Monday, August 7, 2023
4:00 PM

City Council
Monday Meeting Agenda

Council Chambers
200 Forrest Street

Call to Order

Agenda Adjustments

1.	**2023-529**	Add to Routine Item #8 at the request of the Administration - Addendum to the claims docket, invoice payable to University of Southern Mississippi, in the amount of $1,155.00.

Agenda Review

Citizens' Forum

Departmental Budget Presentations

1.	**2023-520**	Water & Sewer Department
2.	**2023-521**	Municipal Court
3.	**2023-522**	Urban Development Department
4.	**2023-523**	Public Works

Meeting Recess

Memorandum

To: Mayor Toby Barker and Members of City Council

From:

cc:

Date: Monday, August 7, 2023

Re: Add to Routine Item #8 at the request of the Administration - Addendum to the claims docket, invoice payable to University of Southern Mississippi, in the amount of $1,155.00.
File Number: 2023-529
Minute Book #

Summary

Recommendation Statement

Please place this on the August 7, 2023 City Council meeting for consideration.

ADDENDUM CLAIMS DOCKET
PERIOD ENDING JULY 31, 2023

FUND	VENDOR	INVOICE NUMBER	PURCHASE ORDER	ITEM DESCRIPTION	CHECK DATE	CHECK NUMBER	CHECK AMOUNT
01	UNIVERSTIY OF SOUTHERN MISSISSIPPI	SUMMER2023	N/A	TUITION - SUMMER 2023	8/7/23	1000649	1,155.00
						TOTAL	1,155.00

Memorandum

To: Mayor Toby Barker and Members of City Council

From:

cc:

Date: Monday, August 7, 2023

Re: Water & Sewer Department
File Number: 2023-520
Minute Book #

Summary

Recommendation Statement

Please place this on the August 7, 2023 City Council meeting for consideration.

WATER & SEWER

Fiscal Year 2024 Budget Presentation

Alan Howe, Director

ACCOMPLISHMENTS | ALL DIVISIONS

- **Open Work Orders**

	WATER	SEWER	TOTAL
FEB 5, 2018	896	568	1,464
JUL 28, 2023	58	13	71

- **Realignment and wage increase for all five divisions**
  The realignment gave years of service raises to all employees, helping us hire and retain talented employees that will help us to accomplish our goals for the residents of Hattiesburg.

  In February 2018 the minimum starting hourly rate was $10, as compared to our minimum starting hourly rate now which is $15.

- **Driving safety and efficiency were prioritized through cross training.**
  We worked deliberately to cross train our employees to help us work safely and to provide professional development and improved skill opportunities. This allows our department to take on more tasks that were being done by contractors. i.e. camera main lines, pump holding tanks, and smoke testing.

  Savings per year are as follows:
  $1.5 million per year – Compliance Enviro-Systems (CES)
  $144,000 per year - Pumping holding tanks

- **Employee promotions**
  We have promoted 14 employees internally
    - One (1) employee promoted to Deputy Director
    - Four (4) employees promoted to Division Managers
    - One (1) employee promoted to Sewer Manager
    - Five (5) employees promoted to Supervisor
    - Two (2) employees promoted to Office Manager
    - One (1) employee promoted to Lead Locator

- **Created an asphalt crew (w/current employees) to fill in Water and Sewer repair jobs**

ACCOMPLISHMENTS

CUSTOMER ACCOUNTS DIVISION

- Contracted with Arnold Line and Dixie Utilities to allow us to collect past due sewer accounts. This has resulted in more than $46,000 in collections of past-due amounts this year.
- We have reduced our lost vacancy gallons by 92%.
- Lost vacancy gallons have dropped from 5.5 million down to 400,000 per month since Feb 2018.
- Water Company of America contract expired and not renewed in February 2020. Revenues being sent to WCA are projected to decrease by approximately 90% by the end of next fiscal year.

WATER TRANSMISSION DIVISION

- Rapid Response Time (RRT) is a measure of success for our division. Our crews continue to receive positive feedback about service delivery times and customer service.
- Our division has reduced calls to the action center by responding quickly to requests, talking to homeowners and by leaving door hangers with detailed information when actions are performed.
- Due to weekly hydrant flushing and rehabilitating small water lines, we've reduced calls concerning low water pressure and brown water issues.
- We have added a third water crew and one asphalt crew (w/current employees).

WATER PLANTS DIVISION

- The City of Hattiesburg was awarded a perfect score (5/5) on annual inspections and testing by the Mississippi State Health Department. This is the fifth consecutive year to receive that score. A different health department representative made the same comments as the previous representative did the year before as follows:

  Notable comments on the Report of Inspection of Drinking Water Supply:
  "Systems officials should be commended for the continuous improvements made to the infrastructure and plant improvements."

  "All required records were well organized and maintained. The system's sanitary survey was performed, and no significant deficiencies were found."

