

City of Hattiesburg, MS

*200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401*



Meeting Agenda - Final

Tuesday, March 6, 2018

5:00 PM

Council Chambers

City Council

I. Call to Order**II. Call to Prayer and Pledge of Allegiance****III. Agenda Order****IV. Approval of Minutes of the February 5, 6 and 20, 2018, City Council meetings.****V. PRESENTATION AGENDA****VI. POLICY AGENDA**

- VI.-1** [2018-263](#) Adopt a Resolution declaring certain vehicles as surplus, authorizing the sale of said vehicles at auction and the removal of said vehicles from the inventory of the Hattiesburg Police Department. (See attached List)

Attachments: [Memo Declaring Surplus](#)
 [RES-Surplus Vehicles, Auction](#)
 [RES#2018-31, executed RES-Surplus Vehicles, Auction](#)

- VI.-2** [2018-264](#) Adopt a Resolution to declare two vehicles, a 2008 Crown Victoria, VIN# 2FAFP71VX147888, and a 2009 Crown Victoria, VIN # 2FAHP71V99X135287, as surplus and donate to the Lumberton Police Department.

Attachments: [Donation Request from Lumberton](#)
 [Memo from Chief for Lumberton](#)
 [RES-Surplus Vehicles, Lumberton](#)
 [RES#2018-32, executed RES-Surplus Vehicles, Lumberton](#)

- VI.-3** [2018-254](#) Adopt a Resolution to declare the following vehicle, a 2009 Dodge Charger VIN: 2B3AA4CTXAH159315, as surplus and donate to Wiggins Police Department.

Attachments: [Surplus vehicle Wiggins Police Department](#)
 [Request Letter Wiggins Police](#)
 [RES-Surplus Vehicle, Wiggins](#)
 [RES#2018-33, executed RES-Surplus Vehicle, Wiggins](#)

- VI.-4** [2018-266](#) Adopt a Resolution to declare the following vehicle, a 2007 Crown Victoria VIN: 2FAFP3310FAFP71W17X130727, as surplus and donate to Metcalfe Police Department.
- Attachments:** [Letter from Metcalfe](#)
 [Memo From Chief Parker for Metcalfe](#)
 [RES-Surplus Vehicle, Metcalfe](#)
 [RES#2018-34, executed RES-Surplus Vehicle, Metcalfe](#)
- VI.-5** [2018-251](#) Adopt a Resolution to declare the following vehicle, a 2009 Dodge Charger VIN: 2B3KA43T99H617684, as surplus and donate to Petal School District.
- Attachments:** [Surplus vehicle Petal School District](#)
 [RES-Surplus Vehicle, Petal School District](#)
 [RES#2018-35, executed RES-Surplus Vehicle, Petal School District](#)
- VI.-6** [2018-285](#) Authorize the Mayor and City Clerk to execute certification to the Municipal Compliance Questionnaire for fiscal year ending September 30,2016 and September 30,2017.
- Attachments:** [2017-Compliance questionnaire](#)
 [2016 Compliance Questionnaire](#)
 [executed 2016-Compliance questionnaire](#)
 [executed 2017-Compliance questionnaire](#)
- VI.-7** [2018-250](#) Authorize Mayor to execute five copies of contract with Greater Southeast Construction, LLC for the Sullivan Park Pavilion Project (bid accepted February 6, 2018 at file no. 2018-197).
- Attachments:** [Contract - unsigned](#)
 [executed Contract - unsigned](#)
- VI.-8** [2018-259](#) Authorize Mayor to execute lighting agreement with Mississippi Power Company for lighting at the intersection of Grace Avenue and W. 7th Street for a net increase of \$47.12 to the monthly bill.
- Attachments:** [MS Power - Grace Ave & W 7th](#)
 [executed MS Power - Grace Ave & W 7th](#)
- VI.-9** [2018-261](#) Authorize Mayor to execute Supplemental Agreement No. 15 with ARE Consultants, Inc. in duplicate for Engineering Design services associated with the Bobby L. Chain Municipal Airport Runway 13-31 Safety and Drainage Improvements - Partial Parallel Taxiway Improvement Part 2 Project.
- Attachments:** [Revised45DaySupp15Txwy2EngFinOpts](#)
 [executed Revised 45Day Supplemental Agreement No. 15 Txwy2EngFinOpts](#)

- VI.-10** [2018-262](#) Authorize Mayor to execute Supplemental Agreement No. 16 with ARE Consultants, Inc. in duplicate for Construction Engineering & Inspection services associated with the Bobby L. Chain Municipal Airport Runway 13-31 Safety and Drainage Improvements - Partial Parallel Taxiway Improvement Part 2 Project.

Attachments: [RevisedSupp16HBGTxwy2CA](#)
[executed Revised Supplemental Agreement No. 16 HBGTxwy2CA](#)

- VI.-11** [2018-249](#) Authorize the Mayor to execute a Memorandum of Understanding with Mississippi State Medical Association Alliance and the City of Hattiesburg Police Department to specify the obligations of both entities with respect to the collection, packaging, destruction, recording and reporting of the MedReturn Drug Collection Unit contents.

Attachments: [MOU-Mississippi State Medical Association Alliance](#)
[executed MOU-Mississippi State Medical Association Alliance](#)

- VI.-12** [2018-270](#) Take from the Table to Approve or Deny to Adopt the revised City of Hattiesburg Employee Handbook.

Attachments: [Emp Handbook proposed revised Jan 2018](#)

- VI.-13** [2018-288](#) Take from the Table to Approve or Deny Authorize Mayor to execute Task Order No.5 with Shows, Dearman and Waits, Inc. to provide professional services for a Comprehensive Sanitary Sewer Study for data collection, inspection and evaluation of the City's wastewater system.

Attachments: [SD&W letter](#)
[SSES Task order 5](#)
[executed SD&W letter](#)

- VI.-14** [2018-265](#) Approve and Authorize Mayor to grant a Time Extension of 60 Calendar Days to Warren Paving, Inc. for the Hattiesburg Clinic Access Road project due to inclement weather conditions.

Attachments: [Extension No. 2 for Hattiesburg DIP Project](#)
[Mayor Barker-Letter](#)
[executed Extension No. 2 for Hattiesburg DIP Project](#)

- VI.-15** [2018-258](#) Approve "As Built" Change Order for the Bobby L. Chain Airport Taxiway A Extension project to adjust estimated quantities to actual quantities for a net decrease to the contract of \$31,986.70; Authorize Mayor to execute in triplicate.

Attachments: [HBG Change Order for 24-2017](#)
[executed HBG Change Order for 24-2017](#)

- VI.-16** [2018-287](#) Approve and Authorize Mayor to execute sponsorship agreement between the City of Hattiesburg and Hattiesburg High School for sponsorship in the USA Baseball National High School Invitational Tournament, in accordance with Mississippi Code 17-3-1, in an amount not to exceed \$5,000.00.

Attachments: [Sponsorship Agreement](#)
[executed Sponsorship Agreement](#)

- VI.-17** [2018-256](#) Approve or Deny request of reclassification of one(1) part-time Records Clerk position to become an part-time Evidence Crime Scene Technician and increase the pay rate to \$15.00 per hour, in accordance with Ordinance 3154.

Attachments: [Part-Time Evidence Custodian Crime Scene Technician Job Description](#)
[Records Clerk Position Change](#)
[Wage Change Form](#)

VII. ROUTINE AGENDA

- VII.-1** [2018-273](#) Acknowledge receipt of letter from the Mississippi Department of Revenue granting the requested ad valorem tax exemption to BP Rex Closures, LLC, for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$1,603,057.00; adopt final order granting and allowing same.

Attachments: [DOR Letter BP Rex Closures-2017](#)
[BP Rex-Resolution 2017](#)
[RES#2018-36, executed BP Rex-Resolution 2017](#)

- VII.-2** [2018-283](#) Acknowledge receipt of letter from the Mississippi Department of Revenue granting ad valorem tax exemption to Dirt Cheap Building Supplies, LLC for a period not to exceed five(5) years, commencing on January 1, 2017 and ending December 31, 2021, with a true total value of \$592,837.00; adopt final order granting and allowing same.

Attachments: [Reso Dirt Cheap-2017](#)
[DOR Letter Dirt Cheap-2017](#)
[RES#2018-37, executed Reso Dirt Cheap-2017](#)

- VII.-3** [2018-282](#) Acknowledge receipt of letter from the Mississippi Department of Revenue granting ad valorem tax exemption to Mississippi Tank Company, for a period not to exceed five(5) years, commencing on January 1, 2017 and ending December 31, 2021, with a true total value of \$1,974,092.00;adopt final order granting and allowing same.

Attachments: [MS Tank Reso-2017](#)
 [DOR letter MS Tank-2017](#)
 [RES#2018-38, executed MS Tank Reso-2017](#)

- VII.-4** [2018-281](#) Acknowledge receipt of letter from the Mississippi Department of Revenue granting ad valorem tax exemption to York International Corp, for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$1,856,803.00;adopt final order granting and allowing same.

Attachments: [York Reso-2017](#)
 [DOR Letter York International.](#)
 [RES#2018-39, executed York Reso-2017](#)

- VII.-5** [2018-280](#) Acknowledge receipt of letter from the Mississippi Department of Revenue granting ad valorem tax exemption to Western Container Corporation, for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$11,822,913.00;adopt final order granting and allowing same.

Attachments: [Western Container Reso-2017](#)
 [DOR Letter Western Conatiner 2017](#)
 [RES#2018-40, executed Western Container Reso-2017](#)

- VII.-6** [2018-279](#) Acknowledge receipt of letter from the Mississippi Department of Revenue granting ad valorem tax exemption to Sofidel America Corp, for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$32,359,043.00;adopt final order granting and allowing same.

Attachments: [Sofidel Reso-2017](#)
 [DOR letter Sofidel-2017](#)
 [RES#2018-41, executed Sofidel Reso-2017](#)

- VII.-7** [2018-278](#) Acknowledge receipt of letter from the Mississippi Department of Revenue granting the requested ad valorem tax exemption to CCM Capital Assets, LLC., for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$3,871,008.00;adopt final order granting and allowing same.

Attachments: [DOR Letter CCM 2017](#)
 [CCM Reso 2017](#)
 [RES#2018-42, executed CCM Reso 2017](#)

- VII.-8** [2018-277](#) Acknowledge receipt of letter from the Mississippi Department of Revenue granting the requested ad valorem tax exemption to Excel Injection Molding, Inc., for a period not to exceed five(5) years, commencing on January 1, 2017 and ending December 31, 2021, with a true total value of \$476,385.00;adopt final order granting and allowing same.

Attachments: [Excel final order reso-2017](#)
 [DOR Letter Excel 2017](#)
 [RES#2018-43, executed Excel final order reso-2017](#)

- VII.-9** [2018-276](#) Acknowledge receipt of letter from the Mississippi Department of Revenue granting the requested ad valorem tax exemption to Green Bay Converting, Inc , for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$1,561,338.00;adopt final order granting and allowing same.

Attachments: [Green Bay Reso-2017](#)
 [DOR Letter Green Bay Converting](#)
 [RES#2018-44, executed Green Bay Reso-2017](#)

- VII.-10** [2018-275](#) Acknowledge receipt of letter from the Mississippi Department of Revenue granting an ad valorem tax exemption to Wis-Pak of Hattiesburg, LLC , for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$6,326,489.00;adopt final order granting and allowing same.

Attachments: [Wis Pak Reso-2017](#)
 [DOR letter Wis-Pak](#)
 [RES#2018-45, executed Wis Pak Reso-2017](#)

- VII.-11** [2018-274](#) Acknowledge receipt of letter from the Mississippi Department of Revenue granting the requested ad valorem tax exemption to Mar-Jac Poultry MS, LLC, for a period not to exceed five(5) years, commencing on January 1, 2017 and ending December 31, 2021, with a true total value of \$2,913,838.00;adopt final order granting and allowing same.

Attachments: [Mar-Jac Reso- 2017](#)
[DOR Letter Mar-Jac 2017](#)
[RES#2018-46, executed Mar-Jac Reso- 2017](#)

- VII.-12** [2018-272](#) Acknowledge receipt of letter from the Mississippi Department of Revenue granting and allowing the requested ad valorem tax exemption to SPG Holdings DBA Hattiesburg Paper,for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$ 4,174,137.00; and adopt final order granting and allowing the same.

Attachments: [SPG Holdings-Final order 2017](#)
[DOR Letter SPG Holdings-2017](#)
[RES#2018-47, executed SPG Holdings-Final order 2017](#)

- VII.-13** [2018-271](#) Acknowledge receipt of letter from the Mississippi Department of Revenue granting and allowing the requested ad valorem tax exemption to Zeon Chemicals, L.P.,for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$ 1,106,470.00; and adopt final order granting and allowing the same.

Attachments: [Zeon Chemicals Resolution-2017](#)
[DOR Letter Zeon 2017](#)
[RES#2018-48, executed Zeon Chemicals Resolution-2017](#)

- VII.-14** [2018-269](#) Acknowledge receipt of letter from the Mississippi Department of Revenue granting the requested ad valorem tax exemption to Kohler Company, for a period not to exceed ten(10) years, commencing on January 1, 2017 December 31, 2021, with a true total value of \$7,397,461.00; and adopt final order granting and allowing the same.

Attachments: [Kohler 2017 Final Order Resolution](#)
[DOR Letter-Kohler 2017](#)
[RES#2018-49, executed Kohler 2017 Final Order Resolution](#)

- VII.-15** [2018-286](#) Approve and Authorize advertisement for Request for Proposals for Hub City Transit Farebox Management System.

Attachments: [HCT-RFP-Farebox Management System](#)

- VII.-16** [2018-255](#) Approve the sale of grave spaces, per attached Deeds, Receipts, and Memo's.

Attachments: [Memos \(03-06-18\)](#)
 [Deeds \(03-06-18\)](#)
 [Receipts \(03-06-18\)](#)
 [executed Deeds \(03-06-18\)](#)

- VII.-17** [2018-257](#) Approve and authorize issuance of manual check for CDBG Program Claims per the attached memorandum. {Entitlement CDBG}

Attachments: [Memorandum for CDBG Payments March 6, 2018.pdf](#)

- VII.-18** [2018-268](#) Approve claims docket for the period ending February 28, 2018.

Attachments: [2-28-2018](#)



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-263

File ID: 2018-263

Type: Resolution

Status: Passed

Version: 2

Reference:

In Control: City Council

Requester: Anthony Parker

File Created: 02/26/2018

Brief Title: Resolution declaring certain equipment as surplus

Final Action: 03/06/2018

Minute Book Number: MB2018-53-54

Title:

Adopt a Resolution declaring certain vehicles as surplus, authorizing the sale of said vehicles at auction and the removal of said vehicles from the inventory of the Hattiesburg Police Department. (See attached List)

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VI.-1

Sponsors:

Enactment Date:

Attachments: Memo Declaring Surplus, RES-Surplus Vehicles, Auction, RES#2018-31, executed RES-Surplus Vehicles, Auction

Enactment Number:

Contact:

Meeting Date:

Drafter: Shannon W. Harris

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
2	City Council	03/06/2018	Adopt				Pass
Action Text: A MOTION was made by Council Member Delgado and seconded by Council Vice President Dryden to Adopt a Resolution declaring certain vehicles as surplus, authorizing the sale of said vehicles at auction and the removal of said vehicles from the inventory of the Hattiesburg Police Department. (See attached List)							
There being no discussion, the Motion received the affirmative vote of the Council as follows:							
Yeas: 5 - George, Delgado, Carroll, Dryden and Brown							
Nays: 0							

Yea: 5 Council Member George
Council Member Delgado
Council President Carroll
Council Vice President Dryden
Council Member Brown

Text of Legislative File 2018-263

Title

Adopt a Resolution declaring certain vehicles as surplus, authorizing the sale of said vehicles at auction and the removal of said vehicles from the inventory of the Hattiesburg Police Department. (See attached List)

Summary

Adopt resolution declaring certain vehicles as surplus and authorizing their sale at auction and removal from the police department inventory.

Budget Information

Expenditure Type

Purchasing Item

Publication Information



THE CITY OF HATTIESBURG

One of America's Great Small Cities!

To: Mayor and Council
From: Chief Anthony Parker
Date: February 23, 2018
Ref: Surplus

This memo is to request that the following vehicles be deemed as surplus and be sold at Martin and Martin Auctioneers of MS, Inc.

Below is a list of vehicles that the fleet maintenance department is recommending to be deemed as surplus.			
16415	2008	2FAFP71V58X131193	Ford/Crown Victoria
16416	2008	2FAFP71V78X131194	Ford/Crown Victoria
16755	2008	1GNEC03088R278314	Chevrolet/Tahoe
17312	2009	2FAHP71V09X135288	Ford/Crown Victoria
17356	2009	2B3KA43T59H617679	Dodge/Charger
19349	2014	2CSCDXAT7EH125720	Dodge/Charger
19117	1999	4T1BG22K5XU539646	Toyota Camry

Sincerely,

Anthony Parker

AP/srh

RESOLUTION

WHEREAS, the City of Hattiesburg finds and determines the following vehicles:

<u>Unit#</u>	<u>Make/Model</u>	<u>MFR Date</u>	<u>VIN</u>
16415	Ford/Crown Victoria	2008	2FAFP71V58X131193
16416	Ford/Crown Victoria	2008	2FAFP71V78X131194
16755	Chevrolet/Tahoe	2008	1GNEC03088R278314
17312	Ford/Crown Victoria	2009	2FAHP71V09X135288
17356	Dodge/Charger	2009	2B3KA43T59H617679
19349	Dodge/Charger	2014	2CSCDXAT7EH125720
19117	Toyota Camry	1999	4T1BG22K5XU539646

to be surplus and not to be used in the future operation of the City; and,

WHEREAS, the governing authorities of the City of Hattiesburg are authorized and empowered in their discretion to convey said vehicles in accordance with appropriate Miss Code statues; and,

WHEREAS, the governing authorities of the City of Hattiesburg desire to sell at auction, one (1) 2008 Ford Crown Victoria (Unit 16415); (1) 2008 Ford Crown Victoria (Unit 16416); (1) 2008 Chevrolet Tahoe (Unit 16755); (1) 2009 Ford Crown Victoria (Unit 17312); (1) 2009 Dodge Charger (Unit 17356); (1) 2014 Dodge Charger (Unit 19349); and (1) 1999 Toyota Camry (Unit 19117);

NOW, THEREFORE, BE IT RESOLVED that the Hattiesburg City Council does hereby declare surplus the following vehicles:

<u>U Unit#</u>	<u>Make/Model</u>	<u>MFR Date</u>	<u>VIN</u>
16415	Ford/Crown Victoria	2008	2FAFP71V58X131193
16416	Ford/Crown Victoria	2008	2FAFP71V78X131194
16755	Chevrolet/Tahoe	2008	1GNEC03088R278314
17312	Ford/Crown Victoria	2009	2FAHP71V09X135288
17356	Dodge/Charger	2009	2B3KA43T59H617679
19349	Dodge/Charger	2014	2CSCDXAT7EH125720
19117	Toyota Camry	1999	4T1BG22K5XU539646

and authorize Mayor to convey said vehicles to be sold at auction.

The foregoing resolution, having been reduced to writing, was introduced by Council member _____, seconded by Council member _____ and adopted by the following vote, to wit:

YEAS:

NAYS:

The President thereby declared the motion carried and the Resolution adopted, this the 6th day of March, A.D., 2018.

ATTEST:

ADOPTED:

CLERK OF COUNCIL

PRESIDENT OF COUNCIL

The above and foregoing Resolution having been submitted to and approved by the Mayor, this the 6th day of March, A.D., 2018.

ATTEST:

ADOPTED:

CITY CLERK

MAYOR

RESOLUTION

WHEREAS, the City of Hattiesburg finds and determines the following vehicles(per attached list) to be surplus and not necessary to the future operation of the City; and

WHEREAS, the governing authority of the City of Hattiesburg are authorized and empowered in their discretion to dispose of said vehicles in accordance with appropriate Mississippi Code Statutes and;

WHEREAS, the governing authorities of the City of Hattiesburg desire to sell said vehicles at public auction.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council hereby declare surplus the following vehicles, as per attached memo, and authorize disposal of said vehicles at public auction.

The foregoing resolution having been reduced to writing, the same was introduced by Council member Delgado, seconded by Council member Dryden, and was adopted by the following vote, to wit:

YEAS:

George
Delgado
Carroll
Dryden
Brown

NAYS:

None

The President thereby declared the motion carried and the Resolution adopted, on this the 6th day of March, A.D., 2018.

(S E A L)

ATTEST:


CLERK OF COUNCIL

ADOPTED:

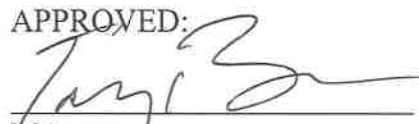

PRESIDENT OF COUNCIL

The above and foregoing Resolution having been submitted to and approved by the Mayor, on this the 6th day of March, A.D., 2018.

ATTEST:


CITY CLERK

APPROVED:


MAYOR



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-264

File ID: 2018-264

Type: Resolution

Status: Passed

Version: 1

Reference:

In Control: City Council

Requester: Anthony Parker

File Created: 02/26/2018

Brief Title: Adopt Resolution declaring 2008 and 2009 Crown Victorias as surplus vehicles to be donated to the Lumberton Police Department.

Final Action: 03/06/2018

Minute Book Number: MB2018-54

Title:

Adopt a Resolution to declare two vehicles, a 2008 Crown Victoria, VIN# 2FAFP71VX147888, and a 2009 Crown Victoria, VIN # 2FAHP71V99X135287, as surplus and donate to the Lumberton Police Department.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VI.-2

Sponsors:

Enactment Date:

Attachments: Donation Request from Lumberton, Memo from Chief for Lumberton, RES-Surplus Vehicles, Lumberton, RES#2018-32, executed RES-Surplus Vehicles, Lumberton

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter: Shannon W. Harris

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018	Adopt				Pass
	Action Text:	Adopt					
		Yea: 5		Council Member George Council Member Delgado Council President Carroll Council Vice President Dryden Council Member Brown			

Text of Legislative File 2018-264

Title

Adopt a Resolution to declare two vehicles, a 2008 Crown Victoria, VIN# 2FAFP71VX147888, and a 2009 Crown Victoria, VIN # 2FAHP71V99X135287, as surplus and donate to the Lumberton Police Department.

Summary

Adopt Resolution declaring 2008 and 2009 Crown Victorias as surplus vehicles to be donated to the Lumberton Police Department.

Budget Information

Expenditure Type

Purchasing Item

Publication Information



Ann Jones

City of Lumberton

102 E. Main Street
P.O. Box 211
Lumberton, MS 39455
601-796-8341

Alderwoman-at-Large

Tina Speights

Aldermen

Johnny Buckley

Susan Crittenden

Jonathan Griffith

Audrey Davis

Quincy Rogers

Mayor

Latania Grant

Interim City Clerk

To: Mayor Toby Barker & the Hattiesburg City Council

Date: September 21, 2017

Re: Surplus Police Cars and other surplus items

Greetings,

After your recent conversation with my City Clerk, we hope that the City of Hattiesburg could assist the City of Lumberton with the donation of 2-3 of your surplus patrol cars and any other surplus items that will aid our city as we address changes needed to help move our city forward. With the most recent event of our patrol car catching on fire, any donation would be greatly appreciated. Thank you in advance for your time and consideration.

Sincerely,

Quincy Rogers

Mayor



THE CITY OF HATTIESBURG

One of America's Great Small Cities!

To: Mayor and Council

From: Chief Anthony Parker

Date: February 23, 2018

Ref: Vehicle Donation

This memo is to request that the following vehicles Asset ID# 16647 Ford Crown Victoria 2008, VIN # 2FAFP71VX147888 and Asset ID# 17319 Ford Crown Victoria 2009 2FAHP71V99X135287, be declared as surplus, and authorized to be donated to Lumberton Police Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Anthony R. Parker", is written over the word "Sincerely,".

Anthony Parker

AP/srh

(601) 545-4903

CRIME STOPPERS

HATTIESBURG POLICE DEPARTMENT
300 KLONDKYE STREET • HATTIESBURG, MS 39401
(601) 582-STOP (582-7867)

FAX (601) 545-4952

CELLULAR * C.S.

RESOLUTION

WHEREAS, the City of Hattiesburg finds and determines the following vehicles:

<u>Unit#</u>	<u>Make/Model</u>	<u>MFR Date</u>	<u>VIN</u>
16647	FORD-CROWN VICTORIA	2008	2FAFP71VX8X147888
17319	FORD-CROWN VICTORIA	2009	2FAHP71V99X135287

to be surplus and not to be used in the future operation of the City; and,

WHEREAS, the governing authorities of the City of Hattiesburg are authorized and empowered in their discretion to convey said vehicles in accordance with appropriate Miss Code statues; and,

WHEREAS, the governing authorities of the City of Hattiesburg desire to convey

(1) 2008 Ford/Crown Victoria (Unit 16647) and (1) 2009 Ford/Crown Victoria (Unit17319) to the City of Lumberton;

NOW, THEREFORE, BE IT RESOLVED that the Hattiesburg City Council does hereby declare surplus the following vehicles:

<u>Unit#</u>	<u>Make/Model</u>	<u>MFR Date</u>	<u>VIN</u>
16647	FORD-CROWN VICTORIA	2008	2FAFP71VX8X147888
17319	FORD-CROWN VICTORIA	2009	2FAHP71V99X135287

and authorize Mayor to convey said vehicles to the City of Lumberton.

The foregoing resolution having been reduced to writing, the same was introduced by Council member _____, seconded by Council member _____ and adopted by the following vote, to wit:

YEAS:

NAYS:

The President thereby declared the motion carried and the Resolution adopted, this the 6th day of March, A.D., 2018.

ATTEST:

ADOPTED:

CLERK OF COUNCIL

PRESIDENT OF COUNCIL

The above and foregoing Resolution having been submitted to and approved by the Mayor, this the 6th day of March, A.D., 2018.

ATTEST:

ADOPTED:

CITY CLERK

MAYOR

RESOLUTION

WHEREAS, the City of Hattiesburg finds and determines the following vehicles:

<u>Unit#</u>	<u>Make/Model</u>	<u>MFR Date</u>	<u>VIN</u>
16647	Crown Victoria	2008	2FAFP71VX8X147888
17319	Crown Victoria	2009	2FAHP71V99X135287

WHEREAS, the governing authority of the City of Hattiesburg are authorized and empowered in their discretion to dispose of said vehicles in accordance with appropriate Mississippi Code Statutes and;

WHEREAS, the governing authorities of the City of Hattiesburg desire to donate said vehicles.

(1) 2008 Ford/Crown Victoria (Unit 16647)

(1) 2009 Ford/Crown Victoria (Unit 17319)

to the City of Lumberton.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council hereby declare surplus the following vehicles:

<u>Unit#</u>	<u>Make/Model</u>	<u>MFR Date</u>	<u>VIN</u>
16647	Crown Victoria	2008	2FAFP71VX8X147888
17319	Crown Victoria	2009	2FAHP71V99X135287

and authorize Mayor to convey said vehicles, the City of Lumberton.

The foregoing resolution having been reduced to writing, the same was introduced by Council member Delgado, seconded by Council member Dryden, and was adopted by the following vote, to wit:

YEAS:

George
Delgado
Carroll
Dryden
Brown

NAYS:

None

The President thereby declared the motion carried and the Resolution adopted, on this the 6th day of March, A.D., 2018.

(S E A L)

ATTEST:


CLERK OF COUNCIL

ADOPTED:


PRESIDENT OF COUNCIL

The above and foregoing Resolution having been submitted to and approved by the Mayor, on this the 6th day of March, A.D., 2018.

ATTEST:


CITY CLERK

APPROVED:


MAYOR



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-254

File ID: 2018-254

Type: Resolution

Status: Passed

Version: 4

Reference:

In Control: City Council

Requester: Anthony Parker

File Created: 02/23/2018

Brief Title: Adopt a resolution declaring surplus a 2009 Dodge Charger and donating it to the Wiggins Police Department.

Final Action: 03/06/2018

Minute Book Number: MB2018-54

Title:

Adopt a Resolution to declare the following vehicle, a 2009 Dodge Charger VIN: 2B3AA4CTXAH159315, as surplus and donate to Wiggins Police Department.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VI.-3

Sponsors:

Enactment Date:

Attachments: Surplus vehicle Wiggins Police Department, Request Letter Wiggins Police, RES-Surplus Vehicle, Wiggins, RES#2018-33, executed RES-Surplus Vehicle, Wiggins

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter: Shannon W. Harris

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
4	City Council	03/06/2018	Adopt				Pass
Action Text: A MOTION was made by Council Member Delgado and seconded by Council Vice President Dryden to Adopt a Resolution to declare the following vehicle, a 2009 Dodge Charger VIN: 2B3AA4CTXAH159315, as surplus and donate to the Wiggins Police Department.							
There being no discussion, the Motion received the affirmative vote of the Council as follows:							
Yeas: 5 - George, Delgado, Carroll, Dryden and Brown							
Nays: 0							

Yea: 5 Council Member George
Council Member Delgado
Council President Carroll
Council Vice President Dryden
Council Member Brown

Text of Legislative File 2018-254

Title

Adopt a Resolution to declare the following vehicle, a 2009 Dodge Charger VIN: 2B3AA4CTXAH159315, as surplus and donate to Wiggins Police Department.

Summary

Adopt a resolution declaring surplus a 2009 Dodge Charger and donating it to the Wiggins Police Department.

Budget Information

Expenditure Type

Purchasing Item

Publication Information



THE CITY OF HATTIESBURG

One of America's Great Small Cities!

To: Mayor and Council

From: Chief Anthony Parker

Date: February 23, 2018

Ref: Vehicle Donation

This memo is to request that the following vehicle 2009 Dodge Charger VIN: **2B3AA4CTXAH159315**, be declared as surplus, and authorized to be donated to Wiggins Police Department.

Sincerely,

Anthony Parker

AP/srh

(601) 545-4903

CRIME STOPPERS

HATTIESBURG POLICE DEPARTMENT
300 KLONDKYE STREET • HATTIESBURG, MS 39401
(601) 582-STOP (582-7867)

FAX (601) 545-4952

CELLULAR * C.S.



THE CITY OF HATTIESBURG

One of America's Great Small Cities!

February 23, 2018

Chief Anthony Parker
Hattiesburg Police Department
300 Klondyke Street
Hattiesburg, MS 39401

Ref: Vehicle Donation

Dear Chief Parker,

As mention before the Wiggins Police Department located in Stone County, Mississippi is requesting a patrol vehicle to assist with patrolling the community of approximately 4,487 citizens. The donated vehicle will assist the police department with the growing needs of their city. The vehicle that we propose is a **(2009 Dodge Charger VIN: 2B3AA4CTXAH159315)** which is currently on Police Department inventory as Asset ID 17575.

This vehicle will need additional work to ensure that the city will be able to get decent use out of it, however Wiggins Police Department is prepared to incur any maintenance for the vehicle. The Hattiesburg Police Department makes no resolution as to the condition of the vehicle. The Hattiesburg Police Department is not responsible for any damages, repairs, and or expenses related to the vehicle after it is donated. The listed vehicle is being donated as is, and the Hattiesburg Police Department is not liability for any cost associated after the vehicle is donated to Wiggins Police Department.

Attached is a copy of the formal request. Should you need any additional information, please don't hesitate to contact me.

Sincerely,


Shannon Harris

(601) 545-4903

CRIME STOPPERS

HATTIESBURG POLICE DEPARTMENT
300 KLONDKYE STREET • HATTIESBURG, MS 39401

(601) 582-STOP (582-7867)

FAX (601) 545-4952

CELLULAR * C.S.

WIGGINS POLICE DEPARTMENT

MATT BARNETT

CHIEF OF POLICE

City of Hattiesburg

Mayor Toby Barker

P. O. Box 1898

Hattiesburg, MS 39403

JEFF THOMAS

DEPUTY CHIEF

Dear Mayor Toby Baker,

I Chief Matt Barnett is requesting a donation of a 2010 Dodge Charger on behalf of the Wiggins Police Department, a community working together to reach its potential. We are passionate about the safety of the city employees in our community. We feel that this community is dedicated to the process of making things happen, and keeping a clean town but we need your help and prayers.

Your donation will help us fulfill our goal in providing service for the citizens of our community. You can be a part of that process by supporting our community with a donation of a 2010 Dodge Charger for the Police department use on patrol.

I would like to thank you for considering the opportunity to help keep our community safe and clean.

If you have any questions regarding this matter, you may contact Col. Tim Hill at the Wiggins Police Department by calling 601-928-5444, or by fax 601-928-5121 or by writing to 303 1st Street S., Wiggins, MS 39577.

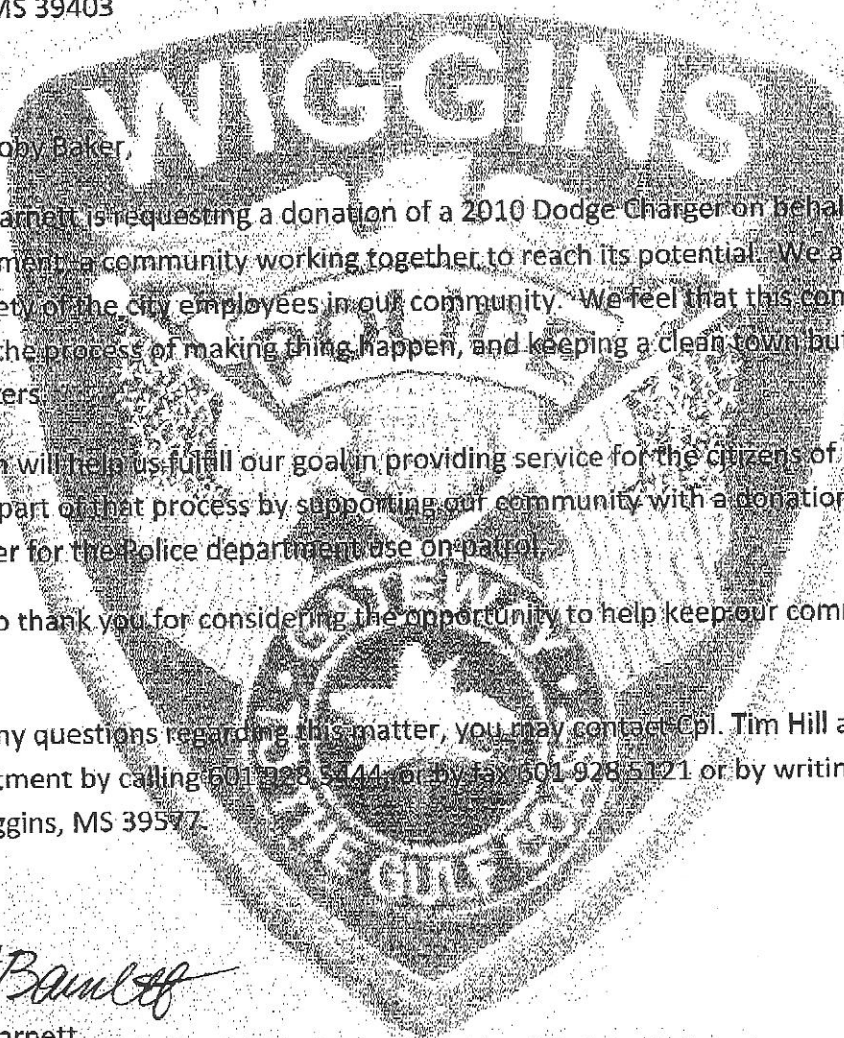
Sincerely,



Chief Matt Barnett

Chief Of Police

Wiggins Mississippi



RESOLUTION

WHEREAS, the City of Hattiesburg finds and determines the following vehicle:

<u>Unit#</u>	<u>Make/Model</u>	<u>MFR Date</u>	<u>VIN</u>
17575	Dodge/Charger	2009	2B3AA4CTXAH159315

to be surplus and not to be used in the future operation of the City; and,

WHEREAS, the governing authorities of the City of Hattiesburg are authorized and empowered in their discretion to convey said vehicles in accordance with appropriate Miss Code statues; and,

WHEREAS, the governing authorities of the City of Hattiesburg desire to convey one (1) 2009 Dodge/Charger (Unit 17575) to the Town of Wiggins;

NOW, THEREFORE, BE IT RESOLVED that the Hattiesburg City Council does hereby declare surplus the following vehicle:

<u>Unit#</u>	<u>Make/Model</u>	<u>MFR Date</u>	<u>VIN</u>
17575	Dodge/Charger	2009	2B3AA4CTXAH159315

and authorize Mayor to convey said vehicle to the Town of Wiggins.

The foregoing resolution, having been reduced to writing, was introduced by Council member _____, seconded by Council member _____ and adopted by the following vote, to wit:

YEAS:

NAYS:

The President thereby declared the motion carried and the Resolution adopted, this the 6th day of March, A.D., 2018.

ATTEST:

ADOPTED:

CLERK OF COUNCIL

PRESIDENT OF COUNCIL

The above and foregoing Resolution having been submitted to and approved by the Mayor, this the 6th day of March, A.D., 2018.

ATTEST:

APPROVED:

CITY CLERK

MAYOR

RESOLUTION

WHEREAS, the City of Hattiesburg finds and determines the following vehicle:

<u>Unit#</u>	<u>Make/Model</u>	<u>MFR Date</u>	<u>VIN</u>
17575	Dodge/Charger	2009	2B3AA4CTXAH159315

to be surplus and donated and is not to be used in the future operation of the City, and

WHEREAS, the governing authorities of the City of Hattiesburg are authorized and empowered in their discretion to convey said vehicles in accordance with appropriate Miss Code statues.

WHEREAS, the governing authorities of the City of Hattiesburg desire to convey one
(1) 2009 Dodge/Charger (Unit 17575) to the Town of Wiggins.

NOW, THEREFORE, BE IT RESOLVED that the Hattiesburg City Council does hereby declare surplus the following vehicle:

<u>Unit#</u>	<u>Make/Model</u>	<u>MFR Date</u>	<u>VIN</u>
17575	Dodge/Charger	2009	2B3AA4CTXAH159315

and authorize Mayor to convey said vehicle, to the Town of Wiggins.

The foregoing resolution having been reduced to writing, the same was introduced by Council person Delgado, seconded by Council member Dryden, and was adopted by the following vote, to wit:

YEAS:

George
Delgado
Carroll
Dryden
Brown

NAYS:

None

The President thereby declared the motion carries and the Resolution adopted, on this the 6th day of March, A.D., 2018.

ATTEST:


CLERK OF COUNCIL

ADOPTED:


PRESIDENT OF COUNCIL

The above and foregoing Resolution having been submitted to and approved by the Mayor, on this the 6th day of March, A.D., 2018.

ATTEST:


CITY CLERK

APPROVED:


MAYOR



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-266

File ID: 2018-266

Type: Resolution

Status: Passed

Version: 1

Reference:

In Control: City Council

Requester: Anthony Parker

File Created: 02/26/2018

Brief Title: Adopt a resolution declaring a 2007 Crown Victoria as surplus and donating it to the Metcalfe Police Department.

Final Action: 03/06/2018

Minute Book Number: MB2018-54

Title:

Adopt a Resolution to declare the following vehicle, a 2007 Crown Victoria VIN: 2FAFP3310FAP71W17X130727, as surplus and donate to Metcalfe Police Department.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VI.-4

Sponsors:

Enactment Date:

Attachments: Letter from Metcalfe, Memo From Chief Parker for Metcalfe, RES-Surplus Vehicle, Metcalfe, RES#2018-34, executed RES-Surplus Vehicle, Metcalfe

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter: Shannon W. Harris

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018	Adopt				Pass
Action Text: A MOTION was made by Council Member Delgado and seconded by Council Vice President Dryden to Adopt a Resolution to declare the following vehicle, a 2007 Crown Victoria VIN: 2FAFP3310FAP71W17X130727, as surplus and donate to the Metcalfe Police Department.							
There being no discussion, the Motion received the affirmative vote of the Council as follows:							
Yeas: 5 - George, Delgado, Carroll, Dryden and Brown							
Nays: 0							

Yea: 5 Council Member George
Council Member Delgado
Council President Carroll
Council Vice President Dryden
Council Member Brown

Text of Legislative File 2018-266

Title

Adopt a Resolution to declare the following vehicle, a 2007 Crown Victoria VIN: 2FAFP3310FAFP71W17X130727, as surplus and donate to Metcalfe Police Department.

Summary

Adopt a resolution declaring a 2007 Crown Victoria as surplus and donating it to the Metcalfe Police Department.

Budget Information

Expenditure Type

Purchasing Item

Publication Information

TOWN OF METCALFE

315 Martin Luther King • Drive Post Office Box 250 • Metcalfe, MS 38760
Phone: (662) 335-0212 • Fax: (662) 378-8041 • Email: townofmetcalfe@suddenlinkmail.com

Working Together To Reach Its Potential

City of Hattiesburg
Toby Barker, Mayor
P.O. Box 1898
Hattiesburg, MS 39403

November 27, 2017

Dear Mayor Barker:

I, Mayor McDavid, am requesting a donation on behalf of the Town of Metcalfe, a community working together to reach its potential in everyone. We are passionate about the safety of the citizens in our community. We feel that this community is dedicated to the process of making things happen but we need your help.

Your donation will help us fulfill our goal in providing protection for the citizens of our community. You can be a part of that process by supporting our community with a donation of a patrol car to our police department.

I would like to thank you for considering the opportunity to help keep our community safe.

If you have any questions regarding this matter, you may contact Metcalfe Town Hall at 662-335-0212.

Sincerely,


Walter McDavid Jr., Mayor

Walter McDavid Jr., Mayor • Rosie Chillis, Town Clerk • Tamara Carter, Deputy Clerk
Board of Alderpersons: Shaquitta Allen • Torrlone Carter • Theresa Hardy • Aldric Hardy • Dewayne Rhodes
Damon Davis, Chief of Police
Public Works Supervisors • Melvin Carter, Kenneth Graham



THE CITY OF HATTIESBURG

One of America's Great Small Cities!

To: Mayor and Council

From: Chief Anthony Parker

Date: February 23, 2018

Ref: Vehicle Donation

This memo is to request that the following vehicle 2007 Ford Crown Victoria VIN: **2FAFP71W17X130727**, be declared as surplus, and authorized to be donated to Metcalfe Police Department.

Sincerely,

A handwritten signature in cursive script, appearing to read "Anthony Parker", is written over a horizontal line.

Anthony Parker

AP/srh

(601) 545-4903

CRIME STOPPERS

HATTIESBURG POLICE DEPARTMENT
300 KLONDKYE STREET • HATTIESBURG, MS 39401
(601) 582-STOP (582-7867)

FAX (601) 545-4952

CELLULAR * C.S.

RESOLUTION

WHEREAS, the City of Hattiesburg finds and determines the following vehicle:

<u>Unit#</u>	<u>Make/Model</u>	<u>MFR Date</u>	<u>VIN</u>
15780	Ford/Crown Victoria	2007	2FAFP71W17X130727

to be surplus and not to be used in the future operation of the City; and,

WHEREAS, the governing authorities of the City of Hattiesburg are authorized and empowered in their discretion to convey said vehicles in accordance with appropriate Miss Code statues; and,

WHEREAS, the governing authorities of the City of Hattiesburg desire to convey one (1) 2007 Ford/Crown Victoria (Unit 15780) to the Town of Metcalfe;

NOW, THEREFORE, BE IT RESOLVED that the Hattiesburg City Council does hereby declare surplus the following vehicle:

<u>Unit#</u>	<u>Make/Model</u>	<u>MFR Date</u>	<u>VIN</u>
15780	Ford/Crown Victoria	2007	2FAFP71W17X130727

and authorize Mayor to convey said vehicle to the Town of Metcalfe.

The foregoing resolution, having been reduced to writing, was introduced by Council member _____, seconded by Council member _____ and adopted by the following vote, to wit:

YEAS:

NAYS:

The President thereby declared the motion carried and the Resolution adopted, this the 6th day of March, A.D., 2018.

ATTEST:

ADOPTED:

CLERK OF COUNCIL

PRESIDENT OF COUNCIL

The above and foregoing Resolution having been submitted to and approved by the Mayor, this the 6th day of March, A.D., 2018.

ATTEST:

APPROVED:

CITY CLERK

MAYOR

RESOLUTION

WHEREAS, the City of Hattiesburg finds and determines the following vehicle:

<u>Unit#</u>	<u>Make/Model</u>	<u>MFR Date</u>	<u>VIN</u>
15780	Ford/Crown Victoria	2007	2FAFP71W17X130727

to be surplus and donated and is not to be used in the future operation of the City, and

WHEREAS, the governing authorities of the City of Hattiesburg are authorized and empowered in their discretion to convey said vehicles in accordance with appropriate Miss Code statues.

WHEREAS, the governing authorities of the City of Hattiesburg desire to convey one
(1) 2007 Ford/Crown Victoria (Unit 15780) to the Town of Metcalfe.

NOW, THEREFORE, BE IT RESOLVED that the Hattiesburg City Council does hereby declare surplus the following vehicle:

<u>Unit#</u>	<u>Make/Model</u>	<u>MFR Date</u>	<u>VIN</u>
15780	Ford/Crown Victoria	2007	2FAFP71W17X130727

and authorize Mayor to convey said vehicle, to the Town of Metcalfe.

The foregoing resolution having been reduced to writing, the same was introduced by Council person Delgado, seconded by Council members Dryden, and was adopted by the following vote, to wit:

YEAS:

George
Delgado
Carroll
Dryden
Brown

NAYS:

None

The President thereby declared the motion carries and the Resolution adopted, on this the 6th day of March, A.D., 2018.

ATTEST:



CLERK OF COUNCIL

ADOPTED:



PRESIDENT OF COUNCIL

The above and foregoing Resolution having been submitted to and approved by the Mayor, on this the 6th day of March, A.D., 2018.

ATTEST:



CITY CLERK

APPROVED:



MAYOR



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-251

File ID: 2018-251

Type: Resolution

Status: Passed

Version: 1

Reference:

In Control: City Council

Requester: Anthony Parker

File Created: 02/23/2018

Brief Title: Adopt a resolution declaring a 2009 Dodge Charger surplus and donating it to the Petal School District.

Final Action: 03/06/2018

Minute Book Number: MB2018-55

Title:

Adopt a Resolution to declare the following vehicle, a 2009 Dodge Charger VIN: 2B3KA43T99H617684, as surplus and donate to Petal School District.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VI.-5

Sponsors:

Enactment Date:

Attachments: Surplus vehicle Petal School District, RES-Surplus Vehicle, Petal School District, RES#2018-35, executed RES-Surplus Vehicle, Petal School District

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter: Shannon W. Harris

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018	Adopt				Pass
Action Text: A MOTION was made by Council Member Delgado and seconded by Council Vice President Dryden to Adopt a Resolution to declare the following vehicle, a 2009 Dodge Charger VIN: 2B3KA43T99H617684, as surplus and donate to the Petal School District.							
There being no discussion, the Motion received the affirmative vote of the Council as follows:							
Yeas: 5 - George, Delgado, Carroll, Dryden and Brown							
Nays: 0							
Yea: 5 Council Member George Council Member Delgado Council President Carroll Council Vice President Dryden Council Member Brown							

Text of Legislative File 2018-251

Title

Adopt a Resolution to declare the following vehicle, a 2009 Dodge Charger VIN: 2B3KA43T99H617684, as surplus and donate to Petal School District.

Summary

Adopt a resolution declaring a 2009 Dodge Charger surplus and donating it to the Petal School District.

Budget Information

Expenditure Type

Purchasing Item

Publication Information



THE CITY OF HATTIESBURG

One of America's Great Small Cities!

To: Mayor and Council

From: Chief Anthony Parker

Date: February 23, 2018

Ref: Vehicle Donation

This memo is to request that the following vehicle 2009 Dodge Charger VIN: **2B3KA43T99H617684**, be declared as surplus, and authorized to be donated to Petal School District.

Sincerely,

Anthony Parker

AP/srh

(601) 545-4903

CRIME STOPPERS

HATTIESBURG POLICE DEPARTMENT
300 KLONDKYE STREET • HATTIESBURG, MS 39401
(601) 582-STOP (582-7867)

FAX (601) 545-4952

CELLULAR * C.S.



THE CITY OF HATTIESBURG

One of America's Great Small Cities!

February 23, 2018

Chief Anthony Parker
Hattiesburg Police Department
300 Klondyke Street
Hattiesburg, MS 39401

Ref: Vehicle Donation

Dear Chief Parker,

As mention before the Petal School District located in Forrest County, Mississippi is requesting a patrol vehicle to assist with patrolling the school campuses. The vehicle that we propose is a **(2009 Dodge Charger VIN: 2B3KA43T99H617684)**, which is currently on Police Department inventory as Asset ID 17358.

This vehicle will need additional work to ensure that the city will be able to get decent use out of it, however Petal School District Police Department is prepared to incur any maintenance for the vehicle. The Hattiesburg Police Department makes no resolution as to the condition of the vehicle. The Hattiesburg Police Department is not responsible for any damages, repairs, and or expenses related to the vehicle after it is donated. The listed vehicle is being donated as is, and the Hattiesburg Police Department is not liability for any cost associated after the vehicle is donated to Petal School District

Attached is a copy of the formal request. Should you need any additional information, please don't hesitate to contact me.

Sincerely,


Shannon Harris

(601) 545-4903

CRIME STOPPERS

HATTIESBURG POLICE DEPARTMENT
300 KLONDKYE STREET • HATTIESBURG, MS 39401
(601) 582-STOP (582-7867)

FAX (601) 545-4952

CELLULAR * C.S.

RESOLUTION

WHEREAS, the City of Hattiesburg finds and determines the following vehicle:

<u>Unit #</u>	<u>Make/Model</u>	<u>MFR Date</u>	<u>VIN</u>
17358	Dodge/Charger	2009	2B3KA43T99H617684

to be surplus and not to be used in the future operation of the City; and,

WHEREAS, the governing authorities of the City of Hattiesburg are authorized and empowered in their discretion to convey said vehicles in accordance with appropriate Miss Code statues; and,

WHEREAS, the governing authorities of the City of Hattiesburg desire to convey one (1) 2007 Ford/Crown Victoria (Unit 17358) to the Petal School District;

NOW, THEREFORE, BE IT RESOLVED that the Hattiesburg City Council does hereby declare surplus the following vehicle:

<u>Unit#</u>	<u>Make/Model</u>	<u>MFR Date</u>	<u>VIN</u>
17358	Dodge/ Charger	2009	2B3KA43T99H617684

and authorize Mayor to convey said vehicle to the Petal School District.

The foregoing resolution, having been reduced to writing, was introduced by Council member_____, seconded by Council member_____ and adopted by the following vote, to wit:

YEAS: NAYS:

The President thereby declared the motion carried and the Resolution adopted, this the 6th day of March, A.D., 2018.

ATTEST:

ADOPTED:

CLERK OF COUNCIL

PRESIDENT OF COUNCIL

The above and foregoing Resolution having been submitted to and approved by the Mayor, this the 6th day of March, A.D., 2018.

ATTEST:

ADOPTED:

CITY CLERK

MAYOR

RESOLUTION

WHEREAS, the City of Hattiesburg finds and determines the following vehicle:

<u>Unit#</u>	<u>Make/Model</u>	<u>MFR Date</u>	<u>VIN</u>
17358	Dodge/Charger	2009	2B3KA43T99H617684

to be surplus and donated and is not to be used in the future operation of the City, and

WHEREAS, the governing authorities of the City of Hattiesburg are authorized and empowered in their discretion to convey said vehicles in accordance with appropriate Miss Code statues.

WHEREAS, the governing authorities of the City of Hattiesburg desire to convey one
(1) 2007 Ford/Crown Victoria (Unit 17358) to the Petal School District.

NOW, THEREFORE, BE IT RESOLVED that the Hattiesburg City Council does hereby declare surplus the following vehicle:

<u>Unit#</u>	<u>Make/Model</u>	<u>MFR Date</u>	<u>VIN</u>
17358	Dodge/ Charger	2009	2B3KA43T99H617684

and authorize Mayor to convey said vehicle, to the Petal School District.

The foregoing resolution having been reduced to writing, the same was introduced by Council person Delgado, seconded by Council member Dryden, and was adopted by the following vote, to wit:

YEAS:	George Delgado Carroll Dryden Brown	NAYS:	None
-------	---	-------	------

The President thereby declared the motion carries and the Resolution adopted, on this the 6th day of March, A.D., 2018.

ATTEST:

ADOPTED:


CLERK OF COUNCIL


PRESIDENT OF COUNCIL

The above and foregoing Resolution having been submitted to and approved by the Mayor, on this the 6th day of March, A.D., 2018.

ATTEST:

ADOPTED:


CITY CLERK


MAYOR



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-285

File ID: 2018-285

Type: Regular Agenda Item

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester:

File Created: 02/27/2018

Brief Title: Authorizing executionn of the Municipal Compliance Questionnaire for fiscal year ending 9-30-2016 and 9-30-2017.

Final Action: 03/06/2018

Minute Book Number: MB2018-55

Title:

Authorize the Mayor and City Clerk to execute certification to the Municipal Compliance Questionnaire for fiscal year ending September 30,2016 and September 30,2017.

Notes:

Agenda Date: 03/20/2018

Indexes:

Agenda Number: VI.-6

Sponsors:

Enactment Date:

Attachments: 2017-Compliance questionnaire, 2016 Compliance Questionnaire, executed 2016-Compliance questionnaire, executed 2017-Compliance questionnaire

Enactment Number:

Contact:

Meeting Date:

Drafter:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018	Authorize				Pass
Action Text: A MOTION was made by Council Vice President Dryden and seconded by Council Member George to Authorize the Mayor and City Clerk to execute certification to the Municipal Compliance Questionnaire for fiscal year ending September 30, 2016 and September 30, 2017.							
There being no discussion, the Motion received the affirmative vote of the Council as follows:							
Yeas: 5 - George, Delgado, Carroll, Dryden and Brown							
Nays: 0							

Yea: 5 Council Member George
Council Member Delgado
Council President Carroll
Council Vice President Dryden
Council Member Brown

Text of Legislative File 2018-285

Title

Authorize the Mayor and City Clerk to execute certification to the Municipal Compliance Questionnaire for fiscal year ending September 30,2016 and September 30,2017.

Summary

Municipal Compliance Questinnaire for Fy 2016-2017.

Budget Information

Expenditure Type

Purchasing Item

Publication Information

Municipal Compliance Questionnaire

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

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

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

Information

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

1. Name and address of municipality:

City of Hattiesburg

PO Box 1898 Hattiesburg MS 39403

2. List the date and population of the latest official U.S. Census or most recent official census:
2010 45,989

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

4. Period of time covered by this questionnaire:

From: October 1, 2016

To: September 30, 2017

5. Expiration date of current elected officials' term: June 30, 2021

MUNICIPAL COMPLIANCE QUESTIONNAIRE
Year Ended September 30, 20__

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

PART I - General

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

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

N/A

PART II - Cash and Related Records

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

Y

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

Y

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

Y

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

Y

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

Y

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

Y

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

Y

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

Y

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

Y

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

Y

- | | |
|--|------------|
| 11. Have financial records been maintained in accordance with the chart of accounts prescribed by the State Auditor?
(Section 21-35-11) | Y
_____ |
| 12. Does the municipal clerk submit to the board a monthly report of expenditures against each budget item for the preceding month and fiscal year to date and the unexpended balances of each budget item? (Section 21-35-13) | Y
_____ |
| 13. Does the board avoid approving claims and the city clerk not issue any warrants which would be in excess of budgeted amounts, except for court-ordered or emergency expenditures? (Section 21-35-17) | Y
_____ |
| 14. Has the municipality commissioned municipal depositories?
(Sections 27-105-353 and 27-105-363) | Y
_____ |
| 15. Have investments of funds been restricted to those instruments authorized by law? (Section 21-33-323) | Y
_____ |
| 16. Are donations restricted to those specifically authorized by law? [Section 21-17-5 (Section 66, Miss. Constitution) -- Sections 21-19-45 through 21-19-59, etc.] | Y
_____ |
| 17. Are fixed assets properly tagged and accounted for?
(Section II - Municipal Audit and Accounting Guide) | Y
_____ |
| 18. Is all travel authorized in advance and reimbursements made in accordance with Section 25-3-41? | Y
_____ |
| 19. Are all travel advances made in accordance with the State Auditor's regulations? (Section 25-3-41) | Y
_____ |

PART III - Purchasing and Receiving

- | | |
|---|------------|
| 1. Are bids solicited for purchases, when required by law (written bids and advertising)? [Section 31-7-13(b) and (c)] | Y
_____ |
| 2. Are all lowest and best bid decisions properly documented?
[Section 31-7-13(d)] | Y
_____ |
| 3. Are all one-source item and emergency purchases documented on the board's minutes? [Section 31-7-13(m) and (k)] | Y
_____ |
| 4. Do all officers and employees understand and refrain from accepting gifts or kickbacks from suppliers? (Section 31-7-23) | Y
_____ |

PART IV - Bonds and Other Debt

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

PART V - Taxes and Other Receipts

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

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

(MUNICIPAL NAME)

Certification to Municipal Compliance Questionnaire

Year Ended September 30, 2017

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

(City Clerk's Signature)

(Mayor's Signature)

(Date)

(Date)

Minute Book References:

Book Number _____

Page _____

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

Municipal Compliance Questionnaire

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

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

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

Information

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

1. Name and address of municipality:
City of Hattiesburg, PO Box 1898 Hattiesburg, Ms 39403
2. List the date and population of the latest official U.S. Census or most recent official census:
2010 45,989
3. Names, addresses and telephone numbers of officials (include elected officials, chief administrative officer, and attorney).

4. Period of time covered by this questionnaire:
From: October, 1, 2015 To: September 30, 2016
5. Expiration date of current elected officials' term: June 30, 2017

MUNICIPAL COMPLIANCE QUESTIONNAIRE

Year Ended September 30, 20__

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

PART I - General

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

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

PART II - Cash and Related Records

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

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

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

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

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

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

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

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

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

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

- | | |
|--|------------|
| 11. Have financial records been maintained in accordance with the chart of accounts prescribed by the State Auditor? (Section 21-35-11) | Y
_____ |
| 12. Does the municipal clerk submit to the board a monthly report of expenditures against each budget item for the preceding month and fiscal year to date and the unexpended balances of each budget item? (Section 21-35-13) | Y
_____ |
| 13. Does the board avoid approving claims and the city clerk not issue any warrants which would be in excess of budgeted amounts, except for court-ordered or emergency expenditures? (Section 21-35-17) | Y
_____ |
| 14. Has the municipality commissioned municipal depositories? (Sections 27-105-353 and 27-105-363) | Y
_____ |
| 15. Have investments of funds been restricted to those instruments authorized by law? (Section 21-33-323) | Y
_____ |
| 16. Are donations restricted to those specifically authorized by law? [Section 21-17-5 (Section 66, Miss. Constitution) -- Sections 21-19-45 through 21-19-59, etc.] | Y
_____ |
| 17. Are fixed assets properly tagged and accounted for? (Section II - Municipal Audit and Accounting Guide) | Y
_____ |
| 18. Is all travel authorized in advance and reimbursements made in accordance with Section 25-3-41? | Y
_____ |
| 19. Are all travel advances made in accordance with the State Auditor's regulations? (Section 25-3-41) | Y
_____ |

PART III - Purchasing and Receiving

- | | |
|---|------------|
| 1. Are bids solicited for purchases, when required by law (written bids and advertising)? [Section 31-7-13(b) and (c)] | Y
_____ |
| 2. Are all lowest and best bid decisions properly documented? [Section 31-7-13(d)] | Y
_____ |
| 3. Are all one-source item and emergency purchases documented on the board's minutes? [Section 31-7-13(m) and (k)] | Y
_____ |
| 4. Do all officers and employees understand and refrain from accepting gifts or kickbacks from suppliers? (Section 31-7-23) | Y
_____ |

PART IV - Bonds and Other Debt

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

PART V - Taxes and Other Receipts

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

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

(MUNICIPAL NAME)

Certification to Municipal Compliance Questionnaire

Year Ended September 30, 2016

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

(City Clerk's Signature)

(Mayor's Signature)

(Date)

(Date)

Minute Book References:

Book Number _____

Page _____

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

Municipal Compliance Questionnaire

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

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

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

Information

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

1. Name and address of municipality:

City of Hattiesburg, PO Box 1898 Hattiesburg, Ms 39403

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

2010 45,989

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

4. Period of time covered by this questionnaire:

From: October, 1, 2015

To: September 30, 2016

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

MUNICIPAL COMPLIANCE QUESTIONNAIRE
Year Ended September 30, 20__

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

PART I - General

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

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

PART II - Cash and Related Records

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PART III - Purchasing and Receiving

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

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

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

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

PART IV - Bonds and Other Debt

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

PART V - Taxes and Other Receipts

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

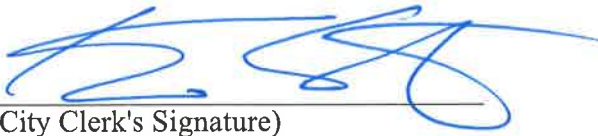
9. Has the municipality levied or appropriated not less than 1/4 mill for fire protection and certified to the county it provides its own fire protection or allowed the county to levy such tax? (Sections 83-1-37 and 83-1-39) Y
10. Are state-imposed court assessments collected and settled monthly? (Section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

(MUNICIPAL NAME)

Certification to Municipal Compliance Questionnaire

Year Ended September 30, 2016

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



(City Clerk's Signature)



(Mayor's Signature)

3-6-18

(Date)

3-6-18

(Date)

Minute Book References:

Book Number _____

Page _____

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

Municipal Compliance Questionnaire

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

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

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

Information

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

1. Name and address of municipality:

City of Hattiesburg

PO Box 1898 Hattiesburg MS 39403

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

2010 45,989

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

4. Period of time covered by this questionnaire:

From: October 1, 2016

To: September 30, 2017

5. Expiration date of current elected officials' term: June 30, 2021

MUNICIPAL COMPLIANCE QUESTIONNAIRE
Year Ended September 30, 20__

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

PART I - General

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

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

N/A

PART II - Cash and Related Records

1. Where required, is a claims docket maintained?
(Section 21-39-7)
2. Are all claims paid in the order of their entry in the claims docket? (Section 21-39-9)
3. Does the claims docket identify the claimant, claim number, amount and fund from which each warrant will be issued?
(Section 21-39-7)
4. Are all warrants approved by the board, signed by the mayor or majority of the board, attested to by the clerk, and bearing the municipal seal? (Section 21-39-13)
5. Are warrants for approved claims held until sufficient cash is available in the fund from which it is drawn?
(Section 21-39-13)
6. Has the municipality adopted and entered on its minutes a budget in the format prescribed by the Office of the State Auditor? (Sections 21-35-5, 21-35-7 and 21-35-9)
7. Does the municipality operate on a cash basis budget, except for expenditures paid within 30 days of fiscal year end or for construction in progress? (Section 21-35-23)
8. Has the municipality held a public hearing and published its adopted budget? (Sections 21-35-5, 27-39-203, & 27-39-205)
9. Has the municipality complied with legal publication requirements when budgetary changes of 10% or more are made to a department's budget? (Section 21-35-25)
10. If revenues are less than estimated and a deficit is anticipated, did the board revise the budget by its regular July meeting? (Section 21-35-25)

Y

Y

Y

Y

Y

Y

Y

Y

Y

Y

- | | |
|--|------------|
| 11. Have financial records been maintained in accordance with the chart of accounts prescribed by the State Auditor?
(Section 21-35-11) | Y
_____ |
| 12. Does the municipal clerk submit to the board a monthly report of expenditures against each budget item for the preceding month and fiscal year to date and the unexpended balances of each budget item? (Section 21-35-13) | Y
_____ |
| 13. Does the board avoid approving claims and the city clerk not issue any warrants which would be in excess of budgeted amounts, except for court-ordered or emergency expenditures? (Section 21-35-17) | Y
_____ |
| 14. Has the municipality commissioned municipal depositories?
(Sections 27-105-353 and 27-105-363) | Y
_____ |
| 15. Have investments of funds been restricted to those instruments authorized by law? (Section 21-33-323) | Y
_____ |
| 16. Are donations restricted to those specifically authorized by law? [Section 21-17-5 (Section 66, Miss. Constitution) -- Sections 21-19-45 through 21-19-59, etc.] | Y
_____ |
| 17. Are fixed assets properly tagged and accounted for?
(Section II - Municipal Audit and Accounting Guide) | Y
_____ |
| 18. Is all travel authorized in advance and reimbursements made in accordance with Section 25-3-41? | Y
_____ |
| 19. Are all travel advances made in accordance with the State Auditor's regulations? (Section 25-3-41) | Y
_____ |

PART III - Purchasing and Receiving

- | | |
|---|------------|
| 1. Are bids solicited for purchases, when required by law (written bids and advertising)? [Section 31-7-13(b) and (c)] | Y
_____ |
| 2. Are all lowest and best bid decisions properly documented? [Section 31-7-13(d)] | Y
_____ |
| 3. Are all one-source item and emergency purchases documented on the board's minutes? [Section 31-7-13(m) and (k)] | Y
_____ |
| 4. Do all officers and employees understand and refrain from accepting gifts or kickbacks from suppliers? (Section 31-7-23) | Y
_____ |

PART IV - Bonds and Other Debt

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

PART V - Taxes and Other Receipts

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

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

(MUNICIPAL NAME)

Certification to Municipal Compliance Questionnaire

Year Ended September 30, 2017

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



(City Clerk's Signature)

3-6-18

(Date)



(Mayor's Signature)

3-6-18

(Date)

Minute Book References:

Book Number _____

Page _____

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



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-250

File ID: 2018-250

Type: Regular Agenda Item

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester: Lamar Rutland

File Created: 02/23/2018

Brief Title: Authorize signing of Sullivan Park Pavilion project contract.

Final Action: 03/06/2018

Minute Book Number: MB2018-55

Title:

Authorize Mayor to execute five copies of contract with Greater Southeast Construction, LLC for the Sullivan Park Pavilion Project (bid accepted February 6, 2018 at file no. 2018-197).

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VI.-7

Sponsors:

Enactment Date:

Attachments: Contract - unsigned, executed Contract - unsigned

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter: Sharon Waits

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018	Authorize				Pass
Action Text: A MOTION was made by Council Member Brown and seconded by Council Member George to Authorize Mayor to execute five copies of contract with Greater Southeast Construction, LLC for the Sullivan Park Pavilion Project (bid accepted February 6, 2018 at file no. 2018-197).							
There being no discussion, the Motion received the affirmative vote of the Council as follows:							
Yeas: 5 - George, Delgado, Carroll, Dryden and Brown							
Nays: 0							
Yea: 5 Council Member George Council Member Delgado Council President Carroll Council Vice President Dryden Council Member Brown							

Text of Legislative File 2018-250

Title

Authorize Mayor to execute five copies of contract with Greater Southeast Construction, LLC for the Sullivan Park Pavilion Project (bid accepted February 6, 2018 at file no. 2018-197).

Summary

Authorize Mayor to execute five copies of contract with Greater Southeast Construction, LLC for the Sullivan Park Pavilion Project.

Budget Information

002300.7256.03

CONTRACT

**SULLIVAN PARK PAVILION
CITY OF HATTIESBURG, MISSISSIPPI**

This Contract, made this the _____ day of _____, 2018, by and between the City of Hattiesburg, Mississippi, a municipal corporation, hereinafter called "Owner" and Greater Southeast Construction, LLC doing business as a Corporation located at 20 Bellgrass Boulevard, Hattiesburg, MS 39402 hereinafter called the "Contractor".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. THE CONTRACTOR will commence and complete the "Sullivan Park Pavilion" project in strict accordance with the Contract Documents and the Contract Drawings.
2. The Contractor will commence the work required by the CONTRACT DOCUMENTS within 10 calendar days after the date of the NOTICE TO PROCEED and will attain Final Completion within the contract time stipulated in the Advertisement for Bids unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS. The Contractor agrees to pay, as liquidated damages, the actual damages, costs, losses and expenses reasonably incurred by Owner for each consecutive calendar day that he shall be in default in attaining Final Completion within the time stipulated as provided herein.
3. The term "CONTRACT DOCUMENTS" means and includes Advertisement for Bids, Instructions to Bidders, Bidder's Proposal, Bid Bond, Contract, Payment Bond, Performance Bond, General Conditions, Supplementary Conditions, Technical Specifications, Contract Drawings, Notice of Award, Notice to Proceed, Addenda (if any), and all subsequent Change Orders, Supplemental Agreements and/or other modifications as if formally recopied in this Contract.
4. The Contractor agrees to furnish all materials in place and to faithfully complete all of said work contemplated by this Contract in good and workmanlike manner, strictly in accordance with said Contract Documents, Contract Drawings and other requirements of the Owner, and to the complete satisfaction of the Owner or his authorized representatives, and in accordance with the Laws of the state of Mississippi and the Ordinances of the Owner, for which the Owner hereby agrees to pay and the Contractor agrees to accept a sum of money in current funds equal to the contract amount of two hundred fourteen thousand, five hundred thirty-five dollars and 00/100 (\$ 214,535.00) plus the amount of any supplemental agreements and force accounts for extra work authorized and duly set forth in a written change order approved and executed by the Owner and set forth in the public minutes of the Owner and in full compensation for furnishing all materials, the doing of all work contemplated under the Contract, as well as all loss or damage, if any, arising out of the nature of the work, or the action of the weather, and any and all other unforeseen obstructions or difficulties that may be encountered in the prosecution of the same, the Contractor assuming all risks of every kind and description in the performance of this Contract.

-
5. The Contractor shall protect, indemnify and save harmless the Owner from and against any and all damage, loss, claims, judgments or expenses, including but not limited to reasonable attorney's fees, which the Owner may suffer or be subjected to by the performance of the work, including but without limitation injury to or death of any person whomever and destruction or damage to any property whatsoever.
 6. Attached hereto and made a part of this Contract is a Performance Bond, executed by a Surety Company doing business in the state of Mississippi, in the sum of of two hundred fourteen thousand, five hundred thirty-five dollars and 00/100 (\$214,535.00).
 7. Attached hereto and made a part of this Contract is a Payment Bond, executed by a Surety Company doing business in the state of Mississippi, in the sum of of two hundred fourteen thousand, five hundred thirty-five dollars and 00/100 (\$214,535.00).
 8. The Contractor agrees to allow the Owner, or any of their duly authorized representatives, access to any books, documents, papers and records of the Contractor which are directly pertinent to the project which is the subject of this Contract, for the purpose of making audits, examinations, excerpts and transcriptions, and Contractor agrees to insert an identical clause in any and all subcontracts.
 9. The Owner will pay to the Contractor in the manner and at such times and amounts as set forth in the Contract Documents.
 10. This Contract shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.
 11. If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the Owner shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. Notwithstanding the above, the Contractor shall not be relieved of liability to the Owner for damages sustained by the Owner by virtue of any breach of the Contract by the Contractor and the Owner may withhold any payments to the Contractor until such time as the exact amount of damages due the Owner from the Contractor is determined.

IN WITNESS THEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Contract in 5 counterparts, each of which shall be deemed an original on the date first above written. (number)

OWNER

CONTRACTOR

BY _____

BY _____

John Adcock, owner

ATTEST _____

ATTEST *Beverly Price*

(Seal)

(Seal)

00500-4

CONTRACT

**SULLIVAN PARK PAVILION
CITY OF HATTIESBURG, MISSISSIPPI**

This Contract, made this the _____ day of _____, 2018, by and between the City of Hattiesburg, Mississippi, a municipal corporation, hereinafter called "Owner" and Greater Southeast Construction, LLC doing business as a Corporation located at 20 Bellgrass Boulevard, Hattiesburg, MS 39402 hereinafter called the "Contractor".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

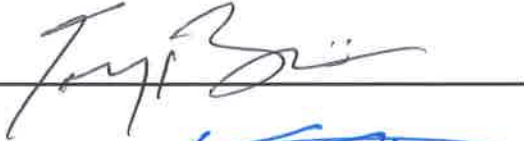
1. THE CONTRACTOR will commence and complete the "Sullivan Park Pavilion" project in strict accordance with the Contract Documents and the Contract Drawings.
2. The Contractor will commence the work required by the CONTRACT DOCUMENTS within 10 calendar days after the date of the NOTICE TO PROCEED and will attain Final Completion within the contract time stipulated in the Advertisement for Bids unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS. The Contractor agrees to pay, as liquidated damages, the actual damages, costs, losses and expenses reasonably incurred by Owner for each consecutive calendar day that he shall be in default in attaining Final Completion within the time stipulated as provided herein.
3. The term "CONTRACT DOCUMENTS" means and includes Advertisement for Bids, Instructions to Bidders, Bidder's Proposal, Bid Bond, Contract, Payment Bond, Performance Bond, General Conditions, Supplementary Conditions, Technical Specifications, Contract Drawings, Notice of Award, Notice to Proceed, Addenda (if any), and all subsequent Change Orders, Supplemental Agreements and/or other modifications as if formally recopied in this Contract.
4. The Contractor agrees to furnish all materials in place and to faithfully complete all of said work contemplated by this Contract in good and workmanlike manner, strictly in accordance with said Contract Documents, Contract Drawings and other requirements of the Owner, and to the complete satisfaction of the Owner or his authorized representatives, and in accordance with the Laws of the state of Mississippi and the Ordinances of the Owner, for which the Owner hereby agrees to pay and the Contractor agrees to accept a sum of money in current funds equal to the contract amount of two hundred fourteen thousand, five hundred thirty-five dollars and 00/100 (\$ 214,535.00) plus the amount of any supplemental agreements and force accounts for extra work authorized and duly set forth in a written change order approved and executed by the Owner and set forth in the public minutes of the Owner and in full compensation for furnishing all materials, the doing of all work contemplated under the Contract, as well as all loss or damage, if any, arising out of the nature of the work, or the action of the weather, and any and all other unforeseen obstructions or difficulties that may be encountered in the prosecution of the same, the Contractor assuming all risks of every kind and description in the performance of this Contract.

