



AGENDA

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, June 17, 2025 at 05:00 PM

City Hall Courtroom

Notice that certain aldermen may be included in the meeting via teleconference, subject to the City of Oxford Code of Ordinances, Section 2-82.

If you need special assistance related to a disability, please contact the ADA Coordinator or visit the office at: 107 Courthouse Square, Oxford, MS 38655. You may also call (662) 234-2453 (voice) or (662) 232-2300 (voice/TTY).

1. Opening the Meeting

- 1.a. Call to Order.
- 1.b. Adopt the agenda for the meeting.
- 1.c. Mayor's Report

2. Regular Agenda: City Clerk's Office

- 2.a. Request permission to approve the minutes from the Regular Meeting on June 3, 2025. (Ashley Atkinson)

Attachments

- 1. [Draft_06032025_minutes.pdf](#)

- 2.b. Request permission to approve the accounts for all city departments. (Ashley Atkinson)

3. Consider the consent agenda:

3.a. Fixed Asset Management:

- i. Request permission to declare a Scott thermal imaging camera with SN-200156-18 and asset tag 20727 and a Scott thermal imaging camera with SN-200156-04 and asset tag 20901 surplus in the Oxford Fire Department and authorize their disposal. (Joey Gardner)

Attachments

- 1. [OFD_surplus.pdf](#)

3.b. Human Resources:

- i. Request permission to accept the retirement of Oxford Park Commission employee, Felisa McKnight, effective June 30, 2025. (Braxton Tullos)
- ii. Request permission to accept the resignation of Oxford Police Department employees, Damya Campbell and Wendy Parham, effective June 20, 2025. (Braxton Tullos)

- iii. Request permission to accept the resignation of Oxford Police Department employees, Emily Olsen, effective June 25, 2025 and Harrison Bragg, effective June 27, 2025, . (Braxton Tullos)
- iv. Request permission to hire Keaton Varnon and Joe Willard as Full-time Communications Officers in the Oxford Police Department, each with an annual salary of \$37,575.24. (Braxton Tullos)
- v. Request permission to hire Eddie Neal as a Firefighter in the Oxford Fire Department, with an annual salary of \$49,044.79. (Braxton Tullos)
- vi. Request permission to approve a step increase for Aaron Gillion in the Environmental Services Department for receiving his Rubbish Site Certification. His new salary will be \$55,754.65. (Braxton Tullos)
- vii. Request permission to accept the resignation of Development Services- Historic Properties Department employee, Larissa Tchamba, effective June 17, 2025. (Braxton Tullos)
- viii. Request permission to hire Hunter Kropf and Reagan Feathers as Concessionaires in the mTrade Park Department, each with an hourly rate of \$9.25. (Braxton Tullos)
- ix. Request permission to promote mTrade Park Department employee, Katy Ann Roane to Part-time Supervisor, with a new hourly rate of \$11.25. (Braxton Tullos)
- x. Request permission to accept the resignation of Development Services- Building Department employee, Garrett Black, effective June 19, 2025. (Braxton Tullos)
- xi. Request permission to promote Oxford Conference Center Department employees, Spencer Hillhouse to Event Production Supervisor, with a new annual salary of \$46,000.00, Destinee Mangrum to Event Coordinator, with a new annual salary of \$40,000.00, and Jeremy D. Williams to Event Manager, with a new annual salary of \$58,000.00, all effective June 26, 2025. (Braxton Tullos)
- xii. Request permission to approve volunteers for the Oxford ARC. (Kelli Briscoe)
- xiii. Request permission to hire Anthony Varner as a Street Operator I, in the Development Services-Street Department, with an annual salary of \$39,308.76. (Braxton Tullos)

3.c. Miscellaneous:

- i. Request permission to approve the water and sewer adjustments as per the Oxford Utilities Adjustments Policy. (Rob Neely)
- ii. Request permission to accept donations for the benefit of the Oxford ARC. (Kelli Briscoe)

Attachments

1. [OU_WS_Adjustments.pdf](#)

3.d. Travel Requests:

- i. Request permission for four employees to attend Advanced Roadside Impaired Driving Enforcement training in Oxford, MS on July 8-9, 2025 at no cost to the city. (Jeff McCutchen)
- ii. Request permission for two employees to attend the 23rd Annual Stronger Together Conference in Nashville, TN on September 17-18, 2025 for an estimated cost of \$1,769.00. (Jeff McCutchen)
- iii. Request permission for three employees to attend Standardized Field Sobriety training in Oxford, MS on July 1-2, 2025 at no cost to the city. (Jeff McCutchen)
- iv. Request permission for three employees to attend the NASRO conference in Dallas, TX on July 6-11, 2025 at an estimated cost of \$2,012.54. (Jeff McCutchen)
- v. Request for two employees to attend Reid Investigation and Interviewing in Germantown, TN on July 22-25, 2025 at an estimated cost of \$1,260.00. (Jeff McCutchen)
- vi. Request permission for three employees to attend the MASRO Conference in Biloxi, MS on July 13-18, 2025 at an estimated cost of \$1,506.54. (Jeff McCutchen)
- vii. Request permission for one employee to attend the 2025 FBINAA Summer Conference in Gulfport, MS on August 17-21, 2025 at an estimated cost of \$1,232.00. (Jeff McCutchen)
- viii. Request permission for two employees to attend the Mississippi Command College on in Oxford, MS on July 13-18, 2025 at an estimated cost of \$750.00. (Jeff McCutchen)

4. Regular Agenda: Other Departments

- 4.a. Adopt a Retirement Resolution for Oxford Park Commission employee, Felisa McKnight.

Attachments

1. [felisa retirement resolution.pdf](#)

- 4.b. Adopt a Resolution honoring Alderman Ward I, Rick Addy, for his service to the community.

Attachments

1. [Rick_Addy_Resolution_REV.pdf](#)

- 4.c. Update from the Affordable Housing Commission. (Janice Antonow)

- 4.d. Approve an appointment to the Tree Board.

- 4.e. Announce a vacancy on the Planning Commission.

- 4.f. Announce a vacancy on the Oxford Park Commission Board.

- 4.g. Presentation of the quarterly report from the Oxford Park Commission. (Seth Gaines)

Attachments

1. [Copy of Quarterly report Q2 24-25 seth.pdf](#)

- 4.h. Request permission to approve and authorize the Mayor to sign the 2025-2026 Certifications and Assurances for the Oxford-University Transit Grant. (Donna Zampella)

Attachments

1. [2025_2026_Certifications_Assurances.pdf](#)

- 4.i. Request permission to approve a contract for the purchase of notification software for the Court Department. (Nickie Denley)

Attachments

1. [ECOURT DATE BOA MEMO.pdf](#)

2. [Oxford Municipal Court Sole Court Provider Letter 2025.docx.pdf](#)

3. [Oxford Municipal Updated 06032025 ecourtdate-service-plan-.pdf](#)

- 4.j. Request permission to approve and authorize the Mayor to sign an agreement with the MS Emergency Management Agency to make updates to the District 2 Regional Hazard Mitigation Plan. (Shane Fortner)

Attachments

1. [District 2 Regional Hazard Mitigation Plan Update MEMO.pdf](#)

2. [City designation letter District 2.pdf](#)

3. [City participation letter.pdf](#)

- 4.k. Request permission to accept the Official Recapitulation Report for the 2025 Municipal General Election, as presented by the Lafayette County Circuit Clerk and Lafayette County Election Commission. (Ashley Atkinson)

Attachments

1. [06032025_Election_Recapitulation_Form.pdf](#)

- 4.l. Request permission to approve a Resolution appointing the MML Voting Delegate for the annual conference. (Ashley Atkinson)

Attachments

1. [MML Voting delegates 2025.pdf](#)

5. Regular Agenda: Police Department

- 5.a. Request permission to approve a Parade/Assembly Permit for the City to host an Inauguration Ceremony on Friday, June 20, 2025 from 10:00am-11:30am. (Jeff McCutchen)

Attachments

1. [Inauguration_Permit.pdf](#)

- 5.b. Request permission to approve a Parade/Assembly Permit for the City to host a fireworks show on Friday, July 4th from 9:00pm-10:00pm. (Jeff McCutchen)

Attachments

1. [4_July_fireworks_permit.pdf](#)

- 5.c. Request permission to approve a Parade/Assembly Permit for Visit Oxford to host a 4th of July

Parade on Friday, July 4, 2025 from 9:00am-11:00am. (Jeff McCutchen)

Attachments

1. [Event Permit-4th of July Parade.pdf](#)

- 5.d. Request permission to approve a Parade/Assembly Permit for the Oxford Skateboarding Association to host an event on June 21, 2025 from 11:50am-1:00pm. (Jeff McCutchen)

Attachments

1. [Skateboarding_permit.pdf](#)

6. Regular Agenda: Development Services-Planning Department

- 6.a. Request approval of a Preliminary and Final Plat for Case #3232, Capstone Development, LLC (Mac Monteith) for 'Lamar Phase 5', for property located at 305 Baldwin Drive (PPIN #5067)

Attachments

1. [3232 MBoA.pdf](#)

7. Regular Agenda: Special Projects

- 7.a. Consider Change Order No. 1 with JP Corp Contractors for new hardware, fire alarms, data network cables, and general services at the new Development Services building. (Mark Levy)

Attachments

1. [Consider Change Order No 1 from JP Corp for the Development Services building.pdf](#)

8. Regular Agenda: Development Services-Engineering Department

- 8.a. Request approval for an emergency sewer repair at Lafayette County Road 413, adjacent to Franklin Farms Subdivision. (John Crawley)

Attachments

1. [Memo - Request Approval of Emergency Sewer Repair at CR 413.pdf](#)

- 8.b. Request permission to approve Change Order No. 7 for the SR 7 Water Improvements Project, Phase II B. (John Crawley)

Attachments

1. [Memo - SR 7 Water Improvements Project Phase 2B CO 7 - Combined.pdf](#)

- 8.c. Request permission to re-advertise for bids for the Haley Well No. 2 Project. (John Crawley)

Attachments

1. [Memo - Request Permission to Advertise for Oxford Regional Water Supply - Haley Well No. 2 Project.pdf](#)

- 8.d. Consider a request from Seeker Properties, LLC to close the sidewalk on North 11th Street due to the construction of The Zachery. (John Crawley)

Attachments

1. [Memo - Request Sidewalk Closure on North 11th Street - Combined.pdf](#)

- 8.e. Consider a resolution supporting the application for the 2025 Safe Streets for All (SS4A) Implementation Grant for the City of Oxford, MS, for West Jackson Avenue. (John Crawley)

Attachments

1. [RESOLUTION SS4A Implementation Grant Application 06122025.pdf](#)

- 8.f. Request permission to accept the bids received and award a bid for the North Lamar/Molly Barr Roundabout Project. (John Crawley)

Attachments

1. [Memo - Award Low bid for North Lamar and Molly Barr Roundabout Project.pdf](#)

- 8.g. Consider a request from Century Construction for an overnight concrete pour at The Magnolia Collection at Tyler Avenue and North 14th Street. (John Crawley)

Attachments

1. [Memo - Request for an overnight concrete pour at the Magnolia Collection June 25 and 26.pdf](#)

9. Regular Agenda: Closing the Meeting

9.a. Consider an executive session.

9.b. Adjourn.



MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, June 03, 2025 at 05:00 PM

City Hall Courtroom

1. Opening the Meeting

1.a. Call to Order.

The meeting of the Mayor and Board of Aldermen of the City of Oxford, Mississippi, was called to order by Mayor Tannehill at 5:00pm on Tuesday, June 3, 2025 in the courtroom of Oxford City Hall when and where the following were present:

Robyn Tannehill, Mayor
Rick Addy, Alderman Ward I
Mark Huelse, Alderman Ward II
Brian Hyneman, Alderman Ward III
Kesha Howell-Atkinson, Alderman Ward IV
Preston Taylor, Alderman Ward V
Jason Bailey, Alderman Ward VI
Mary Martha Crowe, Alderman-At-Large

Mayo Mallette, PLLC- Of Counsel
Ashley Atkinson- City Clerk
Hollis Green- Chief Operating Officer
Ben Requet- Director of Planning-absent
Jeff McCutchen- Police Chief
Sheridan Maiden-Deputy Police Chief
Braxton Tullos- Human Resources Director
Joey Gardner- Fire Chief
Shane Fortner-Emergency Management Director
Seth Gaines- Director of Oxford Park Commission
Mike Young- Asst. Director of Oxford Park Commission
Marlee Carpenter- Stronger Together Director
Rob Neely- General Manager of Oxford Utilities
Lynwood Jones- Superintendent of City Shop-absent
Amberlyn Liles- Environmental Services Director
Greg Pinion- Buildings & Grounds Superintendent
Kara Giles- Executive Assistant to the Mayor
John Crawley- City Engineer
Brad Freeman- mTrade Park Director-absent
Clay Brownlee- mTrade Park Assistant Director-absent

Michael Temple- IT Department-absent
Chris Simmons- IT Director-absent
Chandler Murabito-IT Department
Mark Levy- General Government
Laurie Steele-HR Department
Kelli Briscoe-Animal Resource Center Director
David Sabin-Police Department
Robert Baxter-Planning Dept.
Kate Kenwright-Planning Dept.

1.b. Mayor's Report

1.c. Adopt the agenda for the meeting.

Agenda Attachments

1. Request Permission for Mayor to execute contracts Whirlpool Well 3.pdf

It was moved by Alderman Bailey, seconded by Alderman Crowe to adopt the agenda for the meeting with the addition of items 3d.vii, additional wording for 5.a, and 7.g. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

2. Regular Agenda: City Clerk's Office

2.a. Request permission to approve the minutes from the Regular Meeting on May 20, 2025 and the Special Meeting on May 21, 2025. (Ashley Atkinson)

Agenda Attachments

1. Draft_05202025_minutes.pdf

2. Draft_05212025_minutes.pdf

It was moved by Alderman Howell-Atkinson, seconded by Alderman Taylor to approve the minutes from the Regular Meeting on May 20, 2025 and the Special Meeting on May 21, 2025. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.b. Request permission to approve the accounts for all city departments. (Ashley Atkinson)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe to approve the accounts for all city departments, including a Claims Docket showing General Fund claims numbered 136476-136669 and ACHs 261-263, Water & Sewer Fund claims numbered 40054-40083 and ACHs 240-241, Trust & Agency claims numbered 52884-52948 and ACHs 169-171, Metro Narcotics claims numbered 9194-9199 and ACHs 77-78, OPC Activity Fund claims numbered 4125-4144, and totaling \$1,522,958.07. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3. Consider the consent agenda:

3.a. Fixed Asset Management:

- i. Request permission to declare a Glock 19-Gen 5 with SN BGZE441 surplus in the Oxford Police Department and authorize its disposal. (Jeff McCutchen)
- ii. Request permission to declare a 2020 yellow and black Titan Grip wheel lock surplus in the Oxford Police Department- Parking Division and authorize its disposal. (Jeff McCutchen)
- iii. Request permission to donate a surplus 2009 Dodge charger with VIN 2B3KA43V99H567533 to the Abbeville Police Department. (Jeff McCutchen)
- iv. Request permission to declare a 2017 John Deere loader with VIN 1DW544KZJHF681548 surplus in the Environmental Services Department and authorize its sale to another municipal government, per the quotes received. (Amberlyn Liles)

Agenda Attachments

1. OPD_Parking_Surplus.pdf

2. OPD_surplus.pdf

3. Permission to sell JD Loader to Panola County.pdf

4. Env_Svcs_surplus_loader.pdf

5. QuotesLoader to Panola County 5.29.25.pdf

3.b. Grants:

3.c. Human Resources:

- i. Request permission to approve a salary step increase for Roderick Holmes in the Oxford Police Department. His new annual salary will be \$41,863.37. (Braxton Tullos)
- ii. Request permission to promote Captain Rusty Rasberry to Deputy Chief in the Oxford Police Department, effective July 1, 2025 and with a new annual salary of \$97,383.14. (Braxton Tullos)
- iii. Request permission to promote Officer Nicholas Bails to Corporal in the Oxford Police Department, effective June 13, 2025 and with a new annual salary of \$57,823.38. (Braxton Tullos)
- iv. Request permission to promote Officer Richard Smith to Corporal in the Oxford Police Department, effective June 13, 2025 and with a new annual salary of \$60,622.86. (Braxton Tullos)
- v. Request permission to accept the retirement of Deputy Chief Sheridan Maiden in the Oxford Police Department, effective June 30, 2025. (Braxton Tullos)
- vi. Request permission to approve Violeta Segura Salazar as an unpaid intern for the Oxford Police Department for the Summer/Fall Semester. (Braxton Tullos)
- vii. Request permission to accept the retirement of Thomas Bullion in the Buildings & Grounds Department, effective June 30, 2025. (Braxton Tullos)
- viii. Request permission to hire Jakayla Pegues, Rob Upchurch, and Madison Grant as part-time Concessionaires in the mTrade Park Department, each with an hourly rate of \$9.25. (Braxton Tullos)
- ix. Request permission to promote John Barefoot to Wastewater Plant Operator II in the Oxford Utilities-Water & Sewer Division, with a new annual salary of \$49,933.67. (Braxton Tullos)
- x. Request permission to hire Seth Ihde as a part-time Facility Worker in the Oxford Conference Center department, at an hourly rate of \$12.00. (Braxton Tullos)
- xi. Request permission to hire JaQuetta Powell as a Seasonal Driver in the Environmental Services Department, at an hourly rate of \$17.00. (Braxton Tullos)
- xii. Request permission to approve volunteers for the Oxford ARC. (Kelli Briscoe)

3.d. Travel Requests:

- i. Request permission for four employees to attend the 2025 Municipal Tax Collection Workshop on August 21, 2025 in Starkville, MS at an estimated cost of \$300.00. (Ashley Atkinson)
- ii. Request permission for an employee to attend the MSSAUG & Mast Meeting on June 25-27, 2025 in Pearl, MS at an estimated cost of \$286.00. (Hollis Green)
- iii. Request permission for an employee to attend the MSAE Member2Member Reception on June 24-25, 2025 in Ridgeland, MS at an estimated cost of \$548.00. (Micah Quinn)
- iv. Request permission for ten employees to attend National Lawfit in Desoto, MS on June 26-28, 2025 at an estimated cost of \$4,880.00. (Jeff McCutchen)
- v. Request permission for an employee to attend the 2025 MS Chief's Summer Conference in Biloxi, MS on June 16-20, 2025 at an estimated cost of \$1,363.00. (Jeff McCutchen)
- vi. Request permission for an employee to attend the MAPS 2025 Summer Seminar on July 17-18, 2025 in Biloxi, MS at an estimated cost of \$1,540.00. (John Crawley)
- vii. Request permission for an employee to attend the 2025 NFPA Convention & Expo on June 15-19, 2025 in Las Vegas, NV at an estimated cost of \$2,500.00. (Joey Gardner)

3.e. Miscellaneous:

- i. Request permission to approve the water and/or sewer adjustments in accordance with the Oxford Utilities Lead Adjustment Policy. (Rob Neely)
- ii. Request permission to accept donations for the benefit of the Oxford ARC. (Kelli Briscoe)

Agenda Attachments

1. Water_Sewer_adjustments_06032025.pdf

4. Regular Agenda: Other Departments

- 4.a. Adopt a Resolution honoring Alderman Ward I, Rick Addy, for his service to the community.

Agenda Attachments

1. [Rick Addy Resolution REV.pdf](#)

This item was removed from the agenda and will be presented at the next meeting.

- 4.b. Request permission to adopt a Retirement Resolution for Oxford Police Department employee, Sheridan Maiden.

Agenda Attachments

1. [Maiden_resolution.pdf](#)

It was moved by Alderman Taylor, seconded by Alderman Crowe to adopt a Retirement Resolution for Oxford Police Department employee, Sheridan Maiden. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.c. Request permission for retired Oxford Police Department employee, Sheridan Maiden, to purchase his service weapon for \$1.00 as allowed by State statute. (Jeff McCutchen)

It was moved by Alderman Addy, seconded by Alderman Crowe to allow retired Oxford Police Department employee, Sheridan Maiden, to purchase his service weapon for \$1.00, as allowed by State statute. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.d. Request permission to approve the Oxford Utilities-Electric Division budget for FY 2025-2026. (Rob Neely)

Agenda Attachments

1. [OU_Elec_Division_budget_FY2026.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Huelse to approve the Oxford Utilities-Electric Division budget for FY 2025-2026, as presented. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.e. Request permission to accept the annual audit for fiscal year ended September 30, 2024, as presented. (Bryon Wilemon/Ashley Atkinson)

Agenda Attachments

1. [City of Oxford 2024 Draft reduced.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Huelse to accept the annual audit for fiscal year ended September 30, 2024, as presented. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

5. Regular Agenda: Police Department

- 5.a. Request permission to approve a Parade/Assembly permit for the Juneteenth Celebration on June 14, 2025 from 2pm-8pm, including the reservation of four parking spots in the lower lot behind City Hall. (Jeff McCutchen)

Agenda Attachments

1. [Juneteenth_permit.pdf](#)

It was moved by Alderman Crowe, seconded by Alderman Bailey to approve a Parade/Assembly permit for the Juneteenth Celebration on June 14, 2025 from 2:00pm-8:00pm, including the reservation of four parking spots in the lower lot behind City Hall. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 5.b. Request permission to petition the Mississippi Wireless Communication Commission (WCC) for the Procurement of 5G-Capable Cradlepoint Devices and Motorola APX 900 Portable Radios. (Jeff McCutchen)

It was moved by Alderman Huelse, seconded by Alderman Howell-Atkinson to petition the MS Wireless Communication Commission (WCC) for the procurement of 5G-capable cradlepoint devices and Motorola APX 900 portable radios for the Oxford Police Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 5.c. Request permission to approve a Parade/Assembly Permit for the Lafayette County Democrats to host a rally/march on June 14, 2025 from 10:30am-12:30pm. (Jeff McCutchen)

Agenda Attachments

1. Parade_permit_Lafayette_County_Dems.pdf

It was moved by Alderman Howell-Atkinson, seconded by Alderman Taylor to approve a Parade/Assembly Permit for the Lafayette County Democrats to host a rally/march on June 14, 2025 from 10:30am-12:30pm. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Regular Agenda: Development Services-Building Department

- 6.a. Second reading and public hearing on a proposed Ordinance amending and/or re-locating multiple sections of Chapter 22-Buildings, of the Code of Ordinances of the City of Oxford. (Johnathan Mizell)

Agenda Attachments

1. Second Reading Code Adoption Clean Cut-1.pdf

The Mayor called for public comment and received none; however, one comment from a contractor, regarding sprinkler systems, was received by the Building Official. It was moved by Alderman Hyneman, seconded by Alderman Howell-Atkinson to approve the proposed Ordinance amending and/or re-locating multiple sections of Chapter 22-Buildings, of the Code of Ordinance of the City of Oxford. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

7. Regular Agenda: Development Services-Engineering Department

- 7.a. Third reading and vote on a proposed Ordinance to amend the Traffic Calming Policy. (John Crawley)

Agenda Attachments

1. MEMO - Third Reading of Proposed Changes to Traffic Calming Policy - 6.3.25.pdf

It was moved by Alderman Hyneman, seconded by Alderman Howell-Atkinson to approve the proposed Ordinance to amend the Traffic Calming Policy, to remove speed humps as an option for traffic calming. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.b. Second reading and Public Hearing on a proposed Ordinance amending Chapter 98-Streets, Sidewalks, Roads, and Bridges, Article VII, Section 98-153 (c) / Street Trenching & ROW Management, and Chapter 114-Utilities, Article VII, Section 114-385 (2) / Telecommunications Permit of the Code of Ordinances for the City of Oxford, MS. (John Crawley)

Agenda Attachments

1. MEMO - Second Reading of Proposed Changes to Telecommunications and ROW Ordinance - 6.3.25.pdf

After calling for public comment and receiving none, it was moved by Alderman Bailey, seconded by Alderman Addy to approve the proposed Ordinance amending Chapter 98-Streets, Sidewalks, Roads, and Bridges, Article VII, Section 98-153 (c) / Street Trenching & ROW Management, and Chapter 114-Utilities, Article VII, Section 114-385 (2) / Telecommunications Permit of the Code of Ordinances for the City of Oxford, MS. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.c. Request permission to advertise for bids for the 2025 Micro-Surfacing Project. (John Crawley)

Agenda Attachments

1. Memo - Request Permission to Advertise for Bids for Micro-Surfacing 2025 - Combined.pdf

It was moved by Alderman Hulse, seconded by Alderman Crowe to advertise for bids for the 2025 Micro-Surfacing Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.d. Consider Change Order No. 6 for the SR 7 Water Improvements Project, Phase IIB. (John Crawley)

Agenda Attachments

1. Memo - Request to Approve Change Order No. 6 for SR 7 Phase II B - Combined.pdf

It was moved by Alderman Huelse, seconded by Alderman Crowe to approve Change Order No. 6 to Argo Construction, in the amount of \$42,128.00, for the SR 7 Water Improvements Project, Phase IIB. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.e. Consider a request from Miller-Valentine for Sunday work on June 8, 2025 at the Colonnade Self-Storage Facility located at 1669 Bainbridge Street. (John Crawley)

Agenda Attachments

1. Memo - Request for Sunday Work Hours for Colonnade Self-Storage Facility - Combined.pdf

It was moved by Alderman bailey, seconded by Alderman Huelse to approve a request from Miller-Valentine for Sunday work on June 8, 2025 at the Colonnade Self-Storage Facility located at 1669 Bainbridge Street. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.f. Request permission to release the subdivision bonds for The Lamar, Phases 4A, B, and C. (John Crawley)

Agenda Attachments

1. Memo - Request to Release Subdivision Bonds for The Lamar, Phases 4A, B, and C - Combined.pdf

It was moved by Alderman Addy, seconded by Alderman Crowe to release the subdivision bonds for The Lamar, Phases 4A, B, and C. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.g. Request permission to approve and authorize the Mayor to sign a contract, in the amount of \$1,728,857.00, with the Donald Smith Company for the construction of the Whirlpool Well #3 Project. (John Crawley)

Agenda Attachments

1. Request Permission for Mayor to execute contracts Whirlpool Well 3.pdf

It was moved by Alderman Bailey, seconded by Alderman Huelse to approve and authorize the Mayor to sign a contract, in the amount of \$1,728,857.00, with the Donald Smith Company for the construction of the Whirlpool Well #3 Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8. Regular Agenda: Closing the Meeting

- 8.a. Consider an executive session.