  "The average water loss has significantly decreased since the last inspection. System officials should be commended for these efforts and continue to make the improvements to maintain these levels."

ACCOMPLISHMENTS

WATER PLANTS DIVISION (CONTINUED)

- Acceptable water loss to be less than 30%

2017 WATER LOSS	42.72%
2022 WATER LOSS	28.50%

- Installed the Supervisory Control and Data Acquisition (SCADA) units for the water system.
- Initiated a new contractor to maintain our elevated and ground storage tanks, providing much needed oversight and maintenance with tank inspections and rehabilitation/painting of tanks.
- Updated the risk management plan for both plants as requested by the State Health Department.
- Updated the Emergency Response Plan and the Risk and Resilience Plan as requested by the State Health Department.
- Began the rehabilitation phase of Water Plant #1.
- Purchased a new swimming camera so we can monitor our water holding tanks.

SEWER DIVISION

- Reduced Action Center calls by responding quickly to calls, talking to the homeowners, and leaving door hangers with detailed information as to what action we performed.
- Continued working through Lift Station Rehabilitation, which will help us better handle the wastewater for the residents of Hattiesburg.
- Continued work to operate 83 Supervisory Control and Data Acquisition (SCADA) units on the sewer lift stations.
- Rapid Response Time (RRT) is a measure of success for our division. Our crews continue to receive positive feedback about service delivery times and customer service.
- Continue to monitor and report all SSOs
- Continue to update GIS mapping for gravity lines, force mains, and manholes
- Use push cameras for ALL sewer repairs and flush calls
- Average 20 flush calls per week

ACCOMPLISHMENTS

SEWER DIVISION (CONTINUED)

- Daily use of mainline driving camera to research gravity lines and manholes
- We are currently installing grinder tanks which will pump sewer from a residence or business to our main sewer lines. These grinder tanks will take the place of holding tanks that we have to pump weekly. We installed three this past year and hopefully will install the remaining five this year. This will eliminate the need to pump the holding tanks.

SEWER LAGOONS DIVISION

- We continue to meet the DEQ permit requirements on our Monthly Discharge Monitoring Report (DMR) for both the North and South Lagoons.
- Updated the risk management plan for the North and South lagoons for the Environmental Protection Agency
- Water pollution control permits have been renewed for North & South Lagoons (4-year) until 2025.
- Installed two Supervisory Control and Data Acquisition (SCADA) units to monitor chlorine gas and effluent
- Updated the Emergency Response Plan and the Risk and Resilience Plan for Environmental Protection Agency

WATER & SEWER | ALL DIVISIONS

Goals for Fiscal Year 2024

ALL DIVISIONS

- Continue to give the employees years of service wage increases and realign supervisory staff.
- Continue to improve the public perception of our services.
- Continue to work safely and efficiently to accomplish our tasks.

CUSTOMER ACCOUNTS

- Continue to update GIS mapping for water valves and meters.
- Create a phone survey to grade the interactions with customers.
- Continue procedure to write interlocal agreements with each water association.
- Increase phone answer rates by adding another employee. Tyler training limited the staff to answer the daily phone calls.

WATER TRANSMISSION

- Average open action center tickets <60
- At least one water project in each ward
- Continue to update GIS mapping for water lines, valves, and meters.
- Continue the process of routinely exercising water valves throughout the city.

WATER PLANTS

- Annual health dept. inspection to be no less than a perfect 5.0
- Continue to work with engineering to decrease brown water issues.
- Continue to collect and process 50 water samples throughout the city monthly.
- Install 50+ water sampling stations.

SEWER

- Average open action center tickets <25
- At least one sewer project in each ward
- Continue to rehab lift stations to improve operations.
- Continue to monitor and report all SSOs.
- Continue to update GIS mapping for gravity lines, force mains, and manholes.

SEWER LAGOONS

- Continue supporting our contractor to meet DEQ Permit limitations.
- Continue to submit timely Discharge Monitoring Reports.

WATER & SEWER | ALL DIVISIONS
Budget & Capital Requests

CUSTOMER ACCOUNTS DIVISION					
EXPENDITURES	**BUDGET 2023**	**REQUESTED 2024**	**$ CHANGE**	**% CHANGE**	**COMMENTS**
Personal Services	$848,920	$898,220	$49,300	5.8%	Realignment, Accountant, New Position, State Retirement, FICA
Trucks	$25,000	$30,000	$5,000	20%	
TOTAL BUDGET					
BUDGETS	**$1,446,120**	**$1,500,420**	**$54,300**	**3.8%**	
CAPITAL REQUEST					
Trucks				$30,000	
		Total		**$30,000**	