-
5. The Contractor shall protect, indemnify and save harmless the Owner from and against any and all damage, loss, claims, judgments or expenses, including but not limited to reasonable attorney's fees, which the Owner may suffer or be subjected to by the performance of the work, including but without limitation injury to or death of any person whomever and destruction or damage to any property whatsoever.
 6. Attached hereto and made a part of this Contract is a Performance Bond, executed by a Surety Company doing business in the state of Mississippi, in the sum of of two hundred fourteen thousand, five hundred thirty-five dollars and 00/100 (\$214,535.00).
 7. Attached hereto and made a part of this Contract is a Payment Bond, executed by a Surety Company doing business in the state of Mississippi, in the sum of of two hundred fourteen thousand, five hundred thirty-five dollars and 00/100 (\$214,535.00).
 8. The Contractor agrees to allow the Owner, or any of their duly authorized representatives, access to any books, documents, papers and records of the Contractor which are directly pertinent to the project which is the subject of this Contract, for the purpose of making audits, examinations, excerpts and transcriptions, and Contractor agrees to insert an identical clause in any and all subcontracts.
 9. The Owner will pay to the Contractor in the manner and at such times and amounts as set forth in the Contract Documents.
 10. This Contract shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.
 11. If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the Owner shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. Notwithstanding the above, the Contractor shall not be relieved of liability to the Owner for damages sustained by the Owner by virtue of any breach of the Contract by the Contractor and the Owner may withhold any payments to the Contractor until such time as the exact amount of damages due the Owner from the Contractor is determined.

IN WITNESS THEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Contract in 5 counterparts, each of which shall be deemed an original on the date first above written. (number)

OWNER

BY



ATTEST



(Seal)

CONTRACTOR

BY



John Adcock, owner

ATTEST



(Seal)



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-259

File ID: 2018-259

Type: Regular Agenda Item

Status: Agenda Ready

Version: 2

Reference:

In Control: City Council

Requester: Lamar Rutland

File Created: 02/26/2018

Brief Title: Lighting Agreement - Grace Ave & W. 7th Street

Final Action: 03/06/2018

Minute Book Number: MB2018-55

Title:

Authorize Mayor to execute lighting agreement with Mississippi Power Company for lighting at the intersection of Grace Avenue and W. 7th Street for a net increase of \$47.12 to the monthly bill.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VI.-8

Sponsors:

Enactment Date:

Attachments: MS Power - Grace Ave & W 7th, executed MS Power
- Grace Ave & W 7th

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter: Sharon Waits

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
2	City Council	03/06/2018	Authorize				Pass
Action Text: A MOTION was made by Council Vice President Dryden and seconded by Council Member Delgado to Authorize Mayor to execute lighting agreement with Mississippi Power Company for lighting at the intersection of Grace Avenue and W. 7th Street for a net increase of \$47.12 to the monthly bill.							
There being no discussion, the Motion received the affirmative vote of the Council as follows:							
Yeas: 5 - George, Delgado, Carroll, Dryden and Brown							
Nays: 0							
Yea: 5 Council Member George Council Member Delgado Council President Carroll Council Vice President Dryden Council Member Brown							

Text of Legislative File 2018-259

Title

Authorize Mayor to execute lighting agreement with Mississippi Power Company for lighting at the intersection of Grace Avenue and W. 7th Street for a net increase of \$47.12 to the monthly bill.

Summary

Authorize Mayor to execute lighting agreement with Mississippi Power Company for lighting at the intersection of Grace Avenue and W. 7th Street for a net increase of \$47.12 to the monthly bill.

DATE 2 23 18

RE: STREET LIGHT REQUEST AND AUTHORIZATION LETTER

FROM: CITY/TOWN OF Hattiesburg PHONE: _____

AUTHORIZED SIGNATURE X DATE: X

DEVELOPER NAME N/A ACCOUNT # 5984/- 82000

DEVELOPER SIGNATURE N/A DATE: N/A

DATE GOVERNMENTAL AUTHORITY TO TAKE OWNERSHIP OF PAYMENT: _____
Attach a plat for development.

TO: MISSISSIPPI POWER COMPANY (_____)
C/O _____ DATE FAX RECEIVED _____

INSTRUCTIONS: INSTALL STREET LIGHTS AS NOTED IN THE SCHEDULE BELOW. CONSIDER THIS YOUR AUTHORIZATION TO BILL THE NEW LIGHTS UNDER THE TERMS OF THE CURRENTLY APPLICABLE STREET LIGHT RATE (SL-27) AS APPROVED BY THE MISSISSIPPI PUBLIC SERVICE COMMISSION.

PLEASE TAKE NOTICE: By and through Developer's request and execution hereof, Developer acknowledges and agrees that any electric lighting service for outdoor lighting is subject to MPC's Rules Governing Electric Service and MPC's Outdoor Lighting Electric Rate Schedule (OL-22. Developer understands and agrees that OL-22 provides for a three (3) year minimum term for lighting (other than special lighting) and Developer shall be liable to MPC for all service under the rate schedule until termination, provided however that Developer shall, in no event, be excused from liability for service during the applicable minimum term. MPC shall be entitled to pursue any and all available legal remedies in the event Developer, or Developer's successors or assigns, fails to make any and all payments as and when due during the term of service.

TYPE LIGHT	NUMBER TO INSTALL (I) NUMBER TO REMOVE (R)	LOCATION AND COMMENTS
COBRA HEAD FIXTURES		
100 WATT HPS <u>108</u>	<u>R-11</u>	<u>Grace Ave and W 7th St intersection</u>
150 WATT HPS		
250 WATT HPS		
400 WATT HPS		
1000 WATT HPS		
350 WATT MH		
LED FIXTURES		
90 WATT LED	<u>I-10</u>	<u>Grace</u>
110 WATT LED		
190 WATT LED	<u>I-1</u>	<u>intersection of Grace + W 7th</u>
280 WATT LED		
OTHER FIXTURES		
		<u>Net Increase 1000</u>
		<u>\$4212</u>

NOTE: FOR NON ROUTINE INSTALLATIONS REQUIRING POLES, UNDERGROUND WIRING OR OTHER SPECIAL CONDITIONS PLEASE CONTACT YOUR MARKET SPECIALIST AND SPECIFIC CONTRACTS WILL BE PREPARED.

PLEASE FAX THIS FULLY COMPLETED FORM TO YOUR LOCAL MPC OFFICE AND WE WILL INSTALL THE LIGHTING INSTALLATIONS THAT YOU REQUEST. YOU MAY ALSO USE THIS FORM TO REPORT LIGHTS NOT BURNING BY LISTING THE ESTIMATED SIZE AND LOCATION ON THE FORM AND FAXING TO US.

JARRELL / PRUITT

DATE: 2 23 18

RE: STREET LIGHT REQUEST AND AUTHORIZATION LETTER

FROM: CITY/TOWN OF Hattiesburg

PHONE: _____

AUTHORIZED SIGNATURE [Signature]

DATE: X 3-6-18

DEVELOPER NAME N/A

ACCOUNT # 59841-82000

DEVELOPER SIGNATURE N/A

DATE: N/A

DATE GOVERNMENTAL AUTHORITY TO TAKE OWNERSHIP OF PAYMENT: _____

Attach a plat for development.

TO: MISSISSIPPI POWER COMPANY (_____)

C/O _____

DATE FAX RECEIVED _____

INSTRUCTIONS: INSTALL STREET LIGHTS AS NOTED IN THE SCHEDULE BELOW. CONSIDER THIS YOUR AUTHORIZATION TO BILL THE NEW LIGHTS UNDER THE TERMS OF THE CURRENTLY APPLICABLE STREET LIGHT RATE (SL-27) AS APPROVED BY THE MISSISSIPPI PUBLIC SERVICE COMMISSION.

PLEASE TAKE NOTICE: By and through Developer's request and execution hereof, Developer acknowledges and agrees that any electric lighting service for outdoor lighting is subject to MPC's Rules Governing Electric Service and MPC's Outdoor Lighting Electric Rate Schedule (OL-22. Developer understands and agrees that OL-22 provides for a three (3) year minimum term for lighting (other than special lighting) and Developer shall be liable to MPC for all service under the rate schedule until termination, provided however that Developer shall, in no event, be excused from liability for service during the applicable minimum term. MPC shall be entitled to pursue any and all available legal remedies in the event Developer, or Developer's successors or assigns, fails to make any and all payments as and when due during the term of service.

TYPE LIGHT	NUMBER TO INSTALL (I) NUMBER TO REMOVE (R)	LOCATION AND COMMENTS
COBRA HEAD FIXTURES		
100 WATT HPS	<u>103</u>	<u>Grace Ave and W 7th St intersection</u>
150 WATT HPS	<u>R-11</u>	
250 WATT HPS		
400 WATT HPS		
1000 WATT HPS		
350 WATT MH		
LED FIXTURES		
90 WATT LED	<u>I-10</u>	<u>Grace</u>
110 WATT LED		
190 WATT LED	<u>I-1</u>	<u>intersection of Grace & W 7th</u>
280 WATT LED		
OTHER FIXTURES		
		<u>Not Increase</u>
		<u>\$47.12</u>

NOTE: FOR NON ROUTINE INSTALLATIONS REQUIRING POLES, UNDERGROUND WIRING OR OTHER SPECIAL CONDITIONS PLEASE CONTACT YOUR MARKET SPECIALIST AND SPECIFIC CONTRACTS WILL BE PREPARED.

PLEASE FAX THIS FULLY COMPLETED FORM TO YOUR LOCAL MPC OFFICE AND WE WILL INSTALL THE LIGHTING INSTALLATIONS THAT YOU REQUEST. YOU MAY ALSO USE THIS FORM TO REPORT LIGHTS NOT BURNING BY LISTING THE ESTIMATED SIZE AND LOCATION ON THE FORM AND FAXING TO US.

JARRELL / PRUITT



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-261

File ID: 2018-261

Type: Regular Agenda Item

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester: Lamar Rutland

File Created: 02/26/2018

Brief Title: Authorize Mayor to execute Supplemental Agreement
No. 15 with ARE Consultants, Inc.

Final Action: 03/06/2018

Minute Book Number: MB2018-56

Title:

Authorize Mayor to execute Supplemental Agreement No. 15 with ARE Consultants, Inc. in duplicate for Engineering Design services associated with the Bobby L. Chain Municipal Airport Runway 13-31 Safety and Drainage Improvements - Partial Parallel Taxiway Improvement Part 2 Project.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VI.-9

Sponsors:

Enactment Date:

Attachments: Revised45DaySupp15Txwy2EngFinOpts, executed
Revised 45Day Supplemental Agreement No. 15
Txwy2EngFinOpts

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter: Sharon Waits

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018	Authorize				Pass
Action Text: A MOTION was made by Council Member Brown and seconded by Council Member George to Authorize Mayor to execute Supplemental Agreement No. 15 with ARE Consultants, Inc. in duplicate for Engineering Design services associated with the Bobby L. Chain Municipal Airport Runway 13-31 Safety and Drainage Improvements - Partial Parallel Taxiway Improvement Part 2 Project.							
There being no discussion, the Motion received the affirmative vote of the Council as follows:							
Yeas: 5 - George, Delgado, Carroll, Dryden and Brown							
Nays: 0							

Yea: 5 Council Member George
Council Member Delgado
Council President Carroll
Council Vice President Dryden
Council Member Brown

Text of Legislative File 2018-261

Title

Authorize Mayor to execute Supplemental Agreement No. 15 with ARE Consultants, Inc. in duplicate for Engineering Design services associated with the Bobby L. Chain Municipal Airport Runway 13-31 Safety and Drainage Improvements - Partial Parallel Taxiway Improvement Part 2 Project.

Summary

Authorize Mayor to execute Supplemental Agreement No. 15 with ARE Consultants, Inc.

Budget Information

039551.7295.02

Supplemental Agreement No. 15
Engineering Services

Associated with
Runway 13-31 Safety and Drainage Improvements-
Partial Parallel Taxiway Improvement Part 2
Hattiesburg-Bobby L. Chain Municipal Airport

City of Hattiesburg
Forrest County, Mississippi

Submitted by:

ARE Consultants, Inc.
800 Spring Street, Suite 214
Shreveport, LA

February, 2018

Supplemental Agreement No. 15

Engineering Services

Associated with

Runway 13-31 Safety and Drainage Improvements- Partial Parallel Taxiway Improvement Part 2 Hattiesburg-Bobby L. Chain Municipal Airport

This Supplemental Agreement, made and entered into this _____ day of February, 2018, by and between the City of Hattiesburg, hereinafter called the OWNER, acting by and through the Hattiesburg City Council, hereinafter called the HCC, who is duly authorized to act for and in behalf of said Owner, and ARE Consultants, Inc., hereinafter called the ENGINEER.

WITNESSETH : That;

WHEREAS, the Owner, in May 2011, in concert with the Mississippi Department of Transportation and Development (DoTD), and the Engineer entered into a contract to prepare plans and specifications for Runway 13 Drainage and Safety Area Improvements - Bobby L. Chain Airport hereinafter called the Project, in accordance with guidelines established by the Federal Aviation Administration, hereinafter called FAA; and

WHEREAS, the Owner, with the approval of the DoTD , desires to improve and extend the parallel taxiway , the remaining second part and

WHEREAS, the Engineer is agreeable to undertaking the services under conditions and for fees satisfactory to the Owner and DoTD;

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

EMPLOYMENT OF ENGINEER

The Owner agrees to employ the Engineer and the Engineer agrees to perform engineering, field research, and related administrative services, as more particularly described in the sections to follow, in connection with the Project, and in consideration for having rendered such services, the Owner agrees to pay the Engineer compensation as stated in the sections to follow. The specific services are detailed in attached exhibit "B".

The Engineer agrees to proceed upon written authorization by the Owner and DoTD, with the services, in proper sequence and in the times specified for the Project as hereinafter set forth.

CHARACTER AND EXTENT OF SERVICES

1. GENERAL

1.1 The Engineer shall render the engineering services necessary for the development of the Project in accordance with Mississippi DOTD and FAA requirements. These services will include serving as the Owner's professional engineering representative for the Project and providing professional engineering consultation and advice to the Owner. The Project contains three phases identified in general as follows:

Phase I:	Preliminary Design (complete)
Phase II:	Final Design Options, Extension Part 2 Phase
Phase III:	Construction Phase

1.2 The Engineer will be responsible for performing Phase II in accordance with the terms of this Agreement under the direct administration of a "Project Coordinator" who will be identified when the work is authorized. Phase III is not a part of this Agreement at this time.

1.3 The phases are described more specifically as follows:

2. PHASE I — PRELIMINARY PHASE- N/A

2.1 Attend Preliminary conferences with the Owner, the HCC and other interested parties to review available data and to clarify and define the requirements of the Project.

2.2 Identify and analyze the requirements of governmental authorities having jurisdiction to approve the design of the Project and participate in consultations with such authorities.

2.3 Prepare a preliminary engineering report on the Project in sufficient detail to indicate the problems involved and the alternative solutions available to the Owner, to include preliminary layouts and cost estimates for the Project, and to set forth clearly the Engineer's recommendations. Furnish the Owner with five copies of the report.

2.4 Perform field surveys, including any necessary topographic surveys, required to collect data required for the design of the Project. Boundary and right-of-way surveys are excluded.

2.5 Establish the scope of any soils and foundation investigations or any special surveys, boundary surveys, or special tests which, in the opinion of the Engineer, may be required for the design of the Project; assist the Owner, if requested, to obtain such services from others.

3 PHASE II — DESIGN PHASE(Final Design Options, Extension Part 2)

3.1 Attend meetings and conferences as may be necessary to obtain information and to coordinate and/or resolve design matters.

3.2 Prepare detailed plans, specifications, contract documents, and cost estimates.

3.3 Furnish engineering data, as may be required, for applications for regulatory permits required by local, state and federal authorities.

3.4 Furnish the Owner eighteen (18) copies of the plans, specifications, contract documents, and estimates for final review by the Owner and approving authorities.

3.5 Make revisions to the plans, specifications, contract documents and, estimates as may be required after final review by the Owner and approving authorities. The Engineer shall not be required to guarantee the accuracy of the estimates. Plans shall be prepared on Mylar or vellum of the highest quality. Provide the Owner with eighteen (18) copies of the revised and approved plans, specifications and contract documents for bidding purposes. Copies of the plans, specifications, and contract documents in excess of the specified number will be paid for under the provisions for Contract Changes.

The services to be performed under this Supplemental Agreement shall be commenced promptly upon written notice from the owner to proceed and shall be completed within 120 days. The term of this contract may be mutually extended in writing by the parties to this contract for changes to scope.

Compensation:

Compensation to the Engineer for services rendered in connection with this Agreement will be made on the basis of a lump sum fee for each Agreement Phase as follows:

Phase II Design Phase-Final Design Options, Extension Part 2	<u>\$34,524.08</u>
--	--------------------

Compensation for Phase III Construction Phase Services shall be covered by a supplemental agreement to this contract. Several variables including construction time will be more clearly defined during the preliminary and design phases of the project.

The total lump sum fee that will be paid to the Engineer under the terms of this Supplemental Agreement is \$34,524.08 payable in monthly installments as specified under "Payment."

Payment:

Payments to the Engineer for services rendered will be made monthly based on a certified invoice directly proportional to the percentage of completion of work as shown in the monthly progress schedule. Payment is due within forty five days per state statute. The monthly progress schedule shall show in detail the status of the work, shall be subdivided into appropriate Phases with estimate percentages for each Phase, and shall be a form and with a division of items as approved by the DoTD, The allowable costs shall be in accordance with the cost principles and procedures set forth in 48 CFR 61 of the Federal Acquisition Regulation (FAR) as appropriate.

Notice to Proceed:

The Engineer shall proceed with the services specified in this Supplemental Agreement after execution of the agreement .

Original Contract:

All the requirements of the aforesaid contract of May , 2011, except as specifically modified by this Supplemental Agreement, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their respective officers thereunto duly authorized as of the day and year first above written.

WITNESSES:

A R E Consultants, Inc.

Witness for First Party



W. Sherwood Bailey, Jr.
Title: President

Witness for First Party

72-1145432
Federal Identification Number

City of Hattiesburg

Witness for Second Party

Mayor Toby Barker

Witness for Second Party

SPECIAL PROVISIONS, EXHIBITS AND SCHEDULES

1. This Agreement is subject to the following special provisions.
- 2 .The following Exhibits are attached to and made a part of this Agreement.
 - 2.1 Exhibit A "Contractor Contractual Requirements", consisting of three (3) pages.
 - 2.2 Exhibit B, "Detailed Scope of Work".

Supplemental Agreement No. 15

Engineering Services

Associated with

Runway 13-31 Safety and Drainage Improvements- Partial Parallel Taxiway Improvement Part 2 Hattiesburg-Bobby L. Chain Municipal Airport

EXHIBIT A

Contractor Contractual Requirements Title VI Assurances

During the performance of this contract, the contractor, for himself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations. The contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination. The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor 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 forth in Appendix B of the Regulations.

3. Solicitations for Subcontractors, Including Procurement of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

4. Information and Reports. The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration (FAA) to be pertinent to as

certain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the sponsor or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance. In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the sponsor shall impose such contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to —

- (a) withholding of payments to the contractor under the contract until the contractor complies, and/or
- (b) cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions. The contractor shall include the provisions of paragraphs 1 through 5 in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the sponsor of the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the sponsor to enter into such litigation to protect the interests of the sponsor and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Minority Business Enterprise (MBE) Assurances

1. Policy. It is the policy of the Department of Transportation (DOT) that minority business enterprises as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the MBE requirements of 49 CFR 23 apply to this agreement.

2. MBE Obligation. The contractor agrees to ensure that minority business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure minority business enterprises have the maximum opportunity to compete for and perform contracts. Contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

**Supplemental Agreement No. 15
Engineering Services**

Associated with
**Runway 13-31 Safety and Drainage Improvements-
Partial Parallel Taxiway Improvement Part 2
Hattiesburg-Bobby L. Chain Municipal Airport**

EXHIBIT B

Detailed Scope of Services

This is an Exhibit attached to and made a part of the Engineering Services Agreement Runway 13 Drainage and Safety Area Improvements – Partial Parallel Taxiway Improvement Part 2 between the City of Hattiesburg and ARE Consultants, Inc. providing for professional engineering services. The Basic Services as described in said Agreement are amended and supplemented as indicated below:

Scope of services for the design associated with
**Supplemental Agreement No. 15
Engineering Services**

Associated with
**Runway 13-31 Safety and Drainage Improvements-
Partial Parallel Taxiway Improvement Part 2

Hattiesburg-Bobby L. Chain Municipal Airport**

Phase II — Design Phase(Final Design Options, Extension Part 2)

- * Coordinate the initial design activities with government agencies. Update engineering report.
- * Update a general layout plan and a summary of quantities sheet.
- * Update existing conditions and demolition plans and a construction sequence plan taking into account the completed extension Part 1 construction.
- * Update applicable sections, details, and pavement marking sheets taking into account the completed extension Part 1 construction. Additional drainage restore /replacement will be included(repair or replace two inlets with corresponding outfall pipe). These structures were unknown prior to excavation in Part 1 and require restoration.
- * Provide updated cross sections.
- * Provide estimates for probable costs, special specifications, and a quality control plan as required by the Owner.
- * Attend Plan-in-hand meetings and reviews.

Final Plans:

- * After reviews, incorporate required changes into the plans and specifications. Provide final option for electrical modification details and lighting details. Incorporate selected options to work within the grant budget.
- * Revise estimates of probable cost.

Supplemental Agreement No. 15
Engineering Services

Associated with
Runway 13-31 Safety and Drainage Improvements-
Partial Parallel Taxiway Improvement Part 2
Hattiesburg-Bobby L. Chain Municipal Airport

Back-up Calculations

for

Fee Computations

February , 2018

ENGINEERING SERVICES

FINAL DESIGN PHASE

Engineering Manhour Estimate

	Tech. /						
	Sheets	Clerical	CADD	Pre-Professional	Engineer	Senior Engineer	Project Manager
Principal							
Part 3 - Final Design							
TITLE SHEET AND INDEX OF DRAWINGS	1		1	2	1		0
SUMMARY OF QUANTITIES	1		2	2	3		3
GENERAL NOTES	1		1	2	2		0
SITE PLAN (SURVEY CONTROL)	1		2	4	2		2
PHASING PLAN	1		2		3		0
SAFETY PLAN	1		1		2		3
EROSION CONTROL DETAILS	1		1		2		0
DEMOLITION PLAN	1		2		4		0
GEOMETRIC PLAN	1		1		2		3
PLAN AND PROFILE, MULTIPLE SHEETS	3		2		4		4
INTERSECTION GRADING PLAN	1		2	6	2		3
DRAINAGE PLAN	1		1	6	2		
DRAINAGE DETAILS	1		1	7	1		
PAVEMENT MARKING PLAN	1		1	5	1		
TYPICAL SECTIONS	1		3	5	1		2
PAVEMENT DETAILS	1		1	5	3		
CROSS SECTIONS, MULTIPLE SHEETS	5		2	7	4		
Miscellaneous Including Electrical Modifications	1		2	8	12		3
COST ESTIMATES				7	9	13	3
SPECIAL SPECIFICATIONS		13	4	5	5	11	3
PLAN-IN-HAND		17		1	3		1
Total Hours - Final Design	24	30	32	72	68	24	23
							12

Design/Implementation Phase II					
Hourly Wages					
Position	Hours		Rate		Total Pay
Principal	12	X	\$ 70.00	\$	840.00
Senior Engineer	24	X	\$ 55.00	\$	1,320.00
Project Manager	24	X	\$ 52.00	\$	1,248.00
Engineer	48	X	\$ 52.00	\$	2,496.00
Electrical Engineer	20	X	\$ 49.00	\$	980.00
Pre - Professional	72	X	\$ 42.00	\$	3,024.00
Technician	32	X	\$ 34.00	\$	1,088.00
Administrative	30	X	\$ 17.00	\$	510.00
Payroll				\$	11,506.00

Phase II							
Profit Percentage Computation							
A.	Supervisory	60	/	262	X	17%	3.89%
B.	Engineer	68	/	262	X	14%	3.63%
C.	Other Hours	134	/	262	X	12%	6.14%
D.	Sub-Total						13.66%
E.	Complexity f						1.02
F.	Overhead						1.02
G.	Fee Size						1.00
Profit							14.21%

Phase II				
Direct Expenses				
Item	Quantity	Rate		Total
Travel and Mileage			\$	600.00
Reproduction			\$	1,300.00
Subs/survey			\$	1,000.00
			\$	-
Total				\$2,900.00
Expenses			\$	2,900.00

Phase II				
Direct Costs				
Payroll			\$	11,506.00
Overhead (Includes Payroll Additives)	138%		\$	15,878.28
Expenses				\$2,900.00
Total Estimated Cost			\$	30,284.28
Profit	14.21%		\$	4,239.80
Total Lump Sum Consultant Fee			\$	34,524.08
Total Lump Sum Fee			\$	34,524.08



February 12, 2018

Mr. Lamar Rutland, PE, City Engineer
City of Hattiesburg
212 W. Front Street
Hattiesburg, MS 39401

Subject: Bobby L. Chain (HGB) Municipal Airport
Supplemental Agreements Nos. 15 and 16
Taxiway A Extension Part 2
Airport Improvement Program
Reimbursable Engineering and Construction Administration Services

Dear Mr. Rutland,

Our contracts are for providing engineering services and to administer the construction grant. They include all tasks preparing and transmitting FAA requirements for and developing bid documents as well construction contracts. The second contract includes reviewing the bids, monitoring the construction activities along with inspection. Construction phases will be coordinated to cause minimum disruption to the airport. Charges for these services will be reimbursed by the FAA grant.

Please contact us if you require additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "W. Sherwood Bailey Jr.", is written over the word "Sincerely,".

W. Sherwood Bailey Jr.
ARE Consultants, Inc.

1216 S. Morrison, Suite 5 ° Hammond, LA 70403
800 Spring Street, Suite 214 ° Shreveport, LA 71101
Phone (318) 222-8252 ° Fax (318) 222-8251

Supplemental Agreement No. 15
Engineering Services

Associated with
Runway 13-31 Safety and Drainage Improvements-
Partial Parallel Taxiway Improvement Part 2
Hattiesburg-Bobby L. Chain Municipal Airport

City of Hattiesburg
Forrest County, Mississippi

Submitted by:

ARE Consultants, Inc.
800 Spring Street, Suite 214
Shreveport, LA

February, 2018

Supplemental Agreement No. 15

Engineering Services

Associated with

Runway 13-31 Safety and Drainage Improvements- Partial Parallel Taxiway Improvement Part 2 Hattiesburg-Bobby L. Chain Municipal Airport

This Supplemental Agreement, made and entered into this _____ day of February, 2018, by and between the City of Hattiesburg, hereinafter called the OWNER, acting by and through the Hattiesburg City Council, hereinafter called the HCC, who is duly authorized to act for and in behalf of said Owner, and ARE Consultants, Inc., hereinafter called the ENGINEER.

WITNESSETH : That;

WHEREAS, the Owner, in May 2011, in concert with the Mississippi Department of Transportation and Development (DoTD), and the Engineer entered into a contract to prepare plans and specifications for Runway 13 Drainage and Safety Area Improvements - Bobby L. Chain Airport hereinafter called the Project, in accordance with guidelines established by the Federal Aviation Administration, hereinafter called FAA; and

WHEREAS, the Owner, with the approval of the DoTD , desires to improve and extend the parallel taxiway , the remaining second part and

WHEREAS, the Engineer is agreeable to undertaking the services under conditions and for fees satisfactory to the Owner and DoTD;

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

EMPLOYMENT OF ENGINEER

The Owner agrees to employ the Engineer and the Engineer agrees to perform engineering, field research, and related administrative services, as more particularly described in the sections to follow, in connection with the Project, and in consideration for having rendered such services, the Owner agrees to pay the Engineer compensation as stated in the sections to follow. The specific services are detailed in attached exhibit "B".

The Engineer agrees to proceed upon written authorization by the Owner and DoTD, with the services, in proper sequence and in the times specified for the Project as hereinafter set forth.

CHARACTER AND EXTENT OF SERVICES

1. GENERAL

1.1 The Engineer shall render the engineering services necessary for the development of the Project in accordance with Mississippi DOTD and FAA requirements. These services will include serving as the Owner's professional engineering representative for the Project and providing professional engineering consultation and advice to the Owner. The Project contains three phases identified in general as follows:

- Phase I:** Preliminary Design (complete)
- Phase II:** Final Design Options, Extension Part 2 Phase
- Phase III:** Construction Phase

1.2 The Engineer will be responsible for performing Phase II in accordance with the terms of this Agreement under the direct administration of a "Project Coordinator" who will be identified when the work is authorized. Phase III is not a part of this Agreement at this time.

1.3 The phases are described more specifically as follows:

2. PHASE I — PRELIMINARY PHASE- N/A

2.1 Attend Preliminary conferences with the Owner, the HCC and other interested parties to review available data and to clarify and define the requirements of the Project.

2.2 Identify and analyze the requirements of governmental authorities having jurisdiction to approve the design of the Project and participate in consultations with such authorities.

2.3 Prepare a preliminary engineering report on the Project in sufficient detail to indicate the problems involved and the alternative solutions available to the Owner, to include preliminary layouts and cost estimates for the Project, and to set forth clearly the Engineer's recommendations. Furnish the Owner with five copies of the report.

2.4 Perform field surveys, including any necessary topographic surveys, required to collect data required for the design of the Project. Boundary and right-of-way surveys are excluded.

2.5 Establish the scope of any soils and foundation investigations or any special surveys, boundary surveys, or special tests which, in the opinion of the Engineer, may be required for the design of the Project; assist the Owner, if requested, to obtain such services from others.

3 PHASE II — DESIGN PHASE(Final Design Options, Extension Part 2)

3.1 Attend meetings and conferences as may be necessary to obtain information and to coordinate and/or resolve design matters.

3.2 Prepare detailed plans, specifications, contract documents, and cost estimates.

3.3 Furnish engineering data, as may be required, for applications for regulatory permits required by local, state and federal authorities.

3.4 Furnish the Owner eighteen (18) copies of the plans, specifications, contract documents, and estimates for final review by the Owner and approving authorities.

3.5 Make revisions to the plans, specifications, contract documents and, estimates as may be required after final review by the Owner and approving authorities. The Engineer shall not be required to guarantee the accuracy of the estimates. Plans shall be prepared on Mylar or vellum of the highest quality. Provide the Owner with eighteen (18) copies of the revised and approved plans, specifications and contract documents for bidding purposes. Copies of the plans, specifications, and contract documents in excess of the specified number will be paid for under the provisions for Contract Changes.

The services to be performed under this Supplemental Agreement shall be commenced promptly upon written notice from the owner to proceed and shall be completed within 120 days. The term of this contract may be mutually extended in writing by the parties to this contract for changes to scope.

Compensation:

Compensation to the Engineer for services rendered in connection with this Agreement will be made on the basis of a lump sum fee for each Agreement Phase as follows:

Phase II Design Phase-Final Design Options, Extension Part 2	<u>\$34,524.08</u>
--	--------------------

Compensation for Phase III Construction Phase Services shall be covered by a supplemental agreement to this contract. Several variables including construction time will be more clearly defined during the preliminary and design phases of the project.

The total lump sum fee that will be paid to the Engineer under the terms of this Supplemental Agreement is \$34,524.08 payable in monthly installments as specified under "Payment."

Payment:

Payments to the Engineer for services rendered will be made monthly based on a certified invoice directly proportional to the percentage of completion of work as shown in the monthly progress schedule. Payment is due within forty five days per state statute. The monthly progress schedule shall show in detail the status of the work, shall be subdivided into appropriate Phases with estimate percentages for each Phase, and shall be a form and with a division of items as approved by the DoTD, The allowable costs shall be in accordance with the cost principles and procedures set forth in 48 CFR 61 of the Federal Acquisition Regulation (FAR) as appropriate.

Notice to Proceed:

The Engineer shall proceed with the services specified in this Supplemental Agreement after execution of the agreement .

Original Contract:

All the requirements of the aforesaid contract of May , 2011, except as specifically modified by this Supplemental Agreement, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their respective officers thereunto duly authorized as of the day and year first above written.

WITNESSES:

A R E Consultants, Inc.

Witness for First Party

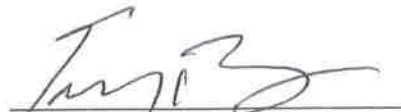

W. Sherwood Bailey, Jr.
Title: President

Witness for First Party

72-1145432
Federal Identification Number

City of Hattiesburg


Witness for Second Party


Mayor Toby Barker


Witness for Second Party

SPECIAL PROVISIONS, EXHIBITS AND SCHEDULES

1. This Agreement is subject to the following special provisions.
- 2 .The following Exhibits are attached to and made a part of this Agreement.
 - 2.1 Exhibit A "Contractor Contractual Requirements", consisting of three (3) pages.
 - 2.2 Exhibit B, "Detailed Scope of Work".

Supplemental Agreement No. 15 Engineering Services

Associated with
Runway 13-31 Safety and Drainage Improvements-
Partial Parallel Taxiway Improvement Part 2
Hattiesburg-Bobby L. Chain Municipal Airport

EXHIBIT A Contractor Contractual Requirements Title VI Assurances

During the performance of this contract, the contractor, for himself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations. The contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination. The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor 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 forth in Appendix B of the Regulations.

3. Solicitations for Subcontractors, Including Procurement of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

4. Information and Reports. The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration (FAA) to be pertinent to as

certain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the sponsor or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance. In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the sponsor shall impose such contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to —

- (a) withholding of payments to the contractor under the contract until the contractor complies, and/or
- (b) cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions. The contractor shall include the provisions of paragraphs 1 through 5 in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the sponsor of the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the sponsor to enter into such litigation to protect the interests of the sponsor and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Minority Business Enterprise (MBE) Assurances

1. Policy. It is the policy of the Department of Transportation (DOT) that minority business enterprises as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the MBE requirements of 49 CFR 23 apply to this agreement.

2. MBE Obligation. The contractor agrees to ensure that minority business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure minority business enterprises have the maximum opportunity to compete for and perform contracts. Contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

**Supplemental Agreement No. 15
Engineering Services**

**Associated with
Runway 13-31 Safety and Drainage Improvements-
Partial Parallel Taxiway Improvement Part 2
Hattiesburg-Bobby L. Chain Municipal Airport**

EXHIBIT B

Detailed Scope of Services

This is an Exhibit attached to and made a part of the Engineering Services Agreement Runway 13 Drainage and Safety Area Improvements – Partial Parallel Taxiway Improvement Part 2 between the City of Hattiesburg and ARE Consultants, Inc. providing for professional engineering services. The Basic Services as described in said Agreement are amended and supplemented as indicated below:

**Scope of services for the design associated with
Supplemental Agreement No. 15
Engineering Services**

**Associated with
Runway 13-31 Safety and Drainage Improvements-
Partial Parallel Taxiway Improvement Part 2

Hattiesburg-Bobby L. Chain Municipal Airport**

Phase II — Design Phase(Final Design Options, Extension Part 2)

- * Coordinate the initial design activities with government agencies. Update engineering report.
- * Update a general layout plan and a summary of quantities sheet.
- * Update existing conditions and demolition plans and a construction sequence plan taking into account the completed extension Part 1 construction.
- * Update applicable sections, details, and pavement marking sheets taking into account the completed extension Part 1 construction. Additional drainage restore /replacement will be included(repair or replace two inlets with corresponding outfall pipe). These structures were unknown prior to excavation in Part 1 and require restoration.
- * Provide updated cross sections.
- * Provide estimates for probable costs, special specifications, and a quality control plan as required by the Owner.
- * Attend Plan-in-hand meetings and reviews.

Final Plans:

- * After reviews, incorporate required changes into the plans and specifications. Provide final option for electrical modification details and lighting details. Incorporate selected options to work within the grant budget.
- * Revise estimates of probable cost.

**Supplemental Agreement No. 15
Engineering Services**

**Associated with
Runway 13-31 Safety and Drainage Improvements-
Partial Parallel Taxiway Improvement Part 2
Hattiesburg-Bobby L. Chain Municipal Airport**

Back-up Calculations

for

Fee Computations

February , 2018

ENGINEERING SERVICES

FINAL DESIGN PHASE

Engineering Manhour Estimate

	Tech. /						Senior			Project	
	Sheets	Clerical	CADD	Professional	Engineer	Engineer	Engineer	Manager	Principal		
TITLE SHEET AND INDEX OF DRAWINGS	1		1	2	1			0	0		
SUMMARY OF QUANTITIES	1		2	2	3			3	2		
GENERAL NOTES	1		1	2	2				0		
SITE PLAN (SURVEY CONTROL)	1		2	4	2			2	0		
PHASING PLAN	1		2		3				0		
SAFETY PLAN	1		1		2			3	0		
EROSION CONTROL DETAILS	1		1		2			0	0		
DEMOLITION PLAN	1		2		4			0	0		
GEOMETRIC PLAN	1		1		2				3		
PLAN AND PROFILE, MULTIPLE SHEETS	3		2		4			4	0		
INTERSECTION GRADING PLAN	1		2	6	2				3		
DRAINAGE PLAN	1		1	6	2						
DRAINAGE DETAILS	1		1	7	1						
PAVEMENT MARKING PLAN	1		1	5	1						
TYPICAL SECTIONS	1		3	5	1			2			
PAVEMENT DETAILS	1		1	5	3						
CROSS SECTIONS, MULTIPLE SHEETS	5		2	7	4						
Miscellaneous Including Electrical Modifications	1		2	8	12			3			
COST ESTIMATES				7	9		13	3			
SPECIAL SPECIFICATIONS		13	4	5	5		11	3	3		
PLAN-IN-HAND		17		1	3				1		
Total Hours - Final Design	24	30	32	72	68		24	23		12	

Design/Implementation Phase II					
Hourly Wages					
Position	Hours		Rate		Total Pay
Principal	12	X	\$ 70.00	\$	840.00
Senior Engineer	24	X	\$ 55.00	\$	1,320.00
Project Manager	24	X	\$ 52.00	\$	1,248.00
Engineer	48	X	\$ 52.00	\$	2,496.00
Electrical Engineer	20	X	\$ 49.00	\$	980.00
Pre - Professional	72	X	\$ 42.00	\$	3,024.00
Technician	32	X	\$ 34.00	\$	1,088.00
Administrative	30	X	\$ 17.00	\$	510.00
Payroll				\$	11,506.00

Phase II							
Profit Percentage Computation							
A.	Supervisory	60	/	262	X	17%	3.89%
B.	Engineer	68	/	262	X	14%	3.63%
C.	Other Hours	134	/	262	X	12%	6.14%
D.	Sub-Total						13.66%
E.	Complexity f						1.02
F.	Overhead						1.02
G.	Fee Size						1.00
Profit							14.21%

Phase II				
Direct Expenses				
Item	Quantity	Rate		Total
Travel and Mileage			\$	600.00
Reproduction			\$	1,300.00
Subs/survey			\$	1,000.00
			\$	-
Total				\$2,900.00
Expenses				\$ 2,900.00

Phase II				
Direct Costs				
Payroll			\$	11,506.00
Overhead (Includes Payroll Additives)	138%		\$	15,878.28
Expenses				\$2,900.00
Total Estimated Cost			\$	30,284.28
Profit	14.21%		\$	4,239.80
Total Lump Sum Consultant Fee			\$	34,524.08
Total Lump Sum Fee			\$	34,524.08



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-262

File ID: 2018-262

Type: Regular Agenda Item

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester: Lamar Rutland

File Created: 02/26/2018

Brief Title: Authorize Mayor to execute Supplemental Agreement
No. 16 with ARE Consultants, Inc.

Final Action: 03/06/2018

Minute Book Number: MB2018-56

Title:

Authorize Mayor to execute Supplemental Agreement No. 16 with ARE Consultants, Inc. in duplicate for Construction Engineering & Inspection services associated with the Bobby L. Chain Municipal Airport Runway 13-31 Safety and Drainage Improvements - Partial Parallel Taxiway Improvement Part 2 Project.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VI.-10

Sponsors:

Enactment Date:

Attachments: RevisedSupp16HBGTxwy2CA, executed Revised
Supplemental Agreement No. 16 HBGTxwy2CA

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter: Sharon Waits

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018	Authorize				Pass
Action Text: A MOTION was made by Council Member Brown and seconded by Council Member Delgado to Authorize Mayor to execute Supplemental Agreement No. 16 with ARE Consultants, Inc. in duplicate for Construction Engineering & Inspection services associated with the Bobby L. Chain Municipal Airport Runway 13-31 Safety and Drainage Improvements - Partial Parallel Taxiway Improvement Part 2 Project.							
There being no discussion, the Motion received the affirmative vote of the Council as follows:							
Yeas: 5 - George, Delgado, Carroll, Dryden and Brown							
Nays: 0							

Yea: 5 Council Member George
Council Member Delgado
Council President Carroll
Council Vice President Dryden
Council Member Brown

Text of Legislative File 2018-262

Title

Authorize Mayor to execute Supplemental Agreement No. 16 with ARE Consultants, Inc. in duplicate for Construction Engineering & Inspection services associated with the Bobby L. Chain Municipal Airport Runway 13-31 Safety and Drainage Improvements - Partial Parallel Taxiway Improvement Part 2 Project.

Summary

Authorize Mayor to execute Supplemental Agreement No. 16 with ARE Consultants, Inc.

Budget Information

039551.7295.02

Supplemental Agreement No. 16

for

Inspection and Construction Administration

associated with

Runway 31 Safety and Drainage Improvement
Taxiway A Extension Part 2

A.I.P Project No. 3-28-0031-0025-2018

Hattiesburg-Bobby L. Chain Municipal Airport

for the

City of Hattiesburg
Forrest County, Mississippi

Submitted by:

ARE Consultants, Inc.
800 Spring Street, Suite 214
Shreveport, LA 71101

February, 2018

**Inspection and Construction Administration associated with
Runway 31 Safety and Drainage Improvements-
Runway Restoration A.I.P Project No. 3-28-0031-0025-2018**

Hattiesburg-Bobby L. Chain Municipal Airport

Hattiesburg, Mississippi

This Supplemental Agreement, made and entered into this _____ day of February, 2018, by and between the City of Hattiesburg, hereinafter called the OWNER, acting by and through the Hattiesburg City Council, hereinafter called the HCC, who is duly authorized to act for and in behalf of said Owner, and ARE Consultants, Inc., hereinafter called the ENGINEER.

WITNESSETH : That;

WHEREAS, the Owner, on May, 2011, in concert with the Mississippi Department of Transportation and Development (DoTD), and the Engineer entered into a contract to prepare plans and specifications for Runway 13 Drainage and Safety area Improvements - Bobby L. Chain Airport hereinafter called the Project, in accordance with guidelines established by the Federal Aviation Administration, hereinafter called FAA; and

WHEREAS, the Owner, with the approval of the DoTD, desires to obtain construction engineering and inspection services for performing construction administration, construction reference staking, and resident inspection in connection with the parallel taxiway extension Part 2 portion of said project; and

WHEREAS, the Engineer is agreeable to undertaking the services under conditions and for fees satisfactory to the Owner and DoTD;

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

EMPLOYMENT OF ENGINEER

The Owner agrees to employ the Engineer and the Engineer agrees to perform professional engineering, construction surveying, and inspection services, as more particularly described in the sections to follow, in connection with the Project, and in consideration for having rendered such services, the Owner agrees to pay the Engineer compensation as stated in the sections to follow. The specific services are detailed in attached exhibits "B" and "C."

The Engineer agrees to proceed upon written authorization by the Owner and DoTD, with the services, in proper sequence and in the times specified for the Project as hereinafter set forth.

Contract Time:

The services to be performed under this Supplemental Agreement shall be commenced promptly upon written notice from the owner to proceed and shall be completed within 180 days. The term of this contract may be mutually extended in writing by the parties to this contract for changes to scope.

Compensation:

Compensation to the Engineer for services rendered for this Supplemental Agreement for CONSTRUCTION PHASE SERVICES will be made on the basis of a lump sum fee.

The total lump sum fee that will be paid to the Engineer under the terms of this Supplemental Agreement is **\$103,564.83** payable in monthly installments as specified under "Payment."

Payment:

Payments to the Engineer for services rendered will be made monthly based on a certified invoice directly proportional to the percentage of completion of work as shown in the monthly progress schedule. Payment is due within forty five days per state statute. The monthly progress schedule shall show in detail the status of the work, shall be subdivided into appropriate Phases with estimate percentages for each Phase, and shall be a form and with a division of items as approved by the DoTD, The allowable costs shall be in accordance with the cost principles and procedures set forth in 48 CFR 61 of the Federal Acquisition Regulation (FAR) as appropriate.

Notice to Proceed:

The Engineer shall proceed with the services specified in this Supplemental Agreement after execution of the agreement and upon direct written order of the owner.

Original Contract:

All the requirements of the aforesaid contract of May ___, 2011, except as specifically modified by this Supplemental Agreement, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their respective officers thereunto duly authorized as of the day and year first above written.

WITNESSES:

A R E Consultants, Inc.

Witness for First Party



W. Sherwood Bailey, Jr.
Title: President

Witness for First Party

72-1145432
Federal Identification Number

City of Hattiesburg

Witness for Second Party

Mayor Toby Barker

Witness for Second Party

Supplemental Agreement No. 16 for
Inspection and Construction Administration
associated with
Runway 31 Safety and Drainage Improvements-
Taiway A Extension Part 2

A.I.P Project No. 3-28-0031-0025-2018

Hattiesburg-Bobby L. Chain Municipal Airport

Hattiesburg, Mississippi

EXHIBIT A
Contractor Contractual Requirements
Title VI Assurances

During the performance of this contract, the contractor, for himself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations. The contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination. The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor 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 forth in Appendix B of the Regulations.

3. Solicitations for Subcontractors, Including Procurement of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

4. Information and Reports. The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration (FAA) to be pertinent to as certain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the sponsor or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance. In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the sponsor shall impose such contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to —

- (a) withholding of payments to the contractor under the contract until the contractor complies, and/or
- (b) cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions. The contractor shall include the provisions of paragraphs 1 through 5 in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the sponsor of the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the sponsor to enter into such litigation to protect the interests of the sponsor and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Minority Business Enterprise (MBE) Assurances

1. Policy. It is the policy of the Department of Transportation (DOT) that minority business enterprises as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the MBE requirements of 49 CFR 23 apply to this agreement.

2. MBE Obligation. The contractor agrees to ensure that minority business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure minority business enterprises have the maximum opportunity to compete for and perform contracts. Contractors shall not

discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

Supplemental Agreement No. 16 for
Inspection and Construction Administration
associated with

Runway 31 Safety and Drainage Improvements-
Taxiway Extension Part 2
A.I.P Project No. 3-28-0031-0025-2018

EXHIBIT B
Detailed Scope of Services

This is an Exhibit modification attached to and made a part of the Engineering Services Agreement made in May, 2011, between the City of Hattiesburg and ARE Consultants, Inc. providing for professional engineering services. The Basic Services are amended and supplemented as indicated below:

1. **Paragraph 3.1.2.** The construction administration phase is made a part agreement as relates to Taxiway Extension Part 2.

2. **Paragraph 3.4.5.** As part of the Basic Services Fee, the Engineer shall:
 - a. Coordinate bid process and develop construction contract in compliance with FAA requirements.

 - b. The initial phase of construction reference staking shall consist of establishing and marking the existing taxiway centerline as directed by the Engineer. Establish reference line and grade for the taxiway extension centerline profile.

 - c. Provide project administration and resident engineering.

Required Resident Inspector on site hours are equivalent to thirteen (13) forty six (46) hour weeks.

Supplemental Agreement No. 16 for
Inspection and Construction Administration
associated with

Runway 31 Safety and Drainage Improvements-
Taxiway A Extension Part 2

A.I.P Project No. 3-28-0031-0025-2018

EXHIBIT C

Duties, Responsibilities and Limitations of Authority
of the Resident Project Representative

A. GENERAL

Resident Project Representative, as the Engineer's Agent, will act as directed by and under the supervision of the Engineer, and will confer with the Engineer regarding his actions. Resident Project Representative's dealings in matters pertaining to the on-site work in general be only with the Engineer and Contractors, keeping the Owner advised as necessary, and dealings with subcontractors shall only be through or with the full knowledge of the Contractors. Written communications with the Owner will be only through or as directed by the Engineer.

B. DUTIES AND RESPONSIBILITIES

Resident Project Representative will:

1. Schedules.

Review the progress schedule of shop drawing submission and schedule of values prepared by the Contractors and consult with the Engineer concerning their acceptability.

2. Conferences.

Attend preconstruction conferences. Arrange a schedule of progress meetings and other job conferences as required in consultation with Engineer and notify in advance those expected to attend. Attend meetings, and maintain and circulate copies of minutes thereof.

3. Liaison.

- a. Serve as the Engineer's liaison with each Contractor's Superintendent and assist him in understanding the intent of the contract documents. Assist the Engineer in serving as the Owner's liaison with the Contractors when the construction operations affect the Owner's on-site operations.
- b. As requested by the Engineer, assist in obtaining from the Owner additional details or information, when requested at the job site for proper execution of the work.

4. Shop Drawings and Samples.

- a. Receive and record date of receipt of Shop Drawings and samples, receive samples which are furnished at the site by the Contractors, and notify Engineer of their availability for examination.
- b. Advise the Engineer and Contractors of their Superintendents immediately of the commencement of any work requiring a Shop Drawing or sample submission if the submittal has not been approved by the Engineer.

5. Review of Work, Rejection of Defective Work, Inspection and Tests.

- a. Conduct on-site observations of the work in progress to assist the Engineer in determining if the work is proceeding in accordance with the Contract Documents and that completed work will conform to the Contract Documents.
- b. Report to the Engineer whenever he believes that any work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or does not meet the requirements of any inspections, tests or approval required to be made or has been damaged prior to final payment; advise the Engineer when he believes work should be corrected or rejected or should be uncovered for observation, or requires special testing, inspections or approval.
- c. Verify that tests, equipment and systems startups and operating and maintenance instructions are conducted as required by the Contract Documents and in the presence of the required personnel, and that the Contractor maintains adequate records thereof; observe, record and report to the Engineer appropriate details relative to the test procedures and startups.

6. Interpretation of Contract Documents.

Transmit to Contractors the Engineers clarifications and interpretations of the Contract Documents.

7. Modifications.

Consider and evaluate Contractor's suggestions for modifications in Drawings or Specifications and report them with recommendations to the Engineer.

8. Records.

- a. Maintain at the job site orderly files for correspondence, reports or job conferences, Shop Drawings and sample submissions, reproductions of original Contract Documents including all addenda, change orders, field orders, additional Drawings issued subsequent to the execution of the Contract Documents, progress reports, and other Project related documents.
- b. Keep a daily or log book, recording hours on the job site, weather conditions, data relative to questions of extras or deductions, list of visiting officials and representatives of manufacturers, fabricators, suppliers and distributors, daily activities, decisions, observations in general and specific observations in more detail as in the case of observing test procedures. Send copies to the Engineer.
- c. Maintain on a current basis a set of project drawings marked to show the work as actually constructed and assist the Engineer in the preparation of a set of Record Drawings from the information on these marked drawings.
- d. Record names, addresses and telephone numbers of all contractors, subcontractors, and major suppliers of materials and equipment.

9. Report.

- a. Furnish the Engineer periodic reports as required of progress of the work and Contractors compliance with the approved progress schedule and schedule of Shop Drawings and sample submissions.
- b. Consult with the Engineer in advance of scheduled major tests, inspections or start of important phases of the work.
- c. Report immediately to the Engineer upon the occurrence of any accident.

10. Payment Requisitions.

Review applications for payments with Contractor for compliance with the established procedure for their submission and forward them with recommendations to the Engineer, noting particularly their relation to the schedule of values, work completed and materials and equipment delivered at the site but not incorporated in the work.

11. Certificates, Maintenance and Operations Manuals.

During the course of the work, verify that certificates, maintenance and operations manuals and other data required to be assembled and furnished by Contractor are applicable to the items actually installed; and deliver this material to Engineer for his review and forwarding to the Owner prior to final acceptance of the work.

Supplemental Agreement No. 16

for

Inspection and Construction Administration

associated with

Runway 31 Safety and Drainage Improvements-
Taxiway A Extension Part 2

A.I.P Project No. 3-28-0031-0025-2018

City of Hattiesburg

Back-up Calculations

for

Fee Computations

**Inspection and Construction Administration Agreement
A.I.P. 3-28-0031-0025-2018**

Taxiway A Extension Part 2

Hattiesburg-Bobby L. Chain Municipal Airport

Phase III - Engineering Fee Calculation							
Hourly Wages							
Clerical	—	40	hours	@	\$20.00	=	\$800.00
Technician	—	64	hours	@	\$35.00	=	\$2,240.00
Resident Engineer	—	96	hours	@	\$54.00	=	\$5,184.00
Project Manager	—	92	hours	@	\$57.00	=	\$4,788.00
Principal	—	32	hours	@	\$86.00	=	\$2,752.00
Inspector	—	598	hours	@	\$36.50	=	\$21,827.00

Phase III - Engineering Fee Calculation	
Direct Costs	
Direct Payroll Cost	\$37,591.00
Overhead (Includes Payroll Additives - 138%)	\$51,875.58
Expenses (See below)	\$ 900.00
Total Estimated Cost	\$90,366.58
Profit @ 12.89%	\$11,648.25
Engineering Fee	\$102,014.83
Surveying Fee	\$1,550.00
Total Fee - Phase III	\$103,564.83

Phase III - Engineering Fee Calculation								
Profit Percentage Computation								
A.	Supervisory Hours	124	/	922	X	17%	=	2.29%
B.	Engineer Hours	96	/	922	X	14%	=	1.46%
C.	Other Hours	702	/	922	X	12%	=	9.14%
D.	Total (A+B+C)						=	12.81%
E.	Complexity Factor						=	1.00
F.	Overhead (Manual Curve)						=	1.01
G.	Fee Size (Manual Curve)						=	1.01
Profit = D x E x F x G							=	12.89%

Phase III - Engineering Fee Calculation		
Direct Expenses		
Travel and Mileage (600 miles @ \$0.50/mile)	=	\$ 300.00
Postage and Telephone	=	\$150.00
Reproduction	=	\$450.00
Total Direct Expenses	=	\$900.00



February 12, 2018

Mr. Lamar Rutland, PE, City Engineer
City of Hattiesburg
212 W. Front Street
Hattiesburg, MS 39401

Subject: Bobby L. Chain (HGB) Municipal Airport
Supplemental Agreements Nos. 15 and 16
Taxiway A Extension Part 2
Airport Improvement Program
Reimbursable Engineering and Construction Administration Services

Dear Mr. Rutland,

Our contracts are for providing engineering services and to administer the construction grant. They include all tasks preparing and transmitting FAA requirements for and developing bid documents as well construction contracts. The second contract includes reviewing the bids, monitoring the construction activities along with inspection. Construction phases will be coordinated to cause minimum disruption to the airport. Charges for these services will be reimbursed by the FAA grant.

Please contact us if you require additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "W. Sherwood Bailey Jr.", is written over the word "Sincerely,".

W. Sherwood Bailey Jr.
ARE Consultants, Inc.

1216 S. Morrison, Suite 5 ° Hammond, LA 70403
800 Spring Street, Suite 214 ° Shreveport, LA 71101
Phone (318) 222-8252 ° Fax (318) 222-8251

Supplemental Agreement No. 16

for

Inspection and Construction Administration

associated with

Runway 31 Safety and Drainage Improvement
Taxiway A Extension Part 2

A.I.P Project No. 3-28-0031-0025-2018

Hattiesburg-Bobby L. Chain Municipal Airport

for the

City of Hattiesburg
Forrest County, Mississippi

Submitted by:

ARE Consultants, Inc.
800 Spring Street, Suite 214
Shreveport, LA 71101

February, 2018

**Inspection and Construction Administration associated with
Runway 31 Safety and Drainage Improvements-
Runway Restoration A.I.P Project No. 3-28-0031-0025-2018**

Hattiesburg-Bobby L. Chain Municipal Airport

Hattiesburg, Mississippi

This Supplemental Agreement, made and entered into this _____ day of February, 2018, by and between the City of Hattiesburg, hereinafter called the OWNER, acting by and through the Hattiesburg City Council, hereinafter called the HCC, who is duly authorized to act for and in behalf of said Owner, and ARE Consultants, Inc., hereinafter called the ENGINEER.

WITNESSETH : That;

WHEREAS, the Owner, on May, 2011, in concert with the Mississippi Department of Transportation and Development (DoTD), and the Engineer entered into a contract to prepare plans and specifications for Runway 13 Drainage and Safety area Improvements - Bobby L. Chain Airport hereinafter called the Project, in accordance with guidelines established by the Federal Aviation Administration, hereinafter called FAA; and

WHEREAS, the Owner, with the approval of the DoTD, desires to obtain construction engineering and inspection services for performing construction administration, construction reference staking, and resident inspection in connection with the parallel taxiway extension Part 2 portion of said project; and

WHEREAS, the Engineer is agreeable to undertaking the services under conditions and for fees satisfactory to the Owner and DoTD;

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

EMPLOYMENT OF ENGINEER

The Owner agrees to employ the Engineer and the Engineer agrees to perform professional engineering, construction surveying, and inspection services, as more particularly described in the sections to follow, in connection with the Project, and in consideration for having rendered such services, the Owner agrees to pay the Engineer compensation as stated in the sections to follow. The specific services are detailed in attached exhibits "B" and "C."

The Engineer agrees to proceed upon written authorization by the Owner and DoTD, with the services, in proper sequence and in the times specified for the Project as hereinafter set forth.

Contract Time:

The services to be performed under this Supplemental Agreement shall be commenced promptly upon written notice from the owner to proceed and shall be completed within 180 days. The term of this contract may be mutually extended in writing by the parties to this contract for changes to scope.

Compensation:

Compensation to the Engineer for services rendered for this Supplemental Agreement for CONSTRUCTION PHASE SERVICES will be made on the basis of a lump sum fee.

The total lump sum fee that will be paid to the Engineer under the terms of this Supplemental Agreement is **\$103,564.83** payable in monthly installments as specified under "Payment."

Payment:

Payments to the Engineer for services rendered will be made monthly based on a certified invoice directly proportional to the percentage of completion of work as shown in the monthly progress schedule. Payment is due within forty five days per state statute. The monthly progress schedule shall show in detail the status of the work, shall be subdivided into appropriate Phases with estimate percentages for each Phase, and shall be a form and with a division of items as approved by the DoTD, The allowable costs shall be in accordance with the cost principles and procedures set forth in 48 CFR 61 of the Federal Acquisition Regulation (FAR) as appropriate.

Notice to Proceed:

The Engineer shall proceed with the services specified in this Supplemental Agreement after execution of the agreement and upon direct written order of the owner.

Original Contract:

All the requirements of the aforesaid contract of May __, 2011, except as specifically modified by this Supplemental Agreement, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their respective officers thereunto duly authorized as of the day and year first above written.

WITNESSES:

A R E Consultants, Inc.

Witness for First Party



W. Sherwood Bailey, Jr.
Title: President

Witness for First Party

72-1145432
Federal Identification Number

City of Hattiesburg



Witness for Second Party



Mayor Toby Barker



Witness for Second Party

Supplemental Agreement No. 16 for
Inspection and Construction Administration
associated with
Runway 31 Safety and Drainage Improvements-
Taiway A Extension Part 2

A.I.P Project No. 3-28-0031-0025-2018

Hattiesburg-Bobby L. Chain Municipal Airport

Hattiesburg, Mississippi

EXHIBIT A
Contractor Contractual Requirements
Title VI Assurances

During the performance of this contract, the contractor, for himself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations. The contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination. The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor 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 forth in Appendix B of the Regulations.

3. Solicitations for Subcontractors, Including Procurement of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

4. Information and Reports. The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration (FAA) to be pertinent to as certain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the sponsor or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance. In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the sponsor shall impose such contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to —

- (a) withholding of payments to the contractor under the contract until the contractor complies, and/or
- (b) cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions. The contractor shall include the provisions of paragraphs 1 through 5 in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the sponsor of the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the sponsor to enter into such litigation to protect the interests of the sponsor and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Minority Business Enterprise (MBE) Assurances

1. Policy. It is the policy of the Department of Transportation (DOT) that minority business enterprises as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the MBE requirements of 49 CFR 23 apply to this agreement.

2. MBE Obligation. The contractor agrees to ensure that minority business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure minority business enterprises have the maximum opportunity to compete for and perform contracts. Contractors shall not

discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

Supplemental Agreement No. 16 for
Inspection and Construction Administration
associated with

Runway 31 Safety and Drainage Improvements-
Taxiway Extension Part 2
A.I.P Project No. 3-28-0031-0025-2018

EXHIBIT B
Detailed Scope of Services

This is an Exhibit modification attached to and made a part of the Engineering Services Agreement made in May, 2011, between the City of Hattiesburg and ARE Consultants, Inc. providing for professional engineering services. The Basic Services are amended and supplemented as indicated below:

1. **Paragraph 3.1.2.** The construction administration phase is made a part agreement as relates to Taxiway Extension Part 2.

2. **Paragraph 3.4.5.** As part of the Basic Services Fee, the Engineer shall:
 - a. Coordinate bid process and develop construction contract inn compliance with FAA requirements.

 - b. The initial phase of construction reference staking shall consist of establishing and marking the existing taxiway centerline as directed by the Engineer. Establish reference line and grade for the taxiway extension centerline profile.

 - c. Provide project administration and resident engineering.

Required Resident Inspector on site hours are equivalent to thirteen (13) forty six (46) hour weeks.

**Supplemental Agreement No. 16 for
Inspection and Construction Administration
associated with**

**Runway 31 Safety and Drainage Improvements-
Taxiway A Extension Part 2**

A.I.P Project No. 3-28-0031-0025-2018

EXHIBIT C

**Duties, Responsibilities and Limitations of Authority
of the Resident Project Representative**

A. GENERAL

Resident Project Representative, as the Engineer's Agent, will act as directed by and under the supervision of the Engineer, and will confer with the Engineer regarding his actions. Resident Project Representative's dealings in matters pertaining to the on-site work in general be only with the Engineer and Contractors, keeping the Owner advised as necessary, and dealings with subcontractors shall only be through or with the full knowledge of the Contractors. Written communications with the Owner will be only through or as directed by the Engineer.

B. DUTIES AND RESPONSIBILITIES

Resident Project Representative will:

1. Schedules.

Review the progress schedule of shop drawing submission and schedule of values prepared by the Contractors and consult with the Engineer concerning their acceptability.

2. Conferences.

Attend preconstruction conferences. Arrange a schedule of progress meetings and other job conferences as required in consultation with Engineer and notify in advance those expected to attend. Attend meetings, and maintain and circulate copies of minutes thereof.

3. Liaison.

- a. Serve as the Engineer's liaison with each Contractor's Superintendent and assist him in understanding the intent of the contract documents. Assist the Engineer in serving as the Owner's liaison with the Contractors when the construction operations affect the Owner's on-site operations.
- b. As requested by the Engineer, assist in obtaining from the Owner additional details or information, when requested at the job site for proper execution of the work.

4. Shop Drawings and Samples.

- a. Receive and record date of receipt of Shop Drawings and samples, receive samples which are furnished at the site by the Contractors, and notify Engineer of their availability for examination.
- b. Advise the Engineer and Contractors of their Superintendents immediately of the commencement of any work requiring a Shop Drawing or sample submission if the submittal has not been approved by the Engineer.

5. Review of Work, Rejection of Defective Work, Inspection and Tests.

- a. Conduct on-site observations of the work in progress to assist the Engineer in determining if the work is proceeding in accordance with the Contract Documents and that completed work will conform to the Contract Documents.
- b. Report to the Engineer whenever he believes that any work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or does not meet the requirements of any inspections, tests or approval required to be made or has been damaged prior to final payment; advise the Engineer when he believes work should be corrected or rejected or should be uncovered for observation, or requires special testing, inspections or approval.
- c. Verify that tests, equipment and systems startups and operating and maintenance instructions are conducted as required by the Contract Documents and in the presence of the required personnel, and that the Contractor maintains adequate records thereof; observe, record and report to the Engineer appropriate details relative to the test procedures and startups.

6. Interpretation of Contract Documents.

Transmit to Contractors the Engineers clarifications and interpretations of the Contract Documents.

7. Modifications.

Consider and evaluate Contractor's suggestions for modifications in Drawings or Specifications and report them with recommendations to the Engineer.

8. Records.

- a. Maintain at the job site orderly files for correspondence, reports or job conferences, Shop Drawings and sample submissions, reproductions of original Contract Documents including all addenda, change orders, field orders, additional Drawings issued subsequent to the execution of the Contract Documents, progress reports, and other Project related documents.
- b. Keep a daily or log book, recording hours on the job site, weather conditions, data relative to questions of extras or deductions, list of visiting officials and representatives of manufacturers, fabricators, suppliers and distributors, daily activities, decisions, observations in general and specific observations in more detail as in the case of observing test procedures. Send copies to the Engineer.
- c. Maintain on a current basis a set of project drawings marked to show the work as actually constructed and assist the Engineer in the preparation of a set of Record Drawings from the information on these marked drawings.
- d. Record names, addresses and telephone numbers of all contractors, subcontractors, and major suppliers of materials and equipment.

9. Report.

-
- a. Furnish the Engineer periodic reports as required of progress of the work and Contractors compliance with the approved progress schedule and schedule of Shop Drawings and sample submissions.
 - b. Consult with the Engineer in advance of scheduled major tests, inspections or start of important phases of the work.
 - c. Report immediately to the Engineer upon the occurrence of any accident.

10. Payment Requisitions.

Review applications for payments with Contractor for compliance with the established procedure for their submission and forward them with recommendations to the Engineer, noting particularly their relation to the schedule of values, work completed and materials and equipment delivered at the site but not incorporated in the work.

11. Certificates, Maintenance and Operations Manuals.

During the course of the work, verify that certificates, maintenance and operations manuals and other data required to be assembled and furnished by Contractor are applicable to the items actually installed; and deliver this material to Engineer for his review and forwarding to the Owner prior to final acceptance of the work.

Supplemental Agreement No. 16

for

Inspection and Construction Administration

associated with

Runway 31 Safety and Drainage Improvements-
Taxiway A Extension Part 2

A.I.P Project No. 3-28-0031-0025-2018

City of Hattiesburg

Back-up Calculations

for

Fee Computations

**Inspection and Construction Administration Agreement
A.I.P. 3-28-0031-0025-2018**

Taxiway A Extension Part 2

Hattiesburg-Bobby L. Chain Municipal Airport

Phase III - Engineering Fee Calculation								
Hourly Wages								
Clerical	—	40	hours	@	\$20.00	=	\$800.00	
Technician	—	64	hours	@	\$35.00	=	\$2,240.00	
Resident Engineer	—	96	hours	@	\$54.00	=	\$5,184.00	
Project Manager	—	92	hours	@	\$57.00	=	\$4,788.00	
Principal	—	32	hours	@	\$86.00	=	\$2,752.00	
Inspector	—	598	hours	@	\$36.50	=	\$21,827.00	

Phase III - Engineering Fee Calculation	
Direct Costs	
Direct Payroll Cost	\$37,591.00
Overhead (Includes Payroll Additives - 138%)	\$51,875.58
Expenses (See below)	\$ 900.00
Total Estimated Cost	\$90,366.58
Profit @ 12.89%	\$11,648.25
Engineering Fee	\$102,014.83
Surveying Fee	\$1,550.00
Total Fee - Phase III	\$103,564.83

Phase III - Engineering Fee Calculation									
Profit Percentage Computation									
A.	Supervisory Hours	124	/	922	X	17%	=	2.29%	
B.	Engineer Hours	96	/	922	X	14%	=	1.46%	
C.	Other Hours	702	/	922	X	12%	=	9.14%	
D.	Total (A+B+C)						=	12.81%	
E.	Complexity Factor						=	1.00	
F.	Overhead (Manual Curve)						=	1.01	
G.	Fee Size (Manual Curve)						=	1.01	
Profit = D x E x F x G							=	12.89%	

Phase III - Engineering Fee Calculation		
Direct Expenses		
Travel and Mileage (600 miles @ \$0.50/mile)	=	\$ 300.00
Postage and Telephone	=	\$150.00
Reproduction	=	\$450.00
Total Direct Expenses	=	\$900.00



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-249

File ID: 2018-249

Type: Regular Agenda Item

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester: Anthony Parker

File Created: 02/23/2018

Brief Title: MOU - Mississippi State Medical Assoc. Alliance

Final Action: 03/06/2018

Minute Book Number: MB2018-56

Title:

Authorize the Mayor to execute a Memorandum of Understanding with Mississippi State Medical Association Alliance and the City of Hattiesburg Police Department to specify the obligations of both entities with respect to the collection, packaging, destruction, recording and reporting of the MedReturn Drug Collection Unit contents.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VI.-11

Sponsors:

Enactment Date:

Attachments: MOU-Mississippi State Medical Association Alliance, executed MOU-Mississippi State Medical Association Alliance

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter: Tammy Leggett

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018	Authorize				Pass
Action Text: A MOTION was made by Council Member Delgado and seconded by Council Vice President Dryden to Authorize the Mayor to execute a Memorandum of Understanding with Mississippi State Medical Association Alliance and the City of Hattiesburg Police Department to specify the obligations of both entities with respect to the collection, packaging, destruction, recording and reporting of the MedReturn Drug Collection Unit contents.							
There being no discussion, the Motion received the affirmative vote of the Council as follows:							
Yeas: 5 - George, Delgado, Carroll, Dryden and Brown							
Nays: 0							

Yea: 5 Council Member George
Council Member Delgado
Council President Carroll
Council Vice President Dryden
Council Member Brown

Text of Legislative File 2018-249

Title

Authorize the Mayor to execute a Memorandum of Understanding with Mississippi State Medical Association Alliance and the City of Hattiesburg Police Department to specify the obligations of both entities with respect to the collection, packaging, destruction, recording and reporting of the MedReturn Drug Collection Unit contents.

Summary

MOU with Mississippi State Medical Association Alliance for MedReturn Drug Collection Unit contents

Budget Information

Expenditure Type

Purchasing Item

Publication Information



Mississippi State Medical Association Alliance

PO Box 2458 • Ridgeland, MS 39157 • 601-853-6733

MedReturn Drug Collection Unit Memorandum of Understanding

This Memorandum of Understanding (MOU) is entered into between:
Mississippi State Medical Association Alliance (MSMAA)
and the City of Hattiesburg Police Department
on the _____(day) of _____(Month), 2018.

Purpose

The purpose of this MOU is to specify the obligations of both entities with respect to the collection, packaging, destruction, recording and reporting of the MedReturn Drug Collection Unit contents.

Obligations

Mississippi State Medical Association Alliance shall:

Purchase and make arrangements for the delivery of 1 MedReturn Drug Collection Unit to Hattiesburg Clinic 1st floor, 415 S. 28th Avenue, Hattiesburg, MS 39402

On the _____(day) of _____(Month), 2018.

City of Hattiesburg Police Department shall:

The City of Hattiesburg Police Department shall perform the following prior to requesting the Mississippi Bureau of Narcotics to destroy the contents of the MedReturn Drug Collection Unit:

- The City of Hattiesburg Police Department shall collect the contents of the MedReturn Drug Collection Unit every other week.
- The City of Hattiesburg Police Department shall package the contents of the MedReturn Drug Collection Unit in a box conspicuously labeled "MedReturn Collection".
- The box shall be weighed and recorded within one-hundredth of a pound.
- The City of Hattiesburg Police Department shall prepare a letter on department letterhead requesting destruction of the contents of the MedReturn Drug Collection Unit that also contains the recorded weight of the box. The letter shall be signed by the head law enforcement officer for the City of Hattiesburg Police Department.
- The Mississippi Bureau of Narcotics will notify you when your request is approved, or will notify you if your request cannot be approved. At that time, if approved, the

Mississippi Bureau of Narcotics will schedule a time for the City of Hattiesburg Police Department to deliver the “MedReturn Collection” box and it’s contents for destruction.

Early Termination of MOU

Mississippi State Medical Association Alliance reserves the right to terminate the MOU at its sole discretion and demand return of the MedReturn Drug Collection Unit. In the event early termination is determined, Mississippi State Medical Association Alliance agrees to give fourteen (14) calendar days written notice to the Point of Contact who will be responsible for the return of the MedReturn Drug Collection Unit to:

Heather Rifkin, President 2017-2018
Mississippi State Medical Association Alliance
P.O. Box 2458
Ridgeland, MS 39157

Signatories:

This agreement will become effective on the signature date below:

_____(DATE)

_____(DATE)

Heather Rifkin, President 2017-2018
Mississippi State Medical Association Alliance

City of Hattiesburg Police Department

_____(DATE)

_____(DATE)

Hattiesburg Clinic

Mayor Toby Barker
City of Hattiesburg



Mississippi State Medical Association Alliance

PO Box 2458 • Ridgeland, MS 39157 • 601-853-6733

MedReturn Drug Collection Unit Memorandum of Understanding

This Memorandum of Understanding (MOU) is entered into between:

Mississippi State Medical Association Alliance (MSMAA)

and the City of Hattiesburg Police Department

on the 3rd (day) of March (Month), 2018.

Purpose

The purpose of this MOU is to specify the obligations of both entities with respect to the collection, packaging, destruction, recording and reporting of the MedReturn Drug Collection Unit contents.

Obligations

Mississippi State Medical Association Alliance shall:

Purchase and make arrangements for the delivery of 1 MedReturn Drug Collection Unit to Hattiesburg Clinic 1st floor, 415 S. 28th Avenue, Hattiesburg, MS 39402

On the 8th (day) of March (Month), 2018.

City of Hattiesburg Police Department shall:

The City of Hattiesburg Police Department shall perform the following prior to requesting the Mississippi Bureau of Narcotics to destroy the contents of the MedReturn Drug Collection Unit:

- The City of Hattiesburg Police Department shall collect the contents of the MedReturn Drug Collection Unit every other week.
- The City of Hattiesburg Police Department shall package the contents of the MedReturn Drug Collection Unit in a box conspicuously labeled "MedReturn Collection".
- The box shall be weighed and recorded within one-hundredth of a pound.
- The City of Hattiesburg Police Department shall prepare a letter on department letterhead requesting destruction of the contents of the MedReturn Drug Collection Unit that also contains the recorded weight of the box. The letter shall be signed by the head law enforcement officer for the City of Hattiesburg Police Department.
- The Mississippi Bureau of Narcotics will notify you when your request is approved, or will notify you if your request cannot be approved. At that time, if approved, the

Mississippi Bureau of Narcotics will schedule a time for the City of Hattiesburg Police Department to deliver the "MedReturn Collection" box and it's contents for destruction.

