Tuesday
June 4, 2013
Gautier, Mississippi

BE IT REMEMBERED THAT A REGULAR MEETING of the Mayor and Council of the City of Gautier, Mississippi was held June 4, 2013 at 5:30 PM in the City Hall Municipal Building, 3330 Highway 90, Gautier, Mississippi.

Those present were Mayor Tommy Fortenberry, Council Members Johnny Jones, Gordon Gollott, Mary Martin, Scott Macfarland, Adam Colledge, City Manager Samantha Abell, Finance Director Teresa Montgomery, City Attorney Robert Ramsay and other concerned citizens.

AGENDA
CITY OF GAUTIER, MISSISSIPPI
CITY HALL COUNCIL CHAMBERS
June 4, 2013 @ 5:30 PM

I. Call to Order

1 **Prayer**

2 **Pledge of Allegiance**

II. Agenda Order Approval

III. Announcements

1 **Freedom and Prayer Walk Saturday, June 8th, 9AM – 12PM beginning at Gautier City Hall**

IV. Presentation Agenda

V. Public Agenda

1 **Agenda Comments**

VI. Business Agenda

1 **Order authorizing the acceptance of the base bid and Alternate #1 from Hudson Contracting, Inc. in the amount of $439,882.50 for the Ocean Beach Estates and Shell Landing Wastewater Collection Systems CIAP #MS.30.713**

2 **Order approving FY 2013 Tidelands Grant Agreement with the Mississippi Department of Marine Resources for Tidelands funding**

3 **Order approving FY 2013 Tidelands Reallocation Request**

4 **Order approving service agreement amendment for Shepard State Park online reservation system**

5 **Order approving Docket of Claims**

VII. Consent Agenda (All items approved in one motion)

1 **Order approving Council Meeting minutes from May 21, 2013**

2 **Order approving the Fire Chief, Deputy Fire Chief/Fire Marshall and Fire Captain Job Descriptions**

STUDY AGENDA
CITY OF GAUTIER, MISSISSIPPI
June 4, 2013

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 June 18, 2013 at 6:30 PM
www.gautier-ms.gov

Motion was made by Councilman Macfarland to amend the agenda to add Consent Items 3 – Request to authorize contract with Mike Heidelberg to do appraisal and Consent Item 4 – Approval of Change Order #8 Proposed change to include banners. Motion was seconded by Councilwoman Martin and unanimously carried.

Councilman Hurley Ray Guillotte was not present.

Announcements

1. **Freedom and Prayer Walk Saturday, June 8th, 9AM – 12PM beginning at Gautier City Hall**

Presentation – None

Motion was made by Mayor Fortenberry to table discussion on Ocean Beach Estates and Shell Landing Wastewater Collection Systems CIAP #MS.30.713. Motion seconded by Councilman Gollott and unanimously carried.

Councilman Hurley Ray Guillotte was not present.

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

ORDER NUMBER 131-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the grant agreement with the Mississippi Department of Marine Resources for FY 2013 tidelands funding is hereby approved.

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

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

AYES: Tommy Fortenberry
Johnny Jones
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

ABSENT: Hurley Ray Guillotte

____
MAYOR

ATTEST:

____
CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 4, 2013.

CITY OF GAUTIER
MEMORANDUM

To:	Samantha Abell, City Manager
From:	Patty Huffman, Grants and Projects Manager
Through:	Eric Meyer, Economic Development and Planning Director
Date:	May 28, 2013
Subject:	FY2013 Tidelands Grant Agreement and Reallocation Request

REQUEST:

The Economic Development and Planning Department requests 1) City Council approval of a grant agreement with the Mississippi Department of Marine Resources for FY2013 Tidelands funding along with 2) a reallocation request to transfer this funding to the City's open Tidelands project for the Town Green.

BACKGROUND:

The City of Gautier recently received notification from the Mississippi Department of Marine Resources (DMR) of a FY2013 Tidelands grant award in the amount of $209,758.00 for the Gautier City Park Phase IV (Splash Pad Construction) Project. This grant application was originally submitted in 2011 for the construction of a splash pad at City Park. Since that time, Singing River Mall has agreed to construct a splash pad as part of its re-development. Several other Tidelands grants have been reallocated to the City's ongoing Town Green project. See the attached summary regarding original project scopes, current status, and reallocations.

DISCUSSION:

City Council approval of the attached FY2013 grant agreement is requested. In addition, City Council is requested to approve a reallocation request to transfer these funds to the active Tidelands Project- Gautier City Park Community Center Phase III (FY2010-P407) for the ongoing Town Green development project. Once DMR approves the reallocation request, an amended application and budget will be submitted.

RECOMMENDATION:

Economic Development and Planning Department staff recommends that City Council approve the FY2013 Tidelands grant agreement and the related reallocation request as outlined above.

City Council may:

1. Approve the grant agreement and reallocation request as presented;
2. Approve the grant agreement with changes to the proposed reallocation request; or
3. Disapprove the grant agreement and/or the proposed reallocation request.

ATTACHMENT(S):

Tidelands Grant Agreement-FY2013
Request for Reallocation of Funds
Summary of Tidelands Projects (as of May 28, 2013)

FY2013-P109

MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

Tidelands Grant Agreement
City of Gautier-Gautier City Park Phase IV (Splash Pad Construction)
FISCAL YEAR 2013

City of Gautier hereby agrees to expend funds as authorized by the 2012 Mississippi Legislature in H.B. 1603 and Mississippi Code Section 29-15-9.

The Mississippi Department of Marine Resources will disburse funds in the amount of **$209,758** for this project, **Gautier City Park Phase IV (Splash Pad Construction)** upon (1) receipt of this signed document; (2) DMR possession of amended application with complete and final project designs and plans; and (3) release of funds from the Mississippi Department of Finance and Administration; and (4) availability of said funds. The Mississippi Department of Marine Resources shall make progress payments in installments based on work completed and material used in the performance of a tidelands project only after receiving written verification using Form TTF-3 (Attachment 1) and Form TTF-4 or Form TTF-5.

The **City of Gautier** agrees to:

1) Expend monies for the project as designated by the Legislature H.B. 1603 for the **Gautier City Park Phase IV (Splash Pad Construction)** and Mississippi Code Section 29-15-9, and be subject to an audit by the State Auditor.

5) Provide the Department of Marine Resources with detailed reports beginning June 30, 2013, and every six months thereafter for the duration of project, using the attached form TTF-4 (Attachment 2). Project reports will include:

   -Final project design
   -Benefits to the public and community
   -Visual presentation (photographs) of project
   -Narrative description of project
   - Description of Work Completed
   - Milestones for Completion
   - Funds expended (to include Tidelands and Matching Funds)

6) Provide the Department of Marine Resources with a Notification of Completion – TTF -5 (to be included in final payment request-Form TTF-3) to include a detailed final report of entire project, using the attached forms (Attachment 3).

7) Erect a prominent, permanent sign to be displayed at all funded public access and construction related projects. The sign shall read "Funds for this project appropriated by the Mississippi Legislature, 2013 Tidelands Trust Fund, through the Secretary of State, Delbert Hosemann, and the Mississippi Department of Marine Resources.

On behalf of **City of Gautier,** I have read, understand, and agree to all terms listed above, and recognize that failure to comply with any portion of this Grant Agreement could jeopardize the receipt of any future Tidelands Trust Funds Appropriations.

Jamie M. Miller, Executive Director
Department of Marine Resources

5-10-2013
Date

Tommy Fortenberry, Mayor
City of Gautier

Date

MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

REQUEST FOR REALLOCATION OF FUNDS
TIDELANDS TRUST FUND PROGRAM

APPROPRIATED PROJECT

1. TIDELANDS PROJECT NUMBER	2. TIDELANDS PROJECT TITLE
FY2013-P109	City of Gautier- Gautier City Park Phase IV (Splash Pad Construction)

REQUESTED REALLOCATION TO

3. TIDELANDS PROJECT NUMBER	4. TIDELANDS PROJECT TITLE
FY2010-P407 MUST BE AN INCOMPLETE APPROPRIATED PROJECT	City of Gautier-City Park Community Center Phase III

6. REQUESTING ORGANIZATION

NAME City of Gautier

STREET ADDRESS 3330 Hwy 90

CITY, STATE Gautier, MS
ZIP 39553

8. REQUESTED AMOUNT TO BE REALLOCATED

APPROPRIATED PROJECT AWARD	$209,758.00
LESS PROJECT AWARD SPENT	- $0
REALLOCATION AMOUNT REQUESTED	$209,758.00

8. REASON AND PURPOSE FOR REQUESTED REALLOCATION
–REQUEST MUST BE WITHIN THE SCOPE OF THE RECEIVING PROJECT'S APPLICATION

The City of Gautier would like to request a reallocation of the funds awarded to FY2013-P109 for construction of a splash park at City Park to the open project FY2010-P407 to be used instead for the development of a Town Green on the Mary Walker Bayou. (Since the Tidelands 2013 application was submitted, Singing River Mall's redevelopment plans now include a splash pad.) The FY2010 project includes developing the City's Town Green to enhance recreational and tourism-related amenities. The Town Green project will preserve 32 acres with tributaries and wetlands. Boardwalks and educational markers will be used to educate the public about tributaries, wetlands, vegetation and wildlife.