WATER TRANSMISSION DIVISION					
EXPENDITURES	**BUDGET 2023**	**REQUESTED 2024**	**$ CHANGE**	**% CHANGE**	**COMMENTS**
Personal Services	$1,057,830	$1,107,820	$49,990	4.7%	Realignment, State Retirement, FICA
TOTAL BUDGET					
BUDGETS	**$4,635,630**	**$4,605,620**	**($30,010)**	**(.65%)**	
CAPITAL REQUEST					
Crew Cab Trucks					$80,000
Track hoe/ Excavator					$60,000
		Total			**$220,000**

WATER & SEWER | ALL DIVISIONS

Budget & Capital Requests

WATER PLANTS DIVISION					
EXPENDITURES	**BUDGET 2023**	**REQUESTED 2024**	**$ CHANGE**	**% CHANGE**	**COMMENTS**
Personal Services	$620,350	$647,890	$27,540	4.4%	Realignment, State Retirement, FICA
Chemicals (Chlorine)	$50,000	$450,000	$400,000	800%	
TOTAL BUDGET					
BUDGETS	**$2,294,350**	**$2,631,890**	**$337,540**	**14.7%**	
CAPITAL REQUEST					
None Requested					
		Total			

SEWER DIVISION					
EXPENDITURES	**BUDGET 2023**	**REQUESTED 2024**	**$ CHANGE**	**% CHANGE**	**COMMENTS**
Personal Services	$513,920	$521,500	$7,580	1.5%	Realignment, State Retirement, FICA
TOTAL BUDGET					
BUDGETS	**$3,813,520**	**$3,451,100**	**($362,420)**	**(9.5%)**	
CAPITAL REQUEST					
Trailers				$40,000	
		Total		**$40,000**	

WATER & SEWER | ALL DIVISIONS

Budget & Capital Requests

SEWER LAGOON DIVISION							
EXPENDITURES	BUDGET 2023	REQUESTED 2024	$ CHANGE	% CHANGE	COMMENTS		
Personal Services	$347,170	$393,570	$46,400	13.4%	Realignment, State Retirement, FICA		
Total Budget							
Budget	**$3,098,790**	**$3,145,190**	**$46,400**	**.09%**			
CAPITAL REQUEST							
None requested							

ALL DIVISIONS SUMMARY				
EXPENDITURES	BUDGET 2023	REQUESTED 2024	$ CHANGE	% CHANGE
Total All Budgets	**$15,288,410**	**$15,294,220**	**$5,810**	**.038%**

WATER & SEWER | ALL DIVISIONS

Fiscal Year 2024 Accounts Worksheet

	2023 BUDGET	REQUESTED 2024 BUDGET	INCREASE/ (DECREASE)
9660 WATER BILLING	$1,446,120	$1,500,420	$54,300
9672 WATER TRANSM	$4,635,630	$4,605,620	($30,010)
9673 WATER PLANT	$2,294,350	$2,631,890	$337,540
9676 SEWER	$3,813,520	$3,451,100	($362,420)
9677 SEWER LAGOON	$3,098,790	$3,145,190	$46,400
TOTAL	$15,288,410	$15,294,220	$5,810
	% Budget Increase/(Decrease)		.038%
PERSONAL SERVICES			
***These figures include Salaries and benefits**			
	2023 BUDGET	**REQUESTED 2024 BUDGET**	**INCREASE/ (DECREASE)**
9660 WATER BILLING	$848,920	$898,220	$49,300
9672 WATER TRANSM	$1,057,830	$1,107,820	$49,990
9673 WATER PLANT	$620,350	$647,890	$27,540
9676 SEWER	$513,920	$521,500	$7,580
9677 SEWER LAGOON	$347,170	$393,570	$46,400
TOTAL	$3,388,190	$3,569,000	$180,810
	% Budget Increase/(Decrease)		5.3%

WATER & SEWER | ALL DIVISIONS

Fiscal Year 2024 Capital Requests Worksheet

CUSTOMER ACCOUNTS DIVISION	
Truck	**$ 30,000**
Total	**$ 30,000**
WATER TRANSMISSION DIVISION	
Crew Cab Trucks	**$ 90,000**
Excavator	**$ 60,000**
Total	**$ 150,000**
WATER PLANTS DIVISION	
None Requested	
Total	
SEWER DIVISION	
Trailers	**$ 40,000**
Total	**$ 40,000**
LAGOONS DIVISION	
None Requested	-
Total	
TOTAL ALL	**$220,000**

Memorandum

To: Mayor Toby Barker and Members of City Council

From:

cc:

Date: Monday, August 7, 2023

Re: Municipal Court
File Number: 2023-521
Minute Book #

Summary

Recommendation Statement

Please place this on the August 7, 2023 City Council meeting for consideration.

