

**Tuesday
September 13, 2016
Gautier, Mississippi**

BE IT REMEMBERED THAT A BUDGET MEETING by the Mayor and Members of the Council of the City of Gautier, Mississippi was held September 13, 2016 at 6:00 PM in the City Hall Municipal Building, 3330 Highway 90, Gautier, Mississippi.

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

**AGENDA
BUDGET MEETING
CITY OF GAUTIER, MISSISSIPPI
CITY HALL COUNCIL CHAMBERS
September 13, 2016 @ 6:00 P.M.**

- I. Call to Order**
 - 1. Prayer**
 - 2. Pledge of Allegiance**
- II. Agenda Order Approval**
- III. Agenda Comments**
- IV. Business Agenda**
 - 1. Resolution approving and adopting the budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017.**
 - 2. Order approving and authorizing the implementation of new Compensation Range Scales for all Administrative and Police Department Personnel.**
 - 3. Order approving the Schedule of Authorized Positions for FY 2017.**
- V. Recess until September 20, 2016, at 6:30 P.M.**

Councilman Guillotte arrived after meeting was called to order at 6:02pm.

Councilwoman Martin made the motion to revise and approve the agenda as follows:

1. Add executive session after business agenda per City Attorney.

Councilman Anderson seconded the motion and the vote carried unanimously.
Councilman Jones was absent.

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

RESOLUTION NUMBER 021-2016

RESOLUTION APPROVING AND ADOPTING THE BUDGET OF THE CITY OF GAUTIER, MISSISSIPPI FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017

WHEREAS, the Mayor and Members of the Council of the City of Gautier, Mississippi, has prepared a complete budget of the municipal revenues and expenses estimated for fiscal year 2016-2017 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;

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.

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

AYES: **Gordon Gollott**
 Mary Martin
 Casey Vaughan
 Rusty Anderson
 Adam Colledge

NAYS: **Hurley Ray Guillotte**

ABSENT: **Johnny Jones**

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, 2016.

City of Gautier
October 1, 2016 - September 30, 2017
Annual Budget

GENERAL FUND: FUND 001	AMENDED BUDGET FY 2016	PROPOSED BUDGET FY 2017
REVENUES		
Licenses & Permits	\$ 75,000.00	\$ 80,000.00
Inter-Governmental Revenue:		
In Lieu of Taxes	\$ 376,000.00	\$ 355,000.00
Franchise Fees	\$ 163,000.00	\$ 163,000.00
General Sales Tax	\$ 2,120,000.00	\$ 2,225,000.00
ABC Licenses	\$ 12,500.00	\$ 11,000.00
Homestead Reimbursement	\$ 80,000.00	\$ 90,000.00
Motor Fuel Tax	\$ 14,000.00	\$ 14,000.00
Shared Revenues - Road Tax	\$ 500,000.00	\$ 487,000.00
Shared Revenues - Recreation	\$ 135,000.00	\$ 135,000.00
Rail Car Tax	\$ 800.00	\$ 2,000.00
Privilege Tax-Heavy Duty Vehicle	\$ 2,200.00	\$ 1,600.00
Municipal Aid Surplus	\$ 9,200.00	\$ 9,200.00
FEMA/MEMA Reimbursement	\$ -	\$ -
Fine & Forfeits	\$ 770,000.00	\$ 476,000.00
Grants	\$ 32,000.00	\$ 36,855.00
Surplus Property	\$ -	\$ -
Loan - HIDTA Vehicle	\$ -	\$ -
Loan - Police Cars	\$ -	\$ 170,000.00
Miscellaneous	\$ 67,100.00	\$ 88,200.00
Transfer from Other Funds	\$ -	\$ 200,000.00
Transfer from Solid Waste Fund	\$ 100,000.00	\$ 316,500.00
Transfer from Enterprise Fund	\$ -	\$ 200,000.00
 Total revenue from sources other than taxation	 \$ 4,456,800.00	 \$ 5,060,355.00
Balance at beginning of year	\$ 2,694,965.00	\$ 1,525,000.00
Total from all sources other than taxation	\$ 7,151,765.00	\$ 6,585,355.00
Amount necessary to be raised by tax levy	\$ 3,985,247.00	\$ 4,091,088.00
Total available cash and anticipated revenue	\$ 11,137,012.00	\$ 10,676,443.00
 GENERAL FUND		
EXPENDITURES		
LEGISLATIVE DEPARTMENT		
Personnel Services	\$ 95,889.00	\$ 95,274.00
Supplies	\$ 1,000.00	\$ 1,000.00
Other Services & Charges	\$ 10,500.00	\$ 21,200.00
Total	\$ 107,389.00	\$ 117,474.00
 CITY COURT		
Personnel Services	\$ 127,216.00	\$ 128,941.00
Supplies	\$ 3,000.00	\$ 3,000.00
Other Services & Charges	\$ 241,550.00	\$ 130,550.00
Capital Outlay	\$ 2,500.00	\$ -
Total	\$ 374,266.00	\$ 262,491.00
 CITY MANAGER		
Personnel Services	\$ 157,379.00	\$ 224,297.00
Supplies	\$ 2,500.00	\$ 2,500.00
Other Services & Charges	\$ 19,500.00	\$ 65,300.00
Total	\$ 179,379.00	\$ 292,097.00
 HUMAN RESOURCES		
Personnel Services	\$ 123,122.00	\$ 124,281.00
Supplies	\$ 3,700.00	\$ 3,700.00
Other Services & Charges	\$ 12,200.00	\$ 10,700.00
Capital Outlay	\$ 1,500.00	\$ -
Total	\$ 140,522.00	\$ 138,681.00
 ELECTIONS		
Supplies	\$ -	\$ 1,500.00
Other Services & Charges	\$ -	\$ 14,500.00
Total	\$ -	\$ 16,000.00
 CITY CLERK		
Personnel Services	\$ 236,438.00	\$ 227,766.00
Supplies	\$ 11,500.00	\$ 11,500.00
Other Services & Charges	\$ 25,250.00	\$ 18,104.00
Capital Outlay	\$ 2,454.00	\$ -
Total	\$ 275,642.00	\$ 257,370.00

