AGENDA
CITY OF GAUTIER, MISSISSIPPI
CITY HALL COUNCIL CHAMBERS
September 10, 2019 @ 6:00 PM

I. Call to Order

1. Prayer

2. Pledge of Allegiance

II. Agenda Order Approval

III. Announcements - None

IV. Presentation Agenda - None

V. Business Agenda

1. Resolution approving and adopting the budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020.

☐	STAFF PRESENTATION	☐	PUBLIC QUESTIONS/COMMENTS (3 MINUTES PER PERSON)	☐	MOTION COUNCIL DISCUSSION/QUESTIONS	☐	VOTE

2. Creation, reclassification, and elimination 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

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 17, 2019 at 6:30 pm
www.gautier-ms.gov

CITY OF GAUTIER
Business Agenda Item #1
Fact Sheet

Council Meeting:	**September 10, 2019**
Title:	**Resolution approving and adopting the budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020**
Introduced by:	
Contact Person/Telephone	**City Manager 497-8000 ext. 306**

Summary Explanation: Resolution approving and adopting the budget of the City of Gautier for the fiscal year beginning October 1, 2019 and ending September 30, 2020 as required by Section 21-35-3, et seq., of the Mississippi Annotated Code of 1972.

EXHIBITS FOR REVIEW

Resolution	☒
Ordinance	☐
Contract	☐
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:

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

RESOLUTION NUMBER 000-2019

RESOLUTION APPROVING AND ADOPTING THE BUDGET OF THE CITY OF GAUTIER, MISSISSIPPI FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020

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 2019-2020 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 **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 September 10, 2019.

City of Gautier
October 1, 2019 - September 30, 2020
Annual Budget

GENERAL FUND: FUND 001		**Amended BUDGET FY 2019**		**PROPOSED BUDGET FY 2020**
REVENUES				
Licenses & Permits	$	97,000.00	$	100,000.00
Inter-Governmental Revenue:				
In Lieu of Taxes	$	352,000.00	$	352,000.00
Franchise Fees	$	148,000.00	$	148,000.00
General Sales Tax	$	2,235,000.00	$	2,260,000.00
ABC Licenses	$	13,000.00	$	13,000.00
Homestead Reimbursement	$	95,000.00	$	100,000.00
Motor Fuel Tax	$	15,000.00	$	15,000.00
Shared Revenues - Road Tax	$	487,000.00	$	514,000.00
Shared Revenues - Recreation	$	138,000.00	$	140,000.00
JCBS Inter Local Funds	$	150,000.00	$	-
Rail Car Tax	$	2,500.00	$	2,800.00
Privilege Tax-Heavy Duty Vehicle	$	4,200.00	$	4,500.00
Municipal Aid Surplus	$	9,250.00	$	9,250.00
FEMA/MEMA Reimbursement	$	179,285.00	$	54,087.00
Fine & Forfeits	$	510,000.00	$	530,000.00
Grants	$	71,909.00	$	36,759.00
Surplus Property	$	-	$	-
Loan - Public Safety Vehicles	$	120,000.00	$	121,500.00
Loan - IBM Server	$	80,000.00	$	42,500.00
Miscellaneous	$	150,050.00	$	180,200.00
Transfer from Other Funds	$	25,000.00	$	-
Transfer from Solid Waste Fund	$	189,102.00	$	327,170.00
Transfer from Enterprise Fund	$	646,385.00	$	695,308.00
Total revenue from sources other than taxation	$	5,717,681.00	$	5,646,074.00
Balance at beginning of year	$	1,900,000.00	$	2,250,000.00
Total from all sources other than taxation	$	7,617,681.00	$	7,896,074.00
Amount necessary to be raised by tax levy	$	4,737,378.00	$	4,818,607.00
Total available cash and anticipated revenue	$	12,355,059.00	$	12,714,681.00

GENERAL FUND				
EXPENDITURES				
LEGISLATIVE DEPARTMENT				
Personnel Services	$	141,719.00	$	142,460.00
Supplies	$	3,000.00	$	3,000.00
Other Services & Charges	$	16,955.00	$	16,525.00
Total	$	161,674.00	$	161,985.00
CITY COURT				
Personnel Services	$	155,095.00	$	191,709.00
Supplies	$	3,000.00	$	2,500.00
Other Services & Charges	$	144,050.00	$	145,050.00
Capital Outlay	$	1,530.00	$	-
Total	$	303,675.00	$	339,259.00
CITY MANAGER				
Personnel Services	$	169,233.00	$	170,309.00
Supplies	$	2,500.00	$	2,500.00
Other Services & Charges	$	92,159.00	$	87,800.00
Total	$	263,892.00	$	260,609.00
HUMAN RESOURCES				
Personnel Services	$	100,431.00	$	55,535.00
Supplies	$	3,700.00	$	3,500.00
Other Services & Charges	$	9,000.00	$	8,600.00
Total	$	113,131.00	$	67,635.00
ELECTIONS				
Supplies	$	-	$	-
Other Services & Charges	$	-	$	-
Total	$	-	$	-
CITY CLERK				
Personnel Services	$	216,741.00	$	189,932.00
Supplies	$	11,750.00	$	11,750.00
Other Services & Charges	$	33,400.00	$	21,900.00
Capital Outlay	$	1,600.00	$	-
Total	$	263,491.00	$	223,582.00
FINANCE				
Personnel Services	$	222,702.00	$	227,200.00
Supplies	$	3,000.00	$	4,000.00
Capital Outlay	$	-	$	42,500.00
Total	$	225,702.00	$	273,700.00
CITY ATTORNEY				
Other Services & Charges	$	130,000.00	$	130,000.00
Total	$	130,000.00	$	130,000.00

