

Monday
August 12, 2013
Gautier, Mississippi

BE IT REMEMBERED THAT A BUDGET WORKSESSION of the Mayor and Council of the City of Gautier, Mississippi was held August 12, 2013 at 4:30 PM in the City Hall Municipal Building, 3330 Highway 90, Gautier, Mississippi.

Those present were Mayor Gordon Gollott, Council Members, Johnny Jones, Hurley Ray Guillotte, Mary Martin, Rusty Anderson, Adam Colledge, City Manager Samantha Abell, City Clerk Cynthia Russell, City Attorney Robert Ramsay and other concerned citizens. Absent Councilman Vaughan.

Councilman Vaughan arrived 4:32 p.m.

**AGENDA
BUDGET WORK SESSION
CITY OF GAUTIER, MISSISSIPPI
CITY HALL COUNCIL CHAMBERS
August 12, 2013 @4:30 PM**

- I. Call to Order
 - 1 Prayer
 - 2 Pledge of Allegiance
- II. Agenda Order Approval
- III. Announcements
 - 1 Budget Work Session Tuesday, August 13th @4:30 PM
 - 2 Budget Work Session Wednesday, August 14th @4:30 PM
- IV. Presentation Agenda (None)
- V. Public Agenda
 - 1 Agenda Comments (None)
- VI. Business Agenda
 - 1 Budget Overview
 - 2 Capital Improvement Plan
 - 3 General Fund
- VII. Consent Agenda (None)

**STUDY AGENDA
CITY OF GAUTIER, MISSISSIPPI
August 12, 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 August 13, 2013 at 4:30 PM
www.gautier-ms.gov

Announcements

- 1 Budget Work Session Tuesday, August 13th @ 4:30 PM
- 2 Budget Work Session Tuesday, August 14th @ 4:30 PM

Presentation Agenda

- 1 Presentation Agenda (None)

Motion was made by Councilwoman Martin to table Business Item #2 until August 13, 2013. Motion seconded by Councilman Colledge and unanimously carried.

Capital Improvement Program Definition, Policies and Process

Definition of a Capital Project

1. Cost should be \$25,000 or more for the life of the project.
2. Most will take more than a single year to complete.
3. Project revenues and expenditures should be clearly identified and balanced (e.g., revenue should equal project expenditures).
4. Projects should have an identifiable schedule that includes a beginning, intervening milestones, and an end.
5. Maintenance costs to increase the life of the City's infrastructure, replacement costs for infrastructure and reserves for future projects are not defined as a CIP, but are included in the CIP budget document. Examples of these include:
 - Pavement maintenance
 - Water Downstream Improvements
 - Fleet Maintenance Facility

Primary-Secondary Projects – defined below

The CIP frequently contains several projects that are similar in nature. For example, Public Works often proposes projects to replace or upgrade traffic signals at several different intersections throughout the City. Each intersection is formally a separate project, and funding may not be moved from one traffic signal project to another traffic signal project without City Manager authorization.

The CIP may categorize similar projects together in a "primary-secondary" relationship. Following the traffic signal example, "Traffic Signals" is the "primary" project, with individual "secondary" projects dedicated to each specific intersection where a project will be performed. The primary project description includes a description of each of the secondary projects related to it.

The primary project serves as the budgetary control device within the CIP. As approved, the City Manager has the authority to move CIP funding from one secondary project to another secondary project, as long as the overall primary project budget does not change. This approach allows for greater flexibility and efficiency when programming multiple CIPs of the same type.

Process

Existing projects are reviewed annually. This review compares user status and financial information to identify project progress and completion. This will be integrated into the budget proforma review process.

The Finance Department will work with the CIP project managers to develop CIP revenue forecasts for the budget year. This analysis will be compiled and distributed by the Finance Department to the appropriate project managers.

Capital Improvement Program Definition, Policies and Process

The City Manager, Comptroller and Department Heads review and prioritize all existing CIP's to assure consistency with the City's 5-Year Strategic Plan and Comprehensive Plan 2030.

The City Council will review new projects and approve re-appropriation of funds for existing projects as part of the annual budget cycle.

Capital Improvement Program – Policies

CIP Projects. Large construction projects, equipment purchases, infrastructure maintenance, replacement costs and future reserves will be included in the Capital Improvement Program.