FINANCE		
Personnel Services	\$ 188,562.00	\$ 190,580.00
Supplies	\$ 2,000.00	\$ 1,500.00
Total	\$ 190,562.00	\$ 192,080.00
CITY ATTORNEY		
Other Services & Charges	\$ 95,000.00	\$ 120,000.00
Total	\$ 95,000.00	\$ 120,000.00
ECONOMIC DEVELOPMENT & PLANNING		
Personnel Services	\$ 381,995.00	\$ 243,810.00
Supplies	\$ 18,000.00	\$ 10,000.00
Other Services & Charges	\$ 54,510.00	\$ 56,760.00
Capital Outlay	\$ 6,500.00	\$ -
Total	\$ 461,005.00	\$ 310,570.00
BUILDINGS AND FACILITIES		
Supplies	\$ 14,500.00	\$ 13,000.00
Other Services & Charges	\$ 518,600.00	\$ 519,600.00
Capital Outlay	\$ 31,100.00	\$ 14,500.00
Total	\$ 564,200.00	\$ 547,100.00
POLICE DEPARTMENT		
Personnel Services	\$ 2,837,797.00	\$ 2,820,469.00
Supplies	\$ 246,000.00	\$ 190,000.00
Other Services & Charges	\$ 145,500.00	\$ 163,350.00
Capital Outlay	\$ 223,000.00	\$ 231,415.00
Debt Service	\$ 74,485.00	\$ 75,100.00
Total	\$ 3,526,782.00	\$ 3,480,334.00
FIRE DEPARTMENT		
Personnel Services	\$ 2,267,018.00	\$ 2,167,129.00
Supplies	\$ 68,784.00	\$ 67,867.00
Other Services & Charges	\$ 109,355.00	\$ 113,920.00
Capital Outlay	\$ 3,000.00	\$ 6,000.00
Total	\$ 2,448,157.00	\$ 2,354,916.00
RECREATION DEPARTMENT		
Personnel Services	\$ 267,163.00	\$ 272,919.00
Supplies	\$ 36,500.00	\$ 37,700.00
Other Services & Charges	\$ 81,400.00	\$ 85,900.00
Capital Outlay	\$ 13,500.00	\$ -
Total	\$ 398,563.00	\$ 396,519.00
STREETS		
Supplies	\$ 50,000.00	\$ 50,000.00
Other Services & Charges	\$ 127,000.00	\$ 152,000.00
Capital Outlay	\$ 15,000.00	\$ 15,000.00
Total	\$ 192,000.00	\$ 217,000.00
MAINTENANCE		
Personnel Services	\$ 200,825.00	\$ 205,708.00
Supplies	\$ 18,500.00	\$ 14,900.00
Other Services & Charges	\$ 4,000.00	\$ 2,830.00
Capital Outlay	\$ 1,000.00	\$ -
Total	\$ 224,325.00	\$ 223,438.00
PUBLIC SAFETY		
Unappropriated	\$ 80,500.00	\$ -
Total	\$ 80,500.00	\$ -
INTERFUND TRANSFERS		
Transfer to Other Funds	\$ 911,329.00	\$ 791,839.00
Transfer to Health Benefit Fund	\$ 200,000.00	\$ -
Total	\$ 1,111,329.00	\$ 791,839.00
TOTAL EXPENDITURES	\$ 10,369,621.00	\$ 9,717,909.00
YEAR END BALANCE	\$ 767,391.00	\$ 958,534.00
BALANCE	\$ 11,137,012.00	\$ 10,676,443.00

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

Balance at beginning of year	\$	210.45	\$	309.95
Transfer from General Fund	\$	281,220.00	\$	277,854.00
Total available cash and anticipated revenue	\$	281,430.45	\$	278,163.95

EXPENDITURES

Annual Fees	\$	1,200.00	\$	1,200.00
Ms Dev Katrina Loan - Debt Service	\$	280,020.00	\$	276,654.00

TOTAL EXPENDITURES

	\$	281,220.00	\$	277,854.00
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YEAR END BALANCE

	\$	210.45	\$	309.95
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BALANCE

	\$	281,430.45	\$	278,163.95
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TRANSPORTATION ENHANCEMENT - DOWNTOWN: FUND 13**REVENUE**

Balance at beginning of year	\$	(92,426.04)	\$	(29,555.01)
Grant	\$	238,793.53	\$	84,158.13
Transfer from General Fund	\$	68,540.00	\$	-
Total available cash and anticipated revenue	\$	214,907.49	\$	54,603.12

EXPENDITURES

Capital Outlay	\$	214,904.18	\$	54,603.12
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TOTAL EXPENDITURES

	\$	214,904.18	\$	54,603.12
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YEAR END BALANCE

	\$	3.31	\$	-
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BALANCE

	\$	214,907.49	\$	54,603.12
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ALLEN ROAD WIDENING: FUND 20**REVENUES**

Balance at beginning of year	\$	9,301.60	\$	(744,218.40)
MDOT Reimbursements	\$	40,174.40	\$	6,438.40
Interlocal Funding (JCBS)	\$	-	\$	-
CAP Loan	\$	995,980.00	\$	995,980.00
Transfer from General Fund	\$	16,000.00	\$	-
Total available cash and anticipated revenue	\$	1,061,456.00	\$	258,200.00

EXPENDITURES

Other Services & Charges	\$	1,000,456.00	\$	-
Debt Service	\$	61,000.00	\$	61,000.00

TOTAL EXPENDITURES

	\$	1,061,456.00	\$	61,000.00
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YEAR END BALANCE

	\$	-	\$	197,200.00
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BALANCE

	\$	1,061,456.00	\$	258,200.00
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MOHS DUI ENFORCEMENT GRANT: FUND 25**REVENUES**

Balance at beginning of year	\$	-	\$	-
Grant	\$	-	\$	21,732.00
Transfer from General Fund	\$	-	\$	5,866.00
Total available cash and anticipated revenue	\$	-	\$	27,598.00

EXPENDITURES

Personnel Services		\$	26,866.00
Capital Outlay		\$	732.00

TOTAL EXPENDITURES

	\$	-	\$	27,598.00
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YEAR END BALANCE

	\$	-	\$	-
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BALANCE

	\$	-	\$	27,598.00
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MDOT SAFE ROUTES TO SCHOOL: FUND 29**REVENUES**

Balance at beginning of year	\$	2,735.56	\$	21,556.50
MDOT Reimbursements	\$	206,000.00	\$	173,216.00
Transfer from General Fund	\$	36,500.00	\$	-
Total available cash and anticipated revenue	\$	245,235.56	\$	194,772.50

EXPENDITURES

Street Improvements (Sidewalks)	\$	245,235.56	\$	194,772.50
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TOTAL EXPENDITURES

	\$	245,235.56	\$	194,772.50
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YEAR END BALANCE

	\$	-	\$	-
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BALANCE

	\$	245,235.56	\$	194,772.50
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MDAH 2014 COMM PRES HERITAGE GRANT: FUND 30**REVENUES**

Balance at beginning of year	\$	(8,501.60)	\$	(130,000.00)
Grant	\$	80,000.00	\$	130,000.00
Transfer from General Fund	\$	9,000.00	\$	-
Total available cash and anticipated revenue	\$	80,498.40	\$	-

EXPENDITURES

Other Services and Charges	\$	2,246.25	\$	-
Capital Outlay	\$	78,095.00	\$	-

TOTAL EXPENDITURES	\$	80,341.25	\$	-
YEAR END BALANCE	\$	157.15	\$	-
BALANCE	\$	80,498.40	\$	-

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

Balance at beginning of year	\$	238,358.64	\$	232,012.64
Total available cash and anticipated revenue	\$	238,358.64	\$	232,012.64