BUILDING & PLANNING				
Personnel Services	$	305,519.00	$	340,404.00
Supplies	$	10,900.00	$	10,900.00
Other Services & Charges	$	44,780.00	$	33,970.00
Total	$	361,199.00	$	385,274.00
GENERAL EXPENSES & FACILITIES				
Supplies	$	13,000.00	$	14,000.00
Other Services & Charges	$	558,020.00	$	632,600.00
Capital Outlay	$	17,000.00	$	-
Total	$	588,020.00	$	646,600.00
GRANTS & PROJECTS ADMIN				
Personnel Services	$	143,284.00	$	180,007.00
Supplies	$	1,250.00	$	1,100.00
Other Services & Charges	$	9,005.00	$	16,155.00
Capital Outlay	$	1,100.00	$	600.00
Total	$	154,639.00	$	197,862.00
POLICE DEPARTMENT				
Personnel Services	$	2,938,596.00	$	3,048,104.00
Supplies	$	230,960.00	$	204,000.00
Other Services & Charges	$	161,400.00	$	167,400.00
Capital Outlay	$	113,650.00	$	128,025.00
Debt Service	$	63,976.00	$	66,511.00
Total	$	3,508,582.00	$	3,614,040.00
FIRE DEPARTMENT				
Personnel Services	$	2,352,151.00	$	2,454,567.00
Supplies	$	66,867.00	$	66,867.00
Other Services & Charges	$	115,270.00	$	109,628.00
Capital Outlay	$	45,000.00	$	6,200.00
Debt Service	$	-	$	13,416.00
Total	$	2,579,288.00	$	2,650,678.00
RECREATION DEPARTMENT				
Personnel Services	$	358,355.00	$	373,733.00
Supplies	$	79,000.00	$	67,000.00
Other Services & Charges	$	88,070.00	$	89,500.00
Capital Outlay	$	220,960.00	$	23,100.00
Debt Service	$	-	$	27,343.00
Total	$	746,385.00	$	580,676.00
STREETS				
Supplies	$	70,000.00	$	70,000.00
Other Services & Charges	$	171,420.00	$	159,000.00
Capital Outlay	$	45,000.00	$	35,000.00
Total	$	286,420.00	$	264,000.00
MAINTENANCE				
Personnel Services	$	228,978.00	$	202,567.00
Supplies	$	21,900.00	$	23,800.00
Other Services & Charges	$	7,450.00	$	6,470.00
Total	$	258,328.00	$	232,837.00
INTERFUND TRANSFERS				
Transfer to Other Funds	$	880,452.00	$	840,143.00
Transfer to Health Benefit Fund	$	-	$	-
Total	$	880,452.00	$	840,143.00
TOTAL EXPENDITURES	$	10,824,878.00	$	10,868,880.00
YEAR END BALANCE	$	1,530,181.00	$	1,845,801.00
BALANCE	$	12,355,059.00	$	12,714,681.00

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

REVENUE				
Balance at beginning of year	$	240.20	$	431.80
Transfer from General Fund	$	280,259.00	$	280,000.00
Total available cash and anticipated revenue	$	280,499.20	$	280,431.80
EXPENDITURES				
Annual Fees	$	1,250.00	$	650.00
Ms Dev Katrina Loan - Debt Service	$	279,059.00	$	279,744.00
TOTAL EXPENDITURES	$	280,309.00	$	280,394.00
YEAR END BALANCE	$	190.20	$	37.80
BALANCE	$	280,499.20	$	280,431.80

TRANSPORTATION ENHANCEMENT - DOWNTOWN: FUND 13

REVENUE		
Balance at beginning of year	$ (40,971.45)	$ (40,971.45)
Grant	$ 40,971.45	$ 40,971.45
Total available cash and anticipated revenue	$ -	$ -
TOTAL EXPENDITURES	$ -	$ -
YEAR END BALANCE	$ -	$ -
BALANCE	$ -	$ -

ALLEN ROAD WIDENING: FUND 20

REVENUES		
Balance at beginning of year	$ -	$ -
Transfer from General Fund	$ 46,324.00	$ 46,324.00
Total available cash and anticipated revenue	$ 46,324.00	$ 46,324.00
EXPENDITURES		
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

