

PASCAGOULA CITY COUNCIL
Recessed Regular Meeting –Tuesday, January 21 2014, 6:00 P.M.

WELCOME AND CALL TO ORDER:

INVOCATION: Councilman Jackson

PLEDGE OF ALLEGIANCE: Councilman Taylor

ADDRESS THE COUNCIL:

- A. Resolution commending the Mississippi Department of Archives and History for Restorative Work after Hurricane Katrina
- B. Regional Coordinator for the Secretary of the State re: Voter I.D.

PUBLIC HEARING REGARDING THE MINUTES OF THE MEETING ON WEDNESDAY, JANUARY 8, 2014

- C. Minutes of Planning Board Meeting on Wednesday, January 8, 2014

Consent Agenda:*

- D. Minutes of Council meetings on January 7th and 14th, 2014
Recommended Action: adopt and approve minutes of Council meetings of January 7th and 14th, 2014
- E. Minutes of Recreation Commission meeting on November 6, 2013
Recommended Action: acknowledge receipt of minutes
- F. Minutes of Recreation Commission meeting on December 4, 2013
Recommended Action: acknowledge receipt of minutes
- G. \$3,000.00 for Postage Funds for the direct debit/postage on call meter setting service with Neo-Post
Recommended Action: approve postage funds for City Hall
- H. Request travel approval for Pascagoula Main Street Board member Michele Coats to attend Main Street training in Starkville, MS, January 23 & 24, 2014, with Rebecca Davis
Recommended Action: approve travel request
- I. Advertise the resources of the City by approving Pascagoula Main Street to provide trophies for the King, Queen and Parade Marshall, Best Decorated Float and Best Costume. The amount is \$200.00.
Recommended Action: approve advertising

- J. Approve the Pascagoula Recreation Department to host an Arbor Day event and advertise the resources of the City by giving trees to Pascagoula residents at the Scranton Nature Center on February 14, 2014. The cost to the City is \$400.00
Pascagoula Pride is partnering with the City for the event with an additional contribution of \$400.00 for a total of \$800.00 in trees.
Recommended Action: *approve advertising request and approve request to host an Arbor Day event*
- K. Request approval for placement of signs announcing Arbor Day Event at Scranton Nature Center on the Southwest corner of Hwy 90 & Chicot Street and Chicot Street and Nathan Hale one week before the event.
Recommended Action: *approve request for placement of signs*
- L. Reject Proposals and Authorize the Re-advertisement for Proposals for the Marketing Campaign
Recommended Action: *approve request to reject proposals and authorize the City Clerk to re-advertise for proposals for the Marketing Campaign.*
- M. Audit Services for Fiscal Year ending 09/30/2013
Recommended Action: *approve and authorize the City Manager to execute the engagement letter for the fiscal year 2013 audit with no change in the fee from the previous year in the amount of \$55,000.00*
- N. Municipal Compliance Questionnaire for the fiscal year ended September 30, 2013
Recommended Action: *accept the Questionnaire*
- O. Budget Amendment 14.17 in the General Fund for Police Training
Recommended Action: *approve Budget Amendment 14.17*
- P. Budget Amendment 14.18 in the Community Development Fund for the 2014 Tidelands Promenade Grant Project
Recommended Action: *approve Budget Amendment 14.18*
- Q. Budget Amendment 14.19 in the Special Revenue Projects Fund for the 2014 Tidelands Point Park Grant Project
Recommended Action: *approve Budget Amendment 14.19*
- R. Budget Amendment 14.20 in the General/Community Development Fund for the Round Island Lighthouse Project
Recommended Action: *approve Budget Amendment 14.20*
- S. Budget Amendment 14.21 in the Community Development Fund for the B.B. Jennings Park Project
Recommended Action: *approve Budget Amendment 14.21*
- T. Budget Amendment 14.22 in the Community Development Fund for the Point Park Project
Recommended Action: *approve Budget Amendment 14.22*

- U. City of Pascagoula 2013 Grants Manual
Recommended Action: approve and adopt the 2013 Grants Manual

- V. 2014 Transportation Alternatives Program – Priority #1 Safe Routes to School Project Application
Recommended Action: approve and authorize the Mayor to execute the related documents associated with the 2014 Transportation Alternative Program – Priority #1 Safe Routes to School Project Application. The application request \$413,700.00 and requires a 20% or \$103,425.00 match. Funding will be used to make infrastructure improvements around Beach Elementary School to create slower and safer environment.

- W. 2014 Transportation Alternatives Program – Priority #2 Round Island Lighthouse Application
Recommended Action: approve and authorize the Mayor to execute the related documents associated with the 2014 Transportation Alternatives Program – Priority #2 Round Island Lighthouse. This application request \$275,600.00 and requires a 20% or \$68,900.00 match. Funding will be used to complete interior construction of the Lighthouse.

- X. 2014 Five Star Restoration Program Application
Recommended Action: approval and authorization to apply for the 2014 Five Star Restoration Program. The application requests \$25,000.00 and has a 50% or \$25,000.00 in-kind match. This funding will be used to restore one acre of urban forest in I.G. Levy Park to foster natural habitat and environmental stewardship within the community.

- Y. Probation Provider Supplement Agreement with Court Programs, Inc.
Recommended Action: approve Agreement and authorize the City Manager execute related documents

- Z. Anchor Square Tenant Lease Agreement with Stephanie Nguyen and Rebecca Margherio – Unit D
Recommended Action: approve and authorize the Mayor to execute lease agreement

- AA. Anchor Square Tenant Lease Agreement with Jenafer Gurley – Unit J
Recommended Action: approve and authorize the Mayor to execute lease agreement

- BB. Extend Pest Control Contract with Ol’ Magnolia Pest Control
Recommended Action: approve contract renewal with Magnolia Pest Control for one-year at the same contract price of \$200.00 per month. The new contract dates are February 5, 2014 – February 4, 2015.

- CC. Update Job Description – Communications Floor Supervisor
Recommended Action: approve updated job description of Communications Floor Supervisor from Administrative Police Captain to Field Services Police Captain

DD. Authorization of the issuance of credit cards to members of the Executive Management Team primarily for use in the procurement of travel expenses within their respective departments.

Recommended Action: approve and authorize the application for the issuance of credit cards to members of the Executive Management Team of the City of Pascagoula.

EE. YTD Revenue and Expenditure Reports for December 2013

Recommended Action: acknowledge receipt of reports

DOCKET OF CLAIMS

FF. Order for Docket of Claims

EXECUTIVE SESSION re: potential litigation and possible real property acquisition.

RECESS OR ADJOURN

** Consent Agenda – All matters listed under Consent Agenda, are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

**RESOLUTION COMMENDING THE STAFF AND BOARD OF
TRUSTEES OF THE MISSISSIPPI DEPARTMENT OF
ARCHIVES AND HISTORY FOR THEIR TIRELESS EFFORTS
TO SAVE THE RICH ARCHITECTURAL HERITAGE OF THE
MISSISSIPPI GULF COAST FOLLOWING THE
DEVASTATION OF HURRICANE KATRINA**

WHEREAS, on August 29, 2005, Hurricane Katrina slammed into the Mississippi Gulf Coast, leaving behind a landscape of devastation; and

WHEREAS, Hurricane Katrina has been called the worst historic preservation disaster in the history of our nation, destroying an estimated 75,000 historic resources; and

WHEREAS, countless other historic resources, including churches, schools, houses and cemeteries, were damaged by the wind and water of the storm; and

WHEREAS, in the days following Hurricane Katrina, the staff of the Mississippi Department of Archives and History came to the coast to assess the damage and lend assistance to owners of historic properties; and

WHEREAS, from October, 2005, to May, 2006, staff members Jennifer Baughn, Russell Archer, Richard Cawthon and Mingo Tingle led ten teams consisting of hundreds of volunteers from various organizations including the Texas State Historic Preservation Office, the Association of Preservation Technology, Savannah College of Art and Design, Colonial Williamsburg and the National Trust for Historic Preservation, to provide property owners with advice on how to stabilize and repair their damaged historic buildings; and

WHEREAS, the Mississippi Department of Archives and History worked closely with Mississippi's Senators and Representatives to lobby successfully for an unprecedented \$27.5 million dollars in funding to restore the architectural resources of Mississippi; and

WHEREAS, the Mississippi Department of Archives and History established the Gulf Coast Field Office to oversee the Katrina Relief Grant Program; and

WHEREAS, staff members Chelius Carter, Ron Miller, Leesa Harris, Trevor Brown, Jeff Rosenberg and Christy Worms spent countless hours assisting homeowners, cities, counties and civic organizations in the rebuilding effort; and

WHEREAS, Director of Historic Preservation, Jim Woodrick, worked diligently to coordinate the efforts of the Federal Emergency Management Agency, the Mississippi Emergency Management Agency and local officials; and

WHEREAS, Deputy Director Ken P'Pool labored tirelessly to ensure that all options for restoration were made available to property owners; and

WHEREAS, Director Hank Holmes and the Board of Trustees worked hand in hand with staff members to support the restoration efforts; and

WHEREAS, over the past eight years, the Mississippi Department of Archives and History has awarded 315 grants totaling \$27,567,000 for the restoration of 258 historic resources; and

WHEREAS, in Pascagoula, 19 historic properties were restored with funding from the Katrina Relief Grant Program, including the Pascagoula High School and the LaPointe-Krebs House; and

WHEREAS, on December 31, 2013, the Mississippi Department of Archives and History Gulf Coast Field Office closed its doors; and

WHEREAS, without the leadership, commitment, professionalism, expertise and compassion of the staff and Board of Trustees of the Mississippi Department of Archives and History, Pascagoula and the Mississippi Gulf Coast would have lost countless historic treasures that had been damaged by Hurricane Katrina:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PASCAGOULA, that the staff and Board of Trustees of the Mississippi Department of Archives and History be commended for their tireless efforts to save the rich architectural heritage of the Mississippi Gulf Coast following the devastation of Hurricane Katrina.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution, signed by the entire Council, shall be suitably framed and sent to the Executive Director of MDAH to evidence the City of Pascagoula's appreciation for the assistance provided to the City by the Staff and Board of Trustees of the Mississippi Department of Archives and History.



AGENDA ITEM REQUEST FORM

Meeting Date: January 21, 2014

Submitting Department or Individual: City Manager

Contact Name: Address The Council

Phone: _____

Agenda Topic: Regional Coordinator for the Secretary of State regarding Voter I.D.

Attach additional information as necessary

Action Requested:

Budgeted Item	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Source of Funding	<input type="checkbox"/>	General Fund
Contract Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input type="checkbox"/>	Utility Fund
Mayor or Manager's Signature Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input type="checkbox"/>	Grant
				<input type="checkbox"/>	Other

*For grants and contracts, attach two (2) originals for Mayor or Manager's signature
For ordinances, resolutions, or other correspondence, attach one (1) original for Mayor or Manager's signature*

NOTE: ALL AGENDA REQUESTS MUST BE TURNED INTO THE CITY CLERK'S OFFICE WITH ALL ATTACHMENTS NO LATER THAN 2PM ON THE WEDNESDAY PRECEDING THE CITY COUNCIL MEETING

C.

REGULAR MEETING OF THE PASCAGOULA PLANNING BOARD
WEDNESDAY, JANUARY 8, 2014 AT 6:00 PM
CITY OF PASCAGOULA, MISSISSIPPI

The Planning Board of the City of Pascagoula, Mississippi, met at City Hall in a Regular Meeting on Wednesday, January 8, 2014 at 6:00 P. M.

The following official(s) were present:

Wesley Smith (Chairman)
Etienne Melcher
Stephen Parker (Vice-Chairman)
Mike Gilly
Linda Tillman
Alan Wiley

Official(s) not present:

Joseph Odom

Other officials present:

Eddie Williams, City Attorney
Jaci Turner, Planning, Inspections & Engineering Director
Angelia Kimbrough, Permit Tech

A. PUBLIC HEARINGS:

1. Dennis Byrd

1302 Live Oak Ave. The property is zoned Community Commercial (CC). The request is for a Special Use permit to allow a Warehouse for Distribution and Storage use, also a dimensional variance to the required 500ft Use Specific standard from a Residential District or Use.

Dennis Byrd was present to explain the application. Jaci Turner presented the application with the recommendation to approve the special use permit, including a dimensional variance regarding the use specific standards. After hearing Dennis Byrd's request, Wesley Smith asked if there were any objections regarding the request. Mary Spalding stated that she was not in objection, but did need more information due to having a house on Live Oak Ave, which she intends to sell. Ms. Spalding had concerns about traffic, and also about children in the area. Dennis Byrd explained the intended use of the warehouse to accept used pallets, refurbish them, and ship them back out. He assured Ms. Spalding that traffic would not be a problem as there would be 1 or 2 trucks a month picking up and the trucks making deliveries would likely be smaller. He expects that any trucks left on site would be behind a fence, and that there would be no general change in demographic. Etienne Melcher questioned whether any trucks would be parked on Live Oak Ave. Mr. Byrd stated that there is a loading area along each side of the building where trucks can load and unload. Orlando Peavy of 1309 Live Oak voiced concerns about the weight of the trucks that would be traveling down Live Oak, stating that in the past, they have had problems with manhole covers and utility lines due to heavy traffic. Jaci Turner stated that prior to Mr. Peavy's arrival, the frequency and weight of the trucks was discussed and there would not be a problem with traffic regarding the trucks in and out of Live Oak Ave. There being no protest, a motion was made by Mike Gilly to "APPROVE" the application. The motion was seconded by Linda Tillman and the vote thereupon was as follows: Linda Tillman "AYE", Mike Gilly "AYE", Wesley Smith "AYE", Alan Wiley "AYE", Etienne Melcher "AYE", Stephen Parker "AYE".

The application will go to the City Council with the recommendation to "APPROVE".

2. Bar Pilots Association

3309 Frederic St. The property is zoned Neighborhood Commercial. (NC). The request is for a Special Use permit to allow the installation of a VHF Radio Antenna 53ft high to improve communication ship-to-shore in a Neighborhood Commercial zone.

Walter Gautier was present to explain the application. Jaci Turner presented the application with the recommendation to approve the special use permit request with consideration regarding several of the Use Specific Standards. After hearing Walter Gautier's request, Alan Wiley questioned whether there would be guy wires. Mr. Gautier assured him that no guy wires would be used the antenna would be freestanding, except for support from an attachment to the building. Eddie Williams asked about any potential for future rental of the antenna and was assured that it would not occur. He stated that the proposed antenna shouldn't be an issue if they were not renting any space. After hearing Walter Gautier's request, and there being no protest, a motion was made by Stephen Parker to "APPROVE" the application. The motion was seconded by Etienne Melcher and the vote thereupon was as follows: Linda Tillman "AYE", Mike Gilly "AYE", Wesley Smith "AYE", Alan Wiley "AYE", Etienne Melcher "AYE", Stephen Parker "AYE".

The application will go to the City Council with the recommendation to "APPROVE".

3. Floore Industrial Contractors Inc. on behalf of Advance Sealing

3803 Old Mobile Hwy. The property is zoned Community Commercial (CC). The request is for a Special Use permit to allow the construction of a 50' x 100' warehouse for additional storage in a Community Commercial zone.

Lynn Nolan was present to explain the application. Jaci Turner presented the application with the recommendation to approve the special use permit as requested, including a dimensional variance regarding the use specific standards. After hearing Lynn Nolan's request, and there being no protest, a motion was made by Mike Gilly to "APPROVE" the application. The motion was seconded by Linda Tillman and the vote thereupon was as follows: Linda Tillman "AYE", Mike Gilly "AYE", Wesley Smith "AYE", Alan Wiley "AYE", Etienne Melcher "AYE", Stephen Parker "AYE".

The application will go to the City Council with the recommendation to "**APPROVE**".

4. **George Mavromihalis (Continued from the December 11, 2013 meeting)**

3219 Frederic St. The property is zoned Neighborhood Commercial (NC). The request is to vary the flood zone Height of 14ft above mean seal level to 11.6ft to allow for a new addition slab to match existing slab where Addition would be extended.

Jaci Turner presented a request from the applicant to continue the application until the February 12, 2014 meeting. After hearing Jaci Turner's request, and there being no protest, a motion was made by Wesley Smith to "CONTINUE" the application. The motion was seconded by Etienne Melcher and the vote thereupon was as follows: Linda Tillman "AYE", Mike Gilly "AYE", Wesley Smith "AYE", Alan Wiley "AYE", Etienne Melcher "AYE", Stephen Parker "AYE".

The application will be "**CONTINUED**" until the February 12, 2014 meeting.

There being no further business to discuss, the meeting was adjourned at 6:21 p.m.

DECEMBER 24, 2013

TO: MEMBERS OF THE PASCAGOULA PLANNING BOARD
JOSEPH HUFFMAN, CITY MANAGER
EDDIE WILLIAMS, CITY ATTORNEY
STEPHEN MITCHELL, OPERATIONS MANAGER

JACI TURNER, PLANNING, INSPECTIONS, ENGINEERING DIRECTOR
ANGELIA KIMBROUGH, PERMIT TECH

FROM: PLANNING & BUILDING DEPARTMENT

SUBJECT: REGULAR MEETING OF THE PASCAGOULA PLANNING BOARD
WEDNESDAY JANUARY 8, 2014 AT 6:00 P.M.

AGENDA

A. PUBLIC HEARINGS:

1. **Dennis Byrd**
1302 Live Oak Ave. The property is zoned Community Commercial (CC) The request is for a Special Use permit to allow a Warehouse for Distribution and Storage use, also a dimensional variance to the required 500ft Use Specific standard from an Residential District or Use.
2. **Bar Pilots Association**
3309 Frederic St. The property is zone Neighborhood Commercial (NC) The request is for a Special Use permit to allow the installation of a VHF Radio Antenna 53ft high to improve communication ship-to-shore in a Neighborhood Commercial zone.
3. **Floore Industrial Contractors Inc. on behalf of Advanced Sealing**
3803 Old Mobile Hwy. The property is zoned Community Commercial (CC) The request is for a Special Use permit to allow the construction of a 50' x 100' warehouse for additional storage in a Community Commercial zone.
4. **George Mavromihalis(Continued from the December 11, 2013 meeting**
3219 Frederic St. The property is zoned Neighborhood Commercial (NC). The request is to vary the flood height of 14ft above mean sea level to 11.6ft to allow for a new addition slab to match existing slab where addition would be extended.

City of Pascagoula Planning Board
Planning Staff Analysis / Comments
Jaci Turner
Planning, Inspections & Engineering Director

Meeting Date: January 8, 2014
Applicant: Dennis Byrd
Address: 1302 Live Oak Avenue
Zoning District: Community Commercial (CC) and Single Family Residential 6 (SFR6)

Applicable Zoning Ordinance Section(s)

- Article 2: Administration, Section 2.5.C – Special Use Permit
- Article 4: Use Standards, Section 4.2 – Principal Uses

Request is for a special use permit to open a warehouse for distribution and storage.

Facts:

- Warehouse, Storage is a permitted use with a Special Use Permit in a Community Commercial zone.
- The Use Specific Standards for this use requires a 500 foot separation from any residential use or zone. This location would require a dimensional variance for that purpose as residential use does exist within this distance.
- The proposed use is consistent with past uses and neighboring uses at this property.
- As existing, adequate room exists for traffic circulation and loading/unloading.
- Fencing exists for outdoor storage.
- As proposed, it does not appear there will be a harmful impact from the proposed use and the proposed use is compatible with those east and west of the building.

Staff Recommendation:

Approve – Staff recommends approval of the special use permit as requested, including a dimensional variance regarding the use specific standards.

HEARING NOTICE

PASCAGOULA PLANNING BOARD

Notice is hereby given that a Public Hearing will be held by the Planning Board of the City of Pascagoula on January 8, 2014 at 6:00 P.M., in the Council Chambers in the City Hall at 603 Watts Avenue, Pascagoula, MS, to hear the application of:

Dennis Byrd

At: 1302 Live Oak Ave.

For: The request is for a Special Use permit to allow a Warehouse for Distribution and Storage use, also a dimensional variance to the required 500ft Use Specific standard from any Residential District or Use.

The property is zoned Community Commercial (CC), and is located in the City of Pascagoula, Jackson County, Mississippi, and is more particularly described as follows to wit:

Lots 19; 20; 21; 22; 23; & 24 LESS 40' strip on South part of Tract under fence Porter Tract Subdivision Deed Book 1193-840 Deed Book 1193-844 Deed Book 1217-865 Deed Book 1217-867.

Interested parties may appear at the hearing and speak and submit evidence and written comments on the application. Written comments may be submitted before the hearing, and additional information may be obtained about the application or review process, at the Planning & Building office at 4015 14th Street between the hours of 8:00 a.m. and 5:00 p.m.

After the above hearing, the Planning Board will make a recommendation to the City Council of the City of Pascagoula as to what action should be taken on the above application. The City Council, after receiving the recommendation of the Planning Board and providing an opportunity for new information to be presented, will make the final decision on the application at their public hearing on January 14, 2014 at 6:00 p.m.

WITNESS MY HAND AND THE OFFICIAL SEAL of the City of Pascagoula, Mississippi,

This the 18th day of December 2013.

Brenda J. Reed

Brenda J. Reed, Asst. City Clerk
By: _____

(SEAL)
(Publication- December 22, 2013).



IN ORDER TO BE CONSIDERED FOR A VARIANCE OR SPECIAL USE PERMIT, YOU MUST BE ABLE TO SHOW THAT BECAUSE OF SPECIAL CIRCUMSTANCES, A LITERAL INTERPRETATION AND ENFORCEMENT OF THE PROVISIONS OF THE ORDINANCE WOULD CAUSE A HARDSHIP. PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. WHAT SPECIAL CONDITIONS OF THE LAND, STRUCTURE, AND BUILDING THAT CAUSED YOU TO REQUEST A VARIANCE, SPECIAL USE, OR ZONING CHANGE? THE BUILDING AND PROPERTY IS LAYED OUT PERFECT FOR THE OPERATION

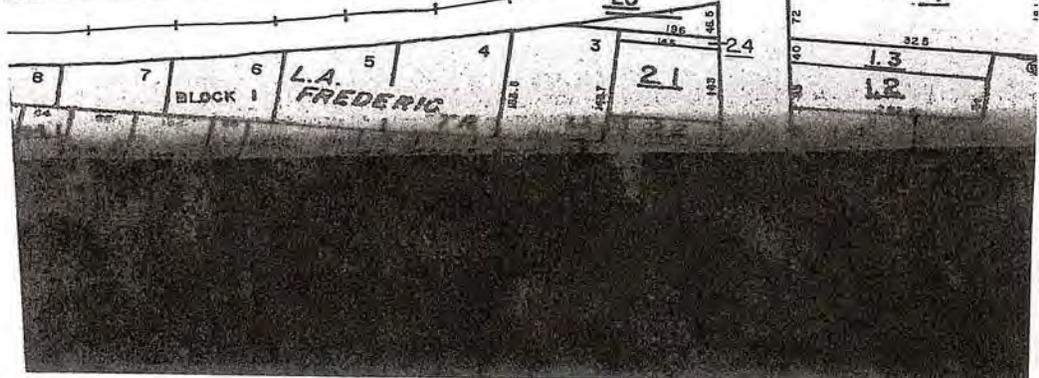
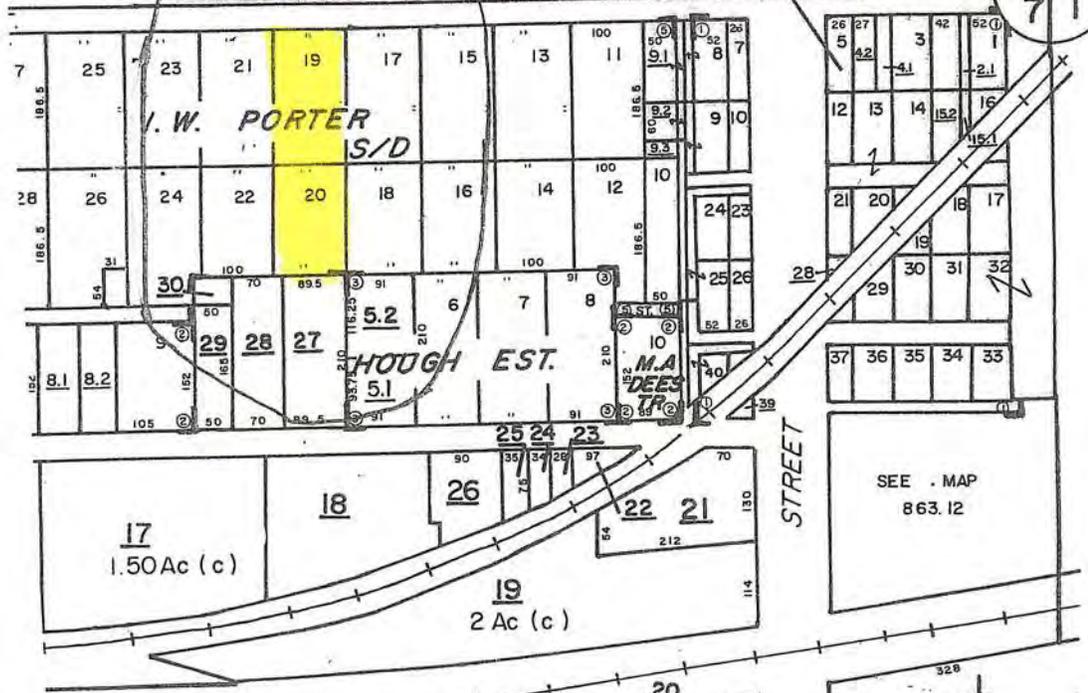
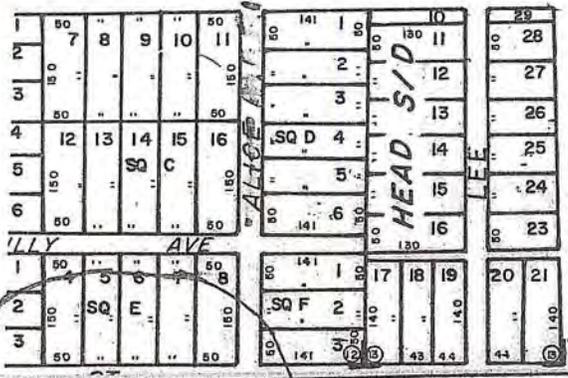
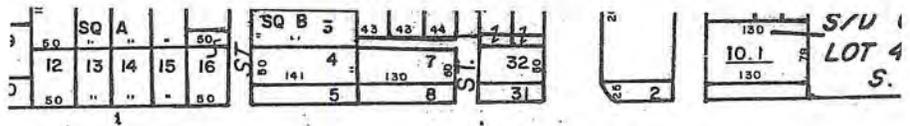
2. ARE THE SPECIAL CONDITIONS DESCRIBED A RESULT OF YOUR OWN ACTIONS? NO

3. HOW WILL THE LITERAL INTERPRETATION AND ENFORCEMENT OF THE ORDINANCE CAUSE YOU AN UNNECESSARY HARDSHIP IF WE DO NOT GET THE PERMISSION NEEDED WE WILL MISS A OPPORTUNITY TO SELL VACANT BUILDING AND PROPERTY THAT NEEDS TO BE PUT TO GOOD USE AND MADE PRODUCTIVE

SIGNATURE OF APPLICANT AND PROPERTY OWNER (IF DIFFERENT)
 SIGNATURE OF APPLICANT [Signature] DATE 12/2/13
 SIGNATURE OF PROPERTY OWNER [Signature] DATE 12/2/13

.....
OFF ONLY

FOR STAFF ONLY* 19+ _____ = _____ this many copies. Letters mailed on _____
 DATE RECEIVED 12/2/13 TAKEN BY: A. Kimbrough
 TYPE OF VARIANCE
 12 DAY VARIANCE HOME OCCUPATION VARIANCE
 13.1 VARIANCE SPECIAL USE PERMIT ZONING CHANGE



MARKET STREET

STREET

SEE . MAP
863.12

L.A. FREDERIC

BLOCK 1

S/U
LOT 4
S.

I. W. PORTER
S/D

HOUGH EST.

M.A. DEES
TR



SUBJECT PROPERTY AS SHOWN ON TAX RECORDS

NAMES AND ADDRESSES OF THE PROPERTY OWNERS WITHIN 160 FEET OF THE SUBJECT PROPERTY ACCORDING TO THE TAX ROLLS

<u>NAME</u>	<u>ADDRESS</u>
1. <u>SNS PROPERTIES</u>	<u>1214 LIVE OAK PASCAGOULA 39567</u>
2. <u>CLAUDE BYRD</u>	<u>1717 CHEROKEE ST PASCAGOULA 39581</u>
3. <u>JACKIE GRIMES</u>	<u>1804 ROSWELL ST PASCAGOULA 39581</u>
4. <u>MERK SPALDING</u>	<u>4202 N PASCAGOULA ST PASCAGOULA 39567</u>
5. <u>LYNETTE DAVIS</u>	<u>1309 LIVE OAK ST PASCAGOULA 39567</u>
6. <u>EDWARD ANDERSON</u>	<u>1311 LIVE OAK ST PASCAGOULA 39567</u>
7. <u>GREAT HOUSE CORP</u>	<u>1699 SUNSET BLVD BILOXI MS 39531</u>
8. <u>JOHN GODFREY</u>	<u>1407 LIVE OAK ST PASCAGOULA 39567</u>
9. <u>HERMON WATSON</u>	<u>1308 KREBS AVE PASCAGOULA 39567</u>
10. <u>TRUSTEES INTERNATIONAL</u>	<u>PO BOX 1264 PASCAGOULA 39567</u>
11. <u>PATRICIA DAVIDSON</u>	<u>1403 KREBS AV PASCAGOULA 39581</u>
12. <u>DORSEY * MARGIE BURTON</u>	<u>3840 LAKEFRONT DR W MOBILE ALA 36695</u>
13. <u>REX FOSTER</u>	<u>PO BOX 1617 PASCAGOULA 39568</u>
14. <u>MYLS HALE</u>	<u>5100 GAVE RD VANCELEAVE MS 39565</u>
15. <u>JOHN HOSKINS JR</u>	<u>1303 LIVE OAK AV PASCAGOULA 39567</u>
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

TO OBTAIN THE LISTING OF PROPERTY OWNERS, GO TO THIS WEBSITE;
<http://mapping.co.jackson.ms.us/jacksoncountywebmap/>

THE TAX DIVISION HAS AIDED IN PREPARING THIS LISTING FOR THE CONVENIENCE OF THE APPLICANT, HOWEVER, THE CITY IS NOT LEGALLY RESPONSIBLE FOR ITS ACCURACY. IT SHALL BE THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE THE CITY NAMES AND ADDRESS OF ALL SUCH ADJACENT AND ADJOINING PROPERTY OWNERS. PLEASE CHECK CAREFULLY
THE ABOVE DESCRIPTION IS A TAX DESCRIPTION; THE APPLICANT MUST PROVIDE THE CITY WITH A COMPLETE AND ACCURATE LEGAL DESCRIPTION OF THE PROPERTY IN QUESTION.

City of Pascagoula Planning Board
Planning Staff Analysis / Comments
Jaci Turner
Planning, Inspections & Engineering Director

Meeting Date: January 8, 2014
Applicant: Bar Pilots Association
Address: 3309 Frederic Street
Zoning District: Neighborhood Commercial (NC)

Applicable Zoning Ordinance Section(s)

- Article 2: Administration, Section 2.5.C – Special Use Permit
- Article 4: Use Standards, Section 4.2 – Principal Uses

Request is for a special use permit to construct a VHF Radio Antenna on site.

Facts:

- Wireless communication tower, freestanding, is allowed by Special Use Permit in Neighborhood Community zones.
- The proposed use, as presented, may not meet all Use Specific Requirements for a freestanding tower, and will require consideration:
 - Section 4.3.C.8.a.iv. (E) Setbacks – requires ½ the height of the tower or 50 feet, whichever is greater, as a setback from property lines. This distance cannot be achieved at this site.
 - Section 4.3.C.8.a.iv. (H) Buffer and Screening requires an opaque screen around the tower, which appears excessive for this location.
 - Section 4.3.C.8.a.iv. (I) Security Fencing requires a minimum 10' height security fence around the antenna, which may not be desirable for this location.
- Due to the height and use of the proposed antenna, it appears that the installation would not cause problems compared to surrounding uses – the antenna would be approximately the same or less height than neighboring power poles.
- The proposed use of the antenna supports neighboring shipping operations and supports the general nature of the community as ship-to-shore communications for the bar pilots association, and could be removed or relocated if the primary use of the building were to change or relocate.

Staff Recommendation:

Approve – Staff recommends approval of the special use permit as requested.

HEARING NOTICE

PASCAGOULA PLANNING BOARD

Notice is hereby given that a Public Hearing will be held by the Planning Board of the City of Pascagoula on January 8, 2014 at 6:00 P.M., in the Council Chambers in the City Hall at 603 Watts Avenue, Pascagoula, MS, to hear the application of:

Bar Pilots Association

At: 3309 Frederic St.

For: The request is for a Special Use permit to allow the installation of a VHF Radio Antenna

53ft high to improve communication ship-to-shore in a Neighborhood Commercial zone.

The property is zoned Neighborhood Commercial (NC), and is located in the City of Pascagoula, Jackson County, Mississippi, and is more particularly described as follows to wit:

Lot 31 West W E Frederic Est Subdivision Deed Book 825-617 Deed Book 983-36.

Interested parties may appear at the hearing and speak and submit evidence and written comments on the application. Written comments may be submitted before the hearing, and additional information may be obtained about the application or review process, at the Planning & Building office at 4015 14th Street between the hours of 8:00 a.m. and 5:00 p.m.

After the above hearing, the Planning Board will make a recommendation to the City Council of the City of Pascagoula as to what action should be taken on the above application. The City Council, after receiving the recommendation of the Planning Board and providing an opportunity for new information to be presented, will make the final decision on the application at their public hearing on January 14, 2014 at 6:00 p.m.

WITNESS MY HAND AND THE OFFICIAL SEAL of the City of Pascagoula, Mississippi,

This the 18th day of December 2013.

Brenda J. Reed

Brenda J. Reed, Asst. City Clerk

By: _____

(SEAL)

(Publication- December 22, 2013).

NAME: BAR PILOTS ASSN. DATE 12-4-13

ADDRESS OF PROPERTY FOR WHICH VARIANCE IS REQUESTED 3306 FREDERIC ST.

GENERAL DESCRIPTION OF REQUEST INSTALL 53 FT. VHF RADIO ANTENNA.

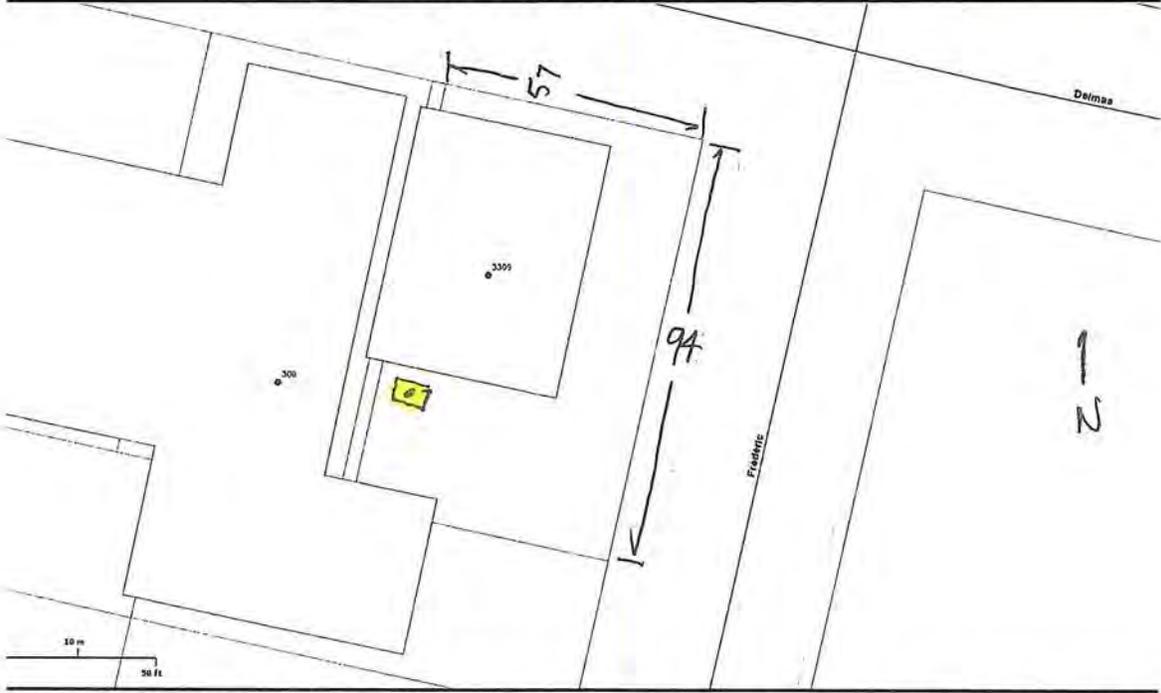
IN ORDER TO BE GRANTED A VARIANCE, YOU MUST BE ABLE TO SHOW THAT BECAUSE OF SPECIAL CIRCUMSTANCES, A LITERAL INTERPRETATION AND ENFORCEMENT OF THE PROVISIONS OF THE ORDINANCE WOULD RESULT IN HARDSHIP. PLEASE ANSWER THE FOLLOWING QUESTIONS PERTAINING TO THE ABOVE:

1. WHAT SPECIAL CONDITIONS OF THE LAND, STRUCTURE AND BUILDINGS CAUSE YOU TO REQUEST THE VARIANCE, SPECIAL USE OR ZONING CHANGE?
REQUIRES SPECIAL USE PERMIT IN NEIGHBORHOOD
COMMERCIAL.

2. ARE THE SPECIAL CONDITIONS DESCRIBED ABOVE, THE RESULT(S) OF YOUR OWN ACTIONS?
NO

3. HOW WILL THE LITERAL INTERPRETATION AND ENFORCEMENT OF THE ORDINANCE CAUSE YOU AN UNNECESSARY HARDSHIP?
WILL NOT BE ABLE TO CONTACT PILOT BOAT OR
SHIPS FOR DISPATCH.

3309 Frederic St



Every reasonable effort has been made to assure the accuracy of the data presented. The City of Pascagoula makes no warranties, express or implied, regarding the completeness, reliability or accuracy of the data and assumes no liability associated with the use or misuse of said data. The City retains the right to make changes and update data on this site at anytime without notification. The base map is used to locate, identify and inventory parcels of land in the City of Pascagoula only, and is not to be used or interpreted as a legal survey or legal document. Additional data layers in the City's Offices are also presented for informational purposes only. Before proceeding in any legal matter, all data should be verified by contacting the appropriate county or municipal office.

SUBJECT PROPERTY AS SHOWN ON TAX RECORDS 41535037-000

NAMES AND ADDRESSES OF PROPERTY OWNERS WITHIN 160 FEET OF THE SUBJECT PROPERTY AS OF JANUARY 1, 1993 ACCORDING TO THE TAX ROLLS:

	NAME	ADDRESS
1.	GEORGE MAVROMINHALIS	308 DELMAS AVE.
2.	CITY OF PASCAGOULA	
3.	MOBILE PRESS REGISTER	P.O. BOX 2488 MOBILE AL 36652
4.	CHURCH SISTERS OF THE HOLY	3204 FREDERIC ST.
5.	DANTZLER FAMILY LLC.	P.O. BOX 969 PAS, MS 39568
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TO OBTAIN THE LISTING OF PROPERTY OWNERS GO TO THIS WEBSITE:
<http://mapping.co.jackson.ms.us/jacksoncountywebmap/>

THE TAX DIVISION HAS AIDED IN PREPARING THIS LISTING FOR THE CONVENIENCE OF THE APPLICANT, HOWEVER, THE CITY IS NOT LEGALLY RESPONSIBLE FOR ITS ACCURACY. (SEE SECTION 1302.3 OF THE ORDINANCE NO. 25-1973-PUBLIC HEARINGS): "IT SHALL BE THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE TO THE BUILDING OFFICIAL NAMES AND ADDRESSES OF ALL SUCH ADJACENT AND ADJOINING PROPERTY OWNERS". PLEASE CHECK CAREFULLY.

THE ABOVE DISCRIPTION IS A TAX DESCRIPTION. THE APPLICANT MUST PROVIDE THE BUILDING OFFICIAL WITH A COMPLETE, ACCURATE LEGAL DESCRIPTION OF THE PROPERTY IN QUESTION.

City of Pascagoula Planning Board
Planning Staff Analysis / Comments
Jaci Turner
Planning, Inspections & Engineering Director

Meeting Date: January 8, 2014
Applicant: Floore Industrial Contractors, Inc.
Address: 3803 Old Mobile Hwy
Zoning District: Community Commercial (CC)

Applicable Zoning Ordinance Section(s)

- Article 2: Administration, Section 2.5.C – Special Use Permit
- Article 4: Use Standards, Section 4.2 – Principal Uses

Request is for a special use permit to install a warehouse for additional storage in support of growth of the business.

Facts:

- Warehouse, Storage is a permitted use with a Special Use Permit in a Community Commercial zone.
- The Use Specific Standards for this use requires a 500 foot separation from any residential use or zone. This location would require a dimensional variance for that purpose as residential use does exist within this distance.
- The proposed use would supplement an existing business operation, and not be used as a primary distribution location, so traffic and noise concerns would not be significant.
- All access and parking is proposed to be off of Old Mobile Highway to the south, and appropriate setbacks are proposed to the north and west.
- As proposed, it does not appear there will be a harmful impact from the proposed use.

Staff Recommendation:

Approve – Staff recommends approval of the special use permit as requested, including a dimensional variance regarding the use specific standards.

PASCAGOULA PLANNING BOARD

Notice is hereby given that a Public Hearing will be held by the Planning Board of the City of Pascagoula on January 8, 2014 at 6:00 P.M., in the Council Chambers in the City Hall at 603 Watts Avenue, Pascagoula, MS, to hear the application of:

Floore Industrial Contractors Inc. on behalf of Advanced Sealing.

At: 3803 Old Mobile Hwy

For: The request is for a Special Use permit to allow the construction of a 50' x 100' warehouse for additional storage in a Community Commercial zone.

The property is zoned Community Commercial (CC), and is located in the City of Pascagoula, Jackson County, Mississippi, and is more particularly described as follows to wit:

Being a 42,145 square foot tract of land situated in Section 7, Township 8 south, Range 5 West, Jackson County, Mississippi, and being a portion of that land conveyed to Genuine Parts Company, as recorded in Deed Book 901, Page 219, Deed Records, Jackson County, Mississippi, and being more particularly described as follows:

Commencing at the Southeast Corner of the Southwest $\frac{1}{4}$ of Section 6, Township 8 South, Range 5 West in Jackson County, Mississippi and run thence South 52 degrees 23 minutes 52 seconds West along the North right-of-way line of Old Mobile Highway (formally called Airport Road) for a distance of 309.51 feet to the **Point of Beginning** of the herein described tract of land.

Thence continue South 52 degrees 23 minutes 52 seconds West along the Northwest right-of-way line of said Old Mobile Highway for a distance of 307.68 feet to the point of intersection of the Northwest right-of-way line of said Old Mobile Highway and the North right-of-way line of Old Mobile Highway.

Thence run North 87 degrees 00 minutes 00 seconds west along the North right-of-way of said Old Mobile Highway for a distance of 94.46 feet to a point.

Thence run North 03 degrees 26 minutes 53 seconds East along the East line of the property currently owned by Apostolic Church of Jesus Christ as recorded in deed book 601 on page 291 for a distance of 200.25 feet to a point which lies on the South line of the property currently owned by Jimmy L. Lowery as recorded in deed book 1173 on page 223.

Thence run South 87 degrees 00 minutes 00 seconds east along the South line of said Lowery property for a distance of 326.50 feet back to the **Point of Beginning** containing 42,145 square feet of land more or less.

Interested parties may appear at the hearing and speak and submit evidence and written comments on the application. Written comments may be submitted before the hearing, and additional information may be obtained about the application or review process, at the Planning & Building office at 4015 14th Street between the hours of 8:00 a.m. and 5:00 p.m.

After the above hearing, the Planning Board will make a recommendation to the City Council of the City of Pascagoula as to what action should be taken on the above application. The City Council, after receiving the recommendation of the Planning Board and providing an opportunity for new information to be presented, will make the final decision on the application at their public hearing on January 14, 2014 at 6:00 p.m.

WITNESS MY HAND AND THE OFFICIAL SEAL of the City of Pascagoula, Mississippi,

This the 18th day of December 2013.

Brenda J. Reed

Brenda J. Reed, Asst. City Clerk

By: _____

(SEAL)

(Publication- December 22, 2013).



IN ORDER TO BE CONSIDERED FOR A VARIANCE OR SPECIAL USE PERMIT, YOU MUST BE ABLE TO SHOW THAT BECAUSE OF SPECIAL CIRCUMSTANCES, A LITERAL INTERPRETATION AND ENFORCEMENT OF THE PROVISIONS OF THE ORDINANCE WOULD CAUSE A HARDSHIP. PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. WHAT SPECIAL CONDITIONS OF THE LAND, STRUCTURE, AND BUILDING THAT CAUSED YOU TO REQUEST A VARIANCE, SPECIAL USE, OR ZONING CHANGE? The building will be well with in the set back
2. ARE THE SPECIAL CONDITIONS DESCRIBED A RESULT OF YOUR OWN ACTIONS? NO
3. HOW WILL THE LITERAL INTERPRETATION AND ENFORCEMENT OF THE ORDINANCE CAUSE YOU AN UNNECESSARY HARDSHIP? It would not allow the company to expand and create new jobs.

SIGNATURE OF APPLICANT AND PROPERTY OWNER (IF DIFFERENT)
SIGNATURE OF APPLICANT: Lynn Mela F.I.C. Inc. DATE: 12-4-13
SIGNATURE OF PROPERTY OWNER: Dale L. Johnson DATE: 12-4-13



STAFF ONLY
DATE RECEIVED: 12-6-13 TAKEN BY: A. Kimbrough
 VARIANCE HOME OCCUPANTION VARIANCE SPECIAL USE PERMIT ZONING CHANGE

851.6





**Advance Sealing
Pascagoula, Ms
New Warehouse**

REV	DATE	DESCRIPTION	BY	CHK	APP

HOLON
ENGINEERING AND
CONSTRUCTION LLC
1000 GARDNER ROAD
SUITE 200
PASCAGOULA, MS 39370
TEL: 601-771-1111
FAX: 601-771-1112
WWW.HOLON-MS.COM

P1
PLOT PLAN
SCALE 1" = 10'-0"
DATE: 04/08/2023

SUBJECT PROPERTY AS SHOWN ON TAX RECORDS _____

NAMES AND ADDRESSES OF PROPERTY OWNERS WITHIN 160 FEET OF THE SUBJECT PROPERTY AS OF JANUARY 1, 1993 ACCORDING TO THE TAX ROLLS:

	NAME	ADDRESS
1.	Appostolpe Church	3705 Old Mobile Pkwy 39581
2.	Jpm L Lowery	3416 Chico St. Pasc. 39581
3.	HA-LOC V	3102 Donn Redwood Lane MP. 39562
4.	Nwye Yen	3411 Boston Av. Pasc. 39581
5.	United Christian Outreach Inc DBA our Daily Bread	
6.	Sam /	3502 Old Mobile Hwy 39581
7.	Est of Samuel A Miller c/o Army Ann Young	
8.		5112 Center Dr. MP 39563
9.	Kim Seaman	3106 Centy Supt 1 Pkwy. 39567
10.	Lucille Wilson (LE)	3815 Ormand Pkwy. 39581
11.	William & Angela Treehorne	1030 Del Norte Circle Pkwy. 39581
12.	Hector Perez & Manly Rosendo Crespo	3902 Old Mobile 39581
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AGENDA ITEM REQUEST FORM

Meeting Date: January 21, 2014

Submitting Department or Individual: City Clerk's Office

Contact Name: Brenda Reed

Phone: 938-6615

Agenda Topic: Minutes of regular Council meeting of January 7, 2014, and recessed regular Council meeting of January 14, 2014

Attach additional information as necessary

Action Requested:

Approve and adopt minutes of Council meetings of January 7, 2014, and January 14, 2014

Budgeted Item	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Source of Funding	<input type="checkbox"/>	General Fund
Contract Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>		<input type="checkbox"/>	Utility Fund
Mayor or Manager's Signature Required	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		<input type="checkbox"/>	Grant
				<input type="checkbox"/>	Other

*For grants and contracts, attach two (2) originals for Mayor or Manager's signature
For ordinances, resolutions, or other correspondence, attach one (1) original for Mayor or Manager's signature*

NOTE: ALL AGENDA REQUESTS MUST BE TURNED INTO THE CITY CLERK'S OFFICE WITH ALL ATTACHMENTS NO LATER THAN 2PM ON THE WEDNESDAY PRECEDING THE CITY COUNCIL MEETING

**REGULAR MEETING OF THE CITY COUNCIL
TUESDAY, JANUARY 7, 2014, AT 6:00 P. M.
CITY HALL, PASCAGOULA, MISSISSIPPI**

The City Council of the City of Pascagoula, Mississippi, met at City Hall in a regular meeting on Tuesday, January 7, 2014, at 6:00 p.m. Mayor Blevins called the meeting to order with the following officials present:

Mayor Harry J. Blevins
Councilman Burt Hill
Councilman Freddy Jackson
Councilwoman Brenda Simkins
Councilman David Tadlock
Councilman Larry Taylor
Councilman Scott Tipton

City Manager Joe Huffman
City Attorney Eddie Williams
Asst. City Clerk Brenda Reed
City Clerk/Comptroller Robert J. Parker was absent.

Mayor Blevins welcomed everyone to the meeting. The invocation was given by Councilman Jackson. The pledge of allegiance was led by Councilwoman Simkins.

Susie Harvill, Executive Director/Founder of Advocates for Freedom, addressed the Council and provided an update on the organization. Ms. Harvill briefly discussed the billboard project on Interstate 10 which has been very successful. She stated any support for this project would be appreciated. Most of the human trafficking victims are from Jackson County.

Mayor Blevins then read and presented Ms. Harvill with a Proclamation for Human Trafficking Awareness Month.

The Proclamation is spread on the minutes as follows:

P R O C L A M A T I O N

WHEREAS, a “human trafficking survivor” is defined as anyone living in modern slavery by being trafficked into the labor or sex industry; and

WHEREAS, research indicates that 1 in 5 girls and 1 in 10 boys will be sexually victimized before adulthood; and

WHEREAS, there is a need to raise awareness about the critical need to stop human trafficking in communities throughout the nation; and

WHEREAS, all Americans need to educate themselves about all forms of modern slavery and the signs and consequences of human trafficking; and

WHEREAS, efforts of individuals, organizations and governmental entities are being made to bring an end to this inexcusable human rights abuse.

NOW, THEREFORE, I, Harry J. Blevins, Mayor of the City of Pascagoula, Mississippi, do hereby proclaim the month of January 2014 as

“HUMAN TRAFFICKING AWARENESS MONTH”

in the City of Pascagoula to raise awareness of the growing need to stop human trafficking.

Harry J. Blevins
Mayor

Ms. Harvill thanked the Council for the Proclamation and for taking a stand against human trafficking.

Brandon Ogle, 4206 Lambert Court, addressed the Council regarding a drainage problem in his neighborhood. Mr. Ogle gave a Power Point presentation on this issue. Mr. Ogle advised he has spoken to Steve Mitchell, Operations Manager, several times about his concerns and funding options, including a possible bond issue. He has also spoken to Councilman Tadlock. There are several small children who live in the Lambert Court/Miller Street area. There are problems with snakes and sink holes which could be liability issues for the City. Mr. Ogle stated he would like to get something done as soon as possible to correct the situation.

After his presentation, Mayor Blevins thanked Mr. Ogle for his presentation and sharing this information with the Council. Jaci Turner will meet with Mr. Ogle on Thursday. Mayor Blevins stated that Mr. Ogle will hear back from the City by the end of the month. Councilwoman Simkins stated that sink holes are not acceptable with children living in the neighborhood.

The consent agenda was considered at this time:

The first items for consideration were the minutes of the recessed regular Council meetings held on December 17 and 19, 2013, as recommended by Brenda Reed, Asst. City Clerk.

Councilman Jackson made a motion to adopt and approve minutes of the recessed regular Council meetings of December 17 and 19, 2013, as recommended. The motion was seconded by Councilman Hill and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Simkins "AYE", Tadlock "AYE", Taylor "AYE", and Tipton "AYE". (Approved 1-7-14)

Minutes of the Main Street Board meetings of October 7, November 18, and December 2, 2013, were acknowledged by the Council.

The next item for consideration was a bid award for Asphalt Annual Bid #332-A (BB-1) and Bid # 332-B (SC-1) as recommended by Steve Mitchell, Operations Manager. The recommendation is as follows:

Asphalt Annual Bid #332-A & Bid # 332-B to Land Shapers, Inc. of Gulfport, MS, for BB-1 and SC-1 (laid in place) at \$74.25 per ton as primary vendor and,

Mallette Brothers, Inc. of Pascagoula, MS, for BB-1 and SC-1 (laid in place) at \$74.33 per ton as secondary vendor for paving of streets

The contract dates will be January 8, 2014, through January 7, 2015, with a one year (1) renewal option at the same contract price. Mr. Mitchell also recommended the rejection of the low bid for SC-1 (picked up at the plant) from Land Shapers, Inc. of Gulfport, MS, at \$60.00 per ton and award this portion of the contract to Pandle, Inc. of Pascagoula at \$65.00 per ton as primary vendor and Mallette Brothers of Gautier at \$75.00 per ton as secondary vendor.

Councilman Jackson made a motion to approve a bid award for Asphalt - Annual Bid # 332-A (BB-1) and Bid # 332-B (SC-1) as follows:

Asphalt Annual Bid #332-A & Bid # 332-B to Land Shapers, Inc. of Gulfport, MS, for BB-1 and SC-1 (laid in place) at \$74.25 per ton as primary vendor and,

Mallette Brothers, Inc. of Pascagoula, MS, for BB-1 and SC-1 (laid in place) at \$74.33 per ton as secondary vendor for paving of streets,

With a one-year renewal option at the same contract price, and the rejection of the low bid for SC-1 (picked up at the plant) from Land Shapers, Inc. at \$60.00 per ton and award this portion of the contract to Pandle, Inc. at \$65.00 per ton as primary vendor and Mallette Brothers at \$75.00 per ton as secondary vendor.

The motion was seconded by Councilman Hill and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Simkins "AYE", Tadlock "AYE", Taylor "AYE", and Tipton "AYE". (Approved 1-7-14)

(A copy of the related documents is filed in the minute file of this meeting and incorporated herein by reference.)

The next item for consideration was Amendment No. 4 to the contract with Compton Engineering, Inc., Pascagoula, MS, for the Front Street and Riverfront Development Project as recommended by Jaci Turner, Planning, Inspections, and Engineering Director. The amendment covers additional time, design efforts, and construction supervision associated with the soil mitigation efforts on the southwest portion of the parking garage. With approval from MDA, Ms. Turner advised the amendment would be fully grant funded.

Additional information regarding the amendment is spread on the minutes as follows:



The amendment is spread on the minutes as follows:

COMPTON ENGINEERING, INC.
Amendment #4 to Agreement for Professional Services
206-139.001 and 206-139.002 1

AMENDMENT NUMBER 4 TO
AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN
CITY OF PASCAGOULA AND COMPTON ENGINEERING, INC.

THIS IS AN AMENDMENT made on **TO THE AGREEMENT** made on September 16, 2008, between the **CITY OF PASCAGOULA**, P. O. Drawer 908, Pascagoula, Mississippi, 39568-0908 (**OWNER**), and **COMPTON ENGINEERING, INC.**, P. O. Box 686, 1706 Covent Avenue, Pascagoula, Mississippi, 39568 (**ENGINEER**).

OWNER intends to utilize **ENGINEER** for Architectural and Engineering Services for the Preliminary Design, Design, and Construction Phase Services for Hurricane Katrina Supplemental CDBG Community Revitalization Projects, which is described in more detail in **Exhibit A, "Project Description,"** and hereinafter called the **Project**.

OWNER and **ENGINEER**, agree with respect to the performance of professional engineering services by **ENGINEER** with respect to the Hurricane Katrina Supplemental CDBG Community Revitalization Projects for Front Street Reconnection and Streetscape and the payment for these services by **OWNER** as set forth herein *for amendment of basic services for design and construction based on actual construction contracts and balance of funds* and payment in accordance with terms and conditions included in the contract in place and the following amendments:

EXHIBIT C
PAYMENTS TO ENGINEER

1.1 Basic Services. **OWNER** shall pay **ENGINEER** for Basic Services rendered under Section 1, as supplemented by **Exhibit B, "Scope of Engineering Phase Services,"** the following estimated fees based on the attached charge rates:

1.1.1 Preliminary Design

The **OWNER** shall pay **ENGINEER** for Planning on a lump sum basis, using the rates indicated on the attached rate sheet for justification as needed. Planning fees for each project are assigned as 10% of the approved total expenses as follows:

Project Preliminary Design Fee (lump sum)

Streetscape & Front Street Reconnection & Development \$ 39,500

Adjustments, if necessary, to fees or between phases will not be made without written agreement from the **Owner** and the Funding Agency.