EXPENDITURES

Capital Outlay	\$	20,000.00	\$	130,000.00
Transfer to General Fund	\$	-	\$	100,000.00

TOTAL EXPENDITURES	\$	-	\$	230,000.00
YEAR END BALANCE	\$	218,358.64	\$	2,012.64
BALANCE	\$	218,358.64	\$	232,012.64

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

Balance at beginning of year	\$	1,745,796.78	\$	193,141.37
Interest	\$	2,100.00	\$	1,200.00
MDOT Reimbursements	\$	-	\$	1,537,940.07
Transfer from GF Debt Service	\$	500,069.00	\$	508,119.00
Total available cash and anticipated revenue	\$	2,247,965.78	\$	2,240,400.44

EXPENDITURES

Annual Bond Fees	\$	2,100.00	\$	2,200.00
Annual Bond Payment - Debt Service	\$	500,069.00	\$	505,919.00
Capital Improvements	\$	1,745,796.78	\$	1,731,011.25
Transfer to General Fund				

TOTAL EXPENDITURES	\$	2,247,965.78	\$	2,239,130.25
YEAR END BALANCE	\$	-	\$	1,270.19
BALANCE	\$	2,247,965.78	\$	2,240,400.44

U S JUSTICE EQUITABLE SHARING: FUND 157**REVENUES**

Balance at beginning of year	\$	156,450.67	\$	397,099.00
Assets Forfeited	\$	-	\$	-
Total available cash and anticipated revenue	\$	156,450.67	\$	397,099.00

EXPENDITURES

Capital Outlay	\$	-	\$	-
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TOTAL EXPENDITURES	\$	-	\$	-
YEAR END BALANCE	\$	156,450.67	\$	397,099.00
BALANCE	\$	156,450.67	\$	397,099.00

FIRE PROTECTION FUND: FUND 160**REVENUES**

Balance at beginning of year	\$	239,398.96	\$	281,311.42
Fire Insurance Rebate	\$	97,000.00	\$	110,000.00
MS Code Rebate	\$	3,100.00	\$	3,100.00
Loan Proceeds	\$	345,000.00	\$	430,000.00
Total available cash and anticipated revenue	\$	684,498.96	\$	824,411.42

EXPENDITURES

Other Services & Charges	\$	11,123.02	\$	12,527.68
Capital Outlay	\$	357,000.00	\$	495,000.00
Debt Service	\$	17,750.00	\$	17,750.00
Transfer to Fund 161				

TOTAL EXPENDITURES	\$	385,873.02	\$	525,277.68
YEAR END BALANCE	\$	298,625.94	\$	299,133.74
BALANCE	\$	684,498.96	\$	824,411.42

MDOT YOUTH CORP PROGRAM - FUND 166**REVENUES**

Balance at beginning of year	\$ (34,033.38)	\$ (30,476.66)
Grant	\$ 34,033.38	\$ 30,476.66
Transfer from General Fund	\$ -	\$ -
Total available cash and anticipated revenue	<u>\$ -</u>	<u>\$ -</u>

EXPENDITURES

Personnel Services	\$ 24,320.00	\$ 24,320.00
Supplies	\$ 10,080.00	\$ 10,080.00
Service and Other charges	\$ 600.00	\$ 600.00

TOTAL EXPENDITURES	\$ 35,000.00	\$ 35,000.00
YEAR END BALANCE	\$ (35,000.00)	\$ (35,000.00)
BALANCE	<u>\$ -</u>	<u>\$ -</u>

TIDELANDS GRANT FUND - FUND 171**REVENUES**

Balance at beginning of year	\$ (16,366.76)	\$ (144,233.01)
Grant: Public Access	\$ 850,000.00	\$ 522,271.17
Grant: Town Center	\$ 445,780.51	\$ 538,740.92
Total available cash and anticipated revenue	<u>\$ 1,279,413.75</u>	<u>\$ 916,779.08</u>

EXPENDITURES

Capital Outlay: Town Center	\$ 682,513.51	\$ 414,172.42
Capital Outlay: Public Access	\$ 596,900.24	\$ 502,606.66

TOTAL EXPENDITURES	\$ 1,279,413.75	\$ 916,779.08
YEAR END BALANCE	\$ -	\$ -
BALANCE	<u>\$ 1,279,413.75</u>	<u>\$ 916,779.08</u>

LIBRARY SUPPORT FUND: FUND 172**REVENUES**

Balance at Beginning of Year	\$ -	\$ -
Amount to be raised by tax levy	\$ 105,062.00	\$ 108,639.00
Total available cash and anticipated revenue	<u>\$ 105,062.00</u>	<u>\$ 108,639.00</u>

EXPENDITURES

Other Services & Charges	\$ 105,062.00	\$ 108,639.00
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TOTAL EXPENDITURES	\$ 105,062.00	\$ 108,639.00
YEAR END BALANCE	\$ -	\$ -
BALANCE	<u>\$ 105,062.00</u>	<u>\$ 108,639.00</u>

MSWFP RECREATION TRAILS: FUND 175**REVENUES**

Balance at Beginning of Year	\$ (8,500.25)	\$ (95,258.57)
Grant	\$ 99,840.00	\$ 95,258.57
Total available cash and anticipated revenue	<u>\$ 91,339.75</u>	<u>\$ -</u>

EXPENDITURES

Capital Outlay	\$ 91,339.75	\$ -
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TOTAL EXPENDITURES	\$ 91,339.75	\$ -
YEAR END BALANCE	\$ -	\$ -
BALANCE	<u>\$ 91,339.75</u>	<u>\$ -</u>

SHEPARD STATE PARK: FUND 176**REVENUES**

Balance at beginning of year	\$ 25,000.00	\$ 49,600.00
Other Revenue	\$ 12,000.00	\$ 9,000.00
Camping Fees	\$ 90,000.00	\$ 82,000.00
Admission Fees/Day Use	\$ 4,250.00	\$ 3,400.00
Total available cash and anticipated revenue	<u>\$ 131,250.00</u>	<u>\$ 144,000.00</u>

EXPENDITURES

Personnel Services	\$ 31,808.00	\$ 30,678.00
Supplies	\$ 35,700.00	\$ 36,850.00
Service and Other charges	\$ 47,500.00	\$ 55,400.00
Capital Outlay	\$ 1,200.00	\$ 1,200.00

TOTAL EXPENDITURES	\$ 116,208.00	\$ 124,128.00
YEAR END BALANCE	\$ 15,042.00	\$ 19,872.00
BALANCE	<u>\$ 131,250.00</u>	<u>\$ 144,000.00</u>