SIGNATURE OF AUTHORIZED OFFICIAL

DATE REQUEST SUBMITTED

Tommy Fortenberry, Mayor- City of Gautier
TYPED OR PRINTED NAME AND TITLE

(228) 497-8000
TELEPHONE

Summary of Tidelands Projects (as of 05-28-13)

Original Project Name	Status	Funds Reallocated	Action	Objective
FY2006 City Park Community Ctr. Phase II (FY2006-P107)	Project completed.	$33,712.96	Notice of Completion submitted. Reallocated balance to FY2010 project for City Park Community Ctr. Phase III.	Original Project: City Park restroom project completed as part of City Park Master Plan. Remaining funds transferred to Town Green Project
FY2008 City Park Nature Center (FY2008-P102)	No funds spent- reallocated funds	$75,000.00	Reallocated full amount to FY2010 project.	Original Project: Nature Center Changed to Town Green Project.
FY2010 North Gautier Recreational Boat Access Develop. (FY2010-P406)	No funds spent- reallocated funds	$50,000.00	Reallocated full amount to FY2010 project.	Original Project: Boat Launch Changed to Town Green Project
FY2010 City Park Community Ctr. Phase III *** (FY2010-P407)		$50,000.00	This project serves as the basis for ongoing work at City Park and Town Center	Original Project: nature observation tower, fishing pier extension, boardwalks Changed to Town Green Project
FY2012 City Park Master Design Plan Phase IV (FY2012-P204)	Awarded 01-12-12	$250,000.00	Reallocated full amount to FY2010 project.	Original Project: Rebuild restrooms by City Park pier, add picnic tables Changed to Town Green Project
Reallocated TOTAL:		**$458,712.96**	Reallocation approved March 29, 2012	
Original Project Name	**Status**	**Funding**	**Action**	**Objective**
FY2013 Gautier City Park Phase IV Splash Park (FY2013-P109)	Requested $243,000.00.	Awarded $209,758.00 Spring 2013	Will request reallocation to FY2010 Town Green Project.	Original Project: City Park Splash Pad To be changed to Town Green Project.
FY2014 Graveline Bayou Restoration Project	Requested $250,000.00	Legislature appropriated funding		Removal of sediment accumulation from Graveline Bayou.

***The expanded FY2010-P407 City Park Community Center Project will serve as the basis for all ongoing projects focusing on City Park and the Town Green due to the two locations along Mary Walker Bayou.

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

ORDER NUMBER 132-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the reallocation request to transfer FY 2013 Tidelands funding to the City's open Tidelands project for the Town Green is hereby approved.

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

Motion was made by Councilman Macfarland, seconded by Councilman Gollott and the following vote was recorded:

AYES: **Tommy Fortenberry**
Johnny Jones
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: **None**

ABSENT: **Hurley Ray Guillotte**

____

MAYOR

ATTEST:

____

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 4, 2013.

CITY OF GAUTIER
MEMORANDUM

To:	Samantha Abell, City Manager
From:	Patty Huffman, Grants and Projects Manager
Through:	Eric Meyer, Economic Development and Planning Director
Date:	May 28, 2013
Subject:	FY2013 Tidelands Grant Agreement and Reallocation Request

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REQUEST:
The Economic Development and Planning Department requests 1) City Council approval of a grant agreement with the Mississippi Department of Marine Resources for FY2013 Tidelands funding along with 2) a reallocation request to transfer this funding to the City's open Tidelands project for the Town Green.

BACKGROUND:
The City of Gautier recently received notification from the Mississippi Department of Marine Resources (DMR) of a FY2013 Tidelands grant award in the amount of $209,758.00 for the Gautier City Park Phase IV (Splash Pad Construction) Project. This grant application was originally submitted in 2011 for the construction of a splash pad at City Park. Since that time, Singing River Mall has agreed to construct a splash pad as part of its re-development. Several other Tidelands grants have been reallocated to the City's ongoing Town Green project. See the attached summary regarding original project scopes, current status, and reallocations.

DISCUSSION:
City Council approval of the attached FY2013 grant agreement is requested. In addition, City Council is requested to approve a reallocation request to transfer these funds to the active Tidelands Project- Gautier City Park Community Center Phase III (FY2010-P407) for the ongoing Town Green development project. Once DMR approves the reallocation request, an amended application and budget will be submitted.

RECOMMENDATION:
Economic Development and Planning Department staff recommends that City Council approve the FY2013 Tidelands grant agreement and the related reallocation request as outlined above.

City Council may:

1. Approve the grant agreement and reallocation request as presented;
2. Approve the grant agreement with changes to the proposed reallocation request; or
3. Disapprove the grant agreement and/or the proposed reallocation request.

ATTACHMENT(S):
Tidelands Grant Agreement-FY2013
Request for Reallocation of Funds
Summary of Tidelands Projects (as of May 28, 2013)

FY2013-P109

MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

Tidelands Grant Agreement
City of Gautier-Gautier City Park Phase IV (Splash Pad Construction)
FISCAL YEAR 2013

City of Gautier hereby agrees to expend funds as authorized by the 2012 Mississippi Legislature in H.B. 1603 and Mississippi Code Section 29-15-9.

The Mississippi Department of Marine Resources will disburse funds in the amount of **$209,758** for this project, **Gautier City Park Phase IV (Splash Pad Construction)** upon (1) receipt of this signed document; (2) DMR possession of amended application with complete and final project designs and plans; and (3) release of funds from the Mississippi Department of Finance and Administration; and (4) availability of said funds. The Mississippi Department of Marine Resources shall make progress payments in installments based on work completed and material used in the performance of a tidelands project only after receiving written verification using Form TTF-3 (Attachment 1) and Form TTF-4 or Form TTF-5.

The **City of Gautier** agrees to:

1) Expend monies for the project as designated by the Legislature H.B. 1603 for the **Gautier City Park Phase IV (Splash Pad Construction)** and Mississippi Code Section 29-15-9, and be subject to an audit by the State Auditor.

5) Provide the Department of Marine Resources with detailed reports beginning June 30, 2013, and every six months thereafter for the duration of project, using the attached form TTF-4 (Attachment 2). Project reports will include:

   -Final project design
   -Benefits to the public and community
   -Visual presentation (photographs) of project
   -Narrative description of project
   - Description of Work Completed
   - Milestones for Completion
   - Funds expended (to include Tidelands and Matching Funds)

6) Provide the Department of Marine Resources with a Notification of Completion – TTF -5 (to be included in final payment request-Form TTF-3) to include a detailed final report of entire project, using the attached forms (Attachment 3).

7) Erect a prominent, permanent sign to be displayed at all funded public access and construction related projects. The sign shall read "Funds for this project appropriated by the Mississippi Legislature, 2013 Tidelands Trust Fund, through the Secretary of State, Delbert Hosemann, and the Mississippi Department of Marine Resources.

On behalf of **City of Gautier,** I have read, understand, and agree to all terms listed above, and recognize that failure to comply with any portion of this Grant Agreement could jeopardize the receipt of any future Tidelands Trust Funds Appropriations.

Jamie M. Miller, Executive Director
Department of Marine Resources

5-10-2013
Date

Tommy Fortenberry, Mayor
City of Gautier

Date

MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

REQUEST FOR REALLOCATION OF FUNDS
TIDELANDS TRUST FUND PROGRAM

APPROPRIATED PROJECT 1. TIDELANDS PROJECT NUMBER FY2013-P109	2. TIDELANDS PROJECT TITLE City of Gautier- Gautier City Park Phase IV (Splash Pad Construction)
REQUESTED REALLOCATION TO 3. TIDELANDS PROJECT NUMBER FY2010-P407 MUST BE AN INCOMPLETE APPROPRIATED PROJECT	4. TIDELANDS PROJECT TITLE City of Gautier-City Park Community Center Phase III
6. REQUESTING ORGANIZATION NAME City of Gautier STREET ADDRESS 3330 Hwy 90 CITY, STATE Gautier, MS ZIP 39553	8. REQUESTED AMOUNT TO BE REALLOCATED APPROPRIATED PROJECT AWARD $209,758.00 LESS PROJECT AWARD SPENT - $0 REALLOCATION AMOUNT REQUESTED $209,758.00

8. REASON AND PURPOSE FOR REQUESTED REALLOCATION
–REQUEST MUST BE WITHIN THE SCOPE OF THE RECEIVING PROJECT'S APPLICATION

The City of Gautier would like to request a reallocation of the funds awarded to FY2013-P109 for construction of a splash park at City Park to the open project FY2010-P407 to be used instead for the development of a Town Green on the Mary Walker Bayou. (Since the Tidelands 2013 application was submitted, Singing River Mall's redevelopment plans now include a splash pad.) The FY2010 project includes developing the City's Town Green to enhance recreational and tourism-related amenities. The Town Green project will preserve 32 acres with tributaries and wetlands. Boardwalks and educational markers will be used to educate the public about tributaries, wetlands, vegetation and wildlife.

SIGNATURE OF AUTHORIZED OFFICIAL

DATE REQUEST SUBMITTED

Tommy Fortenberry, Mayor- City of Gautier
TYPED OR PRINTED NAME AND TITLE

(228) 497-8000
TELEPHONE

Summary of Tidelands Projects (as of 05-28-13)

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FY2012 City Park Master Design Plan Phase IV (FY2012-P204)	Awarded 01-12-12	$250,000.00	Reallocated full amount to FY2010 project.	Original Project: Rebuild restrooms by City Park pier, add picnic tables Changed to Town Green Project
Reallocated TOTAL:		**$458,712.96**	Reallocation approved March 29, 2012	
Original Project Name	**Status**	**Funding**	**Action**	**Objective**
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FY2014 Graveline Bayou Restoration Project	Requested $250,000.00	Legislature appropriated funding		Removal of sediment accumulation from Graveline Bayou.

***The expanded FY2010-P407 City Park Community Center Project will serve as the basis for all ongoing projects focusing on City Park and the Town Green due to the two locations along Mary Walker Bayou.

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

ORDER NUMBER 133-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the City is authorized to amend the service agreement with Ad2, Inc. to include the additional cost of a shopping cart plug-in for Shepard State Park's new online reservation system.

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

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

AYES: **Tommy Fortenberry**
Johnny Jones
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: **None**

ABSENT: **Hurley Ray Guillotte**

____
MAYOR

ATTEST:

____
CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 4, 2013.

CITY OF GAUTIER
MEMORANDUM

To:	Samantha Abell, City Manager
From:	Keith Young, Cultural Services Manager
Through:	Eric Meyer, Economic Development and Planning Director
Date:	May 24, 2013
Subject:	Service Agreement Amendment for Shepard State Park online reservation system

REQUEST:
The Economic Development and Planning Department requests authorization to amend the service agreement with Ad2, Inc. to include the additional cost of a shopping cart plug-in for Shepard State Park's new online reservation system.

BACKGROUND:
The City of Gautier assumed administration of Shepard State Park from the state of Mississippi on January 28, 2013. The state of Mississippi has allowed the City to use their online system during the transition.