MUNICIPAL COURT

Fiscal Year 2024 Budget Presentation
Wes Curry, Director

ACCOMPLISHMENTS

Municipal Court was awarded a second grant from the State of Mississippi to expand its Domestic Violence Court. Last year, we were awarded a grant to create a domestic violence court, which enabled us to hire a dedicated domestic violence court clerk, and to begin a domestic violence docket. We applied for this grant again this year, and were awarded an expanded version of the grant. This expansion will allow us to:

-Hire a part-time officer dedicated to the service of domestic violence warrants.
-Purchase equipment for the courtroom to help with the trying of these cases.
-Enable the Court to better categorize and use data produced from this Court.
-Begin researching and drafting a Domestic Violence Court Procedure Manual.

Municipal Court has begun a new program as an outgrowth of our Community Service Program. In court, we commonly see people who are unable to pay their fines and costs, or who have amassed large fine totals of almost unpayable amounts. Many of these Defendants have failed to graduate from high school. In an effort to help people deal with these fines, we have partnered with Pearl River Community College, in order to provide free GED classes and workforce development classes as a part of their community service. By taking these classes, these Defendants can "work off" some of their fines, thereby providing a means to pursue further education while getting credit on their fines. This program is in its beginning stages, and we are excited about it.

BUDGET REQUEST | MUNICIPAL COURT

	2023 ACTUAL	2024 BUDGET REQUEST
WAGES & PERSONNEL	$1,144,345	$1,232,500
SUPPLIES	$33,180	$28,180
CONTRACTUAL SERVICES	$203,000	$228,500
CAPITAL REQUESTS	NONE	

NOTES:

- Requesting 7.7% increase in wages, which is being paid through the domestic violence grant.
- Requesting 15% reduction in supplies.
- Requesting a 13% increase in contractual services.
- Overall, we are asking for an 8% increase in the overall budget.

BUDGET REQUEST SUMMARY

The increase in the budget request for wages and personnel was caused by wage increases accompanying the domestic violence court grant expansion. This includes salary increases to court staff for further job duties placed upon them by the grant requirements. It also includes a new part-time position for a dedicated domestic violence court warrant officer. This increase is paid for by the grant.

The supplies budget has been decreased by 15%.

The increase in the contractual services portion of our budget was caused by the use of more house arrest bracelets to avoid pretrial incarceration, as well as some technology related fees and increases in our professional services budget.

GOALS | MUNICIPAL COURT

We are grateful for another opportunity to serve the people of Hattiesburg and to continue our pursuit of being a world class municipal court. Throughout the next year, we will be researching new ways to be innovative in providing services to our citizens by:

- Attending new conferences to better our court system functions – including looking at more innovative ways to handle domestic violence and mental health cases.

- Applying for the no cost extension of the present SAMHSA grant, enabling our Behavioral Health Court to use those funds for a sixth year, providing services for those who struggle with these issues.

- Finding new participants for our new community service/education initiative.

- Continuing to pursue excellence in the services we provide, while furthering the pursuit of justice for all of our citizens.

Memorandum

To: Mayor Toby Barker and Members of City Council

From:

cc:

Date: Monday, August 7, 2023

Re: Urban Development Department
File Number: 2023-522
Minute Book #

Summary

Recommendation Statement

Please place this on the August 7, 2023 City Council meeting for consideration.

URBAN DEVELOPMENT

Fiscal Year 2024 Budget Presentation

Wiley Quinn, Director

URBAN DEVELOPMENT

The Department of Urban Development is comprised of six divisions:

- Community Development
- Planning Division
- Building Inspections
- Code Enforcement
- Homeless Coordinator
- Neighborhood Coordinator

The goal of this department is to maximize every opportunity to learn from each other, to gain understanding of the role each division plays in the maintenance, development, and progression of the City of Hattiesburg as a whole. We understand there is a specific need for the work we strive to accomplish, yet to do so each employee must be mindful of the service provided to the citizens of this community. Therefore, to successfully serve, our objective must be to inform, to educate, and help all of those we are responsible for serving.

ACCOMPLISHMENTS
COMMUNITY DEVELOPMENT

- Added two new employees to the Division:
- Kassy McMillan – Housing Coordinator
- Sir Jarrick Pizzferro – Housing Rehab Specialist
- The Emergency Roof Repair Program has seen forty-five (45) roof repairs completed; eleven (11) more are being evaluated for approval. The effectiveness of this program will afford the opportunity to complete the projected fifty-six (56) roof repairs prior to October 31, 2023. This program has also helped to meet CDBG timeliness guidelines.
- The Down Payment Assistance Program has been re-established, with two applicants being approved, another twenty-seven are being evaluated for approval. Relationships with four local banks and two real estate firms have been established as a means of facilitating the program.
- Secured Distressed Cities Technical Assistance (DCTA) to receive training, to review existing policies and procedures, processes and administration of the Division.
- Secured one contractor for the Rehab Program.
- Secured one contractor for the Emergency Roof Repair Program, Rehab Program, and New Construction.
- HOME-ARP (American Rescue Plan) has been completed, plan will be submitted on August 4, 2023, along with public comments.
- Five Year Consolidated Plan scheduled for Public Hearing on August 14, 2023, will be brought to City Council on August 21st, with submission of the plan on August 25, 2023.
- LeadSafe Program has received Memorandum of Understanding (MOU) from the Forrest County Department of Health for referrals of those testing positive for lead contamination, this has created two referrals. Waiting for an MOU from Southeast MS Rural Health Initiative (SEMRHI). Currently communicating with various community leaders to initiate training for community liaisons and to encourage elderly citizens to apply for the program benefits.
- Both Housing Coordinators have received Flood Plain Management Training.