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

Water Sales	\$ 3,558,837.00	\$ 4,082,434.00
Sewer Sales	\$ 1,577,971.00	\$ 1,749,221.00
Wastewater Treatment Collections	\$ 2,366,956.00	\$ 2,185,740.00
Service Connections	\$ 50,000.00	\$ 75,000.00
Inspection Fees	\$ 250.00	\$ 500.00
Miscellaneous	\$ 471,000.00	\$ 561,000.00
Transfer from Solid Waste Fund	\$ 175,000.00	\$ -
Total Revenue from All Sources	\$ 8,200,014.00	\$ 8,653,895.00
Balance at Beginning of Year	\$ 670,000.00	\$ 400,000.00
Total available cash and anticipated revenue	\$ 8,870,014.00	\$ 9,053,895.00

EXPENDITURES**WATER & SEWER - ADMINISTRATION**

Other Services & Charges	\$ 2,606,442.00	\$ 2,621,143.00
Capital Outlay	\$ -	\$ -
Total Water & Sewer	\$ 2,606,442.00	\$ 2,621,143.00

WATER & SEWER - OPERATION & MAINTENANCE

Supplies	\$ 232,500.00	\$ 238,000.00
Other Services & Charges	\$ 2,840,240.00	\$ 2,556,216.00
Capital Outlay	\$ 160,000.00	\$ 200,000.00
Total Water & Sewer	\$ 3,232,740.00	\$ 2,994,216.00

OTHER

Debt Service	\$ 2,481,584.00	\$ 2,477,584.00
Transfer to General Fund	\$ -	\$ 200,000.00
Transfer to Fund 449	\$ 28,264.00	\$ -
Total Other	\$ 2,509,848.00	\$ 2,677,584.00

TOTAL EXPENDITURES

YEAR END BALANCE	\$ 520,984.00	\$ 760,952.00
BALANCE	\$ 8,870,014.00	\$ 9,053,895.00

SOLID WASTE FUND: FUND 404**REVENUES**

Balance at beginning of year	\$ 84,000.00	\$ 78,000.00
Garbage Collection Fees	\$ 1,260,000.00	\$ 1,260,000.00
Total available cash and anticipated revenue	\$ 1,344,000.00	\$ 1,338,000.00

EXPENDITURES

Other Services and Charges	\$ 1,040,000.00	\$ 1,010,000.00
Transfer to General Fund	\$ 100,000.00	\$ 316,500.00
Transfer to Enterprise Fund	\$ 175,000.00	\$ -

TOTAL EXPENDITURES

YEAR END BALANCE	\$ 29,000.00	\$ 11,500.00
BALANCE	\$ 1,344,000.00	\$ 1,338,000.00

MDEQ SOLID WASTE GRANT: FUND 405**REVENUES**

Balance at Beginning of Year	\$ (165.00)	\$ -
Grant	\$ 13,670.00	\$ 13,280.00
Total available cash and anticipated revenue	\$ 13,505.00	\$ 13,280.00

EXPENDITURES

Other Services & Charges	\$ 13,505.00	\$ 13,280.00
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TOTAL EXPENDITURES

YEAR END BALANCE	\$ -	\$ -
BALANCE	\$ 13,505.00	\$ 13,280.00

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

Balance at Beginning of Year	\$ -	\$ (64,550.00)
Grant	\$ 365,175.03	\$ 288,249.85
Total available cash and anticipated revenue	\$ 365,175.03	\$ 223,699.85

EXPENDITURES

Personnel Services	\$ 20,045.00	\$ 20,045.00
Supplies	\$ 390.00	\$ 333.52
Other Services & Charges	\$ 344,740.03	\$ 203,321.33

TOTAL EXPENDITURES

YEAR END BALANCE	\$ -	\$ -
BALANCE	\$ 365,175.03	\$ 223,699.85

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

Balance at beginning of year	\$	249,899.89	\$	145,767.34
Loan Proceeds	\$	-	\$	-
Total available cash and anticipated revenue	\$	249,899.89	\$	145,767.34

EXPENDITURES

Capital Outlay	\$	249,899.89	\$	145,767.34
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TOTAL EXPENDITURES	\$	249,899.89	\$	145,767.34
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YEAR END BALANCE	\$	-	\$	-
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BALANCE	\$	249,899.89	\$	145,767.34
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RESERVE FUND: 2012 GUD BOND REFINANCE: FUND 495**REVENUES**

Balance at Beginning of Year	\$	485,966.00	\$	486,716.00
Miscellaneous - Interest	\$	480.00	\$	700.00
Total available cash and anticipated revenue	\$	486,446.00	\$	487,416.00

EXPENDITURES

Other Services and Charges	\$	-	\$	-
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TOTAL EXPENDITURES	\$	-	\$	-
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YEAR END BALANCE	\$	486,446.00	\$	487,416.00
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BALANCE	\$	486,446.00	\$	487,416.00
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GUD BOND ESCROW FUND 602 - RESTRICTED DEBT SERVICE**REVENUES**

Cash at Beginning of Year	\$	822,381.00	\$	823,458.00
Miscellaneous - Interest	\$	600.00	\$	1,000.00
Transfers from Enterprise Fund	\$	1,404,600.00	\$	1,398,200.00
Total available cash and anticipated revenue	\$	2,227,581.00	\$	2,222,658.00

EXPENDITURES

Bonds Payable	\$	1,404,600.00	\$	1,398,200.00
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TOTAL EXPENDITURES	\$	1,404,600.00	\$	1,398,200.00
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YEAR END BALANCE	\$	822,981.00	\$	824,458.00
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BALANCE	\$	2,227,581.00	\$	2,222,658.00
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There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 200-2016

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the new Compensation Range Scales for Administrative and Police Department personnel are hereby authorized.

IT IS FURTHER ORDERED that pay adjustments allocated and approved for Administrative, Police and Fire Department personnel in the City of Gautier FY 2017 Budget are hereby authorized.

IT IS FURTHER ORDERED that said pay adjustments, excluding merit based adjustments, will be effective on the first pay cycle of October 07, 2016. The merit based adjustments budgeted per the Fire Union contract will be awarded upon receipt of appropriate documentation.

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

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

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

NAYS: **None**

ABSENT: **Johnny Jones**

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, 2016.