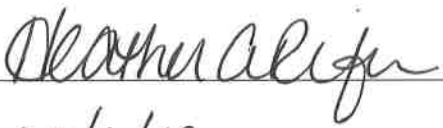
Early Termination of MOU

Mississippi State Medical Association Alliance reserves the right to terminate the MOU at its sole discretion and demand return of the MedReturn Drug Collection Unit. In the event early termination is determined, Mississippi State Medical Association Alliance agrees to give fourteen (14) calendar days written notice to the Point of Contact who will be responsible for the return of the MedReturn Drug Collection Unit to:

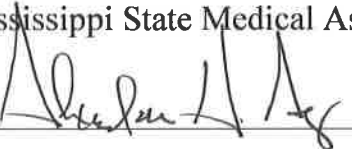
Heather Rifkin, President 2017-2018
Mississippi State Medical Association Alliance
P.O. Box 2458
Ridgeland, MS 39157

Signatories:

This agreement will become effective on the signature date below:

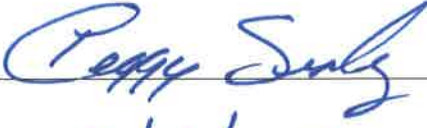

03/6/18 (DATE)

Heather Rifkin, President 2017-2018
Mississippi State Medical Association Alliance


4.11.2018 (DATE)

Alexander H. Agnew, C.F.O.

Hattiesburg Clinic


03/06/2018 (DATE)

Peggy Sealy
City of Hattiesburg Police Department


3-6-18 (DATE)

Mayor Toby Barker
City of Hattiesburg



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-270

File ID: 2018-270

Type: Regular Agenda Item

Status: Passed

Version: 1

Reference:

In Control: City Council

Requester:

File Created: 02/26/2018

Brief Title: Adoption of revised City of Hattiesburg Employee Handbook.

Final Action:

Minute Book Number: MB2018-56-57

Title:

Take from the Table to Approve or Deny to Adopt the revised City of Hattiesburg Employee Handbook.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VI.-12

Sponsors:

Enactment Date:

Attachments: Emp Handbook proposed revised Jan 2018

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018	Amend				Pass
Action Text: A MOTION was made by Council Member Delgado and seconded by Council Vice President Dryden to Take from the Table and Amend to Approve or Deny to Adopt the revised City of Hattiesburg Employee Handbook.							
There being no discussion, the Motion received the affirmative vote of the Council as follows:							
Yeas: 5 - George, Delgado, Carroll, Dryden and Brown							
Nays: 0							
Yea: 5 Council Member George Council Member Delgado Council President Carroll Council Vice President Dryden Council Member Brown							

Text of Legislative File 2018-270

Title

Take from the Table to Approve or Deny to Adopt the revised City of Hattiesburg Employee Handbook.

Summary

Adoption of City of Hattiesburg Employee Handbook.

Budget Information

Expenditure Type

Purchasing Item

Publication Information



EMPLOYEE HANDBOOK

January 2018
PROPOSED EDITION

INTRODUCTION

This Handbook has been adopted by the City Council of Hattiesburg, Mississippi (hereinafter “the City”), to inform you about the City’s employment policies and procedures, and to summarize the employee obligations owed by you to the City, as your employer, as well as the employee benefits available to you as a City employee. It is your responsibility to read your Handbook and familiarize yourself with the information it contains, and thereafter to refer to it whenever you have a question. If you have a question that is not answered by the Handbook, ask your department head, the Human Resources Department or the City Clerk.

As a City employee, the taxpayers and citizens of Hattiesburg, Mississippi, collectively are your ultimate “boss”. You are an integral part of a diversified work force which has the single purpose of serving the taxpayers and citizens of our city. The skills and experience you bring to your job are an important aspect of providing this service. Your day to day and occasional contacts with individual citizens will often be the only basis by which they are able to determine the efficiency, professionalism and responsiveness of the whole of City government. Therefore, it is of the utmost importance you always make the best possible impression when you are interacting with members of the general public. Your job, as is each job with the City, is an essential part of the overall operation of our City. As an employee, we all are counting on you to always provide honest, efficient, reliable and courteous service.

The City administration, acting by and through the elected City Council, reserves the right to amend, modify, supplement or cancel this Handbook at any time whatsoever, including, without limitation, any or all of the various policies, rules, procedures, and programs outlined within this Handbook. Whenever the masculine gender (he, him, his) is used, it also refers to the feminine gender (she, her, hers).

This handbook is not to be construed in any manner as a contract of employment. It does not create a contractual relationship between the City and any employee, nor shall anything in this Handbook be deemed to imply a guarantee of continued employment or benefits for any length of time whatsoever. This Handbook fully preserves the EMPLOYMENT AT WILL doctrine. Although it is hoped your employment relationship with us will be for an extended duration, you or the City of Hattiesburg may terminate this employment relationship at any time, with or without cause or notice. No director, chief, supervisor, manager, or representative of the City of Hattiesburg has the authority to enter into any agreement with you for employment for any specified period of time or to make any promises or commitments contrary to the at-will relationship between you and the City of Hattiesburg.

Fair Labor Standards Act – Safe Harbor Policy

The City of Hattiesburg (COH) intends to comply with all federal regulations with respect to the Fair Labor Standards (FLSA). In this regard, the FLSA provides an exemption from both minimum wage and overtime payment for employees employed in a bona fide executive, administrative, professional and computer positions. To qualify for an overtime exemption, an employee generally must be paid no less than \$23,660 a year or \$455 per week on a salary basis (certain exempt computer employees may be paid at least \$455 on a salary basis or on an hourly basis at a rate not less than \$27.63 per hour.)

Being paid on a “salary basis” refers to an employee who regularly receives a predetermined amount of compensation each pay period on a weekly or less frequent basis which cannot be reduced because of variations in the quality or quantity of work. Subject to the exceptions listed below, an exempt employee must receive his or her full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any work week in which they perform no work and will not be paid, unless appropriate accrued leave is utilized. If deductions are made from an employee’s predetermined salary because of the employer’s operating requirements, that employee is not paid on a “salary basis.” If the employee is ready, willing, and able to work, deductions may not be made for time when work is not available.

Deductions from pay are permissible when an exempt employee is:

- absent from work for one or more full days for personal reasons, other than sickness or disability;
- absent from work for one or more full days due to sickness and disability, if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- in receipt of amounts such as jury or witness fees; or
- on an unpaid disciplinary suspension for one or more full days, imposed in good faith for workplace conduct rule infractions.

Also, the COH is not required to pay an employee’s full salary in the initial or final week of employment, for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either a partial-day or full-day deduction may be made. Finally, as a public sector employer, the COH operates under principles of public accountability, which permit deductions from the pay of an exempt employee for partial-day or full-day absences due to illness, injury, or personal reasons when accrued paid leave is not used by an employee because:

- permission for its use has not been sought or has been sought and denied;
- accrued leave has been exhausted; or
- the employee chooses to use leave without pay, if such leave is available.

The COH has classified those positions which are considered to be “exempt.” It is the policy of the COH to comply with the “salary basis” requirements of the FLSA with regard to exempt employees.

If you believe that an improper deduction has been made to your salary, you should immediately report this information to the Human Resources Department. Reports of an improper deduction from wages will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for improper deduction.

TABLE OF CONTENTS

CHAPTER ONE

EMPLOYMENT INFORMATION

1-1.	At-Will Employment	8
1-2	Equal Employment Opportunity.....	8
1-3.	Commitment to Diversity	8
1-4.	Immigration Employment Law Compliance	8
1-5.	Infectious Diseases.....	9
1-6.	Employment of Relatives	9
1-7.	Employment Process	9
	Position Announcement.....	9
	Probation Period.....	10
	Duty Assignments	10
1-8.	Classification of Employees	11
	Non-Exempt employees	11
	Exempt employee.....	11
	Types of Employees	11
1-9.	Retirement.....	12
1-10.	Compensation	12
1-11.	Work Hours	13
1-12.	Meal Period.....	13
1-13.	Work Breaks.....	14
1-14.	Overtime	14
1-15.	Compensatory Time.....	14
1-16.	Promotions	15
1-17.	Internal Transfer.....	15
	Employee Request.....	15
	Management Request.....	16
1-18.	Personnel Records, References and Privacy	16
1-19.	Performance Evaluations	17
1-20.	Travel and Expenses	18
1-21.	Polygraph Examination	18
1-22.	Information Technology	18
1-23.	Position which requires Bonding.....	18

CHAPTER TWO

STANDARDS OF EMPLOYEE CONDUCT

2-1.	Attendance	19
------	------------------	----

2-2.	Commitment During Work Hours	19
2-3	Resignation	19
2-4.	Conflict of Interest	19
2-5.	Political Activity	20
2-6.	Outside Employment	20
2-7.	Workplace Violence	20
2-8.	Harassment – Including Harassment of a Sexual Nature	20
2-9.	Substance Abuse in the Workplace	21
2-10.	Intimate Relationships	22
2-11.	Personal Phone Calls or Text Messages	22
2-12.	Personal Use of City Provided Cellular Phones or Devices	22
2-13.	Safety Issues for Use of Cellular Phones or Devices	23
2-14.	Assigned City Equipment	23
2-15.	Assignment or Use of City Vehicle	24
2-16.	Smoking in the Workplace	24
2-17.	Drivers’ License	24
2-18.	Dress Code	24
2-19.	City Identification Badges	26
2-20.	Solicitation	26

CHAPTER THREE

EMPLOYMENT BENEFITS

3-1.	Holidays	27
3-2.	Personal Leave.....	28
	Accrual	28
	Accumulation	28
	Payout	28
	Personal Leave Request	29
3-3.	Sick Leave	29
	Accrual	29
	Accumulation	29
	Usage	29
	Documentation Required	30
	Payout	30
3-4	Administrative Leave of Absence.....	30
3-5	Leave of Absence From Work.....	31
3-6.	Jury Duty and Court Appearances	32
3-7.	Voting	32
3-8.	Employee Assistance Program	32
3-9.	Employee Health Clinic.....	32
3-10.	Employee Professional Development/Training.....	33
3-11.	Worker’s Compensation	33
3-12.	Payroll Deductions.....	33
	Dependent Classification	33

	Health Insurance	34
	Basic Life Insurance.....	34
	Optional Term Life Insurance	34
	Dental Insurance	34
	Vision Insurance	35
	Retirement	35
	Deferred Compensation	36
	Section 125 Cafeteria Plan	36
	Social Security	36
	Federal and State Income Taxes	36
	Credit Unions.....	36
	Garnishments	37
	Optional Deductions	37
3-13.	Grievance Process	37

CHAPTER FOUR

EMPLOYEE DISCIPLINE

4-1.	Discipline Procedures	41
	Oral Reprimand	41
	Written Reprimand	41
	Suspension With Out Pay	41
	Termination.....	41
	Personal Conduct	41

CHAPTER FIVE

EMPLOYEE ATTENDANCE

5-1.	Employee Attendance	43
	Tardiness	43
	Absences	43
	Excused	43
	Unexcused	44

CHAPTER SIX

LEAVE PAYMENT - RESIGNATION/TERMINATION OF EMPLOYMENT

6-1.	Resigning and Terminated Employee.....	45
	Personal Leave Hours	45
	Sick Hours	45
	Compensatory Hours.....	46
6-2.	Retiring Employee	46
	Personal Leave Hours	46
	Sick Hours	46

CHAPTER ONE

EMPLOYMENT INFORMATION

1-1. At-Will Employment

Employment with the City of Hattiesburg is on an at-will basis. At-will means employment with the City may be ended at any time, for any reason, with or without cause by either you or the City of Hattiesburg. You should not rely upon any written or verbal statement to the contrary, no matter who provides it, as it is invalid. This handbook does not alter the at-will relationship, and nothing in this handbook should be interpreted as a guarantee of continued employment.

1-2. Equal Employment Opportunity

The City of Hattiesburg is committed to providing employment opportunities for all qualified employees and applicants. The City of Hattiesburg also seeks to employ the most competent, qualified, and motivated individuals into available positions, while remaining in compliance with federal and state requirements against discrimination. The City of Hattiesburg does not and shall not discriminate on the basis of race, gender, gender identity, sexual orientation, personal or family genetic predisposition, age, religious beliefs, national origin, veteran, and/or disability status. The City provides reasonable accommodation to individuals with a disability during the application process and as an employee. The obligation applies to all terms, condition and privileges of employment including, but not limited to: hiring, placement, upgrading, transfer and demotion, termination, and/or suspension, recruitment, advertising or compensation, treatment during employment, selection of training, and social and recreational programs.

1-3. Commitment to Diversity

The City of Hattiesburg is committed to being a diverse organization and actively seeks to recognize, value, and incorporate diversity in its services, policies and operations, vendors and workforce. In the event you have a work-related dispute or complaint, please raise your concern in accordance with the City of Hattiesburg's Grievance policy found in this handbook.

1-4. Immigration Employment Law Compliance

The City of Hattiesburg only employs citizens of the United States and alien persons who are authorized to work in the United States. Newly hired employees must complete the federal government I-9 eligibility verification form and present documentation to the Human Resources Department establishing employment eligibility and identity. The City of Hattiesburg uses the E-Verify government system to help establish eligibility.

If you do not present the required verification information that establishes your right to work in the United States, you will not be permitted to work.

1-5. Infectious Diseases

The City of Hattiesburg does not discriminate against individuals with infectious diseases, including those who are infected with the Acquired Immune Deficiency Syndrome (AIDS) virus. The City will make reasonable accommodations for such individuals who are otherwise qualified to perform their assigned job duties. While privacy of the individual will be protected, the City reserves the right to inform any employee who might have been exposed to infectious diseases in a medically recognized situation.

1-6. Employment of Relatives

Your relatives who apply for employment with the City of Hattiesburg are eligible to be employed unless specifically prohibited by the state nepotism law or unless there is the possibility that public safety will be compromised. These individuals will be evaluated on their qualifications for the position and their relationship to you will be neither an advantage nor disadvantage. However, relatives employed with the City are not to be placed in close working proximity to each other and are not to supervise each other, directly or indirectly.

If you apply for an internal transfer to an available position, your relationship to the supervisor/manager, etc. of the position will be taken into consideration before a transfer is approved.

For the purposes of this policy, a relative is defined as:

Relative by Blood

Parent
Child
Grandparent
Grandchild
Sibling

Relative by Marriage

Spouse
Stepchild
Stepparent
Parent In-Law
Sibling In-Law

AND any other relative who lives in your household.

It is your responsibility to inform management when a relationship (as defined above) exists. Failure to do so could result in disciplinary action.

1-7. Employment Process

A. Position Announcement

In general, positions which have been approved to be filled and open to all candidates will be posted in Human Resources, on the City's website, the Job Line, and at various departmental locations. In addition, notice of position openings will be sent to the MS Employment Security office and sent out using the City's social media process. The City does, however, retain the discretion to allow department heads to verbally announce an opening and hire from within the department. Interested, qualified individuals may apply on-line by going to the City's website or by coming to the HR Department.

To ensure the City reviews applications that are from candidates currently interested in a position, only applications for posted positions are accepted and applicants must submit a new application to be considered for additional positions that become open.

Employees are encouraged to apply for a transfer should a position come open they are qualified for and interested in and the employee is out of their probationary period. When applying for an internal transfer which requires testing for skills such as Typing, Word and/or Excel, you will be required to submit to these skills tests.

To allow ample opportunity for internal transfer requests, vacant positions are posted a minimum of five (5) days before a selection is made and a job offer extended. The interview process will not begin until the minimum 5 day posting requirement is met.

You may apply for the next available Police or Fire Academy only when such applications are being actively recruited, in accordance with Civil Service guidelines. You must meet the minimum requirements for the position(s).

B. Probation Period

You are considered to be on probationary status for a period of six (6) months (12 months for sworn police and fire personnel). This probationary period gives you the opportunity to become familiar with the job and your supervisor an opportunity to evaluate your performance. As a standard practice, you will be evaluated at 2 months, 4 months and 5 months of employment. Should you not be performing at an acceptable level, your supervisor may establish a performance improvement plan.

During this period of employment, you may be reassigned or terminated without grievance or appeal rights.

If you are a temporary employee and are subsequently hired into a full-time position, you will serve a full six months (one year if sworn personnel) probation period; this period begins with the first workday in the permanent position.

C. Duty Assignment

Your supervisor is responsible for assigning duties, and you are expected to carry out these assignments to the best of your ability with a cooperative and helpful attitude. You may not change assignments without the knowledge and permission of your supervisor.

1-8. Classification of Employees

Fair Labor Standards Act Classifications

All paid positions with the City of Hattiesburg are classified as either exempt or nonexempt from the overtime provisions of the Fair Labor Standards Act (FLSA). For purposes of salary administration and eligibility for overtime payments, employees are classified as follows:

Non-exempt employees

Employees who are required to be paid overtime or compensatory time at the rate of one and one-half times the employee's regular rate of pay for all hours worked in excess of forty hours in a workweek, in accordance with applicable federal wage and hour laws, or more frequently in accordance with certain state or local wage and hour laws.

Exempt employees

Employees who are not required to be paid overtime or compensatory time in accordance with applicable federal wage and hour laws for work performed in excess of forty (40) hours in a workweek. Executives, professional employees, certain administrative and computer employees are typically exempt.

Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department of Labor's regulations and must be approved by your Director and by Administration. If you are in an exempt classification, please be sure to read the Safe Harbor Policy at the beginning of this handbook.

Types of Employees

1. Elected and Appointed Officials - Mayor, Council Member, Director/Chief, City Attorney, Municipal City Clerk, Deputy Municipal Clerk, Deputy Municipal Court Clerk, Clerk of Council, Deputy Clerk of Council, Municipal Court Clerk, Municipal Judge, Municipal Prosecutor, and Municipal Public Defender.

2. Permanent Full Time – Employees, who are hired to work longer than six months, and who are regularly scheduled to work forty hours in a work week; or, if a sworn police or fire employee hired to work their scheduled FSLA cycle.
3. Permanent Part Time – employees who are hired to work longer than six months, and who are regularly scheduled to work less than forty hours in a work week. These employees are not entitled to full time benefits. They may, however, be required to participate in the Public Employees Retirement System. Human Resources will make that determination. These employees may work more than part-time hours on a temporary basis only, but will remain classified as part-time.
4. Temporary – employees hired to work less than 4 1/2 months because of seasonal needs or emergency situations. Such employees may work full time hours or part time hours. These employees are not entitled to employee benefits including participation in the Public Employees Retirement System.
5. Inactive – employees who, for whatever reason, are unable to work, have no available leave time, and are not eligible or no longer eligible for Family Medical Leave. Employees on inactive status will no longer continue to accrue benefits and are responsible for paying their single health and life insurance premium and any other voluntary deductions. Employees can only remain on inactive status for 6 months. At 6 months of inactive status if the employee is unable to return to work, the employee's employment will automatically be terminated. Nothing in the previous statement shall prohibit from reapplying for employment.

1-9. Retirement

To be classified as a retiree with the City of Hattiesburg, you as an employee must meet the established criteria for eligibility for service retirement benefits under the Public Employees Retirement System (PERS) or the Municipal System. You also must be employed with the City when you become eligible and at the time you apply for retirement benefits.

To be eligible for service retirement benefits under PERS, you must have four (4) years of contributing membership service if you began paying into the retirement system before 07/01/07. If you began paying into the retirement system 07/01/07 or later, you must have eight (8) years of contributing membership AND be age 60 or older. You may begin drawing retirement benefits at any age if you have 30 years of creditable service in the retirement system (25 years of creditable service if hired 6/30/11 or before) or you are approved for disability retirement benefits by the retirement system. Benefits are based on the number of years of creditable service you have accrued and on the average of the greatest four years of compensation you earned.

For details, please see the Public Employee's Retirement System website at www.pers.ms.gov.

1.10. Compensation

The City of Hattiesburg has established by Ordinance a classification/compensation plan known as the Hattiesburg Variable Plan (HAV PAY). All employee salary ranges fall under this plan. The City encourages all pay be direct deposited into a checking or savings account and have established relationships with financial institutions to help employees meet this standard if needed.

A. Pay Period

The City's workweek begins on Saturday and ends on the following Friday. There are two workweeks in a pay period. Therefore, each paycheck you receive will be payment for hours worked or accrued leave time taken for the previous two workweeks.

You are responsible for clocking in when you begin work and out when you leave work into the City's time keeping system by entering your Employee ID Number and your biometric fingerprint. Employees may also be required to clock in/out for their meal period. Your biometric fingerprint clocking your work time is the official record of the time you have worked and is used to determine your pay.

Information on your pay will only be given only to you, unless you have submitted signed authorization to your supervisor or to Human Resources identifying someone else who is allowed to obtain your pay information. The person you give permission to obtain this information for you must present picture identification for verification.

B. Rate of Pay

The City of Hattiesburg has established wage guidelines and ranges for all positions, including sworn police and fire personnel. Compensation paid is within this established range. There are exceptions, but they occur rarely and only with prior approval of the Mayor. The City will attempt, for the benefit of employees, to maintain wages that are competitive with those paid for similar work by other cities and local industry.

1-11. Work Hours

Workdays for City employees are based on the type of work done and are set by individual departments. A "normal" workweek is 40 hours for non-sworn employees. Sworn employees are paid every two weeks, but their assigned work hours will be different. However, in certain instances work schedules may vary and various employees may work different schedules because of our responsibility to the citizens of the City of Hattiesburg. Your supervisor

determines scheduling of your work hours and any unpaid meal period.

Changes in work schedules are announced as far in advance as practicable. You, as an employee, may not change your established work hours without prior approval from your supervisor.

You may be required to be on call, either occasionally or regularly. If placed on call, you must be readily available to be reached by telephone or pager.

1-12. Meal Period

You are normally given a meal period break during the workday. Meal periods are typically 30 minutes to one hour and you generally are not compensated. Meal periods are scheduled in advance at the discretion of your supervisor. You are required to take your meal period away from your work station area. The City provides a break area for employees who wish to remain at their job location during their meal period.

In rare circumstances, and only with your supervisor's prior approval and there is productive work available, you will be allowed to skip or shorten the meal period to shorten your workday or to make up worktime missed.

1-13. Work Breaks

Breaks may be provided, but not required, and must be approved by the supervisor and scheduled for the convenience of the department. In no case shall there be more than two breaks per eight (8) hour shift, and each break should be no more than fifteen (15) minutes long.

1-14. Overtime

If you are required to work beyond the normal work week or work cycle, you should be granted equal time off during that same work week so the total actual hours worked is the normal total hours in a workweek.

When this is impossible or impractical, if you are a nonexempt employee, you will be paid at one and one-half times your normal hourly rate of pay or accrue compensatory time at the rate of one and one-half hours for all hours worked beyond the normal work week (must work a minimum of 40 hours) in accordance with the Fair Labor Standards Act – FLSA. You may work overtime ONLY with prior authorization of your supervisor and are required to work additional hours as instructed. You will need to provide an explanation of overtime worked to your supervisor so it can be entered into the timekeeping system as an explanation of duties performed to warrant additional work time. If you fail to clock in/out when working or do not report additional time worked to your supervisor during the pay period it is earned, it can

be reported and calculated for inclusion on the next paycheck. A manual check will not be issued to pay over-time hours not included when you fail to use the timekeeping system or report your work hours within the required timeframe. You may have to wait until the next regularly scheduled pay date.

When calculating overtime, do not count holidays or accrued leave time (personal, sick or compensatory hours) as hours worked.

1-15. Compensatory Time

You may, at times, receive credit for compensatory leave. This generally happens when your manager considers it essential you work after normal hours and you are unable to flex the time out during the same workweek.

If you are a non-exempt, non-sworn employee, you may earn compensatory time -- instead of cash overtime pay - at a rate of an hour and half for each hour worked over forty (40) hours in a workweek (as defined in Department of Labor regulations). You are limited to 240 hours of earned compensatory time. Sworn Police and Fire have different limits.

Any compensatory hours you earn above the maximum will not be accrued but will be paid out to you. You must first exhaust all accrued compensatory hours when requesting personal leave. Your accrued unused compensatory time will be paid to you when you attain exempt status or leave City employment.

1-16. Promotions

A promotion is the movement of an employee from one position to another position that requires a higher level of skill and/or responsibility. It is also usually assigned to a higher pay range.

After you have served six (6) months in a position or meet the established standards for sworn personnel, you may apply for promotional opportunities through the internal transfer process.

1-17. Internal Transfer

Whenever possible, the City of Hattiesburg promotes and encourages personal and/or professional growth and development for its employees through internal transfers, promotions, and training and educational opportunities. Occasionally, the City will opt to change an employee's duties or position, not at the individual's request, but as a result of some other need, for instance job performance or elimination of the position.

There are two types of transfer requests for non-sworn employees:

A. Employee Request

You may request a transfer to an approved and posted position by submitting a completed Application for Transfer Form and a resume. Applicants must also meet the minimum criteria as listed below:

- You have held your current position for at least six (6) months.
- You have met or exceed the minimum requirements for the position.
- You have a satisfactory job performance and attendance record.
- The position has been approved to be filled and is posted.
- If the position requires candidates to successfully pass a typing test and/or other Clerical Skills test, internal transfer applicants who meet all other minimum requirements will be scheduled for testing.
- An approval for a transfer is at the discretion of the manager with the position open, it is not a guarantee.

The section on the form that you complete must be submitted to your manager. To give you ample time to apply for a transfer and perform any required tests, available positions are posted for a minimum of 5 working days before a hiring decision is made.

Internal transfer requests are only given more consideration than an outside applicant when all other qualifications are equal. Management will consider your ability, employment record and other qualifications in deciding whether to select you for a transfer. (In the event that two or more employees apply for a transfer to the same position and ALL qualifications - including education, initiative, attitude and other factors - are essentially the same among all applicants, the job will be awarded to the employee with seniority.)

If you request and receive a transfer, you will be placed on a six (6) month probationary period to determine job suitability. If your performance in the new position is unsatisfactory, your employment may be terminated if an alternative solution is not determined.

Your pay may be adjusted (either increased or decreased) to accommodate new job duties.

B. Management Transfer

Occasionally, the organizational needs of the City warrant movement of an employee to a different position. Because this movement is at the discretion of management, the previous criteria established for an employee internal transfer does not apply.

If you are a management-transferred employee, you will also be placed on a six (6) month probationary period to determine job suitability. If your performance in the new position is unsatisfactory, your employment may be terminated if an alternative solution is not determined.

If you receive a management transfer, you may receive an adjustment in your pay (either increase or decrease) to fit the responsibilities and the budget of the new position.

1-18. Personnel Records, References and Privacy

Personnel records shall be maintained for each employee in Human Resources. These records are the property of the City and are confidential. Departments are permitted to maintain additional files of employee information, but the official employment record is the one in Human Resources. All appropriate documentation must be forwarded to Human Resources to be included in this file. As an employee of the City, you are required to notify Human Resources of any changes in personal status (i.e.; marital status, number of dependents, beneficiaries, home address, telephone number, etc.) and of any additional educational and skill training you acquire after you are hired.

You may view your personnel records by notifying Human Resources and scheduling a time for inspection that is mutually convenient. If you are a current employee, you may request a copy of your file. Former employees are only allowed access to their employment files by court order.

All inquiries concerning current and former employees shall be referred to the Human Resources Department.

1-19. Performance Evaluations

As a City of Hattiesburg employee, your job performance will be evaluated to help identify your successes as well as areas that need improvement. Newly hired employees and employees who transfer to a new position, will be evaluated several times over the 6 month probationary period (note: Fire and Police Sworn Personnel are under a 1 year probationary period). Evaluations allow your supervisor to measure your work against the requirements of the position and to assess specific behaviors related to your job performance. As part of the process, you will be given the opportunity to review the evaluation and to set goals. If improvement is needed, your supervisor will work with you to develop an action plan that notes any required improvements and provides a time frame for achieving them.

You will be re-evaluated at the appropriate time to determine if improvement has been made; if you are unwilling or unable to make necessary adjustments, termination may be considered.

Performance evaluations will become a permanent part of your personnel file.

1-20. Travel and Expenses

If you are required to travel in the performance of an official duty, City policy allows you to be reimbursed for reasonable expenses incurred as allowed by policy. You are required to use city-owned vehicles when traveling unless circumstances prohibit and you have obtained prior written approval for use of a personal vehicle from your Director or Manager. You can be reimbursed for overnight lodging if you have proper authorization and receipts, and if travel circumstances prevent departure and return on the same day. You are expected to exercise the same care incurring expenses as a prudent person traveling for personal reasons.

It is your responsibility to obtain information regarding the City's travel reimbursement procedure from your department's purchasing and travel manual before you travel. To be reimbursed for any travel expenses, you must follow pre-established rules and regulations. The Purchasing Division is available to answer any additional questions you may have.

1-21. Polygraph Examination

As a condition of employment with the City, applicants for certain positions may be required to take a post-offer of employment polygraph examination. These are positions of trust that involve the handling of cash, property, evidence, equipment, confidential information, civilian law enforcement position, and/or those occupations designated as Deputy Municipal Clerk or Deputy Court Clerk. Results will not be used as the only factor in the hiring decision.

Employees may also be required to participate in specific-issue polygraph examinations during an investigation. It is a condition of employment with the City that you fully cooperate with any law enforcement agency's criminal investigation. Refusing or failing a polygraph with supporting evidence may result in disciplinary action, up to and including termination of employment. Results of a polygraph will be confidential and will be shared only with those who are in a "need-to-know" position.

1-22. Information Technology

The use of computer, electronic mail and Internet systems is reserved for the conduct of business within the City of Hattiesburg. Any unauthorized access or use of the City of Hattiesburg's computer systems is strictly prohibited. The City has established a computing policy. Upon employment, you are given a copy and are responsible for compliance. The City of Hattiesburg's computing Policy is incorporated by reference herein. A violation of this policy may result in disciplinary action ranging from a verbal warning up to discharge from

employment.

1-23. Position which requires Bonding

If you were hired into a position which requires you to be bonded or should you transfer to a position which requires you to be bonded, you will **not be allowed to work** in that position until you successfully complete the bonding process and have been bonded. The bond will be paid for by the City. You are also responsible to remain in compliance with all bonding requirements to ensure your bond does not lapse. Failure to obtain bonding will mean termination of your employment should alternative arrangements not be feasible.

CHAPTER TWO

STANDARDS OF EMPLOYEE CONDUCT

2.1. Attendance

Regardless of your position or the duties you perform, you are a valuable employee and your presence is needed if the City is to function properly and efficiently. It is your responsibility to be ready and able to work at the start of your shift.

If for any reason you cannot report to duty or are unable to report to work on time, you must follow pre-established guidelines and notify your supervisor prior to the start of your scheduled work time. Your manager will provide you instructions on how you are to contact your department should an unforeseen circumstance occur.

If you report to work after the scheduled start time, even if it is due to circumstances beyond your control, you will be considered tardy and may be subject to disciplinary action.

If you are absent three or more consecutive days without proper notice or explanation to your supervisor, you may be considered to have abandoned your position and your employment will be terminated.

2.2. Commitment During Work Hours

While at work, you should apply yourself to your assigned duties during the entire work period for which you are being compensated, except for reasonable time needed to take care of personal needs, as approved by your supervisor.

2.3. Resignation

You are required to submit a written resignation to your supervisor if you want to terminate your employment. You should provide a minimum resignation period ("notice") of ten (10) working days. You may not use compensatory time, personal time, or sick leave during your resignation period. If you happen to fall ill during your resignation period, you must submit a doctor's excuse to be allowed to use accrued sick time. The resignation period may be extended for the number of days missed due to illness.

If your resignation period ends on a scheduled holiday, you must work the day after the holiday to be eligible to receive holiday pay.

2.4. Conflict of Interest

You should be very careful to avoid using, or appearing to use, your position with the City of Hattiesburg for personal gain. As an employee, you are not to engage in any activity, whether

in private or on official City business, which may pose or appear to pose a conflict of interest.

2.5. Political Activity

You shall not be compelled to participate in any political campaign, nor may you do so voluntarily while on paid duty time. You are encouraged to register to vote and to exercise that right in local, state, and federal elections. You are allowed to voice your opinion on issues and candidates on your own time and as a private citizen, but may not wear buttons, T-shirts, caps, stickers, etc., endorsing a particular candidate or party as part of your work attire or uniform.

2.6. Outside Employment

You are not prohibited from holding outside employment as long as it does not interfere with the performance of your duties, does not create a conflict of interest, and as long as you have informed your supervisor of your outside employment. However, you may not work for another employer while being paid accrued sick leave hours.

2.7. Workplace Violence

Safety of employees is our highest concern. We encourage you always to be alert to the possibility of workplace violence, and require that you immediately report all acts of violence or threats of violence to your supervisor. All reports of violence will be handled in a confidential manner, with information released only to those who have a need to know. Every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence. You are given a copy of the City's Work Place Violence Policy upon employment. This policy is incorporated by reference herein. A violation of this policy may result in disciplinary action ranging from a verbal warning up to discharge from employment.

2-8. Harassment – including Harassment of a Sexual Nature

The City is committed in providing a work environment that is free from the hostile atmosphere created by harassment or intimidation. Unlawful harassment of any kind will not be tolerated. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion, or any other characteristics protected by law will not be tolerated. All employees, including management personnel, both elected and unelected, are expected and required to abide by this policy.

Use of racial or ethnic derogatory remarks, jokes, or gestures will not be allowed, the same shall be investigated, and disciplinary action shall be taken, whenever found warranted.

Harassment of a sexual nature is also prohibited. Sexual harassment does not refer to

occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that lowers morale and that, therefore, interferes with work effectiveness. Specifically, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for decisions about employment, promotion, transfer, selection for training, performance evaluations, benefits, or other terms and conditions of employment; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

If you believe you have been harassed on the basis of your sex, race, national origin, ethnicity, religion, or any other legally protected background as described in this Handbook, by any individual, including management personnel, employed by the City, you should immediately report the incident to your Director, the Human Resources Manager, the Chief Administrative Officer or the City Clerk. If your supervisor is one of the above or it involves a Council member, you should report harassing conduct to the Mayor. Such charges shall be promptly investigated and, if substantiated, the offending individual will be appropriately disciplined. To the extent possible, all persons involved in a complaint of harassment will be given the utmost protection of privacy, and such matters will be handled as discreetly and confidentially as possible. Persons complaining of harassment will be protected from reprisals and retaliation by other employees as a result of such complaints, and any claim of retaliation, or complaint of filing false harassment claims, shall be investigated and disciplinary action and disciplinary action shall be taken, whenever found warranted.

2-9. Substance Abuse in the Workplace

The City of Hattiesburg is committed to maintaining a workplace free of alcohol or drug abuse, and therefore prohibits the sale, possession, and use of alcohol and/or drugs. You will be tested — and must successfully pass — a drug and/or alcohol test before the offer of employment is confirmed. You are subject to testing during your employment with the City for reasonable suspicion and after an accident/incident. A positive test is grounds for immediate termination. Employees in the positions of sworn police, sworn fire, equipment operators, plant operators, employees in Mass Transit, and any other position requiring a CDL are subject to random testing. Should you face the problem of drug/alcohol abuse, please know that you have the option, before testing, of accepting help through the City's Employee Assistance program. However, you can't ask for help after an incident or accident has already occurred. In addition, accessing the Employee Assistance Program does not mean you cannot be disciplined if warranted if you violate City policy, even if the discipline is for actions that are traceable to substance abuse. You are given a copy of the City's Substance Abuse in the Workplace Policy and Program upon employment. This policy is incorporated by reference herein. A violation of this policy may result in disciplinary action ranging from a verbal

warning up to discharge from employment.

2-10. Intimate Relationships

You, as an employee, are encouraged to socialize and develop professional relationships in the workplace provided that these relationships do not interfere with the work performance of you or the other person. When you engage in personal relationships (including romantic and sexual relationships) you should always be aware of your professional responsibilities and assure that the relationship does not raise concerns about favoritism, bias, ethics and conflict of interest.

Romantic or sexual relationships between employees, even if consensual, where one individual has influence or control over the other's conditions of employment are inappropriate and prohibited. These relationships or behavior will not be tolerated and will result in disciplinary action up to and including immediate termination of employment for both parties. If such a relationship currently exists or develops, it must be disclosed to the next level of authority.

2-11. Personal Phone Calls or Text Messages

Please place your cell phone on vibrate or silent mode when in city buildings. No-hands free cell phone devices are to be worn while at work at any time.

In conducting personal business while at work, you are expected to exercise the same discretion when using personal cellular phones as when using City of Hattiesburg phones. Making or receiving personal calls or text messages during the workday, regardless of the phone used, will interfere with productivity and may distract others.

You are asked to keep personal phone calls, received or made, during work hours to a minimum and to limit them to no more than three (3) minutes at a time. Although the City of Hattiesburg understands you may have personal obligations you feel demand immediate attention, City policy requires you make and receive personal phone calls and/or text messages during non-work-time. Please make sure family members and friends are made aware and adhere to the City's policy.

If an emergency arises, you may be contacted through your supervisor.

You should have no expectation of privacy in the use of City owned cell-phones, computers or other electronic devices. These devices may be searched and monitored.

2-12. Personal Use of City Provided Cellular Phones or Devices

Business cellular phones or other devices may be issued to employees as a necessary part of their jobs. City-issued cellular phones or devices are to be used for business purposes only. If you use a city-issued phone or other device for personal business, you may be required to reimburse the City.

As stated previously, employees should have no expectation of privacy in the use of City owned cell-phones, pagers, computers or other electronic devices. These devices may be searched and monitored.

2-13. Safety Issues for Use of Cellular Phones or Devices

City employees are bombarded with distractions when driving. Limiting the use of cellular devices during this time is one way to minimize the risk of an accident for our employees. Safety must come before all other concerns.

If your job responsibilities include regular or occasional driving, whether in a City-owned or personal vehicle, while on City time, you are expected to refrain from using any type of cell phone while driving a vehicle. Sending or reading text messages, surfing the Internet, receiving or responding to email, and checking text messages is **prohibited** while driving. (Note: Bluetooth may be used for conversation only in vehicles that have capability.)

You should pull safely off of the road and stop your vehicle before placing or accepting a phone call or reading/sending a text message. Texting while driving is not only against City policy but it is also illegal.

You are acting outside the scope of your employment if you use a cell-phone while driving. You are never to place yourself or others at risk to fulfill business needs.

If you are charged with traffic violations occurring because you were driving while using a City-issued or personal cell phone or other device or sending/reading text messages, you will be solely responsible for all liabilities that result from your actions and will be subject to disciplinary action up to and including termination of employment.

2-14. Assigned City Equipment

If you have been assigned City equipment for the performance of your job duties, it must be returned in good condition by your last day of employment or when requested. Should you fail to do so, the fair market value of the equipment may be withheld from your earnings or accrued time.

You are also expected to protect City equipment (i.e., cellular phone, radio, laptop, etc.)

assigned to you from loss, damage, or theft. You may be responsible for repaying the City for lost or damaged equipment assigned to your care. If equipment assigned to you is stolen, you must complete a police report. City policy prohibits the misuse or use of City equipment for personal business. You should have no expectation of privacy in the use of City-owned cell phones, pagers, computers or other electronic devices. These devices may be searched and monitored.

2-15. Assignment or Use of City Vehicle

If you are assigned or use a city vehicle and receive a vehicle citation while using that vehicle you are personally responsible for reporting the incident to your immediate supervisor and payment of the citation in a timely manner. Depending on the circumstances you may be subject to disciplinary action up to and including termination of employment.

2-16. Smoking in the Workplace

The City of Hattiesburg is a smoke-free work environment. Breaks may be provided, but are not required and must be scheduled for the convenience of the department. If a break is provided, you may smoke in designated areas only and follow the City of Hattiesburg's Smoking Ordinance. Each break should be no more than fifteen (15) minutes long, and in no case should you take more than two breaks per eight (8) hour shift. Employees are not allowed to smoke in any City owned vehicle.

2-17. Driver's License

As an employee with the City of Hattiesburg you will have the potential to operate a City vehicle, motorized equipment (i.e., tractor, backhoe, etc.), or your personal vehicle while working. Therefore, unless specifically exempted by your Department Director and Administration, you are required to have and maintain a valid MS driver's license throughout the course of your employment. State law requires MS residents obtain a Mississippi license within 30 days, even if their previous license has not expired.

You are required to immediately report to your supervisor should your license expire, or becomes suspended or invalid for any reason.

If you are not exempted from having a valid driver's license for you to perform your day to day job duties and your license becomes *suspended* you will be suspended for 3 work days and given no more than 90 days to have your license reinstated. During this 90-day period of time, and only if it is feasible, you will be temporarily reassigned to duties which do not require a license. If temporary reassignment is not feasible, you will not be able to work until you obtain your valid license (you can use available Personal Leave or will be in a non-paid status.)

Failure to comply with these requirements may result in disciplinary actions up to and including termination of your employment.

2-18. Dress Code

The dress code and appearance of City employees is a direct reflection on the professionalism of our services. City employees meet with the public daily as part of their regular work day. A neat, well-groomed employee will present a positive image of the City and demonstrate the pride of our City employees. Our appearance and attire have a definite impact on the way we are perceived by others and the confidence that citizens have in our ability to provide quality services.

City employees are expected to be neat, clean, and dress in attire appropriate to their positions. The following information should guide employees on proper dress in the workplace. Although it is difficult to develop a policy that will cover all individual variations in dress and style for each work situation or circumstance, the following guidelines have been established based on public image, job safety, and personal hygiene.

Non-Uniformed Personnel – Office Environment:

The following items of clothing are considered inappropriate for the office environment (Guidelines apply to full-time, part-time, interns, work-study, etc.)

- T-shirts or sweatshirts (unless with supervisor approval)
- Tube tops, halter tops, tank tops, muscle shirts
- Sweat pants or workout clothes
- Any clothing that is overly revealing or outlandish so as to cause distraction
- Clothing with advertisements (City-related logos are acceptable)
- Body-hugging clothing, including leggings and spandex garments
- Shorts
- Jeans (except on Casual Fridays)
- Military or hunting clothes
- Athletic shoes, tennis shoes, flip flops

Leggings are allowed if paired with an appropriate upper garment that is no more than 3 inches above the knee. Cardigan sweaters, dresses or full-length blazers are recommended attire with leggings. Long shirts are not considered a dress. The employee should be conscious of the length of attire to ensure professionalism is maintained.

Casual Friday is considered a casual dress day. Although considered more casual than the normal business attire, the guidelines set forth previously are to be followed. Jeans must not

be overly worn, faded, or in disrepair.

Field workers in the office setting for a full day shall follow the same guidelines for non-uniformed personnel.

Please exercise good judgment when dressing for work. Violations will be just cause to require that you leave the work site to change into appropriate attire; you **will not** be paid for work time missed if you are required to change clothes.

2-19. City Identification Badges

Upon employment, you are provided a City badge identifying you as an employee and listing your position and department. Badges are to be worn while at work and when on official City business unless you are working in certain outside jobs and wear a city uniform with your name on the shirt.

You are required to return your badge to your supervisor if you resign or your employment is terminated. If a badge is lost, there is a replacement fee to obtain a new one. Damaged badges will be replaced at no cost.

2-20. Solicitation

The City of Hattiesburg limits solicitation and distribution on its premises because such activities can interfere with normal City operations, can be detrimental to efficiency, can be annoying, and can pose a threat to security.

Persons who are not employed by the City are prohibited from soliciting funds or signatures, conducting membership drives, posting, distributing literature or gifts, offering to sell or to purchase merchandise or services (except by representative of properly identified supplies), or engaging in any other solicitation, distribution, or similar activity on City property. The City of Hattiesburg may authorize a limited number of fund drives by employees on behalf of charitable organizations.

The City will permit employees to engage in solicitation or distribution of literature for any group or organization, including charitable organizations, within the following guidelines:

- The sale of merchandise is limited to City functions and activities. Solicitation and distribution of literature with proper approval from Administration should not interfere with work time of either the employee making the solicitation or distribution, or the targeted employee. The term “work time” does not include an employee’s authorized lunch or rest period or other time when the employee is not

required to be working.

- The City of Hattiesburg maintains bulletin boards to communicate City information to employees and to post notices required by law. Any unauthorized posting of notices, photographs, or other printed or written material on bulletin boards or any other City property is prohibited. There is only one community bulletin board. It is located on the second floor of City Hall outside of Council Chambers.

CHAPTER THREE
EMPLOYMENT BENEFITS

3-1. Holidays

Full-time employees receive regular pay for ten (10) legal holidays and for any other day proclaimed as a holiday by the Governor or the President of the United States (section 3-3-7, Mississippi Code of 1972, Annotated, as amended).

If you are a full-time employee, you are required to work your regularly scheduled workday immediately before and after a scheduled holiday to be eligible to receive holiday pay, unless you are on an approved leave of absence, or have requested and been approved in advance to use your accrued personal time off. If you do not have available personal time, you must work the workday immediately before and after a holiday to be eligible to receive pay for the holiday. If you become sick and have to miss the day before or after a holiday, you must submit a physician’s certification of illness or a physician’s excuse to your supervisor immediately upon your return to work to be eligible for the holiday pay.

The legal holidays are as follows:

January 1	New Year’s Day
The Third Monday of January	Martin Luther King’s Birthday
The Third Monday of February	Washington’s Birthday/President’s Day
The Last Monday of April	Confederate Memorial Day [the City substitutes the Friday before Easter Sunday (Good Friday) in lieu of Confederate

	Memorial Day]
The Last Monday of May	Memorial Day
July 4	Independence Day
The First Monday of September	Labor Day
November 11	Armistice or Veteran's Day
A day fixed by proclamation by the Governor of Mississippi as a day of Thanksgiving, which shall be fixed to correspond to the date proclaimed by the President of the United States.	Thanksgiving Day
December 25	Christmas Day

The exact dates for observing holidays are published following formal Council adoption each year. If you are a full-time employee who is required to work on an announced holiday, you will receive holiday pay (or equitable compensatory time) and pay for actual hours worked. Holiday pay does not count as hours worked for determining overtime. If you are an exempt employee scheduled to work during a holiday, you may take the holiday at a later date as approved by your supervisor. A holiday cannot be taken before it occurs.

The City of Hattiesburg reserves the right to decrease or add additional holidays each year, as it deems appropriate.

3-2. **Personal Leave**

A. **Accrual**

Full-time employees accrue personal leave time based on continuous full-time employment. You are not allowed to use accrued personal leave until you have reached your six-month period of full-time employment.

Full time employees accrue personal leave time hours as indicated below:

Continuing Full Time Employment	Days* Earned Annually
1 month - 2 years	12
25 months - 12 years	18
145 months - 20 years	24
241 months and longer	27

* Per state law, a day is defined as eight (8) hours for all employees who work 2080

hours in a year and twelve (12) hours for employees who work 2756 hours in a year.

Advances on personal leave are not permitted.

B. Accumulation

There is no limit to the accumulation of personal leave. Unused personal leave will be carried over from year to year.

C. Payout

If you are resigning or retiring, upon separation of employment you may request to be paid up to 30 days (240 hours) of earned, unused personal leave. All remaining unused accrued personal leave will be certified to the Public Employees Retirement System (PERS) for award as creditable service under the state retirement plan.

D. Personal Leave Request

All personal leave off must be requested and approved in advance by your manager/supervisor. Occasionally situations may arise where you need to be off and requesting off in advance is not an option. Those situations will be handled on a case by case basis and are at the sole discretion of your supervisor.

When requesting off three (3) or more consecutive days, you should provide your manager a minimum of two (2) work weeks of notice. Some departments may require longer, so be sure to check with your supervisor. Unused Holidays and accrued compensatory time must be exhausted before you may use accrued personal leave.

3-3. Sick Leave

A. Accrual

As a full-time employee, you accrue sick leave at the rate of one day a month. Per state law, a day is defined as eight (8) hours for employees who work 2080 hours in a year and twelve (12) hours for employees who work 2756 hours in a year. Leave cannot be taken before it is earned.

You are eligible to request to use sick leave as soon as it is accrued.

B. Accumulation

There is no limit to the accumulation of sick leave. Unused sick leave will be

carried over from year to year.

C. Usage

You may only use accrued sick leave for the following reasons:

1. Absence from work due to personal illness
2. Absence from work for a doctor's appointment (includes dentist, eye, etc.)
3. Absence from work due to an approved Family Medical Leave qualifying event (even if a family member)
4. Absence from work (maximum of 3 days) for the death of an immediate family member (spouse, child, parent, brother, sister, grandparents, grandchildren, or similar relationships that are "in-law" or "step."). This is called Emergency Leave.

D. Documentation Required

You are required to submit a physician's certification of illness (sick excuse) before you will be allowed to use accrued sick time for the following reasons:

- on the 3rd consecutive day of illness
- for a medical condition that will require periodic absences from work for a time frame beyond your initial absences
- for a Family Medical Leave event
- when your supervisor has notified you in writing that a physician's certificate of illness will be required for further absences for a specific period of time due to illness/doctor's appointment
- when you miss work due to illness the work day before or the work day after a holiday.

If at anytime, 10% or more of employees scheduled to work in a department designated as vital to the safety of the City of Hattiesburg (Sworn Fire and Police) or to ensure City functions (Sanitation, Water, Mass Transit, etc.) are out at the same time due to illness, all employees who missed work during that period will be required to present a doctor's certificate of illness upon their return to work.

E. Payout

You will not be paid out your accumulated, unused sick hours upon separation of employment. Rather, the unused hours will be certified to the Public Employee's Retirement System (PERS) for award as creditable service under the state retirement plan.

3-4. Administrative Leave

A. Administrative Leave - With Pay

The Mayor may grant you administrative leave with pay when you must serve as a juror, City witness or party litigant in City-related cases, as verified by the clerk of the applicable court (such leave will be in addition to any fees paid for such services). Verification must accompany your timesheet.

The Mayor may also grant administrative leave with pay for a specific length of time if you are involved in a traumatic situation and leave is recommended by your

Chief or Director, or if you are under investigation for a violation of City policy and it is in the best interest of the City that you not appear at work. This type of administrative leave is usually of a short duration.

The Mayor may also grant administrative leave with pay in the event of extreme weather conditions or in the event of a man-made, technological, or natural disaster or emergency.

B. Administrative Leave - Without Pay

As a City employee, you may be placed on leave without pay for disciplinary reasons and upon approval of your Chief or Director and the Mayor. However, the Mayor may permit you to continue to work when you, with a recommendation from your Director, request instead that a like number of days be deducted from your personal or compensatory leave accumulation, or a combination thereof. Suspension for disciplinary reasons with pay is prohibited.

In extreme and rare situations, you may be allowed to take leave without pay for a period of time not to exceed six (6) months. Leave without pay is granted on a case-by-case basis after all accrued leave is exhausted and if you are not eligible or no longer eligible for Family and Medical Leave. Your Chief or Director, with the Mayor's knowledge and approval, may grant leave without pay for up to one (1) month; only the Mayor can approve leave without pay for periods longer than one month (up to six months).

While on leave without pay, you will be placed on inactive status and will not be eligible to accrue benefits. You also will be responsible for paying individual or family insurance premium(s) each month to maintain coverage. You may choose to drop coverage if it is not under the Section 125 Cafeteria plan, however, if health insurance is terminated you will have to wait until the first of the month after 90 days of active status for your health insurance to go back into effect. You will not be able to pick up coverage again on optional benefits such as dental, vision, etc. until the City's annual open enrollment period.

Upon your timely return from an approved Administrative Leave - Without Pay, you will be guaranteed your prior position or a position of equal status and equal pay.

3-5. Leave of Absence from Work

The City follows all legal requirements for allowing employees to be off from work including Pregnancy, Family and Medical Leave, and Military. A leave of absence is granted when your department can spare you, when your employee record justifies the privilege, and/or when there is a legal requirement to do so. An approved leave of absence does not guarantee you a job when you are able to return to work, except for Military and Medical Leave. Please contact the Human Resources Department for specifics on any leave of absence from work.

3-6. Jury Duty and Court Appearances

If you are selected for Jury duty, special leave with pay will be granted at your normal rate of pay. You must present a certificate from the court that indicates the date(s) of service to the Human Resources Department.

Should the court excuse you during your normal work hours, you are to report to work.

3-7. Voting

The City of Hattiesburg fully supports our democratic system and affords all of its employees an opportunity to exercise their right to vote. Upon the approval of your supervisor or manager, you may take up to two hours of compensatory or accumulated personal leave should it be impossible to vote either before or after your normal work schedule.

3-8. Employee Assistance Program

As an employee of The City of Hattiesburg, you have access to the Employee Assistance Program (EAP). EAP offers a variety of services to you and your spouse, and/or your dependent children, including personal assessments, referrals, counseling, and educational information to assist in resolving personal problems.

All contacts with EAP are handled professionally and are strictly confidential.

You have two avenues of referral:

- Self- Referral - You recognize that there is a problem and call the EAP to request an assessment. After the assessment, a recommendation and referral will be made for counseling or treatment.
- Supervisor /Mandatory Referral - A supervisor, recognizing a decline in job performance and suspecting that personal problems may be a significant factor, consults with Human Resources and directs you to obtain an assessment from EAP. After the assessment has been completed, a recommendation and referral will be made and counseling or treatment may begin if needed. As a condition of continued employment, you are required to abide by the recommendation from EAP.

Please contact the Human Resources Department for information on the City's current provider.

3-9. Employee Health Clinic

Employees and eligible dependents may access the City's Employee Health Clinic. It is staffed by a Nurse Practitioner and a Lab Technician to provide free non-emergency health care. All services provided at the clinic are FREE! Un-insured City employees and their eligible dependents may also use the clinic but are required to pay a fee for each office visit and pay the cost for labs performed.

3-10. Employee Professional Development/Training

As an employee you may be afforded an opportunity to enhance your work skills. Details on training offered will be provided by your supervisor.

3-11. Worker's Compensation

The Mississippi Workers' Compensation Law covers all City employees. This law provides certain benefits in the event you suffer a work-related illness or injury. In case of a work-related fatality, this law guarantees the payments of benefits to your spouse and/or dependents. These benefits are provided at no cost to you or your dependents. Contact the Risk Management department for specifics.

You must report any work-related illness or injury to your immediate supervisor as soon as possible so appropriate medical treatment can be arranged. Timely reporting also insures you will be paid all wage loss benefits without undue delay.

3-12. Payroll Deductions for Benefits

Full-time, regular status employees are entitled to receive health, dental, or vision group insurance. Only single group health is provided free of charge. If you elect to cover yourself, you may also elect to cover your dependent(s).

Dependent Classification

You must be legally married in order to insure someone as a spouse.

To insure a child as a dependent, he/she MUST be:

- You or your spouse's biological child, OR
- You or your spouse's legally adoptive child, OR
- You or your spouse's legal foster child, OR
- You or your spouse is the legal guardian of the child, AND
- The child is age 26 or under to be covered under the group health plan, OR age 25 and under AND a full-time student at a college or university to be covered under the group dental or vision plan. For the group dental and vision plans, the college or university must provide verification of full-time enrollment status each fall by September 15 and again in the spring semester by January 15 of each year the dependent remains covered.

A. Health Insurance

As a full-time, regular status employee, you are provided health insurance coverage by the City of Hattiesburg on the first of the month following the completion of sixty (60) days of continuous full-time employment. Dependent coverage is available and is paid through payroll deduction. Should you wish to add dependent coverage at a later date, it can only be done during the City's annual Open Enrollment period unless you have a "qualifying event."

Changes must be made within 31 days of the "qualifying event." Please contact Human Resources if you have questions about "qualifying events."

If you enter into an inactive status, you are responsible for paying the total premium for single health (as well as family health, if applicable) until the time you return to full-time active status.

Upon termination/retirement you may elect to remain on the City's health insurance for the time period allowed by the Consolidated Omnibus Budget Reconciliation Act (COBRA). You are responsible for paying the total monthly premium.

B. Basic Life Insurance

As a full-time, regular status employee, you are provided a Basic Term Life and Accidental Death and Dismemberment Insurance policy of \$20,000. The effective date of coverage is the same as the health insurance, on the first of the month following the completion of sixty (60) days of continuous full-time employment.

C. Optional Term Life Insurance

As a full-time, regular status employee, you are provided an opportunity to purchase additional term life insurance. Group rates are based on your age. Coverage may also be obtained on your spouse and/or dependent children if you choose the additional voluntary life. If a newly eligible employee, you are given a one-time opportunity to obtain up to a \$100,000 policy without underwriting requirements. Spouses and dependents do not have the same guarantee. The effective date of coverage is the first of the month following the completion of sixty (60) days of continuous full-time employment. After initial eligibility, coverage can only be added during the City's annual Open Enrollment period.

D. Dental Insurance

As a full-time, regular status employee, you may elect to purchase group dental insurance, paying your premiums through payroll deduction. The effective date of coverage is the first of the month after sixty (60) days of continuous full-time employment. Dependent coverage is also available. Should you wish to add dependent coverage at a later date, it can only be done during the City's annual Open Enrollment period unless you have a "qualifying event." Changes must be made within 31 days of the "qualifying event." After initial eligibility, coverage can only be added during the City's annual Open Enrollment period.

Upon termination/retirement you may elect to remain on the City's health insurance for the time period allowed by the Consolidated Omnibus Budget Reconciliation Act (COBRA). You are responsible for paying the total monthly premium.

E. Vision Insurance

As a full-time, regular status employee, you may elect to purchase group vision insurance, paying your premiums through payroll deduction. The effective date of coverage is the first of the month after sixty (60) days of continuous full-time employment. Dependent coverage is also available. Should you wish to add dependent coverage at a later date, it can only be done during the City's annual

Open Enrollment period unless you have a "qualifying event." Changes must be made within 31 days of the "qualifying event." After initial eligibility, coverage

can only be added during the City's annual Open Enrollment period.

Upon termination/retirement you may elect to remain on the City's health insurance for the time period allowed by the Consolidated Omnibus Budget Reconciliation Act (COBRA). You are responsible for paying the total monthly premium.

F. Retirement

Another one of the great benefits you receive as an employee working for the City is your required participation in the Public Employee's Retirement System (PERS) of Mississippi. If you are an eligible employee, both you and the City contribute a percentage of your gross pay each payroll towards your individual retirement account. Currently you will be required to contribute 9% of your gross and the City will contribute 15.75%! This contribution rate may be adjusted in the future by the PERS retirement system. Please go to the Public Employees Retirement System website at www.pers.state.ms.us for additional information as well as current percentages.

If you do not retire but leave public service, you may obtain a refund of your contributions, less 20% withholding for income tax purposes. A penalty may be accessed; retirement contributions are not taxable until they are withdrawn. Please contact the Human Resources Department for additional information.

G. Deferred Compensation

Deferred Compensation is a supplemental, voluntary savings plan administered by the Public Employee's Retirement System offering tax advantages to participants. If you choose to participate, you may set aside part of your salary each year; income tax liability is postponed on that part of the salary until the year you receive the deferred amount. Interest and/or earnings also are tax deferred until withdrawal. Please contact Human Resources for more information

H. Section 125 Cafeteria Plan

The City of Hattiesburg participates in a tax savings mechanism permitted by

Section 125 of the Internal Revenue Code and Sections 25-17-1 to 25-17-9, Mississippi Code of 1972, Annotated, as amended. A Section 125 plan, also legally known as a "cafeteria plan," allows you to payroll deduct, before taxes, premiums

paid for health, dental, vision, accident, and other policies. If you place an item under the cafeteria plan, you are prohibited by law from dropping the elected coverage for one year or until the next "Open Enrollment" effective date, unless you

experience an eligible “qualifying event.” A qualifying event includes marriage or divorce, employment termination, birth or adoption of a child, and loss of a dependent due to age or death. If you experience a qualifying event, you may make changes to your coverage within 31 days of the qualifying event; any changes must be directly related to the qualifying event. Contact Human Resources for specifics on participating in this plan.

I. Social Security

The City and you (through payroll deduction) each contribute a percentage of your gross taxable income for Social Security/Medicare contributions. Federal law determines the amount to be withheld.

J. Federal and State Income Taxes

As required by law, the City will deduct federal and state income taxes from each of your paychecks. The amount withheld is based on your gross income, marital status, and the number of exemptions you claim and the current tax table.

K. Credit Unions

As a City employee, you may join Central Sunbelt’s Federal Credit Union and Southern Mississippi Federal Credit Union for savings or checking accounts or personal loans and have those items withheld as payroll deductions.

L. Garnishments

The City of Hattiesburg will process employee garnishments as required by law. Should you be involved in a garnishment, please know that as long as your financial concerns do not interfere with your job performance, the City of Hattiesburg will merely make the deductions and payments as required. If they do interfere with your job performance, the City may take disciplinary action, as related to your job performance.

M. Optional Deductions

During Open Enrollment, authorized vendors will be on hand to offer additional insurances, such as accident/disability, life, etc. You may sign up for these items and have them payroll deducted during the Open Enrollment Period. In addition, you may join the Family Y and/or the Institute for Wellness and Sports Medicine any time during the year and have those monthly fees payroll deducted.

3-13. Grievance Process

The City of Hattiesburg does its best to provide you fair and equitable treatment. It also encourages you to discuss problems that may arise concerning your working conditions or the treatment you receive in the workplace. Therefore, a grievance process has been established to provide you a mechanism to resolve your issues of concern and a subsequent appeals process.

Ultimately, the grievance process is designed to:

- Resolve the grievance in a manner that is timely and that avoids bias and unfair employment practices;
- Settle the dispute at the lowest management level possible;
- Correct the cause of the grievance, if appropriate and if possible, and prevent future similar complaints;
- Afford the aggrieved party all the applicable safeguards of procedural due-process; and
- Guarantee that as an employee who files a grievance, you are free from reprisal.

The grievance procedure is a step-structured, time-limited process. You may file a formal grievance through this process. However, if you are sworn Police or Fire personnel you are not to use this process, please refer to your Civil Service grievance guidelines.

Employment actions or issues that you may dispute (grieve) are listed below:

- Disciplinary actions (non-sworn personnel only);
- Application of personnel policies, procedures, rules, regulations, ordinances, and statutes;
- Acts of reprisal against you for filing a grievance;
- Complaints of discrimination on the basis of race, color, creed, political affiliation, religion, age, disability, national origin, or gender;
- Performance appraisal ratings, if they affect or potentially may affect your employment status or compensation.

If the employment action is a suspension, demotion, or a reduction in pay, you may dispute these issues by submitting a written, signed, dated document directly with the Chief Administrative Officer (CAO) within five (5) working days from the employment action. The CAO will meet with you within five (5) working days of receiving the document of dispute, and after consultation with the Mayor, will provide you a written response within ten (10) working days of this meeting. This written decision will be final.

The following are employment actions or issues that you may NOT dispute (grieve):

- Issues which are pending or have been concluded by direct appeal through administrative or judicial procedures;
- Relocation or transfer;
- Temporary work assignments which do not exceed 90 days;
- Budget and organizational structure, including the number or assignment of employees or positions in any organizational unit;
- Performance standards and performance elements established as criteria for performance appraisal;
- The selection of an individual to fill a position through promotion, transfer, or demotion, unless it is alleged that selection is in violation of a written City policy or Civil Service statutes;
- Internal security practices;
- Termination or lay-off from duties because of lack of work, reduction of the work force or job abolishment;
- Any matter which is not within the jurisdiction or control of the appointing authority;
- The content of published City or department policy;
- An action by the City pursuant to federal or state law;
- Establishment and revision of the compensation plan (HAV Pay), position classification, and general benefits;
- At Will Employment.

Technical Assistance The Human Resources Division, will provide technical assistance in grieving/appealing issues or actions. Such assistance will not include the actual preparing of grievances/appeals and responses but may include reviewing drafts to assure the forms are technically correct.

Grievance Procedure:

- Step I.
- a. You should first discuss the issue with your immediate supervisor and make every effort to resolve the issue before filing a formal grievance. Submit your concerns in writing to your immediate supervisor within five (5) working days of the effective date of the action causing concern. There is not a form that you must use, just write your complaint. Be specific as possible. Include dates, people involved, etc. to fully explain what happened. Be sure to include your signature and the date on the document you submit to your manager.
 - b. Your immediate supervisor will meet in person with you within five (5) working days of receiving your written grievance.

- c. After your meeting, you will receive a response in writing from your Supervisor within five (5) working days.
- Step II. a. If you do not agree with your supervisor's response, you may, if desired, further grieve the issue by submitting to your Department Director a signed and dated written document stating you do not agree with the outcome of your meeting with your supervisor and the reason for your disagreement. Be specific. You must submit this written document within five (5) working days of your immediate supervisor's written response.
- b. Your Department Director will meet with you within five (5) working days of receiving your grievance to discuss your concerns. You will receive a written response within five (5) working days of that meeting.
- Step III.
 - a. Finally, if you do not agree with the Director's written response, you may further grieve the issue with the Chief Administrative Officer (CAO) by submitting to your Department Director a signed and dated, written document stating you do not agree with the outcome of your meeting and the reason(s) why. Be very specific. This written document must be submitted within five (5) working days of your receipt of your Director's written response.
 - b. The CAO (or designated other) will meet with you within five (5) working days of receiving your grievance and will respond in writing within ten (10) working days of that meeting. The CAO's decision will be final. Should the Department Director or CAO not be available, a person may be designated to act in their stead to continue the process. The CAO or designee's decision will be final.

Time Limit: If you do not initiate the grievance of an issue within the time as set forth above, it will be dismissed. Also, if your grievance is not advanced to the next step within the specified time limit, or within an agreed-upon extension of that limit, it will be considered settled on the basis of the response. Time limits on each step may be extended by mutual agreement of the parties involved. The extension must be in writing, dated, and signed by all parties.

CHAPTER FOUR

EMPLOYEE DISCIPLINE

4-1. Discipline Procedures

The City is committed to a disciplinary procedure that is more corrective and constructive than punitive. Disciplinary actions may arise when an employee violates any rules, regulations, or policies/procedures governing his/her employment, when an employee is guilty of offenses or misconduct which violate general rules of civil behavior, or for offenses against the City.

Normally, the disciplinary procedure to be followed is progressive in nature, as outlined below. However, each situation is considered individually, and the City reserves the right to bypass any of the normal process should circumstances warrant.

- A. Oral Reprimand - Designed to allow a supervisor to give informal, corrective guidance to an employee for a minor infraction or misbehavior.
- B. Written Reprimand - Designed to be issued when an employee has committed a more serious infraction or misbehavior or has repeated a minor infraction or misbehavior for which he/she has already been warned.
- C. Suspension-Without Pay - This action may be taken when an employee has committed a third infraction or misbehavior for which he/she has been reprimanded twice, either orally or in writing, previously or if an infraction or misconduct of a more serious nature occurs. An employee may be suspended without pay for up to five (5) working days. For suspensions greater than one day, the days will be consecutive work days. When, in the opinion of the director/chief, actual time-off would hinder the operation of the division/department, the employee may be offered the opportunity to have an equivalent number of days deducted from his/her vacation leave and/or compensatory time accruals. In either case, the notice of suspension will include notification of his/her grievance/appeal rights.
- D. Termination: - When infractions or acts of misconduct are repeated or where a single infraction or misconduct is severe, an employee may be terminated from City employment. Terminations will be effective immediately with the employee being advised of his/her grievance/appeal rights.
- E. Personal Conduct - City employees are always in the public eye. It is, therefore, especially important that actions which bring discredit to the City should be avoided in our relationships with the public and each other as fellow employees. Conduct

by employees should conform to published rules and regulations and accepted customs and standards of courtesy, conduct and cooperation. Listed below are examples of actions and conduct (although this is not an exhaustive list) which are unacceptable to the City and will result in disciplinary action, up to and including termination of employment. This policy is not all-inclusive, and the City of Hattiesburg reserves the right to add to or amend to this policy as necessary.

- a. Unauthorized absences or excessive tardiness. Three (3) days no call, no show employee is subject to immediate termination.
- b. Abuse of City Leave Policy
- c. Leaving work without permission or stopping work before time authorized
- d. Conviction of a felony or a crime involving moral turpitude, or a job- related Misdemeanor, or conviction of embezzlement
- e. Conduct unbecoming a City employee
- f. Negligence in performing job duties
- g. Failure to follow instructions of individuals in line of supervisory authority
- h. Insubordination
- i. Willful disregard or violation of safety rules
- j. Failure to report an accident, incident and/or injury
- k. Unauthorized use or mis-use of City equipment or property (including traffic signal control devices)
- l. Theft or removal of City property or that of a fellow employee
- m. Involvement in an accident chargeable to the employee while operating a City vehicle
- n. Accidents/incidents chargeable to the employee that result in injury and/or property damage
- o. Possession, use, distribution or sale of drugs or alcohol on the job
- p. Reporting to work under the influence of alcohol or drugs
- q. Testing positive (as defined by the alcohol/drug testing policy) on an alcohol/drug test
- r. Falsifying leave or work records, giving false information, or giving false testimony in an administrative or judicial proceeding
- s. Use of abusive language
- t. Threats against supervisors, co-workers, or other individuals encountered in the performance of his/her duties
- u. Fighting on the job
- v. Failure to cooperate in an internal investigation, including but not limited to, taking a polygraph examination
- w. Failure of a supervisor to discipline his/her employees at all or consistently

CHAPTER FIVE

EMPLOYEE ATTENDANCE

5-1. EMPLOYEE ATTENDANCE

There are two types of missed work time: Tardy or an Absence.

A. Tardiness

It is important for the operations of the City of Hattiesburg that you are at work and available to begin working at your scheduled start time. Tardiness causes undue hardship on co-workers and diminishes the City of Hattiesburg's service to its citizens.

Tardiness is defined as beginning the workday after your scheduled start time without prior authorization or returning from a rest or lunch period after your scheduled return time without prior authorization; even if you clocked in within the established rounding window for the timekeeping system and your pay is not being adjusted for the minutes late (docked). For any tardy in excess of 2 hours, you will be dismissed for the remainder of the day and will not be allowed to use accrued leave time.

This policy is not all-inclusive, and the City of Hattiesburg reserves the right to add to or amend to this policy as necessary.

B. Absences

There are two types of absences from work; Excused Absence and Unexcused Absence

Excused Absence

For an absence from work to be considered excused, your supervisor must approve the absence **prior** to your missing work. Under certain circumstances (i.e.; absences falling under FMLA, etc.) absences may be excused after an absence. To ensure departmental needs are being met and to allow proper scheduling, you should request time off less than 4 hours at least 12 hours in advance. Time off of 4 hours or more should be requested at least 3 workdays in advance.

Unexcused Absence

An unexcused absence should only occur in cases of unforeseeable circumstances or emergencies.

You are required to personally notify your supervisor that you need time off before the start of your work shift, unless you are hospitalized or otherwise physically unable to do so. Divisions may establish specific guidelines setting the minimum amount of notice that must be given and how you are to call in. Be sure to follow these guidelines to ensure you are meeting your departmental requirements.

If you are abusing your accumulated leave time, your manager may notify you in writing that you will not be allowed future use of your accumulated sick leave time without a written physician's excuse until notified in writing the requirement is lifted.

You are required to work your scheduled work day immediately before or after a City approved Holiday to be eligible for Holiday pay unless you are on approved paid Leave (Personal or Sick).

This policy is not all-inclusive, and the City of Hattiesburg reserves the right to add or amend to this policy as deemed necessary.

CHAPTER SIX

LEAVE PAYMENT – RESIGNATION OR

TERMINATION OF EMPLOYMENT

Disclaimer: While the City of Hattiesburg does acknowledge different types of separations from employment and places higher merit on forms of separation such as resignation for unforeseen reasons, PERS statutes do not discern among reasons for separation; therefore, we must follow the procedures established through those statutes.

The City of Hattiesburg has established the following guidelines for paying your accrued personal leave, accrued sick, and earned compensatory time when you terminate (leave) employment.

6-1. Resigning and Terminated Employee

A. Personal Leave Hours

If you have been employed in a permanent full-time position six months or greater and resign from the City of Hattiesburg, your final check may include pay for unused personal leave; state statute limits this pay to thirty (30) days of accrued hours (total of 240).

As standard procedure, Human Resources will pay your available accrued hours (up to 240 hours) on your final check unless you submit a written request for **less** hours to the Human Resources Department by 5:00 p.m. the Monday before the Friday of your final payday (should that Monday be a holiday, you will need to contact Human Resources before the holiday to make other arrangements).

Any time you have remaining after the payout will be certified to the Public Employees Retirement System (PERS) for award as creditable service under the state retirement plan.

B. Sick Hours

You cannot be paid for accrued, unused sick hours when you are resigning. Instead, all unused time will be certified to the Public Employees Retirement System (PERS) for award as creditable service under the state retirement plan. You may not use sick hours during a resignation period unless you have presented a physician's

certification of illness for the time you are sick or for the time you are visiting a doctor.

C. Compensatory Hours

Your unused earned compensatory hours will be paid out on your final payroll check. You may not use compensatory hours during a resignation period.

6-2. Retiring Employee

A. Personal Leave Hours

If you are retiring, you will be allowed to remain on payroll (if desired and you have sufficient unused accrued personal leave time) for up to 30 workdays. A workday is defined as 8 hours, therefore, the total can be no more than 240 hours. You may not use earned, unused sick leave or compensatory time, and at no time will you be allowed to remain on payroll after this date.

State statute allows you to receive a lump-sum payment on your final check for accrued personal leave hours of up to 240 hours.

As standard procedure, Human Resources will pay your available accrued hours (up to 240 hours) on your final check unless you submit a written request for less hours to the Human Resources Department by 5:00 p.m. the Monday before the Friday of your final payday (should that Monday be a holiday, you will need to contact Human Resources before the holiday to make other arrangements).

Any accrued time you have remaining after the payout will be certified to the Public Employees Retirement System (PERS) for award as creditable service under the state retirement plan.

B. Sick Hours

You cannot be paid for accrued, unused sick hours when you are retiring. Instead, all unused time will be certified to the Public Employees Retirement System (PERS) for award as creditable service under the state retirement plan. You may not use sick hours during a resignation period unless you have presented a physician's certification of illness for the time you are sick or for the time you are visiting a doctor.

C. Compensatory Hours

When you retire, your unused earned compensatory hours will be paid out on your final payroll check. You may not use compensatory hours during your resignation period.



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-288

File ID: 2018-288

Type: Regular Agenda Item

Status: Passed

Version: 1

Reference:

In Control: City Council

Requester:

File Created: 02/27/2018

Brief Title: Professional services for Sanitary Sewer Study.

Final Action:

Minute Book Number: MB2018-57

Title:

Take from the Table to Approve or Deny Authorize Mayor to execute Task Order No.5 with Shows, Dearman and Waits, Inc. to provide professional services for a Comprehensive Sanitary Sewer Study for data collection, inspection and evaluation of the City's wastewater system.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VI.-13

Sponsors:

Enactment Date:

Attachments: SD&W letter, SSES Task order 5, executed SD&W letter

Enactment Number:

Contact:

Meeting Date:

Drafter:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018	Amend				Pass
Action Text: A MOTION was made by Council Member George and seconded by Council Member Brown to Take from the Table and Amend to Approve or Deny Authorize Mayor to execute Task Order No.5 with Shows, Dearman and Waits, Inc. to provide professional services for a Comprehensive Sanitary Sewer Study for data collection, inspection and evaluation of the City's wastewater system.							
Council member Delgado asked if the Motions for this item and for Policy Agenda Item VI. - 12 were to Amend and Authorize; Council President Carroll replied in the affirmative.							
Following discussion, the Motion received the affirmative vote of the Council as follows:							
Yeas: 5 - George, Delgado, Carroll, Dryden and Brown							
Nays: 0							

Yea: 5 Council Member George
Council Member Delgado
Council President Carroll
Council Vice President Dryden
Council Member Brown

Text of Legislative File 2018-288

Title

Take from the Table to Approve or Deny Authorize Mayor to execute Task Order No.5 with Shows, Dearman and Waits, Inc. to provide professional services for a Comprehensive Sanitary Sewer Study for data collection, inspection and evaluation of the City's wastewater system.

