage Reimbursement for Mayor Phil Torjusen relating to performance of his official duties for the month of September 2018.**
- 16. Authorization to accept monetary donation from Action Management LLC. for the economic development trip to Las Vegas for the ICSC Convention.**

VII. 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

Recess until October 16, 2018 @ 6:30 PM
www.gautier-ms.gov

**CITY OF GAUTIER, MISSISSIPPI
ANNOUNCEMENT AGENDA
October 2, 2018**

ITEM DESCRIPTION:

ANNOUNCEMENTS

1. **Gautier's Farmers Market (2nd Saturday Monthly) May – October 8:00 AM until 12:00 PM at George Martin City Park.**
2. **Office closed Monday, November 12, 2018 in observance of Veterans Day.**

NOTES:



Nature's Playground

2nd Saturday



Farmers MARKET



MAY — OCTOBER
2ND SATURDAY MONTHLY
8:00 A.M. UNTIL 12:00 P.M.
GEORGE MARTIN CITY PARK
902 DE LA POINTE DR.

FOR MORE INFORMATION OR TO BECOME A
VENDOR CONTACT RACHEL HONEA AT 228-219-3259



STATE OF MISSISSIPPI

Office of the Governor



PROCLAMATION

WHEREAS, under the provisions of Miss. Code Ann. Section 3-3-7(1), Veteran's Day is declared a legal holiday in the State of Mississippi; and

WHEREAS, Veteran's Day annually falls on November 11, which is on Sunday this year; and

WHEREAS, Section 3-3-7(1) declares that in the event Veteran's day shall fall on Sunday, then the next following day shall be a legal holiday:

NOW, THEREFORE, I, Phil Bryant, Governor of the State of Mississippi, pursuant to the authority vested in me under the Constitution and laws of the State of Mississippi, do hereby make known that offices of the State of Mississippi shall be closed on Monday November 12, 2018, in further observance of Veteran's Day.



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

DONE at the Capitol, in the City of Jackson, this the 20th day of September, in the year of our Lord two thousand and eighteen, and in the two hundred and forty-third year of the Independence of the United States of America.

PHIL BRYANT
GOVERNOR

BY THE GOVERNOR

C. DELBERT HOSEMAN, JR.
SECRETARY OF STATE

**CITY OF GAUTIER, MISSISSIPPI
PRESENTATION AGENDA
October 2, 2018**

ITEM DESCRIPTION:

PRESENTATION AGENDA

- 1. Domestic Violence Awareness Month Proclamation**
- 2. Small Business Saturday Proclamation**

NOTES:

PROCLAMATION DOMESTIC VIOLENCE AWARENESS MONTH

WHEREAS, violence against women and children continues to become more prevalent as a social problem due to the imbalance of power due to gender and age; and

WHEREAS, the problems of domestic violence are not confined to any group or groups of people but cross all economic, racial, and societal barriers; and supported by societal indifference; and

WHEREAS, the problems of domestic violence violates an individual's privacy, dignity, security, and humanity, due to systemic use of physical, emotional, sexual, psychological and economic control and/or abuse; and

WHEREAS, it is fitting to set aside a special time to bring this issue to the attention of all Mississippians so they can become better informed and involved in programs to eliminate this epidemic from our society; and

WHEREAS, the impact of domestic violence is wide ranging directly affecting women, men and children and society as a whole; and

WHEREAS, it is domestic violence victims themselves who have been in the forefront of efforts to bring peace and equality to the home;

NOW, THEREFORE, BE IT RESOLVED that the Mayor of the City of Gautier, Mississippi does hereby proclaim the month of October, 2018 as:

DOMESTIC VIOLENCE AWARENESS MONTH

And encourage the citizens of our area to observe this month by joining friends, fellow employees and school, religious, and civic groups in projects that will benefit our community in the fight to stop DOMESTIC VIOLENCE.

IN TESTIMONY WHEREOF, I have hereunto affixed the seal of the City of Gautier on this the 2nd day of October, 2018.

Signed _____
Phil Torjusen, Mayor

CITY OF GAUTIER PROCLAMATION

WHEREAS, the government of Gautier, Mississippi celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are currently 30.2 million small businesses in the United States, they represent 99.7 percent of all businesses with employees in the United States, are responsible for 65.9 percent of net new jobs created from 2000 to 2017; and

WHEREAS, small businesses employ 47.5 percent of the employees in the private sector in the United States; and

Whereas, 90% of consumers in the United States say Small Business Saturday has had a positive impact on their community; and

WHEREAS, 89% of consumers who are aware of Small Business Saturday said the day encourages them to Shop Small all year long; and

WHEREAS, 73% of consumers who reportedly Shopped Small at independently-owned retailers and restaurants on Small Business Saturday did so with friends or family; and

WJEREAS, the most reported reason for consumers aware of the day to shop and dine at small, independently-owned businesses was to support their community (64%); and

WHEREAS, The City of Gautier, Mississippi supports our local businesses that create jobs, boost our local economy and preserve our communities; and

WHEREAS, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

NOW, THEREFORE, BE IT RESOLVED that the Mayor of the City of Gautier, Mississippi does hereby proclaim, November 24, 2018, as:

SMALL BUSINESS SATURDAY

And urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

IN TESTIMONY WHEREOF, I have hereunto affixed the seal of the City of Gautier on this the 2nd day of October, 2018.

Signed _____
Phil Torjusen, Mayor

**CITY OF GAUTIER
Business Agenda Item #1
Fact Sheet**

Council Meeting:
Title:

October 2, 2018
Authorize pay adjustments for City Employees.

Introduced by:
Contact Person/Telephone

Teresa L Montgomery 497-8000

Summary Explanation: Authorize pay adjustments for Administrative, Police and Fire Department personnel as allocated and approved in the City of Gautier FY 2019 Budget.

EXHIBITS FOR REVIEW

Resolution	☐
Ordinance	☐
Contract	☐
Minutes	☐
Plan Maps	☐
Order	☒
Other	☐
Submittal Authorization	City Manager

Staff Recommendation:

Approval

Motion Made by:

Torjusen ☐ Martin ☐ George ☐ Jackson ☐ Vaughan ☐ Anderson ☐ Colledge ☐

Second Made by:

Torjusen ☐ Martin ☐ George ☐ Jackson ☐ Vaughan ☐ Anderson ☐ Colledge ☐

Voted as follows:		Ayes	Nays	Abstained	Absent
Mayor	Torjusen	☐	☐	☐	☐
At Large	Martin	☐	☐	☐	☐
Ward 1	George	☐	☐	☐	☐
Ward 2	Jackson	☐	☐	☐	☐
Ward 3	Vaughan	☐	☐	☐	☐
Ward 4	Anderson	☐	☐	☐	☐
Ward 5	Colledge	☐	☐	☐	☐

Action Taken:

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

ORDER NUMBER 000-2018

WHEREAS, the Mayor and Council Members adopted a budget for FY 2019, which included pay adjustments allocated and approved for Administrative, Police and Fire Department personnel in the City of Gautier; and

WHEREAS, the Mayor and Council Members hereby find that these pay adjustments are in the best interests of the City of Gautier;

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that pay adjustments allocated and approved for Administrative, Police and Fire Department personnel in the City of Gautier FY 2019 Budget are hereby authorized.

IT IS FURTHER ORDERED that said pay adjustments, including merit based adjustments, will be effective on the first pay cycle of October 05, 2018. The merit adjustments budgeted per the Fire Union contract will be awarded based on receipt of appropriate documentation.

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

Motion was made by **BLANK**, seconded by **BLANK** and the following vote was recorded:

AYES:

NAYS:

MAYOR

ATTEST:

CITY CLERK

BLANK by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of October 2, 2018.

**CITY OF GAUTIER
Business Agenda Item #2
Fact Sheet**

Council Meeting:
Title:

October 2, 2018
Authorization to enter into a Professional Services Agreement with Seymour Engineering for work associated with the Town Commons Park Project

Introduced by:
Contact Person/Telephone

April Havens 497-8000 Ext. 315

Summary Explanation: Authorization to enter into a Professional Services Agreement with Seymour Engineering for work associated with the Town Commons Park Project in an amount not to exceed \$46,400.

EXHIBITS FOR REVIEW

Resolution	☐
Ordinance	☐
Contract/Agreement	☒
Minutes	☐
Plan Maps	☐
Order	☒
Other	☐
Submittal Authorization	City Manager

Staff Recommendation:

Approval

Motion Made by:													
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐	Anderson	☐	Colledge	☐

Second Made by:													
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐	Anderson	☐	Colledge	☐

Voted as follows:		Ayes	Nays	Abstained	Absent
Mayor	Torjusen	☐	☐	☐	☐
At Large	Martin	☐	☐	☐	☐
Ward 1	George	☐	☐	☐	☐
Ward 2	Jackson	☐	☐	☐	☐
Ward 3	Vaughan	☐	☐	☐	☐
Ward 4	Anderson	☐	☐	☐	☐
Ward 5	Colledge	☐	☐	☐	☐

Action Taken:

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

ORDER NUMBER 000-2018

WHEREAS, the Mississippi State Legislature awarded the City of Gautier a total of \$500,000 to go toward Town Commons Park through Senate Bill 2002, 2018 First Extraordinary Session, which will be coupled with additional funds available through Tidelands; and

WHEREAS, Seymour Engineering has offered to provide professional services, including environmental permitting and preliminary design, as indicated in the attached contract; and

WHEREAS, the Mayor and Council Members hereby find that entering this professional services agreement is in the best interests of the City of Gautier;

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the professional services agreement with Seymour Engineering for work associated with the Town Commons Park Project in an amount not to exceed \$46,400 is hereby approved and authorized.

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

Motion was made by **BLANK** seconded by **BLANK** and the following vote was recorded:

AYES:

NAYS:

MAYOR

ATTEST:

CITY CLERK

BLANK by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of October 2, 2018.

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: April Havens, Grants Administrator
Date: 09/25/2018
Subject: Town Commons Park – Professional Services Agreement with Seymour Engineering

REQUEST:

The Grants and Projects Department requests City Council authorization to enter into a professional services agreement with Seymour Engineering for work associated with the Town Commons Park Project in an amount not to exceed \$46,400.

BACKGROUND:

The Mississippi State Legislature awarded the City a total of \$500,000 to go toward Town Commons Park through Senate Bill 2002, 2018 First Extraordinary Session. Additional funds are available through Tidelands.

Planned amenities for the Town Commons Park include a Town Green (open lawn for public events), amphitheater, pavilion, restrooms, concession stands, sidewalks, parking, a water feature, etc. in Phase I.

DISCUSSION:

Seymour will provide services including environmental permitting and preliminary design.

RECOMMENDATION:

The Grants and Projects Department recommends that City Council authorize entering into a professional services agreement with Seymour Engineering for work associated with the Town Commons Park Project in an amount not to exceed \$46,400.

The City Council may:

- 1) Approve entering into a professional services agreement with Seymour Engineering for the Town Commons Park Project as presented; or
- 2) Not approve entering into a professional services agreement with Seymour Engineering for the Town Commons Park Project as presented.

ATTACHMENTS:

1. Town Commons Park PSA

**STANDARD FORM OF AGREEMENT
BETWEEN
OWNER AND ENGINEER
FOR
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT made as of _____, 2018, between the City of Gautier (OWNER) and Seymour Engineering, 925 Tommy Munro Drive, Suite G, Biloxi, Mississippi 39532 (ENGINEER). OWNER intends to construct the new Gautier Town Center Complex in Gautier, Mississippi (hereinafter called the Project).

OWNER and ENGINEER in consideration of their mutual covenants herein agree in respect of the performance of professional engineering services by ENGINEER and the payment for those services by OWNER as set forth below.

SECTION 1-BASIC SERVICES OF ENGINEER

1.1 General.

1.1.1. ENGINEER shall provide for OWNER professional engineering services in all phases of the Project to which this Agreement applies as hereinafter provided. These services will include serving as OWNER's professional engineering representative for the Project, providing professional engineering consultation and advice and furnishing customary civil engineering services, including but not limited to, all services required or requested by OWNER in connection with obtaining any permits required by an governmental agency or authority in connection with the project.

1.2 Preliminary Design.

1.2.1 ENGINEER shall provide preliminary design for the project. Upon completion of preliminary design, ENGINEER shall meet with OWNER to review documents. Upon acceptance by OWNER, ENGINEER shall commence with Final Design Documents.

SECTION 2 - ADDITIONAL SERVICES OF ENGINEER

2.1. Services Requiring Authorization in Advance.

If authorized in writing by OWNER, ENGINEER shall furnish or obtain from others Additional Services of the types listed in paragraphs 2.1.1 through 2.1.3, inclusive. These services are not included as part of Basic Services; these will be paid for by OWNER, as indicated in Section 3.

2.1.1. Assistance in connection with bid protests, rebidding or renegotiating Project for construction, materials, equipment or services.

2.1.2. Providing any type of property surveys or related engineering services needed for the transfer of interests in real property and field surveys for design purposes and engineering surveys and staking to enable Contractor(s) to proceed with their work; and providing other special field surveys.

2.1.3. Preparing to serve or serving as a consultant or witness for OWNER in any litigation, arbitration or other legal or administrative proceeding involving the Project.

PERCENTAGE METHOD OF PAYMENT

SECTION 3 - PAYMENTS TO ENGINEER

3.1. Methods of Payment for Services and Expenses of ENGINEER.

3.1.1. *For Basic Services.* OWNER shall pay ENGINEER for Basic Services rendered under Section 1 as follows:

3.1.1.1. *Payment to Engineer for Basic Services.* ENGINEER shall be paid the total amount outlined in Exhibit C:

3.1.1.2 ENGINEER shall be paid monthly based upon the percentage complete of the phase of the project on which ENGINEER is working.

3.1.2. *For additional Services.* OWNER shall pay ENGINEER for Additional Services rendered under Section 2 as follows:

3.1.2.1. *General.* For Additional Services of ENGINEER's principals and employees engaged directly on the Project and rendered pursuant to paragraph 2.1. (except services as a consultant or witness under paragraph 2.1.3), at standard hourly rates for services rendered by principals and employees assigned to resident project representation, as shown in Exhibit A.

3.1.2.2. *Serving as a Witness.* For services rendered by ENGINEER's principals and employees as consultants or witnesses in any litigation, arbitration or other legal or administrative proceeding in accordance with paragraph 2.1.3. at the rate agreed to by both parties before the start of such additional service.

3.2 Times of Payments.

3.2.1. ENGINEER shall submit statements for Basic and Additional Services rendered and for Reimbursable Expenses incurred. The statements will be based upon ENGINEER's estimate of the proportion of the total services actually completed at the time of billing. OWNER shall make prompt undisputed payments in response to ENGINEER's statements in accordance with its claims docket and state law.

SECTION 4 - GENERAL CONSIDERATION

4.1. Termination.

The obligation to provide further services under this Agreement may be terminated by either party upon thirty days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. The ENGINEER understands that this Contract is voidable by any newly elected City Council upon taking office.

4.2. Reuse of Documents.

All documents including Drawings and Specifications prepared or furnished by ENGINEER (and ENGINEER's independent professional associates and consultants) pursuant to this Agreement are instruments of service and shall be owned by OWNER, whether or not the project is completed. However, OWNER may not reuse the documents without authorization of ENGINEER and should the OWNER do so, OWNER shall do so at OWNER'S sole risk and without liability or legal exposure to ENGINEER or to ENGINEER'S independent professional associates or consultants.

4.3. Insurance.

4.3.1. ENGINEER shall procure and maintain insurance for protection from claims under workers compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims or damages because of injury to or destruction of property including loss of use resulting therefrom.

4.3.2. Also ENGINEER shall procure and maintain professional liability insurance for protection from claims arising out of professional services caused by a negligent error, omission or act for which the insured is legally liable; such professional liability insurance shall provide coverage in the amount of \$1,000,000 and shall name OWNER as an additional insured. ENGINEER shall deliver to OWNER a certificate evidencing the assurance of such a policy.

4.4. Controlling Law.

This Agreement is to be governed by the law of a the State of Mississippi.

4.5. Successors and Assigns.

4.5.1. OWNER and ENGINEER each is hereby bound and the partners, successors, executors, representatives, administrators and assigns of OWNER and ENGINEER (and to the extent permitted by paragraph 4.5.2. that assigns of OWNER and ENGINEER) are hereby bound to the other party to this Agreement and to the partner successors, executors, administrators and legal representatives (and said assigns) of such other party, respect of all covenants, agreements and obligations of this Agreement.

4.5.2. Neither OWNER nor ENGINEER shall assign sublet or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this Agreement without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandate by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in and written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent ENGINEER from employing such independent professional associates and consultants as ENGINEER may deem appropriate to assist in the performance of services hereunder. ENGINEER may subcontract portions of the services under this Agreement, subject to the written approval of OWNER and reflected on its minutes.

4.5.3. Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than OWNER and ENGINEER, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of OWNER and ENGINEER and not for the benefit of any other party.

SECTION 5 - SPECIAL PROVISIONS, EXHIBITS AND SCHEDULES.

5.1 This Agreement is subject to the following special provisions.

5.1.1 The Final Design and Construction Phases of this Contract between the the City of Gautier and Seymour Engineering, are subject to the availability and amount of funding for this project.

5.2 The following Exhibits are attached to and made a part of this Agreement:

5.2.1 Exhibit A Seymour Engineering Man-Hour Fee Schedule, consisting of 1 page.

5.2.2 Exhibit B Payments to Engineer, consisting of 1 page.

5.3 This Agreement (consisting of pages 1 to 6, inclusive) together with the Exhibits and Schedules identified above constitute the entire agreement between OWNER and ENGINEER and superseded all prior written or oral

understandings. This Agreement and said Exhibits and schedules may only be amended, supplemented, modified or cancelled by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

OWNER:

**PAULA YANCEY, CITY MANAGER
CITY OF GAUTIER**

ADDRESS FOR GIVING NOTICES:

**3330 US-90
GAUTIER, MS 39553**

DATE:

ENGINEER:

**MARK M. SEYMOUR, JR., P.E.
SEYMOUR ENGINEERING**

ADDRESS FOR GIVING NOTICES:

**925 TOMMY MUNRO DRIVE, SUITE G
BILOXI, MISSISSIPPI 39532**

DATE:

EXHIBIT A STANDARD HOURLY RATES

PRINCIPAL ENGINEER (P.E.).....	\$175.00/HOUR
SENIOR STRUCTURAL/CIVIL ENGINEER (P.E.).....	\$160.00/HOUR
ENGINEER (P.E.).....	\$150.00/HOUR
ENGINEER (E.I.T.).....	\$130.00/HOUR
PROJECT MANAGER.....	\$130.00/HOUR
ENVIRONMENTAL SCIENTIST.....	\$110.00/HOUR
SENIOR ENGINEERING TECHNICIAN.....	\$ 95.00/HOUR
ENGINEERING TECHNICIAN.....	\$ 95.00/HOUR
TECHNICIAN/INSPECTOR.....	\$ 75.00/HOUR
DESIGN/CADD TECHNICIAN.....	\$ 95.00/HOUR
DRAFTSMAN (CADD).....	\$ 75.00/HOUR
ADMINISTRATIVE ASSISTANT/SPECIFICATIONS TECHNICIAN.....	\$ 60.00/HOUR
CLERICAL.....	\$ 40.00/HOUR
SURVEY TECHNICIAN (P.L.S.).....	\$105.00/HOUR
SURVEY ASSISTANT.....	\$ 70.00/HOUR
SURVEY CREW (TWO-MAN).....	\$130.00/HOUR
SURVEY CREW (THREE-MAN).....	\$145.00/HOUR
SURVEY CREW (GLOBAL POSITIONING SYSTEM).....	\$145.00/HOUR
HYDROGRAPHIC SURVEY CREW.....	\$160.00/HOUR
BOAT RENTAL AND OPERATOR (minimum 4 hours).....	\$135.00/HOUR

REIMBURSABLE

TRAVEL, LODGING, SHIPPING AND REPRODUCTION COSTS SHALL BE REIMBURSABLE EXPENSES BILLED TO THE PROJECT.

**EXHIBIT B
PAYMENTS TO ENGINEER**

PROPOSAL FOR

**ENVIRONMENTAL PERMITTING & PRELIMINARY DESIGN
GAUTIER TOWN CENTER COMPLEX
PHASE I**

I. ENVIRONMENTAL PERMITTING

Prepare and submit the required Joint Application to the Mississippi Department of Marine Resources and the United States Army Corps of Engineers to secure the necessary permitting approval for the project scope.

Note: If the DMR or USACE request an updated Wetland Delineation, Cultural Resources Survey or other items not included within this Agreement, a Supplemental Agreement to perform such shall be submitted for approval.

COST: LUMP SUM \$7,500.00

II. PRELIMINARY DESIGN

- In consultation with OWNER determine the general scope, extent and character of the Project.
- Prepare Preliminary Design documents consisting of final design criteria, preliminary drawings and outline specifications of the Project.
- Advise OWNER if additional data or services are necessary and assist OWNER in obtaining such data and services.
- Based on the information contained in the preliminary design documents, submit a revised opinion of probable Total Project Costs.
- Furnish two copies of the above Preliminary Design documents and present and review them in person with OWNER.

COST: LUMP SUM \$38,900.00

**CITY OF GAUTIER
Business Agenda Item #3
Fact Sheet**

Council Meeting:
Title:

**October 2, 2018
Approval of a Professional Service Agreement
with Seymour Engineering**

Introduced by:
Contact Person/Telephone

City Manager 497-8000 ext. 306

Summary Explanation: Approval of a Professional Service Agreement with Seymour Engineering

EXHIBITS FOR REVIEW

Resolution	☐
Ordinance	☐
Contract/Agreement	☒
Minutes	☐
Plan Maps	☐
Order	☒
Other	☐
Submittal Authorization	City Manager

Staff Recommendation:
Approval

Motion Made by:									
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐
☐		☐		☐		☐		☐	

Second Made by:									
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐
☐		☐		☐		☐		☐	

Voted as follows:		Ayes	Nays	Abstained	Absent
Mayor	Torjusen	☐	☐	☐	☐
At Large	Martin	☐	☐	☐	☐
Ward 1	George	☐	☐	☐	☐
Ward 2	Jackson	☐	☐	☐	☐
Ward 3	Vaughan	☐	☐	☐	☐
Ward 4	Anderson	☐	☐	☐	☐
Ward 5	Colledge	☐	☐	☐	☐

Action Taken:

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

ORDER NUMBER 000-2018

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi that the professional service agreement with Seymour Engineering to provide engineering assistance on small jobs as needed without having a contract is hereby approved.

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

Motion was made by **BLANK** seconded by **BLANK** and the following vote was recorded:

AYES:

NAYS:

MAYOR

ATTEST:

CITY CLERK

BLANK by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of October 2, 2018.

**CITY OF GAUTIER
MEMORANDUM**

To: City Council
From: Paula Yancey, City Manager
Date: October 2, 2018
Subject: Approval of the General Services Agreement with the City of Gautier and Seymour Engineering

REQUEST:

The City Manager requests the City Council approve the Professional Service Agreement made between the City of Gautier and Seymour Engineering.

BACKGROUND:

From time to time, the need arises for an engineer to look at small jobs and make recommendations as to how they can resolve by public works. This includes drainage, ditches, culverts, and water and sewer issues. The need also arises surveys and easements.

DISCUSSION:

In the past, Seymour has assisted in resolving issues such as those described above gratis. We have included an engineering budget in the enterprise fund in the event we need advice on small items. This contract would enable the City Manager to ask for engineering assistance on small jobs as needed without having a cumbersome contract on each and every item. The City manager will operate within the Engineering budget the Council approved on such small items.

RECOMMENDATION:

The City Manager recommends the City Council approve the Professional Service Agreement between the City of Gautier and Seymour Engineering.

The City Council may:

1. Approve the Professional Service Agreement between the City of Gautier and Seymour Engineering;
2. Not approve the Professional Service Agreement between the City of Gautier and Seymour Engineering.

Attachments:

1. Contract Agreement for Professional Services between City of Gautier and Seymour Engineering, PLLC.

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN CITY OF GAUTIER AND
SEYMOUR ENGINEERING, PLLC**

The AGREEMENT made this ____ day of _____, 2018, by City of Gautier, hereinafter referred to as the OWNER, and Seymour Engineering, PLLC, hereinafter referred to as ENGINEER, WITNESSETH, that the parties hereto mutually agree as follows:

WHEREAS, the OWNER selected ENGINEER as the City Engineer to furnish miscellaneous studies, field investigations, reports, reviews, design, construction phase and other assigned responsibilities to support the OWNER in the municipal operation of the City, hereinafter referred to as PROFESSIONAL Services; and

WHEREAS, the OWNER and the ENGINEER have agreed upon the scope of services to be provided by the ENGINEER under the terms set forth in this AGREEMENT.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

PURPOSE

The purpose of this AGREEMENT is to establish the ENGINEER's scope of services and payment provisions for the PROFESSIONAL SERVICES.

ARTICLE I - ENGINEER'S RESPONSIBILITIES

1. The ENGINEER shall perform the work under this AGREEMENT in accordance with the following:

ARTICLE II - ENGINEER'S RESPONSIBILITIES

1. The ENGINEER shall have sole responsibility for and furnish all necessary labor, direct and indirect cost to perform and complete the PROFESSIONAL SERVICES which may be requested by the OWNER.

ARTICLE III - PERIOD OF SERVICES

1. The period of services shall be a 12-month period commencing on _____, 2018.

ARTICLE IV - COMPENSATION

1. As consideration for providing the services enumerated in the AGREEMENT, the OWNER shall pay the ENGINEER at the Standard Hourly Rates (including reimbursable) as shown in Exhibit A attached to this AGREEMENT.
2. The ENGINEER shall submit invoices to the OWNER once per month during the progress of the work. Such invoices shall be reviewed and approved by the OWNER for reimbursement. Payment will be made to the ENGINEER within 30 days following receipt of the invoice.

ARTICLE V - LEGAL RELATIONS

1. The ENGINEER shall comply with all federal, state, and local laws, regulations, and ordinances applicable to the work to be done under this AGREEMENT.
2. The ENGINEER shall maintain throughout the Period of Services defined in Article III of this AGREEMENT the following coverage.
 - 2.1 Professional errors and omissions coverage with a limit of \$1,000,000.00 per occurrence.
 - 2.2 Workmen's Compensation and Employer's Liability Insurance and any other insurance coverage as may be required by law in the State of Mississippi.
 - 2.3 Comprehensive Automobile and Vehicle Liability Insurance. This insurance shall be written in comprehensive form and shall protect the OWNER against claims for injuries to members of the public and/or damage to property of others arising from ENGINEER's use of motor vehicles or any other equipment and shall cover operation with respect to operations under this AGREEMENT. The limits of liability shall not be less than the following:

Bodily Injury	\$500,000.00 each person \$500,000.00 each occurrence
Property Damage	\$500,000.00 each occurrence
 - 2.4 Comprehensive General Liability:

This insurance shall be written in comprehensive form including OWNERS' protective products and operations insurance and shall protect the OWNER against claims arising out of any act, or omission to act, of the ENGINEER or any of its agents, employees or subcontractors.

The limits of liability shall not be less than the following:

Bodily and Personal Injury	\$300,000.00 each person \$1,000,000.00 each occurrence
Property Damage	\$500,000.00 each occurrence \$500,000.00 aggregate
 - 2.5 The insurance coverage specified above shall constitute minimum requirements.

3. Insurance furnished in compliance with the above must be with an insurance company either authorized to do business in the State of Mississippi, or said policy shall be registered and delivered in accordance with the insurance laws of the State of Mississippi.
4. ENGINEER agrees to indemnify owner for any and all claims, damages, legal fees and expenses incurred arising out of or caused by any acts or omissions of ENGINEERS, its agents and employees under the AGREEMENT.
5. ENGINEER shall be construed to be an independent consultant.

ARTICLE VI - CHANGES, AMENDMENTS

1. This AGREEMENT may be amended as mutually deemed necessary by the ENGINEER and the OWNER, such amendments shall be made a part of the AGREEMENT.
2. Nothing in this AGREEMENT shall preclude the ENGINEER and the OWNER from clarifying, adding to, or reducing the scope of the AGREEMENT.

ARTICLE VII - MISCELLANEOUS

All work under this AGREEMENT shall be performed in accordance with generally accepted professional standards, and shall be subject to inspection and acceptance of the OWNER. The ENGINEER shall be responsible for the technical adequacy of his work.

This AGREEMENT (consisting of Pages 1 to 3 inclusive) together with the Exhibits identified herein constitute the entire AGREEMENT between the OWNER and ENGINEER and supersede all prior written or oral understandings. This AGREEMENT and said Exhibits may only be amended, supplemented, modified or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have made and executed this AGREEMENT as of the day and year first above written.

ACCEPTED FOR OWNER:

CITY OF GAUTIER

ATTEST

ACCEPTED FOR ENGINEER:

SEYMOUR ENGINEERING, PLLC

ATTEST

EXHIBIT A

SEYMOUR ENGINEERING STANDARD HOURLY RATES

PRINCIPAL ENGINEER (P.E.)	\$175.00/HOUR
SENIOR STRUCTURAL/CIVIL ENGINEER (P.E.)	\$150.00/HOUR
ENGINEER (P.E.)	\$140.00/HOUR
PROJECT MANAGER	\$125.00/HOUR
ENGINEER (E.I.T.)	\$100.00/HOUR
ENVIRONMENTAL SCIENTIST.....	\$ 95.00/HOUR
SENIOR ENGINEERING TECHNICIAN.....	\$ 85.00/HOUR
TECHNICIAN/INSPECTOR	\$ 75.00/HOUR
DESIGN/CADD TECHNICIAN.....	\$ 75.00/HOUR
DRAFTSMAN (CADD)	\$ 65.00/HOUR
ADMINISTRATIVE ASSISTANT/SPECIFICATIONS TECHNICIAN	\$ 50.00/HOUR
CLERICAL	\$ 40.00/HOUR
SURVEY TECHNICIAN (P.L.S.)	\$ 85.00/HOUR
PARTY CHIEF	\$ 70.00/HOUR
SURVEY ASSISTANT	\$ 60.00/HOUR
SURVEY CREW (TWO-MAN).....	\$125.00/HOUR
SURVEY CREW (THREE-MAN)	\$145.00/HOUR
SURVEY CREW (GLOBAL POSITIONING SYSTEM).....	\$145.00/HOUR
HYDROGRAPHIC SURVEY CREW.....	\$150.00/HOUR

REIMBURSABLE

Travel, lodging, shipping and reproduction costs shall be reimbursable expenses billed to the project.

**CITY OF GAUTIER
Business Agenda Item #4
Fact Sheet**

Council Meeting: October 2, 2018
Title: Discuss appointment of Mayor Pro Tem for FY 2018-2019

Introduced by:
Contact Person/Telephone Councilman Adam Colledge

Summary Explanation: Discuss appointment of Mayor Pro Tem for FY 2018-2019

EXHIBITS FOR REVIEW

Resolution	☐
Ordinance	☐
Contract/Agreement	☐
Minutes	☐
Plan Maps	☐
Order	☐
Other/Discussion	☒
Submittal Authorization	City Manager

Staff Recommendation:
Approval

Motion Made by:									
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐
Anderson	☐	Colledge	☐						

Second Made by:									
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐
Anderson	☐	Colledge	☐						

Voted as follows:		Ayes	Nays	Abstained	Absent
Mayor	Torjusen	☐	☐	☐	☐
At Large	Martin	☐	☐	☐	☐
Ward 1	George	☐	☐	☐	☐
Ward 2	Jackson	☐	☐	☐	☐
Ward 3	Vaughan	☐	☐	☐	☐
Ward 4	Anderson	☐	☐	☐	☐
Ward 5	Colledge	☐	☐	☐	☐

Action Taken:

**CITY OF GAUTIER
Business Agenda Item #5
Fact Sheet**

Council Meeting:
Title:

October 2, 2018
**Authorization to enter into an Engagement Agreement
with Local Government Services, LLC.**

Introduced by:
Contact Person/Telephone

City Manager 497-8000 Ext. 306

Summary Explanation: Authorization to enter into an Engagement Agreement with Local Government Services, LLC. for work associated with cable television and telecommunication franchise issues

EXHIBITS FOR REVIEW

Resolution	☐
Ordinance	☐
Contract/Agreement	☒
Minutes	☐
Plan Maps	☐
Order	☒
Other	☐
Submittal Authorization	City Manager

Staff Recommendation:

Approval

Motion Made by:									
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐
								Anderson	☐
								Colledge	☐

Second Made by:									
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐
								Anderson	☐
								Colledge	☐

Voted as follows:		Ayes	Nays	Abstained	Absent
Mayor	Torjusen	☐	☐	☐	☐
At Large	Martin	☐	☐	☐	☐
Ward 1	George	☐	☐	☐	☐
Ward 2	Jackson	☐	☐	☐	☐
Ward 3	Vaughan	☐	☐	☐	☐
Ward 4	Anderson	☐	☐	☐	☐
Ward 5	Colledge	☐	☐	☐	☐

Action Taken:

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

ORDER NUMBER 000-2018

WHEREAS, Local Government Services and its subcontractors have offered to assist the City of Gautier with negotiating and drafting agreements, and/or amendments associated with Cable/Telecommunication Franchises, for the City submitted by Telepak Networks, Inc.; and

WHEREAS, the City of Gautier will receive an itemized statement of its account from LGS on a monthly basis, which summarizes the services rendered and the costs and expenses incurred on the City's behalf; and

WHEREAS, the estimated cost will not exceed \$4,000.00 with LGS obtaining prior approval for the City of Gautier to incur additional cost; and

WHEREAS, LGS assures that its services will be accomplished in a timely manner and with the cooperation and assistance of the City of Gautier; and

WHEREAS, the Mayor and Council Members hereby find that entering this engagement agreement is in the best interests of the City of Gautier;

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the engagement agreement with Local Government Services, LLC for negotiating and drafting agreements, and/or amendments associated with Cable/Telecommunication Franchises is hereby approved and authorized.

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

Motion was made by **BLANK** seconded by **BLANK** and the following vote was recorded:

AYES:

NAYS:

MAYOR

ATTEST:

CITY CLERK

BLANK by Mayor and Members of the Council of the City of Gautier, Mississippi,
at the meeting of October 2, 2018.

ENGAGEMENT AGREEMENT

This Engagement Agreement sets forth an agreement between the City of Gautier, Mississippi ("City") located at 3330 Highway 90, Gautier, Mississippi 39553 and Local Government Services, LLC ("LGS") located at 127 Laurelwood Lane, Dahlonga, Georgia 30533 concerning cable television and Telecommunication franchise issues.

1. LGS and its subcontractors shall assist the City with negotiating and drafting agreements, and/or amendments associated with Cable/Telecommunication Franchises, for the City as submitted by Telepak Networks, Inc. Greg Fender the owner of LGS will serve as the primary consultant responsible for all services. LGS will use its best judgment to determine the most economical use of attorneys and staff personnel.
2. The City will receive an itemized statement of its account from LGS on a monthly basis, which summarizes the services rendered and the costs and expenses incurred on the City's behalf. Bills are based on the following hourly rates:

Greg Fender, consultant: \$275.00

Brian Grogan, attorney: \$400.00

Time is billed by the one-tenth of an hour, which is the minimum time charged for any service. Billed time includes all time spent on the City's behalf in connection with the matter referenced above, including conferences, telephone calls, drafting and reviewing of documents and memoranda, preparing and reviewing of correspondence, negotiations, legal research, interoffice conferences, and travel to and from locations away from offices. The estimated cost will not exceed \$4,000.00 without LGS obtaining prior approval from the City to incur additional cost.

3. The City will reimburse LGS for all reasonable and necessary costs and expenses which we incur on the City's behalf. These costs and expenses include charges for photocopying, long-distance telephone calls, delivery and messenger services, travel, food and lodging.
4. The periodic statement of account which the City will receive from LGS will include a brief description of activity performed on behalf of the City. All balances on the City's account are due thirty (30) days after the date of the statement.
5. LGS assures that its services will be accomplished in a timely manner and with the cooperation and assistance of the City. In this regard, the City agrees to designate a contact whom LGS will contact and who will regularly review, discuss, and meet with LGS regarding the services provided, the time for performance of the services, and to assist in arranging meetings, conferences, and other arrangements with LGS to facilitate the performance of services by LGS and to ensure that all information and issues required for review by LGS are made available to LGS.

6. This Agreement may be terminated for any reason by either the City or LGS upon giving thirty (30) days written notice to the other. If such notice is given to LGS, it shall immediately cease work. All fees and costs incurred to the date of receipt of the notice will be paid to LGS. Otherwise, there shall be no further liability to LGS.
7. This Agreement contains all of the terms of the services and financial arrangement between the City and LGS and can only be modified by a written document signed by both parties.
8. Each party shall bear the full responsibility for liability for the acts, errors, or omissions of its officers, agents, employees or subcontractors. The City shall not bear any responsibility for the liability for the acts, errors, or omissions of LGS, its officers, agents, employees or subcontractors.
9. This agreement shall be construed under the laws of the State of Mississippi and any action concerning this Agreement shall be brought in County of Jackson Mississippi state court.

LOCAL GOVERNMENT SERVICES, LLC

Dated: October ____ 2018

By _____
Member

CITY OF GAUTIER, MISSISSIPPI

Dated: October ____ 2018

By _____
Mayor

**CITY OF GAUTIER
Business Agenda Item #6
Fact Sheet**

Council Meeting:
Title:

**October 2, 2018
Approval of Docket of Claims**

Introduced by:
Contact Person/Telephone

Teresa Montgomery 497-8000

Summary Explanation: Approval of the Docket of Claims.

EXHIBITS FOR REVIEW

Resolution	☐
Ordinance	☐
Contract/Agreement	☐
Minutes	☐
Plan Maps	☐
Order	☒
Other	☐
Submittal Authorization	City Manager

Staff Recommendation:
Approval

Motion Made by:

Torjusen ☐ Martin ☐ George ☐ Jackson ☐ Vaughan ☐ Anderson ☐ Colledge ☐

Second Made by:

Torjusen ☐ Martin ☐ George ☐ Jackson ☐ Vaughan ☐ Anderson ☐ Colledge ☐

Voted as follows:		Ayes	Nays	Abstained	Absent
Mayor	Torjusen	☐	☐	☐	☐
At Large	Martin	☐	☐	☐	☐
Ward 1	George	☐	☐	☐	☐
Ward 2	Jackson	☐	☐	☐	☐
Ward 3	Vaughan	☐	☐	☐	☐
Ward 4	Anderson	☐	☐	☐	☐
Ward 5	Colledge	☐	☐	☐	☐

Action Taken:

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

ORDER NUMBER 000-2018

WHEREAS, Miss. Code Ann. 21-39-9 requires governing authority to review all unpaid claims and determine if there is an obligation. An obligation exists if the related materials and supplies were properly contracted for and received by the municipality; and

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 **BLANK** seconded by **BLANK** and the following vote was recorded:

AYES:

NAYS:

MAYOR

ATTEST:

CITY CLERK

BLANK by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of October 2, 2018.

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	CABLE ONE INC	183079	10/02/2018	09/17/2018			79.49	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-699	SEPT 2018 SUBSTN: #107718827		09012018	09/08/2018			79.49
001	C SPIRE WIRELESS	183091	10/02/2018	09/18/2018			555.39	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-605	POLICE CELLS		0032680896	09/12/2018			555.39
001	CABLE ONE INC	183092	10/02/2018	09/18/2018			205.11	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-699	SEPT 2018: #107718371		09012018	09/08/2018			205.11
001	CABLE ONE INC	183093	10/02/2018	09/18/2018			56.20	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-699	SEPT CABLE BOX: #118476316		09012018	09/08/2018			56.20
001	SOUTHERN PEST CONTROL INC	183113	10/02/2018	09/20/2018			403.30	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-698	CITY FACILITIES		335573	09/19/2018			403.30
001	DELTA COMPUTER SYSTEMS INC	183114	10/02/2018	09/21/2018			485.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-698	ACCTG SOFTWARE MAINT		MN131449	09/15/2018			335.00
	001-092-698	VOTER REG SOFTWARE MAINT		MN131449	09/15/2018			20.00
	001-092-698	PRIV LICENSE SOFTWARE MAINT		MN131450	09/15/2018			130.00
001	AT&T	183115	10/02/2018	09/21/2018			2,872.76	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-605	MONTHLY SERVICE		2284978000	09/14/2018			2,872.76
001	MS MUNICIPAL LEAGUE	183116	10/02/2018	09/24/2018			5,872.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-001-682	FY 2019 MEMBERSHIP DUES		28285	08/03/2018			5,872.00
001	GULF REGIONAL PLANNING COMMISSION	183117	10/02/2018	09/24/2018			8,477.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-021-643	FY 2019 ANNUAL FEE		FY 2019	07/12/2018			8,477.00
001	BOYS & GIRLS CLUBS OF JACKSON COUNTY INC	183118	10/02/2018	09/24/2018			833.37	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-642	AUG 2018 CLUB SUPPORT		08312018	09/18/2018			833.37
001	LEADSONLINE LLC	183120	10/02/2018	09/24/2018			2,148.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-699	TOTALTRACK RENEWAL		246742	08/01/2018			2,148.00
001	IDENTI-KIT SOLUTIONS	183121	10/02/2018	09/24/2018			408.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-699	ANNUAL LICENSE		106414	09/01/2018			408.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	PITNEY BOWES PURCHASE POWER	183122	10/02/2018	09/24/2018			1,225.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-607	POSTAGE METER		0434-6213	08/20/2018			1,225.00
001	PITNEY BOWES GLOBAL FINANCIAL SERVS	183123	10/02/2018	09/24/2018			422.97	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-698	LEASE PMT: POSTAGE MACHINE		3307026372	09/05/2018			422.97
001	FUELMAN	183124	10/02/2018	09/24/2018			4,276.81	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-525	UNL FUEL		NP54238774	09/17/2018			49.87
	001-100-525	UNL FUEL		NP54238774	09/17/2018			2,745.55
	001-100-525	FRAUDULENT CHGS: CLONED CARD		NP54238774	09/17/2018			662.59
	001-161-525	UNL & DSL FUEL		NP54238774	09/17/2018			601.59
	001-170-525	UNL FUEL		NP54238774	09/17/2018			166.59
	001-205-525	UNL FUEL		NP54238774	09/17/2018			50.62
001	JACKSON COUNTY CHAMBER OF COMMERCE	183125	10/02/2018	09/24/2018			2,000.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-021-643	FY 2019 MEMBERSHIP		1499	08/01/2018			2,000.00
001	SPECIAL RISK INSURANCE COMPANY	183126	10/02/2018	09/24/2018			2,606.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-625	RENEWAL: RESERVE ACCIDENT INS		845	09/12/2018			2,606.00
001	RETAIL STRATEGIES LLC	183128	10/02/2018	09/24/2018			20,000.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-021-688	CONSULTING SERVICES		401-1A	09/19/2018			20,000.00
001	AUSTIN GRAHAM	183130	10/02/2018	09/24/2018			504.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-681	PER DIEM ADV: FF-1001		10222018	10/22/2018			504.00
001	JAYDEN GILLESPIE	183133	10/02/2018	09/24/2018			504.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-681	PER DIEM ADV: FF-1001		10222018	10/22/2018			504.00
001	AT&T	183148	10/02/2018	09/25/2018			108.67	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-605	MONTHLY SERVICE		2284977070	09/14/2018			108.67
001	AT&T	183149	10/02/2018	09/25/2018			176.06	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-605	MONTHLY SERVICE		2284972172	09/14/2018			176.06
001	AT&T	183150	10/02/2018	09/25/2018			31.70	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-699	NCIC TELECOM SERVS		2284970262	09/14/2018			31.70

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	DPS CRIME LAB	183151	10/02/2018	09/25/2018			60.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-699	ANALYTICAL FEES		90070818	09/04/2018			60.00
001	FUELMAN	183157	10/02/2018	09/25/2018			3,507.64	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-090-525	UNL FUEL		NP54270179	09/24/2018			57.60
	001-100-525	UNL FUEL		NP54270179	09/24/2018			2,734.24
	001-161-525	UNL & DSL FUEL		NP54270179	09/24/2018			445.04
	001-170-525	UNL FUEL		NP54270179	09/24/2018			142.47
	001-205-525	UNL & DSL FUEL		NP54270179	09/24/2018			128.29
001	COMM-TECH SOLUTIONS INC	183158	10/02/2018	09/25/2018			225.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-639	REPAIR PHONE LINES:DISPATCH		16143	09/19/2018			225.00
001	ROBERT E AMONETT JR	183159	10/02/2018	09/25/2018			300.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-512	PAINT EVENT: CRUISING		09302018	09/30/2018			300.00
001	DARWIN VAN NELSON	183160	10/02/2018	09/25/2018			800.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-512	EMCEE & PERFORM (DOUBLE DEE)		1	09/14/2018			800.00
001	GLOBALSTAR	183161	10/02/2018	09/25/2018			82.66	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-605	MONTHLY SERVICE		1009708118	09/16/2018			82.66
001	JERALD H SAVELL	183162	10/02/2018	09/25/2018			500.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-512	TRAIN RIDE		300	09/30/2018			500.00
001	SIX STRING ANDREW	183163	10/02/2018	09/25/2018			575.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-512	PERFORM 1 HOUR: CRUISING		1	09/11/2018			575.00
001	STEVEN DEREK NORSWORTHY	183164	10/02/2018	09/25/2018			800.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-512	PERFORM: CRUISING		18	09/10/2018			800.00
001	AMANDA O JONES	183165	10/02/2018	09/25/2018			800.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-512	"WAYWARD JONES" PERFORMANCE		001	09/10/2018			800.00
001	THE CATDADDYZ LLC	183166	10/02/2018	09/25/2018			800.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-512	PERFORM: CRUISING		09302018	09/17/2018			800.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	ELEKTRA TECH ENTERTAINMENT Account Number 001-170-512	183167	10/02/2018	09/25/2018			2,000.00	
		Description		Invoice #	Date	P.O.	Amount	
		PRODUCTION SERVICES: CRUISING		09302018	08/08/2018			2,000.00
001	FOSTERS A/C & HEATING INC Account Number 001-092-635	183169	10/02/2018	09/25/2018			474.50	
		Description		Invoice #	Date	P.O.	Amount	
		ESA CLEANING: CITY HALL (6)		P1035076	09/20/2018			474.50
001	FOSTERS A/C & HEATING INC Account Number 001-170-698 001-170-698	183170	10/02/2018	09/25/2018			217.50	
		Description		Invoice #	Date	P.O.	Amount	
		ESA CLEANING: SR CENTER (2)		P1035078	09/20/2018			302.50
		CREDIT ON ACCOUNT		P1035078	09/20/2018			-85.00
001	TYLER TECHNOLOGIES INC Account Number 001-090-698 001-090-698	183171	10/02/2018	09/25/2018			1,038.00	
		Description		Invoice #	Date	P.O.	Amount	
		E-GOV IPAD APP: SOFTWARE MAINT		025-235372	09/10/2018			346.00
		E-GOV SERVER: SOFTWARE MAINT		025-235372	09/10/2018			692.00
001	SINGING RIVER ELECTRIC COOPERATIVE Account Number 001-161-631 001-161-631 001-201-629 001-092-631 001-100-631	183180	10/02/2018	09/26/2018			812.82	
		Description		Invoice #	Date	P.O.	Amount	
		BROWN FD 95237002		09152018	09/24/2018			306.00
		MARTIN BLUFF FD 58380001		09162018	09/25/2018			251.32
		SIGNAL LIGHTS 17546		09162018	09/25/2018			32.49
		CITY LIMIT SIGN 17546		09162018	09/25/2018			24.29
		MBLUFF SUB STN 58521002		09162018	09/25/2018			198.72
001	MS FIRE ACADEMY Account Number 001-161-681 001-161-681 001-161-681 001-161-681 001-161-681 001-161-681	183182	10/02/2018	09/26/2018			1,481.59	
		Description		Invoice #	Date	P.O.	Amount	
		NFPA 1021 FIRE OFCR: HERMES		26569	09/14/2018	180868		280.58
		PUBLIC INFO OFCR: ODOM		26640	09/18/2018	180947		350.00
		DRV/OPER CRS 1002: ANSEMAN		26713	09/19/2018	181046		163.67
		DRV/OPER CRS 1002: KOZLOWSKI		26713	09/19/2018	181046		163.67
		DRV/OPER CRS 1002: NORTHINGTON		26713	09/19/2018	181046		163.67
		ENG COMPANY OPER: LORENZO		26740	09/20/2018	181024		360.00
001	BELL AUTO PARTS INC Account Number 001-161-638 001-161-638 001-170-639 001-170-639 001-170-639 001-170-639	183183	10/02/2018	09/26/2018			1,484.28	
		Description		Invoice #	Date	P.O.	Amount	
		CONT DUTY SOLENOID: E3		42764	09/10/2018	181198		30.87
		CAB LIFT MOTOR: E3		42764	09/10/2018	181198		191.20
		PRIMARY CLUTCH: JD GATOR		42763	09/07/2018	181152		797.15
		EXMARK BLADE (8)		42796	09/21/2018	181218		137.76
		KUBOTA BLADE (6)		42796	09/21/2018	181218		93.78
		SCAG BLADE (12)		42796	09/21/2018	181218		233.52
001	GULF COAST BUSINESS SUPPLY CO Account Number 001-092-510 001-092-510 001-092-510	183184	10/02/2018	09/26/2018			107.78	
		Description		Invoice #	Date	P.O.	Amount	
		CS/96 TISSUE		175560	09/19/2018	181226		27.72
		CS/6 ULTRA BLEACH		175560	09/19/2018	181226		22.43
		CS/4 BMF TOWEL (3)		175560.1	09/20/2018	181226		57.63

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	CUSTOM PRODUCTS CORPORATION	183185	10/02/2018	09/26/2018			407.49	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-201-565	30X30 STOP SIGN (6)	309761	09/13/2018	181212		289.56	
	001-201-565	30X30 DEAD END SIGN (2)	309761	09/13/2018	181212		98.02	
	001-201-565	SHIPPING	309761	09/13/2018	181212		19.91	
001	MS TROPHY LLC	183186	10/02/2018	09/26/2018			31.70	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-535	NAME/SERVING BAR: BLEVINS	10994	09/18/2018	181145		28.20	
	001-100-535	POSTAGE	10994	09/18/2018			3.50	
001	SOUTHERN PIPE & SUPPLY	183187	10/02/2018	09/26/2018			26.77	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-170-634	CLOSET REPAIR KIT	2300115400	09/10/2018	181199		26.77	
001	GOODYEAR AUTO CENTER	183188	10/02/2018	09/26/2018			623.28	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-638	P225/60R18 EAG RS-A	204226	09/14/2018	181216		513.28	
	001-100-638	MOUNT/BALANCE	204226	09/14/2018	181216		52.00	
	001-100-638	WHEEL ALIGNMENT	204226	09/14/2018	181216		54.00	
	001-100-638	WASTE TIRE FEE: U #30	204226	09/14/2018			4.00	
001	STAPLES BUSINESS ADVANTAGE DEPT ATL	183190	10/02/2018	09/26/2018			139.26	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-022-500	CLASS FOLDERS LEGAL BX	3390028055	09/14/2018	181213		37.52	
	001-022-500	HP 950XL HYBLK/951 4/PK	3390028055	09/14/2018	181213		101.74	
001	DOWNTOWN DECORATIONS INC	183191	10/02/2018	09/26/2018			4,363.64	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-170-702	BANNER DESIGN: BOAT (20)	28496	09/10/2018	181166		1,580.00	
	001-170-702	BANNER DESIGN:M/CHRISTMAS (34)	28496	09/10/2018	181166		2,686.00	
	001-170-702	SHIPPING	28496	09/10/2018	181166		97.64	
001	SPORTABOUT	183192	10/02/2018	09/26/2018			760.25	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-170-512	STAFF T-SHIRT (65): CRUISING	6247	09/20/2018	181225		195.00	
	001-170-502	FLAGS/BELTS (15): FLAG FTBL	6248	09/20/2018	181223		101.25	
	001-170-502	FREIGHT	6248	09/20/2018	181223		12.00	
	001-170-512	AWARD 4'3 TROPHY: CRUISING	6250	09/20/2018	181224		59.00	
	001-170-512	AWARDS 3'2 TROPHY (7):CRUISING	6250	09/20/2018	181224		168.00	
	001-170-502	YOUTH FTBL JERSEY (5)	6233	09/20/2018	181221		115.00	
	001-170-502	FLAG FTBL TOP & SHORTS	6233	09/20/2018	181221		15.00	
	001-170-502	FLAG FTBL SHORTS	6233	09/20/2018	181221		7.00	
	001-170-502	SCREEN PRINT (22): CHEER TOPS	6249	09/20/2018	181222		88.00	
001	MS GULF COAST COMMUNITY COLLEGE	183193	10/02/2018	09/26/2018			3,600.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-681	LEO ACADEMY TUITION:SEYMOUR, D	18-037	09/06/2018	181243		3,600.00	

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	APCO INTERNATIONAL INC	183194	10/02/2018	09/26/2018			329.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-681	PST-1 BASIC COMM:HENDERSON,J		538607	09/19/2018	181240		329.00
001	SOUTHERN TIRE MART LLC DEPT 143	183197	10/02/2018	09/26/2018			988.14	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-638	TIRE 315/80R22.5 FS40 20 PLY		12386029	09/20/2018	181233		493.47
	001-161-638	FETFGOV		12386029	09/20/2018	181247		-55.47
	001-161-638	TIRE CHANGE		12386029	09/20/2018			25.00
	001-161-638	VALVE STEM, STEEL		12386029	09/20/2018			6.95
	001-161-638	FEE TIRE DISPOSAL: E2		12386029	09/20/2018			7.00
	001-161-638	SERVICE CALL: E5		12386306	09/24/2018			50.00
	001-161-638	FEE, FUEL SURCHARGE		12386306	09/24/2018			10.00
	001-161-638	TIRE 12R22.5 FD663 RADIAL		12386306	09/24/2018			454.00
	001-161-638	WASTE TIRE FEE		12386306	09/24/2018			2.00
	001-161-638	TIRE CHANGE		12386306	09/24/2018			25.00
	001-161-638	VALVE STEM, STEEL		12386303	09/24/2018			6.95
	001-161-638	FET		12386303	09/24/2018			-36.76
001	SENTRY SPORTS A TO Z LLC	183198	10/02/2018	09/26/2018			39,206.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-201-751	TYPE B POLE ASSEMBLIES (2)		60	09/17/2018	180732		20,550.00
	001-201-751	TYPE D POLE ASSEMBLIES (2)		60	09/17/2018	180732		18,656.00
001	ECONOMY BOOTS SALES & SERVICE	183199	10/02/2018	09/26/2018			200.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-535	SZ DUTY BOOTS: WILLIAMS		41877	08/09/2018	181113		100.00
	001-100-535	SZ DUTY BOOTS: HOGGARD		41993	09/21/2018	181239		100.00
001	JERRY LEE'S	183200	10/02/2018	09/26/2018			80.70	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-559	CS BOTTLED WATER (30)		ACCT 31	09/18/2018	181227		80.70
001	AUDIOWAVE INC	183201	10/02/2018	09/26/2018			250.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-639	REPL SIREN/LIGHT CTRL:U #14435		49623	09/17/2018	181217		250.00
001	TRIDENT INSURANCE SERVICES	183203	10/02/2018	09/26/2018			5,837.68	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-625	DEDUCTIBLE: BRADLEY CLAIM		94973	09/17/2018			4,551.40
	001-092-625	DEDUCTIBLE: KNOX CLAIM		95038	10/01/2018			102.00
	001-092-625	DEDUCTIBLE: FULLER CLAIM		95107	10/01/2018			1,184.28
FUND TOTAL	1 Claims	to	Checks	57 Total	127,161.51 Manual	Held	Total	127,161.51

