

**MUNICIPAL DOCKET
REGULAR MEETING OF JANUARY 17, 2017
THE MAYOR AND BOARD OF ALDERMEN
THE CITY OF LONG BEACH, MISSISSIPPI
5:00 O'CLOCK P.M. LONG BEACH CITY HALL, 201 JEFF DAVIS AVE.**

- I. CALL TO ORDER
- II. INVOCATION AND PLEDGE OF ALLEGIANCE
- III. ROLL CALL AND ESTABLISH QUORUM
- IV. BIDS
- V. ANNOUNCEMENTS; PRESENTATIONS; PROCLAMATIONS
- VI. AMENDMENTS TO THE MUNICIPAL DOCKET
- VII. * PUBLIC COMMENTS-AGENDA ITEMS ONLY
- VIII. APPROVE MINUTES:
 - 1. MAYOR AND BOARD OF ALDERMEN
 - a. January 3, 2017-Regular
 - 2. PLANNING COMMISSION
 - a. January 12, 2017
- IX. APPROVE DOCKET OF CLAIMS NUMBER(S):
 - 1. 011717
- X. UNFINISHED BUSINESS
 - 1. Bill Leiteritz-Drainage Ditch, Sea Oaks Boulevard
- XI. NEW BUSINESS
 - 1. Steve Banston-High Water on Leigh Street
- XII. DEPARTMENTAL BUSINESS
 - 1. MAYOR'S OFFICE
 - 2. PERSONNEL
 - a. Police Department-(3) Step Increases; (2) New Hires
 - b. Fire Department-(3) Promotions; (1) Retirement; (1) New Hire; (1) Military Leave
 - 3. RECREATION
 - a. Waive Fees-Recreation/Senior Citizens Facility-Super Bowl Community Fellowship, Church of the Good Shepherd
 - b. Purchase of Sound Equipment/Budget Amendment
 - 4. CITY CLERK
 - a. Intent to Conduct Primaries-Republican Executive Committee
 - b. Resolutions/Agreements-2017 Elections
 - c. Temporary Deputy City Clerks-Election Duties
 - d. Resolution-Mississippi Municipal Government Week
 - e. Engagement Letter-FY 2015-2016 Audit
 - f. Revenue/Expense Report - December, 2016
 - 5. DERELICT PROPERTIES-DISCUSSION/SCHEDULE PUBLIC HEARINGS
- XIII. REPORT FROM CITY ATTORNEY
- XIV. * PUBLIC COMMENTS-MATTERS NOT APPEARING ON THE AGENDA
- XV. ADJOURN (OR) RECESS

* ALL PUBLIC COMMENTS ARE LIMITED TO A MAXIMUM OF TWO (2) MINUTES PER PERSON,
NOT TO EXCEED A TOTAL OF TEN (10) MINUTES FOR ALL PUBLIC COMMENTS.

**Minutes of January 17, 2017
Mayor and Board of Aldermen**

Be it remembered that a regular meeting of the Mayor and Board of Aldermen, Long Beach, Mississippi, was begun and held at 5:00 o'clock p.m., Long Beach City Hall Meeting Room, 201 Jeff Davis Avenue, in said City, it being the third Tuesday in January, 2017, and the same being the time, date and place fixed by Laws of the State of Mississippi and ordinance of the City of Long Beach for holding said meeting.

There were present and in attendance on said board and at the meeting the following named persons: Mayor William Skellie, Jr., Aldermen Leonard G. Carrubba, Sr., Gary J. Ponthieux, Bernie Parker, Kelly Griffin, Ronnie Hammons, Jr., Mark E. Lishen, Alan Young, City Clerk Rebecca E. Schruoff, and City Attorney James C. Simpson, Jr.

There being a quorum present sufficient to transact the business of the City, the following proceedings were had and done.

The meeting was called to order and there were no presentations.

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ANNOUNCEMENTS:

- Congratulations to Shawn Montella on the opening of Coast Roast Coffee & Tea, roasted in Long Beach;
- Congratulations to Darwell's Café of Long Beach listed in top 10 restaurants for 2016 by Forbes.
- The new Farmers Market has relocated back to Jeff Davis Avenue on the Elias property and is interested in operating at the Town Green.

PROCLAMATION:

- *Long Beach School Choice Week* – January 22-28, 2017.