Summary

Comprehensive Sanitary Sewer Study.

Budget Information

Expenditure Type

Purchasing Item

Publication Information



Engineering Progress

February 9, 2018

City of Hattiesburg
P.O. Box 1898
Hattiesburg, MS 39403-1898

Attn: Honorable Toby Barker

RE: Comprehensive Sanitary Sewer Study
Task Order #5
City of Hattiesburg, MS

Dear Mayor Barker,

Shows, Dearman and Waits, Inc. (Engineer) is pleased to provide professional services to assist the City of Hattiesburg (City) in accordance with the contract dated October 8, 2013. In support of the City's effort to reduce sanitary sewer overflows, regain system capacity, and allow for asset management of the sewer collection infrastructure the ENGINEER shall continue data collection, inspection and evaluation of the City's wastewater system in a manner consistent with previous work.

Professional services requested by the City and included in this Task Order #5 are composed of items of work as listed on Attachment "A". The study area in Task Order #5 shall be defined based on the processed flow data information, environmental factors, SSOs, and other influential factors which would adjust work area as determined by the City. At this time, the City desires to complete the inspection of the previously defined priority area established by the City.

Due to the complexity and varying level of investigation necessary to properly assess the sanitary sewer collection system, there are no estimated quantities included in the scope of work. The pay items which will be utilized where required to properly evaluate the system, as determined by the City, are identified in the aforementioned Attachment "A".

Compensation for work performed will be on a unit price basis per Attachment "A" with a not to exceed fee of \$800,000.00. This task order will cover all professional services described and performed for twelve (12) months from March 7, 2018, or per a mutually agreed upon extension by both parties.

Please indicate acceptance of Task Order #5 by execution and return to our office. Thank you for the opportunity to provide these services to the City of Hattiesburg.

Sincerely,

John T. Weeks, P.E.
Vice-President

ACCEPTED:

Mayor Toby Barker

/aa

Enclosure

Date

CITY OF HATTIESBURG
PROJECT NO. 11202 - SEWER SYSTEM EVALUATION SURVEY (SSES)
TASK ORDER #5
Contract Term - 12 Months - Start Date 3/6/18

Item No.	Service Description	Unit	Unit Price
SECTION 1000 MOBILIZATION DEMOBILIZATION			
1000.01	Temporary Flow Monitoring - Turn-Key Study w/Report - 60 Day Study	Each	\$ 7,500.00
SECTION 2000 FLOW MONITORING SERVICES			
2000.01	Temporary Flow Monitoring - Turn-Key Study w/Report - 60 Day Study	Each	\$ 5,225.00
2000.02	Temporary Flow Monitoring - 30 Day Extension	Each	\$ 2,310.00
2000.03	Temporary Rain Guage - Turn-Key Study w/Report - Based on 60 Day Study	Each	\$ 1,650.00
2000.04	Temporary Rain Guage - 30 Day Extension	Each	\$ 660.00
2000.05	Pump Station Evaluation - Monitoring & Pump Conformations	Each	\$ 1,650.00
2000.06	Long-Term Flow Monitor Installation	Each	\$ 2,750.00
2000.07	Long-Term Flow Monitor Maintenance, Calibration & Reporting - Per Mo.	Each	\$ 1,265.00
2000.08	Long-Term Rain Guage Installation	Each	\$ 1,045.00
2000.09	Long-Term Rain Guage Maintenance, Calibration & Reporting - Per Mo.	Each	\$ 330.00
2000.10	Night Flow Isolation	Each	\$ 357.50
SECTION 3000 SMOKE TESTING			
3000.01	Smoke Testing (Including Data Management)	Linear Foot	\$ 0.50
SECTION 4000 MANHOLE SERVICES			
4000.01	3D MH Condition Assessment w/Internal Images and GPS Data Collection	Each	\$ 104.50
4000.02	Structural Manhole Condition Assessment w/Internal Images	Each	\$ 88.00
4000.03	Removal of Stabilized Debris	Each	\$ 220.00
4000.04	Manhole Inspection Data Management	Each	\$ 4.40
SECTION 5000 SANITARY SEWER LINE CLEANING			
5000.01	Standard Cleaning 6" Sanitary Sewer	Linear Foot	\$ 1.50
5000.02	Standard Cleaning 8" Sanitary Sewer	Linear Foot	\$ 1.60
5000.03	Standard Cleaning 10" Sanitary Sewer	Linear Foot	\$ 1.82

5000.04	Standard Cleaning 12" Sanitary Sewer	Linear Foot	\$	2.20
5000.05	Standard Cleaning 15" Sanitary Sewer	Linear Foot	\$	3.30
5000.06	Standard Cleaning 18" Sanitary Sewer	Linear Foot	\$	6.60
5000.07	Standard Cleaning 21" Sanitary Sewer	Linear Foot	\$	7.70
5000.08	Standard Cleaning 24" Sanitary Sewer	Linear Foot	\$	8.80
5000.09	Standard Cleaning 27" Sanitary Sewer	Linear Foot	\$	9.90
5000.10	Standard Cleaning 30" Sanitary Sewer	Linear Foot	\$	13.20
5000.11	Standard Cleaning 36" Sanitary Sewer	Linear Foot	\$	16.50
5000.12	Protruding Tap Cutting	Each	\$	220.00
SECTION 6000 ROOT/GREASE CUTTING				
6000.01	Root/Grease Cutting in 6" - 12" Sanitary Sewer	Linear Foot	\$	1.32
6000.02	Root/Grease Cutting in 15" - 21" Sanitary Sewer	Linear Foot	\$	2.20
6000.03	Root/Grease Cutting in 24" - 36" Sanitary Sewer	Linear Foot	\$	3.85
SECTION 7000 CLOSED CIRCUIT TELEVISION INSPECTION				
7000.01	CCTV Inspection <21" Sewer Pipe	Linear Foot	\$	1.38
7000.02	CCTV Inspection 21" - 36" Sewer Pipe	Linear Foot	\$	2.20
7000.03	CCTV Inspection of Service Laterals w/GPS Data Collection	Linear Foot	\$	247.50
7000.04	Additional Set Up	Each	\$	220.00
7000.05	CCTV Inspection Data Management	Linear Foot	\$	0.17
SECTION 8000 SPECIALTY INSPECTION				
8000.01	Sonar/CCTV Inspection of 18" - 36" Sewer Line	Linear Foot	\$	5.50
SECTION 9000 BYPASS PUMPING				
9000.01	Setup of 3"-4" Bypass Pump	Each	\$	770.00
9000.02	Setup of 6" Bypass Pump	Each	\$	1,650.00
9000.03	Setup of 8" Bypass Pump	Each	\$	2,200.00
9000.04	Operation of 3"-4" Bypass Pump	Hour	\$	44.00
9000.05	Operation of 6" Bypass Pump	Hour	\$	71.50
9000.06	Operation of 8" Bypass Pump	Hour	\$	99.00
SECTION 10000 MISCELLANEOUS FIELD SERVICES				
10000.01	Traffic Flagman	Hour	\$	49.50

10000.02	Cleaning Wet Wells	Hour	\$	467.50
10000.03	Dye Testing	Each	\$	440.00
10000.04	Combination Cleaning Truck w/Operator & Helper <10,000 LF (Min 8 Hrs)	Hour	\$	302.50
10000.05	CCTV Inspection Unit w/Operator & Helper <10,000 LF (Min 8 Hrs)	Hour	\$	192.50
10000.06	Rehabilitation Recommendations	Linear Foot	\$	0.30
SECTION 11000 CHEMICAL ROOT TREATMENT				
11000.01	Chemical Root Treatment 6" - 8" Sanitary Sewer	Linear Foot	\$	1.75
11000.02	Chemical Root Treatment 10" Sanitary Sewer	Linear Foot	\$	1.94
11000.03	Chemical Root Treatment 12" Sanitary Sewer	Linear Foot	\$	2.11
11000.04	Chemical Root Treatment 15" Sanitary Sewer	Linear Foot	\$	3.00
SECTION 12000 ACOUSTIC PIPE INSPECTION				
12000.01	Acoustic Pipe Inspection of Sanitary Sewer	Linear Foot	\$	0.30
SECTION 13000 ELECTROSCAN				
13000.01	Electroscan of Sanitary Sewer	Linear Foot	\$	4.40



Engineering Progress

February 9, 2018

City of Hattiesburg
P.O. Box 1898
Hattiesburg, MS 39403-1898

Attn: Honorable Toby Barker

RE: Comprehensive Sanitary Sewer Study
Task Order #5
City of Hattiesburg, MS

Dear Mayor Barker,

Shows, Dearman and Waits, Inc. (Engineer) is pleased to provide professional services to assist the City of Hattiesburg (City) in accordance with the contract dated October 8, 2013. In support of the City's effort to reduce sanitary sewer overflows, regain system capacity, and allow for asset management of the sewer collection infrastructure the ENGINEER shall continue data collection, inspection and evaluation of the City's wastewater system in a manner consistent with previous work.

Professional services requested by the City and included in this Task Order #5 are composed of items of work as listed on Attachment "A". The study area in Task Order #5 shall be defined based on the processed flow data information, environmental factors, SSOs, and other influential factors which would adjust work area as determined by the City. At this time, the City desires to complete the inspection of the previously defined priority area established by the City.

Due to the complexity and varying level of investigation necessary to properly assess the sanitary sewer collection system, there are no estimated quantities included in the scope of work. The pay items which will be utilized where required to properly evaluate the system, as determined by the City, are identified in the aforementioned Attachment "A".

Compensation for work performed will be on a unit price basis per Attachment "A" with a not to exceed fee of \$800,000.00. This task order will cover all professional services described and performed for twelve (12) months from March 7, 2018, or per a mutually agreed upon extension by both parties.

Please indicate acceptance of Task Order #5 by execution and return to our office. Thank you for the opportunity to provide these services to the City of Hattiesburg.

Sincerely,

John T. Weeks, P.E.
Vice-President

/aa

Enclosure

ACCEPTED:

Mayor Toby Barker

3-6-18

Date

CITY OF HATTIESBURG
PROJECT NO. 11202 - SEWER SYSTEM EVALUATION SURVEY (SSES)
TASK ORDER #5
Contract Term - 12 Months - Start Date 3/6/18

Item No.	Service Description	Unit	Unit Price
SECTION 1000 MOBILIZATION DEMOBILIZATION			
1000.01	Temporary Flow Monitoring - Turn-Key Study w/Report - 60 Day Study	Each	\$ 7,500.00
SECTION 2000 FLOW MONITORING SERVICES			
2000.01	Temporary Flow Monitoring - Turn-Key Study w/Report - 60 Day Study	Each	\$ 5,225.00
2000.02	Temporary Flow Monitoring - 30 Day Extension	Each	\$ 2,310.00
2000.03	Temporary Rain Guage - Turn-Key Study w/Report - Based on 60 Day Study	Each	\$ 1,650.00
2000.04	Temporary Rain Guage - 30 Day Extension	Each	\$ 660.00
2000.05	Pump Station Evaluation - Monitoring & Pump Conformations	Each	\$ 1,650.00
2000.06	Long-Term Flow Monitor Installation	Each	\$ 2,750.00
2000.07	Long-Term Flow Monitor Maintenance, Calibration & Reporting - Per Mo.	Each	\$ 1,265.00
2000.08	Long-Term Rain Guage Installation	Each	\$ 1,045.00
2000.09	Long-Term Rain Guage Maintenance, Calibration & Reporting - Per Mo.	Each	\$ 330.00
2000.10	Night Flow Isolation	Each	\$ 357.50
SECTION 3000 SMOKE TESTING			
3000.01	Smoke Testing (Including Data Management)	Linear Foot	\$ 0.50
SECTION 4000 MANHOLE SERVICES			
4000.01	3D MH Condition Assessment w/Internal Images and GPS Data Collection	Each	\$ 104.50
4000.02	Structural Manhole Condition Assessment w/Internal Images	Each	\$ 88.00
4000.03	Removal of Stabilized Debris	Each	\$ 220.00
4000.04	Manhole Inspection Data Management	Each	\$ 4.40
SECTION 5000 SANITARY SEWER LINE CLEANING			
5000.01	Standard Cleaning 6" Sanitary Sewer	Linear Foot	\$ 1.50
5000.02	Standard Cleaning 8" Sanitary Sewer	Linear Foot	\$ 1.60
5000.03	Standard Cleaning 10" Sanitary Sewer	Linear Foot	\$ 1.82

5000.04	Standard Cleaning 12" Sanitary Sewer	Linear Foot	\$	2.20
5000.05	Standard Cleaning 15" Sanitary Sewer	Linear Foot	\$	3.30
5000.06	Standard Cleaning 18" Sanitary Sewer	Linear Foot	\$	6.60
5000.07	Standard Cleaning 21" Sanitary Sewer	Linear Foot	\$	7.70
5000.08	Standard Cleaning 24" Sanitary Sewer	Linear Foot	\$	8.80
5000.09	Standard Cleaning 27" Sanitary Sewer	Linear Foot	\$	9.90
5000.10	Standard Cleaning 30" Sanitary Sewer	Linear Foot	\$	13.20
5000.11	Standard Cleaning 36" Sanitary Sewer	Linear Foot	\$	16.50
5000.12	Protruding Tap Cutting	Each	\$	220.00

SECTION 6000 ROOT/GREASE CUTTING				
6000.01	Root/Grease Cutting in 6" - 12" Sanitary Sewer	Linear Foot	\$	1.32
6000.02	Root/Grease Cutting in 15" - 21" Sanitary Sewer	Linear Foot	\$	2.20
6000.03	Root/Grease Cutting in 24" - 36" Sanitary Sewer	Linear Foot	\$	3.85

SECTION 7000 CLOSED CIRCUIT TELEVISION INSPECTION				
7000.01	CCTV Inspection <21" Sewer Pipe	Linear Foot	\$	1.38
7000.02	CCTV Inspection 21" - 36" Sewer Pipe	Linear Foot	\$	2.20
7000.03	CCTV Inspection of Service Laterals w/GPS Data Collection	Linear Foot	\$	247.50
7000.04	Additional Set Up	Each	\$	220.00
7000.05	CCTV Inspection Data Management	Linear Foot	\$	0.17

SECTION 8000 SPECIALTY INSPECTION				
8000.01	Sonar/CCTV Inspection of 18" - 36" Sewer Line	Linear Foot	\$	5.50

SECTION 9000 BYPASS PUMPING				
9000.01	Setup of 3"-4" Bypass Pump	Each	\$	770.00
9000.02	Setup of 6" Bypass Pump	Each	\$	1,650.00
9000.03	Setup of 8" Bypass Pump	Each	\$	2,200.00
9000.04	Operation of 3"-4" Bypass Pump	Hour	\$	44.00
9000.05	Operation of 6" Bypass Pump	Hour	\$	71.50
9000.06	Operation of 8" Bypass Pump	Hour	\$	99.00

SECTION 10000 MISCELLANEOUS FIELD SERVICES				
10000.01	Traffic Flagman	Hour	\$	49.50

10000.02	Cleaning Wet Wells	Hour	\$	467.50
10000.03	Dye Testing	Each	\$	440.00
10000.04	Combination Cleaning Truck w/Operator & Helper <10,000 LF (Min 8 Hrs)	Hour	\$	302.50
10000.05	CCTV Inspection Unit w/Operator & Helper <10,000 LF (Min 8 Hrs)	Hour	\$	192.50
10000.06	Rehabilitation Recommendations	Linear Foot	\$	0.30
SECTION 11000 CHEMICAL ROOT TREATMENT				
11000.01	Chemical Root Treatment 6" - 8" Sanitary Sewer	Linear Foot	\$	1.75
11000.02	Chemical Root Treatment 10" Sanitary Sewer	Linear Foot	\$	1.94
11000.03	Chemical Root Treatment 12" Sanitary Sewer	Linear Foot	\$	2.11
11000.04	Chemical Root Treatment 15" Sanitary Sewer	Linear Foot	\$	3.00
SECTION 12000 ACOUSTIC PIPE INSPECTION				
12000.01	Acoustic Pipe Inspection of Sanitary Sewer	Linear Foot	\$	0.30
SECTION 13000 ELECTROSCAN				
13000.01	Electroscan of Sanitary Sewer	Linear Foot	\$	4.40



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-265

File ID: 2018-265

Type: Regular Agenda Item

Status: Approved

Version: 1

Reference:

In Control: City Council

Requester: Lamar Rutland

File Created: 02/26/2018

Brief Title: Time Extension request for the Hattiesburg Clinic
Access Rd project

Final Action: 03/06/2018

Minute Book Number: MB2018-57

Title:

Approve and Authorize Mayor to grant a Time Extension of 60 Calendar Days to Warren Paving, Inc. for the Hattiesburg Clinic Access Road project due to inclement weather conditions.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VI.-14

Sponsors:

Enactment Date:

Attachments: Extension No. 2 for Hattiesburg DIP Project, Mayor
Barker-Letter, executed Extension No. 2 for
Hattiesburg DIP Project

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter: Sharon Waits

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018	Approve and Authorize				Pass
Action Text: A MOTION was made by Council Vice President Dryden and seconded by Council Member George to Approve and Authorize Mayor to grant a Time Extension of 60 Calendar Days to Warren Paving, Inc. for the Hattiesburg Clinic Access Road project due to inclement weather conditions.							
There being no discussion, the Motion received the affirmative vote of the Council as follows:							
Yeas: 5 - George, Delgado, Carroll, Dryden and Brown							
Nays: 0							

Yea: 5 Council Member George
Council Member Delgado
Council President Carroll
Council Vice President Dryden
Council Member Brown

Text of Legislative File 2018-265

Title

Approve and Authorize Mayor to grant a Time Extension of 60 Calendar Days to Warren Paving, Inc. for the Hattiesburg Clinic Access Road project due to inclement weather conditions.

Summary

Approve and Authorize Mayor to grant a Time Extension of 60 Calendar Days to Warren Paving, Inc. for the Hattiesburg Clinic Access Road project due to inclement weather conditions.



February 26, 2018

SN: 104-16

City of Hattiesburg
Attn: Lamar Rutland, P.E.
P.O. Box 1898
Hattiesburg, Mississippi 39403

**RE: Highway 11 Medical Park Access Roadway
Mississippi Development Authority Grant (DIP-363)
City of Hattiesburg, Mississippi**

Dear Mr. Rutland:

On February 2, 2018, Warren Paving provided written correspondence via email that weather conditions had allowed only 4 days of work on the project during the Time Extension #1 period. Work on these days consisted of attempting to dry the roadway subgrade and prepare for a proof roll of the subgrade. The proof roll was performed on January 19, 2018 with failed results. It was observed during the proof roll that the roadway subgrade was above optimum moisture content and yielded in numerous areas. It was discussed that additional work on the subgrade in the saturated condition would likely lead to damage of the underlying borrow excavation materials which are believed to be in good condition.

Two options for proceeding with the subgrade work were discussed. The first option being the addition of a chemical treatment element such as lime to dry the subgrade. Chemical treatment for drying of the subgrade was not originally in the project plans and would be an additional cost to the project. The Contractor provided an estimate of \$28,368.00 for this treatment. This additional cost would be for the sole purpose of decreasing the drying time for the soil and would provide no structural value to the roadway due to the soil types to which the lime would be added.

The second option for proceeding with subgrade work was to allow weather conditions to improve and utilize mechanical methods such as scarifying and plowing of the subgrade to dry naturally. This method of drying would be covered by the contract documents at no additional cost.

Due to the funding availability of the project, the best alternative for drying of the subgrade appeared to be the second option of utilizing mechanical methods and allowing natural drying. This option was pursued over the month of February with our staff in weekly communication with the Contractor reviewing the upcoming weather patterns in efforts to determine a window of opportunity to perform the necessary subgrade drying procedures.

Page Two
February 26, 2018

On February 26, 2018, Warren Paving provided written correspondence via letter requesting additional contract time for the project due to the weather conditions over the previous time extension period. As previously stated, only 4 days of work has been able to be performed on the roadway subgrade during Time Extension #1.

After discussing the project timeline with our Site Representative, discussing with the Project Manager of Warren Paving, reviewing the project diaries, and recent weather events; I agree with the time extension as requested by the Contractor. Our staff will continue to coordinate with the Contractor to find an appropriate time to perform the necessary subgrade drying operations that will allow for continued construction of the project. If you have any questions or comments please feel free to give me a call.

Sincerely,


Dustin B. Gatlin, P.E.

Enclosure

cc: Michele Moore, CGW
Professional Grant Management Services, LLC

Alex Agnew, Chief Financial Officer
Hattiesburg Clinic, P.A.



Dustin Gatlin <dustin@thewalkerassociates.com>

Medical Access Road

1 message

Jeremy Patterson <jeremypatterson@warrenpaving.com>

Fri, Feb 2, 2018 at 9:38 AM

To: Dustin Gatlin <dustin@thewalkerassociates.com>, "btaylor@co.forrest.ms.us" <btaylor@co.forrest.ms.us>

Dustin/Billy,

As you know, since the time extension was granted at the end of December, we have been only able to work a total of about 4 days on the project. These few days were spent trying to dry the site out and prepare for a proof roll. The proof roll of the roadway failed due to the excess moisture content of the subgrade. Since the proof roll, it has snowed once and rained on the project several times preventing the conditions from improving. This week we had rain last night and more rain forecasted for this weekend. I foresee an additional time extension being necessary due to the time of year we are trying to complete the project. If we can get the completion date pushed to late spring, it will provide the project enough time to dry.

Thank you for your attention in this matter.

Thanks,

Jeremy Patterson

Estimator/Project Manager



Office: (601) 544-7811

Cell: (601) 270-3701

Fax: (601) 544-6203

E-mail: jeremypatterson@warrenpaving.com



CONTRACTORS & ENGINEERS

POST OFFICE BOX 572
HATTIESBURG, MISSISSIPPI 39403
TELEPHONE (601)544-7811 – FAX (601)544-2005

POST OFFICE BOX 2545
GULFPORT, MISSISSIPPI 39503
TELEPHONE (228)896-8003 – FAX (228)896-8155

Mr. Dustin Gatlin, P.E.
The Walker Associates, PLLC
2203 Hardy Street
Hattiesburg, MS 39401

February 26, 2018

Mr. Gatlin,

Warren Paving would like to formally request a sixty (60) calendar day time extension on the Highway 11 Medical Access Roadway project for the City of Hattiesburg and Hattiesburg Clinic. The amount of rain on the project has caused the subgrade work on the project to come to a standstill. Site conditions will require an extended period of time of dry weather for the subgrade to become workable. As you know, the current time of year will not allow for very many consecutive days of dry, warm weather. We were able to prepare the cut section for a proof roll in January and the section failed due to excess moisture.

Thank you for your attention on this matter.

Sincerely,

Jeremy Patterson

Estimator/Project Manager



MAYOR
Toby Barker

COUNCIL - WARD ONE
Jeffrey George

COUNCIL - WARD TWO
Deborah Denard Delgado

COUNCIL - WARD THREE
Carter Carroll

COUNCIL - WARD FOUR
Mary Dryden

COUNCIL - WARD FIVE
Nicholas Brown

March 7, 2018

Mr. Steve Hardin, Community Services Director
c/o Calen Johnson, CSD Program Manager
Mississippi Development Authority
Post Office Box 849
Jackson, MS 39205-0849

In RE: Hattiesburg DIP Project 363
Time Extension Request for Grant Ending Date

Dear Mr. Hardin:

I am respectfully writing to request a second grant extension on the above mentioned project of ninety (90) calendar days. The inclement weather and unforeseen conditions continue to cause delays on above mentioned project. During the first extension of 60 days the contractor was only able to work four (4) days due to the ground being saturated. The engineer and contractor met on site weekly. The contractor installed lighting along the roadway and performed proof roll tests on the subgrade but the tests failed due to the saturation levels. It was determined that until the ground was dried properly it was causing more damage than good to the existing work that had already been completed. The current grant ending date is March 11, 2018. I am requesting it to be extended to June 11, 2018 to give the contractor time to complete construction, enable us to pay all invoices and complete the audit and monitoring of the project.

I have attached a letter from the contractor detailing out the issues that have caused the delay, as well as, the engineer concurring with his request. The project is approximately 48% complete to date.

Again, I would like to thank you and the Mississippi Development Authority for your assistance with funding and guidance through this process. I look forward to getting a favorable answer from you in the near future. If you have any questions, you may contact my City engineer, Lamar Rutland at 601-545-4540 or my grant consultant, Michele Moore at 228-826-1909.

Thank you for your continued assistance and understanding.

Sincerely yours,

Toby Barker, Mayor
City of Hattiesburg

Enclosure

cc: Alex Agnew, Hattiesburg Clinic
Lamar Rutland, City Engineer
Dustin Gatlin, Walker and Associates
Michele Moore, Professional Grant Management Services



February 26, 2018

SN: 104-16

City of Hattiesburg
Attn: Lamar Rutland, P.E.
P.O. Box 1898
Hattiesburg, Mississippi 39403

**RE: Highway 11 Medical Park Access Roadway
Mississippi Development Authority Grant (DIP-363)
City of Hattiesburg, Mississippi**

Dear Mr. Rutland:

On February 2, 2018, Warren Paving provided written correspondence via email that weather conditions had allowed only 4 days of work on the project during the Time Extension #1 period. Work on these days consisted of attempting to dry the roadway subgrade and prepare for a proof roll of the subgrade. The proof roll was performed on January 19, 2018 with failed results. It was observed during the proof roll that the roadway subgrade was above optimum moisture content and yielded in numerous areas. It was discussed that additional work on the subgrade in the saturated condition would likely lead to damage of the underlying borrow excavation materials which are believed to be in good condition.

Two options for proceeding with the subgrade work were discussed. The first option being the addition of a chemical treatment element such as lime to dry the subgrade. Chemical treatment for drying of the subgrade was not originally in the project plans and would be an additional cost to the project. The Contractor provided an estimate of \$28,368.00 for this treatment. This additional cost would be for the sole purpose of decreasing the drying time for the soil and would provide no structural value to the roadway due to the soil types to which the lime would be added.

The second option for proceeding with subgrade work was to allow weather conditions to improve and utilize mechanical methods such as scarifying and plowing of the subgrade to dry naturally. This method of drying would be covered by the contract documents at no additional cost.

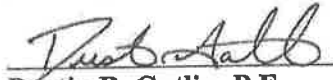
Due to the funding availability of the project, the best alternative for drying of the subgrade appeared to be the second option of utilizing mechanical methods and allowing natural drying. This option was pursued over the month of February with our staff in weekly communication with the Contractor reviewing the upcoming weather patterns in efforts to determine a window of opportunity to perform the necessary subgrade drying procedures.

Page Two
February 26, 2018

On February 26, 2018, Warren Paving provided written correspondence via letter requesting additional contract time for the project due to the weather conditions over the previous time extension period. As previously stated, only 4 days of work has been able to be performed on the roadway subgrade during Time Extension #1.

After discussing the project timeline with our Site Representative, discussing with the Project Manager of Warren Paving, reviewing the project diaries, and recent weather events; I agree with the time extension as requested by the Contractor. Our staff will continue to coordinate with the Contractor to find an appropriate time to perform the necessary subgrade drying operations that will allow for continued construction of the project. If you have any questions or comments please feel free to give me a call.

Sincerely,


Dustin B. Gatlin, P.E.

Enclosure

cc: Michele Moore, CGW
Professional Grant Management Services, LLC

Alex Agnew, Chief Financial Officer
Hattiesburg Clinic, P.A.



CONTRACTORS & ENGINEERS

POST OFFICE BOX 572
HATTIESBURG, MISSISSIPPI 39403
TELEPHONE (601)544-7811 - FAX (601)544-2005

POST OFFICE BOX 2545
GULFPORT, MISSISSIPPI 39503
TELEPHONE (228)896-8003 - FAX (228)896-8155

Mr. Dustin Gatlin, P.E.
The Walker Associates, PLLC
2203 Hardy Street
Hattiesburg, MS 39401

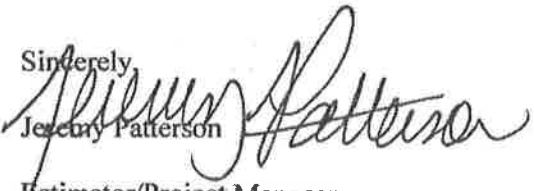
February 26, 2018

Mr. Gatlin,

Warren Paving would like to formally request a sixty (60) calendar day time extension on the Highway 11 Medical Access Roadway project for the City of Hattiesburg and Hattiesburg Clinic. The amount of rain on the project has caused the subgrade work on the project to come to a standstill. Site conditions will require an extended period of time of dry weather for the subgrade to become workable. As you know, the current time of year will not allow for very many consecutive days of dry, warm weather. We were able to prepare the cut section for a proof roll in January and the section failed due to excess moisture.

Thank you for your attention on this matter.

Sincerely,


Jeremy Patterson

Estimator/Project Manager



Dustin Gatlin <dustin@thewalkerassociates.com>

Medical Access Road

1 message

Jeremy Patterson <jeremypatterson@warrenpaving.com>

Fri, Feb 2, 2018 at 9:38 AM

To: Dustin Gatlin <dustin@thewalkerassociates.com>, "btaylor@co.forrest.ms.us" <btaylor@co.forrest.ms.us>

Dustin/Billy,

As you know, since the time extension was granted at the end of December, we have been only able to work a total of about 4 days on the project. These few days were spent trying to dry the site out and prepare for a proof roll. The proof roll of the roadway failed due to the excess moisture content of the subgrade. Since the proof roll, it has snowed once and rained on the project several times preventing the conditions from improving. This week we had rain last night and more rain forecasted for this weekend. I foresee an additional time extension being necessary due to the time of year we are trying to complete the project. If we can get the completion date pushed to late spring, it will provide the project enough time to dry.

Thank you for your attention in this matter.

Thanks,

Jeremy Patterson

Estimator/Project Manager



Office: (601) 544-7811

Cell: (601) 270-3701

Fax: (601) 544-6203

E-mail: jeremypatterson@warrenpaving.com



MAYOR
Toby Barker

Copy

COUNCIL - WARD ONE
Jeffrey George

COUNCIL - WARD TWO
Deborah Denard Delgado

COUNCIL - WARD THREE
Carter Carroll

COUNCIL - WARD FOUR
Mary Dryden

COUNCIL - WARD FIVE
Nicholas Brown

March 7, 2018

Mr. Steve Hardin, Community Services Director
c/o Calen Johnson, CSD Program Manager
Mississippi Development Authority
Post Office Box 849
Jackson, MS 39205-0849

In RE: Hattiesburg DIP Project 363
Time Extension Request for Grant Ending Date

Dear Mr. Hardin:

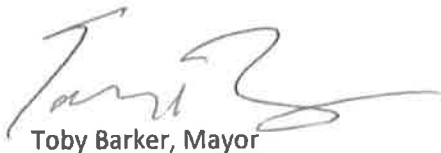
I am respectfully writing to request a second grant extension on the above mentioned project of ninety (90) calendar days. The inclement weather and unforeseen conditions continue to cause delays on above mentioned project. During the first extension of 60 days the contractor was only able to work four (4) days due to the ground being saturated. The engineer and contractor met on site weekly. The contractor installed lighting along the roadway and performed proof roll tests on the subgrade but the tests failed due to the saturation levels. It was determined that until the ground was dried properly it was causing more damage than good to the existing work that had already been completed. The current grant ending date is March 11, 2018. I am requesting it to be extended to June 11, 2018 to give the contractor time to complete construction, enable us to pay all invoices and complete the audit and monitoring of the project.

I have attached a letter from the contractor detailing out the issues that have caused the delay, as well as, the engineer concurring with his request. The project is approximately 48% complete to date.

Again, I would like to thank you and the Mississippi Development Authority for your assistance with funding and guidance through this process. I look forward to getting a favorable answer from you in the near future. If you have any questions, you may contact my City engineer, Lamar Rutland at 601-545-4540 or my grant consultant, Michele Moore at 228-826-1909.

Thank you for your continued assistance and understanding.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'Toby Barker', with a stylized flourish extending to the right.

Toby Barker, Mayor
City of Hattiesburg

Enclosure

cc: Alex Agnew, Hattiesburg Clinic
Lamar Rutland, City Engineer
Dustin Gatlin, Walker and Associates
Michele Moore, Professional Grant Management Services



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-258

File ID: 2018-258

Type: Regular Agenda Item

Status: Passed

Version: 1

Reference:

In Control: City Council

Requester: Lamar Rutland

File Created: 02/26/2018

Brief Title: Approve "As Built" Change Order for the Bobby L. Chain Airport Taxiway A Extension project.

Final Action: 03/06/2018

Minute Book Number: MB2018-57-58

Title:

Approve "As Built" Change Order for the Bobby L. Chain Airport Taxiway A Extension project to adjust estimated quantities to actual quantities for a net decrease to the contract of \$31,986.70; Authorize Mayor to execute in triplicate.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VI.-15

Sponsors:

Enactment Date:

Attachments: HBG Change Order for 24-2017, executed HBG Change Order for 24-2017

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter: Sharon Waits

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018	Approve				Pass
Action Text: A MOTION was made by Council Member Brown and seconded by Council Vice President Dryden to Approve "As Built" Change Order for the Bobby L. Chain Airport Taxiway A Extension project to adjust estimated quantities to actual quantities for a net decrease to the contract of \$31,986.70; Authorize Mayor to execute in triplicate.							
There being no discussion, the Motion received the affirmative vote of the Council as follows:							
Yeas: 5 - George, Delgado, Carroll, Dryden and Brown							
Nays: 0							

Yea: 5 Council Member George
Council Member Delgado
Council President Carroll
Council Vice President Dryden
Council Member Brown

Text of Legislative File 2018-258

Title

Approve "As Built" Change Order for the Bobby L. Chain Airport Taxiway A Extension project to adjust estimated quantities to actual quantities for a net decrease to the contract of \$31,986.70; Authorize Mayor to execute in triplicate.

Summary

Approve "As Built" Change Order for the Bobby L. Chain Airport Taxiway A Extension project; Authorize Mayor to execute.



Contract Change Order

28-Nov-17

A.I.P. No: 3-28-0031-0024-2017

Bobby L. Chain Municipal Airport
Taxiway A Extension

To Contractor: Warren Paving, Inc.
Hattiesburg, MS

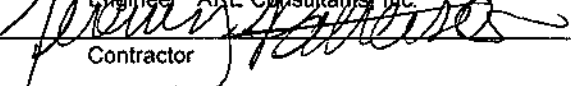
Contract Date: April, 2017
As Built Change Order

You are hereby requested to comply with the following changes from the Contract Plans and Specifications.

Item No.	Description of Changes - quantities, units, unit prices, changes in completion schedule, etc.	Decrease in Contract Amount	Increase in Contract Amount
	This as-built contract change order shows final as built quantities that were used during construction. Quantities of earthwork, crushed stone, and surface course, etc. that were not used in construction have been subtracted from the total and required additional quantities of paint have been added to the total contract amount. Additional quantities of paint were required to provide enhanced taxiway markings additional lighting resulting from further investigation and definition of the reverse curve separated by a short tangent as required by FAA.		
P-152.4.1	Unclassified Excavation Contract Qty. 3,800.000 CY - 3,110.000 CY = 690.000 CY x \$7.00 =	\$4,830.00	
P-152.4.2	Embankment in Place Contract Qty. 4,600.000 CY - 4,543.000 CY = 57.000 CY x \$11.50 =	\$655.50	
P-209	Crushed Aggregate Base Course Contract Qty. 3,300.000 CY - 3,190.000 CY = 110.000 CY x \$97.50 =	\$10,725.00	
P-401-8.1a	Bituminous Surface Course Contract Qty. 2,100.000 Ton - 1788.62 Ton = 311.375 Ton x \$90.00 =	\$28,024.20	
P-603	Bituminous Tack Coat Contract Qty. 1,600.000 Gal - 1,362.000 Gal = 238.000 Gal x \$3.50 =	\$833.00	
P-602	Bituminous Prime Coat Contract Qty. 1,600.000 Gal - 700.000 Gal = 900.000 Gal x \$3.50 =	\$3,150.00	
P-620-5.1(A)	Runway and Taxiway Painting Contract Qty. 2,300.000 SF - 2,050.00 SF = 250 SF x \$3.50 =	\$875.00	
	Runway and Taxiway Painting - Additional Marking Contract Qty. 1.000 LS = 1 x \$4,081 =		\$4,081.00
S002	Semi flush Marker for Taxiway Centerline Marking Contract Qty. 23.000 EA + 5 EA = 28.000 - 5 = 5 x \$95.00 =		\$475.00
	Taxiway Lighting - Additional Modifications and Additions Contract Qty. 1.000 LS = 1 x \$12,550.00 =		\$12,550.00
		\$49,092.70	\$17,106.00

Total Decrease Due to this Change Order	\$49,092.70
Total Increase Due to this Change Order	\$17,106.00
Net ___ Increase ___x___ Decrease Contract Amount Due This Change Order	\$31,986.70
Original Contract Amount	\$1,036,771.00
Net Change from Previous Change Orders	\$0.00
Contract Amount Prior to this Change Order	\$1,036,771.00
Net ___ Increase ___x___ Decrease This Change Order	\$31,986.70
Contract Amount with all Approved Change Orders	\$1,068,757.70

The time provided for completion in the Contract is X Unchanged ___ Increased ___ Decreased by ___ calendar days.
This document shall become an Amendment to the contract and Special Provisions.

Recommended by:		
	Engineer ARE Consultants Inc.	Date 11-28-17
Accepted by:		
	Contractor	Date 11-28-17
Accepted by:		
	Owner	Date 11-28-17



Contract Change Order

28-Nov-17

A.I.P. No: 3-28-0031-0024-2017

Bobby L. Chain Municipal Airport
Taxiway A Extension

To Contractor: Warren Paving, Inc.
Hattiesburg, MS

Contract Date: April, 2017

As Built Change Order

You are hereby requested to comply with the following changes from the Contract Plans and Specifications.

Item No.	Description of Changes - quantities, units, unit prices, changes in completion schedule, etc.	Decrease in Contract Amount	Increase in Contract Amount
	This as-built contract change order shows final as built quantities that were used during construction. Quantities of earthwork, crushed stone, and surface course, etc. that were not used in construction have been subtracted from the total and required additional quantities of paint have been added to the total contract amount. Additional quantities of paint were required to provide enhanced taxiway markings additional lighting resulting from further investigation and definition of the reverse curve separated by a short tangent as required by FAA.		
P-152.4.1	Unclassified Excavation Contract Qty. 3,800.000 CY - 3,110.000 CY = 690.000 CY x \$7.00 =	\$4,830.00	
P-152.4.2	Embankment in Place Contract Qty. 4,600.000 CY - 4,543.000 CY = 57.000 CY x \$11.50 =	\$655.50	
P-209	Crushed Aggregate Base Course Contract Qty. 3,300.000 CY - 3,190.000 CY = 110.000 CY x \$97.50 =	\$10,725.00	
P-401-8.1a	Bituminous Surface Course Contract Qty. 2,100.000 Ton - 1788.62 Ton = 311.375 Ton x \$90.00 =	\$28,024.20	
P-603	Bituminous Tack Coat Contract Qty. 1,600.000 Gal - 1,362.000 Gal = 238.000 Gal x \$3.50 =	\$833.00	
P-602	Bituminous Prime Coat Contract Qty. 1,600.000 Gal - 700.000 Gal = 900.000 Gal x \$3.50 =	\$3,150.00	
P-620-5.1(A)	Runway and Taxiway Painting Contract Qty. 2,300.000 SF - 2,050.00 SF = 250 SF x \$3.50 =	\$875.00	
	Runway and Taxiway Painting - Additional Marking Contract Qty. 1.000 LS = 1 x \$4,081 =		\$4,081.00
S002	Semi flush Marker for Taxiway Centerline Marking Contract Qty. 23.000 EA + 5 EA = 28.000 - 5 = 5 x \$95.00 =		\$475.00
	Taxiway Lighting - Additional Modifications and Additions Contract Qty. 1.000 LS = 1 x \$12,550.00 =		\$12,550.00
		\$49,092.70	\$17,106.00

Total Decrease Due to this Change Order
Total Increase Due to this Change Order
Net Increase Decrease Contract Amount Due This Change Order
Original Contract Amount
Net Change from Previous Change Orders
Contract Amount Prior to this Change Order
Net Increase Decrease This Change Order
Contract Amount with all Approved Change Orders

\$49,092.70

\$17,106.00

\$31,986.70

\$1,036,771.00

\$0.00

\$1,036,771.00

\$31,986.70

\$1,004,784.30

The time provided for completion in the Contract is X Unchanged Increased Decreased by calendar days.
This document shall become an Amendment to the contract and Special Provisions.

Recommended by:	<u><i>John R. Rogers</i></u>	
	Engineer ARE Consultants Inc.	Date 11-28-17
Accepted by:	<u><i>William H. Hennessey</i></u>	
	Contractor	Date 11-28-17
Accepted by:	<u><i>[Signature]</i></u>	
	Owner	Date 11-28-17



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-287

File ID: 2018-287

Type: Regular Agenda Item

Status: Approved

Version: 1

Reference:

In Control: City Council

Requester:

File Created: 02/27/2018

Brief Title: Sponsorship Agreement with Hattiesburg High School for sponsorship in the USA Baseball National High School Invitational Tournament, in accordance with MS Code 17-3-1, not to exceed \$5,000.00.

Final Action: 03/06/2018

Minute Book Number: MB2018-58

Title:

Approve and Authorize Mayor to execute sponsorship agreement between the City of Hattiesburg and Hattiesburg High School for sponsorship in the USA Baseball National High School Invitational Tournament, in accordance with Mississippi Code 17-3-1, in an amount not to exceed \$5,000.00.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VI.-16

Sponsors:

Enactment Date:

Attachments: Sponsorship Agreement, executed Sponsorship Agreement

Enactment Number:

Contact:

Meeting Date:

Drafter:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018	Approve and Authorize				Pass
Action Text: A MOTION was made by Council Vice President Dryden and seconded by Council Member Delgado to Approve and Authorize Mayor to execute sponsorship agreement between the City of Hattiesburg and Hattiesburg High School for sponsorship in the USA Baseball National High School Invitational Tournament, in accordance with Mississippi Code 17-3-1, in an amount not to exceed \$5,000.00.							
There being no discussion, the Motion received the affirmative vote of the Council as follows:							
Yeas: 5 - George, Delgado, Carroll, Dryden and Brown							
Nays: 0							

Yea: 5 Council Member George
Council Member Delgado
Council President Carroll
Council Vice President Dryden
Council Member Brown

Text of Legislative File 2018-287

Title

Approve and Authorize Mayor to execute sponsorship agreement between the City of Hattiesburg and Hattiesburg High School for sponsorship in the USA Baseball National High School Invitational Tournament, in accordance with Mississippi Code 17-3-1, in an amount not to exceed \$5,000.00.

Summary

Sponsorship Agreement between COH and Hattiesburg High School.

Budget Information

Expenditure Type

Purchasing Item

Publication Information



Hattiesburg High School Tiger Baseball

701 Stadium Drive

Winter 2018

Dear Members of the Hattiesburg and Pine Belt Community:

The Coaching Staff of the Hattiesburg High School Tiger Baseball Team is pleased to announce that the 2017-2018 HHS Team has been invited to participate in the USA Baseball National High School Invitational Tournament in Cary, North Carolina, March 27 - 30, 2018. This is a very prestigious tournament and we are excited to accept the invitation on behalf of Tiger Baseball, Hattiesburg High School and Hattiesburg Public School District.

The purpose of this letter is to ask for your financial support of the HHS Tiger Baseball Team through advertisement sponsorship. Plans are underway to arrange transportation, food and housing for the team during the tournament. This will be a lengthy trip involving multiple nights in a hotel, so as you can imagine, the costs quickly add up. The coaches have spent quite a bit of time checking and comparing prices in order to help minimize expenses for individual players and the team. Advertisement sponsorships will be used on all banner and dugout materials.

The coaching staff realizes the cost of attending this tournament will be a financial sacrifice for the team, but the benefits of being able to participate in this elite event are priceless. The exposure our players will receive by playing in a tournament of this caliber cannot be matched anywhere in Mississippi or its surrounding states. HHS will be one of 16 top baseball programs in the United States participating in the tournament with each team guaranteed to play four games. Last year, over 200 college and professional scouts attended the tournament.

It would mean so much if the City of Hattiesburg would support this outstanding group of student athletes. Our goal is to request \$5,000 for tournament advertising sponsorship. This will provide them the opportunity to excel at a life-long activity that allows life-long participation.

Payments toward this effort may be submitted to the "Hattiesburg Athletic Booster Club". Myself, or any member of the baseball coaching staff, will be more than happy to speak to you or your organization to promote this outstanding group of young men. Thank you for taking time to consider supporting the 2018 Hattiesburg Tiger Baseball Team.

Yours in Sports,

Joe Hartfield

Head Coach
Hattiesburg Tiger Baseball

Mayor
City of Hattiesburg



Hattiesburg High School Tiger Baseball
701 Stadium Drive

Winter 2018

Dear Members of the Hattiesburg and Pine Belt Community:

The Coaching Staff of the Hattiesburg High School Tiger Baseball Team is pleased to announce that the 2017-2018 HHS Team has been invited to participate in the USA Baseball National High School Invitational Tournament in Cary, North Carolina, March 27 - 30, 2018. This is a very prestigious tournament and we are excited to accept the invitation on behalf of Tiger Baseball, Hattiesburg High School and Hattiesburg Public School District.

The purpose of this letter is to ask for your financial support of the HHS Tiger Baseball Team through advertisement sponsorship. Plans are underway to arrange transportation, food and housing for the team during the tournament. This will be a lengthy trip involving multiple nights in a hotel, so as you can imagine, the costs quickly add up. The coaches have spent quite a bit of time checking and comparing prices in order to help minimize expenses for individual players and the team. Advertisement sponsorships will be used on all banner and dugout materials.

The coaching staff realizes the cost of attending this tournament will be a financial sacrifice for the team, but the benefits of being able to participate in this elite event are priceless. The exposure our players will receive by playing in a tournament of this caliber cannot be matched anywhere in Mississippi or its surrounding states. HHS will be one of 16 top baseball programs in the United States participating in the tournament with each team guaranteed to play four games. Last year, over 200 college and professional scouts attended the tournament.

It would mean so much if the City of Hattiesburg would support this outstanding group of student athletes. Our goal is to request \$5,000 for tournament advertising sponsorship. This will provide them the opportunity to excel at a life-long activity that allows life-long participation.

Payments toward this effort may be submitted to the "Hattiesburg Athletic Booster Club". Myself, or any member of the baseball coaching staff, will be more than happy to speak to you or your organization to promote this outstanding group of young men. Thank you for taking time to consider supporting the 2018 Hattiesburg Tiger Baseball Team.

Yours in Sports,

Joe Hartfield

Head Coach
Hattiesburg Tiger Baseball

Mayor
City of Hattiesburg



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-256

File ID: 2018-256

Type: Regular Agenda Item

Status: Passed

Version: 1

Reference:

In Control: City Council

Requester: Anthony Parker

File Created: 02/26/2018

Brief Title: Approve request to Change Teleservice Clerk to
Evidence Crime Scene Technician

Final Action: 03/06/2018

Minute Book Number: MB2018-58

Title:

Approve or Deny request of reclassification of one(1) part-time Records Clerk position to become an part-time Evidence Crime Scene Technician and increase the pay rate to \$15.00 per hour, in accordance with Ordinance 3154.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VI.-17

Sponsors:

Enactment Date:

Attachments: Part-Time Evidence Custodian Crime Scene
Technician Job Description, Records Clerk Position
Change, Wage Change Form

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter: Tammy Leggett

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018	Approve				Pass
Action Text: A MOTION was made by Council Vice President Dryden and seconded by Council Member George to Approve request of reclassification of one (1) part-time Records Clerk position to become an part-time Evidence Crime Scene Technician and increase the pay rate to \$15.00 per hour, in accordance with Ordinance 3154.							
There being no discussion, the Motion received the affirmative vote of the Council as follows:							
Yeas: 5 - George, Delgado, Carroll, Dryden and Brown							
Nays: 0							

Yea: 5 Council Member George
Council Member Delgado
Council President Carroll
Council Vice President Dryden
Council Member Brown

Text of Legislative File 2018-256

Title

Approve or Deny request of reclassification of one(1) part-time Records Clerk position to become an part-time Evidence Crime Scene Technician and increase the pay rate to \$15.00 per hour, in accordance with Ordinance 3154.

Summary

Position Change Request

Budget Information

Expenditure Type

Purchasing Item

Publication Information

POSITION: **Part-Time Evidence Custodian Crime Scene Tech**

DEPARTMENT: POLICE

DIVISION: DETECTIVES

RATE OF PAY: \$15.00 /HR – Depending on Experience

POSITION PURPOSE: Responsible for the complex crime scene investigations and organization of the Hattiesburg Police Department Evidence Room. This position will be utilized with helping the Hattiesburg Police Department Full-time Evidence Custodian with the duties and responsibilities of maintaining an accurate chain of custody for any and all Evidence.

NATURE AND SCOPE:

- Assisting with the processing of crime scene and collecting evidence.
- Cleaning the temporary and main evidence room
- Preservation of the evidence and the chain of custody
- Maintaining an organizational system
- Assisting with the performance of annual audits by supervisory personnel
- Returning property to owners
- Sending letters to owners of found property
- Maintaining a log book of all firearms that are checked in & out
- Providing copies of videos and documents to court/D.A.'s office
- Copying and purging videos from the Watchguard video system
- Performing A.T.F. traces on firearms
- Following court orders pertaining to the preservation or return of evidence
- Obtaining court orders in regards to the destruction or disposal of evidence
- Organization and preparation of property to go to auction, or a proper disposal area
- Transportation of property to auction, or a proper disposal area

Contacts: The Evidence Crime Scene Tech must frequently interact, on a professional basis, with law enforcement officials at all levels, state and federal prosecutors, county coroners, medical examiners and pathologists in person or via telephone.

PRINCIPLE ACCOUNTABILITES:

1. Assumes a high degree of accountability for delivering the highest quality crime scene investigative service possible. This accountability attaches not only to the actual processing of the crime scene, but includes all follow-up tasks.
2. Prepares necessary investigative reports and documentation for court cases. Appears and testifies in official proceedings.
3. Maintains in a state of readiness all technical equipment and assigned vehicles.

4. Performs other duties as assigned or required.

DESIRABLE EDUCATION AND EXPERIENCE: BS/BA Degree in Criminal Justice/Forensics (preferred) or High School Diploma/GED. Prior work experience/knowledge preferred.



THE CITY OF HATTIESBURG

One of America's Great Small Cities!

Anthony Parker, Chief of Police

MEMORANDUM

To: Mayor and Council 
From: Chief Anthony Parker _____
Date: February 23, 2017
Re: **Approval to Change Part-Time Records Clerk to Part-Time Evidence Crime Scene Technician**

We currently have a vacant position for a Part-time Records Clerk, and would like to submit a change of title and rate of pay for this position. The current position is unoccupied and it has been determined that it is not needed as much as the position for a part-time Evidence Custodian Crime Scene Technician. I would like to submit a position title change to Part-time Evidence Custodian Crime Scene Technician. Due to the recent move to the temporary location, we have discovered that our manpower in Evidence is very limited. Currently, we are having to complete an inventory and reorganization of evidence that dates back to the early 1970's. As a result of the aforementioned, this limits our current evidence custodian's ability to conduct his daily tasks.

This memo is to request permission to change the part-time Records Clerk position to the position of part-time Evidence Custodian Crime Scene Technician and increase the rate of pay to \$15.00 per hour.

Thank you for your consideration, and please let me know if you need anything further.

AP/tl

Enclosure

CITY OF HATTIESBURG
COUNCIL WAGE CHANGE REQUEST FORM

Request Number	
-----------------------	--

CURRENT	
<i>Department</i>	Police Department
<i>Position Title</i>	Part-Time Records Clerk
<i>Position Number</i>	100-6
<i>Rate of Pay</i>	10.00

CHANGE REQUESTED	
<i>Department</i>	Police Department
<i>Position Title</i>	Part-Time Evidence Crime Scene Technician
<i>Position Number</i>	
<i>Date Position Became Vacant</i>	2-5-2018
<i>Reason for Requested Change</i>	See attached memo

Request Currently Budgeted?	y
Is a Budget Amendment Required?	n



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-273

File ID: 2018-273

Type: Resolution

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester:

File Created: 02/27/2018

Brief Title: Adopting final order of BP Rex Closures, LLC ad
valorem tax exemption in the amount of \$1,603,057.00

Final Action:

Minute Book Number: MB2018-59

Title:

Acknowledge receipt of letter from the Mississippi Department of Revenue granting the requested ad valorem tax exemption to BP Rex Closures, LLC, for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$1,603,057.00; adopt final order granting and allowing same.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VII.-1

Sponsors:

Enactment Date:

Attachments: DOR Letter BP Rex Closures-2017, BP
Rex-Resolution 2017, RES#2018-36, executed BP
Rex-Resolution 2017

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018					

Text of Legislative File 2018-273

Title

Acknowledge receipt of letter from the Mississippi Department of Revenue granting the requested ad valorem tax exemption to BP Rex Closures, LLC, for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$1,603,057.00; adopt final order granting and allowing same.

Summary

Final order BP Rex Closures ad valorem tax exemption.

Budget Information

Expenditure Type

Purchasing Item

Publication Information



— DEPARTMENT OF —
REVENUE
STATE OF MISSISSIPPI

OFFICE OF PROPERTY TAX
EXEMPTIONS & PUBLIC UTILITIES BUREAU

January 29, 2018

Mr. Kermas Eaton
City Clerk
City of Hattiesburg
P O Box 1898
Hattiesburg, MS 39401

RE: Ad Valorem Taxation Exemption – BP Rex Closures, LLC

Dear Mr. Eaton:

In accordance with the authority conferred upon the MS Department of Revenue by Miss. Code Ann. Section 27-31-105 the Department hereby certifies that the above named enterprise is eligible for ad valorem tax exemption, and is in compliance with the provisions of the statute.

The exemption of the property is certified for a period of ten years, from and after January 1, 2017, with a total true value of \$1,603,057.

A final order is to be placed on the minutes declaring this property is exempt, the true value, and the dates when such exemption commences and expires.

According to Miss. Code Ann. Section 27-31-109, the clerk shall record the application and order approving the exemption and shall send a copy of the final order to the MS Department of Revenue.

Sincerely,

Paul J. Foreman, Director
Exemptions & Public Utilities Bureau

PJF: dm

cc: Mr. Joe McNight, Office of State Auditor
Ms. Mary Ann Palmer, Tax Assessor Forrest County

IN THE MATTER OF THE APPLICATION OF
BP REX CLOSURES, LLC. FOR EXEMPTION FROM
AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **BP Rex Closures, LLC** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of ten (10) years from and after January 1, 2017, with a total true value of **\$1,603,057.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)482, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 29, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$1,603,057.00** as applied for by the said **BP Rex Closures, LLC** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said **BP Rex Closures, LLC** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s)482, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal property, as approved by the Mississippi Department of Revenue; and further, that

the said **BP Rex Closures, LLC** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of ten (10) years commencing on January 1, 2017, with a total true value of **\$1,603,057.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member _____, seconded by Council member _____, and was adopted by the following vote, to-wit:

YEAS:

NAYS:

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.
(SEAL)

ATTEST:

ADOPTED:

CLERK OF COUNCIL

PRESIDENT

The above and foregoing Order having been submitted to and

Approved by the Mayor, this the 6th day of March, 2018.

ATTEST:

APPROVED:

CITY CLERK

MAYOR

IN THE MATTER OF THE APPLICATION OF
BP REX CLOSURES, LLC. FOR EXEMPTION FROM
AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **BP Rex Closures, LLC** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of ten (10) years from and after January 1, 2017, with a total true value of **\$1,603,057.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)482, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 29, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$1,603,057.00** as applied for by the said **BP Rex Closures, LLC** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said **BP Rex Closures, LLC** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s)482, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal property, as approved by the Mississippi Department of Revenue; and further, that

the said **BP Rex Closures, LLC** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of ten (10) years commencing on January 1, 2017, with a total true value of **\$1,603,057.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member George, seconded by Council member Delgado, and was adopted by the following vote, to-wit:

YEAS: George
Delgado
Carroll
Dryden
Brown

NAYS: None

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.

(SEAL)

ATTEST:



CLERK OF COUNCIL

ADOPTED:



PRESIDENT

The above and foregoing Order having been submitted to and Approved by the Mayor, this the 6th day of March, 2018.

ATTEST:



CITY CLERK

APPROVED:



MAYOR



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-283

File ID: 2018-283

Type: Resolution

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester:

File Created: 02/27/2018

Brief Title: Adopting final order of Dirt Cheap Building Supplies, LLC ad valorem tax exemption in the amount of \$592,837.00.

Final Action:

Minute Book Number: MB2018-59

Title:

Acknowledge receipt of letter from the Mississippi Department of Revenue granting ad valorem tax exemption to Dirt Cheap Building Supplies, LLC for a period not to exceed five(5) years, commencing on January 1, 2017 and ending December 31, 2021, with a true total value of \$592,837.00; adopt final order granting and allowing same.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VII.-2

Sponsors:

Enactment Date:

Attachments: Reso Dirt Cheap-2017, DOR Letter Dirt Cheap-2017, RES#2018-37, executed Reso Dirt Cheap-2017

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018					

Text of Legislative File 2018-283

Title

Acknowledge receipt of letter from the Mississippi Department of Revenue granting ad valorem tax exemption to Dirt Cheap Building Supplies, LLC for a period not to exceed five(5) years, commencing on January 1, 2017 and ending December 31, 2021, with a true total value of \$592,837.00; adopt final order granting and allowing same.

Summary

Final order for Dirt Cheap Building Supplies ad valorem tax exemption.

Budget Information

Expenditure Type

Purchasing Item

Publication Information

IN THE MATTER OF THE APPLICATION OF
DIRT CHEAP BUILDING SUPPLIES, LLC FOR
EXEMPTION FROM AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **Dirty Cheap Building Supplies, LLC.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of five (5) years from and after January 1, 2017, with a total true value of **\$592,837.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)482-483, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 25, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$592,837.00** as applied for by the said **Dirty Cheap Building Supplies, LLC.** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said **Dirty Cheap Building Supplies, LLC.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s)482-483, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the

personal property, as approved by the Mississippi Department of Revenue; and further, that the said **Dirt Cheap Building Supplies, LLC** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of five (5) years commencing on January 1, 2017, with a total true value of **\$592,837.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member _____, seconded by Council member _____, and was adopted by the following vote, to-wit:

YEAS:

NAYS:

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.
(SEAL)

ATTEST:

ADOPTED:

CLERK OF COUNCIL

PRESIDENT

The above and foregoing Order having been submitted to and approved by the Mayor, this the 6th day of March, 2018.

ATTEST:

APPROVED:

CITY CLERK

MAYOR



DEPARTMENT OF
REVENUE
STATE OF MISSISSIPPI

OFFICE OF PROPERTY TAX
EXEMPTIONS & PUBLIC UTILITIES BUREAU

January 25, 2018

Mr. Kermas Eaton
City Clerk
City of Hattiesburg
P O Box 1898
Hattiesburg, MS 39401

RE: Ad Valorem Taxation Exemption – Dirt Cheap Building Supplies, LLC.

Dear Mr. Eaton:

In accordance with the authority conferred upon the MS Department of Revenue by Miss. Code Ann. Section 27-31-101 the Department hereby certifies that the above named enterprise is eligible for ad valorem tax exemption, and is in compliance with the provisions of the statute.

The exemption of the property is certified for a period of five years, from and after January 1, 2017, with a total true value of \$592,837.

A final order is to be placed on the minutes declaring this property is exempt, the true value, and the dates when such exemption commences and expires.

According to Miss. Code Ann. Section 27-31-109, the clerk shall record the application and order approving the exemption and shall send a copy of the final order to the MS Department of Revenue.

Sincerely,

Paul J. Foreman, Director
Exemptions & Public Utilities Bureau

PJF: dm

cc: Mr. Joe McNight, Office of State Auditor
Ms. Mary Ann Palmer, Tax Assessor Forrest County

IN THE MATTER OF THE APPLICATION OF
DIRT CHEAP BUILDING SUPPLIES, LLC FOR
EXEMPTION FROM AD VALOREM TAXATION
FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **Dirt Cheap Building Supplies, LLC.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of five (5) years from and after January 1, 2017, with a total true value of **\$592,837.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)482-483, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 25, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$592,837.00** as applied for by the said **Dirt Cheap Building Supplies, LLC.** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said **Dirt Cheap Building Supplies, LLC.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s)482-483, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the

personal property, as approved by the Mississippi Department of Revenue; and further, that the said **Dirt Cheap Building Supplies, LLC** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of five (5) years commencing on January 1, 2017, with a total true value of **\$592,837.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member George, seconded by Council member Delgado, and was adopted by the following vote, to-wit:

YEAS:

George
Delgado
Carroll
Dryden
Brown

NAYS:

None

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.

(SEAL)

ATTEST:



CLERK OF COUNCIL

ADOPTED:



PRESIDENT

The above and foregoing Order having been submitted to and approved by the Mayor, this the 6th day of March, 2018.

ATTEST:



CITY CLERK

APPROVED:



MAYOR



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-282

File ID: 2018-282

Type: Resolution

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester:

File Created: 02/27/2018

Brief Title: Adopting final order of Mississippi Tank Company ad valorem tax exemption in the amount of \$1,974,092.00.

Final Action:

Minute Book Number: MB2018-59

Title:

Acknowledge receipt of letter from the Mississippi Department of Revenue granting ad valorem tax exemption to Mississippi Tank Company, for a period not to exceed five(5) years, commencing on January 1, 2017 and ending December 31, 2021, with a true total value of \$1,974,092.00;adopt final order granting and allowing same.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VII.-3

Sponsors:

Enactment Date:

Attachments: MS Tank Reso-2017, DOR letter MS Tank-2017, RES#2018-38, executed MS Tank Reso-2017

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018					

Text of Legislative File 2018-282

Title

Acknowledge receipt of letter from the Mississippi Department of Revenue granting ad valorem tax exemption to Mississippi Tank Company, for a period not to exceed five(5) years, commencing on January 1, 2017 and ending December 31, 2021, with a true total value of \$1,974,092.00;adopt final order granting and allowing same.

Summary

Final order of MS Tank Company ad valorem tax exemption.

Budget Information

Expenditure Type

Purchasing Item

Publication Information

IN THE MATTER OF THE APPLICATION OF
MISSISSIPPI TANK COMPANY FOR EXEMPTION
FROM AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **Mississippi Tank Company**. for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of five (5) years from and after January 1, 2017, with a total true value of **\$1,974,092.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)483-484, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 24, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$1,974,092.00** as applied for by the said **Mississippi Tank Company**. and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said **Mississippi Tank Company**. for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s)483-484, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal property, as approved by the Mississippi Department of Revenue; and

further, that the said **Mississippi Tank Company** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of five (5) years commencing on January 1, 2017, with a total true value of **\$1,974,092.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member _____, seconded by Council member _____, and was adopted by the following vote, to-wit:

YEAS:

NAYS:

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.
(SEAL)

ATTEST:

ADOPTED:

CLERK OF COUNCIL

PRESIDENT

The above and foregoing Order having been submitted to and approved by the Mayor, this the 6th day of March, 2018.

ATTEST:

APPROVED:

CITY CLERK

MAYOR



DEPARTMENT OF
REVENUE
STATE OF MISSISSIPPI

OFFICE OF PROPERTY TAX
EXEMPTIONS & PUBLIC UTILITIES BUREAU

January 24, 2018

Mr. Kermas Eaton
City Clerk
City of Hattiesburg
P O Box 1898
Hattiesburg, MS 39401

RE: Ad Valorem Taxation Exemption – Mississippi Tank Company

Dear Mr. Eaton:

In accordance with the authority conferred upon the MS Department of Revenue by Miss. Code Ann. Section 27-31-105 the Department hereby certifies that the above named enterprise is eligible for ad valorem tax exemption, and is in compliance with the provisions of the statute.

The exemption of the property is certified for a period of five years, from and after January 1, 2017, with a total true value of \$1,974,092.

A final order is to be placed on the minutes declaring this property is exempt, the true value, and the dates when such exemption commences and expires.

According to Miss. Code Ann. Section 27-31-109, the clerk shall record the application and order approving the exemption and shall send a copy of the final order to the MS Department of Revenue.

Sincerely,

Paul J. Foreman, Director
Exemptions & Public Utilities Bureau

PJF: dm

cc: Mr. Joe McNight, Office of State Auditor
Ms. Mary Ann Palmer, Tax Assessor Forrest County

IN THE MATTER OF THE APPLICATION OF
MISSISSIPPI TANK COMPANY FOR EXEMPTION
FROM AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **Mississippi Tank Company**. for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of five (5) years from and after January 1, 2017, with a total true value of **\$1,974,092.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)483-484, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 24, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$1,974,092.00** as applied for by the said **Mississippi Tank Company**. and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said **Mississippi Tank Company**. for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s)483-484, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal property, as approved by the Mississippi Department of Revenue; and

further, that the said **Mississippi Tank Company** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of five (5) years commencing on January 1, 2017, with a total true value of **\$1,974,092.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member George, seconded by Council member Brown, and was adopted by the following vote, to-wit:

YEAS:

George
Delgado
Carroll
Brown

NAYS:

None

RECUSE: Dryden

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.

(SEAL)

ATTEST:



CLERK OF COUNCIL

ADOPTED:



PRESIDENT

The above and foregoing Order having been submitted to and approved by the Mayor, this the 6th day of March, 2018.

ATTEST:



CITY CLERK

APPROVED:



MAYOR



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-281

File ID: 2018-281

Type: Resolution

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester:

File Created: 02/27/2018

Brief Title: Adopting final order of York International ad valorem in the amount of \$1,856,803.00.

Final Action:

Minute Book Number: MB2018-59

Title:

Acknowledge receipt of letter from the Mississippi Department of Revenue granting ad valorem tax exemption to York International Corp, for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$1,856,803.00;adopt final order granting and allowing same.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VII.-4

Sponsors:

Enactment Date:

Attachments: York Reso-2017, DOR Letter York International., RES#2018-39, executed York Reso-2017

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018					

Text of Legislative File 2018-281

Title

Acknowledge receipt of letter from the Mississippi Department of Revenue granting ad valorem tax exemption to York International Corp, for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$1,856,803.00;adopt final order granting and allowing same.

Summary

Final Order of York International ad valorem tax exemption.

Budget Information

Expenditure Type

Purchasing Item

Publication Information

IN THE MATTER OF THE APPLICATION OF

YORK INTERNATIONAL CORPORATION FOR
EXEMPTION FROM AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **York International Corp.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of ten (10) years from and after January 1, 2017, with a total true value of **\$1,856,803.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)485, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 24, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$1,856,803.00** as applied for by the said **York International Corp.** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said **York International Corp.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s)485, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal property, as approved by the Mississippi Department of Revenue; and further, that

the said **York International Corp.** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of ten (10) years commencing on January 1, 2017, with a total true value of **\$1,856,803.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member _____, seconded by Council member _____, and was adopted by the following vote, to-wit:

YEAS:

NAYS:

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.
(SEAL)

ATTEST:

ADOPTED:

CLERK OF COUNCIL

PRESIDENT

The above and foregoing Order having been submitted to and approved by the Mayor, this the 6th day of March, 2018.

ATTEST:

APPROVED:

CITY CLERK

MAYOR



DEPARTMENT OF
REVENUE
STATE OF MISSISSIPPI

OFFICE OF PROPERTY TAX
EXEMPTIONS & PUBLIC UTILITIES BUREAU

January 24, 2018

Mr. Kermas Eaton
City Clerk
City of Hattiesburg
P O Box 1898
Hattiesburg, MS 39401

RE: Ad Valorem Taxation Exemption – York International Corp.

Dear Mr. Eaton:

In accordance with the authority conferred upon the MS Department of Revenue by Miss. Code Ann. Section 27-31-105 the Department hereby certifies that the above named enterprise is eligible for ad valorem tax exemption, and is in compliance with the provisions of the statute.

The exemption of the property is certified for a period of ten years, from and after January 1, 2017, with a total true value of \$1,856,803.

A final order is to be placed on the minutes declaring this property is exempt, the true value, and the dates when such exemption commences and expires.

According to Miss. Code Ann. Section 27-31-109, the clerk shall record the application and order approving the exemption and shall send a copy of the final order to the MS Department of Revenue.

Sincerely,

Paul J. Foreman, Director
Exemptions & Public Utilities Bureau

PJF: dm

cc: Mr. Joe McNight, Office of State Auditor
Ms. Mary Ann Palmer, Tax Assessor Forrest County

IN THE MATTER OF THE APPLICATION OF
YORK INTERNATIONAL CORPORATION FOR
EXEMPTION FROM AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **York International Corp.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of ten (10) years from and after January 1, 2017, with a total true value of **\$1,856,803.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)485, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 24, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$1,856,803.00** as applied for by the said **York International Corp.** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said **York International Corp.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s)485, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal property, as approved by the Mississippi Department of Revenue; and further, that

the said **York International Corp.** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of ten (10) years commencing on January 1, 2017, with a total true value of **\$1,856,803.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member George, seconded by Council member Delgado, and was adopted by the following vote, to-wit:

YEAS:

George
Delgado
Carroll
Dryden
Brown

NAYS: None

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.

(SEAL)

ATTEST:



CLERK OF COUNCIL

ADOPTED:



PRESIDENT

The above and foregoing Order having been submitted to and approved by the Mayor, this the 6th day of March, 2018.

ATTEST:



CITY CLERK

APPROVED:



MAYOR



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-280

File ID: 2018-280

Type: Resolution

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester:

File Created: 02/27/2018

Brief Title: Adopting final order of Western Container Corp ad
valorem tax exemption in the amount of
\$11,822,913.00.

Final Action:

Minute Book Number: MB2018-59

Title:

Acknowledge receipt of letter from the Mississippi Department of Revenue granting ad valorem tax exemption to Western Container Corporation, for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$11,822,913.00;adopt final order granting and allowing same.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VII.-5

Sponsors:

Enactment Date:

Attachments: Western Container Reso-2017, DOR Letter Western
Conatiner 2017, RES#2018-40, executed Western
Container Reso-2017

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018					

Text of Legislative File 2018-280

Title

Acknowledge receipt of letter from the Mississippi Department of Revenue granting ad valorem tax exemption to Western Container Corporation, for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$11,822,913.00;adopt final order granting and allowing same.

Summary

Final order of Western Container ad valorem tax exemption.

Budget Information

Expenditure Type

Purchasing Item

Publication Information

IN THE MATTER OF THE APPLICATION OF

WESTERN CONTAINER CORPORATION FOR
EXEMPTION FROM AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **Western Container Corp.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of ten (10) years from and after January 1, 2017, with a total true value of **\$11,822,913.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s) 484-485, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 24, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$11,822,913.00** as applied for by the said **Western Container Corp.** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said **Western Container Corp.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s) 484-485, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal property, as approved by the Mississippi Department of Revenue; and

further, that the said **Western Container Corp.** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of ten (10) years commencing on January 1, 2017, with a total true value of **\$11,822,913.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member _____, seconded by Council member _____, and was adopted by the following vote, to-wit:

YEAS:

NAYS:

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.
(SEAL)

ATTEST:

ADOPTED:

CLERK OF COUNCIL

PRESIDENT

The above and foregoing Order having been submitted to and approved by the Mayor, this the 6th day of March, 2018.

ATTEST:

APPROVED:

CITY CLERK

MAYOR



— DEPARTMENT OF —
REVENUE
STATE OF MISSISSIPPI

OFFICE OF PROPERTY TAX
EXEMPTIONS & PUBLIC UTILITIES BUREAU

January 24, 2018

Mr. Kermas Eaton
City Clerk
City of Hattiesburg
P O Box 1898
Hattiesburg, MS 39401

RE: Ad Valorem Taxation Exemption – Western Container Corporation

Dear Mr. Eaton:

In accordance with the authority conferred upon the MS Department of Revenue by Miss. Code Ann. Section 27-31-105 the Department hereby certifies that the above named enterprise is eligible for ad valorem tax exemption, and is in compliance with the provisions of the statute.

The exemption of the property is certified for a period of ten years, from and after January 1, 2017, with a total true value of \$11,822,913.

A final order is to be placed on the minutes declaring this property is exempt, the true value, and the dates when such exemption commences and expires.

According to Miss. Code Ann. Section 27-31-109, the clerk shall record the application and order approving the exemption and shall send a copy of the final order to the MS Department of Revenue.

Sincerely,

Paul J. Foreman, Director
Exemptions & Public Utilities Bureau

PJF: dm

cc: Mr. Joe McNight, Office of State Auditor
Ms. Mary Ann Palmer, Tax Assessor Forrest County
Mr. W. Eugene Magee, Attorney at Law

IN THE MATTER OF THE APPLICATION OF
WESTERN CONTAINER CORPORATION FOR
EXEMPTION FROM AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **Western Container Corp.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of ten (10) years from and after January 1, 2017, with a total true value of **\$11,822,913.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s) 484-485, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 24, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$11,822,913.00** as applied for by the said **Western Container Corp.** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said **Western Container Corp.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s) 484-485, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal property, as approved by the Mississippi Department of Revenue; and

further, that the said **Western Container Corp.** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of ten (10) years commencing on January 1, 2017, with a total true value of **\$11,822,913.00.**

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved. The above and foregoing Order, after having been first reduced to writing, was introduced by Council member George, seconded by Council member Delgado, and was adopted by the following vote, to-wit:

YEAS:	NAYS:
George	None
Delgado	
Carroll	
Dryden	
Brown	

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.
(SEAL)

ATTEST:	ADOPTED:
	
CLERK OF COUNCIL	PRESIDENT

The above and foregoing Order having been submitted to and approved by the Mayor, this the 6th day of March, 2018.

ATTEST:	APPROVED:
	
CITY CLERK	MAYOR



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-279

File ID: 2018-279

Type: Resolution

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester:

File Created: 02/27/2018

Brief Title: Adopting final order of Sofidel America Corp., ad
valorem tax exemption in the amount of
\$32,359,043.00.