CIP Purpose. The purpose of the CIP is to systematically plan, schedule, manage, monitor and finance capital projects to ensure cost-effectiveness as well as conformance with established policies. The CIP is a ten-year plan organized into the same functional groupings used for the operating programs. The CIP reflects a balance between capital replacement projects that repair, replace or enhance existing facilities, equipment or infrastructure; and capital facility projects that significantly expand or add to the City's existing fixed assets.

Project Manager. Every CIP project will have a project manager who will prepare the project proposal, ensure that required phases are completed on schedule, authorize all project expenditures, ensure that all regulations and laws are observed, and periodically report project status.

Projects may be appropriated for anticipated revenues but cannot be spent until revenues documents have been received. Each proposed CIP project will include the approximate location, size, completion date (est.) and estimate of costs and source of funding such as General Fund, Capital Facility Fees, Federal or State Grant, etc.

CIP Appropriation. The City's annual CIP appropriation for study, design, acquisition and/or construction is based on the projects designated by the Council through adoption of the Budget. **Adoption of the CIP appropriation does not automatically authorize funding for a specific project phase.** Project engineering and preliminary engineering will be appropriated at the time of Council action.

Capital Improvement Program Definition, Policies and Process

Authorization for construction generally occurs only after:

- The costs for the phases have been fully developed
- A grant is awarded and a copy of award is received in Finance
- A contract is granted after a competitive bid process
- A request for proposal (RFP) is approved by Council.

Actions involving any Federal or State funded CIP are restrained by the conditions of the grant.

Accordingly, if contract costs at the time of bid award are less than the budgeted amount, the unobligated balance will either be re-appropriated to project contingency or returned to fund balance. This action should be clearly explained in the fiscal impact section of a Council document and include any estimate for City engineering costs and required contingency to complete the project.

If project costs at the time of bid award are greater than budget amounts, four options are typically available:

1. Eliminate the project.
2. Defer the project for consideration to the next Budget cycle.
3. Re-scope or change the phasing of the project to meet the existing budget.
4. Appropriate additional resources as necessary from fund balance or other revenue sources.

For new CIP projects outside of the adoption process, resources need to be identified:

- Is there sufficient fund balance or monitored cash flow?
- Has an invoicing procedure been established?
- If sufficient funds are not available then lower priority projects may need to be eliminated and the budget for that project returned to fund balance and then re-appropriated to the higher priority project.

Project Status. Project milestones will be listed as objectives in the program narratives to facilitate project tracking

CIP Project Reporting and Update Process

- Cost Estimates/Actuals by Phase
- Schedule (Time Line)
- Accounting Procedures/Revenue Tracking/Grant Invoicing /Project Closeout Procedures
- Timely Status Update Reporting (Note: Cost overruns and funding needs to be determined early. Updated costs and postponed timelines flag potential funding issues.)

**CITY OF GAUTIER, MISSISSIPPI
10-YEAR CAPITAL IMPROVEMENT PLAN**

SCHEDULE OF CAPITAL IMPROVEMENT PROJECTS (FISCAL YEARS 2014 - 2023)