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*

Alderman Carrubba made motion seconded by Alderman Griffin and unanimously carried to suspend the rules and amend the Municipal Docket to include the following:

- Item XII.4.g. DEPARTMENTAL BUSINESS – CITY CLERK – ES&S Agreement, 2017 Election Support.
- Item XII.4.h. DEPARTMENTAL BUSINESS – CITY CLERK – Repairs to Private Property Damaged by Fire Truck.
- Item XII.4.i. DEPARTMENTAL BUSINESS – CITY CLERK – Appointment to Port Commission for Ward 3 – Alderman Griffin

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The Mayor opened the floor for public comments regarding agenda items, as follows:

PUBLIC COMMENTS PERTAINING TO MATTERS ON THE AGENDA ONLY		
NOTE: All comments shall be directed to the Chairman (Mayor). Comments of a personal nature regarding individual members of the Governing Authority (Mayor and Board of Aldermen), City Staff and/or Personnel, other Citizens, disruptive comments or improper actions will not be permitted. Public Comments will be limited to a total of ten (10) minutes and limited to a maximum of two (2) minutes per person. Except as otherwise directed by the Chairman (Mayor), Public Comments will not be permitted before or after the allotted time. Disruption of the regular business meeting will be cause for removal from the public meeting.		
PLEASE PRINT: NAME / ADDRESS / TELEPHONE	AGENDA ITEM NO.	AGENDA ITEM SUBJECT MATTER
1 William Lesteritz 141 Sea Oaks Blvd Long Beach, MS 39560 989 780 1033	X 1	Drainage lack of flooding Where is Drainage study/science Behind Refusal to issue a permit.
3 Steve BASTROW 1110 Leigh St. Long Beach, MS 39560	X 1	Leigh St. Flooding 228-239-5721
4		
5		
6		
7		
8		
9		
10		

City of Long Beach, Mississippi
Mayor and Board of Aldermen Meeting
Date: _____

Excel Worksheet: public comments - agenda PUBLIC COMMENTS-AGENDA

Alderman Lishen made motion seconded by Alderman Griffin and unanimously carried to approve the regular meeting minutes of the Mayor and Board of Aldermen dated January 3, 2017, as submitted.

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Alderman Lishen made motion seconded by Alderman Parker and unanimously carried to approve the regular meeting minutes of the Long Beach Planning Commission dated January 12, 2017, as submitted.

Alderman Griffin made motion seconded by Alderman Hammons and unanimously carried to approve payment of invoices as listed in Docket of Claims number 011717.

Mr. Bill Leiteritz left the meeting after public comments.

Upon discussion regarding the drainage ditch behind his property on Sea Oaks Boulevard, the City Attorney apprised the Mayor and Board of Aldermen that, according to the Sea Oaks plat as recorded in the Harrison County Courthouse, the easements are perpetual easements and can only be altered by re-platting Sea Oaks with the approval of the homeowners and/or their association. No official action was required or taken regarding this matter.

The Mayor recognized Steve Banston to discuss high water, Leigh Street. After considerable discussion, it was determined that Utility Partners working in conjunction with Engineer David Ball are assessing the situation to resolve the flooding and sewer issues. No official action was required or taken regarding this matter.

There was no report from the Mayor's Office.

Based upon the recommendation of Department Heads and certification by the Civil Service Commission, Alderman Ponthieux made motion seconded by Alderman Griffin and unanimously carried to approve personnel matters, as follows:

POLICE DEPARTMENT:

- Step Increase, Assistant Chief Alan Bond, PSA-16-IX, effective February 1, 2017;
- Step Increase, Dispatcher 1st Class Donna McArthur, PS-3-IX, effective February 16, 2017;
- Step Increase, Police Officer 1st Class Daniel Marks, PS-9-II, effective February 16, 2017;
- New Hire, Patrolman 1st Class Christopher D. Cousins (Certified Police Officer), PS-9-B, effective January 16, 2017;

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- New Hire, Dispatcher Recruit Dorothy Gail Pannell, PS-1-B, effective January 16, 2017;

FIRE DEPARTMENT:

- Promotion, Lieutenant Jay Lonchair, FS-12-V, effective February 1, 2017;
- Promotion, Driver/Operator Brad McGill, FS-10-X, effective February 1, 2017;
- Promotion, Battalion Chief Jarod McGill, FS-13-VI, effective February 1, 2017;
- Retirement, Battalion Chief Neal Gatian, effective February 1, 2017, with regret and appreciation for his years of dedicated service to the City;
- New Hire, Firefighter 2nd Class Brooks Hoda, FS-7, February 1, 2017;
- Military Leave, Firefighter Lloyd Cristales, paid time ending February 1, 2017.