It was moved by Alderman Bailey, seconded by Alderman Crowe to consider an executive session for personnel issues and a matter of potential litigation. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson to enter into an executive session for two personnel issues in the Oxford Fire Department, a personnel issue in the Oxford Police Department, and a matter of potential litigation related to property ownership along a proposed road. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

Alderman Bailey left the meeting at this time.

It was moved by Alderman Huelse, seconded by Alderman Hyneman to return to regular session. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Addy, seconded by Alderman Howell-Atkinson to follow the

recommendation of the HR Director and the Department Head and suspend Oxford Fire Department employee, Trenton Bannerman, for five days without pay for violation of City Policy. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Addy, seconded by Alderman Howell-Atkinson to open a vacancy in the Oxford Fire Department and amend the budget as necessary. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Hulse, seconded by Alderman Addy to increase the pay of Part-Time Certified Communications Officers to \$17.10 per hour and to amend the budget as necessary. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.b. Adjourn.

It was moved by Alderman Hyneman, seconded by Alderman Addy to adjourn the meeting. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

Robyn Tannehill, Mayor

Ashley Atkinson, City Clerk-Finance Director



THE CITY OF
OXFORD

SURPLUS FORM

**PLEASE USE A DIFFERENT FORM FOR EACH ITEM YOU WANT TO DECLARE SURPLUS.
BE SURE TO PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE ASSET
BEING SURPLUSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.**

Date of Request: 6-5-25
Department that owns Fixed Asset: Oxford Fire
Fixed Asset Tag Number (If item is not tagged, please put N/A): 1521
Physical Location of Asset: OFD Station 4 Trk4

If the item being surplused is a vehicle or a piece of equipment, please provide:

<u>Scott</u>	<u>Ei 160</u>	<u>2005</u>
Make	Model	Year
<u>EIC00134</u>		
VIN / Serial Number		Color

If the item being surplused is a tool, please provide:

Description of Tool (including brand): Scott Thermal imaging Camera

<u></u>	<u></u>
Serial Number (if none, write N/A)	Color

For all other assets, please provide a complete description of the asset to be surplused:

Name of Person Submitting Surplus Request: J. Gardner

Date Approved by BOA: _____

**107 Courthouse Square
Oxford, MS 38655**

**(p) 662-236-1310
(f) 662-232-2337**



THE CITY OF
OXFORD

SURPLUS FORM

**PLEASE USE A DIFFERENT FORM FOR EACH ITEM YOU WANT TO DECLARE SURPLUS.
BE SURE TO PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE ASSET
BEING SURPLUSSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.**

Date of Request: 6-5-25

Department that owns Fixed Asset: Oxford Fire

Fixed Asset Tag Number (If item is not tagged, please put N/A): 1521

Physical Location of Asset: OFD Station 4 Eng 4

If the item being surplused is a vehicle or a piece of equipment, please provide:

Scott \ Ei 160 \ 2008

Make	Model	Year
<u>EIC00321</u>		
VIN / Serial Number		Color

If the item being surplused is a tool, please provide:

Description of Tool (including brand): Scott Thermal imaging Camera

Serial Number (if none, write N/A) Color

For all other assets, please provide a complete description of the asset to be surplused:

Name of Person Submitting Surplus Request: J. Gardner

Date Approved by BOA: _____

**107 Courthouse Square
Oxford, MS 38655**

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(f) 662-232-2337**



MEMO:

DATE: 6-12-25
TO: MAYOR TANNEHILL & BOARD OF ALDERMEN
CC: ASHLEY ATKINSON
FROM: ROB NEELY
RE: AGENDA ITEMS

I have the following agenda items for the Tuesday, June 17, 2025 Board Meeting.

1. Consider water and/or sewer bill adjustments in accordance with Oxford Utilities Leak Adjustment Policy. (Rob Neely)

Please find a description for each agenda item on the following page. If you have any questions, please feel free to contact me.

Thanks

Robert M. Neely III, P.E., C.P.E.
General Manager

1. Consider water and/or sewer bill adjustments in accordance with Oxford Utilities Leak Adjustment Policy. (Rob Neely)

The Oxford Utilities Billing Supervisor has reviewed the accounts listed in the attached spreadsheet and confirmed that 1) The leaks associated with the referenced accounts meet the criteria of the Board approved leak adjustment policy and 2) The customer did not receive the benefit of the utility service being adjusted. Based on those findings, Oxford Utilities recommends that the board approve the adjustment of the referenced accounts.

WATER/SEWER ADJUSTMENTS | OXFORD UTILITIES

05/29/25 - 06/11/25

TO BE APPROVED: 06/17/25

ACCOUNT NUMBER	CUSTOMER NAME	ADDRESS	WATER ADJUSTMENT	SEWER ADJUSTMENT	ADJUSTMENT TYPE
004651-046255	FORD WAGNER	102 FARM VIEW DRIVE UNIT 207	-\$73.84	-\$98.18	INSIDE
201447-101493	UNIVERSITY SPORTING GOODS	1215 JACKSON AVENUE E	-\$31.91	-\$39.65	INSIDE
201205-101249	DONNA GOTTSALL	1440 S LAMAR BLVD	-\$9.94	-\$13.22	INSIDE
000742-048591	MASON EVERETT	2950 S LAMAR BLVD APT. 33	-\$124.61	-\$165.67	INSIDE
209594-044389	ANDREW NEWCOMB	319 CENTERPOINTE DRIVE	-\$62.34	-\$70.02	INSIDE
202685-101870	KATY HOUSTON	3816 MAJESTIC OAKS DRIVE - LANDSCAPE	-\$292.88	X	LANDSCAPE
203165-048117	TERESA RINARD	110 YOCONA RIDGE ROAD	-\$18.51	-\$41.03	OUTSIDE
203294-050666	LISA MAXWELL	124 CROSS CREEK DRIVE	-\$1,358.73	-\$3,052.26	OUTSIDE
203855-103833	CAMILLE GARRETT	307 COMBS STREET	X	-\$77.88	POOL
000430-051431	CLIFTON HOUSTON	1227 ROOSEVELT WATERS ROAD	-\$95.85	X	WT ONLY
203312-046473	CARTER WARD	279 COUNTY ROAD 4066	-\$125.16	X	WT ONLY
209673-23307	LILLIAN M SWINDALL	710 QUIET VALLEY COVE	-\$93.50	X	WT ONLY
TOTAL:			-\$2,287.27	-\$3,557.91	



OXFORD

PARK COMMISSION

Resolution

WHEREAS, Felisa McKnight began her distinguished service with the Oxford Park Commission on August 7, 2017, bringing unwavering dedication, visionary leadership, and a deep commitment to enhancing the quality of life for all residents of Oxford through parks and recreation; and

WHEREAS, Felisa has served with excellence in the role of Recreation Director, skillfully developing and overseeing a broad range of programs, events, and initiatives that have united the community, promoted wellness, and provided meaningful and joyful experiences for individuals of all ages; and

WHEREAS, her exceptional leadership and professional contributions were recognized at the state level when she was named the **2024 Mississippi Recreation and Parks Association Professional of the Year**, a testament to her passion, innovation, and lasting impact in the field of recreation; and

WHEREAS, Felisa has been a trusted colleague, an innovative leader, and a compassionate steward of the community—admired not only for her accomplishments, but also for the kindness, energy, and integrity she consistently demonstrated throughout her tenure; and

WHEREAS, after nearly eight years of outstanding service, Felisa McKnight is retiring from her role, leaving behind a legacy of excellence, community engagement, and positive transformation that will continue to benefit the Oxford Park Commission for years to come;

NOW, THEREFORE, BE IT RESOLVED, that the Oxford Park Commission, with sincere appreciation and deep gratitude, hereby honors **Felisa McKnight** on the occasion of her retirement and celebrates her extraordinary contributions to the City of Oxford.

BE IT FURTHER RESOLVED, that a copy of this resolution be spread upon the official minutes of the City of Oxford and that a copy be presented to **Felisa McKnight** on this day, **June 17, 2025**, by the **City of Oxford** and the **Oxford Park Commission**, with our best wishes for a retirement filled with happiness, good health, and well-deserved rest.



THE CITY OF
OXFORD

RESOLUTION

Whereas, Richard Lamar Addy, was sworn into office on February 28th 2016 to serve the City of Oxford as Alderman of Ward I, will retire after nine years of outstanding service to her citizens; and

Whereas, Richard Lamar Addy, fondly known as “Rick” to citizens and staff, moved to Oxford at the age of 12, where through many years of service instilled himself as a longstanding and exemplary Oxonian; and

Whereas, within the community, Rick Addy established himself as a man of integrity, and a successful business owner and talented photographer, preserving the likeness of thousands of Oxonians throughout the years through beautiful portraits; and

Whereas, before starting his longstanding public service career as Alderman, Rick Addy served the public part-time as a Reserve Police Officer in 1988, and

Whereas, as Alderman, Rick Addy served faithfully under the leadership of Mayor George G. Pat Patterson and Mayor Robyn Tannehill, alongside ten Aldermen and many city staff in his steadfast career; and

Whereas, under his leadership, the City of Oxford experienced tremendous capital growth, constructing the Ulysses “Coach” Howell Activity Center, the Downtown Parking Garage, the City Pool, Fire Station #2, the Oxford Police Station, the East Jackson Streetscape, the Morgan Family Park, the City Hall Pocket Park, and many other improvements; and

Whereas, more recently as Alderman, Rick Addy was appointed by his peers to serve as Board Liaison to Visit Oxford, and to the Oxford Reserve and Trust Committee; and

Whereas, through his attention to detail, dedication to his constituency, and relentless work ethic, Rick Addy was a guiding hand in the planning and development of rapid growth within Ward I; and

Whereas, as Alderman, Rick Addy worked hard to preserve Oxford’s rich history and tradition, advancing Oxford while not sacrificing its uniqueness; and

Whereas, Rick Addy, through his keen eye and observation, will be remembered as a public leader who made Oxford a better place to live, work, and visit; and

Whereas, Rick Addy has made an indelible mark on the City of Oxford, through his devotedness and love for Oxford, and for all citizens, has positively touched many lives; and that his legacy will be remembered and celebrated for many years to come. Lo,

Therefore, be it resolved

That the Mayor and Board of Aldermen of the City of Oxford express their sincere appreciation and gratitude to

Richard Lamar Addy

for his unmatched career in service to the community. Be it further resolved that a copy of this resolution be spread upon the minutes of the City of Oxford and that a copy of same be presented to Richard Lamar Addy.

Mayor Robyn Tannehill	Alderman Mark Hulse	Alderman Preston Taylor
Alderman Kesha Howell-Atkinson	Alderman Brian Hyneman	Alderman Jason Bailey
Alderman Mary Martha Crowe		



A. Staffing Overview

21 part-time staff: 14 scheduled workers, 7 flexible “free agents.”

B. Facility Organization

5 staffed stations between Coach Howell and OAC locations.

Each station has defined roles and responsibilities, with shared backup duties.

Station Assignments (All 5)

1. Coach Howell Front Desk (1)

Greet visitors, answer phones, maintain cleanliness, monitor halls and traffic.

2. Coach Howell Gym (2+)

Supervise free play, promote safety and engagement, clean and prep gym nightly.

3. Coach Howell Upstairs/Track (1)

Oversee games and track use, ensure cleanliness, maintain a welcoming space.

4. OAC Court 3 (1)

Monitor gym, equipment room, restrooms; manage transitions between activities.

5. OAC Court 4 (1)

Supervise gym, bullpen, bathrooms; manage transitions for various sports.

Closing duties (Courts 3 & 4): Mop floors, remove trash, check bathrooms, turn off lights, lock all doors.

II. CULTURE

Vision: Foster a culture rooted in **service, accountability, fun, and pride**.

Goal: Create a noticeable positive impact through energy, care, and a welcoming environment.

III. WHAT WE DO

Serve a diverse community by providing a **safe, clean, friendly, and inclusive** space that accommodates various n

IV. WHAT I WANT TO DO

Aim to build a **professional, pride-filled culture** recognized by clients and staff.

Envision a vibrant environment that attracts team members and serves as a **source of pride** for the Oxford commu

Events and Activities:

Event Planning for several events for the spring/summer are underway.

Easter, SuperHero, Tennis Tournaments, Fathers and Mothers Day, Pool programming.

Seemylegacy.com has been a priority to get started this quarter.

Instructional Tennis:

Kristi Boxx:

	Match Play	Intermediate
Thursdays	9 participants	13 participants

Russell Moorman:

January - February	March - April
all ages - 6 - 8	all ages - 6 - 8
Monday - 13 players	Monday - 11 players
Tuesday - 10 players	Tuesday - 13 players
Thursday - 10 players	Wednesday - 11 players - ages 9 - 13
	Thursday - 13 players
	Friday - 5 players

Tournament

March 28 - 30, 2025	95 players	cancelled due to weather
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Facility Rentals:

January	Rentals:	November	Rentals:	December	Rentals:	Totals:
Pavilions	0	Pavilions	0	Pavilions	6	6
Stone Center	10	Stone Center	11	Stone Center	12	33
Multipurpose	10	Multipurpose	8	Multipurpose	9	27
OAC	9	OAC	2	OAC	2	13
Fit-n-Fun	3	Fit-n-Fun	3	Fit-n-Fun	6	12
Avent Pickle	0	Avent Pickle	0	Avent Pickle	1	1
Pool	0	Pool	0	Pool	0	0
Monthly Total	32	Monthly Total	24	Monthly Total	36	92

Leisure Lifestyles of Oxford - LLO:

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May. 2025	June. 2025	July. 2025	Aug. 2025	Sept. 2025	Oct. 2025	Nov. 2025	Dec. 2025	2025 Totals
Aquatic	0	0	0										
Pilates	256	245	279										
Adapt. Chair Yoga	146	156	130										
Tai Chi	53	44	30										
Art	31	52	37										
Dance w/ twist	49	56	50										
Yoga	238	186	230										
Cardio & Strength	439	266	418										
Aerobic	267	262	308										
Monthly Totals:	1479	1267	1482										

Sports Programs:

Spring Youth Volleyball	This was our second season of Spring Youth Volleyball.
115 participants	We offered 3 different age groups: 9/10, 11/12, 13/14
	The set up is during this quarter, but the games will be played next quarter.
	These games will be played on Wednesdays in the Coach Howell Center.
Youth Spring Soccer	We had 780 participants in the spring program.
780 participants	The spring season began on February 24th and set to end April 10th.
	Our Soccer Saturday program was cancelled due to weather
Spring Mini Kickers	They are played on 4 Sunday afternoons during the quarter.
97 participants	The time slots are at 3pm, 4pm, 5pm
	This program is led by OHS HC Hunter Crane.
	Its for ages 2-4 to allow the little ones a chance to run around and play.
2025 Winter Adult Soccer	Registration Period was held January 2 - January 28.
10 teams	This is the second season thtat was sponsored by Buffalo Wild Wings
	BBW held a post season party and the Awards presentation.
	BBW was pleased with the partnership.
2025 Youth Winter Basketball	Registration Period was held October 2 - November 5
373 participants	Season is being played from January 9, 2025 - February 23rd.
	There were 48 teams this year.
	Ages range from 7 - 15
Youth Spring Baseball	Registration dates were January 13 - February 17th.
468 participants	Games will begin April 14, 2025.
	Age ranges are 4-15 year olds
	We had 43 teams.
Spring Adult Softball	Registration opened on January 27 - March 2.
8 teams	Games played on Quad C at mTrade park.
	Games started March 19.
Spring Youth Flag Football	Registration Period was held January 13 - February 17.
250 participants	This is the second year of Spring Flag Football
	We have 24 teams ready to play.
	The season starts in April.

Youth Spring Softball	Registration dates were January 13 - February 17th.
215 participants	We have 19 teams this year.
	Games will start in April.
Spring Mini Sluggers	We partner with the Ole Miss Club Baseball Team to provide training.
33 participants	They split these groups into 2, and have 2 sessions each weeks.
Youth Winter BKB Cheer	This year we had two squads of 15 girls
	They cheered on Monday nights during basketball season.
League of Champions	This quarter we hosted LOC Basketball
	They played for a month, 1 night a week.
	We had 23 participants in the League of Champions Basketball.
Sports Program Notes:	we had 2 VB tournaments cancelled due to lack of participants
	we had 1 wrestling event cancelled due to no return of contract/insurance
	Several upcoming in this quarter - Spring Baseball, MLB PHR, Summer BKB
	Adult BKB, Tupelo Saints BKB tournament

Programs:

Gymnastics
Instructor: Lisa Mitchell
Ages: 2 - 16
Class Fee: \$100 - \$700

Fundamental Sideline Cheer
Instructor: Kristi Yancy
Ages: 5 -12
Class Fee: \$300

I Can 5K
Instructor: Elliott Beach (Run Oxford)
Ages: 18 & Older
Class Fee: \$50

Karate
Instructor: Norbert Woods
Ages: 5 & up
Class Fee: \$275

Fencing
Instructor: Margarette Davis
Ages: 8-18
Class Fee: \$425- \$625

Fit & Fun Gymnastics
Instructor: Shannon Cain
Ages: 1 - 5
Class Fee: \$195 - \$240

Session / League	Participants
Spring	126

Session / League	Participants
Spring	13

Session / League	Participants
January/February	9
March/April	did not make

Session / League	Participants
Spring	18

Session / League	Participants
Spring	22

Session / League	Participants
Spring	94

Sewing for Beginners
Instructor: Shelia Howard Baker
Ages: 10+
Class Fee: \$55

Volleyball All-Skills Clinic
Instructor: Karen Yelverton
Ages: 9 - 15
Class Fee: \$100

Volleyball Setters Clinic
Instructor: Karen Yelverton
Ages: 9 - 15
Class Fee: \$100

CoEd Recreational Lacrosse
Instructor: Brian Fisher
Ages: 8 - 15
Class Fee: \$70

Wrestling
Instructor: North MS Wrestling Club
Ages: 5 - 18
Class Fee: \$60/month w/ (3) 1 month offerings

Session / League	Participants
Spring	6

Session / League	Participants
Spring	72

Session / League	Participants
Spring	14

Session / League	Participants
Spring	did not make

Session / League	Participants
Spring	57

Program Notes: These are Independent Contractor led programs, OPC doesn't run these programs.

Day Camp

The OPC Camps offered parents in our community the opportunity to enroll their children in a recreational setting while the local schools were out for summer breaks and parents are working.

Camps start at 7:30am and pick up is at 5:30pm

Spring Break Day Camp - 77 registrations this year

Marketing Highlights:

January

Registration for the following team sports began on January 13 - Youth Spring Flag Football, youth baseball, youth softball, Spring youth volleyball, and Cheerleading.

The newest Instructional class was Fundamental Sideline Cheer by Kristi Yancy.

February

The Highest newsletter opening this quarter was for the MRPA Awards in February. 4939 opens.

We have a total of 10,781 contacts getting our newsletter.

March

Our Facebook followers has risen over 600 since Q3 of 2024. Our Instagram has reached 2,700.

The X platform remains the same at 1,831, Analytics are the same, the belief is that we need to verify to get increased numbers there, but that would require a monthly subscription.

IMC Connect at Ole Miss is going to be a great in terms of gaining future interns, met with 15 candidates.

Facilities:

The Activity Centers have been bustling with events like basketball, volleyball, Challenger Basketball, and a thriving Pickleball League. Despite the high traffic, the centers are in great condition with only minor repairs, thanks to OPC's dedicated maintenance staff.

Coach Howell Center had carpets cleaned post-Spring Break and is scheduled again after Summer Day Camp.

Oxford Activity Center received glass door tinting to eliminate the need for tarps during Pickleball.

Potholes near Coach Howell and Stone Center were filled by the street department.

Parks & Playgrounds:

Building & Grounds, led by Greg Pinion, replenished Kid-Safe Mulch across Oxford playgrounds.

Playground upgrades are underway, starting with Avent Park (\$500,000 budget), replacing equipment from 1997.

Stone Park, the city's oldest (36+ years), is due for replacement.

Other parks (Rivers Hill, Skate Park, Price Hill, Bailey Branch, Garden Terrace) date from 2009–2015.

APA and NRPA recommend one park per 2,386 residents, highlighting the need for expansion.

Pickleball Program:

Played six days a week at Coach Howell with overflow at Oxford Activity Center.

High demand with 24 active players and up to 30 waiting at times.

Evening and Sunday play is popular, with volleyball also sharing space.

OPC hosted 1 indoor tournament (39 teams) and at least 3 outdoor tournaments at Avent Park.

Pickleball continues to grow across all age groups, with daily participation.

2nd Quarter Financial Report 2024-2025			
	January. 2025	February. 2025	March. 2025
OPC Activity Fund			
Beginning Balance	\$ 157,508.20	\$ 255,872.61	\$ 323,072.85
Total Additions	\$ 121,434.00	\$ 89,453.06	\$ 36,363.95
Total Subtractions	\$ 23,813.35	\$ 23,126.86	\$ 56,375.27
Interest Paid	\$ 743.76	\$ 874.04	\$ 1,055.89
Ending Balance	\$ 255,872.61	\$ 323,072.85	\$ 304,117.42
OPC Blue Sombrero			
Beginning Balance	\$ 19,413.51	\$ 22,666.98	\$ 16,263.84
Total Additions	\$ 103,358.08	\$ 68,583.95	\$ 14,845.96
Total Subtractions	\$ 100,170.00	\$ 75,070.00	\$ 25,262.00
Interest paid	\$ 65.39	\$ 82.91	\$ 71.44
Ending Balance	\$ 22,666.98	\$ 16,263.84	\$ 5,919.24
OPC Facebook	\$ -		
Beginning Balance	\$ 2,306.01	\$ 2,313.84	\$ 2,320.94
Total Additions	\$ -	\$0.00	\$ -
Total Subtractions	\$ -	\$0.00	\$ -
Interest Paid	\$ 7.83	\$ 7.10	\$ 7.88
Ending Balance	\$ 2,313.84	\$ 2,320.94	\$ 2,328.82

Month	Year	Total Revenue from Sports Connect	Paid out by Docket	Profit/Loss
October	2024	\$20,678.35	\$51,366.63	-\$30,688.28
November	2024	\$24,251.08	\$19,196.41	\$5,054.67
December	2024	\$34,100.84	\$26,417.51	\$7,683.33
January	2025	\$104,168.18	\$41,053.97	\$63,114.21
February	2025	\$71,506.41	\$68,130.57	\$3,375.84
March	2025	\$29,576.29	\$42,672.89	-\$13,096.60
April	2025			
May	2025			
June	2025			
July	2025			
August	2025			
September	2025			
FY 24/25 Totals		\$284,281.15	\$248,837.98	\$35,443.17

needs.

nity.

Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision.

Text in italic is not part of a certification and is of no legal effect. Its purpose is to provide explanation and context for the certification.

CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.

Certifications and Assurances Categories highlighted in red are *not* applicable. The reference guidance that is in italics will provide clarity for each category, PLEASE READ. Areas shaded in yellow require information to be typed in the blanks.

All applicants must make the certifications in this category.

1.1. Standard Assurances.

The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a

Merit System of Personnel Administration (5 CFR 900, Subpart F).

- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
 - (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 CFR Part 21, including any amendments thereto;
 - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 CFR Part 25;
 - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
 - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 CFR Part 27;
 - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
 - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
 - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 CFR Part 24.
- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal

employment activities are funded in whole or in part with Federal funds.

- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction sub-agreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
 - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
 - (2) Notification of violating facilities pursuant to EO 11738;
 - (3) Protection of wetlands pursuant to EO 11990;
 - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
 - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
 - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
 - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
 - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Subpart F, "Audit Requirements", as adopted and implemented by U.S. DOT at 2 CFR Part 1201.
- (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
- (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from:
 - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
 - (3) Using forced labor in the performance of the award or subawards under the award.

1.2. Standard Assurances: Additional Assurances for Construction Projects.

This certification appears on the Office of Management and Budget's standard form 424D "Assurances—Construction Programs" and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

1.3. Procurement. Procurement

The Uniform Administrative Requirements, 2 CFR § 200.325, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, particularly 2 CFR §§ 200.317–200.327 “Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

1.4. Increased Micro-Purchase Threshold. Procurement **(NEW)**

A recipient may establish a micro-purchase threshold that is higher than the Federal micro-purchase threshold. Pursuant to 2 CFR § 200.320(a)(1)(iv), the recipient may self-certify a micro-purchase threshold up to \$50,000. Pursuant to 2 CFR § 200.320(a)(1)(v), the recipient may set a micro-purchase threshold higher than \$50,000, but only with the approval of the recipient’s Federal cognizant agency for indirect costs. To determine an applicant’s cognizant agency for indirect costs, consult the definition of “cognizant agency for indirect costs” in 2 CFR § 200.1.

If the recipient uses a micro-purchase threshold that is higher than the Federal micro-purchase threshold, the recipient certifies:

- (a) The recipient’s micro-purchase threshold does not exceed \$50,000, or the recipient has approval from its Federal cognizant agency for indirect costs to use a higher micro-purchase threshold;
- (b) The recipient has a written justification for its micro-purchase threshold; and
- (c) The recipient has supporting documentation of any of the following:
 - (1) The recipient qualifies as a low-risk auditee, in accordance with the criteria in 2 CFR § 200.520 for the most recent audit;
 - (2) The recipient has an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or
 - (3) For public institutions, a higher threshold is consistent with State law.

1.5. Suspension and Debarment. Procurement

Pursuant to Executive Order 12549, as implemented at 2 CFR Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant's exclusion status. 2 CFR § 180.300. Additionally, each applicant must disclose any information required by 2 CFR § 180.335 about the applicant and the applicant's principals prior to entering into an award agreement with FTA. This certification serves both purposes.

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;
- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification; and
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

1.6. Lobbying.

If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 CFR § 20.110 and app. A to that part.

This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 CFR Part 20.

1.6.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.

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

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) 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.
- (c) 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 was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

1.6.2. Statement for Loan Guarantees and Loan Insurance.

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

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement

shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

1.7. Real Property Use **(NEW)**

This certification responds to Recommendation #7 in the U.S. Department of Transportation's Office of Inspector General Report FS2024025 (May 20, 2024).

If the applicant will use assistance provided by the Federal Transit Administration to acquire or improve real property, the applicant certifies that it will comply with the requirements of 2 CFR § 200.311, including but not limited to, requirements to use the property for the purposes authorized in its award, and to seek disposition instructions from FTA when the property no longer is needed for any authorized purpose.

CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS

This certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA's state safety oversight programs, and each State that is required to draft and certify a Public Transportation Agency Safety Plan on behalf of a Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) pursuant to 49 CFR § 673.11(d).

This certification is required by 49 U.S.C. § 5307(c)(1)(L), 49 U.S.C. § 5329(d)(1), and 49 CFR § 673.13. This certification is a condition of receipt of Urbanized Area Formula Grants Program (49 U.S.C. § 5307) funding.

This certification does not apply to any applicant that only receives financial assistance from FTA under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs, unless it operates a rail fixed guideway public transportation system.

If the applicant is an operator, the applicant certifies that it has established a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673; including, specifically, that the board of directors (or equivalent entity) of the applicant has approved, or, in the case of an applicant that will apply for assistance under 49 U.S.C. that is serving an urbanized area with a population of 200,000 or more, the safety committee of the entity established under 49 U.S.C. § 5329(d)(5), followed by the board of directors (or equivalent entity) of the applicant has approved, the Public Transportation Agency Safety Plan or any updates thereto; and, for each recipient serving an urbanized area with a population of fewer than 200,000, that the Public Transportation Agency Safety Plan has been developed in cooperation with frontline employee representatives.

If the applicant is a State that drafts and certifies a Public Transportation Agency Safety Plan on behalf of a public transportation operator, the applicant certifies that:

- (a) It has drafted and certified a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673 for each Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) in the State, unless the Small Public Transportation Provider provided notification to the State that it was opting out of the State-drafted plan and drafting its own Public Transportation Agency Safety Plan; and
- (b) Each Small Public Transportation Provider within the State that opts to use a State-drafted Public Transportation Agency Safety Plan has a plan that has been approved by the provider's Accountable Executive (as that term is defined at 49 CFR § 673.5), Board of Directors or Equivalent Authority (as that term is defined at 49 CFR § 673.5), and, if the Small Public Transportation Provider serves an urbanized area with a population of 200,000 or more, the safety committee of the Small Public Transportation Provider established under 49 U.S.C. § 5329(d)(5).

CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.

If the applicant is a business association (regardless of for-profit, not for-profit, or tax-exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Further Consolidated Appropriations Act, 2024, Pub. L. 118-47, div. B, tit. VII, §§ 744-745. U.S. DOT Order 4200.6 defines a "corporation" as "any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association", and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

CATEGORY 4. PRIVATE SECTOR PROTECTIONS.

If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.

4.1. Charter Service Agreement.

To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 CFR § 604.4.

The applicant agrees that it, and each of its subrecipients, and third-party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 CFR Part 604, the terms and conditions of which are incorporated herein by reference.

4.2. School Bus Agreement.

To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 CFR § 605.15.

- (a) If the applicant is not authorized by the FTA Administrator under 49 CFR § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
 - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
 - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 CFR § 605.11, the applicant agrees as follows:
 - (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
 - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.

- (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

CATEGORY 5. TRANSIT ASSET MANAGEMENT PLAN.

If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).

The applicant certifies that it is in compliance with 49 CFR Part 625.

CATEGORY 6. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.

6.1. Rolling Stock Buy America Reviews.

If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 CFR § 663.7.

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 CFR Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 CFR Part 663.

6.2. Bus Testing.

If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 CFR § 665.7.

The applicant certifies that the bus was tested at the Bus Testing Facility established in accordance with 49 U.S.C. § 5318 (currently the Larson Transportation Institute's Bus Research and Testing Center at Pennsylvania State University) and that the bus received a passing test score as required by 49 CFR Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

CATEGORY 7. URBANIZED AREA FORMULA GRANTS PROGRAM.

If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;
- (c) Will maintain equipment and facilities in accordance with the applicant’s transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
 - (1) Senior;
 - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
 - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);

- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
 - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
 - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

CATEGORY 8. FORMULA GRANTS FOR RURAL AREAS.

If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5311(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
 - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
 - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and
- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected

intercity bus service providers, and the intercity bus service needs of the State are being met adequately.

- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
 - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
 - (2) It has determined that otherwise eligible local transit needs are being addressed.

CATEGORY 9. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.

If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

CATEGORY 10. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.

If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants), subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.

If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants), subsection (b) (bus and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.

Making this certification will incorporate by reference the applicable certifications in Category 7 or Category 8.

If the applicant will receive a competitive award under subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) related to zero emissions vehicles or related infrastructure, it must make the following certification. This certification is required by 49 U.S.C. § 5339(d).

The applicant will use 5 percent of grants related to zero emissions vehicles (as defined in 49 U.S.C. § 5339(c)(1)) or related infrastructure under 49 U.S.C. § 5339(b) or (c) to fund workforce development training as described in section 49 U.S.C. § 5314(b)(2) (including registered apprenticeships and other labor-management training programs) under the recipient's plan to address the impact of the transition to zero emission vehicles on the applicant's current workforce; or the applicant certifies a smaller percentage is necessary to carry out that plan.

CATEGORY 11. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.

If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 7, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 7 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.

In addition to the certification in Category 7, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;

- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

CATEGORY 12. STATE OF GOOD REPAIR GRANTS.

If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, the asset management certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4). The certification with regard to acquiring restricted rail rolling stock is required by 49 U.S.C. § 5323(u)(4). Note that this certification is not limited to the use of Federal funds.

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 CFR Part 625.

If the applicant operates a rail fixed guideway service, the applicant certifies that, in the fiscal year for which an award is available to the applicant under the State of Good Repair Grants Program, 49 U.S.C. § 5337, the applicant will not award any contract or subcontract for the procurement of rail rolling stock for use in public transportation with a rail rolling stock manufacturer described in 49 U.S.C. § 5323(u)(1).

CATEGORY 13. INFRASTRUCTURE FINANCE PROGRAMS.

If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act ("TIFIA") Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks ("SIB") Program (23 U.S.C. § 610), it must make the certifications in Category 7 for the Urbanized Area Formula Grants Program, Category 9 for the Fixed Guideway Capital Investment Grants program, and Category 12 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).

Making this certification will incorporate the certifications in Categories 7, 9, and 12 by reference.

CATEGORY 14. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.

If the applicant will apply for an award under FTA's Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 CFR § 655.83.

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA's regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 CFR Part 655.

CATEGORY 15. RAIL SAFETY TRAINING AND OVERSIGHT.

If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 CFR §§ 672.31 and 674.39.

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 CFR Part 672, "Public Transportation Safety Certification Training Program"; and
- (b) Compliant with the requirements of 49 CFR Part 674, "State Safety Oversight".

CATEGORY 16. DEMAND RESPONSIVE SERVICE.

If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 CFR Part 37, it must make the following certification. This certification is required by 49 CFR § 37.77.

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;
- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;

- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

CATEGORY 17. INTEREST AND FINANCING COSTS.

If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

CATEGORY 18. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.

If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v). For information about standards or practices that may apply to a rail fixed guideway public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

CATEGORY 19. PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS FORMULA AND DISCRETIONARY PROGRAM (TRIBAL TRANSIT PROGRAMS). ONLY FOR TRIBAL ENTITIES

Before FTA may provide Federal assistance for an Award financed under either the Public Transportation on Indian Reservations Formula or Discretionary Program authorized under 49 U.S.C. § 5311(c)(1), as amended by the FAST Act, (Tribal Transit Programs), the applicant

must select the Certifications in this Category, except as FTA determines otherwise in writing. Tribal Transit Program applicants may certify to this Category and Category 1 (Certifications and Assurances Required of Every Applicant) and need not make any other certification, to meet Tribal Transit Program certification requirements. If an applicant will apply for any program in addition to the Tribal Transit Program, additional certifications may be required.

FTA has established terms and conditions for Tribal Transit Program grants financed with Federal assistance appropriated or made available under 49 U.S.C. § 5311(c)(1). The applicant certifies that:

- (a) It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
- (b) It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
- (c) It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, “Transit Asset Management,” 49 CFR Part 625. Its Award will achieve maximum feasible coordination with transportation service financed by other federal sources.
- (d) With respect to its procurement system:
 - (1) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, for Awards made on or after December 26, 2014,
 - (2) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 49 CFR Part 18, specifically former 49 CFR § 18.36, for Awards made before December 26, 2014, or
 - (3) It will inform FTA promptly if its procurement system does not comply with either of those U.S. DOT regulations.
- (e) It will comply with the Certifications, Assurances, and Agreements in:
 - (1) Category 4.1 and 4.2 (Charter Service Agreement and School Bus Agreement),
 - (2) Category 5 (Transit Asset Management Plan),
 - (3) Category 6.1 and 6.2 (Rolling Stock Buy America Reviews and Bus Testing),
 - (4) Category 8 (Formula Grants for Rural Areas),
 - (5) Category 14 (Alcohol and Controlled Substances Testing), and
 - (6) Category 16 (Demand Responsive Service).

CATEGORY 20. EMERGENCY RELIEF PROGRAM.

An applicant to the Public Transportation Emergency Relief Program, 49 U.S.C. § 5324, must make the following certification. The certification is required by 49 U.S.C. § 5324(f) and must be made before the applicant can receive a grant under the Emergency Relief program.

The applicant certifies that the applicant has insurance required under State law for all structures related to the emergency relief program grant application.

21. CERTIFICATION OF EQUIVALENT SERVICE

To the extent that *non-accessible vehicles* are being purchased for the applicant, operating as a *public entity* that provides demand responsive service for the general public, the following certification applies. When viewed in its entirety, the public entity's demand responsive service offered to persons with disabilities, including persons who use wheelchairs, meets the standard for equivalent service set forth in 40 CFR 37.77(c).

22. SPECIAL 5333(b) (formerly SECTION 13(c)) WARRANTY FOR APPLICATION TO THE SMALL URBAN AND RURAL PROGRAM

The following language shall be made part of the contract of assistance with the State or other public body charged with allocation and administration of funds provided under Rural General Public Transportation of the Act:

A. General Application

The Public Body - **City of Oxford** agrees that, in the absence of waiver by the Department of Labor, the terms and conditions of this warranty, as set forth below, shall apply for the protection of the transportation related employees of any employer providing transportation services assisted by the Project and the transportation related employees of any other surface public transportation providers in the transportation service area of the project.

The Public Body shall provide to the Department of Labor and maintain at all times during the Project an accurate, up-to-date listing of all existing transportation providers which are eligible Recipients of transportation assistance funded by the Project, in the transportation service area of the Project, and any labor organizations representing the employees of such providers.

Certification by the Public Body to the Department of Labor that the designated Recipients have indicated in writing acceptance of the terms and conditions of the warranty arrangement will be sufficient to permit the flow of Rural General Public Transportation funding in the absence of a finding of non-compliance by the Department of Labor.

1. The Project shall be carried out in such a manner and upon such terms and conditions as will not adversely affect employees of the Recipient and of any other surface public transportation provider in the transportation service area of the Project. It shall be an obligation of the Recipient and any other legally responsible party designated by the Public

Body to assure that any and all transportation services assisted by the Project are contracted for and operated in such a manner that they do not impair the rights and interest of affected employees. The terms "Project," as used herein, shall not be limited to the particular facility, service, or operation assisted by Federal funds, but shall include any changes, whether organizational, operational, technological, or otherwise, which are a result of the assistance provided. The phrase "as a result of the Project," shall when used in this arrangement, include events related to the Project occurring in anticipation of, during, and subsequent to the Project and any program of efficiencies or economics related thereto; provided, however, that volume rises and fall of business, or changes in volume and character of employment brought about by causes other than the Project (including any economies or efficiencies unrelated to the Project) are not within the purview of this arrangement. An employee covered by this arrangement, who is not dismissed, displaced or otherwise worsened in his position with regard to his employment as a result of the Project, but who is not dismissed, displaced or otherwise worsened solely because of the total or partial termination of the Project, discontinuance of Project services, or exhaustion of Project funding shall not be deemed eligible for a dismissal or displacement allowance within the meaning of paragraphs (6) and (7) of the Model agreement or applicable provisions of substitute comparable arrangements.

2. (a) Where employees of a Recipient are represented for collective bargaining purposes, all Project services provided by that Recipient shall be provided under and in accordance with any collective bargaining agreement applicable to such employees which is then in effect.

(b) The Recipient or legally responsible party shall provide to all affected employees sixty (60) days' notice of intended actions which may result in displacement, dismissals, or rearrangements of the working forces. In the case of employees represented by a union, such notice shall be provided by certified mail through their representatives. The notice shall contain a full and adequate statement of the proposed changes, and an estimate of the number of employees affected by the intended changes, and the number and classifications of any jobs in the Recipient's employment available to be filed by such affected employees.

(c) The procedures of this subparagraph shall apply to cases where notices involve employees represented by a union for collective bargaining purposes. At the request of either the Recipient or the representatives of such employees negotiations for the purpose of reaching an agreement with respect to the application of the terms and conditions of this arrangement shall commence immediately. If no agreement is reached within twenty (20) days from the commencement of negotiations, any party to the dispute may submit the matter to dispute settlement procedures in accordance with paragraph (4) of this warranty. The foregoing procedures shall be compiled with and carried out prior to the institution of the intended action.

3. For the purpose of providing the statutory required protections including those specifically mandated by Section 13(c) of the Act, the Public Body will assure as a condition of the release of funds that the Recipient agrees to be bound by the terms and conditions of the National (Model) section 13(c) agreement executed July 23, 1975, identified below 2, provided that other comparable arrangements may be substituted therefore, if approved by the Secretary of Labor and certified for inclusion in these conditions.

4. Any dispute or controversy arising regarding the application, interpretation, or enforcement of any of the provisions of this arrangement which cannot be settled by and between the parties at interest within thirty (30) days after the dispute or controversy first arises, may be referred by any such party to any final and binding disputes settlement procedure acceptable to the parties, or in the event they cannot agree upon such procedure, to the Department of Labor or an impartial third party designated by the Department of Labor for final and binding determination. The compensation and expenses of the impartial third party, and other jointly incurred expenses, shall be borne equally by the parties to the proceeding and all other expenses shall be paid by the party incurring them.

In the event of any dispute as to whether or not a particular employee was affected by the Project, it shall be his obligation to identify the Project and specify the pertinent facts of the Project relied upon. It shall then be the burden of either the Recipient or other party legally responsible for the application of these conditions to prove that factors other than the Project affected the employees. The claiming employee shall prevail if it is established that the Project had an effect upon the employee even if other factors may also have affected the employee.

5. The Recipient will be financially responsible for the application of these conditions and will make the necessary arrangements so that any employee covered by these arrangements, or the union representative of such employee may file a claim of violation of these arrangements with the Recipient within sixty (60) days of the date he is terminated or laid off as a result of the Project, or within eighteen (18) months of the date his position, with respect to his employment is otherwise worsened as a result of the Project. In the latter case, if the events giving rise to the claim have occurred over an extended period, the 18-month limitation shall be measured from the last such event. No benefits shall be payable for any period prior to six (6) months from the date of the filing of any claim.

(a) Such protective arrangements shall include, without being limited to, such provisions as may be necessary for (1) the preservation of rights, privileges, and benefits (including continuation of pension rights and benefits) under existing collective bargaining agreements or otherwise; (2) the continuation of collective bargaining rights; (3) the protection of individual employees against a worsening of their positions with respect to their employment; (4) assurances of employment to employees of acquired mass transportation systems and priority of re-employment of employees terminated or laid off; and (5) paid training and re-training programs. Such arrangements shall include provisions protecting individual employees against a worsening of their positions with respect to their employment which shall in no event provide benefits less than those established pursuant to Section 5 (2)(f) of the Act of February 4, 1887 (24 Stat. 379), as amended.

- (b) For purposes of this warranty arrangement, Paragraphs (1); (2); (5); (15); (22); (23); (26); (27); (28); and (29) of the Model Section 13 (c) Agreement, executed July 23, 1975 are to be omitted.
6. Nothing in this arrangement shall be construed as depriving any employee of any rights or benefits which such employee may have under existing employment or collective bargaining agreements, nor shall this arrangement be deemed a waiver of any rights of any other arrangement or provision of federal, state or local law.
 7. In the event any employee covered by these arrangements is terminated or laid off as a result of the Project, he shall be granted priority of employment or re-employment to fill any vacant position within the control of the Recipient for which he is, or by training or re-training within a reasonable period, can become qualified. In the event training or re- training is required by such employment or re-employment, the Recipient or other legally responsible party designated by the Public Body shall provide for such training or re-training at no cost to the employee.
 8. The Recipient will post, in a prominent and accessible place, a notice stating that the Recipient has received Federal assistance under the Urban Mass Transportation Act and has agreed to comply with the provisions of Section 13(c) of the Act. This notice shall also specify the terms and conditions set forth herein for the protection of employees. The Recipient shall maintain and keep on file all relevant books and records in sufficient detail as to provide the basic information necessary to the proper application, administration and enforcement of these arrangements and to the proper determination of any claims arising thereunder.
 9. Any labor organization which is the collective bargaining representative of employees covered by these arrangements may become a party to these and the Department of Labor. In the event of any disagreement that such labor organization represents covered employees, or is otherwise eligible to become a party to these arrangements, as applied to the Project, the dispute as to whether such organizations shall participate shall be determined by the Secretary of Labor.
 10. In the event the Project is approved for assistance under the Act, the foregoing terms and conditions shall be made part of the contract of assistance between the federal government and the Public Body or Recipient of Federal funds; provided, however, that this arrangement shall not merge into the contract of assistance, but shall be independently binding and enforceable by and upon the parties thereto, and by any covered employee or his representative, in accordance with its terms, nor shall any other employee protective agreement merge into this arrangement, but each shall be independently binding and enforceable by and upon the parties thereto, in accordance with its terms.

C. Waiver

As a part of the grant approval process, either the Recipient or other legally responsible party designated by the Public Body may in writing seek from the Secretary of Labor a waiver of the statutory required projections. The Secretary will waive these protections in cases, where at the time of the requested waiver, the Secretary determines that there are no employees of the Recipient or any other surface public transportation providers in the transportation service area who could be potentially affected by the

Certifications and Assurances Fiscal Year 2025
Project. A 30-day notice of proposed waiver will be given by the Department of Labor and in the absence of timely objection; the waiver will become final at the end of the 30-day notice period. In the event of timely objection, the Department of Labor will review the matter and determine whether a waiver shall be granted. In the absence of waiver, these projections shall apply to the Project.

D. Acceptance of Warranty

I **Donna Zampella, General Manager**, by the signatures on the following page, do hereby certify that **The City of Oxford**, has agreed to the terms and conditions of this Warranty and will accept this agreement as part of the contract of assistance with the Mississippi Department of Transportation.

(REMINDER: Required to check number 22. 5333 (b) certification on the FTA Certification and Assurances Checklist)

23. CATEGORICAL EXCLUSION STATEMENT

I, **Donna Zampella**, Director of the Applicant, do hereby certify that it is categorically excluded from having an Environmental Assessment based on the fact that this project proposes to **Provide fixed routes, paratransit and demand response services within the City of Oxford, Lafayette County and the University of Mississippi.**

24. MAINTENANCE AND REPAIR CERTIFICATION

All vehicles and equipment received by a Mississippi Department of Transportation (MDOT) contractor through the Rural Areas and Enhanced Mobility of Senior and Individuals with Disabilities grant program must be regularly inspected and maintained in accordance with the manufacturer's specifications, as well as the MDOT prescribed preventive maintenance policies. Damaged equipment and vehicles purchased with these grant funds are subject to inspection by the Mississippi Department of Transportation at any time. Failure to properly fulfill the requirements of this maintenance and repair certification may result in vehicles and equipment being withdrawn from the Agency and/or the denial of future applications from the Agency for Rural Areas and Enhanced Mobility of Senior and Individuals with Disabilities grant program assistance.

25. ADA PARATRANSIT ASSURANCE

I, **Donna Zampella**, Executive Director of the Applicant agree that the Applicant is in compliance with the paratransit provisions of The Americans with Disabilities Act and have provided the following as appropriate:

1. A written ADA Plan.
2. Public Hearings were held to allow for public comments;
3. Notices and materials pertaining to our program, comment period, and public hearings were made available in a form that persons with visions and hearing impairment can use;
4. Vehicles and equipment are capable of accommodating all the users for which the service was designed and are maintained in proper operating condition;
5. Sufficient spare vehicles available to maintain the levels of service called for in their respective programs;
6. Personnel has been or will be trained to operate vehicles and equipment safely and properly treat disabled users of the service in a courteous and respectful way;
7. Adequate assistance and information concerning the use of our service is available to disabled persons; and

Assuring that service is provided in a timely manner; that these transportation services are reasonable in comparison to the service provided to the general public; and that these services meet a significant fraction of the actual transportation needs of disabled persons.

Selection and Signature Page(s) follow.

**FEDERAL FISCAL YEAR 2025 CERTIFICATIONS AND ASSURANCES FOR FTA
ASSISTANCE PROGRAMS**

Name of Applicant: City of Oxford

The Applicant certifies to the applicable provisions of all categories: (*check here*)_____.

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:
(Double click on the box and select “checked” from the window that pops up)

Category	Certification
01 Certifications and Assurances Required of Every Applicant	☒
02 Public Transportation Agency Safety Plans	☐
03 Tax Liability and Felony Convictions	☒
04 Private Sector Protections	☒
05 Transit Asset Management Plan	☒
06 Rolling Stock Buy America Reviews and Bus Testing	☒
07 Urbanized Area Formula Grants Program	
08 Formula Grants for Rural Areas	☒
09 Fixed Guideway Capital Investment Grants and the Expedited project Delivery for Capital Investment Grants Pilot Program	
10 Grants for Buses and Bus Facilities and Low or No Emission vehicle Deployment Grant Programs	☒
11 Enhanced Mobility of Seniors and Individuals with Disabilities Programs	☒

- | | | | |
|-----|--|-------------------------------------|-------------------------------------|
| 12 | State of Good Repair Grants | ☒ | |
| 13 | Infrastructure Finance Programs | | |
| 14 | Alcohol and Controlled Substances Testing | ☒ | |
| 15 | Rail Safety Training and Oversight | | |
| 16 | Demand Responsive Service | ☒ | |
| 17 | Interest and Financing Costs | ☒ | |
| 18 | Cybersecurity Certification for Rail Rolling Stock and Operations | ☒ | |
| 19 | Tribal Transit Programs | ☒ | |
| 20 | Emergency Relief Program | ☒ | |
| 21. | Certification of Equivalent Service | | ☒ |
| 22. | Special 5333(b) formerly Section 13(c) Warranty for Application to the Small Urban and Rural Program | | ☒ |
| 23. | Categorical Exclusion Statement | | ☒ |
| 24. | Maintenance and Repair Certification | | ☒ |
| 25. | ADA Paratransit Assurance | | ☒ |

CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

AFFIRMATION OF APPLICANT

Name of the Applicant: City of Oxford

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may seek in the future, of federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: _____

Name: Robyn Tannehill, Mayor Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Mayo Mallette, PLLC

As the undersigned Attorney for the above-named Applicant, I hereby affirm the Applicant has the authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____ Date: _____

Name Paul Wakins, Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.



MEMO

To: Mayor Tannehill and Board of Aldermen

From: Nickie Denley, Court Clerk

CC: Ashley Atkinson, City Clerk

Braxton Tullos, HR Director

Date: June 12, 2025

Mayor Tannehill and Board of Aldermen:

I am requesting permission to sign a contract with eCourtdat for the term of one year at the cost of \$2300.

I have spent the last three years looking for a communication software to send court notifications. eCourtdat is a sole source communication platform that specializes in that and more. I've listed some of the use cases below.

- Court date reminders
- Court cancellation notifications
- Payment reminders
- Victim / Witness notifications
- Emergency alerts
- Electronic warrants
- Visitor sign in
- Probation and Pretrial supervision
- Data Dashboards (statistics)

My team and I feel that this platform will allow us to spend less time printing and mailing and more time working the case load that is continuously increasing. Therefore, I am requesting permission to sign a contract with eCourtdat for the term of one year.

Thank you for your consideration


Nickie Denley, Court Clerk





eCourtDate, Inc.

382 NE 191st St #61350
Miami, FL 33179

Dear Oxford Municipal Court,

eCourtDate is a cloud-native communications platform purpose-built for courts and justice agencies. Our multichannel, multilingual system modernizes judicial communications while ensuring compliance with public-sector requirements surrounding security, accessibility, opt-outs, and privacy.

- Over 6,500 court and government locations across 17 states use our platform. We've delivered more than 250 million text messages to nearly 28 million clients in over 55 languages. Our customers report an average 27% reduction in failure to appear rates.
- We've launched multiple statewide text reminder programs (including Texas, Colorado, New Mexico, Nevada, Maryland, Arkansas, and Iowa), with additional statewide deployments currently underway.
- eCourtDate was named Overall Client Relationship Management Company of the Year by the LegalTech Breakthrough Awards in both 2023 and 2024. We also won the 2024 Startup category at the American Legal Technology Awards and received Honorable Mention in the Courts category.

We are the only campaign service provider serving courts that is directly integrated with The Campaign Registry, the sole entity authorized to register text campaigns with U.S. mobile carriers. This integration ensures messages sent by our government partners are delivered at the highest carrier-approved thresholds.

In addition, eCourtDate completed FEMA's IPAWS Alert distributor agreement, enabling agencies to broadcast emergency alerts directly from our platform.

If you have questions or need more information, please do not hesitate to contact us at (202) 217-1668, email us at info@ecourtdate.com, or visit our website at ecourtdate.com.

Thank you for your interest in our products.

Sincerely,

A handwritten signature in black ink, appearing to read "Ibrahim Aissam".

Ibrahim Aissam, CEO
6/3/2025

eCourtDate Service Plan



VENDOR

eCourtDate, Inc.
855-670-7879
billing@ecourtdate.com
ecourtdate.com

Mailing Address

382 NE 191st St #61350
Miami, FL, 33179 US

[W9 \(PDF\)](#)

CUSTOMER

Oxford Miss Municipal Court
72 F.D. "Buddy" East Parkway, Suite 200
Oxford, MS 38655

Normally, 2,400 discount of 400 for being the first agency in the state. Discounts are good for the first year only.