1.1.2 Design

The OWNER shall pay ENGINEER for Design on a lump sum basis, using the rates indicated on the attached rate sheet for justification as needed. Design fees for each project are assigned as 60% of the approved total expenses as follows:

Project	Design Fee (lump sum)
Streetscape & Front Street Reconnection & Development	\$ 237,000

Adjustments, if necessary, to fees or between phases will not be made without written agreement from the Owner and the Funding Agency.

1.1.3 Services During Construction - Bid Phase Only

The OWNER shall pay ENGINEER for Services During Construction (SDC) on a lump sum basis, using the rates indicated on the attached rate sheet for justification as needed. SDC fees for each project are assigned as 30% of the approved total expenses as follows:

Project	SDC Fee (lump sum)
Streetscape & Front Street Reconnection & Development	\$ 173,050

Adjustments, if necessary, to fees or between phases will not be made without written agreement from the Owner and the Funding Agency.

1.2 Additional Services. OWNER shall pay ENGINEER for Additional Services rendered under Section 2 at rates indicated on attached rate sheet. Subconsultants will be billed at actual cost times a factor of 1.1.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first written above.

OWNER:
CITY OF PASCAGOULA, MS

ENGINEER:
COMPTON ENGINEERING, INC.

Kieran R. Jones 12-20-2013

WITNESS: _____

WITNESS: *Kater Lee*

COMPTON ENGINEERING, INC.
206-139-001 and 206-139-002

Amendment #4 to Agreement for Professional Services

Councilman Jackson made a motion to approve Amendment No. 4 to the Agreement for Professional Services for the Front Street and Riverfront Development Project with Compton Engineering, Inc. as recommended, and authorize the City Manager to execute the related documents. The motion was seconded by Councilman Hill and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Simkins "AYE", Tadlock "AYE", Taylor "AYE", and Tipton "AYE". (Approved 1-7-14)

(A copy of the related documents is filed in the minute file of this meeting and incorporated herein by reference.)

The next item for consideration was Change Order No. 11 and Pay Application No. 25 to GT Development & Contracting, LLC, Pascagoula, MS, for the Front Street and Riverfront MDA/CDBG Project as recommended by Jaci Turner, Planning, Inspections, and Engineering Director. The change order will increase the contract amount by \$290,047.00 and add time for final completion. It will also incorporate the grout needed for soil stabilization and adjust quantities of other items related to the settlement mitigation effort. Ms. Turner also requested

approval of Pay Application No. 25 in the amount of \$295,041.02 and requested a manual check. The funding for this project is 100% MDA/CDBG grant funding.

Councilman Jackson made a motion to approve Change Order No. 11 and Pay Application No. 25 to GT Development & Contracting, LLC, for the Front Street and Riverfront MDA/CDBG Project, authorize a manual check for \$295,041.02, and authorize the City Manager to execute the related documents as recommended. The motion was seconded by Councilman Hill and received the following vote: Mayor Blevins “AYE”. Councilmen Hill “AYE”, Jackson “AYE”, Simkins “AYE”, Tadlock “AYE”, Taylor “AYE”, and Tipton “AYE”.
(Approved 1-7-14)

(A copy of the related documents is filed in the minute file of this meeting and incorporated herein by reference.)

The next item for consideration was a consultant contract with Allen Engineering and Science (formerly Eco-Systems, Inc.) for the National Fish and Wildlife Foundation Grant as recommended by Jen Dearman, Community and Economic Development Director. The grant will create a living laboratory at B.B. Jennings Park.

The contract is spread on the minutes as follows:

Contract for Design and Landscape Services

Project Description:

Background:

B.B. Jennings Park is located on Fair Street, in the northern portion of historic Pascagoula, and represents an important marshland habitat in the Pascagoula River watershed. A tidally influenced bayou connects the park to Krebs Lake and the River. The bottomland forests, marshes, savannas and aquatic habitats of the Pascagoula River support twenty-two threatened or endangered species, including sturgeon, migratory birds and wet pine savannas. Marshland at B.B. Jennings Park serves an important function in the watershed by filtering storm water for pollutants and sediment from adjacent developed areas. This marshland also benefits the area by storing floodwaters, recharging groundwater, and providing habitat for fish and waterfowl.

In recognition of the importance of this park to Pascagoula’s environment, The Department of Marine Resources (DMR) granted Pascagoula funds and technical assistance for Eco-Systems, Inc. to develop a concept plan for a habitat restoration and nature education center at B.B. Jennings Park. Pascagoula’s Parks Master Plan identified this as the future site of the City’s Nature Education Center because of its ability to showcase unspoiled native habitats. The National Fish and Wildlife Service (NFWS) awarded Pascagoula a Five Star Grant Restoration Grant of \$20,000 so the City could begin implementation of its long-range plan.

Project Goals:

This investment in B.B. Jennings Park by NFWS will be the keystone in the City's native marsh wetland restoration initiatives and the first step toward establishing Pascagoula's Nature Education Center at B.B. Jennings Park. The goals of the project are as follows:

- Preserve and Restore a Marsh and Upland Environment with Native Pascagoula River Watershed Species
- Employ Green Infrastructure to Improve Environmental Quality
- Educate the Public on Pascagoula's Unique Wetland Environments
- Promote Public Stewardship of the Pascagoula River Watershed
- Connect to Surrounding Greenways and Blueway

Scope of Work:

This project will restore areas in the natural environment that have deteriorated due to minimal stormwater management, routine park use and maintenance and the depletion of native species. After removing invasive species like Chinese tallow trees and cogon grass, Allen Engineering & Science (formerly known as Eco-Systems, Inc.) will assist Pascagoula with the remediation of erosion along the banks of the bayou due to stormwater runoff from the adjacent parking lot, vegetative removal during routine park maintenance and pedestrian use.

The term provided to accomplish this grant is approximately one year, with all work anticipated to be completed by July 2014. Allen Engineering & Science will provide all design and engineering specifications and will work in cooperation with the City and its partners to accomplish the implementation of all grading, planting, permitting and related restoration activities. Specific activities to be included in this contract with Allen Engineering & Science include:

- 1) *Assess Natural Resources* present at the Park
- 2) Develop *Ecological Education Program* for local schools
- 3) Prepare *Landscape Engineering & Construction Plan Drawings* for approximately 20,000 square foot area bordering creek and marshland
- 4) Develop and host an educational workshop for developers to *demonstrate Stormwater Best Management Practices*
- 5) Coordinate *Plan Review* with project partners
- 6) Design & select *Park Interpretive Signage*
- 7) Prepare *Native Species Planting Plan*
- 8) Supervise *Invasive Species Removal* for approximately 2-acre area
- 9) *Prepare Permits* for Grading & Planting Activities
- 10) *Manage Grading and Planting Activities* necessary to implement *Landscape Engineering and Construction Plan* in coordination with Pascagoula City staff and City Beautiful contractor (approximately 20,000 square foot area)

- 11) *Inspect results* of completed project and make adjustments and replace plants as needed

Project Partners:

Pascagoula’s environmental and educational partners in this project include the Land Trust for the Mississippi Coastal Plain, the local office of the Nature Conservancy and the Pascagoula River Audubon Society, the Gulf Coast Community College, Jackson County Campus and the Mississippi Department of Marine Resources. These institutions will offer expertise and volunteer assistance in habitat conservation and restoration as well as the real estate issues associated with conservation. The Pascagoula Redevelopment Authority is a committed partner with the capacity to leverage private investment in waterfront sites.

An educational partnership with Pascagoula schools and the Mississippi Gulf Coast Community College will enhance scientific understanding of marsh environments and watershed processes for students from elementary school through Community College. Students and faculty of the Jackson County Campus of the Mississippi Gulf Coast Community College are currently volunteering as K-12 educators in the City of Pascagoula’s nature programs. They will expand this commitment to curriculum development and gain work experience in the environmental sciences through the program to eradicate invasive species and replace them with appropriate native vegetation.

Budget:

BB Jennings Native Habitat Restoration	Hours	Rate	Total
Contractual Services	Hours	Rate	Total
Natural Resources Assessment	10	\$100.00	\$1,000.00
Develop Site Purpose & Programs	12	\$130.00	\$1,560.00
Hydraulic Modeling	10	\$130.00	\$1,300.00
Project Drawings, Engineering & Landscape Specifications	32	\$130.00	\$4,160.00
Permitting	10	\$120.00	\$1,200.00
Stream bank Stabilization Activities	90	\$80.00	\$7,200.00
Developer Workshop	5	\$130.00	\$650
Construction Management	18	\$120.00	\$2,160.00
			\$19,230.00
Planting & Signage			
Interpretive Signage	4	\$400.00	\$1,600.00

Native Plants	1395	\$2.00	\$2,790.00
			\$4,390.00
Travel			
Travel to Project Site (4 trips)	600	\$0.55	\$330.00
			\$330.00
			\$23,950.00

Authorization

Please sign and date in the space provided below if this proposal is acceptable. The effective date of this project will be the authorization date below. Please return a signed copy to us upon authorization. You may email the signed authorization back to us at kmilller@allenes.com.

Authorized by _____ on this _____ day of _____, 2014.

Signature: _____

Title: _____

Attest (if necessary): _____

Councilman Jackson made a motion to approve a consultant contract with Allen Engineering and Science (formerly Eco-Systems, Inc.) for the National Fish and Wildlife Foundation Grant as recommended and authorize the City Manager to execute the related documents. The motion was seconded by Councilman Hill and received the following vote: Mayor Blevins “AYE”. Councilmen Hill “AYE”, Jackson “AYE”, Simkins “AYE”, Tadlock “AYE”, Taylor “AYE”, and Tipton “AYE”. (Approved 1-7-14)

(A copy of the related documents is filed in the minute file of this meeting and incorporated herein by reference.)

Next for consideration was the application for admittance to the Mayor’s Youth Council as recommended by Jen Dearman, Community and Economic Development Director.

The application is spread on the minutes as follows:



Mayor's Youth Council

Thank you for your interest in joining the Pascagoula Mayor's Youth Council. The City of Pascagoula is looking for well-rounded students who are passionate about being involved in the City. Youth Council members will have the opportunity to learn about how local government operates and how services are provided, participate in various events and Council meetings and share ideas about local government with the Mayor and City Council. The City believes that the Mayor's Youth Council will provide valuable leadership experience and cultivate an interest in community involvement.

Application Process:

Applications will be accepted from until January 17, 2014. In future years, applications will be distributed in April with selection for participation in the following school year. Applications are available on the City's website (www.cityofpascagoula.com) and in your school principal's office. Applications should be submitted to your middle or high school principal's office. Applicants will be selected by the school principal, and selected applicants will be notified by January 31, 2014.

The Youth Council will consist of four representatives from 9th, 10th, 11th, and 12th grades at Pascagoula High School and two representatives from 9th, 10th, 11th, and 12th grades at Resurrection High School. This structure totals in a 24 member council. Due to the limited time remaining in the current school year, four representatives from 8th grade at Colmer Middle School and two representatives from 8th grade at Resurrection Middle School will also be selected for the founding year of the Youth Council. This will result in a 30 member Council during the 2013-2014 school year.

Applicant criteria:

- Must attend a school in Pascagoula and be a Pascagoula resident
- Be willing to attend and participate in all scheduled meetings
- Be willing to attend other meetings or events as opportunities arise
- Maintain a "B" average subject to verification by school administration
- During the reapplication process, preference will be given to active and engaged previous members

Please submit application packets to your school principal's office for review.



Pascagoula Mayor's Youth Council

STUDENT INFORMATION

Name _____ Email _____
Address _____
Phone# _____ Cell Phone # _____ Birthdate _____
Email address _____ Gender _____ Current Grade _____
School Attending _____ GPA _____
How did you hear about the MYC? (check all that apply) Friend _____ School _____ Website _____
Facebook _____ Event _____ Other _____

PARENT OR GUARDIAN INFORMATION

Mother Name, Phone, Email _____

Father Name, Phone, Email _____

STUDENT INVOLVEMENT

1) List your current activities including school, work, academics, faith, community, or volunteer.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2) Why do you want to be involved in the Mayor's Youth Council?

3) What unique qualities would you bring to the Council?

4) Describe your ideas and goals for this Council and how they can benefit the Community.

I understand that being a member of the Mayor's Youth Council carries certain responsibilities. I agree to conduct myself as properly befitting a representative of my City and abide by all guidelines of the Council. The information I have submitted is truthful. It has been reviewed by my parent/guardian that supports my decision to become involved in the Council.

Student Signature

Date

I give my permission for the above named applicant to seek a position on the Mayor's Youth Council.

Parent Signature

Date

Submit this completed application to the student's school principal's office by January 17, 2014 for consideration. Selected students will be notified by mail January 31, 2014.

Councilman Jackson made a motion to approve the application for admittance to the Mayor's Youth Council as recommended. The motion was seconded by Councilman Hill and

received the following vote: Mayor Blevins “AYE”. Councilmen Hill “AYE”, Jackson “AYE”, Simkins “AYE”, Tadlock “AYE”, Taylor “AYE”, and Tipton “AYE”. (Approved 1-7-14)

(A copy of the related documents is filed in the minute file of this meeting and incorporated herein by reference.)

The next item for consideration was an Order releasing a tenant, Alan Hinkel, dba Alan Hinkel Photography, from lease obligations at Anchor Square for Unit A effective December 31, 2013, as recommended by Jen Dearman, Community and Economic Development Director. The tenant has successfully transitioned from Anchor Square to a larger site located on Delmas Avenue, which is in conformity with the business incubation philosophy of the Anchor Square complex.

The Order is spread on the minutes as follows:

ORDER RELEASING TENANT FROM LEASE OBLIGATIONS

WHEREAS, Alan Hinkel, dba Alan Hinkel Photography, entered into a lease with the City of Pascagoula for Unit “A” at Anchor Square on June 1, 2013, with such lease expiring on May 31, 2014; and

WHEREAS, Anchor Square was established by the City of Pascagoula as a business incubator to assist individuals with the creation and formation of new businesses within the City with the ultimate goal being for such businesses to move beyond the Anchor Square complex into larger retail locations in downtown Pascagoula; and

WHEREAS, the City Council has been advised by the Community Development Director that the above referenced tenant has now executed a lease for a building located on Delmas Avenue, which will permit the tenant to expand his business and move beyond the parameters of the Anchor Square complex, which is in keeping with the City’s policies regarding the Anchor Square business incubator; and

WHEREAS, the tenant wishes to terminate his existing lease with the City effective December 31, 2013, so that he can relocate his business to downtown Pascagoula; and

WHEREAS, the lease with the City of Pascagoula is set to expire prior to May 31, 2014, and the tenant has expressed a desire to be released from the obligations thereunder in order to pursue his business at the new location; and

WHEREAS, the City Council does find that it is in the best interest of the City for the tenant to be released from his obligations under the lease since it is in keeping with the

philosophy of the Anchor Square incubator project and will make one more location available for new tenants desiring to enter into retail businesses at the Anchor Square complex:

IT IS NOW, THEREFORE, ORDERED AS FOLLOWS:

SECTION 1. Alan Hinkel is hereby relieved of his obligations imposed upon him pursuant to the lease executed by him on June 1, 2013, effective December 31, 2013.

SECTION 2. The release of the tenant from his lease is conditioned upon the following:

- a. All amounts due to the City of Pascagoula through the date of December 31, 2013, must be paid in full prior to the vacation of the premises by the tenant.
- b. The unit must be returned to the City in as good condition as it was at the time the unit was leased by the tenant, normal wear and tear excepted.
- c. The City Manager, or his designee, shall inspect the premises immediately upon vacation by the tenant to ascertain whether or not there are any damages for which the City should be entitled payment.
- d. All furnishings and inventory belonging to the tenant must be completely removed from the premises on or before December 31, 2013.

SO ORDERED, THIS THE 7TH DAY OF JANUARY, 2014.

The above Order was introduced by Councilman Jackson, seconded for adoption by Councilman Hill, and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Simkins "AYE", Tadlock "AYE", Taylor "AYE", and Tipton "AYE". The Mayor then declared the Order adopted on the 7th day of January, 2014.

The next item for consideration was the "See South Mississippi Magazine" quarterly advertisements for 2014 as recommended by Robin Wood, Purchasing Agent. Ms. Wood recommended approval of the advertising agreement for a full-page ad size with total insertions of four (4) times at \$500.00 per issue. The contract dates are 1-1-14 through 12-31-14.

The agreement is spread on the minutes as follows:



A Division of FOCUS Publishing Company, LLC * 17 Magnolia Dr., Perkinston, MS 39573
Phone: 228-860-9104 / 601-928-3619 • Fax: 601-928-3880

ADVERTISING AGREEMENT

Date 12-9-13

This advertising agreement between City of Pascagoula (Advertiser)
and **Focus Publishing Company, LLC.** is for the following terms:

Sales Rep Gina Talianchich Start Date 1/1/14 End Date 12/31/14

Ad Size Full Page (to include editorial & events) Total insertions 4X Rate: \$500.00 an issue

Send Bill to (Client/Agent): **Please Print**

Company Name: City of Pascagoula Attention Robin Wood

Phone # 228-762-1020 Email rwood@cityofpascagoula.com

Cell #: 228-990-8267 Website www.cityofpascagoula.com

Address P. O. Drawer 908

City: Pascagoula State: MS Zip: 39568-0908

Tax ID or Social Security Number: 64-6000-949

Authorized Signature: _____ Date _____

Councilman Jackson made a motion to approve the “See South Mississippi Magazine” advertisement agreement for 2014 for a full-page ad size with total insertions of four (4) times at \$500.00 per issue as recommended and authorize the City Manager to execute the related documents. The motion was seconded by Councilman Hill and received the following vote: Mayor Blevins “AYE”. Councilmen Hill “AYE”, Jackson “AYE”, Simkins “AYE”, Tadlock “AYE”, Taylor “AYE”, and Tipton “AYE”. (Approved 1-7-14)

(A copy of the related documents is filed in the minute file of this meeting and incorporated herein by reference.)

The next item for consideration was a Facility Use Agreement as recommended by Darcie Crew, Parks and Recreation Director. Ms. Crew stated this agreement has been reviewed by the leagues for clarification and feedback as requested by the Council at its meeting on December 17, 2013.

The proposed agreement is spread on the minutes as follows:

**Parks and Recreation
Facility Use Agreement**

This agreement sets forth the terms and limits associated with the use of Pascagoula Parks & Recreation Department athletic facilities. The terms of this agreement are not subject to alteration and must be signed annually by both the league/association president and the Parks and Recreation Director, or designee, before any use will be assigned.

Facility Requested _____

Date(s) Requested _____

League/Association Making Request _____

League Responsibilities/Guidelines

1. The league will furnish the Pascagoula Parks & Recreation Department (PPRD) with a copy of all rosters (to include name, address, phone #) of all participants two weeks prior to the start of the season.
2. The league will charge non-residents, who do not own real property in the City of Pascagoula, an additional fee equal to 50% of the regular registration fee. This additional fee will be paid to PPRD when the rosters are turned in, prior to the start of the season. It will be necessary for non-residents, who own real property in the City of Pascagoula, to furnish their most recent tax receipt to verify such ownership and a copy of that receipt must be made available to the PPRD when the rosters are submitted.
3. The league will be responsible to verify proof of residency or land ownership for each participant. This is to be accomplished by the resident providing a utility bill in their name and address.
4. The league will furnish PPRD with a copy of the league officials contact list before registration and a coach's contact list two weeks prior to the start of the season.
5. The league will furnish PPRD with a copy of their constitution/by-laws, a copy of their playing rules for all ages before this agreement will be executed. If at any time rules or by-laws are changed a copy must be provided to PPRD.

6. The league shall notify PPRD of all registration dates, times, etc. at least two weeks prior to the start of registration. All schedules (practices, games, tournaments, etc.) shall be provided to PPRD as soon as they are available. Any changes made to the schedule must be provided in writing to PPRD.
7. Team practices at facilities must be scheduled by the league. Schedules for practices, special events as well as team pictures must be provided to PPRD.
8. The facility listed above will be unlocked and secured by a league representative anytime there is a practice, game or tournament scheduled. This includes restrooms and gates.
9. The league shall be responsible for all daily clean-up of concession areas, storage facilities, etc. The city's cleaning contractor will clean the restrooms on planned rotation. The cleaning contract has specific dates for each facility. PPRD will clean the restrooms during the week after the contract dates are complete for the season. The league will need to clean the restrooms on the weekends or for special events. The league must also maintain their own cleaning supplies with the exception of paper towels and toilet paper for the restrooms.
10. The league will provide at least two work days per season of play where painting, pressure washing, fence repair, goal anchoring, net install/repair, and other maintenance work is performed by league volunteers. The league will notify the Athletic Director of the work days and the materials needed to perform the work in a timely manner so the City can purchase the materials.
11. The league shall report any maintenance problems to PPRD the morning after the problem was noted by the league. PPRD will then place a work order for the problem to be corrected as soon as possible.
12. All changes or improvements made to the facilities must be requested in writing and approved, prior to any action being taken by the league, by the Parks & Recreation Director.
13. The league will handle all disciplinary problems in the manner prescribed by their by-laws. Any disciplinary problems involving fighting or physical altercations, or anytime the police are called, the league must notify the PPRD in writing within 48 hours of the incident.
14. The league shall provide an annual financial statement from their previous season along with a budget for the upcoming season to the PPRD upon execution of this agreement. The statement/budget should be approximately one page in length and outline the revenues and expenses in general categories. Specific items, expenses or revenues should not be included.
15. The league shall maintain accident insurance for participants. The league will report all accidents or injuries requiring medical assistance to the PPRD in writing within 48 hours of the incident.
16. All signs to be placed on fences or buildings must meet the city ordinance and be approved by the PPRD.
17. In the event of inclement weather the PPRD will make the determination of unsafe or unplayable conditions by 2:00pm weekdays. The league will be responsible to make this determination with inclement weather after 2:00 pm or on weekends. It is the responsibility of the league to contact the PPRD department at 938-2356.

18. The league officials meetings will be considered public and it is recommended that a one week notification be made of all public meetings. Please notify the PPRD as soon as a meeting is called.
19. All youth coaches and volunteers must complete an approved coach's application on an annual basis and a criminal background check must be completed prior to the coach being assigned a team each season. Leagues that do not have this system in place are required to use the coach's registration option at www.cityofpascagoula.com. Each league will pay the City of Pascagoula the \$6 (per person) fee assessed for the background checks by Sports Conductor.
20. It is also required that all coaches be NYSCA certified (or equivalent). PPRD will provide NYSCA training upon request from the league.
21. The league is responsible for the collection of all litter created by concession sales. This includes, but is not limited to, peanut hulls and paper from straws. All boxes will be placed in a dumpster located at the site.
22. The league is responsible to collect state taxes as set forth by the MS State Tax Commission to include sales and admissions. The payment of these taxes will be the responsibility of the league and paid directly to the Tax Commission.

The Pascagoula Parks & Recreation Department (PPRD) will be responsible for the following:

1. PPRD will provide safe playing fields and facilities for the league practices and games.
2. PPRD will provide the league with materials for the two scheduled work days such as paint, fence materials, goal anchors, nets, etc.
3. PPRD will ensure that the grass is cut on a planned rotation, lay-out and line fields for scheduled games. PPRD will construct pitching mounds, repair dugouts and handle all general maintenance such as plumbing and electrical repairs to facilities.
4. PPRD will allow the league to use the facilities for meetings and registration and normal league play at no cost. Facilities will be scheduled based on availability.
5. PPRD will provide a portion of the official's fees according to the league schedule. This will be done on a regular basis not in a lump sum format.
6. PPRD will empty trash barrels at all facilities during the week. Special events, tournaments and other functions on weekends requiring extra trash removal will be the responsibility of the league.
7. PPRD will pay all utilities for all fields and facilities. PPRD will furnish and maintain all lighting at fields and make repairs as necessary. PPRD will furnish bases, home plates, pitching rubbers, goals, nets, etc.
8. PPRD will assist the league, if needed, with scheduling, clerical assistance, team organization, etc.
9. PPRD will offer NYSCA clinics for league coaches and volunteers. Clinics will be scheduled in advance at a convenient time for the league and the PPRD.
10. PPRD will charge a \$6 per person fee for providing background checks for coaches and volunteers associated with the league should the league not provide this service through their sanctioning organization.

11. PPRD may charge the league a fee for repair of damages to any facility, caused by negligence of the league or board members. The league may also be charged for items lost (such as locks or PPRD equipment).
12. PPRD is here to assist your league in any way to make your season a success. Please keep us informed of the league's needs.
13. Any violation of this agreement by the league shall result in the forfeiture of the use of the facility as well as reimbursement of fees.

I agree to all of the terms and conditions set forth in the above agreement. I understand that if the league does not abide by the agreement then use may be terminated with a seven-day notice from the PPRD.

League President/Chairperson	Date
Mailing Address of League	
Parks & Recreation Director	Date

(Policy effective January 1, 2014)

Councilman Jackson made a motion to approve the Facility Use Agreement for the Parks and Recreation Department as recommended and presented above and authorize the Parks and Recreation Director to execute the related documents. The motion was seconded by Councilman Hill and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Simkins "AYE", Tadlock "AYE", Taylor "AYE", and Tipton "AYE".
(Approved 1-7-14)

(A copy of the related documents is filed in the minute file of this meeting and incorporated herein by reference.)

The following new business items were considered at this time.

The first item for consideration was a Resolution requesting the introduction and passage of a bill entitled "Citizens for Economic Development Act" (CEDA) as recommended by Eddie Williams, City Attorney. Mr. Williams briefly discussed the bill with the Council.

The Resolution is spread on the minutes as follows:

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASCAGOULA
REQUESTING THE INTRODUCTION AND PASSAGE OF A BILL ENTITLED
"CITIZENS FOR ECONOMIC DEVELOPMENT ACT" (CEDA)**

WHEREAS, economic development occurs where infrastructure and municipal services can be provided easily, efficiently, and at a reasonable cost; and

WHEREAS, municipal services provide drinking water, utilities, sewer disposal, police and fire protection, maintenance of roads and many other services to local businesses and industries which provide jobs and employment to local citizens; and

WHEREAS, good infrastructure is essential to economic development and job creation; and

WHEREAS, many municipalities in Mississippi do not have access to adequate capital and the municipalities do not have sufficient statutory authority or enough debt capacity to borrow money for essential and costly public projects, many of which are directly tied to economic development and the quality of life in these communities; and

WHEREAS, the use of an optional sales tax could save municipalities substantial amounts of taxpayer money on bond project interest payments because projects could be paid off in a shorter period of time; and

WHEREAS, a municipal project funded by the provisions of CEDA would represent the vote and approval of the local citizens; and

WHEREAS, details of each project approved by voters under CEDA would be specifically set forth and the local sales tax funding such project would immediately cease upon the final debt payment; and

WHEREAS, other states in our region have enacted similar laws to provide their local constituents with an opportunity to fund essential economic development projects thereby improving the quality of life in their communities:

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PASCAGOULA that this City is on record requesting the introduction and passage of the bill entitled "Citizens for Economic Development Act".

BE IT FURTHER RESOLVED that the City Clerk shall forthwith transmit a certified copy of this resolution to each member of the local legislative delegation, Governor and Lieutenant Governor, the Speaker of the House of Representatives, the Director of the Department of Revenue and the Secretary of State of the State of Mississippi.

The above Resolution was introduced by Councilman Hill, seconded for adoption by Councilman Tipton, and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Simkins "AYE", Tadlock "AYE", Taylor "AYE", and Tipton "AYE". The Mayor then declared the Resolution adopted on the 7th day of January, 2014.

The next item for consideration was the scope of work for the Safe Routes to Schools Grant Project as recommended by Jen Dearman, Community and Economic Development Director. Ms. Dearman recommended approval from the Council to allocate an additional fund of \$59,000.00, in full or partial, to the project in order to accomplish the full scope of work (\$202,945.08) at Jackson Elementary School as presented in Option 2. She advised that Option 1 is a reduced scope of work to accommodate the current additional funding (\$144,000.00).

After discussion, Councilman Jackson made a motion to approve Option 2 to fully fund the scope of work for the Safe Routes to Schools Grant Project as recommended. The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Simkins "AYE", Tadlock "AYE", Taylor "AYE", and Tipton "AYE". (Approved 1-7-14)

(A copy of the related documents is filed in the minute file of this meeting and incorporated herein by reference.)

The next item for consideration was the Order for the docket of claims as follows:

ORDER

WHEREAS, the attached docket of claims for the period December 13, 2013, through January 3, 2014, has been presented to the City Council for allowance and approval.

WHEREAS, it appears that all of said claims are proper and should be allowed;

NOW, THEREFORE, IT IS ORDERED that all claims shown on said dockets are hereby allowed and approved for payment.

The above Order was introduced by Councilman Taylor, seconded for adoption by Councilman Hill, and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Simkins "AYE", Tadlock "AYE", Taylor "AYE", and Tipton "AYE". The Mayor then declared the Order adopted on the 7th day of January 2014.

At this time, Joe Huffman, City Manager, suggested the Council consider the request for support of a billboard for Advocates for Freedom as mentioned earlier in the meeting tonight. Susie Harvill requested advertising the resources of the City of Pascagoula for \$1,500.00. She briefed the Council on the cost involved and stated it is a very worthwhile project.

After comments, Councilman Jackson made a motion to authorize \$500.00 to advertise the resources of the City of Pascagoula through Advocates for Freedom with a review for additional support later this year. The motion was seconded by Councilman Tipton and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Simkins "AYE", Tadlock "AYE", Taylor "AYE", and Tipton "AYE". (Approved 1-7-14)

The Council wished everyone a Happy New Year.

There being no further business to come before the Council tonight, a motion was made by Councilman Hill to recess until Tuesday, January 14, 2014, at 5:00 p.m. to transact such business as may lawfully come before the Council. The motion was seconded by Councilman Taylor and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Simkins "AYE", Tadlock "AYE", Taylor "AYE", and Tipton "AYE".

The meeting ended at 6:45 p.m.

APPROVED:

Harry J. Blevins, Mayor

ATTEST:

Brenda J. Reed, Asst. City Clerk

**RECESSED REGULAR MEETING OF THE CITY COUNCIL
TUESDAY, JANUARY 14, 2014, AT 5:00 P. M.
CITY HALL, PASCAGOULA, MISSISSIPPI**

The City Council of the City of Pascagoula, Mississippi, met at City Hall in a recessed regular meeting on Tuesday, January 14, 2014, at 5:00 p.m. Mayor Blevins called the meeting to order with the following officials present:

Mayor Harry J. Blevins
Councilman Burt Hill
Councilman Freddy Jackson
Councilwoman Brenda Simkins
Councilman David Tadlock
Councilman Larry Taylor
Councilman Scott Tipton

City Manager Joe Huffman
City Attorney Eddie Williams
Chief Deputy City Clerk Carol Groen

Mayor Blevins welcomed everyone to the meeting. The invocation was given by Councilman Hill. The pledge of allegiance was led by Councilman Tipton.

Al Brimm, Moderator, with the Recreation Commission addressed the Council regarding the priorities for funding of the Parks and Recreation Master Plan. Mr. Brimm passed out copies of the Pascagoula Parks and Recreation Master Plan Priorities as adopted October, 2012, which listed projects, cost and status. The discussion about options was as follows:

1. Sports Complex w/Soccer Lighting
2. Performing Arts
3. Community Center
4. Natatorium
5. Market Feasibility Studies
6. Recommendations from Commission

After discussion, Mayor Blevins thanked Mr. Brimm and all involved for their hard work and dedication to working on the Pascagoula Parks and Recreation Plan Priorities. No action was taken on any item at this time.

The consent agenda was considered at this time:

The first item for consideration was a Resolution requesting the Legislature to eliminate the repealer clause in House Bill 1549, 2011 Regular Session, which authorizes the

establishment of the LaPointe-Krebs Foundation as recommended by Eddie Williams, City Attorney.

The Resolution is spread on the minutes as follows:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASCAGOULA, MISSISSIPPI, REQUESTING THAT THE LEGISLATURE AMEND HOUSE BILL 1549, 2011 REGULAR SESSION, TO REMOVE SECTION 3 THEREOF REQUIRING THE REPEAL OF THE ACT ON JULY 1, 2014; AND FOR RELATED PURPOSES

WHEREAS, pursuant to the joint request of the City of Pascagoula and Jackson County, the House of Representatives enacted House Bill 1549, during the 2011 Regular Session of the Legislature, to authorize the creation of the LaPointe-Krebs Foundation; and

WHEREAS, subsequent to the passage of the aforesaid legislation, the City of Pascagoula and Jackson County entered into a Memorandum of Understanding for the establishment of the LaPointe-Krebs Foundation; and

WHEREAS, the LaPointe-Krebs Foundation has been formally established, is incorporated as a non-profit corporation pursuant to the laws of the State of Mississippi and is presently seeking a Section 501(c)(3) status with the Internal Revenue Service; and

WHEREAS, House Bill 1549, 2011 Regular Session, a copy of which is attached hereto, contains a provision for the repeal of the Act on July 1, 2014; and

WHEREAS, the LaPointe-Krebs Foundation, Inc. now exists as an independent entity and is actively engaged in the management, maintenance and preservation of the LaPointe-Krebs house and grounds, and is fully prepared to continue with these efforts into indefinite future; and

WHEREAS, the existence of the “repealer” in the aforesaid legislation is not desired, nor is it necessary, under the circumstances:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PASCAGOULA, MISSISSIPPI, that the Legislature is urged to amend House Bill 1549, 2011 Regular Session, to delete Section 3 thereof requiring the repeal of the legislation on July 1, 2014.

BE IT FURTHER RESOLVED that the City Clerk is directed to send certified copies of this resolution to the Speaker of the House of Representatives, the Lieutenant Governor, all members of the House of Representatives and Senate who represent the citizens of this City, and the President of the Jackson County Board of Supervisors.

Councilman Hill made a motion to adopt the Resolution as recommended. The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins “AYE”. Councilmen Hill “AYE”, Jackson “AYE”, Simkins “AYE”, Tadlock “AYE”, Taylor “AYE”, and Tipton “AYE”. (Approved 01-14-14)

The next item for consideration was a Resolution requesting Legislature to eliminate or extend the repealer clause in Senate Bill 3022, 2011 Regular Session, which authorizes implementation of the 3% tax on hotels, motels and bed and breakfast establishments as recommended by Eddie Williams, City Attorney.

The Resolution is spread on the minutes as follows:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASCAGOULA, MISSISSIPPI, REQUESTING THAT THE LEGISLATURE AMEND SENATE BILL 3022, 2011 REGULAR SESSION, TO EITHER ELIMINATE OR EXTEND THE PROVISION IN THAT BILL REQUIRING THAT THE SAME BE REPEALED FROM AND AFTER JULY 1, 2014; AND FOR RELATED PURPOSES

WHEREAS, pursuant to Senate Bill 3212, 2004 Regular Session, the Legislature authorized the City Council of the City of Pascagoula, Mississippi (“City”), to levy a tax not to exceed three percent (3%) upon the gross proceeds derived from hotel, motel and bed and

breakfast room rentals, the proceeds of which tax are to be used for the purpose of promoting tourism, economic development and recreation; and

WHEREAS, Senate Bill 3212, 2004 Regular Session, contained a provision that required the repeal of the Act from and after July 1, 2008; and

WHEREAS, House Bill 1546, 2008 Regular Session, extended the “repealer” provision contained in Senate Bill 3212, 2004 Regular Session, and provided that the Act should thereafter be repealed from and after July 1, 2011; and

WHEREAS, pursuant to Senate Bill 3022, 2011 Regular Session, a copy of which is attached hereto, the repealer was further extended to July 1, 2014; and

WHEREAS, the tax authorized by the aforesaid legislation has been levied within the City since August 1, 2005, and has provided a significant sum which the City has dedicated to improvements in its Parks & Recreation Department; and

WHEREAS, the City’s recreation program will be benefited considerably if the repealer contained in Senate Bill 3022, 2011 Regular Session, is either eliminated in its entirety, or further extended as the Legislature shall see fit:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PASCAGOULA, MISSISSIPPI, that the Legislature is urged to amend Senate Bill 3022, 2011 Regular Session, to delete the provision that it will stand repealed as of July 1, 2014, or, amend the aforesaid Senate Bill 3022 to extend the repealer contained therein.

BE IT FURTHER RESOLVED that the City Clerk is directed to send certified copies of this resolution to the Speaker of the House of Representatives, the Lieutenant Governor, and all members of the House of Representatives and Senate who represent the citizens of the City of Pascagoula.

Councilman Hill made a motion to adopt the Resolution as recommended. The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Simkins "AYE", Tadlock "AYE", Taylor "AYE", and Tipton "AYE". (Approved 01-14-14)

There being no further business to come before the Council, tonight, Councilman Tipton made a motion to recess until Tuesday, January 21, 2014, at 6:00 p.m. to transact such business as may lawfully come before the Council. The motion was seconded by Councilman Taylor and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Simkins "AYE", Tadlock "AYE", Taylor "AYE", and Tipton "AYE".

The meeting ended at 6:22 p.m.

APPROVED:

Harry J. Blevins, Mayor

ATTEST:

Carol Groen, Assistant City Clerk



AGENDA ITEM REQUEST FORM

Meeting Date: January 21, 2014

Submitting Department or Individual: Parks & Recreation Dept.

Contact Name: Darcie Crew

Phone: 228-938-2356

Agenda Topic: Recreation Commission Minutes

Attach additional information as necessary

Action Requested:

Acknowledge minutes of Recreation Commission meeting on November 6, 2013 as approved by the Pascagoula Recreation Commission on December 4, 2013.

Budgeted Item	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Source of Funding	<input type="checkbox"/> General Fund
Contract Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<input type="checkbox"/> Utility Fund	
Mayor or Manager's Signature Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<input type="checkbox"/> Grant	
			<input type="checkbox"/> Other	

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PASCAGOULA RECREATION COMMISSION
MEETING NOVEMBER 6, 2013

Mike McElhaney opened the meeting at 6:00 pm.

The Commission congratulated Mike McElhaney on the recognition of his 25 years of service by the City Council. Mike thanked the Commission for a wonderful 25 years. He stated he was very surprised by the Council's recognition and that he can't believe he has served 25 years. He shared his appreciation and said it was the nicest thing that has happened to him in his life.

Paul Hembree made the motion to approve the October minutes as presented. Al Brimm seconded the motion. The motion passed unanimously.

Old Business:

Hotel Tax: Darcie reported that \$1,014,788.86 has been collected as of October 20, 2013 (since November 2005). Darcie stated October revenues were \$8,931.50. The new total after projects that have been completed is \$198,721.13 (includes deduction of \$100,000 for Point).

Mike announced the Hilton has set a target day for opening of January 16, 2014. He also said the estimated hotel tax revenue from the hotel is \$20,000 per month.

Commission Commitments: Darcie reminded everyone about the commitments they had made to the efforts of the Commission. Those who have previously expressed their commitments include Mike McElhaney, Paul Hembree, Al Brimm, Jesse Micheal Tillman, Johnny Olsen, David Bates, and Becky Fulton. Tommy Dorsey, Jay Spradlin and Melinda Mitchell verbalized their commitments as well. Al Brimm reminded the Commission of the work ahead of "us". Al stated that a united voice from the Commission is going to be more important than ever. He would like to be sure the Commission show the City Council that we are on board and ready to carry the torch for them. The Commission agreed with Al.

Darcie passed out a copy of a letter of resignation she received from James Prisock that afternoon. Al Brimm made a motion to accept James' resignation. Jay Spradlin seconded the motion. Mike McElhaney stated that James was an outstanding member of the Commission and he served with excellence and commitment but his work schedule was not allowing his participation at this time. The vote passed unanimously with reservation.

Master Plan Priorities: The Commission discussed the Tier 1-3 priorities and decided they would email Darcie their Top 10 priorities by Wednesday, November 13th. She will compile the feedback into one spreadsheet and share it with the Commission.

New Business:

Bike Committee Minutes: Darcie shared the minutes with the Commission. Paul Hembree made a motion to accept the minutes. David Bates seconded the motion. The vote passed unanimously.

Program Information: Darcie announced several upcoming programs and activities. Basketball registration is Nov. 1-7th, the Family Camp Out is on Nov. 9th, Zonta is Nov. 16th, Bachtobberfest is Nov. 23rd, Thanksgiving Camp is Nov. 25-26th, Visions of Sugar Plums is Nov. 27th, Downtown for the Holidays and Christmas Tree Lighting is on Dec. 6th, Santa's Calling is Dec. 12th, Play All Day is Dec. 23rd, and Christmas Camp is Dec. 30th, Jan. 2-3rd, 6-7th.

Mike McElhaney and Al Brimm volunteered their time to help with Santa's Calling.

Mike commented on the success of Trunk 'r Treat. He said it was phenomenal. Dogan and Wilkinson law firm ran out of candy at about 7:10 pm. He would like to commend Rebecca Davis for a great job on the event.

Darcie announced that the Haunted House had over 1000 in attendance and profited approximately \$2000 above expenses. Darcie also announced the Pee Wee Football Championship is being held on Saturday, November 9th.

There being no other business, Tommy Dorsey made a motion to adjourn the meeting at 7:25 pm. Jay Spradlin seconded the motion. The motion passed unanimously.

The next meeting will be held at 6:00 pm on December 4, 2013 at the Pascagoula Recreation Center.

/s/s Darcie S. Crew

Darcie S. Crew, Secretary

Members present:

Mike McElhaney, Chairman
Paul Hembree, Vice Chairman
Al Brimm
Mike Tillman
Johnny Olsen
Tommy Dorsey
Jay Spradlin
David Bates
Melinda Mitchell
Becky Fulton

Members absent:

James Prisock



AGENDA ITEM REQUEST FORM

Meeting Date: January 21, 2014

Submitting Department or Individual: Parks & Recreation Dept.

Contact Name: Darcie Crew

Phone: 228-938-2356

Agenda Topic: Recreation Commission Minutes

Attach additional information as necessary

Action Requested:

Acknowledge minutes of Recreation Commission meeting on December 4, 2013 as approved by the Pascagoula Recreation Commission on January 8, 2014.

Budgeted Item	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Source of Funding	<input type="checkbox"/>	General Fund
Contract Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input type="checkbox"/>	Utility Fund
Mayor or Manager's Signature Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input type="checkbox"/>	Grant
				<input type="checkbox"/>	Other

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PASCAGOULA RECREATION COMMISSION
MEETING DECEMBER 4, 2013

Mike McElhaney opened the meeting at 6:00 pm.

Paul Hembree made the motion to approve the November minutes as presented. Jay Spradlin seconded the motion. The motion passed unanimously.

Welcome New Commissioner, Terri Scott:

Terri was appointed by the City Council on Tuesday, December 3, 2013. Darcie reported that Terri is home sick today but is excited about serving. Mike McElhaney commented that she will be a great addition to the team.

Old Business:

Hotel Tax: Darcie reported that \$1,022,673.59 has been collected as of November 21, 2013 (since November 2005). Darcie stated November revenues were \$7,884.73. The new total after projects that have been completed is \$206,605.86 (includes deduction of \$100,000 for Point).

Master Plan Priorities: Darcie emailed a copy of the priorities selected by the members. The Commission discussed the list at length to make a recommendation to City Council.

Jay Spradlin made the motion to recommend to City Council the top two priorities from the Master Plan are both the Sports Complex with the additional soccer lighting and the Community/Performing Arts Center. Al Brimm seconded the motion. The vote passed unanimously.

Michael Jesse Tillman made the motion to have a work session scheduled with the City Council to discuss these priorities. Jay Spradlin seconded the motion. The vote passed unanimously.

New Business:

Program Information: Darcie announced several upcoming programs and activities. Downtown for the Holidays and Christmas Tree Lighting is on Dec. 6th, Santa's Calling is Dec. 12th, Play All Day is Dec. 23rd, and Christmas Camp is Dec. 30th, Jan. 2-3rd, 6-7th.

Mike McElhaney commented that this was the last meeting of the Commission for the year and that the Commission is ending the year on the highest note for the Commission. He said we are going to see more things next year that have been needed for several years. The Commission commended the staff on all the accomplishments for the year including the Magnolia Birding Pier, the improvements to the Pascagoula River Environmental Trail/Lighthouse Park, the Point project getting started along with many new programs. It is an exciting time to be on the Commission.

There being no other business, Al Brimm made a motion to adjourn the meeting at 7:10 pm. Becky Fulton seconded the motion. The motion passed unanimously.

The next meeting will be held at 6:00 pm on January 8, 2013 at the Pascagoula Recreation Center.

/s/s Darcie S. Crew

Darcie S. Crew, Secretary

Members present:

Mike McElhaney, Chairman
Paul Hembree, Vice Chairman
Al Brimm
Mike Tillman
Johnny Olsen
Jay Spradlin
David Bates
Melinda Mitchell
Becky Fulton

Members absent:

Terri Scott
Tommy Dorsey



AGENDA ITEM REQUEST FORM

Meeting Date: January 21, 2014

Submitting Department or Individual: City Clerk's Office

Contact Name: Brenda Reed

Phone: 938-6615

Agenda Topic: Approve \$3,000.00 for postage funds for the direct debit/postage on call meter setting service with Neo-Post

Attach additional information as necessary

Action Requested:

Approve postage funds for City Hall

Budgeted Item	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Source of Funding	<input type="checkbox"/>	General Fund
Contract Required	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		<input type="checkbox"/>	Utility Fund
Mayor or Manager's Signature Required	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		<input type="checkbox"/>	Grant
						<input type="checkbox"/>	Other

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AGENDA ITEM REQUEST FORM

Meeting Date: January 21, 2014

Submitting Department or Individual: Main Street

Contact Name: Rebecca Davis

Phone: 938-6604

Agenda Topic: Approval for Pascagoula Main Street board member Michele Coats to attend Main Street training in Starkville, MS January 23 & 24 with Rebecca Davis.

Attach additional information as necessary

Action Requested:

Approval

Budgeted Item	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Source of Funding	<input type="checkbox"/> General Fund
Contract Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<input type="checkbox"/> Utility Fund	
Mayor or Manager's Signature Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<input type="checkbox"/> Grant	
			<input type="checkbox"/> Other	

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AGENDA ITEM REQUEST FORM

Meeting Date: January 21, 2014

Submitting Department or Individual: Main Street

Contact Name: Rebecca Davis

Phone: 938-6604

Agenda Topic: Advertise the resources of the City by approving Pascagoula Main Street to provide trophies for the King, Queen, Parade marshal, best decorated float & best costume. The amount is \$200.

Attach additional information as necessary

Action Requested:

Approval

Budgeted Item	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Source of Funding	<input type="checkbox"/> General Fund
Contract Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> Utility Fund	
Mayor or Manager's Signature Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> Grant	
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AGENDA ITEM REQUEST FORM

Meeting Date: January 21, 2014

Submitting Department or Individual: Parks & Recreation Department

Contact Name: Darcie Crew

Phone: 228-938-2356

Agenda Topic: Advertising the resources of the City

Attach additional information as necessary

Action Requested:

Approve the Pascagoula Recreation Department to host an Arbor Day event and advertise the resources of the City by giving trees to Pascagoula residents at the Scranton Nature Center on February 14. Cost to the City is \$400.

Pascagoula Pride is partnering with the City for the event with an additional contribution of \$400 for a total of \$800 in trees.

Budgeted Item	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Source of Funding	<input checked="" type="checkbox"/> General Fund
Contract Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input type="checkbox"/> Utility Fund
Mayor or Manager's Signature Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input type="checkbox"/> Grant
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AGENDA ITEM REQUEST FORM

Meeting Date: January 21, 2014

Submitting Department or Individual: Parks & Recreation Department

Contact Name: Darcie Crew

Phone: 228-938-2356

Agenda Topic: Request for Signs for Arbor Day Event

Attach additional information as necessary

Action Requested:

Approve signs announcing Arbor Day Event at Scranton Nature Center on the south west corner of Hwy 90 & Chicot Street and Chicot Street & Nathan Hale one week before the event.

Budgeted Item	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Source of Funding	<input checked="" type="checkbox"/> General Fund
Contract Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input type="checkbox"/> Utility Fund
Mayor or Manager's Signature Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input type="checkbox"/> Grant
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AGENDA ITEM REQUEST FORM

Meeting Date: 01-21-2014

Submitting Department or Individual: Community & Economic Development

Contact Name: Jen Dearman

Phone: 228-938-6651

Agenda Topic: Reject Proposals and Authorize Re-advertisement for Proposals for the Marketing Campaign

Attach additional information as necessary

Action Requested:

Reject proposals for the Marketing Campaign. Authorize the City Clerk to re-advertise proposals for the Marketing Campaign.

Budgeted Item	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Source of Funding	<input checked="" type="checkbox"/> General Fund
Contract Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input type="checkbox"/> Utility Fund
Mayor or Manager's Signature Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input type="checkbox"/> Grant
				<input type="checkbox"/> Other

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AGENDA ITEM REQUEST FORM

Meeting Date: January 21, 2014

Submitting Department or Individual: Accounting

Contact Name: Bobby Parker

Phone: 228-938-6716

Agenda Topic: **Audit Services for fiscal year ending 9/30/2013**

Attach additional information as necessary

Action Requested:

Council approval to authorize the City Manager to execute the engagement letter for the fiscal year 2013 audit with no change in the fee from the previous year (\$55,000).

Budgeted Item	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Source of Funding	<input checked="" type="checkbox"/>	General Fund
Contract Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Utility Fund
Mayor or Manager's Signature Required	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		<input type="checkbox"/>	Grant
				<input type="checkbox"/>	Other

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

Michelle Oppie Gist, CPA

K. Jessica Mavromihalis, CPA
Jesse J. Wolfe, CPA (1927-2009)
Grover B. McDuff, CPA (Retired)
Jack A. Oppie, CPA (Retired)

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

November 5, 2013

Honorable Mayor and City Council
City of Pascagoula
Pascagoula, MS

We are pleased to confirm our understanding of the services we are to provide the City of Pascagoula for the year ended September 30, 2013. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, 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 Pascagoula as of and for the year ended September 30, 2013. 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 of Pascagoula'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 of Pascagoula'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

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Pascagoula'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 will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of expenditures of federal awards.

Membership in:

American Institute of Certified Public Accountants • Mississippi Society of Certified Public Accountants • AICPA Private Companies Practice Section
AICPA Governmental Audit Quality Center • AICPA Center for Audit Quality • AICPA Employee Benefit Plan Audit Quality Center



America Counts on CPAs

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.

1) Schedule of Surety Bonds of Municipal Officers

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic 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 related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and OMB Circular A-133 in considering internal control over compliance and major program compliance. The paragraph will also 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 OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. 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 on the financial statements or the Single Audit compliance 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 to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You

will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards 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. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. 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) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written 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 taken as a whole.

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 entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review by the beginning of fieldwork.

You are responsible for preparation of the schedule of expenditures of federal awards in conformity with OMB Circular A-133. 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. 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 OMB Circular A-133; (2) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) that 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 [include the audited financial statements with any presentation of the supplementary information that includes 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) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that 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 for us 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 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.

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 rather than absolute 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 entity or to acts by management or employees acting on behalf of the entity. 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 tests of the physical existence of inventories, and 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 the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity 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 OMB Circular A-133, 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 OMB Circular A-133.

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 OMB Circular A-133.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Pascagoula'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*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City of Pascagoula's major programs. The purpose of these procedures will be to express an opinion on the City of Pascagoula's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

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 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. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Wolfe, McDuff, & Oppie and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to 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 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 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 March 17th, 2014 and to issue our reports no later than June 30, 2014. Michelle Oppie Gist, CPA 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 \$55,000. 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 30 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 Pascagoula 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

RESPONSE:

This letter correctly sets forth the understanding of the City of Pascagoula.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



AGENDA ITEM REQUEST FORM

Meeting Date: 1/21/14

Submitting Department or Individual: Finance

Contact Name: Bobby Parker

Phone: 938-6716

Agenda Topic: Municipal Compliance Questionnaire for the fiscal year ended September 30, 2013

Attach additional information as necessary

Action Requested:

Accept the Questionnaire and let it be spread upon the minutes

Budgeted Item	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Source of Funding	<input type="checkbox"/>	General Fund
Contract Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>		<input type="checkbox"/>	Utility Fund
Mayor or Manager's Signature Required	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		<input type="checkbox"/>	Grant
				<input type="checkbox"/>	Other

*For grants and contracts, attach two (2) originals for Mayor or Manager's signature
For ordinances, resolutions, or other correspondence, attach one (1) original for Mayor or Manager's signature*

NOTE: ALL AGENDA REQUESTS MUST BE TURNED INTO THE CITY CLERK'S OFFICE WITH ALL ATTACHMENTS NO LATER THAN 2PM ON THE WEDNESDAY PRECEDING THE CITY COUNCIL MEETING

Municipal Compliance Questionnaire

As part of the municipality's audit, the governing authorities of the municipality must make certain assertions with regard to legal compliance. The municipal compliance questionnaire was developed for this purpose.

The following questionnaire and related certification must be completed at the end of the municipality's fiscal year and entered into the official minutes of the governing authorities at their next regular meeting.

The governing authorities should take care to answer these questions accurately. Incorrect answers could reduce the auditor's reliance on the questionnaire responses, resulting in the need to perform additional audit procedures at added cost.

Information

Note: Due to the size of some municipalities, some of the questions may not be applicable. If so, mark N/A in answer blanks. Answers to other questions may require more than "yes" or "no," and, as a result, more information on this questionnaire may be required and/or separate work papers may be needed.

1. Name and address of municipality:

City of Pascagoula

2. List the date and population of the latest official U.S. Census or most recent official census:

2010 - 22,392

3. Names, addresses and telephone numbers of officials (include elected officials, chief administrative officer, and attorney).