There came on for consideration a letter from Matt Murphy, Lead Pastor, Church of the Good Shepherd, as follows:

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Mayor and Board of Aldermen



CHURCH OF THE
GOOD SHEPHERD

January 4, 2017

Attn: Board of Alderman
Re: Long Beach Activity Center, Daugherty Road

Dear Board of Alderman,

Thank you for helping us provide activities for church fellowship that also welcomes the entire community of Long Beach, and surrounding areas.

Our church has used the Long Beach Senior Recreation Center on Daugherty multiple times in the past for various purposes. We would like to once again request permission for use of your facility on February 5th, 2017, for our annual Super Bowl fellowship. We would like to setup beforehand and will cleanup quickly after the event.

The purpose of this letter is to request that you waive the rental fee for the Senior Rec Center. Our request for a waiver is based on inviting the community to share in the Super Bowl fellowship, where food and entertainment is provided by us at no charge to the community.

We await your response and thank you again not only for all your help with this function, but also for your consideration in this matter.

Respectfully,

Matt Murphy
Lead Pastor

rescue.....restore.....release

5169 Espy Avenue Long Beach, MS 39560	Phone: 228-452-9318 Fax: 228-452-3013	Website: cotgs.net E-mail: office@cotgs.net
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Upon discussion, Alderman Hammons made motion seconded by Alderman Parker and unanimously carried to approve the request as set forth above, waiving fees in accordance with City policy regarding non-profit organizations and community events.

There came on for consideration a letter with attachments from Recreation Director Bob Paul, as follows:

**Minutes of January 17, 2017
Mayor and Board of Aldermen**

Date 1/12/2017

FROM: Director Long Beach Parks @ Recreation

To: Long Beach Mayor and Board of Alderman

Subj: Requesting additional funding from the general budget (\$1,500.00) to purchase sound system equipment to permanently install at the senior activity building.

Operational supplies 435 610700

I am attaching a copy of the equipment list that is for sale, and the prices of each piece of equipment if we were to purchase it separately

Thank you



Robert j Paul jr

Director Long Beach Parks @ Recreation

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Item	QTY	Cost
JBL Speakers (JRX 118S)	(2)	\$750.00
JBL Speaker (JRX112M)	(1)	\$450.00
JBL Speaker (Control 30)	(2)	\$1372.00
Mackie mixing Console 16.8 (J15286)	(1)	\$600.00
Sony compact mini disk player (MXD-D3)	(1)	\$350.00
Rane Mojo series Stereo Equalizer (MQ302)	(1)	\$70.00
Crown Amplifier (CT 2000)	(2)	\$400.00
Peavey 2.6c Power Amplifier	(1)	\$400.00
Pioneer double cassette tape deck CT-V70	(1)	\$150.00
Apollo over Head Projector (15000)	(1)	\$75.00
Epson Video Projector (EMP X3)	(1)	\$100.00
Mackie 220 watt power supply class a	(1)	\$200.00
Dbx Drive rack PA Loudspeaker control system	(1)	\$350.00
Zoom Studio 1202 512 Programs true stereo		
44.1 KHz Sampling	(1)	\$150.00
All Cables and wires		
PA Gear rack	(1)	
Video Stands	(2)	
Speaker Stands	(2)	

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Shepherd's Way Church

20134 Pineville Road, Long Beach, 39560

MEMO:

DATE: January 12, 2017

TO: Mayor Billy Skellie

FROM: Dr. Rodney Fisher, Pastor of Shepherd's Way Church

RE: Sale of church music equipment.

The music equipment that the City of Long Beach is interested in purchasing was loaned to Shepherd's Way Church by Bill "Kippy" Allen. Mr. Allen is the owner of the equipment and Shepherd's Way Church has no ownership rights to the said equipment.