Final Action:

Minute Book Number: MB2018-59

Title:

Acknowledge receipt of letter from the Mississippi Department of Revenue granting ad valorem tax exemption to Sofidel America Corp, for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$32,359,043.00;adopt final order granting and allowing same.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VII.-6

Sponsors:

Enactment Date:

Attachments: Sofidel Reso-2017, DOR letter Sofidel-2017,
RES#2018-41, executed Sofidel Reso-2017

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018					

Text of Legislative File 2018-279

Title

Acknowledge receipt of letter from the Mississippi Department of Revenue granting ad valorem tax exemption to Sofidel America Corp, for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$32,359,043.00;adopt final order granting and allowing same.

Summary

Final order of Sofidel ad valorem tax exemption.

Budget Information

Expenditure Type

Purchasing Item

Publication Information

IN THE MATTER OF THE APPLICATION OF
SOFIDEL AMERICA CORP. FOR EXEMPTION FROM
AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **Sofidel America Corp.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of ten (10) years from and after January 1, 2017, with a total true value of **\$32,359.43** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)339, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 24, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$32,359.43** as applied for by the said **Sofidel America Corp.** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said **Sofidel America Corp.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s)339, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal property, as approved by the Mississippi Department of Revenue; and further, that

the said **Sofidel America Corp.** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of ten (10) years commencing on January 1, 2017, with a total true value of **\$32,359.43**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member _____, seconded by Council member _____, and was adopted by the following vote, to-wit:

YEAS:

NAYS:

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.
(SEAL)

ATTEST:

ADOPTED:

CLERK OF COUNCIL

PRESIDENT

The above and foregoing Order having been submitted to and approved by the Mayor, this the 6th day of March, 2018.

ATTEST:

APPROVED:

CITY CLERK

MAYOR



DEPARTMENT OF
REVENUE
STATE OF MISSISSIPPI

OFFICE OF PROPERTY TAX
EXEMPTIONS & PUBLIC UTILITIES BUREAU

January 24, 2018

Mr. Kermas Eaton
City Clerk
City of Hattiesburg
P O Box 1898
Hattiesburg, MS 39401

RE: Ad Valorem Taxation Exemption – Sofidel America Corp.

Dear Mr. Eaton:

In accordance with the authority conferred upon the MS Department of Revenue by Miss. Code Ann. Section 27-31-105 the Department hereby certifies that the above named enterprise is eligible for ad valorem tax exemption, and is in compliance with the provisions of the statute.

The exemption of the property is certified for a period of ten years, from and after January 1, 2017, with a total true value of \$32,359,043.

A final order is to be placed on the minutes declaring this property is exempt, the true value, and the dates when such exemption commences and expires.

According to Miss. Code Ann. Section 27-31-109, the clerk shall record the application and order approving the exemption and shall send a copy of the final order to the MS Department of Revenue.

Sincerely,

Paul J. Foreman, Director
Exemptions & Public Utilities Bureau

PJF: dm

cc: Mr. Joe McNight, Office of State Auditor
Ms. Mary Ann Palmer, Tax Assessor Forrest County

IN THE MATTER OF THE APPLICATION OF
SOFIDEL AMERICA CORP. FOR EXEMPTION FROM
AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **Sofidel America Corp.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of ten (10) years from and after January 1, 2017, with a total true value of **\$32,359.43** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)339, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 24, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$32,359.43** as applied for by the said **Sofidel America Corp.** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said **Sofidel America Corp.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s)339, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal property, as approved by the Mississippi Department of Revenue; and further, that

the said **Sofidel America Corp.** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of ten (10) years commencing on January 1, 2017, with a total true value of **\$32,359.43**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member George, seconded by Council member Delgado, and was adopted by the following vote, to-wit:

YEAS:

George
Delgado
Carroll
Dryden
Brown

NAYS:

None

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.

(SEAL)

ATTEST:



CLERK OF COUNCIL

ADOPTED:



PRESIDENT

The above and foregoing Order having been submitted to and approved by the Mayor, this the 6th day of March, 2018.

ATTEST:



CITY CLERK

APPROVED:



MAYOR



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-278

File ID: 2018-278

Type: Resolution

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester:

File Created: 02/27/2018

Brief Title: Adopting final order of CCM Capital Assets, LLC ad
valorem tax exemption in the amount of \$3,871,008.00

Final Action:

Minute Book Number: MB2018-59

Title:

Acknowledge receipt of letter from the Mississippi Department of Revenue granting the requested ad valorem tax exemption to CCM Capital Assets, LLC., for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$3,871,008.00; adopt final order granting and allowing same.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VII.-7

Sponsors:

Enactment Date:

Attachments: DOR Letter CCM 2017, CCM Reso 2017,
RES#2018-42, executed CCM Reso 2017

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018					

Text of Legislative File 2018-278

Title

Acknowledge receipt of letter from the Mississippi Department of Revenue granting the requested ad valorem tax exemption to CCM Capital Assets, LLC., for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$3,871,008.00; adopt final order granting and allowing same.

Summary

Final order for CCM Capital Assets ad valorem tax exemption.

Budget Information

Expenditure Type

Purchasing Item

Publication Information



DEPARTMENT OF
REVENUE
STATE OF MISSISSIPPI

OFFICE OF PROPERTY TAX
EXEMPTIONS & PUBLIC UTILITIES BUREAU

January 18, 2018

Mr. Kermas Eaton
City Clerk
City of Hattiesburg
P O Box 1898
Hattiesburg, MS 39401

RE: Ad Valorem Taxation Exemption – CCM Capital Assets, LLC. And CCM Support

Dear Mr. Eaton:

In accordance with the authority conferred upon the MS Department of Revenue by Miss. Code Ann. Section 27-31-105 the Department hereby certifies that the above named enterprise is eligible for ad valorem tax exemption, and is in compliance with the provisions of the statute.

The exemption of the property is certified for a period of ten years, from and after January 1, 2017, with a total true value of \$3,871,008.

A final order is to be placed on the minutes declaring this property is exempt, the true value, and the dates when such exemption commences and expires.

According to Miss. Code Ann. Section 27-31-109, the clerk shall record the application and order approving the exemption and shall send a copy of the final order to the MS Department of Revenue.

Sincerely,

Paul J. Foreman, Director
Exemptions & Public Utilities Bureau

PJF: dm

cc: Mr. Joe McNight, Office of State Auditor
Ms. Mary Ann Palmer, Tax Assessor Forrest County
Mr. W. Eugene Magee, Butler Snow, LLP

IN THE MATTER OF THE APPLICATION OF
CCM CAPITAL ASSETS, LLC AND CCM SUPPORT.
FOR EXEMPTION FROM AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **CCM Capital Assets, LLC.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of ten (10) years from and after January 1, 2017, with a total true value of **\$3,871,008.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)482, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 18, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$3,871,008.00** as applied for by the said **CCM Capital Assets, LLC.** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said **Excel Injection Molding, Inc.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s)482, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal property, as approved by the Mississippi Department of Revenue; and

further, that the said **CCM Capital Assets, Inc.** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of ten (10) years commencing on January 1, 2017, with a total true value of **\$3,871,008.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member _____, seconded by Council member _____, and was adopted by the following vote, to-wit:

YEAS:

NAYS:

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.
(SEAL)

ATTEST:

ADOPTED:

CLERK OF COUNCIL

PRESIDENT

The above and foregoing Order having been submitted to and approved by the Mayor, this the 6th day of March, 2018.

ATTEST:

APPROVED:

CITY CLERK

MAYOR

IN THE MATTER OF THE APPLICATION OF
CCM CAPITAL ASSETS, LLC AND CCM SUPPORT.
FOR EXEMPTION FROM AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **CCM Capital Assets, LLC.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of ten (10) years from and after January 1, 2017, with a total true value of **\$3,871,008.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)482, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 18, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$3,871,008.00** as applied for by the said **CCM Capital Assets, LLC.** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said **Excel Injection Molding, Inc.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s)482, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal property, as approved by the Mississippi Department of Revenue; and

further, that the said **CCM Capital Assets, Inc.** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of ten (10) years commencing on January 1, 2017, with a total true value of **\$3,871,008.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.
The above and foregoing Order, after having been first reduced to writing, was introduced by Council member George, seconded by Council member Delgado, and was adopted by the following vote, to-wit:

YEAS:	NAYS:
George	None
Delgado	
Carroll	
Dryden	
Brown	

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.
(SEAL)

ATTEST:	ADOPTED:
	
CLERK OF COUNCIL	PRESIDENT

The above and foregoing Order having been submitted to and approved by the Mayor, this the 6th day of March, 2018.

ATTEST:	APPROVED:
	
CITY CLERK	MAYOR



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-277

File ID: 2018-277

Type: Resolution

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester:

File Created: 02/27/2018

Brief Title: Adopting final order of Excel Injection Molding ad valorem tax exemption in the amount of \$476,385.00

Final Action:

Minute Book Number: MB2018-59

Title:

Acknowledge receipt of letter from the Mississippi Department of Revenue granting the requested ad valorem tax exemption to Excel Injection Molding, Inc., for a period not to exceed five(5) years, commencing on January 1, 2017 and ending December 31, 2021, with a true total value of \$476,385.00; adopt final order granting and allowing same.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VII.-8

Sponsors:

Enactment Date:

Attachments: Excel final order reso-2017, DOR Letter Excel 2017, RES#2018-43, executed Excel final order reso-2017

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018					

Text of Legislative File 2018-277

Title

Acknowledge receipt of letter from the Mississippi Department of Revenue granting the requested ad valorem tax exemption to Excel Injection Molding, Inc., for a period not to exceed five(5) years, commencing on January 1, 2017 and ending December 31, 2021, with a true total value of \$476,385.00; adopt final order granting and allowing same.

Summary

Final order of Excel Injection Molding, ad valorem tax exemption.

Budget Information

Expenditure Type

Purchasing Item

Publication Information

IN THE MATTER OF THE APPLICATION OF

EXCEL INJECTION MOLDING, INC. FOR
EXEMPTION FROM AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **Excel Injection Molding, Inc.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of five (5) years from and after January 1, 2017, with a total true value of **\$476,385.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)479, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 18, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$1,561,338.00** as applied for by the said **Excel Injection Molding, Inc.** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said **Excel Injection Molding, Inc.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s)479, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the

personal property, as approved by the Mississippi Department of Revenue; and further, that the said **Excel Injection Molding, Inc.** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of ten (10) years commencing on January 1, 2017, with a total true value of **\$476,385.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member _____, seconded by Council member _____, and was adopted by the following vote, to-wit:

YEAS:

NAYS:

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.
(SEAL)

ATTEST:

ADOPTED:

CLERK OF COUNCIL

PRESIDENT

The above and foregoing Order having been submitted to and approved by the Mayor, this the 6th day of March, 2018.

ATTEST:

APPROVED:

CITY CLERK

MAYOR



— DEPARTMENT OF —
REVENUE
STATE OF MISSISSIPPI

OFFICE OF PROPERTY TAX
EXEMPTIONS & PUBLIC UTILITIES BUREAU

January 18, 2018

Mr. Kermas Eaton
City Clerk
City of Hattiesburg
P O Box 1898
Hattiesburg, MS 39401

RE: Ad Valorem Taxation Exemption – Excel Injection Molding, Inc.

Dear Mr. Eaton:

In accordance with the authority conferred upon the MS Department of Revenue by Miss. Code Ann. Section 27-31-105 the Department hereby certifies that the above named enterprise is eligible for ad valorem tax exemption, and is in compliance with the provisions of the statute.

The exemption of the property is certified for a period of five years, from and after January 1, 2017, with a total true value of \$476,385.

A final order is to be placed on the minutes declaring this property is exempt, the true value, and the dates when such exemption commences and expires.

According to Miss. Code Ann. Section 27-31-109, the clerk shall record the application and order approving the exemption and shall send a copy of the final order to the MS Department of Revenue.

Sincerely,

Paul J. Foreman, Director
Exemptions & Public Utilities Bureau

PJF: dm

cc: Mr. Joe McNight, Office of State Auditor
Ms. Mary Ann Palmer, Tax Assessor Forrest County

IN THE MATTER OF THE APPLICATION OF
EXCEL INJECTION MOLDING, INC. FOR
EXEMPTION FROM AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **Excel Injection Molding, Inc.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of five (5) years from and after January 1, 2017, with a total true value of **\$476,385.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)479, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 18, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$1,561,338.00** as applied for by the said **Excel Injection Molding, Inc.** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said **Excel Injection Molding, Inc.** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s)479, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the

personal property, as approved by the Mississippi Department of Revenue; and further, that the said **Excel Injection Molding, Inc.** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of ten (10) years commencing on January 1, 2017, with a total true value of **\$476,385.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member George, seconded by Council member Delgado, and was adopted by the following vote, to-wit:

YEAS:

George
Delgado
Carroll
Dryden
Brown

NAYS: None

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.

(SEAL)

ATTEST:



CLERK OF COUNCIL

ADOPTED:



PRESIDENT

The above and foregoing Order having been submitted to and approved by the Mayor, this the 6th day of March, 2018.

ATTEST:



CITY CLERK

APPROVED:



MAYOR



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-276

File ID: 2018-276

Type: Resolution

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester:

File Created: 02/27/2018

Brief Title: Adopting final order of Green Bay Converting ad valorem tax exemption in the amount of \$1,561,338.00.

Final Action:

Minute Book Number: MB2018-60

Title:

Acknowledge receipt of letter from the Mississippi Department of Revenue granting the requested ad valorem tax exemption to Green Bay Converting, Inc , for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$1,561,338.00;adopt final order granting and allowing same.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VII.-9

Sponsors:

Enactment Date:

Attachments: Green Bay Reso-2017, DOR Letter Green Bay Converting, RES#2018-44, executed Green Bay Reso-2017

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018					

Text of Legislative File 2018-276

Title

Acknowledge receipt of letter from the Mississippi Department of Revenue granting the requested ad valorem tax exemption to Green Bay Converting, Inc , for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$1,561,338.00;adopt final order granting and allowing same.

Summary

Final order of Green Bay Converting ad valorem tax exemption.

Budget Information

Expenditure Type

Purchasing Item

Publication Information

IN THE MATTER OF THE APPLICATION OF
GREEN BAY CONVERTING, INC FOR EXEMPTION
FROM AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **Green Bay Converting, Inc** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of ten (10) years from and after January 1, 2017, with a total true value of **\$1,561,338.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)479, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 18, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$1,561,338.00** as applied for by the said **Green Bay Converting, Inc.** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said Kohler Company for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s)479, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal property, as approved by the Mississippi Department of Revenue; and further, that the

said **Green Bay Converting, Inc.** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of ten (10) years commencing on January 1, 2017, with a total true value of **\$1,561,338.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member _____, seconded by Council member _____, and was adopted by the following vote, to-wit:

YEAS:

NAYS:

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.
(SEAL)

ATTEST:

ADOPTED:

CLERK OF COUNCIL

PRESIDENT

The above and foregoing Order having been submitted to and approved by the Mayor, this the 6th day of March, 2018.

ATTEST:

APPROVED:

CITY CLERK

MAYOR



DEPARTMENT OF
REVENUE
STATE OF MISSISSIPPI

OFFICE OF PROPERTY TAX
EXEMPTIONS & PUBLIC UTILITIES BUREAU

January 18, 2018

Mr. Kermas Eaton
City Clerk
City of Hattiesburg
P O Box 1898
Hattiesburg, MS 39401

RE: Ad Valorem Taxation Exemption – Green Bay Converting, Inc.

Dear Mr. Eaton:

In accordance with the authority conferred upon the MS Department of Revenue by Miss. Code Ann. Section 27-31-105 the Department hereby certifies that the above named enterprise is eligible for ad valorem tax exemption, and is in compliance with the provisions of the statute.

The exemption of the property is certified for a period of ten years, from and after January 1, 2017, with a total true value of \$1,561,338.

A final order is to be placed on the minutes declaring this property is exempt, the true value, and the dates when such exemption commences and expires.

According to Miss. Code Ann. Section 27-31-109, the clerk shall record the application and order approving the exemption and shall send a copy of the final order to the MS Department of Revenue.

Sincerely,

Paul J. Foreman, Director
Exemptions & Public Utilities Bureau

PJF: dm

cc: Mr. Joe McNight, Office of State Auditor
Ms. Mary Ann Palmer, Tax Assessor Forrest County

IN THE MATTER OF THE APPLICATION OF
GREEN BAY CONVERTING, INC FOR EXEMPTION
FROM AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **Green Bay Converting, Inc** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of ten (10) years from and after January 1, 2017, with a total true value of **\$1,561,338.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)479, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 18, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$1,561,338.00** as applied for by the said **Green Bay Converting, Inc.** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said Kohler Company for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s)479, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal property, as approved by the Mississippi Department of Revenue; and further, that the

said **Green Bay Converting, Inc.** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of ten (10) years commencing on January 1, 2017, with a total true value of **\$1,561,338.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member George, seconded by Council member Delgado, and was adopted by the following vote, to-wit:

YEAS:

George
Delgado
Carroll
Dryden
Brown

NAYS:

None

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.

(SEAL)

ATTEST:



CLERK OF COUNCIL

ADOPTED:



PRESIDENT

The above and foregoing Order having been submitted to and approved by the Mayor, this the 6th day of March, 2018.

ATTEST:



CITY CLERK

APPROVED:



MAYOR



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-275

File ID: 2018-275

Type: Resolution

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester:

File Created: 02/27/2018

Brief Title: Adopting final order of Wis-Pak ad valorem tax exemption in the amount of \$6,326,489.00

Final Action:

Minute Book Number: MB2018-60

Title:

Acknowledge receipt of letter from the Mississippi Department of Revenue granting an ad valorem tax exemption to Wis-Pak of Hattiesburg, LLC , for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$6,326,489.00;adopt final order granting and allowing same.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VII.-10

Sponsors:

Enactment Date:

Attachments: Wis Pak Reso-2017, DOR letter Wis-Pak, RES#2018-45, executed Wis Pak Reso-2017

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018					

Text of Legislative File 2018-275

Title

Acknowledge receipt of letter from the Mississippi Department of Revenue granting an ad valorem tax exemption to Wis-Pak of Hattiesburg, LLC , for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$6,326,489.00;adopt final order granting and allowing same.

Summary

Final order of Wis-Pak ad valorem tax exemption.

Budget Information

Expenditure Type

Purchasing Item

Publication Information

IN THE MATTER OF THE APPLICATION OF

WIS-PAK OF HATTIESBURG, LLC, LLC FOR
EXEMPTION FROM AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **Wis-Pak of Hattiesburg, LLC** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of ten (10) years from and after January 1, 2017, with a total true value of **\$6,326,489.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)480, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 18, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$6,326,489.00** as applied for by the said **Wis-Pak of Hattiesburg, LLC** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said Kohler Company for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s)480, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal prop-

erty, as approved by the Mississippi Department of Revenue; and further, that the said **Wis-Pak of Hattiesburg, LLC** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of ten (10) years commencing on January 1, 2017, with a total true value of **\$6,326,489.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member _____, seconded by Council member _____, and was adopted by the following vote, to-wit:

YEAS:

NAYS:

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.
(SEAL)

ATTEST:

ADOPTED:

CLERK OF COUNCIL

PRESIDENT

The above and foregoing Order having been submitted to and approved by the Mayor, this the 6th day of March, 2018.

ATTEST:

APPROVED:

CITY CLERK

MAYOR



DEPARTMENT OF
REVENUE
STATE OF MISSISSIPPI

OFFICE OF PROPERTY TAX
EXEMPTIONS & PUBLIC UTILITIES BUREAU

January 18, 2018

Mr. Kermas Eaton
City Clerk
City of Hattiesburg
P O Box 1898
Hattiesburg, MS 39401

RE: Ad Valorem Taxation Exemption – Wis-Pak of Hattiesburg, LLC.

Dear Mr. Eaton:

In accordance with the authority conferred upon the MS Department of Revenue by Miss. Code Ann. Section 27-31-105 the Department hereby certifies that the above named enterprise is eligible for ad valorem tax exemption, and is in compliance with the provisions of the statute.

The exemption of the property is certified for a period of ten years, from and after January 1, 2017, with a total true value of \$6,326,489.

A final order is to be placed on the minutes declaring this property is exempt, the true value, and the dates when such exemption commences and expires.

According to Miss. Code Ann. Section 27-31-109, the clerk shall record the application and order approving the exemption and shall send a copy of the final order to the MS Department of Revenue.

Sincerely,

Paul J. Foreman, Director
Exemptions & Public Utilities Bureau

PJF: dm

cc: Mr. Joe McNight, Office of State Auditor
Ms. Mary Ann Palmer, Tax Assessor Forrest County

RECEIVED

FEB 08 2018

BY: _____

IN THE MATTER OF THE APPLICATION OF
WIS-PAK OF HATTIESBURG, LLC, LLC FOR
EXEMPTION FROM AD VALOREM TAXATION
FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **Wis-Pak of Hattiesburg, LLC** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of ten (10) years from and after January 1, 2017, with a total true value of **\$6,326,489.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)480, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 18, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$6,326,489.00** as applied for by the said **Wis-Pak of Hattiesburg, LLC** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said Kohler Company for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s)480, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal prop-

erty, as approved by the Mississippi Department of Revenue; and further, that the said **Wis-Pak of Hattiesburg, LLC** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of ten (10) years commencing on January 1, 2017, with a total true value of **\$6,326,489.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member George, seconded by Council member Delgado, and was adopted by the following vote, to-wit:

YEAS: George
Delgado
Carroll
Dryden
Brown

NAYS: None

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.

(SEAL)

ATTEST:



CLERK OF COUNCIL

ADOPTED:



PRESIDENT

The above and foregoing Order having been submitted to and approved by the Mayor, this the 6th day of March, 2018.

ATTEST:



CITY CLERK

APPROVED:



MAYOR



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-274

File ID: 2018-274

Type: Resolution

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester:

File Created: 02/27/2018

Brief Title: Adopting final order of Mar-Jac ad valorem tax exemption in the amount of \$2,913,838.00

Final Action:

Minute Book Number: MB2018-60

Title:

Acknowledge receipt of letter from the Mississippi Department of Revenue granting the requested ad valorem tax exemption to Mar-Jac Poultry MS, LLC, for a period not to exceed five(5) years, commencing on January 1, 2017 and ending December 31, 2021, with a true total value of \$2,913,838.00;adopt final order granting and allowing same.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VII.-11

Sponsors:

Enactment Date:

Attachments: Mar-Jac Reso- 2017, DOR Letter Mar-Jac 2017, RES#2018-46, executed Mar-Jac Reso- 2017

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018					

Text of Legislative File 2018-274

Title

Acknowledge receipt of letter from the Mississippi Department of Revenue granting the requested ad valorem tax exemption to Mar-Jac Poultry MS, LLC, for a period not to exceed five(5) years, commencing on January 1, 2017 and ending December 31, 2021, with a true total value of \$2,913,838.00;adopt final order granting and allowing same.

Summary

Final order for Mar-Jac ad valorem tax exemption.

Budget Information

Expenditure Type

Purchasing Item

Publication Information

IN THE MATTER OF THE APPLICATION OF
MAR-JAC POULTRY MS, LLC FOR EXEMPTION
FROM AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **Mar-Jac Poultry MS, LLC** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of five (5) years from and after January 1, 2017, with a total true value of **\$2,913,838.00** and that the Council heretofore on the 16th day of January, A.D., 2018, by Resolution appearing in Municipal Minute Book 2018-1 at page(s) 14-15, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated February 9, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$2,913,838.00** as applied for by the said **Mar-Jac Poultry, LLC** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said Kohler Company for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2018 at page(s) 14-15, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal property, as approved by the Mississippi Department of Revenue; and further, that the

said **Mar-Jac Poultry MS, LLC** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of five (5) years commencing on January 1, 2017, with a total true value of **\$2,913,838.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member _____, seconded by Council member _____, and was adopted by the following vote, to-wit:

YEAS:

NAYS:

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.
(SEAL)

ATTEST:

ADOPTED:

CLERK OF COUNCIL

PRESIDENT

The above and foregoing Order having been submitted to and approved by the Mayor, this the 6th day of March, 2018.

ATTEST:

APPROVED:

CITY CLERK

MAYOR



— DEPARTMENT OF —
REVENUE
STATE OF MISSISSIPPI

OFFICE OF PROPERTY TAX
EXEMPTIONS & PUBLIC UTILITIES BUREAU

February 9, 2017

Mr. Kermas Eaton
City Clerk
City of Hattiesburg
P O Box 1898
Hattiesburg, MS 39401

RE: Ad Valorem Taxation Exemption – Mar-Jac Poultry MS, LLC.

Dear Mr. Eaton:

In accordance with the authority conferred upon the MS Department of Revenue by Miss. Code Ann. Section 27-31-105 the Department hereby certifies that the above named enterprise is eligible for ad valorem tax exemption, and is in compliance with the provisions of the statute.

The exemption of the property is certified for a period of five years, from and after January 1, 2017, with a total true value of \$2,913,838.

A final order is to be placed on the minutes declaring this property is exempt, the true value, and the dates when such exemption commences and expires.

According to Miss. Code Ann. Section 27-31-109, the clerk shall record the application and order approving the exemption and shall send a copy of the final order to the MS Department of Revenue.

Sincerely,

Paul J. Foreman, Director
Exemptions & Public Utilities Bureau

PJF: dm

cc: Mr. Joe McNight, Office of State Auditor
Ms. Mary Ann Palmer, Tax Assessor Forrest County

IN THE MATTER OF THE APPLICATION OF
MAR-JAC POULTRY MS, LLC FOR EXEMPTION
FROM AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **Mar-Jac Poultry MS, LLC** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of five (5) years from and after January 1, 2017, with a total true value of **\$2,913,838.00** and that the Council heretofore on the 16th day of January, A.D., 2018, by Resolution appearing in Municipal Minute Book 2018-1 at page(s) 14-15, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated February 9, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$2,913,838.00** as applied for by the said **Mar-Jac Poultry, LLC** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said Kohler Company for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2018 at page(s) 14-15, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal property, as approved by the Mississippi Department of Revenue; and further, that the

said **Mar-Jac Poultry MS, LLC** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of five (5) years commencing on January 1, 2017, with a total true value of **\$2,913,838.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member George, seconded by Council member Delgado, and was adopted by the following vote, to-wit:

YEAS:

George
Delgado
Carroll
Dryden
Brown

NAYS:

None

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.

(SEAL)

ATTEST:



CLERK OF COUNCIL

ADOPTED:



PRESIDENT

The above and foregoing Order having been submitted to and approved by the Mayor, this the 6th day of March, 2018.

ATTEST:



CITY CLERK

APPROVED:



MAYOR



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-272

File ID: 2018-272

Type: Resolution

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester:

File Created: 02/27/2018

Brief Title: Adopting final order of SPG Holdings ad valorem tax exemption in the amount of \$4,174,137.00

Final Action:

Minute Book Number: MB2018-60

Title:

Acknowledge receipt of letter from the Mississippi Department of Revenue granting and allowing the requested ad valorem tax exemption to SPG Holdings DBA Hattiesburg Paper, for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$ 4,174,137.00; and adopt final order granting and allowing the same.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VII.-12

Sponsors:

Enactment Date:

Attachments: SPG Holdings-Final order 2017, DOR Letter SPG Holdings-2017, RES#2018-47, executed SPG Holdings-Final order 2017

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018					

Text of Legislative File 2018-272

Title

Acknowledge receipt of letter from the Mississippi Department of Revenue granting and allowing the requested ad valorem tax exemption to SPG Holdings DBA Hattiesburg Paper, for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$ 4,174,137.00; and adopt final order granting and allowing the same.

Summary

Final Order for SPG Holdings.

Budget Information

Expenditure Type

Purchasing Item

Publication Information

IN THE MATTER OF THE APPLICATION OF
SPG HOLDINGS, LLC DBA HATTIESBURG PAPER.
FOR EXEMPTION FROM AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **SPG Holdings, LLC** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of ten (10) years from and after January 1, 2017, with a total true value of **\$4,174,137.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)484, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 29, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$4,174,137.00** as applied for by the said **SPG Holdings** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said **SPG Holdings** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s)484, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal property, as approved by the Mississippi Department of Revenue; and further, that the

said **SPG Holdings** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of ten (10) years commencing on January 1, 2017, with a total true value of **\$4,174,137.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member _____, seconded by Council member _____, and was adopted by the following vote, to-wit:

YEAS:

NAYS:

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.
(SEAL)

ATTEST:

ADOPTED:

CLERK OF COUNCIL

PRESIDENT

The above and foregoing Order having been submitted to and Approved by the Mayor, this the 6th day of March, 2018.

ATTEST:

APPROVED:

CITY CLERK

MAYOR



DEPARTMENT OF
REVENUE
STATE OF MISSISSIPPI

OFFICE OF PROPERTY TAX
EXEMPTIONS & PUBLIC UTILITIES BUREAU

January 29, 2018

Mr. Kermas Eaton
City Clerk
City of Hattiesburg
P O Box 1898
Hattiesburg, MS 39401

RE: Ad Valorem Taxation Exemption – SPG Holdings, LLC dba Hattiesburg Paper

Dear Mr. Eaton:

In accordance with the authority conferred upon the MS Department of Revenue by Miss. Code Ann. Section 27-31-105 the Department hereby certifies that the above named enterprise is eligible for ad valorem tax exemption, and is in compliance with the provisions of the statute.

The exemption of the property is certified for a period of ten years, from and after January 1, 2017, with a total true value of \$4,174,137.

A final order is to be placed on the minutes declaring this property is exempt, the true value, and the dates when such exemption commences and expires.

According to Miss. Code Ann. Section 27-31-109, the clerk shall record the application and order approving the exemption and shall send a copy of the final order to the MS Department of Revenue.

Sincerely,

Paul J. Foreman, Director
Exemptions & Public Utilities Bureau

PJF: dm

cc: Mr. Joe McNight, Office of State Auditor
Ms. Mary Ann Palmer, Tax Assessor Forrest County

IN THE MATTER OF THE APPLICATION OF
SPG HOLDINGS, LLC DBA HATTIESBURG PAPER.
FOR EXEMPTION FROM AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **SPG Holdings, LLC** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of ten (10) years from and after January 1, 2017, with a total true value of **\$4,174,137.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)484, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 29, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$4,174,137.00** as applied for by the said **SPG Holdings** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said **SPG Holdings** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s)484, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal property, as approved by the Mississippi Department of Revenue; and further, that the

said **SPG Holdings** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of ten (10) years commencing on January 1, 2017, with a total true value of **\$4,174,137.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member George, seconded by Council member Delgado, and was adopted by the following vote, to-wit:

YEAS:

George
Delgado
Carroll
Dryden
Brown

NAYS:

None

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.

(SEAL)

ATTEST:


CLERK OF COUNCIL

ADOPTED:


PRESIDENT

The above and foregoing Order having been submitted to and Approved by the Mayor, this the 6th day of March, 2018.

ATTEST:


CITY CLERK

APPROVED:


MAYOR



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-271

File ID: 2018-271

Type: Resolution

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester:

File Created: 02/26/2018

Brief Title: Adopting final order of Zeon Chemicals ad valorem tax exemption, in the amount of \$1,106,470.00

Final Action:

Minute Book Number: MB2018-60

Title:

Acknowledge receipt of letter from the Mississippi Department of Revenue granting and allowing the requested ad valorem tax exemption to Zeon Chemicals, L.P., for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$ 1,106,470.00; and adopt final order granting and allowing the same.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VII.-13

Sponsors:

Enactment Date:

Attachments: Zeon Chemicals Resolution-2017, DOR Letter Zeon 2017, RES#2018-48, executed Zeon Chemicals Resolution-2017

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018					

Text of Legislative File 2018-271

Title

Acknowledge receipt of letter from the Mississippi Department of Revenue granting and allowing the requested ad valorem tax exemption to Zeon Chemicals, L.P., for a period not to exceed ten(10) years, commencing on January 1, 2017 and ending December 31, 2026, with a true total value of \$ 1,106,470.00; and adopt final order granting and allowing the same.

Summary

Adopting final order granting an ad valorem tax exemption to Zeon Chemicals.

Budget Information
Expenditure Type

Purchasing Item
Publication Information

IN THE MATTER OF THE APPLICATION OF
ZEON CHEMICALS, L.P. FOR EXEMPTION FROM
AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **Zeon Chemicals** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of ten (10) years from and after January 1, 2017, with a total true value of **\$1,106,470.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)480, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 29, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$1,106,470.00** as applied for by the said **Zeon Chemicals** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said **Zeon Chemicals** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s)480, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal property, as approved by the Mississippi Department of Revenue; and further, that the

said **Zeon Chemicals** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of ten (10) years commencing on January 1, 2017, with a total true value of **\$1,106,470.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member _____, seconded by Council member _____, and was adopted by the following vote, to-wit:

YEAS:

NAYS:

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.
(SEAL)

ATTEST:

ADOPTED:

CLERK OF COUNCIL

PRESIDENT

The above and foregoing Order having been submitted to and
Approved by the Mayor, this the 6th day of March, 2018.

ATTEST:

APPROVED:

CITY CLERK

MAYOR



— DEPARTMENT OF —
REVENUE
STATE OF MISSISSIPPI

OFFICE OF PROPERTY TAX
EXEMPTIONS & PUBLIC UTILITIES BUREAU

January 29, 2018

Mr. Kermas Eaton
City Clerk
City of Hattiesburg
P O Box 1898
Hattiesburg, MS 39401

RE: Ad Valorem Taxation Exemption – Zeon Chemicals, L.P.

Dear Mr. Eaton:

In accordance with the authority conferred upon the MS Department of Revenue by Miss. Code Ann. Section 27-31-105 the Department hereby certifies that the above named enterprise is eligible for ad valorem tax exemption, and is in compliance with the provisions of the statute.

The exemption of the property is certified for a period of ten years, from and after January 1, 2017, with a total true value of \$1,106,470.

A final order is to be placed on the minutes declaring this property is exempt, the true value, and the dates when such exemption commences and expires.

According to Miss. Code Ann. Section 27-31-109, the clerk shall record the application and order approving the exemption and shall send a copy of the final order to the MS Department of Revenue.

Sincerely,

Paul J. Foreman, Director
Exemptions & Public Utilities Bureau

PJF: dm

cc: Mr. Joe McNight, Office of State Auditor
Ms. Mary Ann Palmer, Tax Assessor Forrest County

IN THE MATTER OF THE APPLICATION OF
ZEON CHEMICALS, L.P. FOR EXEMPTION FROM
AD VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of **Zeon Chemicals** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of ten (10) years from and after January 1, 2017, with a total true value of **\$1,106,470.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)480, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 29, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$1,106,470.00** as applied for by the said **Zeon Chemicals** and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said **Zeon Chemicals** for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 2017 at page(s)480, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal property, as approved by the Mississippi Department of Revenue; and further, that the

said **Zeon Chemicals** be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of ten (10) years commencing on January 1, 2017, with a total true value of **\$1,106,470.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member George, seconded by Council member Delgado, and was adopted by the following vote, to-wit:

YEAS:

George
Delgado
Carroll
Dryden
Brown

NAYS:

None

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.

(SEAL)

ATTEST:



CLERK OF COUNCIL

ADOPTED:



PRESIDENT

The above and foregoing Order having been submitted to and Approved by the Mayor, this the 6th day of March, 2018.

ATTEST:



CITY CLERK

APPROVED:



MAYOR



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-269

File ID: 2018-269

Type: Resolution

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester:

File Created: 02/26/2018

Brief Title: Adopting final order of Kohler ad valorem tax exemption, in the amount of \$7,397,461.00.

Final Action:

Minute Book Number: MB2018-60

Title:

Acknowledge receipt of letter from the Mississippi Department of Revenue granting the requested ad valorem tax exemption to Kohler Company, for a period not to exceed ten(10) years, commencing on January 1, 2017 December 31, 2021, with a true total value of \$7,397,461.00; and adopt final order granting and allowing the same.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number:

Sponsors:

Enactment Date:

Attachments: Kohler 2017 Final Order Resolution, DOR
Letter-Kohler 2017, RES#2018-49, executed Kohler
2017 Final Order Resolution

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018					

Text of Legislative File 2018-269

Title

Acknowledge receipt of letter from the Mississippi Department of Revenue granting the requested ad valorem tax exemption to Kohler Company, for a period not to exceed ten(10) years, commencing on January 1, 2017 December 31, 2021, with a true total value of \$7,397,461.00; and adopt final order granting and allowing the same.

Summary

Final Order for Kohler Company.

Budget Information
Expenditure Type

Purchasing Item
Publication Information

IN THE MATTER OF THE APPLICATION OF
KOHLER COMPANY FOR EXEMPTION FROM AD
VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of Kohler Company for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of ten (10) years from and after January 1, 2017, with a total true value of **\$7,397,461.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)483, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 25, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$7,397,461.00** as applied for by the said Kohler Company and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said Kohler Company for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 20176 at page(s)483, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal property, as approved by the Mississippi Department of Revenue; and further, that the

said Kohler Company be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of ten (10) years commencing on January 1, 2017, with a total true value of **\$7,397,461.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member _____, seconded by Council member _____, and was adopted by the following vote, to-wit:

YEAS:

NAYS:

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.
(SEAL)

ATTEST:

ADOPTED:

CLERK OF COUNCIL

PRESIDENT

The above and foregoing Order having been submitted to and approved by the Mayor, this the 6th day of March, 2018.

ATTEST:

APPROVED:

CITY CLERK

MAYOR



DEPARTMENT OF
REVENUE
STATE OF MISSISSIPPI

OFFICE OF PROPERTY TAX
EXEMPTIONS & PUBLIC UTILITIES BUREAU

January 25, 2018

Mr. Kermas Eaton
City Clerk
City of Hattiesburg
P O Box 1898
Hattiesburg, MS 39401

RE: Ad Valorem Taxation Exemption – Kohler Company

Dear Mr. Eaton:

In accordance with the authority conferred upon the MS Department of Revenue by Miss. Code Ann. Section 27-31-105 the Department hereby certifies that the above named enterprise is eligible for ad valorem tax exemption, and is in compliance with the provisions of the statute.

The exemption of the property is certified for a period of ten years, from and after January 1, 2017, with a total true value of \$7,397,461.

A final order is to be placed on the minutes declaring this property is exempt, the true value, and the dates when such exemption commences and expires.

According to Miss. Code Ann. Section 27-31-109, the clerk shall record the application and order approving the exemption and shall send a copy of the final order to the MS Department of Revenue.

Sincerely,

Paul J. Foreman, Director
Exemptions & Public Utilities Bureau

PJF: dm

cc: Mr. Joe McNight, Office of State Auditor
Ms. Mary Ann Palmer, Tax Assessor Forrest County
Mr. Stephen M. Wilson, Attorney at Law

IN THE MATTER OF THE APPLICATION OF
KOHLER COMPANY FOR EXEMPTION FROM AD
VALOREM TAXATION

FINAL ORDER GRANTING AND ALLOWING AD
VALOREM TAX EXEMPTION

THERE came on for further consideration and final determination by the Mayor and City Council of the City of Hattiesburg, Mississippi, the matter of the Application of Kohler Company for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, as set forth in full in said Application; and the Council having carefully inquired into the matter and maturely considered the same, and being fully advised in the premises, does hereby find, sustain and adjudicate as follows:

THE Council finds that said Applicant has previously filed with it, in due and proper form, an Application for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon the tangible property of said Applicant as identified and described in said Application for a period of ten (10) years from and after January 1, 2017, with a total true value of **\$7,397,461.00** and that the Council heretofore on the 19th day of December, A.D., 2017, by Resolution appearing in Municipal Minute Book 2017 at page(s)483, duly passed, adopted, made and entered said appropriate Resolution approving said Application and granting the ad valorem tax exemption therein sought, subject, however, to action of the Mississippi Department of Revenue as provided by law, and directing that appropriate certified transcript or copies of said Application and said Resolution be transmitted to the said Mississippi Department of Revenue for appropriate action by it as provided and required by Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and any and all other provisions of law.

The Council has now received a letter from the Director of the Property Tax Bureau of said Mississippi Department of Revenue dated January 25, 2018, approving the ad valorem tax exemption for the personal property in the amount of **\$7,397,461.00** as applied for by the said Kohler Company and appended and subjoined hereto as a part of this Order and made a part hereof as fully and for all purposes as if set forth at length herein; and it is now appropriate, proper and in the best interest of the City of Hattiesburg and all of the parties of interest that action be taken upon said matter and final disposition be made thereof pursuant to all provisions of law.

IT IS, THEREFORE, THE JUDGEMENT OF THE MAYOR AND CITY COUNCIL. AND IT IS ACCORDINGLY HEREBY ORDERED, pursuant to the provisions of Sections 27-31-101, et seq., Mississippi Code of 1972, Annotated, and all other provisions of applicable law, that the Application of the said Kohler Company for exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, approved by Resolution of the Council in the City of Hattiesburg, Minute Book 20176 at page(s)483, and the same being incorporated herein by specific reference thereto, be and the same is hereby, in all respects and in every particular, approved and allowed for the personal property, as approved by the Mississippi Department of Revenue; and further, that the

said Kohler Company be, and is hereby, granted and allowed exemption from all ad valorem taxation in the City of Hattiesburg, Forrest County, Mississippi within the jurisdiction of the Council and its power to levy, except State and School District Ad Valorem Taxation, upon all of the tangible property as identified, described and otherwise set forth in said application hereinabove referred to, all for a term or period of ten (10) years commencing on January 1, 2017, with a total true value of **\$7,397,461.00**.

IT IS FURTHER ORDERED that the City Clerk of the City of Hattiesburg, be and he is hereby authorized, empowered and directed to record this Order approving such application and granting ad valorem taxation exemption applied for, in the municipal records and to take all other action necessary or required by law to grant said tax exemption herein approved.

The above and foregoing Order, after having been first reduced to writing, was introduced by Council member George, seconded by Council member Delgado, and was adopted by the following vote, to-wit:

YEAS: George
Delgado
Carroll
Dryden
Brown

NAYS: None

The President thereby declared the motion carried and the Order adopted, this the 6th day of March, 2018.

(SEAL)

ATTEST:


CLERK OF COUNCIL

ADOPTED:


PRESIDENT

The above and foregoing Order having been submitted to and approved by the Mayor, this the 6th day of March, 2018.

ATTEST:


CITY CLERK

APPROVED:


MAYOR



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-286

File ID: 2018-286

Type: Regular Agenda Item

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester:

File Created: 02/27/2018

Brief Title: Request for Proposals for Hub City Transit Farebox Management System.

Final Action:

Minute Book Number: MB2018-60

Title:

Approve and Authorize advertisement for Request for Proposals for Hub City Transit Farebox Management System.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VII.-15

Sponsors:

Enactment Date:

Attachments: HCT-RFP-Farebox Management System

Enactment Number:

Contact:

Meeting Date:

Drafter:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018					

Text of Legislative File 2018-286

Title

Approve and Authorize advertisement for Request for Proposals for Hub City Transit Farebox Management System.

Summary

RFP for HCT Farebox Management System.

Budget Information

Expenditure Type

Purchasing Item

Publication Information

Hub City Transit



**Farebox Management System
Request For Proposals**

Hattiesburg, Mississippi
Date: March 6, 2018

Due Date: April 5, 2018
Time: 10:00 A.M. CST

Receipt Location:
Office of the City Clerk
City of Hattiesburg City Hall
200 Forrest Street
Hattiesburg, Mississippi 39401

REQUEST FOR PROPOSALS

RFP #HCT2018-01

Hub City Transit FAREBOX MANAGEMENT SYSTEM

RELEASE DATE: March 6, 2018

The City of Hattiesburg (COH) via Hub City Transit (HCT) is seeking the services of a qualified Contractor to furnish and deliver the specified quantity of electronic validating bus fareboxes, data processing equipment, spare parts and other goods and services described in these specifications. All equipment shall be provided with the appropriate license(s) and copies of software and firmware required to operate the system.

Base Equipment and Services to Be Provided

The Contractor shall provide to COH the following equipment and service for the base system:

- Electronic validating bus fareboxes, each furnished with Ticket Receipt Issuing Machine, Magnetic Card Reader, Bar Code Reader, Smart Card Reader, WIFI, and one cashbox. Each farebox shall be equipped with all standard items and features specified herein.
- Installation of fareboxes on buses;
- Data collection and reporting system, including necessary hardware, software and communications equipment;
- Installation and test of the data system;
- Bus operator and maintenance training manuals;
- Documentation for operation and maintenance of the equipment;
- Spare parts as specified (10% farebox equipment);

The deadline for Bidders to submit written questions for information and/or clarification is **10:00 AM on Thursday, March 29, 2018**. All written questions received by this deadline will be answered in a written addendum.

The deadline for receipt of all submittals is **10:00 AM on Thursday, April 5, 2018**.

All Proposal responses should be mailed or delivered to:

Office of the City Clerk
City of Hattiesburg City Hall
Attn: Cecilia Jones
200 Forrest Street
Hattiesburg, Mississippi 39401

Official bid documents can be downloaded from Central Bidding at www.centralbidding.com. Electronic bids and/or reverse auction bids can be submitted at www.centralbidding.com. For any questions relating to the electronic bid process, please call Central Bidding at 225-810-4814.

Note: The deadline shown above 10:00 A.M on Thursday April 5, 2018 is extremely important. The completed proposal must have been physically received on or prior to that deadline. If you plan to have your proposal delivered other than by personal delivery, please remember that even though the proposal may be postmarked prior to the deadline, if it is not received by the deadline time and date, it absolutely cannot be considered.

TABLE OF CONTENTS

Overview	2
1.0 Introduction	4
2.0 Scope of Work	6
2.1 Technical Requirements	13
2.2 Documentation	49
2.3 Training	49
2.4 Installation and Spare Parts	50
3.0 Proposal Content Requirements	52
4.0 Selection Criteria/Selection Process	53
5.0 Requested Response Format	54
Attachment A	66
Attachment B	67
Attachment C	68
Attachment D	70
Attachment E Price Schedule	71

1.0 Introduction

The City of Hattiesburg, Mississippi and the Hub City Transit (HCT) operate a Federal Transit Administration Section 5311 funded fixed route and paratransit system serving the Hattiesburg community. Hub City Transit (HCT) currently operates four fixed routes but will add at least two additional routes in the fall of 2018.

HCT provides public transportation services within the Hattiesburg Urbanized Area, with the authority to determine scope (routes, equipment, and facilities) and standards of the service to be provided. HCT is subject to the regulations of the US Department of Transportation (DOT), Federal Transit Authority (FTA), Mississippi Department of Transportation (MDOT), and federal, state and local laws.

1.1 Proposal Schedule

Proposals shall be solicited and evaluated by the following schedule:

Publish/Release Solicitation	_____	March 6, 2018
Deadline for Written Questions	_____	March 29, 2018 by 10:00 AM
Deadline for Proposals	_____	April 5, 2018 by 10:00 AM
Evaluation Process	_____	Approximately April 12, 2018
Interview with Selected Bidders	_____	Approximately April 19, 2018

A. Submission

One (1) digital, One (1) original (unbound) and four (4) copies of the Proposal shall be submitted no later than 10:00 AM EST to the following address:

Office of the City Clerk
City of Hattiesburg City Hall
Attn: Cecilia Jones
200 Forrest Street
Hattiesburg, Mississippi 39401

Any proposals received after the scheduled deadline on the closing date will be immediately disqualified in accordance with HCT and COH policies.

Proposals shall be submitted in a sealed box or envelope that is labeled with the Bidder's name and identified as containing a Proposal responding to RFP #HCT2018-01 for "Farebox Management System".

No oral, facsimile, telegraphic proposals or subsequent modifications to such proposals will be considered except as specified herein.

B. Addenda

In the event it becomes necessary to revise any part of the RFP, addenda will be provided to all firms who received or requested the RFP document from COH.

C. Proposal review process

The procurement of these Offeror's services will be in accordance with HCT and other applicable federal, state and local laws, regulations and procedures.

Proposals shall be submitted as set forth in this RFP. The selection committee will review and evaluate Proposals in accordance with the requirements and instructions contained in this RFP.

Following evaluation of the proposals, the Selection Committee may sub-select finalist and may invite finalists to interview. Such process is at the selection committee's discretion.

1.2 Instructions and General Conditions

A. BIDDERS RESPONSIBILITY

Bidder shall fully acquaint itself with the conditions relating to the scope and restrictions attending the execution of the services under the conditions of the RFP. The failure or omission of a Bidder to acquaint itself with the existing conditions shall in no way relieve it of any obligation with respect to the proposal submitted by the Bidder to any contract resulting from this RFP.

B. DUTY TO INQUIRE

Should a Bidder find discrepancies or omissions in this RFP, or should the Bidder be in doubt as to meanings, the Bidder shall at once notify COH in writing prior to the last day for written questions. If additional clarification is warranted, a written addendum will be sent to all persons or firms receiving this RFP.

C. SIGNATURE REQUIREMENTS

Only authorized officers eligible to sign contract documents will be accepted. Consortiums, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity. This proposal should indicate the responsible entity. Bidders should be aware that joint responsibility and liability will attach to any resulting contract and failure of one party in a joint venture to perform will not relieve the other party or parties of total responsibility for performance.

D. WAIVER

By submission of its proposal, the Bidder represents and warrants that it has sufficiently informed itself in all matters affecting the performance of the work or the furnishing of the labor, services, supplies, materials, or equipment called for in the solicitation; that it has checked the proposal for errors and omissions; that the prices and costs stated in its proposal are intended by it; and, are a complete and correct statement of its prices and costs for providing the labor, services, supplies, materials, or equipment required.

E. CONFIDENTIAL INFORMATION

All proposals received become the exclusive property of COH. At such time, as a Contract is agreed to by the contractor and the Board, all proposals submitted will become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which constitute confidential and proprietary information or trade secrets as those terms are used in Ordinance 2349 as adopted by the COH on November 6, 2017 and which are so marked as "TRADE SECRET,"

“CONFIDENTIAL” or “PROPRIETARY.” However, proposals which indiscriminately identify all or most of the proposal as exempt from disclosure without justification may be released pursuant to a freedom of information request. COH shall not in any way be liable or responsible to any Bidder or other person for any disclosure of any such records or portions thereof, whether the disclosure is deemed to be required by law, by an order of a court, or occurs through inadvertence, mistake, or negligence on the part of COH or its officers, agents, or employees. Any legal costs associated with determination of what is excluded or included in a public records request is at the expense of the Bidder.

Offerors should not simply mark their entire proposal as Confidential or exempt from Freedom of Information Act. Doing so will result in COH’s making an independent determination of confidentiality or exemption. COH further hereby disclaims any responsibility for any information which is disclosed as a result of such independent determination of confidentiality or exemption necessitated by the Offerors’ failure to properly follow this section.

F. REVISION TO RFP

The COH reserves the right, when necessary, to postpone the times in which proposals are scheduled to be received and opened, and to amend part or all of the RFP. Prompt notification of such postponement or amendment shall be given by the COH to all perspective Bidders who have requested or received copies of the RFP. Receipt of all addenda must be acknowledged in the proposals received by COH.

G. PROTEST PROCEDURES

Any prospective Bidder or contractor who is aggrieved in connection with the solicitation of a contract may protest to COH. Any such protest must be delivered in writing within five days of the issuance of the RFP. Or within five days of the amendment thereto if the amendment is at issue. A protest must set forth all specific grounds of protest in detail and explain the factual and legal basis for each issue raised. This project is to be funded in part by FTA and is subject to FTA rules and regulations. FTA only accepts protests alleging that a grantee fails to have written protest procedures or has violated such procedures or fails to review a complaint or protest.

H. WITHDRAWAL OF PROPOSAL

No proposal may be withdrawn after the proposals have been opened.

2.0 SCOPE OF WORK

The Contractor shall furnish and deliver the specified quantity of electronic validating bus fareboxes, data processing equipment, spare parts and other goods and services described in these specifications. All equipment shall be provided with the appropriate license(s) and copies of software and firmware required to operate the system.

The Contractor shall install the fare collection equipment and perform all tasks necessary to configure it into a complete system, with each item thoroughly tested and ready for operation. COH will subject the equipment to tests indicated herein to determine that it is free of manufacturing and material defects and is suitable for installation and use in revenue service.

A. Site Visit

The Contractor shall make at least one on-site visit within seven (7) working days after bid award to conduct on-site surveys that may be necessary to familiarize themselves with the proposed locations of the revenue collection equipment and the layout and organization of the HCT bus facility. The Contractor shall contact HCT prior to the visit. Failure to comply will result of the award going to the next compliant bidder. It should be noted that HCT will be operating in a temporary facility at the time of award and will move into permanent facility in late 2018. Consideration shall be given to this fact during site visit and in planning ahead to move facility equipment.

B. Quality of Work

New Materials

All materials and equipment shall be new and not used or rebuilt. The new materials and equipment shall be of recent manufacture and not of such age that their performance would be adversely affected.

Modular Construction

To the extent possible, modular construction techniques shall be employed in the manufacture of the equipment. In all cases where more than one unit of equipment shall be provided, e.g., fareboxes, cashboxes, vaults, etc., each unit shall be identical in manufacture and function with the others and all units and their components shall be freely interchangeable to the extent practical.

Commercial Standards

To ensure consistent high quality, the Contractor shall be certified as compliant with the ISO 9001 quality assurance standard promulgated by the International Standards Organization. The workmanship employed by the Contractor shall be of the best quality and of the highest standard of commercially acceptable practice for the class of work, and shall result in the equipment having a neat, clean and finished appearance.

C. Delivery Schedule

Schedule of Events

The Contractor shall provide COH with a schedule for the manufacture, delivery, and installation (if specified) of equipment, training programs, and delivery of documentation.

Delivery Time – Standard Equipment

Contractor shall make the initial delivery of standard production equipment within 90 days following Contract Award or issuance of written Notice to Proceed, provided standard product is purchased. All equipment shall be installed and all specified services completed in not more than 120 days following Contract Award or Notice to Proceed.

Delivery Time – Custom Features/Special Equipment/Software

If Contractor is required to provide custom/special features requiring custom work, special equipment and/or software, additional time shall be required above and beyond the time indicated above. Contractor shall indicate proposed schedule of events indicating initial delivery and anticipated completion of work.

D. Work to be Performed by HCT

Equipment Related to HCT

1. COH shall make buses available to the Contractor for installation work. The Contractor shall propose an installation schedule for COH's approval. COH shall provide a mechanic and supervisor at the garage location where installation tasks are to be performed, and shall provide movement of buses as necessary. COH shall approve all installation plans and procedures by Contractor, and shall assist the Contractor in coordinating the actual equipment installation.
2. COH shall provide adequate storage space at the garage location to store the fareboxes and related equipment upon delivery from the Contractor. This storage shall be secure and protected from the weather.
3. COH shall provide adequate and secure office space in the building where the probing computer is to be installed. This space shall be heated and air-conditioned so that the temperature range is between 65 and 90 degrees.
4. COH shall perform system acceptance testing on all computer hardware delivered in accordance with these specifications.

E. Work to be Performed By Contractor

The Contractor shall perform the following work:

1. The Contractor shall be responsible for all work and expenses relating to the design, manufacture, and delivery of the equipment to each location specified by COH.
2. For those items of equipment to be installed by the Contractor, the Contractor shall provide all hardware and other materials and all personnel and supervision necessary for installation in accordance with the schedule proposed by the Contractor and approved by COH.
3. The equipment, subsequent to testing, shall be complete in every respect and ready for revenue service.
4. All equipment delivered shall be of the latest engineering and software change level available and shall incorporate modifications for all known operational problems.
5. The Contractor shall deliver the equipment to the location specified by COH, which shall provide suitable storage facilities prior to installation of the equipment.
6. Revenue collection vault(s) shall be installed at a location specified by COH.
7. The Contractor shall make available full and competent engineering services to identify and correct all problems associated with the performance of its equipment prior to going into service.

8. Contractor shall be responsible for repairs under the terms and conditions of the warranty provisions indicated herein. Subsequent to the warranty period any parts, assemblies, and equipment shipped to the Contractor for repairs shall be subject to repair charges in accordance with an agreed upon schedule of prices or quotation for parts and labor.
9. The Contractor shall provide the services of a qualified representative to meet with COH to provide consultation and instructions regarding installation of the equipment specified herein. For installation of equipment, the Contractor shall use the existing electrical power available on COH vehicles.
10. The Contractor shall inspect the AC power available for the data system at the bus garages. If inadequate the Contractor shall inform COH staff of the necessary modifications.
11. All work shall be performed and completed in conformance with these specifications and in accordance with the schedule described herein or accepted in writing by COH.

F. Acceptance Testing

General

Acceptance testing shall serve to confirm that the entire system has been designed, built and installed with sufficient quality to meet the requirements of this specification.

Test Plan

All tests shall be done in accordance with a written test plan reflective of the specifications provided herein. The results of any and all testing, whether conducted by the Contractor or COH, shall be made available to both parties.

Acceptance Testing

The Contractor shall install all equipment procured under this contract including fareboxes and other on-board equipment, revenue collection equipment, and the data system, and provide technical consultation to Customer's staff.

Acceptance testing shall consist of a reliability test and an accuracy test, as described below. Testing will take place over a period of twenty-eight (28) days. If the equipment performs as specified it will be accepted by agency and final payment made. If it fails to perform acceptably the Contractor will be informed and given up to fourteen (14) days to make corrections or adjustments to the equipment. Fareboxes will be operated on buses operated in normal daily revenue service over normal routes operated by the agency. COH is responsible for acceptance testing, with consultation from the Contractor as needed.

Reliability Test

Following the break-in period, the farebox system will be tested for reliability and accuracy. During the four week test period, all failures will be recorded. Those failures deemed to be a result of a product defect or design flaw (not the result of human error, passenger abuse, vandalism, bent or defective media, etc.) will be carefully analyzed. If a fleet defect is declared, the acceptance test will be suspended until the defect is corrected in the entire fleet. A four week rolling average of Mean Time Between Failures (MTBF) will be calculated by dividing the number of failures into total farebox operating days. If MTBF meet the requirements stated in this contract, the reliability test will be

concluded. If MTBF is less than the stated requirement, the test will continue until a four-week rolling average that meets or exceeds the requirement is reached.

“Farebox operating days” mean total days that the farebox was installed in the bus and available for revenue service, including weekends and holidays, regardless of how many days the bus was actually used. The agency at its option may unilaterally determine that all fareboxes and equipment have passed the reliability test.

Accuracy Test

Concurrently with the reliability test, the accuracy of the farebox shall be confirmed by auditing five (5) randomly selected fareboxes per day. The selected fareboxes will contain cashboxes with a minimum of \$75.00 each in collected revenue. The cashboxes will be emptied separately using the audit unit and the revenue counted. Meanwhile, accumulated transaction data will be extracted from the farebox using the portable data probe. Accuracy will be judged by comparing revenue as determined by physical count to the revenue indicated on the farebox data registers. Fareboxes placed in bypass will not be counted and adjustments will be made for bogus coins.

A four-week rolling average for accuracy will be computed. If the accuracy is 99% or better, the system will have passed the accuracy test and the test will conclude. As with the reliability test, if the accuracy does not meet the 99% requirement, the test will be continued until the required performance is met.

The Contractor and COH will meet to ascertain the cause of any failures of the reliability or accuracy tests. The agency is expected to continually monitor all physically counted revenues versus data system reported revenues. Any significant anomalies are to be reported to the Contractor immediately.

Final Acceptance

When both the reliability and accuracy tests are passed and all fareboxes and auxiliary equipment is delivered (and installed as required), the system will be accepted by the agency and final payment made.

G. Warranty

The equipment shall be subject to the following warranty:

1. Contractor shall warrant that all of the equipment furnished under this contract is free from defects in materials and workmanship and shall operate as specified herein under normal service conditions.
2. Contractor shall provide such a Warranty for a period of one year after the installation and acceptance of all equipment. The Warranty shall cover all parts and labor associated with the factory repair of the equipment during the Warranty period.
3. The remedial work to correct any and all potential deficiencies shall include the repair or replacement of equipment, components, devices, and/or materials. It is understood that Contractor shall be responsible for the costs of all materials and labor, except as provided herein.

4. COH shall operate and maintain the equipment in accordance with the instructions provided by Contractor in order to maintain this Warranty. It is understood that the Warranty shall not apply to any equipment which has been repaired and/or altered without knowledge or consent of Contractor or is in conflict with Contractor's instructions, and which repair or alteration affected its stability, reliability or operation performance.
5. The Warranty shall not apply to any equipment which has been damaged through accident or negligence, or which has been subjected to other than normal use under conditions prevalent in buses. Temperature, humidity, bus vibration and ambient electric conditions shall be considered normal operating conditions for this equipment.
6. The Warranty shall not cover the replacement of normal consumable items or items which are customarily replaced during scheduled preventative maintenance, such as light bulbs.
7. For the purpose of this Warranty the following types of facilities are defined:
 - **Malfunction:** A malfunction is defined as the cessation or diminution of function in a given device and/or component that causes degraded performance of the equipment but does not render the equipment inoperative.
 - **Equipment Failure:** Equipment failure is defined as the cessation or diminution of function in a given device and/or component that renders the equipment inoperative and/or unsuitable for the intended purpose.
 - **Random Failure:** This is the failure of a given component and/or device that is essentially unrelated in cause to other equipment failures.
 - **Pattern Failure:** This is the failure of a given component and/or device in several items of equipment or the repeated failures of the component and/or device in the same item or equipment, which failures in the opinion of COH and Contractor are related in cause.
 - **Class Failure ("Fleet Defect"):** This is a failure of a given component and/or device in ten (10%) percent of the equipment provided. The determination of a "Class Failure" by COH and the Contractor shall assume that all such equipment within its respective category has these defects and shall ultimately experience these same failures.

H. Equipment and Services to Be Provided

In addition to being able to pay with coins and currency, the new smart card system will permit the implementation of a variety of electronic fare products that will enable customers to travel seamlessly using one fare card, without having to pay cash should they choose. The Contractor will be responsible for providing and implementing a full System on a turnkey basis, with all equipment installed, tested and ready for revenue service according to Schedule.

The System will be transaction based in that each card touch to any smart card reader will create a transaction, have auto-load capability enabling customers to add value to their smart cards per the Auto-Load Rules as required in the specification, and each device in the System shall operate per the Hot List Rules.

The Contractor shall provide the following equipment and services for the System. The below quantities are estimates at the time of writing. The Contractor shall provide the types and amount of equipment as shown on the Deliverables List and Pricing Schedule.

In addition to the equipment described above, the Contractor will provide a sufficient quantity of every type of smart card to be used in the System including full and limited-use cards. The Contractor will provide a sufficient quantity that will last for a minimum of twelve months from start-up.

Contactless Smart Cards

A startup supply of smart cards will be provided by the Contractor. The Contractor shall provide COH with a final detailed plastic and paper smart card specification that will include a specification for the plastic card that will be used for general distribution. At a minimum, the amount of smart cards to be provided by the Contractor shall be:

1. 10,000 – Plastic contactless smart cards with consecutive serial numbers.

Smart Card Procurement Specifications

Technical specifications shall be provided by the Contractor suitable for use by COH to purchase all fare media. The Contractor will include documents as may be related to paper limited use contactless smart cards so that the final documentation will provide COH with complete documents suitable for use to procure of all types of fare products.

All fare products provided for COH shall be plastic or paper ISO 14443 Type A or B compliant contactless smart cards. There are three categories of smart cards being used, 1) plastic more permanent, 2) a more durable limited use paper card that will last as a 30-Day period pass, and 3) plastic cards that will be personalized for example, Reduced Fare ID's and Employee ID's. Within these categories the more permanent card is intended to last four years and has the capability of operating with a high degree of security, and a limited use card that is intended to be used and revalued for ninety days from first use.

Required Special Testing

As a part of the design and implementation, the Contractor will participate in a System Integration and Pilot Test. Contractor shall assist COH in performing this test by providing staff, all fare products, and all scripted tests in order to completely test all operational parameters of the System. In order for the System Integration Test to begin all required components of the network, equipment and network must have been installed by the Contractor in addition to the various required end devices. The System Integration Test (SIT) shall be developed by the Contractor and approved by COH. The SIT shall be managed by both COH staff and Contractor staff as directed by the COH staff. Staffing for the SIT shall be provided by COH and the Contractor. COH staff will approve the criteria for testing and the pass/fail criteria. COH's decision will be final. The System Integration Test shall be performed per the Master Schedule. The Contractor must pass all elements of the System Integration Test before further progress can be made in implementing the System. It is to be noted that errors in transaction processing by any element of the System shall be considered Critical Failures. As a part of the criteria for passing the SIT no Critical Failures will be allowed.

Additional Deliverables

The Contractor shall provide all Operational Spares and spare parts.

The Contractor shall provide Maintenance and Operations manuals, training and training materials per this Specification.

The Contractor shall provide installation of all equipment as required in this specification.

I. General System Descriptions

COH is purchasing a full and complete smart card system. All components and elements shall operate as a single integrated system with all fare products and equipment being compatible with each other. This Specification is written to describe a complete System as defined by COH. It is expected that Offerors will fully understand and provide a compliant Proposal. However, if an Offeror provides an alternative approach that complies with the intended requirements and provides the required reliability and performance, it will be considered.

The System to be provided is a contactless smart card system that will allow COH to have the flexibility to change fare tables, issue various fare products and collect, store and analyze detailed data. It is intended to be simple and easy to understand by not only our customers but COH operating staff. The Central Computer System will collect all data, monitor the system for faults and issues, alert staff to any anomalies, and provide reporting capability for all data.

The following is a description of the functional characteristics of the System and each type of equipment the Contractor will be required to provide. The equipment shall also conform to the technical requirements as stated within this document in later sections. Should the Contractor choose to provide equipment that has different characteristics it will be the Contractor's responsibility to demonstrate how these requirements are being met to the satisfaction of the Selection Committee.

2.1 SCOPE OF WORK – TECHNICAL REQUIREMENTS

A. Validating Farebox – Technical Description

Function

The farebox shall be a bus mounted, freestanding device used to collect and securely store fares using a variety of fare media. The farebox shall be controlled by electronic logic and supported by electronic memory, displays and indicators. It shall permit the easy insertion of fare media by boarding passengers, provide a display for passenger information and have an attractive and uncluttered appearance using human factors, engineering practices, and industrial design.

The farebox shall be reliable in revenue service operations, accurate in its counting and data reporting, and secure in its retention and transfer of data and collected revenue. Under normal operating conditions, processing of fares shall require no driver intervention or inspection of fare media except as necessary to process transfers and reduced or other special fares. The farebox shall automatically determine that fare media inserted, scanned, or presented are genuine and comply with established conditions of use.

The farebox shall function under the environmental and operational conditions stated herein and shall be designed and manufactured to provide a high degree of security against forced entry and/or unauthorized manipulation.

The farebox shall provide specific information regarding daily operation, including revenue collected, types and quantities of fares collected, driver/route identification, and other information needed to account for revenue and monitor the equipment.

Features

The farebox shall have the following operational features:

- Accept, validate, count, and register fares in the form of U.S. coins, tokens, and paper currency;
- Return those coins and bills that are not valid or acceptable to the system;
- Accept, validate and, if necessary, re-encode magnetic fare cards;
- Accept magnetic ID cards of entities with which HCT may have special fare arrangements;
- Accept and process contactless smart cards;
- Accept mobile tickets (optional);
- Print, encode and issue a magnetic transfer, daypass or other agreed-upon document from an internal supply of blank unencoded stock;
- Provide change for fare overpayment in the form of a stored value card good for subsequent fare payment;
- Permit the recording of various types of fare transactions using driver activated pushbutton

Location

The farebox shall be installed on the bus near the driver and in proximity to the front door. It shall be positioned so that an entering passenger may quickly and easily insert or present the required fare using coins, tokens, paper currency, magnetic fare document, or optional contactless smart card. This position shall facilitate all required maintenance tasks and permit easy removal of the cashbox.

The farebox shall be provided with an operator control unit (OCU) furnished with a keypad and display to permit the driver to operate the farebox. The OCU shall be housed separately from the farebox and electrically connected to it. The OCU shall be mounted on the bus dashboard, a stanchion, or the farebox and positioned to enable the driver to readily view the display and operate the keypad. In normal operation it shall be possible for the driver to operate the fare collection system without having to view or touch the farebox or fare media.

The mounting location for the farebox and OCU shall be subject to COH approval.

B. Operating Environment

External Environment

The proposer shall provide independent laboratory test results certifying that the farebox shall be able to operate without any degradation in performance under the following environmental conditions:

Storage temperature: -25°F to +140° F (-32°C to 60°C)

Operating temperature: +32°F to +122°F (0°C to 50°C)

Storage humidity range: 5% to 99% R.H. non-condensing

Operating humidity range: 20% to 95% R.H non-condensing

Thermal shock: 1° per minute drop in temperature over 15°F range between 110° and 60° Vibration 1.5g (rms), 5 to 200 Hz

Shock: Up to 5g (instantaneous)

Dust: Airborne particles and dust encountered in revenue service or caused by general cleaning and sweeping. It is understood that for cleaning using cyclone or high pressure air devices, use of water-resistant covers over the fareboxes is recommended.

Inclination: Up to 10 off vertical for short duration

Water/solvents: Water spray on equipment from cleaning bus floors and walls; Industrial cleaning solvents; wet fare media; rain, mud dripping from passengers' clothing or possessions

Electromagnetic interference: Immune to 400V spikes of up to 5 microseconds duration across the incoming power supply lines

The farebox shall remain operational in the presence of the following contaminants: airborne particles, grease, oil, and other contaminants accumulated on coins, tokens, and bills within reasonable limits.

Electrical Power

The farebox shall have the following electrical characteristics:

- Power source: 12 or 24 VDC nominal (bus battery)
- Operating range: 10 to 36 VDC
- Power consumption: 180 watts peak, 25watts typical

No converter or other special modification shall be required to permit the farebox to operate on either 12 or 24VDC input voltage.

The farebox shall be protected against damage and/or loss or modification of data under the following conditions:

- Loss of voltage (zero volts).
- Under voltage (0 to 10 VDC)
- Overvoltage (36 VDC to 50 VDC)
- Reverse polarity of the input voltage
- Fluctuating voltages between 10 and 50 VDC

The farebox power supply shall include adequate filters and other provisions to regulate the bus-supplied voltage and suppress power spikes and noise that could contribute to erroneous registration or generation of data. The power supply shall be rendered immune to electrical interference caused by such items as fluorescent light, bus alternators, air conditioning units, radios, etc. Adequate protection against

transient surges in the bus power supply shall be incorporated to the extent necessary to prevent damage to electronic components.

Loss or restoration of power shall not result in corruption of data in memory. If power fails or drops below 10 VDC while a transaction is in process, the transaction will resume after normal voltage is restored. Sustained farebox operation with voltage levels ranging from 10 to 50 VDC will have no adverse effect on farebox performance and will not cause permanent damage to the farebox nor result in loss or corruption of data.

The farebox shall be unaffected by electromagnetic radiation from bus equipment, including radio, lights, electronic destination signs, air conditioners, and generators. The farebox shall not emit EMI or RFI that produces harmful interference with other on-board electronic devices and systems.

C. Accuracy and Acceptance

Coins and Currency

The total amount of money registered by each farebox in the form of coins and bills shall not vary from the actual amount by more than $\pm 1\%$ (plus-or-minus one percent) for amounts greater than \$300.

Accuracy calculation shall be adjusted for bent or bogus coins, improper operation, and operation in environmental conditions beyond the limits specified herein.

Valid coins shall be accepted at a rate of not less than 95% on first insertion and 98% on second insertion. Valid bills shall be accepted at a rate of not less than 95% on first insertion and 99% on second insertion.

Magnetic Cards – Swipe Reader

Magnetic fare documents swiped through the card reader shall be successfully accepted and read on first proper insertion at a rate of not less than 99%, assuming each document is valid and the document is not damaged so as to destroy the ability of the reader to correctly read the encoded data. Acceptance following second swipe shall equal or exceed 99.5%.

Magnetic Card Processing Unit (MCPU)

Magnetic fare documents inserted shall be accepted and read on first proper insertion at a rate of not less than 99.5%, assuming each document is valid and the document is not damaged sufficiently to destroy the ability of the MCPU to correctly read the encoded data.

The magnetic fare document re-encoding verification rate shall be not less than 99.9%. Re-encoding failure is defined as a magnetic fare document that cannot be read by the MCPU after re-encoding.

Smart Card Processor

Smart cards shall be successfully read and processed on first proper presentment at a rate of not less than 99%, assuming each card is valid and not damaged so as to destroy the ability of the smart card processor to correctly read the encoded data.

Mobile Ticketing

The mobile ticketing system shall quickly process all transactions while being highly accurate and reliable, achieving:

- No less than 99.9% in-service availability for all functionality

- No less than 99.99% accuracy for all transactions and data transmissions

D. Reliability and Maintainability

Reliability

The farebox shall be designed for the highest degree of reliability. It shall be capable of operating a minimum sixty (60) days' mean time between failures. Failure is defined as (a) the inability of the equipment to perform an essential function, such as the processing and recording of the various types of fares and the collection and secure storage of revenue, or (b) an occurrence in which continued operation poses a threat to the equipment, driver, passengers, garage personnel or others. If money is exposed due to the cashbox exceeding the capacity specified herein, such occurrence shall not be counted as a failure. The farebox's electronic circuit boards, including associated electronic components, shall be capable of operating an average of ten thousand (10,000) hours between failures provided there is no abuse, vandalism, operation beyond standards or lack of maintenance per the Contractor's instructions.

Maintainability

Mean time to repair an inoperative farebox shall not exceed ten (10) minutes. Repair is defined as the diagnosis, removal and replacement of one or more defective assemblies (such as a coin mechanism, bill transport, electronic board, etc.) in order to restore the farebox to working condition. Repair of the defective assembly is not included in mean time to repair.

Modular Construction

Modular construction shall be used throughout the farebox. Each module shall be self-contained and shall be inserted in a singular, correct fashion by means of guides and electrically connected by means of polarized plugs.

Component Removal Without Tools

The coin and bill modules, magnetic card processing unit, magnetic swipe reader, optional smart card processor, and farebox logic board shall be readily accessible when the top cover is opened and shall be capable of being removed and/or replaced without the use of any tools.

E. Coin Processing

Coin Slot

The coin slot shall be positioned on the top surface of the farebox and shall allow the rapid gravity insertion of coins and tokens by passengers. It shall be funnel-shaped to direct inserted coins into the farebox and designed to deter the entry of paper or large foreign matter into the coin slot to minimize coin jams. An internal lamp shall be provided to illuminate the coin slot. Inserted coins shall be directed to the coin validator.

Coin Validator

The coin validator shall be capable of processing and validating coins and tokens. The coin validator shall determine the validity of inserted coins based on their metallic content and shall be capable of distinguishing between ten (10) different valid coins/tokens provided each item has a distinctive metallic signature. The coin validator shall accept, validate, and count the value of pennies (1¢), nickels (5¢), dimes (10¢), quarters (25¢), and Susan B. Anthony and Sacagawea dollar coins (\$1.00). Up to two (2) sizes of tokens shall also be validated by the coin unit provided that each token's metallic signature is readily distinguishable from other coins and tokens. The validator and associated logic shall be solid state,

employing no motors or moving parts for the validation process. Coins accepted by the validator shall have their value posted to the logic and displays and immediately be directed to the cashbox.