MDAH SCHOOL HOUSE PROJECT: FUND 30

REVENUES		
Balance at beginning of year	$ 1,158.43	$ 2,983.43
Donations	$ 3,000.00	$ -
Total available cash and anticipated revenue	$ 4,158.43	$ 2,983.43
EXPENDITURES		
Supplies	$ 3,000.00	$ 2,983.43
TOTAL EXPENDITURES	$ 3,000.00	$ 2,983.43
YEAR END BALANCE	$ 1,158.43	$ -
BALANCE	$ 4,158.43	$ 2,983.43

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	$ -
Transfer Out to Fund 303	$ -	$ 102,012.64
TOTAL EXPENDITURES	$ 102,012.64	$ 102,012.64
YEAR END BALANCE	$ -	$ -
BALANCE	$ 102,012.64	$ 102,012.64

$7M CAPITAL IMPROVEMENT BOND ISSUE - FUND 130

REVENUES		
Balance at beginning of year	$ 237,104.13	$ 1,306,470.87
Interest	$ 1,000.00	$ 3,000.00
MDOT Reimbursements	$ 4,923,498.47	$ 3,830,991.71
Transfer from GF Debt Service	$ 503,869.00	$ 513,819.00
Total available cash and anticipated revenue	$ 5,665,471.60	$ 5,654,281.58
EXPENDITURES		
Annual Bond Fees	$ 2,300.00	$ 2,300.00
Annual Bond Payment - Debt Service	$ 501,569.00	$ 511,519.00
Capital Improvements	$ 5,161,602.60	$ 5,140,462.58
Transfer to General Fund	$ -	$ -
TOTAL EXPENDITURES	$ 5,665,471.60	$ 5,654,281.58
YEAR END BALANCE	$ -	$ -
BALANCE	$ 5,665,471.60	$ 5,654,281.58

U S JUSTICE EQUITABLE SHARING: FUND 157

REVENUES		
Balance at beginning of year	$ 390,477.38	$ 365,285.19
Assets Forfeited	$ 183,210.00	$ -
Total available cash and anticipated revenue	$ 573,687.38	$ 365,285.19
EXPENDITURES		
Personnel Services (Overtime)	$ 12,455.00	$ 51,392.00
Supplies	$ 1,000.00	$ 1,000.00
Capital Outlay	$ 219,755.00	$ 100,000.00
TOTAL EXPENDITURES	$ 233,210.00	$ 152,392.00
YEAR END BALANCE	$ 340,477.38	$ 212,893.19
BALANCE	$ 573,687.38	$ 365,285.19

FIRE PROTECTION FUND: FUND 160

REVENUES				
Balance at beginning of year	$	237,861.26	$	242,526.10
Fire Insurance Rebate	$	101,000.00	$	106,000.00
MS Code Rebate	$	3,000.00	$	3,000.00
Loan Proceeds	$	-	$	-
Total available cash and anticipated revenue	$	341,861.26	$	351,526.10
EXPENDITURES				
Other Services & Charges	$	15,161.06	$	18,237.43
Capital Outlay	$	62,000.00	$	65,000.00
Debt Service	$	102,754.00	$	102,754.00
Transfer to Fund 161	$	-	$	-
TOTAL EXPENDITURES	$	179,915.06	$	185,991.43
YEAR END BALANCE	$	161,946.20	$	165,534.67
BALANCE	$	341,861.26	$	351,526.10

TIDELANDS GRANT FUND - FUND 171

REVENUES				
Balance at beginning of year	$	(10,501.50)	$	(32,082.92)
MDA Capital Expenditure Funds	$	145,000.00	$	-
Grant: Shepard State Park	$	158,510.50	$	124,502.54
Grant: City Park	$	189,435.00	$	118,355.77
Grant: MS G Coast Heritage Grant	$	-	$	-
Transfers In (Fund 305)	$	30,000.00	$	-
Total available cash and anticipated revenue	$	512,444.00	$	210,775.39
EXPENDITURES				
Capital Outlay: City Park-Town Commons	$	-	$	-
Capital Outlay: Graveline Bayou	$	-	$	-
Capital Outlay: Shepard State Park	$	323,384.00	$	128,945.44
Captial Outlay: Mary Walker Bayou Parks	$	189,060.00	$	81,829.95
TOTAL EXPENDITURES	$	512,444.00	$	210,775.39
YEAR END BALANCE	$	-	$	-
BALANCE	$	512,444.00	$	210,775.39

LIBRARY SUPPORT FUND: FUND 172

REVENUES				
Balance at Beginning of Year	$	-	$	-
Amount to be raised by tax levy	$	110,096.00	$	111,724.00
Total available cash and anticipated revenue	$	110,096.00	$	111,724.00
EXPENDITURES				
Other Services & Charges	$	110,096.00	$	111,724.00
TOTAL EXPENDITURES	$	110,096.00	$	111,724.00
YEAR END BALANCE	$	-	$	-
BALANCE	$	110,096.00	$	111,724.00