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City of Long Beach

Budget Amendment Request

Fund Name	<u>General</u>	Date	<u>1/17/2017</u>
Department #	<u>435</u>	Budget Entry #	<u> </u>
Department Name	<u>Recreation</u>		

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Operational Supplies				
435-610700	4,000	-	1,500	5,500
General Fund			(1,500)	

Amendment to move funds from General Fund to purchase sound system equipment for the Recreation Building.

Amendment #4

Upon discussion, Alderman Ponthieux made motion seconded by Alderman Parker and unanimously carried to approve the purchase of sound equipment and General Fund Budget Amendment, Fiscal Year 2016-2017, all as set forth above.

Alderman Parker made motion seconded by Alderman Griffin and unanimously carried acknowledging the letter of intent to conduct a Republican Primary and Runoff (if necessary) from the Republican Executive Committee; said letter is as follows:

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January 3, 2017

Rebecca E. Schruff
City Clerk
Long Beach, MS 39560

On behalf of the Republican Executive Committee this letter is to inform you that the committee will conduct a Republican Primary and Runoff, if necessary. Please accept qualifying forms and fees from all candidates seeking the Republican nomination for municipal office during the qualifying period. I will come to your office to accept all Republican filing forms and fees, and to receive a complete list of all candidates seeking municipal office.

I will provide you with updated contact information for all members of the executive committee; until that time I will be your point of contact throughout the qualifying and election process. My contact information is listed below.

Sincerely,


Patricia Bennett
Commissioner
228-861-4782

**Minutes of January 17, 2017
Mayor and Board of Aldermen**

There came on for consideration at a duly constituted meeting of the Mayor and Board of Aldermen of the City of Long Beach held on the 17th day of January, 2017, the following Resolution, which was reduced to writing and presented in advance of the meeting for reading and examination:

A RESOLUTION BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF LONG BEACH, MISSISSIPPI, AUTHORIZING AND DIRECTING THE CITY CLERK TO ENTER INTO AN AGREEMENT WITH THE MUNICIPAL PARTY EXECUTIVE COMMITTEES OF THE DEMOCRATIC AND REPUBLICAN PARTIES TO PERFORM CERTAIN DUTIES IN PRIMARY ELECTIONS; AND FOR RELATED PURPOSES.

WHEREAS, pursuant to Mississippi Code Annotated Sections 23-15-263, as amended, the respective Municipal Party Executive Committees of the Democratic and Republican parties are responsible for conducting all Primary Elections (Miss. Code Ann. § 23-15-263 (1972)); and

WHEREAS, during the 2001 Legislative Session, Senate Bill 2523 and House Bill 1220 enabled the Municipal Party Executive Committees to enter into written agreements with Municipal Election Commissions and/or Municipal Clerks to perform certain specified duties in a Primary Election, such agreements being limited to the following six major areas concerning primaries that may be performed by Election Commissions and/or Municipal Clerks following the timely signing of such agreement: (1) appointing poll managers; (2) training of poll managers; (3) distributing ballot boxes; (4) printing ballots; (5) distributing ballots to poll managers; and (6) canvassing and certifying the election. (Miss. Code Ann. §§ 23-15-239; 23-15-265; 23-15-267; 23-15-333; 23-15-335; 23-15-597 (1972))

WHEREAS, it is the desire of the said Municipal Party Executive Committees of the Democratic and Republican parties to enter into such an agreement as contemplated and allowed by law with the City Clerk of the City of Long Beach and the Municipal Election Commission; and

WHEREAS, The Mayor and Board of Aldermen of the City of Long Beach,

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Mayor and Board of Aldermen**

Mississippi, having made due investigation therefore, do now find, determine, adjudicate and declare that it is in the best interests of the citizens of the City of Long Beach, Mississippi to enter into such an agreements;

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF LONG BEACH, MISSISSIPPI, AS FOLLOWS:

Section 1. That the City Clerk is hereby authorized and directed to enter into an agreement regarding and providing for the administration and holding of municipal primaries in substantially the form as attached hereto with the Municipal Party Executive Committees of the Democratic and Republican parties.

Section 2. That upon execution of same, such agreement be thereafter spread upon the minutes of the Municipality and carried out in accordance with law.