See attached

4. Period of time covered by this questionnaire:

From: October 1, 2012

To: September 30, 2013

5. Expiration date of current elected officials' term: June 30, 2017

City of Pascagoula
MUNICIPAL COMPLIANCE QUESTIONNAIRE
Year Ended September 30, 2013

Answer All Questions: Y - YES, N - NO, N/A - NOT APPLICABLE

PART I - General

- | | |
|---|------------|
| 1. Have all ordinances been entered into the ordinance book and included in the minutes? (Section 21-13-13) | Y
_____ |
| 2. Do all municipal vehicles have public license plates and proper markings? (Sections 25-1-87 and 27-19-27) | Y
_____ |
| 3. Are municipal records open to the public? (Section 25-61-5) | Y
_____ |
| 4. Are meetings of the board open to the public?
(Section 25-41-5) | Y
_____ |
| 5. Are notices of special or recess meetings posted?
(Section 25-41-13) | Y
_____ |
| 5. Are all required personnel covered by appropriate surety bonds? | |
| · Board or council members (Sec. 21-17-5) | Y
_____ |
| · Appointed officers and those handling money, see statutes governing the form of government (i.e., Section 21-3-5 for Code Charter) | Y
_____ |
| · Municipal clerk (Section 21-15-38) | Y
_____ |
| · Deputy clerk (Section 21-15-23) | Y
_____ |
| · Chief of police (Section 21-21-1) | Y
_____ |
| · Deputy police (Section 45-5-9) (if hired under this law) | Y
_____ |
| 7. Are minutes of board meetings prepared to properly reflect the actions of the board? (Sections 21-15-17 and 21-15-19) | Y
_____ |
| 8. Are minutes of board meetings signed by the mayor or majority of the board within 30 days of the meeting?
(Section 21-15-33) | Y
_____ |
| 9. Has the municipality complied with the nepotism law in its employment practices? (Section 25-1-53) | Y
_____ |
| 10. Did all officers, employees of the municipality, or their relatives avoid any personal interest in any contracts with the municipality during their term or within one year after their terms of office or employment? (Section 25-4-105) | Y
_____ |
| 11. Does the municipality contract with a Certified Public Accountant or an auditor approved by the State Auditor for its annual audit within twelve months of the end of each fiscal year? (Section 21-35-31) | Y
_____ |

12. Has the municipality published a synopsis or notice of the annual audit within 30 days of acceptance?
(Section 21-35-31 or 21-17-19) Y

PART II - Cash and Related Records

1. Where required, is a claims docket maintained?
(Section 21-39-7) Y

2. Are all claims paid in the order of their entry in the claims docket? (Section 21-39-9) Y

3. Does the claims docket identify the claimant, claim number, amount and fund from which each warrant will be issued?
(Section 21-39-7) Y

4. Are all warrants approved by the board, signed by the mayor or majority of the board, attested to by the clerk, and bearing the municipal seal? (Section 21-39-13) Y

5. Are warrants for approved claims held until sufficient cash is available in the fund from which it is drawn?
(Section 21-39-13) Y

6. Has the municipality adopted and entered on its minutes a budget in the format prescribed by the Office of the State Auditor? (Sections 21-35-5, 21-35-7 and 21-35-9) Y

7. Does the municipality operate on a cash basis budget, except for expenditures paid within 30 days of fiscal year end or for construction in progress? (Section 21-35-23) Y

8. Has the municipality held a public hearing and published its adopted budget? (Sections 21-35-5, 27-39-203, & 27-39-205) Y

9. Has the municipality complied with legal publication requirements when budgetary changes of 10% or more are made to a department's budget? (Section 21-35-25) Y

10. If revenues are less than estimated and a deficit is anticipated, did the board revise the budget by its regular July meeting? (Section 21-35-25) Y

11. Have financial records been maintained in accordance with the chart of accounts prescribed by the State Auditor? (Section 21-35-11) Y

12. Does the municipal clerk submit to the board a monthly report of expenditures against each budget item for the preceding month and fiscal year to date and the unexpended balances of each budget item? (Section 21-35-13) Y

13. Does the board avoid approving claims and the city clerk not issue any warrants which would be in excess of budgeted amounts, except for court-ordered or emergency expenditures? (Section 21-35-17) Y

14. Has the municipality commissioned municipal depositories? (Sections 27-105-353 and 27-105-363) Y

15. Have investments of funds been restricted to those instruments authorized by law? (Section 21-33-323) Y

16. Are donations restricted to those specifically authorized by law? [Section 21-17-5 (Section 66, Miss. Constitution) -- Sections 21-19-45 through 21-19-59, etc.] Y

17. Are fixed assets properly tagged and accounted for? (Section II - Municipal Audit and Accounting Guide) Y

18. Is all travel authorized in advance and reimbursements made in accordance with Section 25-3-41? Y

19. Are all travel advances made in accordance with the State Auditor's regulations? (Section 25-3-41) Y

PART III - Purchasing and Receiving

1. Are bids solicited for purchases, when required by law (written bids and advertising)? [Section 31-7-13(b) and (c)] Y

2. Are all lowest and best bid decisions properly documented? [Section 31-7-13(d)] Y

3. Are all one-source item and emergency purchases documented on the board's minutes? [Section 31-7-13(m) and (k)] Y

4. Do all officers and employees understand and refrain from accepting gifts or kickbacks from suppliers? (Section 31-7-23) Y

PART IV - Bonds and Other Debt

- 1. Has the municipality complied with the percentage of taxable property limitation on bonds and other debt issued during the year? (Section 21-33-303) Y
- 2. Has the municipality levied and collected taxes, in a sufficient amount for the retirement of general obligation debt principal and interest? (Section 21-33-87) Y
- 3. Have the required trust funds been established for utility revenue bonds? (Section 21-27-65) Y
- 4. Have expenditures of bond proceeds been strictly limited to the purposes for which the bonds were issued? (Section 21-33-317) Y
- 5. Has the municipality refrained from borrowing, except where it had specific authority? (Section 21-17-5) Y

PART V - Taxes and Other Receipts

- 1. Has the municipality adopted the county ad valorem tax rolls? (Section 27-35-167) Y
- 2. Are interest and penalties being collected on delinquent ad valorem taxes? (Section 21-33-53) Y
- 3. Has the municipality conducted an annual land sale for delinquent ad valorem taxes? (Section 21-33-63) Y
- 4. Have the various ad valorem tax collections been deposited into the appropriate funds? (Separate Funds for Each Tax Levy) (Section 21-33-53) Y
- 5. Has the increase in ad valorem taxes, if any, been limited to amounts allowed by law? (Sections 27-39-320 and 27-39-321) Y
- 6. Are local privilege taxes collected from all businesses located within the municipality, except those exempted? (Section 27-17-5) Y
- 7. Are transient vendor taxes collected from all transient vendors within the municipality, except those exempted? (Section 75-85-1) Y
- 8. Is money received from the state's "Municipal Fire Protection Fund" spent only to improve municipal fire departments? (Section 83-1-37) Y

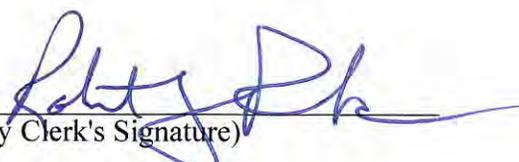
9. Has the municipality levied or appropriated not less than 1/4 mill for fire protection and certified to the county it provides its own fire protection or allowed the county to levy such tax? (Sections 83-1-37 and 83-1-39) Y
10. Are state-imposed court assessments collected and settled monthly? (Section 99-19-73, 83-39-31, etc.) Y
11. Are all fines and forfeitures collected when due and settled immediately to the municipal treasury? (Section 21-15-21) Y
12. Are bids solicited by advertisement or, under special circumstances, ^{two}~~three~~ appraisals obtained when real property is sold? (Section 21-17-1) Y
13. Has the municipality determined the full and complete cost for solid waste for the previous fiscal year? (Section 17-17-347) Y
14. Has the municipality published an itemized report of all revenues, costs and expenses incurred by the municipality during the immediately preceding fiscal year in operating the garbage or rubbish collection or disposal system? (Section 17-17-348) Y
15. Has the municipality conducted an annual inventory of its assets in accordance with guidelines established by the Office of the State Auditor? (MMAAG) Y

City of Pascagoula
(MUNICIPAL NAME)

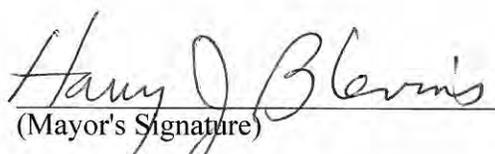
Certification to Municipal Compliance Questionnaire

Year Ended September 30, 2013

We have reviewed all questions and responses as contained in this Municipal Compliance Questionnaire for the Municipality of Pascagoula, and, to the best of our knowledge and belief, all responses are accurate.


(City Clerk's Signature)

1/14/14
(Date)


(Mayor's Signature)

1/16/14
(Date)

Minute Book References:

Book Number _____

Page _____

(Clerk is to enter minute book references when questionnaire is accepted by board.)

City of Pascagoula

City Council

P. O. Drawer 908 39568-0908
603 Watts Avenue 39567-4220

Mayor:	Jim Blevins 3007 Northwood Avenue Pascagoula, MS 39567	(h) 762-3991 (c) 990-1187
At-Large:	Brenda H. Simkins 902 Martin Street Pascagoula, MS 39581	(h) 712-2883 (w) 762-4822 (c) 990-4629
Ward 1:	Larry D. Taylor 1015 Cook Avenue Pascagoula, MS 39567	(c) 217-2523
Ward 2	Freddy L. Jackson 4607 Old Mobile Avenue Pascagoula, MS 39581	(h) 762-1082 (c) 249-9698
Ward 3	David Tadlock 4528 Shadow Wood Circle Pascagoula, MS 39581	(w) 312-0370 (c) 662-471-8683
Ward 4	Burton L. (Burt) Hill 2806 Larchmont Street Pascagoula, MS 39567	(h) 769-8655 (w) 762-1466 (c) 990-9270
Ward 5:	Scott Tipton 5304 Hilltop Street Pascagoula, MS 39567	(h) 769-1674 (w) 248-6453 (c) 669-9603
City Manager:	Joe Huffman 603 Watts Ave Pascagoula, MS 39567	(w) 938-6614
City Attorney:	Eddie Williams 603 Watts Avenue Pascagoula, MS 39567	(w) 938-6605



AGENDA ITEM REQUEST FORM

Meeting Date: 1/21/14

Submitting Department or Individual: Finance

Contact Name: Bobby Parker

Phone: 938-6716

Agenda Topic: Budget amendment in the General Fund for Police training. BA 14.17.

Attach additional information as necessary

Action Requested:

Council approval of the attached budget amendment.

Budgeted Item	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Source of Funding	<input checked="" type="checkbox"/>	General Fund
Contract Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input type="checkbox"/>	Utility Fund
Mayor or Manager's Signature Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input type="checkbox"/>	Grant
				<input type="checkbox"/>	Other

*For grants and contracts, attach two (2) originals for Mayor or Manager's signature
For ordinances, resolutions, or other correspondence, attach one (1) original for Mayor or Manager's signature*

NOTE: ALL AGENDA REQUESTS MUST BE TURNED INTO THE CITY CLERK'S OFFICE WITH ALL ATTACHMENTS NO LATER THAN 2PM ON THE WEDNESDAY PRECEDING THE CITY COUNCIL MEETING

**City of Pascagoula
Budget Amendment # 14.17
January 21, 2014**

<u>General Fund</u>	<u>Current Budget</u>	<u>Budget Amendment</u>	<u>Amended Budget</u>
<u>Revenues:</u>			
<u>Miscellaneous:</u>			
Miscellaneous	51,666	1,200	52,866
Total Revenues	51,666	1,200	52,866
<u>Expenditures:</u>			
<u>Police Training:</u>			
<u>Other Services & Charges:</u>			
Training - Other	7,642	1,200	8,842
Total Expenditures	7,642	1,200	8,842
Net Change in Fund Balance - General Fund		-	
To amend budget to provide authority for increased training expenditures financed by a reimbursements by the state.			



AGENDA ITEM REQUEST FORM

Meeting Date: 1/21/14

Submitting Department or Individual: Finance

Contact Name: Bobby Parker

Phone: 938-6716

Agenda Topic: Budget amendment in the Community Development Fund for the 2014 Tidelands Promenade Grant Project. BA 14.18.

Attach additional information as necessary

Action Requested:

Council approval of the attached budget amendment.

Budgeted Item	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Source of Funding	<input type="checkbox"/> General Fund
Contract Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<input type="checkbox"/> Utility Fund	
Mayor or Manager's Signature Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Grant	
			<input type="checkbox"/> Other	

*For grants and contracts, attach two (2) originals for Mayor or Manager's signature
For ordinances, resolutions, or other correspondence, attach one (1) original for Mayor or Manager's signature*

NOTE: ALL AGENDA REQUESTS MUST BE TURNED INTO THE CITY CLERK'S OFFICE WITH ALL ATTACHMENTS NO LATER THAN 2PM ON THE WEDNESDAY PRECEDING THE CITY COUNCIL MEETING

**City of Pascagoula
Budget Amendment # 14.18
January 21, 2014**

	<u>Current Budget</u>	<u>Budget Amendment</u>	<u>Amended Budget</u>
<u>Community Development Fund</u>			
Revenues:			
<u>Grants:</u>			
Tidelands (2014) - Promenade	-	150,000	150,000
Total Revenues	-	150,000	150,000
Expenditures:			
<u>Community Development:</u>			
<u>Other Services & Charges:</u>			
Tidelands (2014) - Promenade	-	150,000	150,000
Total Expenditures	-	150,000	150,000
Net Change in Fund Balance		-	
To amend budget to provide expenditure authority for the Tidelands Beachfront Promenade project and the related grant revenue approved by Council December 17, 2013.			



AGENDA ITEM REQUEST FORM

Meeting Date: 1/21/14

Submitting Department or Individual: Finance

Contact Name: Bobby Parker

Phone: 938-6716

Agenda Topic: Budget amendment in the Special Revenue Projects Fund for the 2014 Tidelands Point Park Grant Project. BA 14.19.

Attach additional information as necessary

Action Requested:

Council approval of the attached budget amendment.

Budgeted Item	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Source of Funding	<input type="checkbox"/> General Fund
Contract Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<input type="checkbox"/> Utility Fund	
Mayor or Manager's Signature Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Grant	
			<input type="checkbox"/> Other	

*For grants and contracts, attach two (2) originals for Mayor or Manager's signature
For ordinances, resolutions, or other correspondence, attach one (1) original for Mayor or Manager's signature*

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**City of Pascagoula
Budget Amendment # 14.19
January 21, 2014**

	<u>Current Budget</u>	<u>Budget Amendment</u>	<u>Amended Budget</u>
<u>Special Revenue Projects Fund</u>			
Revenues:			
<u>Grants:</u>			
Tidelands (2014) Point Park	-	100,000	100,000
Total Revenues	-	100,000	100,000
Expenditures:			
<u>Special Revenue Projects</u>			
<u>Other Services & Charges:</u>			
Tidelands (2014) Point Park	-	100,000	100,000
Total Expenditures	-	100,000	100,000
Net Change in Fund Balance		-	
To amend budget to provide expenditure authority for the Tidelands Point Park Phase III project and the related grant revenue approved by Council December 17, 2013.			



AGENDA ITEM REQUEST FORM

Meeting Date: 1/21/14

Submitting Department or Individual: Finance

Contact Name: Bobby Parker

Phone: 938-6716

Agenda Topic: Budget amendment in the General/Community Development Fund for the Round Island Lighthouse Project. BA 14.20.

Attach additional information as necessary

Action Requested:

Council approval of the attached budget amendment.

Budgeted Item	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Source of Funding	<input checked="" type="checkbox"/> General Fund
Contract Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input type="checkbox"/> Utility Fund
Mayor or Manager's Signature Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input type="checkbox"/> Grant
				<input checked="" type="checkbox"/> Other

*For grants and contracts, attach two (2) originals for Mayor or Manager's signature
For ordinances, resolutions, or other correspondence, attach one (1) original for Mayor or Manager's signature*

NOTE: ALL AGENDA REQUESTS MUST BE TURNED INTO THE CITY CLERK'S OFFICE WITH ALL ATTACHMENTS NO LATER THAN 2PM ON THE WEDNESDAY PRECEDING THE CITY COUNCIL MEETING

**City of Pascagoula
Budget Amendment # 14.20
January 21, 2014**

	<u>Current Budget</u>	<u>Budget Amendment</u>	<u>Amended Budget</u>
<u>General Fund</u>			
<u>Expenditures:</u>			
<u>General Administration:</u>			
<u>Transfers:</u>			
Transfer to Comm. Dev. Fd.	-	191,104	191,104
Total Expenditures	-	191,104	191,104
Net Change in Fund Balance - General Fund		(191,104)	
<u>Community Development Fund</u>			
<u>Revenues:</u>			
<u>Transfers:</u>			
Transfer From General Fund	-	191,104	191,104
Total Revenues	-	191,104	191,104
<u>Expenditures:</u>			
<u>Community Development:</u>			
<u>Other Services & Charges:</u>			
Program Outlay & Expense	-	191,104	191,104
Total Expenditures	-	191,104	191,104
Net Change in Fund Balance - Community Development Fund		-	
<p>To amend budget to provide expenditure authority for the RI Lighthouse project and the related transfer from the General Fund approved by Council on August 21, 2012.</p>			



AGENDA ITEM REQUEST FORM

Meeting Date: 1/21/14

Submitting Department or Individual: Finance

Contact Name: Bobby Parker

Phone: 938-6716

Agenda Topic: Budget amendment in the Community Development Fund for the B.B. Jennings Park Project. BA 14.21.

Attach additional information as necessary

Action Requested:

Council approval of the attached budget amendment.

Budgeted Item	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Source of Funding	<input type="checkbox"/> General Fund
Contract Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<input type="checkbox"/> Utility Fund	
Mayor or Manager's Signature Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Grant	
			<input type="checkbox"/> Other	

*For grants and contracts, attach two (2) originals for Mayor or Manager's signature
For ordinances, resolutions, or other correspondence, attach one (1) original for Mayor or Manager's signature*

NOTE: ALL AGENDA REQUESTS MUST BE TURNED INTO THE CITY CLERK'S OFFICE WITH ALL ATTACHMENTS NO LATER THAN 2PM ON THE WEDNESDAY PRECEDING THE CITY COUNCIL MEETING

**City of Pascagoula
Budget Amendment # 14.21
January 21, 2014**

	<u>Current Budget</u>	<u>Budget Amendment</u>	<u>Amended Budget</u>
<u>Community Development Fund</u>			
Revenues:			
<u>Grants:</u>			
Dept. of Wildlife & Fisheries	-	20,000	20,000
Total Revenues	-	20,000	20,000
Expenditures:			
<u>Community Development:</u>			
<u>Other Services & Charges:</u>			
BB Jennings Park	-	20,000	20,000
Total Expenditures	-	20,000	20,000
Net Change in Fund Balance		-	
To amend budget to provide expenditure authority for the BB Jennings Park project using Department of Wildlife & Fisheries grant funds approved by Council January 7, 2014.			



AGENDA ITEM REQUEST FORM

Meeting Date: 1/21/14

Submitting Department or Individual: Finance

Contact Name: Bobby Parker

Phone: 938-6716

Agenda Topic: Budget amendment in the Community Development Fund for the Point Park Project. BA 14.22.

Attach additional information as necessary

Action Requested:

Council approval of the attached budget amendment.

Budgeted Item	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Source of Funding	<input type="checkbox"/> General Fund
Contract Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<input type="checkbox"/> Utility Fund	
Mayor or Manager's Signature Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Grant	
			<input type="checkbox"/> Other	

*For grants and contracts, attach two (2) originals for Mayor or Manager's signature
For ordinances, resolutions, or other correspondence, attach one (1) original for Mayor or Manager's signature*

NOTE: ALL AGENDA REQUESTS MUST BE TURNED INTO THE CITY CLERK'S OFFICE WITH ALL ATTACHMENTS NO LATER THAN 2PM ON THE WEDNESDAY PRECEDING THE CITY COUNCIL MEETING

**City of Pascagoula
Budget Amendment # 14.22
January 21, 2014**

	<u>Current Budget</u>	<u>Budget Amendment</u>	<u>Amended Budget</u>
<u>Community Development Fund</u>			
<u>Revenues:</u>			
<u>Grants:</u>			
MCIAP-Point Park Acq. Grant	-	82,269	82,269
Total Revenues	-	82,269	82,269
<u>Expenditures:</u>			
<u>Community Development:</u>			
<u>Other Services & Charges:</u>			
Program Outlay & Expense	-	82,269	82,269
Total Expenditures	-	82,269	82,269
Net Change in Fund Balance		-	
<p>To amend budget to provide expenditure authority for the Point Park project and related revenue by the carryover of the unused portion of previous years budget.</p>			



AGENDA ITEM REQUEST FORM

Meeting Date: 01-21-2014

Submitting Department or Individual: Community & Economic Development

Contact Name: Jen Dearman

Phone: 228-938-6651

Agenda Topic: City of Pascagoula Grants Manual

Attach additional information as necessary

Action Requested:

Adopt the City of Pascagoula Grants Manual.

Budgeted Item	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Source of Funding	<input type="checkbox"/>	General Fund
Contract Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input type="checkbox"/>	Utility Fund
Mayor or Manager's Signature Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input type="checkbox"/>	Grant
				<input type="checkbox"/>	Other

*For grants and contracts, attach two (2) originals for Mayor or Manager's signature
For ordinances, resolutions, or other correspondence, attach one (1) original for Mayor or Manager's signature*

NOTE: ALL AGENDA REQUESTS MUST BE TURNED INTO THE CITY CLERK'S OFFICE WITH ALL ATTACHMENTS NO LATER THAN 2PM ON THE WEDNESDAY PRECEDING THE CITY COUNCIL MEETING

2013

City of Pascagoula Grants Manual



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Grants Manual

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INTRODUCTION AND BACKGROUND

The purpose of this manual is to describe the policies and procedures of the City of Pascagoula (COP) associated with:

- The development of grant proposals to external public and private funding sources,
- Receipt and management of externally funded grant awards, and
- To define the roles and responsibilities of COP employees pertaining to the management of external funding and compliance with prescribed grant and City requirements.

This manual is designed to assist COP personnel in order to avoid duplication of effort, maximize human resources on projects that potentially interface across departmental lines, eliminate "process" questions relating to proposal development and award management, and to maintain accurate grant records for the City. It includes the procedures necessary for:

- Applying for a grant/external funding
- Accepting a grant/external funding
- Tracking the grant/external funding revenue and expenditures
- Closing out the grant/external funding

What is a Grant?

Grants awarded to the City are financial assistance from an external entity to carry out a public purpose of support or stimulation. Funds can either be dispensed directly by the granting agency to the City, or in certain situations may be passed through another entity - such as the state or other governmental and non-state entities.

"Grants" can be in the form of: loan contracts, loan guarantees, cooperative agreements, joint participation agreements, contract for services, private and business contributions or interlocal agreements, as well as other types of contractual documents.

What Are We Agreeing To?

When the City applies for and accepts a grant, it agrees to administer the funding according to the granting agency's (Grantor) terms and conditions. Accounting properly for grant expenditures and providing program documentation and evaluation is critical to our success in getting and keeping City grant awards.

Who Can Help?

The Community and Economic Development Director oversees the acquisition and administration of grants executed by the City and assist City personnel in all grant-related matters.

What is Your Responsibility?

It is the responsibility of assigned department staff to appropriately and accurately manage the project and external funding per grantor agreements and guidelines and the policies and procedures of the City of Pascagoula.

AWARD CYCLE

Pre-Award



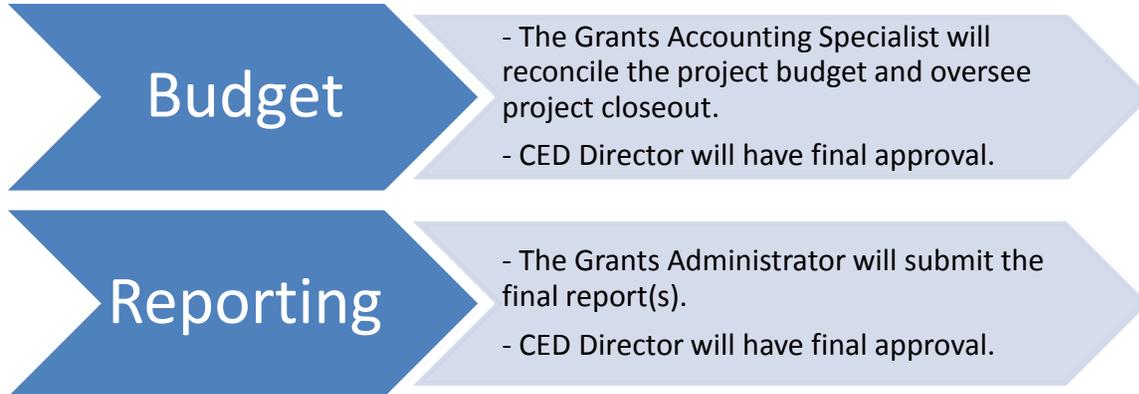
Award



Program Administration



Award Closeout



CHAPTER 1: APPLYING FOR A GRANT

Finding Funding

Grants.gov

Grants.gov is the single access point for grant programs offered by all federal granting agencies.

Grants.gov is the clearinghouse for all federal grant opportunities, and allows organizations to electronically find and apply for more than \$400 billion in federal grants and ultimately manage grant funds online through a common web site. Subscribing to Grants.gov will provide you with perpetual notice of grant opportunities from federal agencies. Simply visit the website and sign up for its email newsletter and email grant opportunities.

Agency Websites and Listservs

Many agencies have listservs to which interested parties can subscribe to receive the latest grant opportunities and information. Visit the respective agency grants office website and subscribe per instructions.

COP Internal Procedures

COP Grants Application and Administration

The following grant proposal process applies to all new and continuation grants:

Departments will contact the Community and Economic Development (CED) Director or Grants Administrator if they are interested in potentially seeking a grant, need clarification on the scope of the grant, have financial considerations, or need help with a grant agency's procedures.

Once it is determined that the City will pursue the grant, the department will work closely with the Community and Economic Development Director and Grants Administrator to develop the

grant application. The Grants Administrator will ensure the application and if applicable, the match are presented to Council for approval and authorized signatures in a timely manner. At no time shall a grant proposal be submitted without first having been approved by City Council.

Writing the Proposal

It is the Grant Administrator's responsibility to prepare and submit the grant proposal application, with the assistance of the interested department and guidance of the Community and Economic Development Director. Successful grant writing includes planning, searching for data and resources, writing and packaging a proposal, submitting a proposal to a grantor, and follow-up.

Read the guidelines for specifications about required information and how it should be arranged. Follow all guidelines as specified. Structure, attention to specifications, concise, enthusiastic and persuasive writing and a reasonable budget with justification narrative are the critical elements to be considered during the writing stage. Visit the Grant Writing Tips page (<http://cityofpascagoula.com/grant-writing-tips>) for useful tips on successful grant writing.

Grant Guidelines

Grant application guidelines identify what to include in the grant proposal, and therefore it is critical to thoroughly read and follow grant application guidelines.

Grant guidelines typically identify:

- Submission deadlines
- Grantee eligibility
- Proposal format: specifies the forms to use, page limitations, page margins, line spacing, etc.
- Agency proposal review timetable
- Budgets and budget justification narrative
- Funding goals and priorities
- Award levels
- Evaluation process and criteria
- Point(s) of contact
- Any other submission requirements

Submitting the Proposal

It is the responsibility of Community and Economic Development Director, supported by the Grants Administrator, to ensure the grant application is approved by City Council and signed by an authorized representative of the City.

All applications shall be forwarded to the Mayor or City Manager for signature and have the signed document returned to the Community and Economic Development Department for submittal to the granting agency. It is the Community and Economic Development Department's responsibility to ensure the proposal is submitted to the granting agency before the prescribed deadline.

CHAPTER 2: RECEIVING AND MANAGING THE GRANT

Types of Award Funding

Cost-Reimbursable

Cost-reimbursable grants are the most commonly received by the City. Reimbursement is requested by the City after expenditures have been paid, which means that the City subsidizes the project costs until reimbursement is made by the grantor. Therefore, it is vital that correct, allowable charges are posted to the right project and award and that reimbursement requests are submitted in a timely manner.

Advance Funding

Some awards are received by the City in advance of the project being performed or completed, or before expenditures are made. However, the reporting requirements are much the same as for cost-reimbursable grants. In addition, it is probable that any remaining, unspent funds must be returned to the grantor.

Advance funds normally require tracking interest revenues and either applying those funds to the project or returning them to the grantor. These requirements are detailed in the grant agreement. Contact the Community and Economic Development Director for assistance in receiving advance funding and monitoring interest earnings.

Fixed Price

These are awards wherein the City is paid a set amount by the grantor to fulfill a project, and the City receives the full award amount regardless of whether all funds are expended – as long as the project successfully fulfills the stated objectives as proposed in the grant application.

Requesting reimbursement of fixed price awards is the same as cost-reimbursable awards, except they do not require a detailed listing of expenditures and are normally reimbursed in fixed increments, with final payment received once all deliverables have been submitted and approved by the grantor.

Acceptance of the Award

Upon receipt of the grant award and agreement, the Community and Economic Development Department submits the agreement and the appropriate number of originals to the Council for approval and authorized signature. Through this process, the City Manager and Attorney will review the agreement and materials to ensure that they comply with applicable law and COP contractual requirements and internal policy.

After securing Council's approval, the Grants Administrator returns the agreement and appropriate number of originals and copies to the grantor for full execution.

Upon receipt of the fully executed grant agreement, the original is retained in the Community and Economic Development Department and copies are sent to the City Manager's office and City Clerk's office.

Upon receipt of the fully executed grant agreement, the Grants Accounting Specialist will work with the Accounting Department to set up the funding in MUNIS. This process typically involves

a budget amendment which requires Council approval. A fully executed grant agreement and set-up in MUNIS are required before any funds are expended.

Establish the Grant Files

Upon receipt of the award, the Grants Administrator will establish a unique grant file for each grant award. At a minimum, the following documents must be contained in the grant file:

- Grant proposal/application
- Grant award letter/executed agreement
- All modifications to the grant award, i.e. continuations, supplements, modifications
- Council agenda items
- Purchase orders and expenditure documentation
- Subcontract(s) (if applicable)
- Reimbursement requests
- All technical, progress and final reports
- Property records and disposal records (if applicable)
- All written documentation pertaining to the grant, including correspondence, emails, notes

Expenditures and Collecting Revenue

The grant agreement and grantor general policies establish the requirements for charging costs to the award, reporting those costs, and requesting reimbursement. The Community and Economic Development Director, supported by the Grants Accounting Specialist, can assist department staff with properly expensing award funds, invoicing and drawdowns, and identifying applicable expenditure backup documentation.

Eligible Costs and Assigning Project Charges

In order to be charged against a grant award, all costs must be eligible, which means they are:

- Allowable, allocable, necessary, and reasonable, and provide a direct benefit to a grant-funded project.

It is vital that transactions are properly charged to the correct grant award to avoid unnecessary expenditure transfers later. Expenditure transfers on grants are audit flags that can lead to disallowable costs.

Federal Spending Guidelines

2 CFR Part 225 (formerly OMB Circular A-87)

The U. S. Office of Management and Budget (OMB) Circular A-87 was relocated to Title 2 in the Code of Federal Regulations, Subtitle A, Chapter II, part 225 (2 CFR 225) in August 2005. This policy guidance establishes principles and standards for determining costs for federal awards carried out through grants, cost reimbursement contracts, and other agreements with state, local and federally-recognized Indian tribal governments. These cost principles are applied by all federal agencies in determining costs incurred by the above governmental units under federal awards (including subcontracts).

In order to comply with 2 CFR Part 225 and federal cost accounting standards, the following principles must be considered when charging costs to projects funded with federal or federal flow-through monies (flow-through, or pass-through, monies are federal funds awarded through a non-federal entity):

Direct Costs

Direct costs are those costs that have been included in the proposal budget, and can be directly attributable to the expenses necessary to fulfill the project's objectives. Key direct costs typically allowable on awards are those that have been budgeted and thus approved via the award. These include:

- Salaries and fringe benefits of Project Manager and other technical personnel; other workforce members as allowed per guidelines
- Capital equipment
- Project related supplies and materials as allowed per guidelines
- Long distance telephone charges
- Travel costs
- Consultants/Subcontractors

Indirect Costs

Indirect costs, a.k.a. overhead costs or general and administrative (G&A) costs, are those costs that generally are shared among projects, and therefore cannot be directly attributable to a single project. These include:

- Clerical and administrative salaries and fringe benefits
- Postage (including commercial delivery services such as FedEx and DHL)
- Basic telephone service (i.e. monthly phone service)
- General purpose office supplies; e.g. copier paper, pens, ink cartridges, etc.
- Software purchased for general purposes; e.g. Microsoft Office suite
- Subscriptions and Individual memberships

Exceptions to these principles will be permitted only under the following circumstances:

Cost Accounting Standards (CAS) Exceptions

Cost accounting standards (CAS) exceptions are costs that are generally handled by the organization as indirect costs, but may be necessary and reasonable to charge to a grant award as a direct cost due to the specific nature of a project.

CAS exceptions must be:

- Specifically identified in the original grant proposal budget, or
- Prior approval from the granting agency's grants officer must be received before they are charged against a project.

The following identifies the types of costs that may be considered:

Clerical and Administrative

Individuals whose salaries are paid from a federal granting agency project must have responsibilities specifically associated with the work of the federal granting agency project. The specific association requirement may be satisfied by the following:

- Unusually high levels of administrative activity associated with unusually large and complex projects. Eligible responsibilities include coordination of financial activities for multiple projects, core units, coordinating meetings amongst project participants, special reporting needs, etc.

The clerical and administrative salaries must support a major project or activity. A major project would include large complex programs that entail assembling and managing teams from City departments and outside entities.

Postage and Commercial Carrier Charges

Direct charges for postage or commercial carrier services (e.g. DHL, FedEx) should be restricted to projects with a high demand for these items as described in the budget justification narrative.

Basic Telephone

Basic telephone charges may be directly charged to major projects/activities where they can be justified as essential. However, all toll calls are allowable as a direct cost.

General Office Supplies

Direct charging of general office supplies should be restricted to projects with an exceptionally high demand for these items as described in the budget justification narrative.

Collecting Revenue

Most grant awards are cost-reimbursable and therefore generally supported by the City until revenues are collected. Timely invoicing is critical to ensure that the City promptly receives grant revenue as expenses are incurred. Most federal and some state grant awards are electronically transferred lines-of-credit, and are "invoiced" via electronic drawdown.

Procurement Procedures

The City of Pascagoula will in all cases of procurement for professional services, construction services, and materials needed for grant activities adhere to Code of Federal Regulation 24 C.F.R. Section 85.36 or current state statutes; in all cases the stricter rule shall apply. The following procedures summarize these laws and regulations.

A. Purchases not over \$5,000.00

- (i) Purpose: Clarify No Bids Required
- (ii) Purchases which do not involve an expenditure of more than Five Thousand Dollars (\$5,000.00), exclusive of freight or shipping charges, may be made without advertising or otherwise requesting competitive bids.

B. Purchases over \$5,000.00 but not over \$50,000.00

- (i) Purpose: Two Quote Bids Required
- (ii) Purchases which involve an expenditure of more than Five Thousand Dollars (\$5,000.00) but not more than Fifty Thousand Dollars (\$50,000.00), exclusive of freight and shipping charges may be made from the lowest and best bidder

without publishing or posting advertisement for bids, provided at least two (2) competitive written bids have been obtained. When purchasing commodities pursuant to this paragraph, the City may authorize its purchasing agent, or his designee, with regard to governing authorities other than counties, or its purchase clerk, or his designee, to accept the lowest and best competitive written bid. Such authorization shall be made in writing by the governing authority and shall be maintained on file in the primary office of the agency and recorded in the official minutes of the governing authority, as appropriate. The purchasing agent or their designee and not the City, shall be liable for any penalties and/or damages as may be imposed by law for any act or omission of the purchasing agent or purchase clerk, or their designee, constituting a violation of law in accepting any bid without approval by the governing authority.

- (iii) The term “competitive written bid” shall mean a bid submitted on a bid form furnished by the buying agency or governing authority and signed by authorized personnel representing the vendor, or a bid submitted on a vendor’s letterhead or identifiable bid form and signed by authorized personnel representing the vendor.
- (iv) “**Competitive**” shall mean that the bids are developed based upon comparable identification of the needs and are developed independently and without knowledge of other bids or prospective bids. Any bid item for construction in excess of Five Thousand Dollars (\$5,000.00) shall be broken down by components to provide detail of component description and pricing. These details shall be submitted with the written bids and become part of the bid evaluation criteria. Bids may be submitted by facsimile, electronic mail or other generally accepted method of information distribution. Bids submitted by electronic transmission shall not require the signature of the vendor’s representative unless required by agencies or governing authorities.
- (v) **Lowest and best bid decision procedure**
 1. **Decision procedure:** Purchases may be made from the lowest and best bidder. In determining the lowest and best bid, freight and shipping charges shall be included. Life-cycle costing, total cost bids, warranties, guaranteed buy-back provisions and other relevant provisions may be included in the best-bid calculation. If the City accepts a bid other than the lowest bid actually submitted, it shall place on its minutes detailed calculations and narrative summary showing that the accepted bid was determined to be the lowest and best bid, including the dollar amount of the accepted bid and the dollar amount of the lowest bid. The City shall not accept a bid based on items not included in the specifications.
 2. **Decision procedure for Certified Purchasing Offices:** In addition to the decision procedure set forth in the preceding paragraph, Certified Purchasing Offices may also use the following procedure: Purchases may be made from the bidder offering the best value. In determining the best-value bid, freight and shipping charges shall be included. Life-cycle costing, total cost bids, warranties, guaranteed buy-back provisions, documented previous experience, training costs and other relevant provisions may be included in the best value calculation. This provision shall authorize Certified Purchasing Offices to utilize a Request For

Proposals (RFP) process when purchasing commodities. The City shall not accept a bid based on items or criteria not included in the specifications.

3. **Construction project negotiations authority:** If the lowest and best bid is not more than ten percent (10%) above the amount of funds allocated for a public construction or renovation project, then the City shall be permitted to negotiate with the lowest bidder in order to enter into a contract for an amount not to exceed the funds allocated.

C. Purchases over \$50,000.00

(i) Purpose: Advertising For Bids Required

(ii) Advertising Notes:

1. If No Bids Received, Must Rebid A.G. 9/23/92, William R. Schneller
2. May Not Count Day Of Publication Or Day Of Opening When Calculating Bid Opening Date A.G. 9/12/88, Pete McGee
3. Designee May Open Bid A.G. 12/15/93, Thomas H. Dyson

(iii) Publication Requirement:

1. Purchases which involve an expenditure of more than Fifty Thousand Dollars (\$50,000.00), exclusive of freight and shipping charges, may be made from the lowest and best bidder after advertising for competitive bids once each week for two (2) consecutive weeks in a regular newspaper (Sun Herald or MS Press).
2. The City may designate the method by which the bids will be received, including but not limited to, bids sealed in an envelope, bids received electronically in a secure system, bids received via a reverse auction, or bids received by any other method that promotes open competition and has been approved by the State Office of Purchase and Travel. However, reverse auction shall not be used for any public contract for design or construction of public facilities, including buildings, roads and bridges.
3. The date as published for the bid opening shall not be less than seven (7) working days after the last published notice; however, if the purchase involves a construction project in which the estimated cost is in excess of Fifty Thousand Dollars (\$50,000.00), such bids shall not be opened in less than fifteen (15) working days after the last notice is published and the notice for the purchase of such construction shall be published once each week for two (2) consecutive weeks.
4. The notice of intention to let contracts or purchase equipment shall state the time and place at which bids shall be received, list the contracts to be made or types of equipment or supplies to be purchased, and, if all plans and specifications are not published, refer to the plans and specifications on file.
5. On the same date that the notice is submitted to the newspaper for publication, the City shall mail written notice to or provide electronic notification to the main office of the Mississippi Procurement Technical Assistance Program under the Mississippi Development Authority that contains the same information as that in the published notice.

Bid Protest Procedure

Any bidder who is allegedly aggrieved in connection with a procurement solicitation issued by the City of Pascagoula may protest the bid by using the following procedures.

Interested Party - A party that is an actual or prospective bidder or offeror whose direct economic interest would be affected by the award or failure to award the third-party contract at issue.

Note: A subcontractor does not qualify as an “interested party”.

Protest – A formal declaration of disapproval or objection issued by a concerned person, group, or organization that arises during the procurement process. A protest is a potential bidder’s or contractor’s remedy for correcting a perceived wrong in the procurement process.

Protestor – A person, group, or organization that files a formal declaration of disapproval or objection. A protestor must qualify as an “interested party”.

- 1) Time frame for submitting a protest:
 - a) Protests of the bid process, specifications, or terms and conditions of the solicitation must be submitted to the Purchasing Department at least three (3) business days prior to the due date of the bid.
 - b) Protest of the intended award must be made no later than three (3) business days after the bid results are posted on the City’s website (www.cityofpascagoula.com). Posting of the bid results on the City’s bid management website constitutes notice of the City’s intent to award to the lowest responsive bidder.
- 2) Process for submitting a protest:
 - a) Contact the City’s Purchasing Agent by telephone at 228-938-6722 to discuss and attempt to informally resolve the subject of concern.
 - b) If this phone call does not resolve the issue, protestor shall submit their protest in writing by email to the Purchasing Agent (purchasing@cityofpascagoula.com), indicating the specific nature of the concerns or objections. This written notification must include the following information:
 1. The name, address, phone number and email of the protestor.
 2. The solicitation number and title.
 3. A detailed statement of the legal and factual grounds of the protest and documentation supporting protestor’s position.
 4. The form of relief requested.
 5. The signature of the protestor or protestor’s representative.
 - c) Upon receipt of the protest notice, the Purchasing Agent will contact the protestor to discuss and evaluate the situation. Based on this discussion, the Purchasing Agent will render a decision on the appropriate course of action. The Purchasing Agent has authority to settle and resolve a protest.
 - d) Should the protestor wish to appeal the decision rendered by the Purchasing Agent, protestor shall forward their original protest documentation and any additional supporting information to the City Clerk for review. Upon consultation with the appropriate parties, the decision of the City Clerk shall be final.
- 3) Throughout the review and appeal process, the City has no obligation to delay or otherwise postpone an award of a contract based on a bidder’s protest.

- 4) If a contract that is subject to protest is awarded by the City Council while a protest is pending, the City Council's decision in regards to the award of the contract shall be deemed final and the protest shall be deemed to be moot.
- 5) Failure to appear at any protest meeting as scheduled will result in dismissal of protest.
- 6) A protest shall be disallowed when, in the judgment of the City, it has been submitted: (1) as a delay tactic; (2) for the purpose of positioning the protestor advantageously for future procurements; (3) without adequate factual basis or merit; or (4) in an untimely manner.

Code of Conduct

In accordance with OMB Circular A-110 and 24 CFR Part 85.36 (3) or 84.42, Section 92.356 of the Final Rule for Home Investment for Affordable Housing (whichever applies) and Section 25-4-105 of the Mississippi Code of 1972, as amended, this Code of Conduct shall govern the performance of the elected or appointed officials, or member of any board or commission, employees, or agents of the City of Pascagoula engaged in the award and administration of contracts supported by Federal funds.

- I. No employee, officer or agent of the municipality shall participate in the selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when
 - a. an employee or agent;
 - b. any member of his or her immediate family;
 - c. his or her partner; or
 - d. an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.
- II. The municipal employees, officers or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts.
- III. Violations of this Code of Conduct will invoke penalties and sanctions consistent with applicable Federal and State laws.

In resolving to comply with the above-stated requirements, the City agrees to the State of Mississippi's enforcement of the provisions of disciplinary actions prescribed in Section 25-4-109 and 25-4-111 of the Mississippi Code of 1972, as amended, should any of these standards be violated by the recipient's officers, employees, or agents, or by contractors, subcontractors, or their agents.

The City of Pascagoula, Mississippi, shall comply with the applicable requirements set forth in 24 CFR Part 84.44 or Part 85.36, OMB Circulars A-87, A-122, A-21, or A-133, and all relevant CSD Policy Statements.

CHAPTER 3: MONITORING AND OVERSIGHT

Every award has reporting requirements specified in the grant agreement. It is critical that all reports – technical and financial – are provided in a timely manner per the specified timeframe outlined in the agreement. During the life of the grant, the Grants Administrator will maintain a calendar of reporting deadlines and dates. Before any type of report is due, the Grants Administrator will develop and timely submit the report to the granting agency. The Grants Administrator will typically contact the project manager or appropriate department for an update on the project and its progress as well as touch base with the Grants Accounting Specialist to receive an update on financial progress.

Expenditure Monitoring

It is critical to the overall success of a project that grant funds are expended properly and accurately. After initial setup, the Grants Accounting Specialist will regularly reconcile grant expenditures to ensure:

- Expenditures are allowable, allocable, necessary, and reasonable based on terms and conditions of the grant award
- Expenditures are adequately documented
- Award spending is commensurate with the project time frame.

Cost Transfers

Incorrectly posted charges to grant funded projects must be fixed within regulated time-constraints. Misdirected charges to federally funded projects must be transferred from the project and charged to the correct one within 90 days of the mistake, which is why routine account reconciliation is critical. Failure to transfer incorrectly posted charges in a timely manner will result in the possibility of the expense being disallowed for grant award reimbursement.

If you have any doubts or concerns regarding award expenditures, contact the Community and Economic Development Director or Grants Accounting Specialist for assistance. The Community and Economic Development Director will periodically review awards to ensure accuracy of expenditure transactions and compliance with applicable award regulations.

Reporting

The purpose of grant reporting is to appraise the grantor of the progress made towards fulfilling grant deliverables. The grant agreement or a grantor's guidance manual will outline the types of reports and submittal time schedules required by the grantor. These requirements will be used by the grantor as the basis for evaluation of grant award compliance. Grants may require financial reports, technical progress reports, annual progress reports (for multi-year awards), and a final report at grant end.

Financial Reporting

Financial reports are generally required when invoicing or drawdown occurs, and the necessary format or form to use is defined in the grant document. Depending on the award funding type, expenditure documentation may be required. Providing the appropriate expense documentation in a timely manner is essential to ensure that award revenue is collected as earned, is critical during year-end close out, and is vital for reducing the risk of adverse audit findings and the return of improperly accounted grant funds. Some grants may also have property reports that

are part of the final close-out. Financial reports are developed, submitted, and maintained by the Grants Accounting Specialist.

Technical/Progress Reports

In addition to the fiscal responsibilities associated with implementing a grant-funded project, there are also programmatic or activity-related responsibilities. Each grantor requires different levels of reporting. Technical progress reports will often be in the form of quarterly and/or annual reports (for multi-year awards). As with financial reports, some grantors may require specific forms to be used when documenting grant activity, which will be defined in the grant agreement or guidance manual provided by the grantor. Technical/progress reports are developed, submitted, and maintained by the Grants Administrator.

Final Reports

Typically, all final financial, programmatic, and other reports such as property are required to be submitted within 90 days after the end of the funding period. Meeting this deadline is especially crucial if the award specifically stipulates final billings received after the 90 day deadline are not acceptable and will not be paid. Final reports are developed, submitted, and maintained by the Grants Administrator.

Subcontracting

A subcontract is a purchase or other contractual arrangement made by the primary contractor through a contract with another vendor.

Types of Subcontracts

A vendor agreement is issued for obtaining routine commercial services, supplies, and equipment that require no special handling or prior approvals, and are issued as standard purchase orders.

A sub-award is issued when part of the programmatic effort of the prime award must be performed by an external entity with special expertise or resources that the City does not possess, but are necessary to fulfill the overall objectives of the project. This type of subcontract usually requires prior approval of the grantor and is subject to sub-recipient monitoring.

Sub-recipient Monitoring

A subcontractor awarded via a sub-award is referred to as a sub-recipient. All grant requirements placed upon the City will flow-down to any sub-recipient, and it is our responsibility to ensure sub-award compliance with the prime grant provisions. All sub-awards issued under federal grants must contain language requiring sub-recipients to fulfill the prime grant requirements.

The federal regulations that describe sub-recipient monitoring are general, but contain the following core elements of compliance:

- Advising sub-recipients of all applicable federal laws and regulations, and all appropriate flow-down provisions from the prime agreement
- Routine receipt and review of technical performance/progress reports
- Routine review of budget including all expenses to date
- Periodic on-site visits, or regular contact, if necessary
- The option to perform "audits" if necessary
- Review of A-133 audit reports filed by sub-recipients and any audit findings

- Review of corrective actions cited by sub-recipients in response to their audit findings
- Consideration of sanctions on sub-recipients in cases of continued inability or unwillingness to have required audits or to correct non-compliant actions

All sub-awards for which monitoring is mandated shall be reviewed regularly throughout the year and at a minimum must include:

- Reviewing financial and performance reports submitted by the sub-recipient
- Performing site visits to review records and observe operations
- Maintaining regular contact and making appropriate inquiries concerning program activities

Procurement and Suspension and Debarment

It is the responsibility of the project manager, supported by the Community and Economic Development Director, to ensure that any subcontractor or sub-awardee that will be funded through a grant award is not prohibited from receiving federal or state funds due to suspension or debarment. A person or entity debarred or suspended is excluded from federal financial and non-financial assistance and benefits under federal programs and activities. Debarment or suspension of a participant in a program by one agency has government-wide, reciprocal effect. Visit www.sam.gov to determine the suspended or debarred status of contractors.

Cost Sharing/Matching

Cost sharing (a.k.a. matching) is provided either through cash, in-kind services, or via a third party commitment. On grants where cost sharing is committed, the cost share must be an eligible cost as mentioned previously – it must be allowable, allocable, necessary and reasonable, and provide a direct benefit to a grant funded project in order to be charged against a grant award. Any charge that cannot normally be applied to a grant award as a direct cost cannot be used as cost share. Source of cost share must be identified at award setup.

Program Generated Income

Some grant programs contain tasks or objectives that may result in program generated income (PGI). Typically, PGI could come from fees collected for services performed or registration fees for conferences or workshops. Such fees can also be generated through sub-awardees and must be accounted for in the same manner. PGI may be used for a project in several ways:

- Additive: PGI is added to funds committed to the project by the grantor and used to fulfill eligible project or program objectives.
- Cost Share: PGI is used to finance a share of the project or program.
- Deductive: PGI is deducted from the total project or program budget.

It is important that PGI be anticipated and disclosed in the grant proposal budget, which should include a plan for utilization that identifies the method of use. The plan should also include use of income collected in excess of expenditures. If PGI is not disclosed at the proposal stage, the grantor must be promptly notified that the project will generate PGI to determine how PGI is to be used.

All program income must be accounted for during the performance period of the award and be reported per the method of utilization approved by the grantor. Failure to disclose program income may require that all PGI be treated as Deductive.

Support of Salaries and Wages

Compensation for personnel services on federal grants must be based on payrolls documented through standard City policy, and salaries and wages of employees used in meeting cost sharing or matching requirements of federal awards must be supported in the same manner as those claimed as allowable costs under federal awards. The consequences of noncompliance with employee time and effort certification may be the disallowance of such charges to a federal grant program. Only on rare occasions does the City fund salaries and wages with grant funding.

- Where an employee works on a single federal award, charges for their salaries and wages must be supported by periodic certification that the employee worked solely on that program for the period covered by the certification. Such certification must be prepared at least semi- annually and must be signed by the employee or supervisor who has first-hand knowledge of the work performed by the employee.
- Where an employee works on multiple awards (including federal and non-federal), a distribution of their salaries and wages must be supported by a personnel activity report that:
 - reflects an after-the fact distribution of the actual activity of the employee
 - accounts for total compensated activities
 - must be prepared at least monthly and coincide with one or more pay periods, and
 - must be signed by the employee or supervisor who has first-hand knowledge of the work performed by the employee.

Equipment and Real Property Management

Equipment purchased with grant funds shall be used exclusively for the project or program for which it was acquired during the life of the grant. Equipment records must be maintained per City policy, and the equipment must be properly maintained and safe guarded. When no longer needed for its originally authorized purpose, the Community and Economic Development Director shall request disposition instructions from the grantor.

Grant Close-Out

A grant award is considered completed when: (1) all work funded by the award is completed, or (2) the award period-of-performance ends. The project manager, supported by the Community and Economic Development Director, has the prime responsibility of ensuring that a continuation, supplement, or no-cost time extension is requested in a timely manner to continue the project, which is typically at least 45 days prior to the end of the award end-date. If at the end of the award period-of-performance the City has not secured a continuation, supplement, or no-cost time extension, grant close-out must occur.

The grant agreement identifies the grantor's process to close-out the award, including record retention requirements. Key features of grant close-out are:

- Settlement of cash, and cost share (if applicable)
- Cancellation of outstanding purchase orders
- Ending personnel distribution
- Final property inventory, and disposition of property (if applicable)
- Consideration of program generated income
- Submission of all final technical and financial reports

The project manager, Community and Economic Development Director, and Grants Accounting Specialist will coordinate finalizing reconciling the award and closing it in the City's financial system, MUNIS.

Record Retention

The grant agreement or the grantor's guidance manual will define the period that all grant records must be retained by the City. This period is normally three years after the period-of-performance end date, and will typically be defined in the grant agreement.

Federal Financial Assistance Transparency Act (FFATA)

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. Prime Grant Recipients awarded a new Federal grant greater than or equal to \$25,000 as of October 1, 2010 are subject to FFATA sub-award reporting requirements. The prime awardee is required to file a FFATA sub-award report by the end of the month following the month in which the prime recipient awards any sub-grant greater than or equal to \$25,000. The Transparency Act requires a prime awardee to provide, for their DUNS number and the DUNS number of their sub-awardee(s), the names and total compensation of the five most highly compensated officers of a prime or sub-awardee entity if the entity in the preceding fiscal year:

- (1) received 80 percent or more of its annual gross revenues in Federal awards and \$25,000,000 or more in annual gross revenues from Federal awards; and
- (2) the public does not have access to this information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. See FFATA § 2(b)(1).

Important Federal Guidelines Regarding Construction Projects

It is the responsibility of the Community and Economic Development Department, supported by the project manager, to ensure compliance with the following federal requirements involving construction related projects. The Community and Economic Development Director and project manager should plan accordingly to ensure that adequate time, funding and staffing are available to carry out these additional responsibilities. **These requirements shall flow-down to all subcontractors funded through a grant award.**

Davis-Bacon Act

The Davis-Bacon Act of 1931 is a federal law that established the requirement for paying prevailing wages on public works projects. All federal government construction contracts, and most contracts for federally assisted construction over \$2,000, must include provisions for paying on-site workers no less than the locally prevailing wages and benefits paid on similar projects. Davis-Bacon requirements include the establishment of a wage determination before labor costs are incurred as well as targeted employee interviews. The wage determinations and interviews apply to the prime contractor as well as to all subcontractors.

Uniform Relocation Assistance Act

The Uniform Relocation Assistance Act (a.k.a. Uniform Act) of 1970 is a federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displace persons from their homes, businesses, or farms. The Uniform Act's protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federally funded projects.

When conducting a program or project under the Uniform Act there are very specific legal responsibilities to affected property owners and displaced persons that must be addressed. The following must be considered prior to property acquisition:

For Real Property Acquisition

- Appraise property before negotiations.
- Invite the property owner to accompany the appraiser during the property inspection.
- Provide the owner with a written offer of just compensation and a summary of what is being acquired.
- Payment for property before possession.
- Reimburse expenses resulting from the transfer of title such as recording fees, prepaid real estate taxes, or other expenses.

For Residential Displacements

- Provide relocation advisory services to displaced tenants and owner occupants.
- Provide a minimum 90 days written Notice to Vacate prior to requiring possession.
- Reimburse residents for moving expenses.
- Provide payments for the added cost of renting or purchasing comparable replacement housing.

For Non-residential Displacements (businesses, farms, and nonprofits)

- Provide relocation advisory services.
- Provide a minimum 90 days written Notice to Vacate prior to requiring possession.
- Reimburse for moving and re-establishment expenses.

CHAPTER 4: MODIFICATIONS, EXTENSIONS, OR CANCELLATIONS TO THE BUDGET OR PROJECT SCOPE-OF-WORK

During the course of a grant's lifetime, there are times when changes are necessary to either the budget or the project scope-of-work. Most of these changes, typically called grant amendments, are allowable, but it is important to follow the procedures written in the grant agreement or in the guides provided by the grantor. These changes must be pre-approved before they are considered eligible. Contact the Community and Economic Development Director for assistance when a change is necessary.

Prior Approvals

It is essential to get written confirmation from the grantor before any money is spent on items different from what was approved in the original budget. Also, project activities that deviate from those originally proposed in the grant application shall be documented and receive prior approval from the grantor before instituting these changes.

Most grants allow for at least one no-cost time extension to complete a project, if necessary. These requests must be documented and written approval must be received from the grantor, usually in the form of a grant amendment/modification.

For those grants that have sub-awards for services, a sub-contract extension may have to go through City Council for approval. If Council approval is necessary, the Grants Administrator shall submit the amendment to the City Council for approval.

In the event that a grant must be terminated before the original completion date or returned to the grantor prior to project initiation, the Community and Economic Development Director must be notified so that the grant is appropriately terminated.

CHAPTER 5: AUDITS

Preparation for an audit should begin at the time the award is received. There are specific requirements that must be met when managing grants, defined within the grant agreement. Questioned costs during a grantor audit can lead to the City having to pay back the amount of the questioned costs. In such an event, all disallowable costs will be transferred off of the grant award and onto a non-grant, non-federal source.

The following internal entities must be promptly notified in the event your award or program has been selected for audit by an external granting agency:

- City Clerk
- Community and Economic Development Director
- City Manager
- City Attorney

Federal Single Audit Act - OMB A-133

Federal audit and annual reporting requirements are contained in 2 CFR Part 225 (Cost Principles) and OMB Circular A-133 (Compliance and Audit Requirements). Non-federal entities that expend \$500,000 or more in a year in federal awards are required to have a single or program-specific audit conducted for that year, performed by an outside auditor. It is important that all grant activity and any changes to the grant are well documented to facilitate any audit. Audit findings made during the A-133 audit are provided to the grantor, which could prompt an audit by the granting agency.

The following activities are the fourteen types of compliance requirements considered in every audit conducted under OMB Circular A-133:

- 1 - Activities Allowed or Unallowed
- 2 - Allowable Costs/Cost Principles
- 3 - Cash Management
- 4 - Davis-Bacon Act
- 5 - Eligibility
- 6 - Equipment and Real Property Management
- 7 - Matching, Level of Effort, Earmarking
- 8 - Period of Availability of Federal Funds
- 9 - Procurement and Suspension and Debarment
- 10 - Program Income
- 11 - Real Property Acquisition and Relocation Assistance
- 12 - Reporting
- 13 - Sub-recipient Monitoring
- 14 - Special Tests and Provisions

CHAPTER 6: ROLES AND RESPONSIBILITIES

The following identifies the roles and responsibilities of COP personnel involved in the administration of externally funded awards. Grant personnel in the Community and Economic Development Department are available to answer any questions concerning grant proposal preparation, submittal, award, documentation, grant amendments, or changes.

Departments

Project Manager

Although the Community and Economic Development Director is the primary person responsible for programmatic activities on a COP project as authorized by the grant agreement, the project manager must work closely with the Community and Economic Development Director to execute the grant project within the confines of the grant agreement and all applicable regulations.

