

**PASCAGOULA CITY COUNCIL**  
**RECESSED REGULAR MEETING – TUESDAY, MAY 17, 2016, 6:00 P.M.**

**WELCOME AND CALL TO ORDER:**

**INVOCATION:** Councilman Jackson

**PLEDGE OF ALLEGIANCE:** Councilman Tipton

**PROCLAMATION:**

1. First Responders Week

**ADDRESS THE COUNCIL:**

2. Recognition and presentation of certificates to the 2016-2017 Pascagoula Mayor's Youth Council members

**CONSENT AGENDA:\***

3. Minutes of the regular Council meeting of May 3, 2016  
**Recommended Action:** *adopt and approve minutes.*
4. Request from Gulf Coast Symphony for fireworks display by Pyrotecnico for Sounds by the Sea Concert on May 29, 2016, at Beach Park  
**Recommended Action:** *approve request for fireworks.*
5. Request for authorization for Planning Board members to attend Mississippi/Alabama American Planning Association (APA) Annual Conference in Biloxi, MS  
**Recommended Action:** *authorize travel and registration expenses.*
6. Change Order No. 2 with J.E. Borries, Inc. for Jackson County Lake Yazoo Canal Maintenance Dredging Project  
**Recommended Action:** *authorize City Manager to provide City concurrence with Change Order No. 2, authorize funding to Jackson County for this project for \$20,503.00, and authorize a manual check for this expense.*
7. Contract extensions with Utility Partners for Public Works and Ditch Maintenance Contracts  
**Recommended Action:** *approve contract extensions currently in place with existing terms and conditions. Contract end dates of November 30, 2017, for both contracts.*
8. Proposal from SP Engineering, Inc. for design services of cooling tower foundation for the Pascagoula Public Library  
**Recommended Action:** *approve proposal and authorize City Manager to execute related documents.*

9. CDBG FY15 Public Services Agreement – Amendment No. 2 to contract with Catholic Social and Community Services, Inc.  
**Recommended Action:** *authorize City Manager to execute amendment.*
10. 2016 CDBG Administrative Services Selection and Agreement  
**Recommended Action:** *approve Grace Aaron Development Consulting and authorize City Manager to execute related documents.*
11. Retroactive approval of Justice Assistance Grant (JAG) application for the South Mississippi Metro Enforcement Team  
**Recommended Action:** *retroactive approval of application, accept grant award of \$10,183.81, and authorize Mayor to execute related documents.*

### **CITY ENGINEER**

12. Contract award for Garbage Collection Services  
**Recommended Action:** *award contract to Waste Pro of Mississippi, Inc. and authorize City Manager to execute related documents.*

### **COMMUNITY DEVELOPMENT**

13. Central Business District Revision – conceptual design  
**Recommended Action:** *discuss possible revisions to the Central Business District, including expansion and tiered benefits.*
14. Southern Rail Commission Passenger Rail Station and Surrounding Area Planning and Construction application  
**Recommended Action:** *consider Funding Options 1 and 2 and authorize Mayor to execute related documents.*

### **FINANCE**

15. Budget Amendment No. 16.14 in Community Development Fund for the Task Order for the EPA Brownfields Grant.  
**Recommended Action:** *approve budget amendment.*
16. Budget Amendment No. 16.15 in General Fund for Beautification Department for 2016 Urban Youth Grant  
**Recommended Action:** *approve budget amendment.*
17. Budget Amendment No. 16.16 in General Fund for Police Department training  
**Recommended Action:** *approve budget amendment*
18. Budget Amendment Nos. 16.17A & 16.17B in General/Utility Funds for the Utility Partners Contract Budget Reallocation  
**Recommended Action:** *approve budget amendments.*

19. Consider proposals for bank depository for 2016-2017

**Recommended Action:** *consider proposals*

## **POLICE**

20. Evidence Technician

**Recommended Action:** *approve temporarily reclassifying a Patrolman's position to an Evidence Technician's position.*

## **CLAIMS DOCKET**

21. Order for Docket of Claims for May 17, 2016

**Recommended Action:** *approve Order for Docket of Claims.*

## **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.*





Agenda Number: 1.

### AGENDA ITEM REQUEST FORM

Meeting Date: 5/17/16

Submitting Department or Individual: City Manager

Contact Name: Karen

Phone: \_\_\_\_\_

**Agenda Topic:** Proclamation for First Responders Week.

*Attach additional information as necessary*

**Action Requested:**

Present proclamation

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 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**

# Proclamation

WHEREAS, first responders are the guardians of life and property, defenders of the individual right to be free, warriors in the war against crime, and dedicated to the preservation of life, liberty, and the pursuit of happiness; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their first responders, and

WHEREAS, Pascagoula's first responders include law enforcement officers, firefighters, and EMTs who bravely and selflessly risk their lives to protect the public; and

WHEREAS, the kindness, support, and appreciation from citizens provide encouragement to continue to confront the dangerous and uncertain situations they face every day; and

NOW, THEREFORE, I, Harry J. Blevins, Mayor of Pascagoula, call upon all citizens of Pascagoula and upon all patriotic, civic, and educational organizations to observe the week of May 16-20, 2016 as

## First Responders Week

and to honor all first responders, past and present, which, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to our community.

I further call upon all citizens of Pascagoula to observe May 15, 2016 as Peace Officers' Memorial Day in honor of those law enforcement officers who have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty.

---

Harry "Jim" Blevins, Mayor



### AGENDA ITEM REQUEST FORM

Meeting Date: 5-17-2016

Submitting Department or Individual: Community and Economic Development

Contact Name: LaLinda Grace

Phone: 228-938-2352

**Agenda Topic:** Recognition of 2016-17 PMYC members

*Attach additional information as necessary*

**Action Requested:**

Recognition and presentation of certificates to the 2016-17 PMYC members.

Budgeted Item	Yes	<input type="radio"/>	No	<input checked="" type="radio"/>
Contract Required	Yes	<input type="radio"/>	No	<input checked="" type="radio"/>
Mayor or Manager's Signature Required	Yes	<input type="radio"/>	No	<input checked="" type="radio"/>

Source of Funding	<input type="checkbox"/>	General Fund
	<input type="checkbox"/>	Utility Fund
	<input type="checkbox"/>	Grant
	<input type="checkbox"/>	Other

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## 2016-17 Members

Name	Grade	School
Jameson Cook	9 <sup>th</sup>	RCS
Seline Decoteau	9 <sup>th</sup>	RCS
Morgan Madison	9 <sup>th</sup>	PHS
Landan Northrop	9 <sup>th</sup>	PHS
Jay Patel	9 <sup>th</sup>	PHS
Alondra Reyes	9 <sup>th</sup>	PHS
Will Baumhauer	10 <sup>th</sup>	RCS
Annie Perkins	10 <sup>th</sup>	RCS
Lorelei Mitchell	10 <sup>th</sup>	PHS
Olivia Randle	10 <sup>th</sup>	PHS
Brett Ryan	10 <sup>th</sup>	PHS
Breanna Smith	10 <sup>th</sup>	PHS
Abby Raworth	11 <sup>th</sup>	RCS
Samantha Searce	11 <sup>th</sup>	RCS
Hunter Blades	11 <sup>th</sup>	PHS
Meha Patel	11 <sup>th</sup>	PHS
Madison Scott	11 <sup>th</sup>	PHS
Audrey Sykes	11 <sup>th</sup>	PHS
Elizabeth Burrow	12 <sup>th</sup>	RCS
Caydn Perez	12 <sup>th</sup>	RCS
Caroline Ko	12 <sup>th</sup>	PHS
Mitchell Latady	12 <sup>th</sup>	PHS
Morgan Seal	12 <sup>th</sup>	PHS
Gracie Usher	12 <sup>th</sup>	PHS



### AGENDA ITEM REQUEST FORM

Meeting Date: May 17, 2016

Submitting Department or Individual: City Clerk

Contact Name: Carol Groen

Phone: \_\_\_\_\_

Agenda Topic: Minutes of May 3, 2016, Meeting

*Attach additional information as necessary*

**Action Requested:**

Adopt and Approve Minutes

Budgeted Item	Yes	<input type="radio"/>	No	<input type="radio"/>
Contract Required	Yes	<input type="radio"/>	No	<input type="radio"/>
Mayor or Manager's Signature Required	Yes	<input type="radio"/>	No	<input type="radio"/>

Source of Funding	<input type="checkbox"/>	General Fund
	<input type="checkbox"/>	Utility Fund
	<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, MAY 3, 2016, 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, May 3, 2016, at 6:00 p.m. Mayor Blevins called the meeting to order with the following officials present:

Mayor Harry J. Blevins  
Councilwoman Brenda Simkins  
Councilman Burt Hill  
Councilman Freddy Jackson  
Councilman Marvin Pickett, Sr.  
Councilman David Tadlock  
Councilman Scott Tipton

City Manager Joe Huffman  
City Attorney Eddie Williams  
City Clerk/Comptroller Robert J. Parker  
Chief Deputy City Clerk Carol Groen

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

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Councilman Hill read and presented Darcie Crew, Parks & Recreation Director, with a Proclamation for Bike Month.

The Proclamation is spread on the minutes as follow:

## **Proclamation**

**WHEREAS**, the bicycle is a viable and environmentally sound form of transportation and an excellent form of recreation; and

**WHEREAS**, we encourage everyone to explore the joys of bicycling during the month of May through educational programs, races, commuting events, or just getting out and going for a ride; and

WHEREAS, bicycling activities and attractions have great potential to have a positive impact on Pascagoula's economy and tourism industry and to stimulate economic development by making our City attractive to businesses and citizens who enjoy the outdoors and healthy lifestyles; and

WHEREAS, creating bicycle-friendly communities has been shown to improve citizens' health, well-being, and quality of life, to boost community spirit, to improve traffic safety, and to reduce pollution and congestion; and

WHEREAS, National Bike Month was first declared in May of 1956; and

WHEREAS, the League of American Bicyclists, Bike Walk Mississippi, bicycle clubs, schools, parks and recreation departments, police departments, hospitals, companies and civic groups throughout the country will be promoting bicycling as a leisure activity as well as an environmentally-friendly alternative to the automobile during the month of May 2016; and

WHEREAS, the education of bicyclists and motorists as to the proper and safe operation of bicycles is important to ensure the safety and comfort of all users;

NOW, THEREFORE, I, **Harry J. Blevins**, do hereby proclaim month of May 2016 as

## **Bike Month**

in the City of Pascagoula and do hereby recognize May 2016 also as National Bicycle Safety Month, May 4<sup>th</sup> as National Bike to School Day, the week of May 16 - 20, 2016, as National Bike to Work Week; and May 20<sup>th</sup> as National Bike to Work Day, and do hereby urge all who support bicycling to participate in the events planned and urge all road users to share the road safely with bicyclists.

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Harry "Jim" Blevins, Mayor

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Joe Huffman, City Manager, stated the Pascagoula Athletic Foundation has requested a sponsorship for the Hall of Fame Banquet. The silver sponsorship in the amount of \$1,500.00 will be advertising the resources of the City.

Councilwoman Simkins made a motion to approve a silver sponsorship for \$1,500.00 for the Hall of Fame Banquet as recommended. The motion was seconded by Councilman Tipton and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson

AYE”, Pickett “AYE”, Simkins “AYE”, Tadlock “AYE”, and Tipton “AYE”. (Approved 5-3-16)

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**Council Opening Remarks:**

Councilman Jackson stated that ANOLA – The Legend of Singing River was great.

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**ADDRESS THE COUNCIL:**

David Anderson, owner of Andersons Bakery, 2033 Market Street, addressed the Council with concerns and questions regarding Market Street. After comments, Mayor thanked Mr. Anderson for coming tonight.

Lynae Jacobs addressed the Council with concerns and questions regarding Market Street. Ms. Jackson stated that she has a petition with 859 signatures which were collected online and in various stores. The petition was presented to Joe Huffman, City Manager. The Mayor thanked Ms. Jackson for coming tonight.

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**PUBLIC HEARINGS – RESOLUTIONS FOR PROPERTY CLEANUP:**

A public hearing for property cleanup was held at this time for 1812 Prospect. Donovan Scruggs, City Planner, gave a status report on the property which has had a partially burned house on it since 2013 and recommended demolition of the property. Esther Batiste, homeowner, addressed the Council on the property and requested additional time. Richard McBride and Walter Payne stated they wanted to help the owner with her house to keep it from being torn down. The Council agreed to adopt the Resolution to move forward and give the homeowner 45 days to show that work is being done on the house.

The Council then considered the following Resolution:

**RESOLUTION**

**WHEREAS**, by order dated April 5, 2016, this Council authorized giving notice to the owners of the parcels of land listed in Exhibit A of a hearing before this Council at 6:00 P.M., May

3, 2016, to determine whether the parcels listed are in such a state of uncleanliness as to be a menace to the public health and safety of the community; and

**WHEREAS**, notice of the hearing has been given in the manner and time required by law; and

**WHEREAS**, the Council has received evidence from the staff of the City as to the condition of the parcels listed and the owners have been given an opportunity to be heard; and

**WHEREAS**, we find that the parcels of land listed in the exhibit are in such a state of uncleanliness as to be a menace to the public health and safety of this community:

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PASCAGOULA, MISSISSIPPI, AS FOLLOWS:**

**SECTION 1.** That the parcels of land listed in Exhibit A are hereby found and determined to be in such a state of uncleanliness as to be a menace to the public health and safety of the community.

**SECTION 2.** That, if the parcels are not cleaned by the owners within seven days of this date, the City Manager, by use of City personnel or a private contractor, shall have the parcels cleaned by removing any dilapidated buildings thereon, removing any standing water, by cutting any excess vegetation thereon, and by removing rubbish and debris. Thereafter, this Council shall adjudicate the actual cost of cleaning the parcels and such costs shall be an assessment against the parcels.

**EXHIBIT A**

<b><u>Tax Parcel Number and Property Address</u></b>	<b><u>Owner(s) and Mailing Address</u></b>	<b><u>Described at the following Jackson County, MS, Deed Books and Pages</u></b>
41780045.150 1812 Prospect	Esther Batiste P.O. Box 8041 Moss Point, MS 39562 <b>AND</b> Ashley Batiste 1623 Popps Ferry Road C112 Biloxi, MS 39532	Deed Book 1691, Page 353 and Deed Book 1772, Page 852

The above Resolution was introduced by Councilman Jackson, seconded for adoption by Councilman Tipton, and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". The Mayor then declared the Resolution adopted on the 3rd day of May, 2016.

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A public hearing was then held for property cleanup at 4813 Chateau Drive. Donovan Scruggs, City Planner, gave a status report on the property which has had a burned house on it since March 2013. The property owner was not in attendance. His staff also recommended demolition.

The Council then considered the following Resolution:

**RESOLUTION**

**WHEREAS**, by order dated April 5, 2016, this Council authorized giving notice to the owners of the parcels of land listed in Exhibit A of a hearing before this Council at 6:00 P.M., May 3, 2016, to determine whether the parcels listed are in such a state of uncleanliness as to be a menace to the public health and safety of the community; and

**WHEREAS**, notice of the hearing has been given in the manner and time required by law;  
and

**WHEREAS**, the Council has received evidence from the staff of the City as to the condition of the parcels listed and the owners have been given an opportunity to be heard; and

**WHEREAS**, we find that the parcels of land listed in the exhibit are in such a state of uncleanliness as to be a menace to the public health and safety of this community:

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PASCAGOULA, MISSISSIPPI, AS FOLLOWS:**

**SECTION 1.** That the parcels of land listed in Exhibit A are hereby found and determined to be in such a state of uncleanliness as to be a menace to the public health and safety of the community.

**SECTION 2.** That, if the parcels are not cleaned by the owners within seven days of this date, the City Manager, by use of City personnel or a private contractor, shall have the parcels cleaned by removing any dilapidated buildings thereon, removing any standing water, by cutting any excess vegetation thereon, and by removing rubbish and debris. Thereafter, this Council shall adjudicate the actual cost of cleaning the parcels and such costs shall be an assessment against the parcels.

41330145.000  
4813 Chateau

Hoyt K. Evans  
4813 Chateau Drive  
Pascagoula, MS 39581

Deed Book 594, Page 286

**AND**

Paulette E. Evans  
4813 Chateau Drive  
Pascagoula, MS 39581

The above Resolution was introduced by Councilwoman Simkins, seconded for adoption by Councilman Tadlock, and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE",

Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". The Mayor then declared the Resolution adopted on the 3rd day of May, 2016.

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**The consent agenda was considered at this time:**

Joe Huffman, City Manager, requested that Item #21 be removed from the consent agenda and considered separately.

The first items for consideration were the minutes of the recessed regular Council meetings of April 19 & 26, 2016, as recommended by Carol Groen, Chief Deputy City Clerk.

Councilman Tipton made a motion to adopt and approve minutes of the recessed regular Council meetings of April 19<sup>th</sup> & 26<sup>th</sup>, 2016, as recommended. The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 5-3-16)

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Minutes of the Strategic Plan Steering Committee meeting of March 17, 2016, were acknowledged by the Council.

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Minutes of the Pascagoula Mayor's Youth Council meeting of April 11, 2016, were acknowledged by the Council.

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Minutes of the Pascagoula Redevelopment Authority meeting of March 10, 2016, were acknowledged by the Council.

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The next item for consideration was a Resolution placing a lien on 3611 Frederic Street in the amount of \$4,100.00 for the cost of cleaning as recommended by Eddie Williams, City Attorney.

The Resolution is spread on the minutes as follows:

**RESOLUTION**

**WHEREAS**, in accordance with Section 21-19-11, Mississippi Code of 1972, this City Council heretofore adjudicated, after lawful notice and hearing, that the parcel of land

described hereinafter was in such a state of uncleanness as to be a menace to the public health and safety of this community and authorized the parcel to be cleaned by the City; and

**WHEREAS**, the parcel has been cleaned by the City; and

**WHEREAS**, it is hereby adjudicated that the amount set opposite the parcel listed hereinafter is the actual cost of cleaning of the parcel;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PASCAGOULA, MISSISSIPPI:**

**SECTION 1.** That the parcel of land listed below, which is described by reference to the deed recorded at the appropriate page in the Jackson County, Mississippi, Land Deed Books, is hereby charged with the cost of cleaning of the parcel appearing opposite.

**SECTION 2.** That this amount is hereby declared to be an assessment and lien against the parcel listed below, which shall be enrolled in the office of the Circuit Clerk of Jackson County, Mississippi, as judgments are enrolled, and the Jackson County Tax Collector, acting as collector of City taxes, is hereby directed to sell the parcel of land to satisfy the lien in the manner provided by law for the sale of land for delinquent taxes, to wit:

**EXHIBIT A**

<b><u>Tax Parcel Number and Property Address</u></b>	<b><u>Owner(s) and Mailing Address</u></b>	<b><u>Described at the following Jackson County, MS, Deed Books and Pages</u></b>	<b><u>Cost of Cleaning</u></b>
41700422.000 3611 Frederic	Charles J. Petty, III 3718 Riverwood Drive Moss Point, MS 39563 <b>AND</b> Marguerite A. Colle 3718 Riverwood Drive Moss Point, MS 39563	Deed Book 1193, Book 823	\$4,100.00

**(Footnote 1)**

**PARTIES WITH INTEREST**

**Footnote 1:** - Beatrice Overby, 65 Fairwood Drive, Ocean Springs, MS 39564

The above Resolution was introduced by Councilman Tipton, seconded for adoption by Councilman Tadlock, and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". The Mayor then declared the Resolution adopted on the 3rd day of May, 2016.

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The next item for consideration was an Ordinance to amend Article III to add a new Division 5 – Public Defender, as recommended by Eddie Williams, City Attorney.

The Ordinance is spread on the minutes as follows:

**ORDINANCE 5-2016**

**AN ORDINANCE TO AMEND ARTICLE III. OFFICERS AND EMPLOYEES, OF THE CODE OF THE ORDINANCES OF THE CITY OF PASCAGOULA, TO ADD A NEW DIVISION 5. PUBLIC DEFENDER; TO CREATE THE OFFICE OF PUBLIC DEFENDER; TO PROVIDE FOR HIS APPOINTMENT BY THE CITY COUNCIL; TO PROVIDE FOR HIS COMPENSATION; TO PROVIDE THE DUTIES OF THE OFFICE; TO PROVIDE AN EFFECTIVE DATE; AND FOR RELATED PURPOSES.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PASCAGOULA AS FOLLOWS:**

**Section 1.** Chapter 2. Administration, of the Code of Ordinances of the City of Pascagoula, Article III. Officers and Employees is amended as follows:

**DIVISION 5. PUBLIC DEFENDER**

**Section 2-119.** Office created.

There is hereby created the office of public defender for the municipal court of the city of Pascagoula.

**Section 2-120. Appointment.**

The public defender shall be appointed by the city council and shall serve until a successor shall be appointed and qualified.

**Section 2-121. Compensation.**

The public defender shall receive such compensation as the city council may from time-to-time fix by ordinance or resolution as may be recommended by the city manager or his designee.

**Section 2-122. Duties.**

The public defender shall represent all indigent defendants appearing before the municipal court as ordered and directed by the judge of the municipal court after an indigence determination has been made. The public defender shall also represent such indigent defendants on all appeals taken from any misdemeanor convictions or other actions of the court, but only in those cases where incarceration has been ordered. The public defender shall also represent indigent defendants charged with felonies in the municipal court at the initial preliminary hearing, provided such indigent defendants have not posted bond at the time of the preliminary hearing. There shall be no duty of the public defender to represent indigent defendants charged with felonies in the municipal court beyond the preliminary hearing. The public defender shall also perform such other duties as the judge of the municipal court may from time-to-time direct in keeping with his official duties.

**Section 2.** Inasmuch as the creation of the office of public defender in municipal court is being done in an effort to afford due process and equal protection of the law to indigent defendants appearing before the court on a daily basis, this ordinance shall take effect upon passage.

The above Ordinance was introduced in writing by Councilman Tipton, seconded for adoption by Councilman Tadlock, and received the following vote: Mayor Blevins voted "AYE". Councilman Hill voted "AYE", Councilman Jackson voted "AYE", Councilman Pickett voted "AYE", Councilman Simkins voted "AYE", Councilman Tadlock voted "AYE", and Councilman Tipton voted "AYE".

Passed this the 3rd day of May, 2016.

APPROVED:

/s/ Harry J. Blevins  
Harry J. Blevins, Mayor

APPROVED:

/s/ Carol Groen  
Carol Groen, Chief Deputy City Clerk

(S E A L)

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The next item for consideration was an Order to determine whether certain parcels of land are in such a state of uncleanness as to be a menace to the public health and safety of this community as recommended by Eddie Williams, City Attorney.

The Order is spread on the minutes as follows:

**ORDER**

**WHEREAS**, on its own motion the City Council of the City of Pascagoula, Mississippi, alleges that the parcels of land listed in Exhibit A hereto are in need of cleaning; and

**WHEREAS**, the parcels are described by reference to the appropriate book and page of the Land Deed Records of Jackson County, Mississippi, or by a detailed description; the property owner or owners, if known, and their mailing addresses, if known, are listed; and the tax parcel numbers and addresses of the parcels are listed;

**THEREFORE, IT IS ORDERED** that the owners of the parcels listed on the exhibit shall be given notice by the City Clerk as provided in Section 21-19-11, Mississippi Code of 1972, that a hearing shall be held by the City Council on June 7, 2016, in the City Hall of the City at 6:00 P.M. to determine whether the parcels of land as shown on the exhibit are in such a state of uncleanness as to be a menace to the public health and safety of this community.

The above Order was introduced by Councilman Tipton, seconded for adoption by Councilman Tadlock, and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". The Mayor then declared the Order adopted on the 3rd day of May, 2016.

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The next item for consideration was a request to apply for the 2016 Bullet Proof Vest Grant as recommended by Aleta Raley, Grants Administrator. The application will be for approximately \$4,000.00, and there is a 50% match which will come from drug forfeiture money.

Councilman Tipton made a motion to approve the request to apply for the 2016 Bullet Proof Vest Grant as recommended. The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 5-3-16)

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

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The next item for consideration was a request to approve the Memorandum of Understanding (MOU) for the 2016 Urban Youth Corps grant with MDOT as recommended by Jen Dearman, Community and Economic Development Director. The total project cost is \$43,750.00. The grant is \$35,000.00 and the funding source requires a 20% match, making the City's contribution \$8,750.00. The match is allocated from the Parks & Recreation Department budget.

The MOU is spread on the minutes as follows:

MEMORANDUM OF UNDERSTANDING  
THE MISSISSIPPI TRANSPORTATION COMMISSION  
AND  
CITY OF PASCAGOULA

This Agreement is made by and between the Mississippi Transportation Commission (hereinafter "the Commission"), by and through the duly authorized Executive Director of the Mississippi Department of Transportation (hereinafter "MDOT") and the City of Pascagoula, Jackson County, Mississippi, hereinafter the Local Public Agency("LPA"), for the purpose of establishing the agreed conditions under which the LPA may utilize special Federal Surface Transportation Program-Transportation Enhancement Funds (STP-TE) provided by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and subsequent acts to complete the proposed project as described below:

PROJECT DESCRIPTION: 2016 Urban Youth Corps program for citywide beautification and maintenance of routes functionally classified as minor collectors or on Federal Aid system including tree planting, landscaping and new welcome sign along Highway 90, (hereinafter referred to as "the Project").

WHEREAS, the LPA has been selected by the Commission for an URBAN YOUTH CORPS TRANSPORTATION ENHANCEMENT PROJECT and allocated a maximum of \$35,000 in (STP-TE) federal funds for the Project; and

WHEREAS, the LPA desires assistance from the MDOT in the development and implementation of a Summer Youth Employment Program (Urban Youth Corps Program) to provide meaningful transportation enhancement related work experience to youths; and

WHEREAS, the LPA has submitted a project proposal to the MDOT describing the project scope and budget which is herein incorporated and made a part of this Agreement as "Attachment A;" and

WHEREAS, the Commission is a body corporate under the laws of the State of Mississippi with the authority to enter into contracts necessary for the proper discharge of its functions and duties, whose orders and policies are carried out by MDOT; and

WHEREAS, the LPA is a body public with all the rights and privileges of such including the power to contract as a necessary and incidental power to carry out the LPA's functions covered under this Agreement; and

WHEREAS, the LPA certifies that they know of no legal impediments to the completion of the project; and

WHEREAS, it is understood that conditions presented herein are general in nature with details and specific requirements contained in MDOT Standard Operating Procedures and the Federal Aid Policy Guide adopted by the Federal Highway Administration (hereinafter "FHWA").

WHEREAS, the LPA shall not receive reimbursement IF any information regarding the Urban Youth Corps or information pertaining to the funding by the Urban Youth Corps is released to the press without the written approval by MDOT; and

NOW, THEREFORE, in consideration of the foregoing premises and the mutual promises hereinafter set forth, the parties hereto agree as follows:

SECTION 1. THE LPA WILL:

- (a) be responsible for the planning, coordination, and implementation of the Urban Youth Corps Program (Transportation Enhancement) Project.
- (b) be responsible for the recruitment, hiring, training, supervision, and payroll for the youths.
- (c) be responsible for preparing all necessary landscaping design, drawing, and design plans for the proposed Project.
- (d) be responsible for coordinating the Urban Youth Corps project with MDOT's district Resident/Maintenance Engineers (through the MDOT district's District Engineer) if the Project includes work on highway rights-of-way.
- (e) obtain all required permits.
- (f) be responsible for purchasing all supplies, plant materials, shrubbery, trees, etc. necessary for the project.
- (g) be responsible for traffic control for work zone areas.
- (h) be responsible for the transportation to be used for transporting the youths to and from the worksite.
- (i) be responsible for all equipment, site preparation, water tanks, etc.
- (j) be responsible for having life skills training sessions that will require a minimum of 10% of the participants work time, to improve the youths' communication skills, work ethics, attitude, and ecology/environmental awareness.
- (k) be responsible for providing training in all aspects of safety including orientation on the safe use of appropriate tools and equipment necessary for the implementation of the Project.
- (l) be responsible for submitting an itemized budget for the Project;
- (m) be responsible for submitting a final report on the accomplishments, with recommendations for future improvement in the implementation of the program.
- (n) if requested, arrange with the MDOT for, and conduct, a final inspection of the Project.
- (o) include as an attachment to the LPA's final invoice a certification that all required services have been completed in accordance with the terms of this Agreement;
- (p) provide to the MDOT upon request copies of all basic notes, sketches, charts, plans, correspondence, and other data prepared, furnished, or obtained by or for the LPA or its agent under the terms of this Agreement;
- (q) retain all records dealing with the Project for three (3) years after final payment or until final audit findings have been resolved, whichever is longer, and such records will be made available to the MDOT upon request;

- (r) to the extent permitted by existing Mississippi law, the LPA hereby assumes complete responsibilities for any loss resulting from bodily injuries (including death) or damages to property, arising out of any act or failure to act on the LPA's part, or the part of any employee or agent of the LPA in performance of the work undertaken under this Agreement.
- (s) acknowledge MDOT and FHWA in any news releases or other promotional material for their participation in the Project by using the approved, attached news release provided by MDOT. The project sponsor shall notify the LPA Division and Public Affairs Divisions of MDOT of any ceremonies related to the beginning or opening of the completed Project and a plaque or sign shall be erected as part of the construction identifying the FHWA and MDOT as providing funding.
- (t) comply with Senate Bill 2988 from the 2008 Session of the Mississippi Legislature entitled "The Mississippi Employment Protection Act," as published in the General Laws of 2008 and codified at Section 71-11-3 of the Mississippi Code of 1972, as amended, and any rules or regulations promulgated by the Commission, the Department of Employment Security, the State Tax Commission, the Secretary of State, or the Department of Human Services in accordance with the Mississippi Administrative Procedures Law (Section 25-43-1, *et seq.*, Mississippi Code of 1972, as amended) regarding compliance with the Act. Under this Act, the LPA and every sub-recipient or subcontractor shall register with and participate in a federal work authorization program operated by the United States Department of Homeland Security to electronically verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986, Pub.L.99-603, 100 Stat. 3359, as amended.

SECTION 2. THROUGH MDOT THE COMMISSION WILL:

- (a) provide funding for the Project as set forth by this agreement.
- (b) reimburse the LPA for 80% percent of all allowable expenditures for the Project, up to the amount of federal funds awarded by Commission.
- (c) assist the LPA in identifying and selecting appropriate projects in the participant's community.
- (d) assist with any required environmental documents.

SECTION 3. ENROLLMENT CRITERIA FOR MEMBERS OF YOUTH CORPS

Youths who are enrolled in this program must be from 16 to 25 years of age, inclusive, at the time the individual begins the term of service. Participating youths must also be citizens or nationals of the U.S. or lawful permanent resident aliens of the U.S. and must be enrolled in high school or college or have agreed to enroll for a high school diploma or its equivalent and/or college.

SECTION 4. DEADLINE FOR EXPENSES INCURRED

MDOT will not reimburse expenses incurred by the LPA, for this Project, after October 31, 2016. MDOT will consider written requests submitted by the LPA for an extension of this deadline.

#### SECTION 5. URBAN YOUTH CORPS PROJECT

An Urban Youth Corps Project is a youth employment and training service program that: (1) offers meaningful and productive summer work in urban public works or transportation settings; (2) gives the participants a mix of work experience and on-the-job training that includes a minimum of 10% of the participants' time for basic and life skills, education, training, etc.; and (3) provides the youths with an opportunity to develop citizenship values and skills through service to their communities and the State of Mississippi.

#### SECTION 6. PAYMENT BY THE STATE

The MDOT will make payment to the LPA for a maximum of 80% percent of eligible reasonable costs incurred by the LPA, up to MDOT's maximum funding for the Project based on a valid invoice submitted by the LPA to the MDOT. A valid invoice is considered an invoice from the LPA to MDOT and supported by suppliers' invoices and LPA financial records. Such invoices will be certified as true and correct by LPA and submitted to the MDOT. The LPA will submit only a final invoice for payment with all necessary documentation to establish proper payment by the MDOT. From this final invoice the MDOT will deduct the LPA's share of not less than 20%. For payment-in-kind which the LPA wishes to apply to the LPA's share, the LPA must include all necessary documentation with this final invoice.

#### SECTION 7. AUDIT AND INSPECTION

The LPA shall maintain proper accounting records, payrolls, documents, papers and other necessary data to support the cost incurred for services provided. Such records shall be available at all reasonable times during the Project period, and for three (3) years from the date of payment of final estimate. All work, documents and data will be available for inspection and auditing by the MDOT, or any authorized representative of the Federal Government, and copies thereof will be furnished if requested.

#### SECTION 8. ASSIGNMENT OF INTEREST

No interest in the Agreement shall be assigned to any individual or agency not a party hereto without prior approval of the MDOT.

#### SECTION 9. CHANGES

Any changes in the provisions of this Agreement shall be approved by the MDOT and may be subject to prior approval of FHWA. Any changes in the maximum compensation shall be approved by MDOT before the LPA incurs any cost above the amount of maximum compensation stated herein.

#### SECTION 10. DISPUTES

Any dispute concerning a question of fact that cannot be resolved by the LPA and the MDOT shall be submitted to the Executive Director of MDOT or his/her duly authorized representative for a decision. Obtaining a decision from the Executive Director shall be an administrative remedy, and a prerequisite for any legal action. The parties agree that the decision of the Executive Director shall take effect immediately and continue until reversed or

abated by legal action unless the parties at the time mutually agree to postponement of its effect pending the outcome of legal action.

#### SECTION 11. NONDISPLACEMENT

Participating municipalities shall not displace an employee or a position or supplant the hiring of workers by using participants in an Urban Youth Corps Program, nor use Urban Youth Corps participants to prevent an employee from getting a promotion or from performing normally assigned duties.

#### SECTION 12. CIVIL RIGHTS

During the performance of this AGREEMENT, the LPA and MDOT agree as follows:

- (a) **Compliance with Regulations:** The LPA and the MDOT shall comply with Title VI of the Civil Rights Act of 1964, as amended, and nondiscrimination in programs of the Department of Transportation (Title 49, Code of Federal Regulations, Part 21, 23 CFR 710.405(b) (hereinafter referred to as "the Regulations")), which are herein incorporated by reference and made a part of this Agreement.
- (b) **Nondiscrimination:** The LPA with regard to the work performed by them afterward and prior to completion of the Agreement, shall not discriminate on the grounds of race, color, national origin, sex, age, or handicap/disability, in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The LPA shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set for in Appendix B of the Regulations.
- (c) **Solicitations for Subcontract, Including Procurement of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the LPA for procurement of materials and equipment, each potential subcontractor or supplier shall be notified by the LPA of the applicant's obligations under this Agreement and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, or handicap/disability.
- (d) **Information and Reports:** The LPA shall provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and shall permit access to its books, records, accounts, and other sources of information, and its facilities as may be determined by the MDOT or FHWA to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the applicant is in the exclusive possession of another who fails or refuses to furnish this information, the LPA shall so certify to the MDOT, or FHWA, as appropriate, and shall set forth what efforts it has made to obtain the information.
- (e) **Sanctions for Noncompliance:** In the event of the LPA's noncompliance with the nondiscrimination provisions of this Agreement, MDOT shall impose such sanctions as it or FHWA may determine to be appropriate, including but not limited to:

- (1) withholding the payment to the LPA under the Agreement until the LPA complies; and/or
  - (2) cancellation, termination or suspension of the Agreement, in whole or in part.
- (f) Incorporation of Provisions: The LPA shall include the provisions of paragraph (a) through (e) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, orders, or instructions issued pursuant thereto. The LPA shall take such action with respect to any subcontractor or procurement as the MDOT or FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event litigation with a subcontractor or supplier as a result of such direction, the LPA may request the MDOT to enter into such litigation to protect the interests of the MDOT and, in addition, the LPA may request the FHWA to enter into such litigation to protect the interest of FHWA.

#### SECTION 13. EQUAL EMPLOYMENT OPPORTUNITY

In connection with the execution of the Agreement, the LPA shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The LPA shall comply with Executive Order 11246 as appended by Executive Order 11375, and as supplemented by DOT regulations (41 CFR, Part 60) and shall take affirmative action to insure the applicants are employed, and that employees are treated without bias during their employment with regard to their race, religion, color, sex, or national origin.

#### SECTION 14. HANDICAP NONDISCRIMINATION

The MDOT and the LPA will comply with the United States Department of Transportation regulations under Section 504 of the Rehabilitation Act of 1973. The MDOT Assurance concerning nondiscrimination on the basis of handicap in programs and activities receiving or benefiting from Federal financial assistance is by reference made a part of this AGREEMENT.

#### SECTION 15. INTEREST OF MEMBERS OF OR DELEGATES TO CONGRESS

No member of or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or to any benefit arising therefrom.

#### SECTION 16. PROHIBITED INTEREST

No member, officer or employee of the LPA or MDOT or any local public body during his tenure or one (1) year thereafter shall have any interest, direct or indirect, in this Agreement or the proceeds thereof other than those interests set forth herein.

#### SECTION 17. CERTIFICATION FOR GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certify to the best of his or her knowledge and belief that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed \$100,000, and that all such subrecipients shall certify and disclose accordingly.

This certification is material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the requested certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### SECTION 18. CERTIFICATION OF DOCUMENTS

All reports, maps, and other documents completed as a part of this Agreement, other than documents exclusively for internal use by the parties hereto, shall carry the following notation on the front cover or a title page:

The preparation of this report has been financed in part through the U.S. Department of Transportation, Federal Highway Administration. (Followed by the current State Project Number).