SHEPARD STATE PARK: FUND 176

REVENUES				
Balance at beginning of year	$	63,407.00	$	60,000.00
Other Revenue	$	-	$	320.00
Camping Fees	$	90,000.00	$	100,000.00
Admission Fees/Day Use	$	5,500.00	$	5,000.00
Total available cash and anticipated revenue	$	158,907.00	$	165,320.00
EXPENDITURES				
Personnel Services	$	44,930.00	$	65,557.00
Supplies	$	17,750.00	$	16,950.00
Other Services & Charges	$	49,570.00	$	53,550.00
Capital Outlay	$	16,200.00	$	9,000.00
TOTAL EXPENDITURES	$	128,450.00	$	145,057.00
YEAR END BALANCE	$	30,457.00	$	20,263.00
BALANCE	$	158,907.00	$	165,320.00

S2018 UTILITY REVENUE BOND DEBT SERVICE: FUND 250

REVENUES				
Balance at beginning of year	$	82,500.00	$	145,810.79
Miscellaneous - Interest	$	200.00	$	2,000.00
Transfers In	$	335,000.00	$	350,000.00
Total available cash and anticipated revenue	$	417,700.00	$	497,810.79
EXPENDITURES				
Debt Service	$	274,964.00	$	286,782.00
TOTAL EXPENDITURES	$	274,964.00	$	286,782.00
YEAR END BALANCE	$	142,736.00	$	211,028.79
BALANCE	$	417,700.00	$	497,810.79

RESERVE FUND - S2018 UTILITY REVENUE BOND: FUND 251

REVENUES				
Balance at Beginning of Year	$	306,810.00	$	324,335.45
Miscellaneous - Interest	$	1,200.00	$	5,000.00
Transfers In	$	10,000.00	$	10,000.00
Total available cash and anticipated revenue	$	318,010.00	$	339,335.45
EXPENDITURES	$	-	$	-
YEAR END BALANCE	$	318,010.00	$	339,335.45
BALANCE	$	318,010.00	$	339,335.45

USDA-NRCS EMERGENCY WATERSHED: FUND 300

REVENUES				
Balance at beginning of year	$	(153,497.80)	$	19,807.16
Grant	$	385,059.00	$	133,031.25
Transfers In (JCBS Interlocal Funds)	$	-	$	43,160.53
Total available cash and anticipated revenue	$	231,561.20	$	195,998.94
EXPENDITURES				
Other Services & Charges	$	201,514.00	$	161,250.00
TOTAL EXPENDITURES	$	201,514.00	$	161,250.00
YEAR END BALANCE	$	30,047.20	$	34,748.94
BALANCE	$	231,561.20	$	195,998.94

PINE CONE DRIVE SPILLWAY: FUND 301

REVENUES				
Balance at beginning of year	$	164,525.60	$	43,160.53
Total available cash and anticipated revenue	$	164,525.60	$	43,160.53
EXPENDITURES				
Other Services & Charges	$	150,128.53	$	-
Transfers Out (Fund 300)	$	14,397.07	$	43,160.53
TOTAL EXPENDITURES	$	164,525.60	$	43,160.53
YEAR END BALANCE	$	-	$	-
BALANCE	$	164,525.60	$	43,160.53

ROBERT HIRAM BRIDGE SHEET PILE WALL: FUND 302

REVENUES				
Balance at beginning of year	$	76,261.71	$	-
Transfers In (Fund 301)	$	14,397.07		
Total available cash and anticipated revenue	$	90,658.78	$	-
EXPENDITURES				
Other Services & Charges	$	90,658.78	$	-
TOTAL EXPENDITURES	$	90,658.78	$	-
YEAR END BALANCE	$	-	$	-
BALANCE	$	90,658.78	$	-

MDOT TA GRANT-MARTIN BLUFF SIDEWALK: FUND 303

REVENUES				
Balance at beginning of year	$	481,564.40	$	400,851.61
MDOT Reimbursements	$	578,784.00	$	500,000.00
Transfers In (Fund 128)	$	-	$	102,012.64
Total available cash and anticipated revenue	$	1,060,348.40	$	1,002,864.25
EXPENDITURES				
Other Services & Charges	$	193,275.77	$	49,270.46
Capital Outlay	$	867,072.63	$	953,593.79
TOTAL EXPENDITURES	$	1,060,348.40	$	1,002,864.25
YEAR END BALANCE	$	-	$	-
BALANCE	$	1,060,348.40	$	1,002,864.25