DISCUSSION:
Ad2, Inc. has created a website for the park that includes online reservations and booking of amenities. It has been determined that a shopping cart plug-in is needed to enable guests to view available sites by specific dates. This feature will make online reservations faster and more convenient for users. The cost for this service is $115 per month.

(See the attached proposal/agreement for further details.)

RECOMMENDATION:
City staff recommends that City Council authorize amending the current service agreement with Ad2, Inc to include the shopping cart reservation feature at a cost of $115 per month. City Council may:

1. Authorize entering into the revised service agreement as presented; or
2. Authorize entering into the service agreement with changes; or
3. Disapprove entering into the service agreement as presented.

ATTACHMENT(S):
Revised Ad2, Inc. Service Agreement for Shepard State Park Reservation Site

Marketing • PR • Advertising

Shepard State Park
Reservations Site

Job# 29-594-0113

May 23, 2013

Ad2, Inc has been contracted for the creation and launch of the Shepard Park website, including reservations and booking of amenities as follows:

Scope of Work:
The cost and specifications for the design and development of the website & online reservations application for Shepard Park & Campground is as follows

Specifications:
Register domain names (ShepardStatePark.com and Shepard-Park.com)
Direct domains to site
Create site template including integration and modification of reservations plug in demo, proof for client approval
Graphic comps and design
Plug-In Modification
Application Development
Website configuration
Dynamic reservation setting and calendaring
Assist in and edit content creation/copywriting
Social Media Integration
Integrate preferred reservations plug-in
Coding
Browser Testing
Load / Make Live
SEO/Analytics
Install SSL Certificate
Submission to Free Web Crawling
Product/service loading (pavilion rental, boat rental, field rental etc...)
Shopping cart integration for reservation payment acceptance*
Authorize.net software integration with financial institution*

P.O. Box 336 • Mandeville, LA 70470 • Phone 504.908.2721 • Fax 985.778.0163
P.O. Box 969 • Gautier, MS 39553 • Phone 228.822.9890 • Fax 228.522.1800

Marketing • PR • Advertising

Art : Photography of each site and the park provided by City staff

Host Server: Ad2, Inc. VPS

Timeline:

The estimated timeline is based on the assumption that all approvals, requests for assets, and other client dependant interactions are done in a timely manner. With this in mind, the beta version can be live within 4 weeks of agreement and finalized site within 4 weeks of beta approval. This timeline is dependent upon the client's ability to provide access to requested information.

Site Build Fees: $3,275.00

Additional charges:

SSL Certificate:	$65/year	Hosting:	$25/month
Domain Registrations:	$50/year	Shopping Cart:	$115/month

*Additional fees, such as financial processing fees, will be in addition to the contract and will be presented to client for prior approval.

City of Gautier, P O Box 670, Gautier, MS 39553

Printed Name, Title Date

This is an estimate based on current information. Changes in the scope of work will be reflected in the actual billing. Billing may be more or less, in the event changes occur that will increase the cost, the client will be notified in writing for preapproval. Standard terms for website build are 1/2 at template review, 1/4 upon beta version approval; balance due upon site completion or 45 days from work commencement, whichever comes first. Hosting fees listed above provide up to 10GB. Monthly charges will be billed the 15th of each month, annual fees will be billed at time of renewal and are due upon receipt. Finance charges of 1.5% will be applied to any/all past due balances. Your signature indicates authorization of the assessment of late charges on any past due amounts and agree to pay any collection expenses incurred by Ad2, Inc. on your account (which includes but is not limited to collections, legal fees, etc.)

Cc: Kimberlie Ritter

Recognized by the Ms. Dept. of Economic Development
as a Woman Owned Business

P.O. Box 336 • Mandeville, LA 70470 • Phone 504.908.2721 • Fax 985.778.0163
P.O. Box 969 • Gautier, MS 39553 • Phone 228.822.9890 • Fax 228.522.1800

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

ORDER NUMBER 134-2013

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

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

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

AYES: **Tommy Fortenberry**
Johnny Jones
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: **None**

ABSENT: **Hurley Ray Guillotte**

____
MAYOR

ATTEST:

____
CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 4, 2013.

TLM GLMCLM17 05/30/2013 09:21 ACCOUNTING CURRENT YEAR

Docket of Claims

Release date from 06/04/2013 thru 06/04/2013

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Account Number	Description	Invoice #	Date	P.O.	Amount	Approved/Disapproved
001	AT&T	131858	06/04/2013	05/20/2013			1,451.34							
								001-092-605	MONTHLY SERVICE	2284978000	05/14/2013		1,451.34	
001	DELTA COMPUTER SYSTEMS INC	131860	06/04/2013	05/20/2013			330.00							
								001-092-698	ACCTG SOFTWARE MAINT	97405	05/15/2013		230.00	
								001-092-698	VOTER REG SOFTWARE MAINT	97405	05/15/2013		20.00	
								001-092-698	PRIV LIC SOFTWARE MAINT	97406	05/15/2013		80.00	
001	CITY OF GAUTIER 7M BOND ACCT	131861	06/04/2013	05/20/2013			25,763.91							
								001-000-104	TR 05/16 MDOT WIRE	04172013	05/16/2013		25,763.91	
001	AT&T	131877	06/04/2013	05/22/2013			51.40							
								001-092-605	MONTHLY SERVICE	2284972172	05/14/2013		51.40	
001	AT&T	131880	06/04/2013	05/22/2013			51.86							
								001-092-605	MONTHLY SERVICE	2284977070	05/14/2013		51.86	
001	CITY OF GAUTIER 7M BOND ACCT	131896	06/04/2013	05/24/2013			109,743.76							
								001-900-969	BUDGETED TRANSFER:DEBT SERV	02012013	05/24/2013		109,743.76	
001	GLOBALSTAR	131904	06/04/2013	05/28/2013			42.30							
								001-092-605	MONTHLY SERVICE	4736056	05/16/2013		42.30	
001	JOE MARTIN, CIRCUIT CLERK	131907	06/04/2013	05/29/2013			180.00							
								001-030-699	PRIMARY POLL BOOKS	05072013	05/06/2013		180.00	
001	DANNY GLASKOX	131908	06/04/2013	05/29/2013			988.60							
								001-030-699	DATABASE BUILD SEMS/GEMS	03182013	05/07/2013		400.00	
								001-030-681	POLL MANAGER TRAINING	04172013	05/07/2013		175.00	
								001-030-699	TESTING,SET UP,SUPPORT	05072013	05/07/2013		413.60	
001	JOE BARLOW	131909	06/04/2013	05/29/2013			432.44							
								001-030-681	POLL WORKER TRAINING	04172013	05/07/2013		100.00	
								001-030-699	TESTING,SET UP,SUPPORT	05072013	05/07/2013		332.44	
001	DEBRA HODGES	131910	06/04/2013	05/29/2013			166.00							
								001-030-699	TESTING,SET UP,SUPPORT	05072013	05/07/2013		166.00	

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Fund	Name of Claimant	Account Number	Description	Trans #	Release Date	Claim Date	Claim Number	Check Number	Invoice #	Date	P.O.	Claim Amount	Amount	Approved/Disapproved
001	JERRY R SIMS			131911	06/04/2013	05/29/2013						156.00		
		001-030-699	TESTING,SET UP,SUPPORT						05072013	05/07/2013			156.00	
001	JON RIVERA			131912	06/04/2013	05/29/2013						156.00		
		001-030-699	TESTING,SET UP,SUPPORT						05072013	05/07/2013			156.00	
001	AD2 INC			131913	06/04/2013	05/29/2013						275.00		
		001-092-698	MAY 2013 WEBSITE MAINT						2194	05/15/2013			250.00	
		001-092-698	APR 2013 HOST FEE						2194	05/15/2013			25.00	
001	ARISTA INFORMATION SYSTEMS INC			131915	06/04/2013	05/29/2013						20.81		
		001-030-559	INSERTS						14796A	05/10/2013			20.81	
001	C SPIRE WIRELESS			131920	06/04/2013	05/29/2013						398.81		
		001-100-605	POLICE CELLS						0032680896	05/11/2013			398.81	
001	FIRST INSURANCE FUNDING CORP			131921	06/04/2013	05/29/2013						13,873.06		
		001-092-625	JUN 2013 LIABILITY						06012013	05/12/2013			13,873.06	
001	FUELMAN OF MS			131922	06/04/2013	05/29/2013						4,306.90		
		001-090-525	UNL FUEL						NP38005171	05/13/2013			43.52	
		001-092-525	UNL FUEL						NP38005171	05/13/2013			46.22	
		001-100-525	UNL FUEL						NP38005171	05/13/2013			3,308.52	
		001-161-525	UNL & DSL FUEL						NP38005171	05/13/2013			574.91	
		001-170-525	UNL & DSL FUEL						NP38005171	05/13/2013			137.47	
		001-205-525	UNL & DSL FUEL						NP38005171	05/13/2013			196.26	
001	FUELMAN OF MS			131927	06/04/2013	05/29/2013						4,453.21		
		001-090-525	UNL FUEL						NP38052679	05/20/2013			155.93	
		001-092-525	UNL FUEL						NP38052679	05/20/2013			110.38	
		001-100-525	UNL FUEL						NP38052679	05/20/2013			3,465.48	
		001-161-525	UNL & DSL FUEL						NP38052679	05/20/2013			384.35	
		001-170-525	UNL & DSL FUEL						NP38052679	05/20/2013			337.07	
001	FUELMAN OF MS			131928	06/04/2013	05/29/2013						4,430.03		
		001-090-525	UNL FUEL						NP38096902	05/27/2013			79.81	
		001-092-525	UNL FUEL						NP38096902	05/27/2013			46.04	
		001-100-525	UNL FUEL						NP38096902	05/27/2013			3,524.66	
		001-161-525	UNL & DSL FUEL						NP38096902	05/27/2013			418.36	
		001-170-525	UNL & DSL FUEL						NP38096902	05/27/2013			150.08	
		001-205-525	UNL & DSL FUEL						NP38096902	05/27/2013			211.08	

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Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	PITNEY BOWES PURCHASE POWER	131930	06/04/2013	05/29/2013			620.00	