Product	Quantity	Price	Amount
Single Agency (Yearly) Plan	1	\$2,000.00	\$2,000.00
Standard Carrier Registration YEARLY Includes campaign setup and U.S. carrier registration for text messaging. 2,000 messages daily cap. No priority delivery. Assign up to 10 local phone numbers.	1	\$120.00 100% DISCOUNT	\$0.00
File Storage YEARLY Cloud storage to send and receive encrypted files with document analysis and security scanning.	1	\$250.00 100% DISCOUNT	\$0.00
Custom Domain YEARLY Register a custom subdomain for portals and emails (ex: jurors.court.gov).	1	\$250.00 100% DISCOUNT	\$0.00
Local Area Code Phone Numbers YEARLY Activate 10-digit phone numbers in your preferred area code to send and receive texts and calls.	1	\$250.00 100% DISCOUNT	\$0.00
Text and Voice Credits YEARLY Message credits to send and receive texts and voice calls (US and Canada). Outbound SMS: up to 320 characters for the first credit, 160 characters for each additional credit. Inbound SMS: 1 credit / message. Voice: 1 credit / minute. MMS and RCS: 1 credit / message. Additional credits can be purchased at the .1 cent rate.	1000	\$0.10 100% DISCOUNT	\$0.00
Email and Push Credits YEARLY Message credits to send emails and push notifications. Inbound messages are free. Additional credits can be purchased at the .01 cent rate.	1000	\$0.01 100% DISCOUNT	\$0.00

Product	Quantity	Price	Amount
Text and Voice Credits YEARLY Message credits to send and receive texts and voice calls (US and Canada). Outbound SMS: up to 320 characters for the first credit, 160 characters for each additional credit. Inbound SMS: 1 credit / message. Voice: 1 credit / minute. MMS and RCS: 1 credit / message.	3000	\$0.10	\$300.00
Date Migration (Optional) ONE-TIME Migration of current CMS information into the platform.	0	\$5,000.00	\$0.00
SFTP Gateway (Optional) YEARLY Transfer files automatically using a GovCloud-based server.	0	\$1,500.00	\$0.00
Agencies (Optional) YEARLY Create an isolated agency (tenant) for a separate department or use case with its own users, data, and settings.	0	\$1,000.00	\$0.00
TOTAL			\$2,300.00

Start Date

06/28/25

Renewal Date

06/28/26

Renewal Frequency

Yearly

All products are invoiced yearly unless specified.

Billing Support

For any assistance with your Service Plan, email billing@ecourtdate.com or call 202-217-1668.

Multi-Year Discount

Save 10% on your Service Plan when you pay for two years in advance.

Service Plan Agreement

This Service Plan Agreement (the "Agreement") is entered into between eCourtDate, Inc., a Delaware Corporation with its principal place of business located at 382 NE 191st St #61350 Miami, Florida 33179 (the "Company") and the Customer Oxford Miss Municipal Court, as described in the Service Plan, incorporated by reference herein, and will be effective from the date specified on the Service Plan (the "Effective Date"). (Company and Customer may be referred to singularly as a "Party" or collectively as the "Parties.")

Service Level Agreement

99.95% Guaranteed Uptime	We provide a high-availability service with a guaranteed uptime of 99.95%. Our architecture is designed to scale instantly based on traffic and can handle sustained usage 24/7. This uptime guarantee excludes scheduled maintenance and outages caused by third-party services or force majeure events.
Less Than 1s API Response Time	Our API is fast with most requests ranging from ~100ms - 1s response time. This ensures a responsive and performant experience for both human and machine users.
Staging Environment	We offer an isolated staging environment for simulated data testing. This environment allows users to test settings and features without affecting production environments or needing production data. We do not allow production data to be stored on the staging environment.
Employee Access	Our employees are not allowed access to customer data by default. Authorized customer users may request employees to access accounts on a limited basis for support. We generally provide support based on the staging account, which is restricted to simulated or test data.
Message Simulation	Message creating and dispatching can be simulated in the production environment to conduct smoke and regression testing without sending live messages.
Training Mode	Users can enable training mode in production environments to route messages to themselves for training purposes.
User Training	Administrator users can request training sessions for their team. Training sessions are conducted remotely and are typically 1 - 2 hours long. Training sessions are recorded and made available for future reference. Training for portal-only users is provided through walkthrough videos and in-app guides.
24/7 Priority Support	During outages or mission-critical failures, we provide 24/7 support with our engineering team.
Data Integrity	Point-in-time backups are available for up to 30 days while audit logs are available for the duration of the contract.
8 am - 8 pm EST Standard Support	We provide non-priority support during business hours with a guaranteed response within one business day. Any user requests are tracked through Help Tickets with an average resolution time of 2 - 5 business days. Any user-requested changes are only implemented in the staging environment.
Maintenance in Off Hours	We handle maintenance in your off hours to minimize downtime. Our Status Page lists any scheduled maintenance. We publish and communicate any planned service outages and releases through our Help Center, in-app alerts, and through email notifications to authorized users.

Product Changes	We publish and communicate any changes through our Help Center and through email notifications to our users. Changes are typically enhancements, maintenance, bug fixes, or new features. Changes are made in our development environment and then staging before it is available in production. We do not make changes that affect existing functionality without the Customer's approval. All software updates use a continuous-integration model with automated checks such as the following: unit tests, end-to-end tests, feature texts, Syntax/Lint tests, vulnerability scans, and outdated dependency scans. Changes are deployed to production on a monthly basis.
Unplanned Downtime and Outages	Unplanned downtime and outages are rare, but if they occur, the impact should be limited to a subset of functionality. Our engineering team will actively work to resolve the issue. Any known issues are communicated via email, in-app, and on our Status Page .
Browser Compatibility	We support the current and the two most recent versions of Chrome, Firefox, Safari, and Edge. We do not support Internet Explorer.
System Capacity	Our system is designed to scale horizontally and vertically to handle increased load. We monitor system capacity and performance and will notify the Customer if additional capacity is needed. By default, each agency is able to send 60 outbound SMS/MMS, 60 outbound voice calls, and 60 outbound emails every minute. Messages are delayed to the next minute if the limit is reached. There is no limit for inbound messages on any channel. For dedicated or high-volume customers, we support the following limits to ensure compliance with carriers and internet service providers: • Outbound SMS: 4,500 per minute • Outbound MMS: 1,200 per minute • Outbound Calls: 300 per minute • Outbound Emails: 1,200 per minute
Downtime Credits	For Dedicated and high-volume customers, if we fail to meet our uptime guarantee, we will provide a discount on the monthly usage period based on the following schedule: • 98.5% - 99% uptime: 5% credit • 98.5% - 98% uptime: 10% credit • Less than 98% uptime: 15% credit Note: downtime is only calculated for our API and web platforms. Scheduled maintenance, third-party outages, and force majeure events are excluded.
Disaster Continuity	In the event of a complete system failure, we have a disaster recovery plan in place. We maintain a backup of all data and can restore service within 4 hours. We will notify the Customer of any catastrophic failure and provide updates on the recovery process. For downtime exceeding 4 hours, we offer a standalone service that can be used to send messages and notifications. This service is hosted on a separate infrastructure region and is designed to be used in the event of a catastrophic failure of our primary service.
Software Escrow	We offer a software escrow service for dedicated plans. The software escrow agreement is a separate contract and is subject to additional fees.

Support Response and Resolution Times

Support requests are categorized based on the severity of the issue and its impact on system functionality. eCourtDate commits to the following response and resolution times:

Response and Resolution Times

Critical (P1)	System-wide outage, security breach, or severe degradation of core functionality with no available workaround.	Response Time: 1 hour	Resolution Time: 2 hours
High (P2)	Major feature impairment, substantial performance degradation, or issues affecting multiple users that impede essential functions.	Response Time: 4 hours	Resolution Time: 12 hours
Medium (P3)	Moderate impact on functionality, partial system impairment, or degraded performance with an available workaround.	Response Time: 1 business day	Resolution Time: 3 business days
Low (P4)	Minor issues, general inquiries, non-critical system behaviors, or cosmetic concerns that do not impact core functionality.	Response Time: 3 business days	Resolution Time: 10 business days

Support is available 24/7 for P1 (Critical) and P2 (High) issues. P3 (Medium) and P4 (Low) issues are addressed during standard business hours.

If an issue is not resolved within the specified Resolution Target, it is escalated as follows:

- P1 (Critical): Escalated to executive-level support within 1 hour and assigned highest priority until resolution.
- P2 (High): Escalated to senior support management within 2 hours and actively monitored.
- P3 (Medium): Reviewed within 1 business day and escalated as necessary based on impact assessment.
- P4 (Low): Reviewed periodically to ensure timely resolution based on customer priority.

This SLA does not apply to service disruptions caused by:

- External factors beyond eCourtDate's control, including but not limited to third-party service failures, force majeure events, or customer-side infrastructure issues.
- Carrier-related issues, including campaign registration and carrier blocks or spam filtering.
- Data requests related to dashboards and reports that do not directly impact core messaging functionality.
- Scheduled maintenance, provided that customers receive advance notice in accordance with eCourtDate's maintenance policy.
- Customer actions or omissions, such as delays in providing required information, approvals, or access necessary for troubleshooting and resolution.
- Requests requiring custom development, feature modifications, or professional services outside the scope of standard support.

Help requests must be initiated by a registered user as a support ticket in the affected agency or the eCourtDate help center.

Compliance and Remedies

If eCourtDate fails to meet the committed response or resolution times, customers may be eligible for service credits, as specified in their contractual agreement.

Service credits are the sole remedy for any SLA breach and do not apply if resolution is delayed due to factors outlined in the Service Level Exclusions.

eCourtDate maintains continuous system monitoring and follows NIST-aligned security protocols to ensure the highest levels of reliability and compliance with government IT standards.

Definitions

"Authorized Users" means the number of identifiable unique persons consisting of Customer's personnel and outside consultants who are authorized to access and use the Services, as specified in the applicable Service Plan. Authorized Users may include Customer's third-party consultants, outsourcers, contractors, and other service providers.

"End Users" means the contacts added by the Authorized Users and contained in Customer Data who are notified by the software.

"Customer Data" means the Customer's information or other data processed, stored, or transmitted by, in, or through the Services, including, but not limited to, personal information relating to the Customer's personnel, End Users, and prospective End Users.

"Portal" means the Company's website or mobile app including the Technology.

"Proprietary Rights" means any and all rights, whether registered or unregistered, in and with respect to patents, copyrights, confidential information, know-how, trade secrets, moral rights, contract or licensing rights, confidential and proprietary information protected under contract or otherwise under law, trade names, domain names, trade dress, logos, animated characters, trademarks, service marks, and other similar rights or interests in intellectual or industrial property.

"Service Plan" means a form, incorporating the terms of this Agreement, by which a Customer selects and commences Services. A Service Plan can be either in written form, specified as a "Service Plan", or as an electronic form the Customer configures through the Portal.

"Services" means the service plans and features selected by the Customer and specified on the applicable Service Plan and any updates or upgrades to such services that may be generally released by the Company to all customers from time to time. These Services may change by mutual consent of the Parties, as recorded through the Service Plan.

"Technology" means the computer hardware, software, and other tangible equipment and intangible computer code necessary to deploy and serve the Services via the Portal.

"Services Portal" means a platform that allows the Customer to notify End Users of upcoming court dates and other legal events.

Customer Data

The Parties acknowledge that all Customer Data used with the Services and all the data derived from such Customer Data is and will remain the property of the Customer.

Company-supplied Data

The Company shall only be responsible for any Company-supplied data's accuracy, quality, integrity, legality, reliability, or appropriateness.

Use Restrictions

Customer covenants and agrees that its use of the Services will be in a manner consistent with this Agreement and with all applicable laws and regulations, including trade secret, copyright, trademark, and export control laws. Without limiting the generality of the foregoing, Customer shall not, nor shall it permit or assist others, (i) to abuse or fraudulently use the Services; (ii) to process or permit to be processed the data of any third party that is not expressly authorized herein to access and use such Services; and (iii) to attempt to copy, reverse engineer,

decompile, disassemble, create a derivative work from, or otherwise attempt to derive the source code of any part of the Technology; or (iv) to access, alter, or destroy any information of any customer of the Company by fraudulent means or device, or attempt to do so.

Customer covenants and agrees that it has the right to use the End User's personal information for purposes of these services.

Customer covenants and agrees to inform End Users that the Services are provided only as a convenience, and there is no guarantee that notifications will be timely or that they will be transmitted at all.

Security

The Customer will be solely responsible for acquiring and maintaining technology and procedures for maintaining the security of its link to the Internet. As part of the Services, the Company shall implement reasonable security procedures consistent with the prevailing industry standard to protect Customer Data from unauthorized access (the "Security Standard"). The Company will not, under any circumstances, be held responsible or liable for situations (i) where data or transmissions are accessed by third parties through illegal or illicit means, or (ii) where the data or transmissions are accessed through the exploitation of security gaps, weaknesses, or flaws unknown to the Company at the time. The Company will promptly report to the Customer any unauthorized access to Customer Data promptly upon discovery by the Company and the Company shall use diligent efforts to promptly remedy any breach of security that permitted such unauthorized access. In the event notification to persons included in such Customer Data is required, the Company will offer message credits to send correction notifications at no additional cost.

Technical Requirements for Services

The Services will be rendered in a manner that will support the Authorized User requirements and other requirements provided in the applicable Service Plan.

The Services will be scalable in a manner that allows the Services to meet any forecasted increase provided in the applicable Service Plan (services which aren't defined in this contract may incur additional expense).

Confidential Information

For purposes of this Agreement, "Confidential Information" means Customer Data and non-public aspects of Customer technology, computer programs, and business and technical information and data. In addition, Confidential Information includes information which, although not related to the Services or this Agreement, is nevertheless disclosed hereunder by either Party, and, in addition, is disclosed and identified by either Party as confidential or proprietary in nature.

Restrictions on Use and Disclosure. Company may use Confidential Information of the Customer only for the purposes of this Agreement and shall protect such Confidential Information from disclosure to others, using the same degree of care used to protect its own proprietary information of like importance, but, in any case, using no less than a reasonable degree of care. The Customer may disclose Confidential Information received hereunder only as reasonably required to perform its obligations under this Agreement and only to its employees who have a need to know for such purposes and who are bound by signed, written agreements to protect the received Confidential Information from unauthorized use and disclosure.

Exclusions. The restrictions of this Agreement on use and disclosure of Confidential Information will not apply to information that: (i) is in the possession or control of the Company at the time of its disclosure hereunder; (ii) is, or becomes, publicly known, through no wrongful act of the Company; (iii) is received by the Company by a third party free to disclose it without obligation to the Customer; (iv) is independently developed by a party as evidenced by its written and dated records and without any breach of this Agreement; or (v) is the subject of a written permission to disclose provided by the Customer. However, notwithstanding any other language to the contrary, both the Company and Customer may disclose Confidential Information pursuant to the requirements of a governmental agency or by operation of law.

Purchase of Additional Services

Customer may elect to purchase rights for additional messages, and/or additional services from time to time. Such additional purchases will be governed by the terms and conditions in this Agreement. The Customer agrees that, absent the Company's express written acceptance thereof, the terms and conditions contained in any Service Plan or other document issued by the Customer to the Company for the additional purchases, will not be binding on the Company if such terms and conditions are additional to or inconsistent with those contained in this Agreement.

Proprietary Rights Ownership

Ownership of the Proprietary Rights embodied in the Portal, Services, and the Technology will remain exclusively vested in and be the sole and exclusive property of the Company and its licensors. In addition, the Customer hereby transfers and assigns to the Company, any rights the Customer may have to any suggestions, ideas, enhancement requests, feedback, recommendations, or other information provided by the Customer relating to the Services. The eCourtDate.com domain name, product names, and logos associated with the Services are trademarks of the Company or third parties, and no right or license is granted to use them.

Customer Representations and Warranties

The Customer represents and warrants that the performance of its obligations and use of the Services (by Customers and its Authorized Users) will not violate any applicable laws or regulations.

The Customer acknowledges that (i) the Company is not required to monitor the content of information passing through the Services for purposes of verifying accuracy or legal compliance and (ii) the Customer shall use commercially reasonable efforts to ensure that the information it and its Authorized Users transmit thereby complies with all applicable laws and regulations, whether now in existence or hereafter enacted and in force.

The Customer represents and warrants that (i) it has the authority and right to transmit Customer Data (including End User's personal information) to the Company; and (ii) the use of Customer Data under this Agreement will not infringe the intellectual property rights or other proprietary rights of any third party. The Customer covenants that it will only supply the Company with data that the Customer has the right to supply. The Customer also covenants that it will not attempt to transmit any confidential or privileged messages to the End Users via the Portal.

In the event of breach by the Customer of any of the foregoing representations or warranties, in addition to any other remedies available at law or in equity, the Company will have the right to suspend immediately any Services if the Company deems it reasonably necessary to prevent any harm to the Company and its business. The Company shall provide notice to the Customer and an opportunity to cure, if practicable, depending on the nature of the breach. Once cured, the Company shall promptly restore the Services.

Company Representations and Warranties

The Company represents and warrants that (i) it has the legal right to enter into this Agreement and perform its obligations under this Agreement, and (ii) the performance of its obligations and delivery of the Services to the Customer will not violate any applicable laws or regulations of the United States or cause a breach of any agreements between the Company and any third parties. In the event of a breach by the Company of the foregoing warranties, the Customer's sole remedy is termination of this Agreement upon written notice to the Company.

Limited Warranty

The Company represents and warrants that the Services will: (i) conform to all material operational features as described in the applicable Service Plan and (ii) be free of errors and defects that materially affect the performance of such features ("Limited Warranty"), provided that the Customer notifies the Company of any such non-conformity, error, or defect. The Customer's sole and exclusive remedy for breach of this Limited Warranty will be the prompt correction of material, non-conforming Services at the Company's expense.

Disclaimer of Actions of Third Parties

The Company does not and cannot control the flow of data to or from the Company's Technology and other parts of the Internet. Such flow of data depends on the performance of the Internet services provided or controlled by third parties. At times, actions or inactions of such third parties can impair or disrupt Customer's connections of the Internet (or portions thereof). Although the Company will use commercially reasonable efforts to take all actions it deems appropriate to remedy and avoid such events, the Company cannot guarantee that such events will not occur.

Options for Infringement Claims

If any party is enjoined from using the Technology, or if the Company believes that the Technology may become the subject of a claim of intellectual property infringement, the Company, at its option and expense, may: (i) procure the right for the Customer to continue to use the Services; (ii) replace or modify the Technology so as to make it non-infringing; provided, however, that the Services continue to conform to the descriptions and/or specifications provided in the applicable Service Plan; or (iii) terminate this Agreement, in which case the Company shall refund to the Customer any and fees paid in advance by the Customer for those Services not provided by the Company and provide, at the Customer's request and free of charge, the Customer Data in a database document format. This Section and the preceding Section set forth the entire liability of the Company to the Customer for any infringement by the Technology or Services of any intellectual property of a third party. Despite the foregoing, this Section does not apply to third-party software including, but not limited to, open-source software.

Liability Cap

In no event will the Company's aggregate liability, if any, including liability arising out of contract, negligence, strict liability in tort or warranty, or otherwise, exceed one (1) subscription fee.

Term and Termination

Term of Agreement. The initial term of this Agreement will commence as of the Effective Date and will continue for a period of one (1) year. At the Customer's option and approval by the Company, the contract may be renewed for additional twelve (12) month periods. If the Customer exercises the right in writing, the Company must update and submit any documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period.

Term of Service Plan. Any Service Plan created under this Agreement will commence immediately upon execution by both Parties and will continue thereafter as provided in the Service Plan; provided, however, that despite any other provision of this Agreement or in any Service Plan, all existing Service Plans will also terminate upon the expiration or termination of this Agreement.

Automatic Termination. Unless the Company promptly upon discovery of the relevant facts notifies the Customer to the contrary, in writing, this Agreement and all Service Plans will terminate immediately, without notice, upon the institution of insolvency, bankruptcy, or similar proceedings by or against the Company, any assignment or attempted assignment by the Company for the benefit of creditors, or any appointment, or application for such appointment, or a receiver for the Company.

Termination for Cause. If either Party fails to comply with any of the material terms and conditions of this Agreement or Service Plan including, but not limited to, the payment of any subscription fee or reimbursement due and payable to the Company under this Agreement, the non-defaulting Party may terminate this Agreement and/or all Service Plans upon thirty (30) days written notice to the defaulting Party specifying any such breach, unless within the period of such notice, all breaches specified have been remedied.

Effect of Termination. Upon any termination of this Agreement, the Customer will be denied access to the Portal. Termination will not relieve the Customer of its obligation to pay any undisputed fees accrued or payable to the Company prior to the effective date of termination. Customer is entitled to a prorated refund if this Agreement is terminated as a result of Company's material breach of the Agreement. The payment of Customer obligations in fiscal years subsequent to the current year is contingent upon funds for this Agreement being appropriated and

budgeted. If funds for this Agreement are not appropriated and budgeted in any year subsequent to the fiscal year of execution of this Agreement, this Customer shall terminate, without any penalty to Customer.

Termination by the Company for End of Life

The Company intends to continue to provide and support the Services for as long as the Customer renews in accordance with the applicable Service Plan; provided, however, if the Company determines, in its sole discretion, that it is no longer feasible to support the Services, the Company may terminate this Agreement for end-of-life at any time by providing six (6) months' written notice to the Customer. In the event of such termination, the Company shall reimburse, on a prorated basis, any subscription fees paid by the Customer.

Transition Services

If the Customer is current in all payments due to the Company at the time of expiration or termination of this Agreement, the Company shall provide to the Customer its Customer Data in a standard database document format at no additional charge. If the Customer requests the Customer Data in a non-standard format, the Customer shall pay the Company a reasonable fee for technical services as determined by the Company.

Designed for Use Only Within Legal Jurisdictions

Access to this Software from locations where its use or contents are illegal is not authorized. The Customer acknowledges and agrees that its access and use of the Services is of its own volition and it is responsible for compliance with local law.

User Suggestions to Company

The Company welcomes the Customer's feedback with regard to the Portal and the Services. However, the Company will not accept any creative ideas, suggestions, inventions, or materials other than those the Company has specifically requested ("Suggestions"). Any Suggestions will automatically become the property of the Company. None of the Suggestions will be subject to any obligation of confidentiality and the Company shall not be liable for its disclosure or use. The Company will have exclusive ownership of all now known or later discovered rights to the Suggestions and will be entitled to unrestricted use of the Suggestions for any purpose whatsoever, commercial or otherwise, without compensation to the Customer.

Severability

If any part of this Agreement is held to be unenforceable for any reason, the remainder of this Agreement will continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provisions would make the provision valid, then such provision will be deemed to be construed as so limited.

Governing Law

This Agreement and the rights and obligations of the Parties under it are governed by and interpreted in accordance with the laws of the State of MS without regard to principles of conflicts of law.

Notices

Any notices required or permitted to be given under this Agreement will be given in writing and will be delivered (i) virtual, (ii) by certified mail, postage prepaid, return receipt requested, or (iii) by commercial overnight courier that guarantees next day delivery and provides a receipt, and such notices will be addressed to the address of the Party as specified in this Agreement or to such other address as the Party may specify in writing.

Assignment and Successors

Neither Party may assign this Agreement of any of its rights or obligations hereunder without the other's express written consent, except that either Party may assign its rights and obligations in connection with a merger, acquisition, reorganization, or sale of all or substantially all of its assets relating to this Agreement. Except to the extent forbidden in the previous sentence, this Agreement will be binding upon and inure to the benefit of the respective successors and assigns of the Parties.

Continuing Obligations

The following obligations will survive the expiration of termination of this Agreement and the distribution grace period provided above: (i) any and all warranty disclaimers, limitations of liability, and indemnities granted by either Party, (ii) any covenant granted in this Agreement for the purpose of determining ownership of, or protecting, the Proprietary Rights including, but not limited to, the Confidential Information of either Party, or any remedy for breach thereof, and (iii) the payment of taxes, duties, or any money to the Company owed under this Agreement.

Force Majeure

Neither Party shall be liable for damages or any delay or failure of delivery arising out of causes beyond its reasonable control and without its fault or negligence, including, but not limited to, Acts of God, acts of civil or military authority, fires, riots, wars, embargoes, Internet disruptions, hacker attacks, or communications failures. Despite any other provision of this Agreement, if either Party cannot perform under this Agreement for a period of thirty (30) consecutive days, the other Party may terminate this Agreement immediately, without liability, by ten (10) days' written notice to the other.

U.S. Government End-Users

The Technology and the Company software incorporated therein, this Portal, and the Services all consist of "commercial items," as that term is defined in 48 C.F.R. 2.101 (Oct. 1995), consisting of "commercial computer software" and "commercial computer software documentation," as such terms are used in 48 C.F.R. 12.212 (Sept. 1995). Consistent with 48 C.F.R. 12.212 and 48 C.F.R. 227.7202-1 through 227.7202-4 (June 1995), all U.S. Government End Users of this Portal acquire only those rights set forth therein.

Criminal Background Check

If this contract requires that the Company personnel access Customer Data (either on-site or remotely) or access secure areas of Customer Facilities, then the Company personnel may be required to undergo a Criminal Justice Information Services (CJIS) Background Check, a Human Resources Criminal Background Check, or a Sheriff's Criminal Background Check. Criminal Background Checks will be paid for by the Customer.

Confidentiality, Integrity, Availability (C.I.A.)

The Company shall protect the Confidentiality, Integrity, and Availability (C.I.A.) of all Customer Data, ensuring extra levels of security. All Customer information must remain private and permit redaction of protected information before publication. Audit trails cannot be altered.

Breach Notification

The Company agrees that upon discovery of unauthorized access to Customer Data, the Company shall notify the Customer both orally and in writing. In no event shall the notification be made more than forty-eight (48) hours after the Company knows or reasonably suspects unauthorized access has or may have occurred. In the event of a suspected unauthorized Access, the Company agrees to reasonably coordinate with the Customer to investigate the occurrence.

Data Hosting

All Customer data will be 100% hosted within the United States.

FIPS 140-2 Compliance

The Company shall comply with the Federal Information Processing Standard (FIPS) Publication 140-2, Security Requirements for Cryptographic Modules, as required by the National Institute of Standards and Technology (NIST).

Marketing Release

The Customer hereby consents to the Company's use of the Customer's name and logo in the Company's marketing materials, websites, presentations, case studies, press releases, and other promotional mediums ("Marketing Materials"), for the purpose of identifying the Customer as a customer of the Company's Services, subject to the terms and conditions of this Marketing Release.