TOWN COMMONS PARK PROJECT: FUND304

REVENUES				
Balance at beginning of year	$	-	$	2,123,813.19
Tidelands Grant	$	565,176.74	$	565,176.74
State Funding Allocation (IIF)	$	500,000.00	$	-
Interest	$	5,000.00	$	9,600.00
Transfers In	$	1,672,250.00	$	220,000.00
Total available cash and anticipated revenue	$	2,742,426.74	$	2,918,589.93
EXPENDITURES				
Capital Outlay	$	2,742,426.74	$	2,918,589.93
TOTAL EXPENDITURES	$	2,742,426.74	$	2,918,589.93
YEAR END BALANCE	$	-	$	-
BALANCE	$	2,742,426.74	$	2,918,589.93

S2019 MS PUBLIC IMPS GO BOND CONST: FUND 305

REVENUES				
Balance at beginning of year	$	-	$	356,833.85
Bond Proceeds	$	4,056,697.02	$	-
Interest	$	20,000.00	$	30,000.00
Total available cash and anticipated revenue	$	4,076,697.02	$	386,833.85
EXPENDITURES				
Capital Outlay (Recreation)	$	122,000.00	$	70,000.00
Contingencies - Unappropriated	$	20,697.02	$	67,403.48
Transfers Out (Project Funds)	$	3,934,000.00	$	-
TOTAL EXPENDITURES	$	4,076,697.02	$	137,403.48
YEAR END BALANCE	$	-	$	249,430.37
BALANCE	$	4,076,697.02	$	386,833.85

SSP WELCOME CENTER PH III: FUND 306

REVENUES				
Balance at beginning of year	$	-	$	296,725.00
Tidelands Grant	$	136,700.00	$	136,700.00
Transfers In	$	314,500.00	$	-
Total available cash and anticipated revenue	$	451,200.00	$	433,425.00
EXPENDITURES				
Capital Outlay	$	451,200.00	$	433,425.00
TOTAL EXPENDITURES	$	451,200.00	$	433,425.00
YEAR END BALANCE	$	-	$	-
BALANCE	$	451,200.00	$	433,425.00

BACOT PARK IMPROVEMENTS: FUND 307

REVENUES				
Balance at beginning of year	$	-	$	1,687,250.00
Transfers In	$	1,722,250.00	$	-
Total available cash and anticipated revenue	$	1,722,250.00	$	1,687,250.00
EXPENDITURES				
Capital Outlay	$	1,722,250.00	$	1,687,250.00
TOTAL EXPENDITURES	$	1,722,250.00	$	1,687,250.00
YEAR END BALANCE	$	-	$	-
BALANCE	$	1,722,250.00	$	1,687,250.00

SSP BOARDWALK PROJECT: FUND 308

REVENUES				
Balance at beginning of year	$	-	$	195,450.00
Tidelands Grant	$	150,000.00	$	375,050.00
Transfers In	$	220,000.00	$	-
Total available cash and anticipated revenue	$	370,000.00	$	570,500.00
EXPENDITURES				
Capital Outlay	$	370,000.00	$	350,500.00
Transfers Out	$	-	$	220,000.00
TOTAL EXPENDITURES	$	370,000.00	$	570,500.00
YEAR END BALANCE	$	-	$	-
BALANCE	$	370,000.00	$	570,500.00

ELEVATED WATER TANK: FUND 350

REVENUES				
Balance at beginning of year	$	(42,500.00)	$	625,012.00
Development Infrastructure Program Funds	$	350,000.00	$	350,000.00
CAP Loan Proceeds	$	-	$	-
Transfers In (Enterprise)	$	736,500.00	$	241,000.00
Total available cash and anticipated revenue	$	1,044,000.00	$	1,216,012.00
EXPENDITURES				
Other Services & Charges	$	99,000.00	$	30,012.00
Capital Outlay	$	945,000.00	$	1,186,000.00
TOTAL EXPENDITURES	$	1,044,000.00	$	1,216,012.00
YEAR END BALANCE	$	-	$	-
BALANCE	$	1,044,000.00	$	1,216,012.00

BEMIS SEWER PROJECT: FUND 351

REVENUES				
Balance at beginning of year	$	-	$	198,318.07
CDBG Grant Funds	$	290,605.00	$	290,605.00
Transfers In	$	609,395.00	$	-
Total available cash and anticipated revenue	$	900,000.00	$	488,923.07
EXPENDITURES				
Other Services & Charges	$	187,088.00	$	29,057.50
Capital Outlay	$	712,912.00	$	459,865.57
TOTAL EXPENDITURES	$	900,000.00	$	488,923.07
YEAR END BALANCE	$	-	$	-
BALANCE	$	900,000.00	$	488,923.07

2018 BOND - GENERAL CONSTRUCTION: FUND 352

REVENUES				
Balance at beginning of year	$	3,442,777.21	$	496,854.84
Interest	$	70,000.00	$	60,000.00
Total available cash and anticipated revenue	$	3,512,777.21	$	556,854.84
EXPENDITURES				
Admin-General Services	$	60,500.00	$	-
Unallocated	$	-	$	486,854.00
Capital Outlay	$	10,000.00	$	10,000.00
Transfers Out (Capital Accounts)	$	2,957,697.00	$	-
TOTAL EXPENDITURES	$	3,028,197.00	$	496,854.00
YEAR END BALANCE	$	484,580.21	$	60,000.84
BALANCE	$	3,512,777.21	$	556,854.84