Account Number	Description	Invoice #	Date	P.O.	Amount
001-092-607	POSTAGE METER	20060869	05/20/2013		620.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	SOUTHERN PEST CONTROL INC	131931	06/04/2013	05/29/2013			221.90	

Account Number	Description	Invoice #	Date	P.O.	Amount
001-161-698	FIRE STATIONS (3)	263414	05/20/2013		136.20
001-092-698	CITY HALL	263412	05/20/2013		85.70

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	SINGING RIVER E.P.A.	131932	06/04/2013	05/29/2013			9,103.56	

Account Number	Description	Invoice #	Date	P.O.	Amount
001-201-633	STREET LIGHTING	05192013	05/24/2013		4,963.44
001-201-629	SIGNAL LIGHTS	05192013	05/24/2013		1,369.89
001-092-631	CITY HALL	05192013	05/24/2013		1,233.48
001-170-631	FRAZIER PARK	05192013	05/24/2013		41.14
001-170-631	SENIOR BLDG	05202013	05/24/2013		556.79
001-161-631	CENTRAL FD	05192013	05/24/2013		419.48
001-170-631	CITY PARK	05192013	05/24/2013		105.42
001-092-631	PUBLIC WORKS	05192013	05/24/2013		393.57
001-092-631	HWY 90 SIGN	05192013	05/24/2013		20.35

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	SINGING RIVER E.P.A.	131933	06/04/2013	05/29/2013			2,477.15	

Account Number	Description	Invoice #	Date	P.O.	Amount
001-100-631	POLICE STATION 66298004	05192013	05/24/2013		1,500.65
001-201-629	SIGNAL LIGHT 89113001	05192013	05/24/2013		54.03
001-170-631	CITY PARK RESTRMS 89912001	05192013	05/24/2013		412.66
001-201-633	STREET LIGHTS 90345002	05192013	05/24/2013		405.00
001-092-631	RECORDS BLDG 90790001	05192013	05/24/2013		104.81

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	SINGING RIVER E.P.A.	131934	06/04/2013	05/29/2013			1,452.01	

Account Number	Description	Invoice #	Date	P.O.	Amount
001-161-631	MARTIN BLUFF FD 58380001	05162013	05/23/2013		219.94
001-201-629	SIGNAL LIGHTS 17546	05162013	05/23/2013		31.65
001-092-631	CITY LIMIT SIGN 17546	05162013	05/23/2013		20.25
001-161-631	SOUTH FD 76008001	05202013	05/28/2013		255.22
001-170-631	BACOT PARK 10137	05202013	05/28/2013		774.46
001-201-629	SIGNAL LIGHTS 10138	05202013	05/28/2013		150.49

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	SINGING RIVER E.P.A.	131935	06/04/2013	05/29/2013			1,108.76	

Account Number	Description	Invoice #	Date	P.O.	Amount
001-201-633	DOLPHIN ST 94987002	05192013	05/24/2013		156.70
001-201-633	DOLPHIN ST 94988002	05192013	05/24/2013		176.11
001-201-633	DOLPHIN ST 94989002	05192013	05/24/2013		245.50
001-201-633	DOLPHIN ST 94990002	05192013	05/24/2013		530.45

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	STAPLES CREDIT PLAN	131941	06/04/2013	05/29/2013			289.34	

Account Number	Description	Invoice #	Date	P.O.	Amount
001-030-559	FLASH DRIVES,TAPE,NOTEBOOKS	41040	04/30/2013		64.91
001-100-500	PENS,RECEIPT BOOKS,FASTENERS	41357	05/06/2013		101.68
001-100-500	CREDIT RTN: FASTENERS	92969	05/06/2013		-4.19

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Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	STAPLES CREDIT PLAN	131941	06/04/2013	05/29/2013			289.34	(CONTINUED)

Account Number	Description	Invoice #	Date	P.O.	Amount
001-030-559	WHITE POSTCARDS	91451	04/24/2013		51.98
001-090-559	FUTURA COVERS,BINDER ELEMENTS	92186	04/30/2013		74.96

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	STEWART SNEED HEWES-GULFPORT	131942	06/04/2013	05/29/2013			150.00	

Account Number	Description	Invoice #	Date	P.O.	Amount
001-092-625	PUB OFFICIAL BOND:ELBIN	181750	05/28/2013		150.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	PRESS REGISTER	131943	06/04/2013	05/29/2013			119.64	

Account Number	Description	Invoice #	Date	P.O.	Amount
001-040-559	ANNUAL SUBSCRIPTION	13000- 1000470	05/17/2013		119.64

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	TEAM ONE COMMUNICATIONS, INC	131944	06/04/2013	05/29/2013			437.40	

Account Number	Description	Invoice #	Date	P.O.	Amount
001-100-559	4-BATTERY IMPRESS NMH 2100	9020002271	05/20/2013	130765	316.00
001-100-559	4-ANTENNA 800 MHZ 1/2 WAVE	9020002271	05/20/2013	130765	121.40

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	REYNOLDS WHOLESALE CO.	131946	06/04/2013	05/29/2013			1,146.66	

Account Number	Description	Invoice #	Date	P.O.	Amount
001-092-510	TISSUE (5 CASES)	36410	05/21/2013	130781	192.50
001-092-510	GLOVES (2 CASES)	36410	05/21/2013	130781	129.00
001-092-510	30 X 37 TRASH LINERS	36410	05/21/2013	130781	37.90
001-092-510	BROWN PAPER TOWELS	36410	05/21/2013	130781	159.60
001-092-510	MOP HANDLE	36410	05/21/2013	130781	9.00
001-092-510	SPRAY NOZZLES	36410	05/21/2013	130781	5.70
001-092-510	SPRAY LYSOL	36410	05/21/2013	130781	136.56
001-092-510	LIQUID HAND SOAP (1 CASE)	36410	05/21/2013	130781	43.80
001-092-510	GOJO HAND CREAM	36410	05/21/2013	130781	86.90
001-092-510	BLEACH (2 CASES)	36410	05/21/2013	130781	25.90
001-092-510	FOAM SKIN CLEANSER	36410	05/21/2013	130781	58.50
001-092-510	WHITE PAPER TOWEL	36410	05/21/2013	130781	51.80
001-100-689	PLASTIC BAGS	36474	05/21/2013	130778	65.85
001-100-689	PINE SOL	36474	05/21/2013	130778	39.00
001-100-689	NITRILE GLOVES	36474	05/21/2013	130778	52.50
001-100-689	HAND SANITIZER	36474	05/21/2013	130778	17.90
001-100-689	PRESSURE SPRAYER	36474	05/21/2013	130778	34.25

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	MID SOUTH UNIFORM & SUPPLY, INC.	131947	06/04/2013	05/29/2013			576.24	

Account Number	Description	Invoice #	Date	P.O.	Amount
001-100-535	6 NAVY SHIRT: COOKSEY/CARLIN	498389	05/16/2013	130732	249.00
001-100-535	3 NAVY PANT-GOLD: COOKSEY	498389	05/16/2013	130732	122.40
001-100-535	3 NAVY PANT-BLUE: CARLIN	498389	05/16/2013	130732	122.40
001-100-535	POLICE RAID JACKET: CARLIN	498389	05/16/2013	130732	19.90
001-100-535	NAVY BRAID	498389	05/16/2013	130732	24.00
001-100-535	GOLD BRAID	498389	05/16/2013	130732	9.00
001-100-535	LT BLUE BRAID	498389	05/16/2013	130732	9.00
001-100-535	SEW ON PATCHES	498389	05/16/2013	130732	8.04
001-100-535	EMBROIDER FRONT	498389	05/16/2013	130732	5.00
001-100-535	EMBROIDER BACK	498389	05/16/2013	130732	7.50

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Fund	Name of Claimant	Account Number	Description	Trans #	Release Date	Claim Date	Invoice #	Date	P.O.	Amount	Claim Amount	Approved/Disapproved
001	LEWIS PRINTING			131948	06/04/2013	05/29/2013					268.98	
		001-100-689	ANIMAL CONTROL DOOR HANGERS				34530	05/24/2013	130820	268.98		
001	BSN SPORTS			131950	06/04/2013	05/29/2013					341.23	
		001-170-634	HEAVY DUTY DRY LINE MARKER				95355905	05/21/2013	130785	276.99		
		001-170-559	OFFICAL BASE 15X15X3				95355904	05/21/2013	130784	48.35		
		001-170-559	BASEBALL BASE SPIKES				95355904	05/21/2013	130784	11.89		
		001-170-559	FREIGHT				95355904	05/21/2013	130784	4.00		
001	FOSTER'S AIR CONDITIONING & HEATING INC			131951	06/04/2013	05/29/2013					131.00	
		001-092-635	REPAIR A/C IN CSR AREA				W927030	05/22/2013	130787	131.00		
001	DOLPHIN SAFETY SUPPLY			131954	06/04/2013	05/29/2013					19.00	
		001-100-689	RUBBER BOOTS				73766	05/21/2013	130783	19.00		
001	GULF COAST HARLEY-DAVIDSON			131956	06/04/2013	05/29/2013					107.40	
		001-100-570	CASE OF TRANSMISSION OIL				83237	05/09/2013	130743	107.40		
001	PASCAGOULA TIRE & SERVICE			131958	06/04/2013	05/29/2013					494.12	
		001-100-638	4 FS FIREHAWKS:UNIT 121				53639	05/15/2013	130762	494.12		
001	COMM-TECH SOLUTIONS INC			131960	06/04/2013	05/29/2013					247.50	
		001-100-605	MOVE EXTENSIONS:POLICE DEPT				14345	05/21/2013	130795	97.50		
		001-100-605	CHECK LINES 2486,8002,8003				14343	05/21/2013	130794	75.00		
		001-100-605	REPAIR DEAD LINE:POLICE DEPT				14346	05/21/2013	130796	75.00		
001	SECURE NETWORKS LLC			131962	06/04/2013	05/29/2013					50.00	
		001-090-500	DELL 350 WATT POWER SUPPLY				1777	05/20/2013	130776	50.00		
001	STAPLES BUSINESS ADVANTAGE DEPT ATL			131963	06/04/2013	05/29/2013					292.44	
		001-040-500	HP PRINTER: PURCHASING				3199935900	05/15/2013	130755	199.98		
		001-040-500	HP INK CARTRIDGE				3199935903	05/15/2013	130756	57.79		
		001-040-500	HP INK CARTRIDGE				3199935903	05/15/2013	130756	34.67		
001	DIGITAL ALLY INC			131965	06/04/2013	05/29/2013					975.00	
		001-100-639	INSTALL UNIT CAMERA SYSTEMS				1056352	05/07/2013	130745	975.00		