GOALS

- Develop twenty or more applicants for the LeadSafe Program per month through interaction with the community.
- Continue to interact with local agencies in anticipation of grant funding to address homelessness.
- Re-establish Substantial Rehab Program.
- Have both Housing Coordinators test for certification in Flood Plain Management.
- Use CARES ACT funding to develop Wi-Fi in at least eight on the public parks within the City.

BUDGET REQUEST

	2023 ACTUAL	2024 BUDGET REQUEST
WAGES & PERSONNEL	275,984.62	290,984.62
SUPPLIES	5,304.89	6,054.89
CONTRACTUAL SERVICES	11,740.22	11,740.22
CAPITAL REQUESTS		

ACCOMPLISHMENTS BUILDING INSPECTIONS

- Processed more than 1,785 permit applications, with 1,699 permits being issued between October 1, 2021 through July 31, 2022.
- These permits include residential new builds, residential remodels, commercial new builds, commercial remodels, apartment complex remodels, electrical/mechanical/plumbing, signs, home occupation and land disturbance.
- The onsite inspections necessary for this number of permits issued exceed 1,666.
- Implemented revised Enterprise System (Energov) for permitting.
- Upgraded field equipment to used field grade I-Pads.

Year-to-Date Valuation for Permits Issued	Actual Fees Received
$140,032,330	$641,711.00

GOALS

- Increasing training for technical inspectors and permit clerks.
- Hire and train a technical inspector, while training another technical inspector for plans examination.
- Review new 2024 building, electrical, plumbing, mechanical, & property maintenance codes and adopt updated codes.
- Transition into online applications & fee payments, credit card & debit payments.

ACCOMPLISHMENTS
CODE ENFORCEMENT

- The Code Enforcement Division is fully staffed with the addition of a sixth code officer whose primary focus is on signage and Land Development Code issues, along the major business and commercial corridors of the City.

Code Enforcement Cases Opened	1319
Code Enforcement Cases Closed	419
Citations Issued	79
Demolitions through Contractual Services	12
Lots Cleared through contractual services	26
Expedited Lots through contractual services	47

- The number of citations reflect the number of cases that went to Municipal Court, fewer than thirty (30) of these cases resulted in guilty verdicts or fines, forty-six (46) were dismissed due to compliance.
- Eight of these cases resulted in the Municipal Court Judge granting authorization to City employees to resolve the violations/clean the property using contractor services using HB354 Clean Up, $39,366.58 in fines assessed.
- During this fiscal year, forty-seven (47) unsafe, unclean and hazardous properties were brought before the City Council.
- Adjudications of properties cleaned totaled thirty-five (35).

GOALS

- Code Enforcement personnel will be scheduled for certification testing for Property Maintenance and Housing Inspection.
- Increase effectiveness in use of recently updated software for field inspections.
- Increase the number of cases opened and closed.
- Increase the number of Municipal Court cases.
- Improve timeliness and efficiency in adjudications, bringing these current.
- Explore training opportunities on hoarding cases and homelessness to better serve the community.

BUDGET REQUEST
LAND CODE

	2023 ACTUAL	2024 BUDGET REQUEST
WAGES & PERSONNEL	$479,446.40	$500,246.40
SUPPLIES	$28,855.00	$31,755.00
CONTRACTUAL SERVICES	$210,502.67	$230,450.00
CAPITAL REQUESTS		
	• Pay increases for employees who receive work specific training and ICC certifications. Each employee will receive $1.00 per hour increase for certification. • Request $2,000.00 for office equipment • Request $11,500.00 to account for gas & oil for additional vehicle by a 6th code enforcement officer. • Requesting additional $2,000 for Motor Vehicle Repairs. • Request increase to $100,000.00 for demolitions. • Request $70,000 for lot cleaning/clearing. • Request increase to $6,000.00 for Travel to account for travel costs of upcoming educational conferences.	

ACCOMPLISHMENTS
PLANNING DIVISION

- Staffing

  The Director of Urban Development brought in new staff members and promoted an existing staff member. The team is settling in and learning their new roles. Meanwhile, the office is open to projects, and while the responses may be a little slower, progress is occurring.