ADMINISTRATION
PAY RANGES (2080 hours)
 Approved 09/13/2016

GRADE	START	TOP OUT
7	\$19,760.00 \$9.50	\$28,080.00 \$13.50
8	\$21,840.00 \$10.50	\$31,200.00 \$15.00
9	\$23,920.00 \$11.50	\$33,280.00 \$16.00
10	\$26,000.00 \$12.50	\$36,400.00 \$17.50
11	\$28,080.00 \$13.50	\$38,480.00 \$18.50
12	\$30,160.00 \$14.50	\$41,600.00 \$20.00
13	\$32,760.00 \$15.75	\$43,680.00 \$21.00
14	\$34,840.00 \$16.75	\$45,760.00 \$22.00
15	\$37,440.00 \$18.00	\$48,880.00 \$23.50
16	\$39,520.00 \$19.00	\$50,960.00 \$24.50
17	\$42,120.00 \$20.25	\$53,040.00 \$25.50
18	\$45,136.00 \$21.70	\$56,160.00 \$27.00
19	\$48,360.00 \$23.25	\$60,320.00 \$29.00
20	\$52,000.00 \$25.00	\$64,480.00 \$31.00
21	\$55,640.00 \$26.75	\$70,720.00 \$34.00
22	\$59,280.00 \$28.50	\$79,040.00 \$38.00

**2184 PAY RANGES
POLICE DEPARTMENT
APPROVED (09/13/2016)**

GRADE 9 UNCERTIFIED

Hourly	\$12.86		\$13.25
Annual	\$28,086.24		\$28,938.00

GRADE 10 CERTIFIED OFFICER

Hourly	\$13.90		\$22.50
Annual	\$30,357.60		\$49,140.00

GRADE 10S SERGEANT

Hourly	\$15.25		\$23.65
Annual	\$33,306.00		\$51,651.60

GRADE 11 LIEUTENANT

Hourly	\$16.02		\$24.85
Annual	\$34,987.68		\$54,272.40

Promotions: 5% increase and place on new grade

**2080 PAY RANGES
POLICE DEPARTMENT
APPROVED (09/13/2016)**

GRADE 12 CID OFFICER

Hourly	\$14.60		\$23.63
Annual	\$30,368.00		\$49,150.40

GRADE 13 CID SERGEANT

Hourly	\$16.01		\$24.83
Annual	\$33,300.80		\$51,646.40

GRADE 14 CID LIEUTENANT

Hourly	\$16.82		\$26.09
Annual	\$34,985.60		\$54,267.20

GRADE 15 CAPTAIN

Bi-weekly	\$1,440.00		\$2,304.00
Annual	\$37,440.00		\$59,904.00

Promotions: 5% increase and place on new grade

**DISPATCH PAY RANGES
POLICE DEPARTMENT
APPROVED (09/13/2016)**

GRADE 7

Hourly	\$11.62		\$18.00
Annual	\$25,378.08		\$39,312.00

GRADE 8

Hourly	\$13.00		\$20.00
Annual	\$28,392.00		\$43,680.00

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

ORDER NUMBER 201-2016

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Schedule of Authorized Positions for FY 2017 as presented by the City Manager in accordance with Mississippi Annotated Code of 1972 Section 21-9-45 is hereby approved.

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

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

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

NAYS: **None**

ABSENT: **Johnny Jones**

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, 2016.

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: Jason Pugh, Human Resources Director
Date: 09/06/16
Subject: Approval of Schedule of Authorized Positions for FY 2017.

REQUEST:

Approval of the Schedule of Authorized Positions for FY 2017.

DISCUSSION:

As discussed in the FY 2017 budget work sessions, the attached Schedule of Authorized Positions is being presented for city council approval in conjunction with the approved FY 2017 budget.

Changes, Additions and Deletions:

- Delete Economic Development Director position.
- Add Economic Developer/Unfunded (see job description) and organize under the Executive Dept. for future funding with council approval. (Funding, excluding benefits, remains in the contract line item of the city manager.)
- Add Student Laborer/Part Time in the Cultural Services Department. (see job description)
- Reclassify Building and Zoning Administrator to Planning Director/Building Official. (see job description)
- Reclassify Grants and Projects Manager to Grants and Projects Administrator and organize under Executive Dept.
- Reclassify Executive Assistant to Executive Assistant/Grants Assistant
- Retitle Executive Assistants for Police/Fire Chiefs' back to Administrative Assistants IV and I respectively.
- Retitle Deputy City Clerk/Executive Assistant to Deputy City Clerk.
- Delete previously unfunded positions:
 - Administrative Bookkeeper from Cultural Services Department
 - Neighborhood Improvement Coordinator from Planning Department
 - Part Time Administrative Clerk from Planning Department

RECOMMENDATION:

The City Manager recommends the approval of the agenda item 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.

ATTACHMENT(S):

Schedule of Authorized Positions

Organizational Chart

Job Description – Student Laborer/Part Time

Job Description – Economic Developer (Unfunded)

Job Description – Planning Director/Building Official

CITY OF GAUTIER
FY 2017
SCHEDULE OF AUTHORIZED POSITIONS
(Underline New/Strike-Thru Old)

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
<u>JUDICIAL</u>					
City Judge	N/A	N/A		1	
Total Funded				1	
Total Non-Funded					
<u>EXECUTIVE DEPT</u>					
City Manager	N/A	N/A	1		
Exec. Assistant/Grants Assistant	2080	13	1		
Grants and Projects Administrator	2080	16	1		
Economic Developer	2080		Unfunded (1)		
Total Funded			3		
Total Non-Funded			1		
<u>FINANCE DEPT</u>					
Comptroller	2080	21	1		
Finance Support Specialist	2080	14	1		
Accounting Generalist	2080	11	1		
Total Funded			3		
Total Non-Funded					
<u>HUMAN RESOURCES DEPT</u>					
Director	2080	21	1		
HR Generalist	2080	10	1		
Multi-Craft Maintenance Worker	2080	12	1		
Custodian	2080	7	1		
<i>Fleet Maintenance</i>					
Mechanic	2080	12	2		
Total Funded			6		
Total Non-Funded					
<u>CITY CLERK DEPT</u>					
City Clerk	2080	21	1		
Deputy City Clerk	2080	15	1		
Purchasing Agent	2080	12	1		
Administrative Clerk	2080	8	1		
<i>Court Division</i>					
Court Clerk II	2080	13	1		
Deputy Court Clerk	2080	9	1		
Total Funded			6		
Total Non-Funded					

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
<u>POLICE DEPT</u>					
Police Chief	2080	22	1		
<u>Administrative Assistant IV</u>	<u>2080</u>	<u>12</u>	<u>1</u>		
<u>CID</u>					
Detective Captain	2080	15	1		
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	1		
Records Clerk II	2080	8	1		
<u>Patrol</u>					
Patrol Captain	2080	15	1		
Patrol Lieutenant	2184	11	4		
Patrol Sergeant	2184	10S	4		
Patrol Officer **	2184	9/10	15		
Dispatcher / TAC Officer	2080	11	1		
Dispatcher	2184	7/8	8		
<u>Traffic/Admin</u>					
Traffic/Admin Captain	2080	15	1		
K9 Officer	2080	10	1		
Traffic Sergeant	2184	10S	1		
Traffic Officer	2184	10	3		
Traffic Officer	2184	10	Unfunded (1)		
School Guards	N/A	N/A		4	
Patrol Officer	N/A	N/A			21
Total Funded			50	4	21
Total Non-Funded			2		

** Probationary Officer 9
Certified Officer 10

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
<u>FIRE DEPT</u>					
Fire Chief	2080	22	1		
Deputy Fire Chief/Fire Marshal	2080	20	1		
<u>Administrative Assistant I</u>	<u>2080</u>	<u>9</u>	<u>1</u>		
Fire Captains	2496	12	3		
Fire Lieutenant	2496	11	9		
Firefighters **	2496	9/10	24		
P/T Firefighters	N/A	N/A		3	
Total Funded			39	3	
Total Non-Funded					