Release date from 10/02/2018 thru 10/02/2018

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
130	MICHAEL BAKER INTERNATIONAL	183140	10/02/2018	09/24/2018			11,545.16	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	130-130-770	ENGINEERING: MARTIN BLUFF		1016761	06/15/2018		2,069.53	
	130-130-770	ENGINEERING: MARTIN BLUFF		1020270	07/19/2018		3,815.24	
	130-130-770	ENGINEERING: MARTIN BLUFF		1022632	08/16/2018		5,660.39	
FUND TOTAL 130 Claims	to	Checks	1 Total	11,545.16	Manual	Held	Total	11,545.16

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Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
172	JACKSON-GEORGE REGIONAL LIBRARY	183068	10/02/2018	09/15/2018			1,546.01	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	172-350-650	LIBRARY SUPPORT		SEP 2018	09/15/2018			1,546.01
FUND TOTAL	172 Claims	to	Checks	1 Total	1,546.01	Manual	Held	Total 1,546.01

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
176	AD2 INC	183080	10/02/2018	09/17/2018			151.50	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	176-170-699	HOSTING FEE OCT 2018	3329	09/15/2018			36.50	
	176-170-699	SHOPPING CART FEE OCT 2018	3329	09/15/2018			115.00	
176	AT&T	183152	10/02/2018	09/25/2018			49.94	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	176-170-605	SEPT 2018: SSP INTERNET	285615432	09/11/2018			49.94	
176	AT&T	183154	10/02/2018	09/25/2018			82.75	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	176-170-605	MONTHLY SERVICE	2284972244	09/14/2018			82.75	
176	MALLETTE BROTHERS CONSTRUCTION INC	183181	10/02/2018	09/26/2018			1,525.24	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	176-170-559	44.86 LIMESTONE TN	19919	09/13/2018	181194		1,525.24	
FUND TOTAL 176 Claims	to	Checks	4 Total	1,809.43 Manual		Held	Total	1,809.43

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
300	SEYMOUR ENGINEERING PLLC	183142	10/02/2018	09/24/2018			4,312.50	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	300-600-603	SERVICES: CONST ADMIN 100%		6791	09/17/2018			4,312.50
300	JE TALLEY CONSTRUCTION INC	183143	10/02/2018	09/24/2018			86,450.11	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	300-600-683	DEBRIS REMVL: AREA 1,4,5		2	09/06/2018			82,130.11
	300-600-683	TAIL DITCH: AREA 4		2	09/06/2018			4,320.00
FUND TOTAL 300 Claims	to	Checks	2 Total	90,762.61 Manual		Held	Total	90,762.61

Docket of Claims
 Release date from 10/02/2018 thru 10/02/2018

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
301	SEYMOUR ENGINEERING PLLC	183144	10/02/2018	09/24/2018			2,400.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	301-600-603	ENG PLANS & SPECS		6788	09/17/2018			2,400.00
FUND TOTAL 301 Claims	to	Checks	1 Total	2,400.00	Manual	Held	Total	2,400.00

Docket of Claims
Release date from 10/02/2018 thru 10/02/2018

Fund	Name of Claimant		Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
302	SEYMOUR ENGINEERING PLLC Account Number 302-301-603	Description ENG PLANS & SPECS	183145	10/02/2018	09/24/2018	Invoice # 6789	Date 09/17/2018	P.O. 1,080.00	
FUND TOTAL 302 Claims		to	Checks	1 Total	1,080.00	Manual	Held	Total	1,080.00

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Docket of Claims
 Release date from 10/02/2018 thru 10/02/2018

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
354	SEYMOUR ENGINEERING PLLC	183147	10/02/2018	09/24/2018			6,640.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	354-722-603	TOPOGRAPHIC SURVEY		6787	09/17/2018			6,640.00
FUND TOTAL 354 Claims	to	Checks	1 Total	6,640.00	Manual	Held	Total	6,640.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	CITY OF GAUTIER	183066	10/02/2018	09/15/2018			43,427.11	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-680-821	ST LNS #3 90/57 SWR		09102018	09/10/2018		7,877.45	
	400-680-822	ST LNS #4 90/57 WTR		09102018	09/10/2018		10,948.67	
	400-680-822	ST LNS #4 90/57 SWR		09102018	09/10/2018		9,019.22	
	400-680-823	ST LNS #5 ALLEN RD		09102018	09/10/2018		2,149.95	
	400-680-824	ST LNS #6 OLD SPAN TR		09102018	09/10/2018		3,765.83	
	400-680-825	ST LNS #7 OLD SPAN TR		09102018	09/10/2018		9,665.99	
400	AT&T	183081	10/02/2018	09/17/2018			58.28	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-650-605	MONTHLY SERVICE		2284972276	09/06/2018		58.28	
400	IRBY'S ANSWERING SERVICE	183082	10/02/2018	09/17/2018			471.63	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-650-698	HOLIDAY CHARGES		277-090518	09/05/2018		12.00	
	400-650-698	57 CALL OUTS: 8/8-9/4/18		277-090518	09/05/2018		26.79	
	400-650-698	594 AGENT MTS: 8/8-9/4/18		277-090518	09/05/2018		155.84	
	400-650-698	BASE RATE: 9/5-10/2/18		277-090518	09/05/2018		277.00	
400	MSC 7511	183119	10/02/2018	09/24/2018			318.06	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-650-698	FGYJ00-01 RENTAL FEE		INV2675332	09/09/2018		166.49	
	400-650-698	MPC4504 USAGE:B/W		INV2675332	09/09/2018		38.29	
	400-650-698	MPC4504 USAGE:COLOR		INV2675332	09/09/2018		113.28	
400	2012 GUD BONDS DEBT SERVICE	183129	10/02/2018	09/24/2018			20,725.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-680-816	OCT 2018 PRN PMT		10012018	09/30/2018		17,363.75	
	400-680-817	OCT 2018 INT PMT		10012018	09/30/2018		3,361.25	
400	BANCORPSOUTH EQUIPMENT FINANCE	183131	10/02/2018	09/24/2018			143,724.87	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-680-831	ENERGY SERVICES/WATER METERS		651372	09/13/2018		143,724.87	
400	ARISTA INFORMATION SYSTEMS INC	183132	10/02/2018	09/24/2018			2,829.25	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-650-698	AUG 2018 STATEMENTS		26077	09/13/2018		1,129.25	
	400-650-698	AUG 2018 POSTAGE		1425201809	09/13/2018		1,700.00	
400	TYLER TECHNOLOGIES INC	183134	10/02/2018	09/24/2018			31,218.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-650-698	10/18-09/19 SUBSCRIPTION FEE		025-235372	09/10/2018		24,738.00	
	400-650-698	10/18-09/19 ANNUAL USER FEE		025-235372	09/10/2018		6,480.00	
400	AT&T	183155	10/02/2018	09/25/2018			128.70	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-650-605	MONTHLY SERVICE		2284974594	09/14/2018		128.70	

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	AT&T	183156	10/02/2018	09/25/2018			156.70	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-650-605	MONTHLY SERVICE		2284975234	09/14/2018			156.70
400	SINGING RIVER ELECTRIC COOPERATIVE	183178	10/02/2018	09/26/2018			1,952.70	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-631	LIFT STATIONS 20649		09152018	09/24/2018			1,016.97
	400-651-631	LIFT STATIONS 28779		09152018	09/24/2018			89.56
	400-651-631	SCHOONER WELL 20688		09112018	09/20/2018			648.51
	400-651-631	LIFT STATIONS 20688		09112018	09/20/2018			197.66
400	SINGING RIVER ELECTRIC COOPERATIVE	183179	10/02/2018	09/26/2018			5,686.10	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-631	LIFT STNS 89627001		09162018	09/25/2018			75.20
	400-651-631	LIFT STNS 89702001		09162018	09/25/2018			34.18
	400-651-631	LIFT STNS 17881		09162018	09/25/2018			2,693.54
	400-651-631	WATER WELLS 17881		09162018	09/25/2018			2,883.18
400	C & M ELECTRIC MOTOR SERVICE INC	183189	10/02/2018	09/26/2018			1,959.60	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-584	7.5HP SUB PUMP: BARRACUDA		12068	09/06/2018	181230		1,798.60
	400-651-584	CAPACITOR (14): SPARES		12068	09/06/2018	181230		161.00
400	CORE & MAIN LP	183195	10/02/2018	09/26/2018			851.76	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-581	3/4X1/32 RB METER WASHER (200)		J427085	09/06/2018	181159		16.00
	400-651-581	3/4 NL CPLG PJ CTS (6)		J427085	09/06/2018	181159		87.96
	400-651-581	5/8X3/4 BMV PJCTSX MN NL (12)		J427085	09/06/2018	181159		427.68
	400-651-581	3/4 MIPXPJ NO LEAD (6)		J427085	09/06/2018	181159		72.24
	400-651-581	3/4 NL CPLG FIP XPJCTS (6)		J427085	09/06/2018	181159		81.36
	400-651-581	3/4 NL CPLG PJ CTS (6)		J469162	09/18/2018	181159		87.96
	400-651-581	3/4 METER CPLG NO LEAD (5)		J469162	09/18/2018	181159		22.30
	400-651-581	21" 4X5 BLUE MARK FLAG (200)		J440200	09/10/2018	181159		20.00
	400-651-581	3/4 METER CPLG NO LEAD		J440200	09/10/2018	181159		4.46
	400-651-581	3 PVC S40 CPLG HXH (12)		J440200	09/10/2018	181159		31.80
400	MUSCO-GULFPORT 1227	183196	10/02/2018	09/26/2018			13,500.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-581	5/8X3/4 COMP METER USG (75)		0612995	09/10/2018	181165		13,500.00
400	J H WRIGHT & ASSOCIATES INC	183202	10/02/2018	09/26/2018			2,610.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-584	KGSL-2301 GRINDER PUMP(2):SSP		P09753	09/11/2018	181202		1,800.00
	400-651-584	PUMPMaster CONTROL FLOAT (2)		409753	09/11/2018	181202		130.00
	400-651-581	SERVICE: MALL WELL		409814	09/13/2018	181201		280.00
	400-651-582	INSTL RELAYS: MALL WELL CTRL		409838	09/13/2018	181214		400.00
FUND TOTAL 400 Claims	to	Checks	16 Total	269,617.76 Manual		Held	Total	269,617.76

SUMMARY OF ALL FUNDS

FUND 1 Claims	to	Checks	57 Total	127,161.51 Manual	Held	Total	127,161.51	
FUND 130 Claims	to	Checks	1 Total	11,545.16 Manual	Held	Total	11,545.16	
FUND 171 Claims	to	Checks	1 Total	1,800.00 Manual	Held	Total	1,800.00	
FUND 172 Claims	to	Checks	1 Total	1,546.01 Manual	Held	Total	1,546.01	
FUND 176 Claims	to	Checks	4 Total	1,809.43 Manual	Held	Total	1,809.43	
FUND 300 Claims	to	Checks	2 Total	90,762.61 Manual	Held	Total	90,762.61	
FUND 301 Claims	to	Checks	1 Total	2,400.00 Manual	Held	Total	2,400.00	
FUND 302 Claims	to	Checks	1 Total	1,080.00 Manual	Held	Total	1,080.00	
FUND 350 Claims	to	Checks	1 Total	13,000.00 Manual	Held	Total	13,000.00	
FUND 354 Claims	to	Checks	1 Total	6,640.00 Manual	Held	Total	6,640.00	
FUND 400 Claims	to	Checks	16 Total	269,617.76 Manual	Held	Total	269,617.76	
Total for all Funds			Checks	86 Total	527,362.48 Manual	Held	Total	527,362.48

**CITY OF GAUTIER
Consent Agenda Item #1
Fact Sheet**

Council Meeting: October 2, 2018
Title: Acceptance of a Certificate of Attendance from the Mississippi Municipal Court Clerk Conference for Donna Davis, Gautier Municipal Court Clerk

Introduced by:
Contact Person/Telephone Teresa Montgomery 497-8000 Ext. 309

Summary Explanation: Acceptance of a Certificate of Attendance from the Municipal Court Clerk Conference in Jackson, Mississippi, September 12-14, 2018 for Donna Davis, Gautier Municipal Court Clerk pursuant to Miss. Code Ann. § 21-23-12 (2017).

EXHIBITS FOR REVIEW

Resolution	☐
Ordinance	☐
Contract	☐
Minutes	☐
Plan Maps	☐
Order	☒
Other	☐
Submittal Authorization	City Manager

Staff Recommendation:
Approval

Motion Made by:									
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐
Anderson	☐	Colledge	☐						

Second Made by:									
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐
Anderson	☐	Colledge	☐						

Voted as follows:		Ayes	Nays	Abstained	Absent
Mayor	Torjusen	☐	☐	☐	☐
At Large	Martin	☐	☐	☐	☐
Ward 1	George	☐	☐	☐	☐
Ward 2	Jackson	☐	☐	☐	☐
Ward 3	Vaughan	☐	☐	☐	☐
Ward 4	Anderson	☐	☐	☐	☐
Ward 5	Colledge	☐	☐	☐	☐

Action Taken:

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

ORDER NUMBER 000-2018

WHEREAS, pursuant to Miss. Code Ann. § 21-23-12 (2017), every person appointed as clerk of the municipal court shall be required annually to attend and complete a comprehensive course of training and education conducted or approved by the Mississippi Judicial College of the University of Mississippi Law Center; and

WHEREAS, the Municipal Court Clerk, Donna Davis completed such training and education in Jackson, Mississippi, September 12-14, 2018 at the Municipal Court Clerk Conference;

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Certificate of Attendance from the Municipal Court Clerk Conference in Jackson, Mississippi, September 12-14, 2018 for Donna Davis, Gautier Municipal Court Clerk is hereby accepted.

IT IS FURTHER ORDERED that the certificate of completion shall be made a permanent record of the minutes of the City Council in the municipality from which the municipal clerk is appointed.

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

Motion was made by **BLANK** seconded by **BLANK** and the following vote was recorded:

AYES:

NAYS:

MAYOR

ATTEST:

CITY CLERK

BLANK by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of October 2, 2018.



Certificate of Attendance

The University of Mississippi Law Center
Awards this Certificate to

Donna Davis

for having attended the
Municipal Court Clerk Conference
Hilton ~ Jackson, Mississippi
September 12-14, 2018

conducted by the
Mississippi Judicial College

Nancy Daniel
Program Manager

[Signature]
Director

CITY OF GAUTIER
Consent Agenda Item #2
Fact Sheet

Council Meeting:
Title:

October 2, 2018
Approval of minutes from Recessed Budget Meeting
held September 13, 2018 and Recessed Council
Meeting held September 18, 2018

Introduced by:
Contact Person/Telephone

Cynthia Russell 497-8000 Ext. 302

Summary Explanation: Approval of minutes from Recessed Budget Meeting held September 13, 2018 and Recessed Council Meeting held September 18, 2018.

EXHIBITS FOR REVIEW

Resolution	☐
Ordinance	☐
Contract/Agreement	☐
Minutes	☒
Plan Maps	☐
Order	☐
Other	☐
Submittal Authorization	City Manager

Staff Recommendation:
Approval

Motion Made by:									
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐
☐		☐		☐		☐		☐	

Second Made by:									
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐
☐		☐		☐		☐		☐	

Voted as follows:		Ayes	Nays	Abstained	Absent
Mayor	Torjusen	☐	☐	☐	☐
At Large	Martin	☐	☐	☐	☐
Ward 1	George	☐	☐	☐	☐
Ward 2	Jackson	☐	☐	☐	☐
Ward 3	Vaughan	☐	☐	☐	☐
Ward 4	Anderson	☐	☐	☐	☐
Ward 5	Colledge	☐	☐	☐	☐

Action Taken:

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

ORDER NUMBER 000-2018

WHEREAS, Miss. Code Ann. 21-15-33 requires that the minutes be adopted and approved by a majority of the members of the governing body at the next regular meeting or within thirty (30) days of the meeting they represent, whichever occurs first. Upon such approval, the minutes are valid from and after the date of the meeting; and

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the minutes from Recessed Budget Meeting held September 13, 2018 and Recessed Council Meeting held September 18, 2018 are hereby approved.

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

Motion was made by **BLANK** seconded by **BLANK** and the following vote was recorded:

AYES:

NAYS:

MAYOR

ATTEST:

CITY CLERK

BLANK by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of October 2, 2018.

Tuesday
September 13, 2018
Gautier, Mississippi

BE IT REMEMBERED THAT A BUDGET MEETING of the Mayor and Members of the Council of the City of Gautier, Mississippi was held September 13, 2018 at 6:00 PM in the City Hall Municipal Building, 3330 Highway 90, Gautier, Mississippi.

Those present were Mayor Phil Torjusen, Council Members, Mary Martin, Cameron George, Richard Jackson, Casey Vaughan, Rusty Anderson, and Adam Colledge. Also present were Paula Yancey, City Manager; Cynthia Russell, City Clerk; Josh Danos, City Attorney and other concerned citizens.

**AGENDA
CITY OF GAUTIER, MISSISSIPPI
CITY HALL COUNCIL CHAMBERS
September 13, 2018 @ 6:00 PM**

I. Call to Order

1. Prayer

2. Pledge of Allegiance

II. Agenda Order of Approval

III. Announcements

IV. Presentation Agenda

V. Business Agenda

1. Resolution approving and adopting the budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019.

☐	STAFF PRESENTATION	☐	PUBLIC QUESTIONS/COMMENTS (3 MINUTES PER PERSON)	☐	MOTION COUNCIL DISCUSSION/QUESTIONS	☐	VOTE
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2. Creation and reclassification of specified positions, and approval of the Revised Schedule of Authorized Positions.

☐	STAFF PRESENTATION	☐	PUBLIC QUESTIONS/COMMENTS (3 MINUTES PER PERSON)	☐	MOTION COUNCIL DISCUSSION/QUESTIONS	☐	VOTE
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3. Renewal of Self-Funded Health Insurance Plan for FY 2019

☐	STAFF PRESENTATION	☐	PUBLIC QUESTIONS/COMMENTS (3 MINUTES PER PERSON)	☐	MOTION COUNCIL DISCUSSION/QUESTIONS	☐	VOTE
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VI. Consent Agenda (All items approved in one motion)

VII. 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**

Recess until September 18, 2018 at 6:30 PM

www.gautier-ms.gov

Meeting was called to order by Mayor Torjusen at 6:00 PM.

Councilman Colledge made the motion to approve the agenda order with the following revisions:

1. Add the Authorization to approve the MOU with Mississippi Department of Finance and Administration to accept \$500,000 to go toward Town Commons Park as Business Agenda Item #4.

Councilwoman Martin seconded the motion. The vote was carried unanimously.

ANNOUNCEMENTS

None

PRESENTATION

None

Paula Yancey, City Manager, left the Council Chambers at 6:02 PM, during the approval of Business Agenda Item #1.

Councilwoman Martin made the motion to approve and adopt the budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019, as presented. Councilman Jackson seconded the motion. The vote was carried unanimously.

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

RESOLUTION NUMBER 051-2018

RESOLUTION APPROVING AND ADOPTING THE BUDGET OF THE CITY OF GAUTIER, MISSISSIPPI FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019

WHEREAS, the Mayor and Members of the Council of the City of Gautier, Mississippi, have prepared a complete budget of the municipal revenues and expenses estimated for fiscal year 2018-2019 as required by Section 21-35-3, et seq., of the Mississippi Annotated Code of 1972; and

WHEREAS, the Mayor and Members of the Council have studied and considered the budget, a copy of which is attached and finds that the budget is sufficient and prepared according to law for the fiscal year aforesaid; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND MEMBERS OF THE COUNCIL OF THE CITY OF GAUTIER, MISSISSIPPI, that the budget be, and is hereby approved and adopted as finally determined, and that the budget shall be entered at length and in detail in the minutes of the City Council and published as required by law.

IT IS FURTHER ORDERED that the contracts for the City Attorney and City Manager are amended and revised in accordance with the relevant budgetary provisions.

IT IS FURTHER ORDERED that the City Manager and City Clerk are authorized to execute any and all documents necessary for this purpose.

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

AYES: **Phil Torjusen**
 Mary Martin
 Cameron George
 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 September 13, 2018.

City of Gautier
October 1, 2018 - September 30, 2019
Annual Budget

GENERAL FUND: FUND 001		Original BUDGET FY 2018	PROPOSED BUDGET FY 2019
REVENUES			
Licenses & Permits	\$	91,000.00	\$ 97,000.00
Inter-Governmental Revenue:			
In Lieu of Taxes	\$	342,000.00	\$ 352,000.00
Franchise Fees	\$	155,000.00	\$ 148,000.00
General Sales Tax	\$	2,235,000.00	\$ 2,235,000.00
ABC Licenses	\$	13,000.00	\$ 13,000.00
Homestead Reimbursement	\$	90,000.00	\$ 95,000.00
Motor Fuel Tax	\$	115,560.00	\$ 15,000.00
Shared Revenues - Road Tax	\$	487,000.00	\$ 487,000.00
Shared Revenues - Recreation	\$	135,000.00	\$ 138,000.00
Rail Car Tax	\$	2,200.00	\$ 2,500.00
Privilege Tax-Heavy Duty Vehicle	\$	4,000.00	\$ 4,200.00
Municipal Aid Surplus	\$	9,200.00	\$ 9,250.00
FEMA/MEMA Reimbursement	\$	-	\$ 179,285.00
Fine & Forfeits	\$	474,000.00	\$ 510,000.00
Grants	\$	29,000.00	\$ 51,449.00
Surplus Property	\$	-	\$ -
Loan - Public Safety Vehicles	\$	-	\$ 120,000.00
Loan - Recreation Vehicles	\$	-	\$ 80,000.00
Miscellaneous	\$	110,255.00	\$ 115,700.00
Transfer from Other Funds	\$	-	\$ -
Transfer from Solid Waste Fund	\$	500,000.00	\$ 189,102.00
Transfer from Enterprise Fund	\$	300,000.00	\$ 641,821.00
Total revenue from sources other than taxation	\$	5,092,215.00	\$ 5,483,307.00
Balance at beginning of year	\$	1,500,000.00	\$ 1,900,000.00
Total from all sources other than taxation	\$	6,592,215.00	\$ 7,383,307.00
Amount necessary to be raised by tax levy	\$	4,500,273.00	\$ 4,737,378.00
Total available cash and anticipated revenue	\$	11,092,488.00	\$ 12,120,685.00
GENERAL FUND			
EXPENDITURES			
LEGISLATIVE DEPARTMENT			
Personnel Services	\$	102,562.00	\$ 141,719.00
Supplies	\$	4,000.00	\$ 3,000.00
Other Services & Charges	\$	22,650.00	\$ 14,250.00
Total	\$	129,212.00	\$ 158,969.00
CITY COURT			
Personnel Services	\$	174,520.00	\$ 176,705.00
Supplies	\$	3,000.00	\$ 2,500.00
Other Services & Charges	\$	141,650.00	\$ 143,050.00
Capital Outlay	\$	-	\$ -
Total	\$	319,170.00	\$ 322,255.00
CITY MANAGER			
Personnel Services	\$	148,614.00	\$ 169,233.00
Supplies	\$	5,500.00	\$ 2,500.00
Other Services & Charges	\$	89,450.00	\$ 87,800.00
Total	\$	243,564.00	\$ 259,533.00
HUMAN RESOURCES			
Personnel Services	\$	128,900.00	\$ 112,931.00
Supplies	\$	3,700.00	\$ 3,700.00
Other Services & Charges	\$	10,250.00	\$ 9,000.00
Capital Outlay	\$	200.00	\$ -
Total	\$	143,050.00	\$ 125,631.00
ELECTIONS			
Supplies	\$	-	\$ -
Other Services & Charges	\$	-	\$ -
Total	\$	-	\$ -
CITY CLERK			
Personnel Services	\$	235,955.00	\$ 249,491.00
Supplies	\$	11,500.00	\$ 11,750.00
Other Services & Charges	\$	28,400.00	\$ 28,400.00
Capital Outlay	\$	1,600.00	\$ 1,600.00
Total	\$	277,455.00	\$ 291,241.00

FINANCE		
Personnel Services	\$ 180,775.00	\$ 222,702.00
Supplies	\$ 1,050.00	\$ 3,000.00
Capital Outlay	\$ 2,000.00	\$ -
Total	\$ 183,825.00	\$ 225,702.00
CITY ATTORNEY		
Other Services & Charges	\$ 105,000.00	\$ 130,000.00
Total	\$ 105,000.00	\$ 130,000.00
BUILDING & PLANNING		
Personnel Services	\$ 294,077.00	\$ 315,529.00
Supplies	\$ 10,000.00	\$ 10,900.00
Other Services & Charges	\$ 30,060.00	\$ 44,780.00
Capital Outlay	\$ 3,000.00	\$ -
Total	\$ 337,137.00	\$ 371,209.00
GENERAL EXPENSES & FACILITIES		
Supplies	\$ 16,000.00	\$ 12,000.00
Other Services & Charges	\$ 540,200.00	\$ 540,200.00
Capital Outlay	\$ 10,500.00	\$ 17,000.00
Total	\$ 566,700.00	\$ 569,200.00
GRANTS & PROJECTS ADMIN		
Personnel Services	\$ 134,948.00	\$ 143,284.00
Supplies	\$ 1,000.00	\$ 1,250.00
Other Services & Charges	\$ 3,320.00	\$ 9,005.00
Capital Outlay	\$ 2,500.00	\$ 1,100.00
Total	\$ 141,768.00	\$ 154,639.00
POLICE DEPARTMENT		
Personnel Services	\$ 2,762,195.00	\$ 2,938,596.00
Supplies	\$ 203,500.00	\$ 210,500.00
Other Services & Charges	\$ 160,900.00	\$ 161,400.00
Capital Outlay	\$ 13,792.00	\$ 97,000.00
Debt Service	\$ 63,976.00	\$ 63,976.00
Total	\$ 3,204,363.00	\$ 3,471,472.00
FIRE DEPARTMENT		
Personnel Services	\$ 2,232,040.00	\$ 2,342,151.00
Supplies	\$ 62,867.00	\$ 66,867.00
Other Services & Charges	\$ 104,250.00	\$ 108,270.00
Capital Outlay	\$ 6,000.00	\$ 45,000.00
Total	\$ 2,405,157.00	\$ 2,562,288.00
RECREATION DEPARTMENT		
Personnel Services	\$ 311,184.00	\$ 357,355.00
Supplies	\$ 44,500.00	\$ 57,000.00
Other Services & Charges	\$ 97,250.00	\$ 86,250.00
Capital Outlay	\$ -	\$ 85,100.00
Total	\$ 452,934.00	\$ 585,705.00
STREETS		
Supplies	\$ 70,000.00	\$ 70,000.00
Other Services & Charges	\$ 163,000.00	\$ 171,420.00
Capital Outlay	\$ 45,000.00	\$ 45,000.00
Total	\$ 278,000.00	\$ 286,420.00
MAINTENANCE		
Personnel Services	\$ 208,480.00	\$ 219,738.00
Supplies	\$ 19,900.00	\$ 19,900.00
Other Services & Charges	\$ 6,150.00	\$ 6,150.00
Capital Outlay	\$ -	\$ -
Total	\$ 234,530.00	\$ 245,788.00
INTERFUND TRANSFERS		
Transfer to Other Funds	\$ 795,982.00	\$ 830,452.00
Transfer to Health Benefit Fund	\$ 250,000.00	\$ -
Total	\$ 1,045,982.00	\$ 830,452.00
TOTAL EXPENDITURES	\$ 10,067,847.00	\$ 10,590,504.00
YEAR END BALANCE	\$ 1,024,641.00	\$ 1,530,181.00
BALANCE	\$ 11,092,488.00	\$ 12,120,685.00

MS DEVELOPMENT BANK KATRINA LOAN FUND: FUND 007 (Original issue \$2.5 million)**REVENUE**

Balance at beginning of year	\$ 310.00	\$ 240.20
Transfer from General Fund	\$ 279,229.00	\$ 280,259.00
Total available cash and anticipated revenue	<u>\$ 279,539.00</u>	<u>\$ 280,499.20</u>

EXPENDITURES

Annual Fees	\$ 1,200.00	\$ 1,250.00
Ms Dev Katrina Loan - Debt Service	\$ 278,029.00	\$ 279,059.00

TOTAL EXPENDITURES	\$ 279,229.00	\$ 280,309.00
YEAR END BALANCE	\$ 310.00	\$ 190.20
BALANCE	\$ 279,539.00	\$ 280,499.20

TRANSPORTATION ENHANCEMENT - DOWNTOWN: FUND 13**REVENUE**

Balance at beginning of year	\$ 13,631.67	\$ (40,971.45)
Grant	\$ 40,971.45	\$ 40,971.45
Transfer from General Fund	\$ -	\$ -
Total available cash and anticipated revenue	<u>\$ 54,603.12</u>	<u>\$ -</u>

EXPENDITURES

Capital Outlay	\$ 54,603.12	\$ -
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TOTAL EXPENDITURES	\$ 54,603.12	\$ -
YEAR END BALANCE	\$ -	\$ -
BALANCE	\$ 54,603.12	\$ -

ALLEN ROAD WIDENING: FUND 20**REVENUES**

Balance at beginning of year	\$ 31,890.00	\$ -
Transfer from General Fund	\$ 14,434.00	\$ 46,324.00
Total available cash and anticipated revenue	<u>\$ 46,324.00</u>	<u>\$ 46,324.00</u>

EXPENDITURES

Other Services & Charges	\$ -	\$ -
Debt Service	\$ 46,324.00	\$ 46,324.00

TOTAL EXPENDITURES	\$ 46,324.00	\$ 46,324.00
YEAR END BALANCE	\$ -	\$ -
BALANCE	\$ 46,324.00	\$ 46,324.00

MDOT SAFE ROUTES TO SCHOOL: FUND 29**REVENUES**

Balance at beginning of year	\$ (36,558.55)	\$ (27,155.81)
MDOT Reimbursements	\$ 59,938.88	\$ 27,155.81
Transfer from General Fund	\$ -	\$ -
Total available cash and anticipated revenue	<u>\$ 23,380.33</u>	<u>\$ -</u>

EXPENDITURES

Street Improvements (Sidewalks)	\$ 23,380.33	\$ -
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TOTAL EXPENDITURES	\$ 23,380.33	\$ -
YEAR END BALANCE	\$ -	\$ -
BALANCE	\$ 23,380.33	\$ -

USFW CITY PARK BOAT LAUNCH : FUND 50**REVENUES**

Balance at beginning of year	\$ (90,836.53)	\$ -
Grant	\$ 169,610.00	\$ -
Transfer from Tidelands Grant	\$ 99,518.00	\$ -
Total available cash and anticipated revenue	<u>\$ 178,291.47</u>	<u>\$ -</u>

EXPENDITURES

Capital Outlay	\$ 178,291.47	\$ -
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TOTAL EXPENDITURES	\$ 178,291.47	\$ -
YEAR END BALANCE	\$ -	\$ -
BALANCE	\$ 178,291.47	\$ -

MARTIN BLUFF ROAD PROJECT: FUND 128**REVENUES**

Balance at beginning of year	\$	102,012.64	\$	102,012.64
Total available cash and anticipated revenue	\$	102,012.64	\$	102,012.64

EXPENDITURES

Capital Outlay	\$	102,012.64	\$	102,012.64
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TOTAL EXPENDITURES

	\$	102,012.64	\$	102,012.64
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YEAR END BALANCE

	\$	-	\$	-
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BALANCE

	\$	102,012.64	\$	102,012.64
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\$7M CAPITAL IMPROVEMENT BOND ISSUE - FUND 130**REVENUES**

Balance at beginning of year	\$	286,500.00	\$	237,104.13
Interest	\$	1,200.00	\$	1,000.00
MDOT Reimbursements	\$	3,611,043.21	\$	4,923,498.47
Transfer from GF Debt Service	\$	502,319.00	\$	503,869.00
Total available cash and anticipated revenue	\$	4,401,062.21	\$	5,665,471.60

EXPENDITURES

Annual Bond Fees	\$	2,200.00	\$	2,300.00
Annual Bond Payment - Debt Service	\$	501,318.76	\$	501,569.00
Capital Improvements	\$	3,897,543.45	\$	5,161,602.60
Transfer to General Fund				

TOTAL EXPENDITURES

	\$	4,401,062.21	\$	5,665,471.60
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YEAR END BALANCE

	\$	-	\$	-
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BALANCE

	\$	4,401,062.21	\$	5,665,471.60
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U S JUSTICE EQUITABLE SHARING: FUND 157**REVENUES**

Balance at beginning of year	\$	423,959.65	\$	390,477.38
Assets Forfeited	\$	-	\$	-
Total available cash and anticipated revenue	\$	423,959.65	\$	390,477.38

EXPENDITURES

Capital Outlay	\$	50,000.00	\$	50,000.00
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TOTAL EXPENDITURES

	\$	50,000.00	\$	50,000.00
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YEAR END BALANCE

	\$	373,959.65	\$	340,477.38
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BALANCE

	\$	423,959.65	\$	390,477.38
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FIRE PROTECTION FUND: FUND 160**REVENUES**

Balance at beginning of year	\$	277,000.00	\$	237,861.26
Fire Insurance Rebate	\$	100,000.00	\$	101,000.00
MS Code Rebate	\$	3,000.00	\$	3,000.00
Loan Proceeds	\$	-	\$	-
Total available cash and anticipated revenue	\$	380,000.00	\$	341,861.26

EXPENDITURES

Other Services & Charges	\$	13,131.85	\$	15,161.06
Capital Outlay	\$	62,000.00	\$	62,000.00
Debt Service	\$	120,504.00	\$	102,754.00
Transfer to Fund 161	\$	-	\$	-

TOTAL EXPENDITURES

	\$	195,635.85	\$	179,915.06
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YEAR END BALANCE

	\$	184,364.15	\$	161,946.20
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BALANCE

	\$	380,000.00	\$	341,861.26
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TIDELANDS GRANT FUND - FUND 171**REVENUES**

Balance at beginning of year	\$	(81,532.55)	\$	(10,501.50)
Grant: Public Access	\$	377,780.65	\$	195,089.25
Grant: Town Center	\$	336,016.64	\$	504,611.74
Grant: MS G Coast Heritage Grant	\$	-	\$	8,000.00
Total available cash and anticipated revenue	\$	632,264.74	\$	697,199.49

EXPENDITURES

Capital Outlay: City Park-Town Commons	\$	167,165.33	\$	154,236.74
Capital Outlay: Graveline Bayou	\$	33,050.00	\$	700.00
Capital Outlay: Shepard State Park	\$	232,531.41	\$	192,262.75
Capital Outlay: Mary Walker Bayou Parks	\$	100,000.00	\$	350,000.00
Trans to other Grants: Fund 50	\$	99,518.00	\$	-

TOTAL EXPENDITURES

	\$	632,264.74	\$	697,199.49
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YEAR END BALANCE

	\$	-	\$	-
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BALANCE

	\$	632,264.74	\$	697,199.49
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LIBRARY SUPPORT FUND: FUND 172**REVENUES**

Balance at Beginning of Year	\$	-	\$	-
Amount to be raised by tax levy	\$	109,578.00	\$	110,096.00
Total available cash and anticipated revenue	\$	109,578.00	\$	110,096.00

EXPENDITURES

Other Services & Charges	\$	109,578.00	\$	110,096.00
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TOTAL EXPENDITURES

\$	109,578.00	\$	110,096.00
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YEAR END BALANCE

\$	-	\$	-
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BALANCE

\$	109,578.00	\$	110,096.00
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SHEPARD STATE PARK: FUND 176**REVENUES**

Balance at beginning of year	\$	45,000.00	\$	63,407.00
Other Revenue	\$	500.00	\$	-
Camping Fees	\$	85,000.00	\$	90,000.00
Admission Fees/Day Use	\$	4,000.00	\$	5,500.00
Total available cash and anticipated revenue	\$	134,500.00	\$	158,907.00

EXPENDITURES

Personnel Services	\$	36,723.00	\$	44,930.00
Supplies	\$	16,000.00	\$	15,750.00
Other Services & Charges	\$	54,700.00	\$	55,570.00
Capital Outlay	\$	17,200.00	\$	12,200.00

TOTAL EXPENDITURES

\$	124,623.00	\$	128,450.00
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YEAR END BALANCE

\$	9,877.00	\$	30,457.00
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BALANCE

\$	134,500.00	\$	158,907.00
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S2018 UTILITY REVENUE BOND DEBT SERVICE: FUND 250**REVENUES**

Balance at beginning of year	\$	-	\$	82,500.00
Miscellaneous - Interest	\$	-	\$	200.00
Transfers In	\$	-	\$	335,000.00
Total available cash and anticipated revenue	\$	-	\$	417,700.00

EXPENDITURES

Debt Service	\$	-	\$	274,964.00
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TOTAL EXPENDITURES

\$	-	\$	274,964.00
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YEAR END BALANCE

\$	-	\$	142,736.00
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BALANCE

\$	-	\$	417,700.00
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RESERVE FUND - S2018 UTILITY REVENUE BOND: FUND 251**REVENUES**

Balance at Beginning of Year	\$	-	\$	306,810.00
Miscellaneous - Interest	\$	-	\$	1,200.00
Transfers In	\$	-	\$	10,000.00
Total available cash and anticipated revenue	\$	-	\$	318,010.00

EXPENDITURES

	\$	-	\$	-
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YEAR END BALANCE

\$	-	\$	318,010.00
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BALANCE

\$	-	\$	318,010.00
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USDA-NRCS EMERGENCY WATERSHED: FUND 300**REVENUES**

Balance at beginning of year	\$	178,387.00	\$	(153,497.80)
Grant	\$	486,453.00	\$	344,795.00
JCBS Interlocal Funds	\$	-	\$	-
Total available cash and anticipated revenue	\$	664,840.00	\$	191,297.20

EXPENDITURES

Other Services & Charges	\$	664,840.00	\$	161,250.00
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TOTAL EXPENDITURES

\$	664,840.00	\$	161,250.00
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YEAR END BALANCE

\$	-	\$	30,047.20
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BALANCE

\$	664,840.00	\$	191,297.20
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PINE CONE DRIVE SPILLWAY: FUND 301**REVENUES**

Balance at beginning of year	\$	-	\$	164,525.60
Total available cash and anticipated revenue	\$	-	\$	164,525.60

EXPENDITURES

Other Services & Charges	\$	-	\$	164,525.60
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TOTAL EXPENDITURES

\$	-	\$	164,525.60
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YEAR END BALANCE

\$	-	\$	-
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BALANCE

\$	-	\$	164,525.60
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ROBERT HIRAM BRIDGE SHEET PILE WALL: FUND 302**REVENUES**

Balance at beginning of year	\$	-	\$	76,261.71
Total available cash and anticipated revenue	\$	-	\$	76,261.71

EXPENDITURES

Other Services & Charges	\$	-	\$	76,261.71
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TOTAL EXPENDITURES	\$	-	\$	76,261.71
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YEAR END BALANCE	\$	-	\$	-
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BALANCE	\$	-	\$	76,261.71
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MDOT TA GRANT-MARTIN BLUFF SIDEWALK: FUND 303**REVENUES**

Balance at beginning of year	\$	-	\$	481,564.40
MDOT Reimbursements	\$	-	\$	578,784.00
Total available cash and anticipated revenue	\$	-	\$	1,060,348.40

EXPENDITURES

Other Services & Charges		\$	193,275.77
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Capital Outlay	\$	-	\$	867,072.63
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TOTAL EXPENDITURES	\$	-	\$	1,060,348.40
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YEAR END BALANCE	\$	-	\$	-
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BALANCE	\$	-	\$	1,060,348.40
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ELEVATED WATER TANK: FUND 350**REVENUES**

Balance at beginning of year	\$	-	\$	(42,500.00)
Development Infrastructure Program Funds	\$	350,000.00	\$	350,000.00
CAP Loan Proceeds	\$	736,500.00	\$	-
Transfers In (Enterprise)	\$	36,000.00	\$	736,500.00
Total available cash and anticipated revenue	\$	1,122,500.00	\$	1,044,000.00

EXPENDITURES

Other Services & Charges	\$	152,500.00	\$	99,000.00
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Capital Outlay	\$	970,000.00	\$	945,000.00
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TOTAL EXPENDITURES	\$	1,122,500.00	\$	1,044,000.00
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YEAR END BALANCE	\$	-	\$	-
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BALANCE	\$	1,122,500.00	\$	1,044,000.00
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BEMIS SEWER PROJECT: FUND 351**REVENUES**

Balance at beginning of year	\$	-	\$	-
CDBG Grant Funds	\$	600,000.00	\$	600,000.00
Transfers In (Enterprise)	\$	600,000.00	\$	702,014.00
Total available cash and anticipated revenue	\$	1,200,000.00	\$	1,302,014.00

EXPENDITURES

Other Services & Charges	\$	112,400.00	\$	175,814.00
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Capital Outlay	\$	1,087,600.00	\$	1,126,200.00
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TOTAL EXPENDITURES	\$	1,200,000.00	\$	1,302,014.00
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YEAR END BALANCE	\$	-	\$	-
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BALANCE	\$	1,200,000.00	\$	1,302,014.00
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2018 BOND - GENERAL CONSTRUCTION: FUND 352**REVENUES**

Balance at beginning of year	\$	-	\$	3,442,777.21
Interest	\$	-	\$	10,000.00
Total available cash and anticipated revenue	\$	-	\$	3,452,777.21

EXPENDITURES

Admin-General Services	\$	-	\$	60,500.00
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Transfers Out (Capital Accounts)	\$	-	\$	1,385,948.00
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TOTAL EXPENDITURES	\$	-	\$	1,446,448.00
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YEAR END BALANCE	\$	-	\$	2,006,329.21
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BALANCE	\$	-	\$	3,452,777.21
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HWY 57 UTILITY LINE RELOCATION: FUND 353**REVENUES**

Balance at beginning of year	\$	-	\$	-
MDOT Reimbursements	\$	-	\$	1,093,849.00
Transfers In (Bond Construction)	\$	-	\$	1,049,630.00
Total available cash and anticipated revenue	\$	-	\$	2,143,479.00

EXPENDITURES

Water Lines: Other Services & Charges	\$	-	\$	59,909.00
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Water Lines: Capital Outlay	\$	-	\$	821,439.00
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Sewer Lines: Other Services & Charges	\$	-	\$	87,545.00
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Sewer Lines: Capital Outlay	\$	-	\$	1,174,586.00
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TOTAL EXPENDITURES	\$	-	\$	2,143,479.00
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YEAR END BALANCE	\$	-	\$	-
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BALANCE	\$	-	\$	2,143,479.00
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ROBINSON STILL RD UTILITY EXTENSION: FUND 354**REVENUES**

Balance at beginning of year	\$	-	\$	-
Transfers In (Bond Construction)	\$	-	\$	336,318.00
Total available cash and anticipated revenue	\$	-	\$	336,318.00

EXPENDITURES

Other Services & Charges	\$	-	\$	42,440.00
Capital Outlay	\$	-	\$	293,878.00

TOTAL EXPENDITURES	\$	-	\$	336,318.00
YEAR END BALANCE	\$	-	\$	-
BALANCE	\$	-	\$	336,318.00

WATER AND SEWER UTILITY FUND: FUND 400**REVENUES**

Water Sales	\$	3,713,534.00	\$	3,880,000.00
Sewer Sales	\$	1,935,704.00	\$	1,980,000.00
Wastewater Treatment Collections	\$	2,094,280.00	\$	2,280,000.00
Capacity Fee	\$	564,300.00	\$	465,000.00
Service Connections	\$	75,000.00	\$	85,000.00
Inspection Fees	\$	-	\$	-
Miscellaneous	\$	561,000.00	\$	434,000.00
Transfer from Solid Waste Fund	\$	-	\$	-
Total Revenue from All Sources	\$	8,943,818.00	\$	9,124,000.00
Balance at Beginning of Year	\$	1,400,000.00	\$	2,600,000.00
Total available cash and anticipated revenue	\$	10,343,818.00	\$	11,724,000.00

EXPENDITURES**WATER & SEWER - ADMINISTRATION**

Personnel Services	\$	249,133.00	\$	487,033.00
Supplies	\$	15,000.00	\$	25,000.00
Other Services & Charges	\$	2,537,643.00	\$	2,563,693.00
Capital Outlay	\$	4,000.00	\$	112,000.00
Total Water & Sewer	\$	2,805,776.00	\$	3,187,726.00

WATER & SEWER - OPERATION & MAINTENANCE

Supplies	\$	315,000.00	\$	280,000.00
Other Services & Charges	\$	2,490,884.00	\$	2,640,016.00
Capital Outlay	\$	150,000.00	\$	100,000.00
Total Water & Sewer	\$	2,955,884.00	\$	3,020,016.00

OTHER

Debt Service	\$	2,476,684.00	\$	1,164,489.00
Contingency Fund	\$	200,000.00	\$	200,000.00
Transfer to General Fund	\$	500,000.00	\$	641,821.00
Transfer to Capital Project Funds	\$	36,000.00	\$	1,448,514.00
Transfer to Debt Service & Reserve Funds	\$	-	\$	345,000.00
Total Other	\$	3,212,684.00	\$	3,799,824.00

TOTAL EXPENDITURES	\$	8,974,344.00	\$	10,007,566.00
YEAR END BALANCE	\$	1,369,474.00	\$	1,716,434.00
BALANCE	\$	10,343,818.00	\$	11,724,000.00

SOLID WASTE FUND: FUND 404**REVENUES**

Balance at beginning of year	\$	21,000.00	\$	64,500.00
Garbage Collection Fees	\$	1,284,000.00	\$	1,567,944.00
Total available cash and anticipated revenue	\$	1,305,000.00	\$	1,632,444.00

EXPENDITURES

Other Services and Charges	\$	1,005,000.00	\$	1,295,424.00
Transfer to General Fund	\$	300,000.00	\$	189,102.00
Transfer to Enterprise Fund	\$	-	\$	-

TOTAL EXPENDITURES	\$	1,305,000.00	\$	1,484,526.00
YEAR END BALANCE	\$	-	\$	147,918.00
BALANCE	\$	1,305,000.00	\$	1,632,444.00

EPA BROWNFIELDS ASSESSMENT GRANT: FUND 409**REVENUES**

Balance at Beginning of Year	\$	-	\$	-
Grant	\$	7,693.90	\$	-
Total available cash and anticipated revenue	\$	7,693.90	\$	-

EXPENDITURES

Other Services & Charges	\$	7,693.90	\$	-
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TOTAL EXPENDITURES	\$	7,693.90	\$	-
YEAR END BALANCE	\$	-	\$	-
BALANCE	\$	7,693.90	\$	-

MSB - WATER IONIZATION PROJECT: FUND 421**REVENUES**

Balance at beginning of year	\$ 55,131.74	\$ 56,287.52
Loan Proceeds	\$ -	\$ -
Total available cash and anticipated revenue	<u>\$ 55,131.74</u>	<u>\$ 56,287.52</u>

EXPENDITURES

Capital Outlay	\$ 55,131.74	\$ 56,287.52
TOTAL EXPENDITURES	<u>\$ 55,131.74</u>	<u>\$ 56,287.52</u>
YEAR END BALANCE	<u>\$ -</u>	<u>\$ -</u>
BALANCE	<u>\$ 55,131.74</u>	<u>\$ 56,287.52</u>

RESERVE FUND - 2012 GUD BOND REFINANCE: FUND 495**REVENUES**

Balance at Beginning of Year	\$ 486,716.00	\$ 490,725.00
Miscellaneous - Interest	\$ 1,000.00	\$ 600.00
Total available cash and anticipated revenue	<u>\$ 487,716.00</u>	<u>\$ 491,325.00</u>

EXPENDITURES

Transfer Out (Debt Service Fund 602)	\$ -	\$ 491,325.00
TOTAL EXPENDITURES	<u>\$ -</u>	<u>\$ 491,325.00</u>
YEAR END BALANCE	<u>\$ 487,716.00</u>	<u>\$ -</u>
BALANCE	<u>\$ 487,716.00</u>	<u>\$ 491,325.00</u>

RESERVE FUND - 2013 3.5 SO BOND: FUND 497**REVENUES**

Balance at Beginning of Year	\$ -	\$ 274,783.97
Miscellaneous - Interest	\$ -	\$ 1,000.00
Total available cash and anticipated revenue	<u>\$ -</u>	<u>\$ 275,783.97</u>

EXPENDITURES

Debt Service	\$ -	\$ 2,000.00
TOTAL EXPENDITURES	<u>\$ -</u>	<u>\$ 2,000.00</u>
YEAR END BALANCE	<u>\$ -</u>	<u>\$ 273,783.97</u>
BALANCE	<u>\$ -</u>	<u>\$ 275,783.97</u>

GUD BOND ESCROW FUND 602 - RESTRICTED DEBT SERVICE**REVENUES**

Cash at Beginning of Year	\$ 825,500.00	\$ 828,620.00
Miscellaneous - Interest	\$ 1,000.00	\$ 600.00
Transfer In (Enterprise Fund)	\$ 1,396,350.00	\$ 83,355.00
Transfer In (Reserve Fund 495)	\$ -	\$ 491,325.00
Total available cash and anticipated revenue	<u>\$ 2,222,850.00</u>	<u>\$ 1,403,900.00</u>

EXPENDITURES

Bonds Payable	\$ 1,396,350.00	\$ 1,403,900.00
TOTAL EXPENDITURES	<u>\$ 1,396,350.00</u>	<u>\$ 1,403,900.00</u>
YEAR END BALANCE	<u>\$ 826,500.00</u>	<u>\$ -</u>
BALANCE	<u>\$ 2,222,850.00</u>	<u>\$ 1,403,900.00</u>

Paula Yancey, City Manager, returned to the Council Chambers at 6:05 PM.

Councilwoman Martin made the motion to approve the creation and reclassification of specified positions and the revised schedule of authorized positions, as presented. Councilman George seconded the motion. The vote was carried unanimously.

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

ORDINANCE NUMBER 247-2018

**ORDINANCE APPROVING CREATION AND RECLASSIFICATION OF SPECIFIED POSITIONS, AND A REVISED SCHEDULE OF AUTHORIZED POSITIONS
AN ORDINANCE OF THE CITY COUNCIL OF GAUTIER, MISSISSIPPI,
PROVIDING AUTHORITY & INTENT; PURSUANT TO MISSISSIPPI
ANNOTATED CODE 21-9-45, AUTHORIZING THE CITY COUNCIL TO
CREATE AND RECLASSIFY SPECIFIED POSITIONS, AND TO
APPROVE THE REVISED SCHEDULE OF AUTHORIZED POSITIONS.**

WHEREAS, the City Manager has recommended creation and reclassification of the following positions pursuant to Miss. Code Ann. 21-9-45:

1. Executive Department
 - a. Reclassify Administrative Assistant I grade 9 to Administrative Assistant III/Deputy City Clerk grade 11
2. Finance Department/Court Division
 - a. Reclassify Deputy Court Clerk from grade 9 to grade 10
3. Human Resources Department
 - a. Reclassify HR Director from grade 21 to grade 19
4. Recreation Department
 - a. Create part-time Student Administrative Clerk
 - b. Reclassify one (1) current Grounds and Maintenance Operator grade 7 to Grounds and Maintenance Operator Crew Leader grade 9
5. City Clerk Department/Utility Billing Division
 - a. Create one (1) Customer Service Representative grade 8
 - b. Create one (1) Administrative Clerk grade 8
 - c. Create one (1) Meter Reader Crew Leader grade 8
 - d. Create two (2) Meter Readers grade 7

WHEREAS, the City Manager recommends the approval of the attached Revised Schedule of Authorized Positions including the necessary funding to reflect these changes;

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

SECTION 1. Authority & Intent

- A. The Gautier City Council held a public meeting on September 13, 2018 to consider creation and funding of specified positions, the reclassification of specified positions, and the Revised Schedule of Authorized Positions.

SECTION 2.

- A. The Gautier City Council creates the following positions:
1. Recreation Department
 - a. Student Administrative Clerk
 2. City Clerk Department/Utility Billing Division
 - a. 1 Customer Service Representative
 - b. 1 Administrative Clerk
 - c. 1 Meter Reader Crew Leader
- B. The Gautier City Council reclassifies the following positions:
1. Executive Department
 - a. Administrative Assistant I grade 9 to Administrative III/Deputy City Clerk grade 11
 2. Finance Department/Court Division
 - a. Deputy Court Clerk from grade 9 to grade 10
 3. Human Resources Department
 - a. Human Resources Director from grade 21 to grade 19
 4. Recreation Department
 - a. Grounds and Maintenance Operator grade 7 to Grounds and Maintenance Operator Crew Leader grade 9
 5. City Clerk Department/Utility Billing Division
 - a. Customer Service Representative grade 8
 - b. Administrative Clerk grade 8
 - c. Meter Reader Crew Leader grade 8
 - d. Meter Readers grade 7
- C. The Official Schedule of Authorized Positions Shall be amended as Attached.

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

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

AYES: Phil Torjusen
 Mary Martin
 Cameron George
 Richard Jackson
 Casey Vaughan
 Rusty Anderson
 Adam Colledge

NAYS: None

Thereupon, the Mayor declared said Ordinance approved, passed and adopted on this the 13th day of September, 2018.

Phil Torjusen, Mayor

Attest: _____
 Cynthia Russell
 City Clerk

The Ordinance and Schedule of Authorized Positions will be available for viewing at Gautier City Hall, Gautier Public Library and Gautier Utilities Department.

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: Jason Pugh, Human Resources Director
Date: 08/30/2018
Subject: Approval of Schedule of Authorized Positions and Creation of New Positions for FY 2019.

REQUEST:

Approval of Schedule of Authorized Positions and creation of new positions for FY 2019.

BACKGROUND:

The Gautier Council approves the Schedule of Authorized Positions each year upon approval of the fiscal year budget.

DISCUSSION:

As discussed in the FY 2019 budget work sessions, the attached Schedule of Authorized Positions is being presented for city council approval in conjunction with the approved FY 2019 budget.

With the listed changes the city will add five (5) new full-time positions and one (1) new part-time position for FY 2019. The total funded positions for FY 2019 will be 128 full-time positions and 14 part-time positions.

Changes, Additions, Deletions:

Executive Department

Reclassify Administrative Assistant I grade 9 to Administrative Assistant III/Deputy
City Clerk grade 11.

Finance Department/Court Division

Reclassify Deputy Court Clerk from grade 9 to grade 10.

Human Resources Department

Reclassify HR Director from grade 21 to grade 19.

Recreation Department

Create part-time Student Administrative Clerk.

Reclassify one (1) current Grounds and Maintenance Operator grade 7 to Grounds
and Maintenance Operator Crew Leader grade 9.