The above and foregoing Resolution was introduced in writing by Alderman Parker who moved its adoption, seconded by Alderman Lishen, and after discussion, the question being put to a roll call vote by the Mayor, the result was as follows:

Alderman Bernie Parker	voted Aye
Alderman Gary Ponthieux	voted Aye
Alderman Kelly Griffin	voted Aye
Alderman Alan Young	voted Absent, Not Voting
Alderman Leonard Carrubba, Sr.	voted Aye
Alderman Mark Lishen	voted Aye
Alderman Ronnie Hammons, Jr.	voted Aye

The question having received the affirmative vote of all the Aldermen present and voting, the Mayor declared the motion carried adopted this, the 17th day of January, 2017.

APPROVED:


WILLIAM SKELLIE, JR., MAYOR

ATTEST:

REBECCA E. SCHRUFF, CITY CLERK

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Alderman Parker made motion seconded by Alderman Griffin and unanimously carried to approve the temporary appointment of Kini Gonsoulin and Tina Dahl as Deputy City Clerks to assist in the 2017 Elections and to spread the appointments/oaths of office upon the minutes of this meeting in words and figures, as follows:

APPOINTMENT, OATH OF OFFICE
AND
APPROVAL OF APPOINTMENT
OF
KINI GONSOULIN
AS DEPUTY CITY CLERK

STATE OF MISSISSIPPI
HARRISON COUNTY
CITY OF LONG BEACH

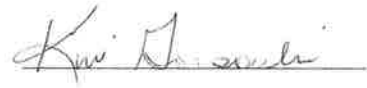
I, Rebecca E. Schruoff, City Clerk within and for City of Long Beach, Mississippi, do hereby appoint Kini Gonsoulin, my true and lawful Deputy City Clerk in and for Long Beach, Mississippi, for the term beginning January 17, 2017 through June 30, 2017, to do and perform all duties and acts which are required of me lawfully to do for municipal elections.

Given under my hand and the official seal of my office this the 17th day of January, 2017.


Rebecca E. Schruoff, City Clerk

O A T H

I, Kini Gonsoulin, do solemnly swear that I will faithfully support the Constitution of the United States, the Constitution of the State of Mississippi, and obey the laws thereof, that I am not disqualified from holding the office of Deputy City Clerk, Long Beach, Mississippi; that I will faithfully discharge the duties of the office which I am about to enter. So help me God.



Sworn to and subscribed before me, this the 17th day of January, 2017.


Notary Public

MY COMMISSION EXPIRES



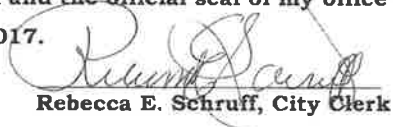
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APPOINTMENT, OATH OF OFFICE
AND
APPROVAL OF APPOINTMENT
OF
TINA DAHL
AS DEPUTY CITY CLERK

STATE OF MISSISSIPPI
HARRISON COUNTY
CITY OF LONG BEACH

I, Rebecca E. Schruoff, City Clerk within and for City of Long Beach, Mississippi, do hereby appoint Tina Dahl, my true and lawful Deputy City Clerk in and for Long Beach, Mississippi, for the term beginning January 17, 2017 through June 30, 2017, to do and perform all duties and acts which are required of me lawfully to do for municipal elections.

Given under my hand and the official seal of my office this the 17th day of January, 2017.


Rebecca E. Schruoff, City Clerk

O A T H

I, Tina Dahl, do solemnly swear that I will faithfully support the Constitution of the United States, the Constitution of the State of Mississippi, and obey the laws thereof, that I am not disqualified from holding the office of Deputy City Clerk, Long Beach, Mississippi; that I will faithfully discharge the duties of the office which I am about to enter. So help me God.



Sworn to and subscribed before me, this the 17th day of January, 2017.


Notary Public

MY COMMISSION EXPIRES:



MISSISSIPPI MUNICIPAL GOVERNMENT WEEK

A RESOLUTION OF THE CITY OF LONG BEACH RECOGNIZING MUNICIPAL GOVERNMENT WEEK, JANUARY 15-21, 2017, AND ENCOURAGING ALL CITIZENS TO SUPPORT THE CELEBRATION AND CORRESPONDING ACTIVITIES.