** Probationary Firefighter 9
Certified Firefighter 10

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
PLANNING DEPT					
Economic Development Director	2080	22	4		
Planning Director/Building Official	2080	21	1		
Administrative Clerk	2080	8	2		
Administrative Clerk (Part Time)	N/A	N/A		Unfunded (1)	
Building & Zoning					
Building and Zoning Administrator	2080	13	4		
Building & Code Inspector	2080	13	1		
Animal Control/Code Enf. Officer	2080	9	1		
Neighborhood Services					
Grants and Projects Manager	2080	13	4		
Neighborhood Improv. Coord.	2080	10	Unfunded (1)		
Total Funded					
			5		
Total Non-Funded					
			4	4	
CULTURAL SERVICES DEPT					
Cultural Services Director	2080	21	1		
Recreation Coordinator	2080	10	1		
Parks Supervisor	2080	12	1		
Administrative Bookkeeper	2080	10	Unfunded (1)		
Grounds and Maintenance Oper.	2080	7	2		
Student Laborer	N/A	N/A		1	
Park Attendant	N/A	N/A		4	
Total Funded					
			5	5	
Total Non-Funded					
			4		

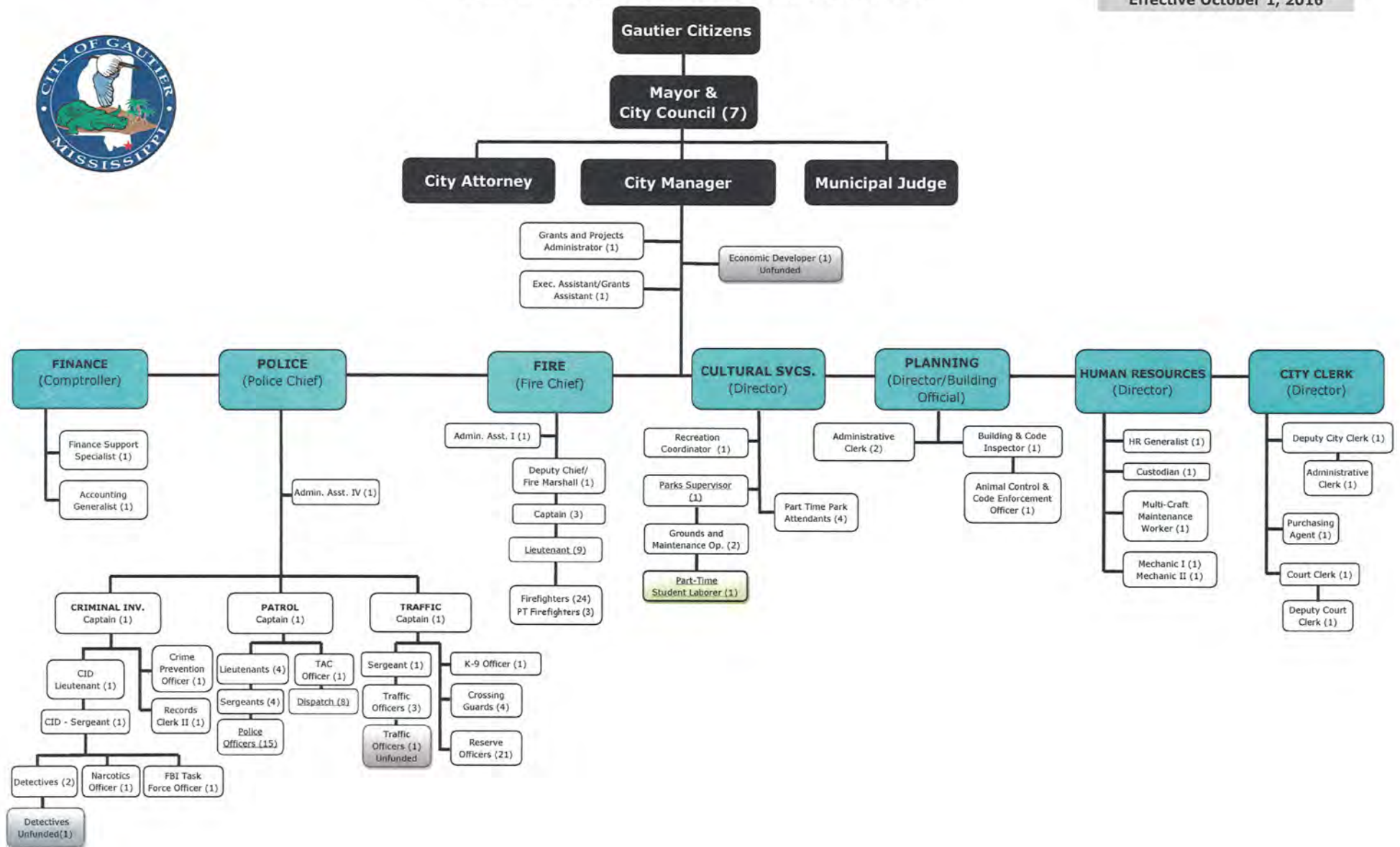
Summary of Authorized Positions	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
Judicial Dept: Funded		1	
Executive Dept: Funded	3		
Non-Funded	1		
Finance Dept: Funded	3		
Human Resources Dept: Funded	6		
City Clerk Dept: Funded	6		
Police Dept: Funded	50	4	21
Non-Funded	2		
Fire Dept: Funded	39	3	
Planning Dept: Funded	5		
Non-Funded	4	4	
Cultural Services Dept: Funded	5	4.5	
Non-Funded	4		
Total	118-117	42-13	21
Total Non Funded	4-3	4	



CITY OF GAUTIER ORGANIZATION CHART

FY 2017

Effective October 1, 2016





STUDENT LABORER
(Cultural Services Department)

Department: Cultural Services Department	Pay Grade: \$9.00/hr.
Reports To: Cultural Services Director	Exempt (Y/N): N
Competitive (Y/N): N	

SUMMARY:

This is skilled work in the operation of light to medium automotive equipment and/or, semi-skilled manual labor.

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.

This position is authorized only for full time students enrolled in either an accredited university or community college and is not to exceed 28 hours per work week.

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.)

- Performs semi-skilled duties in several trades, may provide some supervision over seasonal student employees or may work independently from the direct supervision of a superior in carrying out such duties.
- Operates a truck in support of crews carrying out maintenance of all parks and City Hall facilities as delegated by the Cultural Services Director or Parks Supervisor.
- 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.
- Performs special projects and other duties as assigned by the Cultural Services Director or Parks Supervisor.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

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

- Considerable knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Working knowledge of the methods, materials, tools, and equipment utilized in area of assignment.
- Knowledge of the operating characteristics of assigned equipment.
- Skill in the operation of assigned equipment and physical strength and agility sufficient to perform the work of the class.
- Knowledge of the applicable traffic laws, ordinances, and regulations involved in the operation of assigned equipment.
- Ability to establish and maintain effective working relations as necessitated by work assignments.
- Ability to understand and follow oral and written instructions.