- Projects Completed
  1. Annual Flood Community Ratings System (CRS) submitted with limited staff members available at the time.
  2. CFM training occurred. Waiting on FEMA to reopen the testing website
  3. Longleaf Village and the Avenues project was adopted with limited staff members available at the time.
  4. Midtown Form-Based Code adjust to become the Hattiesburg Form-Based Code.
  5. Public hearing application updates.

- Measurables

  The Planning Division continues to have oversight of the processing of Site Plan Pre-Applications and Site Plan Reviews, which leads to a variety of business, commercial, residential, and retail development.

1. Pre-Application Reviews	100
2. Site Plan Reviews	69
3. Planning Commission Public Hearing Items	27
4. Board of Adjustment Public Hearing Items	13
5. Historic Conservation Commission Meeting Items	52

GOALS

- Comprehensive Plan Update

  The comprehensive plan is the City's Vision of the future. Our vision is used to explain what we are doing in the division and what we are attempting to achieve. The plan aims to pull all the departments together into one document to justify and outline a 20-year vision. On a more simplistic basis, the plan is required as a basis for zoning. Additionally, there are annexed areas in the city that are not considered in the existing plan.

- Code Updates Including

1. Use Updates
2. Parking
3. Sign Regulations

4. Expirations Dates/Processes
5. Subdivision updates

- ## Affordable Housing

  Blending the talents of the Planning Division and Community Development, the staff wishes to develop a program that addresses affordable housing in sections of the city. The plan could/should include:

  1. Fee Reductions
  2. Infographics
  3. Model House Plans
  4. Grants
  5. Code Changes for Affordability Requirements
  6. Tax Abatement Districts

- ## Community Rating System

  The CRS program is intended to promote outreach and management of the city's Floodplain Program. Ratings within the program offer insurance reduction to those with flood insurance at a discount of 5% per rating points. With staff turnover, it is important to assess the program where we stand today and identify achievable steps that can maintain and potentially increase our current ratings. Would like to train to have several Certified Floodplain Managers on staff.

- ## Historic Preservation Initiatives

  1. Direct mail historic district brochure or postcard to every property owner (approx. 2000).
  2. Revise policies and procedures related to window replacement reviews.
  3. Plan for "Historic Preservation Week 2024" as a public outreach & education tool (tentative for May 20-24, 2024)
  4. Give public access to HRI forms and static district maps via City website.
  5. Promote and strengthen Incentives for existing property rehabilitation, especially as a means for affordable housing.
  6. Identify conservation districts that are due for re-survey (generally every 25 years)

- ## Bikeability and Walkability

  Activate the program and champion the development of alternative transportation programs. This program is important for grants that will further expand the job the city is doing. These programs are crucial for image and attraction to a younger generation workforce and for regional recognition.

- ## Public Outreach

  Improve public meeting outreach, attendance, and in-person presentation through various steps including:

  1. Speaker, microphone, and visual presentation quality improvements
  2. Increased public outreach through social media
  3. Spanish language applications

- Form-Based Codes
  Consider expanding the form-based codes to other districts within the city. Immediate points of consideration include:

1. Hardy Street
2. Broadway Drive/ W. Pine Street

- Special Code Items
  1. Accessory Dwelling Unit (ADU) regulations
  2. Short Term Rental regulations
  3. Vacant Property regulations

- Zoning
  1. Classify any property that does not have a current zoning.
  2. Apply a classification to any annexed areas.

- Training
  Increased training needs with departmental function increases. Various licenses need specialized training and continuing education to maintain certifications.
  1. AICP – American Institute of Certified Planners
  2. CFM – Certified Floodplain Manager
  3. CRM – Cultural Resource Management

- Personnel
  Requesting a $6,240.00 increase for Floodplain Manager certifications and Historic Planner.

ACCOMPLISHMENTS NEIGHBORHOOD COORDINATOR

- Remained within the Top 10 for NNO Awards at #5 for the last three years.
- Increased the Number of Active Neighborhoods Associations by three.
- Managed to build a community relationship with the local School District and Universities.
- Outreach: Made meaningful contact twice annually with all neighborhood associations.

GOALS

- Outreach: Continue to make meaningful contact twice annually with all neighborhood associations.
- Organize successful NNO events, Disability Awareness Day, and Jolliest Neighborhood by continuing to work with other departments across the City.

- Continue to Increase the number of active and recognized neighborhood associations.
- Build a strong work relationship with local Greek Organizations.
- Meet once a month with Neighborhood Presidents to build relationships and collaboration.