The Company shall ensure that its use of the Customer Marks does not suggest that the Customer is endorsing or sponsoring the Service or the Company, nor suggest any relationship between the Company and the Customer beyond that of the provision and use of the Service under the terms of the applicable Service Plan.

The Company shall comply with any guidelines provided by the Customer regarding the use of the Customer Marks and shall not alter, modify, dilute, or otherwise misuse the Customer Marks.

The Customer's consent to use the Customer Marks will continue for as long as the Customer subscribes to the Service Plan.

The Company acknowledges that, except for the limited rights and licenses expressly granted hereunder, the Customer retains all rights, title, and interest in and to the Customer Marks.

Accessibility Compliance

The Company agrees that all web products and services provided under this Agreement will comply with the Web Content Accessibility Guidelines (WCAG) 2.1 at Level AA. Furthermore, the Company will ensure compliance with all relevant accessibility standards and regulations required for government entities in the United States, including but not limited to:

- **Section 508 of the Rehabilitation Act of 1973:** Ensuring that electronic and information technology developed, procured, maintained, or used by federal agencies is accessible to people with disabilities.
- **Americans with Disabilities Act (ADA):** Title II and Title III of the ADA mandate that state and local government services, programs, and activities, as well as places of public accommodation, must be accessible to individuals with disabilities.
- **State-Specific Accessibility Standards:** Compliance with any additional state-specific accessibility standards and guidelines that may apply.

The Company shall regularly review and update its products to ensure ongoing compliance with these standards. Documentation and compliance reports are listed here: [Accessibility Compliance](#).

Additional Terms

Normally, 2,400 discount of 400 for being the first agency in the state. Discounts are good for the first year only.

Payment Processing Rates

Accept payments online and in-person using eCourtDate's payment processing platform (GovPayPlan.com).

The following processing rates apply to each successful charge:

CARD 4% per successful charge.

Accept Visa, Mastercard, Discover, and American Express.

BANK 2% per successful charge.

Accept ACH direct debit payments.

No monthly, setup, or per transaction fees are billed to the customer.

All processing fees are passed to the payer (the individual or entity making the payment).

Processing fee rates are fixed for the Service Plan duration.

Refunds

- Authorized users may process refunds directly over the GovPayPlan admin portal.
- Processing fees are non-refundable if the original payment has already been settled by the payment network.

Chargebacks

- Chargebacks are investigated and resolved by the respective payment network (e.g., card issuer, bank).
- If a chargeback is deemed valid, funds may be returned to the payer.
- Chargeback outcomes and fraud determinations are at the sole discretion of the payment network.

Fraud

- Payment networks may automatically flag or prevent transactions they suspect might be fraudulent.
- Automated fraud prevention does not require any action from the customer.
- The customer may choose to proactively refund charges they suspect of fraud.
- Fraud determinations are at the sole discretion of the payment network.

Payouts

- Payouts are processed monthly, on the 1st business day of the following month.
- Funds are deposited via ACH transfer in USD to the bank account registered with the payment portal.
- A minimum of \$100 in available funds is required to initiate a payout.
- No per-payout fees are charged.
- Changes to the payout account require approval from two verified contacts.
- A formal request submitted via email and confirmed by both contacts.



MEMORANDUM

To: Robyn Tannehill, Mayor

CC: Board of Aldermen

From: Shane Fortner, Director

Date: June 17, 2025

Subject: District 2 Regional Hazard Mitigation Plan Update

I am seeking approval for the mayor to enter into an agreement with the Mississippi Emergency Management Agency to make updates to the district 2 Regional Hazard Mitigation Plan.



DESIGNATED REPRESENTATIVE

We, the City of Oxford do hereby designate Shane Fortner to represent the City in all matters pertaining to the development of the District One (2) Regional Hazard Mitigation Plan.

IN WITNESS WHEREOF, We have subscribed our signature this, the ____ day of _____, 2025

Mayor _____

City of _____

Designated Rep. phone# and email address: 662-224-4654 / oxfordema@oxfordms.net



**INTENT TO PARTICIPATE IN THE 2026 UPDATE OF THE DISTRICT 2
REGIONAL HAZARD MITIGATION PLAN**

We, the City of Oxford do hereby resolve to participate in the development of the District Two (2) Regional Hazard Mitigation Plan. This participation is limited to allowing City employee(s) to attend meetings with District 2 representatives and others to gather requested information pertaining to the City of Oxford for inclusion into the plan. There is a 25% local government cost share, to be apportioned in whatever manner the local government sees fit.

IN WITNESS WHEREOF, We have subscribed our signature this, the ____ day of _____, 2025

Mayor

City of _____

**Official Recapitulation
Municipal General Election**

The Municipal Election Officials will prepare three (3) Official Recapitulation Sheets containing the vote of the entire municipality by ward. They will forward one copy to Michael Watson, Secretary of State, 401 MISSISSIPPI ST., JACKSON MS 39201, file one copy with the Municipal Clerk, and keep the third copy for their records.

Votes cast in the Municipality of City Of Oxford
At Large, Mississippi in the June 3rd, 2025
Election

Official Recapitulation of votes cast in the Municipal General Election held in the
Municipality of City Of Oxford At Large, Mississippi on the 3rd day of June 2025.

We, the undersigned Municipal Election Officials, hereby certify that the foregoing is a true and complete recapitulation and statement of the results of the Municipal General Election held on the 3rd day of June 2025, in the Municipality of City Of Oxford At Large, Mississippi, and that the foregoing correctly shows the votes cast for each person and for the office set opposite the respective names at said election.

In testimony whereof, witness our hands this 11th day of June, 2025.

Lisa Barker

Election Official

Lela Jean

Election Official

Jane Phillips

Election Official

Election Official

Election Official

Official Recapitulation CITY OF OXFORD GENERAL ELECTION JUNE 3, 2025		The Municipal Election Officials will prepare three (3) Official Recapitulation Sheets containing the vote of the entire municipality by ward. They will forward one copy to Michael Watson, Secretary of State, 401 MISSISSIPPI ST., JACKSON MS 39201, file one copy with the Municipal Clerk, and keep the third copy for their records.									
Votes cast in the Municipality of City Of Oxford At Large, Mississippi in the June 3rd, 2025 Election		Names of Municipal Precincts									
		Oxford City Precinct	TOTAL								
City Of Oxford At Large-Mayor											
Robyn Tannehill	Independent	860	860								
City Of Oxford At Large-Alderman At Large											
Mary Martha Crowe	Independent	849	849								
City Ward Oxford 1-Oxford City Alderman Ward 1											
Dr. Bill Mayo	Republican	156	156								
Erin W. Smith	Independent	361	361								
Drew Stevens	Independent	296	296								
City Ward Oxford 2-Oxford City Alderman Ward 2											
Mark Huelse	Republican	43	43								
City Ward Oxford 3-Oxford City Alderman Ward 3											
Brian Hyneman	Independent	37	37								
City Ward Oxford 4-Oxford City Alderman Ward 4											
Kesha Howell Atkinson	Democrat	31	31								
City Ward Oxford 5-Oxford City Alderman Ward 5											
Preston Taylor	Democrat	30	30								

Official Recapitulation CITY OF OXFORD GENERAL ELECTION JUNE 3, 2025	The Municipal Election Officials will prepare three (3) Official Recapitulation Sheets containing the vote of the entire municipality by ward. They will forward one copy to Michael Watson, Secretary of State, 401 MISSISSIPPI ST., JACKSON MS 39201, file one copy with the Municipal Clerk, and keep the third copy for their records.										
Votes cast in the Municipality of City Of Oxford At Large, Mississippi in the June 3rd, 2025 Election	Names of Municipal Precincts										
City Ward Oxford 6-Oxford City Alderman Ward 6											
Jason Bailey Republican	Oxford City Precinct	TOTAL									
	14	14									

**RESOLUTION APPOINTING
MISSISSIPPI MUNICIPAL LEAGUE
2025 VOTING DELEGATES
FOR THE CITY OF OXFORD**

WHEREAS, the Mississippi Municipal League amended the bylaws of the association to provide for a ballot election, to be conducted by the officers of the Mississippi Municipal Clerks and Collectors Association, to be held each year at the summer convention, to elect a Second Vice President from the Southern District; and

WHEREAS, the amended bylaws require the governing authority board (Alderman, City Council, City Commission) to designate in its minutes the voting delegate and one alternate to cast the vote for each member municipality.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF
THE CITY OF OXFORD**

In accordance with the bylaws of the Mississippi Municipal League, the voting delegate(s) for the 2025 Mississippi Municipal League election to be held at the annual convention on July 21-23, 2025 are as follows:

Voting Delegate: Preston Taylor, Alderman

First Alternate: Brian Hyneman, Alderman

That public interest and necessity requiring same, this Resolution shall become effective upon passage.

The above and foregoing Resolution, after having been first reduced to writing, was introduced by Alderman _____, seconded by Alderman _____, and was adopted by the following vote, to-wit:

Alderman Addy voted:

Alderman Huelse voted:

Alderman Hyneman voted:

Alderman Howell-Atkinson	voted:
Alderman Taylor	voted:
Alderman Bailey	voted:
Alderman Crowe	voted:

The above and foregoing Resolution having been submitted to and approved by the Mayor, this the 17th day of June, 2025.

ATTEST:

APPROVED:

CITY CLERK

MAYOR



OXFORD POLICE DEPARTMENT

Jeff McCutchen

Chief of Police

Sheridan Maiden

Deputy Chief of Police

SPECIAL EVENT, PARADE, OR PUBLIC ASSEMBLY PERMIT APPLICATION

In accordance with the City of Oxford, Mississippi Code of Ordinances - Chapter 102, Article XX, Section 102-637- Permit Required, no person shall engage in or conduct any parade or public assembly unless a permit is issued by the Chief of Police.

Application must be submitted to the City Clerk's Office in City Hall at least fourteen (14) days prior to the proposed parade or public assembly.

Application fee is due at the time the application is submitted.

I. Applicant Information:

Name: City of Oxford

Phone Number: 662-236-1310 E-mail Address: aatkinson@oxfordms.net

Address: 107 Courthouse Square

Oxford \ MS \ 38655

(City)

(State)

(Zip Code)

Are you submitting this application on behalf of a business or organization?

☐ Yes

☒ No

If yes, please provide the following information about the business/organization:

Name of Business/Organization: _____

Director of Business/Organization: _____

Phone Number: _____ E-mail Address: _____

Address: _____

(City)

(State)

(Zip Code)

Name of On-Site Contact Person at Event: Kara Giles

Phone Number: 662-234-2340 E-mail Address: kara@oxfordms.net

II. Event Information:

Date: 6/20/2025 Start Time: 10:00 am End Time: 11:30 am

Type of Event: Board of Aldermen Inauguration

Event Location Information:

Starting Point Location: _____

Finish Line Location: _____

Detailed Route: _____

Other Information: _____

Designation of any City of Oxford Facilities and/or Equipment to be Utilized: front of City Hall

Number of Expected Participants: 10 Number of Expected Spectators: 50

Spacing Intervals to be Maintained Between Units: _____

Description of Attention-Getting Devices, Signs, Banners, or Recording Equipment to be
Used by Event: _____

III. Application Fee:

The application fee is \$25.00, and it must be paid at the time the application is submitted.

IV. Police Protection Fee:

As per Chapter 102, Article XX, Section 102-641- Police Protection, the Chief of Police shall determine whether and to what extent additional police protection is reasonably necessary for the parade or public assembly for traffic control and public safety. If additional police protection is deemed necessary by the Chief of Police, the applicant will be solely responsible for this cost and must remit payment prior to the date of the event.

V. Signatures:

 6/20/2025
Applicant Signature Date

Approved By: Chief of Police, Oxford Police Department Date

OXFORD POLICE DEPARTMENT

Chief of Police

Chief Jeff McCutchen

SPECIAL EVENT, PARADE, OR PUBLIC ASSEMBLY PERMIT

In accordance with City of Oxford Municipal Code, 102-637, The City of Oxford Police Department does hereby grant the petitioner, permission to hold an event on the following date(s), time(s), and location: Upon approval by the Chief of Police.

No permit received with less than 14 days prior to the event date will be approved.

102-640. - Fees. A nonrefundable fee of \$25.00 to cover administrative costs of processing the permit shall be paid to the City of Oxford by the applicant when the application is filed.

Name of Applicant:

Address:

Telephone:

Name of Organization:

Address:

Telephone:

Organization Director:

Email:

On Site Contact Person:

Name:

Telephone:

Requested Date(s):

Requested Time(s):

Requested Location(s):

Type of Event:

Designation of any Public Facilities and / or Equipment to be utilized:

Detailed Route Information, Start to Finish:

Spacing Intervals to be maintained between units of such parade or assembly:

None

***Area/Width of Street, Sidewalk, or Public Area to be used by event: Expected
Number of Participants and/or vehicles, animals, etc.:***

Number of expected Spectators:

Assembly Point and time of Participants:

***Description of any type of recording equipment, signs, banners, attention getting
devices to be used for the event:***

Special Detail Instructions:

Pam Swain

Applicant

Date

Time

Permit Approved By:

Chief of Police

Date

Time

OXFORD POLICE DEPARTMENT

Chief of Police

Joseph B. East

SPECIAL EVENT, PARADE, OR PUBLIC ASSEMBLY PERMIT

In accordance with City of Oxford Municipal Code, 2008-12, The City of Oxford Police Department does hereby grant the petitioner, permission to hold speaking event on the following date(s), time(s), and location:

102-640. - Fees.

A nonrefundable fee of \$25.00 to cover administrative costs of processing the permit shall be paid to the City of Oxford by the applicant when the application is filed.

Name of Applicant: Visit Oxford

Address: 1013 Jackson Avenue East

Telephone: 662-232-2477

Name of Organization: Visit Oxford

Address: 1013 Jackson Avenue East

Telephone: 662-232-2477

Organization Director: Kinney Ferris

Telephone: 662-401-6264

On Site Contact Person:

Name:

Telephone: Wayne Andrews (901) 237-9091

Requested Date(s): Friday July 4, 2025

Requested Time(s): 9am-11:00am

Requested Location(s): Something Southern lot, City Hall lot for overflow, Square area as explained below

Type of Event: 4th of July parade



OXFORD POLICE DEPARTMENT

Jeff McCutchen

Chief of Police

Sheridan Maiden

Deputy Chief of Police

SPECIAL EVENT, PARADE, OR PUBLIC ASSEMBLY PERMIT APPLICATION

In accordance with the City of Oxford, Mississippi Code of Ordinances - Chapter 102, Article XX, Section 102-637- Permit Required, no person shall engage in or conduct any parade or public assembly unless a permit is issued by the Chief of Police.

Application must be submitted to the City Clerk's Office in City Hall at least fourteen (14) days prior to the proposed parade or public assembly.
Application fee is due at the time the application is submitted.

I. Applicant Information:

Name: Skyler King
Phone Number: (901)581-9786 E-mail Address: oxfordskateboardingassociation@gmail.com
Address: 502 Bramlett Blvd
Oxford \ MS \ 38655
(City) (State) (Zip Code)

Are you submitting this application on behalf of a business or organization?

☐ Yes ☐ No

If yes, please provide the following information about the business/organization:

Name of Business/Organization: Oxford Skateboarding Association
Director of Business/Organization: Skyler King
Phone Number: (901)581-9786 E-mail Address: oxfordskateboardingassociation@gmail.com
Address: 3206 Jeff Davis Dr ext
Oxford \ MS \ 38655
(City) (State) (Zip Code)

Name of On-Site Contact Person at Event: Skyler King
Phone Number: (901)581-9786 E-mail Address: _____

II. Event Information:

Date: 06/21/2025 Start Time: 11:50 am End Time: 1:00 pm

Type of Event: Skateboarding/walking for National Go Skateboarding Day

Event Location Information:

Starting Point Location: 103a Courthouse Square, Oxford, MS 38655

Finish Line Location: 502 Bramlett Blvd, Oxford, MS 38655

Detailed Route: Start on Square at End of All Music at 11:50 am, and begin to walk/skate down Jackson Ave at 12:00 pm. End at the Oxford Skatepark

Other Information: Some might go back to the top and skate down more than once

Designation of any City of Oxford Facilities and/or Equipment to be Utilized: n/a

Number of Expected Participants: 50+ Number of Expected Spectators: n/a

Spacing Intervals to be Maintained Between Units: n/a

Description of Attention-Getting Devices, Signs, Banners, or Recording Equipment to be

Used by Event: Photographers, videographers, spectators.

III. Application Fee:

The application fee is \$25.00, and it must be paid at the time the application is submitted.

IV. Police Protection Fee:

As per Chapter 102, Article XX, Section 102-641- Police Protection, the Chief of Police shall determine whether and to what extent additional police protection is reasonably necessary for the parade or public assembly for traffic control and public safety. If additional police protection is deemed necessary by the Chief of Police, the applicant will be solely responsible for this cost and must remit payment prior to the date of the event.

V. Signatures:

06/06/2025

Applicant Signature

Date

Approved By: Chief of Police, Oxford Police Department

Date



Memorandum

To: Mayor and Board of Alderman
From: James Hirsch; Planner I
Date: June 17, 2025
RE: Request approval of a Preliminary and Final Plat for Case #3232, Capstone Development, LLC (Mac Monteith) for 'Lamar Phase 5', for property located at 305 Baldwin Drive (PPIN #5067)

The subject property measures just over five (5) acres in the Lamar Traditional Neighborhood Development (TND). The applicant proposes a single-lot subdivision, inclusive of the two, three-story, multi-family buildings previously referred to as Phase 5 of The Lamar. The proposed lot complies with the dimensional requirements of the TND.

The Planning Commission unanimously recommended approval of the plat at the Commission's meeting on June 9, 2025 with the four conditions listed in the staff report.

Recommendation: Staff and the Planning Commission recommend approval of the requested Preliminary and Final Plat for 'Lamar Phase 5' with the following conditions:

1. Approval is for the plat as submitted subject to necessary technical revisions.
2. A copy of the stamped and recorded covenants are required prior to the issuance of a Certificate of Occupancy.
3. Water mains to be dedicated to the city for ownership must be tested and inspected in the presence of city personnel before acceptance.



Case #3232

To: Oxford Planning Commission
From: James Hirsch; Planner I
Date: June 9, 2025

Applicant: Capstone Development (Mac Monteith)
Owner: Same
Request: Preliminary and Final Plat for 'Lamar Phase 5'
Zoning: (TND) Traditional Neighborhood Development

Surrounding Zoning:

North: (TSR) Traditional Suburban Residential
East: (TND) Traditional Neighborhood Development
South: (TER) Traditional Estate Residential
West: (TSR) Traditional Suburban Residential

Case History:

Case #2211 – The Lamar Ph 1 SPA (2017)
 Case #2879 – The Lamar Ph 1 Amended SPA (2022)
 Case #2961 – The Lamar Ph 5 SPA (2023)

Planning Comments: The subject property consists of +/- 5.075 acres in the Lamar TND in what has been previously referred to as Phase 5. The applicant is requesting a single-lot subdivision plat, inclusive of the two existing three-story, multi-family buildings (49 units). The proposed lot complies with the dimensional requirements of TND.

Engineering Comments:

Water and Sewer

Water mains within the development will be publicly owned and maintained. Necessary easements are shown on the plat.

Sewer collected from the site will be privately owned and maintained and will connect to public sewer off-site.

Stormwater Management

The Engineering Department has previously approved the Stormwater Management Plan for this project.

Recommendation: Staff recommends approval of the requested Preliminary and Final Plat for 'Lamar Phase 5' with the following conditions:

1. Approval is for the plat as submitted subject to necessary technical revisions (Planning).
2. Approval of the Preliminary and Final Plat for 'Lamar Phase 5' by the Mayor and Board of Aldermen (Planning).
3. A copy of the stamped and recorded covenants are required prior to the issuance of a Certificate of Occupancy (Planning).
4. Water mains to be dedicated to the city for ownership must be tested and inspected in the presence of city personnel before acceptance (Engineering).

Geotechnical Engineering
Hydraulic Engineering

Surveying

276 County Road 101
Oxford, MS 38655
oxford@pecorpms.com



Land Planning/Subdivisions
Road and Bridge Design
Civil Engineering
Utility System Design

Phone 662-234-8539

Fax 662-234-8639
www.pecorpms.com

April 23, 2025

Ben Requet
City Planner
107 Courthouse Square
Oxford, MS 38566
(662) 232-2305

Re: Final Plat Review
Request: Final Plat Approval
The Lamar Phase 5

Dear Mr. Requet,

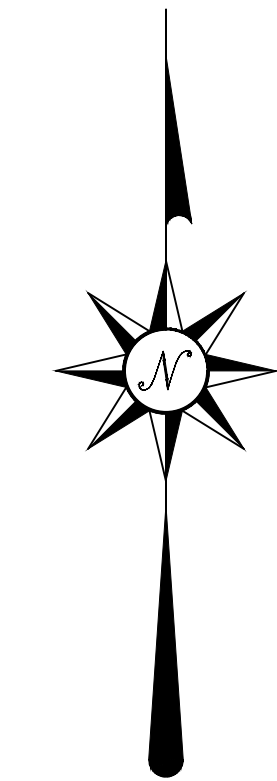
The requested approval is for the Final Plat submittal of the above captioned project. This project is located to the south of Molly Bar Road and East of the Chickasaw Drive. The plat consists of 1 lot.

If you have any questions or comments, please feel free to contact me at our office.

Sincerely,

Jonathan E. Adams, PS
Precision Engineering Corporation
(662) 234-8539

CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	390.05'	128.25'	N 60°48'05" W	127.68'
C2	680.12'	84.99'	N 42°27'22" W	84.93'
C3	67.00'	9.87'	N 12°12'35" E	9.86'
C4	75.91'	18.44'	N 89°51'33" E	18.40'
C5	150.00'	20.91'	N 86°48'32" E	20.90'



These standard symbols may be found in the drawing.

These standard symbols may be found in the drawing.

- Ⓢ PROPERTY CORNERS
- Ⓢ EXISTING MONUMENTS
- PROPERTY CORNERS NOT SET
- Ⓢ WATER VALVE
- Ⓢ WATER METER
- Ⓢ TELEPHONE PED
- Ⓢ ELECTRIC BOX
- SANITARY SEWER MANHOLE
- SEWER CLEAN OUT
- Ⓢ GAS METER
- Ⓢ ROOF DOWN SPOUT
- Ⓢ POWER POLE
- ★ LIGHT POLE
- Ⓢ FIRE HYDRANT
- Ⓢ SPOT GRADE
- Ⓢ HARDWOOD TREES
- ★ EVERGREEN TREES
- Ⓢ CREPE MYRTLE



PHASE 5 BOUNDARY

A FRACTION OF THE SOUTHEAST QUARTER OF SECTION 16, TOWNSHIP 8 SOUTH, RANGE 3 WEST, IN THE CITY OF OXFORD, LAFAYETTE COUNTY, MISSISSIPPI, AND CONTAINING 5.075 ACRES, MORE OR LESS. THIS DESCRIPTION BEING IN MORE DETAIL AS FOLLOWS:

COMMENCING AT AN EXISTING CONCRETE MONUMENT COMMONLY ACCEPTED AS BEING THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF SECTION 15, TOWNSHIP 8 SOUTH, RANGE 3 WEST, CITY OF OXFORD, LAFAYETTE COUNTY, MS; RUN THENCE DUE SOUTH A DISTANCE OF 111.41 FEET TO A POINT; THENCE DUE WEST A DISTANCE OF 495.76 FEET TO THE POINT OF BEGINNING;

FROM SAID POINT OF BEGINNING, RUN THENCE NORTH 89 DEGREES 34 MINUTES 03 SECONDS WEST A DISTANCE OF 127.12 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 03 DEGREES 32 SECONDS 57 SECONDS WEST A DISTANCE OF 11.00 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 04 DEGREES 55 MINUTES 19 SECONDS WEST A DISTANCE OF 163.98 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 04 DEGREES 10 MINUTES 34 SECONDS WEST A DISTANCE OF 336.68 FEET TO A 1/2" IRON ROD SET; THENCE NORTH 73 DEGREES 50 MINUTES 05 SECONDS WEST A DISTANCE OF 106.18 FEET TO A POINT; THENCE WITH A CURVE TURNING TO THE RIGHT HAVING AN ARC LENGTH OF 128.25 FEET, A RADIUS OF 390.05 FEET, A CHORD BEARING OF NORTH 60 DEGREES 48 MINUTES 05 SECONDS WEST, AND A CHORD LENGTH OF 127.68 FEET, TO A 1/2" IRON ROD SET; THENCE NORTH 42 DEGREES 22 SECONDS 21 SECONDS EAST A DISTANCE OF 10.00 FEET TO A POINT; THENCE WITH A CURVE TURNING TO THE RIGHT HAVING AN ARC LENGTH OF 52.80 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 44 DEGREES 16 MINUTES 28 SECONDS WEST A DISTANCE OF 5.76 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE RIGHT HAVING AN ARC LENGTH OF 84.99 FEET, A RADIUS OF 680.10 FEET, A CHORD BEARING OF NORTH 40 DEGREES 27 MINUTES 22 SECONDS WEST, AND A CHORD LENGTH OF 84.63 FEET, TO A 1/2" IRON ROD SET; THENCE NORTH 42 DEGREES 43 MINUTES 46 SECONDS EAST A DISTANCE OF 79.04 FEET TO A 1/2" IRON ROD SET; THENCE NORTH 06 DEGREES 51 MINUTES 43 SECONDS EAST A DISTANCE OF 74.28 FEET TO A 1/2" IRON ROD SET; THENCE NORTH 17 DEGREES 49 MINUTES 22 SECONDS EAST A DISTANCE OF 405.76 FEET TO A POINT; THENCE WITH A CURVE TURNING TO THE LEFT HAVING AN ARC LENGTH OF 33.16 FEET TO A 1/2" IRON ROD SET; THENCE NORTH 16 DEGREES 15 MINUTES 48 SECONDS EAST A DISTANCE OF 163.15 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE LEFT HAVING AN ARC LENGTH OF 9.87 FEET, A RADIUS OF 67.00 FEET, AND A CHORD BEARING OF NORTH 12 DEGREES 12 MINUTES 35 SECONDS EAST, AND A CHORD LENGTH OF 9.86 FEET, TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE LEFT HAVING AN ARC LENGTH OF 47.93 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE LEFT HAVING AN ARC LENGTH OF 18.44 FEET, A RADIUS OF 75.91 FEET, A CHORD BEARING OF NORTH 89 DEGREES 51 MINUTES 33 SECONDS EAST, AND A CHORD LENGTH OF 18.40 FEET, TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE LEFT HAVING AN ARC LENGTH OF 109.98 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE RIGHT HAVING AN ARC LENGTH OF 20.91 FEET, A RADIUS OF 150.00 FEET, A CHORD BEARING OF NORTH 86 DEGREES 48 MINUTES 32 SECONDS EAST, AND A CHORD LENGTH OF 20.90 FEET, TO A 1/2" IRON ROD SET; THENCE SOUTH 89 DEGREES 11 MINUTES 48 SECONDS EAST A DISTANCE OF 16.10 FEET TO A POINT; THENCE WITH A CURVE TURNING TO THE RIGHT HAVING AN ARC LENGTH OF 361.57 FEET BACK TO THE POINT OF BEGINNING.