Type/Project Number	Project Description	Area Served	Funding	Strategic Plan	Total Cost "All In"	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2018-2023	10-Year Total (City Funds)
City Clerk	Administration											
	New Server Lease	Citywide	WC		\$ 30,816.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 806.00	\$ -	\$ -	\$ 30,816.00
Public Safety	Police											
	Police Cars Already purchased	Citywide	L	Public Safety	\$ 246,500.00	\$ 123,250.00	\$ 123,250.00	\$ -	\$ -	\$ -	\$ -	\$ 246,500.00
	Police Motorcycles	Citywide	PAF	Public Safety	\$ 120,000.00	\$ 120,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000.00
	Police Court Software Package	Citywide	L	Public Safety	\$ 146,100.00	\$ 73,050.00	\$ 73,050.00	\$ -	\$ -	\$ -	\$ -	\$ 146,100.00
	Police Cars	Citywide	L	Public Safety	\$ 1,470,000.00	\$ 1,200,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 750,000.00	\$ 1,470,000.00
	Fire Protection											
	Fire Truck	Citywide	SR	Public Safety	\$ 277,580.00	\$ 75,863.00	\$ 75,863.00	\$ -	\$ -	\$ -	\$ -	\$ 151,754.00
	Fire Station - West	Ward 1 and 2/3/4/5	B	Public Safety	\$ 983,550.00	\$ 983,550.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 983,550.00
	Fire Station - West Safety Traffic Signal	Ward 1	G/B	Public Safety	\$ 150,000.00	\$ 30,000.00	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ 90,000.00
	Command/Support Vehicle	Citywide	SR	Public Safety	\$ 170,000.00	\$ 80,000.00	\$ 18,000.00	\$ 18,000.00	\$ 34,000.00	\$ -	\$ -	\$ 170,000.00
	Brown Road Emergency Signal	Citywide	G	Planning	\$ 110,000.00	\$ -	\$ 34,000.00	\$ -	\$ -	\$ -	\$ -	\$ 34,000.00
Public Works	Administration											
	Purchase new radios to allow compatibility with new frequency system	Citywide	WC/G	PW Admin	\$ 85,000.00			\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 68,000.00
	Water/Sewer											
	GUD Bond	Citywide	B	PW Water/Sewer	\$ 9,886,785.28	\$ 1,441,000.00	\$ 1,395,800.00	\$ 1,400,500.00	\$ 1,404,600.00	\$ 1,388,200.00	\$ 2,316,750.00	\$ 9,356,350.00
	Sewer Rehab	Citywide	SRF	PW Sewer	\$ 1,213,127.30	\$ 84,529.40	\$ 84,529.40	\$ 84,529.40	\$ 84,529.40	\$ 84,529.40	\$ 472,647.00	\$ 465,284.00
	Hwy 90/57	Citywide	SRF	PW Water/Sewer	\$ 1,784,633.21	\$ 239,614.68	\$ 239,614.68	\$ 239,614.68	\$ 239,614.68	\$ 239,614.68	\$ 1,198,073.40	\$ 2,396,146.80
	Allen Road	Citywide	SRF	PW Water/Sewer	\$ 1,470,132.86	\$ 25,799.40	\$ 25,799.40	\$ 25,799.40	\$ 25,799.40	\$ 25,799.40	\$ 128,997.00	\$ 257,994.00
	Old Spanish Trail	Citywide	SRF	PW Water/Sewer	\$ 404,280.60	\$ 45,189.96	\$ 45,189.96	\$ 45,189.96	\$ 45,189.96	\$ 45,189.96	\$ 225,949.80	\$ 451,899.80
	Maintenance/Improvements	Citywide	SRF	PW Water/Sewer	\$ 771,995.15	\$ 115,991.88	\$ 115,991.88	\$ 115,991.88	\$ 115,991.88	\$ 115,991.88	\$ 579,959.40	\$ 1,159,918.80
	Waco Truck	Citywide	LP	PW Sewer	\$ 204,000.00	\$ 227,789.49	\$ 227,789.49	\$ 227,789.49	\$ 227,789.49	\$ 227,789.49	\$ 655,827.88	\$ 1,944,895.88
	SCADA System Expansion	Citywide	WC	PW Sewer	\$ 266,700.00	\$ 266,700.00	\$ 266,700.00	\$ 266,700.00	\$ 266,700.00	\$ 266,700.00	\$ 1,333,500.00	\$ 2,667,000.00
	Water Treatment Plant Phase I	Citywide	G/L/WC	PW Water	\$ 2,650,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 875,000.00	\$ 1,750,000.00
	Automatic Read Water Meters	Citywide	G/L/WC	PW Water	\$ 2,366,500.00		\$ 230,000.00	\$ 230,000.00	\$ 230,000.00	\$ 230,000.00	\$ 1,150,000.00	\$ 2,366,500.00
	Clean Video and Slip Line Sewer Lines	Citywide	WC	PW Sewer			\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 250,000.00	\$ 500,000.00
	Force Main Interceptor - Shell Landing to Beasley - Pipe & Lift Stations	Citywide	L	PW Sewer	\$ 1,500,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 250,000.00	\$ 500,000.00
	Portable Generators	Citywide	G	PW Sewer	\$ 150,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 250,000.00	\$ 500,000.00
	Water Well and Tank (Linda Lee Road)	Ward 1	L	PW Water	\$ 1,300,000.00	\$ 86,500.00	\$ 86,500.00	\$ 86,500.00	\$ 86,500.00	\$ 86,500.00	\$ 432,500.00	\$ 778,500.00