HWY 57 UTILITY LINE RELOCATION: FUND 353

REVENUES				
Balance at beginning of year	$	-	$	965,016.30
MDOT Reimbursements	$	1,093,849.00	$	1,031,008.70
Transfers In (Bond Construction)	$	1,049,630.00	$	-
Total available cash and anticipated revenue	$	2,143,479.00	$	1,996,025.00
EXPENDITURES				
Water Lines: Other Services & Charges	$	59,909.00	$	-
Water Lines: Capital Outlay	$	821,439.00	$	821,439.00
Sewer Lines: Other Services & Charges	$	87,545.00	$	-
Sewer Lines: Capital Outlay	$	1,174,586.00	$	1,174,586.00
TOTAL EXPENDITURES	$	2,143,479.00	$	1,996,025.00
YEAR END BALANCE	$	-	$	-
BALANCE	$	2,143,479.00	$	1,996,025.00

ROBINSON STILL RD UTILITY EXTENSION: FUND 354

REVENUES				
Balance at beginning of year	$	-	$	565,898.00
Transfers In (Bond Construction)	$	644,884.00	$	-
Total available cash and anticipated revenue	$	644,884.00	$	565,898.00
EXPENDITURES				
Water Lines: Other Services & Charges	$	42,440.00	$	10,750.00
Water Lines: Capital Outlay	$	293,878.00	$	293,878.00
Sewer Lines: Other Services & Charges	$	59,210.00	$	11,914.00
Sewer Lines: Capital Outlay	$	249,356.00	$	249,356.00
TOTAL EXPENDITURES	$	644,884.00	$	565,898.00
YEAR END BALANCE	$	-	$	-
BALANCE	$	644,884.00	$	565,898.00

WATER SUPPLY & TREATMENT PLANT: FUND 355

REVENUES				
Balance at beginning of year	$	-	$	499,800.00
Transfers In	$	680,000.00	$	-
Total available cash and anticipated revenue	$	680,000.00	$	499,800.00
EXPENDITURES				
Capital Outlay	$	680,000.00	$	499,800.00
TOTAL EXPENDITURES	$	680,000.00	$	499,800.00
YEAR END BALANCE	$	-	$	-
BALANCE	$	680,000.00	$	499,800.00

OST-GV SEWER IMPROVEMENTS: FUND 360		
REVENUES		
Balance at beginning of year	$ -	$ -
MDEQ Restore Act Grant	$ -	$ 2,307,450.00
Transfers In - Enterprise Fund	$ -	$ 20,500.00
Total available cash and anticipated revenue	$ -	$ 2,327,950.00
EXPENDITURES		
Capital Outlay	$ -	$ 2,327,950.00
TOTAL EXPENDITURES	$ -	$ 2,327,950.00
YEAR END BALANCE	$ -	$ -
BALANCE	$ -	$ 2,327,950.00
WATER AND SEWER UTILITY FUND: FUND 400		
REVENUES		
Water Sales	$ 3,730,000.00	$ 3,760,000.00
Sewer Sales	$ 1,980,000.00	$ 1,960,000.00
Wastewater Treatment Collections	$ 2,280,000.00	$ 2,290,000.00
Capacity Fee	$ 440,000.00	$ 465,000.00
Service Connections	$ 85,000.00	$ 90,000.00
Inspection Fees	$ -	$ -
Miscellaneous	$ 445,243.00	$ 436,000.00
Transfers In	$ 7,739.00	$ -
Total Revenue from All Sources	$ 8,967,982.00	$ 9,001,000.00
Balance at Beginning of Year	$ 2,600,000.00	$ 2,500,000.00
Total available cash and anticipated revenue	$ 11,567,982.00	$ 11,501,000.00
EXPENDITURES		
WATER & SEWER - ADMINISTRATION		
Personnel Services	$ 487,033.00	$ 418,444.00
Supplies	$ 25,000.00	$ 24,000.00
Other Services & Charges	$ 2,569,693.00	$ 2,536,739.00
Capital Outlay	$ 137,243.00	$ 12,000.00
Total Water & Sewer	$ 3,218,969.00	$ 2,991,183.00
WATER & SEWER - OPERATION & MAINTENANCE		
Supplies	$ 320,000.00	$ 280,000.00
Other Services & Charges	$ 2,660,016.00	$ 2,956,002.00
Capital Outlay	$ 150,000.00	$ 100,000.00
Total Water & Sewer	$ 3,130,016.00	$ 3,336,002.00
OTHER		
Debt Service	$ 1,308,214.00	$ 1,077,284.00
Contingency Fund	$ 440,252.00	$ 275,000.00
Transfer to General Fund	$ 646,385.00	$ 695,308.00
Transfer to Capital Project Funds	$ 762,712.00	$ 261,500.00
Transfer to Debt Service & Reserve Funds	$ 345,000.00	$ 360,000.00
Total Other	$ 3,502,563.00	$ 2,669,092.00
TOTAL EXPENDITURES	$ 9,851,548.00	$ 8,996,277.00
YEAR END BALANCE	$ 1,716,434.00	$ 2,504,723.00
BALANCE	$ 11,567,982.00	$ 11,501,000.00
SOLID WASTE FUND: FUND 404		
REVENUES		
Balance at beginning of year	$ 64,500.00	$ 119,902.00
Garbage Collection Fees	$ 1,567,944.00	$ 1,567,440.00
Total available cash and anticipated revenue	$ 1,632,444.00	$ 1,687,342.00
EXPENDITURES		
Other Services and Charges	$ 1,295,424.00	$ 1,279,270.00
Transfer to General Fund	$ 189,102.00	$ 327,170.00
Transfer to Enterprise Fund	$ -	$ -
TOTAL EXPENDITURES	$ 1,484,526.00	$ 1,606,440.00
YEAR END BALANCE	$ 147,918.00	$ 80,902.00
BALANCE	$ 1,632,444.00	$ 1,687,342.00
MSB - WATER IONIZATION PROJECT: FUND 421		
REVENUES		
Balance at beginning of year	$ 56,287.52	$ 56,287.52
Total available cash and anticipated revenue	$ 56,287.52	$ 56,287.52
EXPENDITURES		
Capital Outlay	$ 56,287.52	$ 56,287.52
TOTAL EXPENDITURES	$ 56,287.52	$ 56,287.52
YEAR END BALANCE	$ -	$ -
BALANCE	$ 56,287.52	$ 56,287.52