City Clerk Department/Utility Billing Division

Create one (1) Customer Service Representative grade 8

Create one (1) Administrative Clerk grade 8

Create one (1) Meter Reader Crew Leader grade 8

Create two (2) Meter Readers grade 7

RECOMMENDATION:

The City Manager recommends the approval of the attached Schedule of Authorized Positions as presented.

City Council may:

1. Approve the agenda item as presented, or
2. Approve the agenda item with changes; or
3. Reject the agenda item as presented.

ATTACHMENTS:

1. SAP 09-13-18
2. Citywide Org Chart 09-13-18
3. Meter Reader - Crew Leader
4. Meter Reader
5. Student Administrative Clerk

Approved by Council 09/13/18	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
JUDICIAL DEPARTMENT					
City Judge	N/A	N/A		1	
Public Defender	N/A	N/A		1	
Total Funded				2	
Total Non-Funded					
EXECUTIVE DEPARTMENT					
City Manager	N/A	N/A	1		
Administrative Assistant III - DCC	2080	11	1		
Economic Developer			Unfunded (1)		
Total Funded			2		
Total Non-Funded			1		
GRANTS AND PROJECTS DEPT.					
Director	2080	19	1		
Contract and Project Administrator	2080	17	1		
Total Funded			2		
Total Non-Funded					
RECREATION DEPT.					
Director	2080	19	1		
Recreation Coordinator	2080	10	1		
Parks Supervisor	2080	12	1		
Grounds and Maint. Oper. Crew Ldr	2080	9	1		
Grounds and Maintenance Oper.	2080	7	2		
Student Administrative Clerk	N/A	N/A		1	
Student Laborer	N/A	N/A		1	
Park Attendant	N/A	N/A		3	

Total Funded			6	<u>5</u>
Total Non-Funded				

FINANCE DEPARTMENT

Comptroller	2080	21	1
Assistant Comptroller	2080	17	1
Accounting Generalist	2080	11	1

Court Division

Court Clerk	2080	13	1
<u>Deputy Court Clerk</u>	2080	<u>10</u>	1

Total Funded			5
Total Non-Funded			

HUMAN RESOURCES DEPARTMENT

<u>Director</u>	2080	<u>19</u>	1
HR Generalist	2080	10	1

Maintenance Division

Mechanic	2080	14	2
Multi-Craft Maintenance Worker	2080	12	1
Custodian	2080	7	1

Total Funded			6
Total Non-Funded			

CITY CLERK DEPARTMENT

City Clerk	2080	21	1
Deputy City Clerk	2080	15	1
Purchasing Agent	2080	12	1
Administrative Clerk	2080	8	1

Utility Services Division

Utility Services Manager	2080	15	1
Utility Billing Supervisor	2080	13	1
Utility Billing Clerk	2080	12	1
<u>Administrative Clerk</u>	2080	8	<u>1</u>
<u>Customer Service Representative</u>	2080	8	<u>3</u>
<u>Meter Reader Crew Leader</u>	2080	8	<u>1</u>
<u>Meter Reader</u>	2080	7	<u>2</u>

Total Funded**14****Total Non-Funded****PLANNING DEPARTMENT**

Director/Building Official	2080	21	1
Planning Technician	2080	11	1
Administrative Clerk	2080	8	1
Building and Code Inspector	2080	13	1
Code Enforcement Officer	<u>2080</u>	<u>10</u>	<u>1</u>
Animal Control Officer	2080	9	1

Total Funded**6****Total Non-Funded****POLICE DEPARTMENT**

Police Chief	2080	22	1
Administrative Assistant IV	2080	12	1
Captain	2080	15	3

CID

Detective Lieutenant	2080	14	1
Detective Sergeant	2080	13	1
Detective	2080	12	2
Detective	2080	12	Unfunded (1)
FBI Task Force Officer	2080	12	1

Narcotics Officer	2080	12	1
Crime Prevention Officer	2080	12	Unfunded (1)
Records Clerk	2080	8	1

Patrol

Patrol Lieutenant	2184	11	4
Patrol Sergeant	2184	10S	4
Patrol Officer	2184	9 or 10*	15
Dispatcher/TAC Officer	2080	11	1
Dispatcher	2184	7 or 8	8

Traffic

Traffic Sergeant	2184	10S	Unfunded (1)
K9 Officer	2184	10	1
Traffic Officer	2184	10	3
Traffic Officer	2184	10	Unfunded (1)
School Crossing Guard	N/A	N/A	4
Reserve Officer	N/A	N/A	21

Total Funded		48	4	21
Total Non-Funded		4		

* Probationary Officer/Grade 9
Certified Officer/Grade 10

FIRE DEPARTMENT

Fire Chief	2080	22	1
Deputy Fire Chief/Fire Marshall	2080	20	1
Administrative Assistant I	2080	9	1
Fire Captain	2496	12	3
Fire Lieutenant	2496	11	9
Firefighter	2496	9 or 10*	24
Part Time Firefighter	N/A	N/A	3

Total Funded		39	3
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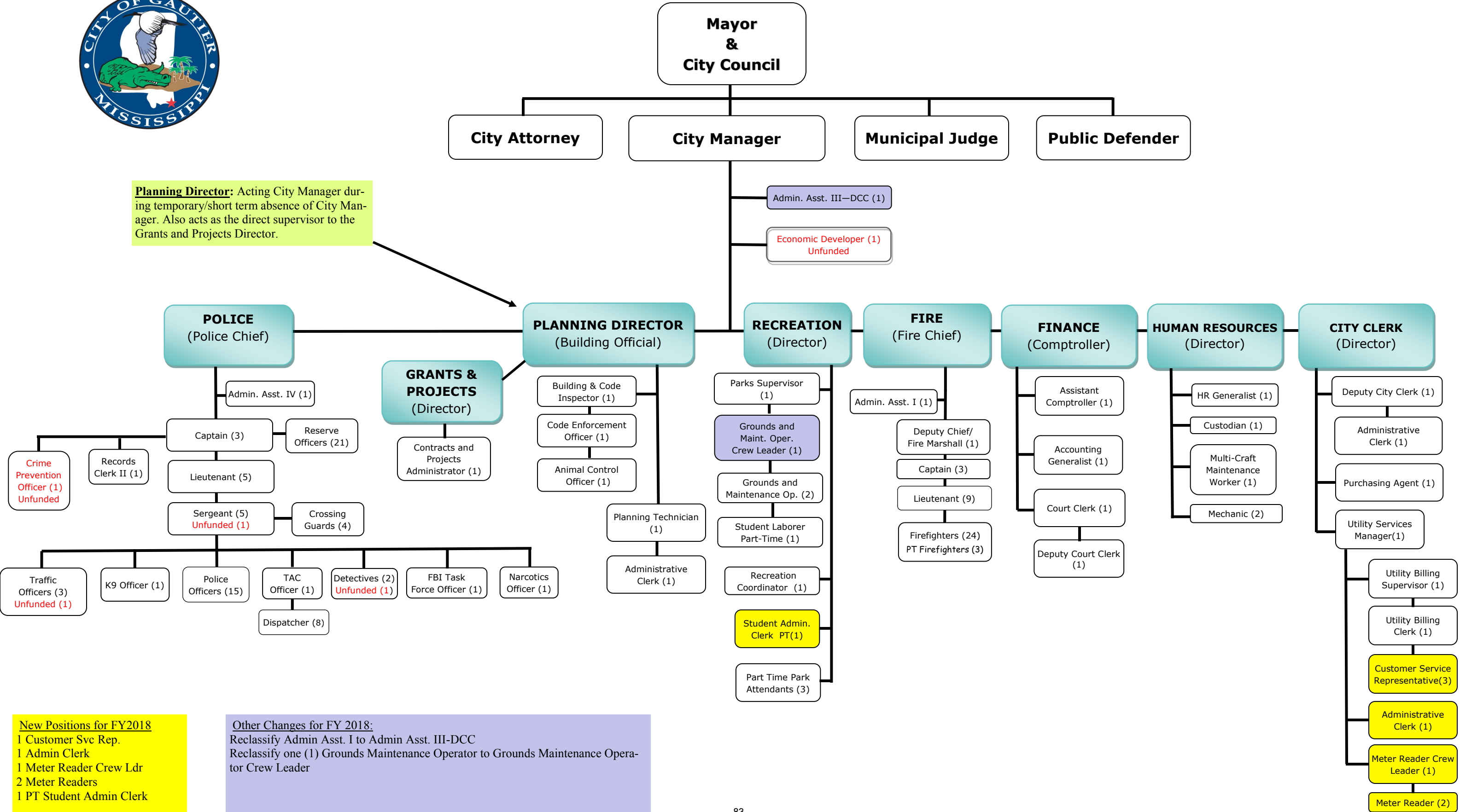
Total Non-Funded**Probationary Firefighter/Grade 9**Certified Firefighter/Grade 10*

<u>Summary of Authorized Positions</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Reserve Positions</u>
Judicial: Funded		2	
Executive Dept: Funded	2		
Executive Dept: Unfunded	1		
Grants and Projects Dept.	2		
Recreation Dept.	6	5	
Finance Dept: Funded	5		
Human Resources Dept: Funded	6		
City Clerk Dept: Funded	14		
Planning Dept: Funded	6		
Police Department: Funded	48	4	21
Police Department: Unfunded	4		
Fire Dept: Funded	39	3	
TOTAL	128	14	21
TOTAL UNFUNDED	5		

CITY OF GAUTIER ORGANIZATION CHART

FY 2018

Effective Oct. 1, 2018



New Positions for FY2018

1 Customer Svc Rep.
1 Admin Clerk
1 Meter Reader Crew Ldr
2 Meter Readers
1 PT Student Admin Clerk

Other Changes for FY 2018:

Reclassify Admin Asst. I to Admin Asst. III-DCC
Reclassify one (1) Grounds Maintenance Operator to Grounds Maintenance Operator Crew Leader

Department: City Clerk Department
Reports To: Utility Services Manager
Competitive (Y/N): N

Pay Grade: 08 (Schedule 2080)
Exempt (Y/N): N

SUMMARY:

Reads gas or water meters and records volumes used by residential and commercial consumers by performing the following duties. Supervises meter readers in the performance of daily duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Walks or drives city vehicle over established route and takes readings of meter dials.
- Inspects meters and connections for defects, damage, and unauthorized connections.
- Indicates irregularities on forms for necessary action by public works staff or makes repairs as needed.
- Verifies readings to locate abnormal consumption and records reasons for fluctuations.
- Turns service off for non-payment of charges in vacant premises, or on for new occupants.
- Collects bills in arrears.
- Issues notices to customers as required.
- Meets daily quota with minimal rereads.
- Assists with rereading of meters.
- Returns route book to office for billing purposes.
- Keeps city vehicle clean and maintained.
- Reports meter tampering and works with law enforcement to prosecute violators.
- Any other duties as required by the Utilities Services Manager.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one on one and small group situations to customers, clients and other employees of the city.
- Ability to add and subtract with two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of United States currency and standard weight, volume and distance measurements.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Must possess and maintain a valid Mississippi vehicle operator's license and be insurable by the city's insurance provider.

SUPERVISORY RESPONSIBILITIES:

Supervises meter readers in their daily duties.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee regularly works in outside weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is frequently required to stand, walk; use hands and fingers, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk and hear. The employee is occasionally required to sit, climb or balance, and taste or smell. The employee must frequently lift and/or move 10 pounds and occasionally lift and/or move more than 100 pounds. Specific vision required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

High school diploma or general education degree (GED) equivalent. Two (2) years related experience and/or training is preferred.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

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

Department: City Clerk Department
Reports To: Utility Services Manager
Competitive (Y/N): N

Pay Grade: 08 (Schedule 2080)
Exempt (Y/N): N

SUMMARY:

Reads gas or water meters and records volumes used by residential and commercial consumers by performing the following duties. Supervises meter readers in the performance of daily duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Walks or drives city vehicle over established route and takes readings of meter dials.
- Inspects meters and connections for defects, damage, and unauthorized connections.
- Indicates irregularities on forms for necessary action by public works staff or makes repairs as needed.
- Verifies readings to locate abnormal consumption and records reasons for fluctuations.
- Turns service off for non-payment of charges in vacant premises, or on for new occupants.
- Collects bills in arrears.
- Issues notices to customers as required.
- Meets daily quota with minimal rereads.
- Assists with rereading of meters.
- Returns route book to office for billing purposes.
- Keeps city vehicle clean and maintained.
- Reports meter tampering and works with law enforcement to prosecute violators.
- Any other duties as required by the Utilities Services Manager.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one on one and small group situations to customers, clients and other employees of the city.
- Ability to add and subtract with two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of United States currency and standard weight, volume and distance measurements.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Must possess and maintain a valid Mississippi vehicle operator's license and be insurable by the city's insurance provider.

SUPERVISORY RESPONSIBILITIES:

Supervises meter readers in their daily duties.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee regularly works in outside weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is frequently required to stand, walk; use hands and fingers, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk and hear. The employee is occasionally required to sit, climb or balance, and taste or smell. The employee must frequently lift and/or move 10 pounds and occasionally lift and/or move more than 100 pounds. Specific vision required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

High school diploma or general education degree (GED) equivalent. Two (2) years related experience and/or training is preferred.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

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

Department: Recreation Department
Reports To: Recreation Director
Competitive (Y/N): N

Pay Grade: PT- \$9.00
Exempt (Y/N): N

SUMMARY:

This is part time clerical and technical work in administrative support to the Recreation Department responsible for the coordination of community recreation programs for seniors, adults, and/or youth, physical activities, special interest classes and summer programs.

Work of this class involves responsibility for general administration, development, and direction of the City's parks and recreation programs; development and maintenance of an adequate park and playground system, with the necessary physical facilities to make all programs effective. Assignments are received in general form or in consultation with the Recreation Director and or Recreation Coordinator.

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.)

- Assists with the development of and manages well-rounded recreational programs and activities both indoor and outdoor for all segments, groups, ages, and interest levels of the City.
- Assists and interprets recreation philosophies to City authorities, public and private groups and the general public.
- Maintains and continues to develop community partnerships and identify funding and programmatic resources for the department.
- Creates publicity and marketing materials for the department including but not limited to brochures, newsletters, press releases, flyers, etc.
- Responsible for updating, maintaining and growing the Recreation Departments social media presence including Facebook, LinkedIn, Twitter, Snap Chat and other relevant platforms. Create, curate, and manage all published content (images, video and written).
- Assists the recreation coordinator with athletics and programs where necessary.
- Practices continuous learning through individual study, classroom training, seminars and conferences.
- Performs special projects and other duties as assigned by the Recreation Director.
- Answers variety of inquiries from citizens and employees, in person, by letter, and by telephone.
- Establishes and maintains files; compiles and prepares reports from such files.
- Performs clerical duties on a daily/ monthly basis such as filing, copying, faxing, monthly reports, requisitions, work orders, newsletters, etc.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of English, spelling, punctuation, grammar and arithmetic.
- Ability to communicate effectively in English both orally and in writing.
- Ability to handle cash transactions, issue receipts and balance deposits.
- Ability to concentrate, perform accurately and work under stress of deadlines.
- 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.
- Skilled in operation of computers, calculators, typewriters, fax machines, copier, and other office machines.

City Manager _____

Date _____

- Maintains and continues to develop community partnerships and identify funding and programmatic resources for the department.
- Must be able to come to work promptly and regularly.
- Must maintain a valid Mississippi vehicle operator's license.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

WORK ENVIRONMENT:

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

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 and proof of full time enrollment at an accredited university or community college.

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

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

Councilwoman Martin made the motion to approve the Renewal of the Self-Funded Health Insurance Plan FY 2019, as presented. Councilman Anderson seconded the motion. The vote was carried unanimously.

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

ORDER NUMBER 172-2018

WHEREAS, the City and Members of Council have hereby determined that adoption and approval of the attached insurance plans is in the best interests of the City;

IT IS HEREBY ORDERED by the Mayor and Member of the Council of the City of Gautier, Mississippi that the following is hereby authorized for the FY 2019 Budget effective October 1, 2018, to accept the recommended Reinsurance proposal from Excess Risk/Ironshore and provide funding for the self-insured health insurance policy with Fox Everett/HUB International as third party administrator.

1. To continue to pay 100% of premiums for employee only coverage in the amount of \$518.20 per month.
2. To continue to pay 90.762% of premiums for employee/child coverage in the amount of \$870.14 per month – total premium \$958.70 per month. Employee portion will be in the amount of \$88.56 per month.
3. To continue to pay 89.238% of premiums for employee/spouse coverage in the amount of \$924.86 per month – total premium \$1,036.40 per month. Employee portion will be in the amount of \$111.54 per month.
4. To continue to pay 90.693% of premiums for family coverage in the amount of \$1,339.44 per month – total premium \$1,476.90 per month. Employee portion will be in the amount of \$137.46 per month.
5. To continue to pay monthly to Teledoc a fee of \$2.95 per employee per month.
6. To continue to pay 100% of premiums for life only covered employees in the amount of \$6.00 per month.

IT IS FURTHER ORDERED that the renewal notification for dental coverage submitted by Fox Everett Hub International for FY 2019 is hereby accepted. This renewal maintains current benefits and does not include a rate increase. All dental premiums are 100% employee funded.

IT IS FURTHER ORDERED that the renewal notification for vision coverage by Always Care Benefits for FY 2019 is hereby accepted. This renewal maintains current benefits and does not include a rate increase. All vision premiums are 100% employee funded.

IT IS FURTHERED ORDERED that the renewal notification for the Humana Cancer & Specified Disease policy FY 2018 is hereby accepted. All premiums are 100% employee funded.

IT IS FURTHER ORDERED that Amendment #15 is hereby adopted. Amendment #15 increases coinsurance amount to 90% at Singing River Hospital system facilities and implements reference based pricing at all other facilities.

IT IS FURTHER ORDERED that the City Manager and City Clerk are authorized to execute any and all documents necessary for this purpose.

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

AYES: **Phil Torjusen**
 Mary Martin
 Cameron George
 Richard Jackson
 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 of September 13, 2018.

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: Jason Pugh, Human Resources Director
Date: 08/31/2018
Subject: Renewal of Self Funded Health Insurance Plan.

REQUEST:

The Human Resources Department requests council approval to renew the Self-Funded Health Insurance plan for FY 2019. This request also includes the renewal of all associated voluntary policies and an increase in funding rates as indicated below. It is further recommended that the Gautier City Council approve Amendment #15 to the Plan Document.

BACKGROUND:

The City of Gautier has operated a self-funded health, dental, and voluntary benefits plan since 2004. Fox Everett/Hub International acts as our Third Party Administrator over the plan.

DISCUSSION:

In renewing this plan, it is recommended that the city accept the reinsurance proposal from Excess/Ironshore with an individual specific deductible of \$65,000, no laser option, and a 50% rate cap with Fox Everett/Hub International acting as our Third Party Administrator. Approval of this renewal includes all voluntary policies currently being offered by the city to its employees.

It is recommended that the city council approve Amendment #15 to the plan which increases the Coinsurance at Singing River Hospital System to 90% and establishes Reference Based Pricing at all other facilities.

It is also recommended that the city approve funding rates as indicated below:

Employee Only	\$518.20 monthly
Employee/Child	\$958.70 monthly
Employee/Spouse	\$1,036.40 monthly
Employee/Family	\$1,476.90 monthly

These changes will be effective 10/01/2018.

RECOMMENDATION:

It is recommended that the Gautier City Council approve the renewal of the City of Gautier Self-Funded Health Plan and all accompanying voluntary policies, including Amendment #15, and an increase in funding rates as presented above, with Fox Everett/Hub International acting as our Third Party Administrator for FY 2019.

ATTACHMENTS:

1. City of Gautier 2018 Renewal Checklist
2. Amendment No 15
3. Excess Risk Ironshore Proposal
4. 2018 Recap Final City of Gautier
5. 2018 Optum Transplant
6. Teledoc Usage Report 2018

7. 2018 AlwaysCare Vision
8. Dental Summary of Benefits
9. Humana Cancer



**City Of Gautier
September 13, 2018**

The Board votes to accept the plan amendment increasing the coinsurance to 90% at Singing River and using reference-based-pricing at other facilities.

Yes ☐ No ☐

The Board votes to accept the reinsurance proposal from Excess Risk/Ironshore effective date Oct 1, 2018 with a Specific Deductible \$65,000, No Laser Option and Rate Cap of 50% with Fox/Everett Hub International as the Third Party Administrator.

Yes ☐ No ☐

The Board votes to accept the Fully Insured transplant renewal from Optum and the Teladoc program effective Oct 1, 2018.

Yes ☐ No ☐

The Board votes to accept the Voluntary Vision Renewal from Always Care with no rate increase effective Oct 1, 2018.

Yes ☐ No ☐

The Board votes to accept the Voluntary Self Funded Dental with no change in rates or benefits for October 1, 2018.

Yes ☐ No ☐

The Board votes to continue the Humana Cancer and Specified Disease policy with no changes.

Yes ☐ No ☐

Signed: _____

Title: _____

Date: _____

AMENDMENT NUMBER 15
And Summary of Material Modification
to the
Plan Document and Summary Plan Description for
City of Gautier Employee Health Benefit Plan
Effective October 1, 2004

Amendment Effective October 1, 2018

The City of Gautier believes the City of Gautier Employee Health Benefit Plan (the “Plan”) is a “grandfathered health plan” under the Patient Protection and Affordable Care Act (the Affordable Care Act). As permitted by the Affordable Care Act, a grandfathered health plan can preserve certain basic health coverage that was already in effect when that law was enacted. Being a grandfathered health plan means that your Plan may not include certain consumer protections of the Affordable Care Act that apply to other plans, for example, the requirement for the provision of preventive health services without any cost sharing. However, grandfathered health plans must comply with certain other consumer protections in the Affordable Care Act, for example, the elimination of lifetime limits on benefits.

Questions regarding which protections apply and which protections do not apply to a grandfathered health plan and what might cause a plan to change from grandfathered health plan status can be directed to the plan administrator at P.O. Box 670, Gautier, Mississippi 39553. You may also contact the Employee Benefits Security Administration, U.S. Department of Labor at 1-866-444-3272 or www.dol.gov/ebsa/healthreform. This website has a table summarizing which protections do and do not apply to grandfathered health plans.

The Plan Document which also serves as a Summary Plan Description is hereby amended to incorporate the following changes to the Schedule of Benefits effective October 1, 2017. The schedule listed in this plan amendment supersedes all prior amendments of the Plan Document/Summary Plan Description.

The section entitled **SCHEDULE OF BENEFITS** is updated to include:

Hospital Services	Singing River Health System
Outpatient Hospital	90% after Calendar Year Deductible
Inpatient Hospital	90% after Calendar Year Deductible

All other facilities will be reimbursed according to the Value-Based Payments program.

The Plan Document is also amended to include:

REASONABLE AND ALLOWED AMOUNT / REASONABLE AND ALLOWABLE AMOUNT

“Reasonable and Allowed Amount” or “Reasonable and Allowable Amount” means the maximum amount payable by the Plan for a service, supply and/or treatment that is considered a Covered Expense. The

Reasonable and Allowable Amount is the lesser of: 1) the charge made by the Provider that furnished the care, service, or supply; 2) the negotiated amount established by a discounting or negotiated arrangement; 3) the reasonable and customary charge for the same treatment, service, or supply furnished in the same geographic area by a Provider of like service of similar training and experienced as further described below; or 4) an amount equivalent to the following:

For inpatient or outpatient facility claims, an amount equivalent to 140% of the Medicare equivalent allowable amount;

The term 'reasonable and customary charge' shall mean an amount equivalent to the lesser of a commercially available database or such other cost or quality-based reimbursement methodologies as may be available and utilized by the Plan from time to time.

If there is insufficient information submitted for a given procedure, the Plan will determine the Reasonable and Allowed Amount based upon charges made for similar services. Determination of the reasonable and customary charge will take into consideration the nature and severity of the condition being treated, medical complications or unusual circumstances that require more time, skill or experience, and the cost and quality data for that Provider.

The term 'geographic area' shall be defined as a metropolitan area, county, zip code, state or such greater area as is necessary to obtain a representative cross-section of Providers, persons, or organizations rendering such treatment, service or supply for which a specific charge is made. For Covered Expenses rendered by a Physician, Hospital or Ancillary Provider in a geographic area where applicable law may dictate the maximum amount that can be billed by the rendering Provider, the Reasonable and Allowed Amount shall mean the lesser of amount established by applicable law for that Covered Expense or the amount determined as set forth above.

The Plan Administrator or its designee has the *ultimate discretionary authority* to determine the Reasonable and Allowable Amount, including establishing the negotiated terms of a Provider arrangement as the Reasonable and Allowable Amount even if such negotiated terms do not satisfy the lesser of test described above.

PATIENT ADVOCACY CENTER

It is the Plan's position that the Provider should not balance bill the Plan Participant for amounts in excess of the Reasonable and Allowable Amount. It is the Plan's position that these Excess Charges are clearly excessive and exorbitant. However, balance billing for such amounts can occur for out of network claims and the Plan has no control over the actions of the Providers or their desire to pursue you for such amounts.

In the event you receive a balance-bill for an amount in excess of the Reasonable and Allowable Amount payable, please immediately email pac@hstechnology.com or call the Patient Advocacy Center toll free at (888) 837-2237.

Please Note: The Patient Advocacy Center provides assistance to Plan Participants with the understanding that (i) the Patient Advocacy Center is not acting in a fiduciary capacity under this Plan, (ii) that the Plan Participant must make their own independent decision with respect to any course of action in connection

with any balance-bill, including whether such course of action is appropriate or proper based on the Participant's specific circumstances and objectives, and (iii) the Patient Advocacy Center does not provide legal or tax advice.

ASSIGNMENT OF BENEFITS

The term "Assignment of Benefits" shall mean an arrangement whereby the Plan Participant assigns their right to seek and receive payment from the Plan for eligible Covered Expenses to a Provider, in strict accordance with the conditions and limitations of such rights provided under the terms of this Plan Document.

Conditions and Limitations of an Assignment of Benefits:

1. The validity of an Assignment of Benefits by a Plan Participant to a Provider is limited by the terms of this Plan Document. An Assignment of Benefits is considered valid on the condition that Provider accepts the payment received from the Plan as consideration, in full, for Covered Expenses for services, supplies and/or treatment rendered. This amount does not include any cost sharing amounts (i.e. copayments, deductibles, or coinsurance), or charges for non-covered services; the Provider may bill the Plan Participant directly for these amounts.
2. An Assignment of Benefits cannot be inferred, implied or transferred. An Assignment of Benefits must be made by the Plan Participant to the Provider directly through a valid written instrument that is signed and dated by the Plan Participant.
3. Unless specifically prohibited by a Participant, a Provider with a valid Assignment of Benefits may exhaust, on behalf of the Plan Participant, any administrative remedies available under the terms of the Plan Document, including initiating an internal or external appeal of an adverse benefit determination in accordance with the terms of the Plan Document. Notwithstanding the foregoing, the Plan Participant does not, under any circumstances, have the right to assign to any Provider (or their representative) through an Assignment of Benefits any right to initiate any cause of action against the Plan that the Plan Participant them self may be afforded under applicable law. The assignment of any right to initiate suit against the Plan to a Provider is strictly prohibited.
4. An Assignment of Benefits does not grant the Provider any rights other than those specifically set forth herein.
5. The Plan Administrator may disregard an Assignment of Benefits at its discretion and continue to treat the Plan Participant as the sole recipient of the benefits available under the terms of the Plan.
6. An Assignment of Benefits by a Participant to a Provider will not constitute the appointment of an Authorized Representative.

By submitting a claim to the Plan and accepting payment by the Plan, the Provider is expressly agreeing to the foregoing conditions and limitations of an Assignment of Benefits in addition to the terms of the Plan Document. The Provider further agrees that the payments received constitute an 'accord and satisfaction' and consideration, in full, for the Covered Expenses for services, supplies and/or treatment rendered. The

Provider agrees that the conditions and limitations of an Assignment of Benefits as set forth herein shall supersede any previous terms and/or agreements. The Provider agrees to the specific condition that the patient not be balance billed for any amount beyond applicable cost sharing amounts (i.e. copayments, deductibles, or coinsurance), or charges for non-covered services; the Provider may bill the Plan Participant directly for these amounts.

If a Provider refuses to accept an Assignment of Benefits under the conditions and limitations as set forth herein, any Covered Expenses payable under the terms of the Plan Document will be payable directly to the Plan Participant, and the Plan will be deemed to have fulfilled its obligations with respect to such Covered Expense.

DIALYSIS

Dialysis Services, diagnostic testing, laboratory tests, equipment and supplies are a Covered Expense under the Plan only to the extent they are Medically Necessary and only insofar as their cost does not exceed the Reasonable and Allowable Amount specified on the Schedule of Benefits, specific to Dialysis Services.

Dialysis Services, diagnostic testing, laboratory tests, equipment and supplies are those services and items used in the dialysis treatment for acute renal failure or chronic irreversible renal insufficiency (treatment of anemia and other diagnoses related to renal failure). This also includes injectable and intravenous medication including, but not limited to, Heparin, Epogen, Procrit, and other medications administered directly before, during or after a dialysis procedure. Dialysis procedures are for the removal of waste materials from the body, including hemodialysis and peritoneal dialysis regardless of whether they are provided on an inpatient or outpatient basis

SECONDARY COVERAGE

Plan Participants who are eligible for secondary coverage by any other health plan are encouraged to obtain such coverage. Failure to obtain secondary coverage may result in the Plan Participant incurring costs, which are not covered by the Plan and which would otherwise be covered by the secondary coverage. The Plan will not pay for any costs which are payable by such secondary coverage when said coverage is primary, except to the extent that such costs are payable in any event by the Plan.

Applicable to Active Employees and Their Spouses Ages 65 and Over

A Plan Participant that is an active Employee and his or her spouse (ages 65 and over) may, at the option of such Employee, elect or decline coverage under this Plan at open enrollment or some other specified special enrollment period. If such Employee elects coverage under this Plan, the benefits of this Plan shall be determined before any benefits provided by Medicare. If coverage under this Plan is declined by such Employee, benefits listed herein will not be payable even as secondary coverage to Medicare. The Plan will at all times, when applicable, adhere to the requirements set forth in the Medicare Secondary Payer regulations.

Applicable to All Other Plan Participants Eligible for Medicare Benefits

To the extent required by Federal regulations, this Plan will pay Covered Expenses at the Reasonable and Allowable Amount before Medicare makes any secondary payment for benefits. There are some circumstances under which Medicare would be required to pay its benefits first. In these cases, benefits under this Plan would be calculated as secondary payer (as described under the Article entitled “Coordination of Benefits”). The Plan Participant will be assumed to have full Medicare coverage (that is, both Parts A & B) whether or not the Plan Participant has enrolled for the full coverage. If the Provider accepts assignment with Medicare, Covered Expenses will not exceed the Medicare allowable amount.

Applicable to Medicare Services Furnished to End Stage Renal Disease (“ESRD”) Plan Participants Who Are Covered Under This Plan

If any Plan Participant is eligible for Medicare benefits because of ESRD, the benefits of the Plan will be determined before Medicare benefits for the first 30 months of Medicare entitlement, unless applicable Federal law provides to the contrary, in which event the benefits of the Plan will be determined in accordance with such law.

STATUTE OF LIMITATIONS: VENUE/FORUM

Before filing a lawsuit, the Claimant must exhaust all available levels of review as described in this section, unless an exception under applicable law applies. A legal action to obtain benefits must be commenced within one (1) year of the date of the Notice of Determination on the final level of internal or external review, whichever is applicable. Further, any legal action brought against the Plan must be brought exclusively in the County of Jackson, State of Mississippi. The Participant, or any Authorized Representative, submits to and accepts the exclusive jurisdiction of such courts for the purpose of such legal action. To the fullest extent permitted by law, Participant, and any Authorized Representative, irrevocably waive any objection which they may now or in the future have as to venue, as well as any claim that any legal action or proceeding brought in such court has been brought in an inconvenient forum.

DEFINITIONS

Clean Claim - A claim for a Covered Expense that (a) is timely received by the Administrator; (b) (i) when submitted via paper has all the elements of the UB 04 or CMS 1500 (or successor standard) forms; or (ii) when submitted via an electronic transaction, uses only permitted transaction code sets (e.g. CPT4, ICD9, ICD10, HCPCS) and has all the elements of the standard electronic formats required by applicable Federal authority; (c) is a claim for which the Plan is the primary payer or the Plan’s responsibility as a secondary payor has been established; and (d) contains no defect, error or other shortcoming resulting in the need for additional information to adjudicate the claim; and (d) that does not lack necessary substantiating documentation to completely adjudicate the claim.

A Clean Claim does not include a claim that is being reviewed for the Reasonable and Allowable Amount payable under the terms of the Plan. Additionally, any claim over \$10,000 must be accompanied by a valid itemization, and submitted to the Third Party Administrator before it will be deemed a Clean Claim.

Covered Expense - Those Medically Necessary services, supplies and/or treatment that are covered under this Plan. Covered Expenses does not necessarily mean the actual charge made nor the specific service or

supply furnished to a Plan Participant by a Provider. Charges for services, supplies, and/or treatments meant to treat or correct a preventable condition or cost which arises solely due to a Provider's medical error are not considered Covered Expenses. A finding of Provider negligence and/or malpractice is not required for service(s) and/or fee(s) to be considered not Reasonable and Allowed or not a Covered Expense.

Plan Participant - An Employee or Dependent who is covered under this Plan at the time the services are rendered.

Excess Charges - The part of an expense for services, supplies and/or treatment of an Injury or Sickness that is in excess of the Reasonable and Allowable Charge. (*Definition and Exclusion*)

No obligation to pay - Charges incurred for which the Plan has no legal obligation to pay. (*Exclusion*)

PRE-CERTIFICATION

Pre-certification Requirements are listed on the Summary Plan Description indicating services that require pre-certification from the Claim Administrator Utilization Review Department in order for the services to be covered under the Plan.

All services requiring pre-certification, as noted on the Summary Plan Description are to be certified in advance by the Utilization Review Department, except for emergencies. The Member or their representative is required to call the phone number for pre-certification located on the back of their ID card for the services specified above at least seven (7) business days prior to services being rendered. The Member or their representative must identify the services to be rendered and the associated diagnosis and procedure codes necessary for pre-certification determinations and service pre-pricing.

UTILIZATION REVIEW

Utilization review is the process of evaluating if services, supplies or treatment are medically necessary, appropriate and priced at the prevailing rates to help ensure cost-effective care. Utilization review can eliminate unnecessary services, hospitalizations, and shorten confinements while improving quality of care and reducing costs to the Member and the Plan.

Pre-certification establishes the medical necessity of certain care and services covered under the Plan. It ensures that the pre-certified care and services will not be denied on the basis of medical necessity (as defined by this Plan). The Pre-certification process will also establish the reference prices for requested services. However, pre-certification does not guarantee the payment of benefits. Coverage and benefits are always subject to other requirements and provisions of the Plan, such as, Plan limitations, exclusions, and eligibility at the time care and services are provided.

All other terms and conditions of the Plan which are not affected by this Amendment are unchanged.

IN WITNESS WHEREOF, this Amendment has been executed this ____ day of _____, 2018.

By: _____

Signature

Name/Title

Date



P.O. Box 1170, 605 Renaissance Way Ridgeland, MS 39157
Phone 601.427.0235 Fax 601.427.0245
www.excessriskms.com

Chantel Foster
chantel.foster@ironshore.com

8/22/2018

Jackie Cooper
Fox Everett

Re: City of Gautier

Attached is Excess Risk's proposal for City of Gautier effective 10/1/2018. ERR's quote assumptions are outlined below. Detailed contingencies are found in the Conditions and Assumptions of this quote.

Rates in this proposal assume 0% Specific and Aggregate commissions.

This proposal assumes that Fox Everett will act as Third Party Administrator with network access through MPCN.

Human Organ / Tissue Transplants and related services covered under a Fully Insured Transplant Policy are not eligible for reimbursement under the Specific or Aggregate stop loss.

This proposal includes rate options with a No New Laser guarantee and a 50% maximum rate increase on renewal. See the Conditions and Assumptions for additional details on this provision.

Reports Needed for Disclosure:

- Updated Specific 50% reports and Aggregate reports as of 7/31/2018.
- Reports detailing open, pending, and held claims as of 7/31/2018.
- Pre-cert and/or case management reports, as applicable, for claimants at or above 50% of the Specific or for potential catastrophic claimants who have not reached 50% as of 7/31/2018.

This proposal may be contingent on the receipt and review of additional information for certain large claimants. Further, the proposal may include individuals who require higher Specific lasers or special contingencies. Please refer to the proposal Conditions and Assumptions for full details and requested information.

If you have any questions or if I can be of assistance, please contact me at the number above. As always, thank you for this opportunity.

Chantel Foster

P.O. Box 1170, 605 Renaissance Way, Ridgeland, MS 39157
 Phone 601.427.0235 Fax 601.427.0245
www.excessriskms.com

Insured City of Gautier
 Producer Fox Everett
 Contact Jackie Cooper
 Carrier IRONSHORE INDEMNITY

Effective Date 10/1/2018
 Proposal Expires 10/6/2018
 Proposal Date 8/22/2018
 Underwriter Chantel Foster

Third Party Administrator: Fox Everett; PPO Network: MPCN

SPECIFIC STOP LOSS COVERAGE

	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>	<u>Option 4</u>
Coverages	Med, Rx	Med, Rx	Med, Rx	Med, Rx
Contract Basis	12/15	12/15	12/24	12/24
Individual Specific Deductible	\$65,000	\$75,000	\$65,000	\$75,000
Specific Maximum Per Contract Period	UNLIMITED	UNLIMITED	UNLIMITED	UNLIMITED

No New Laser Option; 50% Renewal Rate Cap	INCLUDED	INCLUDED	INCLUDED	INCLUDED
Human Organ / Tissue Transplants	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED

Monthly Premium Rates

	<u>Enrollment</u>				
Single	62	\$109.26	\$100.27	\$109.59	\$100.27
Family	61	\$273.15	\$250.68	\$273.98	\$250.68
Estimated Contract Premium		\$281,235	\$258,099	\$282,088	\$258,099
Commission Included		0.0%	0.0%	0.0%	0.0%

AGGREGATE STOP LOSS COVERAGE

Coverages	Med, Rx	Med, Rx	Med, Rx	Med, Rx
Contract Basis	12/15	12/15	12/24	12/24
Maximum Aggregate Reimbursement	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Individual Claim Limit	\$65,000	\$75,000	\$65,000	\$75,000
Aggregate Corridor	125%	125%	125%	125%

Human Organ / Tissue Transplants	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED
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Monthly Aggregate Factors

	<u>Enrollment</u>				
Single	62	\$488.04	\$499.28	\$487.63	\$499.28
Family	61	\$1,220.11	\$1,248.20	\$1,219.08	\$1,248.20

Minimum Annual Aggregate Attachment Point	\$1,256,226	\$1,285,147	\$1,255,163	\$1,285,147
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Aggregate Premium Rate

	<u>Enrollment</u>				
	123	\$6.48	\$6.48	\$6.48	\$6.48
Estimated Annual Aggregate Premium		\$9,564	\$9,564	\$9,564	\$9,564
Commission Included		0.0%	0.0%	0.0%	0.0%

ESTIMATED ANNUAL COSTS

Estimated Annual Specific Premium	\$281,235	\$258,099	\$282,088	\$258,099
Estimated Annual Aggregate Premium	\$9,564	\$9,564	\$9,564	\$9,564
Minimum Annual Aggregate Attachment Point	\$1,256,226	\$1,285,147	\$1,255,163	\$1,285,147
Estimated Maximum Costs	\$1,547,025	\$1,552,810	\$1,546,815	\$1,552,810

City of Gautier

PROPOSAL CONDITIONS AND ASSUMPTIONS

This proposal is based on the information provided and is subject to the conditions and assumptions contained herein.

- The proposal assumes that Fox Everett will act as Third Party Administrator with network access through MPCN.
- The Employer will provide a Plan Document acceptable to Excess Risk within twenty-one (21) days of the effective date of any stop loss coverage quoted in the proposal.
- No stop loss coverage will be effective until Excess Risk confirms acceptance in writing to the Employer or its representative requesting the proposal.

A signed Disclosure Statement must be completed and submitted for the Underwriter's review prior to final acceptance of the risk by ERR. Final acceptance is contingent on receipt and approval of the Disclosure Statement which should detail the following: 1) Any covered person who has incurred claims in excess of 50% of the requested Specific deductible; 2) Any known claimants under Case Management review; and, 3) Any claims pending for COBRA continuees or retirees, COB, subrogation, or for any other reasons in the last 12 months.

This proposal is a tentative quote and is based on the information submitted. The rates, factors, and premium are subject to change based on the receipt and review of claims experience and open claimants for a period of up to one month prior to the proposed effective date. Further, Excess Risk reserves the right to adjust the premium rates and/or attachment factors or make appropriate changes in the Policy terms if there is any inaccuracy in the data provided or a substantial change in the Plan design or census prior to the actual effective date or at any time during the Policy period. Rates and factors are subject to re-calculation in the event there is a 10% change in the final enrollment when compared to the initial quoted enrollment.

Any sale subject to contingencies is null and void if such contingencies are not satisfied within twenty-one (21) days of the proposed effective date.

SPECIAL CONDITIONS

This proposal is based on the Employer's current benefit plan and contribution structure unless otherwise noted.

The final rates and factors are contingent on the receipt and review of the following information and reports. **Excess Risk reserves the right to modify the premium rates, factors, or terms of the Policy based on the information received.**

- Specific 50% reports as of: 7/31/2018. (Including diagnosis, prognosis, and case management reports for each claimant listed as well as any known potentially catastrophic claimants not at 50%.)
- Monthly paid claims as of: 7/31/2018. (Including Single and Family enrollment counts.)

Any Aggregate terms shown in the proposal are contingent on the receipt and review of complete monthly paid claims for the 10-month period immediately preceding the proposed effective date. Should there be any substantial variance in the claim levels from the initial quote, it may be necessary to adjust the proposed premium rates and/or Aggregate factors.

QUOTE ASSUMES HST RBP PRODUCT @ 140% OF MEDICARE

- Specific Advance Funding included.
- Retirees excluded.

City of Gautier

SPECIAL CONDITIONS, continued

In exchange for premium considerations, ERR guarantees that, if the Employer renews this stop loss coverage in the next Policy year, the Renewal Policy will not contain any additional Covered Persons with lasered Specific deductibles. ERR reserves the right to carry over to the Renewal Policy any or all Covered Persons that already have a lasered Specific deductible as noted in the Proposal. Further, ERR guarantees that the Specific premium rates will not be increased by more than 50% upon renewal.

Updated medical information is required for: 1) Any member who has incurred expenses at or above 50% of the quoted Specific deductible; 2) Any known members under Case Management review; 3) Any member who has not reached 50% of the Specific but is a potential catastrophic claimant that could reasonably be expected to meet or exceed 50% of the Specific deductible in the upcoming Policy period.

Updated medical information or current case management notes are required for the following members:

- Daniel Kauppi: Updated CM notes.
- Stephen Rodriguez: Updated CM notes.

FINAL CONTINGENCIES WILL BE DETERMINED ON RECEIPT AND REVIEW OF UPDATED MEDICAL INFORMATION AND SIGNED AND COMPLETED DISCLOSURE STATEMENT.

	City of Gautier Recap of Costs October 1, 2018	
	2017 ERR/Ironshore NNLO with 39% Rate Cap	ERR/Ironshore NNLO with 50% Rate Cap HST RBP
SPECIFIC EXCESS COVERAGE	Current	Renewal
Coverages	Medical & Rx	Medical & Rx
Contract Basis	<u>12/15</u>	<u>12/24</u>
Laser #1 D. K.	N/A	N/A
1. Individual Specific Deductible	\$ 65,000	\$ 65,000
2. Limit of Liability Per Covered Person	Unlimited	Unlimited
3. Employees without dependents	62	62
4. Families (including employees)	61	61
TOTAL CENSUS	123	123
5. Monthly Premium Rates - Single	\$ 102.81	\$ 128.93
6. Monthly Premium Rates - Family	\$ 257.04	\$ 322.33
7. Estimated Annual Specific Premium	\$ 264,642	\$ 331,869
AGGREGATE EXCESS LOSS		
Coverages	Medical & Rx	Medical & Rx
Contract Basis	<u>12/15</u>	<u>12/24</u>
Maximum Aggregate Reimbursement	\$ 1,000,000	\$ 1,000,000
Individual Claim Limit	\$ 65,000	\$ 65,000
Aggregate Corridor	125%	125%
8. Monthly Aggregate Factor - Single	\$ 460.32	\$ 487.63
9. Monthly Aggregate Factor - Family	\$ 1,217.09	\$ 1,219.08
10. Minimum Annual Aggregate Attachment Point	\$ 1,233,388	\$ 1,255,163
11. Expected Annual Claims	\$ 986,710	\$ 1,004,131
12. Monthly Premium Rate - Composite PEPM	\$7.66	\$7.62
13. Estimated Annual Aggregate Premium	\$ 11,304	\$ 11,252
FULLY INSURED TRANSPLANT POLICY	Optum	Optum
14. Monthly Premium Rates - Single	\$ 5.62	\$ 5.74
15. Monthly Premium Rates - Family	\$ 13.51	\$ 13.78
16. Estimated Annual Transplant Premium	\$ 14,070	\$ 14,356
ADMINISTRATIVE FEES		
17. Claims Administration (Medical) - (PEPM)	\$ 16.25	\$ 16.25
18. Teladoc - (PEPM)	\$ 2.95	\$ 2.95
19. COBRA & HIPAA Administration - (PEPM)	\$ 1.50	\$ 1.50
20. Pre-Admission Certification - (PEPM)	\$ 2.00	\$ 2.75
21. PPO Access Fee - (PEPM)	\$ 6.95	\$ 2.50
22. Verisk "Claims Edit" - (PEPM)	\$ 0.50	\$ 0.50
23. PPACA Fee	\$ 1.00	\$ 1.00
24. RBP Admin		\$ 14.00
25. Estimated Annual Administration Cost	\$ 45,977	\$ 61,180
TOTAL ANNUAL COST		
26. Minimum annual cost* (\$-0- claims) (7+13+16+25)	\$ 335,994	\$ 418,657
27. Expected annual cost* (7+11+13+16+25)	\$ 1,322,704	\$ 1,422,788
28. Maximum annual cost* (7+10+13+16+25)	\$ 1,569,382	\$ 1,673,820
ANNUAL PPACA AND OTHER TAXES		
29. PCORI Fee \$2.45 (estimated) AVERAGE Covered Lives 188 (estimated)	\$ 441.80	\$ 460.60
FUNDING & COBRA calculations "expected" w/ACA tax	\$ 1,323,145.99	\$ 1,423,248.18



Optum
11000 Optum Circle
Eden Prairie, MN 55344

www.myoptumhealthcomplexmedical.com

June 27, 2018

Policyholder: City of Gautier
Policy Date: 10/1/2018 to 9/30/2019
Policy Number: 1001264
Premium Due Date: 10/1/2018

The Policyholder has selected the following critical care benefits plan: Optum's Managed Transplant Program

Renewal Premium Rates: Single: \$4.88
Family: \$11.71
Commissions: 0.00%

Please notify Optum if you have any changes in your Third Party Administrator, Case Management or Agent of Record. This will allow Optum to continue to administer the Managed Transplant Program without disruption.

By signing this document I agree to renew the Managed Transplant Program policy.

(Signature)

(Title)

(Date)

SAVINGS YEAR TO DATE

\$517 Savings Per Episode x Visits YTD

\$39,809

ANNUALIZED UTILIZATION

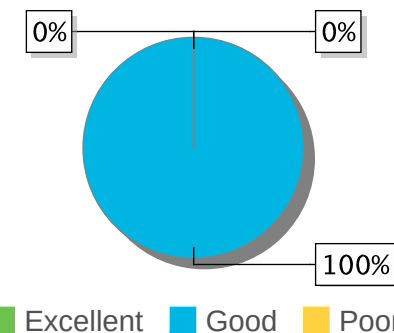
YTD Visits X 12 / # Months Accrued /
YTD Average Primary Members

83.5%

AVERAGE RESPONSE TIME

21 minutes

MEMBER SATISFACTION YTD



	VISITS		MEMBERSHIP		REGISTRATIONS		MEDICAL HISTORY COMPLETIONS	
	Report Period	YTD	Report Period	YTD AVG	Report Period	YTD	Report Period	Since Inception
Primaries	2	38	159	158	0	8	0	50
Dependents	5	39	175	180	0	13	1	49
Eligible Lives	7	77	334	339	0	21	1	99

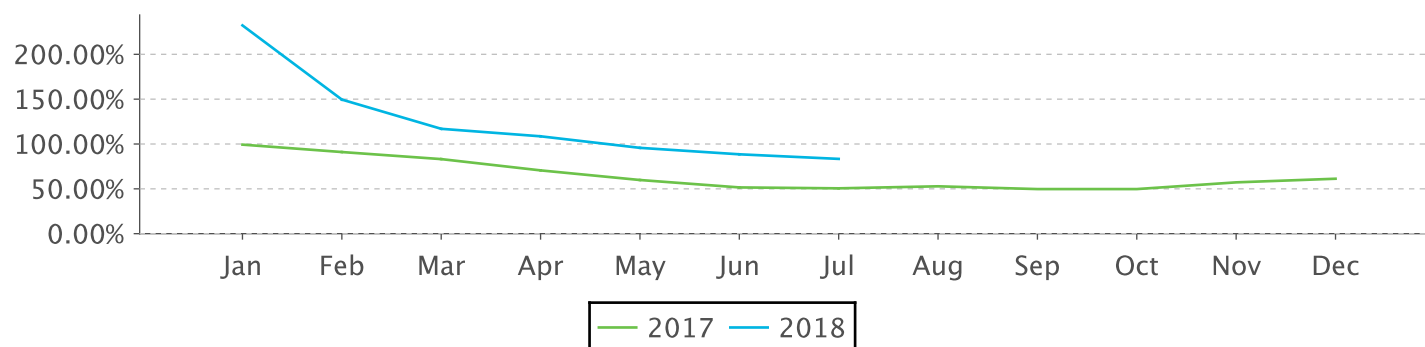
TOP DIAGNOSES YTD

Acute sinusitis, unspecified
Other acute sinusitis
Acute bronchitis, unspecified
Acute maxillary sinusitis,
Flu due to ident novel influenza A

TOP PRESCRIPTIONS YTD

Tamiflu 75 mg oral capsule
Azithromycin 5 Day Dose Pack 250
Flonase 50 mcg/inh nasal spray
Amoxicillin 500 mg oral capsule
Augmentin 875 mg-125 mg oral

ANNUALIZED UTILIZATION TREND



Visits w/Rx	69
% Visits w/Rx	90%
Visits w/out Rx	8
Total Rx YTD	90
Avg Rx/Visit	1.2



STARMOUNT™



AlwaysCare™

Peter Whitman

8485 Goodwood Boulevard
Baton Rouge, LA 70806-7878
(888) 729-5433
www.StarmountLife.com
www.AlwaysCareBenefits.com

6/14/2018

Hub International Midwest
PO BOX 6650
METAIRIE, LA 700096650

Re: City of Gautier
Subject: Group Insurance Renewal Notification

Dear Agent:

Enclosed is a copy of the renewal letter that will be sent to your client. Please feel free to contact your account manager at 888-729-5433 ext. 5 to answer any questions regarding this matter!

Thank you for your business!

Sincerely,

Account Management

Enclosure: Copy of customer renewal letter.





STARMOUNT™



AlwaysCare™

8485 Goodwood Boulevard
Baton Rouge, LA 70806-7878
(888) 729-5433
www.StarmountLife.com
www.AlwaysCareBenefits.com

6/14/2018

Jason Pugh
City of Gautier (2COGA1010)
PO Box 670
Gautier, MS 39553

Dear Jason Pugh:

Thank you for choosing AlwaysCare Benefits, Inc. (A Starmount Life Insurance Company). We appreciate your business and look forward to serving City of Gautier (2COGA1010), its employees, and their dependents for many years. We have completed the annual review of your group policy.

Our renewal analysis is based on cost factors related to the utilization and claim activity for your group and other groups of comparable size. Based on this data, underwriting has completed your 10/1/2018 renewal. Listed below are your current and renewal rates based on your in force plan design.

Coverage	Current Premium	Renewal Premium
Vision		
Employee only	\$7.40	\$7.40
Employee + spouse	\$14.76	\$14.76
Employee + child(ren)	\$15.56	\$15.56
Employee + family	\$24.48	\$24.48

It is our pleasure to provide competitive benefits at affordable rates with outstanding customer service. If you have any questions, please feel free to contact your account manager at 888-729-5433 ext. 5, or your agent.

Sincerely,

Account Management
CC: Hub International Midwest

**City of Gautier
85A & 85Z Dental**

Annual Maximum - \$1000
\$50 Annual Deductible / \$150 Family
Preventative Services - No Deductible Covered 100%
Oral Exams-- Limited to 1 every 6 Months
Prophylaxis--Limited to 1 every 6 Months
Bitewing X-Rays--Limited to 1 every 6 Months
Full Mouth X-Rays--Limited to 1 every 3 Years
Fluoride Treatment--Limited to dependent children under age 19. Limit of 1 every Year.
Emergency palliative treatment for pain
Sealants--For Dependent Children under age 14 for the occlusal surface of a permanent posterior tooth. One Treatment per Tooth in any 3 Years.
Dental Basic Services - 80% after Annual Deductible
Amalgam fillings
Extractions
Oral Surgery
Anesthesia
Space maintainer for Dependent children under age 14
Major Services - 50% after Annual Deductible
Dental Major Services
Periodontics
Endodontics, including pulpotomy, direct pulpcapping and root canal treatment
Crowns
Bridges -- 5 Year Replacement
Dentures -- 5 Year Replacement
Orthodontia – 50% after Annual Deductible
Covered children 18 and under only, \$1,000 lifetime maximum

Humana Insurance Company

Cancer & Specified Disease Policy Form HIC-CAN-POL-2010 -MS 02/10

PROPOSED PLAN HIGHLIGHTS

SEE OUTLINE OF COVERAGE FOR COMPLETE LIST OF BENEFITS PROVIDED

WELLNESS BENEFIT

**Pays Actual Charge – Up \$100 Per Calendar Year
Per Covered Person**

Includes tests such as mammograms, flexible sigmoidoscopy, pap smear, chest x-ray, hemocult stool specimen, and prostate screen.

FIRST DIAGNOSIS BENEFIT

**Pays – \$2,500 (Option I) or \$5,000 (Option II)
or \$10,000 (Option III)] – Per Covered Person**

Benefit Based on Option Selected

Pays a one-time benefit when a covered person is diagnosed for the first time as having cancer (other than skin cancer) or a specified disease. Pays this benefit only once for each covered person.

NATIONAL CANCER INSTITUTE DESIGNATED

COMPREHENSIVE CANCER TREATMENT CENTER EVALUATION/CONSULTATION BENEFIT

The Company will pay the expense incurred limited to a **lifetime maximum up to \$750 for evaluation** if an Insured Person is diagnosed with Internal Cancer and seeks evaluation or consultation from a National Cancer Institute designated Comprehensive Cancer Treatment Center. If the Comprehensive Cancer Treatment Center is located more than 30 miles from the Insured Person's place of residence, the Company will also pay the transportation and lodging expenses incurred limited to a **lifetime maximum up to \$350 for transportation and lodging**. This benefit is not payable on the same day a Second or Third Surgical Opinion Benefit is payable and is in lieu of the Non-Local Transportation Benefits of the policy.