ACCOMPLISHMENTS
HOMELESS COORDINATOR

- Given a consistent and active city government presence to the Pine Belt Coalition on Homelessness meetings. Attended every meeting since hire date.
- Trained on HMIS, the Balance of State coordinated entry system.
- Entered approximately 50 unhoused clients into the HMIS system to receive assistance from housing and other resources.
- Acted as city liaison for the coordinated entry systems within the Balance of State.
- Provided accountability for housing resources which led to movement of the Balance of State housing waiting list, which led to approximately 10 people being housed.
- Advocated on the behalf of three terminally ill homeless clients to be housed immediately.
- Formed relationships with leaders of faith-based organizations to provide awareness and gap-funding to approximately 20 homeless community members.
- Researched and became educated on government grants that assist people in homelessness, specifically Home ARP.
- Identified gaps in resource care for homeless individuals as to know how best the city and its residents can assist unhoused community members.
- Created a regular rotation of Friday outreach activities with resource volunteers.
- Coordinated Hattiesburg PIT count in January, leading to much more representative numbers of homeless individuals.
- In collaboration with ASC and HPD, provided 17 homeless persons the opportunity to return home to loved ones throughout the country.
- Worked with USM IDA, ASC, and CDI to access local charity funds from faith-based organizations and involved community members for housing, food, medicine, and transportation.
- Served as government liaison to the United Way EFSP committee and the Pine Belt Nonprofit Network.
- Acted as a liaison to get approximately 5 children into the local school systems under the McKinney-Vento act.

GOALS

- Increase community awareness and knowledge about homeless issues.
- Improve access to shelter and services.
- Decrease barriers for persons ready to leave homelessness.
- Increase access to housing and housing assistance.
- Eliminate illegal encampments and protect the environment.

BUDGET REQUEST
URBAN DEVELOPMENT

	2023 ACTUAL	2024 BUDGET REQUEST
WAGES & PERSONNEL	$564,573.86	$575,813.86
SUPPLIES	$25,108.59	$24,945.00
CONTRACTUAL SERVICES	$132,699.00	$134,180.00
CAPITAL REQUESTS	• Requesting $6,000 to upgrade audio/vision equipment used for Planning Commission, Board of Adjustments, & Historic Preservation Commission public hearings. *Requesting increases in pay for those employees who obtain certifications and work specific training. *Requesting $5,000 for Planning Division Intern (part-time help). *Requesting $1.00 per hour increase for Planner II, Planner I, & Historic Planner as training and certifications are acquired.	

BUDGET REQUEST SUMMARY

- Two employees- both Housing Coordinators have trained in Floodplain Management. We expect them to test for certification.
- The CDBG Rehab Specialist will be training and preparing for International Residential Code to obtain certification.
- The Building Official, Sr. Technical Inspector, and Permit Technicians will be training for certifications.
- Building Inspections will be converting to online applications, and debit/credit payments during fiscal year.
- All members of the Code Enforcement Division will be preparing for certifications.
- The goal is to be completely caught up on adjudications in regards to Council Resolutions approved and properties cleared within a 180-day period.
- Planning Division personnel will be preparing for Floodplain Management certifications. Requesting $1.00 per hour increase for personnel who acquire certification and job specific training.
- Improving audio/visual equipment used for Public Hearings by Planning Division.

Memorandum

To: Mayor Toby Barker and Members of City Council

From:

cc:

Date: Monday, August 7, 2023

Re: Public Works
File Number: 2023-523
Minute Book #

Summary

Recommendation Statement

Please place this on the August 7, 2023 City Council meeting for consideration.

PUBLIC WORKS

The mission of the Public Works Department is, and always will be, to efficiently provide essential services to the Hattiesburg Community. Our goal is to identify and solve issues involving streets, sidewalks, solid waste/sanitation, drainage, and more. We educate and empower Hattiesburg and the surrounding communities through community events and partnerships. We are Hattiesburg!

Fiscal Year 2024 Budget Presentation

Ronnie Perkins, Director
Charles Page, Deputy Director – Solid Waste & Sanitation
Perry Thomas, Deputy Director – Shop & Maintenance
Maurice Sutton, Deputy Director – Streets & Drainage

PUBLIC WORKS | HEALTH DIVISION

PUBLIC WORKS | HEALTH DIVISION

FY 2024 Capital Budget Request

City of Hattiesburg					
Budget Fiscal Year 2023 -2024					
Depart: Public Works					
Division: *Health*					
Expenditures	*Budget 2023*		*2024 Budget*	*Difference*	*% of Change*
Total Wages	$926,920.00		$ 927,000.00	$ 80.00	0%
Total Expenditures	$688,640.00		$ 700,680.00	$ 12,040.00	2%
Capital Request:					
Request	Count	Cost	Total		
New Land Pride 12ft Batwing Folding Cutter Tractor	1	$ 17,999.00	$ 17,999.00		
New Land Pride 15ft Batwing Folding Cutter Tractor	1	$ 24,989.00	$ 24,989.00		

NOTES:

The Health Division is in need of new equipment that has versality to meet the yearly needs of the expected tasks for the Health division. The tractor and cutters will allow the department to observe reliability, durability, and maintain efficient operations throughout the city to greatly assist with all sorts of landscaping, cuting right-of-ways, and maintenence projects that are regularly assigned to Public Works.