The Project Manager is responsible for:

- Assisting with the preparation of the grant proposal with emphasis on the technical and budgetary components.
- Notifying the Community and Economic Development Director about changes in project scope and budget.

- Monitoring expenditures to ensure grant funds are spent in accordance with the approved budget, and approving all expenditures.
- Ensuring that subcontractors have complied with the appropriate work in a timely manner and in accordance with technical, financial, and other requirements of the award.
- Adhering to the terms of the grant agreement and policies.

Community and Economic Development Department

Community and Economic Development Director

The Community and Economic Development Director is the primary person responsible for providing City-wide coordination and monitoring of contracts and grants. This individual is responsible for ensuring that the City's grants management and compliance program is current and effectively fulfills the compliance requirements of the City's administrative policies and external granting agencies.

The Community and Economic Development Director is responsible for:

- Overseeing the proposal preparation as it concerns adhering to grant guidelines, policies, and deadlines.
- Providing assistance in preparing an itemized budget and justification.
- Modifying the project scope as needed to accommodate the granting agency.
- Modifying the project budget in line with the award budget provided by the granting agency.
- Ensuring the completion, accuracy, and timeliness of technical reports to the granting agency.
- Providing guidance in the pursuit of grant award changes as needed, and assisting in securing prior approval from the grantor for modifications to the award budget and requests for no-cost time extensions.
- Receiving the original of the grant award and maintaining grant file.
- Assisting in monitoring the project budget.
- Identifying the grant records retention requirements and ensuring that the department has a retention schedule in place to protect the integrity of the grant records and data collected during the project.
- Coordinating on-site monitoring visits by the granting agency.
- Coordinating grantor audits of COP programs or projects.

Grants Accounting Specialist

The Grants Accounting Specialist is responsible for fiscally managing the grant and is the primary person who maintains the grant record in the City's financial system.

The Grants Accounting Specialist is responsible for:

- Ensuring proper financial management of projects and grant awards in compliance with grant program regulations.
- Monitoring the project accounts and ensuring the appropriate charging of expenditures to the project grant award.
- Assisting with the resolution of over-expenditures.
- Evaluating and enacting expenditure transfer requests as needed.
- Participating with COP personnel engaged in specialized fiscal and grant regulation compliance operations.
- Coordinating and assisting in developing required financial reporting.

- Performing the required pre-audit function for encumbrances and expenditures related to various grant programs.
- Assisting in the modification of the project budget in line with the award budget provided by the granting agency.
- Participating in grantor audits of COP grant projects.

Grants Administrator

The Grants Administrator is responsible for certain delegated duties to provide assistance to the Community and Economic Development Director and project managers.

The Grants Administrator is responsible for:

- Identifying grant opportunities in line with the strategic goals of the City.
- Prepares grant proposals as delegated by the Community and Economic Development Director.
- Maintaining all grant and related files.
- Identifying the grant records retention requirements and ensuring that the department has a retention schedule in place to protect the integrity of the grant records and data collected during the project.
- Developing technical progress reports and ensuring their timely submittal.
- Assisting Community and Economic Development Director and project managers with ensuring adherence to the terms of the grant agreement and policies.
- Prepares agenda item request forms for all grant related items.
- Participating in grantor audits of COP grant projects.

Department Directors

The department director is a manager with programmatic and fiscal responsibilities for a designated department. He or she is the individual who ensures adequate staff and infrastructure are provided for the appropriate conduct of project management duties and grant award management, and supervises staff members identified as key members on projects and grant awards.

The department director is responsible for:

- Ensuring adequate management of the programmatic and fiscal aspects of the project and grant award.
- Assigning staff to assist in monitoring the project budget, if needed.
- Managing general departmental-level support activities related to grants management.
- Approving any proposed programmatic and fiscal changes to the project and grant.
- Reviewing budget modification requests if they affect commitments by the department.
- Providing assurance that:
 - The Project Manager is eligible to conduct the project and can manage the project effectively.
 - Review of applications involving sub-contracts, matching commitments, and other variables affecting the City's commitment to the grant are denoted.
 - Proposal preparation is completed in a timely manner to meet COP and granting agency submittal deadlines.

- The budget is adequate relative to the project scope, and its justification is appropriate.
- Committed cost sharing through contributed effort is appropriate, or that cost sharing dollars are available and documented.

City Attorney

The City Attorney provides counsel to the City Council, the Mayor, City Manager, all City Departments, and City Boards and Commissions. The City Attorney also assists COP staff with writing ordinances and council resolutions and reviews grant agreements for signature by authorized representatives.

Comptroller

The Comptroller, also known as the City Clerk, performs operational, financial, systems, and compliance audits. The Comptroller is responsible for assuring that transactions are executed in accordance with laws and regulations and makes recommendations to increase the efficiency and effectiveness of City operations.

The Comptroller is responsible for:

- Coordinating annual federal and state Single Audit Act audits by the City's contracted external auditors.

USEFUL MANAGEMENT LINKS

Debarred and Suspended Contractors - Federal Excluded Parties List System

<http://www.epls.gov/>

General Services Administration (GSA) website for the purpose of disseminating information on parties that are excluded from receiving federal contracts, certain subcontracts, and certain federal financial and non-financial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each U.S. agency's codification of the Common Rule for Non- procurement suspension and debarment.

Federal Government Contracting Regulations

<http://acquisition.gov>

Home to federal acquisition regulations (FARS) and other federal contracting opportunities and regulations.

Grants.gov

<http://www.grants.gov>

Grants.gov is the source to find and apply for federal government grants. Grants.gov is a central storehouse for information on over 1,000 grant programs and access to approximately \$400 billion in annual awards from the 26 federal agencies.

Mississippi Department of Finance and Administration

<http://www.dfa.state.ms.us/>

This site leads you to the MSDFA site for information on the Mississippi Single Audit Act and other important state grant related sites.

Mississippi.GrantWatch.com

<http://mississippi.grantwatch.com/stategrants.php>

Mississippi Grant Watch is a website provided by the Professional Grant Writer, Education and Health Consultants (PGWHC, Inc.) focusing on grants within each state. Mississippi Grant Watch provides a comprehensive overview of grants in the state of Mississippi.

National Contract Management Association

<http://www.ncmahq.org/>

NCMA exists to enable the workforce to grow professionally, assess individual and organizational competency against professional standards, establish values, develop best practices, and provide access to skilled individuals, enabling enterprises to improve their buyer-seller relationships.

National Grants Management Association

<http://www.ngma.org>

NGMA connects professionals in the grants field to improve and unify the Federal grants delivery process by bringing together the professionals involved in this process so that they may learn from each other.

The National Grants Partnership (NGP)

<http://www.thengp.org/index.html>

The National Grants Partnership was established in 2004 to bring together government and non-government individuals with an interest in improving the grants process in the United States. The NGP provides to stakeholders a forum for discussion and research on grants administration issues.

Office of Management and Budget

http://www.whitehouse.gov/omb/grants/grants_circulars.html

The Office of Management and Budget (OMB) leads development of government-wide policy to assure that grants are managed properly and that Federal dollars are spent in accordance with applicable laws and regulations. Their site contains links to OMB Circulars, grant forms, important policy documents and other useful grant links. Municipal grants are governed by OMB A-87, A-102, and A-133

USA.gov

<http://www.usa.gov>

USA.gov provides the public with easy, one-stop access to all online U.S. Federal Government resources.

US Dept of Labor: Davis-Bacon Act

<http://www.dol.gov/compliance/guide/dbra.htm>

Federal Act that regulates the rate of wages for laborers and mechanics employed by contractors and subcontractors for construction, alteration, and/or repair, including painting and decorating, of public buildings or public works within the geographical limits of the States. The Act requires that laborers on federally funded construction projects that total more than \$2,000 shall be paid the minimum wage determined by the Secretary of Labor to be prevailing for laborers employed on projects of a similar nature in the city, town, village, or other civil subdivision of the State in which the work is to be performed.

GRANT WRITING TIPS AND GUIDANCE LINKS

Federal Grant Proposal Guidance and Assistance

EPA Grant Writing Tutorial

<http://www.purdue.edu/dp/envirosoft/grants/src/msieopen.htm>

A grant writing/proposal preparation site from the US Environmental Protection Agency in conjunction with Purdue University. Site offers great examples of proposal sections.

Grants.gov Applicant Resources

http://www.grants.gov/applicants/app_help_reso.jsp

Tools and sample documents for better grant writing and proposal preparation.

Guide to Proposal Writing from the National Science Foundation

<http://www.nsf.gov/pubs/1998/nsf9891/nsf9891.htm>

US Catalog of Federal Domestic Assistance Grant Writing Tutorial

http://12.46.245.173/pls/portal30/CATALOG.GRANT_PROPOSAL_DYN.show

An excellent site for basic proposal preparation and grant writing from the members of the US Catalog of Domestic Assistance, a database of all federal programs available to state and local governments.

Non-Profit Grant Proposal Guidance and Assistance

GrantProposal.com

<http://www.grantproposal.com/>

This site is devoted to providing free resources for both advanced grant writing consultants and inexperienced nonprofit staff.

Grant Proposal Writing Tips from Corporation for Public Broadcasting

<http://www.cpb.org/grants/>

The Corporation for Public Broadcasting awards hundreds of grants annually. These tips are gleaned from the many proposals submitted to the organization.

Proposal Writing Short Course from the Foundation Center

<http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html>

Excellent general knowledge on the grant writing process, and how to improve grant narratives.

Proposal Budgeting Basics from the Foundation Center

http://foundationcenter.org/getstarted/tutorials/prop_budgt/index.html

This site goes hand-in-hand with the Foundation Center's Proposal Writing Short Course.

Samples of Successfully Funded Proposals from the Idea Bank

<http://theideabank.com/onlinecourse/samplegrant.html>

A slew of proposals that have been successfully funded, particularly public-safety related projects.



AGENDA ITEM REQUEST FORM

Meeting Date: 01/21/2014

Submitting Department or Individual: Community & Economic Development

Contact Name: Jen Dearman

Phone: 228-938-6651

Agenda Topic: 2014 Transportation Alternatives Program - Priority #1 Safe Routes to School Project Application

Attach additional information as necessary

Action Requested:

Authorize Mayor to execute documents associated with the 2014 Transportation Alternatives Program - Priority #1 Safe Routes to School Project Application. This application requests \$413,700 and requires a 20% or \$103,425 match. Funding will be used to make infrastructure improvements around Beach Elementary School to create a slower safer environment.

Budgeted Item	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Source of Funding	<input checked="" type="checkbox"/> General Fund
Contract Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input type="checkbox"/> Utility Fund
Mayor or Manager's Signature Required	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		<input checked="" type="checkbox"/> Grant
				<input type="checkbox"/> Other

*For grants and contracts, attach two (2) originals for Mayor or Manager's signature
For ordinances, resolutions, or other correspondence, attach one (1) original for Mayor or Manager's signature*

NOTE: ALL AGENDA REQUESTS MUST BE TURNED INTO THE CITY CLERK'S OFFICE WITH ALL ATTACHMENTS NO LATER THAN 2PM ON THE WEDNESDAY PRECEDING THE CITY COUNCIL MEETING

TRANSPORTATION ALTERNATIVES PROJECT APPLICATION

DATE:

01/21/2014

APPLICANT/LPA: (City, Town, College, etc.)

City of Pascagoula

CONTACT PERSON: (LPA Official, City Engineer, Public Works Director, etc.)

Name: Jen Dearman

Title: Director of Community and Economic Development

ADDRESS:

P.O. Drawer 908

City: Pascagoula

State: MS

Zip: 39567

TELEPHONE NUMBER:

228-938-6651

EMAIL ADDRESS:

jdearman@cityofpascagoula.com

PROJECT DESCRIPTION:

The City of Pascagoula requests Transportation Alternatives funds for a Safe Routes to School project at Beach Elementary. Infrastructure improvements will include improved and additional sidewalks, updated traffic calming devices, bike lanes, and crosswalks.

Projected Project Costs	FEDERAL SHARE* 80% of Total Project Cost	LPA SHARE 20% Local Fund Match	TOTAL
	\$ 413,700	\$ 103,425	\$ 517,125
*Maximum Federal Share = 80% of Total Cost			

LPA Official Signature: _____

Title: _____

2014 Transportation Alternatives Program
Priority #1 City of Pascagoula Application
Beach Elementary School Safe Routes to School Project

Project and Work to be Performed

The City of Pascagoula requests \$413,700 in Transportation Alternatives Program (TAP) funding for a Safe Routes to School (SRTS) infrastructure project. Pascagoula is home to seven neighborhood elementary schools where students are not required to travel long distances to reach their schools. The City and Pascagoula School District (PSD) are committed to the goal of increasing the number of students who walk to school safely.

Beach Elementary School is located at the corner of Market Street and Washington Avenue. Market Street has four lanes that are divided with a planted median. According to the annual average daily traffic count, there are 4,100 vehicles that travel from Highway 90 down Market Street through the Main Street District, and in front of Beach Elementary to Beach Boulevard. The normal speed limit is 35 on Market Street when students are not present. This project will create a slower safer environment surrounding the school.

Beach Elementary has an active Walking School Bus Program. At dismissal, teachers walk students from the school north to Parsley Avenue. With this funding between the cross streets of Washington and Parsley Avenues, Market Street becomes an environment where more people feel safe to walk and bike. Market Street will be restriped to include bike lanes. Updated school zone flashers and signage will be installed. An additional crosswalk will be placed across Market Street just north to the school campus driveway. Sidewalks will be created on the east side of Market Street and improvements will be made to existing sidewalks on the west side (Attachment A1, A2, A3, A4).

The City has an approximate average of 15' right-of-way clearance along the east side of Market Street, and west side average clearance is 17' (Attachment B). Potential right-of-way costs include but are not limited to property purchase on the west side of Market Street just south of Parsley Avenue (Attachment C).

Market Street is the western border for the Main Street District and a major north to south arterial in Pascagoula. The improvements in this project would increase both safety and accessibility on Market Street which connects Highway 90 to Beach Boulevard. The Beachfront Promenade Phase I Project near Beach Park is complete, and there are plans to extend it down to Point Park. Point Park is currently undergoing renovations and is expected to be open to the public by Spring 2014. The addition of bike lanes along Market Street will link to the Pascagoula Historic Bike Trail route that is just south of Beach Elementary on Washington Avenue. The City is working to promote biking as an alternate mode of transportation and bike lanes were added to Jackson Avenue as well. This project will also tie into the proposed Buena Vista Historic District is located in the Beach Elementary school zone. The City is committed to becoming a more pedestrian and bike friendly community, and this project is consistent with the adopted Complete Streets Policy. This project adds value to Pascagoula's mission of improving the quality of life for our citizens.

2014 Transportation Alternatives Program
Priority #1 City of Pascagoula Application
Beach Elementary School Safe Routes to School Project

Evidence of Eligibility by Project Category

This is a complete and standalone project that will be usable after construction. The infrastructure activities of this project include sidewalk improvements, traffic calming measures, and crossing improvements, which are all eligible SAFETEA-LU Section 1404 Safe Routes to School Program activities. Education elements of this project include the Students Taking Active Routes to Schools (STARS) program that will provide both in the class and hands on training for bike riders and walking students.

As a local government, the City of Pascagoula is eligible to receive funding from the Transportation Alternatives Program (TAP). There are currently four (4) full-time City employees who have their Local Public Agency Project Development Manual certification.

The Safe Routes to School Task Force includes the City, PSD, the Pascagoula Police Department (PPD), Beach Elementary School, and the Beach Elementary Parent Teacher Student Organization (PTSO). The Task Force members support the Five E's including engineering, education, enforcement, encouragement, and evaluation. The school has inadequate traffic calming, speed reduction measures, insufficient sidewalks, and crossings for pedestrians and bicyclists. If awarded funding, the City will work with an engineer who is familiar with MDOT projects to ensure design of a safer, slower, accessible environment. PSD and Beach Elementary educate their students by hosting bike rodeos every year and will host the STARS program. The PPD provides crossing guards for the PSD. Motorcycle officers are assigned for arrival and dismissal times. Also, the patrol division is assigned to focus on school zones citywide when they are not responding to calls. There is an increase in speeding fines in the school zones when children are present. From 16 mph through 30 mph, the fine is \$204. If the driver exceeds 31, mph, the fine is \$235. Beach Elementary and the PTSO encourages taking active routes safely by continuing the Walking School Bus Program and participating in Walk to School Day. The City, Beach Elementary, and the PTSO will partner to complete evaluations. Pre-infrastructure improvement Student Travel Tallies and Parent Surveys were completed to provide a baseline for comparison. After infrastructure improvements are complete, the Tallies and Surveys will be completed again to increase in the number of students taking active routes to school safely.

By promoting Alternate Modes of Transportation (AMT) this project furthers the goals set forth in the City's Strategic Plan. One of the 2010 Strategic Plan's top initiatives is Urban Revitalization and Community Development. Under this Plan, a goal was set to adopt a Unified Development Ordinance (UDO) which was accomplished in June 2011. The UDO requires an orderly pattern of land uses and development that better manage or lessen traffic congestion and its accompanying hazards. The UDO also puts forward the City's dedication healthy, diversified, a sustainable economy that meets the needs of Pascagoula's residents and visitors.

2014 Transportation Alternatives Program
Priority #1 City of Pascagoula Application
Beach Elementary School Safe Routes to School Project

Benefits and Objectives of the Proposed Project.

The objective of this project is to increase the number of students who walk and bike to Beach Elementary safely. The majority of students live north of the school. There are 102 students at the school who could walk or bike to school.

The Task Force wants to encourage all students to walk and bike to school, including those who have disabilities. Sidewalks will be American with Disabilities Act accessible making the active routes to school more inclusive for all students. The capacity for encouraging participation in Walk to School Day would be increased with two sidewalks that create a safer environment on either side of Market Street.

There is a day-to-day demand for the two sidewalks as well. The established Walking School Bus program deploys teachers at dismissal walking with students down both east and west Market Street ending at Parsley Avenue where a crossing guard is on duty. The students who live west of Market Street and walk or bike to school will benefit from the addition of a crosswalk. The crosswalk striping and signage will be added north of the school will afford increased safety to both the teachers and the students who cross Market Street on a daily basis. The existing school zone signage is out of date and blends into the background. There are no school zone flashers. Updated traffic calming devices such as additional of school zone signage and the addition of flashers will raise the awareness of drivers that they are sharing the road with students. The widening of the sidewalk in front of school will increase safety of students walking and biking while students especially during arrival and dismissal times.

Mississippi is one of the leading states in childhood obesity. Although improvements have been made in the last few years, there is still a great need. Encouraging a healthy lifestyle from an early age builds good habits that last a lifetime. Increases in AMT such as walking and biking results in fewer cars and also leads to reduced traffic and fuel consumption. As a result fewer cars idling at dismissal and arrival times will result in less air pollution.

2014 Transportation Alternatives Program
Priority #1 City of Pascagoula Application
Beach Elementary School Safe Routes to School Project

Attachments:

Maps, Plans, and Photographs

- A. Proposed and Existing Infrastructure Project Maps
 - 1. New Sidewalk on East Side of Market Street
 - 2. Crosswalk Striping and Signage
 - 3. Improved Sidewalk on West Side of Market Street
 - 4. School Zone Flashers and Signage
- B. Approximate Right-of Way Clearance Map
- C. Parcel Map Identifying Potential Right-of-Way Acquisitions.
- D. Potential Walkers Plotted Map (clusters represent number of students)
- E. School Zone Map
- F. Photographs

Budget

- G. Estimated Cost of Infrastructure Activities – Sidewalks
- H. Estimated Cost of Infrastructure Activities – Crosswalk and School Zone Signage
- I. Estimated Cost of Professional Services
- J. Estimated Cost of Potential Right-of-Way Acquisition
- K. Total Estimated Cost

Legal and Compliance Certification

- L. Order Certifying 2014 Transportation Alternatives Program Acknowledgements for the Beach Elementary School Safe Routes to School Project

A. Proposed and Existing Infrastructure
1. New Sidewalk on East Side of Market St.



2014 Transportation Alternatives Program - City of Pascagoula Application
Safe Routes to School Project - Beach Elementary School

A. Proposed and Existing Infrastructure
2. Crosswalk Striping and Signage



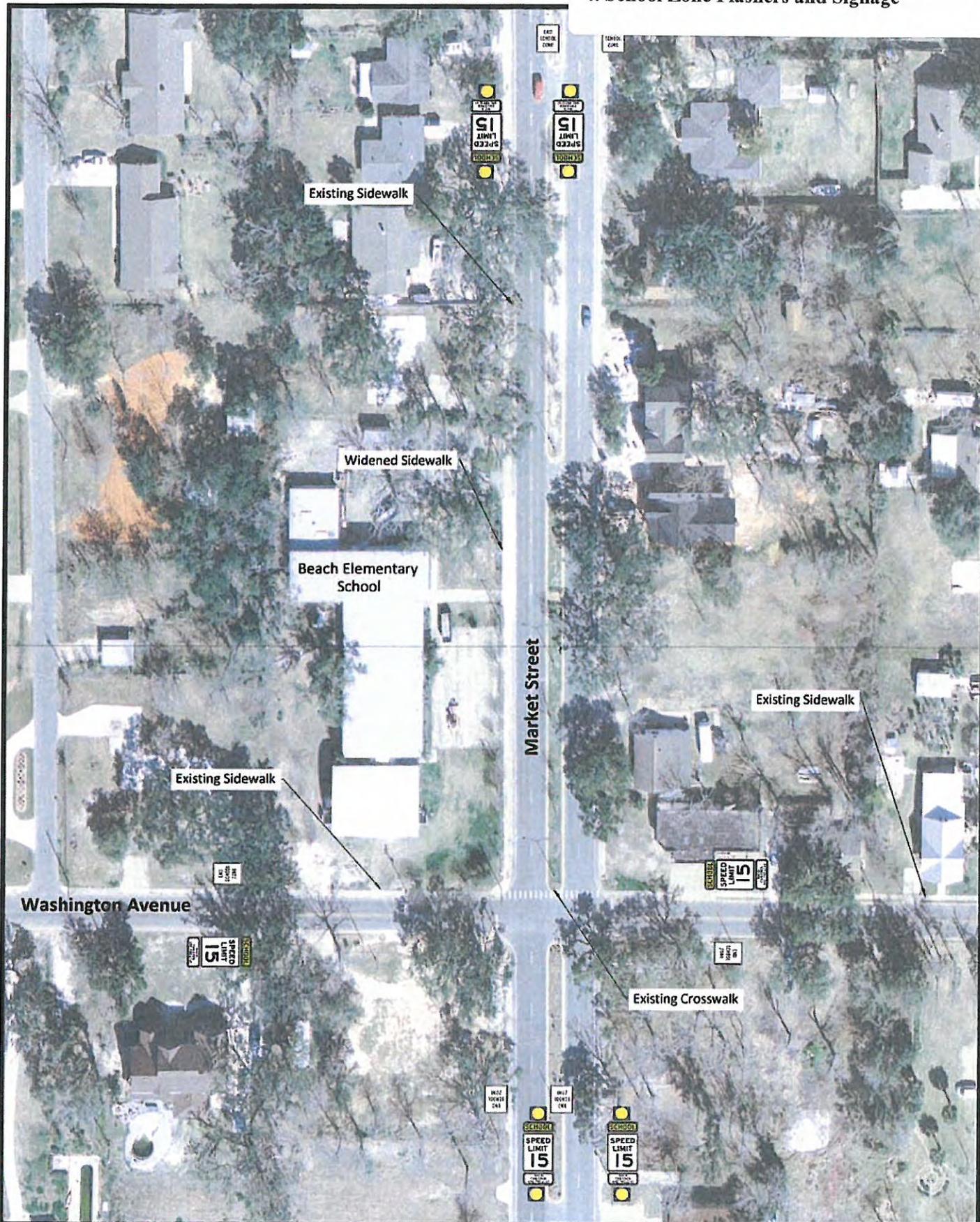
**2014 Transportation Alternatives Program - City of Pascagoula Application
Safe Routes to School Project - Beach Elementary School**

A. Proposed and Existing Infrastructure
3. Improved Sidewalk on West Side of Market Street



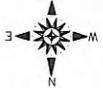
2014 Transportation Alternatives Program - City of Pascagoula Application
Safe Routes to School Project - Beach Elementary School

A. Proposed and Existing Infrastructure
4. School Zone Flashers and Signage



2014 Transportation Alternatives Program - City of Pascagoula Application
Safe Routes to School Project - Beach Elementary School

B. Approximate Right-of-Way Clearance Map



Note:
The dimensions shown were taken from aerial photography and Jackson County Parcel Maps and does not constitute an actual field survey.

NOTICE TO DRAWING HOLDER:
THE CITY OF PASCAGOULA HAS PREPARED AND FURNISHED THIS DRAWING FOR YOUR USE ON THIS PROJECT ONLY. THE DRAWING IS NOT TO BE REPRODUCED, COPIED, REPRODUCED, OR IN ANY USE OF THIS DRAWING, WITHOUT WRITTEN PERMISSION FROM THE CITY OF PASCAGOULA. THE USER SHALL BE RESPONSIBLE FOR THE ACCURACY AND THE USER SHALL BE RESPONSIBLE FOR THE USER'S LIABILITY TO THE CITY OF PASCAGOULA FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING ATTORNEY'S FEES, ARISING OUT OF OR RESULTING FROM THIS DRAWING.

NO.		DATE		BY		REVISIONS	

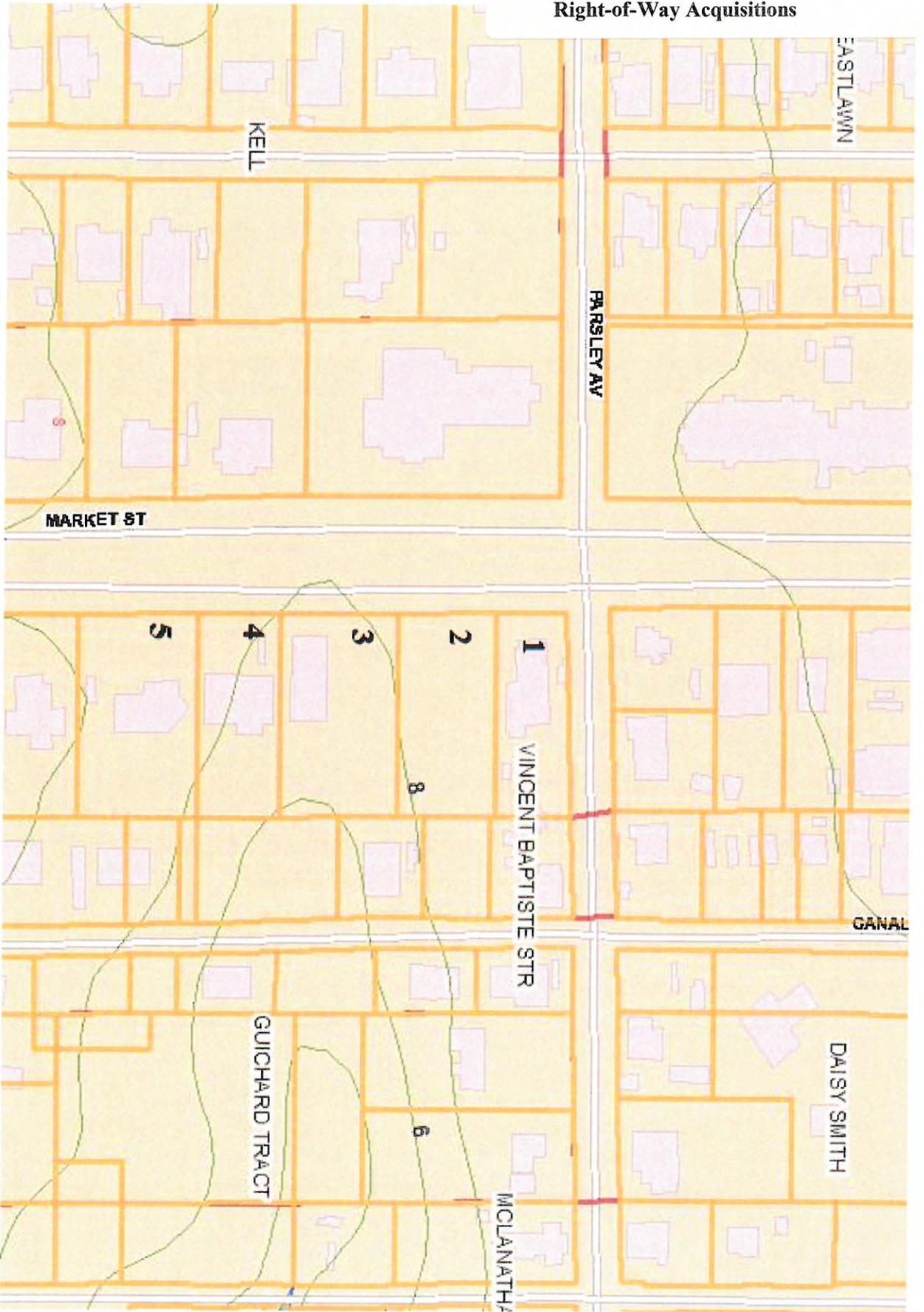
DRAWING INFORMATION
PROJECT NO.:
FILE NAME:
SCALE: 1"=100' (1:127)
DRAWN BY:
CHECKED BY:
DATE: 12-14-14
DATE: 12-14-14

CITY OF PASCAGOULA
SAFE ROUTES TO SCHOOL
BEACH ELEMENTARY AREA
PASCAGOULA, MISSISSIPPI

Pascagoula
THE CITY OF
MISSISSIPPI
FLAGSHIP CITY

MARKET STREET
FROM PARSLEY AVENUE TO
WASHINGTON AVENUE
WORKING NUMBER: C1
DRAWING NUMBER: 1 OF 1

C. Parcel Map Identifying Potential Right-of-Way Acquisitions



Parcel Map Identifying Potential Right-of-Way Acquisitions

2014 Transportation Alternatives Program
City of Pascagoula Application
Beach Elementary School Safe Routes to School Project

Photographs

January 21, 2014

Beach Elementary School



Market Street photographed while facing northbound lane.



Market Street photographed while facing north in southbound lane.

2014 Transportation Alternatives Program
City of Pascagoula Application
Beach Elementary School Safe Routes to School Project

Photographs

January 21, 2014

Beach Elementary School– continued



Market Street School Zone Signage



Market Street southbound lane photographed while facing south. School is on the right.

2014 Transportation Alternatives Program
City of Pascagoula Application
Beach Elementary School Safe Routes to School Project

Photographs

January 21, 2014

Beach Elementary School– continued



Market Street northbound lane photographed while facing north. School is on the left.



Washington Avenue eastbound lane photographed while facing west. School is on left.

**2014 Transportation Alternatives Program
Priority #1 City of Pascagoula Application
Beach Elementary School Safe Routes to School Project
Budget Estimated Cost of Infrastructure**

Transportation Alternatives Program - City of Pascagoula Application					
Safe Routes to School Project - Beach Elementary School					
Crosswalk Signage and Striping across Market Street					
Opinion of Probable Cost					
Line No.	Pay Item Description	Unit	Estimated Quantity	Unit Price	Item Total
1	Thermoplastic Legend, White	LN FT	625	\$9	\$5,625
2	Signage (Crosswalk, School Zone & 4-Way Stop)	SQ FT	44	\$33	\$1,452
3	Sign Posts	LN FT	56	\$25	\$1,400
4	Maintenance of Traffic	LS	1	\$1,000	\$1,000
5	Mobilization	LS	1	\$1,000	\$1,000
6	Erosion Control	LS	1	\$5,000	\$5,000
CROSSWALK CONSTRUCTION COST =					\$15,477

Advance School Zone Signage with Flashers on Market Street, Washington Avenue					
Widening Sidewalk adjacent to School Campus on Market Street					
Opinion of Probable Cost					
Line No.	Pay Item Description	Unit	Estimated Quantity	Unit Price	Item Total
1	Concrete Sidewalk	LN FT	85	\$38	\$3,230
2	Concrete Header Curb	LN FT	120	\$21	\$2,520
3	Signage (Crosswalk, School Zone & 4-Way Stop)	SQ FT	78	\$33	\$2,574
4	Sign Posts	LN FT	106	\$25	\$2,650
5	Solar Flashers	EA	6	\$5,000	\$30,000
6	Removal of Items (Pavement, Curb, Sidewalk)	LS	1	\$3,000	\$3,000
7	Maintenance of Traffic	LS	1	\$2,000	\$2,000
8	Mobilization	LS	1	\$2,000	\$2,000
9	Erosion Control	LS	1	\$500	\$500
SCHOOL ZONE FLASHERS, SIGNAGE, AND SIDEWALK WIDENING CONSTRUCTION COST =					\$48,474

**2014 Transportation Alternatives Program
Priority #1 City of Pascagoula Application
Beach Elementary School Safe Routes to School Project
Budget Estimated Cost of Infrastructure**

**New Sidewalk on East Side of Market Street
from Washington Avenue to Parsley Avenue**

Opinion of Probable Cost

Line No.	Pay Item Description	Unit	Estimated Quantity	Unit Price	Item Total
1	Concrete Sidewalk	LN FT	1,000	\$38	\$38,000
2	Concrete Driveway, without Reinforcement	SQ FT	150	\$50	\$7,500
3	Concrete Header Curb	LN FT	1,500	\$21	\$31,500
4	ADA Ramp and Landing	EA	5	\$2,000	\$10,000
5	Drainage (Pipes, Catch Basins, Minor Structures)	EA	1	\$27,500	\$27,500
6	Market Street Restriping for Bike Lanes	LS	1	\$6,805	\$6,805
7	Removal Items (Pavement, curb, Sidewalk, Drainage)	LS	1	\$23,000	\$23,000
8	Maintenance of Traffic	LS	1	\$2,000	\$2,000
9	Mobilization	LS	1	\$2,000	\$2,000
10	Erosion Control	LS	1	\$5,000	\$5,000
NEW SIDEWALK EAST MARKET ST. CONSTRUCTION COST =					\$153,305

**Improved Sidewalk on West Side of Market Street
from Washington Avenue to Parsley Avenue**

Opinion of Probable Cost

Line No.	Pay Item Description	Unit	Estimated Quantity	Unit Price	Item Total
1	Concrete Sidewalk	LN FT	965	\$38	\$36,670
2	Concrete Driveway, without Reinforcement	SQ FT	120	\$50	\$6,000
3	Concrete Header Curb	LN FT	1,380	\$21	\$28,980
4	ADA Ramp and Landing	EA	5	\$2,000	\$10,000
5	Market Street Restriping for Bike Lanes	LS	1	\$6,805	\$6,805
6	Thermoplastic Legend, White	LN FT	120	\$10	\$1,200
7	Drainage (Pipes, Catch Basins, Minor Structures)	EA	1	\$27,500	\$27,500
8	Solid Sodding	SQ YD	170	\$20	\$3,400
9	Removal Items (Pavement, curb, Sidewalk, Drainage)	LS	1	\$19,500	\$19,500
10	Maintenance of Traffic	LS	1	\$2,000	\$2,000
11	Mobilization	LS	1	\$2,000	\$2,000
12	Erosion Control	LS	1	\$5,000	\$5,000
TOTAL CONSTRUCTION COST =					\$149,055

**2014 Transportation Alternatives Program
Priority #1 City of Pascagoula Application
Beach Elementary School Safe Routes to School Project
Estimated Cost of Potential Right-of-Way**

Right-of-Way (ROW) Estimate				
Opinion of Probable Cost				
Line No.	Pay Item Description	Estimated Quantity	Cost Per Parcel	Item Total
1	Appraisal of Property with Improvements	4	\$3,000	\$12,000
2	Appraisal Property with Land Only	1	\$950	\$950
3	Eminent Domain Court Updates	5	\$750	\$3,750
4	Review Appraisals of Property with Improvements	4	\$825	\$3,300
5	Review Appraisals of Property with Land Only	1	\$825	\$825
6	Acquisition of Property with Improvements	4	\$5,500	\$22,000
7	Acquisition of Property with Land Only	1	\$5,500	\$5,500
	ESTIMATED COST OF POTENTIAL ROW ACQUISITION:			\$48,325
	15% CONTINGENCY *:			\$7,249
	TOTAL ESTIMATED COST OF POTENTIAL ROW ACQUISITION AND CONTINGENCY:			<u>\$55,574</u>

** Contingency would cover potential changes is sidewalk due to utility boxes, grade changes, accessibility ramps, and trees.*

**2014 Transportation Alternatives Program
Priority #1 City of Pascagoula Application
Beach Elementary School Safe Routes to School Project
Estimated Cost of Professional Services**

Professional Services		
Option of Probable Cost		
Line No.	Description	Item Total
1	Crosswalk Signing and Stripping on Market Street adjacent to School Campus Driveway	\$15,477
2	Advance School Zone Signage with Flashers on Market Street, Washington Avenue Widening Sidewalk adjacent to School Campus on Market Street	\$48,474
3	New Sidewalk on East Side of Market Street from Washington Avenue to Parsley Avenue	\$153,305
4	New Sidewalk on West Side of Market Street from Washington Avenue to Parsley	\$149,055
TOTAL CONSTRUCTION COST=		\$366,311
5	Professional Design Services 10%	\$36,631
6	Services During Construction	\$18,316
7	Testing	\$18,316
PROFESSIONAL SERVICES COST =		\$73,262
SUBTOTAL CONSTRUCTION AND PROFESSIONAL SERVICES COST =		\$439,573
5% CONTINGENCY=		\$21,979
ESTIMATED COST CONSTRUCTION, PROFESSIONAL SERVICES, AND CONTINGENCY =		\$534,814

**2014 Transportation Alternatives Program
Priority #1 City of Pascagoula Application
Beach Elementary School Safe Routes to School Project
Estimated Cost of Professional Services**

Total Estimated Project Cost		
Opinion of Probable Cost		
Line No.	Pay Item Description	Item Total
1	Estimated Construction	\$366,310
2	Professional Fees, Testing, and Contingency	\$95,241
3	Estimated Potential Right-of-Way Acquisitions	\$55,574
TOTAL ESTIMATED COST OF PROJECT		\$517,125

**ORDER CERTIFYING
2014 TRANSPORTATION ALTERNATIVES PROGRAM
ACKNOWLEDGEMENTS
FOR THE BEACH ELEMENTARY SCHOOL
SAFE ROUTES TO SCHOOL PROJECT**

WHEREAS, the City of Pascagoula is applying for funding to the Transportation Alternatives Program through the Mississippi Department of Transportation; and

WHEREAS, a Beach Elementary School will be the focus of a Safe Routes to School infrastructure project; and

WHEREAS, completing this project entails meeting all the regulator requirements of both the state and federal governments:

NOW, THEREFORE, BE IT ORDERED AS FOLLOWS:

The City of Pascagoula certifies to the best of its knowledge that no foreseeable legal impediments exist that would prohibit completion of the proposed project and that the project will comply with all applicable codes, standards and regulations required for completion.



AGENDA ITEM REQUEST FORM

Meeting Date: 01/21/2014

Submitting Department or Individual: Community & Economic Development

Contact Name: Jen Dearman

Phone: 228-938-6651

Agenda Topic: 2014 Transportation Alternatives Program - Priority #2 Round Island Lighthouse Application

Attach additional information as necessary

Action Requested:

Authorize Mayor to execute documents associated with the 2014 Transportation Alternatives Program - Priority #2 Round Island Lighthouse. This application requests \$275,600 and requires a 20% or \$68,900 match. Funding will be used complete interior construction of the Lighthouse.

Budgeted Item	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Source of Funding	<input checked="" type="checkbox"/> General Fund
Contract Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input type="checkbox"/> Utility Fund
Mayor or Manager's Signature Required	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		<input checked="" type="checkbox"/> Grant
				<input type="checkbox"/> Other

*For grants and contracts, attach two (2) originals for Mayor or Manager's signature
For ordinances, resolutions, or other correspondence, attach one (1) original for Mayor or Manager's signature*

NOTE: ALL AGENDA REQUESTS MUST BE TURNED INTO THE CITY CLERK'S OFFICE WITH ALL ATTACHMENTS NO LATER THAN 2PM ON THE WEDNESDAY PRECEDING THE CITY COUNCIL MEETING

TRANSPORTATION ALTERNATIVES PROJECT APPLICATION

DATE:

01/21/2014

APPLICANT/LPA: (City, Town, College, etc.)

City of Pascagoula

CONTACT PERSON: (LPA Official, City Engineer, Public Works Director, etc.)

Name: Jen Dearman	Title: Director of Community and Economic Development
--------------------------	--

ADDRESS:

P.O. Drawer 908		
City: Pascagoula	State: MS	Zip: 39567

TELEPHONE NUMBER:

228-938-6651

EMAIL ADDRESS:

jdearman@cityofpascagoula.com

PROJECT DESCRIPTION:

The City of Pascagoula requests Transportation Alternatives Program funds to complete the restoration of the Round Island Lighthouse. Exterior construction is complete; however, this funding would complete the interior construction items.

Projected Project Costs	FEDERAL SHARE* 80% of Total Project Cost	LPA SHARE 20% Local Fund Match	TOTAL
	\$ 275,600	\$ 68,900	\$ 344,500
*Maximum Federal Share = 80% of Total Cost			

LPA Official Signature: _____
Title: _____

2014 Transportation Alternatives Program
City of Pascagoula – Application
Priority #2 – Round Island Lighthouse

Description of Proposed Project

The City of Pascagoula requests \$275,600 to complete the restoration and reconstruction of the Round Island Lighthouse. Funding from multiple sources has been leveraged to complete the progress to date. The base of the Lighthouse was relocated to the mainland. A topping ceremony was held in May 2013 when the lantern gallery was installed. Most recently, exterior construction was completed in December 2013. Once again, the 1859 Round Island Lighthouse rises in the skyline to welcome residence and visitors to Pascagoula.

The bid package for the restoration and reconstruction of the Round Island Lighthouse was prepared knowing that funding was not secured to complete the interior of the Lighthouse. A base bid for the exterior and two alternate bids were put forward that would complete the exterior and the interior. The construction and restoration contract including the base bid and two alternates was awarded to J.O. Collins. The alternate bids for the interior work are no longer feasible, and the interior work for the project will have to be bid again.

Interior construction includes interior masonry labor, a wood spiral stairway, a spiral steel handrail and wood door. Interior finishes of the lantern gallery include wood cladding of the walls, sheet zinc ceiling panels, electrical conduit, lighting fixtures and the fourth Fresnel lens and pedestal. Residents and visitors look forward to completion of interior work so that they may fully enjoy the experience of this historic transportation facility.

The Round Island Lighthouse anchors numerous City projects including the Pascagoula River Bridge Environmental Trail, the Historic Pathway, the Lighthouse Park, and the Pascagoula River Blueway as well as other Lighthouse restoration efforts into a completed monument and gateway into the City. As a gateway, the site will serve as a welcoming beacon to all who visit this great City while also educating the public about maritime history of the region. Because the Lighthouse has endured countless storms, it serves a symbolic structure for the City's continued recovery from a history of hurricanes including Katrina and most recently Isaac as well as the Gulf Oil Spill. Each time residents and visitors travel over the Pascagoula River Bridge, they will be reminded of the Lighthouse's triumph over the adversity of multiple storms.

Pascagoula has made great use of other funding provided by MDOT. The Pascagoula Historic Pathway is a multi-use path that travels through several historic areas of town, including the Orange Street Historic District, the Front Street Historic District, and the Jolly McCarty Historic Depot and leads to the Round Island Lighthouse. The first phase of the Beachfront Promenade project was recently completed. The Promenade runs south of Beach Boulevard an area that is already frequented by walkers, joggers and bicyclists. Support for this project will be provided for the Round Island Lighthouse project by the Round Island Lighthouse Preservation Society and Pascagoula Pride as well.

01/21/2014

2014 Transportation Alternatives Program
City of Pascagoula – Application
Priority #2 – Round Island Lighthouse

Evidence of Eligibility by Project Category

The Round Island Lighthouse Restoration and Reconstruction is eligible under the Transportation Alternatives Program as a community improvement activity. Specifically the completion of the Lighthouse is historic preservation and rehabilitation of a historic transportation facility. The Round Island Lighthouse was listed on the National Register of Historic Places on October 9, 1986 and designated as a Mississippi Landmark on February 25, 1987. The City has been working with the Mississippi Department of Archives and History to ensure that the restoration of the Round Island Lighthouse is in compliance with the National Historic Preservation Act and the Antiquities Act of Mississippi.

The Lighthouse nomination form for the National Register of Historic Places Inventory describes the Lighthouse as a brick conical-shaped tower erected in 1859 on the southwest side of Round Island. The form goes on to explain the tower housed the fourth order Fresnel lens whose focal plane stood 44 feet above sea level and was visible at a distance of 12 – 14 miles. The purpose of the Lighthouse was to warn shipping vessels of dangerous shoals which extend southerly from the island. Further it notes that the Lighthouse was no doubt useful as a beacon to mariners approaching Pascagoula Harbor. The Round Island Lighthouse's new location is on the right of way southwest of Highway 90. The base has been placed so that it replicates the direction the Lighthouse was originally positioned on Round Island. Great care has been taken in the selection of the bricks that will be used in restoration to match coloring. A replica wooden window will be fabricated. When the Lighthouse is complete, a fourth generation Fresnel lens will again be housed in the lantern gallery. The project will ultimately improve the overall aesthetics of the City of Pascagoula, define the gateway to Pascagoula, and welcome our community and visitors once again.

Benefits and Objectives of the Proposed Project

The City of Pascagoula's mission is to obtain the highest quality of life for our citizens. Serving as a gateway to our City, the Round Island Lighthouse will provide benefits such as increased tourism for Pascagoula and Mississippi. The Lighthouse will also lend to maritime history education, connectivity of existing projects and strengthened community pride. The objectives of the highest quality of life for our citizens and contributing to the state and regional economy are achieved through the reconstruction of the Round Island Lighthouse. The Lighthouse will provide our community with a historical asset that also connects to regional tourism efforts. Each time residents travel over the Pascagoula River Bridge and enter the City they will be reminded of our triumphs over the adversity of storms, our defining connection to the sea, and the spectacular place that is Pascagoula. When visitors travel along Highway 90 they will be greeted by a state historical asset. The Lighthouse will be promoted through the United States Lighthouse Society's passport program.

01/21/2014

2014 Transportation Alternatives Program

City of Pascagoula – Application

Priority #2 – Round Island Lighthouse

The public has offered tremendous support and interest in the Round Island Lighthouse restoration. Through fundraising activities, the Round Island Lighthouse Preservation Society has raised over \$100,000 in private sponsorship to supplemental project costs. Likewise, a local beautification committee, Pascagoula Pride, demonstrated their support by arranging for the landscape design of the Round Island Lighthouse Park once the reconstruction is complete.

Although hard data on projected demand is lacking, anecdotal evidence reveals considerable public interest and enthusiasm for the Lighthouse project. The community Development Department receives questions, calls, and even visits daily inquiring about the status and development of the Lighthouse. J.O. Collins, the contractor selected for the reconstruction, says that people stop at the site nearly hourly to take pictures of the progress.

The Lighthouse restoration has already attracted numerous tour groups to the City of Pascagoula including the U.S. Lighthouse Association. Visitation is expected to increase once the restoration and the park are finished. In combination with the Biloxi Lighthouse, this increased visitation will bolster local, regional and state business in hotel and restaurant revenues as well as enhance the State of Mississippi's travel and tourism efforts.

The Round Island Lighthouse is a point of interest that connects the Historic Pathway, the Pascagoula River Blueway, and the Historic Pascagoula Bike Trail. The Singing River Cyclists hold monthly rides on the Historic Pascagoula Bike Trail. For the January 12th ride they were over 35 riders strong. Twilight Paddles is a community organized event held regularly on the Pascagoula River Blueway. The June 2012 Twilight Paddle attracted approximately 50 people who came to kayak, canoe and stand up paddle board along the Blueway. As a historic community asset, the completed Round Island Lighthouse located near Highway 90 connects to our community's vision of developing and promoting regional ecotourism.

01/21/2014

2014 Transportation Alternatives Program
City of Pascagoula – Application
Priority #2 – Round Island Lighthouse

Maps, Plans, and Photographs

Section	Description
A.	Aerial photo with Round Island Lighthouse, Gateway Oak and Lighthouse Park site
B.	Aerial map with MDOT Right of Way, Round Island Lighthouse, and Gateway Oak designated
C.	Aerial map of West Pascagoula with the following projects/items outlined: <ul style="list-style-type: none">• Environmental Recreational Trail• Historic Pathway• Pascagoula River Blueway• Historic Pascagoula Bike Trail• Lighthouse Park• Round Island Lighthouse
D.	Compton Engineering Round Island Lighthouse Restoration/Reconstruction Plans
E.	Round Island Lighthouse in 1998 photo Round Island Lighthouse after Hurricane Georges in 1998 photo Sections of the Lighthouse recovered after Hurricane Georges photo Lighthouse moving up the Pascagoula River in 2010 photo Moving the base to its permanent site photo Lighthouse base in its new site next to the bridge photo Exterior Construction Complete

Budget

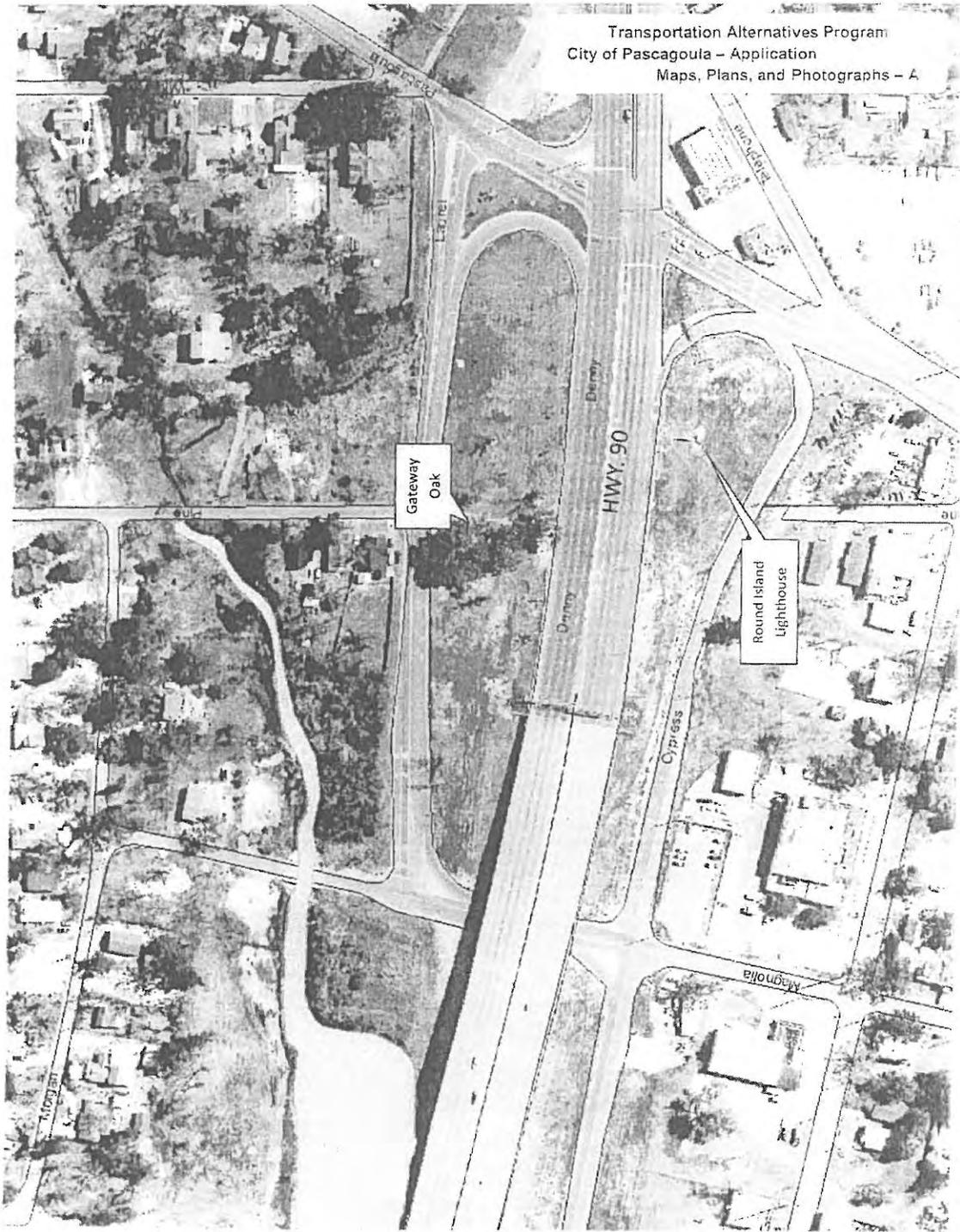
- F. Estimated Budget
- G. 07/10/12 Certified Bid Tabulation

Legal and Compliance Certification

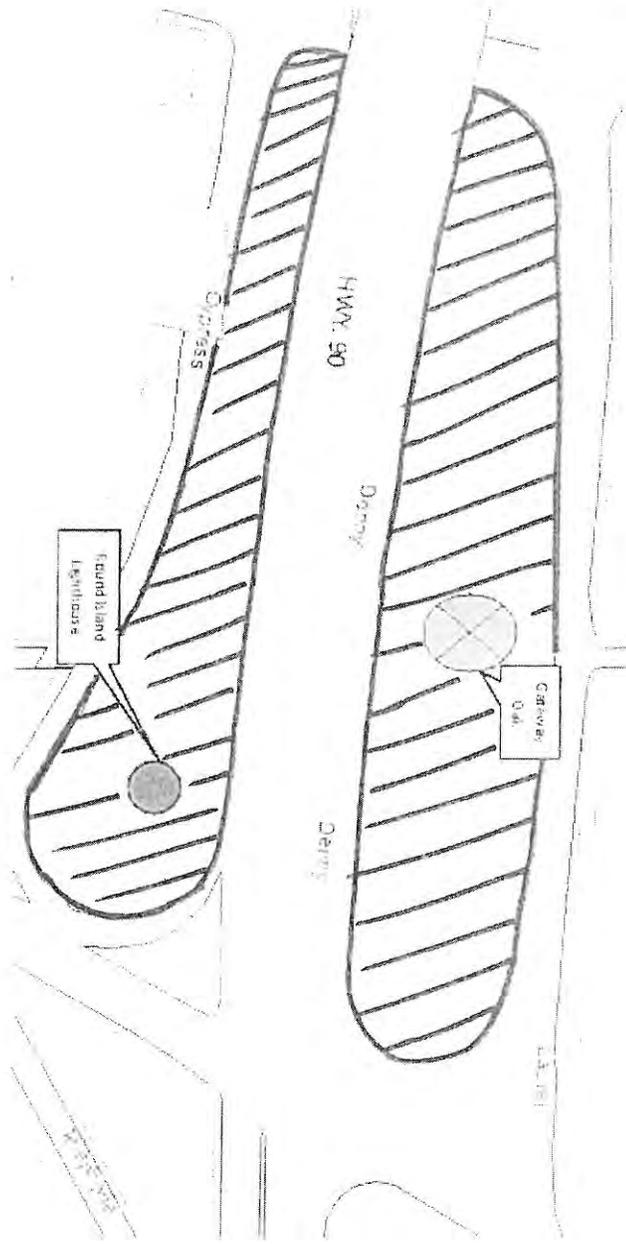
- H. Order Certifying 2014 Transportation Alternatives Program Acknowledgements for the Round Island Lighthouse Project

01/21/2014

Transportation Alternatives Program
City of Pascagoula – Application
Maps, Plans, and Photographs – A



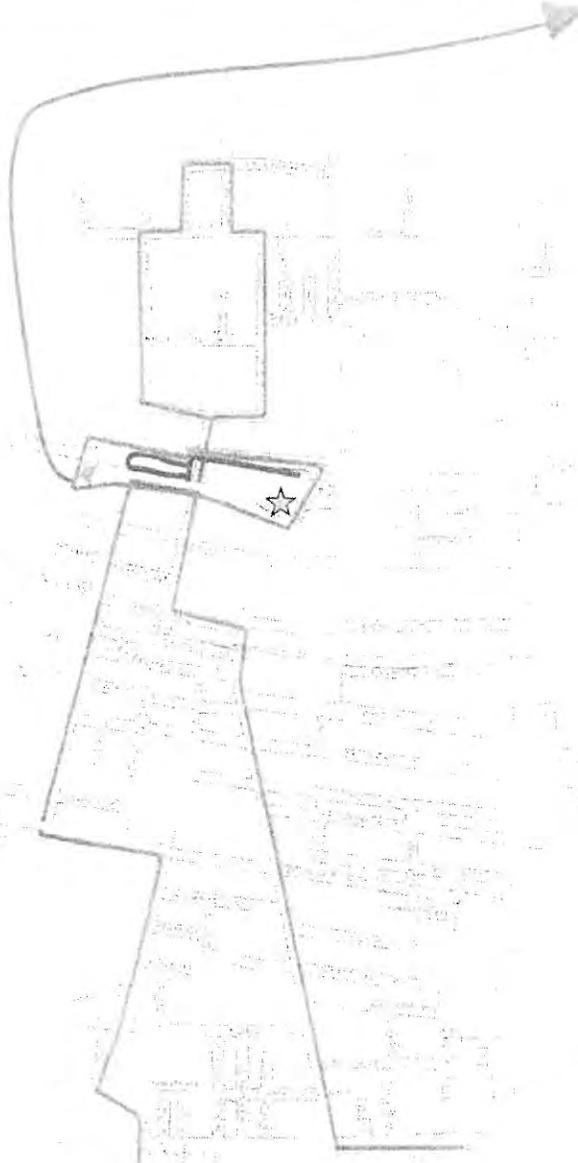
WILMINGTON BRIDGE OF WAY

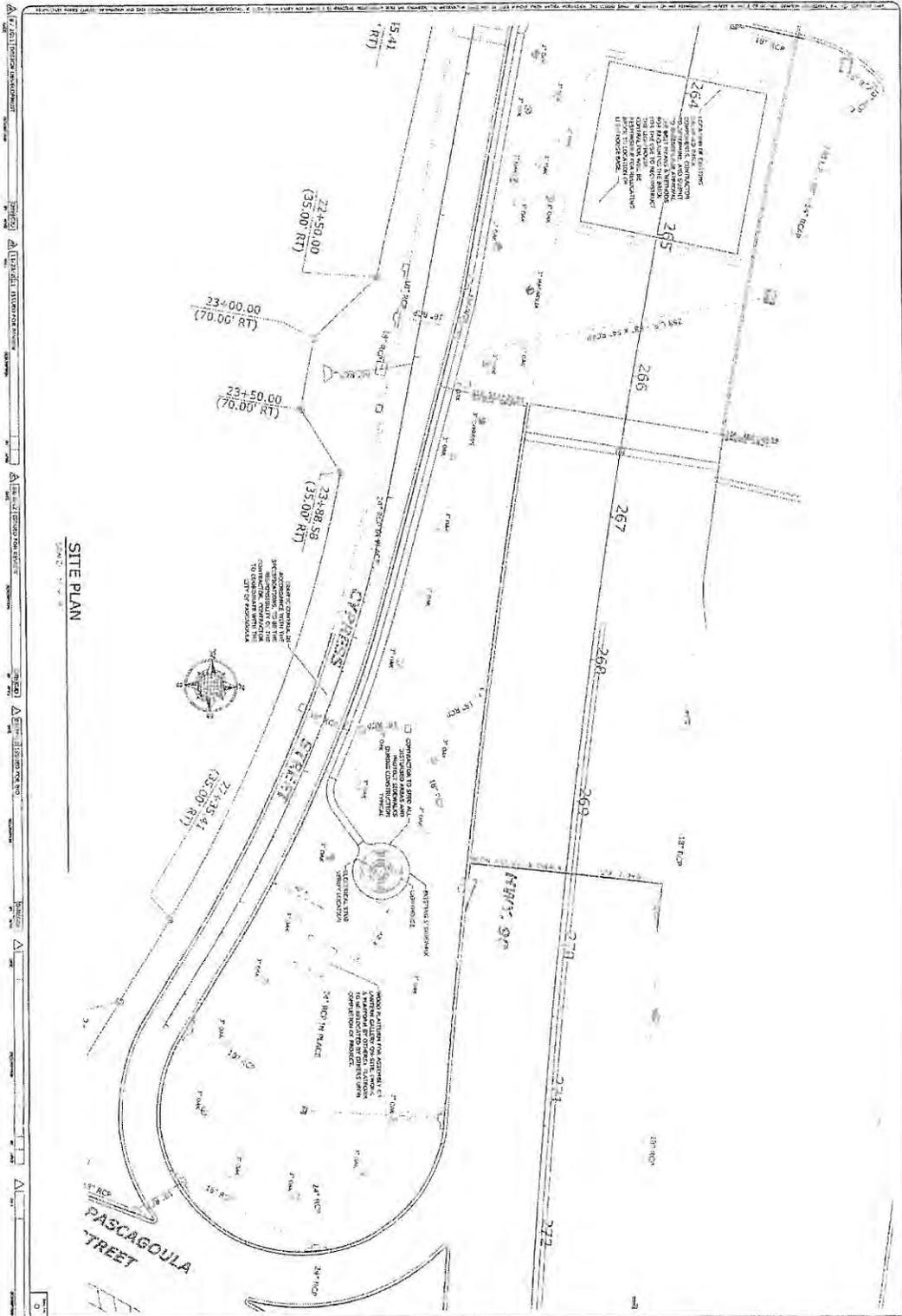


LEGEND

- | | |
|--|---|
|  Environmental Recreational Trail |  Lighthouse Park |
|  Historic Pathway |  Boat Launch |
|  Pascagoula River Blueway |  Round Island Lighthouse |
|  Historic Bike Trail | |

W





SITE PLAN

C1.1

DATE	2/25/15
BY	...
CHK	...
APP	...