RESERVE FUND - 2012 GUD BOND REFINANCE: FUND 495

REVENUES				
Balance at Beginning of Year	$	490,725.00	$	-
Miscellaneous - Interest	$	3,985.00	$	-
Total available cash and anticipated revenue	$	494,710.00	$	-
EXPENDITURES				
Transfer Out (Debt Service Fund 602)	$	494,710.00	$	-
TOTAL EXPENDITURES	$	494,710.00	$	-
YEAR END BALANCE	$	-	$	-
BALANCE	$	494,710.00	$	-

RESERVE FUND - 2013 3.5 SO BOND: FUND 497

REVENUES				
Balance at Beginning of Year	$	274,783.97	$	273,147.19
Miscellaneous - Interest	$	3,500.00	$	5,200.00
Total available cash and anticipated revenue	$	278,283.97	$	278,347.19
EXPENDITURES				
Debt Service	$	4,500.00	$	6,000.00
TOTAL EXPENDITURES	$	4,500.00	$	6,000.00
YEAR END BALANCE	$	273,783.97	$	272,347.19
BALANCE	$	278,283.97	$	278,347.19

GUD BOND ESCROW FUND 602 - RESTRICTED DEBT SERVICE

REVENUES				
Cash at Beginning of Year	$	828,620.00	$	-
Miscellaneous - Interest	$	600.00	$	-
Transfer In (Enterprise Fund)	$	83,355.00	$	-
Transfer In (Reserve Fund 495)	$	491,325.00	$	-
Total available cash and anticipated revenue	$	1,403,900.00	$	-
EXPENDITURES				
Bonds Payable	$	1,403,900.00	$	-
TOTAL EXPENDITURES	$	1,403,900.00	$	-
YEAR END BALANCE	$	-	$	-
BALANCE	$	1,403,900.00	$	-

CITY OF GAUTIER
Business Agenda Item #2
Fact Sheet

Council Meeting:	**September 10, 2019**
Title:	**Creation, reclassification, and elimination of specified positions, and approval of the Revised Schedule of Authorized Positions**
Introduced by:	
Contact Person/Telephone	**Teresa Montgomery 497-8000**

Summary Explanation: Creation, reclassification, and elimination of specified positions, and approval of the Revised Schedule of Authorized Positions

EXHBITS 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:

ORDINANCE NUMBER 000-2018

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, reclassification and elimination of the following positions pursuant to Miss. Code Ann. 21-9-45:

1. Judicial Department
    a. Unfund Public Defender
2. Grant & Projects Department
    a. Create one (1) Administrative Clerk Grade 8
3. Recreation Department
    a. Reclassify Recreation Coordinator from Grade 11 to Grade 12
    b. Create one (1) Grounds & Maintenance Operator Grade 7
    c. Create one (1) Part Time Grounds & Maintenance Operator Grade 7
    d. Eliminate Student Laborer
4. Human Resources
    a. Unfund HR Director
    b. Reclassify HR Generalist Grade 11 to HR Specialist Grade 12
5. City Clerk Department/Utility Billing Division
    a. Unfund Deputy City Clerk
    b. Eliminate Administrative Clerk Grade 8
6. Planning Department
    a. Create one (1) Code Enforcement Officer Grade 10
7. Fire Department
    a. Eliminate Administrative Assistant Grade 9
    b. Eliminate three (3) Part Time Firefighters
    c. Create one (1) Fire Training Officer Grade 18