	Water Well and Tank (North Hickory Hills)	Ward 3	L	PW Water	\$ 1,300,000.00	\$ 86,500.00	\$ 86,500.00	\$ 86,500.00	\$ 86,500.00	\$ 86,500.00	\$ 432,500.00	\$ 778,500.00
	Old Shell Landing Grinder Stations	Citywide	G	PW Sewer	\$ 500,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 250,000.00	\$ 500,000.00
	Line Sewer Manholes	Citywide	WC	PW Sewer			\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 250,000.00	\$ 500,000.00
	Scholar Lift	Citywide	WC	PW Sewer	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 37,500.00	\$ 75,000.00
	Micro-Biological Injection System - Grease Control	Citywide	WC	PW Sewer	\$ 50,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 25,000.00	\$ 50,000.00
	Transportation											
	Allen Road Frontage	I-10/Hwy 57	L/C	Planning	\$ 1,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 87,000.00	\$ 87,000.00
	Allen Road Extension Planning Study	I-10/Hwy 57	G	Planning	\$ 20,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00
	Transportation Enhancements	Town Center	G/WC	Planning	\$ 460,000.00	\$ -	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -	\$ 45,000.00
	I-Connector	Town Center	G	Planning	\$ 2,500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Interior Roads	Town Center	G	Planning	\$ 2,500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Marlin Bluff Road	Ward 5	A/G/B/WC	Planning	\$ 10,465,757.00	\$ -	\$ -	\$ 1,105,250.00	\$ 300,000.00	\$ 352,000.00	\$ -	\$ 2,157,250.00
	Intersection Improvements - Old Spanish Trail	Citywide	G/WC	Public Works	\$ 300,000.00	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000.00
	Intersection & Access Road - Hwy 90 and City Park Road	Citywide	G/WC	Planning	\$ 400,000.00	\$ -	\$ -	\$ 40,000.00	\$ -	\$ -	\$ -	\$ 40,000.00
	Intersection & Access Road - Hwy 90 and Mary Walker Drive	Citywide	G/WC	Public Works	\$ 400,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Bridge at Old Spanish Trail and Graveline	Citywide	G	Public Works	\$ 600,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Roadway Elevation on Old Spanish Trail near Magnolia Tree	Citywide	G	Public Works	\$ 175,000.00	\$ -	\$ -	\$ 26,250.00	\$ 17,500.00	\$ -	\$ -	\$ 43,750.00
	Roadway and Drainage Improvements - Beasley Road	Citywide	JC	Public Works	\$ 300,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Park & Ride - Gautier-Vancleave Road and Frontage Road	Citywide	G/WC	Planning	\$ 700,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
	Marlin Bluff Alternative - Frontage Road to Little Bend	Ward 5	A/G/WC	Public Works	TBD							
	Investigate Alternative - Westgate Parkway to Indian Point Road	Ward 4	G/WC	Public Works	TBD							
	Marlin Bluff Road Bridge at Brookside	Ward 5	JC/WC	Public Works	\$ 400,000.00	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00
	Improvement to Dolphin Dr - Paving/Sidewalks - South of Old Spanish Trail	Ward 1	G/WC	Public Works	\$ 1,600,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Improvements to Graveline Dr - Paving/Sidewalks - Dolphin Rd to Lashier	Ward 1	G/WC	Public Works	\$ 900,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Connector Road (Industrial Park) - Hwy 57 to Beasley Road	Citywide	G/WC	Planning	TBD							

Heavily Refinanced
STATE LOANS #3 - (Matures April 2025)
STATE LOANS #4 - HWY 90/57 (Matures January 2026)
STATE LOANS #5 - ALLEN ROAD (Matures February 2028)
STATE LOANS #6 - OLD SPANISH TRAIL
SRF UN #7 C180579-02-2
Total owed to \$164,555.83 (without interest original price \$174,000.00)

LEGEND		
Funding Sources	Definition	Purpose
WC	Working Capital	Current Assets - Current Liabilities + Working Capital
GSF	Sewer Rev. Fund	
B	Bond	Enterprise Fund
L	Loan	
GR	State Grants	
FAF	Police Assets/Forfeitures	Revenue from forfeitures
G	Grant	
PPP	Public/Private Partnerships	
A	Appropriation	
	Jackson County	

Motion made by Councilwoman Martin to recess until August 13, 2013 at 4:30 p.m.
Seconded by Councilman Colledge and unanimously carried.

APPROVED BY:

MAYOR

ATTEST:

CITY CLERK

Submitted for approval by the Mayor and Council of the City of Gautier,
Mississippi, at the meeting of September 3, 2013.