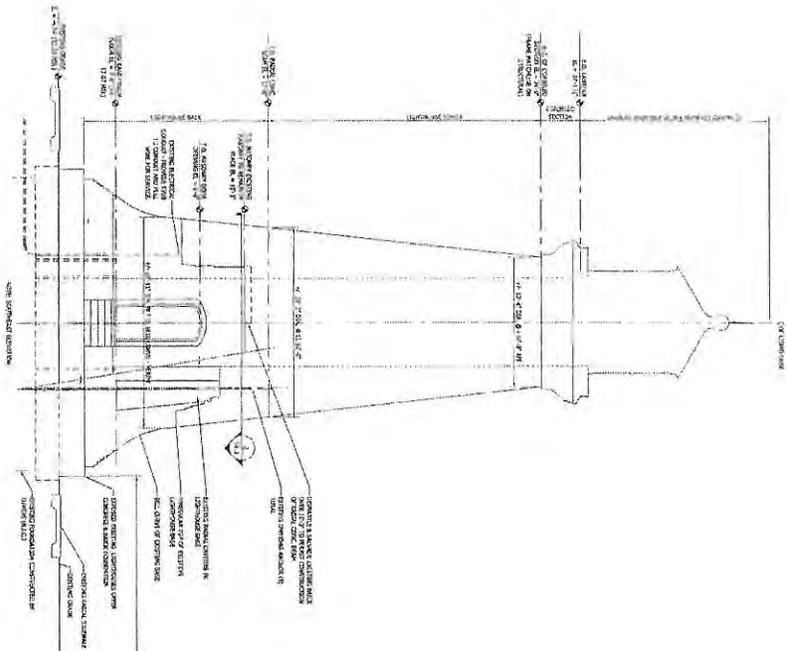
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 DATE: MARCH 2012
 ORGN: ...
 PROJ: ...
 CHK: ...
 APP: ...

CITY OF PASCAGOULA
ROUND ISLAND LIGHTHOUSE
 PHASE 3: RESTORATION/RECONSTRUCTION
 SITE PLAN

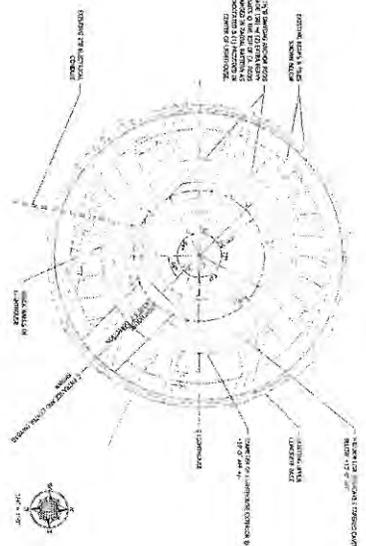


COMPTON ENGINEERING, INC.
 Engineering, Surveying, and Environmental Services
 1706 Coivaud Avenue
 Pascagoula, Mississippi 39567
 Phone: (228) 762-3970 Fax: (228) 769-9075
 E-mail: compton@comptoneng.com

1 EXISTING BASE ELEVATION (S.E.) & RESTORATION DIMENSIONS
 SCALE: 1/4" = 1'-0"



2 EXISTING PLAN - SECTION
 SCALE: 1/4" = 1'-0"

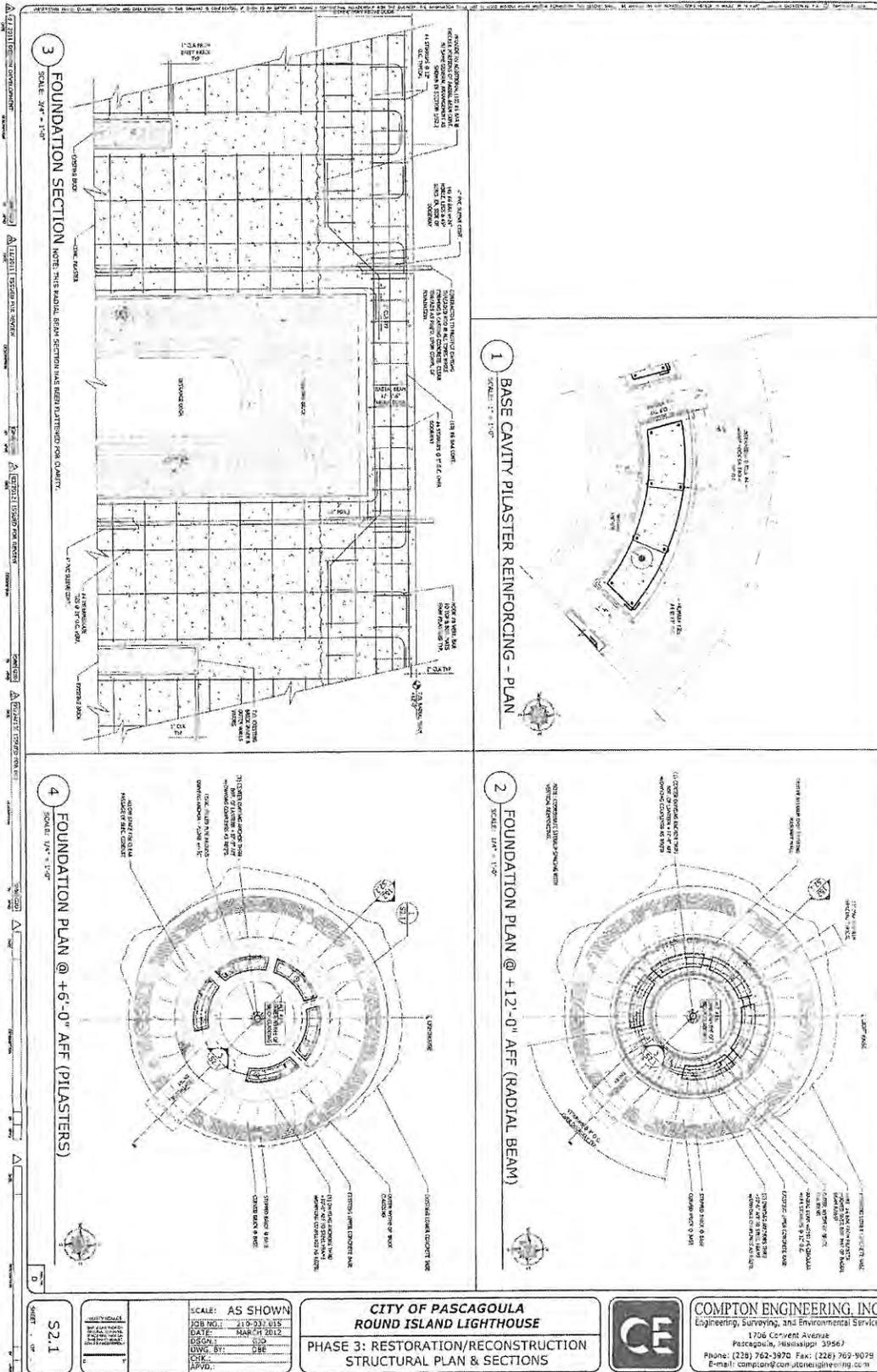


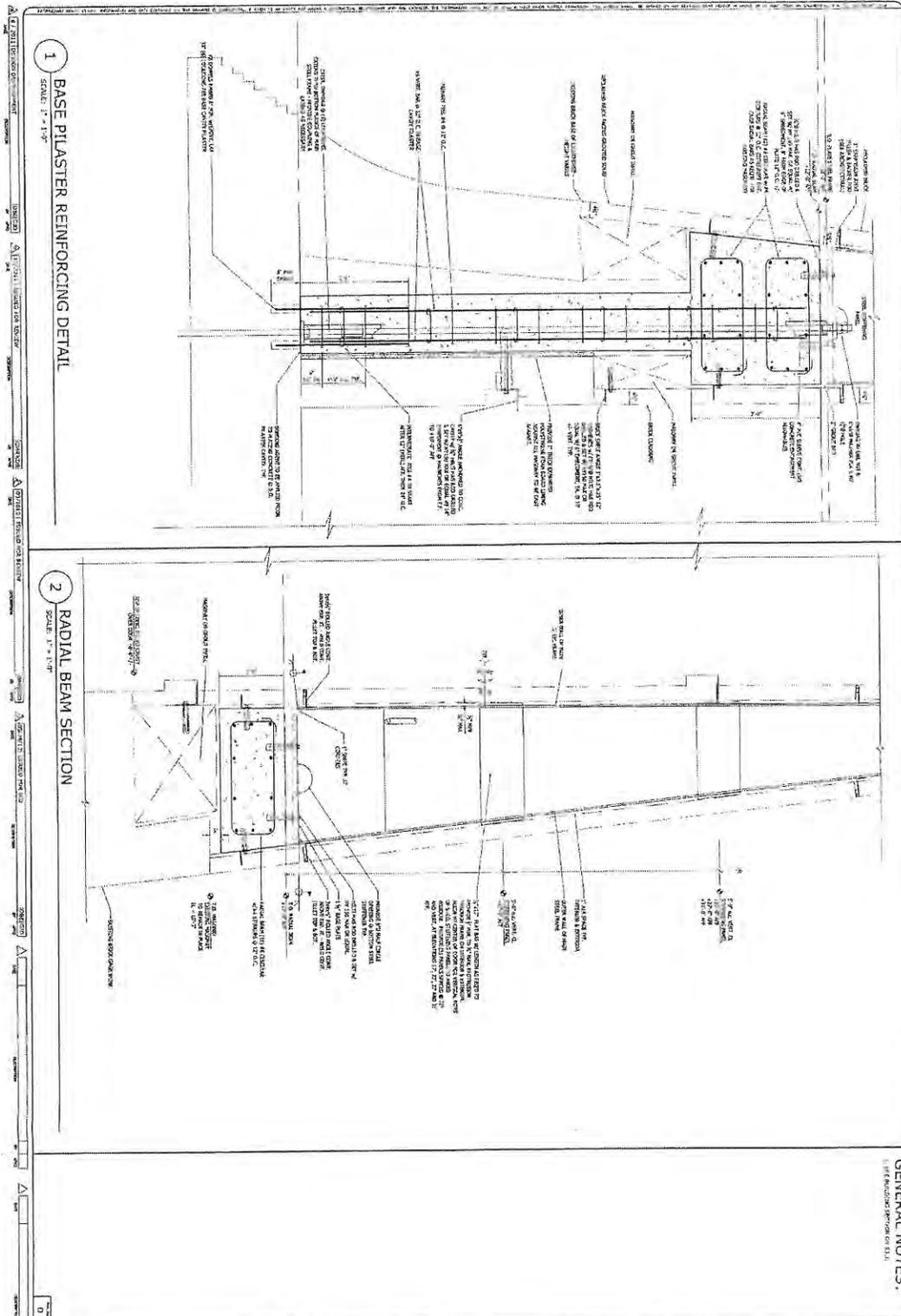
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CITY OF PASCAGOULA
ROUND ISLAND LIGHTHOUSE
 PHASE 3: RESTORATION/RECONSTRUCTION
 EXISTING PLAN & ELEVATION

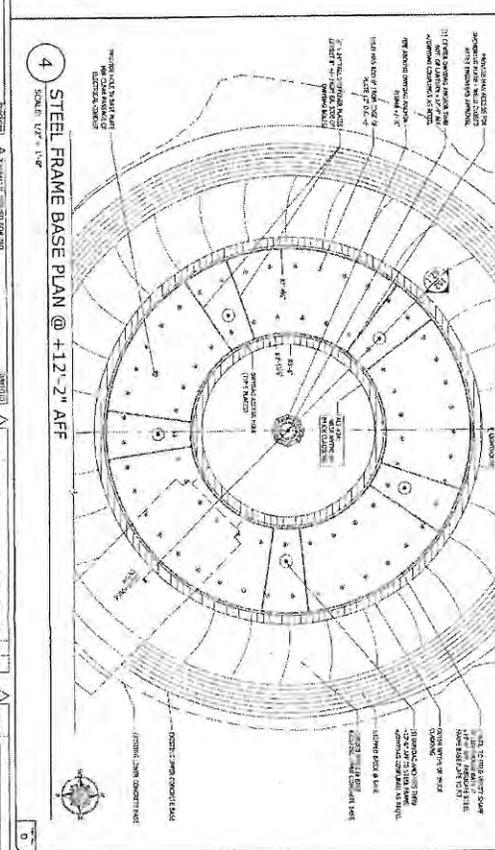
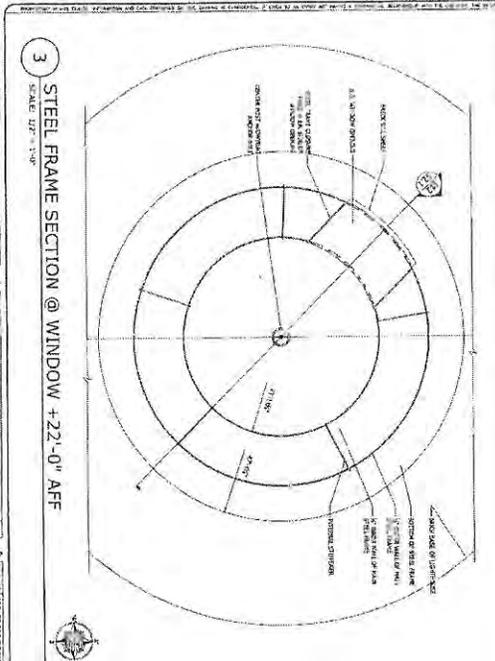
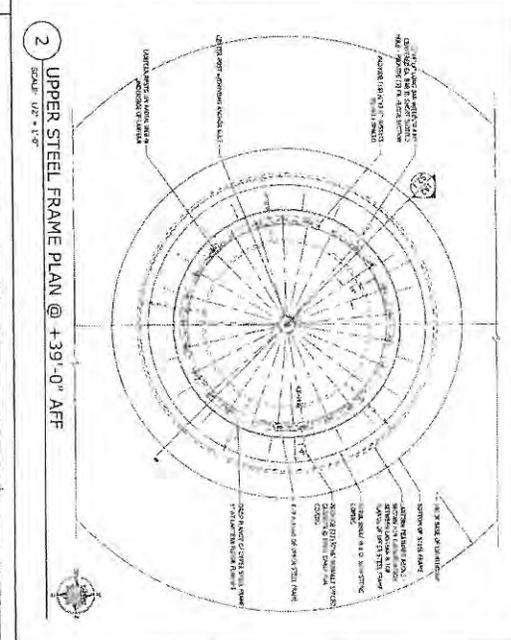
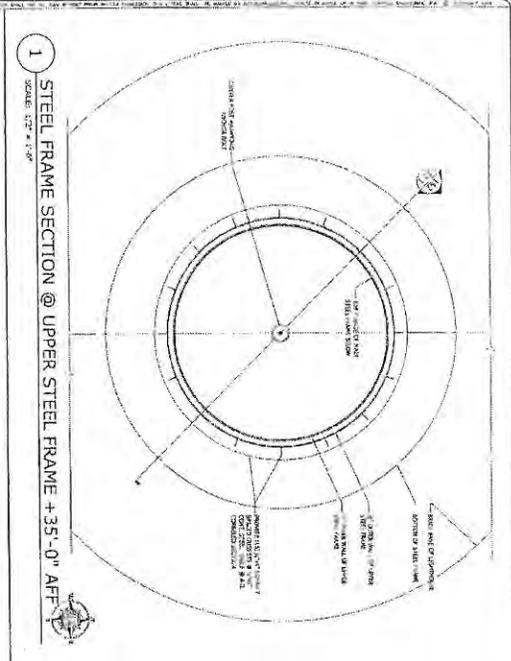


COMPTON ENGINEERING, INC.
 Engineering, Surveying, and Environmental Services
 1706 Corvent Avenue
 Pascagoula, Mississippi 39567
 Phone: (228) 762-2970 Fax: (228) 769-9079
 E-mail: compton@comptonengineering.com





<p>S2.2</p>	<p>SCALE: AS SHOWN</p>	<p>CITY OF PASCAGOULA ROUND ISLAND LIGHTHOUSE</p> <p>PHASE 3: RESTORATION/RECONSTRUCTION STRUCTURAL DETAILS</p>		<p>COMPTON ENGINEERING, INC. Engineering, Surveying, and Environmental Services</p> <p>1706 Convent Avenue Pascagoula, Mississippi 39367 Phone: (228) 762-3978 Fax: (228) 763-6079 E-mail: compton@comptonengineering.com</p>
	<p>DATE: MARCH 2012</p> <p>DESIGNER: [Name]</p> <p>DWG. BY: [Name]</p> <p>CHECK: [Name]</p> <p>APPROVED: [Name]</p>			



GENERAL NOTES:

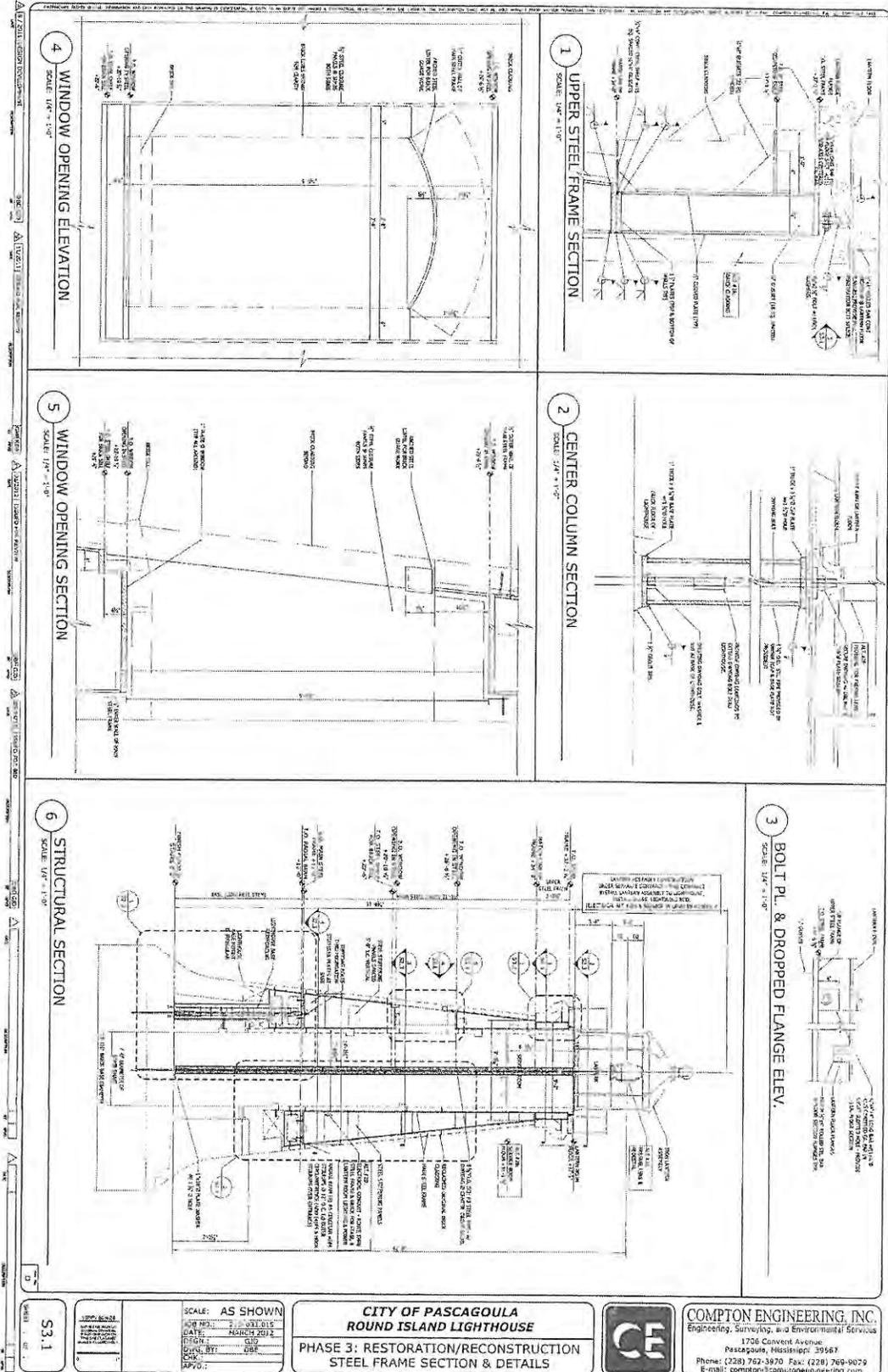
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2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
3. ALL DIMENSIONS ARE TO CENTER UNLESS OTHERWISE NOTED.
4. ALL DIMENSIONS ARE TO SURFACE UNLESS OTHERWISE NOTED.
5. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
6. ALL DIMENSIONS ARE TO CENTERLINE OF PIPE UNLESS OTHERWISE NOTED.
7. ALL DIMENSIONS ARE TO CENTERLINE OF STRUCTURE UNLESS OTHERWISE NOTED.
8. ALL DIMENSIONS ARE TO CENTERLINE OF ROAD UNLESS OTHERWISE NOTED.
9. ALL DIMENSIONS ARE TO CENTERLINE OF RAILROAD UNLESS OTHERWISE NOTED.
10. ALL DIMENSIONS ARE TO CENTERLINE OF CANAL UNLESS OTHERWISE NOTED.
11. ALL DIMENSIONS ARE TO CENTERLINE OF DITCH UNLESS OTHERWISE NOTED.
12. ALL DIMENSIONS ARE TO CENTERLINE OF TRENCH UNLESS OTHERWISE NOTED.
13. ALL DIMENSIONS ARE TO CENTERLINE OF CUTTING UNLESS OTHERWISE NOTED.
14. ALL DIMENSIONS ARE TO CENTERLINE OF FILLING UNLESS OTHERWISE NOTED.
15. ALL DIMENSIONS ARE TO CENTERLINE OF BRIDGE UNLESS OTHERWISE NOTED.
16. ALL DIMENSIONS ARE TO CENTERLINE OF TOWER UNLESS OTHERWISE NOTED.
17. ALL DIMENSIONS ARE TO CENTERLINE OF PILE UNLESS OTHERWISE NOTED.
18. ALL DIMENSIONS ARE TO CENTERLINE OF BENT UNLESS OTHERWISE NOTED.
19. ALL DIMENSIONS ARE TO CENTERLINE OF ABUTMENT UNLESS OTHERWISE NOTED.
20. ALL DIMENSIONS ARE TO CENTERLINE OF PIERS UNLESS OTHERWISE NOTED.
21. ALL DIMENSIONS ARE TO CENTERLINE OF SPILLWAY UNLESS OTHERWISE NOTED.
22. ALL DIMENSIONS ARE TO CENTERLINE OF WEIR UNLESS OTHERWISE NOTED.
23. ALL DIMENSIONS ARE TO CENTERLINE OF DAM UNLESS OTHERWISE NOTED.
24. ALL DIMENSIONS ARE TO CENTERLINE OF LOCK UNLESS OTHERWISE NOTED.
25. ALL DIMENSIONS ARE TO CENTERLINE OF CANAL LOCK UNLESS OTHERWISE NOTED.
26. ALL DIMENSIONS ARE TO CENTERLINE OF TUNNEL UNLESS OTHERWISE NOTED.
27. ALL DIMENSIONS ARE TO CENTERLINE OF UNDERPASS UNLESS OTHERWISE NOTED.
28. ALL DIMENSIONS ARE TO CENTERLINE OF OVERPASS UNLESS OTHERWISE NOTED.
29. ALL DIMENSIONS ARE TO CENTERLINE OF VIADUCT UNLESS OTHERWISE NOTED.
30. ALL DIMENSIONS ARE TO CENTERLINE OF BRIDGE DECK UNLESS OTHERWISE NOTED.
31. ALL DIMENSIONS ARE TO CENTERLINE OF BRIDGE GIRDS UNLESS OTHERWISE NOTED.
32. ALL DIMENSIONS ARE TO CENTERLINE OF BRIDGE PILES UNLESS OTHERWISE NOTED.
33. ALL DIMENSIONS ARE TO CENTERLINE OF BRIDGE BENT UNLESS OTHERWISE NOTED.
34. ALL DIMENSIONS ARE TO CENTERLINE OF BRIDGE ABUTMENT UNLESS OTHERWISE NOTED.
35. ALL DIMENSIONS ARE TO CENTERLINE OF BRIDGE PIERS UNLESS OTHERWISE NOTED.
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38. ALL DIMENSIONS ARE TO CENTERLINE OF BRIDGE DAM UNLESS OTHERWISE NOTED.
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40. ALL DIMENSIONS ARE TO CENTERLINE OF BRIDGE CANAL LOCK UNLESS OTHERWISE NOTED.
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42. ALL DIMENSIONS ARE TO CENTERLINE OF BRIDGE UNDERPASS UNLESS OTHERWISE NOTED.
43. ALL DIMENSIONS ARE TO CENTERLINE OF BRIDGE OVERPASS UNLESS OTHERWISE NOTED.
44. ALL DIMENSIONS ARE TO CENTERLINE OF BRIDGE VIADUCT UNLESS OTHERWISE NOTED.
45. ALL DIMENSIONS ARE TO CENTERLINE OF BRIDGE DECK UNLESS OTHERWISE NOTED.
46. ALL DIMENSIONS ARE TO CENTERLINE OF BRIDGE GIRDS UNLESS OTHERWISE NOTED.
47. ALL DIMENSIONS ARE TO CENTERLINE OF BRIDGE PILES UNLESS OTHERWISE NOTED.
48. ALL DIMENSIONS ARE TO CENTERLINE OF BRIDGE BENT UNLESS OTHERWISE NOTED.
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50. ALL DIMENSIONS ARE TO CENTERLINE OF BRIDGE PIERS UNLESS OTHERWISE NOTED.

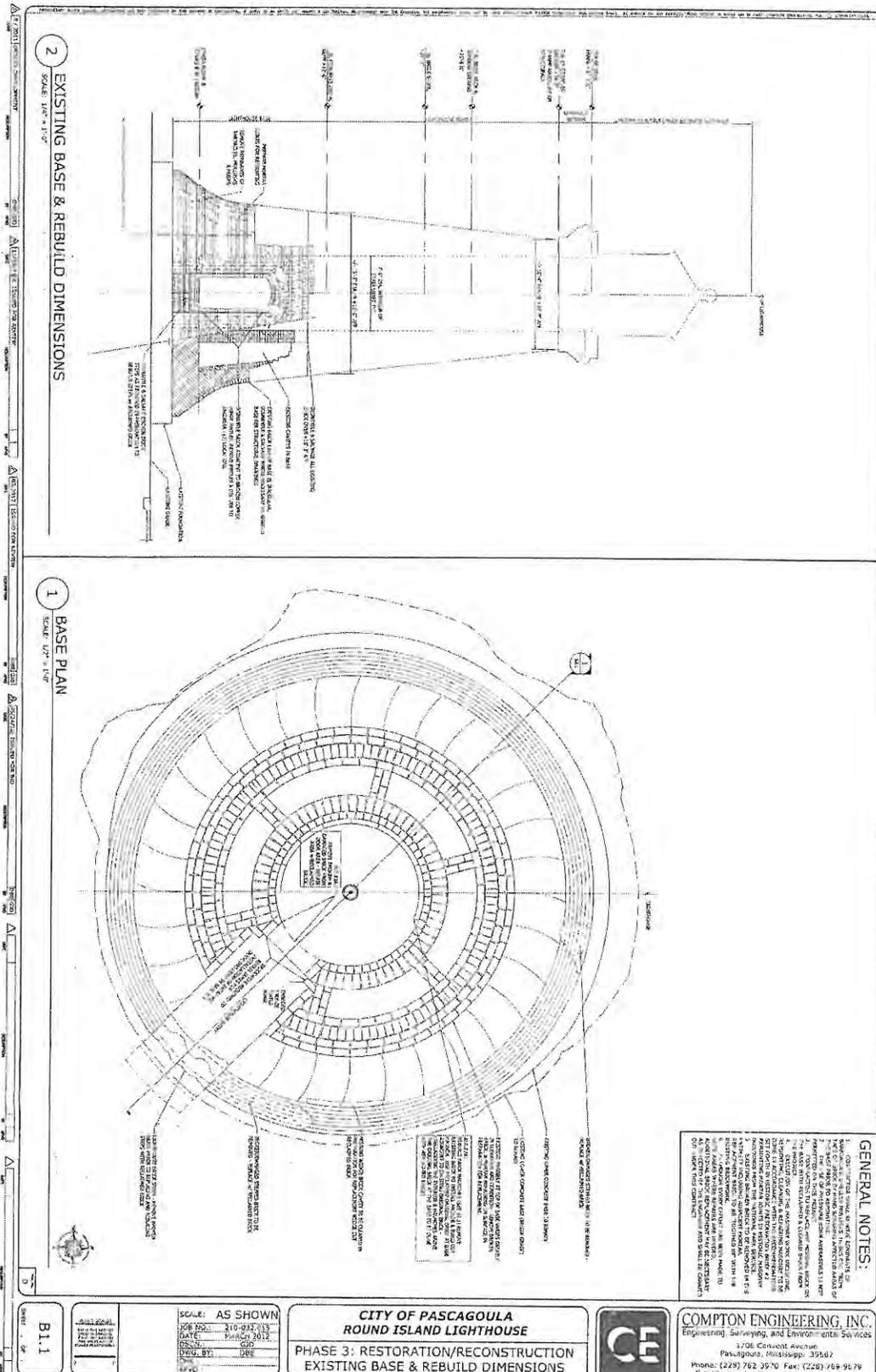
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PROJECT NO: 101011	PROJECT NAME: ROUNDTOP LIGHTHOUSE	PROJECT LOCATION: ROUNDTOP LIGHTHOUSE	PROJECT PHASE: PHASE 3: RESTORATION/RECONSTRUCTION
PROJECT NO: 101011	PROJECT NAME: ROUNDTOP LIGHTHOUSE	PROJECT LOCATION: ROUNDTOP LIGHTHOUSE	PROJECT PHASE: PHASE 3: RESTORATION/RECONSTRUCTION

CITY OF PASCAGOULA
ROUNDTOP LIGHTHOUSE
 PHASE 3: RESTORATION/RECONSTRUCTION
 STEEL FRAME PLANS



COMPTON ENGINEERING, INC.
 Engineering, Surveying, and Environmental Services
 1706 Calvert Avenue
 Pascagoula, Mississippi 39567
 Phone: (228) 762-0971 Fax: (228) 769-2876
 E-mail: compton@comptongrading.com





2 EXISTING BASE & REBUILD DIMENSIONS
 SCALE: 1/4" = 1'-0"

1 BASE PLAN
 SCALE: 1/4" = 1'-0"

GENERAL NOTES:

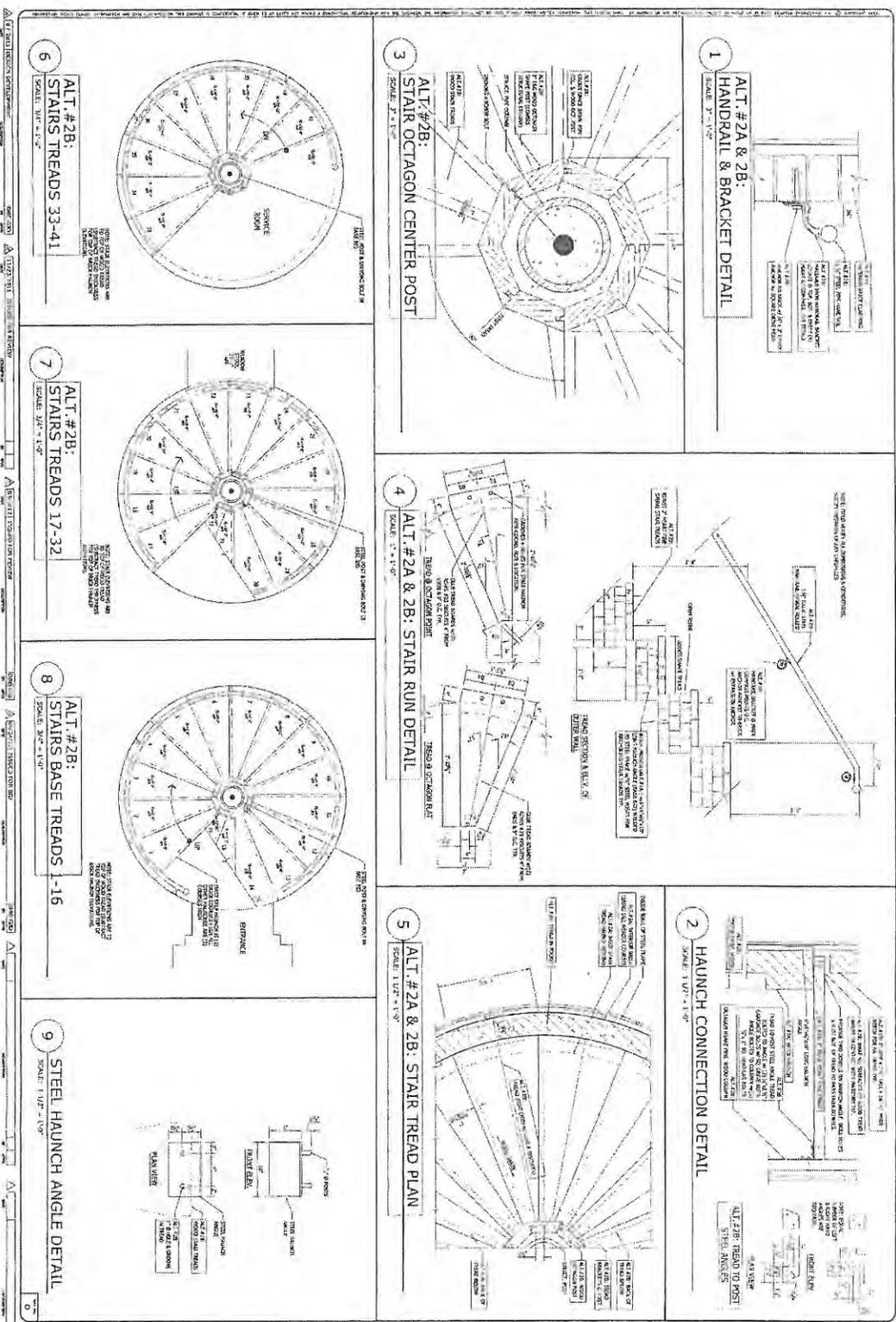
1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
2. ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL BE AS SHOWN OR APPROVED BY THE ARCHITECT.
3. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.
4. ALL MATERIALS SHALL BE OF THE BEST QUALITY AVAILABLE.
5. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.
6. ALL MATERIALS SHALL BE OF THE BEST QUALITY AVAILABLE.
7. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.
8. ALL MATERIALS SHALL BE OF THE BEST QUALITY AVAILABLE.
9. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.
10. ALL MATERIALS SHALL BE OF THE BEST QUALITY AVAILABLE.

<p>B.1.1</p>	<p>SCALE: AS SHOWN</p> <p>DATE: MARCH 2012</p> <p>DRAWN BY: [Name]</p> <p>CHECKED BY: [Name]</p>
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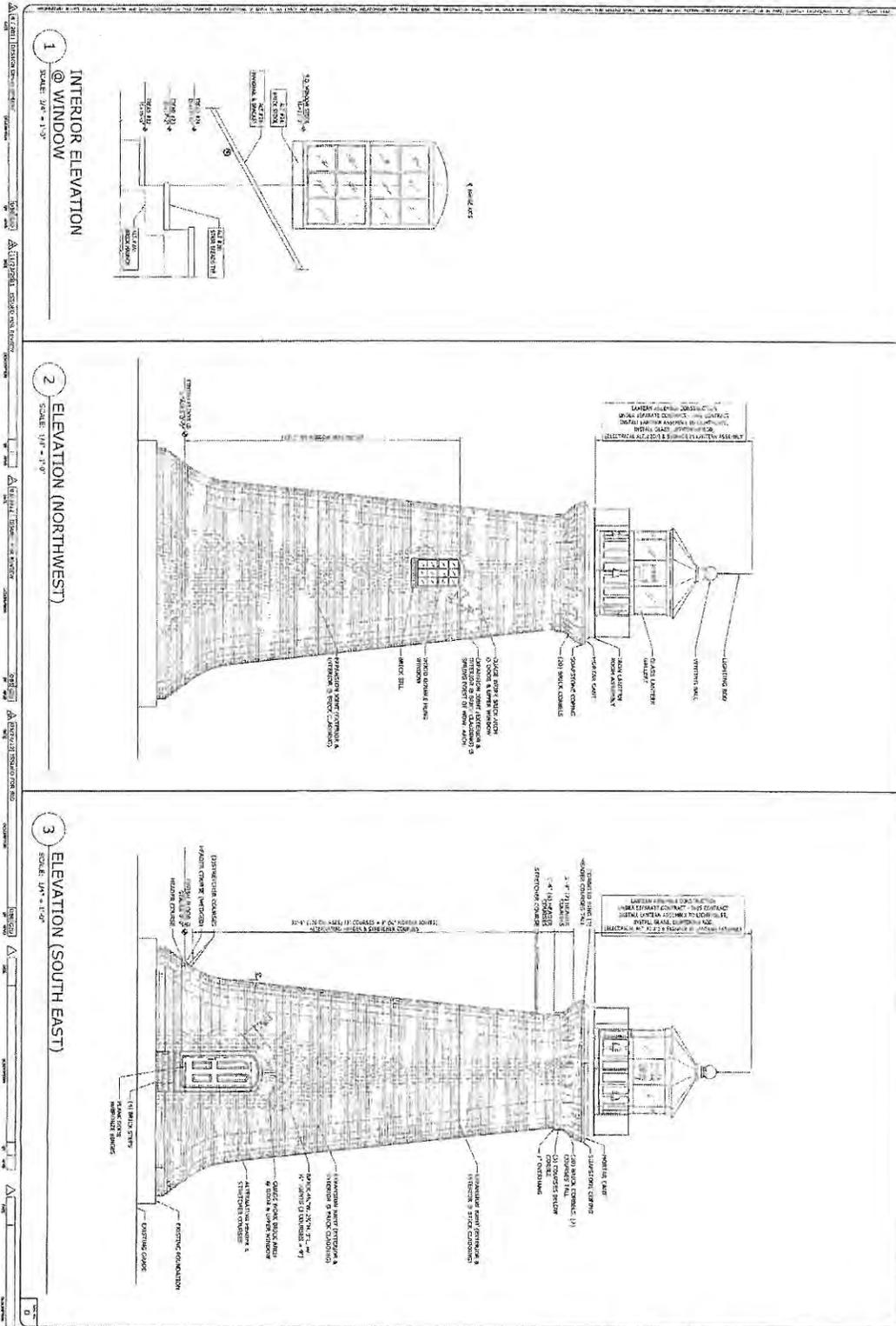
CITY OF PASCAGOULA
ROUND ISLAND LIGHTHOUSE
PHASE 3: RESTORATION/RECONSTRUCTION
EXISTING BASE & REBUILD DIMENSIONS



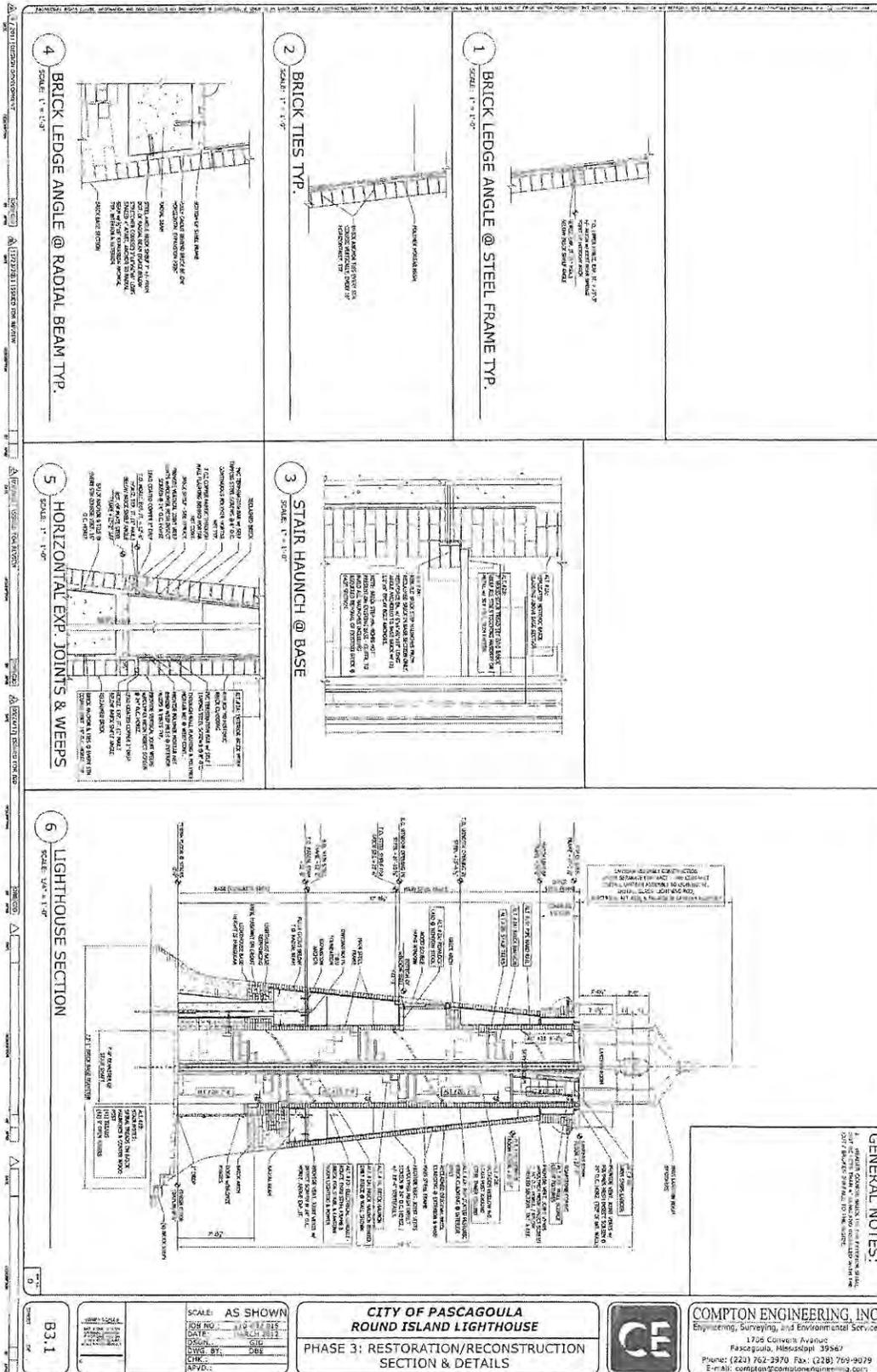
COMPTON ENGINEERING, INC.
 Engineering, Surveying, and Environmental Services
 1706 Convent Avenue
 Pascagoula, Mississippi 39562
 Phone: (228) 762-3970 Fax: (228) 769-9179
 E-mail: compton@cei.com or cein@comptonengineering.com



<p>DATE: 03/26/13 DRAWN BY: EBB CHECKED BY: EBB SCALE: AS SHOWN</p>	<p>CITY OF PASCAGOULA ROUND ISLAND LIGHTHOUSE PHASE 3: RESTORATION/RECONSTRUCTION STAIRS PLAN & DETAILS</p>		<p>COMPTON ENGINEERING, INC. Engineering, Surveying, and Environmental Services 1706 Convent Avenue Pascagoula, Mississippi 39569 Phone: (228) 762-3970 Fax: (228) 765-9079 E-mail: compton@comptonengineering.com</p>
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SHEET B2.1	SCALE: AS SHOWN DATE: MARCH 2012 DRAWN BY: [Name] CHECKED BY: [Name]	CITY OF PASCAGOULA ROUND ISLAND LIGHTHOUSE PHASE 3: RESTORATION/RECONSTRUCTION EXTERIOR & INTERIOR ELEVATIONS		COMPTON ENGINEERING, INC. Engineering, Surveying, and Environmental Services 1736 Colwell Avenue Pascagoula, Mississippi 39567 Phone: (228) 762-3970 Fax: (228) 769-9079 E-mail: compton@comptonengineering.com



GENERAL NOTES:
 1. ALL MATERIALS SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.
 2. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.
 4. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
 5. ALL UTILITIES SHALL BE PROTECTED AND DEEPER THAN THE ORIGINAL GRADE.
 6. THE CONTRACTOR SHALL MAINTAIN THE EXISTING CURBS AND SIDEWALKS UNLESS OTHERWISE NOTED.
 7. ALL NEW CONCRETE SHALL BE FINISHED TO MATCH THE EXISTING SURFACE.
 8. ALL NEW PAINT SHALL BE MATCHING THE EXISTING COLOR AND TYPE.
 9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.
 10. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.

COMPTON ENGINEERING, INC.
 Engineering, Surveying, and Environmental Services
 1705 Convent Avenue
 Pascagoula, Mississippi 39347
 Phone: (228) 762-3970 Fax: (228) 769-9079
 E-mail: compton@comptongen.com



**CITY OF PASCAGOULA
 ROUND ISLAND LIGHTHOUSE**
 PHASE 3: RESTORATION/RECONSTRUCTION
 SECTION & DETAILS

SCALE: AS SHOWN
REV. NO. 1
DATE 08/11/11
DESIGN: CLE
DRAWN BY: DBE
APPROVED: [Signature]

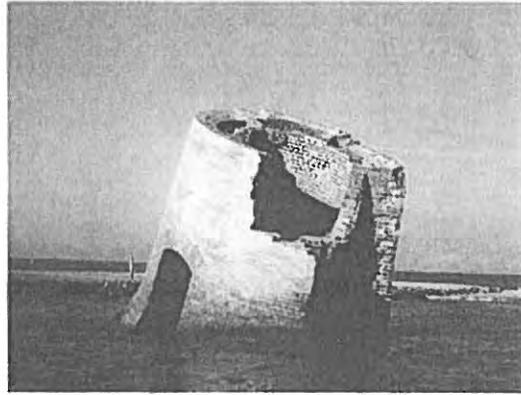
B3.1

2014 Transportation Alternatives Program
City of Pascagoula – Application
Priority #2 – Round Island Lighthouse

Maps, Plans and Photographs - E



Round Island Lighthouse in 1998



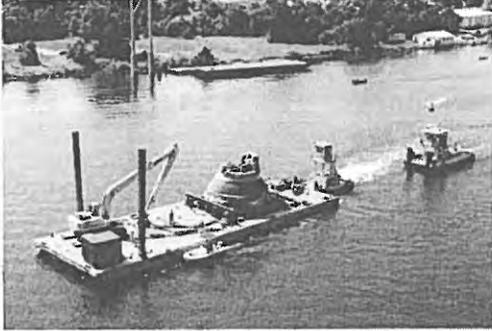
Round Island Lighthouse after Hurricane Georges in 1998



Sections of the Lighthouse recovered after Georges

2014 Transportation Alternatives Program
City of Pascagoula – Application
Priority #2 – Round Island Lighthouse

Maps, Plans and Photographs - E



Lighthouse moving up the Pascagoula River in 2010



Moving the base to its permanent site



Lighthouse base in its new site next to the bridge under construction

2014 Transportation Alternatives Program
City of Pascagoula – Application
Priority #2 – Round Island Lighthouse



Exterior Construction Complete

2013 Transportation Alternatives Program
City of Pascagoula – Application
Priority #2 – Round Island Lighthouse

Estimated Budget			
Item	Description	QTY	Amount
1	Interior masonry complete with all accessories (brick labor only)	Quote	\$80,000
2	Radial wood stairs, center wood post, service platform, radial stair handrail, and ladder to gallery.	LS	\$97,750
3	Lantern gallery interior finishes (walls and ceiling)	LS	\$34,500
4	Electrical (interior incandescent complete including service to lighthouse)	LS	\$54,050
5	Lantern gallery electrical - 4th Order replica Fresnel lense and pedestal	LS	\$65,550
6	Interior masonry whitewash	LS	\$12,650
			<u>\$344,500</u>

- * Cost for interior masonry were taken from recent quotes.
- * Costs for remaining budget items were taken from the highest bid from the original construction contract then increased by 15%

BID OPENING
ROUND ISLAND LIGHTHOUSE RESTORATION
PHASE 3: RESTORATION/RECONSTRUCTION OF THE LIGHTHOUSE
FOR
CITY OF PASCAGOULA
TUESDAY, JULY 10, 2012 AT 2:00 P.M.

Bid Bond included:		Yes	2, 3, 4, and 5 (not 1)		Yes	1, 2, 3, 4, and 5		Yes
Addenda received and acknowledged:			01249-MC			06751		
Certificate of Responsibility Number:			01249-MC			11719-MC		
Engineer's Estimate		J. O. Collins Contractor, Inc.		Lathan Company, Inc.		Phoenix Coatings, Inc.		
		P.O. Box 1205 Blount, MS 39513		5450 Rangeline Road Mobile, AL 36619		900 Industrial Court Pensacola, MS 32505		

BASE BID										
ITEM	DESCRIPTION	UNIT	QTY.	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	NOTE	UNIT PRICE	AMOUNT
1	Mobilization/demobilization	LS	1	\$ 80,000.00	\$ 80,000.00	\$ 63,600.00	\$ 63,600.00		\$ 25,000.00	\$ 25,000.00
2	Structural steel band around base of existing foundation	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 6,500.00	\$ 6,500.00		\$ 10,000.00	\$ 10,000.00
3	Concrete foundation in existing lighthouse	LS	1	\$ 50,000.00	\$ 50,000.00	\$ 30,300.00	\$ 30,300.00		\$ 20,000.00	\$ 20,000.00
4	Steel structure including center support post, lintels, and brackets	LS	1	\$ 125,000.00	\$ 125,000.00	\$ 297,000.00	\$ 297,000.00		\$ 300,000.00	\$ 300,000.00
5	Lantern gallery installation onto steel structure	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 9,000.00	\$ 9,000.00		\$ 30,000.00	\$ 30,000.00
6	Lantern gallery glazing/glass (impact rated)	LS	1	\$ 7,500.00	\$ 7,500.00	\$ 8,500.00	\$ 8,500.00		\$ 37,500.00	\$ 37,500.00
7	Reclaiming brick from existing masonry components (brick - material only - cost per 1,000)	EA	15	\$ 5,000.00	\$ 75,000.00	\$ 5,000.00	\$ 75,000.00		\$ 2,000.00	\$ 30,000.00
8	Exterior masonry complete including all accessories (brick - labor only, see Item 7 for material)	EA	1	\$ 155,000.00	\$ 155,000.00	\$ 77,000.00	\$ 77,000.00		\$ 200,000.00	\$ 200,000.00
9	Exterior masonry brick steps and concrete foundation	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 5,800.00	\$ 5,800.00		\$ 25,000.00	\$ 25,000.00
10	Exterior masonry whitewash	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 11,600.00	\$ 11,600.00		\$ 10,000.00	\$ 10,000.00
11	Exterior soapstone coping	LS	1	\$ 8,500.00	\$ 8,500.00	\$ 14,000.00	\$ 14,000.00		\$ 15,000.00	\$ 15,000.00
12	Lighthouse entrance door (impact rated)	EA	1	\$ 8,500.00	\$ 8,500.00	\$ 5,500.00	\$ 5,500.00		\$ 5,000.00	\$ 5,000.00
13	Lighthouse double hung wood window (impact rated)	EA	1	\$ 5,000.00	\$ 5,000.00	\$ 2,600.00	\$ 2,600.00		\$ 3,500.00	\$ 3,500.00
14	Lighting protection	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 29,600.00	\$ 29,600.00		\$ 28,000.00	\$ 28,000.00
TOTAL BASE BID:					\$ 531,500.00		\$ 636,000.00			\$ 739,000.00
										\$ 949,990.00

BID OPENING
ROUND ISLAND LIGHTHOUSE RESTORATION
PHASE 3: RESTORATION/RECONSTRUCTION OF THE LIGHTHOUSE
FOR
CITY OF PASCAGOULA
TUESDAY, JULY 10, 2012 AT 2:00 P.M.