#### SECTION 19. ENVIRONMENTAL REGULATIONS

The LPA agrees to comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), and Environmental Protection Agency regulations (40 CFR, Part 15). All violations shall be reported to the MDOT and to the U. S. Environmental Protection Agency Assistant Administrator for Enforcement.

#### SECTION 20. ENERGY EFFICIENCY

The LPA agrees to recognize mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94165).

#### SECTION 21. GENERAL PROVISIONS

MDOT and the Commission have no responsibility under this Agreement except those explicitly agreed to herein. In particular MDOT and the Commission have no responsibility regarding the interviewing, selecting, training, supervising, or discharging of any participant or any employee or official of the LPA.

The LPA, the employees and officials of the LPA, and all participants are independent contractors of the Commission, and will conduct themselves according to that status. No participant or employee or official of the LPA, will claim under any provision of this Agreement any right or benefit which might inure to an employee of MDOT, including workers' compensation, insurance, retirement benefits, or any other benefit whatsoever.

No provision of this Agreement is intended, nor shall it be construed, to grant any right, title, or interest to any person or entity not a signatory hereto.

#### SECTION 22. TERMINATION

MDOT shall have the right to terminate this Agreement with fifteen (15) days written notice if the LPA fails to comply with their obligations as provided herein. The LPA shall have the right to terminate this Agreement with fifteen (15) days written notice if circumstances beyond the control of the LPA prohibit the LPA from complying with their obligations as provided herein. The Agreement may be terminated at any time by mutual written consent of the LPA and MDOT.

IN WITNESS WHEREOF, the parties have affixed their signatures.

APPLICATION OF \_\_\_\_\_,  
(City)

LOCATED IN THE COUNTY OF \_\_\_\_\_.

\_\_\_\_\_  
MAYOR DATE

Authorized on the \_\_\_\_ day of \_\_\_\_\_, 2016, Minute Book \_\_\_\_, and Page No. \_\_.

ATTEST: \_\_\_\_\_

**MISSISSIPPI TRANSPORTATION COMMISSION ACTING BY AND THROUGH THE  
DULY AUTHORIZED EXECUTIVE DIRECTOR OF THE MISSISSIPPI DEPARTMENT  
OF TRANSPORTATION**

\_\_\_\_\_  
EXECUTIVE DIRECTOR DATE

Authorized on the \_\_\_\_ day of \_\_\_\_\_, 2016, Minute Book \_\_\_\_\_, and Page No. \_\_\_\_\_.

ATTEST: \_\_\_\_\_  
Secretary, Transportation Commission

Councilman Tipton made a motion to approve the MOU with MDOT for the 2016 Urban Youth Corps grant and authorize the Mayor to execute the related documents as recommended. The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 5-3-16)

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The next item for consideration was the Neighbors Helping Neighbors Application (May 2016 Funding Cycle) requesting \$2,500.00 for the Historic District Project as recommended by Jen Dearman, Community and Economic Development Director. The City will match \$318.00 from the Community and Economic Development Department budget. The total project cost is \$2,818.00.

The application is spread on the minutes as follows:

### **Pascagoula Historic District**

City of Pascagoula – Application

Singing River Electric Power Association – Neighbors Helping Neighbors Community Grant Programs

### **Organizational Information**

Organization Name: City of Pascagoula

Location: City of Pascagoula

Contact: Jen Dearman, Community and Economic Development Director

Address: P.O. Drawer 908, Pascagoula, MS 39567

Phone: 228-938-6651

Fax: 228-938-6637

Email: [jdearman@cityofpascagoula.com](mailto:jdearman@cityofpascagoula.com)

### **Organization Description**

Incorporated in 1904, the City of Pascagoula is rich in maritime heritage. The community reflects the built environment over time as the maritime industry expanded and contracted. The City has long recognized the opportunities its heritage presents for education and community and economic development. As a result, an investment was made in the historic built environment and restoration of historic assets. The Historic Pascagoula Bike Trail and the Historic Pathway highlight coastal culture heritage and the City's oldest homes and sites. The Pascagoula River Environmental Trail raises awareness of the Pascagoula Indians that once inhabited its shoreline. The Round Island Lighthouse welcomes visitors and residents in the City's gateway. The La Pointe-Krebs House and Museum are currently under restoration and development respectively.

Over the past four years, the City lost six National Historic Registry contributing homes within its historic districts. The historic districts are listed on the National Register of Historic Places and include: Krebsville, Orange Avenue and the International Shipbuilding Company Employee Housing. The Krebsville Historic District includes 131 contributing resources built between 1883 through 1962. The Orange Avenue District includes twenty-three contributing resources built between 1880 through 1945. The International Shipbuilding Housing District includes ninety-one contributing resources built between 1918 through 1925.

## Project Description

Pascagoula seeks \$2,500 from the Singing River Electric Power Association (SREPA) Neighbors Helping Neighbors Grant for the Pascagoula Historic District Project. This project will promote the City's historic neighborhoods for residents and visitors alike. It will provide a geographic identification of the historic districts boundaries for pedestrians and motorists where they may visit and enjoy the City's historic districts.

The Pascagoula Historic Preservation Commission will work with a graphic designer to develop concept logos and signs. The Commission will develop educational information on each historic district. A survey will also be developed which will include the opportunity for the public to vote on the proposed historic district logos and signs. The educational information and survey will be distributed two ways. First, a flyer will be distributed through the City's utility bills to 6,800 businesses and homes. Second, the City's digital media will be utilized to make historic district specific posts and solicit survey responses. The Historic Preservation Commission's webpage will feature the survey and historic district information as well. The winning sign and logo will be utilized in all three historic districts. Ten signs will be placed within each district for a total of thirty signs.

## Project Goals

The primary goal of the Pascagoula Historic District Project is to increase public awareness of historic preservation to develop a connection between people and the community's historic assets. It is envisioned that the Project will foster community pride and create a City-wide dialogue about the historic assets. The historic district signage will communicate the geographical boundaries of the historic districts. The target recipients are the 22,392 citizens who live in Pascagoula and the 15,000 daily commuters.

## Means of Measuring and Evaluating Program

The Project will be measured by the number of historic signage votes received. Thirty historic district signs will be installed. The historic dialogue will be measured through Facebook comments left on individual posts that highlight each historic district.

## Project Design and Implementation Team

Jen Dearman, Community and Economic Development Director, will be the Pascagoula Historic District Project Manager. Ms. Dearman was the project manager for the Round Island Lighthouse Restoration. She provides guidance to the Pascagoula Historic Preservation Commission. She also oversees the Historic Pascagoula Bike Trail and the Pascagoula Historic Trail.

## Project Timeline

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<b>Project Period</b>	<b>Implementation Activity</b>
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<b>July - September 2016</b>	Design of Historic District Signage
<b>October -December 2016</b>	Make Historic District Informational Facebook Posts and Solicit Quotes for the Historic District Signage
<b>January - March 2017</b>	Order and Install Historic District Signage

### Project Budget

The total program need would be met 89% by the Neighbors Helping Neighbors Grant. Please see the attached quote.

<b>Item</b>	<b>Qty x Price Per</b>	<b>NHN Grant</b>	<b>City Funds</b>	<b>Total Item Amount</b>
Signage an Logo Design	1 x \$500	\$250	\$250	\$500
Historic District Signage	30 x \$75	\$2,250	\$0	\$2,250
Utility Flyer Copies	6,800 x .01	\$0	\$68	\$68
<b>Total:</b>				<b>\$2,818</b>

### Past Partnerships with Singing River Electric Power Association

SREPA has partnered with Pascagoula on murals, the Arts on the Avenue gallery refurbishment, and a Round Island Lighthouse sponsorship. The City is grateful for the previous partnerships and is thankful for the opportunity to apply for the Pascagoula Historic Districts Project.

Councilman Tipton made a motion to approve the Neighbors Helping Neighbors Application as recommended and authorize the City Manager to execute the related documents. The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 5-3-16)

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The next item for consideration was a request to add property add 2301 Beach Blvd. Property Addition to the Grounds Maintenance contract with Turf Masters Lawn Care, Inc., Pascagoula, MS, as recommended by Darcie Crew, Parks and Recreation Director. The cost will be \$89.00 per cut and it will be 20 times per year for a total additional amount of \$1,780.00. The total contract amount will be \$724,709.43.

Councilman Tipton made a motion to approve the addition of property at 2301 Beach Blvd. to the Grounds Maintenance contract with Turf Masters Lawn Care, Inc., as recommended. The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 5-3-16)

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

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The next item for consideration was a request to amend the existing contract with Orion Planning and Design and increase it by \$10,000.00 for an additional corridor study and analysis for the Comprehensive Plan to include Market Street as recommended by Donovan Scruggs, City Planner.

The contract is spread on the minutes as follows:

## Scope of Services and Fee Estimate

### Market Street Corridor Mini-Charrette Facilitation and Consulting

Orion Planning+Design and Alta Planning will assist the City of Pascagoula in conducting a 1.5 day mini-charrette to study options for enhancements to Market Street between Beach Boulevard and Kenneth Avenue. It is anticipated that options to be considered will include gateway treatments, enhanced pedestrian and bicycle facilities, streetscape concepts, and road and/or lane diets to create space for parking, bicycle, and pedestrian facilities. The options will be guided by the principles of Complete Streets with the goal of moving people, and not just cars, in the corridor while creating a proper identity tie between the beach and Highway 90. The work will begin with the concepts already developed by the City and build on those.

Specific tasks are outlined as follows:

#### ***Task 1 – Review Existing Condition Data***

Team will review the provided existing studies to include traffic counts and roadway configuration (provided by the Client, GIS preferred), as well as any information the Client deems pertinent to discussions in preparation for the onsite charrette.

Client responsibilities: Provide all available traffic data and studies that include the Market Street corridor, including scaled concept plans developed in-house for Market Street as well as the base maps used to develop the concept.

#### ***Task 2 – Corridor Tour and Mini-Charrette with City Staff***

Team will attend and facilitate a 1.5-day charrette with City staff in Pascagoula during the originally-scheduled stakeholder session week to review the corridor and surroundings and provide an on-site assessment of the roadway, frontages, and access, as well as the concept developed by the City. In addition, we will facilitate a mini-charrette with City staff centered on refining enhancement options for Market Street, geared toward creating a Complete Street on the corridor. We will work with the design team to generate sketches of potential corridor enhancements, cross sections, and up to three photo-simulations of proposed corridor enhancements. The enhancements are intended to rebalance the corridor for all modes of travel while creating a corridor that is ready for “pre-investment” and friendly for all modes of transportation. At the conclusion of the work session, team will develop a Powerpoint outlining recommendations and present at the conclusion of the second charrette day.

The team will also assist in input facilitate and initiate development character and land use assessment in the corridor. This analysis will assure that Market Street design will support and be supported by future development and redevelopment along Market Street. The analysis will also provide initial data input into the comprehensive plan process and assure compatibility of the two project.

Deliverable: Charrette sketches and photosims; PowerPoint show summarizing the two-day session and recommendations.

**Task 3 – Annotated Powerpoint Deliverable**

At the conclusion of the work session, team will annotate the Powerpoint, outlining options and recommendations, as well as next steps for further developing a preferred concept for the corridor and implementation. The narrative will convey in text the rationale behind the graphics developed at the charrette to articulate the outcome and recommended path forward.

Deliverable: Annotated Powerpoint outlining summary of recommendations for Market Street and strategy for moving the concept forward in the implementation process.

**Schedule of Fees and Charges**

<b>Task</b>	<b>Fee</b>
Task 1 Review and Prep	\$750
Task 2 Mini-Charrette (Alta)	\$4,500
Task 3 Character and Development Assessment in support of Market Street (Orion)	\$4,000
Task 3 Annotated Powerpoint	\$750
Total Labor	\$10,000

Labor will be billed on a lump sum basis according to the schedule above, to be billed monthly on a percent complete basis. Direct expenses related to travel will be billed in addition to the fees at cost.

Councilman Tipton made a motion to approve the amendment and the increase by \$10,000.00 to the existing contract with Orion Planning and Design for the Comprehensive Plan to include Market Street as recommended. The motion was seconded by Councilman Tadlock

and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE".  
(Approved 5-3-16)

\*\*\*\*\*

The next item for consideration was a request to approve Task Order #3-Amendment No. 2 with Brown, Mitchell & Alexander, Inc., to increase the contract by \$19,959.00 to adjust for additional scope and time associated with previously approved change orders to the construction contract as recommended by Jaci Turner, City Engineer. The adjustment will be funded with bond proceeds.

The Task Order #3-Amendment No. 2 is spread on the minutes as follows:

**TASK ORDER No. 3 (AMENDMENT NO. 2)**  
**CITY OF PASCAGOULA GENERAL SERVICES CONTRACT**

ORIGINAL

**PROJECT NAME: Cherokee Drive Neighborhood Infrastructure Improvements**

Owner to identify desired services:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Concept Plan                     | <input type="checkbox"/> Conceptual Opinion of Cost     | <input type="checkbox"/> Phase I ESA             |
| <input type="checkbox"/> Phase II ESA                     | <input type="checkbox"/> Phase III ESA                  | <input type="checkbox"/> Wetlands Delineation    |
| <input type="checkbox"/> Wetlands Permitting              | <input type="checkbox"/> Cultural Resource Survey       | <input type="checkbox"/> SWPPP Preparation       |
| <input checked="" type="checkbox"/> Topographic Survey    | <input checked="" type="checkbox"/> Boundary Survey     | <input type="checkbox"/> Preliminary Plat        |
| <input type="checkbox"/> Final Plat                       | <input type="checkbox"/> Elevation Certificate          | <input type="checkbox"/> Easement/ROW Exhibits   |
| <input checked="" type="checkbox"/> Civil Design          | <input type="checkbox"/> Structural Design              | <input type="checkbox"/> Electrical Design       |
| <input type="checkbox"/> Mechanical Design                | <input type="checkbox"/> Architectural Design           | <input type="checkbox"/> Landscape Architecture  |
| <input checked="" type="checkbox"/> Contract Docs for Bid | <input type="checkbox"/> Contract Docs for quote        | <input type="checkbox"/> Design Documents only   |
| <input checked="" type="checkbox"/> Bid Administration    | <input checked="" type="checkbox"/> Construction Admin. | <input checked="" type="checkbox"/> RPR Services |
| <input type="checkbox"/> Record Drawings                  | <input type="checkbox"/> O&M Manuals                    | <input type="checkbox"/> Warranty Inspection     |
| <input type="checkbox"/> Study / Report                   | <input type="checkbox"/> Grant Application Preparation  | <input type="checkbox"/> Other (described below) |

Owner's General Description of Project: \_\_\_\_\_  
\_\_\_\_\_

**DETAILED SCOPE OF WORK, SCHEDULE AND COST:**

Consultant to provide detailed proposed scope of work, with any applicable associated milestones, dates, and costs associated with phases of work:

Proposed Scope of Work: Topographic Survey, prepare construction documents, perform bidding and construction phase services for the Cherokee Drive Neighborhood. A detailed scope is attached (See Exhibit A) and is based upon proposed upgrades prepared by City of Pascagoula Public Works Department.

Timeline and Milestones: Final construction documents will be completed by December 31, 2014. Once Topographic Survey is completed, milestone schedule will be prepared to allow for intermediate reviews.

Cost and Method of Compensation (Lump Sum or Hourly Rates): Combination (See attached Exhibit B) \$234,400.00 Design fee is based on 4.8% of estimated construction cost and will be recalculated after bids are received. Construction Administration is based on an anticipated work schedule of 150 days and will be revised when final construction time is determined.

BROWN, MITCHELL & ALEXANDER, INC.  
GENERAL SERVICES AGREEMENT  
CONTRACT NUMBER:

AMENDMENT NO. 1: Combination (See attached Exhibit B) \$ 286,256 Design fee is based on 4.8% of estimated construction cost (Actual Bid: \$2,115,757). Construction Administration is based on anticipated work schedule of 275 days per Contract Documents.

AMENDMENT NO. 2: Combination: Add \$19,959.00 for a total revised fee of \$306,215.00. Revised Design fee based on actual construction cost (To Date: \$2,606,385.00).

BS By initialing here, the Consultant agrees that the above described scope of work represents a complete scope of work consistent with the goals of the Owner and no additional tasks will be needed to accomplish the intent.

It is agreed that the above described work will be completed in accordance with the provisions of the General Services Consulting Contract dated 2/5/2013, Amendment No. 1 dated 1/15/14, and Amendment No. 2 dated 2/4/15.

CITY OF PASCAGOULA:

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

CONSULTANT:

BY: Bjimi Smith

DATE: 4/27/16

Councilman Tipton made a motion to approve Task Order #3-Amendment No. 2 with BMA, Inc., to increase the contract by \$19,959.00 and authorize the City Manager to execute the related documents as recommended. The motion was seconded by Councilman Tadlock and

received the following vote: Mayor Blevins “AYE”. Councilmen Hill “AYE”, Jackson “AYE”, Pickett “AYE”, Simkins “AYE”, Tadlock “AYE”, and Tipton “AYE”. (Approved 5-3-16)

(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. 3 to the contract with Brown, Mitchell & Alexander, Inc., for the Hospital Road Improvements Project to adjust the scope and fees of the contract to reflect the revision of the intersection at Hospital Road & Old Mobile Highway to a roundabout as recommended by Jaci Turner, City Engineer. There are additional design services associated with the intersection and lighting, but a reduction regarding sewer work. Local Match for this project is being funded with bond proceeds.

The Amendment is spread on the minutes as follows:



**BROWN, MITCHELL  
& ALEXANDER, INC.**

CONSULTING ENGINEERS

www.bmaengineers.com

401 Cowan Road, Suite A  
Gulfport, MS 39507  
228-864-7612  
fax 228-864-7676

**AMENDMENT NO. 3**

796 Vieux Marche, 2nd Floor  
Biloxi, MS 39530  
228-436-7612  
fax 228-436-7676

**To the Standard Form of Agreement for Design Services between**

**City of Pascagoula, Mississippi**

**&**

**Brown, Mitchell & Alexander, Inc.**

***Hospital Road Improvements Project***

This Amendment is attached to, made a part of, and incorporated by reference into an Agreement made on the 6<sup>th</sup> day of November, 2012, between the City of Pascagoula (Owner) and Brown, Mitchell & Alexander, Inc. (Engineer), providing for Professional Engineering Services relative to the design and construction of improvements to Hospital Road. The scope of the Agreement is amended or supplemented as indicated below:

1. Add C4.02.11: *Roundabout Design for Hospital Road* to the contract under EXHIBIT C, ARTICLE 4 – PAYMENTS TO THE ENGINEER for a **lump sum amount equal to \$17,900.00** for these additional services. The Roundabout Design has been requested to be added to the Project by the Pascagoula City Council.
2. Add C4.02.12: *Lighting Design for Roundabout for Hospital Road* to the contract under EXHIBIT C, ARTICLE 4 – PAYMENTS TO THE ENGINEER for a **lump sum amount equal to \$3,000.00** for these additional services.
3. Delete C4.02.4: *Project Sewer Design* from the contract as that work will not be performed under this contract. **Reduce total fee under EXHIBIT C, ARTICLE 4 – PAYMENTS TO THE ENGINEER by a lump sum amount of (\$3,500.00).**

Total revised contract amount due to above addition is **\$228,000.00**.

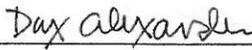
This AMENDMENT 3 is hereby made a part of and incorporated into the original Agreement, dated November 6, 2012, as though originally included therein.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment, as of this day of \_\_\_\_\_, 2016.

OWNER:  
**City of Pascagoula**

ENGINEER:  
**Brown, Mitchell & Alexander, Inc.**

\_\_\_\_\_  
Joseph Huffman  
City Manager

  
\_\_\_\_\_  
Dax Alexander, P.E.  
President

Address for giving notice:  
603 Watts Avenue  
Pascagoula, MS 39567

401 Cowan Road Suite A  
Gulfport, MS 39507

O:\Vorrle\ProjectFiles\3334 Hospital Road (Pascagoula)\Amendment 3 Roundabout.doc

Councilman Tipton made a motion to approve Amendment No. 3 to the contract with Brown, Mitchell & Alexander, Inc., for the Hospital Road Improvements Project and authorize the City Manager to execute the related documents as recommended. The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 5-3-16)

(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 request for approval to award the contract for Drainage Improvements - 1020 Eastwood Street to the lowest and most responsible bidder, DNA Underground, LLC, as recommended by Jaci Turner, City Engineer. This action includes rejecting the low bid from AlaMiss Construction, Inc., as incomplete and nonresponsive. The bid award is for \$138,700.00 and would be funded with bond proceeds.

Councilman Tipton made a motion to approve awarding the contract for Drainage Improvements – 1020 Eastwood Street to the lowest and most responsible bidder, DNA Underground, LLC, in the amount of \$138,700.00 and authorize the City Manager to execute the related documents as recommended. The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 5-3-16)

(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 request to approve for Contract Rider #3 with KONE Elevator to add the parking garage elevator to the existing contract for elevator maintenance in the amount of \$275.00 per month as recommended by Jaci Turner, City Engineer.

The rider is spread on the minutes as follows:

Elevators  
Escalators



February 10, 2016

City of Pascagoula  
P.O. Box 1385  
Pascagoula, MS 39568

Subj: Contract Rider # 3 to Elevator Maintenance Agreement # 40102595  
Pascagoula Police Station  
611 Live Oak Street  
Pascagoula, MS 39568

Object: Add City Garage elevator to existing contract

Effective date: February 15<sup>th</sup>, 2016

Price: \$275.00 per month

Sincerely,  
KONE Inc.

Kerry Dupree  
Service Sales Executive

Acceptance by City of Pascagoula

Approved by KONE Inc.

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Councilman Tipton made a motion to approve Contract Rider #3 with KONE Elevator as recommended and authorize the City Manager to execute the related documents. The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 5-3-16)

\*\*\*\*\*

The next item for consideration was a request to accept the resignation of Terri Scott from the Recreation Commission, effective April 25, 2016, and appoint a new member to the Recreation Commission as recommended by Darcie Crew, Parks and Recreation Director.

Councilman Tipton made a motion to accept the resignation of Terri Scott from the Recreation Commission and appoint a new member to the Recreation Commission as recommended. The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 5-3-16)

\*\*\*\*\*

Minutes of the Historic Preservation Commission meeting of March 23, 2016, were acknowledged by the Council.

\*\*\*\*\*

The next item for consideration was approval to award the contract for Drainage Improvements – Desoto Bridge Replacement to SCI, Inc., in accordance with the engineer's recommendation, in the amount of \$391,224.52 as recommended by Jaci Turner, City Engineer. This project will be funded with bond proceeds.

Councilman Tipton made a motion to approve awarding the contract for Drainage Improvements – Desoto Bridge Replacement to SCI, Inc., in the amount of \$391,224.52 as recommended and authorize the City Manager to execute the related documents. The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 5-3-16)

(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 Resolution authorizing participation of City employees and use of City resources in the promotion of the National Day of Prayer as recommended by Eddie Williams, City Attorney.

The Resolution is spread on the minutes as follows:

**RESOLUTION AUTHORIZING PARTICIPATION OF  
CITY EMPLOYEES AND USE OF CITY RESOURCES IN  
THE PROMOTION OF THE NATIONAL DAY OF PRAYER**

**WHEREAS**, the National Day of Prayer is an annual event which has heretofore been supported by the City of Pascagoula; and

**WHEREAS**, the City has received a request from the organizers of the even for assistance in creating the brochure for the National Day of Prayer which is scheduled for May 5, 2016; and

**WHEREAS**, the production and copying of the brochure is considered by the Council to be a method for advertising the resources of the City and bringing to favorable notice the opportunities and possibilities within the City, as well as being in support of a very worthy cause; and

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

**SECTION 1:** The City Manager is authorized and directed in his discretion, to assign personnel to assist the organizers of the National Day of Pray with their request for the creation and printing of a brochure for the event presently scheduled for May 5, 2016.

**SECTION 2:** The City Manager, or his designee, is authorized to allow the use of City resources for this effort and as a means of advertising the resources of the City for a proper municipal purpose.

**SECTION 3:** No overtime compensation shall be allowed for participation by the City staff in this effort.

**SECTION 4:** The total costs of staff time and resources devoted to this effort shall not exceed the sum of \$1,000.00.

The above Resolution was introduced by Councilman Tipton, seconded for adoption by Councilman Tadlock, and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". The Mayor then declared the Resolution adopted on the 3rd day of May, 2016.

\*\*\*\*\*

**The following new business items were considered at this time:**

Eddie Williams, City Attorney, stated the first item for consideration was a request to award the contract for the Pascagoula Beachfront Promenade, Phase II Project, to the lowest responsive bidder, M&D Construction Co., Inc., Moss Point, MS, in accordance with the engineer's recommendation, and contingent upon agency approval, as recommended by Jaci Turner, City Engineer. The recommendation includes the total base bid plus all alternates, for a total bid award of \$2,676,335.76, which will be funded through NRDA grant proceeds.

Councilman Pickett made a motion to approve awarding the contract for the Pascagoula Beachfront Promenade, Phase II Project, to M&D Construction Co., Inc. in the amount of \$2,676,335.76 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", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "ABSENT". (Approved 5-3-16)

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

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(Councilman Tipton left the meeting at 7:12 p.m.)

The next item for consideration was advertising the resources of the City through the Pascagoula High School Cheerleader Team for a \$120.00 single spaced ad sponsorship as recommended by Eddie Williams, City Attorney.

Councilman Tadlock made a motion to approve advertising the resources of the City through the Pascagoula High School Cheerleader Team for a \$120.00 single space ad sponsorship as recommended. The motion was seconded by Councilman Hill and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 5-3-16)

(Councilman Tipton returned to the meeting at 7:17 p.m.)

\*\*\*\*\*

Next for consideration were proposed conceptual design revisions to the Central Business District, including possible expansion and tiered benefits, as recommended by Jen Dearman, Community and Economic Development Director. A question and answer session followed. After comments, Councilwoman Simkins requested more time to review the proposal. This item was continued until the meeting of May 17, 2016.

\*\*\*\*\*

The next item for consideration was a request to approve a Memorandum of Understanding (MOU) between the City and Bruce Linton, DBA Lighthouse Marina, for the operation and maintenance of a marina and restaurant as recommended by Jen Dearman, Community and Economic Development Director.

The MOU is spread on the minutes as follows:

**MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF PASCAGOULA, MISSISSIPPI, AND BRUCE LINTON, DBA LIGHTHOUSE MARINA FOR THE OPERATION AND MAINTENANCE OF A MARINA AND RESTAURANT NORTH OF THE HIGHWAY 90 BRIDGE IN THE CITY OF PASCAGOULA, MISSISSIPPI, AND ADJACENT TO THE CITY'S LIGHTHOUSE PARK.**

The parties to this Memorandum of Understanding (MOU) are the City of Pascagoula (City) and Bruce Linton, dba Lighthouse Marina (Linton), who proposes to open and operate an establishment known as "Lighthouse Marina" (Marina) to be located in what was formerly known as "Blodgett's Slip" just north of the Highway 90 Bridge in the City of Pascagoula, Mississippi, and adjacent to Lighthouse Park. In order for Linton to open and operate the establishment, it is necessary for the duties and obligations of Linton and the City to be set out in a written agreement. For this purpose, the parties do hereby covenant, contract and agree as follows:

1. Linton proposes to operate the Marina on a twenty-four-hour-a-day seven-day-a-week basis primarily for the benefit of recreational boaters and for the general public. In conjunction with the Marina, Linton also proposes to operate a restaurant, bait and tackle shop to be situated on barges secured to pilings at the location immediately north of the Highway 90 Bridge (Site).

2. Linton shall be responsible for procuring any and all permits needed for the operation of the Marina and its attendant facilities. Copies of the permits shall be furnished to the City prior to the opening of the business. Linton shall likewise be required to obtain approval from the City's Planning and Building Department for all structures and amenities to be located at the Site. No business operations shall commence until all permits and approvals have been obtained.
3. Linton shall be responsible for obtaining insurance on any and all structures that he plans to locate at the Site, including any barges or vessels upon which the facilities may be constructed. In addition to general liability insurance, Linton shall also purchase insurance sufficient to cover the structures, docks, wharfs, slips and any other insurable property located at the Site and shall furnish proof of such coverage to the City. Linton shall also maintain such Workers Compensation insurance as may be required by State law. Linton agrees that he will maintain the insurance coverages in place at all times during the term of this MOU and shall notify the City at least thirty days in advance of his intent to terminate any of the aforesaid insurance policies.
4. Linton shall assume responsibility for the maintenance and upkeep of all structures to located at the Site and shall keep the same in good repair and in safe operating condition. To this end, Linton agrees that the City, upon reasonable notice being given, shall be allowed at any time during the term of this MOU to inspect the property for compliance with all codes and approvals. The City covenants and agrees that such inspections will be conducted in such a way that the same will not interfere with the operation of Linton's business.
5. Linton shall be responsible for constructing any access needed for the public to enter upon his business premises. In this regard, Linton shall comply with all federal, state and local laws, ordinances, rules and regulations regarding access pursuant to the Americans With Disabilities Act. Linton further acknowledges that the City is an equal opportunity employer and has strict policies prohibiting discrimination based upon age, sex, gender, gender identity or marital status. Linton agrees to be bound by such policies so long as his business is in operation pursuant to this MOU.
6. Attached hereto and incorporated herein by reference, is a copy of the City's Mississippi Department of Transportation (MDOT) permit for the use of the property known as

“Lighthouse Park”. Inasmuch as Linton’s Marina shall be adjacent to and touch upon the Park area, Linton agrees to be bound by the terms and conditions set forth in the attached MDOT permit.

7. Linton further covenants and agrees that he will not allow any type of illegal, immoral, or unsafe conduct to take place upon the premises and that should he discover such activity is in fact being conducted, he will take all steps necessary to make sure that such activity ceases, including but not limited to reporting the same to appropriate law enforcement agencies, or any state agencies having an interest in, or control over, Linton’s activities at the Site. Linton shall immediately notify the City of Pascagoula, the Mississippi Department of Environmental Quality, Jackson County Office of Emergency Services, Department of Marine Resources and the U.S. Coast Guard should any event occur that poses an environmental or marine hazard as a result of his operations at the Site. This includes but is not limited to fires, improper disposal of waste, fuel spills or any other activity that would have an adverse impact on the marine environment or pose a danger or threat to the safety and well-being of any individuals in the vicinity of Linton’s operations.
8. Linton agrees that, should a named storm enter the Gulf of Mexico, he will, without regard to any forecast as to the potential landfall of the named storm, make all preparations necessary to secure or remove any vessels from the Site for safe storage pending the outcome of the storm. To this end, Linton agrees to abide by any directives from the City, the Jackson County Office of Emergency Services, or any other state agency, directing operations to be undertaken by him to secure the property in the event of landfall of the named storm.
9. The City agrees to furnish water and sewer service to the Site. The services shall be furnished and provided for the customary charges normally assessed to any other user of the City’s utilities. All water consumption and sewer discharges from Linton’s Marina and restaurant shall be metered and the same shall be billed to Linton as is customarily done with respect to any other users of the City’s utilities.
10. The City’s point of contact for emergencies shall be the City of Pascagoula Police Department at 228-762-2211. Linton’s point of contact for emergencies shall be \_\_\_\_\_ at \_\_\_\_\_.
11. For all non-emergency notices, requests or inquiries, the City’s point of contact shall be:

Joe Huffman  
City Manager  
P.O. Box 908  
Pascagoula, MS 39568  
228-938-6614  
Email: [jhuffman@cityofpascagoula.com](mailto:jhuffman@cityofpascagoula.com)

Linton's point of contact for non-emergency notices, requests or inquiries, shall be:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. The parties agree that no portion of this MOU may be assigned to a third party without the express written permission of the non-assigning party. Furthermore, this MOU constitutes the entire agreement of the parties and no alteration or modification hereof shall be binding unless the same is in writing and properly approved by the respective parties. Should Linton desire to expand, or enlarge, the uses contemplated herein, he shall first obtain the approval of the Department of Planning and Building of the City of Pascagoula and any and all other approvals required by any agencies having a direct regulatory role with respect to his operations.
13. The term of this MOU shall be for a period of one year commencing on the date of approval by the City Council of the City of Pascagoula. This MOU shall automatically renew annually provided neither party gives notice of an intent not to renew the MOU in writing at least thirty (30) days prior to any anniversary date. Both parties reserve the right, upon thirty (30) days written notice, to terminate this MOU with or without cause.
14. In the event of termination of this MOU, or cessation of business activities at the Site, Linton shall be responsible for the removal of any and all vessels, barges, structures, or other facilities used in connection with the operation of the business. Such removal shall be effected within thirty (30) days after termination or cessation of business operations. Any items remaining at the Site thereafter shall inure to the benefit of the City and shall remain in place and be disposed of by the City at its discretion. Nothing herein, however, obligates the City to retain any structures, or personal property, left at the Site after the

termination of this MOU. The ultimate responsibility for the removal of such items shall rest with Linton.

15. The parties agree that, should either party violate any of the terms or conditions of this MOU, they will communicate in good faith in an attempt to remedy the violations. Should the City determine, at any time during any term of this MOU, that Linton is in violation of any of the covenants and conditions set forth herein, the City shall give written notice identifying the nature of the violation, its onset and duration (if known), and providing Linton at least thirty (30) days within which to cure such violation, unless the same constitutes an emergency, in which case, Linton shall immediately undertake to cure the violation.
16. Venue for any legal actions brought to enforce any of the terms and conditions of this MOU shall be in Jackson County, Mississippi. The prevailing party in any litigation may be allowed to recover its reasonable expenses of litigation against the non-prevailing party, but only upon the direct order of the Court in which such litigation was commenced.
17. Linton covenants, contracts and agrees to hold the City harmless from any claims, damages, or assessments, arising out of the operation of the business by Linton and the negligence of his employees, agents, servants, and invitees. This hold harmless obligation extends to damages, attorney fees, litigation expenses and any other expenses reasonably and necessarily incurred by the City and arising out of its defense of such claims.

Witness the signatures of the parties on the respective dates herein provided:

City of Pascagoula  
By: \_\_\_\_\_ Date: \_\_\_\_\_  
Joe Huffman, City Manager

Bruce Linton, dba Lighthouse Marina  
By: \_\_\_\_\_ Date: \_\_\_\_\_

Councilman Tadlock made a motion to approve the MOU between the City and Bruce Linton, DBA Lighthouse Maria, for the operation and maintenance of a marina and restaurant as

recommended and authorize the City Manager to execute the related documents. The motion was seconded by Councilman Jackson and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 5-3-16)

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

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The next item for consideration was the U.S. Small Business Administration's Start Up in a Day Pledge which acknowledges the City's existing and ongoing efforts to provide streamlined business-friendly permitting process as recommended by Jen Dearman, Community and Economic Development Director.

The Start Up in a Pledge is spread on the minutes as follows:



*The Pledge...*

"Our cities and communities are committed to making it easier for every entrepreneur to start a business. We believe an entrepreneur's time is best spent developing innovative products and services, creating jobs, and growing local economies—not navigating red tape. While fair zoning rules, licenses, and permits are important to ensuring public safety and fair competition, it should not take more than a day for an entrepreneur to identify and apply, ideally through a single online tool, for all the licenses and permits they need in order to responsibly launch a business. Accordingly, we resolve to:

1. Create a "Startup in a Day" online tool within 12 months: we will develop within a year a website or application that lets most entrepreneurs identify and apply within one day for all requirements to launch a business in our respective communities.
2. Develop a streamlined, business-friendly, online permitting system: Our pledge is a first step in a larger effort to streamline, simplify, and bring online those regulatory requirements that have traditionally been fragmented across multiple agencies and handled through a paper-based process. Our ultimate goal is for small business owners to be able to manage and complete most of their regulatory obligations within a single easy-to-use online system.
3. Share best practices: In an effort to encourage other municipalities to join us in this effort, we are joining a community of practice administered by the National League of Cities, and commit to sharing best practices, publicizing key learnings, highlighting tangible outcomes, supporting smart regulatory simplification, and providing visibility into our actions."

Name: Joseph R. Huffman

City Manager, City of Pascagoula, Pascagoula, MS

Date: \_\_\_\_\_

Councilman Tadlock made a motion to approve the Start Up in a Day Pledge as recommended and authorize the City Manager to execute the related documents. The motion was seconded by Councilman Tipton and received the following vote: Mayor Blevins "AYE".

Councilmen Hill “AYE”, Jackson “AYE”, Pickett “AYE”, Simkins “AYE”, Tadlock “AYE”, and Tipton “AYE”. (Approved 5-3-16)

(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 approval of two Task Orders from Allen Engineering, Hattiesburg, MS, related to the City’s EPA Brownfields Assessment Grant as recommended by Jen Dearman, Community & Economic Development Director.