The coin validator shall be capable of handling deformed coins, i.e., coins that are bent or bulged, not perfectly round, or have attached foreign material, with the exception of:

- Coins that are so bent, bulged, encrusted with foreign material, or otherwise damaged that they will not fit through the coin slot.
- Coins whose electrical characteristics have been so altered due to loss or addition of conductive material as to render them unrecognizable by the validator.

Coin Rejection

Coins shall be rejected by the validator if the inserted coin is:

- Valid U.S. coinage, but not one of those that the validator is programmed to accept;
- Bogus, foreign or counterfeit;
- Coins incapable of being recognized by the validator as described above.

Rejected coins shall be returned to the passenger via a coin return cup, located on the front of the farebox. Coin return cup shall be fitted with a transparent spring-loaded door to prevent coins from falling from the cup and an internal lamp to provide illumination to the cup.

Coin Bypass

In the event that the coin slot is jammed and/or the validator is inoperative, a means shall be provided to permit coins to pass directly from the coin insertion slot to the cashbox, bypassing the coin validator. Coins processed in this manner shall not be counted or registered by the farebox.

Use of the coin bypass mechanism shall not affect the security of the farebox or the collected revenue. Activation of the coin bypass mechanism shall require deliberate action by the driver. Once the bypass has been activated, it shall not be possible for the driver to reset it from outside the farebox. Resetting the mechanism shall require access to the farebox interior by authorized personnel. The farebox shall note in its memory and retain for data transmission the exact times when the bypass was activated and deactivated.

When the coin bypass is activated, bills and electronic fare documents shall continue to be accepted, registered and processed in a normal manner. When probed, any farebox which has been placed in bypass since the last time it was probed shall emit a tone that is noticeably different from the normal probe tone to indicate that the farebox is in the by-pass mode and requires remedial action.

Coin Validator Calibration

If use of tokens is contemplated, Customer agrees to provide Contractor a minimum of 300 sample tokens in order to calibrate the coin validator. Sample tokens shall become the property of the Contractor. Contractor shall take appropriate security measures to ensure that sample tokens are not fraudulently returned to circulation. If required, Contractor shall reimburse Customer for the replacement cost of the tokens at five cents per token.

F. Bill Acceptor

The farebox shall be provided with a bill acceptance module capable of accepting, validating, and counting paper currency. The bill acceptor shall be mounted in the upper portion of the farebox and provide an entry bezel near the top of the farebox for easy entry of paper currency. The bill acceptor bezel shall be positioned near the coin slot and shall accept bills that have been opened to their full size and inserted lengthwise. The dimensions of the bill acceptor bezel shall hinder the accidental entry of coins into it. The mechanism used to transport the inserted bills to the validator shall be positive and not require precise insertion by the passenger. A guide surface shall be provided to assist in the entry of the bill into the farebox. The paper currency shall be inserted approximately one-quarter inch (1/4") before the bill transport becomes operational and advances the bill to the validator.

The bill transport shall have the capability of handling, without jamming, deformed paper media, i.e., paper media subject to daily "street" use, including wrinkled, torn, folded, or damp media. The limits of deformation and the corresponding action of the bill transport are described below.

The acceptor shall have indicator lights and shall show, by a green light that the acceptor is ready to accept bills or alternatively, by means of a red light, that it is not ready or able to accept bills.

Currency Acceptance

The bill acceptor shall accept an inserted bill in any one of four orientations – face up, face down, either end first. The acceptor logic shall examine the inserted bill and determine its validity and denomination. Invalid currency and denominations that have not been programmed for acceptance by the farebox shall be rejected.

The acceptor shall be capable of accepting and validating the following U.S banknotes:

- One-dollar bills (1\$);
- Five-dollar bills (\$5) (old and new style);
- Ten-dollar bills (\$10) (old and new style);
- Twenty-dollar bills (\$20) (old and new style);

The acceptor shall process and accurately register:

- Bills not uniformly flat or in new condition;
- Bills that are damp but not saturated.

Processing time shall be less than two (2) seconds per bill regardless of the denomination being processed, as measured from the time the bill acceptor begins to draw in an inserted bill until it is ready to accept another bill.

Currency Rejection

Any of the above bills may be programmed by the system to be rejected for policy reasons. All bogus bills, foreign currency, and photocopies of valid currency shall be rejected. The farebox shall reject:

- Bills inserted into the transport in folded condition, thus reducing the overall length of the bill by more than 1/2" (one-half inch).
- Paper media having tears more than 1/2" (one-half inch) long.
- Paper media having internal holes or tears.
- Bills having tape or other foreign material adhering to it.
- Any inserted paper other than currency, including magnetic or other tickets.

If a bill is rejected, the transport mechanism shall reverse and the item shall be returned to the passenger via the entry bezel.

Bill Transport

The bill validator shall feed an accepted bill into a bill transport, which shall progress the bill into the cashbox. The bill transport shall employ a pulley and belt mechanism to positively engage an unfolded bill, irrespective of condition. No force shall be required to cause the bill transport to start. Solid-state devices shall be employed to start the bill transport. The transport shall operate until the bill has been deposited into the cashbox.

Manual Bill Override

Upon examining a rejected bill and determining that it is genuine, the bus operator shall have the ability to activate an "accept next bill" feature using the farebox keypad. This feature shall allow the bill validator to accept the next inserted item without regard to its validity. The driver shall have the ability to input the denomination of the bill to be manually accepted. One and only one bill shall be accepted upon each activation of the "accept next bill" feature. Following acceptance, the validator shall revert to normal operating mode. All uses of the "accept next bill" feature shall be recorded by the farebox and uploaded to the data system. Customer shall have the ability to limit use of the feature to certain denominations of bills. It is understood that due to the possibility of human error manually accepted bills are to be excluded from farebox accuracy calculation.

Accuracy

Valid bills shall be accepted at a rate of not less than 95% on first insertion and 99% on second insertion.

G. Magnetic Card Processing Unit

Functional Description

The farebox shall be provided with an integral magnetic card processing unit (MCPU) capable of processing a magnetically striped, thermally coated document. The MCPU shall be capable of performing the following functions:

- Accept and read a previously issued magnetic fare document such as a stored ride/value card, transfer, or pass, and:
 - If the card is valid, encode, verify, and print on it as appropriate, and return it to the passenger;
 - If the card is invalid, reject it and return it to the passenger.

Upon operator command, issue, print, encode and verify a transfer, daypass, change card, receipt, audit ticket or other agreed upon document from an internal cassette of blank unencoded documents.

All documents processed in the MCPU shall be 2-1/8 inches wide by 3-3/8 inches long and 0.007 inches to 0.010 inches thick. Documents to be issued shall be made of paper stock 0.007 inch thick. Documents to be printed shall have a thermal coating on the same side as the magnetic stripe. The coating shall be suitable for print conversion at 65 degrees C.

The MCPU shall be enclosed within and integral to the farebox with an illuminated entry bezel on top of the farebox in proximity to the coin and currency slots. The MCPU shall be designed to enable passengers to easily and rapidly insert cards into the slot and then remove them.

Magnetic Fare Document Processing Requirements

The magnetic stripe of the magnetic fare documents shall be of the high coercivity type (typically 2700 Oersteds) and shall be placed in ISO tracks 2 and/or 3. Data on track 2 shall never be exposed to a write head and shall therefore be fixed. Track 3 shall contain variable data such as current value, date, time, bus number, route of last use, next available print location, etc. Transfers, which have no fixed track, shall have only variable data relevant to transfer issue and use.

All data on both the fixed and variable tracks shall be encoded at a minimum density of 120 bits per inch. All data encoded by the MCPU shall be verified by the read head before the document appears at the exit bezel. If the data read does not match what was written, the MCPU shall automatically re-encode the document and attempt to verify it again.

Printing on a Document

The MCPU shall have a full width thermal print head, which may be used to print information in the form of text, symbols and graphics anywhere on the document, except for a 1/8 inch outer margin and over the magnetic stripe. Resident fonts shall include not less than three sizes in regular and reversed (white on black) print. It shall be possible to store special symbols for use as required.

The MCPU shall be capable of printing the following:

- Remaining value on previously issued stored value documents
- Remaining rides on previously stored ride documents
- Expiration dates on previously issued rolling period passes
- Expiration date, time, etc., on newly issued transfers, and a time stamp on previously issued transfers

- Change cards, receipts, audit tickets, and other agreed upon documents.

For nonrenewable stored ride/value cards (no reloading of rides or value permitted), the remaining value shall be printed on single lines and/or in columns. For renewable cards, the remaining value shall be printed only when the value gets to a critical point representing one or two fares, indicating that the card should be recharged.

Blank document stock shall have no value until printed and encoded by the MCPU. Stock shall be supplied in a cassette with a capacity of at least 700 individually stacked die-cut cards. It shall be possible to add document stock before the existing stock is exhausted.

Printing shall be on the magnetic stripe side of the document. Printing shall be of the thermal type, made up of dots with a resolution of not less than 190 dots per inch. The MCPU shall be capable of printing in a portrait orientation, up to 20 rows of type, not less than 16 characters per row, in a typeface of not less than 12 points.

The MCPU shall be capable of printing text in a variety of fonts and sizes in either landscape or portrait orientation. The MCPU shall be capable of printing graphics of any size except as limited by the printing area on the card. It shall be possible to reserve certain areas on the document for such variable and/or conditional information as may be required and agreed upon.

Transfer Issuance

Upon manual or automatic command the MCPU shall be able to issue a paper transfer which shall be encoded with the conditions of use and expiration on the magnetic track and printed in readable form. The transfer shall be printed on the die cut thermal stock contained within the MCPU.

Transfer Acceptance

The MCPU shall accept previously issued transfers from other fareboxes installed as part of this procurement and determine their validity and authorized use. It shall accept the transfer, read it to determine validity based on expiration time, number of rides taken, direction, and/or other agreed-upon restrictions of use, print on and re-encode the transfer as appropriate, register the completed transaction in memory, and return the transfer. If a transfer is limited to a particular number of rides (e.g., two transfers allowed per fare paid), the MCPU shall have the ability to re-encode it to reflect each use without issuing a new document, and imprint it with the current time, route, direction, bus number and other agreed-upon information in human-readable form. If the transfer is expired, the MCPU shall print "EXPIRED" or similar message on it in large, easily readable letters.

The farebox shall maintain separate "Transfers Issued" and "Transfers Received" registers in memory and transmit the information collected to the data system during probing.

The MCPU shall be capable of being programmed to:

- Process transfers with or without driver intervention. For transfers processed without driver intervention, downloadable acceptance parameters shall provide the ability to:
 - Permit or exclude round tripping on transfers and to permit a stopover privilege on a continuing trip;

- Accept transfers based on direction of continuing trip.
- Issue a transfer, day pass, or proof of payment without changing document stock. Identification of the type of document shall be a downloadable text string printed on issue.
- Condition transfer acceptance on payment of additional fare.

Change Cards

The MCPU, shall have the ability to create and issue “change cards.” A change card is a document provided to the passenger in the event that more than the required amount is inserted into the farebox and the passenger would like to receive the difference between what was inserted in cash (coins and bills) and the required fare.

A change card shall function as a stored-value card on subsequent use. Since paper ticket stock is intended for a limited number of uses, the MCPU shall provide for automatic card reissuance if a change card is used more than a predetermined number of times. In such cases the MCPU shall automatically void the original card and re-issue the remaining value on a new card. Printing on the original and newly issued cards shall show balances and card disposition.

Receipts

The MCPU shall have the ability to print and issue a receipt from internal ticket stock. Such receipts may be provided for card upgrades, printout of one or more transactions using a smart card.

MCPU Card Stock Replenishment

The MCPU shall have an internal removable cassette which shall hold not less than 700 cards 0.007 inches thick. The cassette shall be removable to enable additional cards to be inserted or another full cassette inserted in its place.

The MCPU shall have sensors to indicate when the card stock is low, with approximately 100 cards remaining. The indications shall be visual on the driver’s display.

A viewing window shall be incorporated into the farebox design to permit observation of the vertical stack of card stock in the MCPU. This window shall make it possible to determine the approximate amount of stock in the MCPU without having to open any lids or covers.

The ability to add card stock to the MCPU without discarding the existing stock is preferred. If other means of stock replenishment are proposed, bidder shall describe the replenishment procedure in sufficient detail to permit the authority to determine the impact on operations, including recommended reloading thresholds, estimated additional stock required, and maximum time required to replenish.

MCPU Processing Time

The MCPU shall have the following maximum processing times:

- Read Only 1.0 second
- Read, Encode and Verify 1.3 seconds
- Read, Encode, Verify and Print 1.6 seconds

- Issue, Encode, Verify and Print 2.0 seconds

H. Magnetic Swipe Card Reader

General

The farebox shall be provided with a swipe card reader to process read-only magnetic documents such as passes which have been previously encoded with data such as serial number, card type, validity dates, etc. The card reader shall be integral to and flush with the top surface of the farebox near the coin and currency slots.

The card reader shall permit passengers to easily and rapidly swipe cards through a slot. The reader shall have its slot oriented so that cards shall be swiped from right to left (from the passenger's viewpoint), in the general direction of passenger boarding. A guideway shall be provided to direct the card into the slot for swiping. A polished stainless steel plate shall be provided at the bottom of this guideway to resist abrasion and prevent the card from snagging on any surface irregularities as it is swiped. The guideway shall be illuminated for ease of use at night. The maximum speed at which a card can be swiped and still be accurately read shall be at least 70 inches per second. The read mechanism shall be spring loaded and shall accommodate passes with a minimum thickness of .006 inch and a maximum thickness of .030 inch.

Processing Time

The swipe card reader shall allow automatic processing of a correctly swiped, valid magnetic card in 0.5 seconds or less. Use of the swipe reader shall not impede passenger boarding or flow in any manner.

I. Contactless Smart Card Processor

General

The farebox shall be provided with a device capable of processing a contactless smart card placed within approximately two inches of a designated location ("target") on the farebox near the coin and bill insertion slots. It shall not be necessary for the passenger to remove the smart card from his/her wallet, purse, etc., for a card to be successfully processed.

Safeguards shall be provided to prevent the smart card processor from accidentally processing two cards simultaneously.

Data on a smart card shall not be corrupted if the rider withdraws the card before processing is complete. In such event the transaction in progress shall be canceled.

Once processing of a given smart card is complete, the processor shall not initiate another transaction involving the card unless and until it is withdrawn and re-presented to the "target."

Smart Card Configuration

Smart cards shall be configurable as stored ride/value cards, passes, or transfers and shall function in the same manner and be subject to the same processing rules as magnetic fare cards so configured.

Operation

When the farebox is logged in, the smart card processor shall be continuously active and looking for a smart card.

J. Mobile Ticketing Application

General

The mobile ticketing application and other supporting software provided shall allow customers with smart phones and tablets, including those at minimum running Apple IOS®, Google Andriod®, and Windows Mobile® operating system, to perform the following:

- a) Purchase a COH unlimited ride pass for immediate use or future use to be activated later by the customer.
- b) When necessary, conduct a secure payment transaction for the purchase, including methods of payment that do not require a credit card (to allow the unbanked to participate in mobile ticketing).
- c) Receive transaction receipts via email, SMS text message, or both.
- d) Easily and securely repeat prior transactions on-demand with minimal data entry, and automatically via “subscription” transactions.
- e) Easily re-generate and display the barcode (with modified data as necessary) for subsequent boardings while the purchased fare product is valid.
- f) Easily access other related travel functions including but not limited to schedules.
- g) The mobile ticketing application shall be able to easily expand and accommodate:
 - New ticket types and prices for existing participating agencies
 - New services for participating agencies
 - New services for new agencies
 - New agencies and shared fares
 - Modifications to the software and parameters to properly operate the mobile ticketing system

K. Electronic Fare Document Operations

The following requirements apply to all electronic fare documents, whether magnetic or smart card.

Processing Requirements

Upon insertion in or presentation to the appropriate fare processing module, electronic fare documents shall be immediately read. If there is no data or the data is corrupted, unrecognizable, or invalid, the farebox shall reject the document. The farebox shall validate an electronic fare document against the currently active fare set with respect to the following parameters:

- Expiration date – has the document expired?
- Validity period – is the document being used during the permitted times/days?

- Issuing agency – was the document issued by an acceptable agency?
- Document type – is the document type valid?
- Passenger fare category – is the fare category acceptable for the present time/date and class of service?
- Remaining value/rides – is there sufficient remaining value or rides to pay the fare?
- Transfer information – does the transfer comply with the conditions of use for the category of transfer?
- Passback – is the document being used for a second time on the same bus within a predetermined time?
- Bad number – is the document's serial number on the bad number list?

L. Stored Ride/Stored Value Card Processing

General

Stored value and stored ride cards shall be pre-encoded for a specific amount or number of rides and distributed off the bus. When a stored value or stored ride card is inserted or presented, the farebox shall examine the card to determine that there is adequate value or rides to pay the required fare, deduct the proper amount and re-encode the card with the remaining value or rides, print the remaining value or rides on the card if appropriate (magnetic cards only), and return the card to the passenger.

In the event that the card does not have adequate value to pay the full fare required, provision shall be made for "split payment" transactions in which a combination of cash and electronic media may be used to pay the fare.

Operation

When a stored value or stored ride card is processed, the farebox shall:

- Determine that the card has been properly read. If a misread is detected, the driver's information display shall indicate "MISREAD" and a distinctive tone shall sound.
- Check whether the card is valid for the present time/date and class of service. If the card is not valid, the display shall indicate "INVALID." If the card's expiration date (if any) has passed, the display shall indicate "EXPIRED."
- Check whether the card serial number is on the bad-number list. If the number is found on the bad-number list, the display shall indicate "BAD PASS."
- Check whether the card has sufficient rides or value to pay the fare.

If the card passes all the preceding tests, the farebox shall deduct the appropriate value or number of rides, re-encode the card, sound the "successful transaction" tone, register the fare in memory, and display the amount deducted and remaining on both the driver and passenger displays.

In the event a stored value/ride card intended for reduced fares is used, an appropriate message such as "STUDENT," "SENIOR," etc., shall appear on the driver's information display once the card is validated. It shall be possible to restrict use of a student fare card to weekdays.

The farebox shall record in memory the quantity of each stored ride or stored value card processed, e.g., full, senior, student, etc., as well as detail on each transaction.

Embedded Transfers

It shall be possible to cause an "embedded transfer" to be encoded on a stored value card, whether magnetic or smart card. An embedded transfer shall permit the stored value card to act as a transfer without issuance of a separate document.

M. Period Pass Processing

General

Three types of period (limited duration) passes shall be supported:

- Fixed period passes
- Post billing passes
- Rolling start period passes

Fixed period passes are previously encoded, read-only documents valid between specified calendar dates, typically a particular week or month. The farebox shall read the pass and check whether it is valid for the current date.

Post billing passes are previously encoded read-only documents used for employee billing programs. They are valid for a specified period, typically a year or longer and have specific expiration dates. The farebox shall read the pass, check whether it is valid for the current date, and record the serial number in a specific record. The serial number, time of use, and bus and route number shall be subsequently uploaded to the data system to permit the generation of a report for invoicing purposes.

Rolling period passes are previously encoded and valid for a specified period following first use, typically 7 days or 30 days. The first time the pass is used, the farebox shall encode and print on it the date of first use and the date on which the pass shall expire and no longer be valid. For all subsequent uses, the pass shall function as a read-only document.

Conditional Use Passes

A subset of passes shall be conditional use passes such as "off-peak only," "peak only," and "anytime" passes. Peak hours shall be definable by the Customer through the data system, and typically involve two time windows, one in the morning and one in the afternoon. "Off-peak only" passes shall not be valid during these time windows, while "peak only" passes shall be valid only during the time windows. "Anytime" passes shall be valid at all times.

Operation

When a pass is processed, the farebox shall:

- Determine that the card has been properly read. If a misread is detected, the driver's information display shall indicate "MISREAD" and a distinctive tone shall sound.
- Check the pass's validity period. If the pass has not yet become valid, the display shall indicate "INVALID." If the expiration date has passed, the display shall indicate "EXPIRED."
- Check for passback (same card previously used in the farebox within a pre-programmed time, typically 30 minutes). If the card's serial number is found in the passback file, the display shall indicate "PASSBACK."
- Check whether the card serial number is on the previously downloaded bad-number list (stolen or otherwise invalidated cards). If the swiped card number is found on the bad-number list, the display shall indicate "BAD PASS."

If the card passes all the preceding tests, the farebox shall sound a "pass accepted" tone, register the fare in memory, and display the pass type (such as "MONTHLY" or "WEEKLY." The card's serial number shall be added to the passback list.

In the event a reduced fare pass is used, an appropriate message such "STUDENT," "SENIOR," etc., shall appear on the driver's information display once the pass is validated. It shall be possible to restrict use of a student pass to weekdays.

The farebox shall record in memory the quantity of each pass type processed, e.g., full, senior, student, etc. Acceptance of magnetic stripe cards shall be subject to control by the driver's keypad and may require the insertion of money in the farebox, as in the case of reduced fare passes for seniors or students.

Normally the passes shall be encoded with the date of issue and the date of expiration. Passes used prior to the date of validity or after the expiration date shall not be valid. The card reader shall function as a "read only" device and shall not alter any of the encoded information on the pass.

Passback Check

The farebox shall have the ability to check for re-use of a magnetic pass within a preprogrammed time, typically 30 minutes, on the same bus (passback). If the card's serial number is found in the passback file, the display shall indicate "PASSBACK" or similar message and the pass shall be rejected. The passback list shall have a capacity of at least 50 pass numbers.

Bad Number List

The farebox logic shall have the ability to check whether the serial number of a card being processed is on a previously downloaded bad-number list (stolen or otherwise invalidated cards). If the card number is found on the bad-number list, the display shall indicate "BAD PASS" or similar message and the card shall be rejected. The bad number list shall have a capacity of at least 2,500 individual cards.

Adding Value to a Card

The farebox shall permit value to be added to a previously obtained stored value card by the insertion and validation of bills into the farebox bill validator. The driver shall have the ability to press a prescribed key

or sequence of keys to prepare the farebox for an add-value transaction, following which a passenger desiring to add value to a card shall be able to insert the card in the farebox followed by the insertion of bills. The driver display and passenger display shall indicate the amount currently on the card, the amount inserted, and the total on the card if the add-value transaction is accepted. Once the desired amount of cash has been inserted, the passenger shall have the ability to press a key, which shall cause the card to be encoded to reflect the added value and the add-value transaction to be registered in farebox memory.

Credit Card Processing

As an option, it shall be possible to process credit cards using the swipe card reader and the optional smart card reader if purchased under this contract. The smart card reader shall be certified to process major smart card-based credit cards available at the time the option is exercised. Credit cards processed using the swipe reader or the smart card reader shall be read and the credit card information stored for subsequent uploading to the data system. Real-time authorization of credit cards is not required. It shall be possible to validate credit cards against a bad number list; cards whose numbers appear on this list shall be rejected.

The Contractor shall provide turnkey credit card processing services, which shall include all necessary clearinghouse and other services needed to ensure settlement of credit card payments accepted at the farebox. Proposers shall describe their bank card processing services in detail in their proposals.

Alternatives to Magnetic Cards and Smart Cards

To reduce the likelihood of counterfeiting and copying, magnetic cards and smart cards are the preferred electronic fare media. If other ticketing technologies are proposed, bidders shall explain in detail how they would ensure security (at least to the level provided by magnetic passes) for transfers, day passes, and change cards.

N. Mobile Ticketing Functional and Performance Requirements

A. The mobile ticketing application shall support a wide range of fare product and pricing solutions, including:

- All current COH Transit fare products
- Reduced and concessionary fares (e.g. children, senior citizens, etc.)
- Distance-based fares
- Time of day / peak hour pricing
- Discounted pricing based upon total number and value of purchases within a period of time
- Discounted pricing for multiple tickets purchased at once
- Purchase a pass for 1 person or a group of persons traveling together
- Integrated packaging and pricing of transit products and other services such as parking

B. For general public users (i.e., users not associated with a college or corporate program), the mobile ticketing application shall support existing and new COH fare products suitable for read-only use, including but not limited to:

- Floating period passes in any length up to 366 days
- Fixed calendar passes, including monthly and student semester passes
- Special event tickets

C. Authorized employees of participating Corporate Partners shall have the ability to activate and use fare products made available by their employer through a Corporate Partner Web Portal.

D. Authorized students attending participating colleges shall have the ability to activate and use fare products specific to the college. (College fare products shall be available only to authorized students.) A Student Pass Administrator Web Portal, shall enable college administrators to authorize students for mobile ticket use, and to select the products available.

The fare software system shall provide sufficient controls to ensure that a fare product purchased or made available through Corporate Partner or College programs cannot be assigned simultaneously to a smart card and a mobile device.

O. Passenger Indications

Passenger Display

The farebox shall be provided with a passenger display mounted on top of the farebox in proximity to the coin and bill slots. The display shall be a backlit LCD consisting of at least four lines of 20 alphanumeric characters each, with each character a minimum of 2.95mm wide by 4.75mm tall, and shall be easily viewable by a passenger paying a fare.

When the farebox is in "ready" mode the passenger display shall cycle through various instructional messages. These messages shall automatically adapt depending on the operational status of the farebox, for example, if the coin validator or bill validator is out of service.

When a cash transaction is initiated, the display shall show the amount deposited and the amount of the fare. When a transaction involving a magnetic fare document is initiated, the display shall show relevant information, e.g., the amount of rides/value deducted and remaining when a stored ride/value card is used. In the event a magnetic document transaction fails the display shall show the reason for failure, e.g., INVALID, EXPIRED, BAD READ, etc.

The passenger display shall be equipped with two buttons, one on either side of the display. The buttons shall be of the sealed membrane type with tactile feedback. Different "labels" for the buttons shall be shown on the passenger display depending on the task to be performed.

Audio Signals

The farebox shall be equipped with an audio transducer which shall be used to emit different sounds to indicate the status of a transaction and other farebox operations. At a minimum, two tones shall be provided: a continuous tone (beep) to indicate that a fare has been paid with proper documents or media, and an intermittent tone (warble) to indicate a failed transaction due to an invalid card or other cause.

The farebox shall also be capable of generating spoken messages using a digitized human voice. It shall be possible to enable or disable the spoken messages via the data system. Spoken messages shall be triggered by defined farebox operating conditions, e.g., "transfer not valid" or "please swipe card again." The farebox shall be provided with a list of standard spoken messages. The Customer shall be able to choose from this list and assign messages to relevant farebox actions.

P. Operator Control Unit

General

The farebox shall be furnished with an operator control unit (OCU) equipped with a keypad and display to operate the farebox.

The OCU shall not be integral to the farebox but shall be housed in a separate compact console constructed of high- impact plastic with no sharp edges or corners. The OCU shall be provided with appropriate hardware to permit it to be mounted on the bus dashboard, a stanchion, or the driver's side of the farebox, as may be required by the configuration of a particular bus. The installed position shall not interfere with any bus controls, block any bus indicators, or create a safety hazard. The OCU mounting shall be designed so that it may be adjusted by each operator to the optimal viewing angle. Once adjusted, the mounting hardware shall not allow the OCU to rattle or become loose as a result of shock and vibration encountered during normal bus operation.

The OCU shall be connected to and communicate with the farebox via cable.

Driver's Display

The OCU shall be provided with a backlit liquid crystal display (LCD) measuring at least three inches high by five inches wide (3"x 5") and capable of displaying at least three lines of text. The display shall be fully "dot- addressable," consisting of at least 240 by 128 dots, and capable of showing graphics filling the full viewing area. It shall be possible to show text in a variety of fonts, sizes, and orientations. Display contrast shall be adjustable and backlighting shall be capable of being turned on or off via the driver keypad. The display shall be of sufficient brightness to be visible in all forms of ambient lighting within the bus. The display shall be protected by a panel of clear plastic with a matte finish to reduce glare.

Display Indication

The display shall be capable of indicating to the driver the status of any ongoing transaction and other information pertinent to the operation of the farebox, including:

- The amount of money inserted into the farebox in the form of coins and bills.
- The status of any transaction involving electronic fare documents.
- The current function of the redefinable function keys, described below.
- The quantities stored in the various farebox data registers.
- The function of a given numeric button on the keypad when that button is depressed.
- Confirmation for any driver input information.

A portion of the display shall be reserved for information pertaining to the current transaction, including the amount of cash inserted. This part of the display shall be known as the "driver's digital display." Initially the driver's digital display shall show "0.00." As coins and bills are inserted, this display shall count upward, reflecting the amount of money inserted. When the full fare is reached, or when the driver presses a button indicating acceptance of a reduced fare (student, senior, etc.), the "fare accepted" tone shall

sound, the appropriate data registers shall be incremented, and the digital display shall automatically reset to "0.00."

If a transaction is not completed, the driver's display shall automatically reset to "\$0.00" fifteen (15) seconds after the last coin has been inserted. Any numeric value indicated on the display when this occurs shall be added to the "unclassified revenue" data register. It shall be possible to delay resetting by pushing a designated "hold" button.

OCU Driver Pushbuttons

The OCU keypad shall include at minimum the digits 0 through 9, the letters A through D, star (*), pound sign (#), four arrow keys, ENTER, and eight unmarked function keys. The keys shall be provided in a durable silicon rubber actuator. Where the keys are marked, they shall be hot molded with the markings with filled characters. Surface printing shall not be acceptable. Keys shall be rated for a minimum of 500,000 keypresses, or, if touch-screen technology is proposed, a minimum of 500,000 activations per specific touch point on the screen.

The function keys shall be mounted on either side of the OCU display. Different "labels" for the function keys shall be shown on the driver's display depending on the task to be performed. All driver pushbuttons shall provide tactile and audio feedback and be sealed against the intrusion of liquids and other foreign material.

The keypad shall enable the driver to classify reduced or special fares and perform other tasks connected with the operation of the farebox.

Each of the numeric and function keys on the keypad shall be capable of being programmed to:

- register a specific preset value \$0.01 to \$39.99;
- increment a zero-value tally counter; or
- be disabled (nonfunctional).

The fare values assigned to each numeric or function key shall be individually programmable; that is, for each fare set activated by the driver one or more of the buttons shall be capable of having a different value assigned. Each time a numeric keypad button is pressed, the driver's information display shall indicate the key number pressed and show the value assigned to that button.

When the farebox is in "ready" mode, the eight function keys shall show the most commonly used reduced-fare presets and farebox operations, with appropriate indications shown on the OCU display such as CHILD, SENIOR, or XFER ISSUE. It shall be possible to reach secondary screens by means of a single keypress.

OCU Operation

It shall be possible to press pushbuttons used to register a cash fare before, during, or after the insertion of money in the farebox to obtain the proper count. Pushbutton keys used as tally counters shall require no money to be inserted to obtain a count. Each time a pushbutton is depressed in the proper manner, a tone shall sound, indicating that a count has been made in the corresponding farebox data register. If a pushbutton is disabled, its use shall have no effect on the farebox.

It shall be possible to use the OCU display and keypad for tasks such as driver logon and logoff, creation of "route/run" records, and review of the contents of the farebox summary data registers. It shall also be

possible to use the display and keypad in connection with farebox maintenance. Prompts and menus shall be shown on the display to aid the driver or maintenance technician in performing such tasks. At a minimum, the OCU shall provide the following screens:

- Logon screen to permit driver ID, route, run, trip, fare set, and similar information to be viewed and modified.
- Maintenance screen to permit automatic sequence testing to be initiated and other maintenance tasks to be performed.
- Farebox data review screen to permit the contents of the farebox summary data registers to be viewed.

Q. Farebox Logic

The farebox shall be provided with programmable electronic logic to monitor and control operations. The farebox logic shall have the ability to record and store transactional and other operating data and upload it to a central data system.

Re-Boot Time

If external power is interrupted, the farebox logic shall (a) have the ability to automatically reload software from memory and resume normal operation ("reboot") within one-tenth of one second from the time at which normal power is restored, or (b) shall be provided with an uninterruptible power supply (UPS) to ensure continued operation. A transaction in progress when external power is lost shall resume from the point of interruption when power is restored or, if a UPS is supplied, shall continue without interruption. Modification of existing bus power shall not be required to meet this requirement. Proposers shall be prepared to demonstrate the ability of their equipment to meet these specifications prior to contract award.

Fare Registration

Upon determining that an inserted item is a valid fare medium, the coin validator, bill transport, card reader, MCPU, and/or smart card processor shall send appropriate signals to the farebox's electronic logic. As each transaction is completed, it shall advance electronic data registers in the farebox that shall record the following:

- The total value received by the farebox since it was last probed.
- The total value received by the farebox since installation or clearing of the farebox memory.
- The total value of paper currency received since the farebox was last probed.
- Count of tokens received since the farebox was last probed.
- Fare transactions by type, including transfers accepted and issued.

A separate "unclassified revenue" register shall be used to record the accumulated value of all cash displayed on the driver's digital display but not counted toward a completed transaction.

The farebox shall have the ability to identify and record the use of up to forty-eight (48) non-cash revenue items, known as TTPs (ticket/token/pass). Each time a TTP is recognized by the farebox the farebox logic shall add one count to the tally for that category of TTP. The farebox shall beep to indicate that a fare has been paid.

Summary farebox data shall be available for review via the OCU display. All data, summary and otherwise, shall be uploaded to the data system computer during data probing for use in the preparation of management reports. The farebox shall be able to retain data in the non-volatile portion of its memory for at least 15 days after being removed from power. Lead-acid batteries, which may leak, shall not be used for this purpose.

Barcode Ticket Module

The Validating Farebox shall incorporate a barcode module that is capable of reading and processing barcodes created by a Mobile Ticketing Application. The barcode module incorporated into the Validating Farebox shall:

- Be housed completely within the Validating Farebox such that installation of the Validating Farebox shall provide ease of use by the customer when scanning their barcode and provide quick and easy presentation and removal of a ticket or smart phone
- Provide no hazard from the barcode reading laser or other components
- Be commercially available
- Have firmware upgradeable
- Be high resolution (greater than 0.8 megapixels)
- Interface with the Validating Farebox via USB cable or other standard interface for power and data communications
- Be capable of reading 2D barcodes no less than 2 inches square while the media is in direct contact with the barcode reader outer lens
- Be capable of reading 2D barcodes no greater than 1 inch square from a distance of no less than 6 inches.
- Read secure 2D barcodes (including but not limited to: QR code, Data Matrix, Aztec, PDF417, or other COH-approved format)
- Utilize an encryption key and AES encryption algorithms to process secure 2D barcodes
- Forward validity information to the Validating Farebox logic for processing and determination of validity using standard data communications protocols
- Have a first read accuracy of not less than 99.5%

Fare Table

The farebox shall have the ability to have ten (10) fare sets programmed into its electronic logic. All the fare sets taken together shall constitute the fare table. Each fare set shall consist of a predetermined full fare plus various reduced fares. When a given fare set is used, the farebox shall count up and display the amount of inserted cash until the full fare is reached, at which time the fare shall register automatically. Alternatively, the driver may accept a reduced fare by use of the farebox keypad, as described in these specifications.

Within a given fare set it shall be possible to specify different fares for the various passenger categories for each type of fare medium in use. It shall be possible to establish different fare sets for different classes of service, such as local, express, shuttle, holiday or promotional fares. It shall be possible for the driver to switch fare sets at any time via keypad entry. Switching the fare set shall automatically cause the creation of a route/run record in farebox memory.

The fare table shall be stored in non-volatile memory in the farebox and shall be programmable via the keypad using appropriate devices and authorization codes or via the data system as described below. Either of these methods shall be usable alone, without the use of the other. Reprogramming shall not require the physical replacement of parts within the farebox. In normal circumstances the fare table shall be maintained via the data system and automatically downloaded to the farebox whenever the farebox is probed.

Farebox Diagnostic Reporting

The farebox and its electronic logic shall be designed to provide trouble reporting and self-testing and diagnosis.

- a. *Automatic Sequence Testing.* The farebox logic shall be capable of sequentially exercising the coin validator, bill transport, MCPU, driver's display, passenger display, and audio transducer. The automatic sequencing shall be initiated by pressing the appropriate sequence of keys on the OCU or, if the OCU is unavailable, the insertion of a test plug. Each assembly shall be exercised a minimum of four times during the automatic sequence. The testing sequence shall continue until the test plug or similar device is removed. The amount of time during which the testing sequence was run shall be recorded by the farebox in terms of minutes and seconds. This time shall be available for display on the information display.
- b. *Preventive Maintenance Report.* The farebox logic shall track the operation of farebox modules requiring preventive maintenance. When the number of operating cycles for a given module reaches an agency- programmable threshold, the farebox shall generate a maintenance alarm. The alarm shall be transmitted to the data system on probing for use in generating management reports.
- c. *Power Supply Monitoring.* The farebox shall monitor and report the number of times the primary power source has gone to zero (0) volts and back to normal, indicating an intermittent power line, poor ground, or faulty switches.
- d. *Security Door/Cashbox Alarms.* An alarm shall be recorded in the farebox memory if the cashbox door is open longer than a programmable period (typically three minutes) or if the time the cashbox is removed exceeds a programmable period (typically three minutes) from the time the farebox is probed. Both alarms shall be uploaded to the data system the next time the farebox is probed. The alarms shall indicate the time of occurrence, duration (how long the door was open, how long between cashbox removal and probing), and the amount of money then in the cashbox.

- e. *Cashbox Full Indicator.* The driver display shall indicate when either the coin or the bill compartments of the cashbox reach 80% of capacity and when they reach 100% of capacity. Once the cashbox is extracted, the coin and bill compartment registers shall be automatically set back to zero.
- f. *Coin/Bill Totals.* The farebox logic shall provide counts for each type of coin and token processed. This is above and in addition to the requirements for cumulative value described above. The farebox shall also provide a count of bills and magnetic fare documents processed. These counts shall be used for audit purposes and as an indicator of the need for periodic maintenance.

Route/Run Segmenter

The farebox shall be equipped with a route/run segmenter. The route/run segmenter shall permit the driver, by pressing buttons on the keypad, to make a route/run record in the farebox memory reflecting accumulations in the data registers since the last route/run record was created. The farebox shall have sufficient memory to permit the creation of approximately 250 such records, whose length shall be not less than sixty (60) numbers ranging from 3 to 6 digits each.

The information stored in the segmenter shall not be accessible through the information display but shall only be available for transmission to the data system computer, as later described in these specifications. Data shall not be available to the driver for editing in any fashion.

To create a primary route/run record: The driver shall press specific buttons in a prescribed sequence to cause the log-on screen to appear on the OCU display. The driver shall then have the ability to change route, run, trip, or other information using the OCU keypad. If the driver does not enter a new number the previously entered number shown on the display shall be used for the new route/run record.

It shall be possible to have a new route/run record created automatically at set intervals based on the real time clock in the farebox. The default time period shall be one hour increment.

To create a secondary route/run record: The driver shall press specific buttons in a prescribed sequence. The information display shall show the words "R/R No. ##," where ## indicates the record number. The creation of this record shall be confirmed by the audio transducer emitting a warbling sound.

In general, route/run records shall be automatically created whenever any of the following events takes place:

- The driver, route, or run number is altered.
- The driver pushes the prescribed buttons in the prescribed sequence to create a route/run record. Route/run records shall also be created when any of the following events take place, stamped with a special code indicating the type of event that took place:
 - Midnight
 - The farebox is placed in bypass
 - The farebox is removed from bypass
 - The cashbox is removed
 - A cashbox is inserted
 - The electronic key is used (key number shall be saved)

- The cashbox access door has been opened at other than the time of normal data probing
- The cashbox access door has been closed at other than the time of normal data probing
- The farebox is probed
- The farebox internal clock fails
- The route/record memory capacity is about to overflow
- Changing from one fare set to another.

The farebox shall contain a real time clock which shall store the time at which the route/run record was created and stored. This clock shall record hour, minute, and date. Each time a route/run record is made by the driver the farebox shall sound a tone indicating completion of the event.

Operator Logon/Logoff

Prior to the start of service, the farebox shall be disabled until the driver has logged on using the OCU. When the farebox is logged off, any inserted coins shall be directed to the coin return cup, no bills shall be accepted, no magnetic tickets shall be read, and no optional smart cards shall be processed. However, the OCU keypad and display shall be functional.

To log on, the driver shall press a prescribed sequence of keys on the OCU to cause the logon screen to appear on the display. The logon screen shall show the driver, route, run, and trip numbers and other pertinent information. The driver shall log on by entering the appropriate data using the OCU keypad and pressing a prescribed key or keys. This shall register the logon in farebox memory, following which the farebox shall be ready for service.

Driver logoff shall occur when:

- The driver presses the appropriate sequence of keys on the OCU keypad
- Four hours (programmable) elapses without activity
- The farebox is probed
- The internal power switch is turned off.

R. External Interfaces

Bus Fare Collection System Interface

The bus fare collection system shall have the ability to communicate with compatible external devices for the purpose of exchanging data and in support of integrated operational functionality. To the extent practical, the external communication architecture shall be designed in conformance with open systems standards and shall be free of non-standard, proprietary technology. The farebox and OCU shall be provided with an asynchronous serial communications port compliant with the SAE J-1708 and J-1587 standards in addition to communications ports utilized by Contractor-provided devices.

The bus fare collection system shall have the ability to communicate with the following on-board devices through J1708/1587, provided such devices have the necessary communications interface or are capable of being provided with such interface:

- Electronic destination signs
- Computer-aided dispatch/automatic vehicle locator (CAD/AVL) system.

Data System Interface

The data system shall have the ability to interface to the following customer-provided systems:

- Local area network (LAN) via Ethernet
- Wide area network (WAN) via TCP/IP

S. Farebox Construction

Mechanical Detail

The farebox and its mounting fixtures shall be designed and built to discourage vandalism and theft. Finishes shall resist corrosion. All exterior surfaces shall be clean and smooth with all corners rounded. There shall be no exposed bolt heads, nuts, sharp edges or cracks on the outside surfaces.

- Top Cover.* A top cover made of durable materials shall be provided on the upper portion of the farebox to house the entry bezels for coins, bills, and magnetic documents and allow maintenance access to the interior of the farebox. The surface of the cover shall be free of chips, blisters and other imperfections that may lead to chipping of paint or unattractive appearance. The top cover shall have affixed to it, by means of high yield adhesive, multi-color decals showing how to use the various fare media entry bezels. The top cover shall be secured to the farebox by means of a continuous hinge and a high security lock.
- Upper Portion of Farebox.* The upper portion of the farebox shall consist of a sheath made of stainless steel having an orbital satin finish, not less than 14 gauge. It shall be suitably reinforced for rigidity and have no external and/or removable fasteners that would provide access to the interior of the farebox. The upper portion of the farebox shall contain apertures to permit retrieval of returned coins and the viewing of magnetic fare document stock.
- Lower Portion of Farebox.* The remainder of the farebox housing shall consist of a cabinet made of stainless steel with a satin finish. The material shall be not less than 14 gauge, reinforced for rigidity. The compartment housing the cashbox shall have a door attached by a full length hinge and secured by a four point locking bar, actuated by a high security lock mounted adjacent to the door. The door shall have an aperture in the front through which a portion of the cashbox protrudes to indicate that the cashbox is present and ready to receive revenue. There shall be no gaps which would allow the door to be easily pried or broken open. Breaking into the farebox shall entail damage so extensive so as to be easily noticeable.

Keys and/or locks that are captive to the lower portion of the farebox and used to interface with the cashbox shall be securely fastened and removable only in an authorized manner. Guides shall be employed within the cashbox compartment to assure that the cashbox is properly aligned. Wires and cables which are run through the lower portion of the farebox to the upper portion shall be run in a protected channel and/or raceway. No wires shall be visible inside the cashbox compartment.

- Base Plate.* The bottom of the farebox shall have a base plate to permit mounting to the bus floor. The dimensions and construction of this base plate shall provide the necessary lateral stability for

the farebox without secondary anchorages. The base plate shall be affixed to the floor by means of carriage bolts from the interior of the bus, with the washers and nuts on the underside of the floor. The base plate shall be made of cast aluminum, suitably ribbed for added strength.

The lower part of the farebox shall be suitably designed and reinforced to prevent deformation in service, deterioration or loosening that would subject the farebox to increased vibration, wear, metal fatigue or other stress.

The upper and lower portions of the farebox shall be securely fastened together by means of high yield bolts, accessible only from the interior of the farebox. The completed assembly shall measure not more than thirty-one inches (31") high, or thirty-six inches (36") high if the short model farebox is purchased, as measured from the bus floor, and not more than ten (10") inches in cross section.

- e. *Modules.* The principal internal components of the farebox, including the coin validator, bill validator, bill transport, swipe card reader, MCPU, smart card processor, barcode media reader, and main logic board, shall be modular in construction, consisting of self-contained units with polarized quick-connect electrical fittings to permit rapid removal and replacement.

The coin validator shall be a self-contained module which may be removed and replaced within two (2) minutes by a trained technician.

The bill transport shall be a self-contained module which may be removed and replaced within one (1) minute by a trained technician. It shall be built of sheet steel for rigidity, provided with captive fasteners and be self-aligning upon insertion. It shall be capable of being locked within the farebox. There shall be no protrusions on which bills may snag, which could cause a jam.

All major modules including the coin validator, bill validator, bill transport, coin escrow, cashbox, circuit boards, upper case, and lower case shall be marked with unique serial numbers.

Electrical Details

- a. *Printed Circuit Boards:* Farebox electronics shall be of the solid state type, assembled on glass/epoxy printed circuit boards. These boards shall be modular (plug connected) and removable for inspection and/or maintenance. The components mounted on the board shall be soldered in place except for items intended for ready removal, which shall be seated in high quality sockets. Where electronic circuit boards are to be inserted and/or removed by means of board guides, they shall be provided with lifting tabs. All circuit boards shall be provided with polarized plug connectors. No harness wiring shall be directly connected by means of solder to any board which is intended to be removed for maintenance or inspection. All printed circuit boards shall be conformal coated to resist the effects of moisture. All circuit boards shall be factory pretested under power for a minimum of 72 hours prior to final inspection within the farebox. All segments of the electronic displays shall be tested for a minimum of 72 hours.
- b. *Connectors:* The farebox shall be connected to external bus power by means of a polarized, snap connect plug on the underside of the farebox. All major electrical/electronic subassemblies and devices shall be connected to the farebox by polarized positive plug connectors. Electrical contacts shall be made of durable materials. Wires and multi-conductor cables, where used, shall be color coded and/or marked to permit positive identification. Connectors shall be of the positive engagement type and be resistant to unplugging under conditions of vibration.

- c. *Switches and Fuses*: Fuses or other protective devices shall be employed to protect the electronics, motors and other components from overload and damage. A master disconnect switch shall be provided inside the farebox to disconnect the farebox from external power. This switch shall be of the on-off type and shall be clearly marked.
- d. *Power Supply*: The farebox power supply shall be large enough to provide adequate power to the various farebox components and for any optional equipment that may be supplied with this procurement. The farebox electronics shall provide under- and over-voltage protection. The complete loss of power to the farebox shall not cause any data contained in electronic memory to be lost or altered. The electronic memory shall be capable of retaining data without bus power for a minimum of 15 days.
- e. *Protection*: The farebox electronics shall be protected against electromagnetic interference (EMI), vibrations, ultraviolet light, or other environmental conditions that would cause the farebox to become inoperative and/or lose data.
- f. *Counting Precedence*: The farebox logic shall be designed to give the counting of inserted coins or bills precedence over any other function. The farebox processor shall be active at all times, requiring no manual intervention to start.
- g. *Ventilation*: Electrical and electronic components shall be arranged to permit adequate ventilation to prevent heat buildup.
- h. *Access*: Maintenance access to the electronics, power supplies, and other electrical components shall not require removal of the cashbox from the farebox nor the removal of the farebox from the bus.

The farebox circuits shall be designed to draw minimum power from the bus battery. The farebox shall have three power levels:

- "Process" mode – when a fare transaction is in progress, the power draw shall not exceed 180 watts peak, 25 watts typical.
- "Ready" mode – the farebox is logged on and ready to collect revenue. During "ready" mode the farebox passenger display shall cycle through a series of instructional messages, the lights illuminating the various fare entry bezels shall be on, and the backlighting on the driver's display shall be extinguished. "Ready" mode shall be activated after a predetermined time, e.g., 3 minutes after the last transaction or when the farebox is probed. Power draw in "ready" mode shall not exceed 29W.
- "Standby" mode – the farebox is logged off; all lights are extinguished. Power draw in "standby" mode shall not exceed 12W.

The farebox circuitry shall include at least two open data ports for subsequent installation of communications links with other on-board devices. One of these ports shall comply with the SAE J-1708 standard.

T. Data Port

The farebox shall be provided with a non-contact data port to permit high-speed communication between the farebox and the data system via a data probe during routine servicing. Such communication shall include the uploading of farebox transaction and operating data to the system computer and the downloading of the fare table and other configuration parameters from the data system computer to the

farebox. Either infrared or wireless technology is acceptable. The data port shall be an integral part of the farebox. If infrared technology is used, the data port shall be positioned to permit easy interface by a probe operator. The port shall be protected against the entry of dirt and water by means of a solid membrane. The data port shall have guides to assure proper alignment of the probe. All fareboxes provided shall be equipped with such a data port, tested and ready for use.

If a wireless communication system is proposed, the contractor shall be responsible for all tasks necessary to ensure that the probing system is operational and fully functional, including site survey, licensing, installation and testing. The vendor shall provide full redundancy of the wireless communication path and comply with all agency and other applicable policies regarding network security and data access. Bidders proposing wireless systems shall describe in their proposals a minimum of three previous installations where they provided such compliance, including customer contact information. Vendors shall also be prepared to provide details and certification of such compliance prior to contract award.

Ensuring the integrity of data received from the fareboxes is of paramount importance. Given the relative novelty of wireless technology in transit applications and concerns about hacking, interference, "data sniffing" and the like, rigorous testing of wireless technology will be required prior to system acceptance.

U. Cashbox

General

The cashbox shall be rectangular to fit within the cashbox compartment in the lower portion of the farebox. The cashbox shall have two separate compartments, one for coins/tokens and one for bills.

The cashbox shall have a useful interior volume of not less than 580 cubic inches and shall be capable of holding approximately \$500 in mixed coins and a minimum of 600 items of U.S. paper currency in unfolded "street" condition (not "brick" or mechanically stacked or compressed) or paper equivalent.

The separation of bills from coins shall be positive. When empty, the cashbox shall weigh no more than 18 pounds. It shall be provided with a handle to permit it being carried by a person with a gloved hand. Removal of the cashbox from the farebox shall require opening of the cashbox access door in the lower portion of the farebox by activation of the electronic lock described later in these specifications.

Construction

The cashbox shall be made of stainless and plated steel, 20 gauge minimum. It shall be of welded construction with no exposed external fasteners. The parts of the cashbox that come in direct contact with the farebox shall be abrasion-resistant. Rough service shall not cause the cashbox to become distorted.

The cashbox shall be designed and fabricated in such a manner as to prevent extensive tolerance buildup and resultant vibration that could be detrimental to proper operation of the cashbox. The cashbox shall function in a dependable manner in the transit environment.

The mechanism and operation of the cashbox shall be positive and at no time during the collection or transfer of revenue expose the interior of the cashbox or its contents. The cashbox shall fit into the farebox in a unique position and shall be placed into the ready position to collect revenue by a single continuous motion.

The farebox shall remain inoperable until the cashbox is properly inserted and ready to accept revenue and the cashbox access door is closed and locked. The cashbox shall not have lids, covers or other elements that may be detached from the cashbox. The operation of the cashbox shall be such that it shall be locked and sealed unless it is in a farebox or receiver for revenue transfer. There shall be no unauthorized means of gaining entry to the cashbox other than physical destruction of the cashbox, which shall be immediately noticeable through visual inspection.

The locks and keys used on the cashbox shall be of the high security type as defined in this specification. The operation of any keys within the locks shall not require excessive torque that would damage either the key or the lock.

The mechanism employed to open and/or close the cashbox shall be positive and smooth in operation. Internal locking mechanisms shall be constructed of strong and durable materials. The term "internal locking mechanisms" refers to all components, including levers, slides, cams, etc., that are required to release the cashbox from the farebox or lock it in place in the farebox. The interior of the cashbox shall afford gravity discharge of the contents during revenue transfer, while maintaining separation of coins and bills. There shall be no ledges or other areas where coins, bills or other fare media may lodge or impede the operation of the cashbox.

A permanent serial number shall be inscribed on the cashbox in such a way that it shall be visible when the cashbox is in the farebox and the access door is closed and locked.

V. Security

The highest degree of security shall be employed in the design and manufacture of the farebox and the cashbox. No seams and/or openings shall be permitted by which deposited money may be removed in an unauthorized manner.

Locks and Keys

All locks and keys used on the farebox shall be of the high security type defined as follows: A high security lock is pick resistant and of the multi-tumbler type. It employs hidden and/or complex keyways to require the insertion and/or removal of the key in a uniquely correct position. Making an unauthorized duplicate of the key for a high security lock by means of impressions or similar technique presents a high degree of difficulty.

Security keys shall be registered by the Contractor to COH. Only authorized and registered COH personnel shall have the ability to order new or additional keys from the Contractor.

The lock and key used for the cashbox shall be of the rare earth magnetic type, MIWA or approved equal. This key shall not resemble a common house key in overall appearance and shall not be removable from the farebox without incurring damage.

The lock and key used for access to the farebox shall be a high security pin and tumbler lock.

Four (4) sets of Keys shall be provided with the option to order additional as needed.

Baffles

The farebox design and in particular the chutes and mechanisms directing coins and bill to the cashbox shall employ baffles and/or special geometry to prohibit access to or "fishing" of the cashbox upon removal of the coin or bill module from the farebox enclosure.

Cashbox Identification

The farebox shall be fitted with a device to automatically read a four (4) digit serial identification number on the inserted cashbox. The method employed shall not require electrical contacts, plugs or other physical connections between the farebox and the cashbox. Reading of the cashbox ID number shall be automatic and continuous while the cashbox is installed. The cashbox ID number shall be stored in the farebox memory for subsequent data transmission. The data system shall have the capability of inventorying the numbers of all cashboxes in the system.

Electronic Lock – Cashbox Access Door

Each farebox shall have a cashbox access door built into its lower portion that shall protect and conceal the cashbox inside. The door shall have a full-length hinge on one side and four catch points on the opposite side. The door shall have a small opening on it so that the presence of a cashbox may be observed. The door shall fit to the farebox using a labyrinth arrangement to deter prying. The door shall be fitted with an internal electronic locking device that shall permit the door to open upon successful transmission of data or receipt of a proper security signal from other devices.

The farebox logic shall have the ability to retain a specific five digit security code number. This number shall be modifiable at any time by downloading from the data system under authorized conditions. It shall be possible to change the security code in the farebox by means of the data system or by a portable electronic key.

When a data system probe is interfaced with the farebox, a coded number shall be transmitted to the farebox. If this number exactly matches the number previously stored in the farebox, the farebox shall release the locking pins on the door. The door shall then open, permitting the cashbox to be removed.

The data system shall be designed so that the security code may be entered using the data system. After proper entry of the security code, the data system shall display a menu with the options "LOCKS ENABLED" or "LOCKS DISABLED." If "LOCKS ENABLED" is selected, the cashbox access door shall unlock when the farebox is probed and data is extracted. If "LOCKS DISABLED" is selected, the farebox and the data computer shall exchange data, but the cashbox door shall not unlock. Closing the cashbox access door and holding it in the closed position for approximately one-half (0.5) second shall cause the locking mechanism to engage the door pins and lock the door. If the door is slammed, with rebound, the mechanism shall not engage.

Portable Electronic Key

A portable electronic key shall be provided to enable COH staff to open the cashbox access door in an authorized manner as an alternative to the data probe. Each time a portable electronic key is used, the farebox shall record the key's serial number for subsequent uploading to the data system.

The portable electronic key shall consist of two major parts, a probe and a belt-mounted electronics module. The probe shall be made of metal shaped to fit a person's hand in a comfortable manner. At one end of the probe shall be the optics, windows and bezel needed to interface with the farebox. The probe shall be connected by cable to the belt-mounted electronics module, which shall contain the required

electrical interfaces and battery. The connecting cable shall be a six-foot, four-conductor coiled telephone cord, with quick release push plugs at each end.

The battery that powers the portable electronic key shall be a commonly available nine-volt alkaline type. To conserve battery life, the probe shall be fitted with a momentary contact switch that shall be pressed to activate the portable key. An audio transducer on the belt-mounted electronics module shall alert the operator to a "low battery" condition. The electronics module shall also contain the memory needed to receive and retain the unique code number used to unlock the cashbox access door. The portable electronic key shall be of all metal, water-resistant construction. It shall be sufficiently protected to withstand use in an outdoor service lane in all types of weather.

W. Magnetic Document Stock

The Contractor shall supply pre-printed and pre-encoded magnetic fare document stock conforming to the specifications below and in the quantities indicated for all documents to be printed and/or processed in the MCPU.

Size and Type

Ticket stock intended for use in the MCPU shall be:

- Die-cut to credit card size (2.125" by 3.375") and shall have dimensions as defined in ANSI/ISO standard 7813-1987 for identification cards, except that stock used for transfers shall have a thickness of .007 inches $\pm$.001 inches and all other stock shall have a thickness of .010 inches $\pm$.001 inches.
- Two types of document material shall be provided: polyester stock for use in long-duration items such as passes, ID cards, etc.; and paper stock for short-duration items such as transfers. Unless otherwise specified document stock shall be white.
- Magnetic material shall be applied either by coating, extruding, or tape transfer processes. It shall be impossible to separate the stripe from the document stock intentionally without visually degrading the document surface. Operation in the equipment shall not cause the stripe ends to lift, nor shall any portion of the stripe separate from the document stock during normal handling or use.
- Abrasiveness of the magnetic material shall not cause magnetic head wear at a rate greater than that caused by standard credit card tape.
- It shall be possible to issue multiple types of cards from the same internal stock, including transfers, day passes, change cards, and receipts.
- If limited-use (LU) contactless cards are proposed, all functional capabilities stated within this specification for magnetic cards shall apply.
- All proposed fare media shall be service proven. If novel fare media are proposed, e.g., limited-use contactless cards ("paper smart cards"), proposers in their submittals shall fully explain their methods and experience in delivering and supporting the proposed fare medium.

Flatness

Ticket stock shall be flat and not have any curl in the "X" or "Y," or diagonal planes. Variation from true level shall be less than 1/16th of an inch on any corner of a single card, as measured on a flat surface, at 65 degrees F. and 80% RH.

Resistance to Moisture

Ticket stock provided shall be dimensionally stable in high ambient moisture conditions. The ticket material or coating shall be such as to prevent one ticket from sticking to another while in the cassette or experiencing curl due to moisture.

Static Printing

Transfer stock shall be printed on one side with information relating to direction of insertion and identifying information, as well as a small number indicating time and place of manufacture. Contractor shall submit proposed art work to the Customer for approval. Art work shall be for single color printing and comply with Contractor requirements for color, ink coverage, borders, and the like.

Packing

Transfer stock shall be packed in boxes with not less than 1,500 cards per box. Boxes shall be clearly marked as to contents and date and source of manufacture. All ticket stock shall be printed with an identifying number.

X. DATA COLLECTION AND REPORTING SYSTEM

General

The Contractor shall furnish and install a Data Collection and Reporting System (DCRS) at the COH location. The DCRS shall communicate with the fareboxes to extract transaction and event data and download operating parameters and related information. The DCRS shall communicate with the vault to extract cashbox identification from cashboxes inserted in the receiver. The DCRS shall be complete and fully functional, with all necessary items of hardware and software installed and tested, and shall be furnished with such software licenses as may be required. The DCRS shall provide one or more data probes linked to a computer capable of extracting and storing data from the bus fareboxes during routine servicing. The data system shall be capable of generating comprehensive management reports for use by COH.

A global positioning system (GPS) will be provided that is capable of processing raw geographic data (latitude/longitude coordinates) into a form suitable for transit use, e.g., bus stop number.

Composition

The farebox shall be capable of receiving GPS messaging and shall also include this data for each transaction. The data shall then be sent to the central computer system (CCS) through the probing computer and network manager to be integrated into the System data for inclusion in reports.

The DCRS shall be capable of managing all messaging including auto-load, hot listing, fare media processing from the CCS and as required in this Specification.

The DCRS shall consist of the following:

1. The specified number of data probes with junction box, supporting poles, lock-boxes to secure the probe when not in use, interconnecting cabling, and an isolation box for transient voltage protection.

2. Computer system consisting of a computer with display and keyboard and other hardware and software as described in these specifications.
3. Cashbox ID computer.

The Contractor shall also provide support equipment, maintenance documentation, hardware and software documentation and operational training.

Y. Data Probe and Cabling

Data Probe

If an infrared data probe is proposed, it shall permit bi-directional communications between the farebox and the data system by means of non-contact technology. The probe shall be a handheld device positioned and touched to a mating data port on the farebox, requiring no plugs or physical electrical contact.

The case of the data probe shall be a hardened aluminum extrusion or casting, containing the necessary hardware for communication between the probe and the farebox. The probe shall be configured with a window of infrared-transparent plastic behind which is a communications link composed of an LED and photosensor. A slot shall be provided within the extrusion to support the probe printed circuit board. A strain relief shall be provided to support the data cable.

The data probe and cabling shall be rugged enough to withstand the rigors of extended operations under extreme temperature and humidity variations and shall be impervious to degradation due to diesel fuel, gasoline, oil, transmission fluid, road salts and sunlight. The data probe shall be capable of being dropped from a height of three (3) feet onto a concrete surface with no resulting loss of operation.

An LED lamp shall be provided in an easy-to-see location on the probe to aid in the proper orientation and operation of the data probe. The LED shall pulse at a rate of once per second to indicate that the data computer is operational and the data probe is ready for use. Once the probe is interfaced with the farebox data port, the LED shall flicker while data is being exchanged and then glow steadily for five seconds to indicate that transmission has been completed.

Data Probe Cable

The data cable shall be custom made with three (3) twisted wire pairs, a shield, and a heavy polyurethane jacket flexible at low temperatures and resistant to salt, moisture, abrasion and fuel. Cable length shall be twenty-five (25) feet. The cable shall be supported in the center by a retractor mechanism designed to hold the cable out of the way when not in use. The retractor may be attached to a supporting pole or to an existing structure. A lockable box shall be provided to hold the data probe when not in use. The Contractor shall furnish and install all hardware required.

Fare Table

The data system shall have the capability of changing the fare tables in the fareboxes per the procedure previously described. Each fare table assigns the value of a full fare as well as any reduced fares (student, elderly, etc.). Each individual fare amount may be between \$0.01 and \$39.99. It shall be possible to change the values through the farebox keypad or data system without removing or replacing any of the farebox electronic components. In addition, the following shall be transmittable:

- Current time and date (any valid time and date)
- Electronic lock code (any 5 digit number)
- Holidays (up to eight valid dates)
- Start/stop times for AM and PM peak periods
- Keypad attributes (tally, tally/clear display, and value increments from 0.01 to 39.99)
- Fare table store option (should the data system transmit the fare structure to each farebox probed)
- Lock code action (should the farebox unlock the cashbox access door upon probing)
- Transfer acceptance parameters
- TTP (ticket/token/pass) acceptance parameters and other attributes

Configurable Parameters

The data system shall have the ability to enable or disable various functions such as ticket types, or other designated parameters as previously defined in this document.

Individual Farebox/Bus Reports

For individual farebox reports, the printed report shall show the following categories of data at minimum:

- Current revenue (since last probing)
- To-date revenue
- Unclassified revenue
- Total full fare riders (ridership data shall be supplied for each fare table in use)
- Key 1 – number of riders
- Key 2 – number of riders
- Key 3 – number of riders
- Key 4 – number of riders
- Key 5 – number of riders
- Key 6 – number of riders
- Key 7 – number of riders
- Key 8 – number of riders
- Key 9 – number of riders
- TTP 1 through 48 – number
- Total tokens
- Total stored ride/value cards
- Total passes
- Total bills
- Total coins denomination
- Payroll
- Timekeeping

Z. Transactional Database and Reporting

The farebox and data system shall be equipped with the software necessary to support a transactional database in which selected farebox transactions and/or events shall be individually time-stamped and recorded in farebox memory for uploading to the data system during routine probing. At the option of Customer, the transactional database shall be capable of recording:

- Events only (e.g., farebox probed, cashbox door open, route/run record created)
- Events and non-cash fare transactions
- Events and both cash and non-cash fare transactions.
- Mileage data, revenue, and deadhead.

The transactional database shall have the ability to capture the serial number of the card used in each transaction and report it to the data reporting system. It shall be possible to track all uses of a given card, category of card, or employer account for any time period, route, etc. This information may be used for audit and security purposes, especially where high-value cards or credit card acceptance is implemented.

Each transaction shall be individually recorded in such a way that it is possible to determine day, time, route, and run for each fare paid.

To maintain the security of the database, all database transactions shall be logged. Data shall be stored in a format that is not alterable by general database tools. The software driver for the ODBC interface shall be configured in read-only mode and shall not allow the user to modify revenue data directly. Needs to be queryable or exportable to a useable format. Needs to have customizable queries.

The transactional database shall be capable of storing the following types of transactions:

- Cash fare. Includes fare type (full fare, pushbutton or TTP) plus time (minutes and seconds)
- Period pass. Includes serial number, time
- Stored value card. TTP, fare deducted, remaining value, serial number, time
- Stored ride card. TTP used, remaining rides, serial number, time
- Transfer accepted. Route, direction, serial number, time
- Transfer issued. Key used to issue, time
- Non-magnetic ticket or token processed. TTP used, time.

For period pass transactions, the database shall be capable of storing the following information at minimum:

- Pass serial number
- Pass type
- Passenger category
- Employer account number if applicable
- Other data fields shall be provided to permit recording of peak/off-peak usage.

AA. SMART CARD and MAGNETIC CARD ENCODING MACHINE

COH would like to provide the capability for those who want to purchase a smart card or magnetic card at the cashier window. Additionally, the cashier would have the ability to reload value on smart cards with this device upon customer request.

2.2 SCOPE OF WORK - DOCUMENTATION

The Contractor shall supply complete documentation of hardware, software, and operating system. Such documentation shall consist of, at a minimum, schematics, service manuals, and operating manuals.

A. Operations and Maintenance Manual – Fareboxes

The Contractor shall provide an operations and maintenance manual for the fareboxes. The operations portion of this manual shall explain the functions and features of the farebox in detail and provide instruction on the various operations and remedial actions to be taken by the driver. The Contractor shall also provide pocket size driver's reference brochures describing how the farebox shall be operated, with simplified flow charts of actions to take when pulling out (logging onto the farebox), changing fare tables, and responding to problems such as coin and bill jams.

The maintenance portion of the manual shall contain but not be limited to:

- Description of operation
- Installation procedures
- Complete parts identification diagram and list
- Troubleshooting procedures
- Inspection procedures
- Diagnostic procedures
- Written diagrams
- Electrical schematics with board and cable identification
- Adjustment procedures.

B. Manuals/Drawings – Vaults

The Contractor shall provide manuals and drawings identifying the various parts and assemblies in the vault equipment, including parts identification and repair procedures.

2.3 SCOPE OF WORK – TRAINING

A. Farebox Maintenance Training

The Contractor shall provide a comprehensive farebox and related equipment maintenance and repair training program to be conducted at COH's facility. The instructor provided by the Contractor shall be well versed in the maintenance and repair of COH's equipment. The Contractor's instructor shall make use of visual training aids such as viewgraphs and video tapes (if available) to further reinforce the material presented. Handouts to students are required.

The Contractor shall provide a three-day farebox training program including the following:

- Basic construction and operating features of the farebox and related equipment
- Examination and disassembly of major assemblies, including but not limited to:
 - Bill Transport
 - Coin Validator
 - Electronic chassis
 - Lower stanchion and cashbox
 - Electrical wiring harnesses
 - Troubleshooting procedures
 - Field-level repair of farebox and related equipment.

Each student shall be required to tear-down and build-up a farebox in the class.

B. Revenue Collection System

The Contractor shall provide training classes on the maintenance, troubleshooting and repair of the revenue collection system. This training shall be conducted at COH's facility immediately following installation of the equipment.

C. Cashbox and Vault Operations

The Contractor shall provide to COH the services of a qualified and experienced instructor to conduct classes for supervisory and maintenance personnel in the proper insertion and removal of the cashbox from the farebox.

D. Operations Training

The Contractor shall provide to COH experienced and qualified instructors who shall conduct one day classes at COH's training facility. This training program shall be for supervisory personnel, who in turn shall be responsible for the actual training of the drivers. The training program shall cover the operations of the farebox and shall make use of one of the fareboxes provided under this Contract for illustrative use.

E. Passenger Training

The Contractor shall provide COH with sample educational materials suitable for use in a public relations campaign aimed at educating riders about the new fareboxes.

2.4 SCOPE OF WORK – INSTALLATION AND SPARE PARTS

A. Fareboxes

The Contractor shall install the fareboxes in accordance with the following requirements: The Contractor shall supply all labor, supervision and materials required for the proper installation of the fareboxes in vehicles owned by COH. All installation shall be performed at COH's location. The removal of existing fareboxes, storage and security of these units shall be the responsibility of COH.

Installed fareboxes shall be positioned for maximum ease of passenger movement and driver operation and compliance with accessibility requirements. The installed position shall allow for complete, unrestricted opening of all farebox maintenance and cashbox doors. Handrails or other equipment which may interfere with these access doors shall be identified by the Contractor at least 30 days prior to farebox installation so that COH shall have adequate time to reposition that which interferes with the farebox equipment prior to actual farebox installation by the Contractor.

The Contractor shall supply and install all the necessary wiring, protective devices and mounting hardware necessary for the proper installation and operation of the fareboxes. All new undercarriage wiring shall be suitably protected against the road elements and fastened so as not to interfere with normal bus operation and/or maintenance. No "butt connectors" shall be utilized under the bus.

B. Spare Parts

Spare Parts Requirements

The Contractor shall include in the price proposal spare parts as a **separate price schedule** and note the most utilized products.

C. Parts Availability

Contractor Designed Parts

The Contractor agrees to make available such parts, components, devices and/or assemblies used in the equipment and which is designed, made or otherwise controlled by the Contractor for a period of not less than ten (10) years from the date of equipment acceptance.

Commercial Parts

For those parts which are purchased by the Contractor from commercial sources and over which the Contractor has no control, the Contractor agrees to monitor the availability of such parts. If a part is to be discontinued and no longer available from the original source, the Contractor shall notify COH not less than six (6) months from the date of discontinuance to enable COH to purchase whatever parts are anticipated to be required for the remaining useful life of the equipment.

D. Maintenance Test Stands

The Contractor will provide maintenance test stands to allow COH staff to test all farebox components. This will include complete farebox wiring harness; plug in receptacles for all modules including the coin mechanism, bill transport, circuit board testing etc., as well as lights and diagnostics.

The Contractor will provide devices for testing and calibrating the farebox coin mechanisms and bill transports to maintain specification accuracy.

The Contractor will provide a list and price of ordinary and special tools needed to maintain the fare collection system.

3.0 PROPOSAL CONTENT REQUIREMENTS

Anything that any Offeror would like to modify, seek clarifications on, or otherwise deviate from, however modest, **MUST** be presented during the question and answer phase so it can be considered and determined by COH before the submission date for all proposals, so that all prospective Offerors will have a common and uniform basis upon which to submit their proposals.

A. GENERAL PROPOSAL REQUIREMENTS:

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Offeror's capabilities to complete the contract.

1. The proposals must address all requirements of this RFP. Information must be current, up-to-date and completely address the RFP requirements.
2. Emphasis is on clarity of content—avoid jargon and rhetoric.
3. The proposals must be typed using a 12-point font size and employ margins of one inch or more.
4. Typed, bound, and presented in sections separated by tabs. The tabs will not count towards the page limit. Tab sections are specified below in Part 3, Section B.
5. Proposal copies and all supporting documentation must be exact replicas of the original proposal document. Each copy of the proposal must be bound in a single volume.
6. The Proposal must contain no more than forty (40) pages with the option to include appendices as needed to support the requirements of the RFP. Pages in the Proposal must be consecutively numbered. The numbering should not include the cover letter, table of contents, tabs, and blank pages, as they do not count toward the page limit requirement. Please mark blank pages as "This Page Intentionally Left Blank." COH prefers Proposals with double- sided pages.

B. REQUIREMENTS FOR EACH TECHNICAL PROPOSAL:

Each proposal shall include a Submission Letter, un-tabbed and unnumbered, which shall be signed and dated by a representative authorized to bind the Offeror. As part of its proposal, the Offeror shall provide, at a minimum, the following material and essential requirements in Tabs 1 through 9. Each technical proposal shall provide the following information, separated by corresponding numbered tabs:

Tab 1: Submission Form and Cover Letter. The proposal must be signed by a duly authorized officer. Include contact information for that person or persons who will be authorized to represent the Proposer.

Tab 2: Capability and Experience.

A detailed list of items to include in this section is found in the Selection Criteria section following.

Tab 3: Technical Specifications.

Provide a clear and concise description of the equipment and services to be provided by your company under the contract. Describe the overall design to be used in carrying out this project. The information provided relating to the farebox system will be utilized to evaluate the proposal. Technical specifications must include a preventative maintenance program.

Tab 4: Warranty

Tab 5: Installation Schedule

Tab 6: Training Schedule

Tab 8: Required Forms

C. REQUIREMENTS FOR COST PROPOSAL:

- 18 electronic validating bus fareboxes each furnished with 2 cashboxes each.
- Installation of 18 fareboxes
- Data collection and reporting systems, to include necessary hardware, software and communication equipment
- All licenses for software, firmware and updates
- Certifications of warranty for hardware
- Installation and testing of the data system
- All manuals for operators, maintenance, and IT
- Training of administrative, operations and maintenance personnel
- Spare parts

4.0 SELECTION CRITERIA/SELECTION PROCESS

The following criteria will be used in evaluating the proposals:

1. Farebox Quality: 30%

The proposer's technical submittal regarding farebox construction and system design, as well as documented reliability, may be used in this evaluation. Other design and performance elements of the components which comprise those systems will be evaluated. Route data, ridership information, tests results and maintenance factors may be considered in determining final points.