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Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	COAST CLOTHING COMPANY	131966	06/04/2013	05/29/2013			244.88	

Account Number	Description	Invoice #	Date	P.O.	Amount
001-100-559	511 SHIRTS: WILSON	0001359	05/14/2013	130757	144.92
001-100-559	511 KHAKIS: WILSON	0001359	05/14/2013	130757	99.96

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	PROFESSIONAL AUTO COLLISION CENTER, INC	131967	06/04/2013	05/29/2013			425.00	

Account Number	Description	Invoice #	Date	P.O.	Amount
001-100-638	BEDLINER 2013 F150 (HIDTA)	103	05/28/2013	130598	425.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	ASSOC OF STATE FLOODPLAIN MGS, INC	131968	06/04/2013	05/29/2013			110.00	

Account Number	Description	Invoice #	Date	P.O.	Amount
001-090-682	ASFPM DUES: DUKE,Z	05282013	05/21/2013	130772	110.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	ECONOMY BOOTS SALES & SERVICE	131971	06/04/2013	05/29/2013			200.00	

Account Number	Description	Invoice #	Date	P.O.	Amount
001-100-535	DUTY BOOTS: SCHMID,WELTON	488326	05/24/2013	130371	200.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	AUDIO WAVE	131972	06/04/2013	05/29/2013			430.00	

Account Number	Description	Invoice #	Date	P.O.	Amount
001-100-638	TINT WINDOWS: DODGE CHARGER	A39479	05/17/2013	130758	80.00
001-100-638	TINT SIDE WINDOWS:RED TRUCK	A39479	05/17/2013	130758	125.00
001-100-638	TINT WINDOWS:CROWN VIC 14397	A39479	05/17/2013	130758	225.00

FUND TOTAL 1 Claims to Checks 47 Total 189,310.64 Manual Held Total 189,310.64

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Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
012	URBAN PLANNING CONSULTANTS, INC	131916	06/04/2013	05/29/2013			4,226.00	

Account Number	Description	Invoice #	Date	P.O.	Amount
012-021-750	ADMIN SERVS-DOWNTOWN REVIT	9540	03/30/2013		4,226.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
012	LANE CONSTRUCTION CO OF MS INC	131917	06/04/2013	05/29/2013			74,852.62	

Account Number	Description	Invoice #	Date	P.O.	Amount
012-021-750	STREETSCAPE II	18	05/14/2013		74,852.62

FUND TOTAL 12 Claims to Checks 2 Total 79,078.62 Manual Held Total 79,078.62

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Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
130	PANDLE INC	131969	06/04/2013	05/29/2013			4,000.00	

Account Number	Description	Invoice #	Date	P.O.	Amount
130-130-750	GRAVELINE BRIDGE REPAIR	13-0236	05/16/2013	130731	4,000.00

FUND TOTAL 130 Claims to Checks 1 Total 4,000.00 Manual Held Total 4,000.00

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Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
160	MISSISSIPPI FIRE INVESTIGATORS ASSN.	131952	06/04/2013	05/29/2013			875.00	

Account Number	Description	Invoice #	Date	P.O.	Amount
160-161-681	MFIA SEMINAR:FRAIR,R	05202013	05/13/2013	130657	175.00
160-161-681	MFIA SEMINAR:KILLEN,E	05202013	05/13/2013		175.00
160-161-681	MFIA SEMINAR:MCCOY,D	05202013	05/13/2013		175.00
160-161-681	MFIA SEMINAR:ODOM,R	05202013	05/13/2013		175.00
160-161-681	MFIA SEMINAR:MCGARVEY,R	05202013	05/13/2013		175.00

FUND TOTAL 160 Claims to Checks 1 Total 875.00 Manual Held Total 875.00

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Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
161	TEAM ONE COMMUNICATIONS, INC	131945	06/04/2013	05/29/2013			2,095.00	

Account Number	Description	Invoice #	Date	P.O.	Amount
161-161-702	INSTALL MOBILE RADIOS (7)	9080042691	05/28/2013	130640	1,190.00
161-161-702	INSTALL CONTROL STATIONS (3)	9080042691	05/28/2013	130640	255.00
161-161-702	RADIO PROGRAMMING (20)	9080042691	05/28/2013	130640	650.00

FUND TOTAL 161 Claims to Checks 1 Total 2,095.00 Manual Held Total 2,095.00

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Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
172	JACKSON-GEORGE REGIONAL LIBRARY	131864	06/04/2013	05/20/2013			4,777.07	
	Account Number / Description			Invoice #	Date	P.O.	Amount	
	172-350-650 / LIBRARY SUPPORT			MAY 2013	05/20/2013			4,777.07

FUND TOTAL 172 Claims to Checks 1 Total 4,777.07 Manual Held Total 4,777.07

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Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
176	AT&T	131879	06/04/2013	05/22/2013			91.92	

Account Number	Description	Invoice #	Date	P.O.	Amount
176-170-605	MONTHLY SERVICE	2284972244	05/14/2013		91.92

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
176	AT&T	131881	06/04/2013	05/22/2013			464.45	

Account Number	Description	Invoice #	Date	P.O.	Amount
176-170-559	DSL ROUTER	2284970676	05/14/2013		114.95
176-170-605	ACTIVATE DSL SERVICE	2284970676	05/14/2013		75.00
176-170-605	APR 2013 DSL	2284970676	05/14/2013		99.00
176-170-605	MAY 2013 DSL	2284970676	05/14/2013		110.00
176-170-605	PHONE LINE	2284970676	05/14/2013		65.50

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
176	FUELMAN OF MS	131923	06/04/2013	05/29/2013			147.08	

Account Number	Description	Invoice #	Date	P.O.	Amount
176-170-525	UNLEADED FUEL	NP38005171	05/13/2013		147.08

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
176	FUELMAN OF MS	131926	06/04/2013	05/29/2013			147.94	

Account Number	Description	Invoice #	Date	P.O.	Amount
176-170-525	UNLEADED FUEL	NP38052679	05/20/2013		147.94

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
176	FUELMAN OF MS	131929	06/04/2013	05/29/2013			214.24	

Account Number	Description	Invoice #	Date	P.O.	Amount
176-170-525	UNLEADED FUEL	NP38096902	05/27/2013		214.24

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
176	SINGING RIVER E.P.A.	131936	06/04/2013	05/29/2013			1,565.87	

Account Number	Description	Invoice #	Date	P.O.	Amount
176-170-631	PARK FACILITIES 76854002	05202013	05/28/2013		1,304.48
176-170-631	RENTAL HOUSE 76855002	05202013	05/28/2013		261.39

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
176	GIBSON ELECTRIC MOTOR SALES &	131955	06/04/2013	05/29/2013			252.00	

Account Number	Description	Invoice #	Date	P.O.	Amount
176-170-635	1/2 HP 115V ZOELLER PUMP	38794	05/14/2013	130753	210.00
176-170-635	17-0419 BASIN LID ONLY	38794	05/14/2013	130753	42.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
176	COMM-TECH SOLUTIONS INC	131975	06/04/2013	05/29/2013			646.15	

Account Number	Description	Invoice #	Date	P.O.	Amount
176-170-699	INSTALL FAX LINE/DATA DROPS	14347	05/21/2013		646.15

FUND TOTAL 176 Claims to Checks 8 Total 3,529.65 Manual Held Total 3,529.65

Docket of Claims
Release date from 06/04/2013 thru 06/04/2013

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	CITY OF GAUTIER	131857	06/04/2013	05/20/2013			11,806.00	
	Account Number: 400-000-104	Description: TR MDWFP WIRE-FUND 176		Invoice #: 05132013	Date: 05/13/2013	P.O.	Amount: 11,806.00	
400	AT&T	131859	06/04/2013	05/20/2013			1,773.86	
	Account Number: 400-650-605	Description: MONTHLY SERVICE		Invoice #: 2284978000	Date: 05/14/2013	P.O.	Amount: 1,773.86	
400	DELTA COMPUTER SYSTEMS INC	131862	06/04/2013	05/20/2013			250.00	
	Account Number: 400-650-698	Description: UTILITY SOFTWARE MAINT		Invoice #: 97407	Date: 05/15/2013	P.O.	Amount: 200.00	
	Account Number: 400-650-698	Description: WORK ORDER SOFTWARE MAINT		Invoice #: 97407	Date: 05/15/2013		Amount: 50.00	
400	DPC ENTERPRISES, L.P.	131863	06/04/2013	05/20/2013			596.37	
	Account Number: 400-651-580	Description: CHLORINE 150# CYL		Invoice #: 2120090113	Date: 05/07/2013	P.O.	Amount: 596.37	
400	WASTE MANAGEMENT OF MS-GLF COAST INC	131865	06/04/2013	05/22/2013			1,618.20	
	Account Number: 400-651-583	Description: ROLL OFF-TIMBERLANE		Invoice #: 0568994213	Date: 05/16/2013	P.O.	Amount: 1,618.20	
400	AT&T	131876	06/04/2013	05/22/2013			44.91	
	Account Number: 400-650-605	Description: MONTHLY SERVICE		Invoice #: 2284975234	Date: 05/14/2013	P.O.	Amount: 44.91	
400	AT&T	131878	06/04/2013	05/22/2013			51.96	
	Account Number: 400-650-605	Description: MONTHLY SERVICE		Invoice #: 2284974594	Date: 05/14/2013	P.O.	Amount: 51.96	
400	CITY OF GAUTIER	131895	06/04/2013	05/23/2013			158,860.00	
	Account Number: 400-900-985	Description: BUDGETED TRANSFER		Invoice #: 06012013	Date: 06/01/2013	P.O.	Amount: 158,860.00	
400	IRBY'S ANSWERING SERVICE INC	131903	06/04/2013	05/28/2013			278.20	
	Account Number: 400-650-605	Description: SERVICE 5/22/2013-6/18/2013		Invoice #: 130500161	Date: 05/22/2013	P.O.	Amount: 278.20	
400	CITY OF GAUTIER	131905	06/04/2013	05/29/2013			86,313.32	
	Account Number: 400-000-104	Description: MAY 2013 GARBAGE PMTS		Invoice #: 05242013	Date: 05/24/2013	P.O.	Amount: 86,313.32	
400	2012 GUD BONDS DEBT SERVICE	131906	06/04/2013	05/29/2013			116,324.99	
	Account Number: 400-680-816	Description: JUN 2013 PRN PMT		Invoice #: 06012013	Date: 05/31/2013	P.O.	Amount: 103,529.28	
	Account Number: 400-680-817	Description: JUN 2013 INT PMT		Invoice #: 06012013	Date: 05/31/2013		Amount: 12,795.71	
400	ARISTA INFORMATION SYSTEMS INC	131914	06/04/2013	05/29/2013			4,691.35	
	Account Number: 400-650-698	Description: APR 2013 STATEMENTS		Invoice #: 14796	Date: 05/10/2013	P.O.	Amount: 1,191.35	
	Account Number: 400-650-698	Description: APR 2013 POSTAGE		Invoice #: 1425201305	Date: 05/13/2013		Amount: 3,500.00	