Additional information is as follows:



312 Hemphill Street  
Hattiesburg, Mississippi 39401  
www.AllenES.com

**Phone** 601.583.2182  
**Fax** 601.583.2828

April 6, 2016

Ms. Jen Dearman  
Director of Community Development  
City of Pascagoula  
630 Delmas Avenue  
Pascagoula, Mississippi 39567

Re: Task Order Request for Finalization of Brownfields Activities in Pascagoula

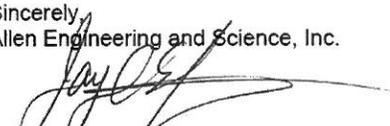
Ms. Dearman:

Per our discussion I am submitting this task order request to cover charges currently being held from invoicing and for necessary work to complete the Phase II report for the Former Stokes Dry Cleaner Site and the Phase I report for the Pascagoula Ice Company Site. The charges currently being held from invoicing are related to work performed at the Stokes site and consist entirely of labor. A breakdown of the requested fees is as follows:

Stokes Phase II Report:	\$12,500.00
Ice Plant Phase I Report:	\$2,500.00
Unbilled Charges from March:	<u>\$11,216.58</u>
	<u>\$26,216.58</u>

Thank you and please let me know if you have questions or require additional information concerning this task order request.

Sincerely,  
Allen Engineering and Science, Inc.



Jay C. Estes, AICP  
Senior Principal Planner  
Chief Operating Officer

**Jackson / Hattiesburg / Meridian / Mobile / Atlanta / Houston**

# Unbilled Detail (PM)

Thursday, April 7, 2016  
8:54:21 AM

Allen Engineering and Science

As of 4/7/2016

Billing Status	Date	Labor Code /Account	Employee/ Reference	Description	Hours/ Units	Billing Amount
<b>Project Number: R15053 Pascagoula Brownfields</b>						
<b>Phase Number: 02 Phase I Environmental Site Assessments</b>						
<b>Task Number: 02 301D79XBP Petroleum</b>						
<b>Labor:</b>						
B	3/29/2016		351	Ryan, John	2.00	320.00
				Report Prep and Coord on SAP - Ice Plant		
					<b>Total Billable Labor</b>	<b>2.00</b>
					<b>Total Labor</b>	<b>2.00</b>
<b>Phase Number: 03 Phase II Environmental Site Assessments</b>						
<b>Task Number: 01 301D79 Hazardous</b>						
<b>Labor:</b>						
B	2/29/2016		282	Estes, Jay	.50	98.00
				Internal discussions on Stokes		
B	2/29/2016		373	O'Neal, Gordon	2.00	296.00
				Elevation/Survey Points Computation		
B	2/29/2016		351	Ryan, John	12.00	1,920.00
				Travel and Complete air sampling field work at Stokes site.		
B	3/1/2016		351	Ryan, John	8.00	1,280.00

<b>Total Billable Expenses</b>		<b>560.58</b>
<b>Total Expenses</b>		<b>560.58</b>

<b>Total for R15053</b>	<b>73.00</b>	<b>11,216.58</b>
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Mayor Blevins made a motion to approve the first Task Order for \$26,216.58 to develop the Phase I Environmental Study Assessment (ESA) Report for the Pascagoula Ice House (\$2,500.00) and Phase II ESA Report for the former Stoke's Cleaners property (\$12,500.00) as well as to cover \$11, 216.58 of previously performed unbilled work. The motion was seconded by Councilwoman Simkins and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 5-3-16)

The second Task Order covered costs associated with the conduction of a Phase II ESA report in the amount of \$18,900.00.

Councilwoman Simkins made a motion to amend the previously approved Task Order which had been presented as consisting of the Stokes Phase II and the Pascagoula Ice House Phase I. Councilwoman Simkins' amended motion approved this Task Order, in the amount of \$18,900.00, actually covered the work for Phase II for the Pascagoula Ice House as well as the just previsouly been approved in Item #30 in the amount of \$26,216.58 The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 5-3-16)

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The next item for consideration was a request to approve two proposals for adjusting personnel in the Utility Partners Public Works Contract as recommended by Jaci Turner, City Engineer. One proposal removes four employees from the Beautification Department, effectively eliminating that department from the contract. The other proposal adds two employees to the Street Department and one to the Recycle Center. These employees will cover tasks that will not transfer to the City's addition of beautification responsibilities and will operate the 14<sup>th</sup> Street Recycle Center, which has been generally unattended since the passing of the employee who worked there. These changes, along with changes in the City's Beautification Department, will require a comprehensive budget amendment that covers numerous departments, and would be pro-rated on the implementation date of this proposed change. This item includes a request to direct the Comptroller to effect a budget amendment to reflect these changes to the Public Works contract, the additional staff required to operate the Beautification Department in the Parks & Recreation Department as previously recommended due to the loss of inmate labor, and to reallocate public works charges based on more accurate salary rates rather than number of employees per department, as done previously. The proposals will become effective immediately and the contract will be extended until November 30, 2017.

Additional information is spread on the minutes as follows:

## Utility Partners, LLC

March 16, 2016

Ms. Jaci Turner, P. E.  
City of Pascagoula  
Office of The City Engineer  
4011 14<sup>th</sup> Street  
Pascagoula, MS 39567

Re: Elimination of Positions

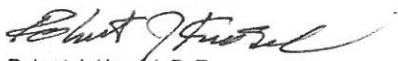
Pursuant to your request I am pleased to provide you the following information to eliminate four positions in the beautification department currently in our contract.

<u>Position</u>	<u>Hourly Rate - Base</u>	<u>Annual Rate w/ O.H. &amp; P.</u>
Beautification Supervisor	\$13.00/hour	\$48,300.00
GSE Employee	\$13.50/hour	\$49,500.00
GSE Employee	\$11.20/hour	\$43,800.00
GSE Employee	\$10.00/hour	\$41,000.00
Total Credit on an Annual Basis		\$182,600.00/year
Monthly Credit		\$15,216.67/month

Should you have any questions, please do not hesitate to contact me at 228-860-5318.

Sincerely yours,

UTILITY PARTNERS, LLC



Robert J. Knesal, P. E.  
Vice-President

Utility Partners, LLC

March 16, 2016

Ms. Jaci Turner, P. E.  
City of Pascagoula  
Office of The City Engineer  
4011 14<sup>th</sup> Street  
Pascagoula, MS 39567

Re: Addition of Positions

Pursuant to your request I am pleased to provide you the following information to add three positions in the Street Department and one position for a Recycle Center Attendant.

<u>Position</u>	<u>Hourly Rate - Base</u>	<u>Annual Rate w/ O.H. &amp; P.</u>
Skilled Laborer	\$13.00/hour	\$48,300.00
Skilled Laborer	\$11.20/hour	\$43,800.00
Recycle Center Attendant	\$10.00/hour	\$41,000.00
Total Credit on an Annual Basis		\$133,100.00/year
Monthly Cost		\$11,091.67/month

Should you have any questions, please do not hesitate to contact me at 228-860-5318.

Sincerely yours,

UTILITY PARTNERS, LLC



Robert J. Knesal, P. E.  
Vice-President

Councilman Tipton made a motion to approve two proposals for adjusting personnel in the Public Works Contract with Utility Partners as recommended. It effective immediately and the contract will be extended until November 30, 2017. The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 5-3-16)

(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 proposed job description and salary change for the Maintenance Crew Leader – Parks & Recreation (Labor Grade 109) as recommended by Darcie Crew, Parks & Recreation Director. There is a salary change and a revised job description which combines the Maintenance Crew Leader and the Grounds Crew Leader into one position.

The proposed job description is spread on the minutes as follows:



## City of Pascagoula Job Description

### Parks and Recreation Maintenance Crew Leader

<b>DEPARTMENT:</b> Parks and Recreation	<b>LABOR GRADE:</b> 109
<b>EXEMPT(Y/N):</b> No	<b>POSITION CODE:</b>
<b>REPORTS TO:</b> Parks and Recreation Director	

#### 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:

**This position is responsible for the maintenance of the grounds at all parks and recreation facilities in accordance with all applicable laws and City of Pascagoula policies and procedures.**

#### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Transports sand, red clay, top soil, supplies, and crews to and from job sites; maintains the turf and clay at all ball fields; and prepares all ball fields for play.
- Measures and lines off soccer, baseball, and football fields; sets bases at baseball fields.
- Ensures that the trash is picked up and trash barrels emptied at all parks and ball fields.
- Assembles playground equipment; conducts periodic safety inspections of all playground equipment; and repairs any deficiencies found during safety inspections.
- Completes-daily reports and operates a smart phone or tablet to keep up with tasks assigned.
- Assembles 5 and 10 tier bleachers, picnic tables, and other park amenities; maintains and repairs these items.
- Cuts and removes limbs, dead trees, and tree roots at all parks.
- Maintains the jogging track; replaces and levels chips, as needed, to track surface.
- Cleans and checks the pool at Andrew Johnson; adds chemicals as needed; maintains the building; and performs minor plumbing and electrical repairs as needed.
- Performs vehicle maintenance check daily; makes any needed repairs to vehicles.
- Installs and maintains irrigation systems.
- Provides assistance and sets up for special and holiday events
- Performs general carpentry, plumbing, and electrical work in the maintenance of all buildings and facilities.
- Estimates and requisitions equipment and material supplies needed for projects.
- Makes and repairs desks, cabinets, tables and window frames.

- Repairs doors, locks, fences, bleachers, and picnic tables.
- Performs periodic safety inspections of piers; repairs any deficiencies found during safety inspections.
- Makes custom parts, periodically, as needed at various buildings and facilities.
- Repairs restrooms and all buildings at the parks and recreation facilities.
- Any other duties assigned by the Director of Beautification and Maintenance.

**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 laborers, part-time employees, and workers assigned to crew on a daily basis.

#### **EDUCATION and/or EXPERIENCE:**

A high school graduate or its equivalent, minimum of three year's multi-craft carpenter experience and a minimum of three year's grounds keeping experience, preferably ball fields, or any combination of education and experience that results in the required knowledge, skills, and abilities is required. Previous experience in a supervisory position is preferred.

#### **SPECIAL QUALIFICATIONS:**

Ability to perform basic mathematical skills required to figure materials and estimate job costs including addition, subtraction, division and multiplication. A strong working knowledge of the operation and maintenance of all types of lawn equipment; effective and safe use of pesticides, fertilizers and insecticides is essential. A valid Mississippi driver's license is required.

#### **LANGUAGE AND REASONING SKILLS:**

Ability to understand and communicate both oral and written instructions and read and analyze equipment manuals, instruction books and procedures is essential. The ability to accurately complete forms and reports is required. Ability to apply logical reasoning in a variety of situations is essential.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position is required to bend, lift, and carry objects weighing up to 50 pounds; occasionally lift objects weighing up to 100 pounds; frequently bend, squat, and climb; and reach, grab, and manipulate tools with hands and fingers.

#### **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 works indoors and outdoors in all types of weather conditions and is exposed to a variety of chemicals used in grounds maintenance. The noise level for this position is low to moderate.

**Parks and Rec. Maintenance Changes**

Current Positions	Pay Grade	Current Cost		Proposed Position	Proposed Grade	Actual Cost
Maintenance Crew Leader	108	\$ 37,128.00		P&R Crew Leader	109	\$ 36,500.00
Grounds Crew Leader	108	\$ 36,086.00		Laborer II	106	\$ 30,000.00
FT Laborer	104	\$ 28,808.00		Laborer II	106	\$ 30,000.00
FT Laborer	104	\$ 22,422.00		Laborer I	104	\$ 22,422.00
FT Laborer	104	\$ 25,563.00		Laborer I	104	\$ 28,808.00
FT Laborer	104	\$ 27,248.00		Laborer I	104	\$ 27,248.00
FT Laborer	104	\$ 21,798.00		Laborer I	104	\$ 21,798.00
PT Laborer	N/A	\$ 13,500.00		PT Laborer	N/A	\$ 13,500.00
<b>Total</b>		<b>\$ 212,553.00</b>				<b>\$ 210,276.00</b>

Grade 104	\$ 21,194.57	-	\$ 31,316.22
Grade 106	\$ 23,394.74	-	\$ 34,567.24
Grade 108	\$ 25,823.47	-	\$ 38,155.73
Grade 109	\$ 27,130.78	-	\$ 40,087.38

Councilman Hill made a motion to approve the proposed job description and salary change for Maintenance Crew Leader at a Labor Grade 109 as recommended. The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". (Approved 5-3-16)

\*\*\*\*\*

The next item for consideration was a proposed job description and salary change for Laborer II – Parks & Recreation (Labor Grade 106) as recommended by Darcie Crew, Parks & Recreation Director. The concept is to create a system where skilled laborers have opportunities to advance and be rewarded for their skills.

The proposed job description is spread on the minutes as follows:



## Job Description

### Park & Recreation Laborer II

**DEPARTMENT:** Parks and Recreation

**POSITION CODE:**

**EXEMPT(Y/N):** No

**PAY GRADE:** 106

**REPORTS TO:** Parks & Recreation Crew Leader

#### 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:

**This full-time position is responsible for performing routine maintenance work in and around recreation facilities in accordance with all applicable laws and City of Pascagoula policies and procedures.**

#### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Operates a variety of small trucks and equipment; occasionally services and performs minor repairs on automotive equipment.
- Operates power and hand tools to complete work.
- Performs a wide variety of skills including plumbing, electrical, carpentry, welding, pier repair, concrete work, roofing and painting.
- Constructs and performs maintenance on playground equipment. Conducts periodic safety inspections of all playground equipment; and repairs any deficiencies found during safety inspections.
- Estimates and requisitions equipment and material supplies needed for projects.
- Completes a daily tasks completed report.
- Makes and repairs desks, cabinets, tables, and window frames; repairs doors, locks, fences, bleachers, and picnic tables.
- Performs periodic safety inspections of piers; repairs any deficiencies found during safety inspections.
- Makes custom parts, periodically, as needed at various buildings and facilities.
- Repairs restrooms and all buildings at the parks and ball fields.
- Assists in loading and unloading materials and equipment.
- Assists in setting up displays and equipment for special events, activities and programs.
- Performs general cleaning and janitorial tasks in and around City facilities;
- Works evenings and weekends as necessary to support the City of Pascagoula.
- Makes routine checks of City facilities to determine repair needs.
- Prepares and lines off all types of fields such as baseball, softball, football, and soccer.
- Any other duties assigned by the Parks and Recreation Crew Leader.

**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 does not supervise any employees.

#### **EDUCATION and/or EXPERIENCE:**

Some experience in the operation of automotive equipment, tractors, and trucks; preparing fields for regular play; maintaining recreation equipment and buildings; and completion of a standard grade school course or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

#### **SPECIAL QUALIFICATIONS:**

Knowledge of traffic rules; mechanical aptitude; ability to make minor repairs and adjustments to equipment; dependability; knowledge of skill and semi-skill trades such as, carpentry, electricity, welding, painting, roofing, concrete pouring and finishing, pier construction and plumbing and a valid Mississippi driver's license is required.

#### **LANGUAGE AND REASONING SKILLS:**

Ability to understand written or oral instructions; read, analyze and interpret documents, instruction manuals, policies and procedures is essential. Strong interpersonal skills are essential to maintain effective working relationships with others. The ability to work effectively and efficiently to ensure deadlines are met is essential. Must have demonstrated, through prior work experience, the ability to identify and resolve 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 successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is also regularly required to stand; walk; sit; and use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to reach with hands and arms, and to sit; climb or balance and stoop, kneel, crouch or crawl, lift and move heavy objects and operate lawn care equipment. The employee is required to lift objects weighing 50 lbs or more and operate mowers and tractors.

#### **WORKING ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

P & R Laborer II

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P & R Laborer II

The majority of work is performed outdoors in all types of weather conditions. The noise level in the work environment is usually moderate.

**Parks and Rec. Maintenance Changes**

Current Positions	Pay Grade	Current Cost		Proposed Position	Proposed Grade	Actual Cost
Maintenance Crew Leader	108	\$ 37,128.00		P&R Crew Leader	109	\$ 36,500.00
Grounds Crew Leader	108	\$ 36,086.00		Laborer II	106	\$ 30,000.00
FT Laborer	104	\$ 28,808.00		Laborer II	106	\$ 30,000.00
FT Laborer	104	\$ 22,422.00		Laborer I	104	\$ 22,422.00
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FT Laborer	104	\$ 27,248.00		Laborer I	104	\$ 27,248.00
FT Laborer	104	\$ 21,798.00		Laborer I	104	\$ 21,798.00
PT Laborer	N/A	\$ 13,500.00		PT Laborer	N/A	\$ 13,500.00
		<b>Total</b>				<b>\$ 210,276.00</b>
						<b>\$ 212,553.00</b>

Grade 104	\$ 21,194.57	-	\$ 31,316.22
Grade 106	\$ 23,394.74	-	\$ 34,567.24
Grade 108	\$ 25,823.47	-	\$ 38,155.73
Grade 109	\$ 27,130.78	-	\$ 40,087.38

Councilman Hill made a motion to approve the proposed job description and salary for Laborer II – Parks & Recreation at a Labor Grade 106 as recommended. The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins “AYE”, Councilmen Hill “AYE”, Jackson “AYE”, Pickett “AYE”, Simkins “AYE”, Tadlock “AYE”, and Tipton “AYE”. (Approved 5-3-16)

\*\*\*\*\*

The next item for consideration was a proposed job description and salary change for Laborer I – Parks & Recreation (Labor Grade 104) as recommended by Darcie Crew, Parks &

Recreation Director. The concept is to create a system where skilled laborers have opportunities to advance and be rewarded for their skills.

The proposed job description is spread on the minutes as follows:



**Job Description**

**Park & Recreation Laborer I**

<b>DEPARTMENT:</b> Parks and Recreation	<b>POSITION CODE:</b>
<b>EXEMPT(Y/N):</b> No	<b>PAY GRADE:</b> 104
<b>REPORTS TO:</b> Parks & Recreation Crew Leader	

**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:**

**This full-time position is responsible for performing routine maintenance work in and around recreation facilities in accordance with all applicable laws and City of Pascagoula policies and procedures.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

- Operates a small dump truck to transport sand, clay, soil and supplies.
- Operates a light truck to carry tools, equipment supplies, and crews to and from job sites.
- Operates a tractor with front-end loader and box blades to prepare ball fields; occasionally services and performs minor repairs on automotive equipment.
- Assists in loading and unloading materials and equipment.
- Serves as a maintenance man as needed. Changes light bulbs and performs other repair work;
- Assists in setting up displays and equipment for special events, such as Christmas program, parades, ball fields, soccer fields, etc.
- Performs general cleaning and janitorial tasks in and around City facilities;
- Trims tree limbs and bushes and performs general yard work such as mowing and edging;
- Determines the equipment and supplies needed to perform duties.
- Makes periodic checks of City facilities to determine repair needs.
- Prepares and lines off all types of fields such as baseball, softball, football, and soccer.
- Makes minor repairs to Recreational properties such as parks, playgrounds, piers, buildings and fences.
- Performs garbage runs twice a week at all parks; empties trash into dumpsters; picks up litter; ensures the safety and security of each park.
- Any other duties assigned by the Parks and Recreation Crew Leader.

**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 does not supervise any employees.

#### **EDUCATION and/or EXPERIENCE:**

Some experience in the operation of automotive equipment, tractors, and trucks; preparing fields for regular play; maintaining recreation equipment and buildings; and completion of a standard grade school course or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

#### **SPECIAL QUALIFICATIONS:**

Knowledge of traffic rules; mechanical aptitude; ability to make minor repairs and adjustments to equipment; dependability; knowledge of skill and semi-skill trades such as, carpentry and plumbing and a valid Mississippi driver's license is required.

#### **LANGUAGE AND REASONING SKILLS:**

Ability to understand written or oral instructions; read, analyze and interpret documents, instruction manuals, policies and procedures is essential. Strong interpersonal skills are essential to maintain effective working relationships with others. The ability to work effectively and efficiently to ensure deadlines are met is essential. Must have demonstrated, through prior work experience, the ability to identify and resolve 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 successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is also regularly required to stand; walk; sit; and use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to reach with hands and arms, and to sit; climb or balance and stoop, kneel, crouch or crawl, lift and move heavy objects and operate lawn care equipment. The employee is required to lift objects weighing 50 lbs or more and operate mowers and tractors.

### **WORKING ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The majority of work is performed outdoors in all types of weather conditions. The noise level in the work environment is usually moderate.

P & R Laborer I

2 of 2

P & R Laborer I

**Parks and Rec. Maintenance Changes**

Current Positions	Pay Grade	Current Cost		Proposed Position	Proposed Grade	Actual Cost
Maintenance Crew Leader	108	\$ 37,128.00		P&R Crew Leader	109	\$ 36,500.00
Grounds Crew Leader	108	\$ 36,086.00		Laborer II	106	\$ 30,000.00
FT Laborer	104	\$ 28,808.00		Laborer II	106	\$ 30,000.00
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Total		\$ 212,553.00				\$ 210,276.00

Grade 104	\$ 21,194.57	-	\$ 31,316.22
Grade 106	\$ 23,394.74	-	\$ 34,567.24
Grade 108	\$ 25,823.47	-	\$ 38,155.73
Grade 109	\$ 27,130.78	-	\$ 40,087.38

Councilman Hill made a motion to approve the proposed job description and salary change for Laborer I – Parks & Recreation at a Labor Grade 104 as recommended. The motion was seconded by Councilman Tadlock and received the following vote: Mayor Blevins “AYE”, Councilmen Hill “AYE”, Jackson “AYE”, Pickett “AYE”, Simkins “AYE”, Tadlock “AYE”, and Tipton “AYE”. (Approved 5-3-16)

\*\*\*\*\*

The Order for the docket of claims for May 3, 2016, is spread on the minutes as follows:

**ORDER**

**WHEREAS**, the attached docket of claims for the period of April 15, 2016, through April 29, 2016, 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 Pickett, seconded for adoption by Councilman Tipton, and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". The Mayor then declared the Order adopted on the 3rd day of May, 2016.

\*\*\*\*\*

Mayor Blevins stated there were several citizens here to address the Council that were not on the agenda.

Bill Stewart, 4203 Locksley Avenue, stated he has lived there for 29 years and has had flooding issues. He said he has lost cars, cannot sell his house and has three mortgages. He asked the Council for help with the flooding issues.

Mayor Blevins asked Joe Huffman, City Manager, to make sure the City has answered all of Mr. Stewart's questions.

\*\*\*\*\*

Comments were made by citizens concerning Market Street and several Council members.

Mayor Blevins stated that the Market Street Project started with infrastructure and when the roads are dug up is when the design was discussed.

\*\*\*\*\*

Councilman Hill made a motion to close the meeting to consider the need for an executive session. The motion was seconded by Councilman Tipton and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE".

\*\*\*\*\*

Councilwoman Simkins made a motion to go into executive session for the purpose of setting just compensation for various parcels needed for the Hospital Road Project and the Cherokee Drainage Project. The motion was seconded by Councilman Hill, and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE". Mayor Blevins announced to the public and those in attendance that the Council had voted to go into executive session for the purpose stated above. The Council then began the executive session.

(Councilman Tadlock left the meeting at 8:31 p.m.)

During executive session, Eddie Williams, City Attorney, stated he had two Resolutions for consideration by the Council. The first one was a Resolution Setting Just Compensation for Willis Charles Meek, Jr., for the City to acquire an easement across a parcel located at 1511 Pawnee Street.

The Resolution is spread on the minutes as follows:

**RESOLUTION SETTING JUST COMPENSATION**

**WHEREAS**, the City of Pascagoula ( "City") is seeking to make certain drainage improvements in the area of the Cherokee Park Subdivision; and

**WHEREAS**, it is necessary for the City to acquire easements from private property owners in order to complete the improvements; and

**WHEREAS**, Willis Charles Meek, Jr. is the owner of the parcel located at 1511 Pawnee Street in the aforesaid subdivision; and

**WHEREAS**, the City wishes to acquire an easement across this parcel as more fully described on the plat attached hereto as Exhibit "A" and the legal description attached hereto as Exhibit "B"; and

**WHEREAS**, it has been determined that the proposed easement has a value less than ten thousand dollars (\$10,000.00) thus obviating a formal appraisal; and

**WHEREAS**, a value for the proposed easement has been derived by using data from the official tax assessment rolls for Jackson County, Mississippi:

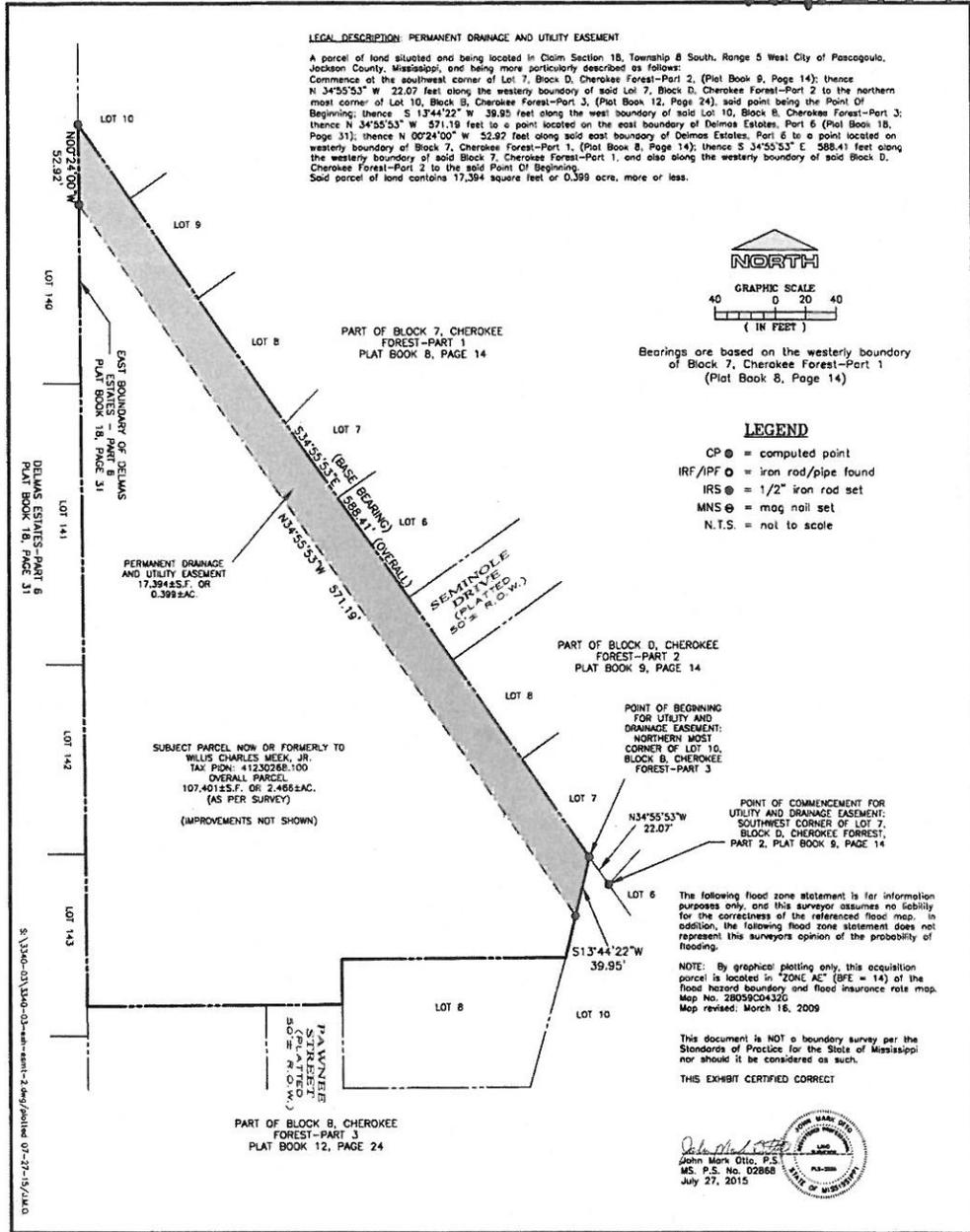
**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Pascagoula that:

**SECTION 1:** The City Council hereby establishes just compensation for the easement described in Exhibits "A" and "B" as being Three Thousand Four Hundred Eighty dollars (\$3,480.00).

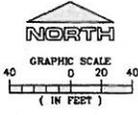
**SECTION 2:** The City Manager, or his designee, is authorized to make a proposal to Willis Charles Meek, Jr. to purchase the easement for the amount set by the City Council as just compensation.

**SECTION 3:** The City Attorney shall prepare all documents necessary for the acquisition of the easement from Mr. Meek and shall record same upon execution by Mr. Meek as required by law.

# Exhibit A



**LEGAL DESCRIPTION: PERMANENT DRAINAGE AND UTILITY EASEMENT**  
 A parcel of land situated and being located in Claim Section 18, Township 8 South, Range 5 West City of Pascagoula, Jackson County, Mississippi, and being more particularly described as follows:  
 Commence at the southwest corner of Lot 7, Block D, Cherokee Forest-Part 2, (Plat Book 8, Page 14); thence N 34°55'53" W 22.07 feet along the westerly boundary of said Lot 7, Block D, Cherokee Forest-Part 2 to the northern most corner of Lot 10, Block B, Cherokee Forest-Part 3, (Plat Book 12, Page 24); said point being the Point Of Beginning; thence S 13°44'22" W 39.95 feet along the west boundary of said Lot 10, Block B, Cherokee Forest-Part 3; thence N 34°55'53" W 571.19 feet to a point located on the east boundary of Delmas Estates, Part 6 (Plat Book 18, Page 31); thence N 00°24'00" W 52.97 feet along said east boundary of Delmas Estates, Part 6 to a point located on westerly boundary of Block 7, Cherokee Forest-Part 1, (Plat Book 8, Page 14); thence S 34°55'53" E 358.41 feet along the westerly boundary of said Block 7, Cherokee Forest-Part 1, and also along the westerly boundary of said Block D, Cherokee Forest-Part 2 to the said Point Of Beginning.  
 Said parcel of land contains 17,394 square feet or 0.399 acre, more or less.



Bearings are based on the westerly boundary of Block 7, Cherokee Forest-Part 1 (Plat Book 8, Page 14)

**LEGEND**

- CP ● = computed point
- IRF/IPF ○ = iron rod/pipe found
- IRS ● = 1/2" iron rod set
- MNS ● = mag nail set
- N.T.S. = not to scale

The following flood zone statement is for information purposes only, and this surveyor assumes no liability for the correctness of the referenced flood map. In addition, the following flood zone statement does not represent this surveyor's opinion of the probability of flooding.

NOTE: By graphical plotting only, this acquisition parcel is located in "ZONE AE" (BFE = 14') of the flood hazard boundary and flood insurance rate map. Map No. 28059204320. Map revised: March 16, 2009

This document is NOT a boundary survey per the Standards of Practice for the State of Mississippi nor should it be considered as such.  
 THIS EXHIBIT CERTIFIED CORRECT

*John Mark Otto*  
 John Mark Otto, P.S.  
 MS - P.S. No. 02868  
 July 27, 2015

SHEET OF 1	CAD	J.M.O.	<b>CITY OF PASCAGOULA</b> CHEROKEE FOREST UTILITY PROJECT TAX PIDN: 41230268.100 PASCAGOULA, MISSISSIPPI PERMANENT DRAINAGE AND UTILITY EASEMENT EXHIBIT	<b>BROWN, MITCHELL &amp; ALEXANDER, INC.</b> CONSULTING ENGINEERS & LAND SURVEYORS www.bmaengineers.com	521 34th Street, Gulfport, MS 39507 (228)864-7612 Fax:(228)864-7676  794 Vieux Marche, 2nd Floor, Biloxi, MS 39530 (228)436-7612 Fax:(228)436-7676
	SURVEYOR	J.M.O.			
	DATE	07-27-15			
	SCALE	AS SHOWN			
BY	3340-03				
FILE	3340-03				

# Exhibit B

## LEGAL DESCRIPTION: PERMANENT DRAINAGE AND UTILITY EASEMENT

A parcel of land situated and being located in Claim Section 18, Township 8 South, Range 5 West City of Pascagoula, Jackson County, Mississippi, and being more particularly described as follows:

Commence at the southwest corner of Lot 7, Block D, Cherokee Forest-Part 2, (Plat Book 9, Page 14); thence N 34°55'53" W 22.07 feet along the westerly boundary of said Lot 7, Block D, Cherokee Forest-Part 2 to the northern most corner of Lot 10, Block B, Cherokee Forest-Part 3, (Plat Book 12, Page 24), said point being the Point Of Beginning; thence S 13°44'22" W 39.95 feet along the west boundary of said Lot 10, Block B, Cherokee Forest-Part 3; thence N 34°55'53" W 571.19 feet to a point located on the east boundary of Delmas Estates, Part 6 (Plat Book 18, Page 31); thence N 00°24'00" W 52.92 feet along said east boundary of Delmas Estates, Part 6 to a point located on westerly boundary of Block 7, Cherokee Forest-Part 1, (Plat Book 8, Page 14); thence S 34°55'53" E 588.41 feet along the westerly boundary of said Block 7, Cherokee Forest-Part 1, and also along the westerly boundary of said Block D, Cherokee Forest-Part 2 to the said Point Of Beginning.

Said parcel of land contains 17,394 square feet or 0.399 acre, more or less.

RE: 3340-03-EXH-ESMT-2.DWG

The above Resolution was introduced by Councilwoman Simkins, seconded for adoption by Councilman Jackson, and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "ABSENT", and Tipton "AYE". The Mayor then declared the Resolution adopted on the 3rd day of May, 2016.

The second one was a Resolution Setting Just Compensation for Various Parcels for rights-of-way for certain improvements to Hospital Road south of Highway 90.

The Resolution is spread on the minutes as follows:

**RESOLUTION SETTING JUST COMPENSATION FOR**  
**VARIOUS PARCELS**

**WHEREAS**, the City of Pascagoula (“City”) is presently engaged in certain improvements to Hospital Road south of Highway 90, the same being designated as STP-8971-00(005)LPA/106448-70100 ( Project); and

**WHEREAS**, the Project calls for the acquisition of a number of parcels of land for rights-of-way; and

**WHEREAS**, appraisals and review appraisals have been performed on these parcels in accordance with the Uniform Standards of Professional Appraisal Practice and the Mississippi Department of Transportation (MDOT) Appraisal Standards; and

**WHEREAS**, the City Council must set values as just compensation for the acquisition of these parcels:

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Pascagoula as follows:

**SECTION 1:** The City Council hereby sets just compensation for the foresaid parcels according to the values set forth on the attached exhibit.

**SECTION 2:** The City Manager, or his designee, is authorized and directed to make offers to purchase the parcels at the appraised value for each and to pursue the acquisition of same.

**SECTION 3:** A written summary statement shall be given to each of the property owners in accordance with the provisions of Section 43-37-3 of the Mississippi Code and the appropriate Rules and Regulations of the MDOT.

Parcel	Property Owner	Tax Parcel ID No.	Just Compensation Amount	ROW sq ft	Land sq ft Value	Land	Improvements	TCE sq ft	Temporary Easement
1	Active Corporation	41702989.110	\$ 11,500.00	2,672	\$ 2.24	\$ 5,300.00	\$ 6,200.00	-	\$ -
2	Jackson County Commercial Properties, LLC	41702989.120	\$ 16,900.00	2,345	\$ 3.60	\$ 9,700.00	\$ 7,200.00	-	\$ -
3	R.E. Jolly, Inc.	41702989.100	\$ 8,250.00	1,120	\$ 3.60	\$ 4,100.00	\$ 3,700.00	1,237	\$ 450.00
4	Digestive Health Center Investments I, LLC	41702989.072	\$ 4,217.00	497	\$ 3.60	\$ 1,800.00	\$ 2,037.00	1,037	\$ 380.00
5	Coast Medical Properties, LLC	41702989.610	\$ 6,092.00	1,060	\$ 3.60	\$ 3,800.00	\$ 1,842.00	1,245	\$ 450.00
6	Carlos Stallworth, Sr.	41702989.080	\$ 1,690.00	173	\$ 3.60	\$ 700.00	\$ 900.00	243	\$ 90.00
7	Alvin L. Felts, Jr., DDS, Trustee	41702989.062	\$ 6,087.00	609	\$ 3.11	\$ 1,900.00	\$ 3,897.00	922	\$ 290.00
8	Christopher P. Aulmon, et al	41703001.000	\$ 1,628.00	310	\$ 3.60	\$ 1,125.00	\$ 300.00	534	\$ 200.00
9	David Michael Van Veghel	41702989.065	\$ 2,810.00	413	\$ 3.60	\$ 1,500.00	\$ 1,200.00	288	\$ 110.00
10	Dolly Jean Page	41703109.000	\$ 1,260.00	153	\$ 3.60	\$ 550.00	\$ 535.00	479	\$ 175.00
11	Jerry Nicholas	41703110.000	\$ 9,400.00	994	\$ 3.60	\$ 3,575.00	\$ 5,600.00	614	\$ 225.00
12	Dhines and Janell Slaughter	41703115.000	\$ 7,450.00	714	\$ 3.60	\$ 2,575.00	\$ 4,650.00	619	\$ 225.00
13	Charles E. and Lisa L. Parsley	41703114.000	\$ 2,175.00	179	\$ 3.60	\$ 650.00	\$ 1,375.00	391	\$ 150.00
14	Gulf Coast Houses II, LLC	41702997.100	\$ 7,025.00	1,227	\$ 3.60	\$ 4,425.00	\$ 2,600.00	-	\$ -
15	Richard and Carron Hall	41703113.000	\$ 11,300.00	2,155	\$ 3.60	\$ 7,800.00	\$ 3,500.00	-	\$ -
16	Don Vicent Juneau	41760032.000	\$ 8,200.00	2,027	\$ 3.60	\$ 7,300.00	\$ 900.00	-	\$ -
17	Bradford M and Vivian Ellis Criddle	41905008.000	\$ 18,354.00	4,594	\$ 3.60	\$ 16,500.00	\$ 1,854.00	-	\$ -
18	Danzler Family, LLC	41260037.000	\$ 2,880.00	345	\$ 3.60	\$ 1,300.00	\$ 1,200.00	975	\$ 360.00
19	Jackson County Baptist Association	41702989.095	\$ 3,410.00	-	\$ 3.60	none	\$ 2,610.00	2,231	\$ 800.00

**\$ 130,605.00**

The above Resolution was introduced by Mayor Blevins, seconded for adoption by Councilman Jackson, and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "ABSENT", and Tipton "AYE". The Mayor then declared the Resolution adopted on the 3rd day of May, 2016.