City Manager _____

Date _____



STUDENT LABORER (Cultural Services Department)

- Ability to write and read to properly complete necessary maintenance records on equipment and prepare work reports when required.
- Ability and knowledge to perform preventive maintenance on variety of equipment.
- Ability to react to change productively, and handle other tasks as assigned.
- Ability to supervise on occasion a crew of workers such as summer youth workers, inmates, and community service workers.
- Must have and maintain a valid commercial Mississippi vehicle operator's license and work to obtain a CDL Classic Passenger Endorsement within 2 months of hire.

SUPERVISORY RESPONSIBILITIES:

None under normal circumstances. May assist in supervising summer student workers.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, warm, cold and extreme heat. The employee is occasionally exposed to high, precarious places; risk of electric shock and vibration. The noise level in work environment is usually loud.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, heel, crouch, or crawl; and talk or hear. The employee frequently is required to walk and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds frequently and move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral. Vision: depth perception and ability to adjust focus.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

High school diploma and proof of full time enrollment in an accredited university or community college.

REQUIRED LICENSES AND CERTIFICATES:

- Must have First Aid / CPR certification within six (6) months.
- Must maintain a valid Mississippi driver's license.

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

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



ECONOMIC DEVELOPER

Department: Administration Department
Reports To: City Manager
Competitive (Y/N): N

Pay Grade: 22 (Schedule 2080)
Exempt (Y/N): Y

SUMMARY:

Performs responsible managerial, professional and administrative work in planning, directing, coordinating and implementing programs, services and activities concerning economic development. This work places considerable emphasis on creativity, initiative, consensus building and judgment. The incumbent should have considerable expertise with economic and community development.

This full time position is responsible for working closely with the Planning Commission and city leaders in promoting the business and economic development interests within the community. This position will include working with all noted departments and providing guidance to individuals and companies to establish, relocate, or expand their businesses within the community. The position will include assistance in the planning and coordination of community development projects, assisting business and residential applicants with local and State permitting processes, and providing research for city sponsored projects. This position is a direct report to the City Manager.

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.)

- Serves as the City's economic and community development strategist and provides assistance to the City Manager in the development of short and long-term economic and community development plans, as well as collecting data and preparation of studies, reports and recommendations.
- Assists in developing an overall vision for the City's land use consistent with and supportive of the Comprehensive Plan and Strategic Plan.
- Assists in identifying and prioritizing economic development opportunities for the City.
- Develops an ongoing process to measure progress on key economic development priorities.
- Provides professional economic development advice, assist in the application and permitting process, and serves as an advocate for economic development in line with the Comprehensive Plan, zoning ordinances, and goals as established by the City.
- Becomes familiar with the existing inventory of available buildings and business and residential development sites within the community. This will include both public and private buildings and land areas.
- Coordinates and communicates with the City Manager, administration, other departments, private businesses, individuals, and groups to determine grant needs to facilitate economic development; researches possible funding sources.
- Provides information and/or make presentations to city leaders, boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans.
- Assists with negotiation and the management of professional service contracts, property sales or acquisition, and economic development oriented negotiations, as assigned.
- Serves as a member of economic development groups or task forces that promote economic and community development at the local, State or Federal level, as deemed necessary or appropriate.
- Monitors legislation and regulations relating to economic development, and report findings to the appropriate impacted parties, i.e. the City Manager, the Planning Commission, the City Council, etc.
- Maintains strong working relationships with the general public, area businesses, clients, the media, and others.
- Serves as a member of various staff committees, as assigned.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of economic development, and to represent the interests of the City of Gautier on matters related to economic development.

City Manager _____

Date _____



ECONOMIC DEVELOPER

- Ability to be a team player with other city staff.
- Acts as a liaison with state, and federal agencies engaged in related community development activities.
- Any other duties assigned by the City Manager.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

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

- Knowledge of principles and procedures of federal and state grant administration and management and of grant sources and related requirements as same relates to economic development.
- Knowledge of strategic planning principles, comprehensive planning, land use, zoning, urban design, site analysis, long and short range planning and research analysis.
- Knowledge of the City's needs growth potential and resources is vital.
- Knowledge of the methods and techniques used in business solicitation or industrial promotion.
- Knowledge of laws and ordinances affecting the economic and industrial development process.
- Ability to plan, organize, direct, and supervise a comprehensive urban and community development, and economic program.
- Ability to communicate effectively, verbally, and in writing, and to make effective presentations to professional groups and the public.
- Possess high degree of skill in leadership, planning, negotiating, problem solving and self-motivation.
- Ability to interpret codes, laws, statutes, ordinances and regulations and apply them in appropriate situations and projects implemented by the department.
- Display a high degree of sound business judgment, prudence and ethical conduct.
- Ability to maintain harmonious and effective working relationships with other employees, supervisor and other departments.
- Must be proficient in Microsoft Office Suite: Outlook, Word, Excel, and PowerPoint. Previous experience with GIS software is preferred.
- Ability to understand written and oral instructions read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential.
- Excellent communication skills are required to effectively present information in a one-on-one, small and large group setting.
- Strong interpersonal skills are essential to maintain effective working relationships with a wide variety of people.
- Ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential.
- Must have demonstrated, through prior work experience, the ability to identify and resolve complex issues and problems in a courteous and professional manner while adhering to an appropriate policy and procedure.
- Must maintain a valid Mississippi driver's license.

SUPERVISORY RESPONSIBILITIES:

None

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.



ECONOMIC DEVELOPER

This position typically performs work in a well-lit, climate controlled, and adequately ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards. Occasionally, outdoor work is required when attending special events and functions.

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 position requires periods of sustained sitting, standing, and walking and the ability to see, speak, and hear. Work requires physical activity, and occasional light lifting is required. Requires the use of hands and fingers to input data into computer and move materials for special events.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

This position requires a high level of technical, professional and managerial competency with a proven and verifiable track record of success.

Graduation from an accredited college or university with a baccalaureate or master's degree in Economic Development, Urban Planning, Business or Public Administration, Public Relations or a closely related field. Five (5) years prior supervisory and professional experience in economic development, community development or urban planning agency; to include a minimum of three (3) years or more experience in community development or a closely related field of proven and verifiable performance. Background working in a public organization or municipality is preferred, but not required.