2. Capabilities/Experience: 30%

The Proposer's capabilities and experience, as well as those of manufacturers of key subsystems and components. At a minimum, the Proposer will want to include the following:

- A brief history of the Proposer's experience of transit fareboxes.
- The experience of the factory at which the fareboxes will be built, with specific references to production capacity, quality control, and quality assurance.
- A description of the company's product evaluation and testing cost control and partnering arrangements.
- Capabilities for customer technical assistance, including expertise and experience, any third-party certifications, typical response times for both emergency and non-emergency situations.
- Other current and pending farebox orders, identifying the number of fareboxes, the customer, and dates of first and last production and deliveries.
- Capabilities for provision and service of replacement parts, including availability and delivery times under emergency and non-emergency situations;
- Established programs for the training.
- Listing of at least five (5) references. Listing the name, address, telephone number of customer's representative that are compatible to type and quantity to this solicitation.
- Procedures for the development and updating of technical manuals and publications.

3. Delivery: 20%

The Selection Committee will look at the proposed date of delivery and project completion, including training schedule. Delivery time is of critical importance.

4. Proposed Warranty: 10%

Farebox construction and system design as well as documented reliability may be used in this evaluation as well as other design and performance elements of the components which comprise those systems. At a minimum, test results, safety and maintenance factors and cost of operation for the product design and system components proposed may be considered in determining final point for this factor.

5. Proposed Preventative Maintenance Program: 5%

The information provided by the Proposer in its technical submittal relating to the product provided will be utilized to evaluate the proposal. Farebox construction and system design, as well as documented reliability, may be used in this evaluation as well as other design and performance elements of the components which comprise those systems.

6. Training Schedule: 5%

Training of staff in the proper uses, functions, and appropriate maintenance of the system is deemed a deliverable, and the training schedule and the training program commitments provided by the Proposer will be considered in the evaluation.

The Selection Committee will make a recommendation to the HCT Division Manager. The City Council of Hattiesburg shall have final approval/disapproval authority on any recommendation. The selected firm may be contacted for additional information concerning the submittal and contractual information.

COH retains the right to reject all proposals and to re-solicit if deemed to be in its best interests. Selection is also dependent on the execution of a mutually acceptable contract with the successful responder.

The selection of the successful proposal may not be the lowest cost but the best value for the COH.

Each proposal shall state that it is valid for a period of not less than ninety (90) days from the date of receipt.

5.0 FEDERAL CONTRACT PROVISIONS

1. General

The work performed under this contract will be financed, in part, by grants provided under programs of the Federal Transit Administration. Compliance with and citations to federal law, regulation, and guidance references include, but are not limited to, the Master Agreement FTA MA (17), dated October 1, 2015; FTA Circular 4220.1F, dated November 1, 2008, updated March 13th, 2013; "Best Practices Procurement Manual", updated March 13, 1999 with revisions through October 2005; 49 CFR Part 18 (State and Local Governments) and 49 CFR Part 19 (Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations) and any subsequent amendments or revisions thereto.

2. Federal Changes

Contractor shall at all times comply with all applicable Federal Transit Administration (FTA) regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between Purchaser and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

3. Conflict of Interest

No employee, officer, board member, or agent of COH shall participate in the selection, award, or administration of a contract supported by Federal Transit Administration (FTA) funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer, board member, or agent, any member of his or her immediate family, his or her partner, or an organization that employs, or is about to employ any of the above, has a financial or other interest in the firm selected for award.

4. Lobbying

Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352, as amended by the Lobbying Disclosure Act of 1995, PL 104-65 (2 U.S.C. §1601, et seq.). Contractors who apply or bid for an award of \$100,000 or more shall file the certification required by 49 CFR part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall comply with Federal statutory provisions of the extent applicable prohibiting the use of Federal assistance funds for activities designed to influence Congress to a State legislature on legislation or appropriations, except through proper official channels. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995, who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient.

5. Civil Rights

(1) **Nondiscrimination** - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6101 et seq., section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101, and Federal Transit Law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any business, employee or applicant from employment, participation, program benefits, business opportunities or employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

(a) The third party contractor and all lower tiers shall comply with all provisions of FTA Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients", Oct 1st, 2012.

(2) Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract:

(a) Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(b) Equal Employment Opportunity Requirements for Construction Activities. For activities determined by the U.S. Department of Labor (U.S. DOL) to qualify as "construction," the Contractor agrees to comply and assures the compliance of each subcontractor at any tier of the Project, with all applicable equal employment opportunity requirements of U.S. DOL regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order No. 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000(e) note, and also with any Federal laws, regulations, and directives affecting construction undertaken as part of the Project.

(3) Nondiscrimination on the Basis of Age – The Contractor agrees to comply with all applicable requirements of the Age Discrimination Act of 1975, as amended, 42 U.S.C. §§ 6101 et seq., and with implementing U.S. Health and Human Services regulations, "Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance," 45 C.F.R. Part 90, which prohibit discrimination against individuals on the basis of age.

The Age Discrimination in Employment Act (ADEA) 29 U.S.C. §§ 621 through 634 and with implementing U.S. Equal Employment Opportunity Commission (U.S. EEOC) regulations, "Age Discrimination in Employment Act," 29 C.F.R. Part 1625, which prohibits discrimination against individuals on the basis of age.

(4) Nondiscrimination on the Basis of Sex - The Contractor agrees to comply with all applicable requirements of Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. §§ 1681 et seq., and with implementing U.S. DOT regulations, "Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance," 49 C.F.R. Part 25, that prohibit discrimination on the basis of sex.

(5) Access for Individuals with Disabilities - The Contractor agrees to comply with 49 U.S.C. § 5301(d), which states the Federal policy that elderly individuals and individuals with disabilities have the same right

as other individuals to use public transportation services and facilities, and that special efforts shall be made in planning and designing those services and facilities to implement transportation accessibility rights for elderly individuals and individuals with disabilities. The Contractor also agrees to comply with all applicable provisions of section 504 of the Rehabilitation Act of 1973, as amended, with 29 U.S.C. § 794, which prohibits discrimination on the basis of disability; with the Americans with Disabilities Act of 1990 (ADA), as amended, 42 U.S.C. §§ 12101 *et seq.*, which requires that accessible facilities and services be made available to individuals with disabilities; and with the Architectural Barriers Act of 1968, as amended, 42 U.S.C. §§ 4151 *et seq.*, which requires that buildings and public accommodations be accessible to individuals with disabilities. In addition, the Contractor agrees to comply with applicable Federal regulations and directives and any subsequent amendments thereto, except to the extent the Federal Government determines otherwise in writing, as follows:

- (1) U.S. DOT regulations "Transportation Services for Individuals with Disabilities (ADA)" 49 C.F.R. Part 37;
- (2) U.S. DOT regulations "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 C.F.R. Part 27;
- (3) Joint U.S. Architectural and Transportation Barriers Compliance Board (U.S. ATBCB) U.S. DOT regulations, "Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles," 36 C.F.R. Part 1192 and 49 C.F. R. Part 38;
- (4) U.S. DOJ regulations "Nondiscrimination on the Basis of Disability in State and Local Government Services," 28 C.F.R. Part 35;
- (5) U.S. DOJ regulations "Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities." 28 C.F.R. Part 36;
- (6) U.S. GSA regulations "Accommodations for the Physically Handicapped," 41 C.F.R. Subpart 101-19;
- (7) U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630;
- (8) U.S. Federal Communications Commission regulations "Telecommunications Relay Services and Related Customer Premises Equipment for the Hearing and Speech Disabled," 49 C.F.R. Part 64, Subpart F;
- (9) U.S. Architectural and Transportation Barriers Compliance Board regulations, "Electronic and Information Technology Accessibility Standards." 36 C.F.R. Part 1194;
- (10) FTA regulations, "Transportation of Elderly and Handicapped Persons," 49 C.F.R. part 609; and
- (11) Federal civil rights and nondiscrimination directives implementing the foregoing Federal laws and regulations, except to the extent the Federal Government determines otherwise in writing.

(6) **Access to Services for Persons with Limited English Proficiency.** The Contractor agrees to comply with Executive Order No. 13166, "Improving Access to Services for Persons with Limited English Proficiency," 42 U.S.C. § 2000d-1 note, and U.S. DOT Notice, "DOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficiency (LEP) Persons," 70 *Fed. Reg.* 74087, December 14, 2005, except to the extent that the Federal Government determines otherwise in writing.

(7) **Environmental Justice.** The Contractor agrees to comply with the policies of Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," 42 U.S.C. § 4321 note; and DOT Order 5620.3, "Department of Transportation Actions To Address Environmental Justice in Minority Populations and Low-Income Populations," 62 *Fed. Reg.* 18377 *et seq.*, April 15, 1997, except to the extent that the Federal Government determines otherwise in writing.

(8) **Drug or Alcohol Abuse-Confidentiality and Other Civil Rights Protections.** To the extent applicable, the Contractor agrees to comply with the confidentiality and other civil rights protections of the Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. §§ 1101 *et seq.*, with the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended, 42 U.S.C. §§ 4541 *et seq.*, and with the Public Health Service Act of 1912, as amended, 42 U.S.C. §§ 290dd through 290dd-2, and any amendments thereto.

(9) **Other Nondiscrimination Laws.** The Contractor agrees to comply with applicable provisions of other Federal laws and regulations, and follow applicable directives prohibiting discrimination, except to the extent that the Federal Government determines otherwise in writing.

(10) The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

7. Contracting with Disadvantaged Business Enterprises

The newest version on the Department of Transportation's Disadvantaged Business Enterprise (DBE) program became effective July 16, 2003.

a. This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. The agency's overall goal for DBE participation is 10 %. A separate contract goal has not been established for this procurement.

b. The contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as COH deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)). The successful bidder/offeror will be required to report its DBE participation obtained through race-neutral means throughout the period of performance.

c. The successful bidder/offeror will be required to report its DBE participation obtained through race-neutral means throughout the period of performance.

d. The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor's receipt of payment for that work from COH. In addition, the contractor may not hold retainage from its subcontractors.

e. The contractor must promptly notify COH whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of COH.

6. Clean Air Act

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 *et seq.* The Contractor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

7. Clean Water

(a) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 *et seq.* The Contractor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

(b) The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

8. Environmental Protection

The Contractor agrees to comply with all applicable requirements of the National Environmental Policy Act of 1969, as amended, (NEPA) 42 U.S.C. §§ 4321 through 4335 (as restricted by 42 U.S.C. § 5159, if applicable); Executive Order No. 11514, as amended, "Protection and Enhancement of environmental Quality," 42 U.S.C. § 4321 note; FTA statutory requirements at 49 U.S.C. § 5324(b); U.S. Council on Environmental Quality regulations pertaining to compliance with NEPA, 40 C.F.R. Parts 1500 through 1508; and joint FHWA FTA regulations, "Environmental Impact and Related Procedures," 23 C.F.R. Part 771 and 49 C.F.R. Part 622; and other applicable Federal environmental protection regulations that may be promulgated at a later date. The Contractor agrees to comply with the applicable provisions of 23 U.S.C. § 139 pertaining to environmental procedures, and 23 U.S.C. § 326, pertaining to Purchaser's responsibility for categorical exclusions, in accordance with the provisions of joint FHWA/FTA final guidance, "SAFETEA-LU Environmental Review Process (Public Law 109-59)," 71 Fed. Reg. 66576 *et seq.* November 15, 2006 and any applicable Federal directives that may be issued at a later date, except to the extent that FTA determines otherwise in writing.

9. Energy Conservation

The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency that are contained in the state energy conservation plans issued in compliance with the Energy Policy and Conservation Act.

10. Buy America

The contractor agrees to comply with 49 U.S.C. 5323(j) and 49 C.F.R. Part 661, which provide that Federal funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by FTA or the product is subject to a general waiver. General waivers are listed in 49 C.F.R. 661.7, and include final assembly in

the United States for 15 passenger vans and 15 passenger wagons produced by Chrysler Corporation, and microcomputer equipment and software. Separate requirements for rolling stock are set out at 49 U.S.C. 5323(j)(2)(C) and 49 C.F.R. 661.11. Rolling stock must be assembled in the United States and have a 60 percent domestic content.

A bidder or offeror must submit to the FTA recipient the appropriate Buy America certification (below) with all bids or offers on FTA-funded contracts, except those subject to a general waiver. Bids or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive.

11. Fly America

The Contractor agrees to comply with 49 U.S.C. 40118 (the "Fly America" Act) in accordance with the General Services Administration's regulations at 41 CFR Part 301-10, which provide that recipients and subrecipients of Federal funds and their contractors are required to use U.S. flag air carriers for U.S. Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The Contractor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The Contractor agrees to include the requirements of this section in all subcontracts that may involve international air transportation.

12. Debarment and Suspensions

This contract is a covered transaction for purposes of 49 C.F.R. Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined at 49 C.F.R. 29.995, or affiliates, as defined at 49 C.F.R. 29.905, are excluded or disqualified as defined at 49 C.F.R. 29.940 and 29.945. The contractor is required to comply with 49 C.F.R. 29, Subpart C and must include the requirement to comply with 49 C.F.R. 29, Subpart C in any lower tier covered transaction it enters into.

13. Termination or Cancellation of Contract

The Contractor agrees:

- (1) To comply with the requirements of 49 U.S.C. chapter 53 and other applicable Federal laws and regulations now in effect or later that affect its third party procurements,
- (2) To comply with U.S. DOT third party procurement regulations, specifically 49 C.F.R. § 18.36 or 49 C.F.R. §§ 19.40 – 19.48, and other applicable Federal regulations that affect its third party procurements as may be later amended,
- (3) To follow the most recent edition and any revisions of FTA Circular 4220.1F, "Third Party Contracting Guidance," except as FTA determines otherwise in writing, and
- (4) That although the FTA "Best Practices Procurement Manual" provides additional third party contracting guidance, the Manual may lack the necessary information for compliance.

Termination for Convenience: COH, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the project. If this contract is terminated, the Owner shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination.

Termination for Default [Breach or Cause]: COH may terminate this contract in whole or in part, for COH's convenience or because of the failure of the Contractor to fulfill the contract obligations. COH shall terminate by delivering to the Contractor a Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to COH all equipment (property of COH), data, drawings, specifications, reports, estimates, summaries, and other information and materials accumulated in performing this contract, whether completed or in process.

Opportunity to Cure: COH in its sole discretion may, in the case of a termination for breach or default, allow the Contractor ten (10) days in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions. If Contractor fails to remedy to COH's satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within ten (10) days after receipt by Contractor of written notice from COH setting forth the nature of said breach or default, COH shall have the right to terminate the Contract without any further obligation to Contractor. Any such termination for default shall not in any way operate to preclude COH from also pursuing all available remedies against Contractor and its sureties for said breach or default.

If the termination is for failure of the Contractor to fulfill the contract obligations, COH may complete the work by issuing another contract or otherwise and the Contractor shall be liable for any additional cost incurred by COH.

If, after termination for failure to fulfill contract obligations, it is determined that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of COH.

14. No Federal Government Obligations to Third Parties

The Purchaser and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Purchaser, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

15. False or Fraudulent Statements or Claims

(1) The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its activities in connection with this Project. Accordingly, upon execution of the underlying contract or agreement the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may apply, the Contractor also acknowledges that if it makes a false, fictitious, or

fraudulent claim, statement, submission, or certification to the Federal Government, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986, as amended, on the Contractor to the extent the Federal Government deems appropriate.

(2) The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

(3) The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

16. Access to Records and Reports

Where the Purchaser is not a State but a local government and is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 C. F. R. 18.36(i), the Contractor agrees to provide the Purchaser, the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions. Contractor also agrees, pursuant to 49 C. F. R. 633.17 to provide the FTA Administrator or his authorized representatives including any PMO Contractor access to Contractor's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C. 5307, 5309 or 5311.

Where the Purchaser is a State and is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 C.F.R. 633.17, Contractor agrees to provide the Purchaser, the FTA Administrator or his authorized representatives, including any PMO Contractor, access to the Contractor's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C. 5307, 5309 or 5311. By definition, a major capital project excludes contracts of less than the simplified acquisition threshold currently set at \$150,000.

Where the Purchaser enters into a negotiated contract for other than a small purchase or under the simplified acquisition threshold and is an institution of higher education, a hospital or other non-profit organization and is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 C.F.R. 19.48, Contractor agrees to provide the Purchaser, FTA Administrator, the Comptroller General of the United States or any of their duly authorized representatives with access to any books, documents, papers and record of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions.

Where any Purchaser which is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 U.S.C. 5325(a) enters into a contract for a capital project or improvement (defined at 49 U.S.C. 5302(a)1) through other than competitive bidding, the Contractor shall make available records related to the contract to the Purchaser, the Secretary of Transportation and the Comptroller General or any authorized officer or employee of any of them for the purposes of conducting an audit and inspection.

The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

The Contractor agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Contractor agrees to maintain same until the Purchaser, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 C.F.R. 18.39(i)(11). FTA does not require the inclusion of these requirements in subcontracts.

17. Drug Free Work Place & Drug and Alcohol Testing

The contractor agrees to establish and implement a drug and alcohol testing program that complies with 49 C.F.R. Parts 653 and 654, produce any documentation necessary to establish its compliance with Parts 653 and 654, and permit any authorized representative of the United States Department of Transportation or its operating administrations, the State Oversight Agency of Mississippi, or COH to inspect the facilities and records associated with the implementation of the drug and alcohol testing program as required under 49 C.F.R. Parts 653 and 654 and review the testing process. The contractor agrees further to certify annually its compliance with Parts 653 and 654. To certify compliance the contractor shall use the "Substance Abuse Certifications" in the "Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements," which is published annually in the Federal Register.

18. Resolution of Disputes

Disputes - Disputes arising in the performance of this Contract which are not resolved by agreement of the parties shall be decided in writing by the authorized representative of the Owner. This decision shall be final and conclusive unless within ten (10) days from the date of receipt of its copy, the Contractor mails or otherwise furnishes a written appeal to the authorized representative of the Owner. In connection with any such appeal, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the authorized representative of the Owner shall be binding upon the Contractor and the Contractor shall abide by the decision.

Performance During Dispute - Unless otherwise directed by the Owner, the Contractor shall continue performance under this Contract while matters in dispute are being resolved.

Claims for Damages - Should either party to the Contract suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefor shall be made in writing to such other party within a reasonable time after the first observance of such injury or damage.

Remedies - Unless this contract provides otherwise, all claims, counterclaims, disputes and other matters in question between the Owner and the Contractor arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State in which the Owner is located.

Rights and Remedies - The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the Owner, Architect or Contractor shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

19. Privacy

To the extent that the Contractor, or its subcontractors, if any, or any to their respective employees administer any system of records on behalf of the Federal Government, Contractor agrees to comply with, and assure the compliance of its subcontractors, if any, with the information restrictions and other applicable requirements of the Privacy Act of 1974, as amended, 5 U.S.C. Sect. 552, (the Privacy Act). The Contractor also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA.

PROPOSAL COVER SHEET
RFP #HCT2018-01
Hub City Transit
FAREBOX MANAGEMENT SYSTEM

Legal Name of Organization _____

Authorized Signer: _____

Title: _____

Mailing Address: _____

Physical Address (If Different): _____

Telephone Number: _____

FAX Number: _____

Contact Person Name: _____

Contact Person Title: _____

Entity Type: ☐ Corporation ☐ Sole Proprietor

☐ Partnership ☐ Other

Is Responder a Historically Underutilized Business (HUB)? ☐ Yes ☐ No

Certifying Agency: _____

ATTACHMENT A
CERTIFICATION REGARDING LOBBYING

(To be submitted with all bids or offers exceeding \$100,000; must be executed prior to Award)

The undersigned _____ certifies, to the best of his or her knowledge and belief, that:
(Contractor)

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding to 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 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 complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*.)]
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transactions imposed by 31, U.S.C. 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 for each such expenditure or failure.]

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Section A 3801 *et seq.*, apply to this certification and disclosure, if any.

Date

Signature of Contractor's Authorized Official

Name and Title of Contractors Authorized Official

ATTACHMENT B
CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY and VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTION

(To be submitted with all bids or offers exceeding \$25,000.)

- (1) The prospective lower tier participant (Bidder/Contractor) certifies, by submission of this bid or proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) The prospective Bidder/Contractor also certifies by submission of this bid or proposal that all subcontractors and suppliers (this requirement flows down to all subcontracts at all levels) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (3) Where the prospective lower tier participant (Bidder/Contractor) is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid or proposal.

The lower tier participant (Bidder/Contractor), _____, certifies or affirms the truthfulness and accuracy of this statement of its certification and disclosure, if any.

SIGNATURE _____

TITLE _____

COMPANY _____

DATE _____

ATTACHMENT C
Certification Regarding Drug-Free Workplace

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Establishing an outgoing drug-free awareness program to inform employees about

- a. The dangers of drug abuse in the workplace;
- b. The grantee's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1.

4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will:

- a. Abide by the terms of this statement;
- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such violation.

5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4b from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification numbers(s) of each affected grant.

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4b, with respect to any employee who is so convicted:

- a. Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

7. Making good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance: Check () if there are workplaces on file that are not identified here.
() Not Applicable.

Name of Applicant Organization:

Name & Title of Authorized Signatory:

Signature: _____ Date: _____

ATTACHMENT D
CERTIFICATE REGARDING CONFLICT OF INTEREST

By signature of this Certificate, Respondent covenants and affirms that:

1. No manager, employee or paid consultant of the Respondent is a member of the Policy Board, or an employee of COH;
2. No manager or paid consultant of the Respondent is married to a member of the Policy Board, or an employee of COH;
3. No member of the Policy Board, the President or an employee of COH owns or controls more than a 10 percent share in the Respondent's organization;
4. No spouse of a member of the Policy Board, or employee of COH receives compensation from Respondent for lobbying activities.
5. Respondent has disclosed within the proposal response any interest, fact or circumstance, which does or may present a potential conflict of interest;
6. Should Respondent fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Respondent shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with COH and shall immediately refund COH any fees or expenses that may have been paid under the contract and shall further be liable for any others costs incurred or damages sustained by COH relating to that contract.

Name of Individual or Organization submitting application.

Name and Title of Authorized Signatory.

Signature

Date

ATTACHMENT E
PRICE SCHEDULE

Name of Proposer: _____

Signature of Authorized Individual: _____

Title of Authorized Individual: _____

Date of Proposal: _____

The Proposer shall use this price proposal form; however, the Proposer is also free to offer an alternative form of pricing.

DESCRIPTION	Quantity	Unit Price	Total Price
Electronic Validating Farebox complete with one (1) Operator Control Unit, TRIM, Magnetic Card Reader, Bar Code Reader, WIFI, Smart Card Reader and one (1) cashbox	18		
Single Garage, Single Lane Data System complete with all hardware and probing equipment	1		
Additional Cashboxes	18		
Farebox Installation	18		
Farebox Maintenance Training at HCT Facility	1		
Total			

Add On's/ Options

Spare Parts (10% farebox equipment)		Include in separate form	
Portable Electronic Key - Spares	1		
Thermal coated plastic media, magnetic striped un-encoded to be used in Smart Card/Magnetic Card Encoding Machine (custom stock)	20,000		
Thermal coated paper media magnetic striped suitable for transfers (generic stock)	300,000		
Smart Cards, 30mil unencoded	60,000		
Smart Card/Magnetic Card Encoding Machine	1		
Farebox Maintenance Test Stand	1		



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-255

File ID: 2018-255

Type: Regular Agenda Item

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester: Deborah Bourne

File Created: 02/26/2018

Brief Title: Approve the sale of grave spaces, per attached Deeds, Receipts, and Memo's.

Final Action:

Minute Book Number: MB2018-60

Title:

Approve the sale of grave spaces, per attached Deeds, Receipts, and Memo's.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VII.-16

Sponsors:

Enactment Date:

Attachments: Memos (03-06-18), Deeds (03-06-18), Receipts (03-06-18), executed Deeds (03-06-18)

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018					

Text of Legislative File 2018-255

Title

Approve the sale of grave spaces, per attached Deeds, Receipts, and Memo's.

Summary

Approve the sale of grave spaces, per attached Deeds, Receipts, and Memo's.

Budget Information

Expenditure Type

Purchasing Item

Publication Information

To: CITY COUNCIL

From: Deborah Bourne, Assistant Division Manager of Cemeteries

Date: February 20, 2018

The following represents the grave spaces sold on February 20, 2018

Dennis Grable

(2) Spaces \$ 350.00

Northeast Quarter (NE ¼)

Lot 26, Section 35, Highland Cemetery

Jamie Pittman

(1) Space \$ 175.00

North Half (N1/2) of the Southeast Quarter (SE ¼)

Lot 57, Section 35, Highland Cemetery

Oakland Vaughan Woodhouse

(1) Space \$ 45.00

Baby Space # 41

Lot 3, Section 3, Highland Cemetery

To: CITY COUNCIL

From: Deborah Bourne, Assistant Division Manager of Cemeteries

Date: February 22, 2018

The following represents the grave spaces sold on February 22, 2018

Betty B. Hill

(4) Spaces \$ 700.00

East Half (E ½)

Lot 108, Section 25, Highland Cemetery

Essie Griffis

(2) Spaces \$ 350.00

Northeast Quarter (NE ¼)

Lot 74, Section 37, Highland Cemetery

To: CITY COUNCIL

From: Deborah Bourne, Assistant Division Manager of Cemeteries

Date: February 26, 2018

The following represents the grave spaces sold on February 26, 2018

Paul R. Crowson

(4) Spaces \$ 700.00

East Half (E ½)

Lot 60, Section 34, Highland Cemetery

James Hall

(1) Space \$ 175.00

South Half (S ½) of the Northeast Quarter (NE ¼)

Lot 10, Section 31, Highland Cemetery

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR
CITY OF HATTIESBURG
HATTIESBURG, MS

**DEED TO CEMETERY LOT
HIGHLAND CEMETERY**

For and in consideration of the sum of THREE HUNDRED FIFTY AND NO/100 Dollars (\$350.00), cash in hand paid to the City of Hattiesburg, Mississippi, the City of Hattiesburg, Mississippi acting by and through its duly authorized Mayor and City Clerk does hereby bargain, sell and convey unto, Dennis Grable, subject to the reservations and restrictions hereinafter set out and subject to rules and regulations now or hereafter adopted, the following described grave spaces:

Northeast Quarter (NE¼)

Lot Number 26 Section Number 35

according to the Cemetery Survey of the City of Hattiesburg, Mississippi known as Highland Cemetery, and containing

Two Grave space (s).

SAID Lot shall be used for burial purposes only and all graves therein must be checked and laid out by the Cemetery sexton before the same is dug and must be at least 4 feet deep and shall be, when completed, level with the ground. No shrubbery, vines or trees shall be planted in the Cemetery Lot and there shall be nothing left above the ground except markers which may be erected to meet all City regulations and requirements. All burials in the grave space(s) herein conveyed shall comply with applicable State and Federal laws governing human burial and with City rules and regulations pertaining thereto. If boxes or vaults are used they shall be at least 10 inches below the ground level.

GRANTEE herein shall not sell or convey this lot without a written permit from the Mayor and Council of the City of Hattiesburg, Mississippi.

WITNESS the signature and seal of the City of Hattiesburg, Mississippi, a Municipal Corporation, acting, by and through its duly authorized Mayor and City Clerk, on this, the 6th day March, 2018.

ATTEST:

CITY OF HATTIESBURG, MISSISSIPPI

CITY CLERK

MAYOR

(S E A L)

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR

Personally appeared before me, the undersigned authority in and for said County and State, Toby Barker and Kermas Eaton, Mayor and City Clerk, respectively, of the City of Hattiesburg, Mississippi, a municipal corporation, each of whom acknowledged before me that they signed, executed and delivered the above and foregoing Cemetery Deed on the day and year therein mentioned as the act and deed of the City of Hattiesburg after having first been authorized so to do.

Given under my hand and official seal of office on this, the 6th day of March, 2018

My Commission Expires:

NOTARY PUBLIC

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR
CITY OF HATTIESBURG
HATTIESBURG, MS

**DEED TO CEMETERY LOT
HIGHLAND CEMETERY**

For and in consideration of the sum of ONE HUNDRED SEVENTY-FIVE AND NO/100 Dollars (\$175.00), cash in hand paid to the City of Hattiesburg, Mississippi, the City of Hattiesburg, Mississippi acting by and through its duly authorized Mayor and City Clerk does hereby bargain, sell and convey unto Jamie Pittman, subject to the reservations and restrictions hereinafter set out and subject to rules and regulations now or hereafter adopted, the following described grave spaces:

North Half (N¹/₂) of the Southeast Quarter (SE¹/₄)

Lot 57

Section 35

according to the Cemetery Survey of the City of Hattiesburg, Mississippi known as Highland Cemetery, and containing

One (1) Grave space (s).

SAID Lot shall be used for burial purposes only and all graves therein must be checked and laid out by the Cemetery sexton before the same is dug and must be at least 4 feet deep and shall be, when completed, level with the ground. No shrubbery, vines or trees shall be planted in the Cemetery Lot and there shall be nothing left above the ground except markers which may be erected to meet all City regulations and requirements. All burials in the grave space(s) herein conveyed shall comply with applicable State and Federal laws governing human burial and with City rules and regulations pertaining thereto. If boxes or vaults are used they shall be at least 10 inches below the ground level.

GRANTEE herein shall not sell or convey this lot without a written permit from the Mayor and Council of the City of Hattiesburg, Mississippi.

WITNESS the signature and seal of the City of Hattiesburg, Mississippi, a Municipal Corporation, acting, by and through its duly authorized Mayor and City Clerk, on this, the 6th day of March, 2018.

ATTEST:

CITY OF HATTIESBURG, MISSISSIPPI

CITY CLERK

MAYOR

(S E A L)

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR

Personally, appeared before me, the undersigned authority in and for said County and State, Toby Barker and Kermas Eaton, Mayor and City Clerk, respectively, of the City of Hattiesburg, Mississippi, a municipal corporation, each of whom acknowledged before me that they signed, executed and delivered the above and foregoing Cemetery Deed on the day and year therein mentioned as the act and deed of the City of Hattiesburg after having first been authorized so to do.

Given under my hand and official seal of office on this, the 6th day of March, 2018.

My Commission Expires:

NOTARY PUBLIC

DEED TO CEMETERY LOT HIGHLAND CEMETERY

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR
CITY OF HATTIESBURG
HATTIESBURG, MS

**DEED TO CEMETERY LOT
HIGHLAND CEMETERY**

For and in consideration of the sum of SEVEN HUNDRED AND NO/100 Dollars (\$700.00), cash in hand paid to the City of Hattiesburg, Mississippi, the City of Hattiesburg, Mississippi acting by and through its duly authorized Mayor and City Clerk does hereby bargain, sell and convey unto Betty B. Hill, subject to the reservations and restrictions hereinafter set out and subject to rules and regulations now or hereafter adopted, the following described grave spaces:

East Half (E½)

Lot Number 108

Section Number: 25

according to the Cemetery Survey of the City of Hattiesburg, Mississippi known as Highland Cemetery, and containing Four (4) Grave space (s).

SAID Lot shall be used for burial purposes only and all graves therein must be checked and laid out by the Cemetery sexton before the same is dug and must be at least 4 feet deep and shall be, when completed, level with the ground. No shrubbery, vines or trees shall be planted in the Cemetery Lot and there shall be nothing left above the ground except markers which may be erected to meet all City regulations and requirements. All burials in the grave space(s) herein conveyed shall comply with applicable State and Federal laws governing human burial and with City rules and regulations pertaining thereto. If boxes or vaults are used they shall be at least 10 inches below the ground level.

GRANTEE herein shall not sell or convey this lot without a written permit from the Mayor and Council of the City of Hattiesburg, Mississippi.

WITNESS the signature and seal of the City of Hattiesburg, Mississippi, a Municipal Corporation, acting, by and through its duly authorized Mayor and City Clerk, on this, the 6th day of March 2018.

ATTEST:

CITY OF HATTIESBURG, MISSISSIPPI

CITY CLERK

MAYOR

(S E A L)

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR

Personally, appeared before me, the undersigned authority in and for said County and State, Toby Barker and Kernas Eaton, Mayor and City Clerk, respectively, of the City of Hattiesburg, Mississippi, a municipal corporation, each of whom acknowledged before me that they signed, executed and delivered the above and foregoing Cemetery Deed on the day and year therein mentioned as the act and deed of the City of Hattiesburg after having first been authorized so to do.

Given under my hand and official seal of office on this, the 6th day of March, 2018.

My Commission Expires:

NOTARY PUBLIC

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR
CITY OF HATTIESBURG
HATTIESBURG, MS

**DEED TO CEMETERY LOT
HIGHLAND CEMETERY**

For and in consideration of the sum of THREE HUNDRED FIFTY AND NO/100 Dollars (\$350.00), cash in hand paid to the City of Hattiesburg, Mississippi, the City of Hattiesburg, Mississippi acting by and through its duly authorized Mayor and City Clerk does hereby bargain, sell and convey unto, Essie Griffis, subject to the reservations and restrictions hereinafter set out and subject to rules and regulations now or hereafter adopted, the following described grave spaces:

Northeast Quarter (NE¼)

Lot Number 74 Section Number 37

according to the Cemetery Survey of the City of Hattiesburg, Mississippi known as Highland Cemetery, and containing

Two Grave space (s).

SAID Lot shall be used for burial purposes only and all graves therein must be checked and laid out by the Cemetery sexton before the same is dug and must be at least 4 feet deep and shall be, when completed, level with the ground. No shrubbery, vines or trees shall be planted in the Cemetery Lot and there shall be nothing left above the ground except markers which may be erected to meet all City regulations and requirements. All burials in the grave space(s) herein conveyed shall comply with applicable State and Federal laws governing human burial and with City rules and regulations pertaining thereto. If boxes or vaults are used they shall be at least 10 inches below the ground level.

GRANTEE herein shall not sell or convey this lot without a written permit from the Mayor and Council of the City of Hattiesburg, Mississippi.

WITNESS the signature and seal of the City of Hattiesburg, Mississippi, a Municipal Corporation, acting, by and through its duly authorized Mayor and City Clerk, on this, the 6th day March, 2018.

ATTEST:

CITY OF HATTIESBURG, MISSISSIPPI

CITY CLERK

MAYOR

(S E A L)

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR

Personally appeared before me, the undersigned authority in and for said County and State, Toby Barker and Kermas Eaton, Mayor and City Clerk, respectively, of the City of Hattiesburg, Mississippi, a municipal corporation, each of whom acknowledged before me that they signed, executed and delivered the above and foregoing Cemetery Deed on the day and year therein mentioned as the act and deed of the City of Hattiesburg after having first been authorized so to do.

Given under my hand and official seal of office on this, the 6th day of March, 2018

My Commission Expires:

NOTARY PUBLIC

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR
CITY OF HATTIESBURG
HATTIESBURG, MS

**DEED TO CEMETERY LOT
HIGHLAND CEMETERY**

For and in consideration of the sum of SEVEN HUNDRED AND NO/100 Dollars (\$700.00), cash in hand paid to the City of Hattiesburg, Mississippi, the City of Hattiesburg, Mississippi acting by and through its duly authorized Mayor and City Clerk does hereby bargain, sell and convey unto Paul R. Crowson, subject to the reservations and restrictions hereinafter set out and subject to rules and regulations now or hereafter adopted, the following described grave spaces:

East Half (E½)

Lot Number 60

Section Number: 34

according to the Cemetery Survey of the City of Hattiesburg, Mississippi known as Highland Cemetery, and containing Four (4) Grave space (s).

SAID Lot shall be used for burial purposes only and all graves therein must be checked and laid out by the Cemetery sexton before the same is dug and must be at least 4 feet deep and shall be, when completed, level with the ground. No shrubbery, vines or trees shall be planted in the Cemetery Lot and there shall be nothing left above the ground except markers which may be erected to meet all City regulations and requirements. All burials in the grave space(s) herein conveyed shall comply with applicable State and Federal laws governing human burial and with City rules and regulations pertaining thereto. If boxes or vaults are used they shall be at least 10 inches below the ground level.

GRANTEE herein shall not sell or convey this lot without a written permit from the Mayor and Council of the City of Hattiesburg, Mississippi.

WITNESS the signature and seal of the City of Hattiesburg, Mississippi, a Municipal Corporation, acting, by and through its duly authorized Mayor and City Clerk, on this, the 6th day of March 2018.

ATTEST:

CITY OF HATTIESBURG, MISSISSIPPI

CITY CLERK

MAYOR

(S E A L)

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR

Personally, appeared before me, the undersigned authority in and for said County and State, Toby Barker and Kermas Eaton, Mayor and City Clerk, respectively, of the City of Hattiesburg, Mississippi, a municipal corporation, each of whom acknowledged before me that they signed, executed and delivered the above and foregoing Cemetery Deed on the day and year therein mentioned as the act and deed of the City of Hattiesburg after having first been authorized so to do.

Given under my hand and official seal of office on this, the 6th day of March, 2018.

My Commission Expires:

NOTARY PUBLIC

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR
CITY OF HATTIESBURG
HATTIESBURG, MS

**DEED TO CEMETERY LOT
HIGHLAND CEMETERY**

For and in consideration of the sum of ONE HUNDRED SEVENTY-FIVE AND NO/100 Dollars (\$175.00), cash in hand paid to the City of Hattiesburg, Mississippi, the City of Hattiesburg, Mississippi acting by and through its duly authorized Mayor and City Clerk does hereby bargain, sell and convey unto James Hall, subject to the reservations and restrictions hereinafter set out and subject to rules and regulations now or hereafter adopted, the following described grave spaces:

South Half (S½) of the Northeast Quarter (NE¼)

Lot 10

Section 31

according to the Cemetery Survey of the City of Hattiesburg, Mississippi known as Highland Cemetery, and containing

One (1) Grave space (s).

SAID Lot shall be used for burial purposes only and all graves therein must be checked and laid out by the Cemetery sexton before the same is dug and must be at least 4 feet deep and shall be, when completed, level with the ground. No shrubbery, vines or trees shall be planted in the Cemetery Lot and there shall be nothing left above the ground except markers which may be erected to meet all City regulations and requirements. All burials in the grave space(s) herein conveyed shall comply with applicable State and Federal laws governing human burial and with City rules and regulations pertaining thereto. If boxes or vaults are used they shall be at least 10 inches below the ground level.

GRANTEE herein shall not sell or convey this lot without a written permit from the Mayor and Council of the City of Hattiesburg, Mississippi.

WITNESS the signature and seal of the City of Hattiesburg, Mississippi, a Municipal Corporation, acting, by and through its duly authorized Mayor and City Clerk, on this, the 6th day of March, 2018.

ATTEST:

CITY OF HATTIESBURG, MISSISSIPPI

CITY CLERK

MAYOR

(S E A L)

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR

Personally, appeared before me, the undersigned authority in and for said County and State, Toby Barker and Kermas Eaton, Mayor and City Clerk, respectively, of the City of Hattiesburg, Mississippi, a municipal corporation, each of whom acknowledged before me that they signed, executed and delivered the above and foregoing Cemetery Deed on the day and year therein mentioned as the act and deed of the City of Hattiesburg after having first been authorized so to do.

Given under my hand and official seal of office on this, the 6th day of March, 2018.

My Commission Expires:

NOTARY PUBLIC

mail to:
412 Whispering
Pines Dr
Hattiesburg, ms. 39402

CITY OF HATTIESBURG
PURCHASE OF CEMETERY GRAVE SPACES

Hattiesburg, Miss., 02-16 2018

SOLD TO:

Mr. Mrs. Miss

ADDRESS

desires to purchase the grave space described below, subject to Cemetery regulations.

1/2 NE 1/4 Lot No. 26 Section No. 35 in Highland Cemetery

Number of grave spaces

Price per grave space \$

Price Received \$

CITY OF HATTIESBURG, MISSISSIPPI

By

Supt. of City Cemeteries

mail to:
35 Butler Rd
Lot 3
Hattiesburg, ms 39405

CITY OF HATTIESBURG
PURCHASE OF CEMETERY GRAVE SPACES

Hattiesburg, Miss., 02-13 2018

SOLD TO:

Mr. Mrs. Miss

ADDRESS

desires to purchase the grave space described below, subject to Cemetery regulations.

N 1/2 SE 1/4 Lot No. 57 Section No. 35 in Highland Cemetery

Number of grave spaces

Price per grave space \$

Price Received \$

CITY OF HATTIESBURG, MISSISSIPPI

By

Supt. of City Cemeteries

mail to:
P.O. Box 343
Hattiesburg, ms
39403

CITY OF HATTIESBURG
PURCHASE OF CEMETERY GRAVE SPACES

Hattiesburg, Miss., 02-16 2018

SOLD TO:

Mr. Mrs. Miss

ADDRESS

desires to purchase the grave space described below, subject to Cemetery regulations.

1/2 1/4 Lot No. 3 Section No. 3 in Highland Cemetery

Number of grave spaces

Price per grave space \$

Price Received \$

CITY OF HATTIESBURG, MISSISSIPPI

By

Supt. of City Cemeteries

**CITY OF HATTIESBURG
PURCHASE OF CEMETERY GRAVE SPACES**

Hattiesburg, Miss., 02-20 20 18

SOLD TO:

Mr. Mrs. Miss

Betty B Hill

ADDRESS

211 Katie Ave J54 Hattiesburg, MS 39401

Desires to purchase the grave space described below, subject to Cemetery regulations.

E $\frac{1}{2}$ — $\frac{1}{4}$ Lot No. 108 Section No. 25 in Highland Cemetery

Number of grave spaces 4 Price per grave space \$ 175.00

Price Received \$ 700.00

Cash

CITY OF HATTIESBURG, MISSISSIPPI

By

James Wilson
Supt. of City Cemeteries

Mail to:
102 Anita Drive
Hattiesburg, MS.
39401

**CITY OF HATTIESBURG
PURCHASE OF CEMETERY GRAVE SPACES**

Hattiesburg, Miss., 02/21/ 20 18

SOLD TO:

Mr. Mrs. Miss

Essie Griffis

ADDRESS

205 Bay St. Hattiesburg, MS. 39401

Desires to purchase the grave space described below, subject to Cemetery regulations.

— $\frac{1}{2}$ NE $\frac{1}{4}$ Lot No. 74 Section No. 37 in Highland Cemetery

Number of grave spaces 2 Price per grave space \$ 175.00

Price Received \$ 350.00

Ck # 10438

CITY OF HATTIESBURG, MISSISSIPPI

By

Deborah Burre
Supt. of City Cemeteries

Mail to:

P.O. Box 1572

Hattiesburg, MS. 39403-1572

CITY OF HATTIESBURG

PURCHASE OF CEMETERY GRAVE SPACES

Hattiesburg, Miss., 02/21/ 20 18

SOLD TO:

Mr. Mrs. Miss Paul R. Crowson

ADDRESS 205 Bay St. Hattiesburg, MS. 39401

Desires to purchase the grave space described below, subject to Cemetery regulations.

E $\frac{1}{2}$ — $\frac{1}{4}$ Lot No. 600 Section No. 34 in Highland Cemetery

Number of grave spaces 4 Price per grave space \$ 175.00

Price Received \$ 700.00

CITY OF HATTIESBURG, MISSISSIPPI

By Deborah Bowene
Supt. of City Cemeteries

CK# 8098

CITY OF HATTIESBURG
PURCHASE OF CEMETERY GRAVE SPACES

Hattiesburg, Miss., 02-26 20 18

SOLD TO:

Mr. Mrs. Miss James Hall

ADDRESS 912 N. 36th Ave, Hattiesburg, MS. 39401

Desires to purchase the grave space described below, subject to Cemetery regulations.

S $\frac{1}{2}$ NE $\frac{1}{4}$ Lot No. 10 Section No. 31 in Highland Cemetery

Number of grave spaces 1 Price per grave space \$ 175.00

Price Received \$ 175.00

CITY OF HATTIESBURG, MISSISSIPPI

By Kathy Wilson
Supt. of City Cemeteries

CK# 2725

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR
CITY OF HATTIESBURG
HATTIESBURG, MS

DEED TO CEMETERY LOT HIGHLAND CEMETERY

For and in consideration of the sum of THREE HUNDRED FIFTY AND NO/100 Dollars (\$350.00), cash in hand paid to the City of Hattiesburg, Mississippi, the City of Hattiesburg, Mississippi acting by and through its duly authorized Mayor and City Clerk does hereby bargain, sell and convey unto, Dennis Grable, subject to the reservations and restrictions hereinafter set out and subject to rules and regulations now or hereafter adopted, the following described grave spaces:

Northeast Quarter (NE $\frac{1}{4}$)

Lot Number 26 Section Number 35

according to the Cemetery Survey of the City of Hattiesburg, Mississippi known as Highland Cemetery, and containing

Two Grave space (s).

SAID Lot shall be used for burial purposes only and all graves therein must be checked and laid out by the Cemetery sexton before the same is dug and must be at least 4 feet deep and shall be, when completed, level with the ground. No shrubbery, vines or trees shall be planted in the Cemetery Lot and there shall be nothing left above the ground except markers which may be erected to meet all City regulations and requirements. All burials in the grave space(s) herein conveyed shall comply with applicable State and Federal laws governing human burial and with City rules and regulations pertaining thereto. If boxes or vaults are used they shall be at least 10 inches below the ground level.

GRANTEE herein shall not sell or convey this lot without a written permit from the Mayor and Council of the City of Hattiesburg, Mississippi.

WITNESS the signature and seal of the City of Hattiesburg, Mississippi, a Municipal Corporation, acting, by and through its duly authorized Mayor and City Clerk, on this, the 6th day March, 2018.

ATTEST:



CITY CLERK

CITY OF HATTIESBURG, MISSISSIPPI


MAYOR

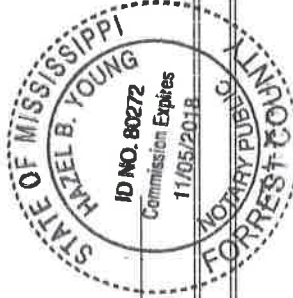
(S E A L)

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR

Personally appeared before me, the undersigned authority in and for said County and State, Toby Barker and Kermas Eaton, Mayor and City Clerk, respectively, of the City of Hattiesburg, Mississippi, a municipal corporation, each of whom acknowledged before me that they signed, executed and delivered the above and foregoing Cemetery Deed on the day and year therein mentioned as the act and deed of the City of Hattiesburg after having first been authorized so to do.

Given under my hand and official seal of office on this, the 6th day of March, 2018

My Commission Expires:


NOTARY PUBLIC

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR
CITY OF HATTIESBURG
HATTIESBURG, MS

DEED TO CEMETERY LOT HIGHLAND CEMETERY

For and in consideration of the sum of ONE HUNDRED SEVENTY-FIVE AND NO/100 Dollars (\$175.00), cash in hand paid to the City of Hattiesburg, Mississippi, the City of Hattiesburg, Mississippi acting by and through its duly authorized Mayor and City Clerk does hereby bargain, sell and convey unto Jamie Pittman, subject to the reservations and restrictions hereinafter set out and subject to rules and regulations now or hereafter adopted, the following described grave spaces:

North Half (N $\frac{1}{2}$) of the Southeast Quarter (SE $\frac{1}{4}$)

Lot 57 Section 35

according to the Cemetery Survey of the City of Hattiesburg, Mississippi known as Highland Cemetery, and containing

One (1) Grave space (s).

SAID Lot shall be used for burial purposes only and all graves therein must be checked and laid out by the Cemetery sexton before the same is dug and must be at least 4 feet deep and shall be, when completed, level with the ground. No shrubbery, vines or trees shall be planted in the Cemetery Lot and there shall be nothing left above the ground except markers which may be erected to meet all City regulations and requirements. All burials in the grave space(s) herein conveyed shall comply with applicable State and Federal laws governing human burial and with City rules and regulations pertaining thereto. If boxes or vaults are used they shall be at least 10 inches below the ground level.

GRANTEE herein shall not sell or convey this lot without a written permit from the Mayor and Council of the City of Hattiesburg, Mississippi.

WITNESS the signature and seal of the City of Hattiesburg, Mississippi, a Municipal Corporation, acting, by and through its duly authorized Mayor and City Clerk, on this, the 6th day of March, 2018.

ATTEST:


CITY CLERK

CITY OF HATTIESBURG, MISSISSIPPI


MAYOR

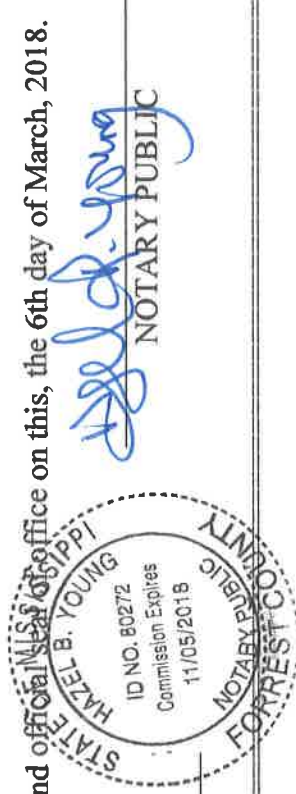
(S E A L)

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR

Personally, appeared before me, the undersigned authority in and for said County and State, Toby Barker and Kermas Eaton, Mayor and City Clerk, respectively, of the City of Hattiesburg, Mississippi, a municipal corporation, each of whom acknowledged before me that they signed, executed and delivered the above and foregoing Cemetery Deed on the day and year therein mentioned as the act and deed of the City of Hattiesburg after having first been authorized so to do.

Given under my hand and official seal of office on this, the 6th day of March, 2018.

My Commission Expires:



STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR
CITY OF HATTIESBURG
HATTIESBURG, MS

DEED TO CEMETERY LOT HIGHLAND CEMETERY

For and in consideration of the sum of FORTY-FIVE AND NO/100 Dollars (\$45.00), cash in hand paid to the City of Hattiesburg, Mississippi, the City of Hattiesburg, Mississippi acting by and through its duly authorized Mayor and City Clerk does hereby bargain, sell and convey unto Oakland Vaughan Woodhouse (Infant) subject to the reservations and restrictions hereinafter set out and subject to rules and regulations now or hereafter adopted, the following described grave spaces:

Baby Space #41

Lot Number: 3 Section Number: 3
according to the Cemetery Survey of the City of Hattiesburg, Mississippi known as Highland Cemetery, and containing
One (1) Grave space (s).

SAID Lot shall be used for burial purposes only and all graves therein must be checked and laid out by the Cemetery sexton before the same is dug and must be at least 4 feet deep and shall be, when completed, level with the ground. No shrubbery, vines or trees shall be planted in the Cemetery Lot and there shall be nothing left above the ground except markers which may be erected to meet all City regulations and requirements. All burials in the grave space(s) herein conveyed shall comply with applicable State and Federal laws governing human burial and with City rules and regulations pertaining thereto. If boxes or vaults are used they shall be at least 10 inches below the ground level.

GRANTEE herein shall not sell or convey this lot without a written permit from the Mayor and Council of the City of Hattiesburg, Mississippi.

WITNESS the signature and seal of the City of Hattiesburg, Mississippi, a Municipal Corporation, acting, by and through its duly authorized Mayor and City Clerk, on this, the 6th day of March, 2018.

ATTEST:



DEPUTY CITY CLERK

CITY OF HATTIESBURG, MISSISSIPPI



MAYOR

(SEAL)

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR

Personally, appeared before me, the undersigned authority in and for said County and State, Toby Barker and Kermas Eaton, Mayor and City Clerk, respectively, of the City of Hattiesburg, Mississippi, a municipal corporation, each of whom acknowledged before me that they signed, executed and delivered the above and foregoing Cemetery Deed on the day and year therein mentioned as the act and deed of the City of Hattiesburg after having first been authorized so to do.

Given under my hand and official seal of office on this, the 6th day of March, 2018.

My Commission Expires:



NOTARY PUBLIC



STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR
CITY OF HATTIESBURG
HATTIESBURG, MS

DEED TO CEMETERY LOT HIGHLAND CEMETERY

For and in consideration of the sum of SEVEN HUNDRED AND NO/100 Dollars (\$700.00), cash in hand paid to the City of Hattiesburg, Mississippi, the City of Hattiesburg, Mississippi acting by and through its duly authorized Mayor and City Clerk does hereby bargain, sell and convey unto Betty B. Hill, subject to the reservations and restrictions hereinafter set out and subject to rules and regulations now or hereafter adopted, the following described grave spaces:

East Half (E½)

Lot Number 108

Section Number: 25

according to the Cemetery Survey of the City of Hattiesburg, Mississippi known as Highland Cemetery, and containing Four (4) Grave space (s).

SAID Lot shall be used for burial purposes only and all graves therein must be checked and laid out by the Cemetery sexton before the same is dug and must be at least 4 feet deep and shall be, when completed, level with the ground. No shrubbery, vines or trees shall be planted in the Cemetery Lot and there shall be nothing left above the ground except markers which may be erected to meet all City regulations and requirements. All burials in the grave space(s) herein conveyed shall comply with applicable State and Federal laws governing human burial and with City rules and regulations pertaining thereto. If boxes or vaults are used they shall be at least 10 inches below the ground level.

GRANTEE herein shall not sell or convey this lot without a written permit from the Mayor and Council of the City of Hattiesburg, Mississippi.

WITNESS the signature and seal of the City of Hattiesburg, Mississippi, a Municipal Corporation, acting, by and through its duly authorized Mayor and City Clerk, on this, the 6th day of March 2018.

ATTEST:



CITY CLERK

CITY OF HATTIESBURG, MISSISSIPPI


MAYOR

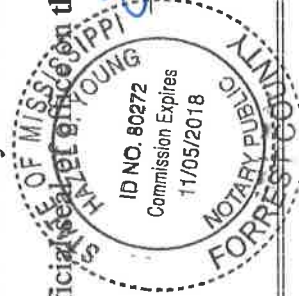
(S E A L)

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR

Personally, appeared before me, the undersigned authority in and for said County and State, Toby Barker and Kermas Eaton, Mayor and City Clerk, respectively, of the City of Hattiesburg, Mississippi, a municipal corporation, each of whom acknowledged before me that they signed, executed and delivered the above and foregoing Cemetery Deed on the day and year therein mentioned as the act and deed of the City of Hattiesburg after having first been authorized so to do.

Given under my hand and official seal of office on this, the 6th day of March, 2018.

My Commission Expires: _____


NOTARY PUBLIC

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR
CITY OF HATTIESBURG
HATTIESBURG, MS

DEED TO CEMETERY LOT HIGHLAND CEMETERY

For and in consideration of the sum of THREE HUNDRED FIFTY AND NO/100 Dollars (\$350.00), cash in hand paid to the City of Hattiesburg, Mississippi, the City of Hattiesburg, Mississippi acting by and through its duly authorized Mayor and City Clerk does hereby bargain, sell and convey unto, Essie Griffiths, subject to the reservations and restrictions hereinafter set out and subject to rules and regulations now or hereafter adopted, the following described grave spaces:

Northeast Quarter (NE¹/₄)

Lot Number 74 Section Number 37

according to the Cemetery Survey of the City of Hattiesburg, Mississippi known as Highland Cemetery, and containing

Two Grave space (s).

SAID Lot shall be used for burial purposes only and all graves therein must be checked and laid out by the Cemetery sexton before the same is dug and must be at least 4 feet deep and shall be, when completed, level with the ground. No shrubbery, vines or trees shall be planted in the Cemetery Lot and there shall be nothing left above the ground except markers which may be erected to meet all City regulations and requirements. All burials in the grave space(s) herein conveyed shall comply with applicable State and Federal laws governing human burial and with City rules and regulations pertaining thereto. If boxes or vaults are used they shall be at least 10 inches below the ground level.

GRANTEE herein shall not sell or convey this lot without a written permit from the Mayor and Council of the City of Hattiesburg, Mississippi.

WITNESS the signature and seal of the City of Hattiesburg, Mississippi, a Municipal Corporation, acting, by and through its duly authorized Mayor and City Clerk, on this, the 6th day March, 2018.

ATTEST:



CITY CLERK

CITY OF HATTIESBURG, MISSISSIPPI


MAYOR

(S E A L)

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR

Personally appeared before me, the undersigned authority in and for said County and State, Toby Barker and Kernas Eaton, Mayor and City Clerk, respectively, of the City of Hattiesburg, Mississippi, a municipal corporation, each of whom acknowledged before me that they signed, executed and delivered the above and foregoing Cemetery Deed on the day and year therein mentioned as the act and deed of the City of Hattiesburg after having first been authorized so to do.

Given under my hand and official seal of office on this, the 6th day of March, 2018

My Commission Expires:


NOTARY PUBLIC

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR
CITY OF HATTIESBURG
HATTIESBURG, MS

**DEED TO CEMETERY LOT
HIGHLAND CEMETERY**

For and in consideration of the sum of SEVEN HUNDRED AND NO/100 Dollars (\$700.00), cash in hand paid to the City of Hattiesburg, Mississippi, the City of Hattiesburg, Mississippi acting by and through its duly authorized Mayor and City Clerk does hereby bargain, sell and convey unto Paul R. Crowson, subject to the reservations and restrictions hereinafter set out and subject to rules and regulations now or hereafter adopted, the following described grave spaces:

East Half (E½)

Lot Number 60

Section Number: 34

according to the Cemetery Survey of the City of Hattiesburg, Mississippi known as Highland Cemetery, and containing Four (4) Grave space (s).

SAID Lot shall be used for burial purposes only and all graves therein must be checked and laid out by the Cemetery sexton before the same is dug and must be at least 4 feet deep and shall be, when completed, level with the ground. No shrubbery, vines or trees shall be planted in the Cemetery Lot and there shall be nothing left above the ground except markers which may be erected to meet all City regulations and requirements. All burials in the grave space(s) herein conveyed shall comply with applicable State and Federal laws governing human burial and with City rules and regulations pertaining thereto. If boxes or vaults are used they shall be at least 10 inches below the ground level.

GRANTEE herein shall not sell or convey this lot without a written permit from the Mayor and Council of the City of Hattiesburg, Mississippi.

WITNESS the signature and seal of the City of Hattiesburg, Mississippi, a Municipal Corporation, acting, by and through its duly authorized Mayor and City Clerk, on this, the 6th day of March 2018.

ATTEST:


CITY CLERK

CITY OF HATTIESBURG, MISSISSIPPI

MAYOR

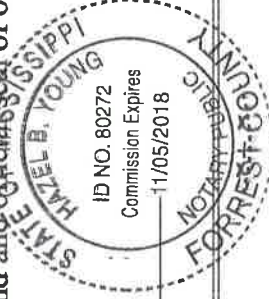
(S E A L)

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR

Personally, appeared before me, the undersigned authority in and for said County and State, Toby Barker and Kemas Eaton, Mayor and City Clerk, respectively, of the City of Hattiesburg, Mississippi, a municipal corporation, each of whom acknowledged before me that they signed, executed and delivered the above and foregoing Cemetery Deed on the day and year therein mentioned as the act and deed of the City of Hattiesburg after having first been authorized so to do.

Given under my hand and official seal of office on this, the 6th day of March, 2018.

My Commission Expires: _____




NOTARY PUBLIC

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR
CITY OF HATTIESBURG
HATTIESBURG, MS

**DEED TO CEMETERY LOT
HIGHLAND CEMETERY**

For and in consideration of the sum of ONE HUNDRED SEVENTY-FIVE AND NO/100 Dollars (\$175.00), cash in hand paid to the City of Hattiesburg, Mississippi, the City of Hattiesburg, Mississippi acting by and through its duly authorized Mayor and City Clerk does hereby bargain, sell and convey unto James Hall, subject to the reservations and restrictions hereinafter set out and subject to rules and regulations now or hereafter adopted, the following described grave spaces:

South Half (S½) of the Northeast Quarter (NE¼)

Lot 10 Section 31

according to the Cemetery Survey of the City of Hattiesburg, Mississippi known as Highland Cemetery, and containing

One (1) Grave space (s).

SAID Lot shall be used for burial purposes only and all graves therein must be checked and laid out by the Cemetery sexton before the same is dug and must be at least 4 feet deep and shall be, when completed, level with the ground. No shrubbery, vines or trees shall be planted in the Cemetery Lot and there shall be nothing left above the ground except markers which may be erected to meet all City regulations and requirements. All burials in the grave space(s) herein conveyed shall comply with applicable State and Federal laws governing human burial and with City rules and regulations pertaining thereto. If boxes or vaults are used they shall be at least 10 inches below the ground level.

GRANTEE herein shall not sell or convey this lot without a written permit from the Mayor and Council of the City of Hattiesburg, Mississippi.

WITNESS the signature and seal of the City of Hattiesburg, Mississippi, a Municipal Corporation, acting, by and through its duly authorized Mayor and City Clerk, on this, the 6th day of March, 2018.

ATTEST:



CITY CLERK

CITY OF HATTIESBURG, MISSISSIPPI


MAYOR

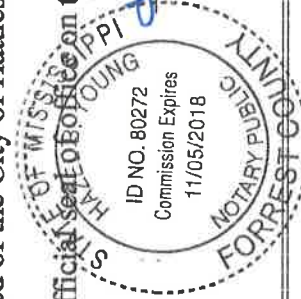
(S E A L)

STATE OF MISSISSIPPI
COUNTY OF FORREST/LAMAR

Personally, appeared before me, the undersigned authority in and for said County and State, Toby Barker and Kernas Eaton, Mayor and City Clerk, respectively, of the City of Hattiesburg, Mississippi, a municipal corporation, each of whom acknowledged before me that they signed, executed and delivered the above and foregoing Cemetery Deed on the day and year therein mentioned as the act and deed of the City of Hattiesburg after having first been authorized so to do.

Given under my hand and official seal of office on this, the 6th day of March, 2018.

My Commission Expires:




NOTARY PUBLIC



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-257

File ID: 2018-257

Type: Regular Agenda Item

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester: Andrew Ellard

File Created: 02/26/2018

Brief Title: CDBG Program Payments

Final Action:

Minute Book Number: MB2018-60

Title:

Approve and authorize issuance of manual check for CDBG Program Claims per the attached memorandum. {Entitlement CDBG}

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VII.-17

Sponsors:

Enactment Date:

Attachments: Memorandum for CDBG Payments March 6, 2018.pdf

Enactment Number:

Contact:

Meeting Date: 03/06/2018

Drafter: Clarence Williams

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018					

Text of Legislative File 2018-257

Title

Approve and authorize issuance of manual check for CDBG Program Claims per the attached memorandum. {Entitlement CDBG}

Summary

CDBG Program Payments.

Budget Information

Expenditure Type

Purchasing Item

Publication Information

[

MEMORANDUM

TO: City of Hattiesburg Council Members

FROM: Andrew Ellard, Director
Department of Urban Development

SUBJECT: Authorize issuance of manual checks for CDBG Program Claim.

DATE: March 6, 2018

Recipient: Bradley Construction Co., LLC
Activity: Substantial Rehabilitation
Program: CDBG
Project Site: 141 Chambliss Drive
Amount Requested: \$7,450.00
Purpose of Request: Payment Request #2
Work Provided by: Bradley Construction Co., LLC

Recipient: Bradley Construction Co., LLC
Activity: Substantial Rehabilitation
Program: CDBG
Project Site: 141 Chambliss Drive
Amount Requested: \$5,776.83
Purpose of Request: Change Order #1
Work Provided by: Bradley Construction Co., LLC

Recipient: Bradley Construction Co., LLC
Activity: Substantial Rehabilitation
Program: CDBG
Project Site: 141 Chambliss Drive
Amount Requested: \$550.00
Purpose of Request: Change Order #2
Work Provided by: Bradley Construction Co., LLC

BRADLEY CONSTRUCTION CO, LLC

4117 HWY 26 WEST

LUCEDALE, MS 39452

PHONE # 601-947-0604 FAX# 601-945-2186 EMAIL billyandgloriabradley@hotmail.com

HOME OWNER: MS Olivia VanBuren

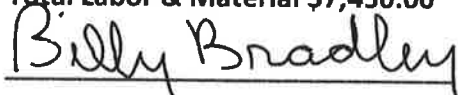
ADDRESS: 141 Chambliss Drive
Hattiesburg, MS

TO: URBAN DEVELOPMENT
COMMUNITY DEVELOPMENT DIVISION

**INVOICE
2ND PAYMENT**

1. Remove and Replace approx. (10) 2X8X12' Rotten and damaged Floor Joists Install on 16" Center \$ 1200.00
2. Remove and Replace approx. 14' of Deteriorated Water Damaged 2X8 Under Exterior Wall Kitchen and Bathroom Area \$500.00
3. Remove and Replace 8' X 10' of Subfloor and Underlayment in Kitchen \$950.00
4. Install Approx. 25-30 Concrete Footing 12" Deep by 24" Wide with Rebar \$1500.00
5. Install Approx. 25-30 Concrete Blocks to Support 4X6 Seals \$800.00
6. Jack and Level Home and Install 4"X6" Treated Seal \$2500.00

Total Labor & Material \$7,450.00



Billy Bradley

Date 2-9-18

02-09-18P04:24 RCVD



02-09-18P04:24 RCVD

MEMO:

TO: Mr. Clarence Williams

Rehab Manager

FROM: Mr. Robert Jones

Housing Rehab Inspector

DATE: January 30, 2018

SUBJECT: 141 Chambliss Drive Change order

The home located at 141 Chambliss Drive is being worked on by Mr. Billy Bradley of Bradley Home Improvement. Mr. Bradley has been at the home working diligently on the project. However there are a few issues that have been discovered during the construction process. There was the discovery of damaged or rotted floor joists, beams, and sills under the home in the kitchen and the bathroom. Also under the home it was discovered that there is only one sill under the home at 12' which is the center of the home. The 2012 IRC (International Residential Code) has changed to have the beams and sills placed or installed at 6' on center to provide a strong and stable foundation. The remedy of the above listed items include the installation of three beams including portions of the outside band of the home, and the floor joists, the spot piers under the home. This was discovered while the contractor was beginning the preparation phase of getting ready to make repairs to the bathroom floor and subfloor. Having discovered all of this and to make the compliant to code we are approving the contractor to make the necessary repairs. Attached you shall find a cost estimate from estimating software and an estimation website for the change order list of repairs.

rj

Qty	Craft@Hours	Unit	Material	Labor	Equipment	Total
141 Chambliss Drive Change Order						
Mix, pour and finish concrete for an isolated pier						
Mix, pour and finish concrete for an isolated pier Per cubic foot of concrete						
125.00	B1@50.00	CF	1,288.00	2,186.44	0.00	3,474.44
Shim up a floor beam						
Jacking done in a crawl space						
8.00	B1@10.00	Ea	22.08	437.28	0.00	459.36
BC plywood sheathing						
3/4"						
352.00	B1@7.040	SF	242.88	307.65	0.00	550.53
BC plywood sheathing						
3/8"						
352.00	B1@5.280	SF	133.58	230.74	0.00	364.32
Board sheathing						
Remove board sheathing						
708.00	B1@21.24	SF	0.00	928.19	0.00	928.19
Total Manhours, Material, Labor, and Equipment:						
	93.6		1,686.54	4,090.29	0.00	5,776.83
Subtotal:						5,776.83
Estimate Total:						5,776.83



Cost to Install a CMU Block Wall

Updated: August 2017

CMU Block Wall Installation Calculator

Zip Code

39401

Square Feet*

120

Update

Item [details](#)

Qty

Low

High

☒ Block Wall Cost

Non-discounted retail pricing for: Quantity includes typical waste overage, material for repair and local delivery.

129

\$250.69

\$378.24

square
feet

☒ Block Wall Labor, Basic

Basic labor to install cmu block wall with favorable site conditions. Excavate up to 0.3m/1ft below grade. Layout pattern to minimize cuts. Set level concrete foundation. Lay courses up to 2m/6ft tall in mortar joints. Does not include top filling. Includes planning, equipment and material acquisition, area preparation and protection, setup and cleanup.

19.6 hrs

\$1,075.33

\$1,303.42

☒ Block Wall Job Supplies

Cost of related materials and supplies typically required to install cmu block wall including: cutting and grinding materials, mortar and reinforcement.

129

\$26.28

\$29.89

square
feet

☒ Block Wall Equipment Allowance

Job related costs of specialty equipment used for job quality and efficiency, including: 115 V wet masonry saw, 5 cubic foot mortar box and small plate compactor. Daily rental. Consumables extra.

1 job

\$55.11

\$77.16

Totals - Cost To Install Cmu Block Wall

120 square
feet

\$1,407.40

\$1,788.71

Average Cost per Square Foot

\$11.73

\$14.91

BRADLEY CONSTRUCTION CO. LLC

4117 HWY 26 WEST

LUCEDALE, MS 39452

PHONE # 601-947-0604 FAX# 601-945-2186 EMAIL billyandgloriabradley@hotmail.com

Home Owner: Olivia Van Buren

Address: 141 Chambliss Dr.

Hattiesburg, MS

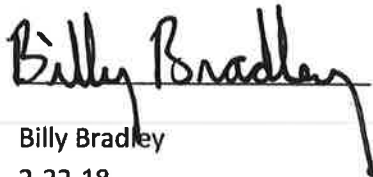
To: Urban Development

Community Development Division

CHANGE ORDER

The Removal and Replacement of Damage Skirting around home Not Reusable

TOTAL: \$550.00 Labor Material


Billy Bradley
2-22-18



02-23-18P04:25

MEMO:

TO: Mr. Clarence Williams

Rehab Manager

FROM: Mr. Robert Jones R. J.

Housing Rehab Inspector

DATE: February 22, 2018

SUBJECT: 141 Chambliss Drive Change order #2

The home located at 141 Chambliss Drive is being worked on by Mr. Billy Bradley of Bradley Home Improvement. The contractor removed the skirting from the home to be repositioned after the leveling of the home. The skirting was not listed to be replaced on the work write-up so after the home was leveled the contractor tried to reinstall the skirting material and the original pieces were too short to be reinstalled around the home in new sills being replaced underneath the home. Based on this the Mr. Bradley has been at the home working Attached you shall find a cost estimate from estimating software and an estimation website for the change order list of repairs.

rj



Cost to Install a Vinyl Soffit

Updated: August 2017

Share

Vinyl Soffit Installation Calculator

Zip Code Linear

39401

Feet

Update

Share

125

Item details

Qty

Low

High

☒ **Vinyl Soffit Cost** 132 \$160.81 \$242.62

Non-discounted retail pricing for: 12" x 12' vinyl vented soffit panel. 5 colors. Quantity includes typical waste overage, material for repair and local delivery.

☒ **Vinyl Soffit Labor, Basic** 3.1 \$83.73 \$203.91

Basic labor to install vinyl soffit with favorable site conditions. Layout, fabricate an attach vinyl soffit Use appropriate channel molding at seams and vent openings. Includes planning, equipment and material acquisition, area preparation and protection, setup and cleanup.

☒ **Vinyl Soffit Job Supplies** 132 \$23.23 \$26.42

Cost of related materials and supplies typically required to install vinyl soffit including: corrosion resistant fasteners, flashing and exterior grade caulking, weather stripping and sealants.

☒ **Vinyl Soffit Equipment Allowance** 1 job \$53.27 \$76.79

Job related costs of specialty equipment used for job quality and efficiency, including: Pneumatic finish nailer, 10" miter saw, electric jigsaw, 3" belt sander, 3 1/4" electric planer. Daily rental. Consumables extra.

\$321.04 \$549.74

This page

- Make sure the web address is correct.
- Look for the page with your project name.
- Refresh the page in a few minutes.

Hiring Local Professionals



Our [FREE homewyse hiring guide](#) helps you find and hire great help, get quality craftsmanship and get a fair price on your project.

Sponsored Services

Use Porch to connect with top local pros. [Submit your project and compare up to 4 free quotes today.](#)

Totals - Cost To Install Vinyl 125

Soffit linear
feet

Average Cost per Linear Foot **\$2.57** **\$4.40**

This page

- Make sure the web address
- Look for the page with you
- Refresh the page in a few m

For a basic project in zip code 47474 with 125 linear feet, the cost to Install a Vinyl Soffit starts at \$2.72 - \$4.72 per linear foot. Because job specific configurations and options will result in significantly different costs, homewyse uses industry-standard algorithms and professionally screened cost data to create estimates customized to the specific options of YOUR vinyl soffit installation project. Unlike websites with vendor aggregated costs - which lack details for comparison and verification - homewyse delivers greater accuracy and relevancy, for estimates of cost, material and time to install a vinyl soffit.

To estimate costs for your project:

- 1. Set Project Zip Code** Enter the Zip Code for the location where labor is hired and materials purchased.
- 2. Specify Project Size and Options** Enter the number of "linear feet" required for the project.
- 3. Re-calculate** Click the "Update" button.

Cost to Install a Vinyl Soffit - Notes and General Information

These estimates are for BASIC work performed in serviceable conditions by qualified trade professionals using MID GRADE materials. **Work not mentioned on**

Vinyl Soffit Installation - Average Cost Per Linear Foot

Expect to pay in the higher end of the price range for a licensed, insured and reputable pro - and for complex or rush projects.



City of Hattiesburg, MS

200 Forrest St.
P.O. Box 1898
Hattiesburg, MS 39401

Master

File Number: 2018-268

File ID: 2018-268

Type: Regular Agenda Item

Status: Agenda Ready

Version: 1

Reference:

In Control: City Council

Requester:

File Created: 02/26/2018

Brief Title: Claims docket for the period ending February 28,2018.

Final Action:

Minute Book Number: MB2018-60

Title:

Approve claims docket for the period ending February 28, 2018.

Notes:

Agenda Date: 03/06/2018

Indexes:

Agenda Number: VII.-18

Sponsors:

Enactment Date:

Attachments: 2-28-2018

Enactment Number:

Contact:

Meeting Date:

Drafter:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	03/06/2018					

Text of Legislative File 2018-268

Title

Approve claims docket for the period ending February 28, 2018.

Summary

Claims docket ending 2/28/2018.