\*\*\*\*\*

(Councilman Tadlock returned to the meeting at 8:47 p.m.)

Councilwoman Simkins made a motion to close the executive session and return to open session. The motion was seconded by Councilman Tipton and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE".

\*\*\*\*\*

There being no further business to come before the Council tonight, Councilman Tadlock made a motion to recess until Tuesday, May 17, 2016, at 6:00 p.m. to transact such business as may lawfully come before the Council. The motion was seconded by Councilman Pickett and received the following vote: Mayor Blevins "AYE". Councilmen Hill "AYE", Jackson "AYE", Pickett "AYE", Simkins "AYE", Tadlock "AYE", and Tipton "AYE".

The meeting ended at 8:49 p.m.

APPROVED:

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Harry J. Blevins, Mayor

ATTEST:

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Carol Groen, Chief Deputy City Clerk

  
**AGENDA ITEM REQUEST FORM**

Agenda Number: 4.

Meeting Date: May 17, 2016

Submitting Department or Individual: Parks & Recreation Department

Contact Name: Darcie Crew

Phone: 228-938-2356

**Agenda Topic: Request for fireworks display on Sunday, May 29<sup>th</sup> for Sounds by the Sea**

*Attach additional information as necessary*

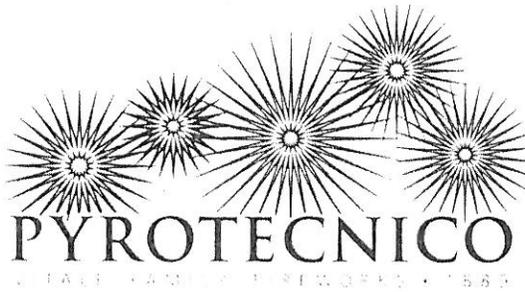
**Action Requested:**

Approve request from Gulf Coast Symphony Orchestra to have a fireworks display from a barge in the Mississippi Sound for the Sounds by the Sea Concert at Beach Park on May 29<sup>th</sup>, 2016.

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**



**PYROTECNICO  
FIREWORKS DISPLAY PERMIT**

Applicant: Pyrotecnico / Joanne Eskew jeskew@pyrotecnico  
Address: PO Box 149, New Castle, PA 16103  
Telephone: 954.657.8403  
Submitted to: Insp. Troy Whitmore

This request is hereby submitted to obtain your approval to conduct a fireworks display. This display will be of such character as will not be hazardous to persons or property and the applicant carries the proper liability insurance or bond as required by law.

Sponsor: Gulf Coast Symphony  
Event: Pascagoula Sounds by the Sea Fireworks  
Display Date: 5/19/16 or Alternate Date: \_\_\_\_\_  
Approximate Time of Display: approx. 8:30 pm  
Location of Display: City Park Pier, Pascagoula, MS

The display will strictly comply with the standards set forth by NFPA 1123 (code for the outdoor display of fireworks) and will be conducted by a competent fireworks operator.

By: *Troy Whitmore*  
Signature  
Date: 5-2-16

Permission has been granted for S. Vitale Pyrotechnics Industries (d/b/a Pyrotecnico) to conduct a fireworks display in accordance with the above

Approved By: \_\_\_\_\_  
Judge of: \_\_\_\_\_  
County of: \_\_\_\_\_ Court  
Date Approved: \_\_\_\_\_

Tech: \_\_\_\_\_



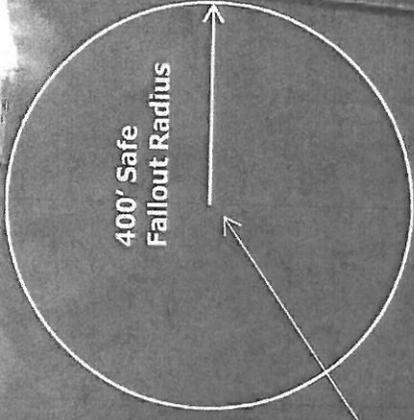




Audience

# Pyrotechnico

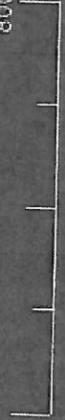
Gulf Coast Symphony  
Pascagoula, Mississippi



400' Safe  
Fallout Radius

Fireworks  
Launch  
Site from  
Barge

800 ft



© 2013 Google

Google

Imagery Date: 11/10/2011 30°20'34.16" N 88°32'10.36" W elev -1 ft eye alt

Wednesday, March 30, 2016 at 1:10:53 PM Eastern Daylight Time

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**Subject:** RE: Gulf Coast Symphony, Gulf Port and Pascagoula  
**Date:** Wednesday, March 30, 2016 at 12:59:47 PM Eastern Daylight Time  
**From:** Santellanes, Jamie MST2  
**To:** Joanne Eskew

Hi Joanne,

I received your email. I will update our records and broadcast.

v/r,  
MST2 Jamie Santellanes  
US Coast Guard  
Sector Mobile  
Waterways Management Division  
1500 15th Street  
Mobile, AL 36615  
251-441-5166 (Office)  
251-441-5976 (Command Center)

-----Original Message-----

From: Joanne Eskew [<mailto:jeskew@pyrotecnico.com>]  
Sent: Wednesday, March 30, 2016 11:57 AM  
To: Santellanes, Jamie MST2  
Subject: [Non-DoD Source] Gulf Coast Symphony, Gulf Port and Pascagoula

Hi Jamie,

I received the two LNPs from you yesterday on Gulf Port and Pascagoula. I just got word the dates have changed slightly for these two events. The new dates are as follows Gulfport will now be held on May 28th and Pascagoula will now be held on May 29th. Everything else is exactly the same. Can you just send me a reply you are aware of the change and the LNPs still stand? I'll just attach that email to the letter as acknowledgment. Thank you!

--

JOANNE ESKEW

Sales Assistant | PYROTECNICO | 855.869.9135 (Office) 954.933.3442 (Fax) | [www.pyrotecnico.com](http://www.pyrotecnico.com)

<<https://urldefense.proofpoint.com/v2/url?u=http->

[3A\\_www.pyrotecnico.com\\_d=BQMGaQ&c=ONKfg44GVknAU-](https://urldefense.proofpoint.com/v2/url?u=http-3A_www.pyrotecnico.com_d=BQMGaQ&c=ONKfg44GVknAU-)

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U.S. Department of  
Homeland Security

United States  
Coast Guard



Commander, Mobile Sector  
United States Coast Guard

1500 15<sup>th</sup> Street  
Mobile, AL 36615-1300  
Staff Symbol: spw  
Phone: (251) 441-5940  
Fax: (251) 441-6169

16750  
March 28, 2016

Gulf Coast Symphony  
C/O Pyrotechnico  
Attn: Joanne Eskew  
11975 Seaway Road, Suite A130  
Gulfport, MS 39503

Dear Mrs. Eskew:

I have received your Application for Approval of Marine Event, Form CG-4423 in which you requested approval for the Gulf Coast Symphony Fireworks Display, in Pascagoula, MS on May 22, 2016. I have reviewed your application and determined that the proposed event does not require a Coast Guard Marine Event Permit, as outlined in 33 CFR Part 100, in that the event does not introduce any extraordinary hazards that would jeopardize the safety of human life on the navigable waters of the U.S. **For this reason, a Coast Guard Permit for Marine Event, Form CG-4424, is not required.**

You are reminded that, while no Coast Guard permit is required, you must comply with all existing Federal, State, and local laws and other requirements that may impact your ability to hold your event as proposed. You should take appropriate action to ensure compliance with all such requirements prior to holding your event. Although no Coast Guard permit will be issued at this time, it is your responsibility to contact this office if there are any changes to the event, including the number of participants and/or expected spectators, location, or any other significant changes that may necessitate reconsideration as to whether a permit is required.

I sincerely appreciate your proactive effort in bringing this marine event to my attention. Because of the dynamic nature of the waterway, boating, and maritime activities, the Coast Guard carefully considers the totality of the risks associated with each event on a case-by-case basis when determining whether a permit is needed. Although a Coast Guard Permit for Marine Event, Form CG-4424, is not required for this occasion, you should continue to submit an Application for Approval of Marine Event, Form CG-4423, for this, and any similar events, you may sponsor in the future.

Furthermore, nothing in this determination is intended to restrict the Coast Guard's ability to take action authorized under the Ports and Waterways Safety Act, the Magnusson Act, or other authorities to ensure the safety of vessels and waterfront facilities, and the protection of the navigable waters and the resources therein. Such actions could include promulgation of Regulated Navigation Areas or Limited Access Areas, broadcasting safety notices or disseminating safety flyers, or other actions taken under the authorities granted the United States Coast Guard.

The decision that your proposed event does not require a Coast Guard permit in no way implies that the event is without risk or deemed completely safe, nor does it imply that the Coast Guard

16750  
March 28, 2016

has "approved" the event. As the event sponsor, you are still responsible for the overall safety of the event and obtaining any appropriate permits from other Federal, State, or local authorities.

Please contact MST2 Jamie Santellanes at 251-441-5166 if you have any questions.

Sincerely,

  
S. A. TARRANT  
Lieutenant, U. S. Coast Guard  
Chief, Waterways Management Division  
By direction

Copy: Officer in Charge, Coast Guard Station Pascagoula

**Material Safety Data Sheet**

May be used to comply with  
 OSHA's Hazard Communication Standard,  
 29 CFR 1910.1200. Standard must be  
 consulted for specific requirements.

**U.S. Department of Labor**

Occupational Safety and Health Administration  
 (Non-Mandatory Form)  
 Form Approved  
 OMB No. 1218-0072

<b>IDENTITY</b> ( <i>As Used on Label and List</i> ) Fireworks, 1.3G, UN0335, PGII		Note: <i>Blank spaces are not permitted. If any item is not applicable, or no information is available, the space must be marked to indicate that.</i>		
<b>Section I</b>				
Manufacturer's Name Pyrotecnico of Louisiana, LLC d/b/a Pyrotecnico		Emergency Telephone Number 9am-5pm (800) 783-2513; 5pm-9am Chem Tel (800) 255-3924		
Address ( <i>Number Street, City, State, ZIP</i> ) 60 West Court		Telephone Number for Information (800) 783-2513		
Mandeville, LA 70471		Date Prepared October 2007		
		Signature of Preparer ( <i>optional</i> )		
<b>Section II – Hazardous Ingredients/Identity Information</b>				
Hazardous Components ( <i>Specific Chemical Identity: Common Name(s)</i> )	OSHA PEL	ACGIH TLV	Other Limits Recommended	% ( <i>optional</i> )
Contains explosive and pyrotechnic compositions. - These items are classified as Fireworks, 1.3G, UN0335, PGII by DOT.				
No chemical components are released during normal handling and storage of shells.				
<b>Section III – Physical/Chemical Characteristics</b>				
Boiling Point	n/a	Specific Gravity (H <sub>2</sub> O = 1)	n/a	
Vapor Pressure (mm Hg)	n/a	Melting Point	n/a	
Vapor Density (AIR = 1)	n/a	Evaporation Rate (Butyl Acetate = 1)	n/a	
Solubility in Water Slight				
Appearance and Odor All chemical composition is contained in hard cardboard or plastic casing.				
<b>Section IV – Fire and Explosion Hazard Data</b>				
Flash Point (Method Used) n/a	Flammable Limits n/a	LEL n/a	UEL n/a	
Extinguishing Media Do not attempt to fight fire in vicinity of display fireworks - evacuate area.				
Special Fire Fighting Procedures Evacuate fire area immediately and seek shelter. Follow established emergency action plan.				
<b>Unusual Fire and Explosion Hazards</b> Display fireworks may mass explode in a fire situation.				

**Section V – Reactivity Data**

Stability	Unstable	<input type="checkbox"/>	Conditions to Avoid No open flames, smoking, or moisture in vicinity of stored fireworks.
	Stable	<input checked="" type="checkbox"/>	Avoid friction or impact.
Incompatibility (Materials to Avoid) Do not allow fireworks to get wet.			
Hazardous Decomposition or Byproducts Smoke generated during use of devices may contain small amounts of carbon monoxide, hydrogen sulfide, and nitrogen oxides. Avoid prolonged inhalation.			
Hazardous Polymerization	May Occur	<input type="checkbox"/>	Conditions to Avoid
	Will Not Occur	<input checked="" type="checkbox"/>	

**Section VI – Health Hazard Data**

Route(s) of Entry:	Inhalation? <input checked="" type="checkbox"/>	Skin? <input type="checkbox"/>	Ingestion? <input type="checkbox"/>
Health Hazards (Acute and Chronic) No chemical components are released during normal handling of shells. However, ground level smoke generated during shooting of public displays may contain gasses which may cause irritation of eyes or mucous membrane. Prolonged inhalation of smoke should be avoided.			
Carcinogenicity: No	NTP? No	IARC Monographs? No	OSHA Regulated? No
Signs and Symptoms of Exposure Prolonged exposure to smoke generated during shooting of shells may cause shortness of breath and irritation of eyes and mucous membranes.			
Medical Conditions Generally Aggravated by Exposure	Persons with pre-existing respiratory conditions (i.e. asthma, emphysema, etc.) should avoid inhalation of smoke.		
Emergency and First Aid Procedures Move to fresh air and avoid further exposure to smoke.			

**Section VII – Precautions for Safe Handling and Use**

Steps to Be Taken in Case Material is Released or Spilled Absolutely no smoking or open flames in vicinity of spilled material. Carefully pick up and place spilled item in cardboard cartons. Sweep up any exposed chemical composition with a natural fiber brush.
Waste Disposal Method Soak any exposed chemical composition with water, sweep up with natural fiber brush and dispose of by burning in compliance with local, state, and federal regulations.
Precautions to Be Taken in Handling and Storing Keep fireworks cool and dry. Avoid impact with shipping cartons. Absolutely no smoking in vicinity of fireworks.
Other Precautions None

**Section VIII – Control Measures**

Respiratory Protection (Safety Type) None required when handling finished items.			
Ventilation	Local Exhaust n/a	Special n/a	
	Mechanical (General) n/a	Other n/a	
Protective Gloves None required	Eye Protection n/a		
Other Protective Clothing or Equipment n/a			
Work/Hygienic Practices No smoking in vicinity of fireworks.			

**Material Safety Data Sheet**

May be used to comply with  
 OSHA's Hazard Communication Standard,  
 29 CFR 1910.1200. Standard must be  
 consulted for specific requirements.

**U.S. Department of Labor**

Occupational Safety and Health Administration  
 (Non-Mandatory Form)  
 Form Approved  
 OMB No. 1218-0072

<b>IDENTITY</b> ( <i>As Used on Label and List</i> ) Consumer Fireworks, 1.4G		Note: <i>Blank spaces are not permitted. If any item is not applicable, or no information is available, the space must be marked to indicate that.</i>		
<b>Section I</b>				
Manufacturer's Name Pyrotecnico of Louisiana, LLC d/b/a/ Pyrotecnico		Emergency Telephone Number 9am-5pm (800) 783-2513; 5pm-9am Chem Tel (800) 255-3924		
Address ( <i>Number Street, City, State, ZIP</i> ) 60 West Court		Telephone Number for Information (800) 783-2513		
Mandeville, LA 70471		Date Prepared October 2007		
		Signature of Preparer ( <i>optional</i> )		
<b>Section II – Hazardous Ingredients/Identity Information</b>				
Hazardous Components (Specific Chemical Identity: Common Name(s))	OSHA PEL	ACGIH TLV	Other Limits Recommended	% ( <i>optional</i> )
Contains pyrotechnic composition - a solid mixture of oxidizer and fuel that will burn if ignited. These items are classified as 1.4G explosive by DOT.				
No chemical composition is exposed during normal handling and storage.				
<b>Section III – Physical/Chemical Characteristics</b>				
Boiling Point	n/a	Specific Gravity (H <sub>2</sub> O = 1)	n/a	
Vapor Pressure (mm Hg)	n/a	Melting Point	n/a	
Vapor Density (AIR = 1)	n/a	Evaporation Rate (Butyl Acetate = 1)	n/a	
Solubility in Water Slight				
Appearance and Odor All pyrotechnic composition is contained in a cardboard casing.				
<b>Section IV – Fire and Explosion Hazard Data</b>				
Flash Point (Method Used) n/a	Flammable Limits n/a	LEL n/a	UEL n/a	
Extinguishing Media Flood with water if a small amount of fireworks is involved.				
Special Fire Fighting Procedures Do not use suffocation methods - devices contain their own oxygen. If a large amount of fireworks are involved, allow them to burn and prevent spread of fire.				
<b>Unusual Fire and Explosion Hazards</b> Fireworks will burn rapidly in the event of fire.				

**Section V – Reactivity Data**

Stability	Unstable	<input type="checkbox"/>	Conditions to Avoid Open flames, smoking.
	Stable	<input checked="" type="checkbox"/>	
Incompatibility (Materials to Avoid) Exposure to water may cause items to deteriorate.			
Hazardous Decomposition or Byproducts Smoke, nitrogen oxides, and sulfur oxides may be produced in a fire.			
Hazardous Polymerization	May Occur	<input type="checkbox"/>	Conditions to Avoid
	Will Not Occur	<input checked="" type="checkbox"/>	

**Section VI – Health Hazard Data**

Route(s) of Entry:	Inhalation? <input type="checkbox"/>	Skin? <input type="checkbox"/>	Ingestion? <input type="checkbox"/>
Health Hazards (Acute and Chronic) Exposure to finished items does not pose any health hazard.			
Carcinogenicity: No	NTP? No	IARC Monographs? No	OSHA Regulated? No
Signs and Symptoms of Exposure n/a			
Medical Conditions Generally Aggravated by Exposure	n/a		
Emergency and First Aid Procedures	n/a		

**Section VII – Precautions for Safe Handling and Use**

Steps to Be Taken in Case Material is Released or Spilled	No smoking or open flames in vicinity of spilled material. Carefully pick up and place spilled items in cardboard cartons. Sweep up any exposed chemical composition with a natural fiber brush.		
Waste Disposal Method	In accordance with local, state, and federal regulations.		
Precautions to Be Taken in Handling and Storing	Avoid open flames, smoking, and high temperatures (above 120°F). Keep shipping cartons cool and dry.		
Other Precautions	None		

**Section VIII – Control Measures**

Respiratory Protection (Safety Type) None required when handling finished items.			
Ventilation	Local Exhaust n/a	Special n/a	
	Mechanical (General) n/a	Other n/a	
Protective Gloves	None required	Eye Protection	n/a
Other Protective Clothing or Equipment	n/a		
Work/Hygienic Practices	No smoking in vicinity of fireworks.		

DATE ISSUED: 05/05/2015  
DATE EXPIRES: 06/06/2016

LOUISIANA STATE FIRE MARSHAL  
FIREWORKS LICENSING SECTION

LICENSE NO:

THIS LICENSE IS ISSUED TO:  
PHYSICAL LOCATION:  
CITY:  
TELEPHONE NUMBER:

JAMES LITSEY  
14372 SUMMERSET DR  
GONZALES

STATE ID:  
0100000094

PURSUANT TO THE PROVISIONS OF LOUISIANA REVISED STATUTE 51:650-660  
AND HAVING MET THE REQUIREMENTS OF THIS OFFICE AS DETERMINED FROM APPLICATION, THIS  
LICENSE IS HEREBY GRANTED AS:

PYRO OPERATOR LICENSE FOR 2015-2016 FIREWORKS SEASON

NAME: JAMES LITSEY  
ADDRESS: 14372 SUMMERSET DR  
CITY/STATE/ZIP: GONZALES, LA 70737-

\*MANDATORY..PLACE THIS IN CONSPICUOUS  
PLACE AT ABOVE LOCATION  
STATE FIRE MARSHAL - H BUTCH BROWNING

TOTAL FEES PAID: \$ 25

# Federal Explosives License/Permit (18 U.S.C. Chapter 40)

ATF FORM 5400.14/5400.15 PART I  
REVISED OCTOBER 2011

In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF  
Correspondence To  
ATF - Chief, FELC  
244 Needy Road  
Martinsburg, WV 25405-9431

License/Permit  
Number  
**8-PA-073-23-8J-12122**

Chief, Federal Explosives Licensing Center (FELC)

*Christopher R. Reers*

Expiration  
Date  
**September 1, 2018**

Name  
PYROTECNICO

Premises Address (Changes? Notify the FELC at least 10 days before the move.)

**299 WILSON RD  
NEW CASTLE, PA 16101-**

Type of License or Permit

**23-IMPORTER OF EXPLOSIVES**

**Purchasing Certification Statement**

**Mailing Address (Changes? Notify the FELC of any changes.)**

The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

PYROTECNICO FIREWORKS INC  
PYROTECNICO  
PO BOX 149  
NEW CASTLE, PA 16103-0149

Licensee/Permittee Responsible Person Signature

Position/Title

Printed Name

Date

ATF Form 5400.14/5400.15 Part I  
Revised October 2011

Previous Edition is Obsolete PYROTECNICO FIREWORKS INC 299 WILSON RD 16101-8 PA 073-23-8J-12122 September 1, 2018-23-IMPORTER OF EXPLOSIVES

**Federal Explosives License (FEL) Customer Service Information**

Federal Explosives Licensing Center (FELC)  
244 Needy Road  
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352  
Fax Number: (304) 616-4401  
E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

**Change of Address (27 CFR 555.54(a)(1)).** Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. **(The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)**

**Right of Succession (27 CFR 555.59).** (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse, child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

(Continued on reverse side)

Cut Here ✂

**Federal Explosives License/Permit (FEL) Information Card**

License/Permit Name: **PYROTECNICO FIREWORKS INC**

Business Name: **PYROTECNICO**

License/Permit Number: **8-PA-073-23-8J-12122**

License/Permit Type: **23-IMPORTER OF EXPLOSIVES**

Expiration: **September 1, 2018**

Please Note: Not Valid for the Sale or Other Disposition of Explosives.



Agenda Number: 5.

### AGENDA ITEM REQUEST FORM

Meeting Date: May 17, 2016

Submitting Department or Individual: Donovan Scruggs, City Planner

Contact Name: Donovan Scruggs Phone: 228.938.6620

**Agenda Topic:** Authorization for Planning Board members to attend Mississippi / Alabama American Planning Association (APA) Annual Conference in Biloxi, MS from September 14 to 16, 2016, and pay fees and related expenses.

*Attach additional information as necessary*

**Action Requested:**

Authorization for Planning Board members to attend American Planning Association Conference in Biloxi, MS and pay related expenses for travel and registration.

Budgeted Item	Yes	<input checked="" type="radio"/>	No	<input type="radio"/>
Contract Required	Yes	<input type="radio"/>	No	<input type="radio"/>
Mayor or Manager's Signature Required	Yes	<input type="radio"/>	No	<input type="radio"/>

Source of Funding	<input checked="" type="checkbox"/>	General Fund
	<input type="checkbox"/>	Utility Fund
	<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**



**2016 Fall Conference  
Mississippi and Alabama Chapters of the American Planning Association  
September 14 -16, 2016**



**Conference Headquarters and Hotel**

This year's conference will be held at the Beau Rivage Resort and Casino in Biloxi, Mississippi. The Beau Rivage is located on the Mississippi Sound and adjacent to MGM Park. With entertainment and activities at the Resort and other dining and recreational options within walking distance, you should have no problem finding something to do! *The Beau Rivage Hotel and Casino has a block of rooms reserved for conference attendees.* The room rate is \$119 plus taxes and fees. Please reserve your room early to assure availability.

**Plenty of Sessions!**

The conference's theme is "It's not just land use anymore", and the sessions will include some non-traditional areas of planning. The conference will present timely planning topics in various areas including redevelopment, transportation, airports, and environmental planning. *Approximately 14 hours AICP CM credits will be available.*

**Get out and see the Coast!**

Mobile workshops will demonstrate the successful efforts of Gulfport and Ocean Springs. Pack your running shoes for an early morning run to see how Ocean Springs has transformed its beachfront into a more active attraction. Two great receptions are planned at the Biloxi Visitor's Center and the Walter Anderson Museum – Community Center. These beautiful venues will provide opportunities to catch up with friends and relax....*Gulf Coast style.*

**Conference Registration**

Registration Type

	Early*	Regular**	Late/On-site***
<input type="checkbox"/> General Registration	\$190	\$225	\$250
<input type="checkbox"/> Students/Retired/Elected Officials	\$45	\$50	\$50
<input type="checkbox"/> Planning Commissioners – Wednesday Training	\$45	\$50	\$50
<input type="checkbox"/> Mobile Workshop: Ocean Spring Run	\$10	\$15	\$15
<input type="checkbox"/> Mobile Workshop: Ocean Spring Downtown	\$15	\$20	\$20
<input type="checkbox"/> Mobile Workshop: Gulfport Alleys	\$15	\$20	\$20
<input type="checkbox"/> Guest Ticket for Receptions	\$30	\$35	\$35

Name: \_\_\_\_\_ AICP  FAICP

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please submit registration forms to Chris Watson, AICP, APA Mississippi Treasurer, as follows:

Mail: Chris Watson, PO Box 1482, Oxford, MS 38655

Email: [cwatson@planning-consultants.com](mailto:cwatson@planning-consultants.com)

On-line registration is available at the Chapter's website: [apamississippi.com](http://apamississippi.com)

Please call Donovan Scruggs at 228.348.1315 with questions or email to [Donovan@scruggsplanning.com](mailto:Donovan@scruggsplanning.com).

\*through June 15

\*\*through September 2

\*\*\*after September 2

Mississippi and Alabama APA Chapter's  
Annual Conference  
Tentative Schedule

**Wednesday, September 14**

- 10:00 to 12:00 Planning Commissioner Training
- 12:00 Registration Opens
- 12:00 to 1:00 Lunch – On Your Own
- 1:00 to 3:00 AICP Exam Preparations – Young Professionals/Students Track (*Oaks Boardroom*)
- 1:00 to 2:30 Ethics Case of the Year – Donovan Scruggs, AICP and Bob Barber, FAICP (*Azalea C, D*) **1.5 CM Ethics**
- 2:30 to 4:00 Legal Session - Vic Franckiewicz (*Azalea C, D*) **1.5 CM Law**
- 3:00 to 4:00 A Day in the Life of a Planner – Young Professionals/Students Track (*Azalea C, D*)
- 4:00 to 4:30 Break
- 4:30 to 5:30 Engaging students in Watershed Education and Planning: Rotten Bayou and Brickyard Bayou Watersheds, Mississippi – Kelsey Johnson and Elizabeth Englebretson **1 CM**
- 4:30 to 5:30 Landing Your First Job: Entering the Planning Workforce – Young Professionals/Students Track (*Azalea C, D*)
- 4:00 to 6:30 Mobile Workshop: Do it Downtown: All About Gulfport - Mayor Billy Hewes/Dr. John Kelly **1.5 CM**
- 6:30 to 8:00 Opening Reception at Biloxi's Light House Park/Student Poster Event

**Thursday, September 15**

- 7:00 to 8:00 Mobile Workshop: Run Along the Water: Go for an approximate 4 mile run though Biloxi's downtown. With new parks, a new baseball stadium, new casino construction, and new investment in the area, Biloxi's resurgence continues - Pat Bonck and Ed Shambra **.75 CM**
- 7:30 Registration Continues
- 8:00 to 8:30 Welcome – Biloxi Mayor Andrew "FoFo" Gillich (*Camellia Ballroom*)

**Concurrent Sessions:**

- 8:30 to 9:30 A Planner's Concise History of Madison, Mississippi: The Design Professionals who made it happen – Alan Hoops (*Magnolia E, F*) **1 CM**
- Rooms with a View: It's All About Location, Location, Location... – Ed Shambra (*Magnolia G, H*) **1 CM**
- 9:30 to 10:00 Break
- 10:00 to 11:00 The Death and Life of Great Southern Towns – Christian Preus (*Magnolia E, F*) **1 CM**

SmartCode on the Gulf Coast: Lessons Learned post-Katrina – Chris Watson, AICP (*Magnolia G, H*) **1 CM**

11:00 to 12:00 Market Street Makeover: Improving Corridor Efficiencies with Innovative Transportation Solutions – Jaci Turner, PE, LEED AP and Joey Duggan, CCCA, LEED AP (*Magnolia E, F*) **1 CM**

What Gets Measured Gets Done: A southern remedy for recycling, solid waste management and their implications for comprehensive planning – Moe Chowdhury, Ph. D., AICP (*Magnolia G, H*) **1 CM**

12:00 to 1:30 Awards Luncheon (*Camellia Ballroom*)

1:30 to 2:30 Comprehensive Plan Implementation: Capital Alignment, Regulatory Reform, and Plan Coordination – Dianne Irby and Shayla Beaco (*Magnolia E, F*) **1 CM**

Gulf Coast Passenger Rail – Planning & Readiness Forum – Greg White, John Spain, Mayor Knox Ross, John Robert Smith, and Paul Nelson (*Magnolia G, H*) **1 CM**

2:30 to 3:30 Planning for Good Design in the Mississippi Delta – Bob Barber, FAICP and Thomas Gregory, AICP (*Magnolia E, F*) **1 CM**

Gulf Coast Passenger Rail – Planning & Readiness Forum (continued) Greg White, John Spain, Mayor Knox Ross, John Robert Smith, and Paul Nelson (*Magnolia G, H*) **1 CM**

3:30 to 4:00 Break

4:00 to 5:00 Weathering Future Floods: Linking Planning and Flood Hazard Mitigation - Marian Hanisko, Margo Posten, Jacqueline Rose, Tracie Sempier, and Michael Shelton (*Magnolia E, F*) **1 CM**

4:00 to 6:00 Mobile Workshop: Creating a New Sense of Place: Downtown Ocean Springs – Donovan Scruggs, AICP and Christian Preus **1.5 CM**

6:00 to 8:00 Reception: Ocean Springs Community Center/Walter Anderson Museum of Art

### **Friday, September 16**

8:00 to 9:00 Green Infrastructure 2.0: How the Stormwater Mitigation Tools of the Present Become the Sustainable Framework for Tomorrow– Stephen Deal, Niki Pace, Jay Estes (*Magnolia E, F*) **1 CM**

Re-Planning The Middle City - Roy Decker and Jocelyn Poe (*Magnolia G, H*) **1 CM**

9:00 to 10:00 Planes, Cranes, and Automobiles – Jim Foster (*Magnolia E, F*) **1 CM**

Developing a Local Food System in Your Community - Shelly Johnstone (*Magnolia G, H*) **1 CM**

10:00 to 10:15 Break

10:15 to 11:15 Making the Most of Historic Preservation Planning – Stephen McNair, Ph. D. (*Magnolia E, F*) **1 CM**

MDOT's Diverging Diamond – Michael Harter (*Magnolia G, H*) **1 CM**

11:15 to 12:15 The Epidemiology of Blight; how blight may impact genetics – Mathew Churnock (*Magnolia E, F*) **1 CM**

Planning Tools for Linking Rural Development and Transportation - John Poros (*Magnolia G, H*) **1 CM**

**Conference adjourns**

**\*All CM session are tentative and in the process of being approved. Up to 15.75 CMs are available for AICP members.**

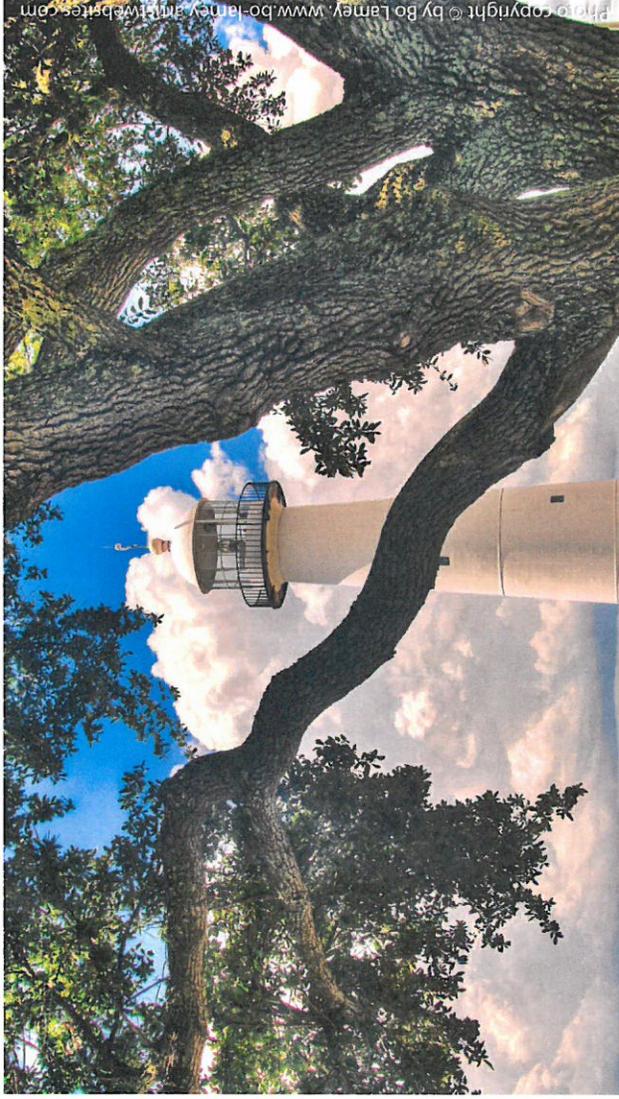


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Mississippi & Alabama Chapters of the American Planning Association  
**2016 Annual Conference**  
September 14 -16, 2016 /// Biloxi, Mississippi





APA Mississippi  
P.O. Box 810  
Jackson, MS 39205

## **SAVE THE DATE!**

The Mississippi & Alabama Chapters  
of the American Planning Association  
will present their

### **2016 Annual Conference**

September 14 -16, 2016

Beau Rivage Resort & Casino  
Biloxi, Mississippi

*(registration information to follow)*

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### AGENDA ITEM REQUEST FORM

Meeting Date: May 17, 2016

Submitting Department or Individual: Engineering

Contact Name: Jaci Turner Phone: 938-6726

Agenda Topic: Change Order #2 for Jackson County Lake Yazoo Canal Maintenance Dredging project

*Attach additional information as necessary*

**Action Requested:**

Concur with the attached change order with J.E. Borries, Inc., for an increase in time and scope of work to add 116 days and \$99,400.00 to the contract. This contract is with Jackson County, but requires City concurrence because the project is funded 50% up to \$500,000 by the City. Because of the cap of funding from the City, the County will fund the majority of this change order, with the City responsible for \$20,503.00. Authorize the City Manager to provide City concurrence with the change order, authorize funding to the County for this project in the amount of \$20,503.00, and authorize a manual check for this expense. These funds will come from bond proceeds.

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

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# COMPTON ENGINEERING, INC.

ENGINEERING, SURVEYING & ENVIRONMENTAL SERVICES

1706 Convent Avenue  
P.O. Box 686  
Pascagoula, MS 39568

Phone: 228.762.3970  
Fax: 228.769.9079

comptonengineering.com

May 5, 2016

Mr. Brian Fulton, County Administrator  
Jackson County Board of Supervisors  
2915 Canty Street, Suite H  
Pascagoula, MS 39568

Re: Jackson County Lake Yazoo Canal Maintenance Dredging  
(C.E. Project No.: 212-077)

Dear Mr. Fulton:

Please find enclosed three (3) originals of Change Order No. 2 for the above referenced project dated May 5, 2016. This change order adds approximately 120 feet of additional dredging to connect the mouth of Lake Yazoo channel with the Pascagoula river channel. This change order adds \$99,400.00 and 116 days to the contract.

Compton Engineering, Inc. recommends approval of Change Order No. 2 to J.E. Borries, Inc. in the amount of Ninety-Nine Thousand, Four Hundred Dollars and Zero Cents (\$99,400.00) and the addition of 116 days to the contract time.

Once approved and signed, please return two originals of the above referenced Change Order No. 2 to our office for further distribution.

If you have any questions or require additional information, please advise.

Sincerely,

COMPTON ENGINEERING, INC.

G. Joey Duggan, III  
Senior Vice-President

GJD:kl

attachments

pc: Elise Fox, Jackson County Board of Supervisors  
J.E. Borries, Inc.

PASCAGOULA

BILOXI

BAY ST. LOUIS

## SECTION 00943-02 CHANGE ORDER NO. 2

Date of Issuance: May 5, 2016 Effective Date: \_\_\_\_\_

Project: Jackson County Lake Yazoo Canal Maintenance Dredging	Owner: Jackson County Board of Supervisors	Funding Agent's Contract No.: N/A
Contract: Jackson County Board of Supervisors		Date of Contract: November 13, 2015
Contractor: J. E. Borries, Inc.  16701 Hwy. 57  Vanceleave, MS 39565		Engineer's Project No.: 212-077

The Contract Documents are modified as follows upon execution of this Change Order:

**Description:** This change order adds approximately 120 feet of additional dredging to connect the mouth of Lake Yazoo channel with the Pascagoula river channel and 116 days to the contract to complete the additional dredging.