I DO HEREBY CERTIFY THAT THIS CONFORMS TO THE MINIMUM REQUIREMENTS AS SET FORTH BY THE STATE BOARD FOR A CLASS "B" SURVEY AND THAT ALL PARTS OF THIS SURVEY AND DRAWING HAVE BEEN COMPLETED IN ACCORDANCE WITH THE CURRENT REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR SURVEYING IN THE STATE OF MISSISSIPPI TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

JONATHAN E. ADAMS
MS PS-2879

DATE _____

PLAT AND SURVEY NOTES.

1. THIS PROPERTY HAS A LAND USE CLASSIFICATION OF CLASS "B" AS DEFINED IN APPENDIX "A" AND THE BOUNDARY SURVEY MEETS THE MINIMUM QUALITY REQUIREMENTS FOR CONDITION "B" AS DEFINED IN APPENDIX "B" OF THE "MISSISSIPPI STANDARDS OF PRACTICE FOR SURVEYING".
2. ALL BEARINGS ARE BASED ON MISSISSIPPI EAST STATE PLANE COORDINATE SYSTEM GRID NORTH AS DETERMINED BY GPS OBSERVATIONS WITH A CONVERGENCE OF (-0° 22' 54") AND A SCALE FACTOR OF 0.999997581 CALCULATED AT THE POINT OF COMMENCEMENT. HORIZONTAL DATUM BASED ON PUBLISHED CONTROL STATIONS AS FOLLOWS:

DESIGNATION	-	MOLLY	DESIGNATION	-	FRENCH
PID	-	AJ7821	PID	-	E61752
NORTH	-	1,777,871.80	NORTH	-	1,785,757.98
EAST	-	783,111.99	EAST	-	777,547.74
HORIZ ORDER	-	B	HORIZ ORDER	-	THIRD
3. DATE OF FIELD SURVEY: JANUARY 2025.
4. THIS SURVEY IS SUBJECT TO ANY EASEMENTS RECORDED OR UNRECORDED, SHOWN OR NOT SHOWN ON THIS PLAT.
5. SETBACKS ARE AS FOLLOWS: FRONT BUILD TO LINE 0' MIN./58' MAX., SIDE 10', REAR 25'.
6. ALL COMMON PROPERTY, INCLUDING THE STORM WATER DETENTION BASIN, SHALL BE MAINTAINED IN PERPETUITY AND CANNOT BE DEVELOPED FOR ANY OTHER USE WHICH WOULD LIMIT OR CAUSE TO LIMIT THE USE OF THE COMMON AREA/DETENTION BASIN. THE COMMON AREA/DETENTION BASIN SHALL BE OWNED AND/OR MAINTAINED BY THE PROPERTY OWNER'S ASSOCIATION OF THE DEVELOPMENT AND EACH PROPERTY OWNER SHALL OWN A PROPORTIONATE SHARE OF THE COMMON AREA/DETENTION BASIN AND SHALL BEAR HIS/HER PROPORTIONATE RESPONSIBILITY FOR THE CONTINUED MAINTENANCE IN ACCORDANCE WITH THE CITY OF OXFORD AND LAFALETTE COUNTY.
7. NO PORTION OF THIS TRACT IS WITHIN THE BOUNDARIES OF A 100 YEAR FLOOD PLAIN AS DEFINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY'S (FEMA) FLOOD INSURANCE RATE MAP NO. 28071C0144C, EFFECTIVE DATE NOVEMBER 26, 2010 FOR LAFALETTE COUNTY, MISSISSIPPI, AND INCORPORATED AREAS.
8. ALL MAG NAILS THAT WERE SET HAVE WASHERS STAMPED WITH "PEC COA S-190" AND ALL IRON RODS THAT WERE SET HAVE PLASTIC CAPS STAMPED "PEC COA S-190".

SUBDIVISION NOTES:

- A. DECLARANT SHALL BE RESPONSIBLE FOR CONTINUING MAINTENANCE OF ALL COMMON AREAS, INCLUDING THE REGIONAL DETENTION POND, UNTIL SUCH A TIME THE PROPERTY IS TURNED OVER TO THE HOME OWNERS ASSOCIATION, AT THAT TIME THE HOME OWNERS ASSOCIATION SHALL ASSUME RESPONSIBILITY AND MAINTENANCE.
- B. THE DETENTION SYSTEM SHALL REMAIN AS PRIVATE PROPERTY, OWNED BY THE ASSOCIATION, MAINTENANCE, REPAIR, AND ALL LIABILITIES ASSOCIATED WITH THE DETENTION SYSTEM SHALL BE THE RESPONSIBILITY OF THE ASSOCIATION AND ITS SUCCESSORS. THE CITY OF OXFORD SHALL HAVE NO RESPONSIBILITY FOR MAINTENANCE, REPAIR, OR LIABILITIES ASSOCIATED WITH THE DETENTION SYSTEM. OWNER/DECLARANT SHALL PROVIDE THAT OBLIGATIONS ASSOCIATED WITH THE REGIONAL DETENTION POND BE TRANSFERRED TO ALL SUCCESSORS AND ASSIGNS OF PROPERTY, AND SHALL ACCEPT RESPONSIBILITY FOR INFORMING SUCH SUCCESSORS AND ASSIGNS OF SAID OBLIGATIONS. THE REGIONAL DETENTION POND SHALL REMAIN IN PLACE AS APPROVED AND AS-BUILT CERTIFIED IN PERPETUITY AND SHALL NOT BE ENCROACHED UPON FOR ANY REASON OR DEVELOPED FOR ANY OTHER USE WHICH WOULD LIMIT OR CAUSE TO LIMIT THE USE OF THE DETENTION SYSTEM.
- C. IN THE EVENT THAT THE LAMAR HOMEOWNERS' ASSOCIATION, INC. IS DISSOLVED OR CEASES TO FUNCTION FOR ANY REASON, THE OWNERS OF PHASE 1 OF THE LAMAR SUBDIVISION SHALL BE JOINTLY RESPONSIBLE IN EQUAL SHARES FOR THE OWNERSHIP, MAINTENANCE, REPAIR, AND ALL LIABILITIES ASSOCIATED WITH THE DETENTION SYSTEM, TO THE SAME EXTENT THE LAMAR HOMEOWNERS' ASSOCIATION, INC. WAS SO RESPONSIBLE.
- D. THE RETAINING WALLS SHOWN ON THIS PLAT SHALL BE OWNED AND MAINTAINED BY THE LAMAR HOMEOWNERS' ASSOCIATION. THE SIDE AND REAR YARD SETBACKS WITHIN THE VICINITY OF THE WALLS SHALL BE CONSIDERED ACCESS EASEMENTS FOR PURPOSES OF MAINTENANCE AND REPAIR OF THE RETAINING WALLS.
- E. THE DUTIES AND RESPONSIBILITIES OF THE ASSOCIATION SHALL BE AS SET FORTH IN ARTICLE II OF THE DECLARATION OF COVENANTS, EASEMENTS AND RESTRICTIONS FOR THE LAMAR SUBDIVISION.



NO. 1	DATE: 4-18-24	REVISIONS: ADDED EXISTING STREET ON THE SOUTH SIDE OF PROPERTY	BY: JA
NO.	DATE:	REVISIONS:	BY:
NO.	DATE:	REVISIONS:	BY:
NO.	DATE:	REVISIONS:	BY:
NO.	DATE:	REVISIONS:	BY:
NO.	DATE:	REVISIONS:	BY:

FINAL PLAT
FOR
THE LAMAR PHASE 5
IN THE SE $\frac{1}{4}$ SEC. 16, T-8-S, R-3-W, CITY OF OXFORD,
LAFAYETTE COUNTY, MISSISSIPPI

DRAWN BY: J. ADAMS, PS
CHECKED BY: J. ADAMS, PS
DRAWING NO. 6608

DATE:
04/22/2025

SCALE:
1"=60'

ALL ENGINEERING
DRAWINGS ARE IN
CONFIDENCE AND
DISSEMINATION MAY NOT
BE MADE WITHOUT PRIOR
WRITTEN CONSENT OF THE
ENGINEER. ALL COMMON
LAW RIGHTS OF COPYRIGHT
AND OTHERWISE ARE
HEREBY SPECIFICALLY
RESERVED.

PAGE NO.:

1.0

~ PHASE 5 BOUNDARY ~

A FRACTION OF THE SOUTHEAST QUARTER OF SECTION 16, TOWNSHIP 8 SOUTH, RANGE 3 WEST, IN THE CITY OF OXFORD, LAFAYETTE COUNTY, MISSISSIPPI, AND CONTAINING 5.075 ACRES, MORE OR LESS. THIS DESCRIPTION BEING IN MORE DETAIL AS FOLLOWS:

COMMENCING AT AN EXISTING CONCRETE MONUMENT COMMONLY ACCEPTED AS BEING THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF SECTION 15, TOWNSHIP 8 SOUTH, RANGE 3 WEST, CITY OF OXFORD, LAFAYETTE COUNTY, MS; RUN THENCE DUE SOUTH A DISTANCE OF 1311.41 FEET TO A POINT; THENCE DUE WEST A DISTANCE OF 495.76 FEET TO THE POINT OF BEGINNING;

FROM SAID POINT OF BEGINNING, RUN THENCE NORTH 89 DEGREES 34 MINUTES 03 SECONDS WEST A DISTANCE OF 127.12 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 03 DEGREES 32 MINUTES 57 SECONDS WEST A DISTANCE OF 11.00 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 04 DEGREES 55 MINUTES 19 SECONDS WEST A DISTANCE OF 163.98 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 04 DEGREES 10 MINUTES 34 SECONDS WEST A DISTANCE OF 336.68 FEET TO A 1/2" IRON ROD SET; THENCE NORTH 73 DEGREES 50 MINUTES 39 SECONDS WEST A DISTANCE OF 106.24 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE RIGHT HAVING AN ARC LENGTH OF 128.25 FEET, A RADIUS OF 390.05 FEET, A CHORD BEARING OF NORTH 60 DEGREES 48 MINUTES 05 SECONDS WEST, AND A CHORD LENGTH OF 127.68 FEET, TO A 1/2" IRON ROD SET; THENCE NORTH 42 DEGREES 22 MINUTES 21 SECONDS EAST A DISTANCE OF 6.01 FEET TO A 1/2" IRON ROD SET; THENCE NORTH 47 DEGREES 42 MINUTES 39 SECONDS WEST A DISTANCE OF 52.80 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 44 DEGREES 16 MINUTES 28 SECONDS WEST A DISTANCE OF 5.76 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE RIGHT HAVING AN ARC LENGTH OF 84.99 FEET, A RADIUS OF 680.10 FEET, A CHORD BEARING OF NORTH 42 DEGREES 27 MINUTES 22 SECONDS WEST, AND A CHORD LENGTH OF 84.93 FEET, TO A 1/2" IRON ROD SET; THENCE NORTH 45 DEGREES 23 MINUTES 46 SECONDS EAST A DISTANCE OF 79.04 FEET TO A 1/2" IRON ROD SET; THENCE NORTH 06 DEGREES 51 MINUTES 43 SECONDS EAST A DISTANCE OF 74.28 FEET TO A 1/2" IRON ROD SET; THENCE NORTH 17 DEGREES 49 MINUTES 22 SECONDS EAST A DISTANCE OF 405.76 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 73 DEGREES 34 MINUTES 12 SECONDS EAST A DISTANCE OF 33.16 FEET TO A 1/2" IRON ROD SET; THENCE NORTH 16 DEGREES 25 MINUTES 48 SECONDS EAST A DISTANCE OF 163.15 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE LEFT HAVING AN ARC LENGTH OF 9.87 FEET, A RADIUS OF 67.00 FEET, A CHORD BEARING OF NORTH 12 DEGREES 35 SECONDS EAST, AND A CHORD LENGTH OF 9.86 FEET, TO A 1/2" IRON ROD SET; THENCE SOUTH 82 DEGREES 00 MINUTES 37 SECONDS EAST A DISTANCE OF 47.93 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE LEFT HAVING AN ARC LENGTH OF 18.44 FEET, A RADIUS OF 75.91 FEET, A CHORD BEARING OF NORTH 89 DEGREES 51 MINUTES 33 SECONDS EAST, AND A CHORD LENGTH OF 18.40 FEET, TO A 1/2" IRON ROD SET; THENCE NORTH 82 DEGREES 48 MINUTES 51 SECONDS EAST A DISTANCE OF 109.98 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE RIGHT HAVING AN ARC LENGTH OF 20.91 FEET, A RADIUS OF 150.00 FEET, A CHORD BEARING OF NORTH 86 DEGREES 48 MINUTES 32 SECONDS EAST, AND A CHORD LENGTH OF 20.90 FEET, TO A 1/2" IRON ROD SET; THENCE SOUTH 89 DEGREES 11 MINUTES 48 SECONDS EAST A DISTANCE OF 16.10 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 00 DEGREES 48 MINUTES 12 SECONDS WEST A DISTANCE OF 361.57 FEET BACK TO THE POINT OF BEGINNING.

CITY OF OXFORD
STATE OF MISSISSIPPI

APPROVED AND RECOMMENDED FOR ACCEPTANCE BY THE CITY OF OXFORD PLANNING COMMISSION, THIS THE ____ DAY OF _____, 20____.

JR RIGBY, CHAIRMAN
CITY OF OXFORD PLANNING COMMISSION

CITY OF OXFORD
COUNTY OF LAFAYETTE
STATE OF MISSISSIPPI

APPROVED AND RECOMMENDED FOR ACCEPTANCE BY THE CITY OF OXFORD, BOARD OF ALDERMEN, THIS THE ____ DAY OF _____, 20____.

ROBYN TANNEHILL
MAYOR, CITY OF OXFORD

CITY ENGINEER'S CERTIFICATE

I CERTIFY THAT THE OWNERS DESCRIBED IN THE OWNER'S CERTIFICATE, HAS COMPLIED WITH ONE OF THE FOLLOWING ALTERNATIVES FOR THE LAMAR PHASE 5:

1. ALL IMPROVEMENTS HAVE BEEN INSTALLED BY THE SUB-DIVIDER IN ACCORDANCE WITH THE REQUIREMENTS OF THESE REGULATIONS AND WITH THE ACTION OF THE BOARD OF ALDERMEN, GIVING APPROVAL OF THE FINAL PLAT, AND ACCEPTING MAINTENANCE OF UTILITIES AND STREETS.
2. A BOND OR CERTIFIED CHECK HAS BEEN POSTED BY THE SUB-DIVIDER WHICH IS AVAILABLE TO THE CITY IN A SUFFICIENT AMOUNT TO ENSURE COMPLETION OF ALL REQUIRED IMPROVEMENTS,

AS OF THIS THE ____ DAY OF _____, 20____.

JOHN CRAWLEY, P.E.
CITY ENGINEER, CITY OF OXFORD

MORTGAGEE'S CERTIFICATE

_____, BEING THE HOLDER OF RECORDED SECURITY INTERESTS IN THE REAL PROPERTY HEREIN DESCRIBED CONSENTS TO THE RECORDATION OF THE LAMAR PHASE 5.

_____, PRESIDENT
BANK OF _____

STATE OF MISSISSIPPI
COUNTY OF LAFAYETTE

PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED AUTHORITY IN AND FOR THE SAID COUNTY AND STATE, WITHIN MY JURISDICTION, THE WITHIN NAMED _____, WHO ACKNOWLEDGED TO ME THAT HE IS PRESIDENT OF BANK OF _____, AND AS THE ACT AND DEED OF SAID FINANCIAL FEDERAL BANK, HE EXCUTED THE ABOVE AND FOREGOING INSTRUMENT, AFTER FIRST HAVING BEEN DULY AUTHORIZED SO TO DO.

WITNESS MY HAND AND OFFICIAL SEAL THIS THE ____ DAY OF _____, 20____.

NOTARY PUBLIC

OWNERS CERTIFICATE

I, HUGH M. MONTEITH, IV, AS MEMBER OF LAMAR MANAGER LLC, A MISSISSIPPI LIMITED LIABILITY COMPANY, AND I, FORREST JINKS, AS CHIEF EXECUTIVE OFFICER OF ALTUS EQUITY GROUP INC., A DELAWARE CORPORATION, SAID CORPORATION BEING THE MANAGER OF AE LAMAR PHASE V LLC, A MISSISSIPPI LIMITED LIABILITY COMPANY, AND AS OWNERS OF THE TRACT OF LAND HEREIN DESCRIBED, CERTIFY THAT WE DID CAUSE SAID LAND TO BE SUBDIVIDED AND PLATTED, AS SHOWN ON THE ATTACHED PLAT, THE LAMAR PHASE 5. THE STREETS ARE TO REMAIN PRIVATELY OWNED, THE STREETS ARE HEREBY DEDICATED TO THE USE BY THE PUBLIC AND/OR PRIVATE UTILITY COMPANIES WHICH SERVE THIS SUBDIVISION, SUBJECT TO THE REGULATIONS OF AND APPROVAL BY THE BOARD OF ALDERMAN OF OXFORD, MISSISSIPPI. UTILITY EASEMENTS ARE ALSO DEDICATED TO THE PUBLIC AND/OR PRIVATE UTILITY COMPANIES WHICH SERVE THIS SUBDIVISION. SUCH SUBDIVISION AND DEDICATION IS THE OWNER'S OWN ACT AND DEED OF THEIR OWN FREE WILL.

WITNESS MY HAND AND SIGNATURE THIS THE ____ DAY OF _____, 20____.

LAMAR MANAGER, LLC, A MISSISSIPPI LIMITED LIABILITY COMPANY

HUGH M. MONTEITH, IV AS MEMBER

LAMAR PHASE V LLC, A MISSISSIPPI LIMITED LIABILITY COMPANY

FORREST JINKS, AS CHIEF EXECUTIVE OFFICER OF ALTUS EQUITY GROUP INC., A DELAWARE CORPORATION, SAID CORPORATION BEING THE MANAGER OF LAMAR PHASE V, LLC

~ STATE OF MISSISSIPPI ~
~ COUNTY OF LAFAYETTE ~

PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED AUTHORITY IN AND FOR THE SAID COUNTY AND STATE, ON THIS DAY OF _____, 20____, WITHIN MY JURISDICTION, THE WITHIN NAMED HUGH M. MONTEITH, WHO ACKNOWLEDGED TO ME THAT HE IS A MEMBER OF LAMAR MANAGER, LLC, A MISSISSIPPI LIMITED LIABILITY COMPANY, AND THAT FOR AND ON BEHALF OF SAID LIMITED LIABILITY COMPANY, AND AS THE ACT AND DEED OF SAID LIMITED LIABILITY COMPANY, HE EXECUTED THE ABOVE AND FOREGOING INSTRUMENT, AFTER FIRST HAVING BEEN DULY AUTHORIZED BY SAID LIMITED LIABILITY COMPANY SO TO DO.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

~ STATE OF MISSISSIPPI ~
~ COUNTY OF LAFAYETTE ~

PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED AUTHORITY IN AND FOR THE SAID COUNTY AND STATE, ON THIS DAY OF _____, 20____, WITHIN MY JURISDICTION, THE WITHIN NAMED FORREST JINKS, AS CHIEF EXECUTIVE OFFICER OF ALTUS EQUITY GROUP INC., A DELAWARE CORPORATION, SAID CORPORATION BEING THE MANAGER OF LAMAR PHASE V, LLC, AND THAT FOR AND ON BEHALF OF SAID LIMITED LIABILITY COMPANY, AND AS THE ACT AND DEED OF SAID LIMITED LIABILITY COMPANY, HE EXECUTED THE ABOVE AND FOREGOING INSTRUMENT, AFTER FIRST HAVING BEEN DULY AUTHORIZED BY SAID LIMITED LIABILITY COMPANY SO TO DO.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

STATE OF MISSISSIPPI
COUNTY OF LAFAYETTE

I, MIKE ROBERTS, CHANCERY CLERK IN AND FOR SAID COUNTY AND STATE, HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE AT _____ O'CLOCK ON THE ____ DAY OF _____, 20____, AND WAS DULY RECORDED IN PLAT CABINET _____, SLIDE _____.

WITNESS MY HAND AND OFFICIAL SEAL THIS THE ____ DAY OF _____, 20____.

MIKE ROBERTS
CHANCERY CLERK



EMAIL: OXFORD@PECORPMS.COM
PHONE: (662) 234-8539
WEB SITE: PECORPMS.COM
FAX: (662) 234-8639

REVISIONS:

NO.	DATE	DESCRIPTION	BY

CERTIFICATE SHEET
FOR
THE LAMAR PHASE 5
IN THE SE 1/4 SEC. 16, T-8-S, R-3-W, CITY OF OXFORD,
LAFAYETTE COUNTY, MISSISSIPPI

DRAWN BY: J. ADAMS, PS	DATE: 04/22/2025
CHECKED BY: J. ADAMS, PS	SCALE: N/A
DRAWING NO.: 6608	

ALL ENGINEERING
DRAWINGS ARE IN
CONFIDENCE AND
DISSEMINATION MAY NOT
BE MADE WITHOUT PRIOR
WRITTEN CONSENT OF THE
ENGINEER. ALL COMMON
LAW RIGHTS OF COPYRIGHT
AND OTHERWISE ARE
HEREBY SPECIFICALLY
RESERVED.

PAGE NO.:

2.0

ENGINEER'S CERTIFICATE

I CERTIFY THAT THE LAMAR PHASE 5, IS IN CONFORMANCE WITH THE DESIGN REQUIREMENTS OF THE SUBDIVISION REGULATIONS AND SPECIFIC CONDITIONS IMPOSED ON THIS DEVELOPMENT, AND TAKES INTO ACCOUNT ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS.

WITNESS MY HAND AND SIGNATURE THIS THE ____ DAY OF _____, 20____.

PAUL KOSHENINA
MISSISSIPPI PE #14912

SURVEYOR'S CERTIFICATE

I CERTIFY THAT THE PLAT FOR THE LAMAR PHASE 5 IN LAFAYETTE COUNTY, MISSISSIPPI, IS A TRUE AND CORRECT REPRESENTATION OF SAID SUBDIVISION AND THAT I SIGNED AND DELIVERED IT AS MY OWN ACT AND DEED.

WITNESS MY HAND AND SIGNATURE THIS THE ____ DAY OF _____, 20____.

JONATHAN E. ADAMS
MISSISSIPPI PS. #2879

RESTRICTIVE COVENANTS

RECORDED IN INSTRUMENT NUMBER _____, OF THE LAND RECORDS IN THE CHANCERY CLERK'S OFFICE OF LAFAYETTE COUNTY, MISSISSIPPI.



THE CITY OF
OXFORD

MEMORANDUM

To: Board of Aldermen
From: Mark Levy
CC: Hollis Green
Date: June 17, 2025
Re: Consider Change Order No. 1 from JP Corp for the Development Services building.

Changer Order No. 1 is for the following scope of work:

Scope of Work	Reason for Change	Amount
Masonry Infill at opening	Removed existing windows to add privacy to offices in hallway.	\$12,785.70
New fire alarm system	Reconciliation of Allowance #2. All new fire alarm system installed.	\$0.00
Add Office Door	Change layout to add office.	\$614.90
Replace all door hardware	Existing doors are hodgepodge with different keys and do not meet ADA standards.	\$19,739.72
Install all new CAT6 network	\$10,000 allowance was exceeded for new jacks and cabeling.	\$16,428.89
Total		\$49,569.21

In addition to the total contract addition of \$49,569.21, the contractor is requesting six (6) additional days to the contract timeline. The new date of substantial completion will be July 7, 2025.

Staff recommends approval of Change Order No. 1.

Enclosure (1)



June 12, 2025

Mayor Robyn Tannehill
City of Oxford
107 Courthouse Square
Oxford, MS 38655

RE: Change Order 01
Oxford Old Police Department Renovations
Oxford, Mississippi

Dear Mayor Tannehill:

Please find attached Change Order 01 from J.P. Corp for your review and approval. Change Order 01 includes an increase to Contract in the amount of \$49,569.21 for multiple items. This change order also includes a request for an additional six (6) days. If approved, Substantial Completion Date will be July 6, 2025.

Feel free to contact me should you have any questions.

Regards,

A handwritten signature in blue ink, appearing to read 'K. Shettles', with a long horizontal stroke extending to the right.

Kurt Shettles, AIA
President & CEO / Architect

KS:br

c: Mark Levy, City of Oxford
24038.550

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Old Oxford Police Department
Renovations
Oxford, MS 38655

OWNER: *(Name and address)*
City of Oxford

107 Courthouse Square
Oxford, MS 38655

CONTRACT INFORMATION:
Contract For: General Construction

Date: 02-19-2025

ARCHITECT: *(Name and address)*
McCarty Architects Professional
Association
533 West Main Street
Tupelo, MS 38804

CHANGE ORDER INFORMATION:
Change Order Number: 001

Date: 06-12-2025

CONTRACTOR: *(Name and address)*
J.P. Corp General Contractors

P.O. Box 115
Oxford, MS 38655

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

COR 01 - Replace all hardware on existing doors. \$19,739.72
COR 02 - Reconciliation of Allowance #2 - Replace fire alarm system. \$0 costs
COR 03 - Provide masonry infills and door headers. \$12,785.70 / Add 6 days
COR 06 - Add door to Office 122. \$614.90
COR 08 - Reconciliation of Allowance #5 - Additional miscellaneous electrical and data. Costs = \$26,428.89 - Allowance = \$10,000 for Final Costs = \$16,428.89
(Install new CAT 6 data cables and jacks.)