PUBLIC WORKS
SOLID WASTE & SANITATION
Charles Page, Deputy Director

PUBLIC WORKS
SOLID WASTE & SANITATION
FY 2024 Capital Budget Request

City of Hattiesburg					
Budget Fiscal Year 2023 -2024					
Depart: Public Works					
Division: *Solid Waste/Sanitation*					
Expenditures	*Budget 2023*		*2024 Budget*	*Difference*	*% of Change*
TotalWages	$ 1,160,100.00		$ 1,242,000.00	$ 81,900.00	7%
Total Expenditures	$2,674,670.00		$ 2,811,800.00	$ 137,130.00	5%
Capital Request:					
Request	Amount	Cost	Total		
24Yd Automated Side-Loading Garbage Trucks	3	$ 330,000.00	$ 990,000.00		
			$ -		

NOTES:

This request is submitted out of the necessity for the replacement of some very outdated equipment. The requested units will replace three (3) of the current units that reached their useful life stage about six (6) years ago. The continued equipment breakdown leaves the citizens with delayed collections, it drains the repair budgets, and it makes it increasingly frustrating for the equipment operators to do their assignments in a safe and timely manner.

PUBLIC WORKS | SHOP

Perry Thomas, Deputy Director

PUBLIC WORKS | SHOP

FY 2024 Capital Budget Request

City of Hattiesburg					
Budget Fiscal Year 2023 -2024					
Depart: Public Works					
Division: Shop					
Expenditures	*Budget 2023*		*2024 Budget*	*Difference*	*% of Change*
TotalWages	$	313,840.00	$ 315,000.00	$ 1,160.00	0%
Total Expenditures		$259,900.00	$ 264,350.00	$ 4,450.00	2%
Capital Request:					
Request	Amount	Cost	Total		
Catipillar Warehouse Forklift	1	$ 70,000.00	$ 70,000.00		
			$ -		

NOTES:

The shop is in dire need of a forklift. The shop has struggled over the past years to safely load and unload chemicals, supplies, heavy automotive items, and other matherials often weighing more than three (3) or four (4) workers could safely lift . The forklift will not only increase safety in the shop, it will also decrease time spent loading and unloading heavy freight materials.

PUBLIC WORKS | CONSTRUCTION

Perry Thomas, Deputy Director

PUBLIC WORKS | CONSTRUCTION

FY 2024 Capital Budget Request

City of Hattiesburg					
Budget Fiscal Year 2023 -2024					
Depart: Public Works					
Division: Construction					
Expenditures	*Budget 2023*		*2024 Budget*	*Difference*	*% of Change*
TotalWages	$ 420,500.00		$ 423,000.00	$ 2,500.00	1%
Total Expenditures	$530,420.00		$ 534,150.00	$ 3,730.00	1%
Capital Request:					
Request	Amount	Cost	Total		
Trailer Mounted Hot Water Pressure Washer	1	$ 12,000.00	$ 12,000.00		
Versalift Unit 2022 Ford F-550 Bucket Truck	1	$ 157,900.00	$ 157,900.00		
Wenger Stage-Rectangle Deck	1	$ 80,000.00	$ 80,000.00		

NOTES:

Request 1: (Trailer Mounted Hot Water Pressure Washer) -- This will allow for the cleaning of various surface areas throughout the city that have no access to water/sanitized washing and cleaning.

Request 2: (Versalift Bucket Truck) -- This truck will replace the current bucket truck and allow our construction and traffic workers better opportunities to make needed repairs without depending on ladders and other non-stationary equipment. The truck will provide our construction dept. an easier and safer method of hanging signs, lighting, and decorations throughout the city and especially during the holiday seasons.

Request 3: (Wenger Stage Deck) -- This stage would be used for for multiple event setups and will increase the event experiences for some citizens. The current stage is in need of repair and the city has expanded in such a way that a second stage is greatly needed and highly necessary.

PUBLIC WORKS | STREETS

Maurice Sutton, Deputy Director

PUBLIC WORKS | STREETS

FY 2024 Capital Budget Request

City of Hattiesburg					
Budget Fiscal Year 2023 -2024					
Depart: Public Works					
Division: Street					
Expenditures	***Budget 2023***		***2024 Budget***	***Difference***	***% of Change***
TotalWages	$ 666,000.00		$ 672,250.00	$ 6,250.00	1%
Total Expenditures	$1,899,300.00		$ 2,283,200.00	$383,900.00	17%
Capital Request:					
Request	**Amount**	**Cost**	**Total**		
2023 Caterpillar Rubber Tire Backhoe Loader	**1**	**$ 135,740.00**	**$ 135,740.00**		

NOTES:

This equipment will allow the street division to increase the mobility of our crews and street associates. There is an increased capability for trench digging and repairs when we add this machinery to our inventory. This machinery will allow an uninterupted work flow and will decrease the downtime that we currently experience because of our lack of precise equipment for the jobs assigned.