**Attachments:** Attachment No. 1 to Change Order No. 2

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price:  \$942,500.00	Original Contract Times: <input type="checkbox"/> Working days <input checked="" type="checkbox"/> Calendar days Substantial completion (date): <u>March 6, 2016 (90 days)</u> Ready for final payment (date): <u>March 21, 2016 (105 days)</u>
Contract Price prior to this Change Order:  \$958,994.00	Contract Times prior to this Change Order: Substantial completion (date): <u>March 6, 2016 (90 days)</u> Ready for final payment (date): <u>March 21, 2016 (105 days)</u>
<b>Increase</b> as of this Change Order:  \$99,400.00	Change of this Change Order: Substantial completion (days): <u>116 days</u> Ready for final payment (days): <u>116 days</u>
Contract Price incorporating this Change Order:  \$1,058,394.00	Contract Times with all approved Change Orders: Substantial completion (date): <u>June 30, 2016 (206 days)</u> Ready for final payment (date): <u>July 15, 2016 (221 days)</u>

RECOMMENDED: By: <u>[Signature]</u> Engineer (Authorized Signature)	ACCEPTED: By: _____ Owner (Authorized Signature)	ACCEPTED: By: <u>[Signature]</u> Contractor (Authorized Signature)
Date: <u>5/5/16</u>	Date: _____	Date: <u>5/6/16</u>

This Change Order (CO) constitutes full and mutual accord and satisfaction for all time and costs related to this change. By acceptance of this CO, the contractor hereby agrees that the modification is an equitable adjustment to the contract, and waives all right to file any future claims arising out of this change.

To be effective, this CO must be approved by the Funding Agency if it changes the scope or objective of the PROJECT, or as may otherwise be required by the SUPPLEMENTARY GENERAL CONDITIONS.

**ATTACHMENT NO. 1 TO CHANGE ORDER NO. 2**

Item #	Description	Units	Unit Price	Change Order No. 1		Change Order No. 2		Difference in Quantities	Total
				Quantity	Ext. Total	Quantity	Amount		
<b>BASE BID SCHEDULE 1: Full Channel Width (sheets 2 - 12)</b>									
1	Mobilization/Demobilization	LS	\$10,000.00	2.65	\$26,494.00	2.65	\$26,494.00	0%	\$0.00
2	Hydrographic Survey (Pre- and Post Conditions)	LS	\$7,500.00	1.00	\$7,500.00	1.00	\$7,500.00	0%	\$0.00
3	Mechanical Dredging	CYD	\$12.00	40,000.00	\$480,000.00	44,300.00	\$531,600.00	11%	\$51,600.00
4	Upland Disposal	CYD	\$11.00	40,000.00	\$440,000.00	44,300.00	\$487,300.00	11%	\$47,300.00
5	Stand-by Rate	HR	\$0.00	100.00	\$0.00	100.00	\$0.00	0%	\$0.00
CO2-6	Additional Layout	LS	\$500.00	0.00	\$0.00	1.00	\$500.00	-	\$500.00
<b>ALTERNATE NO. 1</b>									
A1	Channel Markers (Day Markers)	EA	\$2,500.00	2.00	\$5,000.00	2.00	\$5,000.00	0%	\$0.00
<b>TOTAL BASE BID:</b>					<b>958,994.00</b>		<b>1,058,394.00</b>		<b>99,400.00</b>



### AGENDA ITEM REQUEST FORM

Meeting Date: May 17, 2016

Submitting Department or Individual: Engineering

Contact Name: Jaci Turner

Phone: 938-6726

**Agenda Topic:** Contract Extensions with Utility Partners for Public Works and Ditch Maintenance Contracts

*Attach additional information as necessary*

**Action Requested:**

Approve contract extensions with Utility Partners for the Public Works and Ditch Maintenance contracts currently in place, maintaining existing terms and conditions. This extension would result in contract end dates of November 30, 2017 for both contracts.

Budgeted Item	Yes	<input checked="" type="radio"/>	No	<input type="radio"/>
Contract Required	Yes	<input type="radio"/>	No	<input checked="" type="radio"/>
Mayor or Manager's Signature Required	Yes	<input type="radio"/>	No	<input checked="" type="radio"/>

Source of Funding	<input checked="" type="checkbox"/>	General Fund
	<input checked="" type="checkbox"/>	Utility Fund
	<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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### AGENDA ITEM REQUEST FORM

Meeting Date: May 17, 2016

Submitting Department or Individual: Engineering

Contact Name: Jaci Turner

Phone: 938-6726

Design of Cooling Tower foundation for Library

**Agenda Topic:** \_\_\_\_\_

*Attach additional information as necessary*

**Action Requested:**

Approve the attached proposal for design services associated with the foundation replacement for a new cooling tower. Authorize the City Manager to execute the agreement. The cooling tower has failed and must be replaced. The existing foundation is not sufficient to support the new structure. This proposal will provide the necessary documents for City staff to solicit proposals while the cooling tower is designed, bid, and constructed for replacement.

Budgeted Item	Yes	<input type="radio"/>	No	<input checked="" type="radio"/>
Contract Required	Yes	<input checked="" type="radio"/>	No	<input type="radio"/>
Mayor or Manager's Signature Required	Yes	<input checked="" type="radio"/>	No	<input type="radio"/>

Source of Funding	<input checked="" type="checkbox"/>	General Fund
	<input type="checkbox"/>	Utility Fund
	<input type="checkbox"/>	Grant
	<input type="checkbox"/>	Other

*For grants and contracts, attach two (2) originals for Mayor or Manager's signature  
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# PROPOSAL

## SP ENGINEERING, INC.

INDUSTRIAL | COMMERCIAL  
HVAC | PLUMBING | ELECTRICAL | FIRE PROTECTION ENGINEERING

City of Pascagoula  
Jaci Turner  
4015 14th St.  
Pascagoula, MS 39567

5/11/2016

Project: Library Cooling Tower Foundation #160502

SP Engineering, Inc. is pleased to offer this proposal for the subject project. Please find below an abbreviated scope of work and associated fees we offer related to your project. Proposed fees are valid for 90 days. Services will begin within two weeks on your notice to proceed, unless noted otherwise.

Scope of Work and Project Description	Cost
Civil Engineering of subject project to provide new foundation for new cooling tower. Deliverables will include sealed plans detailing the demolition of the existing structure and the new construction of a new foundation to serve the new cooling tower at the Pascagoula Library. Plans will be sealed by an engineer registered in Mississippi and will be suitable for bidding. Fee shall be lump sum.	1,500.00

Total: \$1,500.00

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

**Terms :** Net 30

*Please return this agreement signed and dated below. This will serve as our contractual agreement, entire and final, governed by state law, fully severable and not to be construed against the drafter. The terms of this agreement are not to be disclosed without prior written consent of SPE, except as required by law.*

*If, due to the engineer's negligence, a required item or component of the project is omitted from the construction documents, the engineer shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will SP Engineering be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the project.*

*Terms are as indicated. Finance charges are assessed monthly to accounts delinquent more than 45 days at 18% annual percentage rate from the date of the original invoice. There is a monthly processing fee of \$100 for all delinquent accounts. These terms are not subject to revision.*



### AGENDA ITEM REQUEST FORM

Meeting Date: May 17, 2016  
Submitting Department or Individual: Community and Economic Development

Contact Name: Jen Dearman Phone: 228-938-6651

**Agenda Topic:** CDBG FY15 Public Services Agreement Amendment 2  
Catholic Social and Community Services, Inc.

*Attach additional information as necessary*

**Action Requested:**

Authorize City Manager to execute the CDBG Public Services Agreement Amendment with Catholic Social and Community Services, Inc. This amendment adjusts budget allocations within existing line items and increases funding.

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

**AMENDMENT NUMBER 2 TO**  
**CONTRACT BETWEEN**  
**THE CITY OF PASCAGOULA, MISSISSIPPI**  
**AND**  
**CATHOLIC SOCIAL AND COMMUNITY SERVICES, INC.**  
**FOR**  
**FY 2015 CDBG Funding**

THIS IS AN AMENDMENT to that certain contract entered into by and between the parties on the 16<sup>th</sup> day of February, 2016, entered this 17<sup>th</sup> day of May, 2016 by and between the CITY OF PASCAGOULA (herein called the "GRANTEE") and CATHOLIC SOCIAL AND COMMUNITY SERVICES, Inc. (herein called the "SUBRECIPIENT").

WHEREAS, the Grantee and Subrecipient agree with respect to the FY 2015 CDBG Funding as set forth herein to *amend the budget* as defined in the original contract, while ensuring funding is expended only on individuals with a low to moderate income and meeting all other requirements set forth in the contract, and do hereby agree to the following amendment:

I. STATEMENT OF WORK

C. Budget: \$12,276

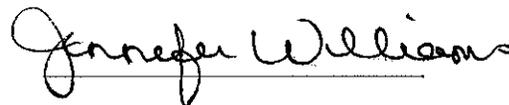
Budget	
Diapers	\$500
Utility Assistance – deposits and three months of service (Mississippi Power and Singing River Electric NOT Pascagoula Utilities gas and water)	\$11,776
Rental Assistance – deposits and three months of service	
<b>TOTAL</b>	<b>\$12,276</b>

IN WITNESS WHEREOF, the Parties have executed this amendment as of the date first written above.

Grantee,  
City of Pascagoula

Subrecipient,  
Catholic Social and Community Services, Inc.

Signature: \_\_\_\_\_



Name: Joseph R. Huffman

Jennifer C. Williams

Title: City Manager

Executive Director

Subrecipient Federal Identification No.: 64-0598426



### AGENDA ITEM REQUEST FORM

Meeting Date: 05-17-2016

Submitting Department or Individual: Community and Economic Development

Contact Name: Jen Dearman

Phone: 228-938-6651

2016 CDBG Administrative Services Selection and Agreement

**Agenda Topic:** \_\_\_\_\_

*Attach additional information as necessary*

**Action Requested:**

Approve the selection of Grace Aaron Development Consulting for the City's 2016 CDBG administrative services and authorize City Manager to execute the agreement.

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

**THIS AGREEMENT** is made and entered into this the 17th day of May 2016, by and between the City of Pascagoula (hereinafter referred to as "City") and Grace Aaron Development Consultant (hereinafter referred to as "Consultant"), who agree and contract to the following:

### **TITLE I**

#### **EMPLOYMENT OF CONSULTANT**

The City hereby agrees to employ the Consultant, and the Consultant hereby agrees to perform services as hereinafter identified in connection with the Community Development Block Grant Entitlement Program for the City of Pascagoula. This Agreement shall be for the period from the date identified above to August 15, 2016.

### **TITLE II**

#### **SCOPE OF SERVICES**

The Consultant shall do, perform and carry out in a satisfactory manner such work as required for the preparation and submittal of the City of Pascagoula Annual One-Year Action Plan for FY2016 in compliance with applicable HUD Entitlement Program regulations and policies, as well as with applicable state and local regulations.

### **TITLE III**

#### **DISPOSITION OF WORK MATERIALS**

All documents and similar work materials prepared by the Consultant in completing the Scope of Services set forth herein shall be the property of the City.

### **TITLE IV**

#### **TERMINATION**

Either party may terminate this Contract at any time by giving written notice to the other party of such termination, specifying the effective date thereof. Such written notice shall be furnished at least fourteen days before the effective date of termination. All finished or unfinished documents and other material developed shall, at the option of the City, become its property. The Consultant shall be paid for satisfactory work performed and expenses incurred up to the termination date.

### **TITLE V**

#### **CHANGES**

Any changes in the terms of this agreement, including any increase or decrease in the amount of compensation due to the Consultant, shall be mutually agreed upon by the parties hereto and shall be incorporated in written amendments to this Agreement.

### **TITLE VI**

#### **CHANGE IN SCOPE OF WORK**

The City may order changes in the work consisting of additions, deletions, or other revisions within the general scope of the Agreement. The Consultant may make no claims that the scope of the project or of the Consultant's services has been changed, requiring changes to

the amount of compensation to the Consultant, or other adjustments to the Contract, unless such changes or adjustments have been made by written amendment to the Contract signed by the City and Consultant.

If the Consultant believes that any particular work is not within the scope of the project, is a material change, or will otherwise require more compensation to the Consultant, the Consultant must immediately notify the City in writing of such belief. If the City believes that the particular work is within the scope of the Contract as written, the Consultant will be ordered to and shall continue with the work as changed and at the cost stated for the work within the Scope of Services.

#### **TITLE VII**

#### **INTEREST OF THE CONSULTANT AND CONSULTANT'S EMPLOYEES**

The Consultant covenants that neither she nor her employees presently have any interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. The Consultant further covenants that in the performance of this Contract with the City of Pascagoula, no person having interest will be employed.

#### **TITLE VIII**

#### **PERSONNEL**

The Consultant represents that she has or will secure, at her own expense, all personnel required in performing the services under this Contract. Such personnel will not be employees of, or have any contractual relationship with the City. All services required hereunder will be performed by the Consultant or her personnel under her direct supervision; all personnel engaged in the work will be fully qualified and will be authorized or permitted under State and local law to perform such services.

#### **TITLE IX**

#### **COMPENSATION DUE TO THE CONSULTANT**

In consideration of satisfactory performance, the City of Pascagoula will compensate the Consultant at the rate of \$85.00 per hour for services rendered, not to exceed \$5,950.00. In addition, reproduction and other incidental expenses shall be charged at actual cost; mileage shall be charged at the current maximum rate allowed by the State of Mississippi.

\_\_\_\_\_  
City Manager, City of Pascagoula

\_\_\_\_\_  
Grace Aaron  
Grace Aaron Development Consulting

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





### AGENDA ITEM REQUEST FORM

Meeting Date: 05/17/16

Submitting Department or Individual: Police Department

Contact Name: Kenny Johnson Phone: 228-938-6688

Justice Assistance Grant for the South Mississippi Metro Enforcement Team.

**Agenda Topic:** \_\_\_\_\_

*Attach additional information as necessary*

**Action Requested:**

1. Retroactively approve the Justice Assistance Grant application and authorize the mayor to execute documents.
2. Accept grant award for \$10,183.81 to purchase equipment for the South Mississippi Metro Enforcement Team and authorize the mayor to execute documents.

Budgeted Item	Yes	<input type="radio"/>	No	<input checked="" type="radio"/>
Contract Required	Yes	<input checked="" type="radio"/>	No	<input type="radio"/>
Mayor or Manager's Signature Required	Yes	<input checked="" type="radio"/>	No	<input type="radio"/>

Source of Funding	<input type="checkbox"/>	General Fund
	<input type="checkbox"/>	Utility Fund
	<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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STATE OF MISSISSIPPI  
DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF PUBLIC SAFETY PLANNING

PHIL BRYANT  
GOVERNOR

ALBERT SANTA CRUZ  
COMMISSIONER

April 27, 2016

Harry J. Blevins, Mayor  
City of Pascagoula  
611 Live Oak Ave.  
Pascagoula, MS 39567

Subject: Project Number: 12NM2262  
Program: Justice Assistance Grant (JAG)  
Effective Date: 1 May 16

Dear Mr. Blevins:

We are pleased to inform you that the Division of Public Safety Planning has approved your subgrant application for the **Multi-jurisdictional Narcotics Task Force** program in the amount of \$10,183.81. Enclosed are the following contractual items. Please read these documents to determine your requirements under the subgrant.

1. Subgrant Signature Sheet
2. Cost Summary Support Sheet (initial)
3. OJP Statement of Special Conditions
4. Drug Task Forces Special Conditions
5. Subgrant Standard Assurances
6. Certification of Equal Employment
7. Current Central Contractor Registration (CCR)
8. Civil Rights Compliance Checklist
9. Civil Rights Training Certification
10. Certification Regarding Debarment
11. Certification Regarding Lobbying
12. Match Certification Form
13. Budget Summary

14. Discrimination Complaint Policy

We particularly want to bring your attention to the requirements that **items 1-13 should be signed or initialed and returned to us immediately**. Retain a copy for your files. If there are any questions concerning this award, please contact Tim Wilkinson at (601) 977-3762 or cell at (601) 248-5908.

Sincerely,

Joyce Word  
Office Director

**Division of Public Safety Planning  
SUBGRANT SIGNATURE SHEET**

Office of Justice Programs  
1025 Northpark Drive  
Ridgeland, Mississippi 39157  
(601) 977-3700

<b>1. Subgrantee's Name, Address, &amp; Phone Number:</b>  City of Pascagoula 3103 Magnolia St. Pascagoula, MS 39567  (228) 762-3302 Joe Nicholson <a href="mailto:niholj@chidta.org">niholj@chidta.org</a>	<b>2. Effective Date:</b> 1 May 16
	<b>3. Subgrant Number:</b> 12NM2262
	<b>4. Grant Identifier:</b> (Funding Source & Year) 2012-DJ-BX-0444
	<b>5. Beginning &amp; Ending Dates:</b> 1 May 16 – 30 Sept. 16
	<b>6. Subgrant Payment Method:</b> <input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Other

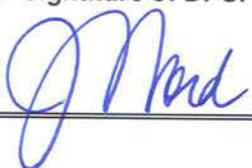
**7. The following funds are obligated:**

Budget Category	Source of Funds						Total Program Budget
	Federal	%	State/Local	%	In-Kind	%	
Personnel		100					
Fringe Benefits							
Equipment	\$ 10,183.81						\$ 10,183.81
Travel							
Operating Expenses							
Contractual Services							
Miscellaneous							
Indirect Costs							
<b>TOTAL</b>	<b>\$ 10,183.81</b>						<b>\$ 10,183.81</b>

8. The subgrantee agrees to operate the program outlined in this subgrant in accordance with all the provisions of this subgrant as included herein. The following sections are attached and incorporated into this agreement.

**JAG Statement of Special Conditions**

Attachment A – Standard Assurances	Attachment B – EEOC Certification
Attachment C – Civil Rights Compliance Checklist	Attachment C-2 – Civil Rights Training Certification
Attachment E – Discrimination Complaint Policies	Attachment F – Certification Regarding Debarment
Attachment G – Certification Regarding Lobbying	Attachment H – Match Certification Form

AGENCY APPROVAL		SUBGRANTEE ACCEPTANCE	
<b>9. Typed Name &amp; Title of Approving DPSP Official:</b>  <p align="center"><b>Joyce Word</b> Office Director</p>	<b>10. Typed Name &amp; Title of Authorized Subgrantee Official:</b>  <p align="center"><b>H. J. Blevins</b> Mayor, City of Pascagoula</p>		
<b>11. Signature of DPSP Official:</b>  <b>Date:</b> 4/29/16	<b>12. Signature of Authorized Subgrantee Official:</b> <b>Date:</b>		

# PUBLIC SAFETY PLANNING BUDGET SUMMARY

<b>1. Applicant Agency:</b> City of Pascagoula				
<b>2. Subgrant Number</b>	<b>3. Grant Identification Number</b>	<b>4. Beginning Date</b>	<b>5. Ending Date</b>	
12NM2262	2012-DJ-BX-0444	1 May 16	30 Sept. 16	
<b>6. Submitted as part of (Check One):</b>	<b>A. Funding Request:</b>	<b>B. Modification Number:</b>	<b>C. Modification Effective Date:</b>	
	X			
<b>Funding Sources</b>				
<b>7. For DPSP Use Only</b>	<b>8. Activity</b>	<b>Federal</b>	<b>State</b>	<b>Program Income</b>
	Inter-jurisdictional Narcotics Task Force	\$ 10,183.81		
				<b>Other (Local-Private)</b>
				<b>Total</b>
<b>TOTAL</b>		\$ 10,183.81		\$ 10,183.81

# PUBLIC SAFETY PLANNING COST SUMMARY SUPPORT SHEET

<b>1. Applicant Agency:</b> City of Pascagoula				Page 1 of 1
<b>2. Subgrant Number</b>	<b>3. Grant Identifier Number</b>	<b>4. Beginning Date</b>	<b>5. Ending Date</b>	
12NM2262	2012-DJ-BX-0444	1 May 16	30 Sept. 16	
<b>6. Activity:</b> Multi-jurisdictional Narcotics Task Force				
<b>7. FOR DPSP USE ONLY</b>	<b>8. Category</b>	<b>10. Description of Item and/or Basis for Evaluation</b>		<b>11. Budget</b>
	<b>9. Line Item</b>			<b>Federal</b> <b>All Other</b> <b>Total</b>
	<b>EQUIPMENT</b>	<ol style="list-style-type: none"> <li>1. Seven (7) Lenovo laptops @ \$801.30 ea.</li> <li>2. Seven (7) Lenovo docks @ \$170.04 ea.</li> <li>3. Seven (7) Edge 480 gb SATA drives @ \$104.49 ea.</li> <li>4. Seven (7) Acer monitors @ \$109.24 ea.</li> <li>5. Seven (7) Creative Labs speaker system @ \$52.24 ea.</li> <li>6. Seven (7) Logitech wireless keyboard &amp; mouse @ \$50.35 ea.</li> <li>7. Seven (7) APC battery back-ups @ \$75.99 ea.</li> <li>8. Seven (7) LG external DVD drives @ \$28.49 ea.</li> <li>9. Seven (7) Wenger notebook backpack @ \$62.69 ea.</li> </ol>	5,609.10 1,190.28 731.43 764.68 365.68 352.45 531.93 199.43 438.83	\$ 10,183.81          \$ 10,183.81
		<b>TOTAL</b>	<b>\$ 10,183.81</b>	<b>\$ 10,183.81</b>

**JAG AWARD PACKET  
RETURN CHECKLIST**

Please check the list below against the items returned in this packet to ensure that all pertinent information is enclosed.

- <sup>Two</sup> ~~Two~~ Signature Sheets
- Budget Summary Sheet
- Cost Summary Sheet
- OJP Statement of Special Conditions
- OJP Statement of Special Conditions for Drug Task Forces
- OJP Subgrant Standard Assurances (*Attachment A*)
- Certification of Equal Employment Opportunity (*Attachment B*)
- Federal Civil Rights Compliance Checklist (*Attachment C-1*)
- Civil Rights Training Certificate Form (*Attachment C-2*)
- Certification Regarding Debarment (*Attachment F*)
- Certification Regarding Lobbying (*Attachment G*)
- Match Certification (*Attachment H*)
- Copy of Current CCR Registration

All of the above award documents were returned by:

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**SUB-GRANT CONTACT PERSON**

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**DATE**



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## Mississippi Department of Public Safety Planning Office of Justice Programs (OJP) Standard Award Policy and Special Conditions

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Pursuant to subgrantee management policies, the following special conditions are mandatory and are hereby made a part of this subgrant award:

**Acceptance Procedures** - The Subcontract Signature Sheet constitutes the operative document obligating and reserving Federal funds for use by the subgrantee in execution of the program or project covered by the award. Such obligation may be terminated without further cause if the subgrantee fails to affirm its timely utilization of the grant by signing and returning the signed acceptance to the Division of Public Safety Planning (DPSP) **WITHIN 21 DAYS** from the date of award. No federal funds shall be disbursed to the subgrantee until the signed acceptance has been received.

Subgrantee agrees to sign and submit the following forms along with the Subcontract Signature Sheet:

- Budget and Cost Summary Sheets – (each sheet initialed)
- Subgrant Standard Assurances (attachment A)
- Nondiscrimination and Equal Employment Opportunity (attachment B)
- Civil Rights Certification Form Check List (attachment C-1)
- Civil Rights Training Certification Form (attachment C-2)
- Discrimination Compliant Police and Procedures (attachment E)
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (Attachment F)
- Certification Regarding Lobbying (attachment G)
- Match Verification Requirement Form (attachment H)

The recipient also, agrees to comply with the financial and administrative requirements set fourth in the current edition of the Office of Justice Programs (OJP) Financial Guide. [www.ojp.gov](http://www.ojp.gov)

### **Special Cancellation Condition for Subgrantees:**

- (1) **Commencement with 60 Days.** If a project is not operational within 60 days of the original starting date of the grant period, the subgrantee must report by letter to the DPSP the steps taken to initiate the project, the reasons for the delay, and the expected starting date.
- (2) **Operational within 90 Days.** If a project is not operational within 90 days of the original starting date of the grant period, the subgrantee must submit a



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## Mississippi Department of Public Safety Planning Office of Justice Programs (OJP) Standard Award Policy and Special Conditions

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second statement to the DPSP explaining the implementation delay. Upon receipt of the 90-day letter, the DPSP may cancel the project and request redistribution of the funds to other project areas. The DPSP may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period. When this occurs, the appropriate subgrant files and records must so note the extension.

**Modifications to the Original Subcontract** - All changes to the original contract must be in writing and submitted to DPSP for approval. The effective date of the modification is determined by the date the subgrantee notifies DPSP and the program manager's approve the modification. Retro-active modifications will not be granted without prior approval.

**Non-expendable Property Purchased with Grant Funds.** Subgrantee agrees to submit a fully executed copy of an Equipment Control Sheet (attached) listing all non-expendable property purchased with grant funds. The Equipment Control Sheet should be submitted to the DPSP no later than ten (10) working days after the last item of non-expendable property is received.

Subgrantee agrees to notify the DPSP of all lost, stolen, or damaged property and shall submit within five (5) working days a detailed narrative of the incident, a copy of the police report, and any measures taken to resolve the problem. Subgrantee agrees not to loan, transfer, or liquidate property under any circumstances.

**Requirements for Publication of Project Activities.** When issuing statements, press releases, and other documents describing projects or programs funded in whole or in part with federal money, the subgrantee shall clearly state (1) the percentage of the total cost of the project or program which will be financed with federal money, and (2) the dollar amount of federal funds for the project or program.

**Project Reporting Requirements:** Subgrantee agrees to submit **Monthly** Project Narrative and **Monthly** reimbursement reporting worksheets with supporting documents to the DPSP, Office of Justice Programs, no later than ten (10) working days after the end of each month. Subgrantee agrees to provide information on the activities supported and an assessment of the effects that the grant funds have had on the project. Failure to submit in a timely manner could result in the de-obligation of the subgrantee award and/or discontinuing future funding under this program.



**Mississippi Department of Public Safety Planning  
Office of Justice Programs (OJP)  
Standard Award Policy and Special Conditions**

**Use of Federal Funds** - The recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of DPSP.

**Separate Tracking and Reporting of grant funds and outcomes** - The recipient agrees to track, account for, and report on all funds from this award (including specific outcomes and benefits attributable to the project) from all other funds, including DPSP award funds from non-federal awards awarded for the same or similar purposes or programs.

Accordingly, the accounting systems of the recipient and all subrecipients must ensure that funds awarded are not commingled with funds from any other source. The recipient further agrees that all personnel whose activities are to be charged to the award will maintain timesheets to document hours worked for activities related to this award and non-award-related activities.

**Audit Requirements** - The subgrantee agrees to comply with the organizational audit requirements as established by the Office of Management and Budget (OMB). One of the following will have specific information regarding your agency’s audit requirements:

- a. OMB Circular A-128. Audits of State and Local Governments.
- b. OMB Circular A-110. Attachment F. Subparagraph 2h.
- c. OMB Circular A-133. Audits of Institutions of Higher Education and Other Non-profit Institutions.

All audit reports (initial and subsequent) shall be submitted no later than nine (9) months after the close of the Subgrantee’s fiscal year.

**Subgrantee Fiscal Year:**      \_\_\_ State (July - June)  
(Check One)                        \_\_\_ Federal (October - September)  
   \_\_\_ Calendar (January - December)

The Office of Management and Budget (OMB) Circular A-133 requires a Single Audit for state and local governments as well as for non-profit organizations when federal expenditures are at least \$500,000. Please check below if you are required to have a Single Audit

**Single Audit Required:** \_\_\_ Yes \_\_\_ No



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## Mississippi Department of Public Safety Planning Office of Justice Programs (OJP) Standard Award Policy and Special Conditions

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**Sub Awarding Federal Funds** - The recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organization for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of DPSP and OJP.

**Grantee Monitoring** - The recipient understands that the OJP Programs will monitor subawards under this grant award in accordance with all applicable statutes, regulations, OMB circulars, and guidelines, including the OJP Financial Guide, and to include the applicable conditions of this award in any subaward. The OJP Programs will review the oversight of the grantees spending, programmatic activities, and files and will monitor the specific outcomes and benefits attributable to the use of grant funds by subrecipients. In addition, the recipient agrees to submit, upon request, all documentation of its policies and procedures.

**Subawards – DUNS and CCR for Reporting** - The grantee agrees to submit with the award document, documentations of a valid DUNS profile and an active registration with the Central Contractor Registration (CCR) database. A printed copy of the DUNS and CCR is required for grant funding. If the CCR expires within the awarding cycle, the grantee agrees to submit an updated CCR not later than 15 days after the expiration date to the designated awarding program under the Office of Justice Programs.

**Misuse of award funds** - The recipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and or criminal penalties.

**Texting While Driving** - Pursuant to Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving.” 74 Fed. Reg. 51225 (October 1, 2009), the department encourages recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workshop safety policies and conduct educations, awareness, and other outreach to decrease crashes caused by distracted drivers.

**Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct** - The recipient must promptly refer to the DPSP and DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any



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## Mississippi Department of Public Safety Planning Office of Justice Programs (OJP) Standard Award Policy and Special Conditions

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subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the DPSP by mail:

Mississippi Department of Public Safety Planning  
Officer of Justice Programs  
1025 Northpark Drive  
Ridgeland, Mississippi 39157  
Contact 601-977-3700

or

e-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

Hotline: (in English/Spanish): (800) 869-4499 or Hotline fax: (202) 616-9881

**Conflict with Other Standard Terms and Conditions** - The recipient understands and agrees that all other terms and conditions contained in this award, or in applicable OJP grant policy statements or guidance, apply unless they conflict or are superseded by the terms and conditions included here that specifically implement the grant requirements. Recipients are responsible for contacting their grant managers for any needed clarifications.

**Americans With Disabilities Act** - Subgrantee hereby assures and certifies compliance with Subtitle A, Title II of the Americans With Disabilities Act (ADA) 42 U.S.C.12131-12124, which removes the barriers that deny individuals with disabilities an equal opportunity to share in and contribute to the vitality of American life. In other words, full participation in, and access to, all aspects for society.

**Civil Rights: EEOP** - The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.

**Discrimination Finding** - The grantee assures that in the event of a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this award, the grantee will forward a copy of the findings to the Division of Public Safety Planning: Office of Justice Programs and to the Office of Civil Rights of OJP.



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## Mississippi Department of Public Safety Planning Office of Justice Programs (OJP) Standard Award Policy and Special Conditions

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**Additional Requirements and Guidance** - The recipient agrees to comply with any modifications or additional requirements that may be imposed by law and future OJP (including government-wide) guidance and clarifications of OJP Programs requirements.

### **EQUAL TREATMENT REGULATION**

Subgrantee certifies that it complies with the Equal Treatment Regulation in 28 C.F.R. parts 31, 33, 38, 90, 91, and 93, which ensures that no organization will be discriminated against in a Department of Justice funded social services program based on religion. The regulation, entitles "Participation in Justice Department Programs by Religious Organization; Providing for Equal Treatment of all Justice Department Program Participants."

### **EQUAL EMPLOYMENT OPPORTUNITY**

Subgrantee hereby certifies that it has formulated an Equal Employment Opportunity Program plan in accordance with 28 C.F.R.42, 301, et seq., Subpart e. of the Code of Federal Regulations. The plan is on file for review or audit by officials of the Mississippi Division of Public Safety Planning or the Office of Justice Programs, U.S. Department of Justice as required by relevant laws and regulations.

**Please check one:**     Required     Not Required

### **ENFORCING CIVIL RIGHTS LAWS**

Subgrantee certifies that as a local government entity or non-profit organization recipient of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, is subject to the prohibitions against unlawful discrimination.

### **NON-SUPLANT CERTIFICATION**

The \_\_\_\_\_ (Applicant/Agency) hereby assures that Federal funds will not be used to supplant State or local funds and that, Federal funds will be used to supplement existing funds for program activities and not to replace those funds which have been appropriated for the same purpose.



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**Mississippi Department of Public Safety Planning  
Office of Justice Programs (OJP)  
Standard Award Policy and Special Conditions**

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Compliance with these requirements will be monitored during the annually programmatic onsite monitoring visit.

By initialing and signing, your agency agrees to comply and adhere to all federal and state guidelines established governing the Mississippi Department of Public Safety, Office of Justice Grant Programs.

\_\_\_\_\_  
**Agency's Name**

\_\_\_\_\_  
**Subgrant Award Number**

\_\_\_\_\_  
**Authorized Official (Please Print)**

\_\_\_\_\_  
**Authorized Official Title**

\_\_\_\_\_  
**Authorized Official (Signature)**

\_\_\_\_\_  
**Date**

## ATTACHMENT A

### OFFICE OF JUSTICE PROGRAMS SUBGRANT STANDARD ASSURANCES

The applicant/subgrantee assured and certified that:

1. It possesses legal authority to apply for and receive the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understanding and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352). Recipient will comply (and will require any subgrantees or contractors to comply) with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Ex. Order 13279 (equal protection of the laws for faith-based and community organizations); and 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations). Additional information about civil rights obligations of grantees can be found at <http://www.ojp.usdoj.gov/ocr/>.

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, national origin, religion, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights (OCR), and the Mississippi Department of Public Safety, Division of Public Safety Planning, Office of Justice Programs (MDPS DPSP OJP).

Recipient will complete MDPS's *Standard Assurance Conditions for Subgrantees* document regarding its Equal Employment Opportunity Plan (EEOP) obligations.

The recipient will determine whether it is required to formulate an EEOP in accordance with 28 CFR 42.301 *et. seq.* If the applicant is not required to formulate an EEOP, it will submit a certification form to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights (OCR), and the MDPS DPSP OJP indicating that it is not required to develop an EEOP. If the applicant is required to develop an EEOP, but is not required to submit the EEOP to the OCR, the applicant will submit a certification form to the OCR and the MDPS certifying that it has an EEOP on file which meets the applicable requirements. If the applicant is awarded a grant of \$500,000 or more and has fifty or more employees, it will submit a copy of its EEOP to the OCR and the MDPS. Non-profit organizations, Indian Tribes, and medical and education institutions are exempt from the EEOP requirement, but are required to submit a certification form to the OCR to claim the exemption (a copy should also be submitted to the MDPS). Additional information regarding a grantee's EEOP requirements can be found at [http://www.ojp.usdoj.gov/about/ocr/eeop\\_comply.htm](http://www.ojp.usdoj.gov/about/ocr/eeop_comply.htm).

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, recipient must take reasonable steps to ensure that LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The recipient is encouraged to consider the need for language services for LEP persons served or encountered both in developing its budgets and in conducting its programs and activities. Additional assistance and information regarding your LEP obligations can be found at [www.lep.gov](http://www.lep.gov).

The subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

3. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of federal and federally assisted programs.
4. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
5. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of state and local government.
6. It will establish safeguards to prohibit employees from using their position for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
7. It will give the grantor agency or its duly designated representative, the State Auditor's Office, the Comptroller General of the United State or any authorized representative and the Office of Management and Audits (OMSA), Department of Finance and administration (DFA), access to at all reasonable times, and the right to examine, monitor, audit, copy, remove, or otherwise, all records, books, papers, documents, or items of like or similar nature related to the grant.
8. It will establish and maintain both fiscal and program controls and funds accounting procedures acceptable to grantor agency, to assure the proper expenditure and disbursement of all funds, and for program management and execution, and that it will keep and maintain such books and records until audited by the OMSA, DFA or by an official representative of that office, by the federal grantor agency, the State Auditor, or either's duly authorized representative. Records must be maintained for a period of at least three years. Before destruction of any record, written approval must be obtained from the OMSA. These records include, but are not limited to:

- Financial report covering expenditures of the grant;
- Internal and external audit reports and project evaluation;
- Approved budget and subsequent modifications;
- Contracts, leases, employment agreements, and purchase invoices;
- Indirect cost allocation plans;
- All invoices, billings, request for cash, and reporting worksheets;
- General ledger, cash receipts journals, cash disbursements journals, and other subsidiary records;
- All personnel records of individuals paid with grant funds, including time sheets, wage authorization, tax withholdings forms, employment applications and other relevant data;

Inventory records for all property purchased with grant funds showing acquisition data, cost of property, identification number, bid information, and the use of the property; and Bank statements and reconciliations.

9. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the federal agency and the state grantor agency of the receipt of any communication from the Director of th EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
10. It will comply with the flood insurance purchase requirements of Section 102(a) fo the Flood Disaster Protection Act of 1973 (P.L. 93-234, 87 Stat. 975). Section 102(a) requires, on and after March 2 1975, the purchase of flood insurance in communities where such insurances is available as a condition for the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "federal financial assistance" includes any form of loan, grant, guaranty, insurance payment rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect federal assistance.
11. It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archaeological and Historic Preservation Act of 1966 (16 U.C.S. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see CFR Part 800.8) by the activity, and notifying the federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the federal grantor agency and the state grantor agency to avoid or mitigate adverse effects upon such properties.
12. It will insure that no member of the governing or policymaking body of applicant/grantee shall cast a vote or influence any matter which has a direct hearing on services to be provided by that member or any organization which such member directly or indirectly represents, or on any matter that would financially benefit such member or any organization such member represents.
13. It will comply with the provisions of the Single Audit Act of 1984 (P.L. 98-502) and if it does not meet minimum requirements as established in the Single Audit Act of 1984, it will consult with the OMSA, DFA, in regard to audit requirements.