WHEREAS, municipal government is the government closest to most citizens, and the one with the most direct daily impact upon its residents; and

WHEREAS, municipal government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, municipal government provides services and programs that enhance the quality of life for residents, making their town their home; and

WHEREAS, municipal government officials and employees share the responsibility to pass along their understanding of public services and their benefits; and

WHEREAS, Mississippi Municipal Government Week is a very important time to recognize the important role played by municipal government in our lives; and

WHEREAS, Mississippi Municipal Government offers an important opportunity to convey to all the citizens of Mississippi that they can shape and influence government through their civic involvement; and

WHEREAS, the Mississippi Municipal League and its member municipalities have joined together to teach students and other citizens about municipal government through a variety of different projects and information.

NOW THEREFORE BE IT RESOLVED THAT THE CITY OF LONG BEACH JOINS WITH THE MISSISSIPPI MUNICIPAL LEAGUE AND MUNICIPALITIES ACROSS THE STATE OF MISSISSIPPI IN DECLARING JANUARY 15-21, 2017, MISSISSIPPI MUNICIPAL GOVERNMENT WEEK.

Alderman Ponthieux made motion seconded by Alderman Griffin to adopt the above and foregoing resolution and the question being put to a roll call vote by the Mayor, the result was as follows:

Alderman Bernie Parker	voted	Aye
Alderman Gary Ponthieux	voted	Aye
Alderman Kelly Griffin	voted	Aye
Alderman Alan Young	voted	Absent, Not Voting

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Alderman Leonard Carrubba, Sr.	voted	Aye
Alderman Mark Lishen	voted	Aye
Alderman Ronnie Hammons, Jr.	voted	Aye


The question having received the affirmative vote of all the Aldermen present and voting, the Mayor declared the motion carried and the resolution adopted this the 17th day of January, 2017.

APPROVED:



 William Skellic, Jr., Mayor

ATTEST:



 Rebecca E. Schuff, City Clerk

Alderman Parker made motion seconded by Alderman Carrubba and unanimously carried to engage the professional audit services of Wolfe, McDuff & Oppie, and Certified Public Accountants, to conduct the Fiscal Year 2015-2016 Audit, as follows:

**Minutes of January 17, 2017
Mayor and Board of Aldermen**

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CLIENT COPY

Wolfe · McDuff & Oppie
CERTIFIED PUBLIC ACCOUNTANTS
(A Professional Association)

Michelle Oppie Gist, CPA

Kyriaki Jessica Martin, CPA
Julia Whitley Johnson, CPA
Jesse J. Wolfe, CPA (1927-2009)

Grover B. McDuff, CPA (1923-2016)
Jack A. Oppie, CPA (1960-2014)

3103 Pascagoula Street · Pascagoula, MS 39567 · Phone: 228-762-6348 · Fax: 228-762-4498 · www.wmocpas.com

January 12, 2017

To the Honorable Mayor, Board of Alderman, and Management
The City of Long Beach, Mississippi
Long Beach, Mississippi

We are pleased to confirm our understanding of the services we are to provide the City of Long Beach, Mississippi for the year ended September 30, 2016. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City of Long Beach, Mississippi as of and for the year ended September 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedule
- 3) Schedule of the City's Proportionate Share of the Net Pension Liability
- 4) Schedule of the City's Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements:

- 1) Schedule of expenditures of federal awards

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

Memberships in:
American Institute of Certified Public Accountants • Mississippi Society of Certified Public Accountants
AICPA Governmental Audit Quality Center • AICPA Center for Audit Quality • AICPA Employee Benefit Plan Audit Quality Center

CPA
America Counts on CPAs

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1) Schedule of Surety Bonds for City Officials

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Honorable Mayor and members of the Board of Alderman of the City of Long Beach, Mississippi. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees

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acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

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As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City of Long Beach, Mississippi in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

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You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on April 1, 2017.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing

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management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Wolfe, McDuff & Oppie, P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Auditor's Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Wolfe, McDuff & Oppie, P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State Auditor's Office. If we are aware that a

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federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately April 1, 2017 and to issue our reports no later than June 30, 2017. Michelle Oppie Gist is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$35,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the City of Long Beach, Mississippi and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Wolfe, McDuff & Oppie

Wolfe, McDuff & Oppie, P.A.

RESPONSE:

This letter correctly sets forth the understanding of the City of Long Beach, Mississippi.