	Engineer's Estimate	J. O. Collins Contractor, Inc.
		Lathan Company, Inc.
		Phoenix Coatings, Inc.

ALTERNATES												
NO.	DESCRIPTION	UNIT	QTY.	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	NOTE	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1A	Exterior masonry - supplementing reclaimed brick with new replica brick (brick material only - cost per 1,000)	EA	15	\$ 5,000.00	\$ 75,000.00	\$ 4,500.00	\$ 67,500.00		\$ 3,000.00	\$ 45,000.00	\$ 4,190.00	\$ 62,850.00
2A	Interior masonry - supplementing reclaimed brick with replica brick including accessories (brick - material only - cost per 1,000)	EA	8	\$ 1,562.50	\$ 12,500.00	\$ 4,500.00	\$ 36,000.00		\$ 3,000.00	\$ 24,000.00	\$ 4,190.00	\$ 33,520.00
2B	Interior masonry complete including all accessories (brick - labor only, see Alternate 2A for material)	LS	1		*	\$ 37,000.00	\$ 37,000.00		\$ 75,000.00	\$ 75,000.00	\$ 77,360.00	\$ 77,360.00
2C	Radial wood stairs, center wood post, service platform, radial stair handrail, and ladder to gallery	LS	1	\$ 17,500.00	\$ 17,500.00	\$ 53,000.00	\$ 53,000.00		\$ 85,000.00	\$ 85,000.00	\$ 41,745.00	\$ 41,745.00
2D	Lantern gallery interior finishes - walls and ceiling	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 15,000.00	\$ 15,000.00		\$ 30,000.00	\$ 30,000.00	\$ 12,500.00	\$ 12,500.00
2E	Electrical - interior incandescent complete including service to lighthouse	LS	1	\$ 3,000.00	\$ 3,000.00	\$ 11,500.00	\$ 11,500.00		\$ 47,500.00	\$ 47,500.00	\$ 12,100.00	\$ 12,100.00
2F	Lantern gallery electrical - 4th Order replica Fresnel lens and pedestal	LS	1	\$ 32,500.00	\$ 32,500.00	\$ 36,000.00	\$ 36,000.00		\$ 57,500.00	\$ 57,500.00	\$ 48,600.00	\$ 48,600.00
2G	Interior masonry whitewash	LS	1		*	\$ 3,500.00	\$ 3,500.00		\$ 11,000.00	\$ 11,000.00	\$ 4,175.00	\$ 4,175.00

Notes: 1 - Did not acknowledge Addendum No. 1 on Page 1 of Bid Form.

*Engineer's estimate included in base bid line items. These items broken out for budget management purposes only.



Certified correct by: L. David Compton, P.E.
Project Engineer

**ORDER CERTIFYING
2014 TRANSPORTATION ALTERNATIVES PROGRAM
ACKNOWLEDGEMENTS
ROUND ISLAND LIGHTHOUSE RESTORATION**

WHEREAS, the City of Pascagoula is applying for funding to the Transportation Alternatives Program through the Mississippi Department of Transportation; and

WHEREAS, the Round Island Lighthouse is a gateway to the City of Pascagoula and a historic transportation facility; and

WHEREAS, completing this project entails meeting all the regulator requirements of both the state and federal governments:

NOW, THEREFORE, BE IT ORDERED AS FOLLOWS:

The City of Pascagoula certifies to the best of its knowledge that no foreseeable legal impediments exist that would prohibit completion of the proposed project and that the project will comply with all applicable codes, standards and regulations required for completion.



AGENDA ITEM REQUEST FORM

Meeting Date: 01/21/2014

Submitting Department or Individual: Community Development

Contact Name: Jen Dearman

Phone: 938-6651

Agenda Topic: 2014 Five Star Restoration Program Application

Attach additional information as necessary

Action Requested:

Request Council approval to apply for the 2014 Five Star Restoration Program. Application requests \$25,000 and has a 50% or \$25,000 in-kind match. This funding will be used to restore one acre of urban forest in I.G. Levy Park to foster natural habitat and environmental stewardship within the community.

Budgeted Item	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Source of Funding	<input type="checkbox"/> General Fund
Contract Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input type="checkbox"/> Utility Fund
Mayor or Manager's Signature Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Grant
				<input type="checkbox"/> Other

*For grants and contracts, attach two (2) originals for Mayor or Manager's signature
For ordinances, resolutions, or other correspondence, attach one (1) original for Mayor or Manager's signature*

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Instructions

Enter the details requested below regarding the organization requesting the grant, and the primary person contact for the organization. **Click Help for examples and instructions.** Click **Save** regularly to save your work. **The system will timeout and you will lose unsaved work if you do not save at least once every hour.** Click **Save and Continue** to save and move to the next page. Fields marked with a red asterisk (*) are required for final submission for most programs. Click here to view Foundation Guidelines for this Funding Opportunity.

Organization Information - Click Help for examples and instructions.

Organization Name * City of Pascagoula, Mississippi
 Click **Select...** to choose from organization list.

Organization State, Congressional District, Web and E-mail - Click Help for examples and instructions.

State/Province/Territory and Congressional District

Select the State/Province/Territory where your organization is located from the drop-down field below. The page will refresh, and if a US state is selected, the available congressional districts for the selected state will be displayed in the Congressional District drop-down field below. Select the congressional district of your organization's location from the drop-down. Congressional districts are only available and required for US states.

State/Province/Territory *

Congressional District *

Organization Web Address
 E.g., www.myorganization.org.

Organization General E-mail Address

Primary Contact Information - The accountholder's name and e-mail address have been entered for you. Click Help for examples and instructions.

Name
 Prefix

 First * Middle Last *

 Suffix

Position Title
 Enter your position with the organization named above.

Address (Primary) *
 This is where correspondence and documentation will be sent.

Street Address Line 1 *

Street Address Line 2

Street Address Line 3

City * State/Province/Territory *

Region (International Applicants only) Zip/Postal Code *

Country *

Phone * (Primary)
 Enter numbers only, e.g., 3015557777. Extension

Fax
 Enter numbers only, e.g., 3015557777.

E-mail * (Primary)

Five Star Restoration Program
City of Pascagoula Application
I.G. Levy Park Urban Forest Restoration in Pascagoula, MS

Project Information

Amount Requested & Matching Contributions:

Grant Amount: \$25,000

In-kind Matching Contributions Proposed: \$25,000

Project Title:

I.G. Levy Park Urban Forrest Restoration in Pascagoula, MS

Project Description:

Restore one acre of urban forest in a Pascagoula, MS Community Park to increase bird habitat near Whitehead Lake. Project partners will remove invasive species, plant trees, and plant rain gardens.

Project Abstract:

The City of Pascagoula will partner with the Pascagoula River Audubon Center, Mississippi Gulf Coast Community College Jackson County Campus (MGCCC), William Colmer Middle School, Church of the Rock, and Mississippi Urban Forestry Commission (MUFC) to restore one acre of urban forest, install two rain gardens, and remove one acre of invasive plant species. Human sprawl and the urban environment are constantly expanding and reducing the amount of urban forest. Birds and other wildlife do not have enough sustainable densities of habitat to flourish. The bio-diversity of plants and forest communities is what creates the origins of the food chain. When restoring habitats it is not only important to replant with these native host plants, but equally important to use species that supply berries, drupes, or fruit for wildlife during nesting season and the winter. Rain water gardens are landscape design elements that control storm water runoff. Open areas such as fields or parks also allow storm water to travel across the surface of the ground because of the lack of plants or trees in these areas. Trees and plants can slow down the flow of the water and the chemical pollutants in the storm water can be absorbed by their root systems. Partners and volunteers will mitigate these threats by removing invasive species and re-planting native species with wildlife value. Projected metrics include six restoration sessions, two education lectures to help youth understand the importance of habitat, and recruitment of 100 volunteers.

Project Key Words:

Conservation Action and Major Habitat

Sub-keywords:

Action – Species Management

Action – Education and Awareness

Habitat - Forest

Five Star Restoration Program
City of Pascagoula Application
I.G. Levy Park Urban Forest Restoration in Pascagoula, MS

Project Location:

Project Location Country: North America – United States

Project Location State: Mississippi

Project Location U.S. Congressional District: District 4

Project Location Description:

I.G. Levy Park is a community park that serves low to moderate income neighborhoods. Scranton Nature Center is located in the park next to Whitehead Lake. Multiple hurricanes have resulted tree loss.

Project Narrative:

The City of Pascagoula requests \$25,000 in Five Star Restoration Program funding for a project that will build community partnerships and foster environmental stewardship. Scranton Nature Center is located in I.G. Levy Park near Whitehead Lake. The urban forest, rain gardens and invasive species removal will occur in an acre of land around the Scranton Nature Center.

Urban Forest

The continued increase of human sprawl and the urban environment constantly expanding creates many difficulties for wildlife. Pockets of habitat are spread out so much that birds and other wildlife do not have enough sustainable densities of habitat to flourish. The main reason is because of the loss of diverse native plant communities. The bio-diversity of plants and forest communities is what creates the origins of the food chain.

In these common “bare” environments, wildlife has little sustenance, structures, or food sources to raise their young. A common example of this is open fields or turf lawns in the average urban community. In addition to this, most home owners and commercial landscapers use nonnative ornamental trees and plants from various parts of the world which do not support insects.

Insects are attracted to native plants because of a unique evolutionary relationship they have developed over thousands of years. These native trees, shrubs, and herbaceous plants serve as “host” plants for these insects. Host plants allow insects to use the leaf structures of the plant as a food source for their offspring. Certain insects only eat specific plants because they have evolved to digest the chemical composition of their host plant. A good example of this relationship is with the native Passion Flower. (*Passiflora incarnata*) The Gulf Fritillary butterfly can only use this plant species and no other passion flower from other parts of the world. Native forest trees also serve as host plants for a multitude of moths and butterflies that lay their eggs on its leaves so the caterpillars can consume the leaf matter. Insects are a major food source for birds, reptiles, and mammals because of their high protein content, and caterpillars serve as the main food source for baby birds. Without a substantial supply of caterpillars, adult birds have to work harder to find them or travel farther from the nest

Five Star Restoration Program
City of Pascagoula Application
I.G. Levy Park Urban Forest Restoration in Pascagoula, MS

leaving the babies open to increased predation and starvation. Birds are indicator species so the presence of birds indicates that the habitat is healthy.

The main threat to birds and wildlife in the urban and suburban landscape is species loss which could dramatically alter the food chain. If a species disappears, it will be hard for another species to fill its ecological niche because these small pockets of habits are not large enough to sustain multiple species to fill the void in the food chain. When restoring habitats it is not only important to replant with these native host plants, but equally important to use species that supply berries, drupes, or fruit for wildlife during nesting season and the winter.

Rainwater Gardens

Rain water gardens are landscape design elements that control storm water runoff. As rainwater travels across the landscape, it picks up pollutants including chemical fertilizer, pesticides, herbicides, engine oil, gasoline, and traditional garbage discarded by humans. Building structures, parking lots, and even grass lawns capture greater amounts of water because they are impervious surfaces (surfaces that do not allow the permeation of water). Rainwater travels faster and with more force off of these surfaces to lower areas in the landscape and does not naturally percolate into the ground and feed aquifers. These lower areas are usually parts of the habitat that are either water bodies themselves, or they are vehicles to carrier rainwater into the surrounding watershed. (bay head swamps, drainage basins, or canals) Open areas such as fields or parks also allow storm water to travel across the surface of the ground because of the lack of plants or trees in these areas. Trees and plants can slow down the flow of the water and the chemical pollutants in the storm water can be absorbed by their root systems. The greatest threat to the watershed is the introduction of chemicals into water ways. Home owners, commercial gardeners, and municipalities overuse nitrogen in yards, parks, and gardens. Storm water runoff sweeps chemicals into the watershed because of the violent force that it travels off surrounding impervious surfaces.

The presence of large amounts of nitrogen in aquatic habitats creates a serious environmental hazard called hypoxia. Hypoxia is the process of the absorption of oxygen in water bodies. This lack of oxygen is created when the large amounts of nitrogen kick start and sustain large masses of algae (algae blooms). As the algae blooms eventually die, they decompose in the water. This decomposition process absorbs or uses most of the oxygen content of the water and kills the aquatic plants and fish present. Storm water also carries pesticides and herbicides into water bodies that can have a detrimental effect on aquatic life forms. This can lead to water bodies that support very little life and do not sustain any wildlife that depend on open freshwater environments (reptiles, amphibians, fish, and shore/water birds).

Five Star Restoration Program
City of Pascagoula Application
I.G. Levy Park Urban Forest Restoration in Pascagoula, MS

In I.G. Levy Park, this project has the potential to negate or significantly eliminate the chances of threat to the food chain and the wildlife that depends on healthy, sustainable habitats in the urban environment.

Education and Outreach

Honor Students from the Mississippi Gulf Coast Community College will be invited to develop a curriculum based on the environment, habitat, and the food chain to be presented to 8th Grade students at William Colmer Middle School and the Parks and Recreation Department Spring Break Camp. In addition honor students will be provided the opportunity to research the 16 native tree and plant species to include on interpretive signage. Further, honor students will draw samples of water from Whitehead Lake at I.G. Levy Park, send for testing, and provide a baseline for future water testing of the lake. The MUFC will provide content and guidance in the design of educational materials to be distributed through the City's approximate 6,800 households.

The Pascagoula River Audubon Center has expertise in urban forest and bird habitat restoration as well as rainwater gardens and invasive species removal. Six restoration sessions are planned with over 100 volunteers promised to participate from MGCCC, William Colmer Middle School, Kiwanis Club of Pascagoula, and Church of the Rock. One day will focus on invasive species removal including: Chinese Tallow (Popcorn Tree), Japanese Privet, Chinese Privet, Camphortree, Bradford Pear, and Cogon Grass. Two days will be used to install rainwater gardens to mitigate runoff from the Scranton Nature Center's roof. It will take approximately three days to install approximately 100 trees and plants that will restore the one acre of urban forest including: Yaupon Holly, Wax Myrtle, Fingertree, Redbud, Southern Live Oak, Red Maple, Red Mulberry, Eastern Red Cedar, Mockernut, American Persimmon, American Holly, Sweetgum, Southern Magnolia, Black Cherry, Red Buckeye, and American Beautyberry. Volunteers receive hands on experience in habitat restoration and best storm water management practices. Volunteers will leave the restoration sessions with the knowledge to promote native habitat in their own yards by making landscaping decisions with wildlife value. Volunteers will also be given an understanding on how to reduce storm water runoff with landscaping.

Attachments:

1. Itemized Breakout of Trees to be Planted
2. Budget
3. In-kind Matching Contributions
4. Urban Forest Plan Around Scranton Nature Center, I.G. Levy Park

**Attachment 1
Itemized Breakout of Trees to be Planted**

**National Fish and Wildlife Foundation
2014 Five Star Restoration Program
I.G. Levy Park Urban Forest Restoration in Pascagoula, MS**

Itemized Breakout of Trees to be Planted			
Tree	Qty	Unit Price	Line Total
Yaupon Holly	6	\$9	\$54
Wax Myrtle	40	\$9	\$360
Fingertree	5	\$27	\$135
Redbud	2	\$9	\$18
Southern Live Oak	10	\$9	\$90
Red Maple	3	\$19	\$57
Red Mulberry	2	\$27	\$54
Eastern Red Cedar	2	\$27	\$54
Mockernut	3	\$80	\$240
American Persimmon	3	\$9	\$27
American Holly	4	\$27	\$108
Sweetgum	3	\$11	\$33
Southern Magnolia	3	\$27	\$81
Black Cherry	1	\$27	\$27
Red Buckeye	11	\$9	\$99
American Beautyberry	2	\$9	\$18
Cost of Trees and Plants:			\$1,455
# of Trees and Plants Installed:		100	

Attachment 2
Budget

National Fish and Wildlife Foundation
2014 Five Star Restoration Program
I.G. Levy Park Urban Forest Restoration in Pascagoula, MS

Budget		
Contractual Services		
Project Design and Restoration Sessions	\$11,000	
Tree Installation	\$3,000	\$14,000
Supplies and Materials		
Native Plants and Trees	\$1,455	
Tree Delivery	\$500	
Watering Bags for Trees	\$1,000	
Plastic Tree Gaurds	\$100	
Rainwater Gardens	\$1,000	
Landscape Fabric	\$600	
Mulch	\$1,505	
Herbizide	\$500	
Interpretive Signage	\$3,240	
Baseline Water Testing	\$200	
Small Tools	\$300	
Work gloves	\$400	
Water Bottles	\$200	\$11,000
Funding Requested from the Five Star Restoration Program:		<u>\$25,000</u>

National Fish and Wildlife Foundation
2014 Five Star Restoration Program
I.G. Levy Park Urban Forest Restoration in Pascagoula, MS

In-kind Matching Contributions			
Partner	Qualifications	Contributions	Estimated Value of Contributions
City of Pascagoula, MS	Parks Planning, Development and Operations	Provide direction on park development and operations in accordance with Parks and City planning goals	\$5,525
Pascagoula River Audubon Center	Naturalists, educators	Advise on habitat and species selection for the urban forest	\$5,000
Mississippi Gulf Coast Community College	Community Educators, manual labor	Develop and administer education curriculum about native habitat; volunteer hours to remove invasive species, plant urban forest and rain gardens	\$4,800
Colmer Middle School	Manual labor	Volunteer hours to remove invasive species, plant urban forest and rain gardens	\$1,800
Kiwanis Club of Pascagoula	Manual labor	Volunteer hours to remove invasive species, plant urban forest and rain gardens	\$600
Church of the Rock	Manual labor	Volunteer hours to remove invasive species, plant urban forest and rain gardens	\$6,000
Mississippi Urban Forestry Commission	Management of urban and community forests	Develop education and outreach materials	\$1,275
In-kind Matching Contributions Total:			\$25,000

Urban Forreast Rough

Attachment 4

Urban Forest Plan around Scranton Nature Center, I.G. Levy Park

1" = 50 FT.

1 ACRE = 43,560 SQ FEET
PLANTING AREA 40,000 SQ FEET





AGENDA ITEM REQUEST FORM

Meeting Date: January 21, 2014

Submitting Department or Individual: City Attorney

Contact Name: Eddie Williams

Phone: 938-6605

Agenda Topic: Probation Provider Supplement Agreement

Attach additional information as necessary

Action Requested:

Approve agreement and authorize City Manager to sign

Budgeted Item	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Source of Funding	<input type="checkbox"/>	General Fund
Contract Required	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		<input type="checkbox"/>	Utility Fund
Mayor or Manager's Signature Required	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		<input type="checkbox"/>	Grant
				<input type="checkbox"/>	Other

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PROBATION PROVIDER SUPPLEMENT AGREEMENT

This **PROBATION PROVIDER SUPPLEMENT AGREEMENT ("Agreement")**, dated as of **December 1, 2013**, is by and between City of Pascagoula, Miss, ("**City**"), and Court Programs, Inc. David Rothbart, President ("**Provider**") City and Provider being referred to collectively in this Agreement as the "**Parties**" and individually as a "**Party**".

RECITALS:

1. Provider has purchased through an Asset Purchase Agreement the existing contract for Probation Services in and for the City of Pascagoula.
2. Provider and City desire to continue services to the City for Probation Services as desired by the Municipal Court. Provider agrees to the stipulated service(s) noted in prior contract.
3. The Parties desire to set forth a continued Service Provider agreement with policy changes as indicated.

NOW, THEREFORE, in consideration of the mutual covenants, representations, and agreements and the conditions set forth in this Agreement and the Recitals which are incorporated by reference, the adequacy and sufficiency of which the Parties acknowledge, City and Provider hereby agree as follows:

ARTICLE 1.

- 1.1 Provider will adjust and amend fees previously agreed to in initial Provider agreement. Provider agrees to collect and forward to City all assigned Court Costs and fines from defendants sentenced through Municipal Court. All assessed Costs and fines will be enforced and returned to the Court Clerk at a rate of 100% collected. The monies collected will be in the form of a money order, if possible, and documented as chain of custody of funds.
- 1.2 Provider agrees to conform to any and all applicable MS Code of 1972 amended laws or statutes regarding the agreed services.
- 1.3 Provider will charge any and all defendants supervised a monthly supervision fee as follows, taking into consideration the indigence status of any and all defendants.
 - \$10.00 intake fee
 - \$30.00 monthly fee for Court fine only cases
 - \$50.00 monthly fee for Criminal cases
 - \$20.00 for ordered drug testing
- 1.4 Provider agrees to provide City and Court with any desired statistical reports, as needed.
- 1.5 Provider agrees to maintain a fully staffed office in the City with regular hours of operation during the business week.
- 1.6 City agrees to provide access and work space for Provider in its applicable City buildings.
- 1.7 City agrees to consider new programs and offerings to assist Municipal Court in its mission.

ARTICLE 2.

REPRESENTATIONS AND WARRANTIES

CITY AND PROVIDER hereby represents and warrants to the following:

- 2.1 Power. City and Provider have the authority to enter into this Agreement and perform its obligations hereunder.
- 2.2 Execution, Delivery; Valid and Binding Agreement. This Agreement has been duly executed and delivered by the Parties and the Agreement constitutes the valid and binding obligation of City and Provider to enter into this Agreement.
- 2.3 Term of Agreement. City and Provider accept and understand that each Party shall fulfill their stipulated agreements. If either Party is unsatisfied or has any misunderstanding of either of their responsibilities to each other the Parties agree to communicate verbally to resolve any specific concern. If that concern is unable to be rectified mutually then a notice in writing of fault will be issued and each Party shall have 30 days to correct the concern to each other's satisfaction. At any point during this agreement either Party may cancel this agreement with notice to either Party by certified mail. Notices shall be sent to the addresses listed in this agreement.

MISCELLANEOUS

Entire Agreement; Amendment. This Agreement contains the entire agreement between the Parties with respect to the Service agreement, and the Business and supersedes all previous written or oral negotiations, commitments, Letters of Intent, and writings. This Agreement may be amended, but only in writing, signed by City and Provider.

Further Assurances. Parties agrees that, on and after the Closing Date, to take all appropriate action and execute any documents, instruments or conveyances of any kind which may be reasonably necessary or advisable to carry out any of the provisions herein.

Governing Law. State of Mississippi law, without regard to conflicts of laws principles, shall govern all questions, concerning the construction, validity and interpretation of this Agreement and the performance of the obligations imposed by this Agreement. Exclusive jurisdiction for any action and/or litigation concerning this Agreement shall be held by the Jackson County Court, State of Mississippi.

Partial Invalidity. In the event that any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not affect the validity or enforceability of any other provision herein.

Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the City and Provider and their respective successors and assigns, provided, however, that this Agreement may not be assigned by the City or Provider without the prior written consent of the other.

Representation of Comprehension of the Agreement. In entering into this Agreement, City and Provider each represents that they have had the opportunity to have the terms of this Agreement reviewed by an attorney of their choice, and that they fully understand and voluntarily accept the terms of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above Written.

PROVIDER: **COURT PROGRAMS, INC**

By:

David M. Rothbart, President
13091 Oxford Street
Biloxi, MS 39532

DATE

CITY: **CITY OF PASCAGOULA, MISS**

Joe Huffman, City Manager
603 Watts Ave
Pascagoula, MS 39567

DATE



AGENDA ITEM REQUEST FORM

Meeting Date: 1-21-2014

Submitting Department or Individual: Community Development

Contact Name: Lalinda Grace

Phone: 228-938-2352

Agenda Topic: Anchor Square Tenant Lease

Attach additional information as necessary

Action Requested:

Authorize Mayor to execute lease for Stephanie Nguyen & Rebecca Margherio at Anchor Square.

Budgeted Item	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Source of Funding	<input type="checkbox"/> General Fund
Contract Required	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> Utility Fund	
Mayor or Manager's Signature Required	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> Grant	
			<input checked="" type="checkbox"/> Other	

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CITY OF PASCAGOULA

ANCHOR SQUARE LEASE AGREEMENT

The City of Pascagoula ("City" or "Lessor"), hereby agrees to lease Unit D situated in Anchor Square, as for fully described below, to Stephanie Nguyen and Rebecca Margherio ("Tenant" or "Lessee"), pursuant to the following terms and conditions.

1. **Purpose.** The City desires to lease these Units for retail and/or commercial purposes under certain terms, conditions, and considerations as set forth herein. The purpose of Anchor Square is to create and incubate a collection of small businesses with each Lessee offering products and services that are unique and differentiated among other Lessees.
2. **Term of Lease.** The Term of this Lease shall be for a period of one (1) year commencing on the 1st day of February, 2014, and ending on the 31st day of January, 2015 ("Initial Term"). Provided Lessee is not in Default and has not violated any of the terms of this Lease at any point during the lease, including payment of rent prior to the 10th day of the month, Lessee is granted an option for a new Lease for twelve (12) months at the end of the Initial Term hereof subject to a rent payment adjustment, as determined by the Lessor and not to exceed 10% of the Base Rent for the Initial Term. Notice of intent to exercise this option must be provided by Lessee in writing to the Lessor not less than forty-five (45) days prior to the termination date of the Initial Term of this Lease.
3. **Base Rent.** Lessee shall pay unto the Lessor the sum of \$ 233.00 per month for the rental of the aforesaid unit. Rent shall be due on or before the 1st day of each month and shall be considered delinquent if not paid by the 10th day of that month. A late charge of \$35.00 shall be assessed for any rent paid after the 10th day of the month in which it is due, and for any rent payment or other amounts owed, including late fees or maintenance charges, which are delinquent for more than thirty (30) days, an overdue account charge of fifteen percent (15%) of the total delinquent amount shall be assessed and every month thereafter until the delinquent amount, including overdue account charges, are paid in full. Additionally, a charge of \$35.00 shall be imposed for any check or draft written by Lessee in payment of any of the charges under this Lease which is returned for

insufficient funds, or is otherwise dishonored by the financial institution upon which it is drawn.

4. **Deposit.** Lessee shall pay unto the Lessor the sum equal to twice the amount of the monthly Base Rent to be held in escrow by Lessor and to be applied to the repair or replacement, as deemed prudent by Lessor, of any damages to the Unit or Anchor Square that are caused by Lessee or its invitees, normal wear and tear excepted, upon the termination of this Lease. Lessor covenants and agrees to return to the Lessee the balance, if any, of such Deposit upon termination of this Lease. The parties acknowledge that a "walk-through" of the Unit and surrounding area ("Premises") was made prior to the execution of this Lease and that attached hereto and incorporated herein as a part of this Lease is a list of any and all items noted by the parties that constitute blemishes, or defects in the Premises at the beginning of the Initial Term of this Lease. Lessee accepts the Premises "as is and where is" and acknowledges satisfaction with the pre-lease inspection and the list of items set forth on Exhibit "A" attached hereto.
5. **Compliance with Business Plan.** As a condition of this Lease, Lessee shall have submitted to the City for its review the Lessee's business plan, and any amendments or revisions thereto, for the proposed or current retail or commercial operation ("Business Plan") and shall have received approval of such Business Plan ("Approved Business Plan") before entering into, continuing, or renewing this Lease. The Approved Business Plan shall be attached to this Lease as Exhibit "B" and its terms and representations shall be part of the consideration of this Lease. Lessee agrees to substantially follow the terms and representations of the Approved Business Plan, including, but not limited to; product and service offerings, regular and consistent days and hours of public operation, and marketing and advertisement plans. Lessee further agrees to provide the City with general customer and sales data to be used by the City to determine the economic impact of this business incubator project. Lessor reserves the right, in its sole discretion, at any point, to determine whether Lessee is substantially following the terms and representations of the Approved Business and meeting the purpose of Anchor Square as described in Paragraph 1 above. Tenant's failure, as determined by the City, to substantially follow the terms and representations of the Approved Business Plan or to

meet the purpose of Anchor Square as described in Paragraph 1 above shall constitute a Default of this Lease.

6. **Minimum Hours of Operation.** Lessor agrees that their business will be open to the public for a minimum of thirty hours per week between the hours of 9:00 am and 6:00pm between the days of Monday and Saturday. Written permission may be requested for a business to operate for less than thirty hours per week on a limited basis. Lessor is under no obligation to grant this exception, and a Lessee's failure to remain open for business for a minimum of thirty hours per week shall constitute a Default of this Lease.
7. **Maintenance.** Lessor shall provide all maintenance on the unit to include the maintenance of the exterior of the structure, all heating and cooling equipment, plumbing and electrical utilities; however, Lessee shall pay the first \$75.00 of the cost incurred by the City or its affiliates for any such maintenance. To request performance of maintenance on any eligible defect or item of disrepair, Lessee must submit such request in writing by completing the Maintenance Request form which is attached hereto as Exhibit "C". Lessor is not obligated to investigate or perform maintenance without first receiving a completed Maintenance Request form from Lessee. It shall be the duty of the Lessee to notify Lessor of any and all issues regarding maintenance of the Premises and which are the responsibility of the Lessor. Lessor shall exercise due diligence to timely respond to eligible maintenance requests. Lessor reserves the right to make the determination as to whether or not such maintenance request is caused from results of normal wear and tear as opposed to any negligence or fault on the part of Lessee, or Lessee's employees, agents, or invitees. Lessee shall be responsible for the maintenance and upkeep of any and all items placed on the Premises by Lessee, its agents, employees, or invitees. Should Lessee, through its own negligence, or negligence of any of its agents, employees, or invitees on the premises, cause damages thereto, then the repair of same shall be the responsibility of Lessee. Should Lessor have to perform repairs of such damage, then in such event, Lessee shall be charged for all expenses incurred by Lessor or its affiliates in making the repairs. Lessee shall have thirty (30) days from the date of invoice for such repairs within which to pay same. Failure to pay for the repair of damages within this period of time, shall constitute a Default hereunder and shall subject

Lessee to terms arising in the event of Default. Delinquent amounts for such repairs shall be subject to the overdue charge of fifteen (15%) described in Paragraph 3 above.

8. **Utilities.** Lessee shall be responsible for the payment of all utility services provided to the unit by Lessor. Lessee shall also be responsible for the payment of any deposits required by the Utility Department of the City of Pascagoula. Failure of Lessee to pay for utility services as and when the same come due and payable, shall constitute a Default hereunder and shall subject Lessee to terms arising in the event of Default and may also result in the disconnection of utility services by Lessor.
9. **Covenants.** The Covenants attached hereto as Exhibit "D" are hereby incorporated herein and constitute enforceable terms, representations, and consideration of this Lease. Lessee hereby agrees, promises, covenants, and warrants that it and its employees, agents, and invitees will comply with each of the Covenants. Failure of Lessee to comply with any of these Covenants shall constitute a Default under the terms of this Lease.
10. **Modifications.** Should Lessee desire to make any modifications to the interior of the unit, including painting, replacement of hardware and fixtures, and installation of equipment or fixtures; then in such event, Lessee shall provide Lessor with plans and specifications for such modifications and no such modifications will be allowed without the express written permission of Lessor. Lessor agrees not to unreasonably withhold consent for such modifications. Under no circumstances, however, shall the Lessee be allowed to make modifications to the exterior of the unit.
11. **Default.** Should Lessee fail to pay the rent when due, or should Lessee breach any covenant herein, the Lessor shall thereupon be entitled to immediate possession of the property remaining on the Premises and may, either with or without notice, sell the same at private or public auction and apply the proceeds, first to the payment of all costs, attorney fees, damages, rent or any sum due to the Lessor by Lessee and shall pay over the balance, if any, to Lessee. Should it become necessary for Lessor to retain legal counsel to assist in the enforcement of any of the terms and conditions of this lease, and should Lessor prevail in such action, then Lessee shall be responsible for all attorney fees, court costs and expenses incurred by Lessor in bringing and pursuing any action whatsoever, whether in a Court of Law or by negotiation without the necessity of filing suit.

12. **Jurisdiction and Venue.** The parties agree that this Lease and any modifications, amendments, or renewals hereto are made and entered in Pascagoula, Mississippi, on the date shown above and that jurisdiction and venue for any disputes regarding the terms and conditions of this Lease shall be in Jackson County, Mississippi. All terms of this Lease shall be construed in accordance with the laws of the State of Mississippi and, should any term or condition hereof be declared invalid by a Court of competent jurisdiction, then in such event, the remaining terms and conditions of the Lease shall remain in full force and effect. Lessor and Lessee shall cooperate with one another and enter into whatever amendments may be required to replace or supplant any provisions hereof that are declared invalid or unenforceable as a matter of law.
13. **Insurance** – Lessor shall maintain insurance on the structure of the premises. Lessor assumes no liability or responsibility whatsoever for damages to any of Lessee’s property, fixtures, equipment, or furniture on the premises. It shall be the responsibility of Lessee to procure whatever insurance Lessee deems appropriate to safeguard the contents of the unit. Lessee shall, however, purchase a premises liability policy in a face amount of not less than \$100,000 and shall name Lessor as the first loss payee thereon. Lessee shall furnish to Lessor proof of this insurance coverage as of the date of the execution of this Lease. Should Lessee at any time during the term of this Lease, fail to maintain such policy of insurance, then in such event, the same shall constitute a Default hereunder and Lessor shall be allowed to re-enter and take possession of the Premises as set forth hereinabove.
14. **Assignability** – Lessee shall not undertake to assign this Lease, or to sublease any portion of the demised premises, without the express written permission of the Lessor. Lessor agrees that it will not unreasonably withhold permission to allow such assignment or sublease. Lessor reserves the right to assign this Lease, or certain performance obligations contained herein, to a management company, or other entity, of its choosing. Should Lessor in fact execute such an assignment, Lessor shall place Lessee on notice thereof with directions to the Lessee as to the proper party to whom the rent shall be paid from and after the date of such assignment.
15. **Illegal Activity** – Lessee covenants and agrees that no illegal activity of any kind will be tolerated within the unit, or in the common areas associated therewith. Lessee further

covenants and agrees that the business activity contemplated by Lessee is in fact a legally sanctioned activity and that Lessee shall procure all permits necessary for the conduct of same. Lessee will make available to Lessor copies of all such permits for inclusion in Lessee's tenant file. Any failure to comply with the promises, representations, and considerations made by Lessee in this paragraph shall constitute a Default of this Lease.

16. **Force Majeure** – Should all or a portion of the demised Premises be destroyed by an act of God, fire, vandalism, or any calamity not directly attributable to the negligence or actions of either party to this lease, or to Lessee's invitees, then in such event, this Lease shall be at an end and all rent obligations hereunder shall cease. Lessor agrees to return to Lessee any unused portion of the rent paid by Lessee prior to the occurrence of such event. Lessor reserves the right to make the final determination as to the habitability and suitability of the unit for continued occupancy by Lessee after the occurrence of such catastrophic event.

17. **Miscellaneous** – This writing contains the entire agreement of the parties. No modification hereof shall be allowed except in writing duly and properly executed by the parties hereto. A waiver of any of the terms and conditions hereof by Lessor shall not constitute a waiver of any other terms or conditions, nor shall it constitute a future waiver of any terms and conditions set forth herein. Lessor reserves the right, upon reasonable notice being given, to conduct inspections of the Premises to make certain that all appliances and utilities are functioning properly and that the premises are being used and kept in a safe and clean condition. Use of tobacco products on the Premises, either inside the Unit or in the common areas outside the Unit, is strictly prohibited. Furthermore, the sale, consumption or use of alcohol is likewise prohibited in the Units or in the common areas outside the Units unless expressly allowed by the City. Lessee shall not permit or allow the entrance of domesticated or undomesticated animals onto the premises, either in the Lessee's Unit or in the common areas immediately surrounding Lessee's Unit. Service animals shall be an exception to this prohibition.

18. **Notice** – Any notice to be given under this Lease by the Lessor to the Lessee shall be considered as duly given, if made in writing and left at the leased Unit, or by certified mail to the following address:

Name: Joe Huffman, City Manager

Address: P. O. Drawer 908, Pascagoula, MS 39568

Witness the signatures of the parties on the 1st day of February 2014

LESSEE:

Miss Priss Boutique

Name of Business

By: Stephanie Nguyen
Owner or Authorized Agent

OWNERS
Title

LESSOR:

City of Pascagoula

By: _____
Mayor

EXHIBIT "A"
PRE-LEASE INSPECTION SHEET
UNIT NO. D

1. _____
2. Front A/c leaking down wall
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____

By: Rebecca Margheris
Prospective Lessee

By: [Signature]
City of Pascagoula

EXHIBIT "B"

LESSEE'S BUSINESS PLAN

Executive Summary:

We are looking for a small place to start a new business venture. We currently own and run a women's boutique in Ocean Springs and Gulfport, MS. We are interested in starting a children's boutique with high quality, affordable children's clothing.

Business Description:

We are looking to open a children's apparel and accessories boutique. We will offer high end children's clothing and accessories. We will keep our prices reasonable so that the general public would be able to shop in our boutique. We want to keep the clothing affordable but trendy. We will offer monogramming to those who wish for this service. We currently have a business who does monogramming for us, but we are looking to purchase our own monogramming for quicker return. We will offer bows, shoes, and girls jewelry. We currently have a contract with Victoria Lynn Jewelry Line. We have contacted her in regards to children's jewelry. She is currently working on a new children's line and she has approved for us to carry it in our new boutique. This new jewelry line is very popular among women at this time and we look forward to being able to offer it in our children's boutique.

Competitive Analysis

At this time, there are no other children's boutiques in the city of Pascagoula. We feel strongly that our reasonable prices and trendy, stylish children's clothing will draw people in not only from Pascagoula, but also surrounding cities.

Operations and Management Plan

We plan to run most of this new business ourselves and only hire 1 employee to help run the boutique. This will help with over head costs. The owners will do all the purchasing, pricing and complete inventory on a weekly basis. We will continue to order every 2 weeks to always have new inventory arriving to keep the customers interested. We plan on introducing new items to the inventory every month to keep people interested in keep

them coming to our boutique. We will purchase our merchandise at wholesale prices and mark them up to make a small profit to cover overhead. We will attend Markets to keep up with the new trends and to get new brands or meet new companies to order from for our boutique.

Financial Factors

We plan on financing this new venture with money earned from our women's boutique. We will use approx \$1000 to fix up the cottage for our opening. etc. paint, flooring, fixtures. We will purchase approx \$2500-\$5000 in inventory to fill the cottage up for our Grand Opening. Once we bring in enough money, we will purchase a monogramming machine to cut the cost of paying someone else to monogram for us. We will only have 1 employee to keep the price of payroll down. We will continue to purchase from wholesale sites and businesses we meet at market to keep our purchase prices down so we can keep our retail prices affordable.

Expectations

We expect that our business will be successful due to our excellent customer service and affordable prices. Our customers will want to come back time and time again to keep their children in nice boutique apparel because our atmosphere will be so inviting.

Thank you for giving us the opportunity to show you our business plan. Please let us know if you have any questions, comments, or concerns. We look forward to moving our new business venture to Anchor Square and we hope to be able to do business soon with you.

Thank you,
Stephanie Nguyen,
Truong Nguyen,
Rebecca Margherio,
Bradford Margherio

EXHIBIT "D"

Covenants for Anchor Square

The following covenants shall be binding upon all tenants of Anchor Square, a retail development located at the intersection Frederic Street and Delmas Avenue in the City of Pascagoula. These covenants shall run with the land and shall remain in full force and effect for a period of twenty-five (25) years from the date hereof, or until further order of the City Council of the City of Pascagoula, Mississippi.

1. Tobacco Products: Use of tobacco products of any kind on the premises of Anchor Square, including the common areas, is strictly prohibited.
2. Alcoholic Beverages: The sale, consumption or possession of alcoholic beverages on the premises, including the common areas, is strictly prohibited except as otherwise authorized by the City Council for the City of Pascagoula.
3. Common Areas: The common area shall consist of all open space outside the structures located in the Anchor Square Complex, including but not limited to all decking, parking areas, green space and property immediately surrounding the several units comprising the Anchor Square Complex. It shall be the duty of each tenant to maintain the common areas immediately adjacent to their respective units. Maintenance shall include, but not necessarily be limited to, daily cleaning of the common areas, removal of

trash and debris, and the prompt reporting of any structural defects in any portion of the common areas.

4. Noxious Activity: No noxious or illegal activity of any kind shall be carried on in any of the units comprising Anchor Square Complex, or upon the common areas thereof.
5. Activities Allowed: Use of the units comprising the Anchor Square Complex shall be limited to retail, or commercial use only. No residential use shall be made of any unit located within the complex unless specifically authorized by the City Council of the City of Pascagoula.
6. Hours of Operation: Tenants of the units comprising the Anchor Square Complex shall be required to maintain business operations for a minimum of thirty (30) hours per week between the hours of 9:00 A.M. and 6:00 P.M. Monday through Saturday.
7. Signage: Tenants desiring to place signs on the premises to advertise their business hours, or the nature of their business, must first obtain approval for such signs from the Planning & Building Department for the City of Pascagoula. Signs that do not comply with the sign ordinance as set forth in the Unified Development Ordinance, will not be allowed unless approved by the Planning Board for the City of Pascagoula and the City Council.
8. Inspection: All tenants in any of the units comprising the Anchor Square Complex shall allow inspections by City officials for the purpose of insuring the proper maintenance and upkeep of the units. Reasonable notice shall be

given to the tenants and such inspection shall be conducted in a manner that will not interfere with tenant business operations.

9. Safety: Tenants in each of the units comprising Anchor Square Complex shall be required to have in place smoke alarms approved by the Pascagoula Fire Department. Each unit shall be required to have on hand and readily available such fire suppression equipment as the Pascagoula Fire Department deems appropriate.
10. Solid Waste: The City of Pascagoula shall provide, on the premises, a dumpster for solid waste disposal the use of which shall be restricted to the tenants and their respective business operations. Under no circumstances shall tenants use the dumpster for the discarding of personal property or any solid waste that is not generated on the demised premises. Tenants will be assessed a fee in addition to rent to cover the cost of solid waste disposal.
11. Noise: Loud and unreasonable noise levels will not be tolerated at any time. Outside speakers, musical equipment, and televisions are expressly prohibited except upon specific approval by the Director of Planning and Building.
12. Merchandising: Merchandising of any products held for resale to the general public shall be confined to the interior of the units comprising the Anchor Square Complex and the common areas immediately in front of each unit to the extent of twelve (12) feet from the front wall thereof. Tenants desiring to display merchandise in any other location within the common areas must

first obtain the permission of the Director of Planning and Building and, in no event, shall display of such merchandise inhibit the free flow of pedestrian traffic to and from the units.

13. Parking: All parking shall be in the spaces designated for that purpose.

Loading and unloading of inventory and merchandise will be allowed on an as-needed basis at the ramps and steps leading onto the common area decks.

In no event, however, shall such loading and unloading at these locations exceed 30 minutes in duration during business days.

14. Health Department Permits: Tenants operating any business requiring Health Department permits shall be solely responsible for obtaining such permits. Such permits shall be displayed on the premises in a prominent location and all Health Department permits shall be maintained in a current status.

15. Business Licenses: Tenants shall be solely responsible for obtaining business licenses for the operation of their business within the Anchor Square Complex. Failure to obtain a business license, or to maintain the license as current, may result in the tenant being locked out of the unit until such time as the proper business license has been obtained.

16. Hazardous Waste: No hazardous waste of any kind shall be allowed on the premises, or in the dumpster provided for the use of the tenants. Hazardous Waste shall include but not be limited to paints, solvents, fuels, cleaning agents, chemicals, poisons, insecticides, or pesticides, or any product

designated as hazardous by the Mississippi Department of Environmental Quality and the ordinances of the City of Pascagoula.

17. Amendments: It shall be the prerogative of the City Council of the City of Pascagoula to amend these covenants as the need may arise. Notice shall be given to all tenants for a period of thirty (30) days prior to the adoption of such amendments and input from the tenants concerning such amendments must be made at that time. Tenants may appear before the City Council at the meeting at which such amendments will be considered to voice any concerns they may have regarding the same.

18. Violations: Violation of any of these covenants by any tenant on the premises may be grounds for revocation of the tenancy by the City. Enforcement of these covenants shall be the prerogative of the Director of Planning & Building for the City of Pascagoula. Should any tenant feel aggrieved by the enforcement of any of these covenants, such tenant shall file a written request for a hearing before the Director of Planning & Building. His determination as to the proper enforcement of any covenant for which a grievance is filed shall be a final determination for all purposes.



AGENDA ITEM REQUEST FORM

Meeting Date: 1-21-2014

Submitting Department or Individual: Community Development

Contact Name: Lalinda Grace

Phone: 228-938-2352

Agenda Topic: Anchor Square Tenant Lease

Attach additional information as necessary

Action Requested:

Authorize Mayor to execute lease for Jenafer Gurley at Anchor Square.

Budgeted Item	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Source of Funding	<input type="checkbox"/> General Fund
Contract Required	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> Utility Fund	
Mayor or Manager's Signature Required	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> Grant	
			<input checked="" type="checkbox"/> Other	

For grants and contracts, attach two (2) originals for Mayor or Manager's signature

For ordinances, resolutions, or other correspondence, attach one (1) original for Mayor or Manager's signature

NOTE: ALL AGENDA REQUESTS MUST BE TURNED INTO THE CITY CLERK'S OFFICE WITH ALL ATTACHMENTS NO LATER THAN 2PM ON THE WEDNESDAY PRECEDING THE CITY COUNCIL MEETING

CITY OF PASCAGOULA

ANCHOR SQUARE LEASE AGREEMENT

The City of Pascagoula ("City" or "Lessor"), hereby agrees to lease Unit J situated in Anchor Square, as for fully described below, to Jenafer Gurley ("Tenant" or "Lessee"), pursuant to the following terms and conditions.

1. **Purpose.** The City desires to lease these Units for retail and/or commercial purposes under certain terms, conditions, and considerations as set forth herein. The purpose of Anchor Square is to create and incubate a collection of small businesses with each Lessee offering products and services that are unique and differentiated among other Lessees.
2. **Term of Lease.** The Term of this Lease shall be for a period of one (1) year commencing on the 1st day of February, 2014, and ending on the 31st day of January, 2015 ("Initial Term"). Provided Lessee is not in Default and has not violated any of the terms of this Lease at any point during the lease, including payment of rent prior to the 10th day of the month, Lessee is granted an option for a new Lease for twelve (12) months at the end of the Initial Term hereof subject to a rent payment adjustment, as determined by the Lessor and not to exceed 10% of the Base Rent for the Initial Term. Notice of intent to exercise this option must be provided by Lessee in writing to the Lessor not less than forty-five (45) days prior to the termination date of the Initial Term of this Lease.
3. **Base Rent.** Lessee shall pay unto the Lessor the sum of \$ 233.00 per month for the rental of the aforesaid unit. Rent shall be due on or before the 1st day of each month and shall be considered delinquent if not paid by the 10th day of that month. A late charge of \$35.00 shall be assessed for any rent paid after the 10th day of the month in which it is due, and for any rent payment or other amounts owed, including late fees or maintenance charges, which are delinquent for more than thirty (30) days, an overdue account charge of fifteen percent (15%) of the total delinquent amount shall be assessed and every month thereafter until the delinquent amount, including overdue account charges, are paid in full. Additionally, a charge of \$35.00 shall be imposed for any check or draft written by Lessee in payment of any of the charges under this Lease which is returned for

insufficient funds, or is otherwise dishonored by the financial institution upon which it is drawn.

4. **Deposit.** Lessee shall pay unto the Lessor the sum equal to twice the amount of the monthly Base Rent to be held in escrow by Lessor and to be applied to the repair or replacement, as deemed prudent by Lessor, of any damages to the Unit or Anchor Square that are caused by Lessee or its invitees, normal wear and tear excepted, upon the termination of this Lease. Lessor covenants and agrees to return to the Lessee the balance, if any, of such Deposit upon termination of this Lease. The parties acknowledge that a “walk-through” of the Unit and surrounding area (“Premises”) was made prior to the execution of this Lease and that attached hereto and incorporated herein as a part of this Lease is a list of any and all items noted by the parties that constitute blemishes, or defects in the Premises at the beginning of the Initial Term of this Lease. Lessee accepts the Premises “as is and where is” and acknowledges satisfaction with the pre-lease inspection and the list of items set forth on Exhibit “A” attached hereto.
5. **Compliance with Business Plan.** As a condition of this Lease, Lessee shall have submitted to the City for its review the Lessee’s business plan, and any amendments or revisions thereto, for the proposed or current retail or commercial operation (“Business Plan”) and shall have received approval of such Business Plan (“Approved Business Plan”) before entering into, continuing, or renewing this Lease. The Approved Business Plan shall be attached to this Lease as Exhibit “B” and its terms and representations shall be part of the consideration of this Lease. Lessee agrees to substantially follow the terms and representations of the Approved Business Plan, including, but not limited to; product and service offerings, regular and consistent days and hours of public operation, and marketing and advertisement plans. Lessee further agrees to provide the City with general customer and sales data to be used by the City to determine the economic impact of this business incubator project. Lessor reserves the right, in its sole discretion, at any point, to determine whether Lessee is substantially following the terms and representations of the Approved Business and meeting the purpose of Anchor Square as described in Paragraph 1 above. Tenant’s failure, as determined by the City, to substantially follow the terms and representations of the Approved Business Plan or to

meet the purpose of Anchor Square as described in Paragraph 1 above shall constitute a Default of this Lease.

6. **Minimum Hours of Operation.** Lessor agrees that their business will be open to the public for a minimum of thirty hours per week between the hours of 9:00 am and 6:00pm between the days of Monday and Saturday. Written permission may be requested for a business to operate for less than thirty hours per week on a limited basis. Lessor is under no obligation to grant this exception, and a Lessee's failure to remain open for business for a minimum of thirty hours per week shall constitute a Default of this Lease.
7. **Maintenance.** Lessor shall provide all maintenance on the unit to include the maintenance of the exterior of the structure, all heating and cooling equipment, plumbing and electrical utilities; however, Lessee shall pay the first \$75.00 of the cost incurred by the City or its affiliates for any such maintenance. To request performance of maintenance on any eligible defect or item of disrepair, Lessee must submit such request in writing by completing the Maintenance Request form which is attached hereto as Exhibit "C". Lessor is not obligated to investigate or perform maintenance without first receiving a completed Maintenance Request form from Lessee. It shall be the duty of the Lessee to notify Lessor of any and all issues regarding maintenance of the Premises and which are the responsibility of the Lessor. Lessor shall exercise due diligence to timely respond to eligible maintenance requests. Lessor reserves the right to make the determination as to whether or not such maintenance request is caused from results of normal wear and tear as opposed to any negligence or fault on the part of Lessee, or Lessee's employees, agents, or invitees. Lessee shall be responsible for the maintenance and upkeep of any and all items placed on the Premises by Lessee, its agents, employees, or invitees. Should Lessee, through its own negligence, or negligence of any of its agents, employees, or invitees on the premises, cause damages thereto, then the repair of same shall be the responsibility of Lessee. Should Lessor have to perform repairs of such damage, then in such event, Lessee shall be charged for all expenses incurred by Lessor or its affiliates in making the repairs. Lessee shall have thirty (30) days from the date of invoice for such repairs within which to pay same. Failure to pay for the repair of damages within this period of time, shall constitute a Default hereunder and shall subject

Lessee to terms arising in the event of Default. Delinquent amounts for such repairs shall be subject to the overdue charge of fifteen (15%) described in Paragraph 3 above.

8. **Utilities.** Lessee shall be responsible for the payment of all utility services provided to the unit by Lessor. Lessee shall also be responsible for the payment of any deposits required by the Utility Department of the City of Pascagoula. Failure of Lessee to pay for utility services as and when the same come due and payable, shall constitute a Default hereunder and shall subject Lessee to terms arising in the event of Default and may also result in the disconnection of utility services by Lessor.
9. **Covenants.** The Covenants attached hereto as Exhibit "D" are hereby incorporated herein and constitute enforceable terms, representations, and consideration of this Lease. Lessee hereby agrees, promises, covenants, and warrants that it and its employees, agents, and invitees will comply with each of the Covenants. Failure of Lessee to comply with any of these Covenants shall constitute a Default under the terms of this Lease.
10. **Modifications.** Should Lessee desire to make any modifications to the interior of the unit, including painting, replacement of hardware and fixtures, and installation of equipment or fixtures; then in such event, Lessee shall provide Lessor with plans and specifications for such modifications and no such modifications will be allowed without the express written permission of Lessor. Lessor agrees not to unreasonably withhold consent for such modifications. Under no circumstances, however, shall the Lessee be allowed to make modifications to the exterior of the unit.
11. **Default.** Should Lessee fail to pay the rent when due, or should Lessee breach any covenant herein, the Lessor shall thereupon be entitled to immediate possession of the property remaining on the Premises and may, either with or without notice, sell the same at private or public auction and apply the proceeds, first to the payment of all costs, attorney fees, damages, rent or any sum due to the Lessor by Lessee and shall pay over the balance, if any, to Lessee. Should it become necessary for Lessor to retain legal counsel to assist in the enforcement of any of the terms and conditions of this lease, and should Lessor prevail in such action, then Lessee shall be responsible for all attorney fees, court costs and expenses incurred by Lessor in bringing and pursuing any action whatsoever, whether in a Court of Law or by negotiation without the necessity of filing suit.

12. **Jurisdiction and Venue.** The parties agree that this Lease and any modifications, amendments, or renewals hereto are made and entered in Pascagoula, Mississippi, on the date shown above and that jurisdiction and venue for any disputes regarding the terms and conditions of this Lease shall be in Jackson County, Mississippi. All terms of this Lease shall be construed in accordance with the laws of the State of Mississippi and, should any term or condition hereof be declared invalid by a Court of competent jurisdiction, then in such event, the remaining terms and conditions of the Lease shall remain in full force and effect. Lessor and Lessee shall cooperate with one another and enter into whatever amendments may be required to replace or supplant any provisions hereof that are declared invalid or unenforceable as a matter of law.
13. **Insurance** – Lessor shall maintain insurance on the structure of the premises. Lessor assumes no liability or responsibility whatsoever for damages to any of Lessee’s property, fixtures, equipment, or furniture on the premises. It shall be the responsibility of Lessee to procure whatever insurance Lessee deems appropriate to safeguard the contents of the unit. Lessee shall, however, purchase a premises liability policy in a face amount of not less than \$100,000 and shall name Lessor as the first loss payee thereon. Lessee shall furnish to Lessor proof of this insurance coverage as of the date of the execution of this Lease. Should Lessee at any time during the term of this Lease, fail to maintain such policy of insurance, then in such event, the same shall constitute a Default hereunder and Lessor shall be allowed to re-enter and take possession of the Premises as set forth hereinabove.
14. **Assignability** – Lessee shall not undertake to assign this Lease, or to sublease any portion of the demised premises, without the express written permission of the Lessor. Lessor agrees that it will not unreasonably withhold permission to allow such assignment or sublease. Lessor reserves the right to assign this Lease, or certain performance obligations contained herein, to a management company, or other entity, of its choosing. Should Lessor in fact execute such an assignment, Lessor shall place Lessee on notice thereof with directions to the Lessee as to the proper party to whom the rent shall be paid from and after the date of such assignment.
15. **Illegal Activity** – Lessee covenants and agrees that no illegal activity of any kind will be tolerated within the unit, or in the common areas associated therewith. Lessee further

covenants and agrees that the business activity contemplated by Lessee is in fact a legally sanctioned activity and that Lessee shall procure all permits necessary for the conduct of same. Lessee will make available to Lessor copies of all such permits for inclusion in Lessee's tenant file. Any failure to comply with the promises, representations, and considerations made by Lessee in this paragraph shall constitute a Default of this Lease.

16. **Force Majeure** – Should all or a portion of the demised Premises be destroyed by an act of God, fire, vandalism, or any calamity not directly attributable to the negligence or actions of either party to this lease, or to Lessee's invitees, then in such event, this Lease shall be at an end and all rent obligations hereunder shall cease. Lessor agrees to return to Lessee any unused portion of the rent paid by Lessee prior to the occurrence of such event. Lessor reserves the right to make the final determination as to the habitability and suitability of the unit for continued occupancy by Lessee after the occurrence of such catastrophic event.

17. **Miscellaneous** – This writing contains the entire agreement of the parties. No modification hereof shall be allowed except in writing duly and properly executed by the parties hereto. A waiver of any of the terms and conditions hereof by Lessor shall not constitute a waiver of any other terms or conditions, nor shall it constitute a future waiver of any terms and conditions set forth herein. Lessor reserves the right, upon reasonable notice being given, to conduct inspections of the Premises to make certain that all appliances and utilities are functioning properly and that the premises are being used and kept in a safe and clean condition. Use of tobacco products on the Premises, either inside the Unit or in the common areas outside the Unit, is strictly prohibited. Furthermore, the sale, consumption or use of alcohol is likewise prohibited in the Units or in the common areas outside the Units unless expressly allowed by the City. Lessee shall not permit or allow the entrance of domesticated or undomesticated animals onto the premises, either in the Lessee's Unit or in the common areas immediately surrounding Lessee's Unit. Service animals shall be an exception to this prohibition.