The original Contract Sum was	\$	774,451.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	774,451.00
The Contract Sum will be increased by this Change Order in the amount of	\$	49,569.21
The new Contract Sum including this Change Order will be	\$	824,020.21

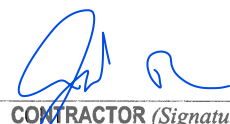
The Contract Time will be increased by Six (6) days.
The new date of Substantial Completion will be 07-07-2025

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.


ARCHITECT *(Signature)*
BY: Kurt Shettles, President & CEO /
Architect
*(Printed name, title, and license
number if required)*

12June25
Date


CONTRACTOR *(Signature)*
BY: Josh Parker, Owner
(Printed name and title)

6/12/25
Date

OWNER *(Signature)*
BY: Mayor Robyn Tannehill
(Printed name and title)

Date



CHANGE ORDER REQUEST

CONTRACTOR:

J.P. Corp General Contractors
 2411 S Lamar Blvd, Suite C
 Oxford, MS 38655

COR # 1

DATE 5/28/2025

PROJECT:

OLD OXFORD POLICE DEPARTMENT RENOVATION

QTY	UNIT	DESCRIPTION	PRICE	AMOUNT
1	LS	Target Doors - new keyed locks. At openings with exit devices, priced new keyed cylinders only. Priced Corbin Russwin lever handles per specs. Includes installation	\$ 17,945.20	\$ 17,945.20

WE AGREE hereby to make the change(s) specified above at this price \$ 17,945.20

G.C. Overhead and Profit at 10% \$ 1,794.52

Taxes

Total Change Order Request \$ 19,739.72

Original Contract Amount \$ 774,451.00

Revised Contract Total \$ 794,190.72

Kelly Carpenter, PM

5/28/2025

Your Name, Title

Date

Accepted - The above prices and specifications of this change order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Signature

Date of Acceptance



Target Door Supply
473 Highway 145 S
Booneville, MS 38829
(601) 331-0175

www.targetdoorsupply.com

Project Name:	Old Oxford Police Station
Location:	Oxford, MS
Date:	6/9/2025
Contractor:	J.P. Corp. General Contractors

We Propose To Furnish The Following Items In Addition To The Original Contract.	
(30) Corbin Russwin Entry/Office Lever Locks	
(1) Corbin Russwin Privacy Lever Lock	
(4) Dark Bronze Mortise Cylinders	
(1) Wrap Around Door Plate	
Materials Only: \$12,451.00	
Labor To Install Lever Locks And, Cyl.'s And Wrap Around Plate: \$2,196.00	
Labor To Repair And Prep Doors At The Family RR And File Room: \$561.00	
Trips And Tools To Perform Labor: \$262.00	
	\$15,470.00
	\$2,475.20 - OH/P
	\$17,945.20 TOTAL

Notes:

No Taxes Or Materials Not Mentioned Above Included.

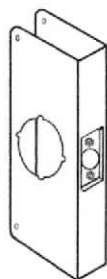
This quotation is made on the basis of current material and labor costs. A delay in acceptance of more than 30 days will require a review of the proposal and re-dating before agreement becomes binding.

Quoted By: Shane Newton Accepted By: _____

Date: _____

CLASSIC WRAP-AROUNDS

For **CYLINDRICAL DOOR LOCKS** with 2 1/8" hole



1-CW
2-CW
3-CW
4-CW

Display Packaged also available. When ordering indicate by replacing the letters "CW" with "V" after the item number.

Display Package Size - 5 1/4" x 11"

NUMBER	BACKSET	DOOR	DIMENSIONS
1-CW	2 3/8"	1 3/8"	4" x 9"
2-CW	2 3/8"	1 3/4"	4" x 9"
3-CW	2 3/4"	1 3/8"	4 1/4" x 9"
4-CW	2 3/4"	1 3/4"	4 1/4" x 9"

SHELF PACK: 1

GAUGE: 22 (.032)

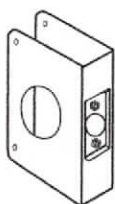
FINISHES: 10B (613), AB (609),

BZ (612), PB (605), S (630)

Box Size - 4 1/2" x 9 3/4"

CW comes box packaged as standard.

For **DEADBOLTS** with 1 1/2" hole



5-CW
6-CW
7-CW
8-CW

Display Packaged also available. When ordering indicate by replacing the letters "CW" with "V" after the item number.

Display Package Size - 5 1/4" x 6 1/2"

NUMBER	BACKSET	DOOR	DIMENSIONS
5-CW	2 3/8"	1 3/8"	4" x 4 5/16"
6-CW	2 3/8"	1 3/4"	4" x 4 5/16"
7-CW	2 3/4"	1 3/8"	4 1/4" x 4 5/16"
8-CW	2 3/4"	1 3/4"	4 1/4" x 4 5/16"

SHELF PACK: 1

GAUGE: 22 (.032)

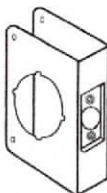
FINISHES: 10B (613), AB (609),

BZ (612), PB (605), S (630)

Box Size - 5 1/4" x 4 1/2"

CW comes box packaged as standard.

For **CYLINDRICAL DOOR LOCKS** with 2 1/8" hole



51-CW
61-CW
71-CW
81-CW

Display Packaged also available. When ordering indicate by replacing the letters "CW" with "V" after the item number.

Display Package Size - 5 1/4" x 6 1/2"

NUMBER	BACKSET	DOOR	DIMENSIONS
51-CW	2 3/8"	1 3/8"	4" x 4 5/16"
61-CW	2 3/8"	1 3/4"	4" x 4 5/16"
71-CW	2 3/4"	1 3/8"	4 1/4" x 4 5/16"
81-CW	2 3/4"	1 3/4"	4 1/4" x 4 5/16"

SHELF PACK: 1

GAUGE: 22 (.032)

FINISHES: 10B (613), AB (609),

BZ (612), PB (605), S (630)

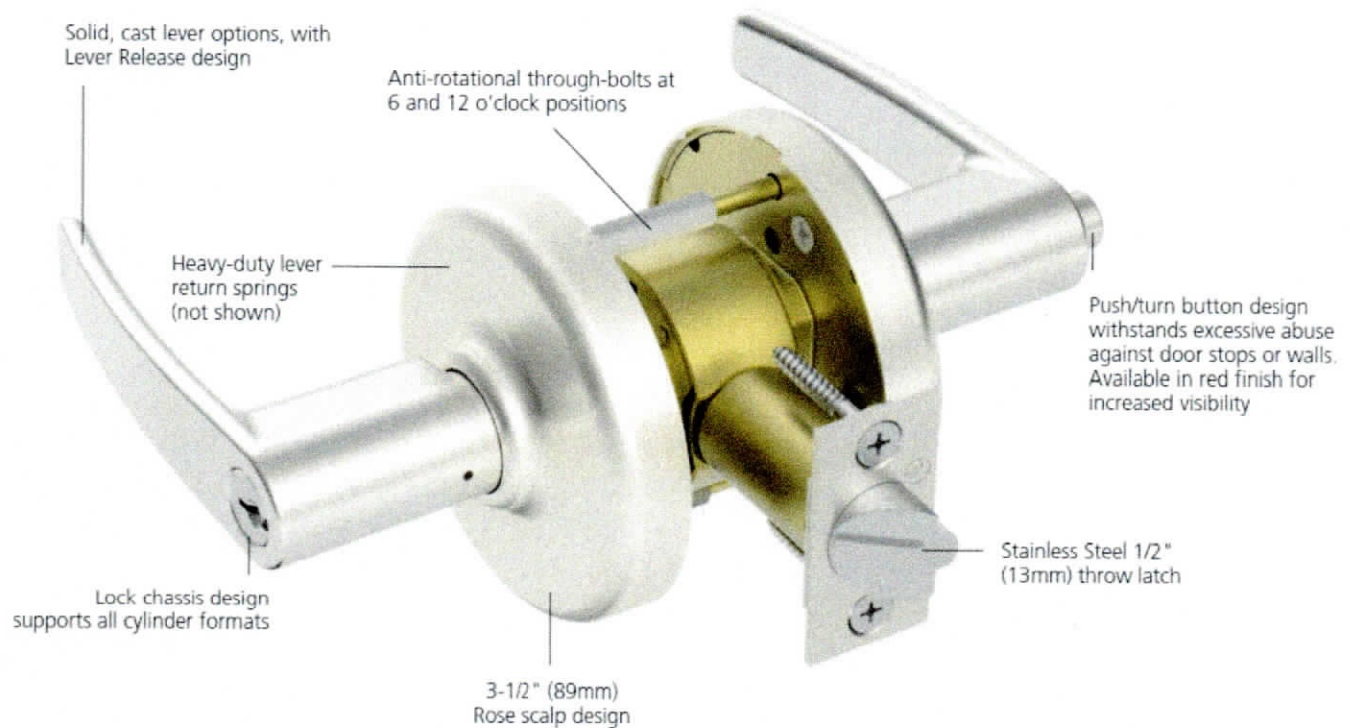
Box Size - 5 1/4" x 4 1/2"

CW comes box packaged as standard.

Overview

CLX3300 Series

The CLX3300 Series ANSI/BHMA Grade 1 cylindrical lock has the strength to secure high-traffic openings with design options to complement any decor. Manufactured of the highest-quality materials to provide durability, strength, and reliability, it is also available in a vast array of finishes and a variety of decorative levers, so you'll never have to sacrifice style for strength.



Applications

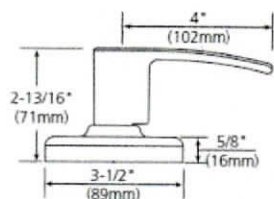
- Heavy duty commercial and institutional interior and exterior doors
- Offices
- Schools/Universities
- Hospitals
- Manufacturing facilities

Lever Trim

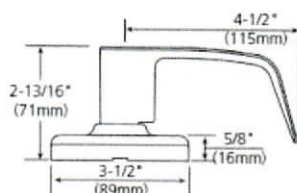
CLX3300 Series with Lever Trim

Levers - Solid Cast Zinc

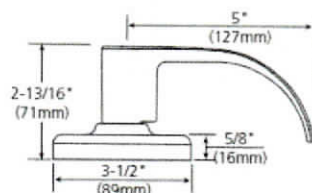
Armstrong AZ



Newport* NZ

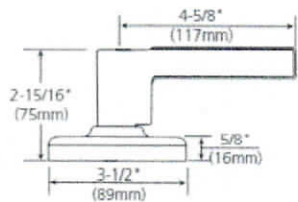


Princeton* PZ

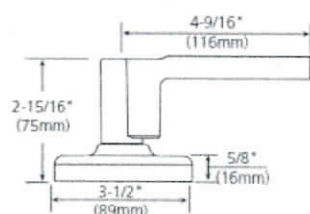


Decorative Levers

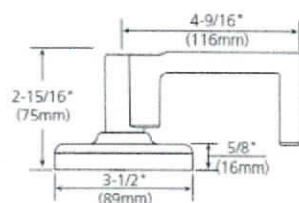
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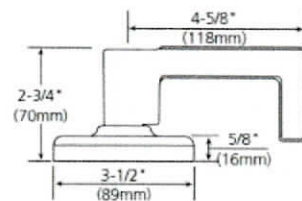
106



123*



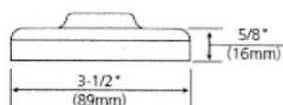
124*



*Lever with return to within 1/2" of door face.

Rose Wrought Brass

D



Functions

CLX3300 Series

Outside	Inside	Series/Function	Type	ANSI No.	Function Description
		CLX3310	Passage or Closet	F75	- Latchbolt by lever either side - Both levers always free
		CLX3320	Privacy, Bedroom or Bathroom	F76A	- Outside lever locked by push button (lever handle is freewheeling in locked position) - Outside lever unlocked by emergency release tool outside, by rotating inside lever or by closing door - Inside lever always free
		CLX3330	Privacy, Bedroom or Bathroom	F76A	- Outside lever locked by push button (lever handle is freewheeling in locked position) - Outside lever unlocked by emergency cointurn outside, by rotating inside lever or by closing door - Inside lever always free
		CLX3320H	Hospital Privacy	—	- Outside lever locked by inside push button (lever handle is freewheeling in locked position) - Outside lever unlocked by simultaneously depressing outside pushbutton while rotating lever - Rotating inside lever or closing door also unlocks outside lever - Outside lever handle is freewheeling when locked
		CLX3320TO	Time Out Lock	—	- Latchbolt by lever either side (passage) unless push button depressed and held by caretaker (detention side becomes freewheeling). Lock returns to passage mode upon release of push button. - Push button automatically releases when caretaker releases push button - Both levers always free
		CLX3329	Hotel or Motel	F93	- Deadlocking latchbolt by lever inside or by key outside - Push button shuts out all keys except emergency key, and projects occupancy indicator in face of cylinder (lever handle is freewheeling in locked position) - Push button released by turning inside lever or by closing door, unless push button has been fixed in locked position by spanner key (provided). - When push button is fixed in locked position by spanner key, lock is operable only by emergency key. - Outside lever always locked - Inside lever always free - Not available with other manufacturers keyways
		CLX3332	Institutional or Utility	F87	- Deadlocking latchbolt by key either side (lever handles are freewheeling in locked position) - Should be used only in office or room with multiple entries - Keyed alike unless otherwise specified
		CLX3340	Patio or Privacy	F77A	- Deadlocking latchbolt by lever - Outside lever locked by push button (lever handle is freewheeling in locked position) - Outside lever unlocked by operating inside lever or closing door - Inside lever always free - Should not be used in rooms that have no other entrance
		CLX3340NT	Exit Latch	F89	- Deadlocking latchbolt by lever inside - Outside lever always locked (lever handle is freewheeling in locked position) - Inside lever always free

Indicates optional interchangeable core available; see Quick Codes, page 21.

Indicates function available with RPB option.



Indicates freewheeling lever in locked position. Specify Quick Code M200 for rigid lever in locked position.



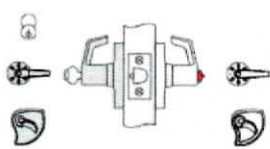
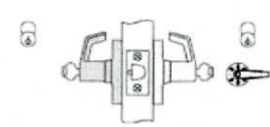
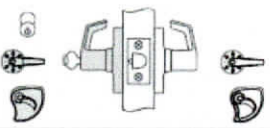
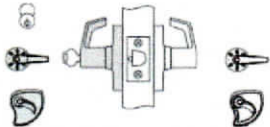
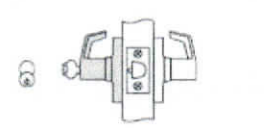
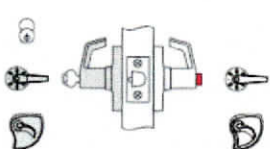
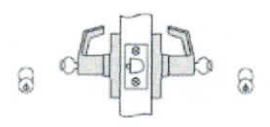
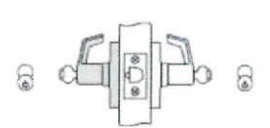
Indicates function available with BHSS trim.



Indicates function available with VSL trim.

Functions

CLX3300 Series

Outside	Inside	Series/Function	Type	ANSI No.	Function Description
		CLX3351	Entrance or Office	F109	- Deadlocking latchbolt by lever either side, except when turn button locks outside lever. Pushing turn button in locks outside lever, requiring use of key outside to unlock. (Lever handle is freewheeling in locked position) - Turning inside lever unlocks outside lever - Pushing in and turning button locks outside lever, requiring key at all times. Turning inside lever does not unlock outside lever until button is manually turned to unlocked position. - Inside lever always free
		CLX3352	Classroom Intruder	F110	- Deadlocking latchbolt by inside lever or outside lever except when key inside or outside locks outside lever (lever handle is freewheeling in the locked position) - Outside lever is locked and unlocked by turning the key in the inside or outside lever - Inside lever always free Note: Inside lever engraved with "Lock" arrow showing direction to rotate key to lock.
		CLX3355	Classroom	F84	- Deadlocking latchbolt by lever either side, except when key outside locks outside lever (lever handle is freewheeling in locked position) - Outside lever unlocked by key outside - Inside lever always free
		CLX3357	Storeroom or Closet	F86	- Deadlocking latchbolt by key in outside lever or by rotating inside lever (lever handle is freewheeling in locked position) - Inside lever always free
		CLX3359	Barrier Free Storeroom or Public Restroom	—	- Deadlocking latchbolt by inside lever - Key outside unlocks outside lever to retract latchbolt - Key is retained in unlock mode - When key is removed outside lever is locked (lever handle is freewheeling in locked position) - Inside lever always free
		CLX3361	Entry or Office	F82A	- Deadlocking latchbolt by lever either side, except when push button locks outside lever - Push button released by turning inside lever or by key in outside lever (lever handle is freewheeling in locked position) - Closing door does not release push button - Inside lever always free
		CLX3362	Communicating	F80	- Deadlocking latchbolt by lever either side, except when key in either lever locks and unlocks the lever independently of the other (lever handle is freewheeling in locked position) - Keyed alike unless otherwise specified - Should be used only in office or room with multiple entries
		CLX3372	Apartment, Exit or Public Toilet	F88	- Deadlocking latchbolt by lever either side, except when key inside locks outside lever (lever handle is freewheeling in locked position) - Key outside retracts latchbolt - Key inside unlocks outside lever - Inside lever always free - Keyed alike unless otherwise specified

 Indicates optional interchangeable core available; see Quick Codes, page 21.

 Indicates function available with RPB option.



Indicates freewheeling lever in locked position. Specify Quick Code M200 for rigid lever in locked position.



Indicates function available with BHSS trim.



Indicates function available with VSL trim.

Cylinders

CLX3300 Series

Corbin Russwin Cylinders

Fixed Core

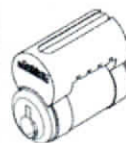
Description	Pins	Door Thickness	Model Number Used with CLX3300 Mechanical Functions	Model Number Used with CLX33900 Electrified Functions
Conventional	6	1-3/8" - 2"	CR2000-034 (Std.)	CR2000-E34 (Std.)
		2-1/4"	CR2000-034L	CR2000-E34L
	7	1-3/8" - 2"	CR2000-034-7	CR2000-E34-7
		2-1/4"	CR2000-034L-7	CR2000-E34L-7
Hotel	6	1-3/8" - 2-1/4"	CR2001-034A	N/A
	7		CR2001-034A-7	
Security	6	1-3/8" - 2"	CR2010-034	CR2010-E34
		2-1/4"	CR2010-034L	CR2010-E34L
Pyramid - Security	7	1-3/8" - 2"	CR2027-034	CR2027-E34
		2-1/4"	CR2027-034L	CR2027-E34L
Pyramid - High Security	7	1-3/8" - 2"	CR2020-034	CR2020-E34
		2-1/4"	CR2020-034L	CR2020-E34L
Access 3® - Patented (AP)	6	1-3/8" - 2"	CR2500-034	CR2500-E34
		2-1/4"	CR2500-034L	CR2500-E34L
Access 3® - Patented Hotel (AP)	6	1-3/8" - 2-1/4"	CR2501-034A	N/A
Access 3® - Security (AS)	6	1-3/8" - 2"	CR2600-034	CR2600-E34
		2-1/4"	CR2600-034L	CR2600-E34L
Access 3® - Security Hotel (AS)	6	1-3/8" - 2-1/4"	CR2601-034A	N/A
Access 3® - High Security (AHS)	6	1-3/8" - 2"	CR2700-034	CR2700-E34
		2-1/4"	CR2700-034L	CR2700-E34L
Access 3® - High Security Hotel (AHS)	6	1-3/8" - 2-1/4"	CR2701-034A	N/A



- Plug diameter for conventional cylinders is .509, .510 for Access 3®, .552 for security cylinders and .496 for Pyramid cylinders.
- Cylinders are brass and come with 2 nickel silver keys.
- Finishes: 606, 626 or BSP.
- To order cylinders separately, specify Model No. x Keyway x Finish (e.g., CR2000-034 x L4 x 626). Refer to CLX3300 Series Parts Manual for tailpiece information.

Large Format Interchangeable Core

Description	Pins	Model Number Used with All Functions
Conventional	6	CR8000
	7	CR8000-7
Hotel	6	CR8001-034A
	7	CR8001-034A-7
Security	6	CR8010
Pyramid - Security	7	CR8020
Pyramid - High Security	7	CR8027
Access 3® - Patented (AP)	6	CR8500
Access 3® - Security (AS)	6	CR8600
Access 3® - High Security (AHS)	6	CR8700
Access 3® - Hotel Patented (AP)	6	N/A
Access 3® - Hotel Security (AS)	6	N/A
Access 3® - Hotel High Security (AHS)	6	N/A



- Plug diameter for conventional cores is .509, .510 for Access 3®, .552 for security cylinders and .496 for Pyramid cylinders.
- Cores are brass and come with 2 nickel silver keys.
- Finishes: 606, 626 or BSP.
- To order cores separately, specify Model No. x Keyway x Finish (e.g., CR8000 x L4 x 626). Refer to CLX3300 Series Parts Manual for tailpiece information.

Conventional

Key Systems

Mortise Cylinders

For use with all mortise locks and DL3000 Deadlocks. IC: page 15. Security: page 17. Master Ring: page 21. Pyramid: page 25.



Type	Length	Cam	Pins	Keyway	Finish	Plug Finish
CR1000	100 1" (5 pin only)	(see page 41)	5 (1" length only)	(see pages 32-40)	605	606
	118 1-1/8" (standard)	A01 Cloverleaf	6 (standard)		606	606
	114 1-1/4"	A02 Straight	7 (available for 1-1/4"-3")		611	606
	138 1-3/8"	A03 Adams Rite® MS			612	606
	112 1-1/2"	DL3000 Deadlock			613	606
	134 1-3/4"	A04 DL4000 Deadlock			622	606
	200 2"	A05 Adams Rite 4070			625	626
	214 2-1/4"	A06 Schlage® Cloverleaf			626	626
	212 1-1/2"	A07 DL4100			629	626
	234 2-3/4"	A62 MR Straight / CR900 Series Mullion			630	626
	300 3"	A92 Exit Grip Trim 01 & 02			722	606
	314 3-1/4"	A93 Obsolete deadlocks: Corbin® 610 Series and Russwin® 1403 Series			BSP	BSP
	312 3-1/2"				WSP	626
	334 3-3/4"					

Flexible Head Mortise Cylinders

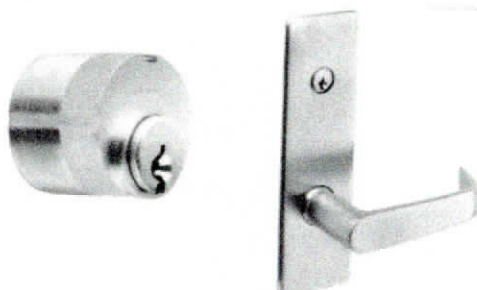
Use Flexible Head mortise cylinders only with sectional trim mortise locks. The head is spring-loaded to adjust for minor variations in door thickness. See page 21 for Master Ring



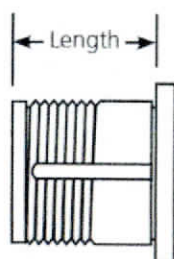
Type	Length	Cam	Pins	Keyway	Finish	Plug Finish
CR1100	100 1" (6-pin std.)	(see page 41)	6 (standard)	(see pages 32-40)	605	606
	118 1-1/8"	A01 Cloverleaf	7 (available for 1-1/4" - 1-1/2")		606	606
	114 1-1/4"	A02 Straight			611	606
					612	606
					613	606
					618	626
					619	626
					625	626
					626	626
					722	606
					BSP	BSP
					WSP	626

Concealed Shell Mortise Cylinders

Concealed shell cylinders are for mortise locks using "Plug Only to Show" escutcheon trim.



Type	Length	Cam	Pins	Keyway	Finish
CR1200	100 1" (6-pin std.)	(see page 41)	5 (1" length only)	(see pages 32-40)	606
	118 1-1/8"	A01 Cloverleaf	6 (standard)		626
	114 1-1/4"	A02 Straight	7 (available only for 1-1/4" - 1-1/2")		
	138 1-3/8"				
	112 1-1/2"				



All cylinder plugs are provided in 606, 626, or BSP finish

Length is measured from behind the cylinder head to the end of the cam.

For cam illustrations and applications, see page 41.

Key Blanks

Key Systems

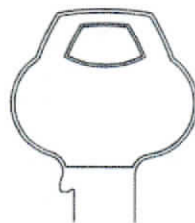
L4	-	6-Pin	-	1	-	0
Key Sections (see pages 31-40)	Length Indicate 5-, 6-, 7-pin	Bow Shape 1 Standard 5 Large 9 Security	Bow Marking 0 Coined Logo 1 Plain 2 DND 3 US property DND			

Standard Bows



10

The standard bow furnished for all keyways unless otherwise specified. The other side is blank.
Example: L4-6PIN-10.



11

Blank both sides, for use when more area is required for stamping, such as custom die stamps.
Example: L4-6PIN-11.



12

This bow enhances key control. Recommended for Corbin Russwin restricted & protected keyways.
Other side blank.
Example: 62A1-6PIN-12



13

For use only on U.S. Government projects.
Example: L4-6PIN-13.

Large Bows



51

Blank both sides. Recommended for special die stamps or large amounts of stamping, and for Control and Emergency Master Keys. Not available for 752, 852 or A Class keyways.
Example: L4-6PIN-51.



52

This bow enhances key control. Recommended for Corbin Russwin restricted & protected keyways which need extra space for special stamping. Not available for 752, 852 or A Class keyways.
Example: 62A1-6PIN-52



53

For use only on U.S. Government projects. Recommended for use when a large amount of stamping is required. Not available for 752, 852 or A Class keyways.
Example: L4-6PIN-53.

Keyways

Key Systems

Multiplex/Simplex Keyways

Multiplex keyways can be used together to expand a keying system. A simplex keyway is independent, stands alone and cannot be tied into any other keyway to expand a keying system.

All/Multi-Section/Single Section Keys

All/Multi-section keys can be used on more than one cylinder with different sections. For example: a key cut on the L41 multi-section keyblank will pass cylinder in the L1, L2, L3 and L4 keyways. Single section keys can be used with cylinders of the same section. For example: a key cut on the L4 single section keyblank will only pass a cylinder in the L4 keyway.

Active Keyways

Keyways which are available for new Corbin Russwin keying systems are considered active. In the case of new master key systems, the factory reserves the right to select the keyway from a range of standard keyways, based on usage in a particular geographical area.