RADIATION, RADIOACTIVE ISOTOPES THERAPY, CHEMOTHERAPY OR IMMUNOTHERAPY

Administered by a radiologist, chemotherapist or oncologist or used to modify or destroy cancerous tissue..

Includes Hormone Therapy

Pays Actual Charge – Up to \$10,000 Per Month

NO LIFETIME MAXIMUM

MISCELLANEOUS THERAPY CHARGES

Pays Actual Charge – Up To \$10,000 – Per Covered Person

Pays actual charges up to a lifetime maximum of \$10,000 for services performed while a person is receiving one or more of the treatments shown above. This includes lab work and its interpretations; or routine or diagnostic x-rays, scans, and interpretations.

SELF-ADMINISTERED OR ORAL CHEMOTHERAPY OR IMMUNOTHERAPY

Includes Hormone Therapy

Pays Actual Charge – Up To \$4,000 Per Month

NO LIFETIME MAXIMUM

COLONY STIMULATING FACTORS

Pays Actual Charge – Up To \$4,000 Per Month

Pays the cost of the chemical substances and their administration to stimulate the production of blood cells.

NO LIFETIME MAXIMUM

BREAST PROSTHESIS

Pays Actual Charge Incurred for a prosthesis to restore normal body contour lost due to breast cancer and the implantation of the prosthesis.

NO LIFETIME MAXIMUM

SURGERY

Pays the amount listed on the surgical schedule but not to exceed **\$3,000 (Option I) or \$4,500 (Options II and III)**. It does not pay an amount which exceeds the actual surgeon's fees for the surgery

Benefit Based on Option Selected

BONE MARROW AND STEM CELL TRANSPLANT.

**Pays Actual Charge – Up To \$15,000
Per Covered Person**

Pays Actual Charges per Covered Person for surgical and anesthetic charges associated with bone marrow transplant and/or peripheral stem cell transplant combined lifetime maximum of \$15,000

HOSPITAL CONFINEMENT. \$100 per day, up to 60 days. Benefit is two times the amount for covered children under age 21. **No Lifetime Maximum.**

EXTENDED BENEFITS. If hospital confinement is more than 60 days continuous, we will pay- three times the selected hospital confinement benefit shown on the schedule page. Payment will begin on the 61st day of continuous hospital confinement. This benefit is payable in lieu of the Hospital Confinement Benefit. **No Lifetime Maximum.**

Mississippi Only 3 Option Highlights of Coverage with Payroll Deduction Monthly Premium Rates

The Policy Also Provides Specific Benefits For

<i>Positive Diagnosis Test</i>	<i>Private Duty Nursing</i>
<i>Second and Third Surgical Opinions</i>	<i>Artificial Limb or Prosthesis</i>
<i>Non-Local Transportation</i>	<i>Physical or Speech Therapy</i>
<i>Adult Companion Lodging and Transportation</i>	<i>Extended Benefits</i>
<i>Ambulance</i>	<i>Extended Care Facility</i>
<i>Blood Plasma and Platelets</i>	<i>At Home Nursing</i>
<i>Donor-Benefit Bone Marrow and Stem Cell Transplant</i>	<i>New or Experimental Treatment</i>
<i>Daily Hospital Confinement</i>	<i>Hospice Care</i>
<i>Anesthesia</i>	<i>Government or Charity Hospital</i>
<i>Ambulatory Surgical Center</i>	<i>Hairpiece</i>
<i>Drugs and Medicines</i>	<i>Rental or Purchase of Durable Goods</i>
<i>Outpatient Anti-Nausea Drugs</i>	<i>Physician's Attendance</i>

Waiver of Premium

Covered Diseases. Cancer; Addison's Disease; Amyotrophic Lateral Sclerosis (Lou Gehrig's Disease); Cystic Fibrosis; Diphtheria; Encephalitis; Epilepsy; Hansen's Disease; Legionaire's Disease; Lupus Erythematosus; Lyme Disease; Malaria; Meningitis; Multiple Sclerosis; Muscular Dystrophy; Myasthenia Gravis; Nieman-Pick Disease; Osteomyelitis; Poliomyelitis; Rabies; Reye's Syndrome; Rheumatic Fever; Rocky Mountain Spotted Fever; Scarlet Fever; Sickle Cell Anemia; Tay-Sachs Disease; Tetanus; Toxic Epidermal Necrolysis; Tuberculosis; Tularemia; Typhoid Fever; Undulant Fever; Whipple's Disease

PLUS

All Benefits Are Payable in Addition to Any Other Insurance or Medicare	Benefits Provided for Cancer or Specified Disease Do Not Reduce Because of Age
Guaranteed Renewable for Life	Portable – Take it with You If You Change Jobs or Retire

All Benefits Are Subject to the Provisions of the Policy.

Read the Policy for Complete Descriptions of Benefits Provided and the Exceptions and Limitations.

Cancer & Specified Disease Insurance Monthly Payroll Deduction Premium Rates

Issue Age	Under 44			45 - 54			55 - 64			65 +		
	Option I	Option II	Option III	Option I	Option II	Option III	Option I	Option II	Option III	Option I	Option II	Option III
Monthly Individual	\$27.72	\$31.90	\$37.91	\$31.23	\$35.93	\$42.70	\$60.67	\$70.69	\$85.13	\$75.25	\$88.85	\$108.47
Monthly Single Parent	\$37.73	\$42.92	\$50.44	\$41.24	\$46.97	\$55.26	\$70.87	\$81.94	\$97.92	\$83.73	\$98.37	\$119.54
Monthly Family	\$57.46	\$65.88	\$77.95	\$64.03	\$73.44	\$86.93	\$122.66	\$142.85	\$171.73	\$154.48	\$182.85	\$223.40

Optional Intensive Care Unit Rider Available for Additional Monthly Payroll Deduction Premium

Issue Age	0 - 44			45 - 54			55 - 64			65 +		
	Daily Benefit Amount			Daily Benefit Amount			Daily Benefit Amount			Daily Benefit Amount		
	\$325.00	\$625.00	\$825.00	\$325.00	\$625.00	\$825.00	\$325.00	\$625.00	\$825.00	\$325.00	\$625.00	\$825.00
Individual	\$2.49	\$4.79	\$6.33	\$2.81	\$5.40	\$7.13	\$3.42	\$6.58	\$8.68	\$3.54	\$6.81	\$8.99
Single Parent	\$4.01	\$7.71	\$10.18	\$4.33	\$8.32	\$10.99	\$4.97	\$9.56	\$12.61	\$5.09	\$9.79	\$12.92
Family	\$5.64	\$10.84	\$14.31	\$6.24	\$12.00	\$15.84	\$7.10	\$13.66	\$18.03	\$6.40	\$12.30	\$16.24

This is a brief description of the coverage available. The Policy will contain limitations, exclusions and termination provisions. Humana Insurance Company has its principal place of business in Green Bay, Wisconsin.

These Are Highlights of the Coverage Proposed and To Be Used Only With Outline of Coverage

Councilwoman made the motion to approve an MOU with Mississippi Department of Finance and Administration to accept \$500,000 to go towards Towns Common Park, as presented. Councilman George seconded the motion. The vote was carried unanimously.

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

ORDER NUMBER 173-2018

WHEREAS, the Mississippi State Legislature recently awarded the City a total of \$500,000.00 to go toward Town Commons Park through Senate Bill 2002, 2018 First Extraordinary Session; and

WHEREAS, funds awarded through the Act will be administered by the Mississippi Department of Finance and Administration; and

WHEREAS, the Mississippi Department of Finance and Administration requires approval and execution of this Memorandum of Understanding (MOU) prior to transferring the funds;

WHEREAS, the Mayor and Council Members hereby find that entering this MOU would be in the best interests of the City and the taxpayers of the State of Mississippi;

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that entering this MOU is hereby approved.

IT IS FURTHER ORDERED that the City accepts these funds from the State;

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

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

AYES: **Phil Torjusen**
 Mary Martin
 Cameron George
 Richard Jackson
 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 September 18, 2018.

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: April Stennett, Grants and Projects Director
Date: September 13, 2018
Subject: Memorandum of Understanding – Town Commons Park State Funding

REQUEST:

The Grants and Projects Department requests that City Council authorize a memorandum of understanding with the Mississippi Department of Finance and Administration for funding associated with the Town Commons Park.

BACKGROUND:

Planned amenities for the Town Commons Park include a Town Green (open lawn for public events), amphitheater, pavilion, restrooms, concession stands, sidewalks, parking, a water feature, etc. in Phase I.

DISCUSSION:

The Mississippi State Legislature recently awarded the City a total of \$500,000 to go toward Town Commons Park through Senate Bill 2002, 2018 First Extraordinary Session. Funds awarded through the act will be administered by the Mississippi Department of Finance and Administration. This MOU is required before the DFA will transfer the funds.

RECOMMENDATION:

The Grants and Projects Department recommends that City Council authorize a memorandum of understanding with the Mississippi Department of Finance and Administration for funding associated with the Town Commons Park.

The City Council may:

1. Approve entering into a memorandum of understanding as presented; or
2. Not approve entering into a memorandum of understanding.

ATTACHMENT(S):

1. Proposed Memorandum of Understanding

WHEREAS, the City of Gautier agrees to provide quarterly reports to the DFA that summarize the expenditures of the Act proceeds and provides an update on the status of the Project. The quarterly reports must be provided on a form prescribed by the DFA and must include all invoices associated with the reported expenditures. The first quarterly report shall be provided within ninety (90) days of the effective date of this MOU, and thereafter within thirty (30) days of each calendar quarter end. The City of Gautier shall also provide to the DFA a final report no more than thirty (30) days after final expenditure of funds, summarizing the expenditures and use of the proceeds upon completion of the Project and include all invoices that have not previously been submitted; and

WHEREAS, the DFA finds, consistent with the Act, that it is in the best interest of the DFA and the City of Gautier that the funds on deposit in the 2018 Transportation and Infrastructure Improvements Fund for the City of Gautier should be disbursed to the City of Gautier and that the City of Gautier shall directly administer the expenditure of such funds for the Project.

NOW THEREFORE, IT IS MUTUALLY AGREED BY THE DEPARTMENT OF FINANCE AND ADMINISTRATION AND THE City of Gautier AS FOLLOWS:

SECTION 1. Each and all of the facts and findings set forth in the preamble clauses of this memorandum are hereby found and determined to be true and accurate and are incorporated herein by this reference thereto as though set forth again in words and figures.

SECTION 2. The DFA, pursuant to the Act, shall disburse the State Funds from the 2018 Transportation and Infrastructure Improvements Fund upon the written request of the City of Gautier to pay the costs associated the Project.

SECTION 3. The City of Gautier certifies and agrees to use all funds received from the 2018 Transportation and Infrastructure Improvements Fund within the recommended thirty-six (36) month time period and **solely** for the costs of the Project as set forth in the Act and upon the terms and provisions of this MOU. Failure on the part of the City of Gautier to adhere to any provision within this MOU may result in immediate action by the State to recover any unexpended funds.

SECTION 4. The City of Gautier agrees to properly and competitively execute such procurements in accordance with state law. Failure to adhere may cause the DFA to withhold all sums for the project or seek recovery of same. Further, the City of Gautier agrees to maintain on file the documentation listed in Exhibit A attached hereto and incorporated herein, in accordance with the law and the recitals of this MOU.

SECTION 5. The City of Gautier agrees to provide the DFA quarterly notarized reports as set forth hereinabove, in a format prescribed by the DFA. The first quarterly report shall be provided within ninety (90) days of the effective date of this MOU, and thereafter within thirty (30) days of each calendar quarter end. The City of Gautier shall also provide the DFA with a final report summarizing the expenditures and use of the State

Funds proceeds no more than thirty (30) days after final expenditure of the State Funds.

SECTION 6. The City of Gautier certifies that for all State Funds used to reimburse the City of Gautier for costs of the Project that occurred prior to the effective date of this MOU, such prior Project costs are in accordance with the Act.

SECTION 7. The City of Gautier agrees to maintain copies of all invoices and similar documentation for each expenditure of all funds received from the 2018 Transportation and Infrastructure Improvements Fund sufficient to satisfy and confirm, to DFA's satisfaction, that such funds have been expended **solely** for the costs of the Project as authorized and provided by the Act.

SECTION 8. The City of Gautier agrees to administer the project with respect to construction to be completed in accordance with the state procurement laws.

SECTION 9. The City of Gautier agrees that if any proceeds from the State Funds are remaining at the completion of the Project, said funds shall be expended in accordance with the Act.

(The remainder of this page left blank intentionally)

SECTION 10. All notices or information pursuant to this MOU shall be provided as follows:

Paula Yancey, City Manager
3330 Hwy. 90
Gautier, MS 39553
Phone: 228-497-8000

Department of Finance and Administration

Attention: Gilda Reyes

(For submission of reports and questions regarding funding)

501 North West Street, Suite 1301A

Jackson, Mississippi 39201

Phone: (601) 359-3402

Fax: (601) 359-2405

Email: Gilda.Reyes@dfa.ms.gov

SB2002@dfa.ms.gov

SECTION 11. This MOU shall be effective from and after signature date.

IN WITNESS WHEREOF, the parties have affixed their signatures on the dates indicated below.

MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION

By: _____ Date: _____
Laura D. Jackson, Executive Director

City of Gautier

By: _____ Date: 09/13/2018
Paula Yancey, City Manager

EXHIBIT A

The City of Gautier shall maintain on file, the following items in relation to Project:

1. Proof of Advertisement (i.e. copy of the advertisement, MPTAP and/or procurement portal posting, etc.) for any RFQ, RFP or IFB.
2. A copy of the Program of Work for project.
3. A copy of the Construction Documents and Invitation for Bid Documents and any other Invitations for Bid, Request for Qualifications, Request for Proposals Documents including resultant Contracts for which funds will be expended.
4. A list of bidders/respondents, including the Bid Tabulation Form/Register of Proposals. For construction awards, include recommendation of the Professional for the award of contract. For items procured by RFQ or RFP, include evaluation committee tally sheets/overall scoring in support of award decision.
5. A copy of Contract award for construction of project.
6. A copy of all contractor pay requests and professional pay requests and approval of payments for said services.

(The remainder of this page left blank intentionally)

Councilwoman Martin made the motion to recess until September 18, 2018 at 6:30 PM. **Councilman Vaughan** seconded the motion. The vote was carried unanimously.

APPROVED BY:

MAYOR

ATTEST:

CITY CLERK

Submitted for approval of the Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of October 2, 2018.

Tuesday
September 18, 2018
Gautier, Mississippi

BE IT REMEMBERED THAT A RECESSED MEETING of the Mayor and Members of the Council of the City of Gautier, Mississippi was held September 18, 2018 at 6:30 PM in the City Hall Municipal Building, 3330 Highway 90, Gautier, Mississippi.

Those present were Council Members, Mary Martin, Richard Jackson, Casey Vaughan, Rusty Anderson, and Adam Colledge. Also present were Paula Yancey, City Manager; Cynthia Russell, City Clerk; Josh Danos, City Attorney and other concerned citizens. Absent were Mayor Phil Torjusen and Councilman Cameron George.

**AGENDA
CITY OF GAUTIER, MISSISSIPPI
CITY HALL COUNCIL CHAMBERS
September 18, 2018 @ 6:30 PM**

I. Call to Order

1. Prayer
2. Pledge of Allegiance

II. Agenda Order Approval

III. Announcements

1. Gautier's Farmers Market (2nd Saturday Monthly) May – October 8:00 AM until 12:00 PM at George Martin City Park.
2. City of Gautier's Cruisin' Through the Decades Event September 30th 11:00 a.m. - 4:00 p.m. at Singing River Mall Property

IV. Presentation Agenda

V. Business Agenda

1. Approval of FY 2018 Year End Budget Amendments

☐	STAFF PRESENTATION	☐	PUBLIC QUESTIONS/COMMENTS (3 MINUTES PER PERSON)	☐	MOTION COUNCIL DISCUSSION/QUESTIONS	☐	VOTE
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2. Discuss and Select Municipal Depository for FY 2018-2020

☐	STAFF PRESENTATION	☐	PUBLIC QUESTIONS/COMMENTS (3 MINUTES PER PERSON)	☐	MOTION COUNCIL DISCUSSION/QUESTIONS	☐	VOTE
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3. Authorization to award and execute a contract with Coastal Development and Construction for the Shepard State Park Log Cabin, Phase II, project

☐	STAFF PRESENTATION	☐	PUBLIC QUESTIONS/COMMENTS (3 MINUTES PER PERSON)	☐	MOTION COUNCIL DISCUSSION/QUESTIONS	☐	VOTE
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4. Authorize to enter into a Professional Services Agreement with Retail Strategies

☐	STAFF PRESENTATION	☐	PUBLIC QUESTIONS/COMMENTS (3 MINUTES PER PERSON)	☐	MOTION COUNCIL DISCUSSION/QUESTIONS	☐	VOTE
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5. Approval of Docket of Claims

☐	STAFF PRESENTATION	☐	PUBLIC QUESTIONS/COMMENTS (3 MINUTES PER PERSON)	☐	MOTION COUNCIL DISCUSSION/QUESTIONS	☐	VOTE
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VI. Consent Agenda **(All items approved in one motion)**

1. Authorization to accept the donation of a bullet/stab protective vest for Gautier Police K9 "Justice".
2. Authorization requested to purchase a 2001 Navistar International Truck for \$10.00 from the Jackson County Board of Supervisors
3. Authorization to accept monetary donations for the City of Gautier's Cruisin' Through the Decades Event
4. Authorization to entering into a PreEvent Disaster Response Services and Supplies contract with DRC Emergency
5. Receive August 2018 Privilege License Report
6. Approval of minutes from Regular Council Meeting held September 4, 2018 and Recessed Council Meeting held September 6, 2018.
7. Termination of Local Emergency Proclamation relating to Tropical Storm Gordon
8. Approval of a resolution stating intent to increase Solid Waste Charges

VII. 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 October 2, 2018 at 6:30 PM

www.gautier-ms.gov

Meeting was called to order by Councilwoman Martin at 6:30 PM.

Councilman Colledge made the motion to approve the agenda order with the following revisions:

1. Add a contract as an exhibit to Business Agenda Item #4, authorizing the City to enter into a Professional Service Agreement with Retail Strategies.
2. Amend Resolution 049-2018 in September 6th Minutes to reflect an adoption date of September 6, 2018.

Councilman Vaughan seconded the motion. The vote carried unanimously.

Announcements

1. Gautier's Farmers Market (2nd Saturday Monthly) May – October 8:00 AM until 12:00 PM at George Martin City Park.
 2. City of Gautier's Cruisin' Through the Decades Event September 30th 11:00 a.m. - 4:00 p.m. at Singing River Mall Property
-

Presentation

None



Nature's Playground

2nd Saturday

Farmers MARKET



MAY — OCTOBER
2ND SATURDAY MONTHLY
8:00 A.M. UNTIL 12:00 P.M.
GEORGE MARTIN CITY PARK
902 DE LA POINTE DR.

FOR MORE INFORMATION OR TO BECOME A
VENDOR CONTACT RACHEL HONEA AT 228-219-3259



CITY OF GAUTIER'S



Cruisin'



THROUGH THE DECADES

CALLING ALL CAR ENTHUSIASTS!

RESERVED PARKING & CRUISIN' LANE FOR ALL CRUISERS

**MUSICAL ENTERTAINMENT BY: DEREK NORSWORTHY, SIX STRING ANDREW & BAND,
THE CAT DADDYZ, DOUBLE DEE, AND WAYWARD JONES**

FREE CAR SHOW

ALL MAKES MODELS AND YEARS WELCOME
MULTIPLE PEOPLE'S CHOICE TROPHIES FOR CARS AND BIKES

CAR SHOW



SEPTEMBER 30, 2018

11:00 A.M. - 4:00 P.M.

2800 HWY 90 GAUTIER



For More Information visit : www.gautier-ms.gov or check out
Facebook - City of Gautier Recreation & Community Events

Councilman Vaughan made the motion to approve the resolution for the final year end Budget Amendments FY 2018, as presented. Councilman Colledge seconded the motion. The vote was carried unanimously.

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

RESOLUTION NUMBER 052-2018

WHEREAS, pursuant to Miss. Code Ann. 21-35-25, the City is authorized to revise its budget from time to time as it deems necessary to meet the requirements of Mississippi law; and

WHEREAS, the Mayor and Members of the City Council hereby find that amendment of the current budget as presented is in the best interests of the City;

BE IT RESOLVED, by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the attached Final Budget Amendments for FY 2018 are hereby approved.

BE IT FURTHER RESOLVED that the City Manager and/or City Clerk are authorized to execute any and all documents necessary for this purpose.

This resolution shall take effect and be in full force on September 18, 2018.

Motion made by **Councilman Vaughan**, seconded by **Councilman Colledge** and the following vote was recorded:

AYES: Mary Martin
Richard Jackson
Casey Vaughan
Rusty Anderson
Adam Colledge

NAYS: None

ABSENT: Phil Torjusen
Cameron George

MAYOR

ATTEST:

CITY CLERK

Passed and Adopted by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of September 18, 2018.

**FY 2018
FINAL
BUDGET AMENDMENTS**

GENERAL FUND: FUND 001	Budget	Amendment	New Budget
REVENUES			
Miscellaneous	155,492.40	<u>5,500.00</u>	160,992.40
		5,500.00	
EXPENDITURES			
CITY CLERK			
Personnel Services	235,955.00	(5,500.00)	230,455.00
Other Services & Charges	24,900.00	5,500.00	30,400.00
RECREATION			
Supplies	65,022.00	5,500.00	70,522.00
Other Services & Charges	94,650.00	(1,400.00)	93,250.00
Capital Outlay	17,504.00	<u>1,400.00</u>	18,904.00
		5,500.00	

Budget Cruisin the Coast Donations; Adjust Departmental overages

Councilman Colledge made the motion to table Business Agenda Item #2 until the end of all Business Agenda Items. Councilman Jackson seconded the motion. The vote was carried unanimously.

Councilman Colledge made the motion to approve the authorization to award and execute a contract with Coastal Development and Construction for the Shepard State Park Log Cabin, Phase II, as presented, in an amount not to exceed \$145,928.00. Councilman Vaughan seconded the motion. The vote was carried unanimously.

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

ORDER NUMBER 174-2018

WHEREAS, on September 11, 2018, the project architect, Goodwin, Mills, and Caowood, received sealed bids for Shepard State Park Welcome Center Phase II; and

WHEREAS, the only bid received from a qualified general contractor was from Coastal Development and Construction; and

WHEREAS, the architect recommends awarding this contract to Coastal Development and Construction as the lowest and best bid; and

WHEREAS, the Mayor and Council Members hereby find that Coastal Development and Construction has submitted the lowest and best bid;

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Award and Execution of a Contract with Coastal Development and Construction for the Shepard State Park Log Cabin, Phase II is hereby authorized.

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

Motion was made by **Councilman Colledge** seconded by **Councilman Vaughan** and the following vote was recorded:

AYES: **Mary Martin**
 Richard Jackson
 Casey Vaughan
 Rusty Anderson
 Adam Colledge

NAYS: **None**

ABSENT: **Phil Torjusen**
 Cameron George

MAYOR

ATTEST:

CITY CLERK

Passed and Adopted by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of September 18, 2018.

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: April Havens, Grants Administrator
Date: 09/13/2018
Subject: Shepard State Park Log Cabin, Phase II Contract Execution

REQUEST:

The Grants and Projects Department requests City Council authorization to award and execute a contract with Coastal Development and Construction for the Shepard State Park Log Cabin, Phase II, project in an amount not to exceed \$145,928.

BACKGROUND:

A two-story historic log cabin known as the "Wilson House" was donated to the city by Mr. Brian Britt. The building was originally constructed in the early 1920's alongside US Highway 49 in Gulfport, Mississippi. The structure was built by Walter Alfred Cox and became the homestead of Clark Wilson and his wife, Marjorie Welch Wilson. The 3,000-square-foot cabin is made of southern yellow pine logs, and has been relocated from the northeast corner of Dobson Road and Allen Road to the entrance of Shepard State Park. The first phase included the relocation, foundation, parking, sidewalks, RV dump station, etc. The cabin will be used as a welcome center and general store for campers.

DISCUSSION:

On September 11, 2018, sealed proposals for Shepard Park Welcome Center Phase II were received from one qualified general contractor, Coastal Development and Construction. This project will be funded through state grants.

RECOMMENDATION:

The Grants and Projects Department recommends that City Council authorize the award and execution of a contract with Coastal Development and Construction for the Shepard State Park Log Cabin, Phase II, project in an amount not to exceed \$145,928.

The City Council may:

- 1) Authorize the Award and Execution of the Contract; or
- 2) Reject all bids and modify the scope of the project; or Reject all bids and re-advertise.

ATTACHMENTS:

Councilman Vaughan made the motion to authorize the City Manager to enter into a Professional Service Agreement to provide consulting services with Retail Strategies for research, in-market retail analysis, and retail recruitment in an amount not to exceed \$35,000 per year, as presented. Councilman Colledge seconded the motion. The vote was carried unanimously.

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

ORDER NUMBER 175-2018

WHEREAS, Retail Strategies offers research, in-market retail analysis, and retail recruitment and will identify the City's retail trade area and perform market and retail analysis, to include mapping retail locations and analyzing opportunities; and

WHEREAS, Retail Strategies will analyze existing shopping centers and retail corridors and actively reach out to local brokers and real estate owners and identify, evaluate and catalog priority commercial properties for development or redevelopment based on their highest and best use and identify priority business categories to expand locally and to recruit to the area.

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the professional services agreement with Retail Strategies in an amount not to exceed \$35,000 per year is hereby approved and authorized.

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

Motion was made by **Councilman Vaughan** seconded by **Councilman Colledge** and the following vote was recorded:

AYES: Mary Martin
Richard Jackson
Casey Vaughan
Rusty Anderson
Adam Colledge

NAYS: None

ABSENT: Phil Torjusen
Cameron George

MAYOR

ATTEST:

CITY CLERK

Passed and Adopted by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of September 18, 2018.

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: April Havens, Grants Administrator
Date: 09/13/2018
Subject: Professional Services Agreement with Retail Strategies

REQUEST:

The Grants and Projects Department requests City Council authorization to enter into a professional services agreement with Retail Strategies for research, in-market retail analysis, and retail recruitment in an amount not to exceed \$35,000 per year.

BACKGROUND:

Retail Strategies comes highly recommended to City staff. This agreement reflects a reduced rate for the City of Gautier.

DISCUSSION:

This agreement for consultant services includes research, in-market retail analysis, and retail recruitment. Retail Strategies will identify the City's retail trade area and perform market and retail analysis, to include mapping retail locations and analyzing opportunities given local and macro retail trends.

Retail Strategies will analyze existing shopping centers and retail corridors and actively reach out to local brokers and real estate owners. The company will identify, evaluate and catalog priority commercial properties for development or redevelopment based on their highest-and-best-use and identify priority business categories to expand locally and to recruit to the area.

Finally, Retail Strategies will proactively recruit businesses for targeted zones through the contact of a minimum of 30 retailers, restaurants, brokers or developers and regularly update the City. One market visit per calendar year is included in this agreement, as is representation at International Council of Shopping Center conferences.

RECOMMENDATION:

The Grants and Projects Department recommends that City Council authorize entering into a professional services agreement with Retail Strategies for research, in-market retail analysis, and retail recruitment in an amount not to exceed \$35,000 per year.

The City Council may:

- 1) Approve entering into a professional services agreement with Retail Strategies as presented; or
- 2) Not approve entering into a professional services agreement with Retail Strategies as presented.

ATTACHMENTS:

1. Retail Strategies Proposal
2. Retail Strategies PSA

Councilman Vaughan made the motion to approve the Docket of Claims, as presented, provided that all entries thereon are true, correct, properly entered, and not fraudulent. Councilman Colledge seconded the motion. The vote was carried unanimously.

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

ORDER NUMBER 176-2018

WHEREAS, Miss. Code Ann. 21-39-9 requires governing authority to review all unpaid claims and determine if there is an obligation. An obligation exists if the related materials and supplies were properly contracted for and received by the municipality; and

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 **Councilman Vaughan** seconded by **Councilman Colledge** and the following vote was recorded:

AYES: **Mary Martin**
 Richard Jackson
 Casey Vaughan
 Rusty Anderson
 Adam Colledge

NAYS: **None**

ABSENT: **Phil Torjusen**
 Cameron George

MAYOR

ATTEST:

CITY CLERK

Passed and Adopted by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of September 18, 2018.

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	DIRECTV LLC	182847	09/18/2018	08/26/2018			157.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-698	WEST STN: 022727663 (OCT)		09132018	09/14/2018			157.00
001	SECURE NETWORKS LLC	182930	09/18/2018	08/14/2018			2,430.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-698	OCT 2018 NETWORK SERVICES		3519	08/14/2018			2,280.00
	001-092-698	SYNCHRONIZED EMAIL		3519	08/14/2018			150.00
001	PASCAGOULA UTILITIES	182931	09/18/2018	08/14/2018			27.39	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-630	CENTRAL FIRE STN		90161	08/28/2018			12.84
	001-161-630	SOUTH FIRE STN		90339	08/28/2018			14.55
001	DELTA SANITATION OF MS LLC	182937	09/18/2018	09/05/2018			35.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-698	FRAZIER PORT O LET		003195	08/31/2018			35.00
001	CABLE ONE INC	182944	09/18/2018	09/05/2018			130.07	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-698	SEP 2018: #107571481		08252018	09/01/2018			130.07
001	TEC	182945	09/18/2018	09/05/2018			126.57	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-605	MONTHLY LONG DISTANCE		941436	09/01/2018			126.57
001	AUTO TRUCK AND TRAILER PARTS INC	182946	09/18/2018	09/05/2018			2,202.24	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-638	SENSOR: E1		270078	08/02/2018			273.00
	001-161-638	FILTER: WATER,FUEL,OIL(2): E2		270132	08/06/2018			122.43
	001-161-638	ROTELLA (5): E2		270133	08/06/2018			82.50
	001-161-638	5GAL TRANS FLUID: E2		270159	08/07/2018			51.37
	001-161-638	FILTER KIT: E2		270161	08/07/2018			125.00
	001-161-638	FILTER: E2		270183	08/08/2018			25.00
	001-161-638	AIR FILTER: E1		270225	08/09/2018			165.14
	001-161-638	AIR FILTER: E2		270242	08/10/2018			165.14
	001-161-638	AIR FILTER: E2		270243	08/10/2018			165.14
	001-161-638	30/30 CHAMBER (2): E2		270286	08/13/2018			78.00
	001-100-570	ADDITIVE (12): DODGE CHRG		270272	08/13/2018			147.96
	001-161-638	VALVE: E2		270320	08/15/2018			53.95
	001-170-639	TIRE PLUG KIT		270192	08/16/2018			20.00
	001-100-570	HY-PER LUBE (4)		270339	08/16/2018			46.56
	001-161-638	VALVE: E2		270340	08/16/2018			12.50
	001-100-570	ANTFRZ (4): DODGE CHRG		270405	08/20/2018			102.52
	001-100-570	BATTERY: U #12301		270433	08/20/2018			105.00
	001-161-638	HEADLIGHT (2): E2		270440	08/21/2018			67.04
	001-161-638	VALVE (2): E2		270407	08/21/2018			158.00
	001-161-638	LOW AIR SWITCH, GOVERNOR: E2		270450	08/21/2018			27.95
	001-161-638	FILTER: E3		270626	08/28/2018			32.75
	001-161-638	ROTELLA, FILTER (3): E3		270627	08/28/2018			165.29

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001	AUTO TRUCK AND TRAILER PARTS INC	182946	09/18/2018	09/05/2018			2,202.24	(CONTINUED)
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-638	BATTERY CABLE		270674	08/31/2018			10.00
001	STEINER SAW & MOWER	182948	09/18/2018	09/05/2018			52.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-639	EDGER BLADE(2), PRIMER BULB(4)		472245	08/21/2018			52.00
001	BELL AUTO PARTS INC	182949	09/18/2018	09/05/2018			481.62	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-639	BOX TIRE STRING (2)		42726	08/13/2018			26.00
	001-170-639	BELT: SCAG MOWER		42743	08/20/2018			71.64
	001-170-639	BELT COVER		42744	08/21/2018			67.26
	001-170-639	BELT COVER, PULLEY		42745	08/23/2018			69.68
	001-170-639	PULLEY (3)		42746	08/24/2018			107.34
	001-170-639	CAPACITOR		42752	08/29/2018			139.70
001	O'REILLY AUTO PARTS	182951	09/18/2018	09/06/2018			1,550.90	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-639	SPARK PLUG (8): HONDA GEN		1978102985	07/30/2018			17.52
	001-100-570	ALTERNATOR: U #51		1978103294	08/02/2018			274.12
	001-100-570	OIL FILTER (6)		1978103340	08/02/2018			22.14
	001-100-570	ZINC ADDITIVE (2)		1978103383	08/03/2018			39.98
	001-170-639	RTCH SET, CLIP, CA STOPS, PLIERS		1978103391	08/03/2018			26.64
	001-100-570	1GAL ANTFRZ, MANIFOLD SET: U #52		1978103748	08/06/2018			113.80
	001-170-638	SEMI-MET PAD, BRAKE ROTOR (2)		1978103825	08/07/2018			104.99
	001-170-638	WATER PUMP, 1GAL ANTFRZ		1978103826	08/07/2018			73.90
	001-170-638	FILTER, 1QT OIL(6), STABILIZER		1978103836	08/07/2018			45.12
	001-170-638	BRK CALIPER		1978103840	08/07/2018			42.97
	001-170-638	SEMI-MET PAD		1978103859	08/07/2018			28.26
	001-170-638	FLUID RESERVE		1978103868	08/07/2018			95.99
	001-100-570	ZINC ADDITIVE (6)		1978104054	08/09/2018			119.94
	001-100-570	BLOWER MOTOR: U #14401		1978104058	08/09/2018			40.66
	001-161-639	MIN SPIRITS		1978104578	08/14/2018			85.09
	001-100-570	COOLANT HOSE: U #33		1978104600	08/14/2018			26.58
	001-100-570	HOSE CLAMP (2): U #33		1978104605	08/14/2018			1.18
	001-100-570	2PK KEYLESS: U #60		1978104772	08/15/2018			6.99
	001-170-639	BATTERY		1978104788	08/16/2018			94.13
	001-100-570	BATTERY: PD FUSION		1978104789	08/16/2018			107.14
	001-161-639	14-OZ BRAKE CLN (12)		1978104790	08/16/2018			23.88
	001-170-639	REPR PARTS (5): TRAILER		1978104796	08/16/2018			20.45
	001-170-639	BATTERY		1978104827	08/16/2018			107.14
	001-205-638	OIL PRESS SW, OIL FILTER		1978105266	08/21/2018			14.02
	001-161-638	14" 100PK TIE (2): E2		1978105357	08/22/2018			15.28
	001-205-638	LP MINI FUSE: GREEN F150		1978105461	08/23/2018			2.99
001	CABLE ONE INC	182953	09/18/2018	09/06/2018			83.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-698	SEP 2018: SR BLDG #120793682		08252018	09/01/2018			83.00

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001	CABLE ONE INC	182954	09/18/2018	09/06/2018			92.31	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-698	SEP 2018: SFD #122025091	08162018	08/23/2018			92.31	
001	CABLE ONE INC	182955	09/18/2018	09/06/2018			92.31	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-698	SEP 2018: CFD #122024086	08162018	08/23/2018			92.31	
001	CABLE ONE INC	182956	09/18/2018	09/06/2018			92.31	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-698	SEP 2018: NFD #122024383	08162018	08/23/2018			92.31	
001	LOWES HOME CENTERS INC	182957	09/18/2018	09/06/2018			1,284.77	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-170-559	5GAL COOLER (2)	909830	07/26/2018			47.46	
	001-201-565	SUPPLIES (31): CITY ENT SIGN	901499	07/26/2018			82.31	
	001-201-565	CLASSIC COBBLE STONE 100/PK	999476	07/27/2018			813.52	
	001-161-559	HAND SOAP, 128OZ CLEANER	910991	07/30/2018			18.97	
	001-201-565	50LB QUIKRETE (12)	901493	07/31/2018			37.32	
	001-092-635	70 CFM BATHROOM FAN	901672	08/01/2018			28.49	
	001-170-559	SCOOP SHOVEL, PATCH KIT	901787	08/02/2018			36.54	
	001-205-559	CDT RTN:PRO LTS PAINT SPRAYER	914014	08/03/2018			-407.55	
	001-205-559	PRO LTS PAINT SPRAYER	918189	08/03/2018			407.55	
	001-170-559	EZ PICKUP TOOL (4)	915748	08/06/2018			72.12	
	001-170-559	CDT RTN: EZ PICKUP TOOL (3)	915747	08/06/2018			-68.32	
	001-092-702	18 CU FT REFRIGERATOR	914014	08/08/2018			407.55	
	001-205-559	CDT RTN:PRO LTS PAINT SPRAYER	914013	08/08/2018			-407.55	
	001-170-559	WASP/HORNET SPRAY (4)	919057	08/13/2018			7.52	
	001-170-638	KNOB, VOLTAGE TESTER (2)	914407	08/15/2018			51.72	
	001-161-559	8CT RAYOVAC BATT (2)	911054	08/15/2018			20.84	
	001-170-559	TRAFFIC CONE (4), SAFETY VEST	901910	08/15/2018			70.20	
	001-205-559	PICTURE HANGER	901981	08/15/2018			1.41	
	001-170-559	32CT NIAGARA, SAFETY VEST	909025	08/15/2018			20.86	
	001-170-559	KEY BLANK (7), KEY RING	909364	08/16/2018			16.95	
	001-205-559	LIQUID PLUMR, SINK PLUG	901126	08/16/2018			7.70	
	001-170-635	TLT FLAPPER (2), 24PK TOWELS	910091	08/22/2018			19.16	
001	SYSCON INC	182960	09/18/2018	09/07/2018			1,475.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-010-698	SEPT 2018 COURT SUPPORT	1-44330	09/04/2018			1,475.00	
001	SINGING RIVER ELECTRIC COOPERATIVE	182963	09/18/2018	09/10/2018			1,372.50	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-161-631	SOUTH FD 76008001	08202018	08/29/2018			296.41	
	001-170-631	BACOT PARK 10137	08202018	08/29/2018			925.43	
	001-201-629	SIGNAL LIGHTS 10138	08202018	08/29/2018			127.06	
	001-170-631	BACOT SPLASHPAD 103751001	08202018	08/29/2018			23.60	

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001	ACE DATA STORAGE INC	182964	09/18/2018	09/10/2018			105.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-699	AUG 2018 SHREDDING SERVICE		0060783	09/01/2018			105.00
001	C SPIRE WIRELESS	182965	09/18/2018	09/10/2018			969.75	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-021-605	CITY MGR CELL PHONES		0030759348	08/31/2018			50.27
	001-022-605	HR CELL PHONES		0030759348	08/31/2018			50.27
	001-040-605	ADMIN CELL PHONES		0030759348	08/31/2018			134.73
	001-090-605	BLDG-PLNG CELL PHONES		0030759348	08/31/2018			201.08
	001-090-698	IPAD SERVICE (3)		0030759348	08/31/2018			102.57
	001-094-605	GRANT-PROJ CELL PHONES		0030759348	08/31/2018			100.54
	001-161-605	FIRE DEPT CELL PHONES		0030759248	08/31/2018			156.80
	001-170-605	RECREATION CELL PHONES		0030759248	08/31/2018			123.22
	001-205-605	MAINT CELL PHONES		0030759248	08/31/2018			50.27
001	MS DEPT OF FINANCE & ADMIN	182968	09/18/2018	09/10/2018			28,176.75	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-000-300	AUG 2018 COURT ASSESSMENTS		08312018	09/10/2018			28,176.75
001	MS DEPT OF PUBLIC SAFETY	182969	09/18/2018	09/10/2018			1,698.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-000-300	AUG 2018 SPECIAL ASSESSMENTS		08312018	09/10/2018			1,698.00
001	MS DEPT OF PUBLIC SAFETY	182970	09/18/2018	09/10/2018			300.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-000-300	AUG 2018 INTERLOCK FEES		08312018	09/10/2018			300.00
001	JACKSON COUNTY ADULT DETENTION CENTER	182971	09/18/2018	09/10/2018			10,675.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-010-696	AUG 2018 ADC CHGS		08312018	09/10/2018			10,675.00
001	SPORTS CONDUCTOR LLC	182972	09/18/2018	09/10/2018			410.80	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-502	2018 FOOTBALL 86		4400	09/01/2018			339.70
	001-170-502	2018 CHEER 18		4400	09/01/2018			71.10
001	AT&T INTERSTATE DED PRIVATE LINE SERVS	182973	09/18/2018	09/10/2018			203.15	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-699	ACCUNET T1.5 DIGITAL SERV		3104452188	09/01/2018			203.15
001	BLOSSMAN GAS INC	182974	09/18/2018	09/10/2018			188.76	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-630	PROPANE GAS: NORTH STN		4565722	08/23/2018			188.76
001	CINTAS CORPORATION NO 2	182975	09/18/2018	09/10/2018			343.40	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-205-535	MAINTENANCE		240537774	08/01/2018			68.68
	001-205-535	MAINTENANCE		240538701	08/08/2018			68.68
	001-205-535	MAINTENANCE		240539615	08/15/2018			68.68

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001	CINTAS CORPORATION NO 2	182975	09/18/2018	09/10/2018			343.40	(CONTINUED)
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-205-535	MAINTENANCE		240540535	08/22/2018			68.68
	001-205-535	MAINTENANCE		240541435	08/29/2018			68.68
001	AIRGAS USA LLC	182976	09/18/2018	09/10/2018			205.17	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-205-588	CYLINDER RENTAL		9955798573	08/31/2018			205.17
001	FEDERAL EXPRESS	182997	09/18/2018	09/11/2018			46.81	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-607	PRTY OVRNIGHT: BURKES LS		629787845	09/05/2018			46.81
001	ROBERT JONES, CUSTODIAN	182998	09/18/2018	09/11/2018			21.32	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-535	SHIPPING CHARGES TURNOUTS		05112018	09/07/2018			16.32
	001-161-559	FF OF YEAR PLATE		06122018	09/07/2018			5.00
001	CINDY RUSSELL, CUSTODIAN	182999	09/18/2018	09/11/2018			80.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-559	2 TAGS		06152018	09/07/2018			32.00
	001-100-559	4 GOVERNMENT TAGS		07122018	09/07/2018			48.00
001	TRIDENT INSURANCE SERVICES	183001	09/18/2018	09/11/2018			2,526.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-625	DEDUCTIBLE: KNOX CLAIM		94878	09/07/2018			2,126.00
	001-092-625	DEDUCTIBLE: KNOX CLAIM		94910	09/07/2018			400.00
001	SCOTT ANKERSON, CUSTODIAN	183002	09/18/2018	09/11/2018			84.23	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-090-559	FLASH DRIVE AUDITOR REPORT		06262018	09/07/2018			18.18
	001-090-689	ACO SUPPLIES		08242018	09/07/2018			10.45
	001-090-500	STENO PADS PENS BLACK SHARPIES		08052018	09/07/2018			10.56
	001-090-620	PLAN COPIES:RECORDS REQUEST		05152018	09/07/2018			37.56
	001-090-500	POST IT NOTES		08302018	09/07/2018			7.48
001	MUNICIPAL CODE CORPORATION	183003	09/18/2018	09/11/2018			350.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-040-699	ADMIN SUPPORT FEE 9/18-8/19		00316066	09/06/2018			350.00
001	DANTE ELBIN, CUSTODIAN	183004	09/18/2018	09/11/2018			288.14	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-559	3 CAR TAGS		03282018	09/07/2018			45.45
	001-100-559	WIRELESS MOUSE, CHG CABLE		05152018	09/07/2018			49.12
	001-100-559	2 CAR TAGS		06152018	09/07/2018			29.15
	001-100-559	4 CAR TAGS		07192018	09/07/2018			60.20
	001-100-559	TIRE REPAIR		07252018	09/07/2018			35.00
	001-100-500	PENS,SURGE PROT, DRYERASE BRD		08172018	09/07/2018			46.75
	001-100-559	WATER 32 CNT (6)		09042018	09/07/2018			22.47

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001	CHASSITY BILBO, CUSTODIAN	183005	09/18/2018	09/11/2018			108.45	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-170-513	SUPPLIES:RIBBON CUTTING	01292018	09/07/2018		8.56		
	001-170-513	COFFEE:RIBBON CUTTING	01292018	09/07/2018		10.36		
	001-170-559	FEBREEZE (2)	02212018	09/07/2018		12.71		
	001-170-639	GASKETS-SPLASH PAD	03082018	09/07/2018		18.19		
	001-170-513	SUPPLIES:ICE CREAM SOCIAL	03262018	09/07/2018		6.96		
	001-170-513	EARTH DAY SUPPLIES	04192018	09/07/2018		8.56		
	001-170-513	SUPPLIES:PLEIN AIR	04252018	09/07/2018		7.21		
	001-170-638	VAN-CAR WASH	05012018	09/07/2018		5.00		
	001-170-513	SUPPLIES:PLEIN AIR	05052018	09/07/2018		6.40		
	001-092-525	UNL FUEL	05052018	09/07/2018		10.00		
	001-170-513	MOVIE NIGHT RENTAL	08102018	09/07/2018		3.50		
	001-170-513	STATE EVENT PERMIT	09062018	09/07/2018		11.00		
001	CITY OF GAUTIER 7M BOND ACCT	183007	09/18/2018	09/11/2018			1,650.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-900-969	AMENDED TRX: ADDTL BOND FEES	090042018	09/04/2018		1,650.00		
001	FOSTERS A/C & HEATING INC	183009	09/18/2018	09/11/2018			237.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-639	SERV CALL: M BLUFF SUB STN	W1036642	08/30/2018		105.00		
	001-100-639	CONTACTOR: 25-30 AMP 24V	W1036642	08/30/2018		87.00		
	001-100-639	R22 FREON	W1036642	08/30/2018		45.00		
001	FUELMAN	183012	09/18/2018	09/11/2018			3,442.73	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-090-525	UNL FUEL	NP54146477	09/03/2018		33.29		
	001-100-525	UNL FUEL	NP54146477	09/03/2018		2,810.19		
	001-161-525	UNL & DSL FUEL	NP54146477	09/03/2018		398.30		
	001-170-525	UNL & DSL FUEL	NP54146477	09/03/2018		122.56		
	001-205-525	UNL & DSL FUEL	NP54146477	09/03/2018		78.39		
001	FUELMAN	183014	09/18/2018	09/11/2018			3,839.61	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-090-525	UNL FUEL	NP54198856	09/10/2018		47.50		
	001-100-525	UNL FUEL	NP54198856	09/10/2018		2,537.97		
	001-100-525	FRAUDULENT CHGS: CLONED CARD	NP54198856	09/10/2018		366.70		
	001-161-525	UNL & DSL FUEL	NP54198856	09/10/2018		605.49		
	001-170-525	UNL & DSL FUEL	NP54198856	09/10/2018		231.27		
	001-205-525	DSL FUEL	NP54198856	09/10/2018		50.68		
001	MSC 7511	183018	09/18/2018	09/11/2018			470.88	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-092-698	FFO200-01 RENTAL FEE	INV2666976	09/04/2018		470.88		
001	CREDIT CARD CENTER	183019	09/18/2018	09/11/2018			4,389.51	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-170-512	MICROFIBER CLOTHS	08012018	08/02/2018		91.18		
	001-170-512	TOTES, COOLIES, CUPS, B OPENERS	08022018	08/02/2018		1,284.73		

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001	CREDIT CARD CENTER	183019	09/18/2018	09/11/2018			4,389.51	(CONTINUED)
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-170-512	REFUND: BOTTLE OPENERS	08042018	08/06/2018			-391.62	
	001-001-509	PRINTING: GMYC T-SHIRTS	08012018	08/03/2018			80.00	
	001-001-509	PAPER PRODUCTS:GMYC TEAM BLDG	08032018	08/06/2018			8.56	
	001-001-509	DOUGHNUTS: GMYC MEET & GREET	08042018	08/06/2018			9.47	
	001-001-509	REFRESHMENTS:GMYC TEAM BLDG	08032018	08/06/2018			19.41	
	001-001-509	LUNCH: GMYC TEAM BLDG	08042018	08/06/2018			61.97	
	001-001-509	GYMC MEET & GREET EVENT	08042018	08/06/2018			68.22	
	001-170-559	2" STAKE DRIVER BIT	08022018	08/06/2018			179.98	
	001-170-502	OMIN CHEER: FIT KIT	08062018	08/07/2018			150.00	
	001-021-559	REFUND: GO DADDY FEES	08082018	08/09/2018			-15.17	
	001-170-512	BOTTLE OPENER KEY RING (500)	08132018	08/14/2018			249.49	
	001-001-681	DC FLIGHT:TORJUSEN, PHIL	08132018	08/15/2018			312.40	
	001-001-681	DC FLIGHT:TORJUSEN,G (REIMB)	08132018	08/15/2018			312.40	
	001-170-502	20 MIL VINYL DECAL (50)	08212018	08/21/2018			156.75	
	001-170-512	T SHIRTS (52): CRUISIN	08212018	08/22/2018			194.37	
	001-170-681	MRPA CONFERENCE: BILBO,C	08222018	08/23/2018			255.00	
	001-170-502	2018 CHEER UNIFORMS	08242018	08/27/2018			1,362.37	
001	SYRUS ERIN ROMOSER	183022	09/18/2018	09/11/2018			4,785.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-201-675	MATERIALS: GRAVELINE HANDRAIL	235	09/11/2018			635.00	
	001-201-675	LABOR: GRAVELINE HANDRAIL	235	09/11/2018			4,150.00	
001	THE SUN HERALD	183025	09/18/2018	09/11/2018			275.84	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-040-615	BID AD:SHEPARD WELCOME CENTER	103801948	08/12/2018			275.84	
001	AT&T GLOBAL NETWORK SERVS LLC	183026	09/18/2018	09/11/2018			229.64	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-699	NCIC EQUIPMENT CHARGES	GE55643	09/01/2018			229.64	
001	MALLETTE BROTHERS CONSTRUCTION INC	183027	09/18/2018	09/12/2018			1,481.40	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-201-576	4.68 ASPHALT TN	19898	09/04/2018			351.00	
	001-201-576	37.68 RAP TN	19898	09/04/2018			1,130.40	
001	ALABAMA MEDIA GROUP	183029	09/18/2018	09/12/2018			17.28	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-090-615	NOTICE: ADOPT 2018 IBC	0008766185	09/02/2018	181157		17.28	
001	TEAM ONE COMMUNICATIONS INC	183030	09/18/2018	09/12/2018			255.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-639	LABOR: XTS2500 RADIO 2522	9080122911	08/31/2018	181163		85.00	
	001-100-639	LABOR: XTS2500 RADIO 7114	9080122921	08/31/2018	181163		85.00	
	001-100-639	LABOR: XTS2500 RADIO 7085	9080122931	08/31/2018	181163		85.00	
001	REYNOLDS WHOLESALE CO	183031	09/18/2018	09/12/2018			82.40	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-170-559	CS 12/8" BROWN TOWELS	60574	09/06/2018	181192		23.95	
	001-170-559	CS 100 BLACK CAN LINER 38X58	60574	09/06/2018	181192		32.95	
	001-170-559	CS #GEN 202 JR TISSUE	60574	09/06/2018	181192		25.50	

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	MS FIRE ACADEMY	183032	09/18/2018	09/12/2018			965.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-161-681	FIRE INSPECTOR CRS: ROS, MARK	26495	09/06/2018	180739		885.00	
	001-161-681	CPAT EXAM: HOLLAND, JAKE	26515	09/06/2018			40.00	
	001-161-681	CPAT EXAM: PEARSON, JAMES	26515	09/06/2018			40.00	
001	GULF SALES AND SUPPLY INC	183033	09/18/2018	09/12/2018			285.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-170-596	42" FAN-BELT DRIVE W/WHEELS	477180	08/30/2018	181162		285.00	
001	PRECISION DELTA CORPORATION	183034	09/18/2018	09/12/2018			699.80	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-559	40 S&W 165GR FMJ 500/CS (6)	12501	08/20/2018	181120		634.80	
	001-100-559	FREIGHT	12501	08/20/2018	181120		65.00	
001	GOODYEAR AUTO CENTER	183036	09/18/2018	09/12/2018			1,064.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-638	P235/55R17 EAG RS-A: U #14400	204006	09/04/2018	181138		532.00	
	001-100-638	P235/55R17 EAG RS-A: U #130	204080	09/07/2018	181164		532.00	
001	GREGGS AFFORDABLE AUTO GLASS	183037	09/18/2018	09/12/2018			50.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-638	ROCK REPAIR: U #17530	39793	09/11/2018	181042		50.00	
001	THE SUN HERALD	183039	09/18/2018	09/12/2018			2,718.40	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-040-615	NOTICE:TAX INCR/PUBLIC HEARING	001546160	09/02/2018	181149		2,152.00	
	001-040-615	NOTICE: FY 2017 AUDIT REPORT	0001546160	09/02/2018	181147		566.40	
001	SOUTHERN WATERWORKS SUPPLY INC	183040	09/18/2018	09/12/2018			210.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-201-576	SS STRAW MAT 8X112.5 (6)	76908	09/04/2018	181158		210.00	
001	STAPLES BUSINESS ADVANTAGE DEPT ATL	183041	09/18/2018	09/12/2018			693.51	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-170-500	#409623 NOTE SEAL GOLD LABEL	3387526706	08/21/2018	181132		3.15	
	001-170-500	BOX #2 YEL GOLF PENCIL (5)	3387526706	08/21/2018	181132		24.20	
	001-170-500	AVERY REINFORCEMENTS	3387526706	08/21/2018	181132		5.49	
	001-170-500	BIC WHITE OUT TAPE	3387526706	08/21/2018	181132		12.78	
	001-170-500	2-PART RECEIPT BOOK (3)	3387526706	08/21/2018	181132		17.97	
	001-170-500	CANNON 120 BLACK TONER	3387526706	08/21/2018	181132		156.79	
	001-170-500	12PK ASST DRY ERASE PENS	3387526706	08/21/2018	181132		14.99	
	001-040-500	100PK LAMINATING POUCHES	3387526706	08/21/2018	181132		22.18	
	001-040-500	CS 8.5X11 COPY PAPER (10)	3387741911	08/24/2018	181150		389.50	
	001-010-500	STPLS BROTHER TN3508 #791288	3388158729	08/28/2018	181156		46.46	
001	ROCIC	183042	09/18/2018	09/12/2018			125.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	001-100-681	REG FEE HOMICIDE CONF:MCQUAGGE	100812	09/04/2018	181197		125.00	