18. **Notice** – Any notice to be given under this Lease by the Lessor to the Lessee shall be considered as duly given, if made in writing and left at the leased Unit, or by certified mail to the following address:

Name: Joe Huffman, City Manager

Address: P. O. Drawer 908, Pascagoula, MS 39568

Witness the signatures of the parties on the 1st day of February 2014

LESSEE:

Art Soul Rock & Roll

Name of Business

By: Jennifer Gurlin

Owner or Authorized Agent

owner

Title

LESSOR:

City of Pascagoula

By: _____

Mayor

EXHIBIT "A"
PRE-LEASE INSPECTION SHEET
UNIT NO. 5

1. _____
2. hole in bathroom wall
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

By: *Genifer Hurley*
Prospective Lessee

By: *[Signature]*
City of Pascagoula

EXHIBIT "B"

LESSEE'S BUSINESS PLAN

Yellow Catalyst Art Studio

Business Plan

Jenafer Gurley, Owner

228-219-5576

Business opportunity

I would like this opportunity to capitalize on the diversity of art in the town of Pascagoula as well as helping other artists display their talents. Two out of 40 ACCE artists live in this town and have no outlet, other than traveling to Biloxi on a regular basis for events. I'd like to bring those money making events to Pascagoula, specifically Anchor Square, in addition to having a regular retail space to sell and show art. This is an opportunity to make art, sell art, and keeping making more art. This is an opportunity to be involved with the youth in the community.

Industry Environment

Overview of the industry

I am part of a group based out of Biloxi called Art Can Change Everything, ACCE for short. We have put on events that has generated income for each artist as well as Kress Live, The Foundation Group, and other local businesses. We are group of talented artists, chosen based on our unique abilities to convey art to the community. We are responsible for the paintings on the Kress Building in the Vieux Marche. We participate in Finally First Friday in the Rue Magnolia. Several ACCE members are business owners in that area. I find it beneficial to have a local ACCE member own an art retail store in Pascagoula to generate traffic to this town. The industry is flourishing in neighboring towns and it would be a great opportunity to have that here. We just worked on and completed an event that was a huge success and brought in over 1,500 paying customers.

Projected position for the future

In the near future, I plan on having fellow ACCE artists show their work during Second Saturday, bringing in traffic from their friends and family. They will consign their work with me so others can be able to view it and buy it. There are over 40 artists that, along with friends, attend these shows in support of their fellow artist. Each show would bring in a lot of potential customers and get our business out there. I would like to get in touch with local art teachers at schools to show the art work of their classes. This will give the students the experience of being a selling artist in the real world. They'll get the whole experience from planning, preparing, and executing. Hands on experience for them will both be education and boost morale in the young artist. I find this beneficial to future artists and the community. During the summer, I'd like to have an intern (high school aged) come in and see what it's like to have an art business and help plan events. My goal is to have the business and traffic that I see in the Rue Magnolia during First Friday. Since Anchor Square does Second Saturday, achieving that goal should be easy. The ACCE artists take part in First Friday and I'll bring in the same ACCE guest artists that have previously shown Biloxi. ACCE artists have a huge following and people love coming to our events because of the diversity and talent, as well as overall flair. One of my ideas for Second Saturday would be called "Look and Like" and it would be a scavenger hunt of sorts. Each business donate something very small, the guests come looking for it, like them on Facebook (which drives traffic to their business page) and they get to keep the small item for free. This is an incentive to boost the crowds to come out on those Saturdays. Once we achieve those numbers for the Saturdays,

those customers will likely become regulars of the businesses and we'll see them coming in a lot more. I really would like to see Anchor Square have that same charm as the Rue Magnolia. I am pretty sure I (along with support from other local businesses and my ACCE team) can help achieve that. Keep in mind that this business would be my first priority and my affiliation with ACCE is a second. We do all of our own promoting and advertising. None of them would be employees of the shop. Being in a retail incubation, we could work together and bring so much more business to the center. I'm big on networking and I'm a go-getter. I have plans for plans. I have plans for executing those plans. I get a rush of ideas daily. I have a very creative, stimulated mind. I love people, I love art, I love this town, and I love making money and I will do what I can to help the other businesses make money.

Potential customers

Potential customers would be anyone coming to the shows I plan on having during Second Saturday. They would be anyone interested in seeing a diverse array of art and appreciating it enough to buy it. The parents and extended family of the students showing work are potential customers. These people aren't only my potential customers, they are potential customers of Anchor Square as a whole.

Marketing

Business opportunity

This is a great business opportunity to subject the people of this town to a new, diverse type of art. Not just mine, but the artists that consign with me. This is an opportunity for me to help teach future artists the way of showing and consigning in a hands on, real world way they wouldn't otherwise get. It's a great opportunity to get involved with the youth and community and try to give back.

Company impact

I already have experience in selling at festivals and art markets. We will sell at the Art Market at the Mary C and ACCE events as they come along. It is at those events I'll be promoting my business and it's location. That equals traffic for Anchor Square as a whole. I'd like my company to make an impact on the children, teens, and young adults that live nearby.

Company strategy

Using Social Media sites has already proven to be a great strategy to getting your name out there as an artist. I am listed on a couple websites, as well as another gallery in Memphis.

Operations

Organizational structure

I will manage this business and be there during operating hours. After a few months, I may bring in an employee for certain shifts. That is dependent.

Core operations

Great customer service and professionalism is my main priority. I strive to please customers as well as other artists showing and consigning with me. This will be a small simple business and I'll strive to make it the best I can for all involved. I want my business to be known for helping the youth in the community strive toward a more positive future, whether it be in business or the arts.

Financial Projections

Seeing as how I already have the furniture and supplies I need, restocking those supplies will be the main focus of finances, aside from rent and utilities. I already make enough monthly to cover art expenses.

EXHIBIT "D"

Covenants for Anchor Square

The following covenants shall be binding upon all tenants of Anchor Square, a retail development located at the intersection Frederic Street and Delmas Avenue in the City of Pascagoula. These covenants shall run with the land and shall remain in full force and effect for a period of twenty-five (25) years from the date hereof, or until further order of the City Council of the City of Pascagoula, Mississippi.

1. Tobacco Products: Use of tobacco products of any kind on the premises of Anchor Square, including the common areas, is strictly prohibited.
2. Alcoholic Beverages: The sale, consumption or possession of alcoholic beverages on the premises, including the common areas, is strictly prohibited except as otherwise authorized by the City Council for the City of Pascagoula.
3. Common Areas: The common area shall consist of all open space outside the structures located in the Anchor Square Complex, including but not limited to all decking, parking areas, green space and property immediately surrounding the several units comprising the Anchor Square Complex. It shall be the duty of each tenant to maintain the common areas immediately adjacent to their respective units. Maintenance shall include, but not necessarily be limited to, daily cleaning of the common areas, removal of

trash and debris, and the prompt reporting of any structural defects in any portion of the common areas.

4. Noxious Activity: No noxious or illegal activity of any kind shall be carried on in any of the units comprising Anchor Square Complex, or upon the common areas thereof.
5. Activities Allowed: Use of the units comprising the Anchor Square Complex shall be limited to retail, or commercial use only. No residential use shall be made of any unit located within the complex unless specifically authorized by the City Council of the City of Pascagoula.
6. Hours of Operation: Tenants of the units comprising the Anchor Square Complex shall be required to maintain business operations for a minimum of thirty (30) hours per week between the hours of 9:00 A.M. and 6:00 P.M. Monday through Saturday.
7. Signage: Tenants desiring to place signs on the premises to advertise their business hours, or the nature of their business, must first obtain approval for such signs from the Planning & Building Department for the City of Pascagoula. Signs that do not comply with the sign ordinance as set forth in the Unified Development Ordinance, will not be allowed unless approved by the Planning Board for the City of Pascagoula and the City Council.
8. Inspection: All tenants in any of the units comprising the Anchor Square Complex shall allow inspections by City officials for the purpose of insuring the proper maintenance and upkeep of the units. Reasonable notice shall be

given to the tenants and such inspection shall be conducted in a manner that will not interfere with tenant business operations.

9. Safety: Tenants in each of the units comprising Anchor Square Complex shall be required to have in place smoke alarms approved by the Pascagoula Fire Department. Each unit shall be required to have on hand and readily available such fire suppression equipment as the Pascagoula Fire Department deems appropriate.
10. Solid Waste: The City of Pascagoula shall provide, on the premises, a dumpster for solid waste disposal the use of which shall be restricted to the tenants and their respective business operations. Under no circumstances shall tenants use the dumpster for the discarding of personal property or any solid waste that is not generated on the demised premises. Tenants will be assessed a fee in addition to rent to cover the cost of solid waste disposal.
11. Noise: Loud and unreasonable noise levels will not be tolerated at any time. Outside speakers, musical equipment, and televisions are expressly prohibited except upon specific approval by the Director of Planning and Building.
12. Merchandising: Merchandising of any products held for resale to the general public shall be confined to the interior of the units comprising the Anchor Square Complex and the common areas immediately in front of each unit to the extent of twelve (12) feet from the front wall thereof. Tenants desiring to display merchandise in any other location within the common areas must

first obtain the permission of the Director of Planning and Building and, in no event, shall display of such merchandise inhibit the free flow of pedestrian traffic to and from the units.

13. Parking: All parking shall be in the spaces designated for that purpose.

Loading and unloading of inventory and merchandise will be allowed on an as-needed basis at the ramps and steps leading onto the common area decks. In no event, however, shall such loading and unloading at these locations exceed 30 minutes in duration during business days.

14. Health Department Permits: Tenants operating any business requiring Health Department permits shall be solely responsible for obtaining such permits. Such permits shall be displayed on the premises in a prominent location and all Health Department permits shall be maintained in a current status.

15. Business Licenses: Tenants shall be solely responsible for obtaining business licenses for the operation of their business within the Anchor Square Complex. Failure to obtain a business license, or to maintain the license as current, may result in the tenant being locked out of the unit until such time as the proper business license has been obtained.

16. Hazardous Waste: No hazardous waste of any kind shall be allowed on the premises, or in the dumpster provided for the use of the tenants. Hazardous Waste shall include but not be limited to paints, solvents, fuels, cleaning agents, chemicals, poisons, insecticides, or pesticides, or any product

designated as hazardous by the Mississippi Department of Environmental Quality and the ordinances of the City of Pascagoula.

17. Amendments: It shall be the prerogative of the City Council of the City of Pascagoula to amend these covenants as the need may arise. Notice shall be given to all tenants for a period of thirty (30) days prior to the adoption of such amendments and input from the tenants concerning such amendments must be made at that time. Tenants may appear before the City Council at the meeting at which such amendments will be considered to voice any concerns they may have regarding the same.

18. Violations: Violation of any of these covenants by any tenant on the premises may be grounds for revocation of the tenancy by the City. Enforcement of these covenants shall be the prerogative of the Director of Planning & Building for the City of Pascagoula. Should any tenant feel aggrieved by the enforcement of any of these covenants, such tenant shall file a written request for a hearing before the Director of Planning & Building. His determination as to the proper enforcement of any covenant for which a grievance is filed shall be a final determination for all purposes.



AGENDA ITEM REQUEST FORM

Meeting Date: 01/21/2014

Submitting Department or Individual: Purchasing

Contact Name: Robin Wood

Phone: 938-6722

Agenda Topic: Extend Pest Control Contract with OI' Magnolia Pest Control

Attach additional information as necessary

Action Requested:

Council approval to renew Pest Control Contract with OI' Magnolia Pest Control of Pascagoula, MS, for one year at the same contract rate of \$200.00 per month. Contract dates are February 5, 2014-February 4, 2015.

Budgeted Item	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Source of Funding	<input checked="" type="checkbox"/> General Fund
Contract Required	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		<input type="checkbox"/> Utility Fund
Mayor or Manager's Signature Required	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		<input type="checkbox"/> Grant
				<input type="checkbox"/> Other

*For grants and contracts, attach two (2) originals for Mayor or Manager's signature
For ordinances, resolutions, or other correspondence, attach one (1) original for Mayor or Manager's signature*

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Robin Wood
Purchasing Agent
rwood@cityofpascagoula.com



Phone: (228) 938-6722
Fax: (228) 938-6790

630 Delmas Avenue - P.O. Drawer 908
Pascagoula, MS 39567 - Pascagoula, MS 39568-0908

January 16, 2014

O'l Magnolia Pest Control
1917 Tucker Avenue
Pascagoula, MS 39567

Re: Extension of Pest Control Contract

Dear Mr. Harrison,

The current Pest Control Contract between the City of Pascagoula and O'l Magnolia Pest Control is set to expire on February 5, 2014. We would like to extend this contract at the existing contract price of \$200.00 per month. The new contract will be effective from February 5, 2014-February 4, 2015.

If you agree to this contract extension, please respond by signing the concurrence line below and return this letter via fax or email. If you have any questions, please give me a call. Your prompt response is appreciated.

Sincerely,

CITY OF PASCAGOULA

Robin Wood
Purchasing Agent

CONCURRENCE

O'l Magnolia Pest Control

1-16-14
Date



AGENDA ITEM REQUEST FORM

Meeting Date: 1/21/2014

Submitting Department or Individual: Human Resources Department

Contact Name: Valerie Moore

Phone: (228)938-6611

Agenda Topic: Update Job Description - Communications Floor Supervisor

Attach additional information as necessary

Action Requested:

Approve updated job description for Communications Floor Supervisor to change supervisor from Administrative Police Captain to Field Services Police Captain.

Budgeted Item	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Source of Funding	<input type="checkbox"/> General Fund <input type="checkbox"/> Utility Fund <input type="checkbox"/> Grant <input type="checkbox"/> Other
Contract Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Mayor or Manager's Signature Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		

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City of Pascagoula Job Description

Communications Floor Supervisor

DEPARTMENT: Police Department	LABOR GRADE: 109
EXEMPT(Y/N): No	POSITION CODE: 105000
REPORTS TO: Field Services Captain	

MEETING PERFORMANCE EXPECTATIONS

To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUMMARY:

Serves as assigned shift supervisor with responsibilities for coordinating all activities in the dispatch center and the docket/ booking area. Performs a variety of supervisory, administrative, and technical work in receiving and dispatching routine and emergency information; keeping official records; and administration of the standard operating procedures of the dispatch center, docket/ booking area, and department policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Supervises communications and dispatching activities of all emergency services personnel including police and fire.
- Administers formal coaching and counseling. Makes recommendations to supervisors regarding disciplinary action. Evaluates personnel.
- Handles scheduling of personnel to ensure that his/her shift is covered adequately.
- Handles vacation and sick time and ensures that his/her shift is covered.
- Prepares trainees for State APCO certification test.
- Monitors all dispatch personnel.
- Ensures the protection of privileged information of citizens, co-workers, and business.
- Prepares and implements staffing assignments to ensure adequate coverage.
- Assists in the preparation of detailed departmental standard operating procedures for communications activities and operations.
- Properly documents issues and/or events that are to be forwarded to the field services shift supervisors, Captain of field services, and Captain of Administration.
- Responsible for satisfactory completion of any state or department required training.
- Trains and/or evaluates employees in the use of communication equipment and proper procedures; provides technical instruction and support on the communications system, CAD/Computer Aided Dispatch, NCIC/National Crime Information Center system and 911 systems.
- Assists in the NCIC validation process.
- Performs the duties of the subordinate personnel as needed.

- During times of disaster, threat or a declared emergency for any reason, employees must have the ability and be available to be on-call or available for immediate recall.
- Must be able to work overtime when required.
- If unreachable for more than twenty-four (24), must notify Administrative Captain.
- Any other duties assigned by the Administrative Captain.

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

QUALIFICATION REQUIREMENTS:

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

SUPERVISORY REQUIREMENT:

This position directly supervises communication section dispatchers and call takers on a daily basis.

EDUCATION and/or EXPERIENCE:

Graduation from high school or GED equivalent with specialized course work in general office practices such as computers, typing, filing, accounting or bookkeeping, and two years of increasing responsible related experience, or equivalent combination of related education and experience. Four (4) years of experience in dispatch work, including booking procedures and bonding procedures.

SPECIAL QUALIFICATIONS:

Good knowledge of Federal and State regulations governing transmission by radio; good knowledge of the geography and the highway and street system in the City and surrounding areas served by the City on request; some knowledge of fire-fighting and police procedures and equipment; alertness and skill in detecting the scope and magnitude of an emergency; emotional stability, thoroughness and patience and the ability to learn quickly; pleasant personality and good speaking voice; excellent diction and clear enunciation; courtesy and tact in dealing with others.

LANGUAGE AND REASONING SKILLS:

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, in a courteous and professional manner, complex issues and problems while adhering to an appropriate policy and procedure.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to
Comm Floor Supervisor.doc 2 of 3 Comm Floor Supervisor.doc

successfully perform the essential functions of this job.

This position is required to sit for moderate periods of time and the ability to see and hear. Occasionally, this position is required to walk, stoop, climb, and/or lift. .

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position typically works in a well-lit, climate controlled, and adequately ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards. The stress level for this position is high and the noise level for this position is low to moderate.



AGENDA ITEM REQUEST FORM

Meeting Date: 1/21/2014

Submitting Department or Individual: PURCHASING

Contact Name: Bobby Parker

Phone: 228-938-6716

Agenda Topic: Authorization of the issuance of credit cards to members of the Executive Management Team primarily for use in the procurement of travel expenses within their respective departments.

Attach additional information as necessary

Action Requested:

Authorization of the application for the issuance credit cards to members of the Executive Management Team of the City of Pascagoula.

Budgeted Item	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Source of Funding	<input type="checkbox"/>	General Fund
Contract Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>		<input type="checkbox"/>	Utility Fund
Mayor or Manager's Signature Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>		<input type="checkbox"/>	Grant
				<input type="checkbox"/>	Other

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AGENDA ITEM REQUEST FORM

Meeting Date: January 21, 2014

Submitting Department or Individual: Finance

Contact Name: Jeane Bull

Phone: 938-6610

Agenda Topic: YTD Revenue and Expenditure Reports

Attach additional information as necessary

Action Requested:

Accept YTD Revenue and Expenditure Reports for December 2013

Budgeted Item	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Source of Funding	<input checked="" type="checkbox"/>	General Fund
Contract Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>		<input checked="" type="checkbox"/>	Utility Fund
Mayor or Manager's Signature Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>		<input checked="" type="checkbox"/>	Grant
				<input checked="" type="checkbox"/>	Other

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City of Pascagoula
MONTH TO DATE EXPENDITURE REPORT
DECEMBER 31, 2013

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FOR 2014 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
010 GENERAL FUND							
001 CITY COUNCIL							
01000165 CITY COUNCIL-PERSONAL SERV	207,203	0	207,203	53,052.66	.00	154,150.34	25.6%
01000170 CITY COUNCIL-SUPPLIES	31,150	0	31,150	8,911.01	.00	22,238.99	28.6%
01000175 CITY COUNCIL-OTHER CHARGES	84,850	0	84,850	28,839.16	123.00	55,887.84	34.1%
TOTAL CITY COUNCIL	323,203	0	323,203	90,802.83	123.00	232,277.17	28.1%
010 COURT							
01001065 COURT-PERSONAL SERVICES	274,668	0	274,668	57,402.38	.00	217,265.62	20.9%
01001070 COURT-SUPPLIES	5,000	0	5,000	1,994.33	.00	3,005.67	39.9%
01001075 COURT-OTHER CHARGES	4,300	0	4,300	520.00	.00	3,780.00	12.1%
TOTAL COURT	283,968	0	283,968	59,916.71	.00	224,051.29	21.1%
020 CITY MANAGER							
01002065 CITY MANAGER-PERSONAL SERV	286,016	0	286,016	64,992.44	.00	221,023.56	22.7%
01002070 CITY MANAGER-SUPPLIES	4,125	0	4,125	26.28	34.87	4,063.85	1.5%
01002075 CITY MANAGER-OTHER CHARGES	72,000	0	72,000	6,439.96	2,000.00	63,560.04	11.7%
TOTAL CITY MANAGER	362,141	0	362,141	71,458.68	2,034.87	288,647.45	20.3%
040 CITY CLERK							
01004065 CITY CLERK-PERSONAL SERVIC	137,987	0	137,987	31,688.19	.00	106,298.81	23.0%
01004070 CITY CLERK-SUPPLIES	5,600	0	5,600	1,016.39	32.66	4,550.95	18.7%
01004075 CITY CLERK-OTHER CHARGES	9,300	0	9,300	508.00	.00	8,792.00	5.5%
TOTAL CITY CLERK	152,887	0	152,887	33,212.58	32.66	119,641.76	21.7%
050 ACCOUNTING AND FINANCE							

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City of Pascagoula
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FOR 2014 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01005065 ACCOUNTING-PERSONAL SERVIC	309,978	0	309,978	58,508.14	.00	251,469.86	18.9%
01005070 ACCOUNTING-SUPPLIES	3,900	0	3,900	347.45	127.39	3,425.16	12.2%
01005075 ACCOUNTING-OTHER CHARGES	1,050	0	1,050	.00	.00	1,050.00	.0%
TOTAL ACCOUNTING AND FINANCE	314,928	0	314,928	58,855.59	127.39	255,945.02	18.7%
055 PURCHASING							
01005565 PURCHASING-PERSONAL SERVIC	108,991	0	108,991	21,913.17	.00	87,077.83	20.1%
01005570 PURCHASING-SUPPLIES	1,200	0	1,200	276.12	32.62	891.26	25.7%
01005575 PURCHASING-OTHER CHARGES	2,300	0	2,300	123.53	.00	2,176.47	5.4%
TOTAL PURCHASING	112,491	0	112,491	22,312.82	32.62	90,145.56	19.9%
060 CITY ATTORNEY							
01006065 CITY ATTORNEY-PERSONAL SER	212,243	0	212,243	48,908.92	.00	163,334.08	23.0%
01006070 CITY ATTORNEY-SUPPLIES	12,700	0	12,700	1,937.76	40.69	10,721.55	15.6%
01006075 CITY ATTORNEY-OTHER CHARGE	5,900	0	5,900	389.01	.00	5,510.99	6.6%
TOTAL CITY ATTORNEY	230,843	0	230,843	51,235.69	40.69	179,566.62	22.2%
070 HUMAN RESOURCES							
01007065 HUMAN RESOURCES-PERSONAL S	289,788	0	289,788	64,885.28	.00	224,902.72	22.4%
01007070 HUMAN RESOURCES-SUPPLIES	8,000	0	8,000	437.62	29.55	7,532.83	5.8%
01007075 HUMAN RESOURCES-OTHER CHAR	66,500	0	66,500	4,813.67	1,448.90	60,237.43	9.4%
TOTAL HUMAN RESOURCES	364,288	0	364,288	70,136.57	1,478.45	292,672.98	19.7%
080 INFORMATION SYSTEMS MGM'T							
01008065 INF SYS MGM'T-PERSONAL SER	145,219	0	145,219	34,910.91	.00	110,308.09	24.0%
01008070 INF SYS MGM'T-SUPPLIES	70,181	0	70,181	12,485.01	2,242.72	55,453.27	21.0%
01008075 INF SYS MGM'T-OTHER CHARGE	324,019	0	324,019	86,838.21	71,221.88	165,958.91	48.8%
01008080 INF SYS MGM'T-CAPITAL OUTL	126,470	0	126,470	81,943.91	5,381.07	39,145.02	69.0%
TOTAL INFORMATION SYSTEMS MGM'T	665,889	0	665,889	216,178.04	78,845.67	370,865.29	44.3%

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City of Pascagoula
MONTH TO DATE EXPENDITURE REPORT
DECEMBER 31, 2013

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FOR 2014 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>090 GEN'L GOV'T BLDG MAINTENANCE</u>							
01009070 GN GV BLD MNT-SUPPLIES	7,350	0	7,350	1,057.44	288.20	6,004.36	18.3%
01009075 GN GV BLD MNT-OTHER CHARGE	215,074	2,400	217,474	45,790.03	153,583.75	18,100.22	91.7%
01009080 GN GV BLD MNT-CAPITAL OUTL	403,000	0	403,000	.00	.00	403,000.00	.0%
TOTAL GEN'L GOV'T BLDG MAINTENANCE	625,424	2,400	627,824	46,847.47	153,871.95	427,104.58	32.0%
<u>099 GENERAL ADMINISTRATION</u>							
01009975 GENERAL ADMIN-OTHER CHARGE	1,529,400	3,500	1,532,900	516,349.76	-8,412.50	1,024,962.74	33.1%
01009990 GENERAL ADMIN-TRANSFERS	35,000	217,190	252,190	35,000.00	.00	217,190.00	13.9%
TOTAL GENERAL ADMINISTRATION	1,564,400	220,690	1,785,090	551,349.76	-8,412.50	1,242,152.74	30.4%
<u>100 POLICE ADMINISTRATION</u>							
01010065 POLICE ADMIN-PERSONAL SERV	256,085	0	256,085	58,675.64	.00	197,409.36	22.9%
01010070 POLICE ADMIN-SUPPLIES	309,500	0	309,500	60,879.40	10,064.92	238,555.68	22.9%
01010075 POLICE ADMIN-OTHER CHARGES	139,000	0	139,000	45,995.79	2,905.76	90,098.45	35.2%
TOTAL POLICE ADMINISTRATION	704,585	0	704,585	165,550.83	12,970.68	526,063.49	25.3%
<u>105 ADMINISTRATIVE BUREAU</u>							
01010565 ADMIN BUREAU-PERSONAL SERV	1,565,624	0	1,565,624	353,527.83	.00	1,212,096.17	22.6%
01010570 ADMIN BUREAU-SUPPLIES	2,250	0	2,250	.00	.00	2,250.00	.0%
01010575 ADMIN BUREAU-OTHER CHARGES	34,850	0	34,850	6,992.41	.00	27,857.59	20.1%
01010580 ADMIN BUREAU-CAPITAL OUTLA	153,854	0	153,854	39,551.55	103,912.69	10,389.76	93.2%
TOTAL ADMINISTRATIVE BUREAU	1,756,578	0	1,756,578	400,071.79	103,912.69	1,252,593.52	28.7%
<u>110 CRIMINAL INVESTIGATIONS</u>							

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01011065 CRIM INVEST-PERSONAL SERVI	1,527,163	0	1,527,163	317,180.67	.00	1,209,982.33	20.8%
01011070 CRIM INVEST-SUPPLIES	3,675	0	3,675	380.70	2,433.75	860.55	76.6%
01011075 CRIM INVEST-OTHER CHARGES	39,750	0	39,750	4,243.04	.00	35,506.96	10.7%
01011085 CRIMINAL INVEST-DEBT SERVI	7,607	0	7,607	1,901.82	5,705.46	-.28	100.0%
TOTAL CRIMINAL INVESTIGATIONS	1,578,195	0	1,578,195	323,706.23	8,139.21	1,246,349.56	21.0%
112 FIELD SERVICES							
01011265 FIELD SERVICE-PERSONAL SER	3,104,941	49,335	3,154,276	725,862.95	.00	2,428,413.37	23.0%
01011270 FIELD SERVICES-SUPPLIES	13,675	0	13,675	4,237.91	187.96	9,249.13	32.4%
01011275 FIELD SERVICES-OTHER CHARG	25,100	1,713	26,813	846.00	231.00	25,736.00	4.0%
TOTAL FIELD SERVICES	3,143,716	51,048	3,194,764	730,946.86	418.96	2,463,398.50	22.9%
115 JAIL FACILITIES							
01011565 JAIL FACIL-PERSONAL SERVIC	247,085	0	247,085	47,467.34	.00	199,617.66	19.2%
01011570 JAIL FACIL-SUPPLIES	38,500	0	38,500	6,923.18	.00	31,576.82	18.0%
TOTAL JAIL FACILITIES	285,585	0	285,585	54,390.52	.00	231,194.48	19.0%
130 POLICE TRAINING							
01013065 POLICE TRAIN-PERSONAL SERV	149,298	0	149,298	33,202.41	.00	116,095.59	22.2%
01013070 POLICE TRAIN-SUPPLIES	2,500	0	2,500	.00	.00	2,500.00	.0%
01013075 POLICE TRAIN-OTHER CHARGES	12,750	6,166	18,916	18,491.27	590.00	-165.27	100.9%
TOTAL POLICE TRAINING	164,548	6,166	170,714	51,693.68	590.00	118,430.32	30.6%
155 STATION BUILDING MAINTENANCE							
01015565 POL STN BUILD-PERSONAL SER	47,482	0	47,482	10,854.83	.00	36,627.17	22.9%
01015570 POL STN BLDG-SUPPLIES	11,000	0	11,000	2,098.49	700.00	8,201.51	25.4%
01015575 POL STN BLDG-OTHER CHARGES	106,500	0	106,500	433.80	194.39	105,871.81	.6%
01015580 POL STN BLDG-CAPITAL OUTLA	785,000	0	785,000	.00	.00	785,000.00	.0%
TOTAL STATION BUILDING MAINTENANCE	949,982	0	949,982	13,387.12	894.39	935,700.49	1.5%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
160 FIRE ADMINISTRATION							
01016065 FIRE ADMIN-PERSONAL SERVIC	274,340	0	274,340	57,027.17	.00	217,312.83	20.8%
01016070 FIRE ADMIN-SUPPLIES	11,250	0	11,250	2,450.86	336.52	8,462.62	24.8%
01016075 FIRE ADMIN-OTHER CHARGES	10,600	0	10,600	526.83	225.00	9,848.17	7.1%
TOTAL FIRE ADMINISTRATION	296,190	0	296,190	60,004.86	561.52	235,623.62	20.4%
161 FIRE FIGHTING							
01016165 FIRE FIGHTING-PERSONAL SER	3,909,216	0	3,909,216	894,607.66	.00	3,014,608.34	22.9%
01016170 FIRE FIGHTING-SUPPLIES	62,800	0	62,800	9,600.47	21,945.64	31,253.89	50.2%
01016175 FIRE FIGHTING-OTHER CHARGE	12,200	0	12,200	5,937.73	.00	6,262.27	48.7%
TOTAL FIRE FIGHTING	3,984,216	0	3,984,216	910,145.86	21,945.64	3,052,124.50	23.4%
162 FIRE PREVENTION							
01016265 FIRE PREVENTION-PERSONAL S	75,430	0	75,430	21,333.19	.00	54,096.81	28.3%
01016270 FIRE PROTECT-SUPPLIES	1,500	0	1,500	.00	.00	1,500.00	.0%
TOTAL FIRE PREVENTION	76,930	0	76,930	21,333.19	.00	55,596.81	27.7%
165 FIRE REPAIR SERVICE							
01016565 FIRE REPAIR-PERSONAL SERVI	64,826	0	64,826	14,729.02	.00	50,096.98	22.7%
01016570 FIRE REPAIR-SUPPLIES	27,500	0	27,500	8,666.73	381.30	18,451.97	32.9%
TOTAL FIRE REPAIR SERVICE	92,326	0	92,326	23,395.75	381.30	68,548.95	25.8%
167 FIRE STATIONS and BUILDINGS							
01016770 FIRE STN BLDG-SUPPLIES	14,500	0	14,500	1,641.31	1,573.90	11,284.79	22.2%
01016775 FIRE STN BLDG-OTHER CHARGE	12,000	0	12,000	.00	.00	12,000.00	.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01016780 FIRE STN BLDG-CAPITAL OUTL	30,000	0	30,000	.00	.00	30,000.00	.0%
TOTAL FIRE STATIONS and BUILDINGS	56,500	0	56,500	1,641.31	1,573.90	53,284.79	5.7%
180 PLANNING, INSPECTIONS, ENGR.							
01018065 PLAN, INSPECT, ENGR-PERS S	676,265	0	676,265	156,230.15	.00	520,034.85	23.1%
01018070 PLAN, INSPECT, ENGR - SUPP	27,500	0	27,500	1,998.50	252.86	25,248.64	8.2%
01018075 PLAN, INSPECT, ENGR-OTHER	27,590	0	27,590	7,827.16	.00	19,762.84	28.4%
01018080 PLAN, INSPECT, ENGR.-CAPIT	21,000	6,410	27,410	.00	19,430.00	7,980.00	70.9%
TOTAL PLANNING, INSPECTIONS, ENGR.	752,355	6,410	758,765	166,055.81	19,682.86	573,026.33	24.5%
190 ENVIRONMENTAL COMPLIANCE							
01019070 ENVIROMENTAL COMP-SUPPLIES	1,000	0	1,000	.00	.00	1,000.00	.0%
01019075 ENVR COMP-OTHER CHGS	18,400	0	18,400	333.64	1,231.65	16,834.71	8.5%
TOTAL ENVIRONMENTAL COMPLIANCE	19,400	0	19,400	333.64	1,231.65	17,834.71	8.1%
200 PUBLIC WORKS ADMINISTRATION							
01020070 PUBLIC WORKS ADM-SUPPLIES	1,200	0	1,200	.00	.00	1,200.00	.0%
01020075 PUBLIC WORKS ADM-OTHER SVC	96,738	0	96,738	51,789.36	.00	44,948.64	53.5%
TOTAL PUBLIC WORKS ADMINISTRATION	97,938	0	97,938	51,789.36	.00	46,148.64	52.9%
201 STREET							
01020170 STREET-SUPPLIES	259,000	0	259,000	43,492.17	17,072.78	198,435.05	23.4%
01020175 STREET-OTHER CHARGES	2,360,558	0	2,360,558	356,012.89	52,033.38	1,952,511.73	17.3%
01020180 STREET-CAPITAL OUTLAY	3,690,447	0	3,690,447	36,296.00	49,354.00	3,604,797.00	2.3%
TOTAL STREET	6,310,005	0	6,310,005	435,801.06	118,460.16	5,755,743.78	8.8%
202 STREET LIGHTING							

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01020270 STREET LIGHT-SUPPLIES	8,000	0	8,000	.00	812.70	7,187.30	10.2%
TOTAL STREET LIGHTING	8,000	0	8,000	.00	812.70	7,187.30	10.2%
<hr/> 240 PROPERTY MAINTENANCE <hr/>							
01024070 PROP MAINT-SUPPLIES	82,500	0	82,500	7,967.47	1,778.69	72,753.84	11.8%
01024075 PROP MAINT-OTHER CHARGES	352,493	0	352,493	129,661.18	.00	222,831.82	36.8%
TOTAL PROPERTY MAINTENANCE	434,993	0	434,993	137,628.65	1,778.69	295,585.66	32.0%
<hr/> 241 BEAUTIFICATION <hr/>							
01024165 BEAUTIFICATION-PERSONAL SV	133,260	0	133,260	27,818.13	.00	105,441.87	20.9%
01024170 BEAUTIFICATION-SUPPLIES	90,385	0	90,385	6,375.54	3,303.73	80,705.73	10.7%
01024175 BEAUTIFICATION-OTHER CHARG	1,045,266	0	1,045,266	281,882.48	655.90	762,727.62	27.0%
TOTAL BEAUTIFICATION	1,268,911	0	1,268,911	316,076.15	3,959.63	948,875.22	25.2%
<hr/> 250 ANIMAL CONTROL <hr/>							
01025065 ANIMAL CNTRL-PERSONAL SERV	117,030	0	117,030	23,079.29	.00	93,950.71	19.7%
01025070 ANIMAL CNTRL-SUPPLIES	14,200	0	14,200	818.52	976.34	12,405.14	12.6%
01025075 ANIMAL CNTRL-OTHER CHARGES	22,495	0	22,495	20,530.93	.00	1,964.07	91.3%
TOTAL ANIMAL CONTROL	153,725	0	153,725	44,428.74	976.34	108,319.92	29.5%
<hr/> 300 SENIOR CITIZEN CENTER <hr/>							
01030065 SR CTZ CENTER-PERSONAL SER	180,747	0	180,747	39,826.37	.00	140,920.63	22.0%
01030070 SR CTZ CENTER-SUPPLIES	13,350	0	13,350	2,368.00	1,480.73	9,501.27	28.8%
01030075 SR CTZ CENTER-OTHER CHARGE	42,500	0	42,500	8,301.36	849.00	33,349.64	21.5%
01030080 SR CTZ CENTER-CAPITAL OUTL	30,000	28,189	58,189	12,603.95	6,900.00	38,685.05	33.5%
TOTAL SENIOR CITIZEN CENTER	266,597	28,189	294,786	63,099.68	9,229.73	222,456.59	24.5%
<hr/> 301 PARKS and RECREATION <hr/>							

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01030165 PARKS & RECR-PERSONAL SERV	934,312	0	934,312	171,559.13	.00	762,752.87	18.4%
01030170 PARKS & REC-SUPPLIES	157,500	0	157,500	20,248.52	8,080.74	129,170.74	18.0%
01030175 PARKS & REC-OTHER CHARGES	454,750	1,000	455,750	79,025.58	9,368.23	367,356.19	19.4%
01030180 PARKS & REC-CAPITAL OUTLAY	2,296,000	0	2,296,000	36,680.00	24,553.00	2,234,767.00	2.7%
TOTAL PARKS and RECREATION	3,842,562	1,000	3,843,562	307,513.23	42,001.97	3,494,046.80	9.1%
355 SCRANTON MUSEUM							
01035565 SCRANTON MUS-PERSONAL SERV	34,448	0	34,448	4,865.98	.00	29,582.02	14.1%
01035570 SCRANTON MUS-SUPPLIES	3,600	0	3,600	347.98	210.00	3,042.02	15.5%
01035575 SCRANTON MUS-OTHER CHARGES	8,400	0	8,400	726.00	.00	7,674.00	8.6%
01035580 SCRANTON MUS-CAPITAL OUTLA	15,000	0	15,000	.00	.00	15,000.00	.0%
TOTAL SCRANTON MUSEUM	61,448	0	61,448	5,939.96	210.00	55,298.04	10.0%
402 GRANTS ADMINISTRATION							
01040265 GRANTS ADMIN-PERSONAL SERV	277,024	0	277,024	64,056.32	.00	212,967.68	23.1%
01040270 GRANTS ADMIN-SUPPLIES	3,218	0	3,218	953.17	260.88	2,003.95	37.7%
01040275 GRANTS ADMIN-OTHER CHARGES	137,874	0	137,874	45,887.83	-45,214.83	137,201.00	.5%
01040280 GRANTS ADMIN-CAPITAL OUTLA	6,500	0	6,500	1,733.00	144.00	4,623.00	28.9%
TOTAL GRANTS ADMINISTRATION	424,616	0	424,616	112,630.32	-44,809.95	356,795.63	16.0%
404 ECONOMIC DEVELOPMENT							
01040465 ECONOMIC DEV-PERSONAL SERV	112,946	0	112,946	25,942.62	.00	87,003.38	23.0%
01040470 ECONOMIC DEV-SUPPLIES	23,700	0	23,700	2,691.28	2,081.89	18,926.83	20.1%
01040475 ECONOMIC DEV-OTHER CHARGES	144,386	2,100	146,486	13,520.02	404.37	132,561.61	9.5%
01040480 ECONOMIC DEV-CAPITAL OUTLA	5,124	0	5,124	.00	.00	5,124.00	.0%
TOTAL ECONOMIC DEVELOPMENT	286,156	2,100	288,256	42,153.92	2,486.26	243,615.82	15.5%
TOTAL GENERAL FUND	32,016,519	318,003	32,334,522	5,712,025.26	535,583.13	26,086,913.93	19.3%

020 SPECIAL TAX-RECREATION

305 SPECIAL TAX-RECREATION

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020	SPECIAL TAX-RECREATION	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
02030580	SPECIAL TAX-CAPITAL	100,000	0	100,000	.00	72,000.00	28,000.00	72.0%
	TOTAL SPECIAL TAX-RECREATION	100,000	0	100,000	.00	72,000.00	28,000.00	72.0%
	TOTAL SPECIAL TAX-RECREATION	100,000	0	100,000	.00	72,000.00	28,000.00	72.0%
<hr/>								
040	FORFIETURE & SEIZURE FUND							
<hr/>								
148	FORFIETURE & SEIZURE							
<hr/>								
04014870	FORFIETURE & SEIZURE-SUPPL	4,000	0	4,000	.00	.00	4,000.00	.0%
04014875	FORFIETURE & SEIZURE-OTH C	10,000	0	10,000	1,041.32	.00	8,958.68	10.4%
04014880	FORFIETURE & SEIZURE-CAPIT	34,602	5,904	40,506	300.00	.00	40,206.00	.7%
	TOTAL FORFIETURE & SEIZURE	48,602	5,904	54,506	1,341.32	.00	53,164.68	2.5%
	TOTAL FORFIETURE & SEIZURE FUND	48,602	5,904	54,506	1,341.32	.00	53,164.68	2.5%
<hr/>								
042	S MS METRO ENFORCEMENT TEAM							
<hr/>								
215	S MS METRO ENFORCE TEAM							
<hr/>								
04215075	SMMET - OTHER CHARGES	0	28,500	28,500	3,835.98	116.00	24,548.02	13.9%
	TOTAL S MS METRO ENFORCE TEAM	0	28,500	28,500	3,835.98	116.00	24,548.02	13.9%
	TOTAL S MS METRO ENFORCEMENT TEAM	0	28,500	28,500	3,835.98	116.00	24,548.02	13.9%
<hr/>								
050	FIRE INSURANCE REBATE FUND							
<hr/>								
168	FIRE INSURANCE REBATE							
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05016870	FIRE INSURANCE REBATE-SUPP	21,950	0	21,950	576.36	9,478.06	11,895.58	45.8%
05016875	FIRE INSURANCE REBATE-OTH	46,000	0	46,000	6,367.30	.00	39,632.70	13.8%

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050	FIRE INSURANCE REBATE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
05016880	FIRE INSURANCE REBATE-CAPI	9,645	0	9,645	21,881.77	-11,186.77	-1,050.00	110.9%
05016885	FIRE INSURANCE REBATE-DEBT	112,000	0	112,000	.00	.00	112,000.00	.0%
	TOTAL FIRE INSURANCE REBATE	189,595	0	189,595	28,825.43	-1,708.71	162,478.28	14.3%
	TOTAL FIRE INSURANCE REBATE FUND	189,595	0	189,595	28,825.43	-1,708.71	162,478.28	14.3%
<hr/>								
060	INNER HARBOR							
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356	INNER HARBOR							
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06035675	INNER HARBOR-OTHER CHARGES	10,000	0	10,000	.00	.00	10,000.00	.0%
	TOTAL INNER HARBOR	10,000	0	10,000	.00	.00	10,000.00	.0%
	TOTAL INNER HARBOR	10,000	0	10,000	.00	.00	10,000.00	.0%
<hr/>								
070	MACHPELAH CEMETERY FUND							
<hr/>								
290	MACHPELAH CEMETERY							
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07029075	MACHPELAH CEMETERY-OTH CHA	120,950	0	120,950	700.00	32.78	120,217.22	.6%
	TOTAL MACHPELAH CEMETERY	120,950	0	120,950	700.00	32.78	120,217.22	.6%
	TOTAL MACHPELAH CEMETERY FUND	120,950	0	120,950	700.00	32.78	120,217.22	.6%
<hr/>								
093	ISAAC							
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565	ISAAC							
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09356565	ISAAC-PERSONAL SVC	0	0	0	585.21	.00	-585.21	100.0%
	TOTAL ISAAC	0	0	0	585.21	.00	-585.21	100.0%
	TOTAL ISAAC	0	0	0	585.21	.00	-585.21	100.0%

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095	HURRICANE KATRINA	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
095 HURRICANE KATRINA								
568 HURRICANE KATRINA								
09556875	HURRICANE KATRINA-OTHER SV	114,000	0	114,000	35,505.70	-34,889.23	113,383.53	.5%
	TOTAL HURRICANE KATRINA	114,000	0	114,000	35,505.70	-34,889.23	113,383.53	.5%
	TOTAL HURRICANE KATRINA	114,000	0	114,000	35,505.70	-34,889.23	113,383.53	.5%
100 COMMUNITY DEVELOPMENT FUND								
410 COMMUNITY DEVELOPMENT								
10041075	COMMUNITY DEVELOPMENT-OTH	7,832,687	626,613	8,459,300	592,820.45	1,322,547.47	6,543,932.08	22.6%
	TOTAL COMMUNITY DEVELOPMENT	7,832,687	626,613	8,459,300	592,820.45	1,322,547.47	6,543,932.08	22.6%
	TOTAL COMMUNITY DEVELOPMENT FUND	7,832,687	626,613	8,459,300	592,820.45	1,322,547.47	6,543,932.08	22.6%
180 SPECIAL REVENUE PROJECTS								
430 SPECIAL REVENUE PROJECTS								
18043075	SPECIAL REV PROJECTS-PROJE	0	0	0	.00	1,459.63	-1,459.63	100.0%
	TOTAL SPECIAL REVENUE PROJECTS	0	0	0	.00	1,459.63	-1,459.63	100.0%
	TOTAL SPECIAL REVENUE PROJECTS	0	0	0	.00	1,459.63	-1,459.63	100.0%
200 GENERAL OBLIG. DEBT SERVICE								
450 GENERAL OBLIGATION - CITY								

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200	GENERAL OBLIG. DEBT SERVICE	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
20045085	GENERAL OBLIG. DT SER-DEBT	1,509,308	0	1,509,308	366,247.50	.00	1,143,060.50	24.3%
	TOTAL GENERAL OBLIGATION - CITY	1,509,308	0	1,509,308	366,247.50	.00	1,143,060.50	24.3%
	TOTAL GENERAL OBLIG. DEBT SERVICE	1,509,308	0	1,509,308	366,247.50	.00	1,143,060.50	24.3%
400 PASCAGOULA UTILITIES								
650 UTILITY ADMINISTRATION								
40065065	UTILITY ADMIN-PERSONAL SER	144,820	0	144,820	32,942.25	.00	111,877.75	22.7%
40065070	UTILITY ADMIN-SUPPLIES	6,300	0	6,300	384.95	2.99	5,912.06	6.2%
40065075	UTILITY ADM-OTHER CHARGES	143,177	0	143,177	17,263.11	.00	125,913.80	12.1%
	TOTAL UTILITY ADMINISTRATION	294,297	0	294,297	50,590.31	2.99	243,703.61	17.2%
652 UTILITY ACCOUNTING								
40065265	UTILITY ACCOUNTING-PER SVC	375,988	0	375,988	81,721.00	.00	294,267.00	21.7%
40065270	UTILITY ACCOUNTING-SUPPLIE	2,200	0	2,200	255.64	97.92	1,846.44	16.1%
40065275	UTILITY ACCOUNTING-OTHER S	20,097	0	20,097	7,938.58	.00	12,158.42	39.5%
	TOTAL UTILITY ACCOUNTING	398,285	0	398,285	89,915.22	97.92	308,271.86	22.6%
655 UTILITY GENERAL OVERHEAD								
40065575	UTILITY GN OH-OTHER CHARGE	2,123,790	0	2,123,790	159,053.24	30,600.00	1,934,136.76	8.9%
40065585	UTILITY GENERAL OVHD-DEBT	580,868	0	580,868	63,972.87	.00	516,895.13	11.0%
40065590	UTILITY GN OH-TRANSFERS	2,462,281	0	2,462,281	.00	.00	2,462,281.00	.0%
	TOTAL UTILITY GENERAL OVERHEAD	5,166,939	0	5,166,939	223,026.11	30,600.00	4,913,312.89	4.9%
670 UTILITY BUILDING MAINTENANCE								
40067070	UTIL BLDG MNT-SUPPLIES	2,000	0	2,000	736.81	.00	1,263.19	36.8%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
40067080 UT BLDG MNT-CAPITAL	127,172	0	127,172	.00	.00	127,172.00	.0%
TOTAL UTILITY BUILDING MAINTENANCE	129,172	0	129,172	736.81	.00	128,435.19	.6%
<u>671 METERING SERVICES</u>							
40067165 METERING SVC-PERSONAL SERV	204,174	0	204,174	39,944.58	.00	164,229.42	19.6%
40067170 METERING SVC-SUPPLIES	13,750	0	13,750	2,028.08	253.58	11,468.34	16.6%
40067175 METERING SVC-OTHER CHARGES	6,276	0	6,276	1,031.87	1,326.69	3,917.44	37.6%
TOTAL METERING SERVICES	224,200	0	224,200	43,004.53	1,580.27	179,615.20	19.9%
<u>672 WATER OPERATION & MAINTENANCE</u>							
40067270 WATER O & M-SUPPLIES	484,500	6,495	490,995	106,122.86	80,379.93	304,492.21	38.0%
40067275 WATER O & M-OTHER CHARGES	1,169,569	0	1,169,569	293,177.59	40,015.61	836,375.92	28.5%
40067280 WATER O & M-CAPITAL OUTLAY	1,319,000	0	1,319,000	229,953.23	87,400.84	1,001,645.93	24.1%
TOTAL WATER OPERATION & MAINTENANCE	2,973,069	6,495	2,979,564	629,253.68	207,796.38	2,142,514.06	28.1%
<u>673 SEWER OPERATION & MAINTENANCE</u>							
40067370 SEWER O & M-SUPPLIES	187,800	0	187,800	63,759.99	28,384.73	95,655.28	49.1%
40067375 SEWER O & M-OTHER CHARGES	3,002,973	0	3,002,973	741,750.69	1,946,498.82	314,723.98	89.5%
40067380 SEWER O & M-CAPITAL OUTLAY	1,120,000	0	1,120,000	142,120.10	65,092.00	912,787.90	18.5%
TOTAL SEWER OPERATION & MAINTENANCE	4,310,773	0	4,310,773	947,630.78	2,039,975.55	1,323,167.16	69.3%
<u>674 GAS OPERATIONS & MAINTENANCE</u>							
40067470 GAS O & M-SUPPLIES	197,100	0	197,100	28,791.78	8,625.41	159,682.81	19.0%
40067475 GAS O & M-OTHER CHARGES	2,601,961	0	2,601,961	523,320.84	4,073.80	2,074,566.85	20.3%
40067480 GAS O & M-CAPITAL OUTLAY	526,000	0	526,000	84,237.54	24,685.53	417,076.93	20.7%
TOTAL GAS OPERATIONS & MAINTENANCE	3,325,061	0	3,325,061	636,350.16	37,384.74	2,651,326.59	20.3%
TOTAL PASCAGOULA UTILITIES	16,821,797	6,495	16,828,292	2,620,507.60	2,317,437.85	11,890,346.56	29.3%

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480	SOLID WASTE MANAGEMENT FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
480 SOLID WASTE MANAGEMENT FUND								
685 SOLID WASTE MGMT								
48068565	SOLID WASTE MGT-PERSONAL S	19,587	0	19,587	3,087.68	.00	16,499.32	15.8%
48068575	SOLID WASTE MANAGEMENT-OTH	1,414,500	0	1,414,500	283,189.44	500.00	1,130,810.56	20.1%
	TOTAL SOLID WASTE MGMT	1,434,087	0	1,434,087	286,277.12	500.00	1,147,309.88	20.0%
	TOTAL SOLID WASTE MANAGEMENT FUND	1,434,087	0	1,434,087	286,277.12	500.00	1,147,309.88	20.0%
500 PASCAGOULA GROUP INSURANCE								
500 GROUP INSURANCE								
50050075	GROUP INS-OTHER SVC'S & CH	0	0	0	770,495.60	.00	-770,495.60	100.0%
	TOTAL GROUP INSURANCE	0	0	0	770,495.60	.00	-770,495.60	100.0%
	TOTAL PASCAGOULA GROUP INSURANCE	0	0	0	770,495.60	.00	-770,495.60	100.0%
600 FIRE AND POLICE D & R FUND								
700 DISABILITY & RELIEF FUNDING								
60070075	FIRE AND POLICE D & R-OTHR	766,733	0	766,733	91,485.49	.00	675,247.51	11.9%
	TOTAL DISABILITY & RELIEF FUNDING	766,733	0	766,733	91,485.49	.00	675,247.51	11.9%
	TOTAL FIRE AND POLICE D & R FUND	766,733	0	766,733	91,485.49	.00	675,247.51	11.9%
	GRAND TOTAL	60,964,278	985,515	61,949,793	10,510,652.66	4,213,078.92	47,226,061.75	23.8%

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	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
010 GENERAL FUND						
000 REVENUES						
01000005 GENERAL FUND-TAXES	8,900,010	0	8,900,010	167,492.97	8,732,517.03	1.9%
01000010 GENERAL FUND-LICENSE & PER	1,946,100	0	1,946,100	405,767.97	1,540,332.03	20.9%
01000015 GENERAL FUND-GRANTS	262,400	53,238	315,638	42,405.91	273,232.41	13.4%
01000020 GENERAL FUND-INTERGOV'TAL	8,119,541	0	8,119,541	1,480,049.61	6,639,491.39	18.2%
01000025 GENERAL FUND-CHGS/GOV'T SE	2,002,440	0	2,002,440	56,310.12	1,946,129.88	2.8%
01000030 GENERAL FUND-FINES & FORFE	1,000,000	0	1,000,000	217,292.54	782,746.82	21.7%
01000035 GENERAL FUND-INTEREST	86,400	0	86,400	6,123.38	80,276.62	7.1%
01000040 GENERAL FUND-RENTS	80,700	0	80,700	17,592.51	63,107.49	21.8%
01000045 GENERAL FUND-MISCELLANEOUS	167,200	33,555	200,755	50,951.07	149,803.93	25.4%
01000055 GENERAL FUND-TRANSFERS	2,462,281	0	2,462,281	.00	2,462,281.00	.0%
01000060 GENERAL FUND-OTHER FIN SOU	2,057,000	0	2,057,000	.00	2,057,000.00	.0%
TOTAL REVENUES	27,084,072	86,793	27,170,865	2,443,986.08	24,726,918.60	9.0%
TOTAL GENERAL FUND	27,084,072	86,793	27,170,865	2,443,986.08	24,726,918.60	9.0%
015 TAX CLEARING FUND						
000 REVENUES						
01500045 TAX CLEARING FUND-MISC.	0	0	0	1,075.45	-1,075.45	100.0%
TOTAL REVENUES	0	0	0	1,075.45	-1,075.45	100.0%
TOTAL TAX CLEARING FUND	0	0	0	1,075.45	-1,075.45	100.0%
020 SPECIAL TAX-RECREATION						
000 REVENUES						
02000020 SPECIAL TAX-INTERGOVTAL RE	163,100	0	163,100	32,393.99	130,706.01	19.9%
TOTAL REVENUES	163,100	0	163,100	32,393.99	130,706.01	19.9%

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	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
TOTAL SPECIAL TAX-RECREATION	163,100	0	163,100	32,393.99	130,706.01	19.9%
<hr/>						
030 PAYROLL FUND						
<hr/>						
000 REVENUES						
<hr/>						
03000035 PAYROLL FUND-INTEREST	0	0	0	464.84	-464.84	100.0%
TOTAL REVENUES	0	0	0	464.84	-464.84	100.0%
TOTAL PAYROLL FUND	0	0	0	464.84	-464.84	100.0%
<hr/>						
040 FORFIETURE & SEIZURE FUND						
<hr/>						
000 REVENUES						
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04000030 FORFIETURE & SEIZURE-FORFE	93,200	2,190	95,390	.00	95,390.00	.0%
TOTAL REVENUES	93,200	2,190	95,390	.00	95,390.00	.0%
TOTAL FORFIETURE & SEIZURE FUND	93,200	2,190	95,390	.00	95,390.00	.0%
<hr/>						
042 S MS METRO ENFORCEMENT TEAM						
<hr/>						
000 REVENUES						
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04200020 SMMET - INTERGOV'TAL REV	0	28,500	28,500	.00	28,500.00	.0%
TOTAL REVENUES	0	28,500	28,500	.00	28,500.00	.0%
TOTAL S MS METRO ENFORCEMENT TEAM	0	28,500	28,500	.00	28,500.00	.0%
<hr/>						
050 FIRE INSURANCE REBATE FUND						
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000 REVENUES						
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	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
05000020 FIRE INSURANCE REBATE-INTR	121,608	0	121,608	.00	121,608.00	.0%
TOTAL REVENUES	121,608	0	121,608	.00	121,608.00	.0%
TOTAL FIRE INSURANCE REBATE FUND	121,608	0	121,608	.00	121,608.00	.0%
<hr/>						
060 INNER HARBOR						
<hr/>						
000 REVENUES						
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06000020 INNER HARBOR-INTGOVRMTL RE	0	0	0	-108.73	108.73	100.0%
06000040 INNER HARBOR-RENTS	21,300	0	21,300	3,021.00	18,279.00	14.2%
TOTAL REVENUES	21,300	0	21,300	2,912.27	18,387.73	13.7%
TOTAL INNER HARBOR	21,300	0	21,300	2,912.27	18,387.73	13.7%
<hr/>						
070 MACHPELAH CEMETERY FUND						
<hr/>						
000 REVENUES						
<hr/>						
07000060 MACHPELAH CEMETERY-OTH FIN	38,300	0	38,300	11,500.00	26,800.00	30.0%
TOTAL REVENUES	38,300	0	38,300	11,500.00	26,800.00	30.0%
TOTAL MACHPELAH CEMETERY FUND	38,300	0	38,300	11,500.00	26,800.00	30.0%
<hr/>						
093 ISAAC						
<hr/>						
000 REVENUES						
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09300015 ISAAC GRANTS	10,000	0	10,000	.00	10,000.00	.0%
TOTAL REVENUES	10,000	0	10,000	.00	10,000.00	.0%
TOTAL ISAAC	10,000	0	10,000	.00	10,000.00	.0%

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	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
095 HURRICANE KATRINA						
000 REVENUES						
09500015 HURRICANE KATRINA-GRANTS	2,500,000	0	2,500,000	-61,989.07	2,561,989.07	-2.5%
TOTAL REVENUES	2,500,000	0	2,500,000	-61,989.07	2,561,989.07	-2.5%
TOTAL HURRICANE KATRINA	2,500,000	0	2,500,000	-61,989.07	2,561,989.07	-2.5%
097 HURRICANE IVAN						
000 REVENUES						
09700015 HURRICANE IVAN-GRANTS	244,345	0	244,345	.00	244,345.00	.0%
TOTAL REVENUES	244,345	0	244,345	.00	244,345.00	.0%
TOTAL HURRICANE IVAN	244,345	0	244,345	.00	244,345.00	.0%
100 COMMUNITY DEVELOPMENT FUND						
000 REVENUES						
10000015 COMMUNITY DEVELOPMENT-GRAN	8,489,176	411,613	8,900,789	681,220.64	8,219,568.36	7.7%
10000055 COMMUNITY DEVELOPMENT-TRNF	0	215,000	215,000	.00	215,000.00	.0%
TOTAL REVENUES	8,489,176	626,613	9,115,789	681,220.64	8,434,568.36	7.5%
TOTAL COMMUNITY DEVELOPMENT FUND	8,489,176	626,613	9,115,789	681,220.64	8,434,568.36	7.5%
200 GENERAL OBLIG. DEBT SERVICE						
000 REVENUES						

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	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
20000005 GENERAL OBLIG. DEBT SER-TA	543,070	0	543,070	11,541.29	531,528.71	2.1%
20000020 GENERAL OBLIG. DT SER- INT	20,000	0	20,000	.00	20,000.00	.0%
20000035 GENERAL OBLIG. DT SER-INTE	8,900	0	8,900	.00	8,900.00	.0%
TOTAL REVENUES	571,970	0	571,970	11,541.29	560,428.71	2.0%
TOTAL GENERAL OBLIG. DEBT SERVICE	571,970	0	571,970	11,541.29	560,428.71	2.0%
<hr/>						
400 PASCAGOULA UTILITIES						
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000 REVENUES						
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40000020 PASCAGOULA UTILITIES-INTGO	78,900	0	78,900	.00	78,900.00	.0%
40000035 PASCAGOULA UTILITIES-INTER	19,000	0	19,000	.00	19,000.00	.0%
40000045 PASCAGOULA UTILITIES-MISC	10,000	0	10,000	2,251.19	7,748.81	22.5%
40000050 PASCAGOULA UTILITIES-UTIL	12,406,900	6,495	12,413,395	2,479,215.06	9,934,365.97	20.0%
40000060 PAS UTILITIES-OTH FIN SOUR	2,961,000	0	2,961,000	.00	2,961,000.00	.0%
TOTAL REVENUES	15,475,800	6,495	15,482,295	2,481,466.25	13,001,014.78	16.0%
TOTAL PASCAGOULA UTILITIES	15,475,800	6,495	15,482,295	2,481,466.25	13,001,014.78	16.0%
<hr/>						
475 PASCAGOULA TRANSFER STATION						
<hr/>						
000 REVENUES						
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47500035 TRANSFER ST-INTEREST	7,160	0	7,160	.00	7,160.00	.0%
TOTAL REVENUES	7,160	0	7,160	.00	7,160.00	.0%
TOTAL PASCAGOULA TRANSFER STATION	7,160	0	7,160	.00	7,160.00	.0%
<hr/>						
480 SOLID WASTE MANAGEMENT FUND						
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000 REVENUES						
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	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
48000005 SOLID WASTE MANAGEMENT-TAX	242,236	0	242,236	5,169.88	237,066.12	2.1%
48000020 SOLID WASTE MANAGEMENT-INT	8,600	0	8,600	.00	8,600.00	.0%
48000025 SOLID WASTE MANAGEMENT-GOV	1,282,200	0	1,282,200	320,141.64	962,058.36	25.0%
48000035 SOLID WASTE MANAGEMENT-INT	3,000	0	3,000	.00	3,000.00	.0%
TOTAL REVENUES	1,536,036	0	1,536,036	325,311.52	1,210,724.48	21.2%
TOTAL SOLID WASTE MANAGEMENT FUND	1,536,036	0	1,536,036	325,311.52	1,210,724.48	21.2%
500 PASCAGOULA GROUP INSURANCE						
000 REVENUES						
50000045 PASCAGOULA GRP INS-MISC.	0	0	0	939,748.66	-939,748.66	100.0%
TOTAL REVENUES	0	0	0	939,748.66	-939,748.66	100.0%
TOTAL PASCAGOULA GROUP INSURANCE	0	0	0	939,748.66	-939,748.66	100.0%
600 FIRE AND POLICE D & R FUND						
000 REVENUES						
60000005 FIRE AND POLICE D & R-TAXE	729,914	0	729,914	17,796.82	712,117.18	2.4%
60000020 FIRE AND POLICE D & R-INTG	28,469	0	28,469	.00	28,469.00	.0%
60000035 FIRE AND POLICE D & R-INTE	8,350	0	8,350	.00	8,350.00	.0%
TOTAL REVENUES	766,733	0	766,733	17,796.82	748,936.18	2.3%
TOTAL FIRE AND POLICE D & R FUND	766,733	0	766,733	17,796.82	748,936.18	2.3%
GRAND TOTAL	57,122,800	750,591	57,873,391	6,887,428.74	50,986,187.97	11.9%

** END OF REPORT - Generated by Jeane Bull **



AGENDA ITEM REQUEST FORM

Meeting Date: January 21, 2014

Submitting Department or Individual: Finance

Contact Name: Jeane Bull

Phone: 938-6610

Agenda Topic: Claims Docket for January 21, 2014.