Docket of Claims
Release date from 06/04/2013 thru 06/04/2013

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	BAY ICE	131918	06/04/2013	05/29/2013			63.20	
400	CABLE ONE	131919	06/04/2013	05/29/2013			59.85	
400	FUELMAN OF MS	131924	06/04/2013	05/29/2013			72.41	
400	FUELMAN OF MS	131925	06/04/2013	05/29/2013			68.91	
400	SINGING RIVER E.P.A.	131937	06/04/2013	05/29/2013			3,275.62	
400	SINGING RIVER E.P.A.	131938	06/04/2013	05/29/2013			6,737.14	
400	SINGING RIVER E.P.A.	131939	06/04/2013	05/29/2013			4,117.97	
400	SINGING RIVER E.P.A.	131940	06/04/2013	05/29/2013			2,243.17	
400	HD SUPPLY WATERWORKS, LTD	131949	06/04/2013	05/29/2013			212.60	

BAY ICE (131918)

Account Number	Description	Invoice #	Date	P.O.	Amount
400-651-559	REFILL ICE 80 @ .79	506052	05/20/2013		63.20

CABLE ONE (131919)

Account Number	Description	Invoice #	Date	P.O.	Amount
400-651-698	JUN 2013 23421-132488-01-8	05272013	05/23/2013		59.85

FUELMAN OF MS (131924)

Account Number	Description	Invoice #	Date	P.O.	Amount
400-651-525	UNLEADED FUEL	NP38005171	05/13/2013		72.41

FUELMAN OF MS (131925)

Account Number	Description	Invoice #	Date	P.O.	Amount
400-651-525	UNLEADED FUEL	NP38052679	05/20/2013		68.91

SINGING RIVER E.P.A. (131937)

Account Number	Description	Invoice #	Date	P.O.	Amount
400-651-631	LIFT STNS 17875	05202013	05/28/2013		203.35
400-651-631	LIFT STNS 17884	05202013	05/28/2013		1,372.10
400-651-631	LIFT STNS 17883	05202013	05/28/2013		1,565.86
400-651-631	WATER WELL 17883	05202013	05/28/2013		134.31

SINGING RIVER E.P.A. (131938)

Account Number	Description	Invoice #	Date	P.O.	Amount
400-651-631	LIFT STATIONS 17882	05192013	05/24/2013		1,977.66
400-651-631	WATER WELLS 17882	05192013	05/24/2013		2,805.51
400-651-631	CITY HALL SOUTH 17882	05192013	05/24/2013		1,953.97

SINGING RIVER E.P.A. (131939)

Account Number	Description	Invoice #	Date	P.O.	Amount
400-651-631	LIFT STNS 17881	05162013	05/23/2013		2,208.92
400-651-631	WATER WELLS 17881	05162013	05/23/2013		1,810.98
400-651-631	LIFT STNS 89627001	05152013	05/23/2013		63.47
400-651-631	LIFT STNS 89702001	05162013	05/23/2013		34.60

SINGING RIVER E.P.A. (131940)

Account Number	Description	Invoice #	Date	P.O.	Amount
400-651-631	LIFT STATIONS 20649	05152013	05/22/2013		771.78
400-651-631	SCHOONER WELL 20688	05132013	05/20/2013		1,211.80
400-651-631	LIFT STATIONS 20688	05132013	05/20/2013		177.99
400-651-631	LIFT STATIONS 28779	05152013	05/22/2013		81.60

HD SUPPLY WATERWORKS, LTD (131949)

Account Number	Description	Invoice #	Date	P.O.	Amount
400-651-581	BILGE PUMP 6' HOSE	9591263	05/16/2013	130736	150.00
400-651-583	4 CPLG FERNCO RUBBER BOOT	9591263	05/16/2013	130736	62.60

Docket of Claims

Release date from 06/04/2013 thru 06/04/2013

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	MICRO METHODS, INC.	131953	06/04/2013	05/29/2013			156.00	

Account Number	Description	Invoice #	Date	P.O.	Amount
400-651-667	4 SAMPLES: HWY 57	1304199186	04/11/2013	130650	52.00
400-651-667	4 SAMPLES: ACADIAN VILLAGE	1303403186	03/27/2013	130579	104.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	C & M ELECTRIC MOTOR SERVICE, INC.	131957	06/04/2013	05/29/2013			83.52	

Account Number	Description	Invoice #	Date	P.O.	Amount
400-651-584	(8) CAPACITOR 460-552	11259	05/14/2013	130759	83.52

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	PASCAGOULA TIRE & SERVICE	131959	06/04/2013	05/29/2013			1,775.84	

Account Number	Description	Invoice #	Date	P.O.	Amount
400-651-638	4 PS TRANSFORCE HT 245751BK	53499	05/08/2013	130740	580.08
400-651-638	BALANCE/STEM/DISPOSAL	53499	05/08/2013	130740	72.00
400-651-638	4 PS TRANSFORCE HT 245751BK	53554	05/09/2013	130739	580.80
400-651-638	BALANCE/STEM/DISPOSAL	53554	05/09/2013	130739	64.00
400-651-638	BALANCE/STEM/DISPOSAL	53616	05/22/2013	130775	64.00
400-651-638	4 PS DESTINATION LE	53616	05/22/2013	130775	414.96

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	SOUTHERN WATERWORKS SUPPLY, INC	131961	06/04/2013	05/29/2013			865.44	

Account Number	Description	Invoice #	Date	P.O.	Amount
400-651-581	SIGHT GLASS TUBE	48263	05/22/2013	130771	83.80
400-651-581	3/4 BRASS CPLG CTS X PVC	48067	05/09/2013	130737	94.20
400-651-581	3/4 BRASS CPLG CTS X FIPT	48067	05/09/2013	130737	115.80
400-651-581	3/4 BRASS CPLG STOP FIPTXFIPT	48067	05/09/2013	130737	215.00
400-651-581	3/4 BRASS METER CLPG	48067	05/09/2013	130737	60.00
400-651-581	3/4 PVC COMP CPLG CTS X CTS	48067	05/09/2013	130737	33.00
400-651-581	3/4 SCH 40 CPLG	48067	05/09/2013	130737	2.04
400-651-581	2" SCH 40 CAP	48067	05/09/2013	130737	6.00
400-651-581	1/2" TEFLON TAPE	48067	05/09/2013	130737	4.80
400-651-581	3/4 BRASS CPLG CTS X PVC	48262	05/22/2013	130737	157.00
400-651-581	2" PVC COMP CPLG MIPT X IPS	48262	05/22/2013	130737	93.80

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	STAPLES BUSINESS ADVANTAGE DEPT ATL	131964	06/04/2013	05/29/2013			150.94	

Account Number	Description	Invoice #	Date	P.O.	Amount
400-650-500	ROLLERBALL PENS	3200049576	05/17/2013	130768	9.05
400-650-500	2 PART PAPER	3200049576	05/17/2013	130768	72.91
400-650-500	JR WRITING PADS	3200049576	05/17/2013	130768	2.99
400-650-500	BLACK HP 96	3200049576	05/17/2013	130768	31.32
400-650-500	HP 950XL	3200049576	05/17/2013	130768	34.67

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	SHEPPARD ELECTRIC MOTOR SERVICE LLC	131970	06/04/2013	05/29/2013			1,355.00	

Account Number	Description	Invoice #	Date	P.O.	Amount
400-651-584	PARTS:RELIANCE 5HP 1730RPM	18586	05/20/2013	130767	575.00
400-651-584	LABOR FOR REPAIRS	18586	05/20/2013	130767	780.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	SOUTHWEST ENGINEERS	131973	06/04/2013	05/29/2013			378.00	

Account Number	Description	Invoice #	Date	P.O.	Amount
400-651-584	RED STREAK	32443	05/23/2013	130751	378.00

Docket of Claims

Release date from 06/04/2013 thru 06/04/2013

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	J H WRIGHT & ASSOCIATES, INC.	131974	06/04/2013	05/29/2013			1,660.00	

Account Number	Description	Invoice #	Date	P.O.	Amount
400-651-584	MISSSION COM ELK RELAY #479	367839	05/14/2013	130738	70.00
400-651-581	2-MISSION SUBMERSIBLE M470-2	367927	05/15/2013	130723	1,590.00

FUND TOTAL 400 Claims to Checks 29 Total 405,884.77 Manual Held Total 405,884.77

Docket of Claims

Release date from 06/04/2013 thru 06/04/2013

SUMMARY OF ALL FUNDS

FUND 1 Claims	to	Checks	47 Total	189,310.64 Manual	Held	Total	189,310.64
FUND 12 Claims	to	Checks	2 Total	79,078.62 Manual	Held	Total	79,078.62
FUND 130 Claims	to	Checks	1 Total	4,000.00 Manual	Held	Total	4,000.00
FUND 160 Claims	to	Checks	1 Total	875.00 Manual	Held	Total	875.00
FUND 161 Claims	to	Checks	1 Total	2,095.00 Manual	Held	Total	2,095.00
FUND 172 Claims	to	Checks	1 Total	4,777.07 Manual	Held	Total	4,777.07
FUND 176 Claims	to	Checks	8 Total	3,529.65 Manual	Held	Total	3,529.65
FUND 400 Claims	to	Checks	29 Total	405,884.77 Manual	Held	Total	405,884.77
Total for all Funds		Checks	90 Total	689,550.75 Manual	Held	Total	689,550.75

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

ORDER NUMBER 135-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that Consent Items 1, 3 and 4 are hereby approved. Consent Item #2 was pulled for further discussion.