We have read and understand all Subgrantee Standard Assurances as shown above and agree to fully comply with these conditions in the operation of the subgrant.

\_\_\_\_\_  
Name of Agency or Organization

\_\_\_\_\_  
Subgrant Number

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

**ATTACHMENT B**

**STANDARD ASSURANCE CONDITIONS FOR SUBGRANTEES**

**CERTIFICATION OF COMPLIANCE WITH REGULATIONS  
NONDISCRIMINATION; EQUAL EMPLOYMENT OPPORTUNITY**

**IN COOPERATION WITH THE FEDERAL  
OFFICE FOR CIVIL RIGHTS, OFFICE OF JUSTICE PROGRAMS,  
UNITED STATES DEPARTMENT OF JUSTICE**

**Instructions:** Complete the blank lines below by entering identifying information which is found on the Subgrant Signature Sheet. Also, read this form completely, identify and enter, under Part I, the name of the organization's designated person responsible for reporting civil rights findings; and then in Part II, mark or check only one box which indicates the appropriate certification that applies to your organization. The organization's Authorized Official must sign this form on the top portion of page 4. Please return the original form to the **Office of Justice Programs, Division of Public Safety Planning, 1025 Northpark Drive, Ridgeland, Mississippi 39157**, within 45 days of the grant award or implementation date. You must also forward a copy of the completed form to the organization's civil rights representative whom you have identified.

Subgrant Number: \_\_\_\_\_ Award Amount \$ \_\_\_\_\_

Subgrant Project Title:  
\_\_\_\_\_  
\_\_\_\_\_

Organizational Name (Subgrantee or Funded Entity):  
\_\_\_\_\_  
\_\_\_\_\_

Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Subgrantee Duration:

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Project Director's Name, Address and Telephone Number:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## AUTHORIZED OFFICIAL'S CERTIFICATION

As the Authorized Official for the above identified Subgrantee, I certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this Certification.

**PART I. Requirements of Subgrant Recipients:** All subgrant recipients (regardless of the type of entity or the amount awarded) are subject to prohibitions against discrimination in any program or activity, and must take reasonable steps to provide meaningful access for persons with limited English proficiency.

I certify that this agency will maintain data (and submit when required) to ensure that: our services are delivered in an equitable manner to all segments of the service population; our employment practices comply with Equal Opportunity Requirements, 28 CFR 42.207 and 42.301 et. seq.; our projects and activities provide meaningful access for people with limited English proficiency as required by Title VI of the Civil Rights Act, (See also, 2000 Executive Order #13166).

I also certify that the person in this agency or unit of government who is responsible for reporting civil rights findings of discrimination will submit these findings, if any, to the Office of Justice Programs, Division of Public Safety Planning, Mississippi Department of Public Safety, within 45 days of the finding, and/or if the finding occurred prior to the grant award beginning date. A copy of this Certification will be provided to this person, as identified here:

The person responsible for reporting civil rights findings of discrimination is:  
(Name, address and telephone number)

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**PART II. Equal Employment Opportunity Plan (EEO) Certifications:** Check the one box that applies to this subgrantee agency during the period of the grant duration noted above. (Check only the one appropriate certification (A, B, C1 or C2 below).

- CERTIFICATION "A" [NO EEO IS REQUIRED IF (1), (2) OR (3) APPLY]** This is the Certification that most non-profits and small agencies will use. Check (1), (2) and/or (3) as they apply to your entity. (Here, more than one may apply)

- \_\_\_\_\_ (1) is an educational, medical or non-profit institution or an Indian Tribe; and/or
- \_\_\_\_\_ (2) has less than 50 employees; and/or;
- \_\_\_\_\_ (3) was awarded through this grant from the Office of Justice Programs, DPSP, less than \$25,000 in federal U.S. Department of Justice funds.

Therefore, I hereby certify that this funded entity is not required to maintain an EEO, pursuant to 28 CFR 42.301, et. seq.

- CERTIFICATION “B” (EEOP MUST BE ON FILE)** This funded entity, as a for-profit entity or a state or local government having 50 or more employees, was awarded, through this grant from the Office of Justice Programs, DPSP, more than \$25,000, but less than \$500,000 in federal U.S. Department of Justice funds.

Therefore, I hereby certify that the funded entity has formulated an Equal Employment Opportunity Plan in accordance with 28 CFR 42.301, et.seq., subpart E, that it has been signed into effect by the proper authority and disseminated to all employees, and that it is on file for review or audit by officials of the Office of Justice Programs, DPSP, or the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations.

- CERTIFICATION “C” (EEOP MUST BE SUBMITTED)** This funded entity, as a for-profit entity or a state or local government having 50 or more employees, was awarded, through this grant from the Office of Justice Programs, DPSP, more than \$500,000 in federal U.S. Department of Justice funds.

Therefore, I hereby certify that the funded entity will submit, within 45 days of the award, an EEOP or an EEOP Short Form, that will include a section specifically analyzing the subgrantee (implementing) agency.

As the Authorized Official for the above Subgrantee, I certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this Certification.

\_\_\_\_\_  
Authorized Official’s Signature  
(Subgrantee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Person’s Organizational Title

.....

*This original signed form must be returned to the Office of Justice Programs, Division of Public Safety Planning, Department of Public Safety, within 45 days of the grant award beginning date. You must also forward a signed copy to the person you identified under “Part 1” on page 1. The Office of Justice Programs, DPSP will forward a copy to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.*

## *ATTACHMENT C-1*

### **Federal Civil Rights Compliance Checklist**

1. If the subrecipient is required to prepare an Equal Employment Opportunity Plan (EEO Plan) in accordance with 28 C.F.R. §§42.301-.308, does the subrecipient have an EEO Plan on file for review?

- Yes  
 No

If yes, on what date did the subrecipient prepare the EEO Plan?

2. Has the subrecipient submitted an EEO Short Form to the Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), if required by 28 C.F.R. §§42.301-.308? If the subrecipient is not required to submit an EEO Short Form to the OCR, has it submitted a certification form to the OCR claiming a partial or complete exemption from the EEO requirements?

- Yes – submitted an EEO Short Form  
 Yes – submitted a certification  
 No

If the subrecipient prepared an EEO Short Form, on what date did the subrecipient prepare it?

3. How does the subrecipient notify program participants and beneficiaries that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services (e.g. posters, inclusion in brochures or other program materials, etc.)?

Comments:

4. How does the subrecipient notify employees that it does not discriminate on the basis of race, color, national origin, religion, sex and disability in employment practices (e.g. posters, dissemination of relevant orders or policies, inclusion in recruitment materials, etc.)?

Comments:

5. Does the agency have written policies or procedures in place for notifying program beneficiaries how to file complaints alleging discrimination by the subrecipient with the {State Administering Agency} or the OCR?

- Yes  
 No

If yes, an explanation of these policies and procedures:

6. If the subrecipient has 50 or more employees and receives DOJ funding of \$25,000 or more, has the subrecipient taken the following actions:

- a. Adopted grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Section 504 of the Rehabilitation Act of 1973, found at 28 C.F.R. Part 42, Subpart G, which prohibit discrimination on the basis of a disability in employment practices and the delivery of services?

- Yes  
 No

- b. Designated a person to coordinate compliance with the prohibitions against disability discrimination contained in 28 C.F.R. Part 42, Subpart G?

- Yes  
 No

- c. Notified participants, beneficiaries, employees, applicants, and others that the program does not discriminate on the basis of disability?

- Yes  
 No

Comments:

7. If the subrecipient operates an education program or activity, has the subrecipient taken the following actions:

a. Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education Amendments of 1972, found at 28 C.F.R. Part 54, which prohibit discrimination on the basis of sex.

Yes

No

b. Designated a person to coordinate compliance with the prohibitions against sex discrimination contained in 28 C.F.R. Part 54?

Yes

No

c. Notified participants for admission and employment, employees, students, parents, and others that the agency does not discriminate on the basis of sex in its educational programs or activities?

Yes

No

8. Has the subrecipient complied with the requirement to submit to the OCR any findings of discrimination against the agency issued by a federal or state court or federal or state administrative agency on the grounds of race, color, religion, national origin, or sex?

Yes

No

Comments:

9. What steps has the subrecipient taken to provide meaningful access to its programs and activities to persons who have limited English proficiency (LEP)?

Comments, including an indication of whether the subrecipient has developed a written policy on providing language access services to LEP person:

**Attachment C-2**

**Office of Justice Programs  
Division of Public Safety Planning**

**Civil Rights Training Certification Form**

The, \_\_\_\_\_, hereby certifies that our agency has received Civil Rights Training required by the Office of Civil Rights and the Mississippi Division of Public Safety Planning in order to administer federal funds according to federal guidelines. Our agency further certifies that we have and/or will notify all employees, clients, customers, and program participants that discrimination is prohibited and the procedures for filing a complaint of discrimination.

(Date) (Name(s) of Individual(s)) \_\_\_\_\_  
\_\_\_\_\_

State of Mississippi  
County of \_\_\_\_\_  
Signed [or attested] before me on \_\_\_\_\_, 20\_\_ by \_\_\_\_\_

\_\_\_\_\_  
Authorized Signatory Official

\_\_\_\_\_  
Signature of Notarial Officer

Stamp

\_\_\_\_\_  
Title of Office  
My commission expires: \_\_\_\_\_

## ***ATTACHMENT E***

### **OFFICE OF JUSTICE PROGRAMS DISCRIMINATION COMPLAINT POLICIES AND PROCEDURES**

#### **I. PURPOSE**

These policy and procedures establish requirements for all clients, customers, program participants, or consumers of the Division of Public Safety Planning (DPSP) and the DPSP's subrecipients to administer programs designed to recruit, select, and promote employees on the basis of their relative ability, knowledge, and skills. The selection process and criteria shall assure the fair and equitable treatment of all applicants and employees without regards to political affiliation, race, color, national origin, marital status, sex, religion, creed, age, or handicap. The DPSP will ensure the subrecipients comply with all applicable federal laws regarding employment discrimination.

#### **II. POLICY**

It is the policy of the DPSP to provide equal employment opportunity for all individuals regardless of race, color, national origin, marital status, sex, religion, creed, age, physical handicap, disability, or political affiliation. In order to assure non-discriminatory grant administration, DPSP promotes non-discriminatory practices and procedures in all phases of federal-state grant administration. Furthermore, DPSP's equal employment policy prohibits any form of unlawful discrimination based on the foregoing and other considerations made unlawful by federal or state laws.

All individuals have the right to participate in programs and activities operated by the DPSP and DPSP subrecipients regardless of race, color, national origin, sex, religion, disability, and age. The DPSP will ensure that the DPSP and its subrecipients are in compliance with the following statutes and regulations:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin in the delivery of services (42 U.S.C. & 2000d), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart C;
- The Omnibus Crime Control and Safe Streets of Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (42 U.S.C. & 3789d(c)(1), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D;
- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C. & 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G;
- Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. & 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35;

- Title IX of the Education Amendments of 1972, which prohibit discrimination on the basis of sex in educational programs (20 U.S.C. & 1681), and the DOJ implementing regulations at 28 C.F.R. Part 54; and
- The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. & 6102), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I.
- The DOJ regulations on the Equal Treatment for Faith-Based Organizations, which prohibit organizations from using DOJ funding on inherently religious activities (28 C.F.R. Part 38).

\*\*These laws prohibit any agency from retaliating against an individual for taking action or participating in action to secure rights protected by these laws.

The Americans with Disabilities Act of 1990 (ADA) requires state agencies to make reasonable accommodations for the known physical and mental limitations of otherwise qualified individuals with disabilities who are employees, clients, customers, program participants or consumers provided such accommodations do not cause undue hardships to state agency operations. It is the policy of DPSP that the above stated individuals are provided equal employment and grant opportunities and have access to the same privileges and benefits as individuals without disabilities.

### III. DEFINITIONS

#### Discrimination

To make a difference in treatment or favor on a basis other than individual merit.

#### Retaliation

It is against the law for someone to penalize or discriminate against an individual because:

- A discrimination complaint has been filed;
- The complainant cooperates with the discrimination complaint;
- The complainant cooperates with the enforcement of a discrimination complaint;
- The complainant complies with anti-discrimination laws.

#### Harassment

Harassment is conduct that is directed at an individuals because of race, religion, gender, sexual orientation, disability, national origin, etc.

Harassment can include:

Threats

Slurs or epithets

Threatening acts

Posting offensive materials on walls, bulletin boards, e-mail, etc.

To be considered harassment, conduct must:

Be serious and frequent enough to create a hostile environment;

Interfere with the ability to work, live, or enjoy a public place.

#### Complaint Coordinator

The DPSP staff member designated to maintain records of all complaints received including complaints forms, supporting documentation, acknowledgement of complaint receipt letters and resolution letters. All complaint records will be filed in a secured cabinet and access will be restricted to the Complaints Coordinator and Office of Justice Programs Office Director.

### **IV. COMPLAINT PROCEDURES**

If you believe you have been discriminated against because of your race, color, or national origin, including limited English proficiency (LEP), by programs or activities receiving federal financial assistance, please contact the DPSP Complaint Coordinator or designee administering federal-state programs.

If you believe that you have been excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of your gender by any Office of Justice Program or activity receiving federal financial assistance, contact the DPSP Complaint Coordinator or designee administering federal-state programs.

The following complaint policies and procedures will be adhered to:

- A. Any applicant for an employment position or employee who has reason to believe that they have been unlawfully discriminated against by the subrecipients of federal funds may file a complaint in accordance with the DPSP complaint procedures.
- B. The Complaint Procedure begins with the individual who is filing the complaint, by completing the Title VI Form and/or preparing and submitting a written statement. The statement should contain the name, address, and telephone number of the individual or authorized representative filing the complaint; a thorough and specific description of the situation, incident, or condition; identity of witnesses, if any; the resolution the individual is seeking; and the signature of the individual filing the complaint properly dated by the complainant.
- C. The complaint will be submitted to the Complaint Coordinator of the DPSP within seven (7) business days after the alleged violation occurred.

- D. The Complaint Coordinator will have three (3) business days to provide the complainant written acknowledgement of the complaint.
- E. The Complaint Coordinator will promptly conduct a review of the issues involved in the complaint to ascertain whether or not an information resolution of the complaint can be achieved. If an information resolution is possible and mutually agreeable by the parties involved, the coordinator will facilitate arrangement of the resolution and make a record of this agreement. If no informal resolution is possible, the coordinator will conduct an investigation of the complaint and provide a written response to the complaint outlining possible accommodations, if any, for resolution of the complaint. This response shall be approved by the agency head or appointing authority and must be completed no later than fifteen (15) business days of the DPSP's receipt of the complaint, when possible.
- F. If a complaint is not presented within the timeframe as set forth, the complaint will be considered waived absent and extended by written mutual consent. If the Complaint Coordinator does not answer or acknowledge receipt of the complaint within the specified timeframe, the complainant may elect to treat the complaint as denied at that point and immediately appeal the complaint to Equal Employment Opportunity Commission (EEOC) or the appropriate state or local fair employment practices agency or human rights commission unless an extension of time is granted to the coordinator to respond by written mutual agreement.
- G. The DPSP shall notify employees and subrecipients of their rights regarding discrimination and make available copies of complaint procedures, policies, and forms. Complaints of discrimination can be filed directly with the DPSP or with the Office of Civil Rights (OCR).

To file a complaint alleging discrimination in programs or activities administered by the DPSP, please print and fill out the appropriate complaint form:

## Title VI Complaint Form

Please review and complete the Title VI Complaint form. This form provides DPSP with information to be reviewed. It is not a formal complaint. Once we receive your completed questionnaire, we will review it and then contact you for more information.

To avoid delays in processing, please submit only one complaint form to DPSP (either by mail or in person) regarding the same matter.

First Name:

Last Name:

Middle Initial:

Street Address:

City:

State:

Zip Code:

County:

Home Phone: ( )

Work Phone: ( )

Cell Phone: ( )

Which telephone number is preferred to contact you?    Home                  Work                  Cell

Email Address:

---

Do you require language interpretation?    No                  Yes

If yes, what kind:

Do you require sign language interpretation?    No    Yes

If yes, what kind:

Who can we contact if we are unable to reach you?

Name:

Daytime Phone: ( )

Relationship:

---

Name of person/s whom you believe discriminated against you:

When did this occur (please select a date):

Where did this occur:

Please provide detailed account of alleged discrimination? (1,000 characters max)

Have you tried to resolve the issue through a grievance process, due process hearing, or some other method?    No                      Yes

If yes, what method:

What is the status of that process?

Have you filed the same complaint with anyone else?    No                      Yes

If yes, please provide date:

---

Signature of Complainant

---

Date

## V. TRAINING

The DPSP will provide periodic training for subrecipients on the complaint policies and procedures, including an employee's responsibility to refer discrimination complaints from employees or applicants of the DPSP subrecipients to the Complaint Coordinator.

The DPSP provide PowerPoint presentations of OCR training materials to subrecipients at Annual Implementation Conferences as well as provide these materials along with technical assistance to subrecipients during project monitoring visits.

The DPSP can be contacted by submitting correspondence to:

The Division of Public Safety Planning  
Office of Justice Programs (OJP)  
ATTN: OJP Office Director  
1025 Northpark Drive  
Ridgeland, MS 39157

**ATTACHMENT F**

**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER**

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Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions  
(Sub-Recipient)

---

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Name and Title of Authorized Representative

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Signature

---

Date

---

Name of Organization

---

Address of Organization

---

## Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation on this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

## **ATTACHMENT G**

### **CERTIFICATION REGARDING LOBBYING**

Each person shall file the most current edition of this certification and disclosure form, if applicable, with each submission that initiates agency consideration of such person for an award of a federal contract, grant, or cooperative agreement of \$100,000 or more; or Federal load of \$150,000 or more.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 or not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that;

- (1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or any employee of a member of Congress, in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any non-Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall initial here \_\_\_\_\_ and complete and submit "Disclosure of Lobbying Activities", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify and disclose accordingly.

\_\_\_\_\_  
Name and Address of Organization

\_\_\_\_\_  
Name of Authorized Individual  
Signature and Date

\_\_\_\_\_  
Subgrant Number

*Revised February 2012*

*ATTACHMENT H*

**Office of Justice Programs  
Division of Public Safety Planning**

**Match Certification Form**

Name of Organization or Unit of Government: \_\_\_\_\_

Program for which Match is being certified under: \_\_\_\_\_

Grant Award # \_\_\_\_\_

The \_\_\_\_\_, hereby certifies that it will provide the matching funds or services in the amount required for this subgrant according to federal guidelines. It further certifies that the match is from a non-federal source that is not being used to match other federal grants. The match will be derived from the following source(s):

	Source(s)	Amount	Type (Cash/In-kind)
1.	_____	\$ _____	_____
2.	_____	\$ _____	_____
3.	_____	\$ _____	_____
4.	_____	\$ _____	_____

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note: If in-kind match will be used, the agency must provide the Division of Public Safety Planning with an analysis that shows how the value of the match was determined.**



### AGENDA ITEM REQUEST FORM

Meeting Date: May 17, 2016

Submitting Department or Individual: Engineering

Contact Name: Jaci Turner

Phone: 938-6726

Contract Award for Garbage Collection Services

**Agenda Topic:** \_\_\_\_\_

*Attach additional information as necessary*

**Action Requested:**

Award contract for Garbage Collection Services based the lowest bid price and content included in their full proposal document to Waste Pro of Mississippi, Inc., as explained in the attached bid tabulation and memorandum regarding the proposal and selection process. Authorize the City Manager to execute the contract.

Budgeted Item	Yes	<input checked="" type="radio"/>	No	<input type="radio"/>
Contract Required	Yes	<input checked="" type="radio"/>	No	<input type="radio"/>
Mayor or Manager's Signature Required	Yes	<input checked="" type="radio"/>	No	<input type="radio"/>

Source of Funding	<input checked="" type="checkbox"/>	General Fund
	<input type="checkbox"/>	Utility Fund
	<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**

## **Memo Regarding Garbage Collection Service Proposals:**

In October, 2015, staff sent a request to Council members via email to see if there was interest in soliciting a new contract for solid waste. At the time, there had been some performance issues with the current provider, but they had been addressed, and performance was on track. No interest in a new contract was expressed at the time.

In March, 2016, it became evident that there had been an issue over previous years regarding charges for garbage carts. Discussion ensued regarding a resolution to that issue, regarding overbilling / overpayment as well as failure to provide the first cart to customers at no charge. Because of the timing of the issue, as well as a hope to realize collection service at a reduced cost, the Council voted on March 15, 2016, to provide notice to the existing provider that the contract would be terminated, and to solicit new proposals for a new contract. The notice of termination was provided in the proper timeframe per the contract, for the contract to end effective June 20, 2016.

An RFP was developed, based on feedback from the Council regarding the expected service. The majority of input from the Council received indicated a strong interest in increasing recycling efforts, and wheeled recycle carts were requested. In addition, it was clarified that all customers would receive the first garbage cart included in the monthly fee, and recycling would be collected in a single-stream, non-sorted basis. The conditions of the contract to be executed by June 20, 2016 were published, and proposals received in the Council chambers at 2:00 on Tuesday, May 3, 2016, in accordance with the advertisement.

Four packages were received, including one submittal of "no bid". The proposals were reviewed and proposed bid prices tabulated (attached). The advertisement included other considerations like defaulting on existing contracts, litigation, past performance of a company or employees, references, and location. After reviewing each proposal and these criteria, no evidence was found to suggest recommending a provider other than the lowest cost, Waste Pro of Mississippi, Inc. A process and amount of settlement regarding the previous issue with cart billing is ongoing, and indications are strong that the resolution will be reached fairly and relatively quickly. Both the City and the Contractor are working toward that end. In the event this issue results in litigation, there is an option to cancel the new contract and proceed with solicitation of new proposals.

Noted in the proposals were comments from the second lowest price, Team Waste, regarding some changes in the scope of work of this contract compared to the previous contract. Also noted was a proposed alternate from Waste Pro that would reduce costs if the recycling services in the new scope could be reduced. As all bidders proposed based on the same scope of work, the appropriate course of action at this point is to select a provider based on the published scope of services and execute a contract accordingly. If we were to consider changing the scope of work, we would need to allow all bidders the option to provide pricing associated with the altered scope.

In order to execute a contract effective in time to begin work on June 20, 2016, the recommendation is to proceed with the lowest cost proposal from Waste Pro of Mississippi, Inc., and to approve an ordinance amendment to address the increased cost of the service to the customers.

BID TABULATION  
FOR  
GARBAGE COLLECTION SERVICE  
FOR THE

CITY OF PASCAGOULA

BID DATE: TUESDAY, MAY 3, 2016 AT 2:00 P.M.

	Waste Pro	Allied Waste Services	Waste Management	Team Waste
	4205 Beasley Road Gautier, MS 39553	3720 Varnes Drive Mobile, AL 36693	10242 Canal Road Gulfport, MS	14339 Hudson Krohn Road Biloxi, MS 39532
	AMOUNT	AMOUNT	AMOUNT	AMOUNT
<b>Base Price</b> per unit per month for one time per week curbside collection of all garbage, household rubbish, commercial rubbish, garden trash, tree trimmings, bulky materials, white goods and recyclable materials as described in the City's RFP document and sample contract (including costs for any items not specifically paid for elsewhere):	\$13.51	No Bid	\$20.30	\$14.96
Monthly Cart Rental Fee per cart for extra carts:	\$2.25		\$7.00	\$2.25
Collection Price per collection for container located at City of Pascagoula Recycle Center:	\$200.00		\$15.00	\$250.00
Roll-Off Container Pricing:				
20 Yard: Monthly Rental	\$85.00		\$5.00 per day	0
Disposal Service Call (Haul and Disposal Cost)	\$175.00		\$285.00	\$200.00
30 Yard: Monthly Rental	\$105.00		\$5.00 per day	0
Disposal Service Call (Haul and Disposal Cost)	\$200.00		\$335.00	\$240.00
40 Yard: Monthly Rental	\$125.00		\$5.00 per day	0
Disposal Service Call (Haul and Disposal Cost)	\$225.00		\$350.00	\$280.00
Commercial Front Load Container pricing per Exhibit "A" Solid Waste Dumpster pricing per month:	\$784.00		\$1,426.00	\$1,238.38





### AGENDA ITEM REQUEST FORM

Meeting Date: 05-17-2016

Submitting Department or Individual: Community and Economic Development

Contact Name: Jen Dearman

Phone: 228-938-6651

Central Business District Revision - Conceptual Design

**Agenda Topic:** \_\_\_\_\_

*Attach additional information as necessary*

**Action Requested:**

Discuss possible revisions to the Central Business District including possible expansion and tiered benefits.

Budgeted Item                      Yes       No

Contract Required                Yes       No

Mayor or Manager's Signature Required    Yes       No

Source of Funding     General Fund

Utility Fund

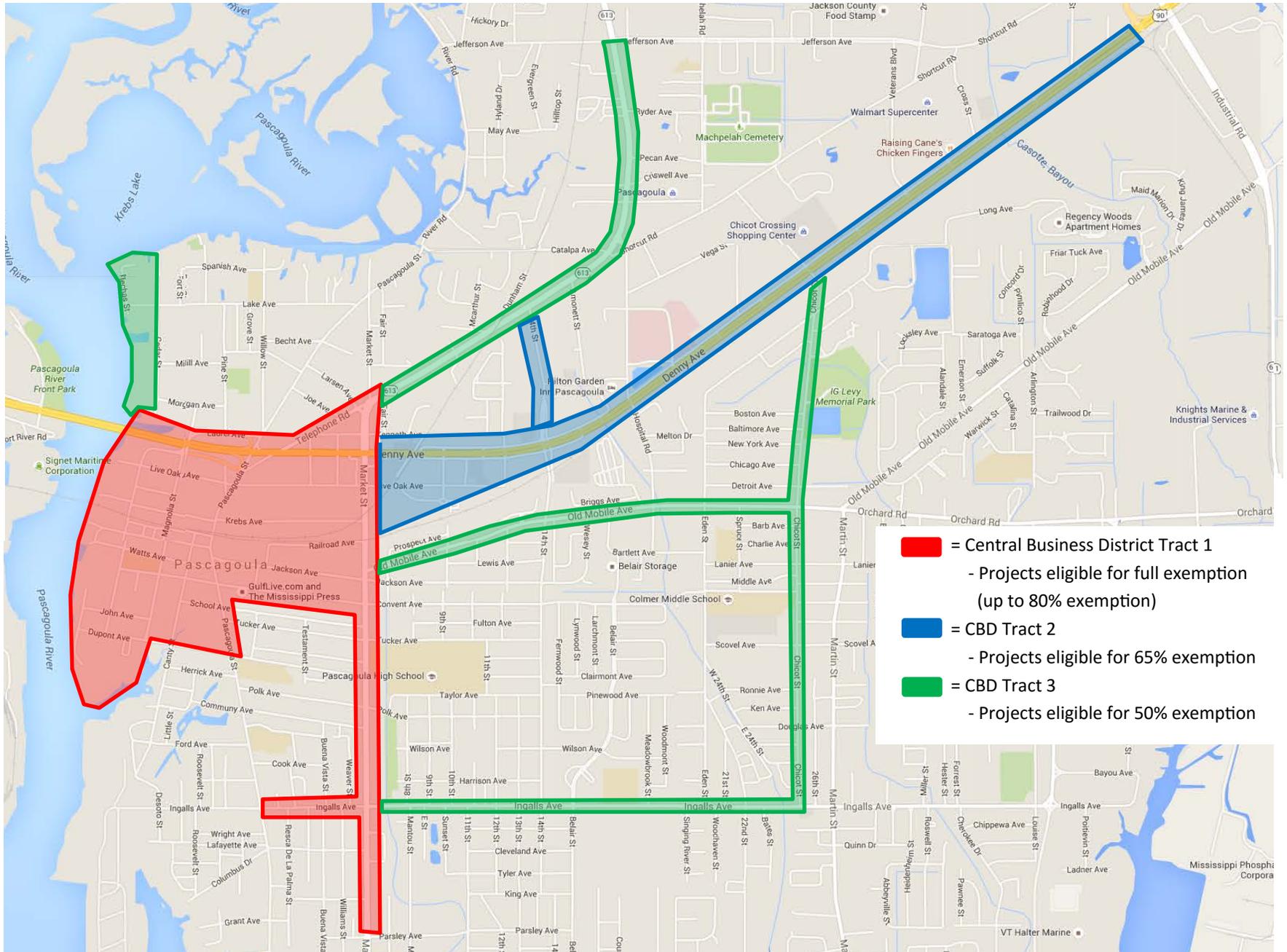
Grant

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**

# Central Business District—2016 Revision









### AGENDA ITEM REQUEST FORM

Meeting Date: May 17, 2016

Submitting Department or Individual: Community and Economic Development

Contact Name: Jen Dearman

Phone: 228-938-6651

**Agenda Topic:** Southern Rail Commission  
Passenger Rail Station and Surrounding Area Planning and Construction Application

*Attach additional information as necessary*

**Action Requested:**

Authorize Mayor to execute documents associated with the Passenger Rail Station and Surrounding Area Planning and Construction Program application to the Southern Rail Commission (SRC). There are two funding options. Funding Option 1 requests \$650,387 from the SRC and requires a 50% match of \$650,387 for a total project cost of \$1,300,744. Funding Option 2 requests \$254,543 from the SRC requires a 50% match of \$254,543 for a total project cost of \$509,086.

Budgeted Item	Yes	<input type="radio"/>	No	<input checked="" type="radio"/>
Contract Required	Yes	<input checked="" type="radio"/>	No	<input type="radio"/>
Mayor or Manager's Signature Required	Yes	<input checked="" type="radio"/>	No	<input type="radio"/>

Source of Funding	<input type="checkbox"/>	General Fund
	<input type="checkbox"/>	Utility Fund
	<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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## Pascagoula Historic Railroad Depot Restoration Overview and Southern Rail Commission Mission



1956

A passenger rail station has served as a gateway to the City of Pascagoula for the majority of the past 140 years. The City grew to be a coastal resort area as well as an industrial and port community. In 1870, the Scranton Depot was constructed. The current Pascagoula Historic Depot (the Depot) was constructed for the Louisville and Nashville Railroad in 1904 replacing the 1870 structure. The City of Pascagoula is planning for the restored passenger rail service along the High Speed Rail (HSR) corridor. The City envisions a bustling economic hub with the return of Amtrak passenger rail. There are many community assets that increase economic opportunity within a half-mile from the Depot including county and city services, historic districts, parks, retail shopping, restaurants, and a small

business incubator. Improvements to the Depot are necessary before it can function as an Amtrak Station once again.

The restoration of the Depot as a station for the HSR corridor aligns with the Southern Rail Commission's (SRC) mission in two ways. First, the project will ensure the Depot is a safe and reliable passenger rail station that will facilitate efficient movement of people which enhances the economic vitality of Pascagoula's historic downtown. Second, the Depot will become an operational passenger rail station. This will provide an alternative transportation choice to those who would like to visit Pascagoula as well as residents who would like to visit other stops along the corridor.

### Criteria 1 and 2: Applicant Eligibility

The City of Pascagoula is a municipality in Mississippi located along the proposed Gulf Coast High Speed Rail.

### Criteria 3: Project Manager, Staff, and Consultant Roles

Jen Dearman, Community and Economic Development Director, will serve as the project manager. Ms. Dearman has successfully provided oversight of federal grant programs listed below in Criteria 4. She has managed multiple consulting contracts in the administration of the grant programs. Additional City staff will be dedicated to the administration of the grant including the Grants Administrator and Grants Accountant. It is the City's intent to hire an engineering firm as a consultant to design the project, oversee the bidding process, and provide construction inspection.

### Criteria 4: Federal Grant Funding Requirements Experience

Pascagoula's Community and Economic Development Department has successfully administered over \$40 million dollars in grant funding over the past ten years. For the record of financial stability, please find the link to the City's most recent audit filed with the Mississippi Office of the State Auditor <http://www.osa.ms.gov/documents/municipalities/2014/14mPascagoula-cpa.pdf>.

Federally Funded Grant programs include, but are not limited to:

- The U.S. Department of Housing and Urban Development
  - Community Development Block Grant Program
  - Economic Development Initiative

- The Environmental Protection Agency
  - Brownfields Assessment Grant Program
  - Special Purposes Appropriations Projects
- Federal Emergency Management Agency
  - Assistance to Firefighters Grant Program

Federal funding administered through state agencies include, but are not limited to:

- Mississippi Department of Transportation
  - Surface Transportation Program; Mississippi Department of Transportation
  - Safe Routes to Schools Program
- Mississippi Department of Archives and History
  - Community Heritage Preservation Grant
- Mississippi Department of Wildlife Fisheries and Parks
  - Recreational Trails Program
- Mississippi Department of Environmental Quality
  - National Resource Damage Assessment

**Criteria 5: The Project Defined**

**Criteria 5 A: Scope of Work**

The current Depot was constructed in 1904. Improvements are needed to restore the historic structure, ensure safe access for passengers, and increase connectivity to maximize economic opportunity. J.O. Collins Construction and Neel-Schaffer Engineering Solutions provided a courtesy quote for the purpose of this application.

A comprehensive design, which could be broken into phases if necessary, is imperative to the Project. Ideally, the City will be awarded funding for the entire scope of work; however, it is understood that funding under this notice is limited. The City would like to award a professional services contract to design the Depot restoration to be a viable Amtrak passenger station. Should the Commission not fund this request in its entirety, the project can be easily segmented into phases to apply for additional funding.



**1963**

The City envisions the restored Depot to be welcoming and easy to use for all passengers including those with disabilities. Improvements are needed to bring the Depot into ADA compliance.

- **Parking** - The parking area is separated into the east and west parking lots with a total of thirty-four parking spaces of which two are accessible for persons with disabilities.
  - Four inches of asphalt will be installed.
  - Striping, signage and the addition of van accessible spaces will improve parking spaces.
- **Walking Surfaces and Accessible Routes**
  - With a current slope exceeding 1:12 ratio with a quarter inch level change at the top of the ramp, the project includes replacing the eastern parking lot access ramp.

- The doors and doorways lack accessible hardware and a clear thirty-two inch width. The thresholds for the exterior doors exceed the quarter inch height threshold.
- **Restrooms** - There are currently two restrooms. The City included cost for installing a total of four ADA compliant single stall restrooms.
- **Platform** – Based on Amtrak feedback, the City included the cost of an eighteen foot wide accessible platform that extends from Frederic Street to Magnolia Avenue.

At over 100 years old, the largest undertaking for the Depot is restoration. The foundation and the roof are the most critical repairs.

- **Foundation** - The foundation and floor require leveling.
- **Roof** - The City proposes to replace the original slate roof, adjust the roof bracing, and replace insulation. Attempts to patch the slate roof have proven to be insufficient for stabilization of the building.

Lead-based paint and asbestos is anticipated to be in the Depot.

- **Inspection** - The cost for a lead-based paint and asbestos inspection is included.
- **Abatement** - A lead-based paint and asbestos abatement allowance is included.

Other exterior, interior, utility, and mechanical work is required.

- **Exterior Work** – Other exterior work includes, but is not limited to, painting, replacing light fixtures, painting and glazing windows and shoring walls.
- **Interior Work** - Other interior work includes, but is not limited to, painting, refinishing wood floors, replace interior light fixtures, replacing dormer rotten wood, glazing and painting windows, and adjusting doors.
- **Utility and Mechanical Work** - Minor allowances for adjustments to plumbing, electrical, and mechanical is included in the budget as this will be necessary once the foundation is leveled.

**Criteria 5 B: Timeline for Construction – 18 Months Total**

Action	Estimated Time
Award/Agreement	October 2016
Request for Professional Services Qualifications and Agreement Award	November through December 2016
Design and Bid Package Preparation	January through March 2017
Advertising for Bids and Construction Contract Award	April through June 2017
Construction	July 2017 through March 2018

**Criteria 5 C: Relation to High Speed Rail Corridor Passenger Rail Service**

According to the 2015 Amtrak Report for the Southern Rail Commission on Potential Gulf Coast Service Restoration Options, Amtrak intends to re-establish rail service along the City of New Orleans line to Orlando. Pascagoula is one of the proposed intermediate station stops. The eastbound train would depart New Orleans in the late afternoon, Mobile in the evening, Tallahassee early the next morning, Jacksonville mid-morning, and arrive into Orlando late morning. Additionally, a state-supported single train eastbound in the morning and westbound in the evening would run between New Orleans and Mobile with Pascagoula as an intermediate stop.

### Criteria 5 D: Partnerships in Place for Project Success

The City recently completed the restoration of another historic structure, the Round Island Lighthouse. The Project Manager, Jen Dearman, worked diligently with the Mississippi Department of Archives and History (MDAH) throughout the process. The Depot is listed on the National Register of Historic Places and is designated as a Mississippi Historic Landmark. The City works closely with the Jackson County Historical and Genealogical Society as well as the Historic Preservation Commission which also an established relationship with MDAH.