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	AFFORDABLE PAINT & BODY	183044	09/18/2018	09/12/2018			850.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-638	REPR RS DOOR,CAB,REF: U#13408		554	09/05/2018	181124		850.00
001	APOSTC LAW ENFORCEMENT ACADEMY	183045	09/18/2018	09/12/2018			160.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-681	FTO COURSE: PARKER, JAMES		9/25-9/27	09/12/2018	181129		80.00
	001-100-681	FTO COURSE: WILLIAMS, TRACE		9/25-9/27	09/12/2018	181129		80.00
001	ULINE INC	183046	09/18/2018	09/12/2018			1,451.18	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-702	GALV PTBL SAFETY BARRIER (15)		100764772	08/29/2018	181167		1,365.00
	001-170-702	FREIGHT		100764772	08/29/2018	181167		86.18
001	OCEAN SPRINGS SIGN AND GRAPHICS LLC	183047	09/18/2018	09/12/2018			474.69	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-512	10X11 DIGITAL PRINT		1118	08/29/2018	181161		67.86
	001-170-512	14X15 DIGITAL: CRUSIN		1118	08/29/2018	181161		72.72
	001-170-512	36X10 DIGITAL PRINT: CRUSIN		1118	08/29/2018	181161		82.38
	001-170-512	36X6 DIGITAL: CRUSIN		1118	08/29/2018	181161		73.92
	001-170-512	48X13 DIGITAL PRINT: CRUSIN		1118	08/29/2018	181161		94.74
	001-170-512	52X8 DIGITAL PRINT: CRUSIN		1118	08/29/2018	181161		83.07
001	EMS SAFETY SERVICES INC	183050	09/18/2018	09/12/2018			375.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-681	CPR INSTRUCTR CRS: FOWLER,T		10/6-10/7	09/06/2018	181170		375.00
001	TEXAS PRISONER TRANSPORTATION SERVICES	183051	09/18/2018	09/12/2018			373.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-699	PRISONER TRNSPT: WALHALLA,SC		9256	09/12/2018	181193		373.00
001	OCCUPATIONAL HEALTH CENTER INC	183052	09/18/2018	09/12/2018			1,000.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-604	DRUG SCREEN: HODGES, LUCAS		154698	09/05/2018	181148		60.00
	001-100-604	DRUG SCREEN: LANGFITT, SHANE		154698	09/05/2018	181148		60.00
	001-100-604	PRE-EMP DRUG SCREEN: HOGGARD		154698	09/05/2018	181143		60.00
	001-100-604	PRE-EMP PHYSICAL: HOGGARD		154698	09/05/2018	181143		65.00
	001-161-604	PRE-ACADEMY PHYSICAL:HANCOCK		152448	08/07/2018	181047		151.00
	001-161-604	PRE-ACADEMY PHYSICAL: GOFF		152855	09/05/2018	181047		151.00
	001-161-604	PRE-ACADEMY PHYSICAL: PEARSON		153435	09/05/2018	181047		151.00
	001-161-604	PRE-ACADEMY PHYSICAL: HOLLAND		153440	09/05/2018	181047		151.00
	001-161-604	PRE-ACADEMY PHYSICAL: BUZZ		153440	09/05/2018	181047		151.00
001	JERRY LEE'S	183053	09/18/2018	09/12/2018			169.66	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-559	H GORDON SUPPLIES: POLICE		ACCT 31	09/04/2018	181169		169.66

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	NATIONAL RIFLE ASSOC LAW ENFORCEMENT	183054	09/18/2018	09/12/2018			645.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-681	NRA LE INSTRUCT CRS: BOND,L		RA-238-K	08/30/2018	181128		645.00
001	STEINER SAW & MOWER	183055	09/18/2018	09/12/2018			539.85	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-639	EDGER GEAR BOX (3)		847651	09/06/2018	181174		539.85
001	GOODYEAR AUTO CENTER	183057	09/18/2018	09/13/2018			569.28	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-638	P225/60R18 EAG RS-A: U #59		204200	09/12/2018	181209		569.28
001	OCEAN SPRINGS SIGN AND GRAPHICS LLC	183058	09/18/2018	09/13/2018			475.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-512	4X40 MESH BANNER: CRUSIN 2018		1125	09/07/2018	181160		475.00
001	MAGNOLIA AD STUDIO LLC	183061	09/18/2018	09/13/2018			750.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-021-615	SEP 2018: ADVERTISING PKG		979	09/12/2018			750.00
001	BORDIS & DANOS PLLC	183062	09/18/2018	09/14/2018			7,916.67	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-060-602	SEP 2018 RETAINER		59	09/14/2018			7,916.67
001	SUSAN R PAROL	183064	09/18/2018	09/14/2018			100.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-022-660	FY 2018 MEETING FEES		09132018	09/13/2018			100.00
001	HOWARD W BUTLER	183065	09/18/2018	09/14/2018			110.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-022-660	FY 2018 MEETING FEES		09132013	09/13/2013			110.00
FUND TOTAL	1 Claims	to	Checks	74 Total	102,392.05 Manual	Held	Total	102,392.05

Docket of Claims
Release date from 09/18/2018 thru 09/18/2018

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
007	HANCOCK WHITNEY	183021	09/18/2018	09/11/2018			635.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	007-680-803	AGENT/ADMIN FEES:KATRINA BOND		30873	08/27/2018			635.00
FUND TOTAL	7 Claims	to	Checks	1 Total	635.00 Manual	Held	Total	635.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
030	MICRO METHODS INC	183035	09/18/2018	09/12/2018			350.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	030-355-559	LEAD BASED PAINT INSPECTION		1808503	08/29/2018	181133		350.00
FUND TOTAL	30 Claims	to	Checks	1 Total	350.00 Manual	Held		Total 350.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
157	LOWES HOME CENTERS INC	182958	09/18/2018	09/06/2018			181.85	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	157-100-799	SUPPLIES: DIVE TRAILER		901406	07/31/2018			181.85
157	AUDIOWAVE INC	183060	09/18/2018	09/13/2018			6,320.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	157-100-799	INSTALL EQUIPMENT: U #12456		A 48840	09/12/2018	180977		1,455.00
	157-100-799	INSTALL EQUIPMENT: U #12457		A 48840	09/12/2018	180977		1,455.00
	157-100-799	INSTALL EQUIPMENT: U #12458		A 48840	09/12/2018	180977		1,455.00
	157-100-799	INSTALL EQUIPMENT: U #12459		A 48840	09/12/2018	180977		1,455.00
	157-100-799	SHOP SUPPLIES		A 48840	09/12/2018	180977		500.00
FUND TOTAL 157 Claims	to	Checks	2 Total	6,501.85 Manual		Held	Total	6,501.85

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
160	INTERNATIONAL CODE COUNCIL	183043	09/18/2018	09/12/2018			397.00	
	Account Number	Description	Invoice #	Date	P.O.	Amount		
	160-161-681	2018 IFC SC BOOK & PDF DNLD	1000933187	08/07/2018	181069	167.00		
	160-161-681	2018 IFC TURBO TABS (2)	1000933187	08/07/2018	181069	35.00		
	160-161-681	FREIGHT	1000933187	08/07/2018	181069	22.00		
	160-161-681	2018 IFC CODE & COMM BOOK	1000944360	09/06/2018	181069	173.00		
FUND TOTAL 160 Claims	to	Checks	1 Total	397.00 Manual	Held	Total	397.00	

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
171	MS DEPT OF MARINE RESOURCES	183006	09/18/2018	09/11/2018			1,600.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	171-000-250	TIDELNDS FY-16-P618-02 DUPL CK		43423	06/26/2018			1,600.00
171	GOODWYN MILLS & CAWOOD INC	183023	09/18/2018	09/11/2018			500.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	171-176-762	PLAN REVIEW		A MOB1800092	09/29/2018			500.00
FUND TOTAL 171 Claims	to	Checks	2 Total	2,100.00	Manual	Held	Total	2,100.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
176	AUTO TRUCK AND TRAILER PARTS INC	182947	09/18/2018	09/05/2018			64.35	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	176-170-639	COUPLER		270348	08/16/2018		10.35	
	176-170-639	BATTERY		270475	08/22/2018		54.00	
176	BELL AUTO PARTS INC	182950	09/18/2018	09/05/2018			191.24	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	176-170-639	CHUTE: OLD EXMARK		42725	08/13/2018		119.60	
	176-170-639	BELT: SCAG SPARE		42742	08/22/2018		71.64	
176	O'REILLY AUTO PARTS	182952	09/18/2018	09/06/2018			26.27	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	176-170-639	AIR CHUCK, MANIFOLD, GAUGE		1978103956	08/08/2018		19.34	
	176-170-638	MINI LAMP (2)		1978104491	08/13/2018		6.93	
176	LOWES HOME CENTERS INC	182959	09/18/2018	09/06/2018			41.14	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	176-170-586	PRO LTS PAINT SPRAYER		909262	08/01/2018		492.10	
	176-170-586	CDT RTN:PRO LTS PAINT SPRAYER		918190	08/03/2018		-492.10	
	176-170-559	CLEAR CAULK, 32CT NIAGARA (3)		915749	08/06/2018		17.50	
	176-170-635	REPL FILL VALVE, 5LB NAILS		910090	08/22/2018		23.64	
176	SINGING RIVER ELECTRIC COOPERATIVE	182961	09/18/2018	09/10/2018			1,424.40	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	176-170-631	PARK FACILITIES 76854002		08202018	08/29/2018		1,376.16	
	176-170-631	HOUSE 76855002		08202018	08/29/2018		48.24	
176	C SPIRE WIRELESS	182966	09/18/2018	09/10/2018			50.27	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	176-170-605	CELL PHONE		0030759348	08/31/2018		50.27	
176	FUELMAN	183015	09/18/2018	09/11/2018			30.19	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	176-170-525	UNL FUEL		NP54198856	09/10/2018		30.19	
FUND TOTAL 176 Claims		to	Checks	7 Total	1,827.86 Manual	Held	Total	1,827.86

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
352	WAGGONER ENGINEERING INC	183024	09/18/2018	09/11/2018			36,300.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	352-700-601	W&S CAPTIAL IMP PLAN 75%		34996	08/08/2018			36,300.00
FUND TOTAL 352 Claims	to	Checks	1 Total	36,300.00	Manual	Held	Total	36,300.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	CLEARWATER SOLUTIONS LLC	182939	09/18/2018	09/05/2018			180,357.75	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-650-672	AUG 2018 OPERATION FEE		GAUTIER069	09/01/2018			180,357.75
400	SINGING RIVER ELECTRIC COOPERATIVE	182962	09/18/2018	09/10/2018			4,560.26	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-631	LIFT STNS 17875		08202018	08/29/2018			216.72
	400-651-631	LIFT STNS 17883		08202018	08/29/2018			2,367.67
	400-651-631	LIFT STNS 17884		08202018	08/29/2018			1,975.87
400	JACKSON COUNTY UTILITY AUTHORITY	182977	09/18/2018	09/10/2018			174,032.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-668	SEPT 2018 TREATMENT CHGS		139	09/01/2018			168,061.00
	400-651-668	FY 2018 ACTUAL FLOW ADJ		139	09/01/2018			5,971.00
400	WASTE MANAGEMENT OF MS-GLF COAST INC	182978	09/18/2018	09/10/2018			671.48	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-698	ROLL - OFF TIMBERLANE		6762084768	09/04/2018			671.48
400	CINDY RUSSELL, CUSTODIAN	183000	09/18/2018	09/11/2018			35.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-650-559	REPLACE TNC ANTENNA CONNECTOR		06202018	09/07/2018			35.00
400	COMM-TECH SOLUTIONS INC	183008	09/18/2018	09/11/2018			112.50	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-582	REPAIR INTERNET WIFI		16122	09/06/2018			112.50
400	COGENT STRATEGIES LLC	183010	09/18/2018	09/11/2018			7,528.87	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-650-601	PROFESSIONAL FEES		1299	09/05/2018			7,500.00
	400-650-601	TAXI CABS/UBERS-LOCAL		1299	09/05/2018			28.87
400	ENTERPRISE FUND	183011	09/18/2018	09/11/2018			110,689.65	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-000-104	AUG 2018 GARBAGE PMTS		08312018	08/31/2018			110,689.65
400	FUELMAN	183013	09/18/2018	09/11/2018			45.81	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-650-525	UNL FUEL		NP54146477	09/03/2018			45.81
400	CREDIT CARD CENTER	183020	09/18/2018	09/11/2018			161.88	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-650-703	2 DRAWER LATERAL FILE		07312018	08/01/2018			215.83
	400-650-703	REFUND:DAMAGE-LATERAL FILE		08092018	08/10/2018			-53.95
400	C & M ELECTRIC MOTOR SERVICE INC	183038	09/18/2018	09/12/2018			1,698.80	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-584	7.5 SUB PUMP MOTOR: CP-2 LS		12056	08/22/2018	181154		1,698.80

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	CORE & MAIN LP	183048	09/18/2018	09/12/2018			160.92	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-581	1 PT CAN RECTORSEAL (12)		J314210	08/24/2018	181105		160.92
400	MUSCO-GULFPORT 1227	183049	09/18/2018	09/12/2018			5,932.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-581	2" METER (2): NEW M & M BANK		0612561	08/30/2018	181153		1,400.00
	400-651-581	3M DBR/Y-6 BURY SPLICER (198)		0610369	08/17/2018	181101		396.00
	400-651-581	3M UY CONNECTORS 200PK (3)		0610369	08/17/2018	181101		36.00
	400-651-581	6" MVR W/TRL 6HP HOT ROD		0609551	09/10/2018	181050		4,100.00
400	J H WRIGHT & ASSOCIATES INC	183056	09/18/2018	09/12/2018			13,315.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-583	KEEN 2HP KIT ASM (3): SPARES		409539	08/30/2018	181053		3,600.00
	400-651-767	M112 WIRELESS ALARM SYSTEM (5)		409590	09/05/2018	181122		7,000.00
	400-651-767	M651 WET WELL MODULE (5)		409590	09/05/2018	181122		875.00
	400-651-767	1 YEAR SERVICE PACKAGE (5)		409590	09/05/2018	181122		1,740.00
	400-651-767	FREIGHT: SCADA		409590	09/05/2018	181122		100.00
400	CORE & MAIN LP	183059	09/18/2018	09/13/2018			1,107.60	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-581	4" PVC REPAIR CPLG GXG (12)		J305529	08/24/2018	181103		341.28
	400-651-581	4" PVC SCH40 CPLG HXH (12)		J305529	08/24/2018	181103		43.20
	400-651-581	3/4X3 WRAP CLAMP .875 OD (6)		J305529	08/24/2018	181103		127.56
	400-651-581	3" GRIPLOCK COMP COUP (12)		J396562	09/06/2018	181103		595.56
FUND TOTAL 400 Claims		Checks	15 Total	500,409.52	Manual	Held	Total	500,409.52

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
404	DELTA SANITATION OF MS LLC	182938	09/18/2018	09/05/2018			79,983.36	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	404-677-693	AUG 2018 RES GARBAGE (6288)		008353	08/31/2018			79,983.36
404	APPLEWHITE INDUSTRIES INC	182980	09/18/2018	09/10/2018			648.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	404-677-695	AUG 2018 216 @ 3		3470	08/31/2018			648.00
FUND TOTAL 404 Claims	to	Checks	2 Total	80,631.36 Manual		Held	Total	80,631.36

SUMMARY OF ALL FUNDS

FUND 1 Claims	to	Checks	74 Total	102,392.05 Manual	Held	Total	102,392.05
FUND 7 Claims	to	Checks	1 Total	635.00 Manual	Held	Total	635.00
FUND 30 Claims	to	Checks	1 Total	350.00 Manual	Held	Total	350.00
FUND 157 Claims	to	Checks	2 Total	6,501.85 Manual	Held	Total	6,501.85
FUND 160 Claims	to	Checks	1 Total	397.00 Manual	Held	Total	397.00
FUND 171 Claims	to	Checks	2 Total	2,100.00 Manual	Held	Total	2,100.00
FUND 176 Claims	to	Checks	7 Total	1,827.86 Manual	Held	Total	1,827.86
FUND 352 Claims	to	Checks	1 Total	36,300.00 Manual	Held	Total	36,300.00
FUND 400 Claims	to	Checks	15 Total	500,409.52 Manual	Held	Total	500,409.52
FUND 404 Claims	to	Checks	2 Total	80,631.36 Manual	Held	Total	80,631.36
Total for all Funds		Checks	106 Total	731,544.64 Manual	Held	Total	731,544.64

Councilman College made the motion to select Hancock Whitney with Municipal Depository for the FY 2018-2020 at the variable rate based on the 28-day T-bill + 10 basis points, as presented. Councilman Vaughan seconded the motion. The vote was carried unanimously.

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

ORDER NUMBER 177-2018

WHEREAS, Miss. Code Ann. Sections 27-105-353 and 27-105-363 require municipalities to commission one or more depositories to serve the municipality for two year terms; and

WHEREAS, the City received responses from Hancock Whitney Bank, Merchants & Marine Bank, The Peoples Bank and Regions Bank; and

WHEREAS, Hancock Whitney offered the best fixed rate (2.34%) and variable interest rate (28 day T-bill + 10 basis points) options, and their fee structure and available services were also equal to or exceeded those offered by the other financial institutions; and

WHEREAS, the Mayor and Council Members hereby find that Hancock Whitney offers the best terms for serving as the primary municipal depository, and that The Peoples Bank offers the best terms for serving as the depository for the secondary meter deposit account, the unemployment account and the travel account;

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the City is hereby authorized to engage and enter into a contract with Hancock Whitney Bank as the City's primary bank depository for FY 2019-2020;

IT IS FURTHER ORDERED that the City selects the following rate option for the payment of accrued interest on this account: Variable Rate (fixed rate or variable rate); and

IT IS FURTHER ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the City is hereby authorized to engage and enter into a contract with The Peoples Bank for the meter deposit account, the unemployment account and the travel account for FY 2019-2020.

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

Motion was made by **Councilman College**, seconded by **Councilman Vaughan** and the following vote was recorded:

AYES: Mary Martin
Richard Jackson
Casey Vaughan
Rusty Anderson
Adam College

NAYS: None

ABSENT: Phil Torjusen
Cameron George

MAYOR

ATTEST:

CITY CLERK

Passed and Adopted by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of September 18, 2018.

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: Sherry Farabee, Purchasing Agent
Date: 09/11/2018
Subject: Discuss and Select Municipal Depository for FY 2018 - 2020

REQUEST:

City Council authorization is requested to retain Hancock Whitney Bank as the City's primary depository for FY 2018- FY 2020. This authorization should include the selection of a fixed rate or variable rate option for the payment of accrued interest on all interest bearing accounts. Furthermore, it is requested that The Peoples Bank retain the following accounts: Meter Deposit Account, Unemployment Account, and Travel Account.

BACKGROUND:

MCA § 27-105-353 and § 27-105-363 require municipalities to commission one or more depositories to serve the municipality for two year terms. Hancock currently serves as the City's primary depository with The Peoples Bank retaining three smaller secondary accounts.

DISCUSSION:

Bids were received from four qualified financial institutions: Hancock Whitney Bank, Merchants & Marine Bank, The Peoples Bank and Regions Bank. Hancock Whitney offered the best fixed rate (2.34%) and variable interest rate (28 day t-bill + 10 basis points) options. Their fee structure and available services were also equal to or exceeded those offered by the other financial institutions.

RECOMMENDATION:

The City Council Shall:

1. Enter into a contract as stated above.
2. Rebid Bank Depository.

ATTACHMENTS:

1. Hancock Bank 2018 Proposal
2. Merchants and Marine Bank 2018 Proposal
3. Regions Bank 2018 Proposal
4. The Peoples Bank 2018 Proposal



September 5, 2018

City of Gautier
Sherry Farabee, Purchasing Agent
3330 Hwy 90
Gautier, MS 39553

Dear Ms. Farabee,

Pursuant to your request for bids to be submitted for the privilege of acting as your depository, the undersigned Hancock Whitney, submits this, its bid therefore and application to be designated as depository for the accounts now with said Bank and any other accounts for which we may be designated depository.

We agree to furnish legal security for the faithful performance of such duties as depository as provided by statute in the sum required by the laws of the State of Mississippi, the securities pledged to be of proper type and amount as required by law.

We will clear all checks and warrants against sufficient funds on a par basis and all transfers of funds and receipts will be handled at par.

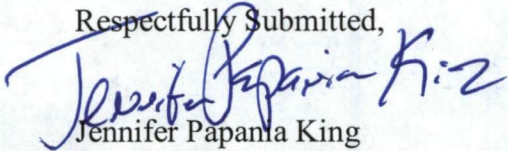
Hancock Whitney is offering City of Gautier the following two (2) interest options:

1. A fixed rate of 2.34%. This rate is not to change over the duration of the contract, or
2. A variable rate based on the 28 day t-bill plus (+) 10 basis points. The variable rate shall be adjusted at the beginning of each month based upon the 28 day T-Bill, as published in the *Wall Street Journal* on the last business day of the previous month, plus 10 basis points.

These deposit accounts will have no service charges for any current services being utilized.

Hancock Bank is pleased to offer its Treasury Management services. With this internet product you will be able to perform and obtain info reporting, balance inquiries, stop payments, wire transfers, ACH transfers, payroll direct deposit, check imaging and electronic record storage via CD-ROM.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Jennifer Papania King".

Jennifer Papania King
Relationship Manager
Institutional Banking
228-563-5706

STATE OF MISSISSIPPI

Office of the State Treasurer



Having complied with all the requirements of law, and having placed approved securities with the State Treasurer of Mississippi, **Hancock Bank** is hereby appointed a

STATE DEPOSITORY

for a term of one year ending the **thirtieth (30th) day of November, 2018**, and is hereby authorized and empowered to receive and disburse, according to law, any and all State Funds, there offered for demand deposits and for investment in Time Certificates of Deposit or other authorized securities, but shall not have on deposit at any time an amount exceeding that authorized by Section 27-105-9, Mississippi Code (1972) as amended, or other applicable law or regulation unless otherwise ordered by the State Treasurer.

In witness whereof, the State Treasurer has ordered this Commission issued and has duly signed and affixed the Seal of the Office of the Treasurer of the State of Mississippi thereto on this the **first day of December, 2017**.

A handwritten signature in cursive script, reading "Lynn Fitch".

Lynn Fitch
Treasurer of the State of Mississippi

City of Gautier
Invitation for Bids
(SPECIFICATIONS)

Notice is hereby given to all financial institutions in the City limits of Gautier, Mississippi, whose accounts are insured by Federal Deposit Insurance Corporation of the Federal Savings & Loan Insurance Corporation that the City of Gautier will be accepting sealed bids for the privilege of keeping City funds, for the years 2018 & 2019 pursuant to section 27-105-305, 27-105-363, and all other related sections of the Mississippi Code, 1972 Annotated, as amended. Please address submissions to the City of Gautier, Purchasing Department, Attention Sherry Farabee, 3330 Hwy 90, Gautier, MS 39553, and plainly marked on the front of the envelope "Bid City Depository." Proposals may be delivered in person to the Purchasing Department located at 3330 Hwy 90, Gautier, MS. Any proposal sent through the US Mail is done so at the risk of the bank submitting said proposal. The City reserves the right to reject any and all bids.

The intent of the City Council is to select a banking institution that is able to provide all services required to serve as a City Depository / Depositories. The City will continue to solicit investment opportunities from all banks represented in the City limits. Each bank is directed to Sections 27-105-303, 27-105-305, & 27-105-6, Mississippi Code of 1972 Annotated.

The bid proposal shall include the following, with responses indicating the number responding to:

1. Kind of security, as authorized by law, that the bank proposes to give as security for the funds

United States Treasury, US Govt Agency, State of Mississippi, or legal obligations issued by other states that are rated "A" or better by any recognized national rating agency. Hancock Bank also participates in the Mississippi Public Depository Pool Program. A copy of the bank's current Treasury Department depository commission certificate is enclosed.

2. Provide guaranteed minimum interest rate on the NOW and SUPER NOW accounts at 100% of balances (indicating possible rate increase when applicable)

Please see transmittal letter for proposed interest rates.

3. Safe deposit box fee (10 X 10 minimum)

No charge.

4. Minimum balance fee and amount of minimum required if any

No charge and no minimum balance required.

5. Demand deposit account fee

No charge.

6. NOW account fee

No charge.

7. Money market deposit account fee

No charge.

8. Stop payment fee

No charge.

9. Money order processing fee

No charge.

10. Direct deposit processing fee for payroll and bank's procedure for

this service

No charge.

11. Bank draft fee for processing citizen payments and bank's procedure for this service

No charge.

12. Acknowledgement that at the beginning of every month a statement will be provided to the City in duplicate showing the daily balances of the City money held during the month next proceeding

At the beginning of every month a statement will be provided to the City in duplicate showing the daily balance of the City funds for the preceding month.

13. Designate in your bid if the bank is willing to distribute funds on a daily basis so that all deposits and withdrawals can be made by the City through one bank, in the event the City selects more than one bank as a depository - (indicate if there is a fee)

Hancock Whitney does not wish to participate in a split relationship. We only wish to continue as the soul and primary bank for the City of Gautier.

14. Indicate, if chosen as lead bank, whether your bank will handle opening accounts with other banks

Hancock Whitney does not wish to participate in a split relationship. We only wish to continue as the soul and primary bank for the City of Gautier.

15. Indicate maximum and minimum balance, at any one time, that the City can place on deposit with your financial institution

We are pleased to accept any amount of money you wish to deposit with our institution.

16. Provide certificate from State Treasurer designating your institution has qualified as an insured by the Federal Deposit Insurance Corporation or any successors to that insurance corporation, may qualify as a depository if the institution qualifies as a public funds depository under Section 27-105-5, or a public fund guaranty pool member under Sections 27-105-5 and 27-105-6.

A copy of the bank's current Treasury Department depository commission certificate is enclosed.

17. Provide electronic banking services on line such as daily/monthly activity statements, view checks that have been paid, view deposits made, issue stop payments, wire transfers, etc. and any fee associated for such services

Hancock Whitney is pleased to offer any current treasury management services being utilized by the City free of charge. Fees will imply for any new banking services not currently being utilized.

18. Interest paid on all funds combined on a daily basis.

Interest is accrued daily and paid monthly.

19. Provide a complete fee / charge schedule.

Hancock Whitney is pleased to offer any current treasury management services being utilized by the City free of charge. Fees will imply for any new banking services not currently being utilized.

20. Rates of interest to be paid on checking accounts. If the rate is subject to change as market conditions fluctuate, please give the proposed rate.

We agree to pay interest on the deposits when requested in accordance with Mississippi statutes. Hancock Whitney wishes to offer 2 options:

1. *A fixed rate of 2.34%. This rate is not to change over the duration of the contract, or*
2. *A variable rate based on the 28 day t-bill plus (+) 10 basis points. The variable rate shall be adjusted at the beginning of each month based upon the 28 day T-Bill, as published in the Wall Street Journal on the last business day of the previous month, plus 10 basis points.*

21. Cancelled checks are required to be provided in bank statements and if any fee is charged for service.

We agree to provide cancelled checks at no charge.

22. Any charges for bank statements reflecting activity through the last working day of the each month.

No charge.

23. The ability to accept credit cards for payment of fees & services. The City must comply with all laws in providing this service. In particular, the City must receive payment in full and may NOT be assessed any fees or charges of any kind. Please indicate how the service will be accommodated for acceptance of credit cards.

Hancock Whitney no longer covers Merchant Services fees. The City of Gautier is aware that it is legal to pass fees onto their citizens. The City currently has possession of credit card processing equipment through First Data. With the continuation of the relationship, there will be no charge for the equipment in use.

When a MasterCard or Visa credit or debit card is processed at the merchant location a deposit for the amount of credit card activity for that day will be made to the checking account, associated with the merchant account, on the next business night providing the relationship is continued with First Data.

24. The ability to accept debit cards for payments of fees and services.
The City must comply with all laws in providing this service. In particular, the City must receive payment in full and may NOT be assessed any fees or charges of any kind. Please indicate how

the service will be accommodated for acceptance of debit cards.

Hancock Whitney no longer covers Merchant Services fees. The City of Gautier is aware that it is legal to pass fees onto their citizens. The City currently has possession of credit card processing equipment through First Data. With the continuation of the relationship, there will be no charge for the equipment in use.

When a MasterCard or Visa credit or debit card is processed at the merchant location a deposit for the amount of credit card activity for that day will be made to the checking account, associated with the merchant account, on the next business night providing the relationship is continued with First Data.

25. The ability to accept on line payments from our website for payments for fees and services. In particular, the City must receive payment in full and may NOT be assessed any fees or charges of any kind. Please indicate how the services will be accommodated for acceptance of on line payments.

Hancock Whitney no longer covers Merchant Services fees. The City of Gautier is aware that it is legal to pass fees onto their citizens. The City currently has possession of credit card processing equipment through First Data. With the continuation of the relationship, there will be no charge for the equipment in use.

When a MasterCard or Visa credit or debit card is processed at the merchant location a deposit for the amount of credit card activity for that day will be made to the checking account, associated with the merchant account, on the next business night providing the relationship is continued with First Data.

We have also provided information on our newest service, Biller Express. Biller Express will allow the City to upgrade the payment system and add the capability to accept online payments.

26. Please provide a copy of the bank's current depository commission certificate.

Enclosed

27. Please provide information, fees or other information concerning other services your bank provides that may be an advantage to

the City.

Hancock Whitney offers many services and is open to discussing the needs of the City. We have included a couple of services that we have found to be very beneficial to Cities in particular.

Bill Pay Direct Post is a service that converts your check and list bill payment records into one standard electronic file. This will allow the City to change to straight-through electronic processing of bill pay receivables.

Biller Express will allow the City to upgrade the payment system and add the capability to accept online payments.

Note:

- The depository designation will be for a period of two (2) years.
- Submission of bid shall also allow your institution to be considered for the City to purchase certificates of deposit. You may submit bid for this purpose only if you so choose.

ROYCE CUMBEST
Chairman Of The Board
President & CEO

Phone 228 • 934 • 1230
Fax 228 • 934 • 1346
Email: royce.cumbest@mandmbank.com



September 4, 2018

P.O. BOX 729
PASCAGOULA, MS 39568 • 0729

3118 PASCAGOULA STREET
PASCAGOULA, MS 39567

City of Gautier
Purchasing Department
3330 Highway 90
Gautier, Mississippi 39553

Attention: Sherry Farabee

Gentlemen:

The Merchants & Marine Bank respectfully submits its bid, for all or any portion of the City of Gautier depository funds for the period of July 2018 through June 2020. This bank agrees to comply with the laws and regulations governing depositories of municipalities.

We stand ready to serve the City of Gautier through the purchasing of bond issues, granting of loans, and investment of funds at favorable interest rates in order to assist you in any financial matters that may arise.

We have outlined below the information you requested:

1. We will secure funds with the type and amount of securities as required under applicable Mississippi Code sections.
2. The minimum rate on NOW and SUPER NOW accounts will be 2.10% fixed, or you may choose a variable rate based on the Federal Funds Rate at 100% of collected balances. The Federal Funds Rate is currently 2.00%.
3. Safety Deposit Box are available at no charge.
4. There will be no minimum balance or fee.
5. No Demand Deposit account fee.
6. No service charge or fees will be charged to the City on NOW accounts.
7. No service charge or fees will be charged to the City on Money Market accounts.

MANDMBANK.COM

MISSISSIPPI

PASCAGOULA • MOSS POINT • OCEAN SPRINGS • GAUTIER • ESCATAWPA • WADE • HURLEY • ST. MARTIN • LUCEDALE

ALABAMA

DAPHNE • FAIRHOPE • GULF SHORES



8. No fee will be charged for processing Stop Payments.
9. No fee will be charged for processing money orders.
10. No direct deposit processing fee for payroll will be charged to the City.

We have two (2) options for processing ACH payroll files.

1. Originator provides a NACHA formatted file:
 - a. NACHA formatted file is uploaded to our internet banking for processing.
 - b. An originator token (provided) is used to approve the file.
 - c. A SCH F transmittal form is to be forwarded to ACH department for verification of the file.
2. Originator cannot provide a NACHA formatted file.
 - a. Originator can set up an ACH template with our software with employee's banking information.
 - b. The template is then processed to create a NACHA formatted file for processing.
 - c. An originator token (provided) is used to approve the file.
 - d. A SCH F transmittal form is to be forwarded to ACH department for verification of the file.
11. No bank draft fee for processing citizen payments. Merchants & Marine Bank will provide the City access to a third party card vendor to access a usage fee to card users so that the City will receive full payment.
12. We will provide to the City statements as stipulated in your invitation to bid.
13. If we are selected lead bank, we will split the activity daily and distribute the funds to the participating institutions on a monthly basis. There will be no fee for this service.
14. Opening of accounts with other institutions would require documents from the City and the depository institution would require their own internal documents to be completed and signed by City officials. These circumstances would not allow us to provide this service.
15. There is no maximum or minimum balances that the City can place on deposit with the Merchants & Marine Bank.

16. We will provide the necessary documents to comply with applicable sections of Mississippi codes addressing depository qualifications.
17. Merchants & Marine Bank will provide electronic banking services on line such as the requested wire transfers.
18. Interest will be calculated on the average daily available balance method and is credited monthly.
19. Not applicable.
20. The rate of interest to be paid on additional checking accounts is 0.75%.
21. Check images (back and front) will be returned in your statement and there will be no charge for this service.
22. There will be no charge for bank statements.
23. Merchants & Marine Bank will provide the City access to a third party card vendor to access a usage fee to card users so that the City will receive full payment.
24. Merchants & Marine Bank will provide the City access to a third party card vendor to access a usage fee to card users so that the City will receive full payment.
25. Merchants & Marine Bank will provide the City access to a third party card vendor to access a usage fee to card users so that the City will receive full payment.
26. A copy of the bank's current depository commission certificate is attached.

City of Gautier
September 4, 2018
Page 4

27. We offer a variety of financial services available through our Internet and Mobile banking avenues. Please do not hesitate to contact us regarding the benefits these options offer. Other services may be of tremendous assistance to the city and we will explain the benefits in greater detail if you desire.

This bid is good for 60 days from the date of this letter. We also enclose our 2017 Annual Report along with a June 30, 2018 Statement of Condition.

We are looking forward to serving the City of Gautier. If we can be of service in the future, please do not hesitate to call on us.

Sincerely,

MERCHANTS & MARINE BANK

A handwritten signature in blue ink, appearing to read "Royce Cumbest", with a stylized flourish at the end.

Royce Cumbest
Chief Executive Officer

Enclosures

STATE OF MISSISSIPPI

Office of the State Treasurer



Having complied with all the requirements of law, and having placed approved securities with the State Treasurer of Mississippi, **Merchants & Marine Bank** is hereby appointed a

STATE DEPOSITORY

for a term of one year ending the **thirtieth (30th) day of November, 2018**, and is hereby authorized and empowered to receive and disburse, according to law, any and all State Funds, there offered for demand deposits and for investment in Time Certificates of Deposit or other authorized securities, but shall not have on deposit at any time an amount exceeding that authorized by Section 27-105-9, Mississippi Code (1972) as amended, or other applicable law or regulation unless otherwise ordered by the State Treasurer.

In witness whereof, the State Treasurer has ordered this Commission issued and has duly signed and affixed the Seal of the Office of the Treasurer of the State of Mississippi thereto on this the **first day of December, 2017**.

A handwritten signature in cursive script, reading "Lynn Fitch".

Lynn Fitch
Treasurer of the State of Mississippi



Street Address:
3330 Highway 90
Gautier, MS 39553

**CITY OF GAUTIER
REQUEST FOR PROPOSALS:
BANKING SERVICES FOR CITY TREASURY OPERATING ACCOUNTS**

PROPOSAL RESPONSE

September 4, 2018

Submitted by



Chase Maxwell
Vice President
Relationship Manager
811 Bienville Blvd.
Ocean Springs, MS 39564
(228) 701-9071
Chase.maxwell@regions.com

Sean Farmer
Vice President
Treasury Management Services
1020 Highland Colony Pkwy.
Ridgeland, MS 39157
(601) 790-8163
Sean.Farmer@regions.com

City of Gautier Accounts – Services Requested

Account Maintenance:

Regions Bank will provide any number of accounts deemed necessary by the City of Gautier; interest bearing and non-interest bearing.

Interest bearing accounts based upon the requirements of the City of Gautier will be made available. We offer a number of accounts both interest bearing and non-interested bearing designed to meet the needs of public agencies.

Regions Bank will provide statements for each account and Account Analysis statements, monthly.

Monthly bank statements are generated on the last day of the month and are available on-line via iTreasury (on-line banking) the following business day after the month end statement cut-off.

Statement content includes a summary of Beginning and Ending balances for the month along with detailed Deposit, Credit, and Withdrawal information. Included in the detailed information is a transaction type with description, date, and amount. In addition, a Daily Balance Summary is included providing end of day balances by business day.

Account Analysis statements are mailed on the 7th calendar day of the month. If the 7th falls on a weekend or holiday, they are mailed the following business day. Account analysis charges if applicable may be assessed at the individual account level, or at a group level with one of the accounts in the group receiving the charge (Group accounts cannot be charged at the individual level). Accounts in multiple states may be grouped together with any account in the group designated as the account to receive the charge for the group.

Incoming and Outgoing Wire Transfers:

Regions Bank will process all incoming and outgoing wire transfers for the City.

The Bank's iTreasury (Payments) Wire Transfer service can provide City of Gautier with the most immediate, reliable and secure funds transfer solution available. Using a standard web browser, City of Gautier can access this Internet based Wire Transfer service from virtually anywhere in the world. Because wire transfers are often high-dollar, time-sensitive transactions, Regions provides you with an experienced, proven support staff with the most up-to-date technology and system capabilities. These resources are dedicated to ensuring timely and accurate delivery of all your wire transfers.

Using iTreasury Payments, you can:

- **Initiate Repetitive and Non-Repetitive wire transfers**
- **Originate domestic and international wire transfers**
- **Designate individuals to initiate, approve and release a wire**
- **Use the Wire Activity report to see summary or detailed information for incoming outgoing wire transfers**
- **View the status of your outgoing wire transfers**
- **Wire Transfer requests are processed in real-time**

The Bank's iTreasury Wire Transfer service provides the City of Gautier with safe and secure processing, and supports a full range of Federal Reserve wires, internal transfers, and special reporting capabilities.

Security: iTreasury Wire Transfer services provides City of Gautier with the highest standards of security available by establishing security codes and procedures tailored to City of Gautier's specific wire transfer needs and volumes. The on-line wire system requires logon credentials along with strong multi-factor authentication at login and at monetary release utilizing OnePassSM. Regions Bank also provides a full range of repetitive and non-repetitive transfer templates that can be assigned to specific personnel.

- **Initiation:** Only those individuals who are authorized to initiate a wire will be allowed to do so. This is controlled by presented limited options based upon the setup requests you provide to Regions. Once a wire is initiated, you can request that separate individuals be used to approve and/or release the wires. iTreasury wires can be set up to require as many as 3 approvals before an outgoing wire is initiated through the on-line system.
- **Reporting Capabilities:** iTreasury Wire reporting provides real-time reporting to you via the wire activity report, wire history and current day reporting.

The deadline for outgoing wire initiation via telephone and the Bank's on-line banking system, iTreasury, is 4:00PM CST.

Incoming Domestic Wires received by 5:00PM CST will be credited to City of Gautier's account on the same day.

All wire activity is reported on the Bank's on-line banking system, iTreasury. This information is available for viewing 24/7 via our on-line system, iTreasury.

Wire Transfer Notification is provided as follows:

WIRE TRANSFER / NOTIFICATION TYPE	HOURS
Outgoing Fedwire and SWIFT Wire Transfers	8:30 AM – 5:30 PM
Incoming Fedwire Wire Transfers	8:30 AM – 6:30 PM
Incoming SWIFT Wire Transfers	8:30 AM – 5:30 PM
Wire Transfer Notification via VPN file transmission	8:30 AM – 6:30 PM
Wire Transfer Notification via iTreasury	8:30 AM – 7:00 PM
Wire Transfer Notification via Telephone	8:30 AM – 6:00 PM
Wire Transfer Notification via Fax & Email	8:30 AM – 6:30 PM

Uncollected Funds / Float Adjustment:

Regions Bank realizes our client's levels of float sensitivity and as a result we've created four segments for a tiered float pricing program. The tiers are premium, preferred accelerated and standard with premium offering the best availability to our client. We will apply our Premium Availability schedule to the deposits of the City of Gautier.

FDIC Charge:

An Administrative fee is assessed on all Public Fund non-interest bearing analyzed accounts for administrative services associated with providing FDIC insurance. Regions Public Fund interest bearing account type does not qualify for this Administrative Fee. If the City of Gautier elects to activate non-interest-bearing accounts, the Administrative Fee would be .06 cents per \$1,000, according to the average ledger balance per account.

Stop Payments:

Clients may use our online Information Reporting product, iTreasury, or may call Client Services for placement of stop payment orders. Stop payments for Positive Pay items can be made via file transmission or via iTreasury for a cost of \$15.00 per stop payment.

iTreasury Stop Payments will allow the City of Gautier to initiate stop payment requests conveniently and efficiently through the Internet. Stop payment requests can be initiated from any PC with Internet access. The City of Gautier will be able to use the on-line iTreasury Stop Payment function to initiate the following:

- Single Stop Payment
- Range Stop Payment
- Paid Check Inquiry
- Duplicate Stop Payment Inquiry
- Transaction Inquiry – Stop Payments

Stop Payments processed via iTreasury are real-time and are posted immediately. Stop payments processed through Client Services are posted immediately and are effective in 24 hours.

Stop payments remain in effect for 6 months and can be renewed for an additional 6 months.

Special handling of checks (sort):

Partial Reconciliation. Regions' Partial Reconciliation service includes a database of all checks paid on a client's account during the most recent statement cycle. This database lists each item by check number and includes the dollar amount paid or stopped and date paid. This report is provided in addition to the client's bank statement. The database is provided via data transmission for easy import into in-house systems and is available daily, weekly, monthly or at a special statement date.

Partial Reconciliation is used by clients who wish to perform their own reconciliation and is for disbursement data only; deposit data is not included. The report notes any paid checks, missing checks, outgoing wires, ACH and miscellaneous debits.

Full Reconciliation. This option provides the most comprehensive account information available for account deposits and disbursements. Regions' Full Reconciliation matches the data clients provide with the checks paid data and reports findings to the client as often as needed. A full array of reports is available to assist in reconciling to the client's general ledger.

Full Reconciliation is used by clients who seek to streamline their internal reconciliation process.

Regions Bank also offers through special handling, Return Item Processing with special components and processing for the handling of return items. Details of this service may be provided by your Treasury Management Officer.

ACH Origination / Direct Deposit:

Regions Bank ACH Service allows you, our commercial customer, referred to as the "ACH Originator" to create credit transactions when you are paying others, or debit transactions when you are collecting payments from others. The cost of our ACH service is \$55.00 per month plus \$0.16 per ACH debit or credit.

Regions offers the following origination options:

- Direct transmission of a NACHA, ANSI X12 or proprietary file
- Third Party Processor such as Ceridian or ADP
- Internet-based system input and transmission – iTreasury

NACHA files can be uploaded to Regions via the iTreasury on-line site or individual databases can be created within our secure site for processing. In addition to the processing, any returns or notifications of change are also available for viewing via iTreasury.

Another option utilized by many of our large commercial clients is ACH through file transmission, using a Secure FTP. A listing of the acceptable file transfer protocols is contained in the proposal attachments.

Regions Bank has offered ACH processing services for over thirty (30) years. We rank within the top 20 originators of ACH and within the top 10 of ACH receivers according to NACHA statistics.

Regions Bank is an active member with leadership positions in NACHA, ALACHA, and EastPay including the NACHA Rules & Operating Committee Membership

Direct Deposit

The City may process its direct deposit of payroll to your employees through the following origination options:

- Internet-based system input and transmission via stored templates or file imports via iTreasury
- Direct transmission of a NACHA, ANSI X12 or proprietary file
- Third Party Processor such as Paycor or ADP

The preferred method used by 93% of our ACH Clients is via iTreasury online banking.

The iTreasury online banking services enables the City to initiate ACH transactions with a variety of ACH functions whenever and wherever by leveraging the ease of access provided by the Internet. Regions iTreasury service provides many significant and measurable benefits to the City's Treasury Management activity, including:

- Initiate direct deposit, consumer debits and credits, cash concentration and disbursement, state and federal tax payments or even vendor payments in easy to use ACH screens pre-defined for that specific application.
- Data import simplifies ACH origination.
- Security features to ensure appropriate entry, review and release of ACH and wire transactions.
- Leverages the convenience and efficiency of the Internet in accessing cash management activity with no software installation.
- Gives peace of mind in using the Internet by providing state-of-the-art security capabilities.
- Provides experienced professionals to assist with the iTreasury Internet Banking Service.

Account Reconciliation:

Regions' Account Reconciliation Product options include:

- Partial Reconciliation
- Full Reconciliation
- Positive Pay
- Deposit Reconciliation
- Image Library

Partial Reconciliation Service: Regions' Partial Reconciliation Service includes a database of all checks paid on your account during the most recent statement cycle. This database lists each item by check number and includes the dollar amount and date paid. The database is provided via diskette or data transmission for easy import into your in-house system and is available daily, weekly, monthly or at a special statement date.

Full Reconciliation Service: Regions' Full Reconciliation Service matches your customer-provided data with the checks paid data and reports findings to you as often as needed. A full array of reports is available to assist you in reconciling to your general ledger.

Positive Pay: Positive Pay is a fraud detection tool that helps to identify counterfeit or amount-altered checks. Positive Pay is similar to Full Reconciliation, except the matching process is conducted daily, the results are reported to you online, and a "disposition" tool exists within the product to allow you to accept the item as legitimate or return it to the depositor.

Deposit Reconciliation Service: Deposit Reconciliation Service enables clients with multiple locations to deposit into one consolidated account at Regions. At cycle end, Regions will create a report listing all deposits by location with a subtotal. The information can also be provided on a diskette or data transmission for easy import into your in-house system based on daily, weekly, monthly or special statement cut-off dates

Image Library: Image Library provides posted checks on a CD-ROM, allowing you access to digital images of the front and back of each paid check. In addition to less cumbersome storage requirements and faster research/recovery, Image Library is useful for disaster recovery. The CD-ROM has a user-friendly search index to locate check copy, making it faster than manually searching through paper checks stored in a closet or file cabinet.

Web or PC bank link / Online Banking:

Regions has offered online banking and information reporting services for over 30 years.

iTreasury, Regions online banking system, is available through Regions OnePassSM, a single, secure logon portal to access commercial online services. OnePassSM consolidates the login authentication process eliminating the need to manage multiple sets of user credentials. The portal also provides enhanced security against unauthorized access with Regions Out-of-Band Authentication (ROOBA).

Regions' iTreasury suite of services is available for the City of Gautier to meet your daily on-line banking and information reporting needs. iTreasury provides an electronic window to your bank accounts through any computer with access to the Internet, and gives you the tools required to manage your accounts from one point of control.

iTreasury can be utilized to perform the following activities:

- Access an executive view of real-time account balances and activity on a convenient Dashboard
- Review all previous and current day transactions
- Review intraday cash position
- Initiate ACH transactions with a variety of ACH modules
- Initiate Domestic and International (FX and USD) Wire Transfers
- Generate an assortment of cash management reports
- Initiate internal Account Transfers in real-time
- Initiate Stop Payments in real-time
- Import Positive Pay files of issues/voids and review/decision exception items
- Enter manual issues/voids for Positive Pay if needed
- View paid check images
- View deposit ticket and deposited item images
- Export data (comma delimited, fixed format or BAI2)
- Utilize data exchange information
- View and download a variety of statements and special reports such as bank statements, analysis statements, returned ACH and deposited item reports
- Establish specific Alerts such as balance thresholds, particular transactions clearing, ACH batches releases, outgoing wires, and Positive Pay exceptions.

There is no special software required for iTreasury. It is accessible from anywhere using a computer with Internet access. The iTreasury system requirements are as follows:

Minimum Operating Requirements:

- iTreasury is compatible with the latest versions of browsers for Internet Explorer, Firefox, Safari and Chrome minus two browser versions.
- Screen resolution of 1024 x 786 or larger.
- The browser should have the latest version of Sun Microsystems, Java enabled (www.sun.com)
- High-speed Internet connection.
- A minimal PC configuration with Pentium III 500 MHz processor and 256 MB memory.
- Encryption – Your browser must be equipped with 256-bit Secure Socket Layer (SSL) strong encryption along with TLS version 1.2 for the highest level of data encryption, message integrity and server authentication.

Imaging checks:

Regions Bank's on-line banking system, iTreasury, will allow City of Gautier to view the images of all paid checks. City of Gautier will be able to search by check number, dollar amount or reference number for the previous 400 days.

In addition, City of Gautier can sort using the following criteria:

- Date/Regions Bank
- Date/Serial Number
- Amount
- Serial Number
- Reference Number
- Transaction Type

The Bank's iTreasury Check Imaging service offers City of Gautier images of paid checks in two convenient and user-friendly ways to meet your needs. iTreasury Check Image delivers high-resolution images via iTreasury our premier web-based cash management solution. Additionally, images are delivered by CD-ROM, which offers the flexibility to meet your on-site audit requirements.

After a check posts to your account, the front and back image of the check is captured. The image is available online the next day at 6:00AM CST, eliminating paper storage and reducing your staff's check retrieval time. Regions' Long-Term Archive service offers secure archival of City of Gautier's check images for up to seven years, with robust, expanded research capabilities and peace of mind for legal purposes.

Security: iTreasury Check Imaging has built-in security features designed to protect your confidential information. With user identification codes and passwords, employees have the ability to log-on and access all or just specific accounts

This is a service area in which Regions has made recent enhancements. Included in our attachments is a matrix of the imaging options available to our clients.

Following is a list of retention periods for certain iTreasury functions:

Please note the retention available for check inquiry and imaging, hence eliminating the need for archival services.

Function	Search History	Retention Period
Check Inquiry	500 items (multi-day search) all items (single day)	400 days
Image Search	92 days (at a time)	7 years
Information Reporting	180 days (at a time)	480 days
Payments	180 days (at a time)	480 days
Scheduled Transfers	180 days (at a time)	480 days
Wire Transaction Report	180 days (at a time)	480 days
File Import History	N/A	7 days
BAI Exports	N/A	5 days
Positive Pay Decision History	N/A	365 days
Special Reports	N/A	365 days

Depository Bags:

Tamper-resistant transparent (clear) poly bags are required for deposits.

Regions Bank recommends that all deposit supplies, including poly bags, cash straps and coin rolls, etc. be ordered through our preferred vendor the Harland Clarke Company. Harland Clarke is our primary check and deposit supplies vendor. The orders can be placed via the telephone to City of Gautier's Commercial Relationship Banking Associate or at the branch. The standard delivery time for all orders is 2 to 5 business days.

Other Services:

We are providing information on the following products/services (proposal attachments) that we consider as beneficial to the City of Gautier and we welcome the opportunity to discuss the benefits:

Positive Pay

ACH Alert

Advice Guidance and Education

Quick Deposit

City of Gautier - current interest rates paid on accounts: (Rates should be effective for the Date of August 15, 2018, for comparative purposes. Future fixed rates should be effective October 1, 2018)

Sweep repurchase agreement/controlled disbursements rate

Regions Bank no longer offers a Repurchase Agreement Sweep. We do offer two Money Market Sweep options (Morgan Stanley Government Portfolio and Fidelity Treasury Portfolio) with current rates noted below. Fact sheets are included in the Attachments section.

The Interest Rates / Yields are accurate as of: 08/01/2018

MONEY MARKET MUTUAL FUND SWEEP SERVICES: ¹		Share Class		1-Day Yield ³	7-Day Yield ³	30-Day Yield ³
Morgan Stanley Government Portfolio (MVVXX)	Commercial, Public Funds	Investor	All Balances	--	1.71%	1.73%
Fidelity Treasury Portfolio (FCExx)*	Commercial, Public Funds	Class II	All Balances	1.62%	1.62%	1.62%

¹Not FDIC Insured.

²The interest rates are subject to change daily. The interest is earned only on the balances in the sweep account – not in the demand account. The sweep services are only available to Commercial, Public Fund and Business Banking entities.

³Yields may change daily. The yield is earned only on the balances in the mutual fund – not in the demand account. The sweep services are only available to Commercial, Public Fund, and Business Banking entities.

Money market and/or interest checking accounts rate

In today's interest rate environment, our Interest- Bearing Checking Account is the best alternative for City of Gautier. We are offering a variable rate that is tied to the Fed Funds Target Rate and a fixed rate.

Option 1

**Public Funds Interest-Bearing "variable" rate offer: Fed Funds Target Rate minus .50%
(Currently 2.0%-.50% = 1.50%)**

Option 2

Public Funds Interest- Bearing "fixed" rate offer: 1.90%

Earnings allowance rate

The monthly Earnings Credit Rate (ECR) is a management set rate. The ECR is calculated on the positive portion of the average monthly collected balance of non-interest bearing accounts and may be used to offset fees.

In an effort to provide a progressive ECR, Regions is offering a variable rate that will move with market rate changes.

ECR "variable" rate offer: Fed Funds Target Rate minus 1.25% (Currently 2.0%-1.25% = .75%)

STATE OF MISSISSIPPI

Office of the State Treasurer



Having complied with all the requirements of law, and having placed approved securities with the State Treasurer of Mississippi, **Regions Bank** is hereby appointed a

STATE DEPOSITORY

for a term of one year ending the **thirtieth (30th)** day of **November, 2018**, and is hereby authorized and empowered to receive and disburse, according to law, any and all State Funds, there offered for demand deposits and for investment in Time Certificates of Deposit or other authorized securities, but shall not have on deposit at any time an amount exceeding that authorized by Section 27-105-9, Mississippi Code (1972) as amended, or other applicable law or regulation unless otherwise ordered by the State Treasurer.

In witness whereof, the State Treasurer has ordered this Commission issued and has duly signed and affixed the Seal of the Office of the Treasurer of the State of Mississippi thereto on this the **first day of December, 2017**.

A handwritten signature in cursive script, reading 'Lynn Fitch'.

Lynn Fitch
Treasurer of the State of Mississippi

THE PEOPLES BANK

MEMBER FDIC

"Where PEOPLE come first"

P.O. DRAWER 529 BILOXI, MISSISSIPPI 39533-0529
(228) 435-5511 • (228) 864-2252 • (800) USE MINT (873-6468)
FAX (228) 435-8418

September 5, 2018

City of Gautier, MS
Ms. Sherry Farabee, Purchasing Department
3330 Highway 90
Gautier, MS 39553

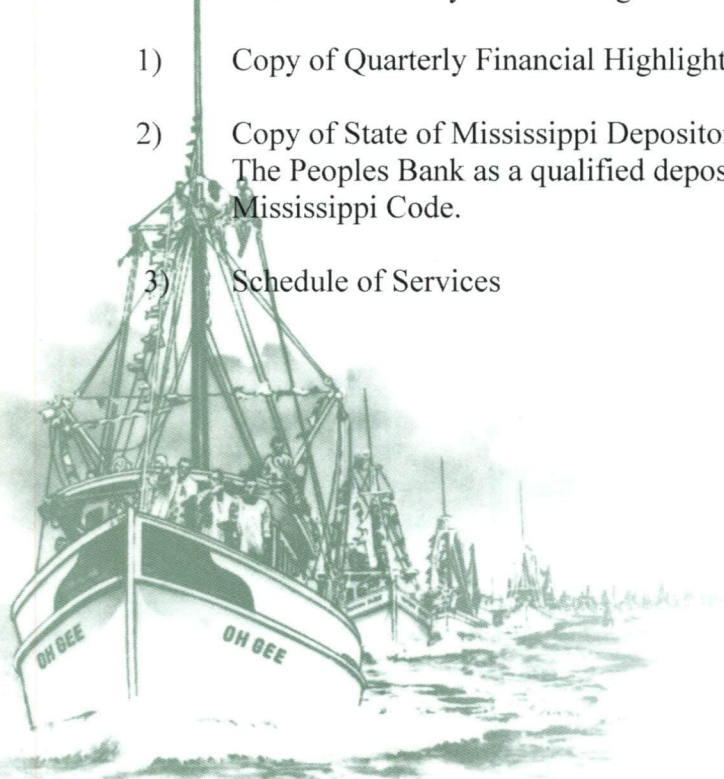
Re: Depository Bid for the City of Gautier for the years 2018 - 2019

Dear Ms. Farabee:

Please consider this letter as our bid proposal pursuant to Section 27-105-303, Section 27-105-305 and other applicable sections of the Mississippi Code.