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

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and the following vote was recorded:

AYES: **Tommy Fortenberry**
Johnny Jones
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: **None**

ABSENT: **Hurley Ray Guillotte**

____
MAYOR

ATTEST:

____
CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 4, 2013.

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

ORDER NUMBER 000136-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Minutes from Council Meeting held
May 21, 2013 are hereby approved.

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

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

ABSENT: Hurley Ray Guillotte

____
MAYOR

ATTEST:

____
CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 4, 2013.

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

ORDER NUMBER 137-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the City is hereby authorized to contract with Mike Heidelberg to provide an appraisal for property on Allen Road, Parcel No. 81921013.000.

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

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and the following vote was recorded:

AYES: **Tommy Fortenberry**
Johnny Jones
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: **None**

ABSENT: **Hurley Ray Guillotte**

____
MAYOR

ATTEST:

____
CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 4, 2013.

Property search

○ Address ◉ Parcel Number ○ Owner Name

Parcel Number: 81921013.000

City:

Zip:

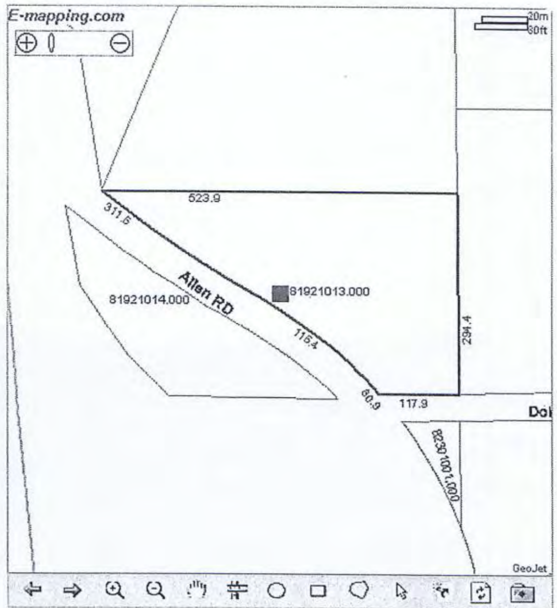
Clear Find

Subject Property:

Address	ALLEN RD 39565
Owner	BILL GREGORY
Parcel Number	81921013.000
County	Jackson
Acreage	2
Assessed	1724

Search Options:

Property search
MLS number search
Mailing label search
Comparable search
Tax field search
Saved searches



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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 138-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that Change Order #8 from Lane Construction, Inc., CDBG Project No. R-109-192-01-KCR proposed change to include banners 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 Mayor Fortenberry, seconded by Councilman Macfarland and the following vote was recorded:

AYES: **Tommy Fortenberry**
Johnny Jones
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: **None**

ABSENT: **Hurley Ray Guillotte**

____
MAYOR

ATTEST:

____
CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 4, 2013.

CONTRACT CHANGE ORDER NO. 8

OWNER:	CITY OF GAUTIER, MISSISSIPPI
CONTRACTOR:	LANE CONSTRUCTION, INC.
PROJECT NAME:	GAUTIER DOWNTOWN STREETSCAPE - PHASE 2
CONTRACT NUMBER:	CDBG PROJECT NO. R-109-192-01-KCR
REASON FOR CHANGE:	Proposed change to include banners

You Are Hereby Requested to Comply with the Following Changes from the Contract Plans, Specifications and Contract Documents: (Use Additional Sheets if Required)

DEDUCTIONS				UNIT	TOTAL
ITEM NO.	DESCRIPTION	QTY	UNIT	COST	CONTRACT
				Total Deductions =	$ -

ADDITIONS				UNIT	TOTAL
ITEM NO.	DESCRIPTION	QTY	UNIT	COST	CONTRACT
*CO8-1	Banners	240	EA	$ 50.74	$ 12,177.60
* Items added by this change order				Total Additions =	$ 12,177.60

TOTAL DEDUCTIONS =	$ -
TOTAL ADDITIONS =	$ 12,177.60
NET RESULT =	$ 12,177.60

ORIGINAL CONTRACT AMOUNT:	$ 4,456,214.80
TOTAL CONTRACT CHANGES TO DATE:	$ 52,695.23
CURRENT CONTRACT AMOUNT:	$ 4,508,910.03
THIS CONTRACT CHANGE:	$ 12,177.60
REVISED CONTRACT AMOUNT:	$ 4,521,087.63
CURRENT CONTRACT COMPLETION DATE:	March 28, 2013
TIME EXTENSION REQUIRED BY CHANGE:	90
REVISED CONTRACT COMPLETION DATE:	June 26, 2013

NOTE: THIS DOCUMENT SHALL BE AN AMENDMENT TO THE CONTRACT AND ALL PROVISIONS OF THE CONTRACT WILL APPLY.

RECOMMENDED BY: Gin Page — NEEL-SCHAFFER, INC. ENGINEER — DATE: 6-4-13

ACCEPTED BY: [signature] — LANE CONSTRUCTION, INC. CONTRACTOR — DATE: 6.4.2013

APPROVED BY: ______ — CITY OF GAUTIER, MISSISSIPPI OWNER — DATE: ______

Page 1 of 1

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

ORDER NUMBER 139-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the job descriptions for Fire Chief, Deputy Fire Chief/Fire Marshall and Fire Captain for the Fire Department are hereby approved.

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

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

AYES: **Tommy Fortenberry**
Johnny Jones
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: **None**

ABSENT: **Hurley Ray Guillotte**

____
MAYOR

ATTEST:

____
CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 4, 2013.

CITY OF GAUTIER
MEMORANDUM

To: Samantha Abell, City Manager

From: Jason D. Pugh, Human Resources Director

Date: May 24, 2013

Subject: Approval of Fire Chief, Deputy Fire Chief/ Fire Marshall and Fire Captain Job Descriptions

---

REQUEST:
The Human Resources Department requests that the Gautier City Council approve the attached job descriptions for Fire Chief, Deputy Fire Chief/Fire Marshall and Fire Captain.

BACKGROUND:
The Gautier Fire Department will have vacancies in their two (2) top management positions by June 28, 2013. The positions descriptions for Fire Chief and Deputy Fire Chief/Fire Marshall have been reviewed by the Human Resources Department and modifications were made to make the descriptions more concise and to update the duties and responsibilities. Upon approval of these descriptions, the Human Resources Department will immediately begin advertising to fill these positions. These positions are exempt and non-competitive.

The Fire Captain position has been modified to change the position's FLSA status from non-exempt to exempt. The Fire Captain position meets all applicable standards set forth by the FLSA to qualify for exempt status and this change will assist in the management and operation of the Fire Department. This position will remain competitive.

(For comparison, Police Department Captains were classified as exempt at the start of FY 2013)

RECOMMENDATION:
The Human Resources Department recommends the approval of the attached job descriptions.

ATTACHMENT(S):
Fire Chief Job Description
Deputy Fire Chief/Fire Marshall Job Description
Fire Captain Job Description

FIRE CHIEF

Department:	Fire Department	**Pay Grade:**	22 (Schedule 2080)
Reports To:	City Manager	**Exempt (Y/N):**	Y
Competitive (Y/N):	N		

SUMMARY:

This position is responsible for the administration and direction of the Fire Department in accordance with all applicable laws and City of Gautier policies and procedures.

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.)

- Plans departmental operations with respect to equipment, apparatus and personnel and supervises the placing of such plans into effect.
- Issues orders for improvement of work methods and for enforcing rules and regulations.
- Keeps informed as to personnel, property and operations of the department;
- Receives reports on personnel, property, and operation issues; analyzes reports and takes action on such information in order to improve departmental operations.
- Prepares and monitors annual budget; ensures that all expenditures are within budgetary constraints.
- Assigns personnel and equipment to such duties and uses as the services requires.
- Evaluates the need for new apparatus and supplies; processes requisitions as needed.
- Responds to major alarms and personally directs firefighting operations.
- Investigates the causes and circumstances of fires.
- Directs the inspection of buildings and other properties for fire hazards; oversees fire prevention operations; takes action to secure abatement of fire hazards.
- Ensures that periodic maintenance is performed on all equipment and fire alarm systems.
- Supervises the operation of departmental in service training of personnel.
- Recommends promotions and demotions of fire department personnel.
- Any other duties assigned by the City Manager.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.)

- Computer proficiency in MS Word and MS Excel is required.
- Comprehensive knowledge of modern firefighting methods and ability to apply this knowledge to varied fire control and prevention problems.
- Comprehensive knowledge of the use and operation of a wide variety of fire motor and auxiliary apparatus.
- Thorough knowledge of laws, rules and regulations relating to fire control and prevention
- Thorough knowledge of the geography of the City including the location of principal buildings.
-

FIRE CHIEF

- Ability to maintain discipline and the respect of subordinates, to lead and command personnel effectively, and to instruct them in proper work methods and techniques and in the use of fire apparatus and equipment.
- Ability to plan, initiate and carry out long term programs in Fire Department administration, employee training and fire prevention.
- Ability to plan, assign and coordinate activities performed by a large group of employees in varied firefighting work.
- Ability to understand written or 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 and small group setting.
- Strong interpersonal skills are essential to maintain effective working relationships with others.
- The 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 or problems, in a professional manner, while adhering to an appropriate policy and procedure.
- Must maintain a valid Mississippi driver's license.

SUPERVISORY RESPONSIBILITIES:

This position directly supervises the Deputy Fire Chief on a daily basis and indirectly supervises all personnel assigned to the Fire Department.