### Criteria 5 E: Past Efforts of the Project

The project will build upon past efforts like the City's historic downtown revitalization. After adopting a Complete Streets Policy in 2011, the City installed infrastructure that provides a walkable and bikeable environment. The Depot is a point of interest both on the Historic Pascagoula Bike Trail and the Historic Pathway. The Historic Pascagoula Bike Trail is a ten mile trail that winds through Pascagoula. The Historic Pathway is a ten-foot wide two-mile long multi-use pathway that connects City Parks, Anchor Square, City Services Buildings, County Services Buildings, retail shopping, and dining all in downtown where the Depot is located. Lighthouse Park, the Pascagoula River Environmental Trail, and the Round Island



1964

Lighthouse are all within a half-mile of the Depot.

- Historic Pascagoula Bike Trail <http://cityofpascagoula.com/wp-content/uploads/2012/06/2012-Bike-Brochure.pdf>
- Historic Pathway <http://cityofpascagoula.com/wp-content/uploads/2012/03/Historic-Pathway-Map-3.pdf>

The City's main street, Delmas Avenue, had numerous vacant properties just four short years ago. Delmas Avenue is located 200 feet south of the Depot. Anchor Square is a successful small business incubator located 400 feet to the west of the Depot. Nine business have transitioned out of Anchor Square in the past few years and many moved into the vacant properties on Delmas Avenue which is now bustling with activity. As a result, other private businesses have begun to reinvest in Delmas Avenue, and the existing businesses are thriving.

- Anchor Square - <http://anchorsquare.com/>

The Depot is also located just under two-tenths of a mile from the City's Riverfront Development Project. The City invested in a three story parking garage, green space and infrastructure improvements along the riverfront. The Riverfront is already a popular site for festivals such as Goula Cruise, Free Flowing on the River, and Fiesta de Cyclovia. The Pascagoula Redevelopment Authority envisions a mixed-use development along the riverfront with retail shopping, restaurants, and condominiums.

- Pascagoula Riverfront Development - <http://pascagoulariverfront.com/>
- Goula Cruise - <http://cityofpascagoula.com/archives/11600>
- Free Flowin' on the Riverfront - <https://www.facebook.com/freeflowin.net>
- Fiesta De Cyclovia - <https://www.facebook.com/events/285851718278569>

### Criteria 6: Elected Officials Support Letter (Attachment: 1)

### **Criteria 7: Matching Funds and Depot Construction past Three Years**

The 50% matching funds will be cash provided by the City's general fund. In the past three years, the slate roof was patched. Routine maintenance has taken place such as repairs to the restrooms, air conditioning, winterizing, doors, electrical, floors, and painting. All of these investments were made by the City.

### **Criteria 8: Demonstrate Project's Connectivity to the City's Comprehensive Vision**

Pascagoula is a great place to live, work, and play. Small business and City aesthetics and sense of pride are two priorities identified in the City's 2015 Strategic Plan. The small business priority addresses the continued facilitation of an environment in which restaurants and retail will want to locate in Pascagoula. The City aesthetics and sense of pride priority seeks to improve the perception and image of Pascagoula as the premier destination for family centered entertainment and culture through the increased promotion of nature-based tourism, history and festivals. The restoration of the Depot will bring tourists into the City's downtown which will support both of these priorities.



1958

- Pascagoula Strategic Plan 2015 - <http://cityofpascagoula.com/wp-content/uploads/2016/01/City-of-Pascagoula-Final-External-Report.pdf>

### **Pascagoula Historic Railroad Depot Restoration Funding Options**

The City recognizes that the total funding under this Notice of Funding Availability is limited to \$1.45 million. Funding Option 1 includes design, engineering, and all construction required to reinstate the Depot as a Passenger Rail Station. Funding Option 2 includes design, engineering and construction necessary to stabilize the Depot.

**Funding Option 1** seeks \$650,387 from the SRC which will be matched with \$650,387 of City funds for a total project cost of \$1,300,744. This option addresses the work detailed in Criteria 5A. Please see the attachment Funding Option 1 Budget for an itemization of estimated costs. (Attachment: 2)

**Funding Option 2** seeks \$254,543 from the SRC which will be matched with \$254,543 of City funds for a total project cost of \$509,086. If Funding Option 1 is not awarded, the City will need to apply for other sources of funding. The Depot restoration design will be a priority. As with similar projects undertaken by the City, it has been beneficial to complete historic restoration design and then implement construction in phases.

Construction work to stabilize the building is also addressed in Funding Option 2. This work consists of repairs to the foundation and flooring as well as slate roof replacement. Utility adjustments will be necessary after the foundation is leveled. This option also includes funding for asbestos and lead paint inspection and abatement. (Attachment: 3)

Attachments:

1. Pascagoula City Council Support Letter
2. Funding Option 1 Budget
3. Funding Option 2 Budget

Photos included in the application are courtesy of Jerome Lachaussee.

**HARRY J. BLEVINS**  
MAYOR

**JOSEPH R. HUFFMAN**  
CITY MANAGER

**EDDIE C. WILLIAMS**  
CITY ATTORNEY



CITY COUNCIL

<b>MARVIN PICKETT, SR.</b>	Councilman, Ward 1
<b>FREDDY JACKSON</b>	Councilman, Ward 2
<b>DAVID TADLOCK</b>	Councilman, Ward 3
<b>BURT HILL</b>	Councilman, Ward 4
<b>SCOTT TIPTON</b>	Councilman, Ward 5
<b>BRENDA H. SIMKINS</b>	Councilwoman at Large

603 WATTS AVE. • P.O. DRAWER 908  
PASCAGOULA, MS 39568-0908 • TELEPHONE 228-938-6605  
FAX 228-372-6851

May 17, 2017

Project Review Committee  
Southern Rail Commission  
VIA Email

Re: Notice of Funding Availability  
Passenger Rail Station and Surrounding Area Planning and Construction

Dear Committee:

The Pascagoula City Council fully supports the Passenger Rail Station and Surrounding Area Planning and Construction application to the Southern Rail Commission. The restoration of the Historic Pascagoula Railroad Depot (Depot) for use as passenger rail station in the revitalization of the High Speed Rail (HSR) corridor, will be of benefit to both the City as well as the proposed extension of the City of New Orleans route.

Pascagoula has so many fantastic things to offer. It will be a premier stop along the HSR corridor. The City offers both nature-based and historic tourism attractions within a half-mile of the Depot. The Depot is situated in the middle of Pascagoula's downtown area which has boutiques, restaurants, and art galleries. The Pascagoula Redevelopment Authority is very close to moving forward with a developer on the Pascagoula Riverfront Development for a mixed-use retail, restaurant, office space, and residential development. Additionally, Pascagoula is home to the largest industrial employer in the State of Mississippi, Ingalls Ship Building, as well as the Pascagoula Chevron Refinery.

The Council unanimously supports the restoration of the Depot. Council members include Brenda Simkins, Councilwoman At-Large; Marvin Pickett, Sr., Ward 1; Freddy Jackson, Ward 2; David Tadlock, Ward 3; Burt Hill, Ward 4; and Scott Tipton, Ward 5. Your consideration of this application is appreciated. Please contact me if I may assist with any questions (228) 938-6614.

Sincerely,

Harry J. Blevins,  
Mayor

## Pascagoula Train Depot Budget Estimate

### Funding Option 1

Item #	Description	Unit	Quantity	Unit Price	Total Cost
1	Mobilization/Demobilization/Gen. Conditions	LS	1	\$ 54,000.00	\$ 54,000.00
2	Foundation and Floor Leveling	LS	1	\$ 65,000.00	\$ 65,000.00
3	Adjust Roof Bracing	LS	1	\$ 27,950.00	\$ 27,950.00
4	Replace slate roof	SQS	96	\$ 1,500.00	\$ 144,000.00
5	Exterior-clean, prep & repaint all wood surfaces	SF	9048	\$ 8.50	\$ 76,908.00
6	Replace Exterior Light Fixtures	LS	14	\$ 350.00	\$ 4,900.00
7	Interior-clean, prep & repaint all wood surfaces	SF	10616	\$ 10.50	\$ 111,468.00
8	Refinish Wood floors (incl minor repairs)	SF	3320	\$ 6.25	\$ 20,750.00
9	Lead Paint abatement allowance	LS	1	\$100,000.00	\$ 100,000.00
10	Shore/plumb up exterior walls, adjust cables in attic	LS	1	\$ 33,033.00	\$ 33,033.00
11	Remove All Insulation in Attic and Replace with New	LS	1	\$ 20,000.00	\$ 20,000.00
12	Clean, paint, reglaze wood windows	EA	21	\$ 500.00	\$ 10,500.00
13	Adjust doors & hardware	EA	9	\$ 500.00	\$ 4,500.00
14	Modify ADA entrances to leveled finish floor	LS	1	\$ 1,500.00	\$ 1,500.00
15	Remodel 4 Bathroom Areas	LS per	4	\$ 5,000.00	\$ 20,000.00
16	Plumbing adjustment allowance	LS	1	\$ 4,000.00	\$ 4,000.00
17	Electrical adjustment allowance	LS	1	\$ 4,000.00	\$ 4,000.00
18	Mechanical adjustment allowance	LS	3	\$ 6,000.00	\$ 18,000.00
19	Replace Interior Light Fixtures	LS	18	\$ 200.00	\$ 3,600.00
20	Clean, paint, replace rotten wood on Dormers Replace Exterior Brick Paver and Decking with Concrete Slab ADA	LS	7	\$ 1,500.00	\$ 10,500.00
21	Accessible from Frederic Street to Magnolia Avenue	SY	7000	\$ 52.00	\$ 364,000.00
22	4" of Asphalt Parking	TON	600	\$ 110.00	\$ 66,000.00
23	Stripe Parking Area	LF	1102	\$ 2.50	\$ 2,755.00
<b>Construction Cost Total:</b>					<b>\$ 1,167,364.00</b>
		Engineering /Architectural Fee:	\$		70,041.84
		Asbestos/Lead Paint Inspection:	\$		5,000.00
		Construction Oversight:	\$		58,368.20
<b>Total Project Cost:</b>					<b>\$ 1,300,774.04</b>

## Pascagoula Train Depot Budget Estimate

### Funding Option 2

Item #	Description	Unit	Quantity	Unit Price	Total Cost
1	Mobilization/Demobilization/Gen. Conditions	LS	1	\$ 17,398.98	\$ 17,398.98
2	Foundation and Floor Leveling	LS	1	\$ 65,000.00	\$ 65,000.00
3	Refinish Wood floors (incl minor repairs)	SF	3320	\$ 6.25	\$ 20,750.00
3	Adjust Roof Bracing	LS	1	\$ 27,950.00	\$ 27,950.00
4	Replace slate roof	SQS	96	\$ 1,500.00	\$ 144,000.00
2	Shore/plumb up exterior walls, adjust cables in attic	LS	1	\$ 33,033.00	\$ 33,033.00
3	Remove All Insulation in Attic and Replace with New	LS	1	\$ 20,000.00	\$ 20,000.00
4	Lead paint and asbestos abatement allowance	LS	1	\$100,000.00	\$ 100,000.00
5	Plumbing adjustment allowance	LS	1	\$ 4,000.00	\$ 4,000.00
6	Electrical adjustment allowance	LS	1	\$ 4,000.00	\$ 4,000.00
7	Mechanical adjustment allowance	LS	3	\$ 6,000.00	\$ 18,000.00
<b>Construction Cost Total:</b>					<b>\$ 454,131.98</b>
Design / Engineering /Architectural Fee:					\$ 27,247.92
Asbestos/Lead Paint Inspection:					\$ 5,000.00
Construction Oversight:					\$ 22,706.60
<b>Total Project Cost:</b>					<b>\$ 509,086.50</b>





### AGENDA ITEM REQUEST FORM

Meeting Date: May 17, 2016

Submitting Department or Individual: Finance

Contact Name: Bobby Parker

Phone: 938-6716

**Agenda Topic:** Budget amendment in the Community Development Fund for the task order for the EPA Brownfields Grant. BA 16.14.

*Attach additional information as necessary*

**Action Requested:**

Council approval of the attached budget amendment.

Budgeted Item	Yes	<input type="radio"/>	No	<input checked="" type="radio"/>
Contract Required	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Mayor or Manager's Signature Required	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Source of Funding	<input type="checkbox"/>	General Fund
	<input type="checkbox"/>	Utility Fund
	<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*

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**City of Pascagoula  
Budget Amendment # 16.14  
May 17, 2016**

	<u>Current Budget</u>	<u>Budget Amendment</u>	<u>Amended Budget</u>
<b><u>Community Development Fund</u></b>			
<b><u>Expenditures:</u></b>			
<b><u>Community Development:</u></b>			
<b><u>Other Services &amp; Charges:</u></b>			
Program Outlay & Expense	434,779	26,217	460,995
<b>Total Expenditures</b>	<b>434,779</b>	<b>26,217</b>	<b>460,995</b>
<b>Net Change in Fund Balance</b>		<b>(26,217)</b>	
<b>To amend budget to provide expenditure authority for the task order approved by Council on May 3, 2016 for the EPA - Brownfields Assessment and Cleanup Grant project.</b>			



### AGENDA ITEM REQUEST FORM

Meeting Date: May 17, 2016

Submitting Department or Individual: Finance

Contact Name: Bobby Parker Phone: 938-6716

**Agenda Topic:** Budget amendment in the General Fund for the Beautification Department for the 2016 Urban Youth Grant. BA 16.15.

*Attach additional information as necessary*

**Action Requested:**

Council approval of the attached budget amendment.

Budgeted Item	Yes	<input type="radio"/>	No	<input checked="" type="radio"/>
Contract Required	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Mayor or Manager's Signature Required	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Source of Funding	<input checked="" type="checkbox"/>	General Fund
	<input type="checkbox"/>	Utility Fund
	<input type="checkbox"/>	Grant
	<input type="checkbox"/>	Other

*For grants and contracts, attach two (2) originals for Mayor or Manager's signature  
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**City of Pascagoula  
Budget Amendment # 16.15  
May 17, 2016**

<u>General Fund</u>	<u>Current Budget</u>	<u>Budget Amendment</u>	<u>Amended Budget</u>
<b><u>Revenues:</u></b>			
<b><u>Grants:</u></b>			
2016 MDOT Urban Youth Grant	-	35,000	35,000
<b>Total Revenues</b>	-	<b>35,000</b>	<b>35,000</b>
<b><u>Expenditures:</u></b>			
<b><u>Beautification:</u></b>			
<b><u>Personal Services:</u></b>			
2016 Urban Youth Temp Help	-	14,400	14,400
2016 Urban Youth Social Security	-	891	891
2016 Urban Youth Medicare	-	209	209
2016 Urban Youth General	-	1,500	1,500
<b><u>Supplies:</u></b>			
Tree Planting - 2016 Urban Youth	-	17,350	17,350
<b><u>Other Services &amp; Charges:</u></b>			
2016 Urban Youth Training - Other	-	650	650
<b>Total Expenditures</b>	-	<b>35,000</b>	<b>35,000</b>
<b>Net Change in Fund Balance</b>		-	
<b>To amend budget to provide expenditure authority for the 2016 MDOT Urban Youth Corps Grant and the related grant revenue approved by the Council on May 3, 2016.</b>			



### AGENDA ITEM REQUEST FORM

Meeting Date: May 17, 2016

Submitting Department or Individual: Finance

Contact Name: Bobby Parker Phone: 938-6716

Budget amendment in the General Fund for Police training. BA 16.16.

**Agenda Topic:** \_\_\_\_\_

*Attach additional information as necessary*

**Action Requested:**

Council approval of the attached budget amendment.

Budgeted Item	Yes	<input type="radio"/>	No	<input checked="" type="radio"/>
Contract Required	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Mayor or Manager's Signature Required	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Source of Funding	<input checked="" type="checkbox"/>	General Fund
	<input type="checkbox"/>	Utility Fund
	<input type="checkbox"/>	Grant
	<input type="checkbox"/>	Other

*For grants and contracts, attach two (2) originals for Mayor or Manager's signature  
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**City of Pascagoula  
Budget Amendment # 16.16  
May 17, 2016**

	<u>Current Budget</u>	<u>Budget Amendment</u>	<u>Amended Budget</u>
<b><u>General Fund</u></b>			
<b><u>Expenditures:</u></b>			
<b><u>Police Administration</u></b>			
<b><u>Supplies:</u></b>			
Gas & Oil	217,600	(20,000)	197,600
<b><u>Police Training:</u></b>			
<b><u>Other Services &amp; Charges:</u></b>			
Training - Other	3,750	20,000	23,750
<b>Total Expenditures</b>	<b>221,350</b>	<b>-</b>	<b>221,350</b>
<b>Net Change in Fund Balance - General Fund</b>		-	
<b>To amend budget to provide expenditure authority to fund training costs reimbursable by the State, who, however, has been extremely slow in turning around those requests.</b>			



### AGENDA ITEM REQUEST FORM

Meeting Date: May 17, 2016

Submitting Department or Individual: Finance

Contact Name: Bobby Parker

Phone: 938-6716

**Agenda Topic:** Budget amendment in the General/Utility Funds for the Utility Partners Contract Budget Reallocation. BA 16.17A & 16.17B.

*Attach additional information as necessary*

**Action Requested:**

Council approval of the attached budget amendment.

Budgeted Item	Yes	<input checked="" type="radio"/>	No	<input type="radio"/>
Contract Required	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Mayor or Manager's Signature Required	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Source of Funding	<input checked="" type="checkbox"/>	General Fund
	<input type="checkbox"/>	Utility Fund
	<input type="checkbox"/>	Grant
	<input type="checkbox"/>	Other

*For grants and contracts, attach two (2) originals for Mayor or Manager's signature  
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**City of Pascagoula  
Budget Amendment # 16.17A  
May 17, 2016**

	<u>Current Budget</u>	<u>Budget Amendment</u>	<u>Amended Budget</u>
<b><u>General Fund</u></b>			
<b><u>Expenditures:</u></b>			
<b><u>Public Works Administration:</u></b>			
<b><u>Other Services &amp; Charges:</u></b>			
Public Works Contract	215,149	(6,371)	208,778
<b><u>Streets:</u></b>			
<b><u>Other Services &amp; Charges:</u></b>			
Public Works Contract	860,595	107,059	967,654
<b><u>Property Maintenance:</u></b>			
<b><u>Other Services &amp; Charges:</u></b>			
Public Works Contract	537,872	(183,754)	354,118
<b><u>Beautification:</u></b>			
<b><u>Other Services &amp; Charges:</u></b>			
Public Works Contract	286,865	(168,827)	118,039
<b>Total Expenditures</b>	<b>1,900,481</b>	<b>(251,893)</b>	<b>1,648,588</b>
<b>Net Change in Fund Balance - General Fund</b>		<b>251,893</b>	
<b><u>Utility Fund</u></b>			
<b><u>Expenditures:</u></b>			
<b><u>Utility Administration:</u></b>			
<b><u>Other Services &amp; Charges:</u></b>			
Public Works Contract	68,362	167,413	235,775
<b><u>Water Operation &amp; Maintenance:</u></b>			
<b><u>Other Services &amp; Charges:</u></b>			
Public Works Contract	645,447	183,802	829,249
<b><u>Sewer Operation &amp; Maintenance:</u></b>			
<b><u>Other Services &amp; Charges:</u></b>			
Public Works Contract	394,440	(53,061)	341,379
<b><u>Gas Operation &amp; Maintenance:</u></b>			
<b><u>Other Services &amp; Charges:</u></b>			
Public Works Contract	546,098	(70,756)	475,342
<b>Total Expenditures</b>	<b>1,654,347</b>	<b>227,398</b>	<b>1,881,745</b>
<b>Net Change in Fund Balance - Utility Fund</b>		<b>(227,398)</b>	
<b><u>Solid Waste Management Fund</u></b>			
<b><u>Expenditures:</u></b>			
<b><u>Solid Waste Management Fund:</u></b>			
<b><u>Other Services &amp; Charges:</u></b>			
Public Works Contract	-	17,715	17,715
<b>Total Expenditures</b>	<b>-</b>	<b>17,715</b>	<b>17,715</b>
<b>Net Change in Fund Balance - Solid Waste Management Fund</b>		<b>(17,715)</b>	
<b>Net Overall Change in Fund Balances - All City Funds (17A)</b>		<b>6,780</b>	
<b>To amend budget to provide expenditure authority for the Utility Partners contract by reallocation of the budget breakdown between departments.</b>			

**City of Pascagoula  
Budget Amendment # 16.17B  
May 17, 2016**

<u>General Fund</u>	<u>Current Budget</u>	<u>Budget Amendment</u>	<u>Amended Budget</u>
<b><u>Expenditures:</u></b>			
<b><u>Beautification:</u></b>			
<b><u>Personal Services:</u></b>			
Salaries & Wages	74,255	26,000	100,255
Health Insurance	21,400	13,375	34,775
Retirement	11,996	4,095	16,091
Social Security	4,722	1,612	6,334
Medicare	1,104	377	1,481
<b>Total Expenditures</b>	<b>113,477</b>	<b>45,459</b>	<b>158,936</b>
<b>Net Change in Fund Balance - General Fund (17B)</b>		<b>(45,459)</b>	
<b>Net Overall Change in Fund Balances - All City Funds (17B)</b>		<b>(45,459)</b>	
<b>Net Overall Change in Fund Balances - All City Funds (Combined 17A &amp; 17B)</b>		<b>(38,679)</b>	
<b>To amend budget to provide expenditure authority for the cost of three laborers for the Beautification Department as part of the adjustment to the Utilities Partners contract.</b>			





### AGENDA ITEM REQUEST FORM

Meeting Date: 5/17/2016

Submitting Department or Individual: Finance

Contact Name: Bobby Parker

Phone: 938-6716

Consideration of the proposals for bank depository for the years 2016-2017.

**Agenda Topic:** \_\_\_\_\_

*Attach additional information as necessary*

**Action Requested:**

Council action on depository proposals for the years 2016-2017.

Budgeted Item	Yes	<input type="radio"/>	No	<input checked="" type="radio"/>
Contract Required	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Mayor or Manager's Signature Required	Yes	<input 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

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For ordinances, resolutions, or other correspondence, attach one (1) original for Mayor or Manager's signature*

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### AGENDA ITEM REQUEST FORM

Meeting Date: 5/17/16

Submitting Department or Individual: Police Department

Contact Name: Chief Kenny Johnson

Phone: 228-938-6688

Evidence Technician

**Agenda Topic:** \_\_\_\_\_

*Attach additional information as necessary*

**Action Requested:**

Approve temporarily reclassifying a Patrolman's position to an Evidence Technician's position.

Budgeted Item	Yes	<input checked="" type="radio"/>	No	<input type="radio"/>
Contract Required	Yes	<input type="radio"/>	No	<input checked="" type="radio"/>
Mayor or Manager's Signature Required	Yes	<input type="radio"/>	No	<input checked="" type="radio"/>

Source of Funding	<input type="checkbox"/>	General Fund
	<input type="checkbox"/>	Utility Fund
	<input type="checkbox"/>	Grant
	<input type="checkbox"/>	Other

*For grants and contracts, attach two (2) originals for Mayor or Manager's signature  
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# Pascagoula Police Department

P.O. Drawer 385, Pascagoula, MS 39568-1385 VOICE: 228-762-2211 FAX: 228-938-6745

*Kenny Johnson, Chief of Police*

May 11, 2016

Joe Huffman  
City Manager  
City of Pascagoula  
603 Watts Avenue  
Pascagoula, MS 39567

Joe,

I am requesting permission to temporarily re-hire Jeremy Miller as an Evidence Technician. Funding is available for this utilizing a budgeted, vacant Patrolman's position. Jeremy's role would be to train our, recently hired, Evidence Technician and assume this role while she attends the National Forensics Academy in Tennessee.

Our long term plan for Jeremy would be to promote him to a full-time sworn officer, once our Evidence Technician is fully trained. The reason for not classifying him as a sworn officer now relates to time constraints on certification, which are imposed by the State Board on Law Enforcement Officer Standards and Training.

If you concur, we will need council to approve reclassifying a Patrolman's position to an Evidence Technician's position.

Thank you for your consideration in this matter.

Respectfully,

Kenny Johnson  
Chief of Police



*"To protect and serve"*



### AGENDA ITEM REQUEST FORM

Meeting Date: May 17, 2016

Submitting Department or Individual: Finance

Contact Name: Bobby Parker

Phone: 938-6716

Claims Docket for May 17, 2016

**Agenda Topic:** \_\_\_\_\_

*Attach additional information as necessary*

**Action Requested:**

Approve Order for Docket of Claims

Budgeted Item                      Yes       No

Contract Required                Yes       No

Mayor or Manager's Signature Required    Yes       No

Source of Funding     General Fund

Utility Fund

Grant

Other

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For ordinances, resolutions, or other correspondence, attach one (1) original for Mayor or Manager's signature*

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ORDER

**WHEREAS**, the attached docket of claims for the period of April 29, 2016, through May 13, 2016, has been presented to the City Council for allowance and approval;  
**WHEREAS**, the below claim numbers 04-08-01, 04-22-02, and 04-03 have also been presented to the City Council for allowance and approval:

April 8, 2016

Claim # 04-08-01

010	General Fund	\$ 477,379.91
400	Pascagoula Utilities	<u>21,562.18</u>
	Total	<u>\$ 498,942.09</u>

April 22, 2016

Claim 04-22-02

010	General Fund	\$ 465,670.23
400	Pascagoula Utilities	<u>22,547.83</u>
	Total	<u>\$ 488,218.06</u>

Miscellaneous Claim

Claim #04-03

1000	City Share FICA	\$ 47,601.29
1100	City Share Medicare	11,132.62
7000	City Share PERS	<u>124,699.08</u>
	Total	\$ 183,432.99

**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 051716**

<u>DOC. #</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>PROJECT #</u>	<u>P.O. #</u>	<u>ITEM AMOUNT</u>
<b>ABSOLUTE PROTECTION INC</b>					
92519	MONTHLY MONITORING/WATER PLANT	40067275 - 562880		16000117	\$190.00
<b>VENDOR TOTAL:</b>					<b>\$190.00</b>
<b>ACCURATE CONTROL EQUIPMENT INC</b>					
92727	5/16-8/16 QTRLY LEASE/FOLDER/I	40065275 - 562095		16002559	\$1,549.11
<b>VENDOR TOTAL:</b>					<b>\$1,549.11</b>
<b>ACTION PRINTING CENTER INC</b>					
92520	BUSINESS CARDS/J TURNER	01020070 - 550000		16002288	\$15.00
92521	BUSINESS CARDS/M BERNARD	01010075 - 559000		16002110	\$41.00
92523	CRUISIN' POSTCARDS	01030175 - 567100	14005	16002277	\$162.63
92525	CRUISIN' THE COAST POSTCARD RE	01030175 - 567100	14005	16002397	\$130.10
92619	BUSINESS CARD/M THOMAS	01018075 - 559000		16002247	\$15.00
92524	DOOR HANGERS(BLANK)	40065275 - 559000		16002035	\$353.04
<b>VENDOR TOTAL:</b>					<b>\$716.77</b>
<b>AD2</b>					
92527	FY16 EMAIL MARKETING	01007075 - 558500		16000122	\$59.10
<b>VENDOR TOTAL:</b>					<b>\$59.10</b>
<b>AIRGAS USA LLC</b>					
92532	CYLINDER RENTALS/ST DEPT	01020170 - 552530		16002437	\$28.47
92534	CYLINDER RENTALS/PROP MAINT	01024070 - 552530		16002437	\$34.66
92535	CYLINDER RENTALS/PROP MAINT	01024070 - 552530		16002437	\$16.09
92541	CYLINDER RENTALS/ST DEPT	01020170 - 552530		16002437	\$28.47
92542	CYLINDER RENTALS/PROP MAINT	01024070 - 552530		16002437	\$34.66
92544	CYLINDER RENTALS/PROP MAINT	01024070 - 552530		16002437	\$16.09
92528	CYLINDER RENTALS/ GAS DEPT	40067470 - 552530		16002437	\$21.79
92530	CYLINDER RENTALS/ GAS DEPT	40067470 - 552530		16002437	\$211.67
92531	CYLINDER RENTALS/WATER	40067270 - 552530		16002437	\$22.28
92537	CYLINDER RENTALS/GAS DEPT	40067470 - 552530		16002437	\$22.61
92538	CYLINDER RENTALS/GAS DEPT	40067470 - 552530		16002437	\$229.38
92539	CYLINDER RENTALS/WATER DEPT	40067270 - 552530		16002437	\$22.28
<b>VENDOR TOTAL:</b>					<b>\$688.45</b>
<b>BRYAN ALFORD</b>					
92546	PER DIEM/K9 DECOY TRAINING	01010075 - 557000		16002468	\$123.00
<b>VENDOR TOTAL:</b>					<b>\$123.00</b>
<b>ALLENS HEATING &amp; AIR CONDITIONING</b>					
92618	GUTTERS/BAYOU CASSOTTE WELL	40067270 - 552810		16002249	\$1,488.00
<b>VENDOR TOTAL:</b>					<b>\$1,488.00</b>

\*\* Indicates pre-issue check.

**CLAIMS REPORT**  
**WARRANT 051716**

<u>DOC. #</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>PROJECT #</u>	<u>P.O. #</u>	<u>ITEM AMOUNT</u>
<b>AMAZON COM</b>					
92551	SHELVING UNIT	01030070 - 551900		16002149	\$13.61
92552	SHELVING UNIT	01030070 - 551900		16002149	\$241.84
92553	SHELVING UNIT	01030070 - 551900		16002149	\$13.60
92554	SHELVING UNIT	01030070 - 551900		16002149	\$20.90
92615	COMPUTER ACCESSORIES	01008070 - 550100		16001839	\$325.97
92616	COMPUTER ACCESSORIES	01008070 - 550100		16001839	\$119.85
92617	COMPUTER ACCESSORIES	01008070 - 550100		16001839	\$145.96
92645	MISC SUPPLIES	01040470 - 551900		16001851	\$36.23
92646	MISC SUPPLIES	01005570 - 550000		16001851	\$5.98
92646		01005570 - 551900		16001851	\$34.70
92646		01007070 - 550000		16001851	\$55.21
92646		01008070 - 551900		16001851	\$61.80
92646		01030170 - 550000		16001851	\$29.91
92646		01040470 - 551900		16001851	\$41.37
92647	MISC SUPPLIES	01008070 - 551900		16001851	\$41.56
92646	MISC SUPPLIES	40065270 - 550000		16001851	\$19.95
<b>VENDOR TOTAL:</b>					<b>\$1,208.44</b>
<b>APPLEWHITE RECYCLING SYSTEM LLC</b>					
92696	4/16 WASTE DISPOSAL	48068575 - 561150		16002550	\$1,395.00
<b>VENDOR TOTAL:</b>					<b>\$1,395.00</b>
<b>BELL AUTO PARTS</b>					
92622	MISC EQUIP PARTS/FIRE DEPT	01016570 - 552020		16002492	\$470.80
92648	MISC AUTO SUPPLIES	01020175 - 562600		16002089	\$544.00
92649	EQUIP PARTS/ST DEPT	01020170 - 552020		16002088	\$534.60
92650	AUTO PARTS/ST DEPT	01020170 - 552000		16002087	\$387.93
92651	MISC SUPPLIES/MECHANIC SHOP	01024070 - 551900		16002117	\$89.50
92621	TRAILER BALL/W-17	40067275 - 562600		16002484	\$14.65
<b>VENDOR TOTAL:</b>					<b>\$2,041.48</b>
<b>BLOSSMAN GAS INC</b>					
92555	PROPANE / FORKLIFT	01024070 - 551900		16002366	\$48.00
<b>VENDOR TOTAL:</b>					<b>\$48.00</b>
<b>BOTTER HONDA</b>					
92728	MOTORCYCLE MAINT/#149	01010075 - 562600		16002503	\$87.25
92729	AUTO MAINT	01010075 - 562610		16002503	\$121.20
<b>VENDOR TOTAL:</b>					<b>\$208.45</b>
<b>BRENDA KITCHENS</b>					
92662	BUFFETT BRIDGE PAINTING	01030175 - 562900		16001202	\$573.21
<b>VENDOR TOTAL:</b>					<b>\$573.21</b>

\*\* Indicates pre-issue check.

**CLAIMS REPORT**  
**WARRANT 051716**

<u>DOC. #</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>PROJECT #</u>	<u>P.O. #</u>	<u>ITEM AMOUNT</u>
<b>CAPITOL RESOURCES LLC</b>					
92624	4/20-5/19/16 PROFESSIONAL SVC	40065575 - 555900		16002501	\$2,500.00
<b>VENDOR TOTAL:</b>					<b>\$2,500.00</b>
<b>CATHOLIC SOCIAL &amp; COMMUNITY SERVICES, IN</b>					
92763	REIMBURSEMENT/PUBLIC SVC/APPRO	10041075 - 568440	71606	16002558	\$3,468.14
<b>VENDOR TOTAL:</b>					<b>\$3,468.14</b>
<b>CDW-GOVERNMENT INC</b>					
92760	PATROL CAR VIDEO ARCHIVES	01010070 - 551900		16002015	\$135.24
92762	PATROL CAR VIDEO ARCHIVES	01010070 - 551900		16002015	\$71.24
92770	HR DOCUMENT SCANNER	01008080 - 578700		16002103	\$1,510.00
92772	HR DOCUMENT SCANNER	01008070 - 550100		16002103	\$20.90
<b>VENDOR TOTAL:</b>					<b>\$1,737.38</b>
<b>CELLULAR SOUTH</b>					
92693	4/16 CELL PHONE SVC	01008075 - 556020		16002546	\$2,888.76
92693		01010575 - 556040		16002546	\$1,399.65
<b>VENDOR TOTAL:</b>					<b>\$4,288.41</b>
<b>CENTRAL PIPE SUPPLY INC</b>					
92556	DRAIN BASINS/STOCK	01020175 - 562400		16001552	\$2,437.35
92557	METERS/STOCK	40067270 - 552800		16001719	\$1,160.00
92558	METERS/STOCK	40067270 - 552800		16001719	\$1,160.00
92559	METERS/STOCK	40067270 - 552800		16001719	\$580.00
92560	COMPOUND METER/1404 BELAIR	40067270 - 552800		16002079	\$425.00
92562	COMPOUND METER/1404 BELAIR	40067270 - 552800		16002079	\$1,475.00
92563	COMPOUND METER/1404 BELAIR	40067270 - 552800		16002079	-\$850.00
92565	2" METER PARTS/STOCK	40067270 - 552800		16001982	\$9.00
92567	2" METER PARTS/STOCK	40067270 - 552800		16001982	\$3.00
92568	2" METER PARTS/STOCK	40067270 - 552800		16001982	\$42.00
<b>VENDOR TOTAL:</b>					<b>\$6,441.35</b>
<b>CHANNING BETE COMPANY INC</b>					
92623	CPR DVD/MANUAL/WORKBOOKS	01007070 - 550410		16002278	\$492.14
<b>VENDOR TOTAL:</b>					<b>\$492.14</b>
<b>CITY ELECTRIC SUPPLY CO</b>					
92652	ELECTRICAL SUPPLIES	01030170 - 552200		16002108	\$52.25
92653	ELECTRICAL SUPPLIES	01030170 - 552200		16002108	\$115.00
92654	ELECTRICAL SUPPLIES	01030170 - 552200		16002108	\$79.18
92655	ELECTRICAL SUPPLIES	01030170 - 552200		16002108	\$172.26
92656	ELECTRICAL SUPPLIES	01030170 - 552200		16002108	\$22.84
92737	GATE FITTINGS /COMMUNY PLANT	40067275 - 562880		16002427	\$83.37

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**CLAIMS REPORT**  
**WARRANT 051716**

<u>DOC. #</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>PROJECT #</u>	<u>P.O. #</u>	<u>ITEM AMOUNT</u>
<b>VENDOR TOTAL:</b>					<b>\$524.90</b>
<b>CITY OF MOSS POINT</b>					
92625	2/19-3/20/16 WATER BILL/TS	48068575 - 562610		16002461	\$23.00
<b>VENDOR TOTAL:</b>					<b>\$23.00</b>
<b>COMPTON ENGINEERING PA</b>					
92571	14TH STREET BRIDGE APPROACH	01020180 - 578000		16002440	\$8,127.50
92697	MISCELLANEOUS DRAFTING SERVICE	40065065 - 542000		16002428	\$234.00
<b>VENDOR TOTAL:</b>					<b>\$8,361.50</b>
<b>TINA COPPAGE</b>					
92766	TUITION REIMBURSEMENT	01007075 - 557700		16002549	\$1,668.80
<b>VENDOR TOTAL:</b>					<b>\$1,668.80</b>
<b>DADE PAPER CO</b>					
92573	JANITORIAL SUPPLIES	01030070 - 551420		16002375	\$149.96
92657	JANITORIAL SUPPLIES	01016770 - 551420		16002364	\$234.77
<b>VENDOR TOTAL:</b>					<b>\$384.73</b>
<b>NIKKE DAUTERMAN</b>					
92460	PER DIEM/TYLER TECH CONF	01008075 - 557000		16002400	\$204.00
<b>VENDOR TOTAL:</b>					<b>\$204.00</b>
<b>DECCO INC</b>					
92658	SVC OXYGEN GENERATORS/WATER PL	40067275 - 562880		16001561	\$4,473.50
<b>VENDOR TOTAL:</b>					<b>\$4,473.50</b>
<b>DELTA SANITATION LLC</b>					
92575	5/16 FRONTLOAD SVC	48068575 - 561400		16002463	\$1,510.12
<b>VENDOR TOTAL:</b>					<b>\$1,510.12</b>
<b>DELTA WORLD TIRE</b>					
92581	TIRE/#15012	40067370 - 552100		16002180	\$83.63
92582	TIRES/S-16	40067370 - 552100		16002189	\$586.07
<b>VENDOR TOTAL:</b>					<b>\$669.70</b>
<b>DELTACOM</b>					
92577	4/16 PHONE SVC	01009975 - 556040		16002465	\$1,797.14
92579	4/16 PHONE SVC	01009975 - 556040		16002465	\$603.89
<b>VENDOR TOTAL:</b>					<b>\$2,401.03</b>
<b>ECO-SYSTEMS, INC</b>					
92620	STORMWATER RECOVERAGE	01019075 - 555900		14003544	\$2,550.00

\*\* Indicates pre-issue check.