Management signature: _____

Title: _____

Date: _____

Governance signature: *[Signature]* _____

Title: *City Clerk* _____

Date: *1/17/2017 Board Action* _____



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Alderman Ponthieux made motion seconded by Alderman Griffin and unanimously carried acknowledging receipt of the Revenue/Expense Report – December, 2016.

Alderman Parker made motion seconded by Alderman Carrubba and unanimously carried to approve the proposal submitted by Election Systems & Software (ES&S) for 2017 Municipal Election Support, as follows:



January 10th, 2017
Re: Municipal Election Support
Quote # - ESS-685

City of Long Beach
Becky Schruoff (City Clerk)
201 Jeff Davis Avenue
Long Beach, MS 39560
PO Box 929

Phone: 228-863-1556
Fax: 228-865-0822
e-mail: cityclerk@cityoflongbeachms.com

Dear Ms. Schruoff,

ES&S is pleased to offer to you the following pricing for your 2017 Municipal Election Support.

May 2nd, 2017 Municipal Election Support

3 Days of County Tech Support @ \$1,200/per day - \$3,600.00
- One tech day will be used to support poll worker training
Database Coding Support - \$1,500.00
Total - \$5,100.00

Ballot Printing - \$0.30/each, plus shipping & handling

May 16th, 2017 Municipal Election Runoff Support

3 Days of County Tech Support @ \$1,200/per day - \$3,600.00
- One tech day will be used to support poll worker training
Database Coding Support - \$1,500.00
Total - \$5,100.00

Ballot Printing - \$0.30/each, plus shipping & handling

June 6th, 2017 Municipal Election Support

3 Days of County Tech Support @ \$1,200/per day - \$3,600.00
- One tech day will be used to support poll worker training
Database Coding Support - \$1,500.00
Total - \$5,100.00

Ballot Printing - \$0.30/each, plus shipping & handling

Considerations that impact pricing:

1. Pricing is valid for 90 days.
2. Pricing assumes roughly 6-8 DS200 Scanner Machines with Ballot Boxes Owned by the County.
3. Price includes all travel and expenses.
4. All Sales, Services and Licenses are subject and bound to the terms and conditions of ES&S.

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Thank you again for the opportunity to quote your municipal election support. We would ask that you please approve this proposal by signing and returning so that we can secure the necessary resources needed to support this service. Please feel free to call with any questions you might have pertaining to this proposal.

Sincerely,

Bill Lowe
Election Systems & Software
Account Manager - State of Mississippi
5738 Hwy 80 West Suite C
Jackson, MS 39209
Phone - 601-922-2476
Cell - 601-497-4769
Fax - 601-922-8475

Election Official Approval

"Maintaining Voter Confidence - Enhancing the Voting Experience"
11200 John Galt Boulevard • Omaha NE 68137 USA • Phone: 402.593.0101 • Toll Free: 1.800.247.6883 • Fax: 402.593.8107 • www.essvote.com

Alderman Carrubba made motion seconded by Alderman Lishen and unanimously carried to approve entering private property to repair damages to the yard and driveway, 5 Kay's Drive, caused by one of the City's fire trucks.

Alderman Griffin made motion seconded by Alderman Parker and unanimously carried to appoint Eddie Seal to the Long Beach Port Commission, January, 2017 – July, 2017, as the representative for Ward 3, to fill the unexpired term of Mike Biegle.

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There was no official action required or taken regarding derelict properties at this time.


The City Attorney cautioned the Mayor and Board of Aldermen regarding mass emails and "reply to all" emails as they pertain to possible violations of the open meetings law.

There were no public comments regarding general matters not appearing on the agenda.


There being no further business to come before the Mayor and Board of Aldermen at this time, Alderman Carrubba made motion seconded by Alderman Griffin and unanimously carried to adjourn until the next regular meeting in due course.

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APPROVED:

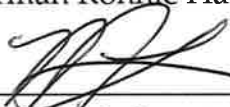

Alderman Leonard G. Carrubba, Sr., At-Large


Alderman Gary J. Ponthieux, Ward 1


Alderman Bernie Parker, Ward 2

Alderman Kelly Griffin, Ward 3


Alderman Ronnie Hammons, Jr., Ward 4


Alderman Mark E. Lishen, Ward 5

Alderman Alan Young, Ward 6

2/7/2017
Date

ATTEST:

Rebecca E. Schruoff, City Clerk