WORK ENVIRONMENT:

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

This position is exposed to outdoor weather conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, wet conditions, extreme cold or heat, risk of electrical shock, explosives, risk of radiation, and vibration and is occasionally exposed to high precarious places. The noise level for this position is usually low to moderate, but may be occasionally loud on fire scenes.

PHYSICAL DEMANDS:

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

The employee must frequently lift and/or move up to ten (10) pounds and occasionally lift and/or move up to or more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a bachelor's degree in fire science, fire protection, public administration or a closely related field; and seven (7) years of progressively responsible experience in full time fire service including a minimum of two (2) years in a supervisory position as a lieutenant, captain, deputy chief or higher;

Or

High School Diploma is acceptable, however, an Associate's degree is preferred in fire science or fire protection technology with courses in business administration, public administration or a related field and ten (10) years of progressively responsible experience in full time fire service including a minimum of four (4) years in a supervisory position of lieutenant, captain, deputy chief or higher.

FIRE CHIEF

PREFERRED EXPERIENCE

- Natural Disasters readiness and response
- Hazardous Material training
- Swift water rescue
- Confined space rescue

REQUIRED LICENSES AND CERTIFICATES

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

TOOLS AND EQUIPMENT USED

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, cell phone, and personal computer.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

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

DEPUTY FIRE CHIEF/FIRE MARSHALL

Department:	Fire Department	**Pay Grade:**	15 (Schedule 2080)
Reports To:	Fire Chief	**Exempt (Y/N):**	Y
Competitive (Y/N):	N		

SUMMARY:

This is highly responsible administrative, supervisory, and technical work in performing Fire Prevention Education, Fire Inspections, Fire Investigations, and acting as Fire Chief in the absence of the Fire Chief.

The incumbent makes administrative and operational decisions pertaining to Fire Prevention, Fire Inspections, and Fire Investigations. The Fire Marshall will also assist in firefighting operations, as well as administrative duties assigned by the Chief. Duties involve making recommendations on policy development and providing guidance in enforcement of laws, codes, and ordinances. Considerable initiative and independence of action is required in the position. This position requires integrity and confidentiality because of the nature of investigations and personnel records for which this position will be responsible for and have access to. Incumbent works under the supervision of the Fire Chief, and work is reviewed through conferences and written and oral reports in which accomplishment of desired results and established objectives are the focuses.

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 inspections of commercial buildings to identify fire hazards, and develop fire suppression plans.
- Responds to structure fires to investigate cause and origin as needed; assists in firefighting as needed by Incident Commander. In absence of the Fire Chief, evaluates situation and, if necessary, takes command of fire suppression or other emergency activities.
- Performs the duties of Fire Marshall in accordance with current International Fire Code and other related codes, as adopted by the City.
- Makes recommendations for training schedules.
- Develops and routinely updates fire prevention programs with an emphasis on education of youth through the school system programs.
- Confers with the Fire Chief on major policies; attends conferences and meetings; attends staff meetings.
- Performs other duties as assigned by Fire Chief.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.)

- Extensive knowledge of the principles, practices, procedures, and equipment used in modern firefighting, prevention, rescue operations, and fire personnel training.
- Extensive knowledge of the municipal fire laws, and City and department policies, procedures, and regulations.
- Knowledge of department and City rules and regulations; location of streets, fire hydrants, buildings, and general geography of the City of Gautier's fire service area.
- Knowledge of occupational hazards involved in the work and the safety precautions for safe performance of the job.

City Manager ________ Page 1 of 3 Date ___________

- Extensive knowledge of the duties and responsibilities of the Fire Marshall contained in the International Fire Code and other related codes, as adopted by the City.
- Ability to act quickly, effectively, and calmly in emergency situations; to supervise firefighting activities; to evaluate fires, recognize dangerous situations, and use sound judgment in handling them.
- Ability to understand written and oral instructions; read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential.
- Ability to establish and maintain effective working relations; to express ideas clearly and concisely, orally and in writing, to groups and individuals.
- Must have demonstrated, through prior work experience, the ability to identify and resolve complex issues or problems, in a professional and courteous manner, while adhering to an appropriate policy and procedure.
- Computer proficiency in MS Word and MS Excel is required.
- Must maintain a valid Mississippi vehicle operator's license.

SUPERVISORY RESPONSIBILITIES:

This position directly supervises all Fire Department personnel on a daily basis and reports directly to the Fire Chief.

WORK ENVIRONMENT:

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

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

PHYSICAL DEMANDS:

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

This position requires the use of hands to finger, handle, or feel objects, tools, or controls; talk, hear, taste, and/or smell; lift and move up to 100 pounds; is frequently required to stand, walk, sit, and reach with hands and arms; and is occasionally required to climb, balance, stoop, kneel, crouch or crawl; and lift and/or move in excess of 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Completion of five (5) years' service in a Fire Department with a minimum of two (2) years as a Lieutenant or higher position and a satisfactory performance evaluation by supervisor.

PREFERRED EDUCATION AND EXPERIENCE:

Graduation from a high school or acceptable equivalent, supplemented by courses in fire science, fire technology, building construction, fire protection, fire protection engineering, fire suppression, and fire investigations. Certification through International

DEPUTY FIRE CHIEF/FIRE MARSHALL

Building Codes Congress International at Fire Inspector Level I and II. Certification through MS Fire Investigators Association and the International Association of Fire Investigators as Certified Fire Investigator.

TOOLS AND EQUIPMENT USED:

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, cell phone, and personal computer.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

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

FIRE CAPTAIN

Department:	Fire Department	**Pay Grade:**	12 (Schedule 2496)
Reports To:	Deputy Fire Chief/Fire Marshall	**Exempt (Y/N):**	Y
Competitive (Y/N):	Y		

SUMMARY:

An employee of this class has responsibility for the supervision, discipline, and training of a fire shift and for the maintenance of apparatus and equipment at all fire stations. Responsibilities include insuring that shift is prepared to respond to various emergencies. Special duties of fire prevention may be assigned which involve fire inspections to insure fire and building code compliance and to investigate the cause of fires. Work involves the performance of a variety of firefighting and related duties, including inspection of assigned fire shift.

Duties are performed with a large degree of independence within established departmental rules and regulations, but under the general supervision of the Deputy Fire Chief/Fire Marshall and the Fire Chief. Employees of this class are expected to use initiative in performing their duties. Work is reviewed by observation of work in progress, through conferences, written reports, and accomplishment of desired objectives.

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.)

- Responds to fire alarms and emergency calls which occur on shift; takes command of fire suppression or other emergency activities upon arrival until relieved by a superior officer.
- Supervises, assigns, and inspects work of fire lieutenants and other subordinates; evaluates performance of subordinates and as such the Fire Captains opinion is given considerable weight in decisions of hiring, termination, promotions and discipline.
- Supervises administrative work, such as fire reports, fire prevention inspections, station activity reports.
- Processes various types of personnel actions, approves various reports and personnel actions of the shift.
- Attends advanced fire schools and training sessions; prepares lesson plans and teaches fire prevention and firefighting methods.
- Issues and revokes burn permits.
- Performs other duties as determined by Deputy Fire Chief or Fire Chief.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.)

- Thorough knowledge of the principles, methods, and equipment used in firefighting, rescue operations, and fire prevention.
- Thorough knowledge of the municipal fire laws, and City and department policies, procedures, and regulations.
- Thorough knowledge of location of streets, fire alarm phones, fire hydrants, principal buildings, and general geography of the City's fire service area.
- Thorough knowledge of hazardous materials and proper procedure in handling hazardous spills, accidents, fires, etc.
- Thorough knowledge of occupational hazards involved in the work and the safety precautions for safe performance of the job.
- Thorough knowledge of fire investigation methods and techniques; and fire cause determination.

FIRE CAPTAIN

City Manager _________ Date ___________

- Considerable knowledge of plans for building construction as related to fire code compliance.
- Ability to supervise groups of individuals in suppression of fires and in other tasks.
- Ability to act quickly, effectively, and calmly in emergency situations; to assign and supervise the effective use of firefighting equipment, apparatus, and personnel; to evaluate fires, recognize dangerous situations, and use sound judgment in handling them.
- Ability to establish and maintain effective working relations.
- Ability to instruct groups of individuals in accepted fire prevention and suppression techniques.
- Ability to deal effectively with the public at emergency scenes and in instructional settings.
- Ability to understand and follow oral and written instructions.
- Ability to meet prescribed medical and physical standards; and physical strength to do prolonged and arduous work under adverse conditions.
- Ability to bend and crawl in cramped area.
- Ability to lift, carry, push, and pull heavy loads.
- Ability to react to change productively, and handle other tasks as assigned.
- Must maintain a valid Mississippi vehicle operator's license.

SUPERVISORY RESPONSIBILITIES:

This position directly supervises an assigned shift within the Fire Department on a daily basis and reports directly to the Deputy Fire Chief/Fire Marshall. Because this is a supervisory position, the incumbent must maintain the same shift hours as the fire fighters assigned to his/her shift.

WORK ENVIRONMENT:

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

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

PHYSICAL DEMANDS:

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

This position requires the use of hands to finger, handle, or feel objects, tools, or controls; talk, hear, taste, and/or smell; lift and move up to 100 pounds; is frequently required to stand, walk, sit, and reach with hands and arms; and is occasionally required to climb,

FIRE CAPTAIN

balance, stoop, kneel, crouch or crawl; and lift and/or move in excess of 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Graduation from a high school or acceptable equivalent. Completion of five (5) years' service in a fire department with a minimum of two (2) years as a Lieutenant or higher position and satisfactory performance evaluation by Supervisor. Volunteer Fire Department experience will be credited for no more than one-half of that time.

TOOLS AND EQUIPMENT USED:

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, cell phone, and personal computer.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

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

Motion was made by Mayor Fortenberry, seconded by Councilman Colledge and unanimously carried to recess the meeting until June 18, 2013 at 6:30 PM.

Councilman Hurley Ray Guillotte was not present.

APPROVED:

____
MAYOR

ATTEST:

____
CITY CLERK

Submitted for approval of the Mayor and Council of the City of Gautier, Mississippi at the meeting of June 18, 2013.