**CLAIMS REPORT**  
**WARRANT 051716**

<u>DOC. #</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>PROJECT #</u>	<u>P.O. #</u>	<u>ITEM AMOUNT</u>
<b>VENDOR TOTAL:</b>					<b>\$2,550.00</b>
<b>EMBASSY SUITE JACKSON</b>					
92626	LODGING/E WILLIAMS	01006075 - 557000		16002517	\$199.00
<b>VENDOR TOTAL:</b>					<b>\$199.00</b>
<b>EMPIRE TRUCK SALES, LLC</b>					
92738	OIL VALVE REPAIRS/ST-45	01020175 - 562600		16001799	\$2,299.41
<b>VENDOR TOTAL:</b>					<b>\$2,299.41</b>
<b>ESTABROOK MOTOR CO INC</b>					
92774	AUTO MAINT/#14570	01010075 - 562600		16002534	\$286.01
<b>VENDOR TOTAL:</b>					<b>\$286.01</b>
<b>EXPRESS EMPLOYMENT PROFESSIONALS</b>					
92627	BUYOUT TEMP SVC/D JONES	01016065 - 540200		16002193	\$400.00
92628	TEMP SVC/M STRICKLIN	01005065 - 540000		16002459	\$483.20
92629	TEMP SVC/M STRICKLIN	01005065 - 540000		16002459	\$483.20
92630	TEMP SVC/D JONES	01016065 - 540500		16002459	\$447.04
92631	TEMP SVC/D JONES	01016065 - 540500		16002459	\$509.91
92632	TEMP SVC/D JONES	01016065 - 540500		16002459	\$447.04
92633	TEMP SVC/D JONES	01005065 - 540000		16002459	\$362.79
92633	TEMP SVC/D JONES	01016065 - 540500		16002459	\$196.01
<b>VENDOR TOTAL:</b>					<b>\$3,329.19</b>
<b>FUELMAN OF MS</b>					
92634	4/25-5/1/16 FUEL USAGE	01010070 - 551300		16002526	\$2,258.22
92634		01016070 - 551300		16002526	\$102.01
92634		01016170 - 551300		16002526	\$188.09
92634		01018070 - 551300		16002526	\$41.45
92634		01020170 - 551300		16002526	\$473.02
92634		01024070 - 551300		16002526	\$38.19
92634		01024170 - 551300		16002526	\$94.27
92634		01025070 - 551300		16002526	\$33.90
92634		01030070 - 551300		16002526	\$85.12
92634		01030170 - 551300		16002526	\$477.81
92634		01040470 - 551900		16002526	\$44.16
92634	4/25-5/1/16 FUEL USAGE	40067170 - 551300		16002526	\$102.23
92634		40067270 - 551300		16002526	\$359.48
92634		40067370 - 551300		16002526	\$104.34
92634		40067470 - 551300		16002526	\$266.74
<b>VENDOR TOTAL:</b>					<b>\$4,669.03</b>
<b>GEIGER</b>					
92635	CENTURY HOME PLAQUES	01040475 - 558900		16001917	\$165.00

\*\* Indicates pre-issue check.

**CLAIMS REPORT**  
**WARRANT 051716**

<u>DOC. #</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>PROJECT #</u>	<u>P.O. #</u>	<u>ITEM AMOUNT</u>
92635	CENTURY HOME PLAQUES	10041075 - 568440	16004	16001917	\$3,218.94
<b>VENDOR TOTAL:</b>					<b>\$3,383.94</b>
<b>DAN GOLDER</b>					
92584	IRRIGATION REPAIRS	01024170 - 552310		16002406	\$891.00
92585	IRRIGATION REPAIRS	01024170 - 552310		16002406	\$380.00
<b>VENDOR TOTAL:</b>					<b>\$1,271.00</b>
<b>GRAHAM CONSTRUCTION COMPANY INC</b>					
92587	BORE /3505 GAUTIER VANCLEAVE	40067470 - 552840		16002213	\$3,600.00
<b>VENDOR TOTAL:</b>					<b>\$3,600.00</b>
<b>PATRICE P GREEN</b>					
92636	DO BETTER DIVAS INSTRUCTOR	01030175 - 568950		16002480	\$266.25
92726	DO BETTER DIVAS INSTRUCTOR	01030175 - 568950		16002566	\$292.50
<b>VENDOR TOTAL:</b>					<b>\$558.75</b>
<b>GULF SALES &amp; SUPPLY INC</b>					
92588	TAPE MEASURES	01030170 - 552600		16002417	\$59.00
92740	CONSTRUCTION MATERIAL/ST DEPT	01020170 - 552500		16002090	\$285.23
92744	CONSTRUCTION MATERIAL/ST DEPT	01020170 - 552500		16002090	\$241.98
92745	CONSTRUCTION MATERIAL/ST DEPT	01020170 - 552500		16002090	\$140.78
92590	TOOLS/PAINT SUPPLIES/STOCK	40067470 - 551900		16001293	\$251.31
92591	TOOLS/PAINT SUPPLIES/STOCK	40067470 - 552840		16001293	\$8.99
92592	TOOLS/PAINT SUPPLIES/STOCK	40067470 - 552840		16001293	\$87.20
92594	TOOLS/PAINT SUPPLIES/STOCK	40067470 - 551900		16001293	\$4.69
92594		40067470 - 552840		16001293	\$123.41
92596	WATER STOP/STOCK	40067370 - 552860		16001653	\$936.00
92597	WATER STOP/STOCK	40067370 - 552860		16001653	\$36.00
<b>VENDOR TOTAL:</b>					<b>\$2,174.59</b>
<b>HAYGOODS INDUSTRIAL ENGRAVERS</b>					
92659	NAME PLATE/J HIGGINBOTHAM	01000175 - 568990		16002418	\$30.00
92660	DOOR SIGN/PUBLIC RELATIONS OFF	01002070 - 550000		16002418	\$12.00
<b>VENDOR TOTAL:</b>					<b>\$42.00</b>
<b>HENZE ENTERPRISES</b>					
92599	AL RED CLAY	01030170 - 552600		16002320	\$270.00
92637	AL RED CLAY	01030170 - 552600		16002415	\$270.00
<b>VENDOR TOTAL:</b>					<b>\$540.00</b>
<b>JACKSON COUNTY CHANCERY CLERK</b>					
92638	DEED/EASEMENTS RECORDED	01006075 - 555400		16002522	\$12.00
92639	DEED/EASEMENTS RECORDED	01006075 - 555400		16002522	\$12.00
92640	DEED/EASEMENTS RECORDED	01006075 - 555400		16002522	\$12.00

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**CLAIMS REPORT**  
**WARRANT 051716**

<u>DOC. #</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>PROJECT #</u>	<u>P.O. #</u>	<u>ITEM AMOUNT</u>
<b>VENDOR TOTAL:</b>					<b>\$36.00</b>
<b>JET CONSTRUCTION, INC</b>					
92600	TOPSOIL/STOCK	01020170 - 552500		16001944	\$4,900.00
<b>VENDOR TOTAL:</b>					<b>\$4,900.00</b>
<b>K &amp; R SERVICES</b>					
92642	BATTERY/LABOR/SR CTR	01030075 - 562900		16002477	\$457.00
92643	GENERATOR REPAIR/SVC/SR CTR	01030075 - 562900		16002478	\$487.76
<b>VENDOR TOTAL:</b>					<b>\$944.76</b>
<b>KARSYN</b>					
92661	UNIFORMS/PD	01010070 - 551500		16002243	\$514.74
92776	UNIFORM/PD	01010070 - 551500		16002305	\$63.00
<b>VENDOR TOTAL:</b>					<b>\$577.74</b>
<b>KATHY'S FRAME WORKS</b>					
92641	FRAMED PICTURES/CITY HALL	01007080 - 578700		16002351	\$1,404.02
<b>VENDOR TOTAL:</b>					<b>\$1,404.02</b>
<b>L &amp; L INDUSTRIAL SUPPLY INC</b>					
92663	TEMPERATURE ELEMENTS/STOCK	40067275 - 562880		16002269	\$321.11
<b>VENDOR TOTAL:</b>					<b>\$321.11</b>
<b>LENNY'S SUB SHOP</b>					
92495	COAST NARCOTICS TASK FORCE MEE	04215075 - 568100		16002532	\$179.85
<b>VENDOR TOTAL:</b>					<b>\$179.85</b>
<b>LEXIS NEXIS RISK SOLUTIONS</b>					
92779	FEES/SMMET	04215075 - 568100		16002557	\$179.67
<b>VENDOR TOTAL:</b>					<b>\$179.67</b>
<b>LOCKARD &amp; WILLIAMS INSUR SERV PA</b>					
92602	2/16 FLEXIBLE SPENDING ADMIN F	50050075 - 568011			\$42.24
92605	4/16 FLEXIBLE SPENDING ADMIN F	50050075 - 568011			\$61.44
92614	4/26-5/10/16 CLAIMS RUN	50050075 - 568010			\$126,311.66
<b>VENDOR TOTAL:</b>					<b>\$126,415.34</b>
<b>LOWES HOME CENTERS INC</b>					
92666	SMALL TOOLS	01030170 - 553000		16002230	\$189.92
92667	FIELD AND COURT SUPPLIES	01030170 - 552600		16002107	\$28.44
92668	BUILDING MATERIALS	01016770 - 552200		16001955	\$5.26
92669	BUILDING MATERIALS	01016770 - 552200		16001955	\$72.97
92670	BUILDING MATERIALS	01016770 - 552200		16001955	\$22.56

\*\* Indicates pre-issue check.

**CLAIMS REPORT**  
**WARRANT 051716**

<u>DOC. #</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>PROJECT #</u>	<u>P.O. #</u>	<u>ITEM AMOUNT</u>
92671	BUILDING MATERIALS	01016770 - 552200		16001955	\$57.66
92672	BUILDING MATERIALS	01016770 - 552200		16001955	\$127.16
92673	BUILDING MATERIALS	01030170 - 552200		16002106	\$37.94
92674	BUILDING MATERIALS	01030170 - 552200		16002106	\$66.32
92679	BUILDING MATERIALS	01030170 - 552200		16002106	\$125.15
92681	BUILDING MATERIALS	01030170 - 552200		16002106	\$11.94
92683	BUILDING MATERIALS	01030170 - 552200		16002106	\$32.05
92684	BUILDING MATERIALS	01030170 - 552200		16002106	\$21.60
92685	BUILDING MATERIALS	01030170 - 552200		16002106	\$54.16
92686	BUILDING MATERIALS	01030170 - 552200		16002106	\$14.92
92687	BUILDING MATERIALS	01030170 - 552200		16002106	\$15.35
92688	BUILDING MATERIALS	01030170 - 552200		16002106	\$7.86
92689	BUILDING MATERIALS	01030170 - 552200		16002106	\$21.08
92690	BUILDING MATERIALS	01030170 - 552200		16002106	\$25.60
92691	SMALL TOOLS	01030170 - 553000		16002300	\$297.12
92746	CONSTRUCTION MATERIALS/STOCK	01020170 - 552500		16002094	\$21.76
92747	CONSTRUCTION MATERIALS/STOCK	01020170 - 552500		16002094	\$22.14
92748	CONSTRUCTION MATERIALS/STOCK	01020170 - 552500		16002094	\$8.28
92749	CONSTRUCTION MATERIALS/STOCK	01020170 - 552500		16002094	\$11.86
92750	BUILDING MATERIALS/STOCK	01024070 - 552200		16002120	\$18.28
92751	BUILDING MATERIALS/STOCK	01024070 - 552200		16002120	\$12.72
92752	BUILDING MATERIALS/STOCK	01024070 - 552200		16002120	\$18.15
92753	BUILDING MATERIALS/STOCK	01024070 - 552200		16002120	\$25.24
92754	BUILDING MATERIALS/STOCK	01024070 - 552200		16002120	\$31.22
92755	BUILDING MATERIALS/STOCK	01024070 - 552200		16002120	\$27.53
92757	BUILDING MATERIALS/STOCK	01024070 - 552200		16002120	\$8.88
92758	BUILDING MATERIALS/STOCK	01024070 - 552200		16002120	\$21.22
92777	BUILDING MATERIALS	01015570 - 552200		16002343	\$25.92
92778	BUILDING SUPPLIES	01010070 - 551900		16002342	\$164.97
92665	PELLET LIME/STOCK	40067370 - 551900		16002048	\$267.40
<b>VENDOR TOTAL:</b>					<b>\$1,920.63</b>
<hr/>					
<b>LYLE MACHINERY</b>					
92606	REPAIRS/ST-16	01020170 - 552020		16002072	\$3,702.83
92692	REPLACEMENT CUTTERS/#14338	01020170 - 552020		16002132	\$674.28
<b>VENDOR TOTAL:</b>					<b>\$4,377.11</b>
<hr/>					
<b>JOHN LYND</b>					
92644	PER DIEM/K9 DECOY TRAINING	01010075 - 557000		16002469	\$123.00
<b>VENDOR TOTAL:</b>					<b>\$123.00</b>
<hr/>					
<b>M T DEASON COMPANY INC</b>					
92698	CALIBRATE PROCESSOR/GAS DEPT	40067470 - 552840		16002446	\$275.00
<b>VENDOR TOTAL:</b>					<b>\$275.00</b>
<hr/>					
<b>MACLAND ASH DISPOSAL INC</b>					

\*\* Indicates pre-issue check.

**CLAIMS REPORT**  
**WARRANT 051716**

<u>DOC. #</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>PROJECT #</u>	<u>P.O. #</u>	<u>ITEM AMOUNT</u>
92675	04/16 WASTE DISPOSAL	48068575 - 561150		16002196	\$16.75
92676	04/16 WASTE DISPOSAL	48068575 - 561150		16002196	\$42.75
92677	04/16 WASTE DISPOSAL	48068575 - 561150		16002196	\$159.75
92678	04/16 WASTE DISPOSAL	48068575 - 561150		16002196	\$48.00
92680	04/16 WASTE DISPOSAL	48068575 - 561150		16002196	\$395.50
<b>VENDOR TOTAL:</b>					<b>\$662.75</b>
<b>MADI COOPER ENTERTAINMENT LLC</b>					
92496	MUSIC/FLAGSHIP FESTIVAL	01030175 - 567100		16002416	\$300.00
92497	SOUND EQUIP/FLAGSHIP FESTIVAL	01030175 - 567100		16002416	\$1,000.00
<b>VENDOR TOTAL:</b>					<b>\$1,300.00</b>
<b>MCCAIN UNIFORMS</b>					
92593	BADGES/POLICE DEPT	01010070 - 551500		16002386	\$291.00
<b>VENDOR TOTAL:</b>					<b>\$291.00</b>
<b>MIDSOUTH METER &amp; REGULATOR</b>					
92498	REBUILD METERS (8)/GAS DEPT	40067470 - 552830		16002020	\$4,287.04
<b>VENDOR TOTAL:</b>					<b>\$4,287.04</b>
<b>MS COAST COLISEUM</b>					
92499	FIELD TRIP/SUMMER CAMP	01030175 - 567000		16002414	\$1,944.00
<b>VENDOR TOTAL:</b>					<b>\$1,944.00</b>
<b>MS DEPT OF INFORMATION TECHNOLOGY SVC</b>					
92682	03/16 ETHERNET CIRCUIT	01009975 - 556040		16002474	\$2,829.17
92730	03/16 NCIC/SMMET	04215075 - 568100		16002552	\$224.00
<b>VENDOR TOTAL:</b>					<b>\$3,053.17</b>
<b>MS DEPT OF WILDLIFE, FISHERIES AND PARKS</b>					
92731	BOAT REGIS/GO DEVILMFG:POLICE	01010070 - 551900		16002508	\$25.20
92732	BOAT REGIS/BRUNSWICK:POLICE	01010070 - 551900		16002508	\$25.20
<b>VENDOR TOTAL:</b>					<b>\$50.40</b>
<b>MS EMPLOYMENT SECURITY COMMISSION</b>					
92500	UNEMPLOYMENT CLAIM QTR 1/2016	51051075 - 568010		16002444	\$279.59
<b>VENDOR TOTAL:</b>					<b>\$279.59</b>
<b>MS GULF COAST REGIONAL WASTEWATER</b>					
92694	05/16 WASTEWATER TREATMENT	40067375 - 561500		16002473	\$311,838.00
<b>VENDOR TOTAL:</b>					<b>\$311,838.00</b>
<b>MS STATE TAX COMMISSION</b>					
92501	TAG/UNIT-14572	01010075 - 562600		16002410	\$14.75

\*\* Indicates pre-issue check.

**CLAIMS REPORT**  
**WARRANT 051716**

<u>DOC. #</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>PROJECT #</u>	<u>P.O. #</u>	<u>ITEM AMOUNT</u>
92502	TAG/UNIT-14573	01010075 - 562600		16002410	\$14.75
92503	TAG/UNIT-14574	01010075 - 562600		16002410	\$14.75
92504	TAG/UNIT-14576	01010075 - 562600		16002410	\$14.75
92505	TAG/UNIT-14574	01010075 - 562600		16002410	\$14.75
92695	TAG/UNIT-15322	01024175 - 562600		16002525	\$12.00
<b>VENDOR TOTAL:</b>					<b>\$85.75</b>
<hr/>					
<b>MUNICIPAL EMERGENCY SERVICES, INC.</b>					
92595	HOSE WHIPS/FIRE DEPT	01016570 - 552020		16002255	\$391.97
<b>VENDOR TOTAL:</b>					<b>\$391.97</b>
<hr/>					
<b>MUNICIPAL GAS AUTHORITY OF MS</b>					
92506	03/16 NATURAL GAS SERVICE	40067475 - 574000		16002442	\$38,362.42
<b>VENDOR TOTAL:</b>					<b>\$38,362.42</b>
<hr/>					
<b>JERRY D MYRICK</b>					
92507	MUSIC/FLAGSHIP FESTIVAL	01030175 - 567100		16002407	\$700.00
<b>VENDOR TOTAL:</b>					<b>\$700.00</b>
<hr/>					
<b>NATIONAL ANIMAL CONTROL ASSOCIATION</b>					
92734	ANNUAL DUES/A MUSA	01025070 - 551900		16002466	\$35.00
<b>VENDOR TOTAL:</b>					<b>\$35.00</b>
<hr/>					
<b>NECAISE LOCKSMITH SERVICE, INC.</b>					
92508	CHANGE LOCKS/TRAIN DEPOT	01040470 - 552200		16002399	\$112.50
<b>VENDOR TOTAL:</b>					<b>\$112.50</b>
<hr/>					
<b>NEEL-SCHAFFER INC</b>					
92780	KAYAK LAUNCH/RIVER PARK	10041075 - 568440	15005	16002547	\$5,386.36
<b>VENDOR TOTAL:</b>					<b>\$5,386.36</b>
<hr/>					
<b>STEPHEN NEWELL</b>					
92461	PER DIEM/TYLER TECH CONF	01008075 - 557000		16002401	\$204.00
<b>VENDOR TOTAL:</b>					<b>\$204.00</b>
<hr/>					
<b>OFFICE DEPOT INC</b>					
92511	OFFICE SUPPLIES/VARIOUS DEPTS	01004070 - 550000		16002127	\$21.51
92512	OFFICE SUPPLIES/VARIOUS DEPTS	01004070 - 550000		16002127	\$43.14
92512		01005570 - 551900		16002127	\$9.43
92598	OFFICE SUPPLIES/FIRE DEPT	01016070 - 550000		16002328	\$13.49
92601	OFFICE SUPPLIES/FIRE DEPT	01016070 - 550000		16002328	\$43.68
92699	OFFICE SUPPLIES/WATER DEPT	40067270 - 552730		16002350	\$207.01
<b>VENDOR TOTAL:</b>					<b>\$338.26</b>

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**CLAIMS REPORT**  
**WARRANT 051716**

<u>DOC. #</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>PROJECT #</u>	<u>P.O. #</u>	<u>ITEM AMOUNT</u>
<b>OFFICIAL PAYMENTS CORPORATION</b>					
92509	03/16 ECHK RETURNS	40000045 - 433600		16002476	\$12.00
92510	CHARGEBACK/K WILLIAMS	40000045 - 433600		16002475	\$95.90
<b>VENDOR TOTAL:</b>					<b>\$107.90</b>
<b>OPENGOV INC</b>					
92513	12/15-12/16 SOFTWARE/COMPTRLR	01009975 - 555100		16002409	\$8,100.00
<b>VENDOR TOTAL:</b>					<b>\$8,100.00</b>
<b>O'REILLY AUTO PARTS</b>					
92514	BRAKE REPAIRS/UNIT W-15	40067275 - 562600		16002425	\$449.87
92700	FUSE/UNIT W-12808	40067275 - 562600		16002426	\$4.69
<b>VENDOR TOTAL:</b>					<b>\$454.56</b>
<b>PANDLE INC</b>					
92603	04/16 ASPHALT	01020175 - 562420		16002084	\$1,389.50
<b>VENDOR TOTAL:</b>					<b>\$1,389.50</b>
<b>PASCAGOULA ATHLETIC FOUNDATION</b>					
92701	ADV CITY RESRCES/BANQUET	01000175 - 567000		16002518	\$1,500.00
<b>VENDOR TOTAL:</b>					<b>\$1,500.00</b>
<b>PASCAGOULA CHEERLEADER TEAM</b>					
92702	ADV CITY RSRCES/CALENDAR	01000175 - 567000		16002533	\$120.00
<b>VENDOR TOTAL:</b>					<b>\$120.00</b>
<b>PASCAGOULA GIRLS SOFTBALL</b>					
92703	OFFICIALS PAY/SOFTBALL	01030175 - 568030		16002529	\$627.00
<b>VENDOR TOTAL:</b>					<b>\$627.00</b>
<b>PASCAGOULA SERVICE CENTER</b>					
92516	TILLER REPAIR DIAGNOSTIC/REC	01030175 - 562610		16002412	\$30.00
92704	REPAIR PUSH VACUUM/REC	01030175 - 562610		16002515	\$56.00
<b>VENDOR TOTAL:</b>					<b>\$86.00</b>
<b>PASCAGOULA TIRE AND SERVICE INC</b>					
92517	TIRES/UNIT PR-34	01030075 - 562600		16002458	\$504.44
92735	AUTO MAINT/UNIT-14866	01010070 - 552100		16002537	\$47.83
92736	AUTO MAINT/UNIT-14236	01010075 - 562600		16002537	\$33.54
92739	AUTO MAINT/UNIT-12061	01010075 - 562600		16002537	\$33.54
92741	AUTO MAINT/UNIT-14530	01010075 - 562600		16002537	\$60.29
92743	AUTO MAINT/UNIT-14529	01010075 - 562600		16002537	\$37.40
92756	AUTO MAINT/UNIT-12485	01010075 - 562600		16002537	\$33.54
92759	AUTO MAINT/UNIT-14142	01010070 - 552100		16002537	\$194.93

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**CLAIMS REPORT**  
**WARRANT 051716**

<u>DOC. #</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>PROJECT #</u>	<u>P.O. #</u>	<u>ITEM AMOUNT</u>
92759	AUTO MAINT/UNIT-14142	01010075 - 562600		16002537	\$47.83
92761	AUTO REPAIR/UNIT-12929	01010075 - 562600		16002512	\$793.31
92764	AUTO MAINT/UNIT-14870	01010075 - 562600		16002512	\$59.52
92765	AUTO MAINT/UNIT-14700	01010075 - 562600		16002512	\$47.28
92767	AUTO MAINT/UNIT-14141	01010075 - 562600		16002512	\$33.54
<b>VENDOR TOTAL:</b>					<b>\$1,926.99</b>
<hr/>					
<b>PORTABLE SERVICES INC</b>					
92705	PORT O LETS/LIGHTHOUSE PARK	01030175 - 563050		16002495	\$85.00
<b>VENDOR TOTAL:</b>					<b>\$85.00</b>
<hr/>					
<b>PRECISION PRODUCTS INC</b>					
92604	TRACKHOE BUCKET REPAIR/ST-46	01020175 - 562610		16001731	\$812.50
92604	TRACKHOE BUCKET REPAIR/ST-46	40067275 - 562610		16001731	\$812.50
92604		40067375 - 562610		16001731	\$812.50
92604		40067475 - 562610		16001731	\$812.50
<b>VENDOR TOTAL:</b>					<b>\$3,250.00</b>
<hr/>					
<b>PTS SOLUTIONS INC</b>					
92518	01/16-03/16 SOFTWARE/POLICE	01010075 - 562610		16002441	\$5,199.24
92522	01/16-03/16 SOFTWARE/COURT	01008075 - 562010		16000390	\$1,920.00
<b>VENDOR TOTAL:</b>					<b>\$7,119.24</b>
<hr/>					
<b>PUCKETT RENTS</b>					
92526	EQUIP MAINT/BOBCAT:SEWER DEPT	40067375 - 562610		16002308	\$826.11
<b>VENDOR TOTAL:</b>					<b>\$826.11</b>
<hr/>					
<b>JERRI RAINEY</b>					
92493	UTILITY BILLING/AUDIT SUPPORT	40065275 - 555900		16002523	\$5,500.00
<b>VENDOR TOTAL:</b>					<b>\$5,500.00</b>
<hr/>					
<b>RICHARDSON ATHLETICS, LLC</b>					
92706	WINDSCREENS/VARIOUS PARKS	01030170 - 552600		16001808	\$5,616.83
<b>VENDOR TOTAL:</b>					<b>\$5,616.83</b>
<hr/>					
<b>SAFETY SYSTEMS OF BILOXI INC</b>					
92708	TEST/RECHARGE CO2 CYLINDER	01016170 - 551900		16002490	\$28.00
<b>VENDOR TOTAL:</b>					<b>\$28.00</b>
<hr/>					
<b>SAINT VINCENT DE PAUL SOCIETY</b>					
92707	03/16 PROJECT COPE	40000000 - 220515		16002560	\$202.86
<b>VENDOR TOTAL:</b>					<b>\$202.86</b>
<hr/>					
<b>DONOVAN SCRUGGS</b>					

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**CLAIMS REPORT**  
**WARRANT 051716**

<u>DOC. #</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>PROJECT #</u>	<u>P.O. #</u>	<u>ITEM AMOUNT</u>
92709	TRAVEL REIMB/APA CONF/PHOENIX	01018075 - 557000		16002524	\$825.30
<b>VENDOR TOTAL:</b>					<b>\$825.30</b>
<hr/>					
<b>SECURE BY DESIGN, INC</b>					
92710	NINITE SOFTWARE RENEWAL/MIS	01008075 - 562010		16002499	\$600.00
<b>VENDOR TOTAL:</b>					<b>\$600.00</b>
<hr/>					
<b>SERVICEMASTER ONE CALL</b>					
92711	05/16 JANITORIAL SERVICES	01009075 - 562100		16000347	\$8,598.00
<b>VENDOR TOTAL:</b>					<b>\$8,598.00</b>
<hr/>					
<b>PINNACLE PEAK HOLDING CORPORATION</b>					
92781	MOTORCYCLE COMM KITS/POLICE	04014880 - 578800		16002349	\$3,081.53
<b>VENDOR TOTAL:</b>					<b>\$3,081.53</b>
<hr/>					
<b>SHRED IT</b>					
92769	DOCUMENT SHREDDING/POLICE DEPT	01015575 - 562900		16002507	\$58.58
<b>VENDOR TOTAL:</b>					<b>\$58.58</b>
<hr/>					
<b>SINGING RIVER GLASS LLC</b>					
92529	RADAR BRACKETS/POLICE DEPT	01010075 - 562600		16002435	\$70.00
92771	WINDOW REPAIR/UNIT-14527	01010075 - 562600		16002554	\$150.00
<b>VENDOR TOTAL:</b>					<b>\$220.00</b>
<hr/>					
<b>SKILLPATH SEMINARS</b>					
92712	FMLA COMP SEMINAR/GODWIN	01007075 - 557600		16002493	\$249.00
92713	FMLA COMP SEMINAR/GERMANY	01007075 - 557600		16002493	\$249.00
<b>VENDOR TOTAL:</b>					<b>\$498.00</b>
<hr/>					
<b>SOCIETY FOR HUMAN RESOURCES MGMT</b>					
92714	ESSENTIALS OF HR MGMT/R MOORE	01007075 - 557600		16002528	\$995.00
<b>VENDOR TOTAL:</b>					<b>\$995.00</b>
<hr/>					
<b>SOUTH MS LIVING</b>					
92715	ADV/BIKE MONTH	01002075 - 558500		16002228	\$500.00
<b>VENDOR TOTAL:</b>					<b>\$500.00</b>
<hr/>					
<b>SOUTHERN FINANCIAL SYSTEMS INC</b>					
92533	04/01-04/15 COURT FINE COLLECT	01000030 - 432800		16002419	\$311.04
<b>VENDOR TOTAL:</b>					<b>\$311.04</b>
<hr/>					
<b>SOUTHERN POTTERY EQUIPMENT &amp; SUPPLIES</b>					
92716	KILN REPAIR PARTS/SR CENTER	01030070 - 551401		16002439	\$173.13

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**CLAIMS REPORT**  
**WARRANT 051716**

<u>DOC. #</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>PROJECT #</u>	<u>P.O. #</u>	<u>ITEM AMOUNT</u>
<b>VENDOR TOTAL:</b>					<b>\$173.13</b>
<b>THE SPECTRUM GROUP INC</b>					
92607	FLOW METER/SEWER DEPT	40067370 - 552860		16002160	\$2,422.70
92608	FLOW METER REPAIR/WATER DEPT	40067275 - 562880		16002273	\$966.74
<b>VENDOR TOTAL:</b>					<b>\$3,389.44</b>
<b>STAR SERVICE INC</b>					
92717	05/16 HVAC MAINT	01009075 - 562200		16000124	\$6,644.00
<b>VENDOR TOTAL:</b>					<b>\$6,644.00</b>
<b>STEWART SNEED HEWES INC</b>					
92536	PUB OFFICIALS BOND/WILKERSON	01009975 - 560200		16002362	\$175.00
92540	PUB OFFICIALS BOND/W METZGER	01009975 - 560200		16002362	\$150.00
92543	PUB OFFICIALS BOND/S DALE	01009975 - 560200		16002362	\$175.00
92545	PUB OFFICIALS BOND/K WEBB	01009975 - 560200		16002362	\$150.00
92547	PUB OFFICIALS BOND/L GRACE	01009975 - 560200		16002362	\$150.00
<b>VENDOR TOTAL:</b>					<b>\$800.00</b>
<b>THE SUN HERALD-GULF PUBLISHING CO</b>					
92549	NOTICE:RFP/GARBAGE COLLECTION	01009975 - 558000		16002361	\$63.86
92561	NOTICE:2016 ACTION PLAN	10041075 - 568440	71607	16002389	\$10.58
<b>VENDOR TOTAL:</b>					<b>\$74.44</b>
<b>SUNSOUTH LLC</b>					
92609	GEAR PULLER TOOL/UNIT ST-47	01020170 - 553000		16001765	\$15.11
<b>VENDOR TOTAL:</b>					<b>\$15.11</b>
<b>TAPPER SECURITY INC</b>					
92564	05/16 MONITORING/TRAIN DEPOT	01030075 - 568006		16000109	\$10.00
92566	05/16 MONITORING/BEACH PRK	01030175 - 568006		16000205	\$23.00
92570	05/16 MONITORING/FIRING RGE	01015575 - 568006		16000123	\$15.00
92572	05/16 MONITORING/NATURE CTR	01035575 - 568006		16000110	\$15.00
92574	05/16 MONITORING/SR CTR	01030075 - 568006		16000111	\$26.00
<b>VENDOR TOTAL:</b>					<b>\$89.00</b>
<b>THE FOCUS GROUP, INC.</b>					
92576	LOGO DESIGN/ECON DEV	01040475 - 558900		16002394	\$173.75
<b>VENDOR TOTAL:</b>					<b>\$173.75</b>
<b>TYLER TECHNOLOGIES INC</b>					
92718	05/16 COURT SOFTWARE MAINT	01008075 - 562010		16000392	\$939.33
92719	02/16-04/16 TCM MAINT	01008075 - 562010		16001485	\$2,743.56

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**CLAIMS REPORT**  
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<u>DOC. #</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>PROJECT #</u>	<u>P.O. #</u>	<u>ITEM AMOUNT</u>
<b>VENDOR TOTAL:</b>					<b>\$3,682.89</b>
<b>UNITED PARCEL SERVICE</b>					
92611	SHIPPING/MIS	01008070 - 550100		16002422	\$1.73
92612	SHIPPING/MIS	01008070 - 550100		16002422	\$28.85
<b>VENDOR TOTAL:</b>					<b>\$30.58</b>
<b>THE UNIVERSITY OF MS</b>					
92720	EMP LAW SEMINAR/E WILLIAMS	01006075 - 557600		16002514	\$275.00
<b>VENDOR TOTAL:</b>					<b>\$275.00</b>
<b>THE UPS STORE</b>					
92610	SHIPPING/GAS DEPT	40067475 - 557800		16002131	\$63.41
<b>VENDOR TOTAL:</b>					<b>\$63.41</b>
<b>URETEK HOLDINGS INC</b>					
92722	MANHOLE INJ SEALING/MURPHY	40067380 - 578400		16002309	\$8,241.50
<b>VENDOR TOTAL:</b>					<b>\$8,241.50</b>
<b>URETEK USA, INC.</b>					
92721	14TH STREET BRIDGE REPAIR	01020180 - 578000		16002076	\$116,366.25
<b>VENDOR TOTAL:</b>					<b>\$116,366.25</b>
<b>VERIZON WIRELESS, INC</b>					
92775	03/21-04/20 CELL SERV/SMMET	04215075 - 568100		16002510	\$240.04
<b>VENDOR TOTAL:</b>					<b>\$240.04</b>
<b>VISA</b>					
92494	PUB ADMIN STATISTICS/CITY MGR	01002070 - 550200		16002447	\$58.95
<b>VENDOR TOTAL:</b>					<b>\$58.95</b>
<b>W A REYNOLDS WHOLESALE CO</b>					
92613	JANITORIAL SUPPLIES/PUB WORKS	40067370 - 551420		16002162	\$139.28
<b>VENDOR TOTAL:</b>					<b>\$139.28</b>
<b>WADE TIRE &amp; WHEEL INC</b>					
92586	TIRES/UNIT W-26	40067270 - 552120		16002348	\$364.00
92586		40067370 - 552120		16002348	\$364.00
92586		40067470 - 552100		16002348	\$364.00
<b>VENDOR TOTAL:</b>					<b>\$1,092.00</b>
<b>WALMART COMMUNITY</b>					
92723	JANITORIAL SUPPLIES/FIRE DEPT	01016770 - 551420		16002519	\$95.34

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**CLAIMS REPORT**  
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<u>DOC. #</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>PROJECT #</u>	<u>P.O. #</u>	<u>ITEM AMOUNT</u>
<b>VENDOR TOTAL:</b>					<b>\$95.34</b>
<b>WAYNE LEES GROCERY &amp; MARKET INC</b> 92725	<b>GROC/SR CENTER</b>	01030075 - 567000		16002527	\$270.65
<b>VENDOR TOTAL:</b>					<b>\$270.65</b>
<b>WEAVER CONCRETE</b> 92782	<b>DISC GOLF PADS/I G LEVY PARK</b>	01030180 - 578600		16002544	\$3,000.00
<b>VENDOR TOTAL:</b>					<b>\$3,000.00</b>
<b>WILLIAMS EDDIE</b> 92724	<b>PER DIEM/UMLE SEMINAR</b>	01006075 - 557000		16002520	\$41.00
<b>VENDOR TOTAL:</b>					<b>\$41.00</b>
<b>ROBIN WOOD</b> 92462	<b>PER DIEM/TYLER TECH CONF</b>	01008075 - 557000		16002402	\$204.00
<b>VENDOR TOTAL:</b>					<b>\$204.00</b>

**GRAND TOTAL: \$783,104.27**

GENERAL FUND	\$236,827.10
FORFIETURE & SEIZURE FUND	\$3,081.53
S MS METRO ENFORCEMENT TEAM	\$823.56
COMMUNITY DEVELOPMENT FUND	\$12,084.02
PASCAGOULA UTILITIES	\$400,002.26
SOLID WASTE MANAGEMENT FUND	\$3,590.87
PASCAGOULA GROUP INSURANCE	\$126,415.34
UNEMPLOYMENT INSURANCE FUND	\$279.59
<b>GRAND TOTAL</b>	<b>\$783,104.27</b>

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