We have taken the liberty of enclosing the following items:

- 1) Copy of Quarterly Financial Highlights dated July 31, 2018.
- 2) Copy of State of Mississippi Depository Commission dated December 1, 2017, showing The Peoples Bank as a qualified depository as required by section 27-105-353 of the Mississippi Code.
- 3) Schedule of Services



Pursuant to your bid request, we submit the following:

1. The securities we would pledge for funds on deposit would be direct obligations of the United States Treasury and other fully guaranteed obligations of the United States Government. In addition, the bank may also pledge other obligations as described in Section 27-105-5 of the Mississippi Code.

All collateral securities are pledged to the State Treasurer, who acts as agent for all depositors of public funds. We report our public fund balances and collateral pledged to the State Treasurer on a monthly basis. The State then confirms that we are in compliance with the pool program, and have sufficient collateral pledged to secure all public funds on deposit.

2. Rates are subject to change based on prevailing market rates. Current NOW account rate is 0.04% with an annual percentage yield of 0.04%. Current money market account (CIA) rate is 0.04% with an APY of 0.04% for balances over 25,000.00.
3. Safe Deposit Box Fee - No Charge
4. No minimum balance fee; no minimum amount required
5. Demand Deposit Account Fee - No Charge
6. NOW account fee - No Charge
7. Money Market Deposit Account

a. Cash Investment Account

Minimum balance to open account is \$2,500.00. Interest rate adjusted weekly. If balance drops below \$2,500.00, interest accrues at current NOW account rate.

Restrictions on withdrawals:

\$500.00 minimum withdrawals, 3 third-party transactions, 3 telephone transactions or personal withdrawals. Total of 6 withdrawals per month.

b. NOW Accounts

\$1,500.00 minimum balance to earn interest.

8. Stop Payment Fee - No Charge
9. No fee will be charged for processing money orders.

10. No direct deposit fee for payroll will be charged.
11. No fee for processing bank drafts.
12. Each month a bank statement will be provided to the City.
13. Our bank is willing to act as a lead bank for the city for daily distributions of funds should the city select more than one bank as depository. No fee.
14. If chosen as the lead bank, we will handle opening accounts with other banks at no charge.
15. The Peoples Bank can secure any amount of deposits that the City of Gautier chooses to place with the bank.
16. A copy of the State Treasurer Certification is attached.
17. On-line banking is available at no charge.
18. Our "sweep" account allows excess funds to be swept each day into an interest bearing account at current rates of interest. Our funds management accounts are currently paying .05% for balances over \$100,000 to \$499,000; .05% for balances \$500,000 to \$999,000; and .07% for balances over \$1,000,000. These rates are subject to change on the first Tuesday of every month.

Under our sweep account arrangements, we either sweep to a zero-balance arrangement or retain a floor/ceiling balance. The investment side of the sweep offers short term investments from FDIC insured products through direct purchase of U. S. Treasury securities and U. S. Government Agency obligations. We reserve the right to place funds in ICS (Insured Cash Sweep).

19. Fees are listed in the enclosed service brochure. However, fees would be determined for the City on an analysis basis, based on balances maintained and volume of activity.
20. Please refer to item #2.
21. Due to the recent Check 21 legislation, no bank will be able to provide you with your cancelled checks. This information is available on line, or compact discs of the front and back of cancelled checks can be provided.
22. No charge for bank statements reflecting activity through the last working day of each month.
- 23/24/25. We offer merchant services through Elavon, a third party provider; therefore we can provide merchant services, but not without a fee. The Peoples Banks has no objection with the City continuing to use your current provider as we cannot waive fee, and it is very difficult to change processor.

26. A copy of the State Treasurer Certification is attached.
27. The Peoples Bank offers many services that could be beneficial to the City of Gautier. Our bank is the trustee, registrar, or paying agent for county or municipal bond issues throughout the state of Mississippi. Our corporate trust area will be happy to discuss your specific needs and assist you in any investment matters that may arise.

Our Gautier branch is located at 2609 Highway 90 in Gautier and is managed by David Thompson. We would appreciate being named a depository for the City of Gautier. We invite you to compare our capital account against the capital account of any bidder which you may receive. We feel our strength, stability, security and integrity speak for us.

Please call on us anytime if you have questions concerning this proposal at 435-5511, or the Gautier branch at 497-1766. Be sure to visit our web site at www.thepeoples.com.

Sincerely yours,



Chevis C. Swetman
President and CEO

STATE OF MISSISSIPPI

Office of the State Treasurer



Having complied with all the requirements of law, and having placed approved securities with the State Treasurer of Mississippi, **The Peoples Bank, Biloxi, MS** is hereby appointed a

STATE DEPOSITORY

for a term of one year ending the **thirtieth (30th)** day of **November, 2018**, and is hereby authorized and empowered to receive and disburse, according to law, any and all State Funds, there offered for demand deposits and for investment in Time Certificates of Deposit or other authorized securities, but shall not have on deposit at any time an amount exceeding that authorized by Section 27-105-9, Mississippi Code (1972) as amended, or other applicable law or regulation unless otherwise ordered by the State Treasurer.

In witness whereof, the State Treasurer has ordered this Commission issued and has duly signed and affixed the Seal of the Office of the Treasurer of the State of Mississippi thereto on this the **first** day of **December, 2017**.

A handwritten signature in cursive script, reading "Lynn Fitch".

Lynn Fitch
Treasurer of the State of Mississippi

Councilman Vaughan requested for Consent Agenda Item #7 to be pulled from the Consent Agenda, to be considered individually.

Councilwoman Vaughan made the motion to approve Consent Agenda Items 1-6 and 8, as presented. Councilman Jackson seconded the motion. The vote was carried unanimously.

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

ORDER NUMBER 178-2018

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that Consent Agenda Items 1-6 and 8 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 Vaughan** seconded by **Councilman Jackson** and the following vote was recorded:

AYES: **Phil Torjusen**
 Mary Martin
 Cameron George
 Richard Jackson
 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 September 18, 2018.

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

ORDER NUMBER 179-2018

WHEREAS, the company, Vested Interest in K9's Inc., is a nonprofit 501c(3) charity located in East Taunton, Massachusetts, and their mission is to provide vest and other supplies to dogs of law enforcement and related agencies throughout the United States; and

WHEREAS, Vested Interest in K9's Inc. has provided over 3,000 protective vests, in 50 states, through private and corporate donations, at a value of \$54.7 million dollars; and

WHEREAS, Vested Interest in K9's Inc. has offered to donate to Gautier a bullet/stab protective vest, valued at \$1700.00; and

WHEREAS, The Mayor and Council Members find that acceptance of the donation of the bullet/stab protective vest, valued at \$1700 is in the best interest of the Gautier Police Department;

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi that acceptance of the donation of a bullet/stab protective vest for Gautier Police K9 "Justice" from Vested Interest in K9's Inc. is hereby authorized.

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

Motion was made by **Councilman Vaughan**, seconded by **Councilman Jackson** and the following vote was recorded:

AYES: Mary Martin
Richard Jackson
Casey Vaughan
Rusty Anderson
Adam Colledge

NAYS: None

ABSENT: Phil Torjusen
Cameron George

MAYOR

ATTEST:

CITY CLERK

Passed and Adopted by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of September 18, 2018.

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: Danny Selover, Police
Date: 09/07/2018
Subject: Authorization to accept the donation of a bullet/stab protective vest for Gautier Police K9 "Justice".

REQUEST:

The Gautier Police Department is seeking authorization from Mayor and Council to accept the donation of a bullet/stab protective vest for Gautier Police K9 "Justice" from Vested Interest in K9's Inc.

BACKGROUND:

City of Gautier's Lieutenant (who is also our K9 handler), David Bever, was contacted by Vested Interest in K9's in reference to receiving a bullet/stab proof vest for "Justice", one of our K-9's. The company, Vested Interest in K9's Inc., is a nonprofit 501c(3) charity located in East Taunton, Massachusetts. Their mission is to provide vest and other supplies to dogs of law enforcement and related agencies throughout the United States. Vested Interest in K9's has provided over 3,000 protective vest, in 50 states, through private and corporate donations, at a value of \$5.7 million dollars.

DISCUSSION:

The Gautier Police Department feels the donation of the vest is in the best interest for "Justice" and the City of Gautier. The vest is valued at approximately \$1,700.00 and has a five year warranty.

RECOMMENDATION:

The Gautier Police Department recommends that the Mayor and Council authorize the generous, and thoughtful donation of this vest from Vested Interest in K9's Inc.

ATTACHMENTS:

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

ORDER NUMBER 180-2018

WHEREAS, Jackson County owns a 2001 Navistar International truck, for which it no longer has any use; and

WHEREAS, the City of Gautier Police Department has requested that Jackson County sell the vehicle to the City of Gautier for \$10.00; and

WHEREAS, the Gautier Police Department would benefit from the use of this vehicle for public safety initiatives, specifically as a mobile command post during emergencies; and

WHEREAS, pursuant to Miss. Code Ann. Section 31-7-13(m)(iv), Jackson County may sell this vehicle to the City of Gautier for an amount below fair market value so long as the sale is in the best interests of the taxpayers of the State of Mississippi; and

WHEREAS, the Mayor and Council Members hereby find that this purchase would be in the best interests of the City and the taxpayers of the State of Mississippi;

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the purchase of a 2001 Navistar International truck (VIN#1HTSLAAL91H354782) from Jackson County is hereby approved.

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

Motion was made by **Councilman Vaughan**, seconded by **Councilman Jackson** and the following vote was recorded:

AYES: Mary Martin
Richard Jackson
Casey Vaughan
Rusty Anderson
Adam Colledge

NAYS: None

ABSENT: Phil Torjusen
Cameron George

MAYOR

ATTEST:

CITY CLERK

Passed and Adopted by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of September 18, 2018.

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: Danny Selover, Police
Date: 09/07/2018
Subject: Authorization requested to purchase a 2001 Navistar International Truck for \$10.00 from the Jackson County Board of Supervisors

REQUEST:

The Gautier Police Department is seeking authorization from the City Council to purchase a 2001 Navistar International truck in the amount of \$10.00 (ten dollars), vehicle identification number IHTSLAAL91H354782 to be placed on the police department inventory.

BACKGROUND:

The Jackson County Office of Emergency Services has no use for the above listed vehicle and will consider it surplus inventory. The Gautier Police Department would benefit from the use of this vehicle for public safety initiatives, specifically as a mobile command post during emergencies.

DISCUSSION:

The Jackson County Office of Emergency Services consider the vehicle surplus, therefore, they are asking the Jackson County Board of Supervisors to remove it from the county inventory and sell the vehicle to the City of Gautier for \$10.00 dollars. The Gautier Police Department would like to request the vehicle for the City of Gautier.

RECOMMENDATION:

The City Council allow the Gautier Police Department to purchase the 2001 Navistar International truck for \$10.00 (ten dollars) and place the vehicle on our master inventory.

ATTACHMENTS:

1. Consent Agenda Item 2- Authorization requested to purchase a 2001 Navistar International Truck for \$10.00 from the Jackson County Board of Supervisors
2. signed memo to board of supervisors
3. county paperwork
4. IMG_2377
5. IMG_2378

GAUTIER POLICE DEPARTMENT

3329 HIGHWAY 90 - GAUTIER, MS 39553

(228) 497-2486 Fax (228) 497-8018

August 20, 2018

Jackson County Board of Supervisors
2915 Canty Street
Pascagoula, MS 39567

RE: Request Donation of 2001 International Truck

Dear Jackson County Board of Supervisors,

The Jackson County Office of Emergency Services has a 2001 International hazmat truck, vehicle identification number IHTSLAAL191H354782 on its inventory that is currently not being utilized. The Gautier Police Department respectfully requests your consideration and approval in transferring this vehicle to the Gautier Police Department. We will utilize this vehicle for emergency operations and as a mobile command post.

If any additional information is required by our department, please contact me at 228-219-5143.

Thank you for your consideration in this matter.

Sincerely,



Danny S. Selover
Captain



PROTECT AND SERVE





JACKSON COUNTY BOARD OF SUPERVISORS Inventory Control

2915 Canty Street, Suite G | P.O. BOX 998 | PASCAGOULA, MS 39568
OFFICE: 228-769-3192 | FAX: 228-769-3186

September 4, 2018

Purchaser's Name: Gautier Police Department

Address: 3329 Hwy 90, Gautier, MS 39553

Description of Vehicle:

Make: Navistar International

Model: 4700 LP 4x2

Year: 2001

Color: Lime Green

VIN: 1HTSLAAL91H354782

Seller's Name: Jackson County Board of Supervisors

Seller's Address: P. O. Box 998, Pascagoula, MS 39568

This vehicle is free from all encumbrances.

This undersigned has hereunto set his/her hand on the 4th day of September, 2018.

A handwritten signature in cursive script, appearing to read "Diana Dixon", is written over a horizontal line.

Diana Dixon

Inventory Control Asst.

Jackson County Board of Supervisors

Board approved 9/4/18

Notary Public:

A handwritten signature in cursive script, appearing to read "Nancy Michelle Anglada", is written over a horizontal line.

My Commission Expires:

A handwritten date "Jun 21, 2019" is written over a horizontal line.



Title Bond

M.S. DOR will not accept a title bond on a vehicle that is not 3 yrs or older

MVCT-59 Inspection from Hwy Patrol Required (228)396-7432

***New**the only time a MVCT-59 is not need is the vehicle is 10 years old or older and has a
seventeen digit VIN #*

**(screen print information in the system and attach to the white copy of the
title application)**

If customer cannot reach seller for correction of title:

- Affidavit of ownership filled out completely & notarized
- Bill of sale with 2 witnesses or notarized
- Title with the error
- Bond Check for signatures and seal
- Check make, year, model and VIN are all correct
- Bond must be for at \$1,000
- *LA will not accept title bonds* Customer will have to send a certified letter to the seller only if the seller was the last registered owner of the vehicle, the letter shows they attempted to reach them
- Return receipt letter green card or unopened letter to seller **(will not take electronic signature printout must have Green Card)**

Customer has not been given a title:

- Check VIN see if seller is last registered owner, if they are they must get a replacement title (previous owner does replacement form)*
- If lien customer must get letterhead lien release
- Customer will have to send a certified letter to the seller only if the seller was the last registered owner of the vehicle, the letter shows they attempted to reach them
- Return receipt letter green card or unopened letter to seller **(will not take electronic signature printout must have Green Card)**
- Affidavit of ownership filled out completely & notarized (must state reason there is no title)
- BOS with 2 witnesses or notarized
- Bond again check for VIN make, year spelling etc
- Bond must be at least \$1000

RESOLUTION OF THE BOARD OF SUPERVISORS
OF JACKSON COUNTY, MISSISSIPPI AUTHORIZING INTERGOVERNMENTAL SALE
OF 2001 INTERNATIONAL 4700 LP - HAZMAT TRUCK TO CITY OF GAUTIER - POLICE
DEPARTMENT

WHEREAS, Jackson County has a 2001 International 4700 LP hazmat truck, ICN 66743, VIN 1HTSLAAL91H354782 and said property is no longer needed for use by the County, as identified in the attachments hereto; and

WHEREAS, the City of Gautier - Police Department requests to purchase the aforementioned item for the amount of TEN AND NO/100 DOLLARS (\$10.00), to be used by its Department for operations, and Jackson County recommends such sale; and

WHEREAS, pursuant to Miss. Code Ann. § 31-7-13(m)(vi), the Board of Supervisors of Jackson County, Mississippi, may sell said property to the City of Gautier - Police Department, at below fair market value so long as the sale is in the best interest of the taxpayers of the State of Mississippi;

BE IT, THEREFORE, FOUND, that the intergovernmental sale of the aforementioned property at below fair market value is in the best interest of the taxpayers of the State of Mississippi;

BE IT, THEREFORE, RESOLVED that the Board of Supervisors of Jackson County, Mississippi hereby authorizes the sale of the property, listed herein, to the City of Gautier - Police Department for the amount of TEN AND NO/100 DOLLARS (\$10.00), as such intergovernmental sale is in the best interests of the taxpayers of the State of Mississippi; and

IT IS, FURTHER, RESOLVED that the Board hereby authorizes the Inventory Control Director and President of the Board to execute documents necessary for the sale and authorizes the removal of the 2001 International 4700 LP hazmat truck, ICN 66743, VIN 1HTSLAAL91H354782 from Jackson County's inventory.

The motion to approve the foregoing resolution was made by Supervisor Cumbest seconded by Supervisor Taylor, and the following vote was recorded:

Supervisor Cumbest
Supervisor Harris
Supervisor Taylor
Supervisor Ross
Supervisor Bosarge

Yes
Yes
Yes
Yes
Yes

SO FOUND AND RESOLVED, this the 4th day of September, 2018.

ATTEST:

Josh Eldridge
Josh Eldridge, Clerk of the Board



BOARD OF SUPERVISORS OF
JACKSON COUNTY, MISSISSIPPI

By: Randy Bosarge
Randy Bosarge, President





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

ORDER NUMBER 181-2018

WHEREAS, THE 22nd Annual Cruisin' the Coast will be held September 30, 2018 through October 7, 2018 on the Mississippi Gulf Coast and will feature activities like cruise-ins, headline bands & oldies entertainment, a swap meet, the CTC/Vicari Auto Auction and much more; and

WHEREAS, this is an excellent opportunity for the City of Gautier to promote and bring favorable recognition to the City of Gautier and will have a great economic impact to the local businesses within the City of Gautier; and

WHEREAS, several sponsors have offered donations to the City for the purpose of hosting this event; and

WHEREAS, the Mayor and Council Members have determined that acceptance of these donations is in the best interest of the City of Gautier.

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi that the following monetary donations for the City of Gautier's Cruisin' Through the Decades Event to be held September 30, 2018 from 11:00 A.M. – 4:00 P.M. is hereby approved.

Platinum Sponsor - \$5,000.00	by Waste Pro
Silver Sponsor - \$1,000.00	by Waggoner Engineering
Silver Sponsor - \$1,000.00	by Chevron/Bacot McCarty Foundation

IT IS FURTHER ORDERED that the City Manager and City Clerk are authorized to execute any and all documents necessary for this purpose.

Motion was made by **Councilman Vaughan**, seconded by **Councilman Jackson** and the following vote was recorded:

AYES: **Mary Martin**
 Richard Jackson
 Casey Vaughan
 Rusty Anderson
 Adam Colledge

NAYS: **None**

ABSENT: **Phil Torjusen**
 Cameron George

MAYOR

ATTEST:

CITY CLERK

Passed and Adopted by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of September 18, 2018.

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: Chassity Bilbo, Recreation Director
Date: 09/10/2018
Subject: Approval to accept a monetary donation for The City of Gautier's Cruisin' Through the Decades Event

REQUEST:

The Recreation Department is seeking authorization from City Council to accept the following monetary donation for the City of Gautier's Cruisin' Through the Decades Event held on September 30, 2018.

BACKGROUND:

The 22nd Annual Cruisin' the Coast will be held Sept. 30-Oct. 7 on the Mississippi Gulf Coast and will feature activities like cruise-ins, headline bands & oldies entertainment, a swap meet, the CTC/Vicari Auto Auction and much more. The City of Gautier has been approved to host a one day event called, Cruisin' Through the Decades that will take place September 30, 2018 from 11 a.m. – 4 p.m. This is an excellent opportunity for the City of Gautier to promote and bring favorable recognition to the City of Gautier and will have a great economic impact to the local businesses within the City of Gautier.

DISCUSSION:

The City of Gautier has received monetary donations from the following sponsors:

1. Platinum Sponsor \$5000.00- Waste Pro
2. Silver Sponsor - \$1,000- Waggoner Engineering
3. Silver Sponsor - \$1,000-Chevron/ Bacot McCarty Foundation

RECOMMENDATION:

The Recreation Department recommends that City Council approve the above monetary donation for the Cruisin Through the Decades Event.

The City Council may:

1. Approve the monetary donations listed above ; or
2. Not approve the monetary donations listed above.

ATTACHMENTS:

1. Sponsorship Checks 9.18.18

BACOT MCCARTY FOUNDATION

PO BOX 1442
PASCAGOULA, MS 39568

CHARTER BANK

2718

85-633/655

8/15/2018

PAY TO THE
ORDER OF

City of Gautier

\$ **1,000.00

One Thousand and 00/100*****

DOLLARS

City of Gautier

MEMO:



[Signature]
AUTHORIZED SIGNATURE



WAGGONER ENGINEERING, INC.

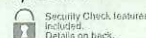
PO Box 12227
Jackson, Mississippi 39236-2227
(601) 355-9526

Regions Bank
85-543/653

066690

CHECK DATE

August 1, 2018



PAY One Thousand and 00/100 Dollars

AMOUNT

1,000.00

TO City of Gautier

[Signature] MP
AUTHORIZED SIGNATURE



2101 W. State Road 434 Suite 315
Longwood, FL 32779

Wells Fargo Bank
11-24/1210

CHECK # 50199754

DATE 8/29/2018

Check Amount

*****5,000.00

PAY Five Thousand and 00/100----- US Dollars

TO THE
ORDER OF

CITY OF GAUTIER
PO BOX 670
GUTIER, MS 39553

VOID AFTER 90 DAYS

[Signature]
Authorized Signature



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

ORDER NUMBER 182-2018

WHEREAS, the City of Gautier publicly issued a request for proposals for Pre-Event Disaster Response Services and Supplies; and

WHEREAS, the only response received was from DRC Emergency Services; and

WHEREAS, the existence of a pre-event contract does not bind the City to activate any or all of the terms of the contract and such activation is at the sole discretion of the City Council; and

WHEREAS, the Mayor and Council Members hereby find that entering a contract for Pre-Event Disaster Response Services and Supplies is in the best interests of the City; and

WHEREAS, on the basis of price, qualifications, experience, and references, the City Council hereby finds that DRC Emergency is the lowest and best response, and the most qualified responder;

BE IT THEREFORE ORDERED by the Mayor and Council Members that Pre-Event Disaster Response Services and Supplies contract is awarded to DRC Emergency Services;

IT IS FURTHER ORDERED that the City Attorney is directed to draft a contract for execution by the City Manager, containing the terms in the Request for Proposals and the response to the Request for Proposals;

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

Motion was made by **Councilman Vaughan** seconded by **Councilman Jackson** and the following vote was recorded:

AYES: **Mary Martin**
 Richard Jackson
 Casey Vaughan
 Rusty Anderson
 Adam Colledge

NAYS: **None**

ABSENT: **Phil Torjuen**
 Cameron George

MAYOR

ATTEST:

CITY CLERK

Passed and Adopted by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of September 18, 2018.

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: Sherry Farabee, Purchasing Agent
Date: 09/12/2018
Subject: Authorization to entering into a Pre-Event Disaster Response Services and Supplies contract with DRC Emergency

REQUEST:

City Council action is requested on a selection of pre-event Disaster Response Services and Supplies for the City of Gautier in the event of a disaster.

BACKGROUND:

The City advertised for Request for Proposals for Non-exclusive Disaster Response for Services and Supplies Following a Natural or Man-made Disaster in the City of Gautier, MS. The existence of a pre-event contract does not bind the City to activate any or all of the terms of the contract and such activation is at the sole discretion of the City Council.

DISCUSSION:

In an effort to be prepared for the future disasters, City staff advertised a Request for Proposals For Non-Exclusive Disaster Response For Services and Supplies Following a Natural or Man-made Disaster in the The City of Gautier. State and Federal procurement laws were followed in soliciting these requests. The RFP was publicized on August 5, 2018 and August 12, 2018. The deadline to submit proposals was August 28, 2018. One proposal was received and reviewed.

RECOMMENDATION:

City staff reviewed the proposal on August 31, 2018. The recommendation is based on the required qualifications from the Request for Proposals.

1. DRC Emergency Services

City staff recommends approval of the above.

The City Council may:

1. Approval to enter into a Pre-Event Disaster Response Services and Supplies contract with DRC Emergency selection of the recommended Disaster Response for Services

or

2. Not approve

ATTACHMENTS:

1. Consent Agenda Item 6 - Approve to enter into a Pre-Event Disaster Response Services and Supplies contract with DRC Emergency
2. DRC Disaster response service and supplies fee schedule

EXHIBIT B

DISASTER RESPONSE SERVICE AND SUPPLIES FEE SCHEDULE

The costs listed shall include all expenses in any way related to the service/supply, including delivery and maintenance. The Respondent shall provide prices in the units provided below. **"Cost plus percentage" prices cannot be accepted, and the Respondent risks rejection of the proposal if they are provided in this manner with the exception of Item number 23.**

Item	Description of Service	Cost	Unit
1.	Sleep trailers – specify number of beds per trailer 42 beds per trailer	\$108,120.00	Per Week
2.	Sleep tents – specify number of beds per tent 50 beds per tent	\$56,564.00	Per Week
3.	Bed units (Cots, Pillows, Sheets, Blankets)	\$12,500.00	Per Week
4.	Catering/Food Preparation A. Hot meal (drinks included w/meal) Full USDA Calorie Requirement B. Box lunch (drinks included w/meal) Full USDA Calorie Requirement (Not MRE)	\$112.79 \$65.35	Per Meal
5.	Ice - Specify size 20 LB bag	\$8.47	Per Bag minimum order required
6.	Reefer/Refrigerated trailers 53' trailer not including fuel	\$5,950.00	Per Week
7.	Shower trailers w/all water supply 4 person per trailer	\$17,302.00	Per Week
8.	Portable restrooms (1) standard POL	\$8,235.00	Per Week
9.	Pump truck for port a john/shower trailers (1) service per day	\$1,500.00	Per Week
10.	Hand wash units w/ water supply- (1) specify type 4 spigot	\$4,469.00	Per Week
11.	Bottled Water per case- specify size and bottles per case 16 oz/ 24 per case	\$12.49	Per Case minimum order required
12.	Tower/Area Lighting – standard 4000 watt	\$3,150.00	Per Week
13.	First aid kit – supplies to accommodate 700 people	\$2,625.00	Per Week
14.	Trash receptacles – 20 cu yd. dumpster delivered	\$2,938.00	Per Week
15.	Garbage disposal per dump	\$1,200.00	Per Week
16.	Distribution panel for internet 1 (hot spot)	\$1,875.00	Per Week
17.	Forklifts – minimum 6000lb all-terrain	\$5,400.00	Per Week
18.	Air conditioning and heating 10T portable unit	\$4,850.00	Per Week
19.	Generators/Power Distribution/ with power cord 5Kw 100Kw 350Kw	\$2,805.00 \$11,365.00 \$20,215.00	Per Week
20.	Temporary office space, fully equipped, furnished Specify size 14x24	\$15,482.00	Per Week
21.	Laundry service per person	\$41,950.00	Per Week
22.	Satellite telecommunications	\$6,000.00	Per Week
23.	Emergency fuel and distribution Gas - Bulk price delivered Diesel - Bulk price delivered	Cost plus 21% Cost plus 21%	Cost + Fixed Fee
24.	Fueling stations - Operation and monitored at designated sites per each location	\$12,500.00	Per Week

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

ORDER NUMBER 183-2018

WHEREAS, Miss. Code Ann. 27-17-501 requires the governing authority of municipalities to receive a report of the privilege licenses issued during the preceding month; and

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Privilege License Reports for August 2018 is hereby received.

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

Motion was made by **Councilman Vaughan**, seconded by **Councilman Jackson** and the following vote was recorded:

AYES: **Mary Martin**
 Richard Jackson
 Casey Vaughan
 Rusty Anderson
 Adam Colledge

NAYS: **None**

ABSENT: **Phil Torjusen**
 Cameron George

MAYOR

ATTEST:

CITY CLERK

Passed and Adopted by the Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of September 18, 2018.

City of Gautier

Business Registry

August 2018

<u>CCOUNT</u>	<u>LICENSE #</u>	<u>BUSINESS NAME/OWNER</u>	<u>AMOUNT</u>	<u>STATUS</u>
1227	2019-08-0005980	Gregg's Affordable Auto Glass	\$20.00	Current
565	2019-08-0005981	Baywood Travel	\$20.00	Current
1443	2019-08-0005982	Austin Life Consultants	\$20.00	Current
551	2019-05-0005983	Norwood Snowballs	\$22.40	Delinquent
573	2019-08-0005984	McGee Construction	\$20.00	Current
1313	2019-04-0005985	Cellular Citi, LLC	\$27.40	Delinquent
1313	2019-04-0005986	Cellular Citi, LLC	\$25.00	Delinquent
1313	2019-04-0005987	Cellular Citi, LLC	\$22.60	Delinquent
1369	2019-06-0005988	Southland Log Homes	\$22.00	Delinquent
571	2019-08-0005989	Coast Mini Warehouses	\$20.00	Current
685	2019-08-0005990	Joe West Realor	\$20.00	Current
502	2019-05-0005991	Sonic Drive-In	\$33.30	Delinquent
1494	2019-08-0005992	Magnolia Oaks	\$30.00	New
1444	2019-08-0005993	Jelly Doughnuts and Kolaches	\$20.00	Current
1092	2019-08-0005994	The Disability Consulting Clinic	\$20.00	Current
1495	2019-08-0005995	Rogers Lawn Care	\$20.00	New
924	2019-07-0005996	Furlan's Marine	\$22.00	Delinquent
1162	2019-07-0005997	Coral Boutique	\$22.00	Delinquent
24	2019-06-0005998	Glen Mark Apartments (Office)	\$22.20	Delinquent
1496	2019-08-0005999	Triple J's Auto Repair/ Oil	\$20.00	New
1276	2019-08-0006000	Ice Cream & More, LLC	\$20.00	Current
1225	2019-08-0006001	Twice the Ice Gautier	\$20.00	Current
1497	2019-08-0006002	Busby Constuction	\$20.00	New
1378	2019-08-0006003	Mary's Alterations & Designs	\$20.00	Current
966	2019-03-0006004	His Family Tree, Inc	\$33.30	Delinquent
5	2019-10-0006005	Air Masters Mechanical	\$150.00	Current
566	2019-08-0006006	Burnham McKinney Pharmacy	\$62.50	Current
1002	2019-07-0006007	Stuart's Spicy Business	\$22.00	Delinquent

569	2019-08-0006008	Floor Trader	\$92.50	Current
680	2019-08-0006009	Country Gentleman	\$51.00	Current
1280	2019-08-0006010	Landry & Associates Realty	\$20.00	Current
1498	2019-08-0006011	Iglesia Cristiana Caminando	\$20.00	New
1323	Closed	Chris Alexander	\$0.00	Closed
1499	2019-08-0006012	Bunny Bread Retail Store	\$50.00	New
1445	2019-08-0006013	AMP Designs	\$20.00	Current
1266	Closed	Fashion World	\$0.00	Closed
1437	2019-07-0006014	Slater's Taxes & Consulting	\$22.00	Delinquent
1006	2019-08-0006015	Infinity & Beyond Hair Essentials	\$20.00	Current
1381	2019-08-0006016	South MS Home Helath	\$147.00	Current
1500	2019-08-0006017	Evol Studios	\$20.00	New
		New Business	7	
		Slot Amusement	0	
		Due Refund	0	
		Transient Vendor	0	
		Closed Business	2	
		Delinquent Renewals Issued	12	

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

ORDER NUMBER 184-2018

WHEREAS, Miss. Code Ann. 21-15-33 requires that the minutes be adopted and approved by a majority of the members of the governing body at the next regular meeting or within thirty (30) days of the meeting they represent, whichever occurs first. Upon such approval, the minutes are valid from and after the date of the meeting; and

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 September 4, 2018 and Recessed Council Meeting held September 6, 2018 are hereby approved.

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

Motion was made by **Councilman Vaughan** seconded by **Councilman Jackson** and the following vote was recorded:

AYES: **Mary Martin**
 Richard Jackson
 Casey Vaughan
 Rusty Anderson
 Adam Colledge

NAYS: **None**

ABSENT: **Phil Torjusen**
 Cameron George

MAYOR

ATTEST:

CITY CLERK

Passed and Adopted by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of September 18, 2018.

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

RESOLUTION NUMBER 053-2018

RESOLUTION OF THE CITY COUNCIL OF GAUTIER, MISSISSIPPI, STATING THE INTENT TO INCREASE CHARGES RELATED TO SOLID WASTE COLLECTION AND DISPOSAL

WHEREAS, the City of Gautier was recently required to invite requests for proposals for solid waste collection and disposal services; and

WHEREAS, Waste Pro of Mississippi was ultimately awarded the solid waste collection and disposal contract; and

WHEREAS, the terms negotiated between Waste Pro of Mississippi and the City of Gautier have resulted in increased contractual obligations to the City;

WHEREAS, the City of Gautier intends to increase the amount charged to each solid waste customer from \$17.00 to \$21.00; and

WHEREAS, the purpose of the increase is to cover the additional monetary obligations in the new agreement with Waste Pro of Mississippi;

BE IT, THEREFORE, RESOLVED that the City of Gautier hereby states its intent to increase charges related to solid waste collection and disposal.

IT IS FURTHER RESOLVED that the City Manager or City Clerk is authorized to execute any and all documents necessary for this purpose.

Motion was made by **Councilman Vaughan**, seconded by **Councilman Jackson** and the following vote was recorded:

AYES: Mary Martin
Richard Jackson
Casey Vaughan
Rusty Anderson
Adam Colledge

NAYS: None

ABSENT: Phil Torjusen
Cameron George

MAYOR

ATTEST:

CITY CLERK

Passed and Adopted by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of September 18, 2018.

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: Cindy Russell, City Clerk
Date: September 13, 2018
Subject: Approval of a resolution stating intent to increase Solid Waste Charges

REQUEST:

City Council action is requested to approve a resolution to increase Solid Waste Charges to cover additional monetary obligations in the new agreement with Waste Proof Mississippi.

BACKGROUND:

The City of Gautier recently received proposals for solid waste collection and disposal services and Waste Pro of Mississippi was awarded the Solid Waste Collection and Disposal Contract. The terms negotiated between Waste Pro of Mississippi and the City of Gautier resulted in increased contractual obligations to the city. The City of Gautier will increase the amount to each solid waste customer from \$17.00 to \$21.00.

RECOMMENDATION:

City Manager recommends approval of a resolution to increase the amount to each Solid Waste customer from \$17.00 to \$21.00.

City Council may:

1. Authorize the resolution; or
2. Not Authorize the resolution

ATTACHMENTS:

none

Councilman Vaughan made the motion to approve the termination of the Proclamation of the Local Emergency relating to Cyclone 7-Tropical Storm Gordon with revisions to the Resolution including adding a date to the memorandum and the name of storm. Councilman Colledge seconded the motion. The vote was carried unanimously.

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

**RESOLUTION NUMBER 054-2018
TERMINATION OF PROCLAMATION OF LOCAL EMERGENCY**

WHEREAS, on September 3, 2018, conditions of extreme peril to the safety of persons and property arose within the City of Gautier, Mississippi due to the impending rain, wind and threat of flood from Tropical Cyclone 7/Tropical Storm Gordon; and

WHEREAS, the aforesaid conditions of extreme peril warranted and necessitated the proclamation of the existence of a local emergency in order to provide for the health and safety of the citizens and the protection of their property within the affected jurisdiction; and

WHEREAS, on September 3, 2018, Mayor, Phil Torjusen, on behalf of the City of Gautier, Mississippi proclaimed that a local emergency had arisen as a result of the above; and

WHEREAS, on September 4, 2018, Tropical Storm Gordon made landfall just west of the Alabama-Mississippi border;

WHEREAS, the Mayor and Members of the Council of the City of Gautier, Mississippi find and determine that there is no need for a continued state of local emergency with regard to Tropical Storm Gordon;

NOW, THEREFORE, pursuant to Miss. Code Ann. 33-15-17, the Mayor and Members of the Council of the City of Gautier, Mississippi hereby proclaim that the state of local emergency is hereby terminated.

Motion was made by **Councilman Vaughan**, seconded by **Councilman Colledge** and the following vote was recorded:

AYES: **Mary Martin**
 Richard Jackson
 Casey Vaughan
 Rusty Anderson
 Adam Colledge

NAYS: **None**

ABSENT: **Phil Torjusen**
 Cameron George

MAYOR

ATTEST:

CITY CLERK

Passed and Adopted by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of September 18, 2018.



GAUTIER FIRE DEPARTMENT

"Proudly Protecting Nature's Playground"

2502 College Circle Gautier, MS 39553

Phone: (228) 497-1656

Fax: (228) 497-0100

To: Josh Danos, City of Gautier Attorney

From: Derek McCoy, Deputy Fire Chief

Subject: Emergency Declaration Cancellation

Date: 09/26/2018

Jackson County terminated their emergency declaration on Friday, September 7th 2018. Please ask the Council to follow suit and terminate the City of Gautier's declaration for Tropical Storm Gordon which made landfall on September 4th 2018 @ approx. 10pm in the southeast corner of Jackson County.

Thanks,

A handwritten signature in blue ink, appearing to read "Derek McCoy", is written over the printed name.

Derek McCoy

Councilman Colledge made the motion for the City Manager to book airline tickets and hotel reservations, as necessary, for a potential trip in October to Washington, DC to be attended by City Manager, Paula Yancey and Mayor Phil Torjusen. **Councilman Anderson** seconded the motion. The vote was carried unanimously.

Councilman Colledge made the motion to adjourn until October 2, 2018 at 6:30 PM. **Councilman Vaughan** seconded the motion. The vote was carried unanimously.

APPROVED BY:

MAYOR

ATTEST:

CITY CLERK

Submitted for approval of the Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of October 2, 2018.

CITY OF GAUTIER
Consent Agenda Item #3
Fact Sheet

Council Meeting:
Title:

October 2, 2018
Authorization to accept monetary donations for the
City of Gautier's Cruisin' Through the Decades Event

Introduced by:
Contact Person/Telephone

Chassity Bilbo 497-8000 ext. 317

Summary Explanation: Authorization to accept the following monetary donations for the City of Gautier's Cruisin' Through the Decades Event to be held September 30, 2018 from 11:00 A.M. – 4:00 P.M.: Bronze Sponsor- \$500.00 by Keesler Federal Credit Union, Silver Sponsor - \$1,000.00 by Mallette Brothers Construction Co, Inc. and Patron Sponsor - \$250.00 by Foster's Air Conditioning and Heating, Inc.

EXHIBITS FOR REVIEW

Resolution	☐
Ordinance	☐
Contract	☐
Minutes	☐
Plan Maps	☐
Order	☒
Other	☐
Submittal Authorization	City Manager

Staff Recommendation:
Approval

Motion Made by:

Torjusen ☐ **Martin** ☐ **George** ☐ **Jackson** ☐ **Vaughan** ☐ **Anderson** ☐ **Colledge** ☐

Second Made by:

Torjusen ☐ **Martin** ☐ **George** ☐ **Jackson** ☐ **Vaughan** ☐ **Anderson** ☐ **Colledge** ☐

Voted as follows:		Ayes	Nays	Abstained	Absent
Mayor	Torjusen	☐	☐	☐	☐
At Large	Martin	☐	☐	☐	☐
Ward 1	George	☐	☐	☐	☐
Ward 2	Jackson	☐	☐	☐	☐
Ward 3	Vaughan	☐	☐	☐	☐
Ward 4	Anderson	☐	☐	☐	☐
Ward 5	Colledge	☐	☐	☐	☐

Action Taken:

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

ORDER NUMBER 000-2018

WHEREAS, THE 22nd Annual Cruisin' the Coast will be held September 30, 2018 through October 7, 2018 on the Mississippi Gulf Coast and will feature activities like cruise-ins, headline bands & oldies entertainment, a swap meet, the CTC/Vicari Auto Auction and much more; and

WHEREAS, this is an excellent opportunity for the City of Gautier to promote and bring favorable recognition to the City of Gautier and will have a great economic impact to the local businesses within the City of Gautier; and

WHEREAS, several sponsors have offered donations to the City for the purpose of hosting this event; and

WHEREAS, the Mayor and Council Members have determined that acceptance of these donations is in the best interest of the City of Gautier.

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi that the following monetary donations for the City of Gautier's Cruisin' Through the Decades Event to be held September 30, 2018 from 11:00 A.M. – 4:00 P.M. are hereby approved.

Bronze Sponsor	- \$500.00	by Keesler Federal Credit Union
Silver Sponsor	- \$1,000.00	by Mallette Brothers Construction Co., Inc.
Patron Sponsor	- \$250.00	by Foster's Air Conditioning and Heating, Inc.

IT IS FURTHER ORDERED that the City Manager and City Clerk are authorized to execute any and all documents necessary for this purpose.

Motion was made by **BLANK**, seconded by **BLANK** and the following vote was recorded:

AYES:

NAYS:

MAYOR

ATTEST:

CITY CLERK

BLANK by Mayor and Members of the Council of the City of Gautier, Mississippi,
at the meeting of October 2, 2018.

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: Chassity Bilbo, Recreation Director
Date: September 24, 2018
Subject: Approval to accept a monetary donation for The City of Gautier's Cruisin' Through the Decades Event

REQUEST:

The Recreation Department is seeking authorization from City Council to accept the following monetary donation for the City of Gautier's Cruisin' Through the Decades Event held on September 30, 2018.

BACKGROUND:

The 22nd Annual Cruisin' the Coast will be held Sept. 30-Oct. 7 on the Mississippi Gulf Coast and will feature activities like cruise-ins, headline bands & oldies entertainment, a swap meet, the CTC/Vicari Auto Auction and much more. The City of Gautier has been approved to host a one day event called, Cruisin' Through the Decades that will take place September 30, 2018 from 11 a.m. – 4 p.m. This is an excellent opportunity for the City of Gautier to promote and bring favorable recognition to the City of Gautier and will have a great economic impact to the local businesses within the City of Gautier.

DICUSSION:

The City of Gautier has received monetary donations from the following sponsors:

1. Bronze Sponsor \$500.00- Keesler Federal Credit Union
2. Silver Sponsor - \$1,000- Mallette Brothers Construction Co, Inc.
3. Patron Sponsor \$250.00- Foster's Air

RECOMMENDATION:

The Recreation Department recommends that City Council approve the above monetary donation for the Cruisin Through the Decades Event.

The City Council may:

1. Approve the monetary donations listed above ; or
2. Not approve the monetary donations listed above.

ATTACHMENT(S):

Sponsorship Checks

NOTICE TO CASHIER: BE SURE WATERMARK IS ON REVERSE SIDE BEFORE CASHING



**KEESLER FEDERAL
CREDIT UNION**

P.O. Box 7001 • Biloxi, MS 39534-7001
(228) 385-5500

85-7758/2655

CHECK # 02-0101509775

DATE
09/11/18

\$500.00

PAY ** Five Hundred and 00/100 DOLLARS **

NOT VALID IF 90 DAYS AFTER ISSUE

TWO SIGNATURES REQUIRED IF OVER \$25,000

PAY CITY OF GAUTIER
TO THE PO BOX 670
ORDER OF GAUTIER MS 39553-0670

Authorized Signature

SECURITY FEATURES INCLUDE TRUE WATERMARK PAPER, HEAT SENSITIVE ICON AND FOIL HOLOGRAM.



**MALLETTE BROTHERS
CONSTRUCTION CO., INC.**

GENERAL FUND
3708 HWY 90 PH (228) 497-2523
GAUTIER, MS. 39553

HANCOCK BANK
Pascagoula, Mississippi

85-368
655

DATE
09/14/18

CHECK NO.
073366
73366

PAY **ONE THOUSAND AND XX / 100 DOLLARS

\$ **1,000.00

PAY CITY OF GAUTIER
TO THE P. O. BOX 330
ORDER OF GAUTIER, MS 39553



MALLETTE BROTHERS CONSTRUCTION CO., INC.

MP



109822

FOSTER'S AIR CONDITIONING AND HEATING, INC.

P.O. BOX 606
GAUTIER, MISSISSIPPI 39553
PHONE: 228/497-2285

HANCOCK BANK
PASCAGOULA, MISSISSIPPI

85-368/655

7/14/2018

PAY TO THE
ORDER OF

CITY OF GAUTIER

\$ **250.00

Two Hundred Fifty and 00/100***** DOLLARS

CITY OF GAUTIER
ACCOUNTS PAYABLE DEPT.
P O BOX 670
GAUTIER, MS 39553

FOSTER'S AIR CONDITIONING AND HEATING, INC.

Heena Daughdrill

MEMO

cruisin the coast

THIS DOCUMENT CONTAINS HEAT SENSITIVE INK. TOUCH OR PRESS HERE - RED IMAGE DISAPPEARS WITH HEAT.



FOSTER'S AIR CONDITIONING AND HEATING, INC.
GAUTIER, MISSISSIPPI 39553

109822

CITY OF GAUTIER

7/14/2018

130.00
70.00
50.00

CHECKING ACCOUN cruisin the coast

250.00

**CITY OF GAUTIER
Consent Agenda Item #4
Fact Sheet**

Council Meeting:
Title:

October 2, 2018
Approval of services contract for gardening and bed maintenance

Introduced by:
Contact Person/Telephone

Chassity Bilbo 497-8000 ext. 317

Summary Explanation: Approval of services contract for gardening and bed maintenance

EXHIBITS FOR REVIEW

Resolution	☐
Ordinance	☐
Contract/Agreement	☒
Minutes	☐
Plan Maps	☐
Order	☐
Other	☒
Submittal Authorization	City Manager

Staff Recommendation:

Approval

Motion Made by:									
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐
☐		Anderson	☐	Colledge	☐				

Second Made by:									
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐
☐		Anderson	☐	Colledge	☐				

Voted as follows:		Ayes	Nays	Abstained	Absent
Mayor	Torjusen	☐	☐	☐	☐
At Large	Martin	☐	☐	☐	☐
Ward 1	George	☐	☐	☐	☐
Ward 2	Jackson	☐	☐	☐	☐
Ward 3	Vaughan	☐	☐	☐	☐
Ward 4	Anderson	☐	☐	☐	☐
Ward 5	Colledge	☐	☐	☐	☐

Action Taken:

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

ORDER NUMBER 000-2018

WHEREAS, during the FY 2019 budgeting process, Council approved an amount of \$10.00/hour, and not to exceed \$10,800 per year for a services contract for gardening and bed maintenance; and

WHEREAS, Charles Brown has offered to provide such services pursuant to the attached services contract; and

WHEREAS, the Mayor and Council Members hereby find that entering the attached services contract is in the best interests of the City;

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Grounds and Maintenance Operator Contract for Services is hereby approved.

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

Motion was made by **BLANK**, seconded by **BLANK** and the following vote was recorded:

AYES:

NAYS:

MAYOR

ATTEST:

CITY CLERK

BLANK by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of October 2, 2018.

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: Chassity Bilbo, Recreation Director
Date: 09/24/2018
Subject: Approval of a Contract Gardner Agreement

REQUEST:

The Parks and Recreation Director request the approval of a Contract Gardner Agreement.

BACKGROUND:

During the FY 19 budgeting process, Council approved a contract employee position in the amount not to exceed \$10,800 per year. The contract employee will be paid at a rate of \$10.00 per hour and will receive a 10-99 at the end of the year.

DISCUSSION:

I. Scope of Services: The Contract Worker shall perform and render the following services:

(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.) Duties for the week will be outlined every Monday Morning.

- A. Operates a truck in support of crews carrying out maintenance of all parks and City facilities as delegated by the Recreation Director.
- B. Operates riding power mower and tractor equipped with grass cutting and ditching attachments; operates push lawn mowers, weed-eaters, edgers, and similar lawn care devices.
- C. Performs special projects and other duties as assigned by the Recreation Director.

RECOMMENDATION:

The Recreation Director recommends that City Council approve the Contract Gardner Agreement.

The City Council may:

- 1. Approve the Contract Gardner Agreement or;
- 2. Not approve the Contract Gardner Agreement.

ATTACHMENTS:

- 1. Contract Gardner Charles Brown

**CITY OF GAUTIER
GARDENING AND BED MAINTENANCE
CONTRACT FOR SERVICES**

This contract is made and entered into by and between the City of Gautier, Mississippi (hereinafter referred to as the City) and **Charles Brown** (hereinafter referred to as Contractor) for the services defined in this agreement.

The City of Gautier hereby engages the services of the Contractor, and the Contractor hereby agrees to render those certain services described in Paragraph I, "Scope of Services", below. This is skilled work in the operation of light to medium automotive equipment and/or, semi-skilled manual contract labor position.

Work may involve the operation of small trucks, riding power mowers, push lawn mowers, weed-eaters, edgers, light tractors, medium size dump trucks, and similar automotive equipment requiring little or no technical training. Operation of a variety of such equipment may be predominant task of this class. The predominant work of this class will likely be manual tasks of a semi-skilled nature requiring special knowledge acquired through work performance. Assignments may include use of standard specialized hand tools, power operated devices, or other equipment.

Work may be performed without direct supervision after assignments are received. Work is reviewed in progress and upon completion for conformance to established policies and procedures, and for accomplishment of desired results.

- I. Scope of Services and Contractual Requirements:** The Contractor shall perform and render the following services:
 - A. Perform gardening and bed maintenance for the City, pursuant to assignments provided by the Parks and Recreation Director.
 - B. Operate riding power mower and tractor equipped with grass cutting and ditching attachments; operates push lawn mowers, weed-eaters, edgers, and similar lawn care devices.
 - C. Perform special projects and other duties as assigned by the Recreation Director.
- II. Period of Performance:** This Contract shall begin October 1, 2018 and shall auto-renew annually unless terminated by Council.
- III. Consideration and Method of Payment:**
 - A. As consideration for the performance of this Contract, the Contract Worker shall be paid a fee of \$10.00 an hour not to exceed \$10,800 per year.
 - B. Work Schedule: As assigned by the Recreation Director.
 - C. As additional consideration for this contract, the City will provide, from time to time, as it deems necessary, the use of city-owned vehicles and equipment for the execution of the Contract Worker's responsibilities under this contract. City vehicles and equipment may be used for providing city services only and may not be used by the contractor for any other purpose.
- IV. Relationship of Parties:** It is expressly understood and agreed that the City of Gautier enters into this Contract with Contractor based on the purchase of services and not based on an employer-employee relationship.

- A. It is further understood that the consideration expressed herein constitutes full and complete compensation for all services and performances hereunder, and is the gross sum due and payable to the Contractor. The City will not withhold taxes on wages earned by the Contractor but will furnish the Contractor with a 10-99 IRS Earnings Statement by January 31st of each year. Contract Worker shall not be eligible for any benefits including workers compensation insurance, paid holidays off, accrual of annual or sick leave, participation in the City's health insurance program or the Public Employees Retirement System.
- V. **Termination:** Either the City or the Contractor may terminate this Contract at any time by giving written notice to the other party of such termination and specifying the effective date thereof, at least fourteen (14) days before the effective date of such termination.
- VI. **Ownership of Documents and Work Product:** All documents, notes, programs, books, databases (and all applications thereof), files, reports, studies, unfinished documents and/or other materials collected or prepared by Contractor shall be owned by the City. The City reserves the rights to any and all information and/or materials collected on its behalf.
- VII. **Records Retention and Access to Records:** Contractor shall maintain, and shall make available to the City or any state agency authorized to audit the City, financial records, supporting documents, statistical records and all other records pertinent to the services performed under this Contract. These records shall be maintained for at least three (3) years; however, if any litigation or other legal action, by or on behalf of the State of Federal Government has begun that is not completed at the end of the three (3) year period, or audit findings, litigation or other legal action has not been resolved at the end of the three (3) year period, the records shall be retained until resolution.
- VIII. **Modification or Amendment:** Modifications, changes or amendments to this Contract may be made upon mutual agreement of the parties, in writing and signed by the parties hereto.
- IX. **Assignment:** The Contractor may not assign or otherwise transfer its obligations or duties under this Contract without the prior written consent of the City. Any attempt to assign or transfer the obligations and duties hereunder without such consent shall be void.
- X. **Waiver:** Failure of either party hereto to insist upon strict compliance with any of the terms, covenants and conditions hereof shall not be deemed a waiver or relinquishment of any similar right or power thereunder at any subsequent time or of any other provision hereof, nor shall it be construed to be a modification of the terms of this Contract.
- XI. **Indemnification:** Contractor agrees to indemnify, defend, save and hold harmless the City from and against all claims, demands, liabilities, suits, damages and costs of every kind and nature whatsoever, including court costs and attorney's fees, arising out of or caused by Contractor, its agents or employees in the performance of this Contract.
- XII. **Governing Law and Legal Remedies:** This Contract shall be construed and governed in accordance with the laws of the State of Mississippi. The Contractor expressly agrees that under no circumstances shall the City be obligated to pay an attorney's fee or the cost of legal action to the Contractor.
- XIII. **Severability:** If any term or provision of the Contract is prohibited by the laws of the State of Mississippi or declared invalid or void by a court of competent jurisdiction, the remainder of

this Contract shall not be affected thereby and each term and provision of this Contract shall be valid and enforceable to the fullest extent permitted by law.

- XIV. Disputes:** Any dispute concerning a question of fact arising under this Contract shall be disposed of by good faith negotiation between a duly authorized representative of the City and the Contractor. Should such negotiation fail to resolve any differences or disputes, the issue shall be submitted to litigation before a court of competent jurisdiction in Jackson County, State of Mississippi. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the duties and obligations of the Contract.
- XV. Compliance with Laws:** Contractor shall comply with all applicable laws, regulations policies and procedures of the United States of America or any agency thereof, the State of Mississippi or any agency thereof and any local governments or political subdivisions that may affect the performance of services under the Contract. Specifically, but in no way limited, Contractor shall not discriminate against any employee or third party, nor shall any party be subject to discrimination in the performance of the Contract because of race, creed, color, sex, age, national origin or disability.
- XVI. Special Terms and Conditions:** It is agreed and understood by each party to this Contract that there are no special terms or conditions applicable to this contractual agreement.
- XVII. Notice:** Any notice required or permitted to be given under this Contract shall be in writing and sent by United States Certified Mail, Return Receipt Requested, to the party to whom the notice should be given at the address set forth below:

City of Gautier: Paula Yancey, City Manager
City of Gautier
3330 Hwy. 90
Gautier, MS 39553

Contract Worker: Charles Brown

- XVIII. Entire Agreement:** This Contract constitutes the entire agreement of the parties with respect to the subject matter contained herein and supersedes and replaces any and all prior negotiations, understandings and agreements, written or oral, between the parties relating thereto.

IN WITNESS WHEREOF, this contract has been entered into and executed by the parties hereto.

Witness our signatures this the _____ day of _____, 2018.