Budget Information

Expenditure Type

Purchasing Item

Publication Information

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page 2
Date 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
00001 AUTO TRIM	9461	00176400	17003474	WIRING REPR U#18317 POLICE	02/28/18	262546	55.00-
AUTO TRIM Sum							55.00-
00001 AUTO ZONE	0139502499	00177124	17003300	BATTERY ENGR DEPT UNIT	02/28/18	262547	154.99-
AUTO ZONE Sum							154.99-
00001 AXON ENTERPRISE, INC	SI1522685	00177120	17003371	TASER CARTRIDGES POLICE DEPT	02/28/18	262548	1,800.00-
00001 AXON ENTERPRISE, INC	SI1522680	00177120	17003372	BATTERY PACKS POLICE DEPT	02/28/18	262548	2,700.00-
AXON ENTERPRISE, INC Sum							4,500.00-
00001 BIG IRON DIESEL REPAIR L RO2433		00176701	17003357	REPRS U#12956 STREET	02/28/18	262551	1,874.94-
BIG IRON DIESEL REPAIR L Sum							1,874.94-
00001 BILL'S PLUMBING CO	255979A)	00176926	17003451	WATER HEATER REPR #8 FIRE	02/28/18	262552	900.00-
00001 BILL'S PLUMBING CO	25597(B)	00177407	17003452	ADDL AMT DUE PO#176926	02/28/18	262552	270.85-
BILL'S PLUMBING CO Sum							1,170.85-
00001 BLOSSMAN GAS INC	3254682	00177002	17003294	PROPANE U#20067 PUBLIC WORKS	02/28/18	262554	42.25-
BLOSSMAN GAS INC Sum							42.25-
00001 BODY TECH INC	4750 PO#1765	00176597	17003353	REPRS U#18317 POLICE	02/28/18	262562	851.00-
BODY TECH INC Sum							851.00-
00001 BUSTER'S TOWING	PO#177418 2/	00177418	17003449	TOWING U#18317 POLICE	02/28/18	262572	150.00-
BUSTER'S TOWING Sum							150.00-
00001 CANON FINANCIAL SERVICES 18310041		00177363	17003366	COPIER 2/18 PURCHASING DEPT	02/28/18	262573	115.00-
CANON FINANCIAL SERVICES Sum							115.00-
00001 CANON SOLUTIONS AMERICA 4025022444		00177182	17003276	COPIER 2/18 PURCH/ACCTG	02/28/18	262574	33.03-
CANON SOLUTIONS AMERICA Sum							33.03-
00001 CARQUEST AUTO PARTS STOR 14758-104188		00176607	17003284	REPR PTS VARI POL UNITS/STOCK	02/28/18	262576	1,558.14-
00001 CARQUEST AUTO PARTS STOR 14758-103992		00176671	17003285	REPR PTS U#19814 POLICE	02/28/18	262576	125.45-
00001 CARQUEST AUTO PARTS STOR 14758-103994		00176671	17003286	REPR PTS/SUPP POLICE STOCK	02/28/18	262576	199.28-
00001 CARQUEST AUTO PARTS STOR 14758-103172		00176575	17003301	STOCK SUPPLIES FOR SHOP	02/28/18	262576	1,370.52-
00001 CARQUEST AUTO PARTS STOR 14758-104624		00177329	17003405	REPR PTS POLICE UNITS/STOCK	02/28/18	262576	352.28-

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page 3
Date - 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
00001 CARQUEST AUTO PARTS STOR	14758-101743	00175963	17003433	REPR PTS POLICE STOCK	02/28/18	262576	1,288.88-
00001 CARQUEST AUTO PARTS STOR	14758-104638	00177223	17003444	REPR PTS U#17893/17596 POLICE	02/28/18	262576	452.07-
00001 CARQUEST AUTO PARTS STOR	14758-104635	00177332	17003445	REPR PTS U#17355/16767 POLICE	02/28/18	262576	638.65-
00001 CARQUEST AUTO PARTS STOR	14758-104676	00177349	17003446	REPR PTS U#17897 POLICE	02/28/18	262576	137.28-
00001 CARQUEST AUTO PARTS STOR	14758-104595	00176961	17003453	REPR PTS U#11428 TRAFFIC	02/28/18	262576	64.14-
00001 CARQUEST AUTO PARTS STOR	14758-104597	00176650	17003455	REPR PTS PUBLIC WORKS UNITS	02/28/18	262576	425.76-
00001 CARQUEST AUTO PARTS STOR	14758-103874	00176963	17003456	REPR PTS U#15964 SANIT STOCK	02/28/18	262576	473.73-
00001 CARQUEST AUTO PARTS STOR	14758-103869	00176827	17003463	REPR PTS PUBLIC WORKS UNITS	02/28/18	262576	101.65-
00001 CARQUEST AUTO PARTS STOR	14758-103886	00176828	17003464	REPR PTS U#17017 HEALTH	02/28/18	262576	186.33-
CARQUEST AUTO PARTS STOR Sum							7,374.16-
00001 CHIEF LAW ENFORCEMENT SU	375605	00177244	17003473	DRUG TEST KITS POLICE DEPT	02/28/18	262578	1,062.00-
CHIEF LAW ENFORCEMENT SU Sum							1,062.00-
00001 CINTAS CORPORATION #J66	J66573224	00177320	17003384	UNIFORMS 2/19 TRAFFIC	02/28/18	262581	98.86-
00001 CINTAS CORPORATION #J66	J66573224	00177320	17003385	UNIFORMS 2/19 PUBLIC WORKS	02/28/18	262581	76.52-
00001 CINTAS CORPORATION #J66	J66573224	00177320	17003386	UNIFORMS 2/19 PUBLIC WORKS	02/28/18	262581	35.00-
00001 CINTAS CORPORATION #J66	J66573224	00177320	17003387	UNIFORMS 2/19 PUBLIC WORKS	02/28/18	262581	35.66-
00001 CINTAS CORPORATION #J66	J66573224	00177320	17003388	UNIFORMS 2/19 SHOP	02/28/18	262581	44.71-
00001 CINTAS CORPORATION #J66	J66573224	00177320	17003389	UNIFORMS 2/19 CONSTR	02/28/18	262581	91.83-
00001 CINTAS CORPORATION #J66	J66573224	00177320	17003390	UNIFORMS 2/19 SANIT	02/28/18	262581	70.51-
00001 CINTAS CORPORATION #J66	J66573224	00177320	17003391	UNIFORMS 2/19 SANIT	02/28/18	262581	160.16-
00001 CINTAS CORPORATION #J66	J66573226	00177315	17003392	MATS 2/19 TRAFFIC	02/28/18	262581	7.90-
00001 CINTAS CORPORATION #J66	J66573216	00177315	17003393	MOP/MAT 2/19 GO&FS	02/28/18	262581	24.96-
00001 CINTAS CORPORATION #J66	J66573225	00177315	17003394	MOP/MAT 2/19 SANIT	02/28/18	262581	24.04-
00001 CINTAS CORPORATION #J66	J66571478	00177466	17003502	UNIFORMS 2/02 CEM/FORESTRY	02/28/18	262581	62.14-
00001 CINTAS CORPORATION #J66	J66572273	00177466	17003503	UNIFORMS 2/09 CEM/FORESTRY	02/28/18	262581	62.14-
00001 CINTAS CORPORATION #J66	J66573066	00177466	17003504	UNIFORMS 2/16 CEM/FORESTRY	02/28/18	262581	79.92-
00001 CINTAS CORPORATION #J66	J66573874	00177466	17003505	UNIFORMS 2/23 CEM/FORESTRY	02/28/18	262581	66.92-
00001 CINTAS CORPORATION #J66	J66571479	00177466	17003506	MOP/MAT 2/02 CEM/FORESTRY	02/28/18	262581	15.70-
00001 CINTAS CORPORATION #J66	J66572274	00177466	17003507	MOP/MAT 2/09 CEM/FORESTRY	02/28/18	262581	15.70-
00001 CINTAS CORPORATION #J66	J66573067	00177466	17003508	MOP/MAT 2/16 CEM/FORESTRY	02/28/18	262581	15.70-
00001 CINTAS CORPORATION #J66	J66573875	00177466	17003509	MOP/MAT 2/23 CEM/FORESTRY	02/28/18	262581	15.70-
CINTAS CORPORATION #J66 Sum							1,004.07-
00001 CLARION LEDGER (ADVERTIS	C19347 62678	00177311	17003335	CITY WIDE ADS AND NOTICES	02/28/18	262583	261.20-
CLARION LEDGER (ADVERTIS Sum							261.20-
00001 CLEMTS HARDWARE	119885	00177171	17003307	HOSE/NOZZLE/SPRAYER SANIT	02/28/18	262584	56.98-
CLEMTS HARDWARE Sum							56.98-
00001 COMCAST CABLEVISION OF H	839641073089	00177386	17003418	CABLE SERVS CITY HALL	02/28/18	262587	115.16-
00001 COMCAST CABLEVISION OF H	839641073089	00177365	17003420	CABLE SERV SANIT DEPT	02/28/18	262588	66.17-
COMCAST CABLEVISION OF H Sum							181.33-

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page 4
Date 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
00001 COURTNEY'S RESTAURANT EQ	11891	00177017	17003314	ICE MACH/DISHWASHER EST DEPOT	02/28/18	262593	90.00-
00001 COURTNEY'S RESTAURANT EQ	11900	00176869	17003368	ICE MACHINE REPR CITY HALL	02/28/18	262593	2,401.72-
COURTNEY'S RESTAURANT EQ Sum							2,491.72-
00001 CRAIN TRACTOR & EQUIPMEN	CP51493	00177167	17003323	REPR PTS U#11356 STREET	02/28/18	262594	112.18-
CRAIN TRACTOR & EQUIPMEN Sum							112.18-
00001 DENSON OIL COMPANY INC	110767	00177080	17003273	DIESEL FOR FUEL STATION	02/28/18	262598	6,187.50-
DENSON OIL COMPANY INC Sum							6,187.50-
00001 DILLARD, ROBERT	TRAVEL REIMB	00177341	17003380	EXPNS FIREGRND LDRSHP CLASS	02/28/18	262599	111.56-
DILLARD, ROBERT Sum							111.56-
00001 E S R I (ENVIR SYS RESEA	93422377	00177053	17003442	ESRI GIS SOFTWARE RENEWAL MPO	02/28/18	262600	37,250.00-
E S R I (ENVIR SYS RESEA Sum							37,250.00-
00001 E-Z GARAGE DOOR SERVICE, 1031		00176423	17003290	BAY DOOR UPGRADES #1,#2 FIRE	02/28/18	262601	1,690.00-
E-Z GARAGE DOOR SERVICE, Sum							1,690.00-
00001 EATON, ALVIN K (PETTY CA	PETTY CASH 1	00177454	17003480	PETTY CASH VARI DEPTS	02/28/18	262607	1,188.04-
EATON, ALVIN K (PETTY CA Sum							1,188.04-
00001 ECONOMY SUPPLY CO	290015	00177384	17003436	HAND TOOLS CONSTR DEPT	02/28/18	262608	37.85-
ECONOMY SUPPLY CO Sum							37.85-
00001 EMERGENCY EQUIPMENT PROF	432562	00177189	17003434	REPR PTS U#13932 FIRE DEPT	02/28/18	262610	174.57-
EMERGENCY EQUIPMENT PROF Sum							174.57-
00001 EMERGENCY MANAGEMENT DIS	CONTRIB QTR	00177297	17003345	CONTRIB QTR END 3/31/18	02/28/18	262611	31,500.00-
EMERGENCY MANAGEMENT DIS Sum							31,500.00-
00001 EMPIRE TRUCK SALES (H'BU	CE006132786:	00177236	17003412	REPR PTS U#20069 SANIT	02/28/18	262612	1,599.21-
00001 EMPIRE TRUCK SALES (H'BU	CE006132818:	00177237	17003413	REPR PTS U#20074 SANIT	02/28/18	262612	323.28-
00001 EMPIRE TRUCK SALES (H'BU	CE006132516:	00177149	17003462	REPR PTS U#20069 SANIT	02/28/18	262612	47.00-
EMPIRE TRUCK SALES (H'BU Sum							1,969.49-

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page 5
Date 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
00001 EQUIFAX INFORMATION SERV	4696830	00177282	17003344	ONLINE INVESTIGATION	02/28/18	262613	106.20-
EQUIFAX INFORMATION SERV Sum							106.20-
00001 FASTENAL COMPANY	MSHAT205809	00176208	17003291	PAPER TOWELS TRAFFIC/CONSTR	02/28/18	262614	115.54-
00001 FASTENAL COMPANY	MSHAT205809	00176210	17003305	GLOVES/POLY CONSTR DEPT	02/28/18	262614	236.18-
00001 FASTENAL COMPANY	MSHAT206076	00177050	17003324	CAUTION TAPE CONSTR DEPT	02/28/18	262614	50.90-
FASTENAL COMPANY Sum							402.62-
00001 FUELMAN OF MS	BG127044 NP5	00177328	17003370	FUEL CHGS 1/22-28/18 POLICE	02/28/18	262618	67.05-
00001 FUELMAN OF MS	BG127044 NP5	00177421	17003443	FUEL CHGS 2/5-11/18 POLICE	02/28/18	262618	28.03-
FUELMAN OF MS Sum							95.08-
00001 FV RECYCLING	2018-1387	00177312	17003395	RECYCLE FEES 2/18 SANIT	02/28/18	262619	6.00-
00001 FV RECYCLING	2018-1428	00177312	17003396	RECYCLE FEES 2/18 SANIT	02/28/18	262619	43.25-
00001 FV RECYCLING	2018-1430	00177312	17003397	RECYCLE FEES 2/14 SANIT	02/28/18	262619	55.50-
00001 FV RECYCLING	2018-0530	00177312	17003398	RECYCLE FEES 2/18 SANIT	02/28/18	262619	23.50-
00001 FV RECYCLING	2018-0531	00177312	17003399	RECYCLE FEES 2/18 SANIT	02/28/18	262619	52.50-
00001 FV RECYCLING	2018-0532	00177312	17003400	RECYCLE FEES 2/18 SANIT	02/28/18	262619	16.00-
00001 FV RECYCLING	2018-0595	00177478	17003496	RECYCLE FEES 2/18 SANIT	02/28/18	262619	32.50-
00001 FV RECYCLING	2018-0320	00177478	17003497	RECYCLE FEES 2/21 SANIT	02/28/18	262619	36.50-
00001 FV RECYCLING	2018-0622	00177478	17003498	RECYCLE FEES 2/21 SANIT	02/28/18	262619	39.50-
00001 FV RECYCLING	2018-0637	00177478	17003499	RECYCLE FEES 2/18 SANIT	02/28/18	262619	20.25-
00001 FV RECYCLING	2018-0638	00177478	17003500	RECYCLE FEES 2/18 SANIT	02/28/18	262619	40.75-
00001 FV RECYCLING	2018-0644	00177478	17003501	RECYCLE FEES 2/18 SANIT	02/28/18	262619	22.00-
FV RECYCLING Sum							388.25-
00001 GARNER LUMLEY ELECTRIC S	546271	00176983	17003341	ELEC SUPP POLICE DEPT BLDG	02/28/18	262620	190.11-
00001 GARNER LUMLEY ELECTRIC S	546297	00176993	17003346	ELEC SUPP CONSTR DEPT TRUCK	02/28/18	262620	32.40-
00001 GARNER LUMLEY ELECTRIC S	546439	00177087	17003347	ELEC SUPP CONSTR DEPT	02/28/18	262620	32.74-
GARNER LUMLEY ELECTRIC S Sum							255.25-
00001 GILLILANDS ELECTRONICS S	63759	00177185	17003277	ALARM CODE CHANGES FIRE DEPT	02/28/18	262622	35.00-
00001 GILLILANDS ELECTRONICS S	65889	00176819	17003376	INSTALL PHONE MUSTER ROOM	02/28/18	262622	369.95-
00001 GILLILANDS ELECTRONICS S	65957	00177390	17003421	CAMERA SOFTWARE C HILL	02/28/18	262622	75.00-
00001 GILLILANDS ELECTRONICS S	65955	00177417	17003447	INSTALL FAX LINE COMM RELA	02/28/18	262622	75.00-
GILLILANDS ELECTRONICS S Sum							554.95-
00001 GLOBAL SECURITY COMPANY	10193	02018360	17003427	SECURITY DETAIL 2/10/18	02/28/18	262625	77.00-
GLOBAL SECURITY COMPANY Sum							77.00-
00001 H'BURG CLINIC PA (ACCT#2	1028000103 2	00177452	17003512	PSY TESTS GRANT/BROWN LATERLS	02/28/18	262627	450.00-
H'BURG CLINIC PA (ACCT#2							

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page 6
Date - 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
Sum							450.00-
00001 H'BURG CLINIC PA (PRISON	1105587930	A	00177477	17003485 SRV 1/3/18 ALFORD PRISONER	02/28/18	262626	90.00-
00001 H'BURG CLINIC PA (PRISON	1105587930	A	00177477	17003486 SRV 1/3/18 ALFORD PRISONER	02/28/18	262626	45.00-
00001 H'BURG CLINIC PA (PRISON	1105587940	A	00177477	17003487 SRV 1/7/18 ALFORD PRISONER	02/28/18	262626	90.00-
00001 H'BURG CLINIC PA (PRISON	1105587940	A	00177477	17003488 SRV 1/7/18 ALFORD PRISONER	02/28/18	262626	15.00-
00001 H'BURG CLINIC PA (PRISON	1105587910	B	00177477	17003489 SRV 12/18/17 BARRETT PRISONER	02/28/18	262626	30.00-
00001 H'BURG CLINIC PA (PRISON	1105101250	M	00177477	17003490 SRV 11/17/17 MOODY PRISONER	02/28/18	262626	90.00-
00001 H'BURG CLINIC PA (PRISON	1105101250	M	00177477	17003491 SRV 11/17/17 MOODY PRISONER	02/28/18	262626	60.00-
H'BURG CLINIC PA (PRISON							420.00-
Sum							
00001 HALSEN PRODUCTS COMPANY	0130170-IN		00176693	17003358 GLOVES/RAINSUITS CEM CREW	02/28/18	262630	366.93-
HALSEN PRODUCTS COMPANY							366.93-
Sum							
00001 HANCOCK BANK TRUST & FIN	2/20/18 DUE		02018358	17003439 MDB 2001 BONDS 12/22/08	02/23/18	112522	2,158.58-
HANCOCK BANK TRUST & FIN							2,158.58-
Sum							
00001 HATTIESBURG HYDRAULICS I	72846		00175392	17003457 REPR PTS U#20093 STREET	02/28/18	262634	77.92-
HATTIESBURG HYDRAULICS I							77.92-
Sum							
00001 HEALTHWORKS LLC	20123730	STU	00177289	17003339 POST ACCIDENT DRUG SCREEN	02/28/18	262635	74.00-
HEALTHWORKS LLC							74.00-
Sum							
00001 HOLLAND VETERINARY HOSPI	7284		00177267	17003318 CHECKUP POLICE K-9 RIEK	02/28/18	262637	178.40-
00001 HOLLAND VETERINARY HOSPI	ACCT#85 7388		00177291	17003343 SERVS POLICE K-9 RIEK	02/28/18	262637	337.80-
00001 HOLLAND VETERINARY HOSPI	ACCT#85 7509		00177026	17003470 FOOD POLICE K-9	02/28/18	262637	34.28-
00001 HOLLAND VETERINARY HOSPI	ACCT#85 7552		00177026	17003471 FOOD POLICE K-9	02/28/18	262637	68.56-
00001 HOLLAND VETERINARY HOSPI	ACCT#85 7565		00177026	17003472 FOOD POLICE K-9	02/28/18	262637	411.36-
HOLLAND VETERINARY HOSPI							1,030.40-
Sum							
00001 HOVER GRAVEL CO	6778		00177165	17003438 TOPSOIL CEMETERIES	02/28/18	262638	840.00-
HOVER GRAVEL CO							840.00-
Sum							
00001 HUB CITY SPOKES	81100		00177362	17003363 GORDON CREEK DEPOT NOTICES	02/28/18	262639	22.56-
00001 HUB CITY SPOKES	81091		00177362	17003364 PUBLIC HEARING NOTICES	02/28/18	262639	96.94-
00001 HUB CITY SPOKES	81101		00177387	17003417 CITY WIDE ADS AND NOTICES	02/28/18	262639	393.84-
HUB CITY SPOKES							513.34-
Sum							
00001 HUGHES SUPPLY	S152221225.0		00177204	17003460 LEAK DETECTOR SUPP CONSTR DEP	02/28/18	262641	25.10-
HUGHES SUPPLY							

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page 8
Date - 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
00001 MITCHELL TOOL SALES & SE	99434	00177081	17003326	HAND TOOLS AIRPORT CREWS	02/28/18	262674	169.00-
MITCHELL TOOL SALES & SE Sum							169.00-
00001 MS DEPT OF PUBLIC SFTY/C	10/14-9/15	02018343	17003466	10/14-9/15	02/26/18	112548	34,729.28-
00001 MS DEPT OF PUBLIC SFTY/C	10/15-9/16	02018344	17003467	10/15-9/16	02/26/18	112549	18,136.40-
00001 MS DEPT OF PUBLIC SFTY/C	10/16-9/17	02018345	17003468	10/16-9/17	02/26/18	112550	18,823.52-
00001 MS DEPT OF PUBLIC SFTY/C	10/17-1/18	02018346	17003469	10/17-1/18	02/26/18	112551	7,963.21-
MS DEPT OF PUBLIC SFTY/C Sum							79,652.41-
00001 MS EMBROIDERY COMPANY	E 13760	00176856	17003411	UNIFORM SHIRTS CODE DIV MANGR	02/28/18	262679	119.12-
MS EMBROIDERY COMPANY Sum							119.12-
00001 MS POWER COMPANY	2/18 GENERAL	00201810	17003465	MNTHLY ELEC-GENERAL	02/28/18	262680	111,715.17-
MS POWER COMPANY Sum							111,715.17-
00001 MS STATE/TAX COMM/TAX EX	PO#177287 2/	00177287	17003342	TAGS FOR 10 NEW HPD UNITS	02/28/18	262681	120.00-
MS STATE/TAX COMM/TAX EX Sum							120.00-
00001 NAPA AUTO PARTS	5930-569012	00175644	17003355	RPLCMNT ENGINE U#14700 FIRE	02/28/18	262684	4,298.17-
00001 NAPA AUTO PARTS	5930-571784	00175644	17003361	CORE DEPOSIT CREDIT U#14700	02/28/18	262684	700.00
NAPA AUTO PARTS Sum							3,598.17-
00001 NATL NEIGHBORHOOD WATCH	1802705	00177173	17003349	NEIGHBORHOOD WATCH ST SIGNS	02/28/18	262685	228.00-
NATL NEIGHBORHOOD WATCH Sum							228.00-
00001 NEWELL PAPER COMPANY	4021169	00177146	17003348	JANIT SUPP PUBLIC WORKS	02/28/18	262687	163.16-
NEWELL PAPER COMPANY Sum							163.16-
00001 NORFOLK SOUTHERN CORP	90558417	00177260	17003327	3/18 LEASE RR ST PK LOT	02/28/18	262688	1,943.51-
NORFOLK SOUTHERN CORP Sum							1,943.51-
00001 OFFICE DEPOT INC	107212373001	00175639	17003475	OFFICE SUPP ENGR DEPT	02/28/18	262689	39.99-
00001 OFFICE DEPOT INC	2160442439	00177083	17003476	PRINTER/OFFICE SUPP INFO TECH	02/28/18	262689	737.96-
00001 OFFICE DEPOT INC	107268584001	00177083	17003477	PRINTERS/OFFICE SUPP INFO TECH	02/28/18	262689	320.14-
00001 OFFICE DEPOT INC	107268583001	00177083	17003478	PRINTERS/OFFICE SUPP INFO TECH	02/28/18	262689	156.49-
OFFICE DEPOT INC Sum							1,254.58-

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page 9
Date 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
00001 OFFICE PRODUCTS PLUS	821084-0	00177054	17003278	OFFICE SUPP PLANNING DIV	02/28/18	262690	111.69-
00001 OFFICE PRODUCTS PLUS	821084-1	00177054	17003279	OFFICE SUPP PLANNING DIV	02/28/18	262690	55.08-
00001 OFFICE PRODUCTS PLUS	821069-0	00177058	17003288	OFFICE SUPP FIRE DEPT	02/28/18	262690	76.81-
00001 OFFICE PRODUCTS PLUS	819525-0	00176642	17003350	OFFICE SUPP MPO DIVISION	02/28/18	262690	230.93-
00001 OFFICE PRODUCTS PLUS	819525-1	00176642	17003351	OFFICE SUPP MPO DIVISION	02/28/18	262690	99.76-
00001 OFFICE PRODUCTS PLUS	819525-3	00176642	17003352	OFFICE SUPP MPO DIVISION	02/28/18	262690	18.99-
00001 OFFICE PRODUCTS PLUS	819525-2	00176642	17003359	OFFICE SUPP MPO DIVISION	02/28/18	262690	9.99-
00001 OFFICE PRODUCTS PLUS	C 819525-2	00176642	17003360	CREDIT	02/28/18	262690	9.99-
00001 OFFICE PRODUCTS PLUS	821294-0	00177115	17003406	OFFICE SUPP P/F ACADEMY	02/28/18	262690	279.79-
00001 OFFICE PRODUCTS PLUS	821294-1	00177115	17003407	OFFICE SUPP P/F ACADEMY	02/28/18	262690	38.99-
OFFICE PRODUCTS PLUS Sum							912.04-
00001 PEARL RIVER VALLEY EPA (2/18 GENERAL	00201810	17003428	MNTHLY 2/18	PUBLIC SERVICES	02/28/18	262693	1,350.21-
PEARL RIVER VALLEY EPA (Sum							1,350.21-
00001 PETERBILT OF HATTIESBURG 518850	00177316	17003381	REPRS U#14517	FIRE DEPT	02/28/18	262694	204.75-
00001 PETERBILT OF HATTIESBURG 122343H & CM	00175617	17003408	TRANS U#14517 & CORE CREDIT		02/28/18	262694	4,903.31-
PETERBILT OF HATTIESBURG Sum							5,108.06-
00001 PHILLIPS CAR CARE CENTER 01528	00177137	17003322	BRAKE REPR U#14681	LAND CODE	02/28/18	262695	291.90-
00001 PHILLIPS CAR CARE CENTER 01484	00177248	17003356	REPRS U#15449	LAND CODE	02/28/18	262695	274.80-
00001 PHILLIPS CAR CARE CENTER 01446	00176991	17003382	REPRS U#18557	FIRE DEPT	02/28/18	262695	6,290.00-
PHILLIPS CAR CARE CENTER Sum							6,856.70-
00001 PINE BELT OIL COMPANY IN 10551261	00177079	17003274	GAS FOR FUEL STATION		02/28/18	262696	11,281.60-
00001 PINE BELT OIL COMPANY IN 10525731	00176884	17003362	DIESEL FOR FUEL STATION		02/28/18	262696	6,972.13-
PINE BELT OIL COMPANY IN Sum							18,253.73-
00001 PRECISION CONCRETE CUTTI 18-012	00175692	17003435	SIDEWALK REPRS VARI LOC		02/28/18	262701	2,529.84-
PRECISION CONCRETE CUTTI Sum							2,529.84-
00001 PUCKETT MACHINERY COMPAN P05C5639012	00176824	17003298	REPR PTS U#14956	STREET	02/28/18	262703	182.56-
00001 PUCKETT MACHINERY COMPAN P05C5639097	00177006	17003302	OIL SAMPLE FOR SHOP		02/28/18	262703	480.00-
PUCKETT MACHINERY COMPAN Sum							662.56-
00001 PUCKETT RENTS 641527-0001	00177352	17003454	ASPHALT COMPACTOR		02/28/18	262704	3,598.00-
PUCKETT RENTS Sum							3,598.00-
00001 PYLE, MILLS & DYE PA 1292.0012M S	00177180	17003281	SRVS 2016 ANNEXATION		02/28/18	262705	4,930.13-
00001 PYLE, MILLS & DYE PA 1292.0013M S	00177180	17003282	SRVS PETAL 2016 ANNEXATION		02/28/18	262705	1,135.25-
00001 PYLE, MILLS & DYE PA 1292.0014M S	00177180	17003283	SRVS BELLEVUE INCORPORATION		02/28/18	262705	826.13-

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page 10
Date 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
PYLE, MILLS & DYE PA Sum							6,891.51-
00001 RICOH CORP	5052132273(A	00177191	17003280	PRODUCTION PRINTER CHARGES	02/28/18	262708	49.63-
00001 RICOH CORP	5052257442	00177360	17003367	COPY OVERAGES 1/18 HUMAN RES	02/28/18	262708	270.76-
00001 RICOH CORP	5052257364	00177431	17003514	COPIER RENT LAND CODE	02/28/18	262708	110.79-
RICOH CORP Sum							431.18-
00001 RJ YOUNG COMPANY	INV2330784	00177359	17003365	COPIER 1/14-2/13/18 CITY CLK	02/28/18	262709	298.00-
00001 RJ YOUNG COMPANY	INV2333009	00177377	17003422	COPIER 2/18-2/19 GO&FS	02/28/18	262709	1,413.75-
00001 RJ YOUNG COMPANY	INV2321701	00177430	17003511	COPIER 1/6-2/5/18 PLANNING	02/28/18	262709	464.27-
00001 RJ YOUNG COMPANY	INV2330785	00177435	17003515	COPIER 1/14-2/13/18 ENGR	02/28/18	262709	318.00-
RJ YOUNG COMPANY Sum							2,494.02-
00001 RODCO, LLC	1435	00177429	17003513	REVIEW OF BUILDING PLANS	02/28/18	262711	561.90-
RODCO, LLC Sum							561.90-
00001 SACKS OUTDOOR SUPPLY	RC1000113123	00177209	17003287	UNIFORMS P/F ACDMY STAFF	02/28/18	262713	279.93-
00001 SACKS OUTDOOR SUPPLY	RC1000113150	00176924	17003315	CLOTH ALLOW MAJOR SIMS POLICE	02/28/18	262713	196.00-
00001 SACKS OUTDOOR SUPPLY	RC1000113099	00177468	17003481	ENTRY UNIFORM POLICE DEPT	02/28/18	262713	538.95-
SACKS OUTDOOR SUPPLY Sum							1,014.88-
00001 SCALES BIOLOGICAL LABORA 7770		00177481	17003482	CRIMINAL PATERNITY TEST	02/28/18	262714	1,000.00-
SCALES BIOLOGICAL LABORA Sum							1,000.00-
00001 SCOTTS HYDRAULIC SERVICE 32281		00177217	17003414	REPR PTS U#16010 CEMETERY	02/28/18	262715	168.66-
SCOTTS HYDRAULIC SERVICE Sum							168.66-
00001 SHERWIN-WILLIAMS COMPANY 5415-2		00177089	17003313	PAINT SUPP CITY HALL OFFICE	02/28/18	262717	36.59-
00001 SHERWIN-WILLIAMS COMPANY 1122-0		00177263	17003404	PAINT SUPP POL SUB-STA WEST	02/28/18	262717	180.08-
SHERWIN-WILLIAMS COMPANY Sum							216.67-
00001 SHOWS DEARMAN & WAITS IN 19215		00177444	17003495	SRV 6/26-7/23/16 2010 ANNEXTN	02/28/18	262718	642.50-
SHOWS DEARMAN & WAITS IN Sum							642.50-
00001 SOUTH MS EMERGENCY PHYSI SHM034238982		00177476	17003492	SRV 1/7/18 ALFORD PRISONER	02/28/18	262726	730.00-
00001 SOUTH MS EMERGENCY PHYSI SHM034177894		00177476	17003493	SRV 1/3/18 ALFORD PRISONER	02/28/18	262726	931.00-
SOUTH MS EMERGENCY PHYSI Sum							1,661.00-

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page 11
Date - 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
00001 SOUTHERN FINANCIAL SYSTE	CMCHAT 1/31/	02018348	17003331	POLICE FINES COLL.FEE	02/28/18	262727	5.40-
00001 SOUTHERN FINANCIAL SYSTE	CMCHAT2 1/16	02018349	17003332	POLICE FINES COLL.FEE	02/28/18	262727	97.71-
00001 SOUTHERN FINANCIAL SYSTE	CMCHAT3 1/16	02018350	17003333	POLICE FINES COLL.FEE	02/28/18	262727	290.25-
SOUTHERN FINANCIAL SYSTE Sum							393.36-
00001 SOUTHERN PINE ELECTRIC P	2/18 GENERAL	00020188	17003429	MNTHLY 2/18 PUBLIC SERVICES	02/28/18	262729	96.98-
SOUTHERN PINE ELECTRIC P Sum							96.98-
00001 SOUTHERN PINES ANIMAL SH	INVOICE #4	00177455	17003516	HANDLING/HOUSING 2/18	02/28/18	262730	12,546.00-
SOUTHERN PINES ANIMAL SH Sum							12,546.00-
00001 SOUTHERN PIPE & SUPPLY C	1626462-00	00177216	17003325	PLUMB SUPP YOUTH ART MUSEUM	02/28/18	262731	93.19-
SOUTHERN PIPE & SUPPLY C Sum							93.19-
00001 SOUTHERN TIRE MART #9 (M	9029323	00177335	17003448	TIRES/ALIGN U#17783 POLICE	02/28/18	262732	725.67-
SOUTHERN TIRE MART #9 (M Sum							725.67-
00001 SOUTHERN TIRE MART LLC	11141699	00177007	17003299	TIRES U#16007 & #16008	02/28/18	262733	2,425.68-
00001 SOUTHERN TIRE MART LLC	9029070	00176502	17003306	TIRES U#18550 CONSTR TRAILER	02/28/18	262733	163.90-
SOUTHERN TIRE MART LLC Sum							2,589.58-
00001 SPIRE ENERGY	2/18 GENERAL	00201810	17003430	MNTHLY GAS-GENERAL	02/28/18	262737	949.19-
SPIRE ENERGY Sum							949.19-
00001 STANDARD OFFICE SUPPLY C	0075383-001	00177086	17003275	OFFICE SUPP PURCHASING DIV	02/28/18	262738	42.67-
00001 STANDARD OFFICE SUPPLY C	0075251-001	00176778	17003403	OFFICE SUPP LIFE CENTER	02/28/18	262738	150.58-
00001 STANDARD OFFICE SUPPLY C	0075577-001	00177004	17003431	OFFICE SUPP RISK MANAGEMENT	02/28/18	262738	53.28-
00001 STANDARD OFFICE SUPPLY C	0075579-001	00177070	17003432	OFFICE SUPP RISK MANAGEMENT	02/28/18	262738	95.76-
STANDARD OFFICE SUPPLY C Sum							342.29-
00001 TOPP MCWHORTER HARVEY, P	196521	00177494	17003510	INTERIM BILLING FY 16 AUDIT	02/28/18	262744	85,582.00-
TOPP MCWHORTER HARVEY, P Sum							85,582.00-
00001 UNITED FENCE COMPANY	00018782	00176879	17003334	FENCE REPRS HIGHLAND CEMETERY	02/28/18	262745	284.00-
UNITED FENCE COMPANY Sum							284.00-
00001 UNIVERSITY TIRE & SERVIC	519739	00175843	17003316	TIRES POLICE STOCK	02/28/18	262746	2,259.40-

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page 13
Date 02/27/18

Vendor

Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
-------------------	-------------------	------------------	---------------------	---------------	--------------	-----------------

Sum

578,307.21-

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page 14
Date 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
PARKS & RECREATION FUND							
00002 A & R FARM AND GARDEN	315053	00177306	17000600	FIRE ANT POISON GRNDS MAINT	02/28/18	262530	37.00-
00002 A & R FARM AND GARDEN	314022	00177381	17000622	SAND BAGS	02/28/18	262530	37.50-
00002 A & R FARM AND GARDEN	314031	00177326	17000632	FIRE ANT POISON	02/28/18	262530	336.00-
A & R FARM AND GARDEN Sum							410.50-
00002 ADAMS NURSERY	489871	00177338	17000623	LIVE OAK TATUM PARK	02/28/18	262533	80.00-
ADAMS NURSERY Sum							80.00-
00002 AT&T MOBILITY	287273578351	00177374	17000599	WIRELESS SRV 1/18 PKS/REC	02/28/18	262544	239.29-
AT&T MOBILITY Sum							239.29-
00002 BRACKMAN MOWER WAREHOUSE	35863	00177028	17000578	REPRS U#18867 #20232 MOWERS	02/28/18	262565	730.01-
00002 BRACKMAN MOWER WAREHOUSE	35913	00177156	17000583	OIL/REPR PTS FOR MOWERS	02/28/18	262565	743.60-
00002 BRACKMAN MOWER WAREHOUSE	36009	00177391	17000626	REPR PTS U#18560 TRUCK	02/28/18	262565	42.95-
BRACKMAN MOWER WAREHOUSE Sum							1,516.56-
00002 BRADDOCK, ARETHA	OFFICIAL 2/8	02018362	17000605	OFFICIAL-ADULT BASKETBALL	02/28/18	262566	350.00-
BRADDOCK, ARETHA Sum							350.00-
00002 BRYANT, ERNEST J	SPORTS SERVS	22018361	17000611	SPORTS SUPPORT SERVICES	02/28/18	262568	280.00-
BRYANT, ERNEST J Sum							280.00-
00002 BUCKHAULTS ELECTRIC SERV	2502	00177259	17000593	A/C REPR TATUM REC OFFICE	02/28/18	262569	170.00-
BUCKHAULTS ELECTRIC SERV Sum							170.00-
00002 BURKETT RADIATOR SHOP	65435	00177069	17000579	REPRS U#11961 TRUCK	02/28/18	262570	240.00-
BURKETT RADIATOR SHOP Sum							240.00-
00002 CARQUEST AUTO PARTS STOR	14758-104571	00177155	17000601	MOTOR OIL GRNDS MAINT	02/28/18	262576	95.76-
00002 CARQUEST AUTO PARTS STOR	14758-104208	00177128	17000602	AIR PUMP REPR PTS	02/28/18	262576	20.97-
CARQUEST AUTO PARTS STOR Sum							116.73-
00002 CLEMTS HARDWARE	119880	00177144	17000573	POST HOLE DIGGERS	02/28/18	262584	39.98-
CLEMTS HARDWARE Sum							39.98-
00002 COMSOUTH	188505	00177032	17000576	RADIO U#15711	02/28/18	262589	105.25-

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page 15
Date - 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
00002 COMSOUTH	188504	00177032	17000577	RADIO LABOR CHARGE	02/28/18	262589	75.00-
COMSOUTH Sum							180.25-
00002 CONNER, TOBARRA		SPORTS SERVS 02018361	17000612	SPORTS SUPPORT SERVICES	02/28/18	262590	52.00-
CONNER, TOBARRA Sum							52.00-
00002 EATON, ALVIN K (PETTY CA		PETTY CASH 1 00177465	17000634	PETTY CASH PARKS & REC	02/28/18	262605	199.74-
EATON, ALVIN K (PETTY CA Sum							199.74-
00002 ECONOMY SUPPLY CO	289229	00177105	17000574	BLDG MATLS KP TENNIS COURT	02/28/18	262608	68.34-
00002 ECONOMY SUPPLY CO	289460	00177061	17000584	RPLCMNT DOOR TATUM SHOP	02/28/18	262608	213.50-
00002 ECONOMY SUPPLY CO	289715	00177188	17000585	BLDG MATLS KP TENNIS COURTS	02/28/18	262608	40.85-
00002 ECONOMY SUPPLY CO	290034	00177307	17000624	BLDG MATLS FEDERATION PARK	02/28/18	262608	127.90-
ECONOMY SUPPLY CO Sum							450.59-
00002 ELKINS WHOLESALE INC	339459-00	00177319	17000621	JANIT SUPP GRNDS MAINT	02/28/18	262609	964.70-
00002 ELKINS WHOLESALE INC	338801A	00177152	17000630	JANIT SUPP GRNDS MAINT	02/28/18	262609	695.21-
00002 ELKINS WHOLESALE INC	338801-02	00177152	17000631	JANIT SUPP GRNDS MAINT	02/28/18	262609	102.24-
ELKINS WHOLESALE INC Sum							1,762.15-
00002 FASTENAL COMPANY	MSHAT206032	00176874	17000572	SAFETY VESTS GRNDS MAINT	02/28/18	262614	324.68-
FASTENAL COMPANY Sum							324.68-
00002 FEDEX OFFICE AND PRINT S	0908378725 2	00176354	17000629	MAIL SENIOR NEWSLETTERS	02/28/18	262615	454.03-
FEDEX OFFICE AND PRINT S Sum							454.03-
00002 FERGUSON ENTERPRISES INC	7561874	00176716	17000575	PLUMB SUPP TATUM BASEBALL	02/28/18	262616	67.79-
FERGUSON ENTERPRISES INC Sum							67.79-
00002 GILES, CURTIA L		SPORTS SERVS 02018361	17000613	SPORTS SUPPORT SERVICES	02/28/18	262621	56.00-
GILES, CURTIA L Sum							56.00-
00002 GILLILANDS ELECTRONICS S	65920	00177181	17000571	ADD 2 PHONES MCNAIR CENTER	02/28/18	262622	571.38-
GILLILANDS ELECTRONICS S Sum							571.38-
00002 GLOBAL SECURITY COMPANY	10198	00177479	17000635	SECURITY 2/18 YTH BASKETBALL	02/28/18	262624	325.00-
00002 GLOBAL SECURITY COMPANY	10199	00177480	17000636	SECURITY 2/18 ADULT BASKETBAL	02/28/18	262624	1,390.00-

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page 16
Date - 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
GLOBAL SECURITY COMPANY							
Sum							1,715.00-
00002 HINES, ERIC	OFFICIAL 2/8	02018362	17000606	OFFICIAL-ADULT BASKETBALL	02/28/18	262636	200.00-
HINES, ERIC							
Sum							200.00-
00002 HUDSON, KENNETH J	OFFICIAL 2/8	02018362	17000607	OFFICIAL-ADULT BASKETBALL	02/28/18	262640	475.00-
HUDSON, KENNETH J							
Sum							475.00-
00002 INDOFF INC	3068098	00176905	17000596	OFFICE SUPP MCNAIR CENTER	02/28/18	262643	69.93-
INDOFF INC							
Sum							69.93-
00002 J M H GRAPHICS	13132	00176814	17000594	SHIRTS PKS/REC STAFF	02/28/18	262648	521.12-
J M H GRAPHICS							
Sum							521.12-
00002 JACKSON, ROOSEVELT III	565899	00177099	17000627	PAINT TATUM BB WASH SIDEWALKS	02/28/18	262649	4,625.00-
JACKSON, ROOSEVELT III							
Sum							4,625.00-
00002 JERRY'S AUTOMOTIVE REPAIR	19077	00177112	17000588	REPRS U#8667 TRUCK	02/28/18	262652	526.95-
00002 JERRY'S AUTOMOTIVE REPAIR	19078	00177183	17000589	ADDL REPRS U#8667 TRUCK	02/28/18	262652	199.70-
JERRY'S AUTOMOTIVE REPAIR							
Sum							726.65-
00002 JORDAN, CHRISTOPHER X	SPORTS SERVS	02018361	17000614	SPORTS SUPPORT SERVICES	02/28/18	262654	256.00-
JORDAN, CHRISTOPHER X							
Sum							256.00-
00002 KETTLEY, ANNETTE	SPORTS SERVS	02018361	17000615	SPORTS SUPPORT SERVICES	02/28/18	262655	312.00-
KETTLEY, ANNETTE							
Sum							312.00-
00002 KINNEL, ISAAC L	OFFICIAL 2/8	02018362	17000608	OFFICIAL-ADULT BASKETBALL	02/28/18	262656	650.00-
KINNEL, ISAAC L							
Sum							650.00-
00002 KINSEY WELDING	5002	00177380	17000628	REPR TATUM SOCCER GOALS	02/28/18	262657	180.00-
KINSEY WELDING							
Sum							180.00-
00002 MOTT, ANDREW	SPORTS SERVS	02018361	17000616	SPORTS SUPPORT SERVICES	02/28/18	262678	56.00-

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page - 17
Date - 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
MOTT, ANDREW Sum							56.00-
00002 MS POWER COMPANY	2/18 PKS/REC	00201810	17000633	MNTHLY ELEC-PARKS & REC	02/28/18	262680	13,199.41-
MS POWER COMPANY Sum							13,199.41-
00002 PATE, JERRY TURF & IRRIG	33396	00176729	17000580	REPR PTS U#19352	02/28/18	262692	53.63-
00002 PATE, JERRY TURF & IRRIG	34248	00176729	17000581	REPR PTS U#19352	02/28/18	262692	387.25-
00002 PATE, JERRY TURF & IRRIG	34794	00177177	17000592	HYD CYLINDER GRNDS MAINT	02/28/18	262692	266.65-
PATE, JERRY TURF & IRRIG Sum							707.53-
00002 PITTMAN, MILTON	OFFICIAL 2/8	02018362	17000609	OFFICIAL-ADULT BASKETBALL	02/28/18	262697	50.00-
PITTMAN, MILTON Sum							50.00-
00002 POWELL, RANDY	SPORTS SERVS	02018361	17000617	SPORTS SUPPORT SERVICES	02/28/18	262700	448.00-
POWELL, RANDY Sum							448.00-
00002 SHERWIN-WILLIAMS COMPANY	5518-3	00177179	17000586	BLD SUPP FEDERATION PK GAZEBO	02/28/18	262717	48.42-
00002 SHERWIN-WILLIAMS COMPANY	0942-2	00177178	17000597	PAINT SUPP TATUM PARK	02/28/18	262717	341.00-
00002 SHERWIN-WILLIAMS COMPANY	1047-9 & 107	00177293	17000598	BALLFIELD MARKING PAINT	02/28/18	262717	2,252.00-
00002 SHERWIN-WILLIAMS COMPANY	5737-9	00177342	17000625	BALLFIELD MARKING PAINT	02/28/18	262717	26.70-
SHERWIN-WILLIAMS COMPANY Sum							2,668.12-
00002 SMITH, JIM SERVICES	88457	00177186	17000582	A/C REPR TATUM REC OFFICE	02/28/18	262721	179.90-
SMITH, JIM SERVICES Sum							179.90-
00002 SOLAR SUPPLY INC	3499743	00177238	17000587	A/C THERMOSTAT TATUM SOCCER	02/28/18	262725	35.79-
SOLAR SUPPLY INC Sum							35.79-
00002 SOUTHERN ON SITE STORAGE	59059	00177184	17000604	PORTALETTS 2/23-26 TATUM SOCCR	02/28/18	262728	340.00-
SOUTHERN ON SITE STORAGE Sum							340.00-
00002 SOUTHERN TIRE MART #9 (M	9029064	00177119	17000590	TIRE U#9603 TRUCK	02/28/18	262732	136.06-
00002 SOUTHERN TIRE MART #9 (M	9029095	00177187	17000591	TIRE U#7382 TRUCK	02/28/18	262732	133.48-
SOUTHERN TIRE MART #9 (M Sum							269.54-
00002 SPEEDY PRINTING & SIGNS	24931	00176946	17000603	DAYLILY CITY DESIGNATN SIGNS	02/28/18	262736	888.00-
SPEEDY PRINTING & SIGNS							

Page 20
Date - 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
PAYROLL FUND							
00006 FRANKLIN COLLECTION SERV	9058	00201872	17000236	GARNISHMENTS	02/23/18	112529	304.29-
FRANKLIN COLLECTION SERV Sum							304.29-
00006 MS EMPLOY SECURITY DEPT	0266	00201872	17000238	GARNISHMENTS	02/23/18	112531	110.01-
MS EMPLOY SECURITY DEPT Sum							110.01-
00006 SOUTHERN FINANCIAL SYSTE	9932,9891	00201872	17000248	GARNISHMENT	02/26/18	112541	265.70-
SOUTHERN FINANCIAL SYSTE Sum							265.70-
Sum							680.00-

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page 21
Date 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
WATER & SEWER OPERATION/MAINT.							
00009 ADVANCED JANITORIAL SERV	101126	WTR B	00177425	17000704 SERVS 2/18 WTR BILLING OFFICE	02/28/18	262534	495.00-
ADVANCED JANITORIAL SERV							495.00-
Sum							
00009 AT&T MOBILITY	287273578351	00177374	17000690	WIRELESS SRV 1/18 WTR BILLING	02/28/18	262544	401.28-
00009 AT&T MOBILITY	287273861504	00177378	17000691	GPS TRACKING 1/18 WTR PLANT	02/28/18	262544	170.00-
AT&T MOBILITY							571.28-
Sum							
00009 BLOSSMAN GAS INC	3317137	00177166	17000693	PROPANE WAREHOUSE FORKLIFT	02/28/18	262554	78.00-
BLOSSMAN GAS INC							78.00-
Sum							
00009 BONNER ANALYTICAL TESTIN	63629	00177246	17000667	TESTS PLT#2 WELL #3	02/28/18	262563	53.00-
00009 BONNER ANALYTICAL TESTIN	64560	00177246	17000668	TESTS BONHOMIE ROAD	02/28/18	262563	26.50-
00009 BONNER ANALYTICAL TESTIN	64920	00177246	17000669	12/17 SAMPLES VARI LOC	02/28/18	262563	1,179.82-
00009 BONNER ANALYTICAL TESTIN	64992	00177246	17000670	12/17 RE-SAMPLE	02/28/18	262563	242.00-
00009 BONNER ANALYTICAL TESTIN	65021	00175326	17000676	PH METER KITS WTR PLANTS	02/28/18	262563	1,344.50-
BONNER ANALYTICAL TESTIN							2,845.82-
Sum							
00009 CARQUEST AUTO PARTS STOR	14758-104691	00177353	17000702	REPR PTS U#20057/U#20056 TRAN	02/28/18	262576	11.20-
CARQUEST AUTO PARTS STOR							11.20-
Sum							
00009 CENTRAL PIPE SUPPLY INC	S100129838.0	00176932	17000665	PLUMB SUPP TRANS STOCK	02/28/18	262577	590.00-
00009 CENTRAL PIPE SUPPLY INC	S100128976.0	00176974	17000666	CURB STOPS/COUPLINGS TRANS	02/28/18	262577	4,956.00-
CENTRAL PIPE SUPPLY INC							5,546.00-
Sum							
00009 CINTAS CORPORATION #J66	J66573214	00177358	17000685	UNIFORMS 2/19 TRANS	02/28/18	262581	82.78-
00009 CINTAS CORPORATION #J66	J66573215	00177358	17000686	MOP/MAT 2/19 PLANT	02/28/18	262581	13.93-
00009 CINTAS CORPORATION #J66	J66573214	00177358	17000687	UNIFORMS 2/19 PLANT	02/28/18	262581	51.65-
00009 CINTAS CORPORATION #J66	J66573214	00177358	17000688	UNIFORMS 2/19 SEWER	02/28/18	262581	43.40-
00009 CINTAS CORPORATION #J66	J66573214	00177358	17000689	UNIFORMS 2/18 LAGOON	02/28/18	262581	25.87-
00009 CINTAS CORPORATION #J66	J66572194	00177428	17000706	UNIFORMS 2/08 WTR SERVICE MEN	02/28/18	262581	34.74-
00009 CINTAS CORPORATION #J66	J66572993	00177428	17000707	UNIFORMS 2/15 WTR SERVICE MEN	02/28/18	262581	28.74-
00009 CINTAS CORPORATION #J66	J66573802	00177428	17000708	UNIFORMS 2/22 WTR SERVICE MEN	02/28/18	262581	28.74-
CINTAS CORPORATION #J66							309.85-
Sum							
00009 CONTROL SYSTEMS INC	54624	00177321	17000682	SERV CALL BLOWER PANEL PLT#2	02/28/18	262591	336.00-
00009 CONTROL SYSTEMS INC	54477	00177321	17000683	SERV CALL WATER TANK RD	02/28/18	262591	528.86-
00009 CONTROL SYSTEMS INC	54625	00177445	17000713	REPR FILTER PANELS PLT #2	02/28/18	262591	550.00-
CONTROL SYSTEMS INC							1,414.86-
Sum							
00009 EATON, ALVIN K (PETTY CA	PETTY CASH 1	00177473	17000712	PETTY CASH W&SO&M	02/28/18	262606	181.40-

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page 22
Date - 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
EATON, ALVIN K (PETTY CA Sum							181.40-
00009 HYDRA SERVICE INC	125374	00177382	17000696	PUMP RENTAL FOR SEWER DEPT	02/28/18	262642	3,440.50-
HYDRA SERVICE INC Sum							3,440.50-
00009 INDUSTRIAL CHEMICALS INC	406276	00176032	17000657	LIME FOR WATER PLANTS	02/28/18	262644	7,953.75-
00009 INDUSTRIAL CHEMICALS INC	406962	00176032	17000658	LIME FOR WATER PLANTS	02/28/18	262644	875.00-
00009 INDUSTRIAL CHEMICALS INC	406283	00176032	17000659	FUEL SURCHARGE CREDIT	02/28/18	262644	78.75
INDUSTRIAL CHEMICALS INC Sum							8,750.00-
00009 INTERIOR EXTERIOR BUILDI	4213297-00	00177199	17000711	CEILING TILE MR GREEN'S OFFC	02/28/18	262647	102.72-
INTERIOR EXTERIOR BUILDI Sum							102.72-
00009 JOHNNY'S WRECKER SERVICE	35802	00177456	17000718	TOWING U#15916 SEWER	02/28/18	262653	250.00-
JOHNNY'S WRECKER SERVICE Sum							250.00-
00009 L & A CONTRACTING CO	483-102	00177488	17000715	AERATOR MNT 2/12-25/18 LAGNS	02/28/18	262658	67,684.45-
L & A CONTRACTING CO Sum							67,684.45-
00009 MCELHANEY PLUMBING INC	263550	00177035	17000700	PLUMB SUPP TRANS DEPT	02/28/18	262670	49.75-
00009 MCELHANEY PLUMBING INC	264837	00177264	17000701	PLUMB SUPP TRANS DEPT	02/28/18	262670	89.85-
00009 MCELHANEY PLUMBING INC	265151	00177161	17000703	PLUMB SUPP SHADOW RIDGE STA	02/28/18	262670	92.55-
MCELHANEY PLUMBING INC Sum							232.15-
00009 MS POWER COMPANY	2/18 W&SO&M	00201810	17000709	MNTHLY ELEC-W&SO&M	02/28/18	262680	80,063.25-
MS POWER COMPANY Sum							80,063.25-
00009 NEWELL PAPER COMPANY	4020852	00177042	17000671	NITRILE GLOVES SEWER DEPT	02/28/18	262687	400.00-
NEWELL PAPER COMPANY Sum							400.00-
00009 OFFICE DEPOT INC	2159521597	00177049	17000678	PRINTER INK WTR PLT #2	02/28/18	262689	723.46-
00009 OFFICE DEPOT INC	2160807786	00176933	17000710	PRINTER INK PLT OPERATORS OFC	02/28/18	262689	145.98-
OFFICE DEPOT INC Sum							869.44-
00009 PEARL RIVER VALLEY EPA (	2/18 W&SO&M	00201810	17000697	MNTHLY 2/18 PUBLIC SERVICES	02/28/18	262693	190.99-
PEARL RIVER VALLEY EPA (							

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page 23
Date 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
Sum							190.99-
00009 PHILLIPS CAR CARE CENTER	01244	00176655	17000679	REPRS U#14128 WTR PLANT	02/28/18	262695	446.66-
PHILLIPS CAR CARE CENTER							446.66-
Sum							446.66-
00009 POLLARD WATER.COM-EAST	0100851	00176871	17000692	METER BOX LOCATORS	02/28/18	262698	1,564.00-
POLLARD WATER.COM-EAST							1,564.00-
Sum							1,564.00-
00009 PYLE, MILLS & DYE PA	1292.0011M S	00177180	17000656	SRVS SEWER CONTRACTS	02/28/18	262705	1,064.00-
PYLE, MILLS & DYE PA							1,064.00-
Sum							1,064.00-
00009 RAWLS SPRINGS UTILITY DI	22018	00177426	17000705	SEWER BILLING 2/18	02/28/18	262707	190.00-
RAWLS SPRINGS UTILITY DI							190.00-
Sum							190.00-
00009 RICOH CORP	5052132273(B	00177191	17000655	PRODUCTION PRINTER CHARGES	02/28/18	262708	125.83-
RICOH CORP							125.83-
Sum							125.83-
00009 RJM MCQUEEN CONTRACTING	1438	00177383	17000694	SEWER REPR CONCAR/S 12TH AVE	02/28/18	262710	123,259.45-
00009 RJM MCQUEEN CONTRACTING	1439	00177383	17000695	SEWER REPR WISTERIA/BONHOMIE	02/28/18	262710	6,558.50-
00009 RJM MCQUEEN CONTRACTING	1445	00177464	17000716	SEWER REPR W FRONT/MAIN ST	02/28/18	262710	5,381.50-
00009 RJM MCQUEEN CONTRACTING	1446	00177464	17000717	SEWER REPR OLD HWY 11/WARRIOR	02/28/18	262710	1,747.50-
RJM MCQUEEN CONTRACTING							136,946.95-
Sum							136,946.95-
00009 RYAN MOTORS INC	214620	00177214	17000677	REPR PTS U#20446 TRANS	02/28/18	262712	33.33-
RYAN MOTORS INC							33.33-
Sum							33.33-
00009 SOUTHERN PINE ELECTRIC P	2/18 W&SO&M	00020188	17000698	MNTHLY 2/18 PUBLIC SERVICES	02/28/18	262729	971.54-
SOUTHERN PINE ELECTRIC P							971.54-
Sum							971.54-
00009 SPIRE ENERGY	2/18 W&SO&M	00201810	17000699	MNTHLY GAS-W&SO&M	02/28/18	262737	247.68-
SPIRE ENERGY							247.68-
Sum							247.68-
00009 STANDARD OFFICE SUPPLY C	0075347-001(	00176822	17000660	OFFICE SUPP WTR BILLING	02/28/18	262738	115.94-
00009 STANDARD OFFICE SUPPLY C	0075346-001(	00177095	17000661	FLOOR MATS ADDL PO#176873	02/28/18	262738	15.00-
00009 STANDARD OFFICE SUPPLY C	0075405-001	00177095	17000662	OFFICE SUPP WTR BILLING	02/28/18	262738	20.58-
00009 STANDARD OFFICE SUPPLY C	0075347-001(	00177095	17000663	OFFICE SUPP ADDL PO#176822	02/28/18	262738	5.26-
00009 STANDARD OFFICE SUPPLY C	0075346-001(	00176873	17000664	FLOOR MATS WTR BILLING OFFICE	02/28/18	262738	104.97-
STANDARD OFFICE SUPPLY C							

Page 24
Date 02/27/18

Sum	100,000
-----	---------

Page - 25
Date - 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
WATER & SEWER FUND							
00011 BARNETT, CHRISTY	5438	02018354	17000356	METER DEPOSIT REFUND	02/28/18	262549	40.00-
BARNETT, CHRISTY Sum							40.00-
00011 BASS, CODY K	74157	02018354	17000373	METER DEPOSIT REFUND	02/28/18	262550	75.00-
BASS, CODY K Sum							75.00-
00011 BLEYHAMACK LLC	75071	02018352	17000399	METER DEPOSIT REFUND	02/28/18	262553	7.60-
BLEYHAMACK LLC Sum							7.60-
00011 BOARDWALK @ DEWBERRY LAN	48092	02018352	17000385	METER DEPOSIT REFUND	02/28/18	262555	400.00-
00011 BOARDWALK @ DEWBERRY LAN	48095	02018352	17000386	METER DEPOSIT REFUND	02/28/18	262556	400.00-
00011 BOARDWALK @ DEWBERRY LAN	48096	02018352	17000387	METER DEPOSIT REFUND	02/28/18	262557	400.00-
00011 BOARDWALK @ DEWBERRY LAN	48097	02018352	17000388	METER DEPOSIT REFUND	02/28/18	262558	400.00-
00011 BOARDWALK @ DEWBERRY LAN	48098	02018352	17000389	METER DEPOSIT REFUND	02/28/18	262559	400.00-
00011 BOARDWALK @ DEWBERRY LAN	48099	02018352	17000390	METER DEPOSIT REFUND	02/28/18	262560	40.00-
00011 BOARDWALK @ DEWBERRY LAN	48100	02018352	17000391	METER DEPOSIT REFUND	02/28/18	262561	40.00-
BOARDWALK @ DEWBERRY LAN Sum							2,080.00-
00011 BOWLING, RONALD	70648	02018354	17000367	METER DEPOSIT REFUND	02/28/18	262564	24.40-
BOWLING, RONALD Sum							24.40-
00011 BURT, MONICA	61868	02018354	17000363	METER DEPOSIT REFUND	02/28/18	262571	75.00-
BURT, MONICA Sum							75.00-
00011 CLIBURN, ELIZABETH	71759	02018354	17000369	METER DEPOSIT REFUND	02/28/18	262585	24.40-
CLIBURN, ELIZABETH Sum							24.40-
00011 COOPER, DEBORAH	62672	02018354	17000364	METER DEPOSIT REFUND	02/28/18	262592	75.00-
COOPER, DEBORAH Sum							75.00-
00011 CURTIS, MICHAEL C	75175	02018354	17000377	METER DEPOSIT REFUND	02/28/18	262596	24.40-
CURTIS, MICHAEL C Sum							24.40-
00011 DAVIS, REBECCA NELL	67955	02018352	17000392	METER DEPOSIT REFUND	02/28/18	262597	7.80-
DAVIS, REBECCA NELL Sum							7.80-

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page - 26
Date - 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
00011 FISCHER, KRISTEN	72409	02018352	17000394	METER DEPOSIT REFUND	02/28/18	262617	12.60-
FISCHER, KRISTEN Sum							12.60-
00011 GLENWOOD APARTMENTS #1	75315	02018354	17000379	METER DEPOSIT REFUND	02/28/18	262623	41.40-
GLENWOOD APARTMENTS #1 Sum							41.40-
00011 HALLMAN PROPERTIES 2210	73472	02018352	17000395	METER DEPOSIT REFUND	02/28/18	262628	75.00-
HALLMAN PROPERTIES 2210 Sum							75.00-
00011 HALLMAN PROPERTY MANAGEM	75286	02018352	17000400	METER DEPOSIT REFUND	02/28/18	262629	24.40-
HALLMAN PROPERTY MANAGEM Sum							24.40-
00011 HAMMOND, BETTY	41779	02018354	17000358	METER DEPOSIT REFUND	02/28/18	262631	40.00-
HAMMOND, BETTY Sum							40.00-
00011 HANBERRY, MELISSA	65437	02018354	17000365	METER DEPOSIT REFUND	02/28/18	262632	24.40-
HANBERRY, MELISSA Sum							24.40-
00011 HARSH, MARGARET	47167	02018354	17000359	METER DEPOSIT REFUND	02/28/18	262633	40.00-
HARSH, MARGARET Sum							40.00-
00011 JACKSON, TIFFANY	55295	02018354	17000360	METER DEPOSIT REFUND	02/28/18	262650	21.40-
JACKSON, TIFFANY Sum							21.40-
00011 LONDON AND STETELMAN 107	75250	02018354	17000378	METER DEPOSIT REFUND	02/28/18	262663	75.00-
LONDON AND STETELMAN 107 Sum							75.00-
00011 LONG LEAF TIMBER COMPANY	1759	02018354	17000354	METER DEPOSIT REFUND	02/28/18	262664	40.00-
LONG LEAF TIMBER COMPANY Sum							40.00-
00011 MALONEY, NICHOLAS MICHEA	72400	02018352	17000393	METER DEPOSIT REFUND	02/28/18	262666	24.40-
MALONEY, NICHOLAS MICHEA Sum							24.40-
00011 MCCALL, SUSAN	37910	02018353	17000351	WATER OVERPAYMENT REFUND	02/28/18	262667	8.20-
00011 MCCALL, SUSAN	37910	02018354	17000357	METER DEPOSIT REFUND	02/28/18	262667	40.00-

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page 27
Date 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
MCCALL, SUSAN							
Sum							48.20-
00011 MCDONALD ROBERT A	73931	02018351	17000352	WATER OVERPAYMENT REFUND	02/28/18	262669	164.20-
00011 MCDONALD ROBERT A	73931	02018352	17000396	METER DEPOSIT REFUND	02/28/18	262669	75.00-
MCDONALD ROBERT A							
Sum							239.20-
00011 MESTAYER, COLLEEN L	61736	02018354	17000362	METER DEPOSIT REFUND	02/28/18	262673	75.00-
MESTAYER, COLLEEN L							
Sum							75.00-
00011 MONAHAN, MADISON LEE	75481	02018354	17000381	METER DEPOSIT REFUND	02/28/18	262675	24.40-
MONAHAN, MADISON LEE							
Sum							24.40-
00011 MOORE, DAVID 1	75652	02018352	17000402	METER DEPOSIT REFUND	02/28/18	262676	75.00-
MOORE, DAVID 1							
Sum							75.00-
00011 MORING, LISA ADE	75379	02018354	17000380	METER DEPOSIT REFUND	02/28/18	262677	24.40-
MORING, LISA ADE							
Sum							24.40-
00011 MYRICK, JOEL 2	73660	02018354	17000372	METER DEPOSIT REFUND	02/28/18	262682	24.40-
MYRICK, JOEL 2							
Sum							24.40-
00011 OVER THE RAINBOW DAY CAR 2853		02018354	17000355	METER DEPOSIT REFUND	02/28/18	262691	40.00-
OVER THE RAINBOW DAY CAR							
Sum							40.00-
00011 POWELL, MAEGHAN 1	75047	02018352	17000398	METER DEPOSIT REFUND	02/28/18	262699	24.40-
POWELL, MAEGHAN 1							
Sum							24.40-
00011 RAMSEY, WHITSON	73197	02018354	17000370	METER DEPOSIT REFUND	02/28/18	262706	24.40-
RAMSEY, WHITSON							
Sum							24.40-
00011 SERVICE MASTER DSI	73226	02018354	17000371	METER DEPOSIT REFUND	02/28/18	262716	40.22-
SERVICE MASTER DSI							
Sum							40.22-
00011 SLADE, JOYCE W	74550	02018354	17000375	METER DEPOSIT REFUND	02/28/18	262719	75.00-

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page - 29
Date - 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
POLICE FORFEITURES FUND							
00019 CREATIVE PRODUCT SOURCIN	111643	00176920	17000029	WORKBOOKS FOR D.A.R.E.	02/28/18	262595	136.50-
CREATIVE PRODUCT SOURCIN							136.50-
Sum							136.50-

Page = 30
Date = 02/27/18

Vendor				Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
TAX COLLECTOR'S FUND										
00027	H'BURG	PUBLIC	SCHOOLS	2/18 MILLAGE	02018363	17000045	2/18 MILLAGE	02/23/18	311761	8,952,711.65-
00027	H'BURG	PUBLIC	SCHOOLS	2/18 MILLAGE	02018363	17000046	2/18 MILLAGE	02/23/18	311762	1,161,590.00-
H'BURG PUBLIC SCHOOLS										
Sum										10,114,301.65-
Sum										10,114,301.65-

Page - 31
Date - 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
MUNICIPAL ROAD & BRIDGE							
00072 JACKSON, TULLOS & ROGERS	63947	00177438	17000074	SRVS J ED TURNER PATHWAY	02/28/18	262651	467.50-
00072 JACKSON, TULLOS & ROGERS	63948	00177439	17000075	SRVS J ED TURNER PATHWAY	02/28/18	262651	112.50-
JACKSON, TULLOS & ROGERS Sum							580.00-
00072 NEEL-SCHAFER INC	1049902	00177440	17000071	SRV 1/18 LLT DEPT CHAIN PARK	02/28/18	262686	2,344.31-
00072 NEEL-SCHAFER INC	1049900	00177441	17000072	SRV 1/18 4TH ST IMRPV PH II	02/28/18	262686	14,486.64-
NEEL-SCHAFER INC Sum							16,830.95-
00072 SHOWS DEARMAN & WAITS IN	19905	00177442	17000073	SRV 8/27-9/23/17 HILLENDALE	02/28/18	262718	537.65-
00072 SHOWS DEARMAN & WAITS IN	19795	00177446	17000077	SRVS BROAD ST BRIDGE	02/28/18	262718	7,339.04-
00072 SHOWS DEARMAN & WAITS IN	20001	00177446	17000078	SRVS BROAD ST BRIDGE	02/28/18	262718	14,678.07-
00072 SHOWS DEARMAN & WAITS IN	20092	00177446	17000079	SRVS BROAD ST BRIDGE	02/28/18	262718	9,785.38-
SHOWS DEARMAN & WAITS IN Sum							32,340.14-
00072 WARREN PAVING INC	1058	00173398	17000069	PAVING 37TH AVE	02/28/18	262755	15,135.31-
00072 WARREN PAVING INC	1060	00173398	17000070	PAVING 37TH AVE	02/28/18	262755	40,666.17-
00072 WARREN PAVING INC	1170347.3	00177437	17000076	SRV HBRG CLINIC ACCESS RD	02/28/18	262755	28,073.25-
WARREN PAVING INC Sum							83,874.73-
Sum							133,625.82-

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page - 32
Date - 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
MASS TRANSIT FUND							
00073 ADVANCED JANITORIAL SERV	101126	MASS	00177425	17000184 SERVS 2/18 MASS TRANSIT	02/28/18	262534	345.00-
ADVANCED JANITORIAL SERV							
Sum							345.00-
00073 AT&T MOBILITY	287273578351	00177374	17000182	WIRELESS SRV 1/18 M TRANSIT	02/28/18	262544	120.74-
00073 AT&T MOBILITY	287273861504	00177378	17000183	GPS TRACKING 1/18 MASS TRANS	02/28/18	262544	367.40-
AT&T MOBILITY							
Sum							488.14-
00073 CARQUEST AUTO PARTS STOR	14758-104092	00177051	17000185	REPR PTS U#20584	02/28/18	262576	172.18-
CARQUEST AUTO PARTS STOR							
Sum							172.18-
00073 CINTAS CORPORATION #J66	J66568015	00177333	17000177	UNIFORMS 1/03 MECH/DRIVERS	02/28/18	262581	84.86-
00073 CINTAS CORPORATION #J66	J66568780	00177333	17000178	UNIFORMS 1/10 MECH/DRIVERS	02/28/18	262581	84.86-
00073 CINTAS CORPORATION #J66	J66569569	00177333	17000179	UNIFORMS 1/17 MECH/DRIVERS	02/28/18	262581	84.86-
00073 CINTAS CORPORATION #J66	J66570365	00177333	17000180	UNIFORMS 1/24 MECH/DRIVERS	02/28/18	262581	106.31-
00073 CINTAS CORPORATION #J66	J66571157	00177333	17000181	UNIFORMS 1/31 MECH/DRIVERS	02/28/18	262581	84.86-
CINTAS CORPORATION #J66							
Sum							445.75-
00073 COAST BATTERY SPECIALIST	60986	00176308	17000186	REPR PTS U#16234 & 16761	02/28/18	262586	773.80-
COAST BATTERY SPECIALIST							
Sum							773.80-
00073 EATON, ALVIN K (PETTY CA	PETTY CASH 1	00177461	17000191	PETTY CASH MASS TRANSIT	02/28/18	262603	75.13-
EATON, ALVIN K (PETTY CA							
Sum							75.13-
00073 JERRY'S AUTOMOTIVE REPAI	19083	00177219	17000188	BRAKE REPR U#19552	02/28/18	262652	201.15-
00073 JERRY'S AUTOMOTIVE REPAI	19098	00177310	17000190	REPLACE BELTS U#16761	02/28/18	262652	477.75-
JERRY'S AUTOMOTIVE REPAI							
Sum							678.90-
00073 JOHNNY'S WRECKER SERVICE	35752	00177295	17000175	TOWING U#16761 BUS	02/28/18	262653	250.00-
JOHNNY'S WRECKER SERVICE							
Sum							250.00-
00073 MCMULLAN EQUIPMENT CO	3816451C	00176999	17000187	BRAKE REPR U#20462	02/28/18	262671	202.50-
MCMULLAN EQUIPMENT CO							
Sum							202.50-
00073 MS POWER COMPANY	2/18 MASS TR	00201810	17000189	MNTHLY ELEC-MASS TRANSIT	02/28/18	262680	724.13-
MS POWER COMPANY							
Sum							724.13-

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page 35
Date 02/27/18

Vendor	Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
COMMUNITY CENTERS' FUND							
00077 AT&T MOBILITY	287273578351	00177374	17000209	WIRELESS SRV 1/18 COMM CNTRS	02/28/18	262544	60.37-
AT&T MOBILITY							60.37-
Sum							
00077 BRANNON, ALICIA (REFUNDS CULTURAL CEN	02018359	17000210		DAMAGE DEPOSIT REFUND	02/28/18	262567	250.00-
BRANNON, ALICIA (REFUNDS							250.00-
Sum							
00077 EATON, ALVIN K (PETTY CA PETTY CASH 1	00177467	17000215		PETTY CASH COMM CENTERS	02/28/18	262604	141.99-
EATON, ALVIN K (PETTY CA							141.99-
Sum							
00077 ELKINS WHOLESALE INC	336591-00	00176500	17000205	JANIT SUPP COMM CENTERS	02/28/18	262609	347.70-
00077 ELKINS WHOLESALE INC	339023-00	00177221	17000207	JANIT SUPP COMM CENTERS	02/28/18	262609	286.30-
ELKINS WHOLESALE INC							634.00-
Sum							
00077 MS POWER COMPANY	2/18 COMM CN	00201810	17000214	MNTHLY ELEC-COMM CENTERS	02/28/18	262680	3,083.46-
MS POWER COMPANY							3,083.46-
Sum							
00077 NEWELL PAPER COMPANY	4020665	00177010	17000203	BUFFER MACHINE LABOR CHARGE	02/28/18	262687	85.00-
NEWELL PAPER COMPANY							85.00-
Sum							
00077 PRYOR, FRED SEMINARS	REG# 20-2676	00177347	17000208	REG STAFF/SUPERVISOR CLS 4/23	02/28/18	262702	945.00-
PRYOR, FRED SEMINARS							945.00-
Sum							
00077 SMITH, JIM SERVICES	88437	00177211	17000204	REPLACE THERMOSTAT CUTRL CNTR	02/28/18	262721	342.93-
00077 SMITH, JIM SERVICES	88511	00177492	17000216	A/C REPR MCNAIR CENTER	02/28/18	262721	392.50-
SMITH, JIM SERVICES							735.43-
Sum							
00077 SPIRE ENERGY	2/18 COMM CE	00201810	17000212	MNTHLY GAS-COMM CENTERS	02/28/18	262737	1,082.00-
SPIRE ENERGY							1,082.00-
Sum							
00077 TAYLOR RENTAL CENTER	1-292618-11	00177046	17000206	TABLE COVERS SOUL FOOD CELEB	02/28/18	262741	280.50-
TAYLOR RENTAL CENTER							280.50-
Sum							
00077 WHEELER'S JANITORIAL SUP	0401854	00177222	17000213	JANIT SUPP COMM CENTERS	02/28/18	262759	186.00-
WHEELER'S JANITORIAL SUP							186.00-
Sum							

Page 38
Date 02/27/18

INDUSTRIAL PARK DEVELOPMENT							
00087	AREA DEVELOPMENT PARTNER CONTRIB Q/E	00177299	17000017	ECO DEV CONTRIB Q/E 3/31/18	02/28/18	262536	97,500.00-

AREA DEVELOPMENT PARTNER

Sum	97,500.00-
-----	------------

Sum	97,500.00-
-----	------------

CITY OF HATTIESBURG
DOCKET OF CLAIMS
PERIOD ENDING FEBRUARY 28, 2018

Page 39
Date 02/27/18

Vendor

Invoice Number	Purchase Order	Claims Number	Item Description	Check Date	Check No.	Check Amount
-------------------	-------------------	------------------	---------------------	---------------	--------------	-----------------

Grand Total Level
Sum

11,298,797.05-