Inactive Keyways

Many older Corbin Russwin keyways are designated inactive. **No new systems** shall be established on these keyways. However, they continue to be available to support existing keying systems.

Restricted Keyways

For security reasons, these keyway profiles are not shown.

Protected Keyways

Key Systems Administration reserves the final decision as to which protected keyway family will be selected. A notice of acceptance showing the facilities name, address and contact information is required before orders can be processed. For security reasons, these keyway profiles are not shown.

Pyramid Keyways

Pyramid keyways are only available for Pyramid cylinders and separate specifications are used from conventional Corbin Russwin keying systems. For security reasons, these keyway profiles are not shown. All new Pyramid

systems will require a completed System Information Document (orders cannot be entered without this document). The fully executed original document will be kept on file at Corbin Russwin Key System Administration. For all subsequent orders a letter of authorization will be required if the product is shipped to an address other than what is recorded on the System Information Document and/or if the address on the purchase order is different than what is listed on the System Information Document. Note that Key System Administration will not keep blanket letters of authorization on file.

Bitting Classes

Corbin Russwin has several sets of dimensional standards for bitting (cutting) keys. If the wrong specifications are used when making keys on code machines in the field, they will not operate in conjunction with factory supplied cylinders and keys. The bitting class is given for each group of keyways. All bitting specs are available in the Corbin Russwin cylinder manual.

L Series (Corbin Russwin)

4 keyway multiplex system.
Available 5-, 6- and 7-pin.
Z Class bitting.
Reverse of D Series.

Security

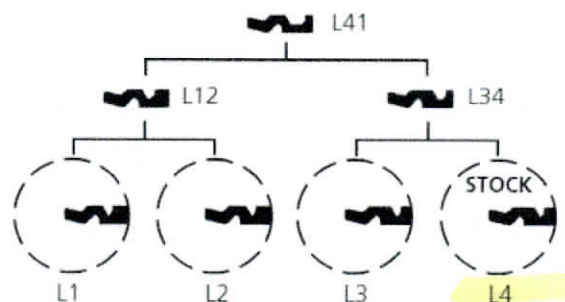


Available

All-Section Key

Multi-Section Key

Cylinder Keyway and
Single Section Key



COR 2 - Fire Alarm Allowance

From: Mark Levy <mlevy@oxfordms.net>

Sent: Tuesday, April 29, 2025 8:49 AM

To: Josh Parker <jpcorpms@gmail.com>; Aaron Lancaster
<ALancaster@mccartycompany.com>

Cc: Kelly Carpenter <kelly.jpcorpms@gmail.com>

Subject: RE: Alarm System at OPD

We need to get the new system. I am in agreement.

Mark

From: Josh Parker <jpcorpms@gmail.com>

Sent: Tuesday, April 29, 2025 8:04 AM

To: Aaron Lancaster <ALancaster@mccartycompany.com>; Mark Levy
<mlevy@oxfordms.net>

Cc: Kelly Carpenter <kelly.jpcorpms@gmail.com>

Subject: Alarm System at OPD

Aaron, I think at this point that we have approvals to proceed with the full blown alarm system to get it up to code at OPD. I'm assuming, and in order to accomplish this, that this will be handled via a zero cost change order that will show us using the fire alarm allowance of 10k that was in the initial bid documents. If this is correct and Mark is in agreement, can you start this process? What do you need from us?

Thanks,

Josh

Josh Parker

President

J.P. Corp General Contractors

662-871-4880



CHANGE ORDER REQUEST

CONTRACTOR:

J.P. Corp General Contractors
 2411 S Lamar Blvd, Suite C
 Oxford, MS 38655

COR # 3

DATE 5/13/2025

PROJECT:

OLD OXFORD POLICE DEPARTMENT RENOVATION

QTY	UNIT	DESCRIPTION	PRICE	AMOUNT
1	LS	Acoustics - Infill block walls with wood studs per detail from the architect at door openings and windows	\$ 3,823.36	\$ 3,823.36
1	LS	TNQM - Infill (5) existing block wall openings with cmu block. Infill (2) windows with block per owner's request	\$ 7,800.00	\$ 7,800.00
We request 6 days added to the contract with this work				

WE AGREE hereby to make the change(s) specified above at this price \$ 11,623.36

G.C. Overhead and Profit at 10% \$ 1,162.34

Taxes _____

Total Change Order Request \$ 12,785.70

Original Contract Amount \$ 774,451.00

Revised Contract Total \$ 787,236.70

Kelly Carpenter, PM 5/13/2025
 Your Name, Title Date

Accepted - The above prices and specifications of this change order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Signature _____
 Date of Acceptance _____



Acoustics & Specialties, LLC

3929 Senator Street
MEMPHIS, TN 38118
PHONE 901-365-8450
FAX 901-365-8801

5/19/2025

Description:	Framing for CMU Openings at Doors and Windows removed				
Company:	JP Corp	Project:	Old OPD	Location:	Oxford, MS

Scope of Work	UOM		Unit Cost	Total Amount		Total
Materials & Miscellaneous						
				\$860.00		
5/8" gyp board	240	SF	\$0.60	\$144.00		
Finishing Materials	1	EA	\$20.00	\$20.00		
2x6 material	560	LF	\$1.10	\$616.00		
Fasteners	1	EA	\$80.00	\$80.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
Total Materials				\$860.00		
Taxes (7%)				\$0.00		
Subtotal				\$860.00		\$860.00
Labor						
				\$2,436.00		
Carpenter Labor	40	HR	\$40.60	\$1,624.00		
Finisher labor	8	HR	\$40.60	\$324.80		
Demo labor	12	HR	\$40.60	\$487.20		
				\$0.00		
				\$0.00		
Total Labor				\$2,436.00		
Subtotal				\$2,436.00		\$2,436.00
Equipment						
	0	Ea	\$0.00	\$0.00		
				\$0.00		
Total Equipment				\$0.00		
Taxes (7%)				\$0.00		
Subtotal				\$0.00		\$0.00
Subtotal						\$3,296.00
OH & P						\$527.36
					Total	\$3,823.36

Proposal OLD OPD RENO OXFORD

1 message

Tennessee Quali Masonry <tnqm@aol.com>
To: kelly Roeder <kelly.jpcorpms@gmail.com>

Sun, Jun 8, 2025 at 10:05 PM

PROPOSAL

6-8-25

Tennessee Quality Masonry
[158 Roper Cv.](#)
[Byhalia MS 38611](#)
tnqm@aol.com
901-626-4951

J. P. Corp General Contractors
[241 S Lamar Blvd Suite C](#)
[Oxford MS 38655](#)
662-801 8405

Project Name:
OLD OPD RENO
City of Oxford MS

Proposal Consist on : 184 sq ft total area

Close 5 doors 3' 0" x 8' 0". - 24 sf x 5 = 120 sq ft

closed= 2 windows 4' 0" x 8' 0" - 32 sq ft x 2 = 64 sq ft

Provide
CMU
Motar
Rebar

\$4,164

2 Men x 8 hrs per day x 4 days = 64 hrs x \$40 per hour - \$2,560 in labor

Rebar	264
Sand	450
Motar - concrete	800
CMU	1200
Small telemetric tools	600
Skyffolding	850

Labor Cost \$2560

Subtotal cost \$6724

\$6724 x 16 %. OH/Profit

\$1076 OH/Profit

\$7,800

Existing Rafters

Existing top plate

4'
Double 2x12 header

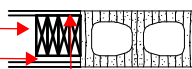
Typical 2x6 header

Existing CMU

2x6 studs

7/8 furring strip

5/8" drywall both sides finishing
flush to the face of existing cmu





CHANGE ORDER REQUEST

CONTRACTOR:

J.P. Corp General Contractors
2411 S Lamar Blvd, Suite C
Oxford, MS 38655

COR # 6

DATE 6/12/2025

PROJECT:

OLD OXFORD POLICE DEPARTMENT RENO

QTY	UNIT	DESCRIPTION	PRICE	AMOUNT
1	LS	Door Frame Target Doors - (1) 3x7 HM frame knockdown for office 141	\$ 559.00	\$ 559.00

WE AGREE hereby to make the change(s) specified above at this price \$ 559.00

G.C. Overhead and Profit at 10% \$ 55.90

Taxes

Total Change Order Request \$ 614.90

Original Contract Amount	\$ 774,451.00
Revised Contract Total	\$ 775,065.90

Kelly Carpenter, PM 6/12/2025
Your Name, Title Date

Accepted - The above prices and specifications of this change order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Signature
Date of Acceptance

Re: OPD - need a knock-down frame for office 141 ASAP

1 message

Shane Newton <shane@targetdoorsupply.com>
To: Kelly Carpenter <kelly.jpcorpms@gmail.com>

Wed, Jun 11, 2025 at 1:51 PM

(1) 834 4"HD 3070 LH KD Hmf With Steelcraft Loc.

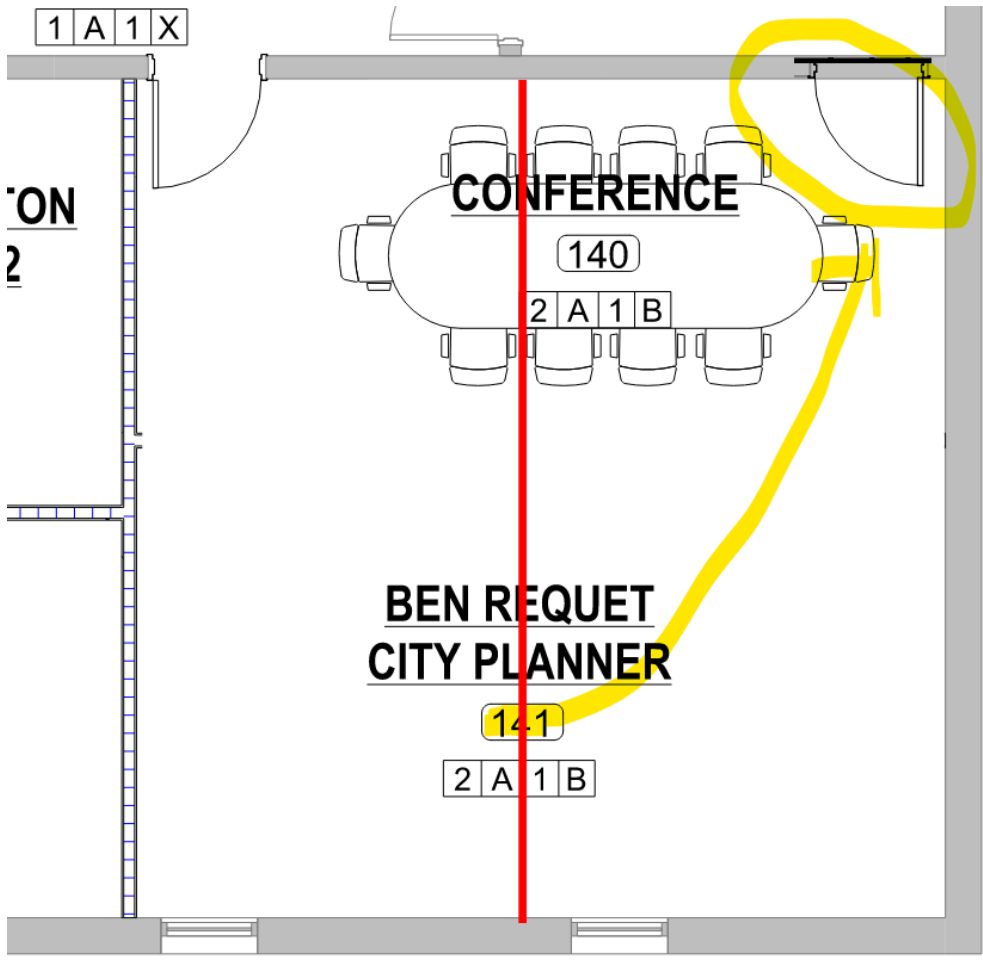
Direct Shipped For The Sum Of: \$559.00 (Ships in 5-Business Days)

Thanks

Shane Newton
Target Door Supply
473 Hwy 145 South
Booneville, MS 38829
Cell: (601) 331-0175
Direct: (662) 288-2545
www.targetdoorsupply.com



On Wed, Jun 11, 2025 at 1:23 PM Kelly Carpenter <kelly.jpcorpms@gmail.com> wrote:
Shane
Will you send me a change order for a knock down frame for this office at OPD.
We need this frame shipped asap. This is a block wall thickness but we infilled around the door with drywall.
Call Mark B with any questions. Make sure the hinge locations will work with a door we have on site or a new one or make it where we only need a new frame



Kelly Carpenter | AIA, LEED AP BD+C, CDT
Project Manager | J.P. Corp General Contractors
2411 S Lamar Blvd, Suite C, Oxford, MS 38655
(662) 801-8405



CHANGE ORDER REQUEST

CONTRACTOR:

J.P. Corp General Contractors
2411 S Lamar Blvd, Suite C
Oxford, MS 38655

COR # 8

DATE 6/12/2025

PROJECT:

OLD OXFORD POLICE DEPARTMENT RENO

QTY	UNIT	DESCRIPTION	PRICE	AMOUNT
		Adding data wires		
1	LS	JSI Communications - MATERIAL	\$ 10,369.00	\$ 10,369.00
1	LS	JSI Communications - LABOR	\$ 10,520.00	\$ 10,520.00
1	LS	JSI Communications - DEMO EXISTING DATA CABING	\$ 3,500.00	\$ 3,500.00
1	LS	OWNER'S ALLOWANCE - CREDIT	\$ (10,000.00)	\$ (10,000.00)
1	LS	FLOOR PROTECTION - LABOR (2 men working 4 hours making \$25 per hour each	\$ 200.00	\$ 200.00
1	LS	FLOOR PROTECTION - MATERIAL	\$ 346.35	\$ 346.35

WE AGREE hereby to make the change(s) specified above at this price \$ 14,935.35

G.C. Overhead and Profit at 10% \$ 1,493.54

Taxes

Total Change Order Request \$ 16,428.89

Original Contract Amount	\$ 774,451.00
Revised Contract Total	\$ 790,879.89

Kelly Carpenter, PM

6/12/2025

Your Name, Title

Date

Accepted - The above prices and specifications of this change order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Signature

Date of Acceptance

JSI Communications

City of Oxford
715 Molly Barr Rd
Oxford, MS
Kelly Carpenter

6/12/2025

OLD OXFORD PD RENOVATION DATA CABLING REV.1

JSI Communications
Dillon Hutchins
5008 Hwy 80 E
Pearl , MS 39208
dhutchins@jsicomm.net
Phone: (601) 932-3955
Fax: (601) 932-7510

QTY			P/N & DESCRIPTION		EXT.
Horizontal Cabling					
5	EA	-	Control Cable Runs - For Door Access Control		
6	EA	-	Single Cat-6 Drop - Camera		
56	EA	-	Dual Cat-6 Drop Wall Outlet		
6	EA	-	Single Cat-6 Drop For Wireless Access Point		
15,000	FT	-	Cat-6 Data Cable		
600	FT	-	Access Control Wire - Composite Cable		
112	EA	-	Cat-6 DATA Jack		
12	EA	-	RJ-45 Modend - Cameras, & WAPs		
56	EA	-	Dual Faceplate		
124	EA	-	1' - 3' Cat-6 Data Patch Cords For Headend		
MDF/IDF Buildout					
1	EA	-	EXISTING 7' - 4-Post Floor Mount Data Rack IN PLACE		
3	EA	-	48 Port Cat-6 Patch Panel		
2	EA	-	Horizontal Wire Manager		
Pathways					
1	EA	-	J-Hooks (2") Where Necessary		
124	EA	-	MISC LABOR		
		-	Testing & Labeling Copper		
-	EA	-	CONSUMABLES		
-			Miscellaneous: Travel Expenses, Ties, Labels, Tape, Sealant, etc.		
				TOTAL MATERIAL	\$ 10,369.00
				TOTAL LABOR	\$ 10,520.00
				BASE BID SUBTOTAL: CAT6 CABLING FOR DATA OUTLET, CAMERAS & WIFI - AND ACCESS CONTROL CABLING	\$ 20,889.00
				ADDER:DEMO EXISTING DATA CABLING FOR 2 CAT5e & COAX - LEAVE ALL FIBER & COMMUNICATION SERVICEFEEDS IN PLACE.	\$ 3,500.00
				SUBTOTAL:	24,389.00
				SALES TAX RATE:	0.00%
				SALES TAX:	\$ -
				TOTAL AMOUNT (Applicable Taxes Not Included)	24,389.00

INSTALL CAT-6 CABLING FOR DATA WALL OUTLETS, CAMERAS, WIFI, & ACCESS CONTROL CABLING. ALL DATA CABLES TO BE TERMINATED IN EXG DATA RACK - INCLUDES CABLE, JACKS, FACEPLATES, PATCH PANELS, TERMINATIONS, LABELING, & TESTING.

EXCLUSIONS: DOES NOT INCLUDE ANY RUNS FOR ANY CONDUIT, BUSHINGS, BOXES, FLOORBOXES, BLANK PLATES, RACEWAY, CABLE TRAY, SWITCHES, ROUTERS, INSTALLATION OR CONFIGURATION, NO ELECTRICAL, GROUNDING, NO BONDS, CONTRACTOR MPC OR ANY APPLICABLE TAXES.

Submitted By: Dillon Hutchins

Acceptance: _____

Title: _____



MEMORANDUM

To: Robyn Tannehill, Mayor, & Board of Aldermen

From: John Crawley, P.E., City Engineer

CC: Hollis Green, COO, Norman Nichols, P.E., Asst. City Engineer, Rob Neely, P.E., General Manager, Oxford Utilities

Date: June 17, 2025

Re: Request Approval for an Emergency Sewer Repair at Lafayette County Road 413

An emergency repair of a primary sewer trunkline was necessary at Lafayette County Road 413 adjacent to the Franklin Farms subdivision. The 36-inch sewer main developed numerous leaks, leading to scour and suck outs, that threatened both the roadway and adjacent Northeast Mississippi Power Association power poles. The necessary repairs were made to temporarily patch the leaks, but the nature of the issue requires a more comprehensive, large-scale project to be designed and approved. The estimated cost of this repair is \$15,000.00.



MEMORANDUM

To: Robyn Tannehill, Mayor, & Board of Aldermen

From: John Crawley, P.E., City Engineer

CC: Hollis Green, COO / Norman Nichols, P.E., Asst. City Engineer, Rob Neely, P.E., General Manager, Oxford Utilities

Date: June 17, 2025

Re: Request Approval of Change Order No. 7,
SR 7 Water Improvements Project, Phase IIB

Engineering requests approval of **Change Order No. 7** for the above-captioned project. The change order results in a net **increase** in the contract amount of **\$6,108.00** from the current contract price of **\$5,917,217.50 to \$5,923,325.50.**

Per the project engineer, this change order increases the casing diameter for the Ley Falkner service on Hwy 328 and adds another 1" service line.

Please see attached.

CHANGE ORDER NO.: 7

Owner: City of Oxford Owner's Project No.: None
 Engineer: Daniels & Associates, Inc. Engineer's Project No.: None
 Contractor: Argo Construction Contractor's Project No.:
 Project:
 Contract Name: SR 7 Water & Sewer Relocations II B
 Date Issued: June 4, 2025 Effective Date of Change Order: June 17, 2025

The Contract is modified as follows upon execution of this Change Order: *Modify contract quantities and amount related to potable water items.*

Description: Increase water casing size on sheet 16.1 under Hwy 328 from 2" to 3" diameter and install a second 1" service line in the casing.

Attachments: *Sheet CO-7 recapping item quantities added and deleted.*

Change in Contract Price	Change in Contract Times
Original Contract Price:	Original Contract Times:
\$ <u>5,986,963.50</u>	Substantial Completion: <u>260 days (06/02/2025)</u>
	Ready for final payment: <u>270 days (06/12/2025)</u>
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>6</u> :	[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>6</u> :
\$ <u>(69,746.00)</u>	Substantial Completion: <u>8 days</u>
	Ready for final payment: <u>8 days</u>
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
\$ <u>5,917,217.50</u>	Substantial Completion: <u>268 days (06/10/2025)</u>
	Ready for final payment: <u>278 days (06/20/2025)</u>
[Increase] [Decrease] this Change Order:	[Increase] [Decrease] this Change Order:
\$ <u>6,108.00</u>	Substantial Completion: <u>3 days</u>
	Ready for final payment: <u>3 days</u>
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
\$ <u>5,923,325.50</u>	Substantial Completion: <u>271 days (06/13/2025)</u>
	Ready for final payment: <u>281 days (06/23/2025)</u>

Recommended by Engineer (if required)

By: David Daniels

Title: David Daniels, PE

Date: 6/4/2025

Authorized by Owner

By: _____

Title: John Crawley, City Engineer

Date: _____

Accepted by Contractor

Stephen Bing

Stephen Bing, President

6-4-2025

Approved by Funding Agency (if applicable)

Not Applicable

CITY OF OXFORD
 SR 7 WATER & SEWER RELOCATIONS PHASE II B
 CHANGE ORDER NO. 7
 ARGO CONSTRUCTION CORPORATION
 JUNE 4, 2025

SHEET CO-7

POTABLE WATER ITEMS PLAN SHEET 16.1

Additions

Item No.	Item	Quantity	Unit	Unit Price	Amount
8	1" Copper Service Line, TYPE "K"	120.0	L.F.	\$19.00	\$2,280.00
58	1" Corporation Stop	1.0	Each	118.00	118.00
64	1" Service Pressure Reducer	1.0	Each	360.00	360.00
91	Tracer Wire	120.0	L.F.	0.50	60.00
103*	Site)	70.0	L.F.	104.00	7,280.00
Subtotal - Additions					\$10,098.00

Deletions

Item No.	Item	Quantity	Unit	Unit Price	Amount
21	2" Steel Casing, Bored (1 Site)	70.0	L.F.	\$57.00	\$3,990.00
Subtotal - Deletions					\$3,990.00

Summary

1.	Total Additions	\$10,098.00
2.	Total Deletions	(3,990.00)
NET INCREASE CHANGE ORDER NO. 7		\$6,108.00

* Indicates new item.



MEMORANDUM

To: Robyn Tannehill, Mayor, & Board of Aldermen

From: John Crawley, P.E., City Engineer

CC: Hollis Green, COO, Norman Nichols, P.E., Asst. City Engineer, Rob Neely, P.E., General Manager, Oxford Utilities

Date: June 17, 2025

Re: Request Permission to Re-Advertise for Bids for the Oxford Regional Water Supply-Haley Well No. 2 Project

Engineering requests permission to advertise for bids for the above-captioned project.



MEMORANDUM

To: Robyn Tannehill, Mayor, & Board of Aldermen

From: John Crawley, P.E., City Engineer

CC: Hollis Green, COO

Date: June 17, 2025

Re: Request for a Sidewalk Closure on North 11th Street Due to Construction of The Zachery

Seek Properties, LLC is requesting for the sidewalk along the west side of North 11th Street to be closed for the duration of construction of The Zachary. Please note, pedestrian traffic would be detoured around the site via North Lamar and Adams Avenue. Seeker Properties plans to place and provide the appropriate signage.

From: [Stefano Capomazza](#)
To: [John Crawley](#)
Subject: Sidewalk closure
Date: Friday, June 6, 2025 2:27:29 PM

John

Please put us on the next agenda for sidewalk closure during construction on north 11. Thank you !

Stefano D. Capomazza
Seeker Properties, LLC
Capomazza Construction, LLC
Boure' Restaurant Operations, LLC
Goose Creek Management, LLC
404 Sisk Ave.
Oxford, MS 38655
stefanoc@bellsouth.net
Cell 662.816.8763
Fax 662.513.0599
Office 662.513.0555

RESOLUTION

SUPPORTING THE APPLICATION FOR SAFE STREETS ROADS FOR ALL (SS4A) IMPLEMENTATION GRANT APPLICATION FOR THE CITY OF OXFORD, MISSISSIPPI

WHEREAS, the U.S. Department of Transportation (DOT) has published a Notice of Funding Opportunity (NOFO) ON March 28, 2025, to apply for a 2025 discretionary grant funding through the Safe Streets Roads for All (SS4A).

WHEREAS the City of Oxford seeks to apply for a 2025 SS4A Implementation Grant to fund planning for the reconstruction of West Jackson Avenue, from US Highway 6 to Sorority Row, to enhance transportation and pedestrian safety and reduce accidents in the project area.

WHEREAS the City of Oxford desires to apply for 80% from SS4A Implementation Grant with the local share of a minimum 20% of the cost of the project. The anticipated project cost \$2,500,000 with a local share of \$500,000 and federal grant of \$2,000,000 under the SS4A grant program.

NOW, THEREFORE, BE RESOLVED by the City of Oxford, Mississippi, and its Board of Alderman that:

1. Mayor Robyn Tannehill is authorized to execute all necessary documents to support the completion of the SS4A grant application process.

Motion was made by _____, seconded by _____, that the above and foregoing Resolution be adopted.

Upon the roll call vote the result was as follows:

YEAS: _____

NAYS: _____

ABSTAINING: _____

ABSENT: _____



MEMORANDUM

To: Mayor and Board of Aldermen

From: John Crawley, City Engineer

CC: Hollis Green, COO

Date: June 17, 2025

Re: Request to Award Low Bid for the North Lamar / Molly Barr Roundabout Project

On Monday, June 16, 2025 three bids were opened for the above-captioned project, which proposes to construct a roundabout to replace the existing signalized intersection. The low bid, from Phillips Contracting, Inc., was for **\$2,578,699.50**. This is a rebid from May 9, 2025 where one bid was received for **\$3,061,606.00**, **which** was rejected.

The certified bid tabulation is attached for review.

Engineering recommends awarding bid to Phillips Contracting, Inc. for \$2,578,699.50



MEMORANDUM

To: Mayor and Board of Aldermen

From: John Crawley, City Engineer

CC: Hollis Green, COO, Johnathan Mizell, Chief Building Inspector

Date: June 17, 2025

Re: Request to Perform an Overnight Concrete Pour
The Magnolia Collection at Tyler and North 14th

Century Construction, prime contractor for the captioned project, has requested to perform an overnight concrete pour beginning at midnight on June 26th, and continuing to 7 am that same morning. The purpose for the irregular time is logistical in nature as the large slab pour will require 2 pump trucks placed on either side of the construction site. Performing the work during non-business hours will minimize the impacts to traffic and surrounding businesses.