Attach additional information as necessary

Action Requested:

Approve Order for Docket of Claims.

Budgeted Item	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Source of Funding	<input checked="" type="checkbox"/> General Fund
Contract Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Utility Fund
Mayor or Manager's Signature Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Grant
				<input type="checkbox"/> Other

For grants and contracts, attach two (2) originals for Mayor or Manager's signature

For ordinances, resolutions, or other correspondence, attach one (1) original for Mayor or Manager's signature

NOTE: ALL AGENDA REQUESTS MUST BE TURNED INTO THE CITY CLERK'S OFFICE WITH ALL ATTACHMENTS NO LATER THAN 2PM ON THE WEDNESDAY PRECEDING THE CITY COUNCIL MEETING

ORDER

WHEREAS, the attached docket of claims for the period of January 3, 2014, through January 17, 2014, has been presented to the City Council for allowance and approval; and **WHEREAS**, the below claim numbers 12-06-01, 12-20-02, and 12-03 have also been presented to the City Council for allowance and approval:

<u>December 6, 2013</u>		<u>Claim # 12-06-01</u>
010	General Fund	\$ 502,816.08
400	Pascagoula Utilities	20,709.70
480	Solid Waste Mgmt.	<u>449.12</u>
	Total	<u>\$ 523,974.90</u>

<u>December 20, 2013</u>		<u>Claim # 12-20-02</u>
010	General Fund	\$ 476,514.90
400	Pascagoula Utilities	20,989.62
480	Solid Waste Mgmt.	505.26
093	Hurricane Isaac	<u>146.30</u>
	Total	<u>\$ 498,156.08</u>

<u>Miscellaneous Claim</u>		<u>Claim # 12-03</u>
1000	City Share FICA	\$ 48,826.85
1100	City Share Medicare	11,532.43
7000	City Share PERS	<u>128,265.37</u>
	Total	\$ 188,624.65

WHEREAS, it appears that all of said claims are proper and should be allowed;

NOW, THEREFORE, IT IS ORDERED that all claims shown on said dockets are hereby allowed and approved for payment.

CLAIMS REPORT
WARRANT 01/21/2014

<u>DOC. #</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>PROJ#</u>	<u>P.O. #</u>	<u>ITEM AMOUNT</u>
A & B DISCOUNT TIRES INC					
72459	TIRE REPAIR/LOADER	01020170 - 552100		14001029	\$135.00
72461	FLAT REPAIR/ST-5	01020170 - 552100		14001029	\$26.00
72462	TIRE REPAIRS/E-9 BACKHOE	01020170 - 552100		14001029	\$155.50
72464	TIRE/ST-51	01020170 - 552100		14001029	\$247.95
72466	TIRE REPAIR/ST-45	01020170 - 552100		14001029	\$100.00
72468	FLAT REPAIR/JD TRACTOR/#1840	01020170 - 552100		14001029	\$91.00
VENDOR TOTAL:					\$755.45
ABSOLUTE PROTECTION INC					
72408	MONTHLY MONITORING/SMMET	04215075 - 568100		14001530	\$25.00
72162	MONTHLY MONITORING/WATER PLANT	40067275 - 562880		14000209	\$190.00
VENDOR TOTAL:					\$215.00
ACCURATE CONTROL EQUIPMENT INC					
72329	LEASE AGREEMENT/POSTAGE METER	01009075 - 562045		14001405	\$1,693.20
VENDOR TOTAL:					\$1,693.20
ACTION PRINTING CENTER INC					
72163	BUSINESS CARD/JEN DEARMAN	01040470 - 550000		14001317	\$15.00
72164	BUSINESS CARD/R WOOD	01005570 - 550000		14001306	\$15.00
72283	WHITE DOOR HANGERS	40065270 - 550000		14001358	\$83.58
VENDOR TOTAL:					\$113.58
AD2					
72165	CONSTANT CONTACT EMAIL MARKETING	01007075 - 558500		14000132	\$59.10
VENDOR TOTAL:					\$59.10
AIRGAS USA LLC					
72166	CYLINDER RENTAL	01030175 - 563050		14001463	\$91.40
VENDOR TOTAL:					\$91.40
APPLEWHITE RECYCLING SYSTEM LLC					
72168	12/13 DISPOSAL FEE	48068575 - 561150		14001460	\$1,269.00
VENDOR TOTAL:					\$1,269.00
ASSOC OF STATE FLOODPLAIN MANAGERS					
72169	ASFPM DUES/W DUNNAM	01018070 - 551000		14001360	\$120.00
72170	ASFPM DUES/J TURNER	01018070 - 551000		14001360	\$120.00
72171	ASFPM DUES/A BURKS	01018070 - 551000		14001360	\$120.00
72172	ASFPM DUES/M SAVASTA	01018070 - 551000		14001360	\$120.00
72173	ASFPM DUES/W BREEDEN	01018070 - 551000		14001360	\$120.00
VENDOR TOTAL:					\$600.00

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B & B PET STOP INC					
72323	AQUARIUM SUPPLIES	01035570 - 551900		14001289	\$90.57
VENDOR TOTAL:					\$90.57
BADGER METER INC					
72174	UTILITY CONTRACT SVC RENEWAL	40067175 - 562095		14001079	\$1,193.73
VENDOR TOTAL:					\$1,193.73
BAYOU CONCRETE					
72469	CONCRETE-FREDRIC ST	01020175 - 562415		14001032	\$508.75
72470	CONCRETE-OLD MOBILE	01020175 - 562415		14001032	\$462.50
72471	CONCRETE-GALLERY ST	01020175 - 562415		14001032	\$427.50
72472	CONCRETE-FREDRIC ST	01020175 - 562415		14001032	\$388.75
72473	CONCRETE-COUNTRY CLUB	01020175 - 562415		14001032	\$427.50
72474	CONCRETE-MARTIN	01020175 - 562415		14001032	\$427.50
72475	CONCRETE-PASCAGOULA ST	01020175 - 562415		14001032	\$331.00
VENDOR TOTAL:					\$2,973.50
HARRY J BLEVINS					
72175	PER DIEM/MML MID WINTER CONFERENCE	01000175 - 557000		14001378	\$123.00
VENDOR TOTAL:					\$123.00
BLOSSMAN GAS INC					
72330	BULK PROPANE	01024070 - 551900		14001409	\$12.79
VENDOR TOTAL:					\$12.79
BOBS GARAGE & BODY SHOP					
72410	POWER STEERING PUMP/STEERING GREAR	01010075 - 562600		14001540	\$795.62
72412	COOLING RADIATOR/BATTERY/#12516	01010075 - 562600		14001540	\$409.64
72413	COOLING RADIATOR/HUB/ROTOR/#9840	01010075 - 562600		14001540	\$423.22
72416	BATTERY	01010075 - 562600		14001540	\$84.40
72418	TIRE REPAIR/#12520	01010075 - 562600		14001540	\$8.50
72419	HEADLAMP BULB/#12512	01010075 - 562600		14001540	\$14.95
72421	POWER STEERING MODULE/#12519	01010075 - 562600		14001540	\$384.22
72423	AUTO MAINT/#14700	01010075 - 562600		14001540	\$45.50
72424	AUTO MAINT/#12505	01010075 - 562600		14001540	\$67.06
72425	COIL PACK/PLUGS/#12508	01010075 - 562600		14001540	\$184.45
72426	BATTERY/#12518	01010075 - 562600		14001540	\$91.20
72427	AUTO MAINT/#12144	01010075 - 562600		14001540	\$57.11
72428	AUTO MAINT/#14530	01010075 - 562600		14001540	\$60.39
72429	BRAKE ROTOR/BRAKE PADS/#14145	01010075 - 562600		14001540	\$242.73
72430	TOWING/#12931	01010075 - 562600		14001540	\$35.00
72431	AUTO MAINT/#12132	01010075 - 562600		14001540	\$97.84
72432	AUTO MAINT/#12062	01010075 - 562600		14001540	\$293.18
72433	MANIFOLD GASKET INTAKE/#12510	01010075 - 562600		14001540	\$643.49

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72434	AUTO MAINT/#12519	01010075 - 562600		14001540	\$52.76
72435	AUTO MAINT/#12512	01010075 - 562600		14001540	\$37.00
72436	FAN/MOTOR/SHROUD ASSY/RELAY/#12485	01010075 - 562600		14001540	\$573.54
VENDOR TOTAL:					\$4,601.80

BOTTER HONDA

72438	AUTO MAINT/#14696	01010075 - 562600		14001517	\$85.25
VENDOR TOTAL:					\$85.25

BSN SPORTS-SPORT SUPPLY GROUP INC

72176	SCOREBOOKS/BASKETBALL	01030170 - 553100		14001210	\$59.40
VENDOR TOTAL:					\$59.40

C & C OFFICE SUPPLY CO INC

72177	WALL CALENDAR	01018070 - 550000		14001341	\$19.00
72177		01040270 - 550000		14001341	\$21.66
72178	KEYBOARD PLATFORMS	01040280 - 578700		14000858	\$144.00
72325	2014 CALENDARS	01002070 - 550000		14001023	\$22.95
72325		01004070 - 550000		14001023	\$32.66
72325		01005070 - 550000		14001023	\$48.40
72325		01005570 - 550000		14001023	\$29.54
72325		01006070 - 550000		14001023	\$40.69
72325		01007070 - 550000		14001023	\$24.98
72326	2014 CALENDARS	01018070 - 550000		14001023	\$30.89
72327	2014 CALENDARS	01007070 - 550000		14001023	\$4.57
72327		01018070 - 550000		14001023	\$2.00
72327		01040270 - 550000		14001023	\$14.22
72332	DATE/12 MESSAGE SELF INKING	01005570 - 550000		14001455	\$6.08
72332		01007070 - 550000		14001455	\$53.99
72332		01009070 - 551420		14001455	\$76.06
72333	RETURN WRIST AID ERGONOMIC MOUSE PAD	01004070 - 551900			\$-17.50
72334	RETURN KEYBOARD TRAY	01040280 - 578700			\$-108.00
72177	WALL CALENDAR	40065270 - 550000		14001341	\$5.70
72327	2014 CALENDARS	40065070 - 550000		14001023	\$2.99
72327		40065270 - 550000		14001023	\$44.29
72327		40067270 - 551900		14001023	\$125.47
72327		40067370 - 550000		14001023	\$14.10
72328	2014 CALENDARS	40067370 - 550000		14001023	\$37.83
VENDOR TOTAL:					\$676.57

CABLE ONE INC

72180	1/4-2/3/14 INTERNET SVC/SR CTR	01009975 - 556040		14001372	\$105.95
72331	1/13-2/12/14 CABLE SVC/SR CTR	01009975 - 556040		14001495	\$11.00
VENDOR TOTAL:					\$116.95

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CDW-GOVERNMENT INC					
72181	USB HUB/CARD READER/PD	01010070 - 551900		14001192	\$69.28
VENDOR TOTAL:					\$69.28
CELLULAR SOUTH					
72179	12/13 CELL PHONE SVC	01008075 - 556020		14001452	\$3,693.90
72182	12/13 WIRELESS CARD SVC FEE	01010575 - 556040		14001434	\$1,904.40
VENDOR TOTAL:					\$5,598.30
CHRISTIAN PREUS LANDSCAPE ARCHITECTURE					
72441	PASC RIVER ENVIRONMENTAL TRAIL	10041075 - 568440	71307	14001446	\$750.00
VENDOR TOTAL:					\$750.00
CITY ELECTRIC SUPPLY CO					
72340	LIFT STATION REPAIRS/BELAIR & WASHINGTC	40067370 - 552850		14001343	\$42.84
VENDOR TOTAL:					\$42.84
CITY OF PASCAGOULA					
72183	1/14 GROUP HEALTH INS	01000165 - 541000			\$6,241.67
72183		01001065 - 541000			\$3,566.67
72183		01002065 - 541000			\$2,675.00
72183		01004065 - 541000			\$1,783.33
72183		01005065 - 541000			\$3,566.67
72183		01005565 - 541000			\$1,783.33
72183		01006065 - 541000			\$1,783.33
72183		01007065 - 541000			\$3,566.67
72183		01008065 - 541000			\$1,783.33
72183		01010065 - 541000			\$2,675.00
72183		01010565 - 541000			\$21,400.00
72183		01011065 - 541000			\$17,833.33
72183		01011265 - 541000			\$35,666.67
72183		01011565 - 541000			\$3,566.67
72183		01013065 - 541000			\$1,783.33
72183		01015565 - 541000			\$891.67
72183		01016065 - 541000			\$2,675.00
72183		01016165 - 541000			\$48,150.00
72183		01016265 - 541000			\$891.67
72183		01016565 - 541000			\$891.67
72183		01018065 - 541000			\$8,916.67
72183		01024165 - 541000			\$1,783.33
72183		01025065 - 541000			\$1,783.33
72183		01030065 - 541000			\$2,675.00
72183		01030165 - 541000			\$10,700.00
72183		01040265 - 541000			\$3,566.67
72183		01040465 - 541000			\$1,783.33

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72183	1/14 GROUP HEALTH INS	40065065 - 541000			\$891.67
72183		40065265 - 541000			\$6,241.67
72183		40067165 - 541000			\$3,566.66
VENDOR TOTAL:					\$205,083.34
COAST MICE					
72184	MICE/NATURE CENTER	01035570 - 551900		14001238	\$50.00
VENDOR TOTAL:					\$50.00
GARLON COLE					
72185	REIMBURSEMENT/EYE GLASSES	01010070 - 550120		14001422	\$140.00
VENDOR TOTAL:					\$140.00
CONSOLIDATED PIPE & SUPPLY CO INC					
72337	ADS HP DRAINAGE PIPE	01020175 - 562400		14000874	\$2,330.00
72497	HP DRAINAGE PIPE	01020175 - 562400		14000358	\$15,140.00
72498	HP DRAINAGE PIPE	01020175 - 562400		14000358	\$10,185.80
72499	HP DRAINAGE PIPE	01020175 - 562400		14000358	\$1,124.00
72186	TRAFFIC RATED METER BOX	40067270 - 552800		14001164	\$295.00
72187	TRAFFIC RATED METER BOX	40067270 - 552800		14001164	\$1,180.00
72338	WATER PLANT VALVE	40067275 - 562880		14001371	\$645.00
72339	SADDLE/CORP STOP	40067270 - 552820		14001347	\$4,000.00
VENDOR TOTAL:					\$34,899.80
CONTROL SYSTEMS INC					
72188	FREIGHT CHARGE/INVOICE #47987	40067370 - 552850		14001457	\$10.02
VENDOR TOTAL:					\$10.02
CRIME TARGET SECURITY SYSTEMS					
72189	MONITORING/ART DEPOT	01030075 - 568006		14000141	\$10.00
72190	MONITORING/SR CTR	01030075 - 568006		14000139	\$26.00
72191	MONITORING/BEACH PARK	01030175 - 568006		14000138	\$23.00
VENDOR TOTAL:					\$59.00
CUPIT SIGNS INC					
72335	WAYFINDING SIGNS	10041075 - 568440	13004	14001240	\$405.98
VENDOR TOTAL:					\$405.98
DAUPHIN ISLAND SEA LAB					
72322	DAUPHIN ISLAND SEA LAB TRIP/REC DEPT	01030175 - 567000		14000892	\$121.50
VENDOR TOTAL:					\$121.50
REBECCA DAVIS					
72341	PER DIEM/MAIN ST TRAINING	01040475 - 557000		14001443	\$82.00

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VENDOR TOTAL:					\$82.00
DEEP SOUTH TECHNICAL SERVICES					
72192	EQUIPMENT MAINT/SR CTR	01030075 - 562900		14001271	\$275.00
VENDOR TOTAL:					\$275.00
DELTA SANITATION LLC					
72193	12/13 RESIDENTIAL GARBAGE COLLECTION	48068575 - 561100		14001469	\$80,489.85
72193		48068575 - 561400		14001469	\$8,616.00
72194	1/14 FRONT LOAD SVC	48068575 - 561400		14001353	\$1,333.66
72445	12/13 RENT/HAUL/4015 14TH ST	48068575 - 561400		14001532	\$731.92
VENDOR TOTAL:					\$91,171.43
DEPARTMENT OF FINANCE & ADMIN					
72224	12/13 COURT ASSESSMENTS	01000000 - 220300		14001454	\$37,398.88
72224		01000000 - 220301		14001454	\$47.00
72224		01000000 - 220302		14001454	\$75.00
VENDOR TOTAL:					\$37,520.88
DIAMOND HEATING & COOLING SERVICES INC					
72448	12/13 MAINTENANCE AGREEMENT	01009075 - 562200		14000162	\$6,917.50
VENDOR TOTAL:					\$6,917.50
DISPLAY2GO					
72321	FLOOR BROCHURE STAND	01030070 - 551900		14000972	\$201.23
VENDOR TOTAL:					\$201.23
DOGWOOD CERAMIC SUPPLY					
72444	GLAZES/ARTS ON THE AVENUE	01040470 - 551905		14000813	\$433.50
VENDOR TOTAL:					\$433.50
DOMINOS PIZZA					
72195	PIZZAS/AFTER SCHOOL CARE PARTY	01030175 - 567000		14001270	\$64.20
VENDOR TOTAL:					\$64.20
DPC ENTERPRISES, L. P.					
72476	CHLORINE/WATER PLANTS	40067270 - 552260		14001299	\$624.00
72477	CHLORINE/WATER PLANTS	40067270 - 552260		14001299	\$312.00
72478	CHLORINE/WATER PLANTS	40067270 - 552260		14001299	\$624.00
72479	CREDIT CHLORINE	40067270 - 552260			\$-124.80
VENDOR TOTAL:					\$1,435.20
DPS CRIME LAB					
72225	12/13 PUB SAFETY COURT ASMTS	01000000 - 220302		14001453	\$2,348.25

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72447	CRIME LAB FEES	01011075 - 568110		14001519	\$500.00
VENDOR TOTAL:					\$2,848.25
ECOLAB EQUIPMENT CARE					
72197	RE-THERMLIZER ELEMENT KIT	01030070 - 551900		14001261	\$139.00
VENDOR TOTAL:					\$139.00
ECO-SYSTEMS, INC					
72196	10/26-11/29/13 PROFESSIONAL SERVICES	01019075 - 555900		14001354	\$1,231.65
VENDOR TOTAL:					\$1,231.65
EMPIRE TRUCK SALES, LLC					
72342	2011 DUMP TRUCK	40067280 - 578800		14001286	\$84,950.84
VENDOR TOTAL:					\$84,950.84
EVIDENT					
72494	CRIME LAB SUPPLIES	01011070 - 551410		14001096	\$1,329.33
VENDOR TOTAL:					\$1,329.33
FAMILY PROMISE OF JACKSON CTY MS					
72449	EXPENSE REIMBURSEMENT/CDBG	10041075 - 568440	71303	14001550	\$424.22
VENDOR TOTAL:					\$424.22
FEDERAL BUREAU OF INVESTIGATION					
72501	FBI CONFIDENTIAL FUNDS	01011075 - 568100		14001577	\$12,000.00
VENDOR TOTAL:					\$12,000.00
FEDERAL EXPRESS CORP					
72451	SHIPPING/L TAYNER/HUD	10041075 - 568440	71304	14001551	\$19.36
72453	SHIPPING/D MCADOO/HUD	10041075 - 568440	71304	14001552	\$26.82
VENDOR TOTAL:					\$46.18
FORD MOTOR CREDIT CO.-MUNICIPAL					
72343	LEASE PYMT 2013 FORD F150 TRUCK	01011085 - 580836		14000374	\$633.94
VENDOR TOTAL:					\$633.94
FRED PRYOR SEMINARS					
72223	TRAINING SEMINAR/L GRACE	01040275 - 557600		14001335	\$598.00
VENDOR TOTAL:					\$598.00
FRED'S JANITORIAL, INC					
72199	12/13 MONTHLY JANITORIAL SVC	01009075 - 562100		14000654	\$9,137.00
72200	RECOATING GYM FLOOR	01030175 - 562900		14001044	\$3,495.00

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VENDOR TOTAL:					\$12,632.00
FUELMAN OF MS					
72202	12/23-29/13 FUEL USAGE	01010070 - 551300		14001356	\$3,597.74
72202		01016070 - 551300		14001356	\$120.80
72202		01016170 - 551300		14001356	\$301.42
72202		01018070 - 551300		14001356	\$45.37
72202		01020170 - 551300		14001356	\$1,294.29
72202		01024070 - 551300		14001356	\$66.91
72202		01024170 - 551300		14001356	\$94.44
72202		01030170 - 551300		14001356	\$232.54
72203	12/30/13-1/5/14 FUEL USAGE	01010070 - 551300		14001419	\$3,216.19
72203		01016070 - 551300		14001419	\$92.10
72203		01016170 - 551300		14001419	\$226.71
72203		01018070 - 551300		14001419	\$119.33
72203		01020170 - 551300		14001419	\$577.75
72203		01024170 - 551300		14001419	\$109.02
72203		01030170 - 551300		14001419	\$69.99
72202	12/23-29/13 FUEL USAGE	40067170 - 551300		14001356	\$33.50
72202		40067270 - 551300		14001356	\$252.67
72202		40067370 - 551300		14001356	\$196.66
72202		40067470 - 551300		14001356	\$263.20
72203	12/30/13-1/5/14 FUEL USAGE	40067170 - 551300		14001419	\$128.45
72203		40067270 - 551300		14001419	\$178.28
72203		40067370 - 551300		14001419	\$210.36
72203		40067470 - 551300		14001419	\$319.62
VENDOR TOTAL:					\$11,747.34
GEOGRAPHIC COMPUTER TECHNOLOGIES					
72347	12/13 GIS WEBSITE HOSTING	01008075 - 555900		14000418	\$300.00
VENDOR TOTAL:					\$300.00
GRAHAM CONSTRUCTION COMPANY INC					
72204	HORIZONTAL DIRECTIONAL BORES/BARTLET	40067280 - 578300		14001466	\$6,321.00
72205	WATER LINES/KING JAMES CHATEAU	40067280 - 578300		14001465	\$49,020.50
72206	SMOKE TESTING/ CITY WIDE	40067380 - 578400		14001467	\$45,212.00
VENDOR TOTAL:					\$100,553.50
GT DEVELOPMENT & CONTRACTIN					
72153	FRONT STREET RECONNECTION	10041075 - 568440	30902	11002879	\$4,994.02
72153		10041075 - 568440	70405	11002879	\$290,047.00
VENDOR TOTAL:					\$295,041.02
GULF COAST VETERINARY EMERGENCY HOSPITAL					
72207	EMERGENCY VISIT/K-9 RAMBO	01011270 - 551470		14001427	\$382.94

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VENDOR TOTAL:					\$382.94
GULF SALES & SUPPLY INC					
72208	WHITE KNIT RAGS	01024070 - 551900		14001276	\$93.00
72480	TAPE/SLEDGE HAMMER	01020170 - 552500		14001028	\$33.48
72481	BRIGHT WHITE UPSIDE DOWN PAINT	01020170 - 552500		14001028	\$54.00
72482	BRIGHT WHITE UPSIDE DOWN PAINT	01020170 - 552500		14001028	\$54.00
72483	CAMLOCK	01020170 - 552500		14001028	\$14.41
72209	WATER COOLER/W-17	40067270 - 551900		14000008	\$35.00
72346	BATTERY/ SEWER FLOW METER	40067370 - 552860		14001342	\$34.68
72484	BLUE FLUORESCENT MARKING PAINT	40067270 - 552820		14001415	\$130.50
VENDOR TOTAL:					\$449.07
HAYGOODS INDUSTRIAL ENGRAVERS					
72210	UNIFORMS/PD	01010070 - 551500		14001416	\$432.00
72211	FLAG FOOTBALL UNIFORMS	01030170 - 553100		14001441	\$352.00
72212	FLAG FOOTBALL UNIFORMS	01030170 - 553100		14001441	\$1,166.00
72213	BEACH PARK HOURS SIGNS	01030170 - 552600		14001025	\$208.00
72320	PLAQUES/3 YARD SIGNS/TROPHIES	01040475 - 567100	40007	14001006	\$215.00
VENDOR TOTAL:					\$2,373.00
HDPE SUPPLY					
72216	ELECTROFUSION COUPLING/BRANCH SADDLI	40067280 - 578300		14001288	\$194.00
72216		40067470 - 552840		14001288	\$336.80
72485	ELECTROFUSION TAPPING TEE /GAS DEPT	40067470 - 552840		14001374	\$495.79
VENDOR TOTAL:					\$1,026.59
HILTON JACKSON					
72217	LODGING/B SIMKINS	01000175 - 557000		14001366	\$298.00
VENDOR TOTAL:					\$298.00
ALAN HINKEL					
72214	ANCHOR SQ DEPOSIT REFUND	01000000 - 220520		14001393	\$582.00
VENDOR TOTAL:					\$582.00
HOLIDAY INN					
72454	LODGING/D LEBATARD/PD	01011075 - 557000		14001535	\$519.00
VENDOR TOTAL:					\$519.00
HOLIDAY INN & SUITES HATTIESBURG/UNIVERSITY					
72215	LODGING/K SUMMERLIN	01006075 - 557000		14001362	\$255.00
VENDOR TOTAL:					\$255.00
HUFFMAN JOSEPH R					

** Indicates pre-issue check.

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72218	PER DIEM/MML MID WINTER CONFERENCE	01002075 - 557000		14001375	\$123.00
VENDOR TOTAL:					\$123.00
J C AREA CHAMBER OF COMMERCE					
72219	TUITION/D CREW	01030175 - 557600		14001340	\$1,000.00
VENDOR TOTAL:					\$1,000.00
J L MCCOOL CONTRACTORS INC					
72407	STREET STRIPING	01020175 - 562480		14000888	\$10,600.00
VENDOR TOTAL:					\$10,600.00
JACKSON CO ADULT DETENTION CENTER					
72220	12/13 PRISONER MEAL FEE	01011570 - 551700		14001435	\$2,232.75
VENDOR TOTAL:					\$2,232.75
K & R SERVICES					
72221	REPAIRS/GENERATOR CONTROL PANEL	01010075 - 562610		14001431	\$1,155.50
VENDOR TOTAL:					\$1,155.50
DANIEL LEBATARD					
72456	PER DIEM/NCIC COORDINATOR CERTIFICATIO	01011075 - 557000		14001525	\$205.00
VENDOR TOTAL:					\$205.00
LEWIS PRINTING					
72222	LETTER HEAD ENVELOPES	01010075 - 559000		14001250	\$565.76
VENDOR TOTAL:					\$565.76
LOCKARD & WILLIAMS INSUR SERV PA					
72503	12/19/14-1/14/14 CLAIMS RUN	50050075 - 568010			\$120,836.44
72504	4TH QTR RISK POOL ASSOCIATION	50050075 - 568011			\$2,067.00
72505	FSA/CAFE MONTHLY ADMIN FEE	50050075 - 568011			\$14.60
72506	FSA/CAFE MONTHLY ADMIN FEE	50050075 - 568011			\$14.60
72507	FSA/CAFE MONTHLY ADMIN FEE	50050075 - 568011			\$14.60
VENDOR TOTAL:					\$122,947.24
LOWES HOME CENTERS INC					
72284	TOP CHOICE LUMBER	01016770 - 552200		14001058	\$85.59
72285	BUILDING MATERIALS	01016770 - 552200		14001058	\$276.73
72286	BUILDING MATERIALS	01016770 - 552200		14001058	\$349.54
72287	BUILDING MATERIALS	01016770 - 552200		14001058	\$71.78
72288	BUILDING MATERIALS	01016770 - 552200		14001058	\$173.78
72289	RETURN BUILDING MATERIALS	01016770 - 552200		14001058	-\$145.37
72290	AIR COMPRESSOR	01015570 - 552200		14001321	\$436.05
72291	BUILDING MATERIALS	01030170 - 552200		14001059	\$11.58

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72292	BUILDING MATERIALS	01030170 - 552200		14001059	\$7.17
72293	BUILDING MATERIALS	01030170 - 552200		14001059	\$23.73
72294	BUILDING MATERIALS	01030170 - 552200		14001059	\$35.79
72295	BUILDING MATERIALS	01030170 - 552200		14001059	\$15.17
72296	BUILDING MATERIALS	01030170 - 552200		14001059	\$15.66
72297	BUILDING MATERIALS	01030170 - 552200		14001059	\$45.46
72298	BUILDING MATERIALS	01030170 - 552200		14001059	\$14.24
72299	BUILDING MATERIALS	01030170 - 552200		14001059	\$5.67
72300	BUILDING MATERIALS	01030170 - 552200		14001059	\$10.43
72301	BUILDING MATERIALS	01030170 - 552200		14001059	\$18.47
72302	BUILDING MATERIALS	01030170 - 552200		14001059	\$28.08
72303	BUILDING MATERIALS	01030170 - 552200		14001059	\$36.96
72304	BUILDING MATERIALS	01030170 - 552200		14001059	\$14.23
72305	BUILDING MATERIALS	01030170 - 552200		14001059	\$35.50
72306	WATERPROOFING/AJ JOHNSON	01030170 - 552200		14001196	\$478.80
72307	MATERIALS/IG LEVY RESTROOM	01030170 - 552200		14000395	\$333.29
72308	CHRISTMAS SUPPLIES	01040470 - 551100		14001344	\$39.17
72309	IG LEVY SOUTH BATHROOM REPAIRS	01030170 - 552200		14001187	\$650.72
72310	IG LEVY SOUTH BATHROOM REPAIRS	01030170 - 552200		14001187	\$22.40
72311	IG LEVY SOUTH BATHROOM REPAIRS	01030170 - 552200		14001187	\$303.00
72312	MASTER KEYS	01030170 - 552600		14001060	\$7.12
72313	BLACK DUCK TAPE	01030170 - 552600		14001060	\$6.63
72314	BUILDING SUPPLIES	01030170 - 552600		14001060	\$7.57
72315	MISC SUPPLIES	01030170 - 552600		14001060	\$21.83
72316	MISC SUPPLIES	01030170 - 552600		14001060	\$29.35
72317	MISC SUPPLIES	01030170 - 552600		14001060	\$6.63
72318	TRAILER COUPLER	01030170 - 552600		14001060	\$18.96
72319	KWIKSET PADLOCK	01030170 - 552600		14001060	\$5.34
72487	CONSTRUCTION MATERIALS	01020170 - 552500		14001030	\$90.15
72488	CONSTRUCTION MATERIALS	01020170 - 552500		14001030	\$33.23
72489	CONSTRUCTION MATERIALS	01020170 - 552500		14001030	\$43.71
72490	CONSTRUCTION MATERIALS	01020170 - 552500		14001030	\$21.83
72491	CONSTRUCTION MATERIALS	01020170 - 552500		14001030	\$17.07
72495	BUBBLE WRAP	01040470 - 551100		14001512	\$18.98
72496	DUCK TAPE/BUBBLE WRAP/PADLOCK	01040470 - 551100		14001512	\$28.16
72486	1X2X12 GRADE STAKE 12/CEMETARY	07029075 - 562360		14001254	\$31.13
72493	TARPS/WATER DEPT	40067270 - 552820		14001231	\$17.04
72500	MAILBOX/1806 TELEPHONE	40067470 - 551900		14001373	\$34.71

VENDOR TOTAL: \$3,833.06

M & E FEED & SEED

72226	FOOD/K-9	01011270 - 551470		14001274	\$187.96
72344	RYE GRASS SEED/STREET DEPT	01020175 - 562400		14001260	\$83.85
72345	RYE GRASS SEED/STREET DEPT	01020175 - 562400		14001260	\$167.70

VENDOR TOTAL: \$439.51

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M T DEASON COMPANY INC					
72348	2" TAP TEE/GAS DEPT	40067470 - 552840		14000674	\$120.81
72350	COUPLINGS/GAS DEPT	40067470 - 552840		14000674	\$1,897.16
72363	PRESAT WIPES/WATER DEPT	40067270 - 552820		14001259	\$35.72
VENDOR TOTAL:					\$2,053.69
MACLAND ASH DISPOSAL INC					
72351	12/13 WASTE DISPOSAL	48068575 - 561150		14001211	\$12.25
72352	12/13 WASTE DISPOSAL	48068575 - 561150		14001211	\$14.50
72353	12/13 WASTE DISPOSAL	48068575 - 561150		14001211	\$22.50
72354	12/13 WASTE DISPOSAL	48068575 - 561150		14001211	\$16.50
VENDOR TOTAL:					\$65.75
MALLETTE BROTHERS CONSTRUCTION INC					
72355	12/13 ASPHALT	01020175 - 562420		14001033	\$3,857.25
VENDOR TOTAL:					\$3,857.25
MATTHEW BENDER & COMPANY INC					
72227	MS CODE SUPPLEMENTS/CITY CLERK	01009975 - 559000		14001404	\$85.43
72228	MS CODE SUPPLEMENTS/ATTORNEY	01006070 - 550200		14001485	\$33.44
72229	ZONING LAW	01006070 - 550200		14001485	\$537.74
72356	12/13 LEXIS NEXIS LEGAL RSCH	01006070 - 550200		14001513	\$475.00
72395	MS CRIME AND TRAFFIC LAWS	01010070 - 551000		14001527	\$67.08
VENDOR TOTAL:					\$1,198.69
MCCAIN UNIFORMS					
72357	UNIFORM BADGES/POLICE DEPT	01010075 - 567420		14000288	\$1,292.00
72358	UNIFORM BADGES/POLICE DEPT	01010075 - 567420		14000288	\$573.24
VENDOR TOTAL:					\$1,865.24
MEDICAL ARTS PHARMACY					
72359	MEDICATION/PRISONERS	01010070 - 550120		14001310	\$26.40
72360	MEDICATION/PRISONERS	01010070 - 550120		14001310	\$19.79
72361	MEDICATION/PRISONERS	01010070 - 550120		14001310	\$142.82
VENDOR TOTAL:					\$189.01
METRO CONCRETE LLC					
72437	CONCRETE/SARRAZIN	01020175 - 562415		14001031	\$300.00
72439	CONCRETE/GALLERY	01020175 - 562415		14001031	\$394.00
72440	CONCRETE/24TH ST	01020175 - 562415		14001031	\$296.00
72442	CONCRETE/I G LEVY PARK	01020175 - 562415		14001031	\$784.00
72443	CONCRETE/BARTLETT	01020175 - 562415		14001031	\$394.00
VENDOR TOTAL:					\$2,168.00

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MS ASSOC OF CHIEFS OF POLICE					
72230	ANNUAL DUES/JOHNSON	01010070 - 551000		14001418	\$100.00
VENDOR TOTAL:					\$100.00
MS COAST SUPPLY CO INC					
72231	SWIVEL GOOSENECK SPOUT/SR CENTER	01030070 - 552200		14000832	\$168.33
VENDOR TOTAL:					\$168.33
MS DEPT OF INFORMATION TECHNOLOGY SVC					
72233	12/13 ETHERNET CIRCUIT	01009975 - 556040		14001479	\$1,698.97
72234	12/13 NCIC SERVICE/FEES	01010575 - 562610		14001425	\$224.00
VENDOR TOTAL:					\$1,922.97
MS GULF COAST REGIONAL WASTEWATER					
72235	01/14 WASTEWATER TREATMENT	40067375 - 561500		14000267	\$215,076.00
VENDOR TOTAL:					\$215,076.00
MS MAIN STREET ASSOCIATION					
72236	MANAGER TRAINING/M COATS	01040475 - 557600		14001447	\$100.00
72237	MANAGER TRAINING/R DAVIS	01040475 - 557600		14001319	\$100.00
VENDOR TOTAL:					\$200.00
MS MUNICIPAL COURT CLERKS					
72232	COURT CLERKS DUES	01010070 - 551000		14001410	\$60.00
VENDOR TOTAL:					\$60.00
MS MUNICIPAL LEAGUE					
72238	CONFERENCE FEE/J HUFFMAN	01002075 - 557600		14001363	\$135.00
72239	CONFERENCE FEE/H BLEVINS	01000175 - 557600		14001363	\$135.00
72240	CONFERENCE FEE/B SIMKINS	01000175 - 557600		14001363	\$135.00
72241	CONFERENCE FEE/S TIPTON	01000175 - 557600		14001363	\$135.00
VENDOR TOTAL:					\$540.00
MS POWER COMPANY					
72396	12/13 RECREATION POWER BILLS	01030175 - 561000		14001522	\$7,516.35
72397	12/13 GENERAL FUND POWER BILLS	01009975 - 561000		14001523	\$39,830.96
72398	12/13 ANCHOR SQUARE POWER BILLS	01009975 - 561000	80000	14001523	\$239.60
72400	2014 POLE ATTACHMENT/MIS	01009975 - 561000		14001515	\$817.50
72399	12/13 WATER/SEWER/GAS POWER BILLS	40065575 - 561000		14001521	\$31,310.07
VENDOR TOTAL:					\$79,714.48
MS PRESS REGISTER INC					
72242	NOTICE:PLANNING/WATERS	01009975 - 558000		14001400	\$41.28

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VENDOR TOTAL:					\$41.28
MS RURAL WATER ASSOCIATION					
72362	WATER OPERATOR LOG BOOK	40067270 - 552730		14001252	\$83.14
VENDOR TOTAL:					\$83.14
MS STATE TAX COMMISSION					
72243	TAG/W-26	40067275 - 562600		14001481	\$12.00
VENDOR TOTAL:					\$12.00
MS STATE UNIVERSITY					
72386	MUN CLERK TRAINING/SUMMERLIN	01006075 - 557600		14001357	\$200.00
VENDOR TOTAL:					\$200.00
MS UTILITY SUPPLY					
72244	FRAMES/GRATES:STREET DEPT	01020170 - 552500		14000618	\$2,590.00
VENDOR TOTAL:					\$2,590.00
NORTHERN TOOL & EQUIPMENT CO					
72364	HAND TRUCK/WATER DEPT	40067270 - 553000		14001266	\$214.48
VENDOR TOTAL:					\$214.48
OL' MAGNOLIA PEST CONTROL					
72245	01/14 PEST CONTROL	01009075 - 562110		14000113	\$200.00
VENDOR TOTAL:					\$200.00
PASCAGOULA SERVICE CENTER					
72246	REPAIR/MUD PUMP:WATER DEPT	40067275 - 562880		14001458	\$55.00
VENDOR TOTAL:					\$55.00
PASCAGOULA TIRE AND SERVICE INC					
72247	TIRES/UNIT-14142	01010070 - 552100		14001322	\$494.12
72248	TIRES/UNIT-13208	01025070 - 552100		14001322	\$506.44
72401	TIRES/UNIT-12512	01010070 - 552100		14001529	\$477.28
72402	WHEEL ASSMBLY/UNIT-14582	01010070 - 552100		14001529	\$681.16
72403	TIRE REPAIR/UNIT-14145	01010070 - 552100		14001529	\$24.75
VENDOR TOTAL:					\$2,183.75
PERKINS TIRE & POLARIS					
72250	TIRES/PR-37	01024175 - 562600		14000934	\$227.80
72251	TIRES/PR-38	01024175 - 562600		14000934	\$178.10
72252	TIRE REPAIR/REC	01030170 - 552020		14001351	\$15.95
72365	TIRE/PR-16	01024175 - 562600		14001293	\$185.02

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VENDOR TOTAL:					\$606.87
<hr/>					
PIPE TECH INC					
72446	CHECK VALVES/CRISWELL WATER PLANT	40067275 - 562880		14001300	\$1,812.00
72450	FLEX CHECK VALVES/CRISWELL WAT	40067275 - 562880		14001300	\$-721.00
VENDOR TOTAL:					\$1,091.00
<hr/>					
PRECISION DELTA CORP					
72253	AMMUNITION	01010070 - 551600		14001432	\$3,150.00
72255	AMMUNITION	01010070 - 551600		14001432	\$1,489.84
VENDOR TOTAL:					\$4,639.84
<hr/>					
PTS SOLUTIONS INC					
72404	10/01-12/31 SOFTWARE/COURT	01008075 - 562010		14001176	\$1,920.00
72405	10/01-12/31 SOFTWARE/POLICE	01010075 - 562610		14001518	\$5,199.24
VENDOR TOTAL:					\$7,119.24
<hr/>					
PUBLIC AGENCY TRAINING COUNCIL INC					
72257	HOMICIDE TRAINING/M HARPER	01013075 - 567000		14001320	\$295.00
72258	HOMICIDE TRAINING/L UNDERWOOD	01013075 - 567000		14001320	\$295.00
VENDOR TOTAL:					\$590.00
<hr/>					
PUCKETT MACHINERY COMPANY					
72452	REPAIR/W-22 BACKHOE	40067275 - 562610		14001283	\$2,619.16
VENDOR TOTAL:					\$2,619.16
<hr/>					
S & S WORLDWIDE INC					
72259	SUPPLIES/AFTER SCHOOL	01030175 - 567000		14001214	\$146.29
VENDOR TOTAL:					\$146.29
<hr/>					
SAM'S CLUB					
72455	BASKETBALL CONCESSIONS	01030170 - 551900		14001391	\$403.57
VENDOR TOTAL:					\$403.57
<hr/>					
SCRANTON BROADCASTING CO LLC					
72260	10/02-10/25 COUNCIL MEETINGS	01002075 - 558500		14001448	\$600.00
72261	11/06-11/29 COUNCIL MEETINGS	01002075 - 558500		14001448	\$600.00
72262	12/04-12/27 COUNCIL MEETINGS	01002075 - 558500		14001448	\$600.00
VENDOR TOTAL:					\$1,800.00
<hr/>					
SHERWIN WILLIAMS COMPANY					
72366	PAINT/REC	01030170 - 552200		14001111	\$52.69
72367	PAINT/REC	01030170 - 552200		14001111	\$52.69

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VENDOR TOTAL:					\$105.38
SHRED IT					
72263	DOCUMENT SHREDDING FEE	01015575 - 562900		14001316	\$59.39
72414	DOCUMENT SHREDDING FEE	01015575 - 562900		14001534	\$79.44
VENDOR TOTAL:					\$138.83
SIMKINS BRENDA					
72264	PER DIEM/MML CONF	01000175 - 557000		14001377	\$123.00
VENDOR TOTAL:					\$123.00
SINGING RIVER HEALTH SYSTEM					
72265	NEW HIRE PHYSICALS/DRUG SCREEN	01010070 - 550120		14001313	\$480.00
72368	NEW HIRE PHYSICALS/DRUG SCREEN	01007075 - 555500		14001212	\$85.00
72369	NEW HIRE PHYSICALS/DRUG SCREEN	01007075 - 555500		14001212	\$110.00
72370	NEW HIRE PHYSICALS/DRUG SCREEN	01007075 - 555500		14001212	\$80.00
72370		01007075 - 555510		14001212	\$252.00
VENDOR TOTAL:					\$1,007.00
SOUTHERN COMPUTER WAREHOUSE INC					
72457	BELKIN CASE/MIS	01008080 - 578700		14000562	\$45.25
72458	CHARGER/MIS	01008080 - 578700		14000562	\$19.82
72460	IPAD/MIS	01008080 - 578700		14000562	\$496.00
VENDOR TOTAL:					\$561.07
SOUTHERN FINANCIAL SYSTEMS INC					
72266	12/01-12/15 COURT FINE COLLECTIONS	01000030 - 432800		14001406	\$1,227.04
72268	11/16-11/30 COURT FINE COLLECTIONS	01000030 - 432800		14001308	\$39.36
72409	12/16-12/31 COURT FINE COLLECTIONS	01000030 - 432800		14001531	\$161.63
72267	11/01-12/01 UTILITY COLLECTIONS	40000050 - 434400		14001226	\$186.03
72372	12/01-01/07 UTILITY COLLECTIONS	40000050 - 434400		14001516	\$90.09
VENDOR TOTAL:					\$1,704.15
SOUTHERN LINC					
72411	01/14 WIRELESS SERVICE/SMMET	04215075 - 568100		14001528	\$275.89
VENDOR TOTAL:					\$275.89
SOUTHERN PIPE & SUPPLY CO INC					
72373	PLUMBING SUPPLIES/REC	01030170 - 552200		14001053	\$67.53
72374	PLUMBING SUPPLIES/REC	01030170 - 552200		14001053	\$27.84
72375	PLUMBING SUPPLIES/REC	01030170 - 552200		14001053	\$27.40
72376	PLUMBING SUPPLIES/REC	01030170 - 552200		14001053	\$7.09
72377	PLUMBING SUPPLIES/REC	01030170 - 552200		14001053	\$33.65
72378	PLUMBING SUPPLIES/REC	01030170 - 552200		14001053	\$50.07
72379	PLUMBING SUPPLIES/REC	01030170 - 552200		14001053	\$14.21

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72380	PLUMBING SUPPLIES/REC	01030170 - 552200		14001053	\$29.89
72269	METER T WRENCH/UTILITIES	40067170 - 553000		14000556	\$103.15
VENDOR TOTAL:					\$360.83
SOUTHWEST ENGINEERS					
72381	RED STREAK/SEWER DEPT	40067370 - 552860		14001168	\$1,901.25
VENDOR TOTAL:					\$1,901.25
SPANISH TRAIL LANES					
72371	WINTER CAMP/REC	01030175 - 567000		14001365	\$44.00
VENDOR TOTAL:					\$44.00
THE SPECTRUM GROUP INC					
72463	FLOW METER/WATER PLANT	40067275 - 562880		14000744	\$4,872.80
VENDOR TOTAL:					\$4,872.80
SPORTSCONDUCTOR, LLC					
72270	ON LINE REGIS FEES/REC	01030175 - 568950		14001445	\$241.08
VENDOR TOTAL:					\$241.08
STAPLES OFFICE SUPPLY					
72465	INK CARTRIDGES/STREET DEPT	01020170 - 551900		14001267	\$51.11
VENDOR TOTAL:					\$51.11
STEINER SAW & MOWER					
72272	GENERATOR REPAIR PARTS	01020170 - 552020		14001124	\$90.00
VENDOR TOTAL:					\$90.00
STUTTON CORPORATION					
72382	OIL ABSORBANT/SEWER DEPT	01020170 - 551900		14000786	\$887.00
72382	OIL ABSORBANT/SEWER DEPT	40067370 - 552860		14000786	\$887.00
VENDOR TOTAL:					\$1,774.00
KRISTI SUMMERLIN					
72271	PER DIEM/MUN CLERK TRAINING	01006075 - 557000		14001361	\$123.00
VENDOR TOTAL:					\$123.00
THE SUN HERALD-GULF PUBLISHING CO					
72273	NOTICE:BID/ASPHALT	01009975 - 558000		14001402	\$75.60
72415	NOTICE:CAPER	10041075 - 568440	71304	14001546	\$510.78
72417	NOTICE:CAPER	10041075 - 568440	71304	14001546	\$583.32
VENDOR TOTAL:					\$1,169.70
TEAM ONE COMMUNICATIONS INC					

** Indicates pre-issue check.

DATE: 1/17/2014
TIME: 9:48:19AM

CLAIMS REPORT
WARRANT 01/21/2014

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<u>DOC. #</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>PROJ#</u>	<u>P.O. #</u>	<u>ITEM AMOUNT</u>
72420	RADIO REPAIR/POLICE DEPT	01010075 - 562610		14001189	\$484.00
VENDOR TOTAL:					\$484.00
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TEKLINKS					
72275	01/14 TEKFILTER	01008075 - 562010		14000276	\$230.00
VENDOR TOTAL:					\$230.00
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SCOTT TIPTON					
72276	PER DIEM/MML CONF	01000175 - 557000		14001379	\$123.00
VENDOR TOTAL:					\$123.00
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TOWN & COUNTRY STORAGE					
72383	12/13 STORAGE RENT:89/58/90	01040475 - 567100		14001514	\$150.00
VENDOR TOTAL:					\$150.00
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TRAFFIC PARTS INC					
72384	POST B I Y/PROPERTY MAINT	01024070 - 552450		14001230	\$149.63
VENDOR TOTAL:					\$149.63
<hr/>					
TRI CITY ELECTRIC SUPPLY CO INC					
72281	CONDUIT/WATER DEPT	40067275 - 562880		14001281	\$68.27
VENDOR TOTAL:					\$68.27
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UNITED SITE SERVICE OF MS LLC					
72278	PORT O LETS/RIVERPARK	01030175 - 563050		14001499	\$82.00
VENDOR TOTAL:					\$82.00
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UNITED STATES POSTMASTER					
72387	01/14 POSTAGE/UTILITY BILLS	40065575 - 556500		14000271	\$3,400.00
VENDOR TOTAL:					\$3,400.00
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THE UPS STORE					
72277	SHIPPING/POLICE DEPT	01010075 - 557800		14001421	\$61.85
72422	SHIPPING/FIRE DEPT	01016075 - 557800		14001548	\$59.74
72385	SHIPPING/GAS DEPT	40067475 - 557800		14001439	\$43.89
VENDOR TOTAL:					\$165.48
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W A REYNOLDS WHOLESALE CO					
72279	JANITORIAL SUPPLIES/CITY HALL	01009070 - 551420		14001206	\$25.90
72467	JANITORIAL SUPPLIES/CITY HALL	01009070 - 551420		14001330	\$25.80
VENDOR TOTAL:					\$51.70
<hr/>					
WALMART COMMUNITY					
72388	SUPPLIES/NATURE CENTER	01035570 - 551900		14001272	\$20.61

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72389	SUPPLIES/AFTER SCHOOL	01030175 - 567000		14001146	\$84.07
72390	SUPPLIES/AFTER SCHOOL	01030175 - 567000		14001146	\$76.36
72391	SUPPLIES/AFTER SCHOOL	01030175 - 567000		14001146	\$77.70
72392	50 QT COOLERS/REC	01030175 - 567000		14001146	\$59.76
72393	INVERTER/POLICE DEPT	01011070 - 551900		14001244	\$118.73
72394	CHRISTMAS SUPPLIES/ECON DEV	01040470 - 551100		14001345	\$62.25
VENDOR TOTAL:					\$499.48

WATER & WASTE SPECIALTIES CO INC					
72280	ANTISCALANT/WATER DEPT	40067270 - 552262		14001207	\$9,300.00
VENDOR TOTAL:					\$9,300.00

SUSAN WILEY					
72282	AEROBICS INSTRUCTOR	01030175 - 568950		14001376	\$187.50
VENDOR TOTAL:					\$187.50

GRAND TOTAL: \$1,436,733.16

GENERAL FUND	\$441,447.85
S MS METRO ENFORCEMENT TEAM	\$300.89
MACHPELAH CEMETERY FUND	\$31.13
COMMUNITY DEVELOPMENT FUND	\$297,761.50
PASCAGOULA UTILITIES	\$481,738.37
SOLID WASTE MANAGEMENT FUND	\$92,506.18
PASCAGOULA GROUP INSURANCE	\$122,947.24
GRAND TOTAL	\$1,436,733.16