REQUIRED LICENSES AND CERTIFICATES

Possession of or ability to obtain and maintain membership within job related programs, institutes and organizations.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

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



PLANNING DIRECTOR – BUILDING OFFICIAL

Department:	Planning Department	Pay Grade:	21 (Schedule 2080)
Reports To:	City Manager	Exempt (Y/N):	Y
Competitive (Y/N):	N		

SUMMARY:

Performs responsible managerial, professional and administrative work in planning, directing, coordinating and implementing the programs, services and activities of the Planning Department, including: planning, zoning, inspections, and code enforcement. The incumbent should have considerable expertise with planning and building management.

The Planning Director serves as the city's Building Official and performs administrative, supervisory and building inspection work necessary to manage the inspection and plan review functions of the Planning Department. This is technical/professional work using excellent customer service skills to establish and maintain effective working relationships with other employees, prospective new developers, and all members of the general public. The Planning Director is the key person responsible for the enforcement of municipal zoning regulations and answers public inquiries about zoning regulations and provides information regarding applicable codes or regulations. The Planning Director directs all employees and activities of the Planning Division under the supervision of the City Manager, including inspections of facilities, site plan reviews, complaint investigations, requests for zoning waivers or exceptions, code enforcement, and other activities pertaining to building, planning, code and zoning issues.

Work includes onsite visits to construction projects, keeping records of inspections, dissemination of building code information, meeting with contractors, developers or owners of property preparatory to issuance of building permits, contractor license verification, and verification of the appropriateness of site specific flood hazard minimization plans and enforcement of municipal codes relative to nuisance ordinance.

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.)

- Serves as the City's Building Official and provides assistance to the City Manager in the development of short and long-term community development plans, as well as collecting data and preparation of studies, reports and recommendations.
- Examines and inspects all plans and specifications (Residential, Commercial, and Industrial) to determine code compliance.
- Confers with architects, engineers, developers, property owners, and other organizations.
- Reviews site plans submitted by property owners or developers.
- Acts as a liaison between the Planning Department, neighborhood groups, community and civic organizations.
- Makes zoning enforcement decisions and confers with affected parties to resolve conflicts.
- Manages department employees and interviews prospective employees.
- Provides staff support to technical review boards as necessary.
- Issues certificates of occupancy.
- Initiates actions to prevent or correct violations of the zoning regulations.
- Maintains complete, accurate, and well organized records of zoning orders to serve as a basis for future zoning regulations.
- Inspects building sites for compliance to storm water management landscaping, erosion control, and flood hazard plans.
- Attends workshops, seminars, and code classes where required for the purpose of staying abreast of current code requirements.

City Manager _____

Date _____



PLANNING DIRECTOR – BUILDING OFFICIAL

- Establish and maintain personal credentials and code certifications.
- Establish and maintain filing systems to document inspections and compliance of new construction or upgrades to minimum standards as adopted by the City.
- Works with all members of the public and City Staff in the establishment of effective means of dealing with, minimizing or otherwise abating substandard properties and unsafe structural buildings within the City.
- Prepares and monitors departmental and project budgets; ensures that all purchases are within budgetary constraints.
- Plans, organizes, and prioritizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as necessary
- Submits monthly and special reports covering departmental activities to the City Manager.
- Coordinates and communicates with the City Manager, administration, other departments, private businesses, individuals, and groups to determine grant needs; researches possible funding sources.
- Acts as a liaison with state, and federal agencies engaged in related community development activities.
- Acts as staff to the Planning Commission and Technical Review Boards as necessary.
- Any other duties assigned by the City Manager.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

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

- Must have exemplary communication skills including fostering a team atmosphere, handling high stress situations, and conferring with a wide range of professionals to facilitate a positive, business-friendly community.
- Working knowledge of contemporary construction techniques.
- Considerable knowledge of Flood Plain Management, International Building Code, Mechanical, Plumbing and related codes including National Electrical Code and NFPA Life Safety Codes and CABO Codes applicable.
- Ability to understand zoning ordinances and related regulatory standards.
- Ability to prepare reports and to express ideas effectively, orally and in writing, to groups and to individuals.
- Ability to establish and maintain effective working relations as necessitated by work assignment.
- Ability to understand and follow oral and written instructions.
- Ability to react to change productively and handle other tasks as assigned.
- Ability to become familiar with the specific standards for zoning, subdivisions, flood minimization, and wetlands regulations as adopted by the City of Gautier.
- Knowledge of the principles and practices of public administration as to legal aspects of Building & related Codes enforcement.
- Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Ability to schedule work so as to respond to public needs in a timely matter.
- Possess high degree of skill in leadership, planning, negotiating, problem solving and self-motivation.
- Ability to interpret codes, laws, statutes, ordinances and regulations and apply them in appropriate situations and projects implemented by the department.
- Display a high degree of sound business judgment, prudence and ethical conduct.
- Ability to maintain harmonious and effective working relationships with other employees, and other departments.
- Must be proficient in Microsoft Office Suite: Outlook, Word, Excel, and PowerPoint. Previous experience with GIS software is preferred.



PLANNING DIRECTOR – BUILDING OFFICIAL

- Ability to understand written and oral instructions read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential.
- Strong interpersonal skills are essential to maintain effective working relationships with a wide variety of people.
- Ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential.
- Must have demonstrated, through prior work experience, the ability to identify and resolve complex issues and problems in a courteous and professional manner while adhering to an appropriate policy and procedure.
- Must maintain a valid Mississippi driver's license.

SUPERVISORY RESPONSIBILITIES:

This position directly supervises all employees and functions of the Planning Department.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee is regularly exposed to outside weather condition and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar work hazards. The employee is frequently exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

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

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

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

High School diploma or (GED) equivalent and minimum ten (10) years' experience or equivalent, as an architect, engineer, inspector, project manager, contractor or superintendent of construction or any combination of these, to include five (5) years supervisory experience or significant responsible charge of work; or Minimum three (3) years municipal work experience with certification as a building official through a recognized certification program or the ability to obtain such certification within three (3) years.

REQUIRED LICENSES AND CERTIFICATES

Must maintain a valid Mississippi driver's license. Possession of or ability to obtain and maintain membership within job related programs, institutes and organizations.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

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

Councilman Vaughan made the motion that councilmembers that want to attend the MML Small Town Conference that room, registration and travel expense be approved for October 11-13, 2016. **Councilman Colledge** seconded the motion and the vote carried unanimously. Absent was Councilman Jones.

Councilwoman Martin made the motion to go to closed session to determine if they needed to go into executive session. **Councilman Anderson** seconded the motion and the vote carried unanimously. Absent was Councilman Jones.

Councilman Anderson made the motion to go into executive session to discuss JCUA litigation and possible litigation regarding a transfer station. **Councilwoman Martin** seconded the motion and the vote carried unanimously. Absent was Councilman Jones.

Councilwoman Martin made the motion to return to open session. **Councilman Colledge** seconded the motion and the vote carried unanimously. Absent was Councilman Jones.

Councilwoman Martin made the motion to recess until September 20, 2016 at 6:30 PM. **Councilman Colledge** seconded the motion and the vote carried unanimously. Absent was Councilman Jones.

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 September 20, 2016.