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 10, 2019 to consider creation, elimination 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. Grants & Projects Department
   a. One (1) Administrative Clerk
2. Recreation Department
   a. One (1) Grounds & Maintenance Operator
   b. One (1) Part Time Grounds & Maintenance Operator
3. Planning Department
   a. One (1) Code Enforcement Officer
4. Fire Department
   a. One (1) Fire Training Officer

B. The Gautier City Council reclassifies the following positions:

1. Recreation Department
   a. Recreation Coordinator from grade 11 to grade 12
2. Human Resources Department
   a. HR Generalist grade 11 to HR Specialist grade 12

C. The Gautier City Council eliminates or unfunds the following positions:

1. Judicial Department
   a. Public Defender (unfunded)
2. Recreation Department
   a. Student Laborer
3. Human Resources Department
   a. HR Director (unfunded)
4. City Clerk Department
   a. One (1) Administrative Clerk
   b. Deputy City Clerk (unfunded)
5. Fire Department
   a. Administrative Assistant
   b. Three (3) Part Time Firefighters

D. 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 ______________________, seconded by __________________________ to adopt the foregoing ordinance and received the following votes:

AYES:

NAYS:

Thereupon, the Mayor declared said Ordinance approved, passed and adopted on this the 10th day of September, 2019.

____
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.

SCHEDULE OF AUTHORIZED POSITIONS
FY 2020

	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				**Unfunded (1)**	
Total Funded				**1**	
Total Non-Funded				**1**	
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		
Administrative Clerk	**2080**	**8**	**1**		
Total Funded			**3**		
Total Non-Funded					
RECREATION DEPT.					
Director	2080	19	1		
Recreation Coordinator	**2080**	**~~11~~ 12**	**1**		

Parks Supervisor	2080	12	1	
Grounds and Maint. Oper. Crew Ldr	2080	9	1	
Grounds and Maintenance Oper.	**2080**	**7**	**~~2~~ 3**	**1**
Student Administrative Clerk	N/A	N/A		1
~~Student Laborer~~	**~~N/A~~**	**~~N/A~~**		**~~1~~**
Park Attendant	N/A	N/A		3
Custodian	2080	7	1	
Total Funded			**8**	**5**
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	
Deputy Court Clerk I	2080	9	1	
Deputy Court Clerk II	2080	10	1	
Total Funded			**6**	
Total Non-Funded				
HUMAN RESOURCES DEPARTMENT				
Director			**Unfunded (1)**	
~~HR Generalist~~ HR Specialist	**2080**	**~~11~~ 12**	**1**	
Total Funded			**1**	
Total Non-Funded			**1**	

CITY CLERK DEPARTMENT			
City Clerk	2080	21	1
Deputy City Clerk			**Unfunded (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
~~Administrative Clerk~~	**~~2080~~**	**~~8~~**	
Customer Service Representative	2080	8	3
Meter Reader Crew Leader	2080	8	1
Meter Reader	2080	7	2
Total Funded			**12**
Total Non-Funded			**1**

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	**2080**	**10**	**~~1~~ 2**
Maintenance Division			
Mechanic	2080	14	2
Multi-Craft Maintenance Worker	2080	12	1
Total Funded			**9**
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		
Animal Control Officer	2080	9	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			**49**	**4**	**21**
Total Non-Funded			**4**		

** Probationary Grade 9*

FIRE DEPARTMENT				
Fire Chief	2080	22	1	
Deputy Fire Chief/Fire Marshall	2080	20	1	
Fire Training Officer	**2080**	**18**	**1**	
~~**Administrative Assistant**~~	~~**2080**~~	~~**9**~~		
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**	
Total Non-Funded				

**Probationary Firefighter/Grade 9*
Certified Firefighter/Grade 10

Summary of Authorized Positions	**Full Time**	**Part Time**	**Reserve Positions**
Judicial: Funded		1	
Judicial: Unfunded		1	
Executive Dept: Funded	2		
Executive Dept: Unfunded	1		
Grants and Projects Dept.	3		
Recreation Dept.	8	5	
Finance Dept: Funded	6		
Human Resources Dept: Funded	1		
Human Resources Dept: Unfunded	1		
City Clerk Dept: Funded	12		
City Clerk Dept: Unfunded	1		
Planning Dept: Funded	9		
Police Department: Funded	49	4	21
Police Department: Unfunded	4		
Fire Dept: Funded	39		
TOTAL	**129**	**10**	**21**
TOTAL UNFUNDED	**7**	**1**	