City of Gautier

Contractor

Paula Yancey, City Manager

Charles Brown

CITY OF GAUTIER
Consent Agenda Item #5
Fact Sheet

Council Meeting:
Title:

October 2, 2018
Authorization to submit an application for FY 2018
Assistance to Firefighters Grant (AFG) funding

Introduced by:
Contact Person/Telephone

Chief Robert Jones 497-8029

Summary Explanation: Authorization to submit an application to the U.S. Department of Homeland Security – Federal Emergency Management Agency (FEMA) for FY 2018 Assistance to Firefighters Grant (AFG) funding.

EXHIBITS FOR REVIEW

Resolution	☐
Ordinance	☐
Contract/Agreement	☐
Minutes	☐
Plan Maps	☐
Order	☒
Other	☐
Submittal Authorization	City Manager

Staff Recommendation:

Approval

Motion Made by:									
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐
☐		☐		☐		☐		☐	

Second Made by:									
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐
☐		☐		☐		☐		☐	

Voted as follows:		Ayes	Nays	Abstained	Absent
Mayor	Torjusen	☐	☐	☐	☐
At Large	Martin	☐	☐	☐	☐
Ward 1	George	☐	☐	☐	☐
Ward 2	Jackson	☐	☐	☐	☐
Ward 3	Vaughan	☐	☐	☐	☐
Ward 4	Anderson	☐	☐	☐	☐
Ward 5	Colledge	☐	☐	☐	☐

Action Taken:

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

ORDER NUMBER 000-2018

WHEREAS, the purpose of the AFG Program is to enhance the ability of first responders to protect the health and safety of the public from fire and related hazards. The three eligible categories for grant funding under this program are: Operations and Safety, Vehicle Acquisition, and Regional programs; and

WHEREAS, The Gautier Fire Department proposes to apply for funding under the Operations and Safety category to purchase 5 thermal imaging cameras as well as 5 multi-gas detectors which will require 5% local match totaling \$1689.29 of the total funding request of \$35,475.00; and

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the City is hereby authorized to submit an application to the U.S. Department of Homeland Security – Federal Emergency Management Agency (FEMA) for FY2018 Assistance to Firefighters Grant (AFG) funding.

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

Motion was made by **BLANK** seconded by **BLANK** and the following vote was recorded:

AYES:

NAYS:

MAYOR

ATTEST:

CITY CLERK

BLANK by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of October 2, 2018.



GAUTIER FIRE DEPARTMENT

"Proudly Protecting Nature's Playground"

2502 College Circle Gautier, MS 39553

Phone: (228) 497-1656

Fax: (228) 497-0100

MEMORANDUM

To: Paula Yancey, City Manager
From: Derek McCoy, Deputy Fire Chief
Through: Robert Jones, Fire Chief
Date: 09/24/2018
Subject: FY 2018 Assistance to Firefighters Grant Application Submission

REQUEST:

The Gautier Fire Department requests City Council authorization to submit an application to the U.S. Department of Homeland Security – Federal Emergency Management Agency (FEMA) for FY2018 Assistance to Firefighters Grant (AFG) funding.

BACKGROUND:

The purpose of the AFG Program is to enhance the ability of first responders to protect the health and safety of the public from fire and related hazards. The three eligible categories for grant funding under this program are: Operations and Safety, Vehicle Acquisition, and Regional programs.

DISCUSSION:

The Gautier Fire Department proposes to apply for funding under the Operations and Safety category to purchase 5 thermal imaging cameras as well as 5 multi-gas detectors which will require a 5% local match totaling \$1689.29 of the total funding request of \$35475.00.

RECOMMENDATION:

The Fire Department recommends that the City Council authorize the submission of an application for FY 2018 AFG Grant Funding as outlined above.

The City Council may:

1. Approve submission of an application for FY 2018 AFG funding as described above;
2. Approve submission of an application for FY 2018 AFG funding with changes; or
3. Not approve submission of an application for FY 2018 AFG funding.

ATTACHMENT(S):

N/A

CITY OF GAUTIER
Consent Agenda Item #6
Fact Sheet

Council Meeting:
Title:

October 2, 2018
Approval of services contract for grounds maintenance operator

Introduced by:
Contact Person/Telephone

Chassity Bilbo 497-8000 ext. 317

Summary Explanation: Approval of services contract for grounds maintenance operator

EXHIBITS FOR REVIEW

Resolution	☐
Ordinance	☐
Contract/Agreement	☒
Minutes	☐
Plan Maps	☐
Order	☐
Other	☒
Submittal Authorization	City Manager

Staff Recommendation:

Approval

Motion Made by:									
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐
☐		Anderson	☐	Colledge	☐				

Second Made by:									
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐
☐		Anderson	☐	Colledge	☐				

Voted as follows:		Ayes	Nays	Abstained	Absent
Mayor	Torjusen	☐	☐	☐	☐
At Large	Martin	☐	☐	☐	☐
Ward 1	George	☐	☐	☐	☐
Ward 2	Jackson	☐	☐	☐	☐
Ward 3	Vaughan	☐	☐	☐	☐
Ward 4	Anderson	☐	☐	☐	☐
Ward 5	Colledge	☐	☐	☐	☐

Action Taken:

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

ORDER NUMBER 000-2018

WHEREAS, during the FY 2019 budgeting process, Council approved an amount of \$800 biweekly, and not to exceed \$20,800 per year for a services contract for grounds and maintenance operator; and

WHEREAS, Jonathon Hanley has offered to provide such services pursuant to the attached services contract; and

WHEREAS, the Mayor and Council Members hereby find that entering the attached services contract is in the best interests of the City;

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Grounds and Maintenance Operator Contract for Services is hereby approved.

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

Motion was made by **BLANK**, seconded by **BLANK** and the following vote was recorded:

AYES:

NAYS:

MAYOR

ATTEST:

CITY CLERK

BLANK by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of October 2, 2018.

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: Chassity Bilbo, Recreation Director
Date: 09/24/2018
Subject: Approval of an amended Contract Employee Agreement

REQUEST:

The Parks and Recreation Director request the approval of an amended Contract Employee Agreement.

BACKGROUND:

During the FY 19 budgeting process, Council approved an increase in the amount for the contract employee position. The compensation was calculated at \$800 biweekly and not to exceed \$20,800 per year. The contract employee will receive a 10-99 at the end of the year.

DISCUSSION:

I. Scope of Services: The Contract Worker shall perform and render the following services:

(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.) Duties for the week will be outlined every Monday Morning.

- A. Performs semi-skilled duties in several trades, may provide some supervision over seasonal employees or may work independently from the direct supervision of a superior in carrying out such duties.
- B. Operates a truck in support of crews carrying out maintenance of all parks and City facilities as delegated by the Recreation Director.
- C. Operates riding power mower and tractor equipped with grass cutting and ditching attachments; operates push lawn mowers, weed-eaters, edgers, and similar lawn care devices.
- D. Performs special projects and other duties as assigned by the Recreation Director.
- E. Must maintain a valid driver's license.

RECOMMENDATION:

The Recreation Director recommends that City Council approve the Contract Employee Agreement.

The City Council may:

- 1. Approve the amended Contract Employee Agreement or;
- 2. Not approve the amended Contract Employee Agreement.

ATTACHMENTS:

- 1. Contract Employee Jonathan Haney

**CITY OF GAUTIER
GROUNDS AND MAINTENANCE OPERATOR
CONTRACT FOR SERVICES**

This contract is made and entered into by and between the City of Gautier, Mississippi (hereinafter referred to as the City) and **Jonathan Haney** (hereinafter referred to as Contract Worker) for the professional service as defined in this agreement.

The City of Gautier hereby engages the services of the Contract Worker, and the Contract Worker hereby agrees to render those certain services described in Paragraph I, "Scope of Services", below.

This is skilled work in the operation of light to medium automotive equipment and/or, semi-skilled manual contract labor position.

Work may involve the operation of small trucks, riding power mowers, push lawn mowers, weed-eaters, edgers, light tractors, medium size dump trucks, and similar automotive equipment requiring little or no technical training. Operation of a variety of such equipment may be predominant task of this class. The predominant work of this class will likely be manual tasks of a semi-skilled nature requiring special knowledge acquired through work performance. Assignments may include use of standard specialized hand tools, power operated devices, or other equipment.

Assignments may be received in the form of specific orders or general instructions depending on the assignment. Work may be performed without direct supervision after instructions are received. Work is reviewed in progress and upon completion for conformance to established policies and procedures, and for accomplishment of desired results.

I. Scope of Services: The Contract Worker shall perform and render the following services:

(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.) Duties for the week will be outlined every Monday Morning.

- A. Performs semi-skilled duties in several trades, may provide some supervision over seasonal employees or may work independently from the direct supervision of a superior in carrying out such duties.
- B. Operates a truck in support of crews carrying out maintenance of all parks and City facilities as delegated by the Recreation Director.
- C. Operates riding power mower and tractor equipped with grass cutting and ditching attachments; operates push lawn mowers, weed-eaters, edger's, and similar lawn care devices.
- D. Performs special projects and other duties as assigned by the Recreation Director.
- E. Must maintain a valid driver's license.

II. Period of Performance: This Contract shall begin **October 1, 2018**.

III. Consideration and Method of Payment:

- A. As consideration for the performance of this Contract, the Contract Worker shall be paid a fee of \$800.00 bi-weekly not to exceed \$20,800 per year.
- B. Work Schedule: To be determined by the Recreation Director.
- C. As additional consideration for this contract, the City will provide, from time to time, as it deems necessary, the use of city-owned vehicles and equipment for the execution of

the Contract Worker's responsibilities under this contract. City vehicles and equipment may be used for providing city services only and may not be used by the contractor for any other purpose.

- IV. Relationship of Parties:** It is expressly understood and agreed that the City of Gautier enters into this Contract with Contract Worker based on the purchase of services and not based on an employer-employee relationship.
- A. It is further understood that the consideration expressed herein constitutes full and complete compensation for all services and performances hereunder, and is the gross sum due and payable to the Contract Worker. The City will not withhold taxes on wages earned by the Contract Worker but will furnish the Contract Worker with a 10-99 IRS Earnings Statement by January 31st of each year. Contract Worker shall not be eligible for any benefits including workers compensation insurance, paid holidays off, accrual of annual or sick leave, participation in the City's health insurance program or the Public Employees Retirement System.
- V. Termination:** Either the City or the Contract Worker may terminate this Contract at any time by giving written notice to the other party of such termination and specifying the effective date thereof, at least fourteen (14) days before the effective date of such termination.
- VI. Ownership of Documents and Work Product:** All documents, notes, programs, books, databases (and all applications thereof), files, reports, studies, unfinished documents and/or other materials collected or prepared by Contract Worker shall be owned by the City. The City reserves the rights to any and all information and/or materials collected on its behalf.
- VII. Records Retention and Access to Records:** Contract Worker shall maintain, and shall make available to the City or any state agency authorized to audit the City, financial records, supporting documents, statistical records and all other records pertinent to the services performed under this Contract. These records shall be maintained for at least three (3) years; however, if any litigation or other legal action, by or on behalf of the State of Federal Government has begun that is not completed at the end of the three (3) year period, or audit findings, litigation or other legal action has not been resolved at the end of the three (3) year period, the records shall be retained until resolution.
- VIII. Modification or Amendment:** Modifications, changes or amendments to this Contract may be made upon mutual agreement of the parties, in writing and signed by the parties hereto.
- IX. Assignment:** The Contract Worker may not assign or otherwise transfer its obligations or duties under this Contract without the prior written consent of the City. Any attempt to assign or transfer the obligations and duties hereunder without such consent shall be void.
- X. Waiver:** Failure of either party hereto to insist upon strict compliance with any of the terms, covenants and conditions hereof shall not be deemed a waiver or relinquishment of any similar right or power thereunder at any subsequent time or of any other provision hereof, nor shall it be construed to be a modification of the terms of this Contract.

- XI. Indemnification:** Contract Worker agrees to indemnify, defend, save and hold harmless the City from and against all claims, demands, liabilities, suits, damages and costs of every kind and nature whatsoever, including court costs and attorney's fees, arising out of or caused by Contract Worker, its agents or employees in the performance of this Contract.
- XII. Governing Law and Legal Remedies:** This Contract shall be construed and governed in accordance with the laws of the State of Mississippi. The Contract Worker expressly agrees that under no circumstances shall the City be obligated to pay an attorney's fee or the cost of legal action to the Contract Worker.
- XIII. Severability:** If any term or provision of the Contract is prohibited by the laws of the State of Mississippi or declared invalid or void by a court of competent jurisdiction, the remainder of this Contract shall not be affected thereby and each term and provision of this Contract shall be valid and enforceable to the fullest extent permitted by law.
- XIV. Disputes:** Any dispute concerning a question of fact arising under this Contract shall be disposed of by good faith negotiation between a duly authorized representative of the City and the Contract Worker. Should such negotiation fail to resolve any differences or disputes, the issue shall be submitted to litigation before a court of competent jurisdiction in Jackson County, State of Mississippi. Pending final decision of a dispute hereunder, the Contract worker shall proceed diligently with the performance of the duties and obligations of the Contract.
- XV. Compliance with Laws:** Contract Worker shall comply with all applicable laws, regulations policies and procedures of the United States of America or any agency thereof, the State of Mississippi or any agency thereof and any local governments or political subdivisions that may affect the performance of services under the Contract. Specifically, but not limited to, Contract Worker shall not discriminate against any employee nor shall any party be subject to discrimination in the performance of the Contract because of race, creed, color, sex, age, national origin or disability.
- XVI. Special Terms and Conditions:** It is agreed and understood by each party to this Contract that there are no special terms or conditions applicable to this contractual agreement.
- XVII. Notice:** Any notice required or permitted to be given under this Contract shall be in writing and sent by United States Certified Mail, Return Receipt Requested, to the party to whom the notice should be given at the address set forth below:

City of Gautier: Chassity Bilbo, Recreation Director
City of Gautier
3330 Hwy. 90
Gautier, MS 39553

Contract Worker: **Jonathan Haney**
1805 CW Webb
Gautier, MS 39553
228-623-1930

XVIII. Entire Agreement: This Contract constitutes the entire agreement of the parties with respect to the subject matter contained herein and supersedes and replaces any and all prior negotiations, understandings and agreements, written or oral, between the parties relating thereto.

IN WITNESS WHEREOF, this contract has been entered into and executed by the parties hereto.

Witness our signatures this _____ of _____, 2018.

City of Gautier

Contract Worker

Paula Yancey, City Manager

Jonathan Haney

CITY OF GAUTIER
Consent Agenda Item #7
Fact Sheet

Council Meeting:
Title:

October 2, 2018
Receive August 2018 Finance Report

Introduced by:
Contact Person/Telephone

Teresa Montgomery 497-8000

Summary Explanation: Receive August 2018 Finance Report.

EXHIBITS FOR REVIEW

Resolution	☐
Ordinance	☐
Contract	☐
Minutes	☐
Plan Maps	☐
Order	☒
Other	☐
Submittal Authorization	City Manager

Staff Recommendation:
Approval

Motion Made by:													
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐	Anderson	☐	Colledge	☐

Second Made by:													
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐	Anderson	☐	Colledge	☐

Voted as follows:		Ayes	Nays	Abstained	Absent
Mayor	Torjusen	☐	☐	☐	☐
At Large	Martin	☐	☐	☐	☐
Ward 1	George	☐	☐	☐	☐
Ward 2	Jackson	☐	☐	☐	☐
Ward 3	Vaughan	☐	☐	☐	☐
Ward 4	Anderson	☐	☐	☐	☐
Ward 5	Colledge	☐	☐	☐	☐

Action Taken:

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

ORDER NUMBER 000-2018

WHEREAS, Miss. Code Ann. 21-35-13 requires a budget report to be presented to the governing authority at the regular meeting each month.

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Finance Report for August 2018 is hereby received.

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

Motion was made by **BLANK**, seconded by **BLANK** and the following vote was recorded:

AYES:

NAYS:

MAYOR

ATTEST:

CITY CLERK

BLANK by the Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting October 2, 2018.

AUGUST 2018 Ending Cash Balances

GENERAL DEPOSITORY

Fund Name		Account #	Balance
General Fund	Depository Account	001-000-001	\$2,255,366.21
MS Development Loan Katrina	Depository Account	007-000-001	\$875.20
CDBG-Downtown Revitalization	Depository Account	012-000-001	
Transportation Enhancement	Depository Account	013-000-001	(\$42,797.54)
Allen Road Widening	Depository Account	020-000-001	
MDOT Safe Routes to School	Depository Account	029-000-001	(\$27,915.12)
MDAH School House Grant	Depository Account	030-000-001	\$1,508.43
MDMR City Pk Boat Launch Imp	Depository Account	050-000-001	
Martin Bluff Road Improvements	Depository Account	128-000-001	\$102,012.64
U S Justice Equitable Sharing	Depository Account	157-000-001	\$405,563.80
Fire Protection Fund	Depository Account	160-000-001	\$238,258.26
Tidelands Grant	Depository Account	171-000-001	(\$8,901.50)
Library Support Fund	Depository Account	172-000-001	\$2,755.13
MSWFP Recreation Trails Grant	Depository Account	175-000-001	
Shepard State Park Fund	Depository Account	176-000-001	\$47,299.28
USDA NRCS EWP Program	Depository Account	300-000-001	(\$37,066.71)
Pine Cone Drive Spillway	Depository Account	301-000-001	\$171,125.60
Robert Hiram Bridge Sheet Pile Wall	Depository Account	302-000-001	\$79,231.71
MDOT TA Grant: Martin Bluff Sidewalk	Depository Account	303-000-001	\$481,564.40
Solid Waste Fund	Depository Account	404-000-001	\$109,839.32
EPA: Brownfields Assessment	Depository Account	409-000-001	

General Ledger Cash Balance \$3,778,719.11

General Depository Reconciled Cash Balance **\$3,777,908.65**

ENTERPRISE FUND

Fund Name		Account #	Balance
Elevated Water Tank	Enterprise Account	350-000-002	(\$29,500.00)
Bemis Sewer Project	Enterprise Account	351-000-002	
Water & Sewer Utility	Enterprise Account	400-000-002	\$2,683,703.34
MDB Loan: Water Ion-X Project	Enterprise Account	421-000-002	\$56,287.52
Water Meter Project	Enterprise Account	422-000-002	
Hurricane Katrina (PW Bldg)	Enterprise Account	449-000-002	

General Ledger Cash Balance \$2,710,490.86

Enterprise Reconciled Cash Balance **\$2,706,719.20**

BOND & RESTRICTED FUNDS

Fund Name		Account #	Balance
7M GO Bond S2010	Bond Fund	130-000-001	\$317,410.32
W&S Rev Bond S2018: Debt Service	Debt Service Fund	250-000-007	\$0.00
W&S Rev Bond S2018: DS Reserve	Restricted Fund	251-000-003	\$296,710.72
W&S Rev Bond S2018: Contingency	Restricted Fund	251-000-005	\$5,005.24
W&S Rev Bond S2018: Depreciation	Restricted Fund	251-000-009	\$5,005.24
W&S Rev Bond S2018: Construction	Bond Fund	352-000-001	\$3,478,022.97
S2012 W&S Refunding Bonds: Debt Service	Debt Service Fund	602-000-007	\$712,297.07
S2012 W&S Refunding Bonds: DS Reserve	Restricted Fund	495-000-001	\$490,564.00
MS Dev Bank SO Bond S2013: DS Reserve	Restricted Fund	497-000-001	\$274,183.97
Customer Meter Deposit Funds	Restricted Fund	406-000-001	\$691,079.96

Total Bond & Restricted Reconciled Cash Balances **\$6,270,279.49**

**AUGUST 2018
YEAR TO DATE TOTALS**

General Fund Totals

	BUDGET FY 2018	AUG 2018	Balance	91.66% % to date
General Fund Revenues	9,505,817.00	9,132,351.43	373,465.57	96.0%
Expenditures:				
001 Legislative	129,212.00	113,327.63	15,884.37	87.7%
010 City Court	323,366.00	275,401.20	47,964.80	85.1%
021 City Manager	261,856.00	208,243.26	53,612.74	79.5%
022 Human Resources	141,050.00	126,782.84	14,267.16	89.8%
040 City Clerk	272,355.00	219,627.99	52,727.01	80.6%
045 Finance	185,611.00	169,403.51	16,207.49	91.2%
060 City Attorney	105,000.00	91,585.15	13,414.85	87.2%
090 Economic Dev - Planning	313,473.00	280,928.50	32,544.50	89.6%
092 Building & General Expenses	524,700.00	458,952.88	65,747.12	87.4%
094 Grants & Project Admin	137,127.00	126,389.72	10,737.28	92.1%
100 Police	3,161,397.00	2,810,663.98	350,733.02	88.9%
161 Fire	2,382,157.00	2,145,326.35	236,830.65	90.0%
170 Recreation	488,360.00	396,181.35	92,178.65	81.1%
201 PW: Streets	265,000.00	141,841.13	123,158.87	53.5%
205 PW: Maintenance	234,530.00	202,899.85	31,630.15	86.5%
900 Interfund Transfers	1,055,982.00	1,055,981.09	0.91	99.9%
General Fund Expenditures	9,981,176.00	8,823,536.43	1,157,639.57	88.4%
<i>Total Operating Expenditures</i>	8,736,952.00	7,639,851.29	1,097,100.71	
<i>Total Capital Outlay Expenditures</i>	124,266.00	63,729.24	60,536.76	
<i>Total Debt Service</i>	63,976.00	63,974.81	1.19	
<i>Total Transfers Out</i>	1,055,982.00	1,055,981.09	0.91	
<i>Total Unappropriated</i>	0.00	0.00	0.00	
<i>Check Total</i>	9,981,176.00	8,823,536.43	1,157,639.57	
<i>Personnel</i>	6,777,455.00	6,123,239.59	654,215.41	
<i>Supplies</i>	487,231.00	357,367.08	129,863.92	
<i>Other Services</i>	1,472,266.00	1,159,244.62	313,021.38	
<i>Capital Outlay</i>	124,266.00	63,729.24	60,536.76	
<i>Debt Service</i>	63,976.00	63,974.81	1.19	
<i>Interfund Transfers for DS</i>	1,055,982.00	1,055,981.09	0.91	
<i>Unappropriated</i>	0.00	0.00	0.00	
<i>Check Total</i>	9,981,176.00	8,823,536.43	1,157,639.57	

**AUGUST 2018
YEAR TO DATE TOTALS**

Special Funds	BUDGET FY 2018	As of AUG 2018	Balance	91.66% % to date
007 MS Dev 2.36M Katrina Bonds				
Revenues	279,229.00	279,228.75	0.25	99.9%
Expenditures	279,229.00	278,628.75	600.25	99.7%
013 TE-Downtown Revitalization				
Revenues	40,971.45	0.00	40,971.45	
Expenditures	54,603.12	56,429.21	(1,826.09)	103.3%
020 Allen Road Widening				
Revenues	14,434.00	14,433.34	0.66	99.9%
Expenditures	46,324.00	46,323.96	0.04	99.9%
029 MDOT Safe Routes to School				
Revenues	59,938.88	0.00	59,938.88	
Expenditures	23,380.33	268.09	23,112.24	1.1%
030 MDAH 2014 Community Heritage				
Revenues				
050 MDMR City Park Boat Launch Imps				
Revenues	269,128.00	283,252.96	(14,124.96)	105.2%
Expenditures	178,291.47	192,416.43	(14,124.96)	107.9%
128 Martin Bluff Road Project				
Expenditures	102,012.64	0.00	102,012.64	
130 \$7M GO Bond - Capital Improvements				
Revenues	4,114,562.21	855,783.26	3,258,778.95	20.7%
Expenditures	4,401,062.21	820,644.09	3,580,418.12	18.6%
157 US Justice Equitable Sharing				
Revenues	0.00	268,573.56	(268,573.56)	
Expenditures	50,000.00	282,549.60	(232,549.60)	565.5%
160 Fire Protection Fund				
Revenues	103,000.00	106,014.30	(3,014.30)	102.9%
Expenditures	195,635.85	145,329.32	50,306.53	74.2%
171 Combined Tidelands Grant				
Revenues	713,797.29	252,582.87	461,214.42	35.3%
Expenditures	632,264.74	212,041.08	420,223.66	33.5%
172 Library Support Fund				
Revenues	109,578.00	108,031.99	1,546.01	98.5%
Expenditures	109,578.00	105,276.86	4,301.14	96.0%

**AUGUST 2018
YEAR TO DATE TOTALS**

Special Funds	BUDGET FY 2018	As of AUG 2018	Balance	91.66% % to date
176 Shepard State Park				
Revenues	99,500.00	104,864.50	(5,364.50)	105.3%
Expenditures	134,623.00	109,611.14	25,011.86	81.4%
250 2018 W&S Bond Debt Service				
Revenues	0.00	0.00	0.00	
Expenditures	0.00	0.00	0.00	
251 2018 W&S Bond Debt Serv Reserve				
Revenues	0.00	306,721.20	(306,721.20)	
Expenditures	0.00	0.00	0.00	
300 USDA-NRCS EWP				
Revenues	486,453.00	0.00	486,453.00	
Expenditures	664,840.00	215,453.71	449,386.29	32.4%
301 Pine Cone Drive Spillway				
Revenues	0.00	175,725.60	(175,725.60)	
Expenditures	0.00	4,600.00	(4,600.00)	
302 Robert Hiram Bridge Sheet Pile Wall				
Revenues	0.00	81,781.71	(81,781.71)	
Expenditures	0.00	2,550.00	(2,550.00)	
303 MDOT-TA Grant: Martin Bluff Sidewalk				
Revenues	0.00	481,564.40	(481,564.40)	
Expenditures	0.00	0.00	0.00	
350 Elevated Water Tank				
Revenues	1,122,500.00	36,000.00	1,086,500.00	3.2%
Expenditures	1,122,500.00	65,500.00	1,057,000.00	5.8%
351 Bemis Sewer Project				
Revenues	1,200,000.00	0.00	1,200,000.00	
Expenditures	1,200,000.00	0.00	1,200,000.00	
352 2018 Bond General Construction/Admin				
Revenues	0.00	4,004,122.97	(4,004,122.97)	
Expenditures	0.00	526,100.00	(526,100.00)	
404 Solid Waste Fund				
Revenues	1,220,605.00	1,167,213.84	53,391.16	95.6%
Expenditures	1,241,605.00	1,082,312.37	159,292.63	87.1%
409 EPA: Brownfields Assessment				
Revenues	0.00	0.00	0.00	
Expenditures	0.00	0.00	0.00	

**AUGUST 2018
YEAR TO DATE TOTALS**

Special Funds

	BUDGET FY 2018	As of AUG 2018	Balance	91.66% % to date
421 MSB - Water Ionization Plant				
Expenditures	55,131.74	4,544.22	50,587.52	8.2%
495 DS Reserve Fund: 2012 Bond				
Revenues	1,000.00	2,021.55	(1,021.55)	202.1%
497 DS Fund: 2013 SO Bond				
Revenues	0.00	2,678.08	(2,678.08)	
Expenditures	0.00	1,257.62	(1,257.62)	
602 DS Fund: 2012 Bond Refinance				
Revenues	1,397,350.00	1,282,783.11	114,566.89	91.8%
Bonds Payable	1,396,350.00	1,396,350.00	0.00	100.0%

**AUGUST 2018
YEAR TO DATE TOTALS**

ENTERPRISE (400)

	BUDGET FY 2018	AUG 2018	Balance	91.66% % to date
Utility Fund Revenues	8,959,318.00	8,627,110.58	332,207.42	96.2%
Administration	2,856,276.00	2,591,870.04	264,405.96	90.7%
Water & Sewer O & M	2,920,884.00	2,412,460.92	508,423.08	82.5%
Debt Service	2,476,684.00	2,314,496.64	162,187.36	93.4%
Transfers	536,000.00	536,000.00	0.00	100.0%
Contingencies	200,000.00	0.00	200,000.00	
Utility Fund Expenditures	8,989,844.00	7,854,827.60	1,135,016.40	87.3%
<i>Total Operating Expenditures</i>	<i>5,658,160.00</i>	<i>4,963,782.19</i>	<i>694,377.81</i>	
<i>Total Capital Outlay Expenditures</i>	<i>119,000.00</i>	<i>40,548.77</i>	<i>78,451.23</i>	
<i>Total Debt Service</i>	<i>2,476,684.00</i>	<i>2,314,496.64</i>	<i>162,187.36</i>	
<i>Total Interfund Transfers</i>	<i>536,000.00</i>	<i>536,000.00</i>	<i>0.00</i>	
<i>Total Contingency Expenditures</i>	<i>200,000.00</i>	<i>0.00</i>	<i>200,000.00</i>	
<i>Check Total</i>	<i>8,989,844.00</i>	<i>7,854,827.60</i>	<i>1,135,016.40</i>	
 <i>Personnel</i>	 <i>221,133.00</i>	 <i>202,483.51</i>	 <i>18,649.49</i>	
<i>Supplies</i>	<i>330,000.00</i>	<i>188,218.24</i>	<i>141,781.76</i>	
<i>Other Services</i>	<i>5,107,027.00</i>	<i>4,573,080.44</i>	<i>533,946.56</i>	
<i>Capital Outlay</i>	<i>119,000.00</i>	<i>40,548.77</i>	<i>78,451.23</i>	
<i>Debt Service</i>	<i>2,476,684.00</i>	<i>2,314,496.64</i>	<i>162,187.36</i>	
<i>Interfund Transfers</i>	<i>536,000.00</i>	<i>536,000.00</i>	<i>0.00</i>	
<i>Contingencies</i>	<i>200,000.00</i>	<i>0.00</i>	<i>200,000.00</i>	
<i>Check Total</i>	<i>8,989,844.00</i>	<i>7,854,827.60</i>	<i>1,135,016.40</i>	

CITY OF GAUTIER
Consent Agenda Item #8
Fact Sheet

Council Meeting:
Title:

October 2, 2018
Authorization of City Petty Cash Fund

Introduced by:
Contact Person/Telephone

Teresa Montgomery 497-8000

Summary Explanation: Authorization of City petty cash fund.

EXHIBITS FOR REVIEW

Resolution	☒
Ordinance	☐
Contract	☐
Minutes	☐
Plan Maps	☐
Order	☐
Other	☐
Submittal Authorization	City Manager

Staff Recommendation:
Approval

Motion Made by:													
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐	Anderson	☐	Colledge	☐

Second Made by:													
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐	Anderson	☐	Colledge	☐

Voted as follows:		AYES	NAYS	Abstained	Absent
Mayor	Torjusen	☐	☐	☐	☐
At Large	Martin	☐	☐	☐	☐
Ward 1	George	☐	☐	☐	☐
Ward 2	Jackson	☐	☐	☐	☐
Ward 3	Vaughan	☐	☐	☐	☐
Ward 4	Anderson	☐	☐	☐	☐
Ward 5	Colledge	☐	☐	☐	☐

Action Taken:

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

RESOLUTION NUMBER 000-2018

WHEREAS, MCA § 7-7-60, Miss. Code Ann. (1972), provides authority for municipalities to operate petty cash funds in accordance with regulations set forth by the Office of the State Auditor; and

WHEREAS, said regulations require that establishment of petty cash funds be authorized by the governing authority and spread upon the minutes; and

WHEREAS, the City has determined that petty cash funds are necessary for the continued efficient operation of City business;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of Gautier, Mississippi:

SECTION 1. That a petty cash fund is hereby issued to the following custodians to be used for legally budgeted purposes:

1. City Clerk	\$200.00
2. Planning Director	\$200.00
3. Police Chief	\$800.00
4. Fire Chief	\$150.00
5. Recreation Director	\$200.00

SECTION 2. That cash funds shall be spent for purchases in accordance with purchasing laws of the State and the policies of the City.

SECTION 3. That the City Manager or City Clerk is authorized to execute any and all documents necessary for this purpose.

Motion was made by **BLANK**, seconded by **BLANK** and the following vote was recorded:

AYES:

NAYS:

MAYOR

ATTEST:

CITY CLERK

BLANK by the Mayor and Council of the City of Gautier, Mississippi, at the meeting of October 2, 2018.

**CITY OF GAUTIER
Consent Agenda Item #9
Fact Sheet**

Council Meeting:
Title:

October 2, 2018
**Approval of a prequalified list for Disaster-Related
Debris Removal Assistance**

Introduced by:
Contact Person/Telephone

City Manager 497-8000 ext. 306

Summary Explanation: Approval of a prequalified list for Disaster-Related Debris Removal Assistance

EXHIBITS FOR REVIEW

Resolution	☐
Ordinance	☐
Contract/Agreement	☐
Minutes	☐
Plan Maps	☐
Order	☒
Other	☐
Submittal Authorization	City Manager

Staff Recommendation:
Approval

Motion Made by:

Torjusen ☐ Martin ☐ George ☐ Jackson ☐ Vaughan ☐ Anderson ☐ Colledge ☐

Second Made by:

Torjusen ☐ Martin ☐ George ☐ Jackson ☐ Vaughan ☐ Anderson ☐ Colledge ☐

Voted as follows:		Ayes	Nays	Abstained	Absent
Mayor	Torjusen	☐	☐	☐	☐
At Large	Martin	☐	☐	☐	☐
Ward 1	George	☐	☐	☐	☐
Ward 2	Jackson	☐	☐	☐	☐
Ward 3	Vaughan	☐	☐	☐	☐
Ward 4	Anderson	☐	☐	☐	☐
Ward 5	Colledge	☐	☐	☐	☐

Action Taken:

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

ORDER NUMBER 000-2018

WHEREAS, the City submitted a Request for Qualifications to establish a prequalified list for Debris Removal Assistance as an effort to be prepared for future disasters; and

WHEREAS, the City received responses from D&J Enterprises, Crowder Gulf, DRC Emergency Services, Southern Disaster Recovery, TFR Enterprises, Roy Anderson Corp., Custom Tree Care and Looks Great Service; and

WHEREAS, the City staff has scored and otherwise graded these firms on the basis of their responses, as indicated on the attached spreadsheet; and

WHEREAS, based on the above factors, as applied to the information contained in the submitted qualifications, in addition to the evaluations performed by staff based on those factors, the City Manager requests approval of the attached list of prequalified firms for Debris Removal Assistance;

THEREFORE, IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the attached list of prequalified firms for Debris Removal Assistance is hereby approved; and

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

Motion was made by **BLANK** seconded by **BLANK** and the following vote was recorded:

AYES:

NAYS:

MAYOR

ATTEST:

CITY CLERK

BLANK by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of October 2, 2018.

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: Sherry Farabee, Purchasing Agent
Date: 09/25/2018
Subject: Approval to name pre-qualified companies for Disaster Debris Removal Assistance

REQUEST:

City Council action is requested on approving request to name pre-qualified companies for Disaster Debris Removal Assistance that will be invited following a disaster to respond to an event specific Request For Proposals (RFP) should the City Council elect to do so.

BACKGROUND:

The City advertised for pre-qualified companies for Disaster Debris Removal Assistance. Pricing was not part of this request; a Request for Proposal (RFP) will be issued following a disaster that warrants outside assistance where the City Personnel/Equipment and Mutual Aid Agreements are not sufficient for such an event.

DISCUSSION:

In an effort to be prepared for the future disasters, City staff advertised a Request for Qualifications (RFQ) for Debris Removal Firms to assist The City of Gautier on an as need basis following Federal declarations. State and Federal procurement laws were followed in soliciting these requests. The RFQ was publicized on August 5, 2018 and August 12, 2018. The deadline to submit proposals was August 28, 2018. Eight proposals were received and reviewed.

RECOMMENDATION:

The City Debris Committee has reviewed and scored the proposals regarding Debris Removal Assistance for The City of Gautier and found five (5) companies qualified to perform the work.

1. D & J Enterprises
2. Crowder Gulf
3. DRC Emergency Services
4. Southern Disaster Recovery
5. Roy Anderson Corp

City Staff recommends approval of the above Pre-qualified List.

The City Council may:

Authorize the Pre-qualified list for Debris Removal Assistance

Not authorize list

ATTACHMENTS:

1. Letter to council for agenda debris removal
2. Debris Removal Service Qualifications

TO: Mayor and City Council
FROM: Sherry Farabee, Purchasing Agent
DATE: October 2, 2018
RE: Prequalification List for Debris Removal Assistance

The City Debris Committee/Task Force has reviewed and scored the proposals regarding Debris Removal Assistance for The City of Gautier. Eight companies submitted their qualifications to provide this service, and five companies were considered qualified to perform the work.

Therefore, it is recommended that the City Council pre-qualify the following companies for Disaster Debris Removal Assistance:

- D & J Enterprises
- Crowder Gulf
- DRC Emergency Services
- Southern Disaster Recovery
- Roy Anderson Corp

The companies are listed in order based on the scores given by the selection committee. A summary of the individual scores are attached hereto for your use and information.

DEBRIS REMOVAL SERVICE QUALIFICATIONS

SUBMISSION DATE: AUGUST 28, 2018

#	Company	Understanding of the requested services, integrity and compliance with public policy	Past, general and specific experience in providing the services and the qualifications and abilities of personnel	Technical and financial resources to perform this type of service	Past performance of similar work	TOTAL POSSIBLE POINTS (100)
		POSSIBLE POINTS (30)	POSSIBLE POINTS (30)	POSSIBLE POINTS (20)	POSSIBLE POINTS (20)	
1	Crowder Gulf					
	City Employee #1	30	25	15	20	90
	City Employee #2	30	25	20	18	93
	City Employee #3	28	28	18	16	90

Average Score:

91

2	Southern Disaster Recovery					
	City Employee #1	30	20	10	15	75
	City Employee #2	18	15	20	18	71
	City Employee #3	24	20	12	15	71

Average Score:

73

3	D & J Enterprises					
	City Employee #1	30	30	15	20	95
	City Employee #2	30	30	17	18	95
	City Employee #3	28	30	18	20	96

Average Score:

96

DRC Emergency Services					
City Employee #1	20	30	20	20	90
City Employee #2	28	21	20	20	89
City Employee #3	26	27	15	17	85

Average Score:

88

TFR Enterprises					
City Employee #1	30	25	10	20	85
City Employee #2	20	16	11	12	59
City Employee #3	20	15	10	10	55

Average Score:

67

Roy Anderson Corp.					
City Employee #1	30	10	20	10	70
City Employee #2	20	18	20	12	70
City Employee #3	20	20	20	10	70

Average Score:

70

Custom Tree Care					
City Employee #1	30	15	10	15	70
City Employee #2	15	13	15	12	55
City Employee #3	15	15	5	10	45

Average Score:

57

Looks Great Services					
City Employee #1	15	15	15	10	55
City Employee #2	20	20	18	18	76
City Employee #3	20	22	18	15	75

Average Score:

69

**CITY OF GAUTIER
Consent Agenda Item #10
Fact Sheet**

Council Meeting:
Title:

October 2, 2018
**Approval of a prequalified list for Disaster-Related
Debris Monitoring Assistance**

Introduced by:
Contact Person/Telephone

City Manager 497-8000 ext. 306

Summary Explanation: Approval of a prequalified list for Disaster-Related Debris Monitoring Assistance

EXHIBITS FOR REVIEW

Resolution	☐
Ordinance	☐
Contract/Agreement	☐
Minutes	☐
Plan Maps	☐
Order	☒
Other	☐
Submittal Authorization	City Manager

Staff Recommendation:
Approval

Motion Made by:

Torjusen ☐ Martin ☐ George ☐ Jackson ☐ Vaughan ☐ Anderson ☐ Colledge ☐

Second Made by:

Torjusen ☐ Martin ☐ George ☐ Jackson ☐ Vaughan ☐ Anderson ☐ Colledge ☐

Voted as follows:		Ayes	Nays	Abstained	Absent
Mayor	Torjusen	☐	☐	☐	☐
At Large	Martin	☐	☐	☐	☐
Ward 1	George	☐	☐	☐	☐
Ward 2	Jackson	☐	☐	☐	☐
Ward 3	Vaughan	☐	☐	☐	☐
Ward 4	Anderson	☐	☐	☐	☐
Ward 5	Colledge	☐	☐	☐	☐

Action Taken:

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

ORDER NUMBER 000-2018

WHEREAS, the City submitted a Request for Qualifications to establish a prequalified list for Disaster Debris Monitoring Assistance as an effort to be prepared for future disasters; and

WHEREAS, the City received responses from Thompson Consulting Services, Debris Tech and Goodwyn, Mills & Cawood, Inc.; and

WHEREAS, the City staff has scored and otherwise graded these firms on the basis of their responses, as indicated on the attached spreadsheet; and

WHEREAS, based on the above factors, as applied to the information contained in the submitted qualifications, in addition to the evaluations performed by staff based on those factors, the City Manager requests approval of the attached list of prequalified firms for Debris Monitoring Assistance;

THEREFORE, IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the attached list of prequalified firms for Debris Monitoring Assistance is hereby approved; and

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

Motion was made by **BLANK** seconded by **BLANK** and the following vote was recorded:

AYES:

NAYS:

MAYOR

ATTEST:

CITY CLERK

BLANK by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of October 2, 2018.

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: Sherry Farabee, Purchasing Agent
Date: 09/25/2018
Subject: Approval to name pre-qualified companies for Disaster Debris Monitoring Assistance

REQUEST:

City Council action is requested on approving request to name pre-qualified companies for Disaster Debris Monitoring Assistance that will be invited following a disaster to respond to an event specific Request For Proposals(RFP) should the City Council elect to do so.

BACKGROUND:

The City advertised for pre-qualified companies for Disaster Debris Monitoring Assistance. Pricing was not part of this request; a Request for Proposal (RFP) will be issued following a disaster that warrants outside assistance where the City Personnel/Equipment and Mutual Aid Agreements are not sufficient for such an event.

DISCUSSION:

In an effort to be prepared for the future disasters, City staff advertised a Request for Qualifications (RFQ) for Debris Monitoring Firms to assist The City of Gautier on an as need basis following Federal declarations. State and Federal procurement laws were followed in soliciting these requests. The RFQ was publicized on August 5, 2018 and August 12, 2018. The deadline to submit proposals was August 28, 2018. Three proposals were received and reviewed.

RECOMMENDATION:

The City Debris Committee has reviewed and scored the proposals regarding Debris Monitoring Assistance for The City of Gautier and found two (2) companies qualified to perform the work.

1. Thompson Consulting Services
2. DebrisTech

City Staff recommends approval of the above Pre-qualified List.

The City Council may:

Authorize the Pre-qualified list for Debris Monitoring Assistance

Not authorize list

ATTACHMENTS:

1. Letter to council for agenda debris monitoring
2. Debris Monitoring Service Qualifications

TO: Mayor and City Council
FROM: Sherry Farabee, Purchasing Agent
DATE: October 2, 2018
RE: Prequalification List for Debris Monitoring Assistance

The City Debris Committee/Task Force has reviewed and scored the proposals regarding Debris Monitoring Assistance for The City of Gautier. Three companies submitted their qualifications to provide this service, and two companies were considered qualified to perform the work.

Therefore, it is recommended that the City Council pre-qualify the following companies for Disaster Debris Monitoring Assistance:

- Thompson Consulting Services
- DebrisTech

The companies are listed in order based on the scores given by the selection committee. A summary of the individual scores are attached hereto for your use and information.

DEBRIS MONITORING SERVICE QUALIFICATIONS

SUBMISSION DATE: AUGUST 28, 2018

#	Company	Understanding of the requested services, integrity and compliance with public policy	Past, general and specific experience in providing the services and the qualifications and abilities of personnel	Technical and financial resources to perform this type of service	Past performance of similar work	TOTAL POSSIBLE POINTS (100)
		POSSIBLE POINTS (30)	POSSIBLE POINTS (30)	POSSIBLE POINTS (20)	POSSIBLE POINTS (20)	
1	Debristech					
	City Employee #1	30	30	20	20	100
	City Employee #2	22	23	15	12	72
	City Employee #3	25	25	13	15	78

Average Score:

84

2	Thompson Consulting Services					
	City Employee #1	30	25	20	20	95
	City Employee #2	21	30	17	20	88
	City Employee #3	25	30	15	20	90

Average Score:

91

3	GMC					
	City Employee #1	30	15	15	20	80
	City Employee #2	20	12	10	9	51
	City Employee #3	20	10	12	10	52

Average Score:

61

CITY OF GAUTIER
Consent Agenda Item #11
Fact Sheet

Council Meeting:
Title:

October 2, 2018
Resolution removing office equipment from Police Department inventory and declaring the equipment surplus

Introduced by:
Contact Person/Telephone

Chief Dante Elbin 497-8007

Summary Explanation: Approval of a resolution removing one (1) Dell computer monitor, Serial # CN-05Y23271618469AAAE, NEC computer monitor, Serial #61102602NA, HP Printer serial #TH69U8309B, APC Battery backup, Serial #EB9643343809, and two (2) APC Battery backups, Serial #BB0422014300 and BB0618017204 from Police Department inventory and declaring the equipment surplus.

EXHIBITS FOR REVIEW

Resolution	☒
Ordinance	☐
Contract/Agreement	☐
Minutes	☐
Plan Maps	☐
Order	☐
Other	☐
Submittal Authorization	City Manager

Staff Recommendation:
Approval

Motion Made by:									
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐
Anderson	☐	Colledge	☐						

Second Made by:									
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐
Anderson	☐	Colledge	☐						

Voted as follows:		Ayes	Nays	Abstained	Absent
Mayor	Torjusen	☐	☐	☐	☐
At Large	Martin	☐	☐	☐	☐
Ward 1	George	☐	☐	☐	☐
Ward 2	Jackson	☐	☐	☐	☐
Ward 3	Vaughan	☐	☐	☐	☐
Ward 4	Anderson	☐	☐	☐	☐
Ward 5	Colledge	☐	☐	☐	☐

Action Taken:

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

RESOLUTION NUMBER 000-2018

RESOLUTION OF THE CITY OF GAUTIER, MISSISSIPPI REMOVING POLICE DEPARTMENT EQUIPMENT FROM INVENTORY AND DECLARING EQUIPMENT SURPLUS

WHEREAS, the Gautier Police Department is requesting the following equipment be removed from inventory and declared surplus:

<u>ITEM</u>	<u>SERIAL NUMBER</u>
(1) Dell Computer Monitor	CN-05Y23271618469AAAE
(2) NEC Computer Monitor	61102602NA
(3) HP Printer	TH69U8309B
(4) APC Battery Backup	EB9643343809
(5) APC Battery Backup	BB0422014300
(6) APC Battery Backup	BB0618017204

WHEREAS, the Mayor and Members of the Council have determined that, given the age and condition of the equipment, removal from inventory and declaring surplus, is in the best interest of the City of Gautier.

BE IT, THEREFORE, RESOLVED that the Mayor and Council of the City of Gautier, Mississippi has determined that the equipment is hereby removed from inventory and declared surplus.

BE IT, FURTHER, RESOLVED that the Council authorizes the City Manager or City Clerk to execute all documents necessary for this purpose.

The motion to approve the foregoing resolution was made by **BLANK**, seconded by **BLANK**, and the following vote was recorded:

AYES:

NAYS:

WHEREUPON, the Mayor and Members of the Council of the City of Gautier, Mississippi, declared the motion carried and the Resolution adopted this the 2nd, October, 2018.

MAYOR

ATTEST:

CITY CLERK

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: Danny Selover, Police
Date: 09/25/2018
Subject: Authorization to remove office equipment from the Police Department inventory and declare the items surplus.

REQUEST:

City Council authorization is requested for the City to remove and surplus (1) Dell computer monitor, serial number CN-05Y23271618469AAAE, NEC computer monitor, serial number 61102602NA, HP printer, serial number TH69U8309B, APC battery backup, serial number EB9643343809, and two (2) APC battery backups, serial numbers BB0422014300 and BB0618017204 from the Police Department Inventory.

BACKGROUND:

These items no longer work and are no use to the Police Department.

DISCUSSION:

These items have since been replaced

RECOMMENDATION:

Police Department Staff recommends the City Council authorize the removal of the above described items from the Police Department Inventory and declare it as surplus.

ATTACHMENTS:

1. surplus equipment



CITY OF GAUTIER
Consent Agenda Item #12
Fact Sheet

Council Meeting:
Title:

October 2, 2018
Authorization to ratify the execution of an
Emergency Watershed Protection Program
Grant from NRCS

Introduced by:
Contact Person/Telephone

April Havens 497-8000 ext. 315

Summary Explanation: Authorization to ratify the execution of an Emergency Watershed Protection Program Grant from NRCS

EXHIBITS FOR REVIEW

Resolution	☐
Ordinance	☐
Contract/Agreement	☐
Minutes	☐
Plan Maps	☐
Order	☒
Other	☐
Submittal Authorization	City Manager

Staff Recommendation:
Approval

Motion Made by:									
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐
								Anderson	☐
									Colledge
									☐

Second Made by:									
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐
								Anderson	☐
									Colledge
									☐

Voted as follows:		Ayes	Nays	Abstained	Absent
Mayor	Torjusen	☐	☐	☐	☐
At Large	Martin	☐	☐	☐	☐
Ward 1	George	☐	☐	☐	☐
Ward 2	Jackson	☐	☐	☐	☐
Ward 3	Vaughan	☐	☐	☐	☐
Ward 4	Anderson	☐	☐	☐	☐
Ward 5	Colledge	☐	☐	☐	☐

Action Taken:

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

ORDER NUMBER 000-2018

WHEREAS, the Emergency Watershed Protection Program (EWP) was established by Congress to respond to emergencies created by natural disasters; and

WHEREAS, the EWP Program is designed to help people and conserve natural resources by relieving imminent hazards to life and property caused by floods, fires, drought, windstorms, and other natural occurrences; and

WHEREAS, the City was notified via email on September 24, 2018, that funds would be withdrawn if the agreement was not signed and returned by September 27, 2018. The City Manager executed the contract, and it was forwarded to the NRCS office; and

WHEREAS, the Mayor and Council Members find that the ratification of this agreement is in the best interest of the City;

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the City hereby ratifies the execution of an Emergency Watershed Protection Program grant from the U.S. Department of Agriculture's Natural Resources Conservation Service.

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

Motion was made by **BLANK** seconded by **BLANK** and the following vote was recorded:

AYES:

NAYS:

MAYOR

ATTEST:

CITY CLERK

BLANK by Mayor and Members of the Council of the City of Gautier, Mississippi,
at the meeting of October 2, 2018

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: April Stennett, Grants and Projects Director
Date: September 25, 2018
Subject: Acceptance of Emergency Watershed Protection Program Grant from NRCS (2018)

REQUEST:

The Grants and Projects Department requests the City Council ratify the execution of an Emergency Watershed Protection Program grant from the U.S. Department of Agriculture's Natural Resources Conservation Service.

BACKGROUND:

The Emergency Watershed Protection Program (EWP) was established by Congress to respond to emergencies created by natural disasters. The EWP Program is designed to help people and conserve natural resources by relieving imminent hazards to life and property caused by floods, fires, drought, windstorms, and other natural occurrences. The U.S. Department of Agriculture's Natural Resources Conservation Service (NRCS) administers the EWP Program.

DISCUSSION:

The City was notified via email on June 6, 2018, that it had received an estimated \$133,031.25 (\$120,937.50 for construction and \$12,093.75 for engineering) in Emergency Watershed Protection Program grant funds for drainage work in various locations across the City. The grant can be used to fund 75 percent of the construction amount and another 7.5 percent toward engineering costs. The city must match 17.5 percent of the total project cost. The local match is \$40,312.50. The City has remaining funds provided by Jackson County for the 2017 round of NRCS funding that will cover the local match.

This project includes 1,500 feet of debris removal on Brown Road and bank erosion repairs (grouted rock riprap) at Pamela Drive, Perkinson Road, South Haven Road, and Woodbury Road.

The grant agreement was sent via email to the City on September 24, 2018, with notice that funds would be withdrawn if the agreement was not signed and returned by September 27, 2018. The City Manager executed the contract, and it was forwarded to the NRCS office.

RECOMMENDATION:

The Grants and Projects Department recommends that the City Council ratify the execution of an Emergency Watershed Protection Program grant from the U.S. Department of Agriculture's Natural Resources Conservation Service.

The City Council may:

1. Ratify the execution of the grant award as presented; or
2. Not ratify the execution of the grant award as presented.

ATTACHMENT(S):

1. Grant agreement



NOTICE OF GRANT AND AGREEMENT AWARD

1. Award Identifying Number NR184423XXXXC068	2. Amendment Number	3. Award /Project Period 220 calendar days from NRCS signature	4. Type of award instrument: Cooperative Agreement
5. Agency (Name and Address) Natural Resources Conservation Service 100 West Capitol Street, Suite 1321 Jackson, MS 39269		6. Recipient Organization (Name and Address) CITY OF GAUTIER POST OFFICE BOX 670 GAUTIER MS 39553-5124 DUNS: 964447817 EIN:	
7. NRCS Program Contact Name: Norman Patterson Phone: 228-497-8000 Email: norman.patterson@ms.usda.gov	8. NRCS Administrative Contact Name: MOIRA SANFORD Phone: (614) 255-2495 Email: MOIRA.SANFORD@OH.USDA.GOV	9. Recipient Program Contact Name: April Stennett Phone: 228-497-1878 Email: astennett@gautier-ms.gov	10. Recipient Administrative Contact Name: April Stennett Phone: 228-497-1878 Email: astennett@gautier-ms.gov
11. CFDA 10.923	12. Authority 33 U.S.C. 701b-1	13. Type of Action New Agreement	14. Program Director Name: April Stennett Phone: 228-497-1878 Email: astennett@gautier-ms.gov
15. Project Title/ Description: Debris removal at Brown Road. Bank erosion repair at Pamela Drive, Perkinston Road, South Haven Road and Woodbury Road, City of Gautier, Jackson County, Mississippi. 6000004467			
16. Entity Type: 02 = City or Township government			
17. Select Funding Type			
Select funding type:	☒ Federal	☒ Non-Federal	
Original funds total	\$133,031.25	\$40,312.50	
Additional funds total	\$0.00	\$0.00	
Grand total	\$133,031.25	\$40,312.50	

18. Approved Budget

Personnel	\$0.00	Fringe Benefits	\$0.00
Travel	\$0.00	Equipment	\$0.00
Supplies	\$0.00	Contractual	\$0.00
Construction	\$120,937.50	Other	\$12,093.75
Total Direct Cost	\$133,031.25	Total Indirect Cost	\$0.00
		Total Non-Federal Funds	\$40,312.50
		Total Federal Funds Awarded	\$133,031.25
		Total Approved Budget	\$173,343.75

This agreement is subject to applicable USDA NRCS statutory provisions and Financial Assistance Regulations. In accepting this award or amendment and any payments made pursuant thereto, the undersigned represents that he or she is duly authorized to act on behalf of the awardee organization, agrees that the award is subject to the applicable provisions of this agreement (and all attachments), and agrees that acceptance of any payments constitutes an agreement by the payee that the amounts, if any, found by NRCS to have been overpaid, will be refunded or credited in full to NRCS.

Name and Title of Authorized Government Representative	Signature	Date
Name and Title of Authorized Recipient Representative Paula Yancey City Manager	Signature 	Date September 25, 2018

NONDISCRIMINATION STATEMENT

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

PRIVACY ACT STATEMENT

The above statements are made in accordance with the Privacy Act of 1974 (5 U.S.C. Section 522a).

Statement of Work

Purpose

The purpose of this agreement is for the United States Department of Agriculture, Natural Resources Conservation Service, hereinafter referred to as the "NRCS", to provide technical and financial assistance to the City of Gautier, hereinafter referred to as the "Sponsor", for EWP Project # 5275 in the City of Gautier, MS for implementation of recovery measures, that, if left undone, pose a risk to life and/or property.

Objectives

The design and installation of EWP measures as detailed in the individual Damage Survey Report (DSR) and described here:

- Brown Road – debris removal - \$24,000
- Pamela Drive – bank erosion repair - \$33,500
- Perkinson Road – bank erosion repair - \$26,750
- South Haven Road – bank erosion repair - \$34,500
- Woodbury Road – bank erosion repair - \$42,500

Budget Narrative

A. The estimated costs for the Project:

1. Total Estimated Project Budget: \$173,343.75

The budget includes:

Financial Assistance (FA) Costs:

Construction Costs (75% NRCS \$120,937.50 + 25% Sponsor \$40,312.50): \$161,250

Technical Assistance (TA) Costs:

100% NRCS (7.5% of total construction cost): \$12,093.75

2. NRCS pays up to 75 percent of eligible construction costs, and Sponsor pays 25 percent of construction costs. NRCS will contribute up to 7.5 percent of the total construction cost for contract administration and construction management costs. It is possible that technical and administrative costs will exceed this amount, requiring the Sponsor to contribute resources to complete technical and administrative work.

3. NRCS funding for this project is provided to the Sponsor in two separate NRCS funding accounts, one for financial assistance (FA) and one for technical assistance (TA). FA costs are associated with construction activities; TA costs are associated with services. These expenditures shall be accounted for separately in order for expenses to be eligible for reimbursement.

4. NRCS will provide FA for actual costs as reimbursement to the Sponsor for approved on-the-ground construction costs, subject to above limits. If costs are reduced, reimbursement will be reduced accordingly. Construction costs are associated with the installation of the project measures including labor, equipment and materials.

5. NRCS will provide TA reimbursement to the Sponsor for technical and administrative costs directly charged to the project, subject to the above limits. If costs are reduced, reimbursement will be reduced accordingly. These costs include

a. engineering costs include, but not limited to, developing a project design that includes construction drawings and specifications, an operation and maintenance plan, a quality assurance/inspection plan and an engineer's estimate of the project installation costs in addition to providing necessary quality assurance during construction.

b. contract administration costs include, but not limited to, soliciting, evaluating, awarding and administering contracts for construction and engineering services, including project management, verifying invoices and record keeping.

6. The Sponsor will contribute funds toward the total construction costs in either direct cash expenditures, the value of non-cash materials or services, or in-kind contributions. The value of any in-kind contribution shall be agreed to in

writing prior to implementation.

Responsibilities of the Parties:

A. Sponsor will—

1. Accomplish construction of the EWP project measures by contracting, in-kind construction services, or a combination of both.
2. Ensure and certify by signing this agreement that its cost share obligation is from a non-Federal source.
3. Designate a project liaison to serve between the Sponsor and NRCS and identify that person's contact information with this executed agreement. Any change in the project liaison during the terms of this agreement must be immediately communicated to NRCS.
4. Appoint a contracting officer and an authorized representative who will have authority to act for the contracting officer, listing their duties, responsibilities, and authorities. Furnish such information in writing to the NRCS State Conservationist.
5. Comply with the terms and conditions of this agreement and the attached general terms and conditions except those that are not applicable to State and local governments.
6. Acquire and provide certification to NRCS that real property rights (land and water), permits and licenses in accordance with local, state, and Federal laws necessary for the installation of EWP project measures have been obtained at no cost to NRCS prior to construction. This includes any rights associated with required environmental mitigation. Sponsors shall provide such certification on Form NRCS-ADS-78, Assurances Relating to Real Property Acquisition. Sponsors shall also provide an attorney's opinion supporting this certification. Costs related to land rights and permits are the Sponsor's responsibility and ineligible for reimbursement.
7. Accept all financial and other responsibility for excess costs resulting from their failure to obtain, or their delay in obtaining, adequate land and water rights, permits and licenses needed for the Project.
8. Provide the agreed-to portion of the actual, eligible and approved construction cost. These costs may be in the form of cash, in-kind construction services, or a combination of both. Final construction items that are eligible construction costs will be agreed upon during the pre-design conference. These costs consist of costs from contracts awarded to contractors and eligible Sponsor in-kind construction costs for materials, labor, and equipment. The Sponsor shall provide NRCS documentation to support all eligible construction costs. Construction costs incurred prior to the Sponsor and NRCS signing this agreement are ineligible and will not be reimbursed.
9. Be responsible for 100 percent of all ineligible construction costs and 100 percent of any unapproved upgrade to increase the level of protection over and above that described in the DSR.
10. Account for and report FA and TA expenditures separately in order for expenses to be eligible for reimbursement. NRCS funding for this project is provided to the Sponsor in two separate NRCS funding accounts, one for TA and one for FA, requiring this separation.
11. Prepare design, construction specifications, and drawings in accordance with standard engineering principles that comply with NRCS programmatic requirements; and/or contract/install the designed construction. Any design services will be by a professional registered engineer. Sponsor will obtain NRCS review and concurrence on the design, construction plans, and specifications. The Sponsor must ensure description of work is reviewed, concurred, and approved by NRCS. A copy of the final signed and sealed plans and specifications shall be provided to NRCS.
12. Contract for services and construction in accordance with the Code of Federal Regulations (CFR), 2 CFR § 200.317 through 200.326, applicable State regulations, and the Sponsor's procurement regulations, as appropriate. (See general terms and conditions attached to this agreement for a link to the CFR.) In accordance with 2 CFR § 200.326, contracts must contain the applicable provisions described in Appendix II to Part 200. Davis-Bacon Act would not apply under this Federal program legislation.
13. The contracts for design services and construction described in this Agreement shall not be awarded to the Sponsor or to any firm in which any Sponsor's official or any member of such official's immediate family has direct or indirect interest in the pecuniary profits or contracts of such firms. Reference 2 CFR § 200.318 regarding standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of contracts.

14. For contracts, provide NRCS a copy of solicitation notice, bid abstract, and notice of contract award, or other basis of cost and accomplishment.

15. For in-kind construction services (materials, labor, and/or equipment supplied by the Sponsor), develop a Plan of Operations describing the construction services to be performed including estimated quantities and values. The Plan of Operations shall be concurred in by NRCS at the pre-design conference. In-kind construction services for equipment shall not exceed published FEMA equipment rates unless otherwise documented and concurred in advance by NRCS.

16. The following documentation is required to support the Sponsor's request for reimbursement of in-kind construction services:

- a. Invoices covering actual costs of materials used in constructing the eligible EWP project measures.
- b. Records documenting the type, quality, and quantities of materials actually used in constructing the eligible EWP project measures.
- c. Daily time records for each employee showing name, classification, wage rate, hours, and dates actually employed for constructing the eligible EWP project measures.
- d. Equipment operating records showing the type and size of equipment, hourly rate, actual hours of operation and dates used to install the eligible EWP project measures. Equipment idle time is not eligible in-kind construction services, even if on the job site, and should not be included in the equipment operating records.

17. Prior to commencement of work and/or solicitation of bids, submit for NRCS review and concurrence a Quality Assurance Plan (QAP). The QAP shall outline technical and administrative expertise required to ensure the EWP project measures are installed in accordance with the plans and specifications, identify individuals with the expertise, describe items to be inspected, list equipment required for inspection, outline the frequency and timing of inspection (continuous or periodic), outline inspection procedures, and record keeping requirements. A copy of the final QAP shall be provided to NRCS prior to commencement of construction.

18. Provide construction inspection in accordance with the QAP.

19. Prepare and submit for NRCS concurrence an Operation and Maintenance (O&M) Plan, if applicable, prior to commence of work. The O&M Plan shall describe the activities the Sponsor will do to ensure the project performs as designed. Upon completion of the project measures, the Sponsor shall assume responsibility for O&M.

20. Provide copies of site maps to appropriate Federal and State agencies for environmental review. Sponsor will notify NRCS of environmental clearance, modification of construction plans, or any unresolved concerns as well as copies of all permits, licenses, and other documents required by Federal, state, and local statutes and ordinances prior to solicitation for installation of the EWP project measures. All modifications to the plans and specifications shall be reviewed and concurred on by NRCS.

21. Ensure that any special requirements for compliance with environmental and/or cultural resource laws are incorporated into the project.

22. The Sponsor must secure at its own expense all Federal, State, and local permits and licenses necessary for completion of the work described in this agreement as well as any necessary natural resource rights and provide copies of all permits and licenses obtained to NRCS.

23. Will arrange and pay for any necessary location, removal, or relocation of utilities. EWP program regulations prohibit NRCS from reimbursing the Sponsor or otherwise paying for any such costs; nor do the costs qualify as a Sponsor cost-share contribution.

24. Ensure that technical and engineering standards and specifications of NRCS are adhered to during construction of the Project, as interpreted by NRCS Program/Technical Contact. Provide NRCS Program/Technical Contact progress reports as necessary and agreed to. Progress reports should include technical on-site inspections of work accomplished for the period, work planned, results of material tests, deficient work products and/or tests with corrective actions taken, modifications anticipated, technical problems encountered, contractual issues and other relevant information.

25. Ensure that all contractors on NRCS assisted projects are performing their work in accordance with OSHA regulations and the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5). The Sponsor is responsible for periodically checking the contractor's compliance with safety requirements.

26. Arrange for and conduct final inspection of completed project with NRCS to determine whether all work has been performed in accordance with contractual requirements. Provide a PE certification that the Project was installed in accordance with approved plans and specifications.

27. Provide PE-certified as-built drawings and quantities for the project. A copy of the as-built drawings will be submitted to the NRCS Program/Technical Contact.

28. Pay the contractor(s) for work performed in accordance with the agreement and submit a SF-270, "Request for Advance or Reimbursement" to the NRCS Program/Technical Contact with all documentation to support the request. Final payment request shall be submitted within 90 calendar days of completion of the EWP project measures. Payments will be withheld until all required documentation is submitted and complete.

a. The required supporting documentation for reimbursement of construction costs include invoices and proof of payment to the contractor showing the items and quantities installed and certified by the engineer of record along with any supporting documentation such as quantity calculations, rock weight tickets, etc.

b. The required supporting documentation for reimbursement of in-kind construction expenses will include employee time sheets, employee hourly rate, equipment operating logs, equipment hourly rate, and material quantities and invoices.

c. The required documentation for reimbursement of technical and administrative services will be invoices and proof of payment to consultants and/or employee time sheets along with the employee's hourly rate, hours worked, and date work was performed.

29. Ensure that information in the System for Award Management (SAM) is current and accurate until the final financial report (SF-425) under this award or final payment is received, whichever is later.

30. Take reasonable and necessary actions to dispose of all contractual and administrative issues arising out of the contract(s) awarded under this Agreement. This includes, but is not limited to disputes, claims, protests of award, source evaluation, and litigation that may result from the Project. Such actions will be at the expense of the Sponsor, including any legal expenses. The Sponsor will advise, consult with, and obtain prior written concurrence of NRCS on any litigation matters in which NRCS could have a financial interest.

31. Sponsor must indemnify and hold NRCS harmless to the extent permitted by State law for any costs, damages, claims, liabilities, and judgments arising from past, present, and future acts or omissions of the Sponsor in connection with its acquisition and management of the Emergency Watershed Protection Program pursuant to this agreement. Further, the Sponsor agrees that NRCS will have no responsibility for acts and omissions of the Sponsor, its agents, successors, assigns, employees, contractors, or lessees in connection with the acquisition and management of the Emergency Watershed Protection Program pursuant to this agreement that result in violation of any laws and regulations that are now or that may in the future become applicable.

32. Retain all records dealing with the award and administration of the contract(s) for 3 years from the date of the Sponsor's submission of the final request for reimbursement or until final audit findings have been resolved, whichever is longer. If any litigation is started before the expiration of the 3-year period, records are to be retained until the litigation is resolved or the end of the 3-year period, whichever is longer. Make such records available to the Comptroller General of the United States or his or her duly authorized representative and accredited representatives of the Department of Agriculture or cognizant audit agency for the purpose of making audit, examination, excerpts, and transcriptions.

33. Be liable to the NRCS for damages sustained by the NRCS as a result of the contractor failing to complete the work within the specified time. The damages will be based upon the additional costs incurred by the NRCS resulting from the contractor not completing the work within the allowable performance period. These costs include but are not limited to personnel costs, travel, etc. The NRCS will have the right to withhold such amount out of any monies that may be then due or that may become due and payable to the Sponsor. This liability is not applicable to the extent that the contract performance time is extended by court judgment unless such judgment results from actions of the Sponsor not concurred in by NRCS.

34. Take necessary legal action, including bringing suit, to collect from the contractor any monies due in connection with the contract, or upon request of NRCS, assign and transfer to NRCS any or all claims, demands, and causes of action of every kind whatsoever that the Sponsor has against the contractor or his or her sureties.

B. NRCS will—

1. Assist Sponsor in establishing design parameters; determine eligible construction costs during the pre-design conference.

2. Designate a Government representative (GR) to serve as liaison with the Sponsor and identify that person's contact information with this executed agreement.

3. Review, comment and concur in preliminary and final plans, specifications, O&M Plan, Plan of Operations (if required)

and QAP.

4. Make periodic site visits during the installation of the EWP project measures to review construction progress, document conformance to engineering plans and specifications, and provide any necessary clarification on the Sponsor's responsibilities.
5. Upon notification of the completion of the EWP project measures, NRCS shall promptly review the performance of the Sponsor to determine if the requirements of this agreement and fund expenditures as agreed have been met.
6. Make payment to the Sponsor covering NRCS' share of the cost upon receipt and approval of Form SF-270 and supporting documentation, withholding the amount of damages sustained by NRCS as provided for in this agreement. In the event there are questions regarding the SF 270 and supporting documentation, NRCS will contact the Sponsor in a timely manner to resolve concerns.

SPECIAL PROVISIONS

- A. The furnishing of financial, administrative, and/or technical assistance above the original funding amount by NRCS is contingent on there being sufficient unobligated and uncommitted funding in the Emergency Watershed Protection Program that is available for obligation in the year in which the assistance will be provided. NRCS may not make commitments in excess of funds authorized by law or made administratively available. Congress may impose obligational limits on program funding that constrains NRCS's ability to provide such assistance.
- B. In the event of default of a construction contract awarded pursuant to this agreement, any additional funds properly allocable as construction costs required to ensure completion of the job are to be provided in the same ratio as construction funds are contributed by the parties under the terms of this agreement. Any excess costs including interest resulting from a judgment collected from the defaulting contractor, or his or her surety, will be prorated between the Sponsor and NRCS in the same ratio as construction funds are contributed under the terms of the agreement.
- C. Additional funds, including interest properly allocable as construction costs as determined by NRCS, required as a result of decision of the CO or a court judgment in favor of a claimant will be provided in the same ratio as construction funds are contributed under the terms of this agreement. NRCS will not be obligated to contribute funds under any agreement or commitment made by the Sponsor without prior concurrence of NRCS.
- D. The State Conservationist may make adjustments in the estimated cost to NRCS set forth in this agreement for constructing the EWP measures. Such adjustments may increase or decrease the amount of estimated funds that are related to differences between such estimated cost and the amount of the awarded contract or to changes, differing site conditions, quantity variations, or other actions taken under the provisions of the contract. No adjustment will be made to change the cost sharing assistance provided by NRCS as set forth in this agreement, nor reduce funds below the amount required to carry out NRCS' share of the contract.
- E. Except for item D. above, this document may be revised as mutually agreed through a written amendment duly executed by authorized officials of all signatory parties to this agreement.
- F. NRCS, at its sole discretion, may refuse to cost share should the Sponsor, in administering the contract, elect to proceed without obtaining concurrence as set out in this agreement.
- G. Once the project is completed and all requests for reimbursement submitted, any excess funding remaining in the agreement will be de-obligated from the agreement.
- H. If inconsistencies arise between the language in the Statement of Work (SOW) in the agreement and the general terms and conditions, the language in the SOW takes precedence.

Expected Accomplishments and Deliverables

The following accomplishments and deliverables will be provided to NRCS.

1. One copy of the final engineering plans, specifications signed and sealed by a licensed professional engineer, including engineer's cost estimate, and approved Plan of Operations (if applicable).
2. Signed NRCS-ADS-78 supported by an attorney's opinion.
3. One copy of the quality assurance plan.
4. One copy of the operation and maintenance plan.
5. One copy of the notice of solicitation, bid abstract, and notice of award.
6. Certification that the project was installed in accordance with the plans and specifications.
7. As-built drawings of final construction sign by a licensed professional engineer within 30 days of completion of construction.

8. Quantities of the units of work applied for each site within 30 days of completion of construction.

Resources Required

No resources required other than funding

Milestones

Milestones shall include, but not limited to, the following items:

1. Pre-construction design conference within 30 days of signing agreement.
2. Submit to NRCS a schedule with time lines of major items to be completed within 14 days of the pre-design conference.
3. Acquire needed real property rights and permits (signed NRCS-ADS-78 supported by an attorney's opinion) prior to start of construction.
4. Obtaining permits.
5. Completing any necessary surveys.
6. Completing draft engineering plans and specifications for NRCS review.
7. Completing final engineering plans and specifications.
8. Completing quality assurance plan.
9. Solicit bids.
10. Award contract.

GENERAL TERMS AND CONDITIONS

Please reference the below link(s) for the General Terms and Conditions pertaining to this award:

NATURAL RESOURCES CONSERVATION SERVICE U.S. DEPARTMENT OF AGRICULTURE

GENERAL TERMS AND CONDITIONS GRANTS AND COOPERATIVE AGREEMENTS

I. APPLICABLE REGULATIONS

a. The recipient, and recipients of any subawards under this award, agree to comply with the following regulations, as applicable. The full text of Code of Federal Regulations references may be found at <https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR> and <http://www.ecfr.gov/>.

(1) 2 CFR Part 25, "Universal Identifier and System of Award Management" (2) 2 CFR Part 170, "Reporting Subaward and Executive Compensation Information" (3) 2 CFR Part 180, "OMB Guidelines To Agencies On Governmentwide Debarment And Suspension (Nonprocurement)" (4) 2 CFR Part 182, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)" (5) 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards"

b. The recipient, and recipients of any subawards under this award, assure and certify that they have and/or will comply with the following regulations, as applicable. The full text of Code of Federal Regulations references may be found at <https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR> and <http://www.ecfr.gov/>.

(1) 2 CFR Part 175, "Award Term for Trafficking in Persons" (2) 2 CFR Part 417, "Nonprocurement Debarment and Suspension" (3) 2 CFR Part 418, "New Restrictions on Lobbying" (4) 2 CFR Part 421, "Requirements for Drug-Free Workplace (Financial Assistance)"

c. Allowable project costs will be determined in accordance with the authorizing statute, the purpose of the award, and to the extent applicable to the type of organizations receiving the award, regardless of tier. The following portions of the Code of Federal Regulations are hereby incorporated by reference. The full text of Code of Federal Regulations references may be found at <https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR> and <http://www.ecfr.gov/>.

(1) 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles And Audit Requirements For Federal Awards" (2) 48 CFR Part 31, "Contract Cost Principles and Procedures"

II. UNALLOWABLE COSTS

The following costs are not allowed:

a. Costs above the amount authorized for the project b. Costs incurred after the expiration of the award including any no-cost extensions of time c. Costs that lie outside the scope of the approved project and any amendments thereto d. Compensation for injuries to persons or damage to property arising from project activities

This list is not exhaustive. For general information about the allowability of particular items of costs, please see 2 CFR Part 200, "Subpart E – Cost Principles", or direct specific inquiries to the NRCS administrative contact identified in the award.

III. CONFIDENTIALITY

a. Activities performed under this award may involve access to confidential and potentially sensitive information about governmental and landowner issues. The term "confidential information" means proprietary information or data of a personal nature about an individual, or information or data submitted by or pertaining to an organization. This information must not be disclosed without the prior written consent of NRCS.

b. The recipient's personnel will follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. Section 552a, and implementing regulations and policies with respect to systems of records determined to be subject to the Privacy Act. The recipient's personnel must also comply with privacy of personal information relating to natural resources conservation programs in accordance with section 1244 of Title II of the Farm Security and Rural Investment Act of 2002 (Public Law 107-171).

c. The recipient agrees to comply with NRCS guidelines and requirements regarding the disclosure of information protected under Section 1619 of the Food, Conservation, and Energy Act of 2008 (PL 110-246), U.S.C. 8791.

d. The recipient agrees to comply with the "Prohibition Against Certain Internal Confidentiality Agreements."

1. You may not require your employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information. 2. You must notify your employees, contractors, or subrecipients that the prohibitions and restrictions of any internal confidentiality agreements inconsistent with paragraph (1) of this award provision are no longer in effect. 3. The prohibition in paragraph (1) of this award provision does not contravene requirements applicable to any other form issued by a Federal department or agency governing the nondisclosure of classified information. 4. If NRCS determines that you are not in compliance with this award provision, NRCS: a. Will prohibit your use of funds under this award, in accordance with sections 743 and 744 of Division E of the Consolidated Appropriations Act, 2016, (Pub. L. 114-113) or any successor provision of law; b. May pursue other remedies available for your material failure to comply with award terms and conditions.

IV. PRIOR APPROVAL REQUIREMENTS

The following are the most common situations requiring prior approval. However, the recipient is also bound by any other prior approval requirements of the applicable administrative provisions and Federal cost principles.

a. Purpose or Deliverables.—When it is necessary for the recipient to modify the purpose or deliverables, the recipient must submit a written request and justification for the change along with the revised purpose or deliverables of the award to the NRCS administrative contact. The request should contain the following: 1. Grant or agreement number 2. Narrative explaining the requested modification to the project purpose or deliverables 3. A description of the revised purpose or deliverables 4. Signatures of the authorized representative, project director, or both

b. Subaward/contractual Arrangement.—The recipient must submit a justification for the proposed subaward/contractual arrangements, a statement of work to be performed, and a detailed budget for the subaward/contract to the NRCS administrative contact. Subaward/contractual arrangements disclosed in the application do not require additional postaward approval.

c. Absence or Change in Project Leadership.—When a project director or the person responsible for the direction or management of the project—

1. Relinquishes active direction of the project for more than 3 consecutive months or has a 25 percent or more reduction in time devoted to the project, the grantee must notify the NRCS administrative contact in writing, identifying who will be in charge during the project director's absence. The notification must include the qualifications and the signature of the replacement, signifying his or her willingness to serve on the project.

2. Severs his or her affiliation with the grantee, the grantee's options include— i. Replacing the project director. The grantee must request written approval of the replacement from the NRCS administrative contact and must include the qualifications and the signature of the replacement signifying his or her willingness to serve on the project. ii. Subcontracting to the former project director's new organization. The grantee must request approval from the administrative contact to replace the project manager and retain the award, and to subcontract to the former project director's new organization certain portions of the project to be completed by the former project director. iii. Relinquishing the award. The grantee must submit to the NRCS administrative contact a signed letter by the grantee and the project director that indicates that the grantee is relinquishing the award. The letter must include the date the project director is leaving and a summary of progress to date. A final Standard Form (SF) 425 reflecting the total amount of funds spent by the recipient must be attached to the letter.

3. Transfers the award to his or her new organization, the authorized organization's representative at the new organization must submit the following to the NRCS administrative contact as soon as the transfer date is firm and the amount of funds to be transferred is known: i. The forms and certifications included in the application package ii. A project summary and work statement covering the work to be completed under the project (deliverables and objectives must be the same as those outlined in the approved proposal) iii. An updated qualifications statement for the project director showing his or her new organizational affiliation iv. Any cost-sharing requirements under the original award transfer to the new institution; therefore, cost-sharing information must be included in the proposal from the new organization

Note: The transfer of an award from one organization to another can take up to 90 calendar days to accomplish, which may result in a delay in the project director resuming the project at the new organization.

d. Budget Revisions.—Budget revisions will be in accordance with 2 CFR Part 200.308.

e. No-Cost Extensions of Time.—When a no-cost extension of time is required, the recipient must submit a written request to the NRCS administrative contact no later than 30 calendar days before the expiration date of the award. The request must contain the following: The length of additional time required to complete the project and a justification for the extension A summary of progress to date An estimate of funds expected to remain unobligated on the scheduled expiration date A projected timetable to complete the portions of the project for which the extension is being requested Signature of the grantee and the project director A status of cost sharing to date (if applicable)

Note: An extension will not exceed 12 months. Requests for no-cost extensions received after the expiration of the award will not be granted. V. PAYMENTS

a. Payment by NRCS to the entity will be made monthly or quarterly (whichever is mutually agreed upon by both parties) on a reimbursable or advanced basis upon completion of work outlined herein. Payment will be executed upon the submission of a properly executed form SF-270 with supporting documentation. The SF-270 must cite the agreement number, remittance address, and billing period. The SF-270 must be sent to the NRCS administrative contact at the email address identified in block 8 of the Notice of Grant/Agreement Award.

b. Unless otherwise specified in the award, the recipient must receive payments through electronic funds transfers.

c. Recipients requesting advances should request payments in amounts necessary to meet their current needs pursuant to procedures contained in the Federal administrative provisions and 31 CFR Part 205.

d. The method of payment between the recipient and its contractors will be in accordance with the policies and procedures established by the recipient except that the contractors may not use the USDA Office of Financial Management/National Finance Center method to request payments. If the grantee makes advance payments to contractors, the grantee must ensure that the timing of such payments is designed to minimize elapsed time between the advance payment and the disbursement of funds. Payment requests from the grantee's contractors will not be sent to NRCS for review or approval.

e. Accounting records for all costs incurred under this award must be supported by source documentation. Such documentation includes, but is not limited to, canceled checks, paid bills, payroll records, and subaward documents. Labor cost charges to this award must be based upon salaries actually earned and the time actually worked on this award. All project costs must be incurred within the approved project period of this award, including any approved no-cost extension of time. Costs that cannot be supported by source documentation or that are incurred outside of the approved project period and budget may be disallowed and may result in award funds being returned to the Federal Government by the recipient.

VI. ACCRUALS

a. Recipients must submit an accrual estimate to the NRCS Program/Technical no later than 15 calendar days prior to the end of the quarter (submit by March 15, June 15, September 15 and December 15th). b. An accrual represents the value of goods or services provided to NRCS for which you have not requested payment. The quality and completeness of NRCS audited financial statements depends on your continuing cooperation and timely information. c. At a minimum, the signed accrual statement should include, "Under agreement number _____, at the close of the quarter ending _____, we have provided or anticipate providing goods or services that we have not requested payment for in the amount of \$_____." Include the name and title of the person preparing the accrual estimate.

VII. FINANCIAL REPORTING

a. Recipients must submit a Federal Financial Report (FFR), SF 425 and 425A, in accordance with the following schedule:

Quarterly Schedule Report Due Date October 1 to December 31 January 31 January 1 to March 31 April 30 April 1 to June 30 July 31 July 1 to September 30 October 31

Reports must be submitted on an accrual accounting basis. Failure to submit reports in accordance with the above schedule may result in suspension or termination of award.

b. A final Report must be submitted no later than 90 calendar days after the completion of the award. For final FFRs, reporting end date must be the end date of the project or agreement period. The reports should be submitted to the NRCS administrative contact identified in award notifications.

VIII. PERFORMANCE MONITORING AND REPORTING

a. The recipient is responsible for monitoring day-to-day performance and for reporting to NRCS. If the project involves subaward arrangements, the recipient is also responsible for monitoring the performance of project activities under those arrangements to ensure that approved goals and schedules are met.

b. Every 6 months the recipient must submit a written progress report. Each report must cover— 1. A comparison of actual accomplishments with the goals and objectives established for the reporting period and, where project output can be quantified, a computation of the costs per unit of output.

2. The reasons why goals and objectives were not met, if appropriate.

3. Additional pertinent information including, where appropriate, analysis and explanation of cost overruns or high unit cost.

c. The recipient must submit a final performance report within 90 calendar days after completion of project.

IX. AUDIT REQUIREMENTS

The recipient is responsible for complying with audit requirements in accordance with 2 CFR 200, Subpart F. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year.

X. SPECIAL PROVISIONS

a. The recipient assures and certifies that it will comply with the minimum-wage and maximum-hour provisions of the Federal Fair Labor Standards Act.

b. Employees of NRCS will participate in efforts under this agreement solely as representatives of the United States. To this end, they may not participate as directors, officers, employees, or otherwise serve or hold themselves out as representatives of the recipient. They also may not assist the recipient with efforts to lobby Congress or to raise money through fundraising efforts. Further, NRCS employees must report to their immediate supervisor any negotiations with the recipient concerning future employment and must refrain from participation in efforts regarding such parties until approved by the agency.

c. Employees of the recipient will not be considered Federal employees or agents of the United States for any purposes under this agreement.

XI. PATENTS, INVENTIONS, COPYRIGHTS, AND ACKNOWLEDGMENT OF SUPPORT AND DISCLAIMER

a. Allocation of rights of patents, inventions, and copyrights must be in accordance with 2 CFR Part 200.315. This regulation provides that small businesses normally may retain the principal worldwide patent rights to any invention developed with USDA support.

b. In accordance with 37 CFR Section 401.14, each subject invention must be disclosed to the Federal agency within 2 months after the inventor discloses it in writing to contractor personnel responsible for patent matters. Invention disclosure statements pursuant to 37 CFR Section 401.14(c) must be made in writing to:

Acquisitions Division Grants and Agreements Services Branch 1400 Independence Avenue, SW. Room 6823 South Building Washington, DC 20250

c. USDA receives a royalty-free license for Federal Government use, reserves the right to require the patentee to license others in certain circumstances, and requires that anyone exclusively licensed to sell the invention in the United States must manufacture it domestically.

d. The following acknowledgment of NRCS support must appear in the publication of any material, whether copyrighted or not, and any products in electronic formats (World Wide Web pages, computer programs, etc.) that is substantially based upon or developed under this award:

• "This material is based upon work supported by the Natural Resources Conservation Service, U.S. Department of Agriculture, under number [recipient should enter the applicable award number here]."

In addition, all publications and other materials, except scientific articles or papers published in scientific journals, must include the following statement:

• "Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Agriculture."

e. All publications printed with Federal Government funds will include the most current USDA nondiscrimination statement, available from the Public Affairs Division, Civil Rights Division, or on the USDA and NRCS home pages. If the material is too small to permit the full nondiscrimination statement to be included, the material must, at a minimum, include the statement:

• "USDA is an equal opportunity provider and employer." Any publication prepared with funding from this agreement must include acknowledgement to USDA, Natural Resources Conservation Service."

The recipient is responsible for ensuring that an acknowledgment of NRCS is made during news media interviews, including popular media such as radio, television, and news magazines, that discuss in a substantial way work funded by this award.

XII. COST-SHARING REQUIREMENTS

a. If the award has specific cost-sharing requirements, the cost-sharing participation in other projects may not be counted toward meeting the specific cost-share requirement of this award, and must come from non-Federal sources unless otherwise stated in the applicable program announcement.

b. Should the recipient become aware that it may be unable to provide the cost-sharing amount identified in this award, it must— 1. Immediately notify the NRCS administrative contact of the situation. 2. Specify the steps it plans to take to secure replacement cost sharing. 3. Indicate the plans to either continue or phase out the project in the absence of cost sharing.

c. If NRCS agrees to the organization's proposed plans, the recipient will be notified accordingly. If the organization's plans are not acceptable to NRCS, the award may be subject to termination. NRCS modifications to proposed cost sharing revisions are made on a case-by-case basis.

d. Failure by the recipient to notify NRCS in accordance with paragraph (b) above may result in the disallowance of some or all the costs charged to the award, the subsequent recovery by NRCS of some of the NRCS funds provided under the award, and possible termination of the award, and may constitute a violation of the terms and conditions of the award so serious as to provide grounds for subsequent suspension or debarment.

e. The recipient must maintain records of all project costs that are claimed by the recipient as cost sharing as well records of costs to be paid by NRCS. If the recipient's cost participation includes in-kind contributions, the basis for determining the valuation for volunteer services and donated property must be documented.

XIII. PROGRAM INCOME

Income derived from patents, inventions, or copyrights will be disposed of in accordance with the recipient's own policies. General program income earned under this award during the period of NRCS support must be added to total project funds and used to further the purpose and scope of this award or the legislation under which this award is made.

XIV. NONEXPENDABLE EQUIPMENT

Recipients purchasing equipment or products with funds provided under this award are encouraged to use such funds to purchase only American-made equipment and products. Title to nonexpendable equipment purchased with award funds will vest in the recipient upon completion of the award project and acceptance by NRCS of required final reports. When equipment is no longer needed by the recipient and the per-unit fair market value is less than \$5,000, the recipient may retain, sell, or dispose of the equipment with no further obligation to NRCS. However, if the per-unit fair market value is \$5,000 or more, the recipient must submit a written request to the NRCS administrative contact for disposition instructions.

XV. LIMIT OF FEDERAL LIABILITY

The maximum financial obligation of NRCS to the recipient is the amount of funds indicated in the award as obligated by NRCS. However, in the event that an erroneous amount is stated on the approved budget, or any supporting document relating to the award, NRCS will have the unilateral right to make the correction and to make an appropriate adjustment in the NRCS share of the award to align with the Federal amount authorized.

XVI. MODIFICATIONS AND TERMINATIONS

NRCS may amend or modify the award through an exchange of correspondence between authorized officials of the recipient and NRCS. The award is subject to termination if NRCS determines that the recipient has failed to comply with the terms and conditions of the award. In the event that the award is terminated, the financial obligations of the parties

will be those set forth in 2 CFR Part 200.339.

XVII. AWARD CLOSEOUT

Award closeout is the process by which NRCS determines that all required project activities have been performed satisfactorily and all necessary administrative actions have been completed.

CITY OF GAUTIER
Consent Agenda Item #13
Fact Sheet

Council Meeting:
Title:

October 2, 2018
Authorization to advertise for a notice of finding of no significant impact and notice of intent to request release of funds for CDBG Public Facilities grant application for Bemis Avenue project.

Introduced by:
Contact Person/Telephone

April Havens 497-8000 ext. 315

Summary Explanation: Authorization to advertise for a notice of finding of no significant impact and notice of intent to request release of funds for CDBG Public Facilities grant application for Bemis Avenue project.

EXHIBITS FOR REVIEW

Resolution	☐
Ordinance	☐
Contract/Agreement	☐
Minutes	☐
Plan Maps	☐
Order	☒
Other	☐
Submittal Authorization	City Manager

Staff Recommendation:

Approval

Motion Made by:

Torjusen ☐ **Martin** ☐ **George** ☐ **Jackson** ☐ **Vaughan** ☐ **Anderson** ☐ **Colledge** ☐

Second Made by:

Torjusen ☐ **Martin** ☐ **George** ☐ **Jackson** ☐ **Vaughan** ☐ **Anderson** ☐ **Colledge** ☐

Voted as follows:		Ayes	Nays	Abstained	Absent
Mayor	Torjusen	☐	☐	☐	☐
At Large	Martin	☐	☐	☐	☐
Ward 1	George	☐	☐	☐	☐
Ward 2	Jackson	☐	☐	☐	☐
Ward 3	Vaughan	☐	☐	☐	☐
Ward 4	Anderson	☐	☐	☐	☐
Ward 5	Colledge	☐	☐	☐	☐

Action Taken:

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

ORDER NUMBER 000-2018

WHEREAS, as part of the CDBG process, the City of Gautier is required to advertise for a notice of finding of no significant impact and notice of intent to request for release of funds; and

WHEREAS, the City of Gautier proposes to use CDBG Public Facilities funding to support the Bemis Avenue Sewer Project; and

WHEREAS, the Community Development Block Grant Program provides for a maximum grant amount per project of \$600,000 for cities and counties with a population greater than 3,500 people; and

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the City is hereby authorized to advertise for a notice of finding of no significant impact and notice of intent to request release of funds for CDBG Public Facilities grant application for Bemis Avenue project.

IT IS FURTHER ORDERED that the City Manager and City Clerk are authorized to execute any and all documents necessary for this purpose.

Motion was made by **BLANK** seconded by **BLANK** and the following vote was recorded:

AYES:

NAYS:

MAYOR

ATTEST:

CITY CLERK

BLANK by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of October 2, 2018.

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: April Havens, Grants Administrator
Date: 09/25/2018
Subject: Authorization to advertise for a notice of finding of no significant impact and notice of intent to request for release of funds for CDBG Public Facilities grant application for Bemis Avenue project.

REQUEST:

The Grants & Projects Department requests City Council authorization to advertise for a notice of finding of no significant impact and notice of intent to request for release of funds, as required for the CDBG Public Facilities grant application process for the Bemis Avenue project.

BACKGROUND:

The City of Gautier proposes to use CDBG Public Facilities funding to support the Bemis Avenue Sewer Project. The Community Development Block Grant Program provides for a maximum grant amount per project of \$600,000 for cities and counties with a population greater than 3,500 people.

DISCUSSION:

As part of the CDBG process, the City is required to advertise for a notice of finding of no significant impact and notice of intent to request for release of funds.

RECOMMENDATION:

The Grants & Projects Director recommends that City Council authorize advertising for a notice of finding of no significant impact and notice of intent to request for release of funds, as required for the CDBG Public Facilities grant application process for the Bemis Avenue project.

The City Council may:

- 1) Approve the advertisement as presented; or
- 2) Not approve the advertisement as presented.

ATTACHMENTS:

1. Advertisement

**NOTICE OF FINDING OF NO SIGNIFICANT IMPACT
AND
NOTICE OF INTENT TO REQUEST FOR RELEASE OF FUNDS**

Date of Publication: October 10, 2018 (legal)

City of Gautier
P. O. Box 670
3330 Highway 90
Gautier, MS 39553
Phil Torjusen / (228) 497-1878

These notices shall satisfy two separate but related procedural requirements for activities to be undertaken by the City of Gautier.

REQUEST FOR RELEASE OF FUNDS

On or about October 30, 2018 the above-named City will submit a request the Mississippi Development Authority for the release of Community Development Block Grant (CDBG) funds under Title I of the Housing and Community Development Act of 1974, as amended, to undertake a project known as and for the purpose of the following:

FY 2018 CDBG Public Facilities Project, which consists of constructing a new 8" sewer main to provide adequate sewer collection services for the residents on Bemis Avenue. The new line will be tied into an existing pump station on Stonegate Circle and upgrades may need to be made to the pump station depending upon the additional flows. In addition, the existing 18" sewer main that runs up Bemis Avenue will need to be video inspected in order to determine its current condition. The video results will conclude if the line can be rehabilitated or if a proposed 30" main will need to be installed, with related appurtenances. The proposed 30" main would greatly reduce the velocities in the existing main and eliminate the routine sewer bypasses in the resident's yards. All of the proposed improvements will take place along or in the vicinity of Bemis Avenue and Stonegate Circle in Gautier, Mississippi. Estimated total project cost is \$1,302,014, with \$590,000 being provided by the CDBG Program and \$712,014 being provided by the City.

FINDING OF NO SIGNIFICANT IMPACT

The City of Gautier has determined that the project will have no significant impact on the human environment. Therefore, an Environmental Impact Statement under the National Environmental Policy Act of 1969 (NEPA) is not required. Additional project information is contained in the Environmental Review Record (ERR) on file at the above address and may be examined or copied weekdays 8:00 A.M. and 5:00 P.M.

PUBLIC COMMENTS

Any individual, group, or agency disagreeing with this determination or wishing to comment on the project may submit written comments to the City. All comments received by October 29, 2018 will be considered by the City of Gautier prior to authorizing submission of a request for release of funds. Comments should specify which Notice they are addressing.

RELEASE OF FUNDS

The City of Gautier certifies to the Mississippi Development Authority that Mr. Phil Torjusen in his capacity as Mayor consents to accept the jurisdiction of the Federal Courts if an action is brought to enforce responsibilities in relation to environmental review process and that these responsibilities have been satisfied. The Mississippi Development Authority's approval of the certification satisfies its responsibilities under NEPA and related laws and authorities and allows the City of Gautier to use HUD Program funds.

OBJECTIONS TO RELEASE OF FUNDS

The Mississippi Development Authority will accept objections to its release of funds and the City of Gautier's certification for a period of fifteen days following the anticipated submission date or its actual receipt of the request (whichever is later) only if they are on one of the following bases: (a) the certification was not executed by the Certifying Officer of the City of Gautier; (b) the City of Gautier has omitted a step or failed to make a decision or finding required by HUD regulations at 24 CFR Part 58; (c) the grant recipient or other participants in the development process have committed funds, incurred costs or undertaken activities not authorized in 24 CFR Part 58 before approval of a release of funds by the Mississippi Development Authority; or (d) another Federal Agency acting pursuant to 40 CFR part 1504 has submitted a written finding that the project is unsatisfactory from the standpoint of environmental quality. Objections must be prepared and submitted in accordance with the required procedures (24 CFR Part 58, Sec. 58.76) and shall be addressed to: Attn: Compliance Bureau, Community Services Division, Mississippi Development Authority, P. O. Box 849, Jackson, Mississippi 39205-0849. Potential objectors should contact the Mississippi Development Authority to verify the actual last day of the objection period.

Phil Torjusen, Mayor
City of Gautier

**CITY OF GAUTIER
Consent Agenda Item #14
Fact Sheet**

Council Meeting:
Title:

October 2, 2018
Authorization requested to purchase a 1990 Ford F-350 Flatbed Truck for \$10.00 from the Jackson County Board of Supervisors

Introduced by:
Contact Person/Telephone

City Manager 497-8008

Summary Explanation: Authorization requested to purchase a 1990 Ford F-350 Flatbed Truck for \$10.00 from the Jackson County Board of Supervisors, vehicle identification number IFDJF37H4LNB01271 to be placed on the City of Gautier inventory.

EXHIBITS FOR REVIEW

Resolution	☐
Ordinance	☐
Contract	☐
Minutes	☐
Plan Maps	☐
Order	☒
Other	☐
Submittal Authorization	City Manager

Staff Recommendation:
Approval

Motion Made by:

Torjusen ☐ Martin ☐ George ☐ Jackson ☐ Vaughan ☐ Anderson ☐ Colledge ☐

Second Made by:

Torjusen ☐ Martin ☐ George ☐ Jackson ☐ Vaughan ☐ Anderson ☐ Colledge ☐

Voted as follows:		Ayes	Nays	Abstained	Absent
Mayor	Torjusen	☐	☐	☐	☐
At Large	Martin	☐	☐	☐	☐
Ward 1	George	☐	☐	☐	☐
Ward 2	Jackson	☐	☐	☐	☐
Ward 3	Vaughan	☐	☐	☐	☐
Ward 4	Anderson	☐	☐	☐	☐
Ward 5	Colledge	☐	☐	☐	☐

Action Taken:

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

ORDER NUMBER 000-2018

WHEREAS, Jackson County owns a 1990 Ford F-350 Flatbed truck, for which it no longer has any use; and

WHEREAS, the City of Gautier has requested that Jackson County sell the vehicle to the City of Gautier for \$10.00; and

WHEREAS, the City of Gautier would benefit from the use of this vehicle to assist the Recreation Department in day to day operations; and;

WHEREAS, pursuant to Miss. Code Ann. Section 31-7-13(m)(iv), Jackson County may sell this vehicle to the City of Gautier for an amount below fair market value so long as the sale is in the best interests of the taxpayers of the State of Mississippi; and

WHEREAS, the Mayor and Council Members hereby find that this purchase would be in the best interest of the City and the taxpayers of the State of Mississippi;

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the purchase of a 1990 Ford F-350 Flatbed Truck (VIN#1FDJF37H4LNB01271) from Jackson County is hereby approved.

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

Motion was made by **BLANK**, seconded by **BLANK** and the following vote was recorded:

AYES:

NAYS:

MAYOR

ATTEST:

CITY CLERK

BLANK by Mayor and Members of the Council of the City of Gautier, Mississippi,
at the meeting of October 2, 2018.

**CITY OF GAUTIER
MEMORANDUM**

To: City Council
From: Paula Yancey, City Manager
Date: October 2, 2018
Subject: Approve the transfer of the flatbed truck #6420 to the City of Gautier from the Jackson County Board of Supervisors.

REQUEST:

The City Manager requests the City Council approve the transfer of a Ford flatbed truck (ICN #6420) from the Jackson County Board of Supervisors to the City of Gautier.

BACKGROUND:

The 1990 Ford F-350 Flatbed is in Fair Condition with 177,240 miles.

DISCUSSION:

The title has been misplaced for this vehicle. However, it has been confirmed with the State there is a title. As soon as it comes in, it will be sent to the City of Gautier.

RECOMMENDATION:

The City Manager recommends the City Council approve the transfer of the Ford flatbed truck from the Jackson County Board of Supervisors.

The City Council may:

1. Approve the transfer of the Ford Flatbed truck from the Jackson County Board of Supervisors to the City of Gautier; or
2. Not approve the transfer of the Ford Flatbed truck from the Jackson County Board of Supervisors to the City of Gautier

Attachments:

1. Property Transfer Form

Inventory Control
Jackson County Board of Supervisors
Phone: 769-3192
Fax: 769-3186

N. Michelle Anglada
Inventory Control Mgr.
nancy_anglada@co.jackson.ms.us

Diana Dixon
Inventory Control Asst.
diana_dixon@co.jackson.ms.us

PROPERTY TRANSFER FORM

ICN: 6420

FROM: Roads 228-826-2547
(Department) (No.)

TO: City of Gautier 228-497-8000
(Department) (No.)

DESCRIPTION: 1990 Ford F-350 Flatbed

SERIAL NO: 1FDJF37H4LNB01271

MILEAGE/HOURS: 177,240

CONDITION: Fair

REASON FOR TRANSFER: No longer needed.

NOTE: BOTH PARTIES MUST SIGN TRANSFER FORM.


(Authorized Signature)

9-17-18
(Date)

(Authorized Signature)

(Date)

CITY OF GAUTIER
Consent Agenda Item #15
Fact Sheet

Council Meeting:
Title:

October 2, 2018
Resolution authorizing Mileage Reimbursement for Mayor Torjusen while on official travel for the month of September 2018

Introduced by:
Contact Person/Telephone

Cynthia Russell 497-8000 ext. 302

Summary Explanation: Resolution authorizing Mileage Reimbursement for Mayor Torjusen at the mileage reimbursement rate allowable to federal employees for the use of a privately owned vehicle while on official travel for the month of September 2018.

EXHIBITS FOR REVIEW

Resolution	☒
Ordinance	☐
Contract/Agreement	☐
Minutes	☐
Plan Maps	☐
Order	☐
Other	☐
Submittal Authorization	City Manager

Staff Recommendation:

Approval

Motion Made by:													
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐	Anderson	☐	Colledge	☐

Second Made by:													
Torjusen	☐	Martin	☐	George	☐	Jackson	☐	Vaughan	☐	Anderson	☐	Colledge	☐

Voted as follows:		Ayes	Nays	Abstained	Absent
Mayor	Torjusen	☐	☐	☐	☐
At Large	Martin	☐	☐	☐	☐
Ward 1	George	☐	☐	☐	☐
Ward 2	Jackson	☐	☐	☐	☐
Ward 3	Vaughan	☐	☐	☐	☐
Ward 4	Anderson	☐	☐	☐	☐
Ward 5	Colledge	☐	☐	☐	☐

Action Taken:

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

RESOLUTION NUMBER 000-2018

RESOLUTION OF THE CITY COUNCIL OF GAUTIER, MISSISSIPPI, AUTHORIZING MILEAGE REIMBURSEMENT FOR MAYOR PHIL TORJUSEN RELATING TO PERFORMANCE OF HIS OFFICIAL DUTIES

WHEREAS, pursuant to Miss. Code Ann. 25-3-41(2) council members are authorized to receive reimbursement for travel expenses and mileage when travelling in personal vehicles in performance of their official duties; and

WHEREAS, the City Council has budgeted travel expenses and mileage reimbursement for council members to travel in performance of their official duties, up to one hundred dollars (\$100.00) per month; and

WHEREAS, in the month of September 2018 Mayor Phil Torjusen travelled along the Gulf Coast of MS for the purpose of meetings with B.P Bill signing, Bienville MRI Grand Opening, travel to and from New Orleans, LA airport to fly to Washington DC for Mississippi Local Leaders White House Conference, and other performances of his official duties as the Mayor of Gautier; and

WHEREAS, the personal vehicle of the mayor was used for the above travel;

WHEREAS, the distance of travel was 320 miles; and

WHEREAS, the Mayor and Members of Council previously approved the monthly mileage, up to one hundred dollars (\$100) per month with the mileage expense at the federal approved rate of reimbursement; and

WHEREAS, the Mayor and Members of Council hereby find this travel to be in the performance of the requesting Council Member's official duties;

BE IT, THEREFORE, RESOLVED that the mileage reimbursement of \$100 is hereby approved.

Motion was made by **BLANK**, seconded by **BLANK** and the following vote was recorded:

AYES:

NAYS:

MAYOR

ATTEST:

CITY CLERK

BLANK by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of October 2, 2018.

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: Sherry Farabee, Purchasing Agent
Date: 09/27/2018
Subject: Resolution authorizing Mileage Reimbursement for Mayor Phil Torjusen relating to performance of his official duties for the month of September 2018.

REQUEST:

Authorization to reimburse for mileage to Mayor Phil Torjusen for the purpose of traveling along the Gulf Coast for meetings and travel.

BACKGROUND:

In the month of September, Mayor Phil Torjusen traveled along the Gulf Coast, MS for the purpose of meetings with the B.P. Bill Signing, Bienville MRI Grand Opening, travel to and from New Orleans, LA airport to fly to Washington DC for Mississippi Local Leaders White House Conference, and other performances of his official duties using his personal vehicle and traveling 320 miles.

DISCUSSION:

The City Council has budgeted travel expenses and mileage reimbursement for the mayor and council members to travel in performance of their official duties, up to one hundred dollars (\$100) per month.

RECOMMENDATION:

City Clerk recommends reimbursement to Mayor Phil Torjusen for mileage expense in the amount of one hundred dollars (\$100).

ATTACHMENTS:

CITY OF GAUTIER
Consent Agenda Item #16
Fact Sheet

Council Meeting:
Title:

October 2, 2018
Authorization to accept monetary donation from
Action Management LLC. for the economic
development trip to Las Vegas for the ICSC
Convention.

Introduced by:
Contact Person/Telephone

Teresa Montgomery 497-8000

Summary Explanation: Authorization to accept monetary donation from Action Management LLC. for the economic development trip to Las Vegas for the ICSC Convention.

EXHIBITS FOR REVIEW

Resolution	☐
Ordinance	☐
Contract	☐
Minutes	☐
Plan Maps	☐
Order	☒
Other	☐
Submittal Authorization	City Manager

Staff Recommendation:

Approval

Motion Made by:

Torjusen ☐ **Martin** ☐ **George** ☐ **Jackson** ☐ **Vaughan** ☐ **Anderson** ☐ **Colledge** ☐

Second Made by:

Torjusen ☐ **Martin** ☐ **George** ☐ **Jackson** ☐ **Vaughan** ☐ **Anderson** ☐ **Colledge** ☐

Voted as follows:		Ayes	Nays	Abstained	Absent
Mayor	Torjusen	☐	☐	☐	☐
At Large	Martin	☐	☐	☐	☐
Ward 1	George	☐	☐	☐	☐
Ward 2	Jackson	☐	☐	☐	☐
Ward 3	Vaughan	☐	☐	☐	☐
Ward 4	Anderson	☐	☐	☐	☐
Ward 5	Colledge	☐	☐	☐	☐

Action Taken:

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

ORDER NUMBER 000-2018

WHEREAS, the City Council approved for the City Manager and Planning Director to attend the ICSC Convention in Las Vegas, Nevada in May of 2018; and

WHEREAS, this was an excellent opportunity for the City of Gautier to promote and bring favorable recognition to the City of Gautier and will have a great economic impact to the local businesses within the City of Gautier; and

WHEREAS, Action Management LLC has offered to provide a monetary donation in the amount of \$2,500.00 for the purpose of offsetting the costs incurred by the City at the ICSC Convention in Las Vegas, Nevada; and

WHEREAS, the Mayor and Council Members have determined that acceptance of this donation is in the best interest of the City of Gautier.

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi that the monetary donation of \$2,500 from Action Management LLC for the City of Gautier for the ICSC Convention held in Las Vegas, Nevada on May 20th – May 24th 2018 is hereby approved and accepted.

IT IS FURTHER ORDERED that the City Manager and City Clerk are authorized to execute any and all documents necessary for this purpose.

Motion was made by **BLANK**, seconded by **BLANK** and the following vote was recorded:

AYES:

NAYS:

MAYOR

ATTEST:

CITY CLERK

BLANK by Mayor and Members of the Council of the City of Gautier, Mississippi,
at the meeting of October 2, 2018.

**CITY OF GAUTIER
MEMORANDUM**

To: City Council

From: City of Gautier

Date: October 2, 2018

Subject: Authorization to accept monetary donation from Action Management LLC. for the economic development trip to Las Vegas for the ICSC Convention.

REQUEST:

The City of Gautier request the authorization to accept the monetary donation of \$2,500 from Action Management, LLC.

BACKGROUND:

This monetary donation is from Action Management, LLC for the economic development trip to Las Vegas for the ICSC convention. The City Council approved for the City Manager and Planning Director to attend the ICSC Convention in Las Vegas, Nevada in May of 2018. This was an opportunity to promote and bring favorable opportunity to the City of Gautier.

DISCUSSION:

This donation is in the best interest of the City of Gautier, which will have great economic impact to our local businesses.

RECOMMENDATION:

The City of Gautier recommends the City Council to approve the authorization to accept the monetary donation of \$2,500 from Action Management, LLC.

The City Council may:

- 1) Approve the authorization to accept the monetary donation of \$2,500 from Action Management, LLC;
- or
- 2) Not Approve the authorization to accept the monetary donation of \$2,500 from Action Management, LLC

Attachments:

1. Donation from Action Management, LLC

014018

Action Management LLC
 110 N Jerry Clower Blvd Ste W
 Yazoo City, MS 39194
 662-746-8000

Citizens National Bank
 86-21/663
 Madison MS 39130
 86-21/663

9/17/2018

PAY TO THE
 ORDER OF

City of Gautier

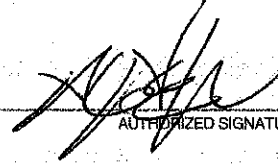
\$ **2,500.00

Two Thousand Five Hundred and 00/100*****

DOLLARS

City of Gautier

FOR



AUTHORIZED SIGNATURE

⑈014018⑈ ⑆065300211⑆ ⑈101954584⑈

Action Management LLC

City of Gautier

9/17/2018

014018

Date	Type	Reference
9/17/2018	Bill	Donation

Original Amt.	2,500.00
---------------	----------

Balance Due	2,500.00
-------------	----------

Discount	
Check Amount	

Payment	2,500.00
	2,500.00

MGMT Citizens Natio

2,500.00

**CITY OF GAUTIER, MISSISSIPPI
STUDY AGENDA
October 2, 2018**

ITEM DESCRIPTION:

Citizen Comments

City Council Comments

City Manager Comments

City Clerk Comments

City Attorney Comments

NOTES:
