



**City of Oxford
Board of Aldermen
Regular Meeting
Tuesday, September 1, 2026 at 5:00 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)232-2350.

Agenda

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: Financial Administration Office
 - 2.a. Request to approve the minutes of the Regular Board of Aldermen Meeting on August 18, 2026. (Leslie McCormick)
 - 2.b. Request permission to approve the accounts for all city departments. (Leslie McCormick)
 - 2.c. Request approval of Emergency Purchases made as a result of Winter Storm Fern, which occurred January 23–26, 2026. (Leslie McCormick)
 - 2.d. July 2026 budget report. (Leslie McCormick)
 - 2.e. Budget Hearing for the fiscal year 2026-2027 proposed budget. (Leslie McCormick)
3. Consider the consent agenda
 - 3.a. Fixed Asset Management
 - i. Request permission to declare equipment from the Municipal Court surplus and authorize its disposal. (Nickie Denley)
 - ii. Request permission to declare equipment for the Development Services - Building Department surplus and authorize its disposal. (Johnathan Mizell)
 - iii. Request permission to declare equipment from the Oxford Police Department surplus and authorize its disposal. (Jeff McCutchen)
 - 3.b. Miscellaneous
 - i. Request permission to approve Sandra Hughes and Velvet Carts, LLC as a new Pedicab/Taxi Owner. (Jeff McCutchen)
 - ii. Request permission to approve James Butler and OxCart Tours, LLC as a new Low Speed/Taxi Owner. (Jeff McCutchen)

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

3.c. Travel Requests

- i. Request permission for one employee from the Oxford Police Department to attend Mental Health First Aid on September 9, 2026, in Southaven, Mississippi, at no cost to the City. (Jeff McCutchen)
- ii. Request permission for nine employees from the Oxford Police Department to attend Advanced Patrol Techniques on September 9-10, 2026, in Oxford, Mississippi, at no cost to the City. (Jeff McCutchen)
- iii. Request permission for one employee from the Oxford Police Department to attend SFST Training on September 1- 2, 2026, in Brandon, Mississippi, at an estimated cost of \$475.00. (Jeff McCutchen)
- iv. Request permission for four employees from the Development Services - Planning Department to attend the Deep South Planning Conference from September 28, 2026, to October 1, 2026, in Auburn, Alabama, at an estimated cost of \$4,500.00. (Ben Requet)
- v. Request permission for two employees from the Financial Administration Department to attend the Winter Municipal Clerk Conference on December 9-11, 2026, in Flowood, Mississippi, at an estimated cost of \$2,325.00. (Leslie McCormick)
- vi. Request permission for two employees from Oxford University Transit to travel to Washington, D.C., on September 13–16, 2026, at an estimated cost of \$2,737.37. (Donna Zampella)

3.d. Human Resources

- i. Request permission to hire a seasonal employee for mTrade Park. (Braxton Tullos)
- ii. Request permission to approve the resignation of an employee from the Municipal Court. (Braxton Tullos)
- iii. Request permission to hire an employee for Oxford Utilities. (Braxton Tullos)
- iv. Request permission to approve the promotion of an employee for Oxford Utilities. (Braxton Tullos)
- v. Request permission to approve the resignation of an employee from the Oxford Police Department. (Braxton Tullos)
- vi. Request permission to approve the promotion of an employee from the Oxford Police Department. (Braxton Tullos)
- vii. Request permission to hire an employee for the Oxford Police Department. (Braxton Tullos)
- viii. Request permission to hire an unpaid intern for the Oxford Police Department. (Braxton Tullos)
- ix. Request permission for approval of a volunteer for the Oxford Police Department. (Braxton Tullos)

4. Regular Agenda: Other Departments

- 4.a. Semi-Annual Affordable Housing Commission Update Presentation. (Josh Cissell)
 - 4.b. Consider Resolution establishing the Affordable Rental Housing Certification Program for the City of Oxford. (Ben Requet)
 - 4.c. Presentation of the proposed Oxford University Transit budget for 2026-2027. (Donna Zampella)
 - 4.d. Consider extending the Local State of Emergency. (Shane Fortner)
5. Regular Agenda: Police Department
 - 5.a. Consider a Resolution of the Mayor and Board of Aldermen requesting the Alcoholic Beverage Control Commission to extend the hours for Sunday, September 6, 2026. (Jeff McCutchen)
 - 5.b. Request permission to approve a Parade/Assembly permit for the City of Oxford to host a Truck or Treat Event on October 22, 2026, from 5:00 p.m. to 7:00 p.m. (Jeff McCutchen)
 - 5.c. Request permission for the Chief of Police to sign a MOU with the Oxford School District. (Jeff McCutchen)
 - 5.d. Request permission for the Chief of Police to sign a contract with Shielded Security. (Jeff McCutchen)
6. Regular Agenda: Development Services - Building Department
 - 6.a. Request permission to modify the reinspection fees for the Development Services - Building Department related to construction permits. (Johnathan Mizell)
 - 6.b. First reading of a proposed ordinance amending Chapter 22, Building, of the Municipal Code of Ordinances. (Johnathan Mizell)
7. Regular Agenda: Development Services-Planning Department
 - 7.a. Request adoption of the City of Oxford Parks and Trails Master Plan. (Ben Requet)
8. Regular Agenda: Special Projects
 - 8.a. Second Reading and Public Hearing of an ordinance amending portions of Article XVII of the Oxford Code of Ordinances related to gameday parking rates, pay-by-plate pay stations, and rental car violations. (Mark Levy)
 - 8.b. Request permission to advertise for bids for the mTrade Indoor Practice Facility Technology package. (Mark Levy)
 - 8.c. Consider a bid for the temporary Ice Skating Rink for Holly Jolly Holiday. (Mark Levy)
 - 8.d. Consider a tournament operating agreement between the City of Oxford and Richey Sports, LLC. (Mark Levy)
9. Regular Agenda: Development Services-Engineering Department
 - 9.a. Request approval of a contract award and formal Notice of RFP Acceptance to Distinctive AFWS Designs, Inc. for the Base Bid, Alternate No. 1, and add Alternate No. 2, and authorization for the Mayor to execute all related contractual documents subject to legal review. (John Crawley)
10. Regular Agenda: Closing the Meeting

- 10.a. Consider an executive session
- 10.b. Adjourn

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF OXFORD, MISSISSIPPI, WITH REFERENCE TO FIXING THE TAX RATE OR LEVY FOR THE MUNICIPALITY AND FOR ANY OTHER AREA SUBJECT TO TAXES OF THE MUNICIPALITY AND IN THE OXFORD MUNICIPAL SEPARATE SCHOOL DISTRICT, IN ACCORDANCE WITH SECTION 21-33-45 OF THE MISSISSIPPI CODE OF 1972 AS AMENDED AND OTHER SECTIONS OF SAID CODE.

Be it resolved by the Mayor and Board of Aldermen of the City of Oxford, Mississippi, that the tax rate or levy of the municipality of the City of Oxford, Mississippi, and of the Oxford Municipal Separate School District shall be for the following purposes and amounts:

CITY OF OXFORD – 2026-2027		
	Proposed Mill Rate	Authority
General Fund	23.20	21-33-45
Parks & Recreation	2.00	21-37-43
2012 General Obligation	1.00	21-33-45
2025 General Obligation	.85	21-33-45
2023 General Obligation	1.45	21-33-45
2015 General Obligation	1.45	21-33-45
2017A General Obligation	1.10	21-33-45
2018A General Obligation	.50	21-33-45
Subtotal for Municipality	<u>32.65</u>	
School Bond & Interest	16.86	37-59-1
School Maintenance	<u>44.65</u>	37-57-104-107
Subtotal for Oxford School	<u>61.51</u>	
TOTAL MILLS FOR CITY & SCHOOL		<u>94.16</u>

The above and foregoing Resolution having been first reduced to writing and read by the City Clerk of the said Board, considered section by section and then as a whole, and on the motion of Alderman _____, seconded by Alderman _____, it was adopted section by section and then as a whole, and the vote of the Aldermen for the passage thereof, was as follows:

Alderman Smith
Alderman Huelse
Alderman Hyneman
Alderman Howell-Atkinson
Alderman Taylor
Alderman Bailey
Alderman Crowe

Whereupon the Mayor declared the motion carried and the Resolution adopted, this the 1st day of September, 2026.

ROBYN TANNEHILL, MAYOR

ATTEST:

LESLIE MCCORMICK, CITY CLERK

City of Oxford Municipal Budget

Fiscal Year 2026-2027

REVENUES

General Fund

2026-2027

Projected

Revenues

TAXES

AD VALOREM TAX

\$ 19,349,915

PARK COMM TAX LEVY

\$ 1,579,280

OVER 65 TAX REIMB

\$ 212,310

IN LIEU OF TAXES

\$ 468,345

PENALTIES & INTEREST

\$ 200,000

UTILITY TAX

\$ 25,271

Subtotal

\$ 21,835,121

LICENSES AND PERMITS

PLANNING DEPT. INCOME

\$ 300,000

PRIVILEGE LICENSE

\$ 100,000

FRANCHISE CHARGES

\$ 1,071,556

BLDG & ZONING

\$ 2,500,000

KEG PERMITS

\$ 150

TAXI PERMITS

\$ 400

SPECIAL EVENT PERMITS

\$ 6,000

Subtotal

\$ 3,978,106

INTERGOVERNMENTAL REVENUES

MUNICIPAL AID

\$ 30,000

POLICE TRAINING

\$ 30,000

GAS TAX

SALES TAX-RENTAL CAR SETTLEMENT

\$ 40,000

SALES TAX-MIMA

SALES TAX - REVENUE

\$ 15,200,000

ABC LICENSES

\$ 250,000

FIRE PROTECTION

\$ 165,000

REIMB. STATE OF MS-GRANTS

\$ 25,000

FEMA REIMBURSEMENTS RECEIVED

\$ 25,000

U OF MS-OFD CAPITAL CONT

\$ 75,000

U OF MS REIMB.-FOOTBALL

\$ 100,000

COUNTY AD VALOREM TAX

\$ 2,014,340

UNIV OF MISS FIRE PROTECTION

\$ 1,595,000

OXFORD HOUSING AUTHORITY

HOSPITAL ROW PAYMENT

\$ 3,039

COUNTY FNC PARK PAYMENT

\$ 150,000

UNIVERSITY PMT-INTERLOCAL

E JACKSON AVE LEASE REVENUE

\$ 63,325

SCHOOL RESOURCE OFFICER REIMB

\$ 550,000

Subtotal

\$ 20,315,704

GOVERNMENTAL SERVICES

DAMAGES ON TAX REDEMPTIONS

\$ 110,000

FIRE INSPECTION FEES

\$ 1,500

PUBLIC RECORDS REQUEST FEES

\$ 3,500

INCOME FROM POLICE DEPT FEES

\$ 65,000

INCOME FROM ARC-ADOPTIONS

\$ 40,000

INCOMD FROM ARC-MISC

\$ 2,500

INCOME FROM SWIM POOL

\$ 40,000

SCHOOL COLLECTIONS

\$ 65,000

Subtotal

\$ 327,500

FINES AND FORFEITS

COURT FINES/FORFEITS

\$ 800,000

PROBATION FEES

\$ 36,653

Subtotal**\$ 836,653****MISCELLANEOUS**

MISCELLANEOUS

\$ 100,000

INTEREST EARNED

\$ 1,000,000

mTRADE PARK SPONSORSHIP

\$ 175,000

mTRADE PARK CONCESSIONS

\$ 1,250,000

mTRADE PARK GATE REVENUE

\$ 50,000

mTRADE PARK RENTAL REVENUE

\$ 100,000

mTRADE PARK DUGOUT INCOME

\$ 10,000

Subtotal**\$ 2,685,000****INTERFUND TRANSFERS**

TRANSFER-CEMETERY T/A

\$ 20,000

TRANSFER WAT/SEW-GEN

\$ 1,000,000

TRANSFER-REIMB ELEC

\$ 35,000

TRANSFERS-2%-OPD Downtown Unit

\$ 1,000,000

TAX EQUIVALENT-E/D

\$ 1,165,000

TRANSFER-RSVP

TRANSFER-\$30M TRUST PROCEEDS

\$ 220,000

TRANSFER-PARKING DIV. REIM.

\$ 235,048

TRANSFERS- T & A FUNDS

\$ 3,100,000

TRANSFER FROM OPC ACTIVITY FUND

\$ 300,000

Subtotal**\$ 7,075,048****GRAND TOTAL FOR REVENUES****\$ 57,053,132****Beginning Cash Used****\$ 6,463,699****Total****\$ 63,516,831**

**2026-2027 Budget
General Fund**

**2026-2027 Budgeted Figures
as of October 1, 2026**

Departments	Personnel Services	Supplies	Other Svcs.	Capital Outlay	Debt Service	Total
Legislative	\$ 212,199	\$ 1,500	\$ 19,500	\$ -	\$ -	\$ 233,199
Judicial	\$ 1,014,539	\$ 58,000	\$ 216,000	\$ -	\$ -	\$ 1,288,539
Executive	\$ 304,557	\$ 10,500	\$ 14,200	\$ 25,000	\$ -	\$ 354,257
Media & Content	\$ 117,606	\$ 14,500	\$ 10,000	\$ 18,053	\$ -	\$ 160,159
Elections	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
Financial Administration	\$ 909,534	\$ 147,000	\$ 224,450	\$ 16,100	\$ -	\$ 1,297,084
Human Resources	\$ 519,643	\$ 70,100	\$ 183,000	\$ 25,000	\$ -	\$ 797,743
Law	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ 650,000
Buildings & Grounds	\$ 211,697	\$ 4,800	\$ 38,600	\$ 202,000	\$ -	\$ 457,097
General Government	\$ 1,563,602	\$ 232,000	\$ 2,431,000	\$ 1,625,000	\$ 146,196	\$ 5,997,798
Community Promotions	\$ -	\$ 75,000	\$ 651,808	\$ -	\$ -	\$ 726,808
Facilities Maintenance	\$ 941,790	\$ 545,200	\$ 6,500	\$ 253,036	\$ -	\$ 1,746,526
Landscaping	\$ 1,193,333	\$ 255,500	\$ 255,800	\$ 110,000	\$ -	\$ 1,814,633
Police Dept.	\$ 11,913,243	\$ 916,449	\$ 1,446,660	\$ 1,212,360	\$ -	\$ 15,488,712
Fire Dept.	\$ 7,702,394	\$ 398,488	\$ 177,190	\$ 922,648	\$ 144,796	\$ 9,345,516
Emergency Mgmt.	\$ 178,903	\$ 40,000	\$ 58,000	\$ 6,666	\$ -	\$ 283,569
Environmental Svcs-ROW	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ 150,000
Cemetery Maint.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parks & Recreation	\$ 1,485,420	\$ 134,100	\$ 348,000	\$ 1,505,000	\$ -	\$ 3,472,520
Swimming Pool	\$ 100,000	\$ 83,500	\$ 36,100	\$ 60,000	\$ -	\$ 279,600
Stronger Together Oxford	\$ 179,651	\$ 27,500	\$ 57,200	\$ 5,000	\$ -	\$ 269,351
mTrade Park	\$ 1,326,285	\$ 1,233,000	\$ 469,000	\$ 75,000		\$ 3,103,285
City Garage	\$ 743,859	\$ 817,000	\$ 40,500	\$ 3,200	\$ -	\$ 1,604,559
Animal Resource Center	\$ 782,329	\$ 178,500	\$ 166,150	\$ 47,750	\$ -	\$ 1,174,729
TOTALS	\$ 32,050,584	\$ 5,242,637	\$ 7,009,658	\$ 6,111,813	\$ 290,992	\$ 50,705,684

**2026-2027 Budget
DEVELOPMENT SVCS**

**2026-2027 Budgeted Figures
as of October 1, 2026**

	Personnel			Capital	Transfers	Transfers	
<u>Departments</u>	<u>Services</u>	<u>Supplies</u>	<u>Other Svcs.</u>	<u>Outlay</u>	<u>Out</u>	<u>Other Charge</u>	<u>Total</u>
Administration	\$ 146,490	\$ 40,500	\$ 32,000	\$ 3,000	\$ -	\$ -	\$ 221,990
Engineering	\$ 905,421	\$ 68,100	\$ 47,400	\$ 60,000	\$ -	\$ -	\$ 1,080,921
Planning Department	\$ 643,043	\$ 174,000	\$ 142,000	\$ 7,500	\$ -	\$ -	\$ 966,543
Building Department	\$ 570,181	\$ 29,000	\$ 75,500	\$ 86,623	\$ -	\$ -	\$ 761,304
Street Department	\$ 1,008,189	\$ 2,076,400	\$ 1,275,000	\$ 5,420,800	\$ -	\$ -	\$ 9,780,389
Totals	\$ 3,273,324	\$ 2,388,000	\$ 1,571,900	\$ 5,577,923	\$ -	\$ -	\$ 12,811,147

ENVIRONMENTAL SERVICES REVENUE

2026-2027

Projected

Revenues

Penalties & Inte	\$ 35,000
Reimb.-Transfe	\$ 140,000
Sanitation Cha	\$ 7,923,500
Waste Dispos	\$ 250,000
Miscellaneous	\$ 250,000
Income from Re	\$ 140,000
Grandtotal for Re	\$ 8,738,500
Beginning Cash	\$ (1,251,001)
Total	\$ 7,487,499

2026-2027 Budget

ENVIRONMENTAL SERVICES

(Sanitation & Garbage Pickup)

2026-2027 Budgeted Figures

Departments	Personnel			Capital	Debt	Total
	Services	Supplies	Other Svcs.	Outlay	Service	
Sanitation-Admin.	\$ 453,003	\$ 63,000	\$ 115,500	\$ 100,000	\$ 475,915	\$ 1,207,418
Street Cleaning	\$ 269,871	\$ 25,500	\$ -	\$ -	\$ -	\$ 295,371
Waste Collection	\$ 886,527	\$ 302,500	\$ 175,000	\$ 80,000	\$ -	\$ 1,444,027
Transfer Station	\$ 235,881	\$ 78,500	\$ 1,310,000	\$ -	\$ -	\$ 1,624,381
Rubbish Collection	\$ 930,580	\$ 87,500	\$ 150,000	\$ 1,175,000	\$ -	\$ 2,343,080
Recycling	\$ 482,222	\$ 73,000	\$ 18,000	\$ -	\$ -	\$ 573,222
Totals	\$ 3,258,084	\$ 630,000	\$ 1,768,500	\$ 1,355,000	\$ 475,915	\$ 7,487,499

Water & Sewer Revenue

2026-2027

Projected

UTILITY SERVICES

Revenues

Water Sales	\$ 8,500,000
Service Connections	\$ 1,000,000
Sewer Charges	\$ 7,600,000
Interest Income	\$ 490,000
Miscellaneous	\$ 450,000
Penalties & Service Charges	\$ 55,000
Grandtotal for Revenues	\$ 18,095,000
Beginning Cash	\$ 11,919,624
Total	\$ 30,014,624

2026-2027 Budget

Water & Sewer

2026-2027 Budgeted Figures

as of October 1, 2026

<u>Departments</u>	<u>Personnel Services</u>	<u>Supplies</u>	<u>Other Svcs.</u>	<u>Capital Outlay</u>	<u>Debt Service</u>	<u>Transfers & Other Charges</u>	<u>Total</u>
Admin. & General	\$ 425,200	\$ 70,000	\$ 132,500	\$ 50,000	\$ 2,910,000	\$ 1,000,000	\$ 4,587,700
Finance & Customer	\$ -	\$ -	\$ 775,000	\$ -	\$ -	\$ -	\$ 775,000
Transmission & Distribution	\$ 800,000	\$ 787,500	\$ 109,250	\$ 3,285,000	\$ -	\$ -	\$ 4,981,750
Treatment & Purification	\$ 1,138,500	\$ 758,000	\$ 769,000	\$ 7,153,000	\$ -	\$ -	\$ 9,818,500
Source of Supply	\$ 261,000	\$ 352,500	\$ 515,500	\$ 7,663,874	\$ -	\$ -	\$ 8,792,874
Sanitary Sewer Lines	\$ 430,000	\$ 114,600	\$ 49,200	\$ 465,000			\$ 1,058,800
Totals	\$ 3,054,700	\$ 2,082,600	\$ 2,350,450	\$ 18,616,874	\$ 2,910,000	\$ 1,000,000	\$ 30,014,624

**2026-2027 Budget
Other Funds**

**2026-2027 Budgeted Figures
as of October 1, 2026**

<u>Fund Name</u>	<u>Revenue</u>	<u>Personnel Services</u>	<u>Supplies</u>	<u>Other Svcs.</u>	<u>Capital Outlay</u>	<u>Debt Service</u>	<u>Transfers Out</u>
003 \$9M Bonds-Series 2023 proceeds	\$ -				\$ 1,937,005		
007 2025 \$5M Series Bonds-Proceeds	\$ -				\$ 5,052,677		
012 2022 GO Note							
015 BMH-NMS/Comm. Health Funds	\$ 17,500			\$ 17,500			
100 MDJ Unit Fund	\$ 665,000	\$ 554,012	\$ 77,500	\$ 116,700	\$ 102,000		
105 Fed. Seized Funds-US Marshalls	\$ 10,000						
110 Metro Narcotics-Seized Funds	\$ 50,000						
210 2023 GO Bonds-\$9M	\$ 987,000					\$ 663,750	
215 2025 GO Bonds-\$5M	\$ 580,000					\$ 392,356	
240 2012 GO Bonds	\$ 762,500					\$ 447,038	
245 Oxf. Commons Spec. Assesm.-2014	\$ 140,500					\$ 135,610	
250 2015 GO Refi. 04 & 07	\$ 985,500					\$ 650,250	
255 2017A \$7.5M GO Bond	\$ 759,700					\$ 506,800	
260 2017B \$7.5M GO Bond	\$ 758,500					\$ 500,800	
265 2018A \$2.7M GO Bond	\$ 353,600					\$ 184,970	
270 2018B \$9.95M GO Bond	\$ -					\$ -	
275 2018C \$1.050M GO Bond	\$ 130,500					\$ 129,775	
280 2019 \$4M TIF Bonds	\$ 430,000					\$ 379,185	
285 2022 GO Refunding Bonds \$7.7M	\$ 677,250					\$ 649,912	
300 OPC-Activity Fund	\$ 750,000			\$ 750,000			
602 Cemetery Trust Funds	\$ -				\$ 35,000		
610 DARE Funds	\$ 25,000			\$ 18,500			
611 Tourism Tax	\$ 950,000			\$ 950,000			
618 Homeland Security Grant Funds	\$ 80,000			\$ 80,000			
619 Trust & Agency-Misc.	\$ 500,000						\$ 500,000
620 Forestry Grant Funds	\$ -			\$ 57,000			
622 Woodlawn Park Proj.	\$ -				\$ 35,000		
623 Crime Prevention Funds	\$ 50,000			\$ 101,000	\$ 25,000		
625 Admin. Fee- Court Dept.	\$ 110,000			\$ 3,000	\$ 250,000		
631 Mounted Patrol	\$ 2,000				\$ 2,000		
632 OPD DUI Grant-405D funds	\$ 745,031	\$ 349,303	\$ 61,057	\$ 331,826	\$ 2,844		
633 OPD Alcohol Grant 154 Funds	\$ 199,677	\$ 184,205	\$ 200	\$ 15,272			
634 Fire Prevention/Smoke Detector Fund	\$ -						
635 OPD Traffic Services Grant 402 Funds	\$ 20,877	\$ 18,037		\$ 45	\$ 2,795		
638 Development Svcs-Bonds Held	\$ 100,000			\$ 100,000			
639 Infrastructure/Maintenance-MIMA	\$ 3,000,000			\$ 1,500,000	\$ 1,500,000		
645 Univ. Ave.-Pegues Road Connector	\$ 6,000,000				\$ 6,000,000		
646 Oxford Square Park Project	\$ -				\$ -		
647 Street Dept Capital Project Fund	\$ 500,000				\$ 1,000,000		
648 Capital Project-SB3049					\$ 200,000		
653 O.U.T-Oxford Transit Grant Funds	\$ 7,985,000	\$ 3,819,398	\$ 1,228,071	\$ 656,530	\$ 2,281,000		
661 ARC Capital Fund	\$ 15,000						\$ 15,000
662 OPC Pool Renovation Fund	\$ -				\$ -		
667 CLG Grant/Archives & History	\$ 20,000			\$ 20,000			
670 Unemployment Comp	\$ -	\$ 10,000					
675 North Lamar Park Project	\$ -				\$ 10,000		
677 American Rescue Plan-ARP Funds							
678 Hwy 7 Utility Reloc. Projects	\$ 1,500,000				\$ 1,000,000		\$ 250,000
679 RSVP 5310 Grant-County Transit	\$ 125,000						\$ 125,000
684 OPD Grant Funds	\$ 102,000		\$ 7,000	\$ 95,000			
689 \$30M Trust Proceeds Recvd.	\$ 1,209,000						\$ 218,000
691 EMSOF Grant							
693 HB2468							
694 Tree Escrow Fund	\$ 150,000			\$ 150,000			\$ 100,000

696	Historic Homes Fund	\$	131,000	\$	24,130	\$	7,000	\$	32,500	\$	20,000		
725	Holly Jolly Holidays	\$	652,200	\$	27,300	\$	60,000	\$	310,000	\$	-		
726	Conference Center	\$	2,189,171	\$	607,517	\$	587,100	\$	584,100	\$	120,400		\$ 1,000,000
727	2% Food & Beverage Funds	\$	5,600,000			\$	-	\$	4,751,063	\$	554,608		\$ 450,000
729	Parking Division Revenue	\$	1,935,000			\$	78,000	\$	137,500	\$	550,000		\$ 1,158,230
TOTALS		\$	41,953,505.64	\$	5,593,902.68	\$	2,105,927.72	\$	10,777,537.10	\$	13,690,647.46	\$	4,640,446.00
												\$	3,816,230.00



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: 8-22-24
Department that owns Fixed Asset: Court Dept
Fixed Asset Tag Number (If item is not tagged, please put N/A): N/A
Physical Location of Asset: Court Dept

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

SII THERMAL LABEL MAKER	SLP620	UNK
Make	Model	Year
31118424B0		WHITE/BLACK
VIN / Serial Number		Color

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

Description of Tool (including brand): _____
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: Maurer

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: 8-22-24

Department that owns Fixed Asset: Court

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

Physical Location of Asset: Court Dept

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

<u>Fuji</u>	<u>R-7140</u>	<u>2020-09</u>
Make	Model	Year
<u>C10A430879</u>		<u>gray-BLK</u>
VIN / Serial Number		Color

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

Description of Tool (including brand): _____

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: Maverick

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 SURPLUSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.**

Date of Request: 9/1/26

Department that owns Fixed Asset: Development Services - Building

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

Physical Location of Asset: Development Services Building Department

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

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

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

Description of Tool (including brand): Old Dell Computer & (2) monitors

See Below For Serial Numbers _____

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

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

Computer Serial Number- 8WV1VD3

Monitor 1 Serial Number- 9R22R83

Monitor 2 Serial Number- BXTQGP3

Name of Person Submitting Surplus Request: Johnathan Mizell

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: 9/1/26
Department that owns Fixed Asset: Oxford Police Department
Fixed Asset Tag Number (If item is not tagged, please put N/A): n/a
Physical Location of Asset: 9 Industrial Park Drive

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

JNC 660 \ \
Make Model Year
DH24DEC18 \
VIN / Serial Number Color

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

Description of Tool (including brand):
Serial Number (if none, write N/A) Color

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

Name of Person Submitting Surplus Request:

Date Approved by BOA:

**107 Courthouse Square
Oxford, MS 38655**

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



MEMO:

DATE: 08-27-26
TO: MAYOR TANNEHILL & BOARD OF ALDERMEN
CC: LESLIE MCCORMICK
FROM: ROB NEELY
RE: AGENDA ITEMS

I have the following agenda items for the Tuesday, September 1, 2026 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

AUGUST 13, 2026 - AUGUST 26, 2026
TO BE APPROVED: SEPTEMBER 01, 2026

ACCOUNT NUMBER	CUSTOMER NAME	ADDRESS	WATER ADJUSTMENT	SEWER ADJUSTMENT	ADJUSTMENT TYPE
207489-053341	LAUREN MILLER	240 ELM STREET APARTMENT A	-\$617.70	-\$1,642.56	OUTSIDE
008922-015214	ANDY FITCH	1016 GOLF CLUB ROAD	-\$86.98	X	WATER ONLY
207634-042980	ROBERT MCLAURIN	208 MCLAURIN DRIVE	X	-\$284.14	POOL
001145-026809	LANIQUA WILLIAMS	205 KEYSTONE LOOP	-\$43.83	-\$49.23	INSIDE
208286-052089	SHAKIFFANY SMITH	30 PRIVATE ROAD 3151 APARTMENT 5	-\$50.41	-\$67.02	INSIDE
208683-044909	TIMOTHY THOMAS	9 PRIVATE ROAD 3151 APARTMENT 9	-\$115.02	-\$152.93	INSIDE
207136-106941	WANDA B YOUNG	436 CHEROKEE DRIVE	-\$82.72	-\$219.48	OUTSIDE
208949-053243	MALIK MITCHELL	111 EAGLE POINTE LOOP	-\$145.91	-\$387.51	OUTSIDE
208697-054154	RICHARD MARTIN	1 PRIVATE ROAD 3151 APARTMENT 10	-\$24.85	-\$33.04	INSIDE
206558-041338	THE BYRD HOUSE CAFÉ	605 S LAMAR BLVD	-\$16.71	-\$20.77	INSIDE
210409-052696	CAIT MAYO	2209 ANDERSON ROAD	-\$14.20	-\$37.76	OUTSIDE
TOTAL:			-\$1,198.33	-\$2,894.44	



OXFORD

PLANNING
DEPARTMENT

Memorandum

To: Mayor and Board of Aldermen
From: Ben Requet, Director of Planning
Date: September 1, 2026
Re: Request permission for 4 Planners to attend the Deep South Planning Conference in Auburn, Alabama, September 28th-October 1st.

This is a request for 4 Planners to attend the Deep South Planning Conference in Auburn, Alabama on September 28th-October 1st. The Deep South Planning Conference is a chance for planners to learn from peers about the latest planning trends and projects from across the states of Mississippi and Alabama. The conference will offer sessions over 3 days as well as networking opportunities. This request is for an estimated amount of \$4,500.

Oxford University Transit
Travel Request Form

List all Travelers: Donna Zampella
Walt McCullough

Explain Reason For Travel: Meeting with representatives from
Trent Kelly, Roger Wicker, and Cindy Hyde Smith in Washington
concerning our 5311 Grant

Destination: Washington DC

Departure Date: September 13, 2026 Return Date: September 16, 2026

Estimated Traveler Meals and Transportation Cost

Airfare/Hotel Estimate: \$2,236.97
Estimated Mileage Expense: \$75.40
Parking Expense: \$75.00
Uber Expense: _____
Estimated Meal Expense: 350.00

Other Cost

Motel/Hotel Name The Beacon at Embassy Row

Lodging Cost: _____

Registration Cost: 0.00

Method of Travel Airlines, Personal Vehicle

Travel Cost _____

Total Cost Per Person _____ **Total Cost For Trip** \$2,737.37

Funding Source 5311 Grant City Cost \$355.86

MDOT Approval Roderick Bailey **Date** 8/27/2026

Aldermen Board Approval _____ **Date** _____



THE CITY OF
OXFORD₊

Affordable Housing Annual Report

FY2025

INTRODUCTION

Affordable housing continues to be an important priority for the City of Oxford and for the long-term strength and sustainability of our community. During Fiscal Year 2025, the Affordable Housing efforts continued to make meaningful progress toward creating and preserving housing opportunities for individuals and families who live and work in Oxford and Lafayette County.

The progress highlighted in this report reflects a continued commitment to finding practical and sustainable solutions to one of our community's most important challenges. Through collaboration with local organizations, developers, community partners, and residents, we continue to identify opportunities to expand affordable housing, strengthen existing resources, and create a foundation for continued progress in the years ahead.

The FY 2025 Annual Report is intended to provide the Board of Aldermen and the community with a clear picture of where we have been, what we have accomplished, and the work that remains ahead as we continue our commitment to making Oxford a community where people have the opportunity to find safe, quality, and attainable housing.

The Affordable Housing Commission meets on the third Wednesday of every other month at 11:00 a.m. at Oxford City Hall. The Public is invited to come.

Commissioners

Josh Cissell (Chair) – Property Manager
Brooke Worthy (Co-Chair) – Realtor, LOU Home
Stewart Rutledge – Affordable Housing Developer
Teasha Sanders – Oxford Housing Authority
Marilyn Barnes – Director AVID, Gifted Coordinator OSD
Alonzo Hilliard – Leader -Local Black Community Investment
Josh McGlawn – Affordable Housing Developer
Dr. Janice Antonow – Former Alderman

Ex-Officio Commissioner

Donna Zampella – General Manager – Oxford University Transit, LOU Home
Duncan Gray – Oxford School District. LOU Home
Susan Ryals – Lafayette County Schools

City Staff Liaisons

Robert Baxter – Sr. Planner
Ben Requet – City Planner
Judy Daniel – City Planner Emeritus

A Year in Review

Josh Cissell – Chairman

Last year's report to the Board described an Attorney General's opinion that opened the door to tax relief for qualifying affordable rental housing. Most of this year went into walking through that door. The result is the Affordable Housing Rental Program. That work is finished, the resolution is ready for the Board's consideration, and the application and certification forms are attached. Dr. Antonow will review the program in detail and take the Board's questions.

We stopped working in standing subcommittees this year and now take things up as a full commission, one issue at a time.

We started the year by building a list of what the city can offer to encourage affordable housing and what the city can require. We identified what we believed we could accomplish this year and what we could not, and the items we could not move, we set aside rather than carry along.

Moving Forward

Zoning and density incentives. The Commission is evaluating two changes to the city's ordinances. The first is what the code allows in the higher-density districts, where a developer could be allowed to build more if the project includes affordable units. The second is the ground floor commercial requirement, which developers regularly ask to be released from, and which the city could grant in exchange for affordable units. Dr. Antonow and Mr. Rutledge are leading this work.

Short-term rentals. The Commission will study how cities in situations like Oxford have approached short-term rentals and, just as important, whether what they did made any difference. We have research covering roughly a dozen comparable communities and intend to speak directly with several of them before recommending anything. This is the larger of the two efforts and will take the most time.

This is also where the Commission will start bringing citizens into the conversation. Short-term rentals affect neighbors, owners, and renters differently, and we would rather hear from people while we are still studying the question than present them with a finished recommendation.

Oxford Affordable Housing Program

Dr. Janice Antonow

The focus during the past year has been advancement of the Oxford Affordable Rental Housing Program. Activities consisted of communicating with the Lafayette County Board of Supervisors and the Lafayette County Tax Assessor to review the Program and answer questions.

On June 1, the Board of Supervisors adopted a Resolution in support of the City's Affordable Rental Housing Program. The vote was unanimous. In addition, Commissioners met with Oxford City School Board members and the Lafayette County School Superintendent to explain the Program. School officials from both districts stated that lack of affordable housing for teachers and staff is a serious problem.

Commissioners, with assistance and guidance from City staff, reviewed and revised all forms associated with the Program, and the Oxford Housing Authority agreed to screen renters' eligibility using documents assembled and submitted by the Planning Department.

Attachments:

A) Board of Supervisors' Resolution

B) FY2026 HUD Income Limits Summary for Lafayette County

Attachment A
Board of Supervisors' Resolution

**RESOLUTION OF THE BOARD OF SUPERVISORS OF LAFAYETTE COUNTY,
MISSISSIPPI IN SUPPORT OF THE CITY OF OXFORD'S AFFORDABLE
HOUSING INITIATIVES**

WHEREAS, the Board of Supervisors of Lafayette County, Mississippi, finding and declaring it being in the public interest of Lafayette County, Mississippi to develop and promote affordable rental and other residential housing designed to serve the residents of our community and finds would be in furtherance of health, safety and welfare of the citizens of Lafayette County, Mississippi; and

WHEREAS, the City of Oxford, Mississippi, by and through its Mayor and Board of Aldermen, duly adopted an ordinance establishing and promoting an affordable housing program designed to serve individuals and families with household incomes below 80% of the standard area median income (AMI) as defined by the most current AMI schedule published by the U.S. Department of Housing and Urban Development; and

WHEREAS, the City of Oxford's affordable housing ordinance provides certain financial and other incentives available to developers of affordable housing developments which are defined as developments that guarantee at least 10 percent of its dwelling units will be available as affordable housing for at least 15 years; and

WHEREAS, the Mississippi Legislature enacted Miss. Code Ann. Section 27-35-50 which provides for an alternative ad valorem appraisal procedure to be used by Tax Assessors when determining the true value of affordable rental housing developments subject to, and meeting the requirements of, federal, state or similar local government affordable rental housing programs, provided the occupancy and maximum rental rates of the housing are restricted based on the income of the persons occupying such housing; and

WHEREAS, the Board of Supervisors of Lafayette County, Mississippi and the Mayor and Board of Aldermen of the City of Oxford jointly sought clarification and guidance from the Office of the Attorney General regarding whether the City's affordable housing ordinance qualifies as a "similar" local government affordable housing program as referenced in Section 27-35-50 and, if so, whether affordable rental housing developments approved by the City of Oxford would potentially qualify for the alternative appraisal procedure set forth in Section 27-35-50; and

WHEREAS, the Office of the Attorney General issued an official opinion finding that the determination of whether a particular development that qualifies as an affordable rental housing development under the City's ordinance and whether it otherwise satisfies the occupancy and rental rate requirements of Section 27-35-50, and is thus entitled to the alternative appraisal procedure set forth in Section 27-35-50, are fact issues to be resolved by the Tax Assessor; and

WHEREAS, the Board of Supervisors of Lafayette County, Mississippi supports the City of Oxford's affordable housing program which is designed to meet a critical need for affordable housing within the Lafayette County, Mississippi community.

NOW, THEREFORE, be it resolved that the Board of Supervisors of Lafayette County, Mississippi does hereby encourage and support the development of affordable housing within the Lafayette County community, and finds that the Affordable Housing Ordinance adopted and implemented by the City of Oxford positively addresses a critical need for affordable housing within the Lafayette County community.

The above and foregoing Resolution having been presented to the Lafayette County Board of Supervisors at its June 1st 2026 board meeting, Supervisor Bynum moved that the foregoing Resolution be adopted and said motion was seconded by Supervisor Morgan, and upon the question being put to a vote, the vote was as follows:

Supervisor Larson -- "aye"

Supervisor Morgan -- "aye"

Supervisor Bynum -- "aye"

Supervisor Gordon -- "aye"

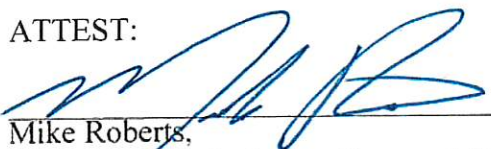
Supervisor Allen -- "aye"

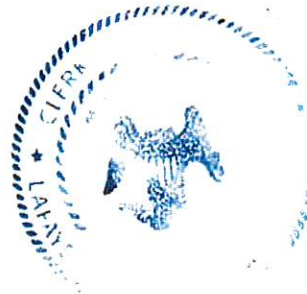
WHEREUPON, having received the unanimous approval of the members of the Board of Supervisors, the foregoing Resolution was declared passed and adopted at a regular meeting of the Board of Supervisors of Lafayette County, Mississippi;

ON THIS, the 1st day of June, 2026.


Brent Larson, President

ATTEST:


Mike Roberts,
Chancery Clerk, Lafayette County, Mississippi



Attachment B

FY2026 HUD Income Limits Summary for Lafayette County

FY 2026 Income Limits Summary

FY 2026 Income Limit Area	Median Family Income	FY 2026 Income Limit Category	Persons in Family								Download .csv
			1	2	3	4	5	6	7	8	
Lafayette County, MS	\$98,100	Very Low (50%) Income Limits (\$)	34,350	39,250	44,150	49,050	53,000	56,900	60,850	64,750	
		Extremely Low Income Limits (\$)*	20,650	23,600	27,320	33,000	38,680	44,360	50,040	55,720	
		Low (80%) Income Limits (\$)	54,950	62,800	70,650	78,500	84,800	91,100	97,350	103,650	



Memorandum

To: Mayor and Board of Aldermen
From: Ben Requet, Director of Planning
Date: September 1, 2026
Re: Resolution of the City of Oxford Establishing Affordable Rental Housing Certification Program

In March 2026, the Mayor and Board of Alderman adopted an amendment to the Affordable Housing Commission ordinance informed by guidance in a Mississippi Attorney General opinion. At that time, the Board anticipated that Staff, on behalf of the Affordable Housing Commission, would return with a resolution to establish a voluntary Affordable Rental Housing Certification Program under Mississippi Code Annotated 27-35-50(4)(d).

The proposed resolution establishes that program and authorizes the Planning Department, in consultation with the Affordable Housing Commission, to administer applications, certifications, compliance monitoring, and enforcement. Qualifying residential rental properties may be certified as affordable rental housing, allowing the Lafayette County Tax Assessor to consider net-operating-income appraisal procedure authorized by state law. To qualify, certified units must be occupied by households earning no more than 80% of Area Median Income, adjusted for household size and updated annually by HUD.

The Planning Department will serve as the central intake and administrative point, and the Oxford Housing Authority has agreed to assist with the verification of tenant-income eligibility. Participating owners must also comply with rent restrictions, reporting requirements, recordkeeping, and ongoing compliance review to maintain certification.

Staff, on behalf of the Affordable Housing Commission, respectfully requests that the Mayor and Board of Aldermen approve the resolution establishing the Affordable Rental Housing Certification program, providing Oxford with an additional voluntary tool to encourage more workforce housing. The proposed resolution and the accompanying administrative documents necessary to implement and administer the program are included in the meeting packet.

**RESOLUTION OF THE CITY OF OXFORD, MISSISSIPPI ESTABLISHING
AFFORDABLE RENTAL HOUSING CERTIFICATION PROGRAM**

The Mayor and Board of Aldermen took up for consideration the establishment of a voluntary affordable rental housing certification program for qualifying residential rental properties, and the City of Oxford, Mississippi, upon due consideration, adopts the following Resolution, which was first reduced to writing:

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE
CITY OF OXFORD, MISSISSIPPI, ESTABLISHING A VOLUNTARY
AFFORDABLE RENTAL HOUSING CERTIFICATION PROGRAM
UNDER MISSISSIPPI CODE ANNOTATED 27-35-50(4)(d)**

WHEREAS, the City of Oxford has adopted affordable housing incentives in Chapter 22 of the Code of Ordinances to encourage the creation and preservation of housing affordable to low- and moderate-income households; and

WHEREAS, MISS. CODE ANN. § 27-35-50(4)(d) allows the county tax assessor to apply an appraisal procedure for affordable rental housing if the property is subject to a federal, state, or other program intended to provide affordable housing to persons of low or moderate income and whose occupancy and maximum rental rates are restricted based on occupant income; and

WHEREAS, Section 22-256(e) of the Code of Ordinances provides for the establishment of an affordable rental housing certification program administered by the Planning Department in consultation with the Affordable Housing Commission; and

WHEREAS, the Program is intended to allow for rental properties to be certified by the City as “affordable rental housing” within the meaning of MISS. CODE ANN. § 27-35-50(4)(d); and

WHEREAS, by opinion dated February 19, 2025, the Mississippi Attorney General opined that the county tax assessor may apply the appraisal procedure described in MISS. CODE

ANN. § 27-35-50(4)(d) if the City’s program is determined to be a similar affordable housing program and the occupancy and maximum rental rates of the subject housing are restricted based on the income of the persons occupying such housing; and

WHEREAS, the Affordable Housing Commission, with support from City staff, has developed a program framework, participation agreement, and related administrative documents to guide implementation; and

WHEREAS, the Mayor and Board of Aldermen wish to recognize and implement the proposed program as an affordable rental housing program under MISS. CODE ANN. § 27-35-50(4)(d).

NOW, THEREFORE, BE IT RESOLVED BY the Mayor and Board of Aldermen of the City of Oxford, Mississippi, as follows:

1. The City hereby establishes the City of Oxford Affordable Rental Housing Certification Program (the “Program”), as detailed in the Program Outline and administrative documents attached to this Resolution as Exhibit “A,” as the voluntary affordable rental program contemplated by Section 22-256(e) of the City of Oxford Code of Ordinances.
2. The City finds that the Program is (1) a similar program to those listed in MISS. CODE ANN. § 27-35-50(4)(d); (2) intended to provide affordable housing to persons of low or moderate income; and (3) restricts the occupancy and maximum rental rates of the subject housing based on the income of the persons occupying such housing.
3. The City Planning Department shall administer the Program in consultation with the Oxford Affordable Housing Commission. The Planning Department is

authorized and directed to take all necessary actions to implement and effectuate the Program, including but not limited to reviewing Program applications; issuing certifications; monitoring compliance; suspending, revoking, or non-renewing certifications where applicants fail to maintain compliance with Program requirements; and developing, maintaining, and modifying such forms and procedures as are necessary to implement the Program.

4. Properties that meet and maintain all Program requirements shall be certified by the Planning Department as “affordable rental housing” within the meaning of MISS. CODE ANN. § 27-35-50(4)(d). The Planning Department shall notify the Lafayette County Tax Assessor of all such certifications, as well as any suspension, revocation, or non-renewal of a previously granted certification.
5. Certification by the City shall confirm only that the City has determined the property satisfies the requirements of the Program as of the date of certification. Certification does not determine the property’s taxable value, direct the Lafayette County Tax Assessor to use a particular valuation, guarantee any tax treatment or tax savings, or limit the lawful authority or discretion of any county or state official. No applicant or participant shall have a vested right to certification, renewal, or any tax appraisal or treatment. The City may discontinue the Program at any time upon further action of the Mayor and Board of Aldermen.
6. Each participating owner shall execute a participation agreement in a form prescribed by the Planning Department. The agreement shall identify the certified property and units and shall bind the owner to all applicable income, occupancy, rent, reporting, recordkeeping, inspection, enforcement, and other Program

requirements.

After full discussion of this matter, Alderman _____ moved that the foregoing Resolution be adopted and said motion was seconded by Alderman _____, and upon the question being put to a vote, the vote was as follows:

- Alderman Smith _____
- Alderman Hulse _____
- Alderman Hyneman _____
- Alderman Howell-Atkinson _____
- Alderman Taylor _____
- Alderman Bailey _____
- Alderman Crowe _____

WHEREUPON, the foregoing Resolution was declared passed and adopted at a regular meeting of the Mayor and Board of Aldermen of the City of Oxford, Mississippi; on this, the _____ day of _____, 2026.

ROBYN TANNEHILL, MAYOR

LESLIE MCCORMICK, CITY CLERK



CITY OF OXFORD SECTION 50(4)(d) AFFORDABLE RENTAL HOUSING CERTIFICATION PROGRAM

PROGRAM OUTLINE

1. Purpose and Legal Authority

The City of Oxford established the City of Oxford Section 50(4)(d) Affordable Rental Housing Certification Program (the “Program”) to promote the development and long-term affordability of residential rental housing for low- and moderate-income households. This Program is adopted under the authority of Mississippi Code Annotated § 27-35-50(4)(d), which allows property tax assessments based on net operating income (NOI) for housing developments that meet local affordability standards.

The Program provides an avenue for qualifying properties to receive NOI-based tax assessment in exchange for income and rent restrictions, reporting obligations, and compliance oversight by the City.

2. Program Structure

A. Covered Properties

The Program is limited to residential rental housing. Owner-occupied units are ineligible. Mixed-income or mixed-use properties may apply for partial certification of designated units, provided those units are clearly identified and managed separately in accordance with Program requirements. Properties with recorded covenants or regulatory agreements restricting income and rent may be considered for certification, but must still demonstrate active compliance with Program standards to the satisfaction of the Commission. Properties inside the City Limits of Oxford may be considered for certification, and, additionally, properties which have or are approved for Oxford utilities may be considered for certification.

B. Income Restrictions

All certified units must be occupied exclusively by households earning no more than 80 percent of the Area Median Income (AMI), adjusted for household size and based on limits published annually by the U.S. Department of Housing and Urban Development (HUD). Each lease must include income certification language, and initial eligibility must be verified at lease signing.

C. Rent Restrictions

Rents may not exceed 30% of pre-tax income of an eligible tenant. In no case may rents exceed the most recent HUD HOME Rent Limits, HUD Fair Market Rents (FMR), or another reasonable third-party benchmark approved by the Oxford Affordable Housing Commission. If tenants are responsible for utilities, a utility allowance may be subtracted from gross rent using an approved schedule. If utilities are included in rent, the Commission may approve a modest upward adjustment to the applicable rent cap based solely on documented utility costs. Such adjustments shall not exceed actual average utility expenses verified through prior-year billing or third-party utility allowance schedule.

D. Initial Commitment

Certification under the Program requires a minimum commitment of three years. Properties in good standing for at least three consecutive years may request a five-year renewal.

3. Application and Certification

A. Initial Application Requirements

To apply for certification, an owner must submit the following to the Oxford Planning Department:

1. A completed Program Application;
2. A rent schedule and unit mix chart;
3. A management plan showing income screening procedures;
4. A sample lease with affordability provisions;
5. Any request for partial certification, clearly identifying which units will be included.

The Planning Department may issue a provisional certification, valid for up to six months if the owner submits a detailed affordability plan and demonstrates good-faith efforts towards full compliance. No property shall receive NOI-based assessment during the provisional period unless and until the full certification is granted.

B. Annual Compliance Requirements

Each certified property must submit the following to the City no later than April 1 of each year:

1. A certified Net Operating Income (NOI) statement;
2. A compliance report confirming that all certified units met occupancy and rent requirements during the prior calendar year;
3. Copies of anonymized lease(s) showing tenant income certification;
4. A sworn statement attesting to continued compliance.

Failure to submit the required documentation may result in revocation of the property's certification (See Section 5).

Upon written request submitted prior to April 1, the Planning Department may allow extensions or alternative formats for City-required reports. This does not apply to the NOI statement, which must be submitted to the county tax assessor by April 1, as required by Miss. Code Ann. § 27-35-50(4)(d).

4. Administrative Flexibility

To ensure effective and practical administration, the Planning Department may approve limited exceptions in writing. Exceptions may be granted in the following circumstances:

1. Deviations from rent benchmarks where justified by unit configuration or utility arrangements;
2. Alternative income or rent verification procedures for special populations, including but not limited to students or recipients of disability income;
3. Partial certifications for designated units within a larger development.
4. Other Circumstances where strict application of Program terms would substantially undermine the feasibility of providing affordable housing and the exception does not conflict with the Program’s core eligibility requirements.

No exception may be granted if it would undermine the Program’s requirement that all certified units remain affordable to households earning no more than 80 percent of AMI.

5. Enforcement and Revocation

A. Grounds for Revocation

Certification may be revoked by the City if the owner:

1. Fails to comply with income or rent restrictions;
2. Submits false or misleading information in any report;
3. Fails to submit required documentation by the stated deadline;
4. Misrepresents unit configurations or applies benefits to unapproved units.

B. Cure Period for Minor Violations

For first-time or minor violations, including late filings or technical omissions, the City may provide written notice and allow the owner 30 days to cure. Certification will remain in effect if the violation is cured in full within the cure period.

Intentional fraud, leasing to over-income tenants, or charging rents above the allowable limit will not be subject to a cure period and will result in immediate revocation.

Inadvertent clerical errors or good-faith technical mistakes may be corrected without penalty at the City’s discretion, provided the owner has no history of prior violations and the error is resolved immediately upon notice.

C. Consequences of Revocation

If certification is revoked, the following consequences apply:

1. The property will become ineligible for NOI-based tax assessment in the current and future tax years, unless recertified;
2. The City may request that the Lafayette County Tax Assessor revert the property's assessment to market value;
3. In cases involving material misrepresentation, the City may seek recovery of the tax benefit received during the noncompliant period.

6. Program Oversight

The Oxford Planning Department shall administer this Program and is authorized to:

1. Review and approve applications for certification;
2. Revoke or suspend certification as necessary;
3. Approve written exceptions consistent with the goals of the Program;
4. Coordinate with the Lafayette County Tax Assessor;
5. Develop and maintain administrative forms and reporting templates;
6. Maintain an annual list of certified properties;
7. Offer streamlined renewals for properties with three or more years of continuous compliance.

7. Legal Effect

This Program satisfies the requirements of Mississippi Code Annotated § 27-35-50(4)(d) by establishing a municipal affordable housing initiative in which:

1. Occupancy is restricted based on household income;
2. Rents are restricted based on independently verified third-party benchmarks;
3. The property is subject to a formal certification and reporting process; and
4. The City retains authority to monitor, enforce, and revoke benefits in cases of noncompliance.

Properties certified under this Program may lawfully be assessed by Lafayette County using the net operating income method in accordance with Mississippi law.

THIS REVISION: 8/20/2026
PRIOR REVISIONS: 10/01/2025
09/11/2025; 08/27/2025



CITY OF OXFORD SECTION 50(4)(d) AFFORDABLE RENTAL HOUSING CERTIFICATION PROGRAM

PARTICIPATION AGREEMENT

(Adopted Pursuant to Miss. Code Ann. § 27-35-50(4)(d))

THIS AGREEMENT is entered into by and between **THE CITY OF OXFORD, MISSISSIPPI** ("City"), acting through the Oxford Affordable Housing Commission ("Commission"), and the undersigned property owner ("Owner"). The purpose of this Agreement is to formalize the Owner's participation in the City of Oxford Section 50(4)(d) Affordable Rental Housing Certification Program (the "Program"), under which qualified properties may receive net operating income ("NOI")-based property tax assessments in exchange for complying with affordability restrictions, reporting obligations, and other terms established by the Program.

The City retains discretion to administer and interpret the Program, including the authority to approve reasonable exceptions, clarify Program procedures, or modify administrative requirements, so long as such actions are consistent with the overall purpose of promoting affordable rental housing for low- and moderate-income households.

This Agreement incorporates by reference the full Program guidelines as adopted and amended from time to time by the City.

1. DEFINITIONS

1.1 PROGRAM: "Program" means the City of Oxford Section 50(4)(d) Affordable Rental Housing Certification Program adopted by the City of Oxford pursuant to Miss. Code Ann. § 27-35-50(4)(d).

1.2 CERTIFIED UNITS: "Certified Units" means the specific rental units approved by the Commission as eligible for NOI-based tax assessment under the Program.

1.3 COMMISSION: "Commission" means the Oxford Affordable Housing Commission.

1.4 OWNER: “Owner” means the individual or legal entity signing this Agreement as the person responsible for the property’s management and compliance with the Program.

2. PROPERTY INFORMATION

2.1 PROPERTY IDENTIFICATION

2.1.1 Property Address: _____

2.1.2 Parcel Number(s): _____

2.2 PROPERTY DESCRIPTION

2.2.1 Total Number of Units: _____

2.2.2 Number of Units to be Certified under Program: _____

2.3 CERTIFICATION TERM: Initial Certification Term: Three (3) years from the Effective Date

3. PROGRAM PARTICIPATION

3.1 PROGRAM ACKNOWLEDGMENT: Owner agrees to comply with all terms of the Program, as adopted by the City.

3.2 BASIS FOR TAX TREATMENT: Owner understands that NOI-based tax assessment is available only while the property remains in compliance with Program requirements and maintains valid certification.

4. AFFORDABILITY REQUIREMENTS

4.1 INCOME LIMITS: Certified Units must be leased exclusively to households earning no more than 80% of the Area Median Income (AMI), adjusted for household size and updated annually by HUD.

4.1.1 Tenant income must be verified at the time of lease execution.

4.1.2 All leases for Certified Units must include income certification language.

4.2 RENT LIMITS: Rents must not exceed HUD HOME Rent Limits, Fair Market Rents, or another benchmark approved by the Commission.

- 4.2.1** If tenants pay utilities, a utility allowance may be deducted using an approved schedule.
- 4.2.2** If rent includes utilities, any upward adjustment must be pre-approved and supported by documentation such as prior-year billing or a utility allowance schedule.
- 4.2.3** Owner must retain documentation supporting all rent and utility determinations and provide such records upon request.

5. CERTIFICATION AND REPORTING

5.1 INITIAL CERTIFICATION: Owner must submit a completed Program application and all required documentation.

- 5.1.1** The Planning Department may issue provisional certification, valid for up to six months, based on a detailed affordability plan.
- 5.1.2** NOI-based tax treatment is not available until full certification is granted.

5.2 ANNUAL REPORTING REQUIREMENTS: On or before April 1 each year, Owner must submit to the City:

- a. A certified NOI statement
- b. A compliance report demonstrating that all certified units met rent and income requirements
- c. Two to three anonymized leases showing tenant income certification
- d. A sworn statement of continued compliance

5.2.1 The NOI statement must also be submitted to the Lafayette County Tax Assessor as required by Miss. Code Ann. § 27-35-50(4)(d).

5.2.2 Upon written request submitted before April 1, the Commission may approve alternate formats or limited extensions for City filings. This does not apply to the NOI statement.

5.3 OWNER REPRESENTATION: Owner represents that all information submitted in connection with Program certification, including applications, reports, and supporting documents, is accurate to the best of their knowledge and belief.

6. MONITORING AND INSPECTIONS

6.1 RIGHT TO INSPECT: Owner agrees to permit the City or its designees to inspect Certified Units, records, and leases as needed to verify compliance.

6.2 OBLIGATION TO COOPERATE: Owner agrees to provide requested documents and information promptly and accurately.

7. ENFORCEMENT AND REVOCATION

7.1 GROUNDS FOR REVOCATION: The City may revoke certification if Owner:

- a. Fails to comply with income or rent limits
- b. Submits false or misleading information
- c. Misses reporting deadlines
- d. Misrepresents unit status or applies benefits to ineligible units

7.2 CURE PERIOD FOR MINOR VIOLATIONS: The City may allow a 30-day cure period for first-time or minor violations.

7.2.1 Intentional fraud, leasing to over-income tenants, or charging rents above the allowed limits will result in immediate revocation without a cure period.

7.3 TECHNICAL ERRORS: The City may permit correction of good-faith clerical or technical errors without penalty, provided there is no history of prior violations.

7.4 CONSEQUENCES OF REVOCATION

7.4.1 NOI-based assessment will be discontinued, and the property may be reassessed at market value.

7.4.2 The City may seek recovery of tax benefits if revocation is based on material misrepresentation.

8. GENERAL PROVISIONS

8.1 TRANSFER AND ASSIGNMENT: This Agreement may not be assigned or transferred without the City's prior written approval.

8.2 GOVERNING LAW: This Agreement shall be governed by the laws of the State of Mississippi.

8.3 AMENDMENTS: No amendment to this Agreement is valid unless in writing and signed by both parties.

8.4 EFFECTIVE DATE AND DURATION: This Agreement is effective upon signature by both parties.

8.4.1 The initial certification period shall be three (3) years. Owner may seek renewal consistent with Program requirements.

8.5 **ENTIRE AGREEMENT:** This Agreement, together with the Program as adopted by the City, constitutes the entire understanding between the parties.

8.6 **SEVERABILITY:** If any provision of this Agreement is deemed invalid or unenforceable, the remaining provisions shall remain in effect.

8.7 **NOTICES:** All notices under this Agreement must be in writing and delivered to the addresses set forth below or such other address as either party designates in writing.

For the City:

For the Owner:

City of Oxford, MS
107 Courthouse Square
Oxford, MS 38655

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives.

CITY OF OXFORD

Signature: _____

Printed Name: _____

Title: _____

Date: _____

OWNER

Signature: _____

Printed Name: _____

Title: _____

Date: _____



City of Oxford
Affordable Housing Commission
107 Courthouse Square
Oxford, MS 38655
[Insert Email]
(662) XXX-XXXX

[Date]

[Owner/Property Manager Name]
[Company or Property Name]
[Property Address]
[City, State, Zip]

Subject: **Certification of Participation in the City of Oxford Section 50(4)(d)
Affordable Rental Housing Certification Program**

Dear [Owner/Property Manager Name],

The City of Oxford Affordable Housing Commission is pleased to inform you that [Property Name], located at [Property Address], has been officially certified under the City of Oxford Section 50(d)(4) Affordable Rental Housing Certification Program pursuant to Miss. Code Ann. § 27-35-50(4)(d).

This certification confirms that your property has met all eligibility requirements for the Program, including:

- Submission of a complete Program Application and supporting documents
- A fully executed Participation Agreement
- Verification of income and rent restrictions for qualifying units
- Agreement to comply with all reporting, occupancy, and affordability requirements

As a certified participant, your property is eligible to receive a net operating income (NOI)-based property tax assessment, as administered by the Lafayette County Tax Assessor in coordination with the City.

Please note that continued participation in the Program requires:

1. Annual submission of compliance documentation by April 1 each year, including certified NOI statements and tenant income verification reports; and
2. Ongoing adherence to all Program requirements as outlined in your executed participation contract and the Program guidelines.

Failure to maintain compliance may result in revocation of certification and loss of NOI-based assessment benefits.

For complete Program details, reporting instructions, and relevant forms, please visit <https://www.oxfordms.net/affordable-housing-commission>.

Thank you for your commitment to providing affordable housing opportunities within our community. If you have any questions regarding your certification status or reporting requirements, please contact the Planning Department at planning@oxfordms.net or (662) 232-2305.

Sincerely,

[Signature]

[Insert Name]

[Planning Director]

City of Oxford Planning Department

THIS REVISION: 10/01/2025
PRIOR REVISIONS: 09/11/2025; 08/27/2025

APPROVED BUDGET 2025 - 2026

Summary by Line items:	Total	MDOT	Local Share		City Share		County Share		University Share	
Operating	\$4,526,948.00	\$2,263,474.00	50%	\$2,263,474.00	13%	\$294,251.62	13%	\$294,251.62	74%	\$1,674,970.76
Administration	\$799,270.00	\$639,416.00	20%	\$159,854.00	24%	\$38,364.96	24%	\$38,364.96	52%	\$83,124.08
Capital	\$819,000.00	\$655,200.00	20%	\$163,800.00	24%	\$39,312.00	24%	\$39,312.00	52%	\$85,176.00
Totals	\$6,145,218.00	\$3,558,090.00	\$2,587,128.00		\$371,928.58		\$371,928.58		\$1,843,270.84	

Vehicle Budget										
5 - F550 Buses	Total	MDOT	Local Share		City Share		County Share		University Share	
	\$1,027,095.00	\$821,676.00	20%	\$205,419.00	10%	\$102,709.50	Not used in the County		10%	\$102,709.50
Total	\$7,172,313.00	\$4,379,766.00	\$2,792,547.00		\$474,638.08		\$0.00		\$1,945,980.34	

PROPOSED BUDGET 2026 - 2027

Summary by Line items:	Total	MDOT	Local Share		City Share		County Share		University Share	
Operating	\$4,684,740.00	\$2,342,370.00	50%	\$2,342,370.00	13%	\$304,508.10	13%	\$304,508.10	74%	\$1,733,353.80
Administration	\$781,380.00	\$625,104.00	20%	\$156,276.00	24%	\$37,506.24	24%	\$37,506.24	52%	\$81,263.52
Capital	\$237,000.00	\$189,600.00	20%	\$47,400.00	24%	\$11,376.00	24%	\$11,376.00	52%	\$24,648.00
Totals 5311 Funds	\$5,703,120.00	\$3,157,074.00	\$2,546,046.00		\$353,390.34		\$353,390.34		\$1,839,265.32	

Vehicle Budget										
3 - 35' Heavy Duty Buses 5339 Funds	Total	MDOT	Local Share		City Share		County Share		University Share	
	\$2,100,000.00	\$1,680,000.00	20%	\$420,000.00	50%	\$210,000.00	Not used in the County		50%	\$210,000.00
Total	\$7,803,120.00	\$4,837,074.00	\$2,966,046.00		\$563,390.34		\$0.00		\$2,049,265.32	

Facility Renovation										
Expand second floor level - additional 5339 funds	Total	MDOT	Local Share		City Share		County Share		University Share	
	\$181,250.00	\$145,000.00	20%	\$36,250.00	25%	\$9,062.50	25%	\$9,062.50	50%	\$18,125.00
Total	\$181,250.00	\$145,000.00	\$36,250.00		\$9,062.50		\$9,062.50		\$18,125.00	

Grand Total	\$13,687,490.00	\$8,139,148.00	\$5,548,342.00		\$925,843.18		\$362,452.84		\$3,906,655.64	
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THE CITY OF
OXFORD

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF
THE CITY OF OXFORD, MISSISSIPPI, FOR EXTENDED ALCOHOL
SALES FOR SUNDAY, SEPTEMBER 6, 2026.

WHEREAS THE MAYOR AND THE BOARD OF ALDERMAN OF THE
CITY OF OXFORD CONSIDERED AND VOTED TO APPROVE THIS
RESOLUTION ON TUESDAY, SEPTEMBER 1, 2026.

WHEREAS, THE CITY OF OXFORD, MS HAS REGULATED HOURS
OF SALE OF ALCOHOLIC BEVERAGES ON SUNDAYS WITHIN THE
HOURS OF 11:00 A.M. AND 9:00 P.M. WE PETITION THE
COMMISSIONER TO ALLOW THE EXTENDED SALE OF
ALCOHOLIC BEVERAGES ON SEPTEMBER 6, 2026 TO THE HOURS
OF 11:00 A.M. AND 11:00 P.M. IT IS OUR HOPE YOU WILL GRANT
THIS EXTENSION AS REQUESTED BY OUR ON-PREMISE SALES
PERMIT HOLDERS WITHIN THE CITY OF OXFORD, MS.

MAYOR: ROBYN TANNEHILL

WARD 1: RICK ADDY

WARD 2: MARK HUELSE

WARD 3: BRIAN HYNEMAN

WARD 4: KESHA HOWELL ATKINSON

WARD 5: PRESTON E. TAYLOR

WARD 6: JASON BAILEY

ALDERMAN AT-LARGE: MARY MARTHA CROWE

Mayor Robyn Tannehill: _____ Date: _____



OXFORD POLICE DEPARTMENT

Jeff McCutchen

Chief of Police

Rusty Rasberry

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: Kayla Martin

Phone Number: 662-816-2293

E-mail Address: Kmartine@oxfordpolice.net

Address: _____

(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: City of Oxford

Director of Business/Organization: _____

Phone Number: 662-232-2400 E-mail Address: _____

Address: _____

(City)

(State)

(Zip Code)

Name of On-Site Contact Person at Event: Kayla Martin

Phone Number: _____ E-mail Address: _____

II. Event Information:

Date: 10/22/24 Start Time: 5pm End Time: 7pm

Type of Event: Trunk or Treat / Touch a Truck

Event Location Information:

Starting Point Location: Conference Center

Finish Line Location: _____

Detailed Route: _____

Other Information: _____

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

Vehicles for "trunks" or "touch a truck"

Number of Expected Participants: 2550 Number of Expected Spectators: 200

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:

Applicant Signature



Date

8/26/24

Approved By: Chief of Police, Oxford Police Department

Date



MEMORANDUM OF UNDERSTANDING

Emergency Access to District Security Cameras

Between the Oxford School District and the Oxford Police Department

This Memorandum of Understanding ("MOU") is entered into by and between the Oxford School District ("District") and the Oxford Police Department ("OPD"), collectively referred to as the "Parties," and becomes effective on the date of the last signature below ("Effective Date").

1. Purpose

The purpose of this MOU is to establish a narrowly tailored process by which the District may authorize OPD to access designated District security-camera feeds during an actual, impending, or imminent health or safety emergency. The Parties intend this access to support rapid emergency response while protecting student privacy and preserving the District's control of its camera system and education records.

This MOU is a planning and response framework only. It does not itself authorize any disclosure, create standing or routine OPD access, or replace the District's incident-specific determination that the requirements of the Family Educational Rights and Privacy Act ("FERPA") and other applicable law have been satisfied.

2. Legal Authority and Guiding Principles

The Parties recognize that District camera images or recordings may constitute education records when they are directly related to a student and maintained by the District. Under 34 C.F.R. §§ 99.31(a)(10) and 99.36, the District may disclose personally identifiable information from education records to an appropriate party in connection with an emergency when the District determines, based on the totality of the circumstances, that there is an articulable and significant threat to the health or safety of a student or other individuals and the recipient's knowledge of the information is necessary to protect health or safety.

Emergency disclosures must be limited to the period and scope of the emergency, made on a case-by-case basis, and documented as required by 34 C.F.R. § 99.32(a)(5). The District retains sole responsibility for making the FERPA determination and authorizing access.

3. Definitions

Authorized District Official. The Superintendent or a District administrator designated by the Superintendent to make emergency-access determinations under this MOU.

Authorized OPD User. An OPD employee approved by the Chief of Police or designee, trained on this MOU, and assigned individual system credentials or otherwise granted access through a District-controlled method.

Camera System. The District-owned or District-controlled security camera, equipment, live feeds, and recordings used for school safety, security, operations, or other educational purposes.

Emergency. An actual, impending, or imminent event presenting an articulable and significant threat to the health or safety of a student or other individual, including an active assailant, hostage situation, credible bomb threat, dangerous intruder, or comparable event requiring immediate law-enforcement response. A general possibility of future harm, routine patrol activity, emergency planning, a drill, or a completed incident under investigation is not, by itself, an Emergency under this MOU.

Emergency Access Session. The incident-specific, time-limited access authorized by an Authorized District Official, including the cameras, features, users, and duration approved for that Emergency.

4. No Standing or Routine Access

OPD shall not have continuous, standing, routine, or self-initiated access to the Camera System. Any technical account created in advance shall remain disabled or shall have no permission to view camera feeds until the District activates access for a specific Emergency. The existence of this MOU, an account, or technical connectivity does not constitute authorization to access or disclose camera information.

OPD shall not use the Camera System for routine monitoring, patrol, intelligence gathering, student discipline, administrative investigations, or criminal investigations after the Emergency has ended, except pursuant to Section 9 of this MOU.

5. Emergency Authorization and Activation

5.1 Request

An OPD supervisor, communications officer, incident commander, or responding officer may request emergency access by contacting the Superintendent or designee through the emergency contact procedure maintained by the Parties. The request shall provide, to the extent available, the incident location and nature of the threat; the requesting agency; the full name and email address of each individual requiring access; the requested school, building, or camera group; and the requested start and end times.

5.2 District Determination

Before authorizing access, the Authorized District Official shall determine, using the information reasonably available at the time, that: (a) an Emergency exists; (b) OPD is an appropriate party; (c) OPD's knowledge of the camera information is necessary to protect health or safety; and (d) the requested scope is reasonably related to the Emergency. The determination may be made orally when circumstances require immediate action but shall be documented as soon as reasonably practicable.

5.3 Scope of Authorization

The Authorized District Official shall limit the Emergency Access Session, to the extent practicable, by school or building, camera or camera group, authorized user, permitted function, approved start and expiration times, and any additional restrictions necessary for the incident. Access should be limited to live viewing unless review of recent footage is necessary to respond to the ongoing Emergency.

5.4 Exigent Circumstances Exception

Notwithstanding Sections 5.1 through 5.3, the District and the Oxford Police Department (OPD) acknowledge that an emergency or exigent circumstance may arise in which there is insufficient time to complete the standard request and authorization procedures before immediate access to the District's security camera system is necessary to protect life, ensure public safety, or respond to an active or imminent threat.

Under such circumstances, OPD may utilize the emergency access authorized by this MOU when immediate access is reasonably necessary to respond to, assess, or manage the emergency. Such access shall be limited in scope and duration to what is reasonably necessary to address the exigent circumstance and shall not constitute authorization for routine or unrestricted access to the District's security camera system.

The District shall retain the ability to monitor and audit OPD login activity, system access, and usage records to verify compliance with the terms and established parameters of this MOU. OPD shall not access or use the District's security camera system for purposes outside the scope of the emergency or this MOU, except as otherwise required or permitted by law.

Any access made pursuant to this Section shall be documented as soon as reasonably practicable following the emergency, including, to the extent available, the identity of the individual accessing the system, the reason for access, the location or cameras accessed, and the approximate start and end times of the access.

6. Permitted Use and Minimum-Necessary Standard

During an authorized Emergency Access Session, OPD may use camera information only to:

- locate, identify, track, contain, or respond to the person or hazard creating the Emergency;
- direct responding officers, emergency medical personnel, evacuees, or persons sheltering in place;
- identify safe routes, entry points, exit points, staging areas, or locations requiring immediate assistance; and
- take other immediate action reasonably necessary to protect health or safety during the Emergency.

OPD shall limit viewing and disclosure to the minimum information reasonably necessary for the emergency response. Incidental viewing of students, employees, or visitors not involved in the Emergency does not authorize further use, identification, recording, or disclosure concerning those individuals.

7. Duration and Termination of Access

Emergency access begins only when activated by the District and ends at the earliest of: (a) the time specified by the Authorized District Official; (b) notice from the District that access is revoked; (c) notice from the OPD incident commander that the Emergency has ended; or (d) the point at which the articulable and significant threat is no longer actual, impending, or imminent.

The Superintendent or designee shall notify the Technology Department when access is no longer required. The Technology Department shall disable the temporary security camera access account promptly when the Emergency Access Session ends and may subsequently delete the account in accordance with District account-management practices. If immediate technical deactivation is not possible, OPD shall cease all viewing and use immediately upon notice or conclusion of the Emergency. Any extension requires a renewed, documented determination by an Authorized District Official.

8. Recordings, Downloads, and Evidence Preservation

Unless expressly authorized by the District as necessary to address the ongoing Emergency, OPD shall not download, export, copy, photograph, screen-record, or otherwise reproduce Camera System images or recordings. Personal devices shall not be used to capture or store camera information.

OPD may submit a prompt written preservation request identifying the incident, date and time range, location, and cameras believed relevant. The District may preserve responsive footage in accordance with applicable law and District retention procedures. Preservation does not constitute disclosure to OPD. Release or transfer after the Emergency shall comply with Section 9.

9. Post-Emergency and Investigative Access

When the Emergency has ended, OPD shall not access the Camera System or obtain District camera recordings under this MOU for investigative or evidentiary purposes. Any later request shall be directed to the District and supported by parent or eligible-student consent, a judicial order, a lawfully issued subpoena, or another applicable legal basis for disclosure as determined by the District and its legal counsel. The District may provide any notice required by law before complying.

Nothing in this MOU converts District-created or District-maintained security camera records into OPD or school law-enforcement-unit records. Records created and maintained independently by OPD for a law-enforcement purpose remain governed by the laws applicable to OPD.

10. Privacy, Confidentiality, and Redisclosure

OPD shall treat camera information received under this MOU as confidential and shall disclose it within OPD or to other emergency-response personnel only when their knowledge is necessary to protect health or safety during the Emergency or when another legal basis permits disclosure. OPD shall not post, publish, release to the media, use for training, or use for any unrelated purpose any image or information obtained through an Emergency Access Session, except as required by law and after appropriate legal review.

Each Party shall respond to public-records requests for records in its custody in accordance with applicable law and shall, when legally permitted, promptly notify the other Party of a request involving records or security information received under this MOU.

11. Access Security and User Administration

The Parties shall use reasonable administrative, technical, and physical safeguards, including:

- an individually assigned, temporary security camera account for each Authorized OPD User;
- multi-factor authentication where supported by the Camera System;
- District-controlled activation, permissions, and deactivation;
- access only from OPD-approved, access-controlled devices and networks;
- prohibition on credential sharing, unattended viewing, or attempts to bypass system controls;
- prompt disabling of temporary accounts when the emergency or approved access period ends, whichever occurs first; and
- preservation of available system logs showing account activity, access time, cameras viewed, and exports.

OPD shall immediately report suspected unauthorized access, credential compromise, loss of an authorized device, or improper use to the District's designated technology and administrative contacts. The Parties shall cooperate in containment, investigation, legally required notification, and corrective action.

12. Documentation and Audit

The District shall document each Emergency Access Session as soon as reasonably practicable, including the articulable and significant threat that formed the basis for disclosure, the parties to whom information was disclosed, the District official authorizing access, the date and time access began and ended, and the scope of access. The District shall place or maintain the record of disclosure as required by FERPA and applicable District procedures.

OPD shall maintain an incident record identifying the requestor, incident commander or supervisor, Authorized OPD Users, purpose, access period, and any information reproduced or further disclosed. Upon lawful request, each Party shall provide the other with relevant access records needed to assess compliance, investigate an incident, or satisfy a legal obligation, subject to applicable privileges and exemptions.

13. Term, Review, Suspension, and Termination

This MOU begins on the Effective Date and continues until terminated. The Parties shall review it at least annually and may amend it only by a written instrument signed by authorized representatives of both Parties. Either Party may terminate this MOU at any time with written notice. The District may immediately suspend camera access for suspected misuse, security concerns, legal compliance, or system needs. Sections concerning confidentiality, records, security incidents, and limits on use survive termination.

SIGNATURES

The undersigned representatives affirm that they are authorized to enter into this MOU on behalf of their respective Parties.

OXFORD SCHOOL DISTRICT	OXFORD POLICE DEPARTMENT
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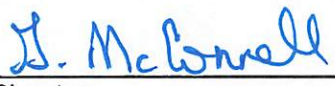
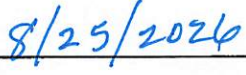
 _____ Signature	_____ Signature
Dr. Germain McConnell _____ Printed Name	_____ Printed Name
Interim Superintendent _____ Title	_____ Title
 _____ Date	_____ Date
<i>Superintendent or Authorized Representative</i>	<i>Chief of Police or Authorized Representative</i>

EXHIBIT A

Emergency Camera Access Activation Protocol

1. OPD REQUEST

OPD contacts the Superintendent or designee and provides the incident location and nature of the threat; requesting agency; full name and email address of each user; requested school, building, or camera groups; and requested start and end times.

2. DISTRICT DETERMINATION

The Superintendent or designee verifies the request and determines whether an actual, impending, or imminent articulable and significant threat exists and whether OPD's access is necessary to protect health or safety.

3. LIMITED AUTHORIZATION

The Superintendent or designee approves the individual users, school or building, camera groups, start and expiration times, and any additional restrictions. Oral authorization may be used when delay would impede emergency response.

4. INFORMATION TO TECHNOLOGY

The Superintendent or designee sends the Technology Department each user's full name and email address, approved building or camera groups, approved start and expiration times, and any restrictions.

5. TEMPORARY SECURITY CAMERA ACCESS ACCOUNT

The Technology Department creates a temporary District security camera access account, assigns only the approved permissions, configures the approved access window, verifies the email address, and confirms that security camera access generated the activation email.

6. USER ACTIVATION AND USE

The authorized user opens the activation email, verifies the account, and creates a password. OPD uses access only for the approved emergency response and only within the authorized locations, camera groups, and time period.

7. DEACTIVATION

The Superintendent or designee notifies Technology when access is no longer required. Technology immediately disables the account when the emergency ends or the approved period expires, whichever occurs first, and may later delete it under District account-management practices.

8. DOCUMENTATION AND FOLLOW-UP

Technology records the access and deactivation times, user, authorized buildings or camera groups, and authorizing Superintendent or designee. OPD may request preservation of relevant footage, but post-emergency disclosure requires consent, judicial order, lawfully issued subpoena, or another legal basis approved by the District.

9. Exigent Circumstances

Emergency Camera Access Activation Protocol (continued)

Emergency Access Record

Incident / Case Number	
Date and Location	
Threat and Rational Basis	
OPD Requestor / Supervisor	
Authorized User(s) / Email Address(es)	
Superintendent or Designee	
Authorized Buildings / Camera Groups	
Approved Start / Expiration Times	
Actual Access Granted / Disabled Times	
Recordings Exported or Preserved	
Follow-Up / Disclosure Record	



OXFORD SCHOOL DISTRICT

200 Bolt Boulevard • Oxford, Mississippi 38655
Phone: (662) 234-3541 • Fax: (662) 232-2862

MEMO

To: Board of Trustees
Dr. Germain McConnell, Interim Superintendent

From: Hardie Meeks, District Safety Coordinator

Subject: OPD Emergency Access to District Cameras

Date: August 19, 2026

The attached Memorandum of Understanding (MOU) is to establish a narrowly tailored process by which the District may authorize the Oxford Police Department (OPD) to access designated District security-camera feeds during an actual, impending, or imminent health or safety emergency. This access is intended to support rapid emergency response while protecting student privacy and preserving the District's control of its camera system and education records.



SHIELDED SECURITY

Contracted For (Vendor Agreement): Oxford Police Department

Shielded Security will be providing security personnel(s) for **Oxford Police Department** on the following date(s):

09/11-12/26 11:00am-7:00pm
#04 Security Personnel(s)
Insurance Fee Included*
Price: \$1,600.00

09/18-19/26 11:00am-7:00pm
#04 Security Personnel(s)
Insurance Fee Included*
Price: \$1,600.00

10/16-17/26 11:00am-7:00pm
#04 Security Personnel(s)
Insurance Fee Included*
Price: \$1,600.00

10/30-31/26 11:00am-7:00pm
#04 Security Personnel(s)
Insurance Fee Included*
Price: \$1,600.00

11/06-07/26 11:00am-7:00pm
#04 Security Personnel(s)
Insurance Fee Included*
Price: \$1,600.00

11/20-21/26 11:00am-7:00pm
#04 Security Personnel(s)
Insurance Fee Included*
Price: \$1,600.00

11/26-27/26 11:00am-7:00pm
#04 Security Personnel(s)



Insurance Fee Included*
Price: \$1,600.00

Price Per Guard: \$25.00/Hr (Discounted)
Estimated Total Price: \$11,200.00

Location(s): 9 Industrial Park Drive, Oxford, MS 38655

Contact: Jeff McCutchen

Email: jmccutchen@oxfordpolice.net

Phone: (662) 816-1375

To the fullest extent permitted by law, Company shall defend, indemnify and hold harmless Contractor and its owners, officers, managers, members, employees, and agents, from and against any and all claims, damages, losses and expenses, including, but not limited to, reasonable attorney's fees, arising out of the acts or omissions of Company, its members, officers, agents or representatives, regardless of where occurring, including, without limitation, claims, damages, losses or expenses attributable to bodily injury, sickness, disease or death, or to damage or destruction of tangible property, to the extent caused in whole or in part by acts or omissions of Company, its members, officers, agents or representatives, including, without limitation, claims, damages, losses or expenses attributable to bodily injury, sickness, disease or death, or to damage or destruction of tangible property (including any dram shop liability), alleged by anyone against Company and/or Contractor related to the Event. In addition to the foregoing, to the maximum extent permitted by law, the Company hereby releases the Contractor, its members, officers, agents and representatives from and against any claim, damage, action, penalty, liability or judgment arising out of any loss, theft, burglary, robbery, damage, fire or other loss caused by any reason, to any of the Company's possessions or personal property of any kind, including without limitation, equipment, instruments, supplies, prizes, merchandise, or exhibits, which are located at the Event.

In no event will Contractor's liability related to or arising out of the Services provided hereunder ever exceed the payment received by it for such Services. If the event is canceled within one (1) hour of the scheduled start time, or after personnel have been dispatched, one hundred percent (100%) of the total contracted amount shall be due and payable, regardless of reason. The full contracted balance is due seven (7) days after an invoice has been sent or unless otherwise agreed in writing. Shielded Security has a two and a half (4) hour minimum five (7) days a week per guard scheduled, Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday.



SHIELDED SECURITY

Additional Information (Exhibit A):

- ***The Oxford Police Department will be added and named on Shielded Security LLC insurance policy. The Oxford Police Department will also be provided with certificate of insurance before first date of service***
- ***All scheduling and supervision of security personnel will be handled by Shielded Security LLC***
- ***Invoices will be issued biweekly the Monday or Tuesday (depending on holidays) following the execution of services***
- ***Invoices should be paid by the contact/business by the first Friday following the date the invoice is used* *Direct Deposit or Check***
- ***Shielded Security charges per hour per guard. We will bill in segments of thirty minutes (1/2 price of your hourly rate), but NOT fifteen minutes***
 - **Example: Shift ends at 12:20am**
Client charged until 12:30am, NOT 12:15am or 1:00am
- ***Other services such as barricade rentals, stanchion rentals, topical clean, and more can be added with a contract revision by both parties***

The undersigned represents that he/she has the authority to execute this document on behalf of the Company and upon such execution, this document shall be binding upon the Company, including the indemnity provisions hereof, and acknowledges that Contractor is relying thereon in its execution of this Agreement and performance of the Services.

Company:

By: _____ (sign)
Name: _____ (print)
Title: _____

Contractor:

Shielded Security

By: Cale Spies (sign)
Name: Cale Spies (print)
Title: Managing Member
Email: cale@shieldedsec.com
Phone: (662) 701-1536
Address: 2215 South Lamar Blvd
Oxford, MS 38655



OXFORD

BUILDING AND
DEVELOPMENT

Memorandum

To: Mayor and Board of Alderman
From: Johnathan Mizell, Chief Building Official
Date: September 1, 2026
RE: Requesting to increase reinspection fee's

This is a request to amend the building department fee scheduled regarding reinspection's. This item was presented to the ordinance review committee on August 20, 2026. This proposal reflects all comments received by the committee. If you have any questions, please let me know.

BUILDING PERMIT FEES

BUILDING DEPARTMENT

715 Molly Barr Road

OXFORD, MS 38655

(662) 232-2304

(662) 232-2797

Total Valuation

Fee

\$1,000 or less

\$50.00

\$1,000 to 49,999

\$50.00 for the first \$1,000
plus \$6.00 for each additional
thousand or fraction thereof, to
and including \$49,999.

\$50,000 to \$99,999

\$369.00 for the first \$50,000
plus \$5.00 for each additional
thousand or fraction thereof, to
and including \$99,999.

\$100,000 to \$249,999

\$659.00 for the first \$100,000
plus \$4.00 for each additional
thousand or fraction thereof, to
and including \$249,999.

\$250,000 up

\$1,179.00 for the first \$250,000
plus \$4.00 for each additional
thousand or fraction thereof.

Re-inspections fee Schedule:

- | | |
|---|-------------------|
| 1. Reinspection fee after Initial Inspection Failure. | \$100.00 |
| 2. Reinspection fee after Second Inspection Failure. | \$250.00 |
| 3. Reinspection fee after Third Inspection Failure. | \$500.00 |
| 4. Reinspection fee after Fourth Or More Inspection Failure. | \$1,000.00 |

DEMOLITION FEE

There is \$50.00 fee for interior demolition and \$100 fee for entire building or structure.

Electrical Permit Fee

Issuance of permit and inspection			\$50.00
Services:			
Residential			
New	Service amps	×	\$00.50
Additions/renovations	Service amps added	×	\$00.50
	Each added circuit	×	\$10.00
	Add to existing circuit	×	\$25.00
Commercial/Industrial:			
New	Service amps	×	\$1.00
Additions/renovations	Service amps added	×	\$1.00
	Each added circuit	×	\$20.00
	Add to existing circuit	×	\$50.00
Generators			
Per Horsepower.		×	\$2.00

Re-inspections fee Schedule:

- | | |
|---|-------------------|
| 1. Reinspection fee after Initial Inspection Failure. | \$100.00 |
| 2. Reinspection fee after Second Inspection Failure. | \$250.00 |
| 3. Reinspection fee after Third Inspection Failure. | \$500.00 |
| 4. Reinspection fee after Fourth Or More Inspection Failure. | \$1,000.00 |

If any person commences any work before obtaining the necessary permit, fees shall be double.

Plumbing Permit Fee

Description of fixture items	Amount
City Permit Fee	\$50.00
Toilet	\$5.00/ea
Bathtub	\$5.00/ea
Lavatory	\$5.00/ea
Shower	\$5.00/ea
Kitchen Sink and Disposal	\$5.00/ea
Dishwasher	\$5.00/ea
Laundry Sink	\$5.00/ea
Floor/AC Drain	\$5.00/ea
Clothes Washer	\$5.00/ea
Water Heater	\$5.00/ea
Urinal	\$5.00/ea
Drinking Fountain	\$5.00/ea
Mop Sink	\$5.00/ea
Water Piping Treatment	\$10.00
Oil and Water Separator	\$10.00/ea
Water Line	\$10.00/ea
Sewer Line	\$10.00/ea
Back Flow Preventer	\$5.00/ea
Bar Sink	\$5.00/ea
Ice Machine	\$5.00/ea
Sprinkler System	\$5.00/ea

Re-inspections fee Schedule:

- | | |
|---|-------------------|
| 1. Reinspection fee after Initial Inspection Failure. | \$100.00 |
| 2. Reinspection fee after Second Inspection Failure. | \$250.00 |
| 3. Reinspection fee after Third Inspection Failure. | \$500.00 |
| 4. Reinspection fee after Fourth Or More Inspection Failure. | \$1,000.00 |

If any person commences any work before obtaining the necessary permit, fees shall be double.

Gas and Mechanical Permit Fee

Gas Permit Fee	Amount
City Permit Fee	\$50.00
For each gas outlet	\$5.00
Mechanical Permit Fee	Amount
City Permit Fee	\$50.00
For each ton at one (including both new installation and replacement units)	\$5.00
For each commercial kitchen hood exhaust system (including both new installation and replacement unit)	\$25.00

Re-inspections fee Schedule:

- | | |
|---|-------------------|
| 1. Reinspection fee after Initial Inspection Failure. | \$100.00 |
| 2. Reinspection fee after Second Inspection Failure. | \$250.00 |
| 3. Reinspection fee after Third Inspection Failure. | \$500.00 |
| 4. Reinspection fee after Fourth Or More Inspection Failure. | \$1,000.00 |

If any person commences any work before obtaining the necessary permit, fees shall be double.

**A RESOLUTION TO MODIFY FEES FOR THE BUILDING DEPARTMENT RELATED TO
CONSTRUCTION PERMITS.**

WHEREAS, the International Building Code adopted by the City of Oxford establishes the authority for the governing authority of the City to set a schedule of fees covering the cost of construction permits per section 109.2 of the International Building Code; and

WHEREAS, that authority may be amended from time to time as needed by the governing authority; and

WHEREAS, the International Code Council Valuation Chart is updated on a semi-annual basis, thus requiring the Building Department to reevaluate its fee schedules semi-annually; and

WHEREAS, Building Official believes that the complexity and amount of work required for the staff review of such reviews and field inspections justify the establishment of permit fees and;

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN OF THE
CITY OF OXFORD, MISSISSIPPI, AS FOLLOWS:**

The fees for the Building Department shall be established as described in Exhibit A (for construction permits), on motion of Alderman _____ seconded by Alderman _____ and the roll being called, the same was adopted by the following vote:

Alderman Hulse	voted _____
Alderman Hyneman	voted _____
Alderman Howell- Atkinson	voted _____
Alderman Taylor	voted _____
Alderman Bailey	voted _____
Alderman Morgan	voted _____
Alderman Addy	voted _____

APPROVED, this day the __ of _____, 2023.

ROBYN TANNEHILL, MAYOR

ASHLEY ATKINSON, CITY CLERK



OXFORD

BUILDING AND
DEVELOPMENT

Memorandum

To: Mayor and Board of Alderman
From: Johnathan Mizell, Chief Building Official
Date: September 1, 2026
RE: First Reading of a Proposed Ordinance Amending Chapter 22 Building of the Municipal Code of Ordinances.

This is a request to modify Chapter 22 Building of the Municipal Code of ordinance. The proposed modification incorporates an amendment to Section 22-4 violations; penalties. This item was presented to the ordinance review committee on August 20, 2026.

Modify -Sec. 22-4. - Violations; penalties.

Any person who performs **demolition**, building, electrical, plumbing, gas, or mechanical work within the city and fails to obtain the required permit before work commences, shall be guilty of a misdemeanor, and upon conviction, shall be sentenced to pay a fine of not less than \$500.00 and not to exceed \$1,000.00 for each violation. A second violation within 12 months shall be guilty of a misdemeanor, and upon conviction, shall be sentenced to pay a fine of not less than \$500.00 and not to exceed \$1,000.00 or by imprisonment not exceeding 30 days, or both such fine and imprisonment. Each day that a violation continues after due notice had been served shall be deemed a separate offense.



Memorandum

To: Mayor and Board of Aldermen
From: Ben Requet, Director of Planning
Date: September 1, 2026
Re: Request Adoption of the City of Oxford Parks & Trails Master Plan

Staff requests that the Mayor and Board of Aldermen adopt the City of Oxford Parks & Trails Master Plan. Following a comprehensive planning process, the City and Ecological Design Group have completed final edits and incorporated the last refinements to the document. We are excited to present this plan for your consideration and adoption. The plan provides an innovative, forward-looking framework to guide future investments in parks, trails, open space, and related community infrastructure. It reflects extensive community and stakeholder input and establishes a clear vision for strengthening connectivity, recreation, ecological stewardship, and quality of life throughout Oxford.

Importantly, the plan recognizes parks and trails as essential community infrastructure that supports public health, environmental resilience, mobility, economic vitality, and a stronger sense of place. It balances ambitious ideas with practical, actionable implementation strategies that can guide priorities and decision-making over time. Adoption of the plan will provide the City with a durable roadmap for coordinating future capital investments, pursuing grant opportunities, and advancing partnerships that expand Oxford's parks and trail network.

We sincerely thank the Mayor and Board of Aldermen for their continued commitment to this important project and to the long-term quality of life of our community. We also extend our appreciation to the Oxford School District, the University of Mississippi, Lafayette County, the many City departments that contributed their time and expertise, and especially the residents who participated in meetings and shared their ideas throughout.

Staff is grateful to Ecological Design Group, Toole Design, and Velocity Group for their partnership, creativity, and commitment to helping make Oxford an even better place to live and visit. Finally, thank you to the Planning Department team for its dedication and sustained effort in bringing this plan from concept to reality.

Access to the final City of Oxford Parks & Trails Master Plan is available online at the following link:

[City of Oxford Parks & Trails Master Plan](#)



THE CITY OF
OXFORD

MEMORANDUM

To: Board of Aldermen
From: Mark Levy, PLA, ASLA, Director of Special Projects
CC: Hollis Green, Chief Operating Officer; Garrett Black, Assistant Project Manager; Captain David Sabin, Oxford Police Department
Date: September 1, 2026
Re: Second reading and public hearing of an Ordinance Amending portions of Article XVII of the Oxford Code of Ordinances relating to gameday parking, new pay-by-plate pay stations and rental car violations.

As part of the City's ongoing downtown parking modernization, staff is presenting amendments to Sections 102-549 and 102-550 of the City of Oxford Code of Ordinances. The proposed amendments update the ordinance to accommodate the City's transition to multi-space parking meters and a pay-by-plate system, with the vehicle's license plate number serving as the identifier for payment and enforcement.

The amendment also establishes a revised parking rate structure on days when the University of Mississippi hosts a home football game. The proposed rate is \$5.00 for the first three hours and \$15.00 per hour thereafter. The fine for a parking violation on a home football game day would be established at \$101.00. The proposed changes are based on the recommendations from several downtown business owners.

Finally, the amendment incorporates the owner-of-record provision of Mississippi Code § 21-23-19, which provides that when the operator of a vehicle charged with a parking violation is unknown, the owner of record may be presumed to be the operator and charged with the violation.

This is the second reading of the proposed amendments to Sections 102-549 and 102-550 of the City of Oxford Code of Ordinances.

AN ORDINANCE AMENDING SECTION 102-549, TIME LIMITATION IN CERTAIN AREAS, AND SECTION 102-550, PENALTIES FOR CERTAIN VIOLATIONS, OF ARTICLE XVII, CHAPTER 102, TRAFFIC AND VEHICLES, OF THE CODE OF ORDINANCES OF THE CITY OF OXFORD, MISSISSIPPI.

WHEREAS, pursuant to Section 21-17-5(1) of the Mississippi Code, the governing authorities of the City of Oxford are vested with authority to adopt ordinances regulating municipal affairs;

WHEREAS, the City of Oxford operates and enforces paid public parking within designated areas of the City and is modernizing its parking system through the use of multi-space pay stations and mobile payment technology;

WHEREAS, the City has determined that the license plate number of a parked vehicle should serve as the identifier for payment and enforcement purposes within paid parking areas;

WHEREAS, days on which the University of Mississippi hosts a home football game create substantially increased demand for public parking, and the City has determined that a separate game-day parking rate structure is appropriate;

WHEREAS, Mississippi Code Section 21-23-19 provides that, when the operator of a vehicle charged with a parking violation is unknown, the owner of record may, as a matter of law, be presumed to be the operator and charged with the violation; and

WHEREAS, the Mayor and Board of Aldermen find that these amendments are reasonable and necessary to provide for the efficient operation, administration, and enforcement of the City's public parking system;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Oxford, Mississippi, that Sections 102-549 and 102-550 of the Code of Ordinances are hereby amended as follows:

Sec. 102-549. Time limitation in certain areas.

(a) Except on Sundays, holidays or days when the University of Mississippi holds a home football game (game day), it shall be unlawful to park any vehicle for a longer consecutive period of time than that designated on the parking meter appurtenant to the parking area in which a vehicle is parked, between the hours of 10:00 a.m. and 12:00 a.m., in any area designated as a limited parking area and so marked.

(b) Limited parking areas shall be as follows:

- (1) Jackson Avenue East from the intersection of South 14th Street west to the intersection of North 9th Street.
- (2) North Lamar Boulevard from the intersection of Jefferson Avenue to the Courthouse Square.
- (3) South Lamar Boulevard from the intersection of University Avenue north to the Courthouse Square.

- (4) The Courthouse Square in all designated parking spaces around and within the area bounded by Van Buren Avenue and East Jackson Avenue.
- (5) Van Buren Avenue, from its intersection of South 9th Street east to South 14th Street.
- (6) South 11th Street, from its intersection with Van Buren Avenue south to University Avenue.
- (7) Five parking spaces on the east side of the public parking lot located between Van Buren Avenue and Harrison Avenue.
- (8) Tyler Avenue, from its intersection with South Lamar Boulevard east to South 14th Street.
- (9) Monroe Avenue, from the intersection of North Lamar Boulevard east to North 14th Street.
- (10) Van Buren-Harrison Parking Lot, the public parking lot bounded by Van Buren Avenue to the north, property to the west (PPIN 5922), Harrison Avenue to the south, and property to the east (PPIN 6266); and commonly referred to as the "High Cotton Lot."
- (11) Jackson-Monroe Parking Lot, the public parking lot bounded by Monroe Avenue to the north, North 13th Street to the west, East Jackson Avenue to the south, and North 14th Street to the east; and commonly referred to as the "Something Southern Lot."
- (12) City Hall Parking Lot, the public parking lot bounded by East Jackson Avenue and properties to the north (PPIN 15212, 15589, and 22322), properties to the west (PPIN 6250, 6251, and 6252), Van Buren Avenue to the south, and South 14th Street and properties to the east (PPIN 15589 and 22322); and commonly referred to as the "City Hall Lot."
- (13) Harrison-Tyler Parking Lot, the public parking lot bounded by Harrison Avenue to the north, South 11th Street to the west, Tyler Avenue to the south, and property to the east (PPIN 6047); and commonly referred to as the "Old Venice Lot."
- (14) Parking garage Surface Lot, the public parking lot, excluding the parking garage defined in (15) below, bounded by Jefferson Avenue to the north, properties to the west (PPIN 5854, 5856, 22204, and 5818), Monroe Avenue to the south, and properties to the east (PPIN 5802, 5800, 5799, 34011, and 5798); and commonly referred to as the "Parking Garage Surface Lot."
- (15) Parking garage, the public parking garage surrounded by the parking garage surface lot.
- (16) Jackson-9th Street Parking Lot, the public parking lot bounded by West Jackson Avenue to the south, North 9th Street to the east, properties to the north (PPIN 14575), and properties to the west (PPIN 5820); and commonly referred to as the "DHS Lot."
- (17) Harrison Avenue, from its intersection with South 10th Street east to South 14th Street.

(c) No person shall park a vehicle within a paid parking area without immediately submitting the required payment through an authorized parking meter, pay station, mobile payment application, or other payment method approved by the City. The license plate number of the parked vehicle shall serve as the identifier for payment and enforcement purposes.

(d) In addition to subsections (a) and (c) above, on any day the University of Mississippi hosts a home football game, the parking rate for the first three (3) hours shall be \$5.00. After the first three (3) hours, the parking rate shall be \$15.00 per hour.

(Code 1968, § 28-305; Ord. No. 1977-19, § 1, 11-15-1977; Ord. No. 1981-1, § 1, 1-20-1981; Ord. No. 1987-1, § 1, 2-3-1987; Ord. No. 1989-9, § 2, 7-5-1989; Ord. No. 2005-10, § I, 9-6-2005; Ord. No. 2012-7, § I, 9-18-2012; Ord. No. 2012-14, § I, 11-6-2012; Ord. No. 2013-2, § I, 2-19-2013; Ord. No. 2013-13, § I, 8-20-13; Ord. No. 2013-14, § I, 8-20-2013; Ord. No. 2014-24, § I, 6-17-2014; Ord. No. 2015-29, § I, 11-3-2015; Ord. No. 2016-16, § I, 12-6-2016; Ord. No. 2017-4, § I, 3-7-2017; Ord. No. 2019-13, § I, 9-3-2019)

Sec. 102-550. Penalties for certain violations.

(a) Whenever any motor vehicle is parked in violation of section 102-549 or section 102-553, the officer finding such vehicle shall conspicuously affix to such vehicle a traffic citation, on a form provided by the parking division, directing the violator to make payment within 14 calendar days of a fine or to timely request a trial in municipal court to contest the citation.

(b) The fine prescribed to be paid for a violation of section 102-549 or section 102-553 as an alternative to appearance in municipal court shall be:

(1) Sixteen dollars for the violation, with \$1.00 of said fine to be settled to the computerized crime prevention fund (CCP), if paid within 14 calendar days of the violation; and \$26.00, with \$1.00 of said fine to be settled to the computerized crime prevention fund (CCP), if paid after more than 14 calendar days have passed since the violation.

(c) The fine prescribed to be paid for a violation of section 102-549 or section 102-553 on any day the University of Mississippi hosts a home football game as an alternative to appearance in municipal court shall be:

(1) One hundred one dollars (\$101.00) for the violation, with \$1.00 of said fine to be settled to the computerized crime prevention fund (CCP).

(d) The maximum fine for any violation of section 102-549 or section 102-553 adjudicated in municipal court shall be \$201.00, with \$1.00 of said fine to be settled to the computerized crime prevention fund (CCP).

(e) In cases where the operator of a vehicle charged with a parking violation is unknown, the owner of record of the vehicle shall, as a matter of law, be presumed to be the operator of such vehicle and may be charged with the violation, pursuant to Mississippi Code § 21-23-19, as amended.

(Code 1968, § 28-306; Ord. No. 1977-19, § 1, 11-15-1977; Ord. No. 1988-14, § 1, 10-18-1988; Ord. No. 2005-11, § I, 9-6-2005; Ord. No. 2012-7, § II, 9-18-2012; Ord. No. 2012-14, § II, 11-6-2012; Ord. No. 2013-13, § II, 8-20-13; Ord. No. 2013-14, §§ II, III, 8-20-2013; Ord. No. 2014-24, § II, 6-17-2014; Ord. No. 2020-8, § I, 7-7-2020; Ord. No. 2023-5, § I, 3-21-2023)

Ordinance 2026-_____

The above ordinance having been first reduced to writing and considered at a public meeting of the governing authorities of the City of Oxford, Mississippi, on motion of Alderman _____, seconded by Alderman _____, and the roll being called, the same was adopted by the following vote:

Alderman Smith	voted ____
Alderman Huelse	voted ____
Alderman Hyneman	voted ____
Alderman Howell Atkinson	voted ____
Alderman Taylor	voted ____
Alderman Bailey	voted ____
Alderman Crowe	voted ____

Approved and Adopted this the _____ day of _____, 2026.

Robyn Tannehill, Mayor

ATTEST:

Leslie McCormick City Clerk



THE CITY OF
OXFORD

MEMORANDUM

To: Board of Aldermen
From: Mark Levy
CC: Hollis Green, Chief Operating Officer; Garrett Black, Assistant Project Manager
Date: September 1, 2026
Re: Permission to advertise for bids for the Indoor Practice Facility technology package

Staff requests permission to advertise for bids for a comprehensive technology package associated with the ongoing renovation of the Indoor Practice Facility at mTrade Park. The technology scope will include video systems, speakers, access control, and networking components necessary to support current and future operational needs within the facility.

This project is a budgeted item for the current fiscal year and is anticipated to carry over into the next fiscal year. Pending Board approval, staff will move forward with advertising for bids promptly and will return to the Board at a future meeting with a recommendation for award.



THE CITY OF
OXFORD
MEMORANDUM

To: Board of Aldermen
From: Mark Levy
CC: Hollis Green, Clay Brownlee, Kinney Ferris
Date: September 1, 2026
Re: Consider bids for the Temporary Ice Skating Rink for Holly Jolly Holiday.

On August 27, 2026, at 1:00 pm., the City of Oxford opened bids for the Temporary Ice Skating Rink for Holly Jolly Holiday project. Two qualified firms submitted responsive proposals:

- Realice
- Industrial Frigo USA Inc

After review, the apparent low bidder was Industrial Frigo USA with a total bid of \$69,500.00.

City staff has reviewed the bid submissions for compliance with the specifications and requirements outlined in the request. Based on this review, staff recommends awarding the contract to Industrial Frigo USA as the lowest responsible bidder.

Requested Action:

Approval of staff's recommendation to award the bid and authorize execution of a contract with Industrial Frigo USA Inc in the amount of \$69,500.00 for the Temporary Ice Skating Rink for Holly Jolly Holiday.

Enclosure (2)

Temporary Ice Skating Rink Bid Tabulation
Temporary Ice Skating Rink Bid Submissions

Bid Tabulation

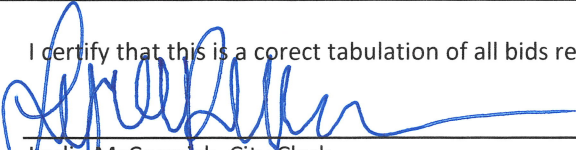
Temporary Ice Skating Rink for Holly Jolly Holiday

8/27/2026
1:00 PM

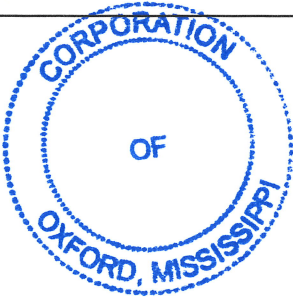


	Contractor	Certificate of Responsibility	Bid Bond or 5% Certified Check	Bid Price
1	Realice	NA	Westfield Insurance Company	\$89,000.00
2	Industrial Frigo USA	NA	5% Certified Check	\$69,500.00
3				
4				
5				
6				
7				
8				
9				

I certify that this is a corect tabulation of all bids received for this project on the above date.


Leslie McCormick, City Clerk

8/28/2026
Date





Industrial Frigo USA

ICE RINKS & SNOW ATTRACTIONS

8/24/2026
OFFER N° 26_0070.01

BID No. 2026-016: TEMPORARY ICE-SKATING RINK FOR HOLLY JOLLY HOLIDAY

To the kind attention to:
City of Oxford

Industrial Frigo USA
2924 Nation Rd
Hodges, SC 29653
Ph. 407-868-6767

Primary contact, and authorized signatory
Jorge Pinoncély
North America Manager
sales@industrialfrigousa.com



THE CITY OF
OXFORD

INVITATION TO BID

Temporary Ice-Skating Rink for Holly Jolly Holiday

**107 Courthouse Square
Oxford, Mississippi**

Mayor

Robyn Tannehill

Board of Alderman

Erin Smith, Ward I

Mark Huelse, Ward II

Brian Hyneman, Ward III

Kesha Howell-Atkinson, Ward IV

Preston Taylor, Ward V

Jason Bailey, Pro-Tem, Ward VI

Mary Margaret Crowe, Alderman At-Large

107 Courthouse Square
Oxford, Mississippi 38655

July 2026

NOTICE TO BIDDERS

The Mayor and Board of Aldermen of the City of Oxford, Mississippi, will receive sealed bids for the following project:

Temporary Ice-Skating Rink for Holly Jolly Holiday

The CITY OF OXFORD is seeking bids from qualified companies to provide, install, and maintain a 40' x 80' ice skating rink from November 9th 2026 until January 5th 2027 at mTrade Park in Oxford, Mississippi. The technical specifications are available to view free of charge at oxfordmsbids.com. Bidders are encouraged to download and review documents prior to submission. There will not be a pre-bid meeting.

Bids may be submitted via hand-delivery, US Mail, or electronic submission. All bids are due on or before **Thursday, August 27th at 1:00 pm** at which time qualified bids will be publicly opened. Bids must be accompanied by a bid bond or certified check not less than 5% of the total bid.

Submit sealed hard copies via hand-delivery or mail to:

City of Oxford
Temporary Ice-Skating Rink for Holiday Jolly Holiday
107 Courthouse Square
Oxford, MS 38655

Electronic submission may be uploaded to:

www.oxfordmsbids.com

For questions regarding website registration and online orders, please contact Plan House Printing at (662)-407-0193.

For questions regarding the technical specifications, please contact Garrett Black at (662)-816-1168 or garett@oxfordms.net

The project will be awarded based on the best-qualified bid and is subject to the approval by the Mayor and Board of Aldermen. The Board of Aldermen reserves the right to reject any and all bids and to waive any and all informalities.

Publish:

Wednesday, July 29, 2026
Wednesday, August 5, 2026

INSTRUCTIONS TO BIDDERS

PART 1 - GENERAL

- 1.01 **QUESTIONS:** Questions should be directed to the Professional. Should a Bidder find discrepancies in, or omissions from, the procurement documents, or be in doubt as to their meaning, the Bidder should immediately notify the Professional. The Professional will send written instruction(s) or interpretation(s) to all known holders of the documents. Neither the Owner, nor the Professional, will be responsible for any oral instruction or interpretation.
- 1.02 **NON-RESIDENT BIDDER:** When a non-resident Bidder (a Contractor whose principal place of business is outside the State of Mississippi) submits a bid for a Mississippi public works project, one of the following is required and shall be submitted with the Proposal Form: (Code 31-3-21(3))
- A. **Copy of Law:** If the non-resident Bidder's state has a resident Bidder preference law, a copy of that CURRENT law shall be submitted with the Proposal Form.
 - B. **Statement:** If the state has no such law then a statement indicating *the State of (Name of State) has no resident Contractor preference law* shall be submitted with the Proposal Form.
- 1.03 **DISQUALIFICATION OF BIDDER:** A Bidder may be disqualified for any of the following reasons:
- A. Failure to comply with the bid requirements.
 - B. Bidder is in arrears on existing Contracts with the Owner or another state agency, university, community college, or junior college.
 - C. Bidder is involved in an ongoing dispute related to the Bidder's execution, workmanship, or timely performance of a previous Contract with the Owner or another state agency, university, community college, or junior college.
 - D. Bidder has defaulted on a previous Contract with the Owner of another state agency, university, community college, or junior college.
- 1.04 **CONDITIONS OF WORK:** Each Bidder must fully inform himself of all conditions relating to the construction of the Project and employment of labor thereon. Failure to do so will not relieve a successful Bidder of obligations to furnish all material and labor necessary to carry out the provisions of the Contract. Insofar as possible, the Bidder must employ methods, or means, which will not cause interruption of, or interference with, the work of any other Bidder, or Contractor.
- 1.05 **EXAMINATION OF SITE:** All Bidders, including the general Contractor and Subcontractors, shall visit the building site, compare the Drawings and Project Manual with any work in place and be informed of all conditions. Failure to visit the site will in no way relieve the successful Bidder from furnishing any materials or performing any work required to complete work in accordance with Drawings and Project Manual without additional cost to the Owner.
- 1.06 **LAWS AND REGULATIONS:** The Bidder's attention is directed to the fact that all applicable Mississippi state laws, rules and regulations of all authorities having jurisdiction over construction of the Project apply to the Contract.
- 1.07 **OBLIGATION OF BIDDER:** At the bid opening, each Bidder will be presumed to have inspected the site, read and become thoroughly familiar with the Drawings and the Project Manual, including all addenda.
- 1.08 **BID DOCUMENT DEPOSIT AND RETURN:** The deposit amount, if any, shall be established as the estimated actual cost of copying and reproduction plus shipping via USPS standard Ground Transportation, is shall be indicated in the Advertisement for Bids. Bidders may request shipping via express carrier or expedited delivery at their own additional cost. Upon returning the documents to the Professional within ten (10) working days of the bid date and in good condition, all document holders will be refunded the full deposit amount. Further, any document holder who is awarded the contract, related subcontracts and/or vendor agreements may elect to retain their documents and request refund of the full deposit amount upon execution of the construction contract and approval of general contractor, however; such documents shall be counted toward the total number of copies furnished free of charge to the general contractor. No partial sets of documents will be issued. Selected trade organizations, plan rooms and web-based distribution networks will be issued one (1) set of documents without charge.

PART 2 - PROPOSAL FORM

- 2.01 **METHOD OF BIDDING:** Lump sum, single bids received on a general contract will include general, mechanical and electrical construction and all work shown on Drawings or specified in the Project Manual.

- 2.02 **PROPOSAL FORMS:** The Bidder shall make all proposals on forms provided and shall fill all applicable blank spaces without interlineations or alteration and must not contain recapitulation of the work to be done. No oral or telegraphic proposals will be considered.
- 2.03 **TIME OF COMPLETION:** The Bidder shall agree to commence work on, or before, a date specified in a written *Notice to Proceed* and fully complete the Project by November 9, 2026.
- 2.04 **BASE BID AND ALTERNATES:**
A. On the Proposal Form, the Bidder shall write out the Base Bid amount in words and include the numerical amount. The written word shall govern.
B. The Proposal Form shall contain a brief description of each alternate modifying the scope. The Bidder shall write out the amount in words and include the numerical amount for each alternate. The written word shall govern.
- 2.05 **SUBSTITUTIONS:** No substitutions, qualifications or redefining of the Specification requirements are allowed to be marked on the Proposal Form, unless specifically required by the Bid Documents.
- 2.06 **ADDENDA:** Any addenda to the Drawings or Project Manual issued before or during the time of bidding shall be included in the proposal and become a part of the Contract. The Proposal Form will have ample space to indicate the receipt of addenda. When completing the Proposal Form, the Bidder shall list the Addendum number in spaces provided.
- 2.07 **BIDDER IDENTIFICATION:**
A. **Signature:** The Proposal Form shall be signed by any individual authorized to enter into a binding agreement for the Business making the bid proposal.
B. **Name of Business:** The name appearing on the Proposal Form should be the complete spelling of bidder's name exactly as recorded at the Secretary of State, which should also be the same as at the Mississippi State Board of Contractors.
C. **Legal Address:** The address appearing on the Proposal Form should be the same address as recorded at the Secretary of State, which should also be the same as at the Mississippi State Board of Contractors.
D. **Certificate of Responsibility Number(s):** The Certificate of Responsibility Number(s) appearing on the Proposal Form should be the same number appearing in the current Mississippi State Board of Contractors Roster.
- 2.08 **BID SECURITY:** The Bid Security shall be in the form of a Bid Bond, or a Certified Check:
A. **Bid Bond:** The Bidder may submit a Bid Bond by a Surety licensed in Mississippi in the amount of five percent (5%) of the base bid. The Bid Bond shall be duly executed by the Bidder, a Mississippi Licensed Agent for said Surety approved by the Mississippi Insurance Department OR signed by the Surety AND countersigned by a Mississippi Licensed Agent for said Surety approved by the Mississippi Insurance Department <https://www.mid.ms.gov> (or most up-to-date link) (No standard form is required for the Bid Bond.) Where bid is to be submitted electronically, a scanned copy of bid bond is acceptable.
B. **Certified Check:** The Bidder may submit a certified check made out to the *Owner* in the amount of five percent (5%) of the base bid. All checks received from Bidders will be returned upon request, unless a Bidder is one (1) of the three (3) apparent low Bidders. The three (3) apparent low Bidder's checks will be held for forty-five (45) days, unless a Contract is awarded and executed in less time. Where bid is to be submitted electronically, certified check must be physically delivered to the address indicated on the Advertisement for Bids prior to the time and date stated.
- 2.09 **POWER OF ATTORNEY:** Each bid security must be accompanied by an appropriate Power of Attorney. No Power of Attorney is necessary with a certified check.

PART 3 - SUBMITTING THE PROPOSAL FORM

- 3.01 **SUBMITTAL:** A bid must be either submitted electronically via www.oxfordmsbids.com or physically delivered to the address indicated on the Advertisement for Bids prior to the time and date stated.
A. **Physical Submittal:** If physically submitted, only one original of Bid Proposal shall be submitted which should be sealed in an opaque envelope marked, mailed or hand-delivered as shown below. If the Bid is mailed, the bid envelope shall be placed inside a second envelope to prevent inadvertent premature opening of the Proposal.

(In upper left hand corner)

Name of Firm (complete spelling of bidder's name and address – exact as recorded at the Secretary of State which should be the same as you applied for at the Mississippi State Board of Contractors)

(Bid shall be addressed and delivered to)

(In lower left hand corner)

Bid for Project # 2026-016
Title Temporary Ice Skating Rink
Using Agency Holly Jolly Holiday
Under \$75,000.00 (add statement)

- B. **Electronic Submittal:** Bidders must be registered prior to submitting bids electronically. It is the responsibility of the Bidder to allow sufficient time to complete or confirm such registration before the date and time established to receive bids. Information on registration and bidding electronically may be found at www.oxfordmsbids.com. For further assistance e-mail Mark Levy at mlevy@oxfordms.net
- 3.02 **MODIFICATION TO BID:** A bidder may only modify the bid prior to the scheduled closing time indicated in the Advertisement for Bids in the following manner:
- A. **Physical Bid:** A modification may be written on the outside of the sealed envelope containing the bid.
- B. **Electronic Bid:** Information and attachments may be modified and re-submitted.
- 3.03 **WITHDRAWAL OF BID:** Any bid may be withdrawn prior to the scheduled time for opening of bids. However, after the scheduled opening, bids may not be withdrawn until forty-five (45) calendar days after bid opening.

PART 4 - BID OPENING AND AWARD OF CONTRACT

- 4.01 **OPENING OF BIDS:** Bids will be publicly opened shortly after the time stated in the Advertisement for Bids. Bidder representatives are invited; however, attendance is not mandatory. Closure of agency preventing the opening of bids at the advertised date and time due to Force Majeure Event reasons will result in bids being received and publicly opened by the next business day that the agency shall be open and at the previously advertised time unless an Addendum is issued. Physical Bids without a Certificate of Responsibility on the outside of the envelope, or a statement indicating bid is under \$50,000.00, will not be opened. Electronic Bids where Certificate of Responsibility or statement indicating bid is under \$50,000.00 is not entered as response to required question will, not be considered.
- 4.02 **IRREGULARITIES:** The omission of any information requested on the Proposal Form may be considered as an informality, or irregularity, by the awarding public body when in their opinion the omitted information does not alter the amounts contained in the submitted bid proposal, or place other Bidders at a disadvantage.
- 4.03 **PROTEST:** Any protest must be delivered in writing to the Owner within twenty-four (24) hours after the bid opening.
- 4.04 **ERRORS:** Any claim of error and request for release from bid must be delivered in writing to the Owner within twenty-four (24) hours after the bid opening. The Bidder shall subsequently and promptly provide sufficient documentation with the written request clearly proving an error was made. Failure to provide such documentation adequate to prove an error may result in forfeiture of Bid Security to the Owner.
- 4.05 **AWARD OF CONTRACT:** The Owner reserves the right to reject any or all bids. A Contract will be awarded (subject to receipt of an executable contract) on the basis of the lowest, responsive, responsible base bid, or lowest combination of base bid and those alternates selected by the Owner generally in the order listed unless a different order is determined to be in the best interest of the Using Agency and/or Owner and which produces a total within available funds. Where such bidder fails to enter into a contract, the Owner reserves the right to award to the next lowest responsive, responsible bidder or

resolicit the project.

- 4.06 **FAILURE TO ENTER INTO A CONTRACT:** The Bidder shall forfeit the Bid Security to the Owner as liquidated damages for any of the following reasons:
- A. Prior to award, failure, or refusal, to furnish the names, classifications and COR #s of Sub-Contractors over Fifty Thousand Dollars (\$50,000.00) as well as entities who are to furnish materials or equipment fabricated to a special design within three (3) working days after receipt of Notice of Intent to Award the Contract.
 - B. Prior to award, failure, or refusal, to furnish substitute acceptable Sub-Contractors or entities within five (5) working days of when the Owner or Prime Professional has made reasonable objection to those initially submitted.
 - C. Following Notice of Award (subject to executable contract), failure, or refusal, to execute and deliver the Form of Agreement Between the Owner and the Contractor, the Performance and Payment Bond, and the Certificate of Insurance within ten (10) working days after receipt of same from the Professional.
- 4.07 **SECURITY FOR FAITHFUL PERFORMANCE:** Simultaneously, with delivery of the executed Contract, the Contractor will furnish a Surety Bond, or Bonds, as security for faithful performance, the payment of all persons performing labor on the project, and furnishing materials in connection with this Contract. The Surety on such Bond, or Bonds, will be a duly authorized surety company satisfactory to the Owner and meeting all of the following requirements:
- A. Licensed at the time of award by the State of Mississippi's Commissioner of Insurance for the purpose of providing surety. <https://www.mid.ms.gov> (or most up-to-date link)
 - B. Listed at the time of award in the Department of the Treasury's **Federal Register** as a company holding certificates of authority as acceptable sureties on Federal Bonds, commonly referred to as the Treasury List.
 - C. All Bonds shall be executed on the form provided in the Project Manual under Section 00 6100 entitled *Contract Bond*.
 - D. The Contract Bond shall be duly executed by the Bidder, a Surety licensed in Mississippi signed by a Mississippi Licensed Agent for said Surety approved by the Mississippi Insurance Department OR signed by the Surety AND countersigned by a Mississippi Licensed Agent for said Surety approved by the Mississippi Insurance Department with the name and address typed (or lettered legibly), and Surety Seal (preferably embossed). <https://www.mid.ms.gov> (or most up-to-date link)
 - E. All Bonds must be accompanied by an appropriate Power of Attorney dated same as Contract Bond and sealed (preferably embossed).

PART 5 - BIDDER'S CHECKLIST

The following checklist is for the Bidder's assistance only. It is not inclusive and does not have to be included with the Proposal Form when submitting a bid proposal.

5.01 **PROPOSAL FORM:** (only one original proposal form to be submitted)

Base Bid

(x) Write in the amount of the base bid in words and numbers. In the case of a conflict, the written word shall govern.

Alternates

() Write in each alternates amount in words and numbers. In the case of a conflict, the written word shall govern.

Addenda

(x) Acknowledge the receipt of each addendum by writing in the number of the addendum.

Acceptance

(x) Proposal is signed by authorized person

(x) Name of Business - complete spelling of bidder's name and address - exact as recorded at the Secretary of State

which should be the same as you applied for at the Mississippi State Board of Contractors.

(x) Legal address of the business listed above (at SOS and Contractor's Board)

() Correct Certificate of Responsibility Number(s) as it appears in the current MS State Board of Contractors Roster

5.02 **BID SECURITY:**

() Included Bid Bond

OR (x) Included Certified Check

5.03 **POWER OF ATTORNEY:**

() Included Power of Attorney

5.04 **NON-RESIDENT BIDDER:**

() Attached a Copy of Non-Resident Bidder's Preference Law

OR (x) Attached a Statement

5.05 **SUB-CONTRACTORS NAME:**

() List any Mechanical, Plumbing, and/or Electrical Sub-Contractors regardless of cost.

* List name even for under \$50,000 (see 5.06 regarding COR)

* Fire Protection Sprinkler Contractors do not have to be listed

* If there is a separate HVAC/Plumbing Sub-Contractor, so notate as mentioned herein

* If Mechanical, Plumbing, and/or Electrical Sub-Contractor is performed by the General, be sure the General has a COR for said discipline

* If there is no Mechanical, Plumbing, and/or Electrical Sub-Contractor listed, then use of Sub-Contractor to perform such scope will not be permitted.

*** END OF SECTION ***

PROPOSAL FORM

To: City of Oxford
107 Courthouse Square
Oxford, Mississippi 38655

Re: Project # 2026-016
Project Title Temporary Ice-Skating Rink for Holly Jolly Holiday
Location 4259 Old Sardis Road, Oxford, MS 38655

I propose to complete all work in accordance with the Bid Specifications and Drawings by November 9, 2026 for the sum of:

BASE BID: (Write in the amount of the base bid in words and numbers. In case of conflict, the written word governs.)

Words: Sixty-nine thousand five hundred and 00/100 Dollars
Figures: (\$ 69,500.00)

ALTERNATES: (Write in the amount of all of the alternates in words and numbers. In case of conflict, the written word governs.)

Alternate #1 ☐ Adds ☐ Deducts
Words: _____ Dollars
(\$ _____)
Description: _____

Alternate #2 ☐ Adds ☐ Deducts
Words: _____ Dollars
(\$ _____)
Description: _____

Alternate #3 ☐ Adds ☐ Deducts
Words: _____ Dollars
(\$ _____)
Description: _____

Alternate #4 ☐ Adds ☐ Deducts
Words: _____ Dollars
(\$ _____)
Description: _____

Alternate #5 ☐ Adds ☐ Deducts
Words: _____ Dollars
(\$ _____)
Description: _____

ADDENDA ACKNOWLEDGMENT:

No. None No. _____ No. _____
No. _____ No. _____ No. _____

ACCEPTANCE:

I certify that I am authorized to enter into a binding contract, if this Proposal is accepted.

Signature  Date August 24, 2026

Name and Title Jorge Pinoncelly - North America Manager

Name of Business Industrial Frigo USA Inc

Address 2924 Nation Road, Hodges, SC. 29653 (mailing)

Address _____ (physical)

City/State/Zip Code _____ County USA

Phone 407 868 67 67 Fax _____ Email sonia@industrialfrigoice.com

■ **Mechanical / Plumbing / Electrical Contractors:**

Regarding said Divisions of the Specifications of the Owner's Standard Form of Agreement Between The Owner and The Contractor:

List any Mechanical/Plumbing and/or Electrical Sub-Contractors that will perform work of this contract, regardless of cost even for under \$50,000.00. COR must be included where sub-contract exceeds \$50,000.00. If no sub-contractor is listed, and such work is within scope of contract and over \$50,000.00, bidder's own COR classification(s) must be sufficient to self-perform any such work. If no sub-contractor is listed, then use of sub-contractor to perform such scope will not be permitted.

Mechanical Contractor: _____

Plumbing Contractor: _____

Electrical Contractor: _____

Certificate of Responsibility No. _____

Certificate of Responsibility No. _____

Certificate of Responsibility No. _____



CITY OF OXFORD, MISSISSIPPI

PROJECT 2026-016

TEMPORARY ICE-SKATING RINK FOR HOLLY JOLLY HOLIDAY

BASE BID: \$89,000.00

Submitted by REALICE-ICE RINK TECHNOLOGIES INC

Mike Flatow, Project Manager

1800 Pembroke Drive, Suite 300, Orlando, FL 32810

(407) 310-9830 | mike.flatow@realice.info | www.realice.info



Milano Cortina 2026 Olympic Winter Games - Ice Rink Technology Supplier

Bid Due: August 27, 2026 at 1:00 PM

PROPOSAL FORM

To: City of Oxford
107 Courthouse Square
Oxford, Mississippi 38655

Re: Project # 2026-016
Project Title Temporary Ice-Skating Rink for Holly Jolly Holiday
Location 4259 Old Sardis Road, Oxford, MS 38655

I propose to complete all work in accordance with the Bid Specifications and Drawings by November 9, 2026 for the sum of:

BASE BID: (Write in the amount of the base bid in words and numbers. In case of conflict, the written word governs.)

Words: Eighty-Nine Thousand and 00/100 Dollars
Figures: (\$ 89,000.00)

ALTERNATES: (Write in the amount of all of the alternates in words and numbers. In case of conflict, the written word governs.)

Alternate #1 ☐ Adds ☐ Deducts
Words: _____ Dollars
(\$ _____)
Description: _____

Alternate #2 ☐ Adds ☐ Deducts
Words: _____ Dollars
(\$ _____)
Description: _____

Alternate #3 ☐ Adds ☐ Deducts
Words: _____ Dollars
(\$ _____)
Description: _____

Alternate #4 ☐ Adds ☐ Deducts
Words: _____ Dollars
(\$ _____)
Description: _____

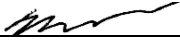
Alternate #5 ☐ Adds ☐ Deducts
Words: _____ Dollars
(\$ _____)
Description: _____

ADDENDA ACKNOWLEDGMENT:

No. _____	No. _____	No. _____
No. NONE	No. _____	No. _____

ACCEPTANCE:

I certify that I am authorized to enter into a binding contract, if this Proposal is accepted.

Signature  Date 08/26/2026
Name and Title Mike Flatow - Project Manager
Name of Business REALICE-ICE RINK TECHNOLOGIES INC
Address 1800 Pembroke Drive, Suite 300 (mailing)
Address 1800 Pembroke Drive, Suite 300 (physical)
City/State/Zip Code Orlando, FL 32810 County Orange
Phone 407-310-9830 Fax N/A Email mike.flatow@realice.info

■ **Mechanical / Plumbing / Electrical Contractors:**

Regarding said Divisions of the Specifications of the Owner's Standard Form of Agreement Between The Owner and The Contractor:

List any Mechanical/Plumbing and/or Electrical Sub-Contractors that will perform work of this contract, regardless of cost even for under \$50,000.00. COR must be included where sub-contract exceeds \$50,000.00. If no sub-contractor is listed, and such work is within scope of contract and over \$50,000.00, bidder's own COR classification(s) must be sufficient to self-perform any such work. If no sub-contractor is listed, then use of sub-contractor to perform such scope will not be permitted.

Mechanical Contractor: <u>Aggreko, LLC</u>	Certificate of Responsibility No. <u>N/A</u>
Plumbing Contractor: <u>N/A</u>	Certificate of Responsibility No. <u>N/A</u>
Electrical Contractor: <u>N/A</u>	Certificate of Responsibility No. <u>N/A</u>



AIA[®] Document A310[™] – 2010

Bid Bond

CONTRACTOR:

Realice-Ice Rink Technologies, Inc
1800 Pembroke Drive Suite 300
Orlando FL 32810
Orange

SURETY:

Westfield Insurance Company
One Park Circle
Westfield Center OH 44251

OWNER:

City of Oxford
107 Courthouse Square
Oxford, MS 38655

BOND AMOUNT: \$ Five percent of Total Bond Amount (5%)

PROJECT:

Temporary Ice-Skating Rink for Holly Jolly Holiday

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

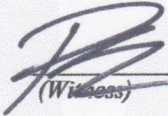
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

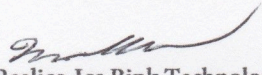
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 26th day of August, 2026

(Witness)

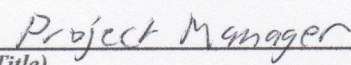

(Witness)

Pat Scholl, Secretary


Realice-Ice Rink Technologies, Inc

(Contractor as Principal)

(Seal)

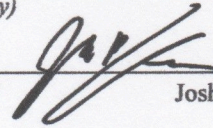

(Title)

Westfield Insurance Company

(Surety)

(Seal)

(Title)



Joshua Kayser, Attorney-in-Fact



General
Power
of Attorney

Westfield Insurance Co.
Westfield National Insurance Co.
Ohio Farmers Insurance Co.
Westfield Center, Ohio

CERTIFIED COPY

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint

MATTHEW BOCKLAGE, BRAD BULLERDIECK, SEDA GULER, BERNARDO C. SCORZA GASPAS, ROBERT J. WOLF, BLAKE OLIVER, MARK KARR, JOSHUA KAYSER, LIAM COLEMAN, JOINTLY OR SEVERALLY

of COLUMBIA and State of MOits true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver **any and all bonds, recognizances, undertakings, consents of surety, or other instruments or contracts of suretyship in any penal limit**, and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their Vice President, Surety and their corporate seals to be hereto affixed this 21st day of AUGUST A.D., 2025 .

Corporate
Seals
Affixed



WESTFIELD INSURANCE COMPANY
WESTFIELD NATIONAL INSURANCE COMPANY
OHIO FARMERS INSURANCE COMPANY

By: 
Gary W. Stumper, Vice President, Surety

State of Ohio
County of Medina ss.:

On this 21st day of AUGUST A.D., 2025 , before me personally came Gary W. Stumper to me known, who, being by me duly sworn, did depose and say, that he resides in Medina, OH; that he is Vice President, Surety of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial
Seal
Affixed




David A. Kotnik, Attorney at Law, Notary Public
My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio
County of Medina ss.:

I, Kathleen Golovan, Chief Administrative Officer & Corporate Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 26th day of August A.D., 2026 .




Kathleen Golovan, Chief Administrative Officer &
Corporate Secretary

COPY OF CURRENT NON-RESIDENT BIDDER PREFERENCE LAW

2026 Florida Statutes - Title XVIII, Chapter 255 - F.S. 255.04

255.04 Preference to home industries in building public buildings. - Every official board in the state, whether of the state, a county, or a municipality, which may be charged with the duty of erecting or constructing any public administrative or institutional building shall give preference, in the purchase of material and in letting contracts for the construction of such building, to materialmen, contractors, builders, architects, and laborers who reside within the state, whenever such material can be purchased or the services of such materialmen, contractors, builders, architects, and laborers can be employed at no greater expense than that which would obtain if such purchase was made from, or contract let or employment given to, a person residing beyond the limits of the state. However, this section in no way prohibits the right of any such official board to compare the quality of materials proposed for purchase and to compare the qualifications, character, responsibility, and fitness of materialmen, contractors, builders, and architects proposed for employment in its consideration of the purchase of materials or employment of persons. Notwithstanding the foregoing, no county official, board of county commissioners, school board, city council or city council members, or other public official, state board, or state agency charged with the letting of contracts or purchase of materials for the construction, modification, alteration, or repair of any publicly owned facility may specify the use of materials or systems by a sole source, unless:

- (1) The governmental body, after consideration of all available alternative materials and systems, determines that the specification of a sole material or system is justifiable based upon its cost or interchangeability;
- (2) The sole source specification has been recommended by the architect or engineer of record; and
- (3) The consideration by, and the justifications of, the governmental body are documented, in writing, in the project file.

History. - s. 1, ch. 9146, 1923; CGL 1686; s. 2, ch. 83-266; s. 1, ch. 84-288; s. 146, ch. 95-148.

Official source: Florida Legislature, Online Sunshine - The 2026 Florida Statutes, F.S. 255.04.

https://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0200-0299/0255/Sections/0255.04.html



THE CITY OF
OXFORD

MEMORANDUM

To: Board of Aldermen
From: Mark Levy
CC: Hollis Green, Chief Operating Officer; Garrett Black, Assistant Project Manager; Brad Freeman, mTrade Park Director; Clay Brownlee, mTrade Park Assistant Director
Date: September 1, 2026
Re: Consider tournament operating agreement between the City of Oxford and Richey Sports, LLC

Enclosed is the proposed Tournament Operating Agreement between the City of Oxford and Richey Sports, LLC formally establishing the structure under which youth baseball tournaments will be administered at mTrade Park.

The Agreement establishes a framework under which the Operator, who is affiliated with USSSA Baseball, may organize and conduct approved tournaments while the City retains full authority over the management and operation of the facility. The arrangement provides a revocable, non-exclusive license for Richey Sports to use designated portions of mTrade Park for tournament play and preserves the City's ability to schedule other activities and users so long as they do not interfere with approved tournament dates.

Under the Agreement, all tournament dates must be proposed by the Operator and receive written approval from the Director of mTrade Park. The Director also determines field assignments and holds final authority on weather-related decisions, playability, and operational needs, ensuring that participant safety and protection of City-owned facilities remain paramount. The Operator accepts responsibility for staffing, officials, game administration, communications with teams, and maintaining orderly conduct during tournament activities. The City retains responsibility for routine maintenance, field preparation consistent with its customary practices, and the broader oversight required to ensure the facility continues to operate in the best interest of the public.

The Agreement proposes a three-year initial term, renewable for two additional one-year periods with mutual consent and Board approval. It also provides for an annual operational review between the parties to evaluate scheduling, field conditions, improvements, and any proposed adjustments. Compensation to the City is structured through a standardized fee schedule contained in Exhibit A, requiring the Operator to pay set daily field rental rates and a per-team fee for each event. The Operator must submit a detailed reconciliation and remit payment within four

days of each tournament, with the City retaining revenues from concessions, vending, parking, sponsorships, and naming rights.

Insurance and indemnification provisions ensure adequate coverage and protection for the City, requiring the Operator to maintain commercial general liability, workers' compensation, and automobile liability insurance at defined minimums, with the City added as an additional insured. The Agreement establishes clear remedies in the event of default, allows immediate suspension of activities when public safety or facility operations require it, and permits either party to terminate the Agreement for convenience with 90 days' written notice.

Staff recommends approval of this Agreement, which formalizes the operational responsibilities of both parties, maintains City control over facilities and scheduling, and ensures a consistent, transparent fee structure for tournament use at mTrade Park.

Enclosure (1)

Tournament Operating Agreement between the City of Oxford and Richey Sports, LLC

TOURNAMENT OPERATING AGREEMENT

STATE OF MISSISSIPPI

COUNTY OF LAFAYETTE

THIS TOURNAMENT OPERATING AGREEMENT ("Agreement") is made and entered into this ____ day of _____, 2026, by and between the CITY OF OXFORD, MISSISSIPPI, a Mississippi municipal corporation ("City"), and RICHEY SPORTS, LLC, a Mississippi limited liability company ("Operator").

WITNESSETH:

WHEREAS, the City owns and operates mTrade Park, a municipal sports complex located in Oxford, Mississippi, for the benefit of the citizens of Oxford and the traveling public;

WHEREAS, the City recognizes that organized youth athletic tournaments promote recreation, tourism, and economic development within the City and Lafayette County;

WHEREAS, the Operator is engaged in the business of organizing and conducting youth baseball tournaments and is affiliated with United States Specialty Sports Association Baseball ("USSSA");

WHEREAS, the Operator has requested permission to conduct approved youth baseball tournaments at mTrade Park under the terms and conditions set forth herein;

WHEREAS, the Mayor and Board of Aldermen have determined that allowing the Operator to conduct such tournaments under the conditions established herein serves a legitimate public purpose and is in the best interest of the City;

NOW, THEREFORE, for and in consideration of the mutual covenants, promises, and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and the Operator agree as follows:

ARTICLE I

GENERAL PROVISIONS

Section 1.01. Purpose.

The purpose of this Agreement is to establish the terms and conditions under which the Operator may organize, promote, schedule, and conduct approved youth baseball tournaments at mTrade Park while preserving the City's authority to manage, maintain, and operate the facility for the benefit of all users.

Section 1.02. Administration.

The Director of mTrade Park, or the Director's designee, shall serve as the City's representative for the day-to-day administration of this Agreement. The Director shall coordinate scheduling, field assignments, operational matters, weather-related decisions, facility availability, and other matters necessary for the efficient administration of tournament activities.

Nothing contained herein shall limit the authority of the Mayor or the Board of Aldermen as provided by Mississippi law.

Section 1.03. Nature of Agreement.

This Agreement grants the Operator a revocable license to use designated portions of mTrade Park for approved tournaments conducted during the term of this Agreement.

This Agreement is not intended to create, and shall not be construed as creating, a lease, easement, franchise, partnership, joint venture, or any other property interest in favor of the Operator. The Operator acknowledges that title to and possession of all facilities remain vested exclusively in the City.

Section 1.04. Non-Exclusive Use.

The rights granted herein are non-exclusive. The City expressly reserves the right to use, schedule, license, or permit the use of mTrade Park by other organizations, leagues, schools, governmental entities, and private users at any time, provided such use does not materially interfere with a tournament previously approved and scheduled pursuant to this Agreement.

Nothing herein shall obligate the City to reserve facilities for tournaments until dates have been approved by the Director.

Section 1.05. Authority.

Each Party represents that it possesses full authority to enter into this Agreement and that the individual executing this Agreement on its behalf has been duly authorized to bind that Party to its terms.

ARTICLE II

TERM

Section 2.01. Initial Term.

This Agreement shall become effective upon approval by the Mayor and Board of Aldermen of the City of Oxford and execution by both Parties ("Effective Date").

Unless sooner terminated in accordance with the provisions of this Agreement, the initial term shall continue for a period of three (3) years from the Effective Date.

Section 2.02. Renewal.

Upon the mutual written agreement of the Parties and subject to approval by the Mayor and Board of Aldermen, this Agreement may be renewed for two (2) successive one-year terms.

Nothing contained herein shall be construed as granting either Party an automatic right of renewal.

Section 2.03. Annual Operational Review.

At least once during each calendar year, representatives of the City and the Operator shall meet to review tournament operations, scheduling, field conditions, facility improvements, operational concerns, and any proposed modifications to this Agreement or Exhibit A. The annual review is intended to promote communication and cooperation and shall not, standing alone, amend any provision of this Agreement.

ARTICLE III

FACILITY USE

Section 3.01. Approval of Tournament Dates.

Tournament dates shall be proposed by the Operator and shall become effective only upon written approval by the Director. In approving tournament dates, the Director may consider facility availability, maintenance schedules, previously scheduled events, City-sponsored activities, weather-related concerns, and the overall operational needs of mTrade Park.

Section 3.02. Assigned Facilities.

The Director shall determine the fields and supporting facilities to be assigned for each approved tournament. Assignments may include game fields, warm-up areas, batting facilities, practice fields, parking areas, and other amenities as reasonably necessary for tournament operations.

The City reserves the right to modify field assignments when reasonably necessary because of maintenance requirements, weather conditions, public safety concerns, emergency situations, or other operational needs.

Section 3.03. Weather and Field Conditions.

The Director shall have final authority regarding field conditions and the playability of the facilities.

The Director may delay, suspend, relocate, shorten, or cancel games whenever, in the Director's judgment, weather conditions, field conditions, safety concerns, or other circumstances make continued play inadvisable.

The Operator acknowledges that participant safety and preservation of City facilities shall take precedence over tournament scheduling.

Section 3.04. Permitted Uses.

The Operator shall use the facilities solely for the conduct of approved youth baseball tournaments and activities reasonably incidental thereto.

No other use shall be permitted without the prior written approval of the Director.

Section 3.05. Rules and Regulations.

The Operator, its employees, agents, volunteers, officials, participants, and spectators shall comply with all applicable federal, state, and local laws, all ordinances of the City, and all written rules, regulations, and policies governing the operation of mTrade Park as adopted or amended from time to time by the City.

ARTICLE IV

OPERATOR RESPONSIBILITIES

Section 4.01. General Duties.

The Operator shall organize, promote, administer, and conduct each approved tournament in a professional manner consistent with the standards generally accepted for youth baseball tournaments and in accordance with the terms of this Agreement. The Operator shall be solely responsible for all aspects of tournament administration except those responsibilities expressly assumed by the City under this Agreement.

Section 4.02. Tournament Administration.

The Operator shall provide all personnel necessary for the successful operation of each tournament, including tournament directors, site supervisors, scorekeepers, gate personnel, and other staff or volunteers required for the orderly conduct of tournament activities. The Operator shall schedule games, coordinate participating teams, communicate with coaches, and administer tournament rules and procedures.

Section 4.03. Officials.

The Operator shall be solely responsible for securing, scheduling, compensating, and supervising all umpires and other game officials necessary for tournament play. Such officials shall not be considered employees, agents, or representatives of the City.

Section 4.04. Conduct of Participants.

The Operator shall use reasonable efforts to ensure that coaches, players, spectators, volunteers, officials, vendors, and other persons participating in or attending its tournaments conduct themselves in a safe and orderly manner.

The Operator shall promptly address disruptive, abusive, or unsafe conduct occurring during tournament activities and shall cooperate with City personnel in maintaining order throughout the facility.

Section 4.05. Compliance with Laws and Policies.

The Operator shall comply with all applicable federal, state, and local laws, regulations, and ordinances, together with all rules and operational policies established by the City for the use of mTrade Park.

Section 4.06. Facility Care.

The Operator shall exercise reasonable care in the use of all City facilities and shall use commercially reasonable efforts to prevent damage to fields, buildings, equipment, fencing, dugouts, restrooms, and other improvements.

The Operator shall promptly notify the Director of any damage to City property known to the Operator.

The Operator shall be responsible for the cost of repairing damage caused by the negligent or intentional acts or omissions of the Operator, its employees, agents, contractors, volunteers, participants, or spectators, ordinary wear and tear excepted.

Section 4.07. Cleanliness.

Throughout each tournament, the Operator shall make reasonable efforts to maintain the assigned facilities in a clean condition by encouraging participants and spectators to dispose of trash properly and by assisting City personnel in identifying areas requiring attention.

The City shall remain responsible for routine custodial services unless otherwise agreed in writing.

Section 4.08. Emergency Cooperation.

The Operator shall immediately report any accident, injury requiring emergency medical attention, criminal activity, fire, hazardous condition, or other emergency occurring during tournament operations to the Director or other appropriate City personnel and shall cooperate fully with emergency responders and law enforcement officials.

Section 4.09. Independent Contractor.

The Operator is and shall remain an independent contractor.

Neither the Operator nor its employees, agents, volunteers, officials, or contractors shall be deemed employees, agents, or representatives of the City for any purpose.

The Operator shall have exclusive responsibility for the direction and control of its personnel and for the payment of all wages, taxes, insurance premiums, benefits, and other obligations arising from their employment or engagement.

Section 4.10. No Authority to Bind the City.

The Operator shall not enter into any contract, incur any debt, make any representation, or assume any obligation on behalf of the City unless expressly authorized in writing by the Mayor or other duly authorized City official.

ARTICLE V

COMPENSATION

Section 5.01. Facility Rental Fees.

In consideration for the use of mTrade Park, the Operator shall pay the City the facility rental fees set forth in Exhibit A, which is incorporated herein by reference as though fully set forth herein.

The Mayor and Board of Aldermen reserve the right to amend Exhibit A from time to time by official action. Any amendment shall become effective only after written notice has been provided to the Operator.

Section 5.02. Tournament Reconciliation and Payment.

Within four (4) calendar days following the completion of each tournament, the Operator shall provide the City with a written reconciliation identifying:

- (a) the name of the tournament;
- (b) the dates on which the tournament was conducted;
- (c) the total number of participating teams;
- (d) the applicable fees due under Exhibit A; and
- (e) the total amount owed to the City.

Payment of all amounts due shall accompany the reconciliation unless another method of payment is approved in writing by the City.

Section 5.03. Records.

The Operator shall maintain accurate books and records relating to tournament participation and all fees payable under this Agreement for a period of three (3) years following the conclusion of each tournament.

Upon reasonable advance notice and during normal business hours, the City may inspect such records solely for the purpose of verifying amounts due under this Agreement.

Section 5.04. Delinquent Payments.

Any amount not paid when due shall constitute a default under this Agreement if such failure continues for more than ten (10) calendar days after written notice from the City.

Acceptance of a late payment by the City shall not constitute a waiver of any other rights or remedies available under this Agreement.

Section 5.05. Revenue.

Except as otherwise provided herein, the Operator shall retain all tournament registration fees and gate admission revenues generated from tournaments conducted pursuant to this Agreement.

The City shall retain all revenues generated from concessions, vending, parking, advertising, sponsorships, facility naming rights, and all other revenue sources associated with mTrade Park unless otherwise approved in writing by the City.

Nothing contained herein shall be construed as granting the Operator any ownership interest in or right to revenues not expressly assigned to the Operator by this Agreement.

ARTICLE VI

CITY RESPONSIBILITIES

Section 6.01. General Responsibilities.

The City shall make available to the Operator those fields and facilities approved by the Director for each scheduled tournament, subject to the terms of this Agreement and the operational needs of mTrade Park.

The City's obligations under this Agreement are subject to the availability of appropriated funds and the City's continuing authority to manage its public facilities in the best interest of the public.

Section 6.02. Facility Maintenance.

The City shall be responsible for the routine maintenance of mTrade Park, including mowing, irrigation, infield preparation, field striping, routine repairs, restroom maintenance, and general upkeep consistent with the City's standards for operation of the facility.

The City shall determine the timing and manner in which maintenance activities are performed.

Nothing contained herein shall require the City to make capital improvements or undertake extraordinary maintenance for the benefit of any particular tournament.

Section 6.03. Field Preparation.

The City shall use reasonable efforts to prepare assigned playing fields prior to tournament play in accordance with its customary maintenance practices.

During tournament play, the City may perform field maintenance between games or at other appropriate times as determined by the Director.

The City does not guarantee that field conditions will remain unaffected by weather or normal use during the course of a tournament.

Section 6.04. Scheduling Authority.

The City retains exclusive authority over the scheduling and use of mTrade Park.

Although the City will make reasonable efforts to accommodate tournament dates requested by the Operator, the City reserves the right to modify schedules or facility assignments when necessary due to maintenance requirements, City-sponsored events, emergencies, weather conditions, or other operational considerations.

Section 6.05. Facility Rules.

The City may adopt, amend, and enforce reasonable rules, regulations, and operating procedures governing the use of mTrade Park.

The Operator agrees to comply with such rules and shall cooperate with the City in their enforcement during tournament activities.

Section 6.06. Right of Entry.

The Mayor, members of the Board of Aldermen, the Director, City employees, law enforcement officers, emergency personnel, and other authorized representatives of the City shall have unrestricted access to all portions of mTrade Park at all times during tournament operations.

The exercise of such access shall not be construed as interference with tournament operations or as an assumption by the City of responsibilities assigned to the Operator under this Agreement.

Section 6.07. Emergency Authority.

The City reserves the right to suspend, postpone, relocate, or cancel any tournament activity whenever, in the judgment of the Director or other authorized City official, such action is necessary

to protect public health, public safety, City property, or the orderly operation of municipal facilities.

Whenever practicable, the City shall provide the Operator with prompt notice of any such action.

Section 6.08. No Warranty.

The City makes no warranty, express or implied, regarding the suitability or availability of mTrade Park for any particular event beyond its obligation to make reasonable efforts to provide the facilities contemplated by this Agreement.

Temporary interruptions caused by weather, utility failures, maintenance, emergencies, acts of God, or other circumstances beyond the City's reasonable control shall not constitute a breach of this Agreement.

ARTICLE VII

INSURANCE AND INDEMNIFICATION

Section 7.01. Insurance.

Throughout the term of this Agreement, the Operator shall procure and maintain, at its sole expense, insurance issued by companies authorized to do business in the State of Mississippi and having an A.M. Best rating acceptable to the City.

At a minimum, the Operator shall maintain:

- (a) Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) aggregate for bodily injury, personal injury, and property damage;
- (b) Workers' Compensation Insurance as required by Mississippi law and Employer's Liability Insurance for all employees of the Operator, if applicable; and
- (c) Automobile Liability Insurance covering owned, non-owned, and hired vehicles used in connection with tournament operations with combined single limits of not less than One Million Dollars (\$1,000,000.00).

The City may require reasonable adjustments to the foregoing insurance requirements if warranted by changes in applicable law, industry standards, or the nature of tournament operations.

Section 7.02. Additional Insured.

The Commercial General Liability policy shall name the City of Oxford, Mississippi, its elected officials, officers, employees, agents, and volunteers as additional insureds with respect to the activities contemplated by this Agreement.

Section 7.03. Certificates of Insurance.

Prior to conducting any tournament under this Agreement, the Operator shall furnish certificates of insurance evidencing the required coverage.

Upon request, the Operator shall also provide copies of applicable policy endorsements demonstrating compliance with the requirements of this Agreement.

Failure to maintain the required insurance shall constitute a material breach of this Agreement.

Section 7.04. Indemnification.

To the fullest extent permitted by law, the Operator shall defend, indemnify, and hold harmless the City of Oxford, Mississippi, its elected officials, officers, employees, agents, and volunteers from and against any and all claims, demands, actions, damages, liabilities, judgments, losses, costs, and expenses, including reasonable attorney's fees, arising out of or resulting from the negligent acts or omissions or willful misconduct of the Operator, its employees, agents, contractors, volunteers, officials, participants, or others acting under its direction or control in connection with this Agreement.

The obligations contained in this Section shall not apply to the extent any claim, damage, loss, or expense is caused by the sole negligence or willful misconduct of the City.

ARTICLE VIII

DEFAULT AND TERMINATION

Section 8.01. Events of Default.

The occurrence of any one or more of the following shall constitute an event of default under this Agreement:

- (a) The failure of the Operator to make any payment required by this Agreement within the time prescribed herein;
- (b) The failure of either Party to perform any material obligation required by this Agreement, which failure continues for a period of thirty (30) calendar days after written notice specifying the nature of the default; provided, however, that if the default cannot reasonably be cured within thirty (30) days, the defaulting Party shall not be deemed in default if it commences corrective action within such period and thereafter diligently pursues completion of the cure;
- (c) The Operator's repeated failure to comply with applicable laws, City ordinances, or the rules and policies governing the use of mTrade Park;
- (d) The Operator's failure to maintain the insurance required by this Agreement;

(e) The filing of bankruptcy, insolvency, receivership, or similar proceedings by or against the Operator, if such proceedings are not dismissed within sixty (60) calendar days; or

(f) Any material misrepresentation made by either Party in connection with this Agreement.

Section 8.02. Notice of Default.

Except where immediate action is authorized under this Agreement, the non-defaulting Party shall provide written notice describing the nature of the alleged default and the action required to cure the default. Such notice shall be provided in accordance with the notice provisions contained herein.

Section 8.03. Remedies.

Upon the occurrence of an event of default that is not timely cured, the non-defaulting Party may exercise any remedy available at law or in equity, including termination of this Agreement.

The remedies provided herein are cumulative and the exercise of any one remedy shall not preclude the exercise of any other remedy available under this Agreement or applicable law.

Section 8.04. Immediate Suspension.

Notwithstanding any other provision of this Agreement, the City may immediately suspend tournament activities whenever, in the judgment of the Mayor, the Director, or another authorized City official, immediate action is necessary to protect public health, public safety, City property, or the orderly operation of mTrade Park.

The City shall provide the Operator with written notice of the reasons for the suspension as soon as reasonably practicable.

Section 8.05. Termination for Convenience.

The City may terminate this Agreement without cause upon providing the Operator not less than ninety (90) calendar days' prior written notice.

The Operator may terminate this Agreement without cause upon providing the City not less than ninety (90) calendar days' prior written notice.

Termination under this Section shall not affect the obligation of either Party to satisfy any rights or obligations accrued prior to the effective date of termination.

Section 8.06. Effect of Termination.

Upon the expiration or termination of this Agreement:

(a) all rights granted to the Operator under this Agreement shall immediately cease;

(b) the Operator shall promptly remove its personnel, equipment, supplies, and other personal property from mTrade Park;

(c) the Operator shall remain responsible for all sums due and owing to the City that accrued prior to termination;

(d) the Operator shall return any City-owned property in its possession; and

(e) those provisions of this Agreement which by their nature are intended to survive termination, including indemnification, payment obligations, audit rights, record retention requirements, and governmental immunity, shall remain in full force and effect.

ARTICLE IX

MISCELLANEOUS PROVISIONS

Section 9.01. Notices.

Any notice required or permitted under this Agreement shall be in writing and shall be deemed properly given when personally delivered, when deposited in the United States Mail, postage prepaid, certified mail, return receipt requested, or when delivered by a nationally recognized overnight delivery service addressed as follows:

If to the City:

City of Oxford, Mississippi
Attention: Mayor
107 Courthouse Square
Oxford, Mississippi 38655

With a copy to:

Director, mTrade Park
328 Old Sardis Road
Oxford, Mississippi 38655

If to the Operator:

Richey Sports, LLC
Attention: Clay Richey, Authorized Representative
113 CR 6011
Baldwyn, Mississippi 38824

Either Party may change its notice address by providing written notice to the other Party in accordance with this Section.

Section 9.02. Assignment.

The Operator shall not assign, transfer, delegate, or otherwise convey any interest in this Agreement without the prior written consent of the City, which consent may be withheld in the City's sole discretion.

Any attempted assignment made without such consent shall be void.

Section 9.03. Independent Contractor.

The Operator is an independent contractor and nothing contained in this Agreement shall be construed to create an employer-employee relationship, partnership, joint venture, agency, or other legal relationship between the Parties except as expressly provided herein.

Section 9.04. Force Majeure.

Neither Party shall be deemed in default when performance is prevented or delayed by acts of God, hurricanes, tornadoes, floods, fires, epidemics, pandemics, war, terrorism, civil disturbances, labor disputes beyond the affected Party's control, governmental orders, utility failures, or other events beyond the reasonable control of the affected Party.

The affected Party shall notify the other Party as soon as reasonably practicable and shall resume performance promptly after the condition giving rise to the delay has ended.

Section 9.05. Governing Law and Venue.

This Agreement shall be governed by and construed in accordance with the laws of the State of Mississippi.

Any action arising out of or relating to this Agreement shall be filed exclusively in a court of competent jurisdiction located in Lafayette County, Mississippi.

Section 9.06. Amendment.

This Agreement may be amended only by a written instrument approved by the Mayor and Board of Aldermen and executed by both Parties.

Section 9.07. Waiver.

The failure of either Party to insist upon the strict performance of any provision of this Agreement shall not constitute a waiver of that provision or of any subsequent breach thereof.

No waiver shall be effective unless made in writing and signed by the Party against whom enforcement is sought.

Section 9.08. Severability.

If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions shall remain in full force and effect, provided the essential purposes of this Agreement can still be accomplished.

Section 9.09. Entire Agreement.

This Agreement, together with Exhibit A and any amendments executed in accordance herewith, constitutes the entire agreement between the Parties concerning the subject matter hereof and supersedes all prior negotiations, representations, understandings, and agreements, whether oral or written, relating thereto.

Section 9.10. Counterparts and Electronic Signatures.

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Signatures transmitted electronically or by PDF shall be deemed original signatures for all purposes.

Section 9.11. No Third-Party Beneficiaries.

This Agreement is entered into solely for the benefit of the Parties and shall not be construed to create any right or cause of action in favor of any third party.

Section 9.12. Headings.

The article and section headings contained in this Agreement are provided solely for convenience of reference and shall not affect the interpretation or construction of this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Tournament Operating Agreement to be executed by their duly authorized representatives on the dates set forth below.

IN WITNESS WHEREOF, the Parties have executed this Tournament Operating Agreement as of the dates set forth below.

CITY OF OXFORD, MISSISSIPPI

Date: _____

By: _____

Date: _____

Robyn Tannehill, Mayor

RICHEY SPORTS, LLC

Date: _____

By: _____

ATTEST:

Clay Richey

Authorized Representative

City Clerk

Date: _____

EXHIBIT A

RENTAL FEE SCHEDULE

This Exhibit A is incorporated into and made a part of the Tournament Operating Agreement between the City of Oxford, Mississippi, and Richey Sports, LLC.

The Operator shall pay facility rental fees for each approved tournament conducted at mTrade Park in accordance with the following schedule.

Game Fields (12 Main Game Fields)

Friday: \$195.00 per field

Saturday: \$250.00 per field

Sunday: \$250.00 per field

Overflow / Practice Fields (2 Fields)

Friday: \$50.00 per field

Saturday: \$75.00 per field

Sunday: \$75.00 per field

Per-Team Fee

In addition to the applicable field rental charges, the Operator shall pay the City a fee of Ten Dollars (\$10.00) for each team participating in the tournament.

The total amount due for each tournament shall be calculated by multiplying the applicable daily field rental rates by the number of fields used during each day of the tournament and adding the applicable per-team fee.

Pursuant to Section 5.02 of this Agreement, the Operator shall submit a written tournament reconciliation and remit all fees due within four (4) calendar days following the conclusion of each tournament.

The fee schedule contained in this Exhibit is intended to establish a standardized pricing model for baseball tournaments conducted at mTrade Park and shall remain in effect unless amended by written agreement of the Parties approved by the Mayor and Board of Aldermen.



MEMORANDUM

To: Robyn Tannehill, Mayor, & Board of Aldermen

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

CC: Hollis Green, COO / Shane Fortner, Director, Emergency Management, Steve Brunton, Hydrologic Engineer

Date: September 1, 2026

Re: Request approval of a contract award and formal Notice of RFP Acceptance to Distinctive AFWS Designs, Inc. for the Base Bid, Alternate No. 1, and Add Alternate No. 2, and authorization for the Mayor to execute all related contractual documents. Subject to legal review.

The City of Oxford recently issued a formal Request for Proposal (RFP) to procure specialized equipment and associated professional installation and monitoring services. Distinctive AFWS Designs, Inc. submitted a comprehensive proposal that was thoroughly evaluated by the City's review committee. The evaluation determined that their submission represents the best overall value, fulfills all mandatory municipal technical specifications, and complies with Mississippi state public procurement regulations. At the Board of Aldermen meeting on August 18th, 2026, their proposal was accepted.

Staff requests approval of a contract award and formal Notice of RFP Acceptance to Distinctive AFWS Designs, Inc. for the Base Bid, Alternate No. 1, and Add Alternate No. 2, and authorization for the mayor to execute all related contractual documents. Subject to legal review.

Board Memo Executive Summary

AGENDA ITEM TITLE:

Request approval of a contract award and formal Notice of RFP Acceptance to **Distinctive AFWS Designs, Inc.** for the Base Bid, Alternate No. 1, and Add Alternate No. 2, and authorization for the Mayor to execute all related contractual documents. Subject to legal review.

EXECUTIVE SUMMARY:

Background & Project Scope

The City of Oxford recently issued a formal Request for Proposal (RFP) to procure specialized equipment and associated professional installation and monitoring services. **Distinctive AFWS Designs, Inc.** submitted a comprehensive proposal that was thoroughly evaluated by the City's review committee. The evaluation determined that their submission represents the best overall value, fulfills all mandatory municipal technical specifications, and complies with Mississippi state public procurement regulations.

Action Requested

Staff requests the Board of Aldermen to approve the resolution awarding the project contract to Distinctive AFWS Designs, Inc., split into two operational frameworks as explicitly addressed in the formal Notice of Acceptance:

1. **Immediate Capital Scope (Base Bid + Alternate No. 1):** Covers the direct procurement, physical delivery, and hardware configuration of the primary system equipment.
2. **Long-Term Operational Scope (Add Alternate No. 2):** Approves a 10-year itemized pricing model for ongoing software licensing, secure data storage, automated alerting, cloud hosting, and technical support.

Special Operational & Funding Provisos

To match the specific conditions outlined in the formal Notice of RFP Acceptance, this request incorporates the following framework for Add Alternate No. 2:

- **Initial Year Grant Funding: The first year of operational services under Add Alternate No. 2 will be fully paid by the same grant program covering the Base Bid and Alternate No. 1,** requiring no General Fund expenditure for the initial launch.
- **Year-to-Year Renewal (Years 2–10):** Following the expiration of the grant-funded first year, the telemetry and cloud services will transition strictly to a year-to-year renewal basis. As stated in the acceptance agreement, the 10-year pricing structure is accepted solely for long-term evaluation and budgeting purposes, and the City reserves the right to renew or terminate these annual services based on performance and annual board funding appropriations.
- **Cellular Telemetry Infrastructure Allocation:** In alignment with Section 3 of the Acceptance document, a cellular provider has not been finalized. The **City shall assume direct financial responsibility for procuring the underlying cellular data subscriptions**, while the Contractor is strictly responsible for the physical installation of the City-provided SIM cards, configuration of the telemetry units, and end-to-end operational connection testing.

FINANCIAL IMPACT & FUNDING SOURCE:

- **Base Bid + Alternate No. 1 (Equipment & Capital Setup):** is 90 (FEMA) /10 (City) funded through the FEMA HMGP Project DR-4576-0030-F.
- **Add Alternate No. 2 - Year 1 (Telemetry & Cloud Services):** is 90 (FEMA) /10 (City) funded through the FEMA HMGP Project DR-4576-0030-F.
- **Add Alternate No. 2 - Years 2–10 (Ongoing Services):** Paid annually according to the explicit itemized rates in the proposal response. Funded through the General Fund Operating Budget, subject to future annual board appropriations.

RECOMMENDATION:

Staff recommends approval of the Resolution and authorization for municipal execution.

ATTACHMENTS INCLUDED IN PACKET:

1. Formal Notice of RFP Award and Acceptance Agreement
 2. Contractor's Formal RFP Proposal Response (Itemized Price Schedules)
-

Formal Notice of RFP Award and Acceptance Agreement

NOTICE OF RFP AWARD AND ACCEPTANCE OF PROPOSAL

TO:

Distinctive AFWS Designs, Inc.

Attn: David Haynes

10 Poplar Ridge Drive, Leicester, NC 28748

FROM:

The City of Oxford, MS

107 Courthouse Square, Oxford, MS 38655

RFP REFERENCE: FEMA HMGP Project DR-4576-0030-F

PROJECT TITLE: Flood Threat Recognition System

DATE OF ISSUANCE: September 1, 2026

1. FORMAL NOTICE OF AWARD

The City of Oxford, MS (the "**City**") has completed its evaluation of all proposals submitted in response to the above-referenced Request for Proposal (RFP).

The City hereby formally accepts the proposal submitted by **Distinctive AFWS Designs, Inc.** (the "**Contractor**") dated **July 22, 2026**. The City's evaluation committee has determined that the Contractor's proposal provides the best value and meets all mandatory specifications, terms, and conditions outlined in the City's procurement solicitations.

2. ACCEPTANCE OF BASE BID AND ALTERNATE NO. 1

By signing below, the City accepts the Contractor's offer to provide the primary equipment and professional services detailed in the Base Bid and Alternate No. 1:

- **Scope of Delivery:** The Contractor shall deliver, install, and configure all hardware, software, and equipment, and perform all associated services exactly as outlined in the RFP specifications for the Base Bid and accepted Alternate No. 1.
- **Contract Value:** This portion of the award is a firm, fixed-price contract not to exceed **\$92,285.00** (\$68,035.00 Base Bid + \$24,250.00 Add Alt 1) and to be paid in accordance with the explicit **itemized costs set forth in the Contractor's formal Proposal Response**. Payment shall be made upon completion and City acceptance of the milestones detailed therein.
- **Timeline:** Project kickoff and equipment delivery schedules shall commence no later than **15** calendar days following the execution of this document.

3. ACCEPTANCE OF ADD ALTERNATE NO. 2 (TELEMETRY AND CLOUD-BASED SERVICES)

The City hereby accepts **Add Alternate No. 2** as submitted in the Contractor's proposal, subject to the cellular telemetry conditions outlined below:

- **Scope of Services:** The Contractor shall provide telemetry, cloud hosting, software licensing, data storage, alerting, support, and related services for a **10-year operating period**.
- **Evaluation, Budgeting, and Pricing:** The City acknowledges that the explicit annual and cumulative costs for this 10-year period are **fully detailed within the Contractor's formal Proposal Response**. The City accepts this pricing for long-term planning and budgeting purposes.
- **City Reservation of Rights:** The City explicitly reserves the right to award, renew, or terminate these annual services subject to annual funding availability, satisfactory Contractor performance, and applicable municipal procurement requirements.
- **Cellular Data Plan Costs:** The parties acknowledge that a specific cellular service data provider has not been finalized. The **City shall be solely responsible for the ongoing financial cost and procurement of the cellular data subscription plans** required for hardware telemetry transmission. The Contractor shall assist the City in identifying a hardware-compatible data network (e.g., AT&T, Verizon, C Spire) prior to system deployment.
- **SIM Card Provision and Installation:** The City shall procure and deliver the activated cellular network SIM cards to the Contractor. The **Contractor shall be responsible for physically installing the SIM cards into the equipment, configuring the telemetry hardware, and conducting verification testing** to ensure a secure, operational connection to the cloud network environment.

4. ORDER OF PRECEDENCE

The contract between the City and the Contractor shall consist of the following integrated documents. In the event of a conflict between these documents, the order of controlling priority shall be:

1. This Notice of Award and Acceptance Agreement
 2. The City's Request for Proposal (FEMA HMGP Project DR-4576-0030-F), including all issued addenda
 3. The Contractor's formal Proposal Response
-

AUTHORIZED MUNICIPAL EXECUTION

ACKNOWLEDGMENT AND ACCEPTANCE:

On behalf of the City of Oxford, MS, I hereby certify that this award is made in accordance with municipal procurement codes and that sufficient funds have been legally appropriated for this contract. The City accepts the Contractor's proposal and authorizes the project to proceed.

FOR THE CITY OF OXFORD:

Authorized Signature: _____

Printed Name: _____

Title: **Mayor**

City of: **Oxford, MS**

Date: _____

ATTEST / LEGAL REVIEW (Required for City Execution):

Certified as to the availability of funds (City Clerk):

Signature: _____ Date: _____

Approved as to legal form (City Attorney):

Signature: _____ Date: _____

CONTRACTOR ACKNOWLEDGMENT (To be returned to City)

The Contractor hereby acknowledges receipt of this Notice of Award and accepts the terms as stated.

Authorized Signature: _____

Printed Name & Title: _____

Company: **Distinctive AFWS Designs, Inc.**

Date: _____

Contractor's Formal RFP Proposal Response (Itemized Price Schedules)

July 22, 2026

City of Oxford
107 Courthouse Square
Oxford, MS 38655

Ref: Flood Threat Recognition System RFP
FEMA HMGP Project DR-4576-0030-F

Dear Members of the Evaluation Team,

Distinctive AFWS Designs, Inc. (DDi) is pleased to submit this Proposal for the purchase and installation of rain and stream gauges for the City of Oxford.

The primary contact for this project will be David Haynes. A secondary contact, should the need arise, will be Mark Moore. Our contact information is provided here:

David Haynes
828-683-1566
David.Haynes@ddi.eco

Mark Moore
832-257-8336
Mark.Moore@ddi.eco

DDi provides a unique solution to agencies installing, updating, and maintaining Automated Flood Warning Systems (AFWS). Rather than working with a single hardware and/or software solution, DDi leverages our flood warning expertise across the range of vendors to provide the best solution for a specific network. Examples of our work, project management experience, and methods for developing and maintaining successful systems can be found in the following pages.

After reviewing our proposal, we are confident you will agree that it offers the best value and is the most advantageous choice for the City. We look forward to answering any questions you may have.

Respectfully Submitted,



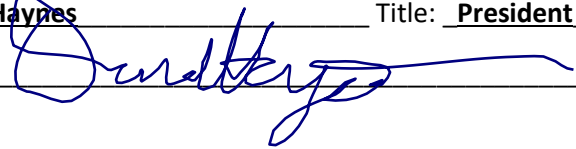
David L. Haynes, President

Exhibit C - Proposal Checklist

Required Item	Included
Cover letter signed by an authorized representative	☒
Proposal checklist	☒
Technical proposal	☒
Equipment specifications	☒
Site-specific equipment schedule	☒
Base Bid pricing form	☒
Add Alternate No. 1 pricing, if proposed.	☒
Add Alternate No. 2 ten-year service pricing.	☒
Project schedule	☒
Warranty information	☒
Training plan	☒
Maintenance and replacement parts information	☒
Cybersecurity and data management information	☒
Disclosure of any required access to City internal networks or IT systems	☒
References	☒
SAM registration information	☒
Debarment certification	☒
Byrd Anti-Lobbying certification, if applicable	☒
Conflict of interest disclosure	☒
Domestic preference / Buy America certification	☒
FEMA-4576-DR-MS / HMGP project-specific compliance acknowledgment	☒
Covered telecommunications equipment/services disclosure	☒
Environmental and historic preservation compliance acknowledgment	☒
Equipment substitution acknowledgment	☒
Grant documentation and reimbursement support acknowledgment	☒
Addenda acknowledgment	☒
Insurance acknowledgment and evidence of insurability	☒
Cyber Liability Insurance acknowledgment, if applicable	☒
Exceptions and deviations statement	☒
Evidence of authority to conduct business in Mississippi, if applicable	☐
Certificate of Responsibility information, if applicable	☐

Proposer Name: Distinctive AFWS Designs, Inc. Authorized Representative:

David L. Haynes Title: President

Signature:  Date: July 22, 2026

Introduction and Company General Capabilities

The Distinctive AFWS Designs, Inc. (DDi) company motto is “No Data Is Better Than Bad Data”. Since 1991, DDi has specialized in the design of reliable flood warning and/or data collection systems that innovate to serve our clients’ unique needs. Our solutions provide more than your cut-and-dry gauge and software combination. We highly value preparation, cohesive integration, dependability, routine maintenance, and quality emergency response plans that keep you abreast of dangerous hydro-meteorological activity in your area. In short, we’re the cutting-edge experts you need to provide lifesaving and damage-reducing flood warning and/or high-quality reliable data collection systems for your community. Whether your sites require a simple depth gauge or an elaborate flasher-gate system controlled by a local sensor network, we have the expertise required to produce timely and cost-effective solutions that contribute to the safety of those living in or near flood-prone areas.

DDi has been serving public and private U.S. entities with reliable automated flood warning systems for 35 years. DDi has installed and maintained over 2000 gauging stations in more than 20 states, established over 300 computer base stations, and pioneered hundreds of emergency plans and procedures for public and private entities across the nation.

Prior to establishment of DDi, Owner and President David L. Haynes worked 20+ years with public safety and emergency response agencies (fire, rescue, EMS, law enforcement and emergency management) at the local and state level. In 1991, DDi opened as a sole proprietorship under the name of Distinctive Designs. In January 1998, a corporation was formed under the present name.

We believe that the keystone of a successful automated flood warning system (AFWS) is the integration of multiple components that are designed to work together like a strong chain of links. This “chain” must include more than your standard water level gauging stations, computer software, and alarms. It should also include reliable data, stakeholder and public participation, quality response plans, and ongoing quality oversight and maintenance of all these components—all of which are services DDi offers above and beyond the typical cookie-cutter gauging system.

Approach

The City has already conducted assessments as to what its data collection system needs to consist of and identified the equipment requirements and installation locations. DDi has thoroughly reviewed the information provided in the RFP and its addenda, as well as conducted remote street views and aerial imagery reviews for these locations. These reviews allow us to better select and confidently recommend this proposal as meeting and exceeding the requirements of the RFP and the City’s needs.

There is no one single manufacturer of hardware or software that offers the absolute best solution for a particular system. With 35 years of experience working with almost all the vendors in this field, DDi fully understands the importance of developing detailed requirements specifications that will ensure the client gets what they need to fulfill their mission, rather than what a salesperson “needs” to sell them. Based on our experience, systems lacking proper design are doomed to fail before the first piece of equipment is even acquired. Just because one design worked for one jurisdiction does not guarantee that it will work for yours. Similarly, one piece of equipment may work very well at one installation but perform poorly at another. The success of the system begins with a well thought-out system design and quality component integration.

In addition to determining the best equipment for the project, knowing where and how that equipment needs to be installed is paramount. Properly locating the instrumentation will ensure reliable and sustainable measurements.

Another critical element of any data collection system is the on-going maintenance that is necessary to ensure that the system remains operational and ready to perform under the most adverse conditions. Maintenance-friendly installations are essential for guaranteeing quality maintenance. Over the years, the failure to consider how to make an installation maintenance-friendly has proven to be the primary contributor to the degradation of previously functioning systems. A second part of quality maintenance is the proper resources (personnel, equipment, and funding). The system design must consider these factors in advance so as not to implement a network that cannot be maintained with available resources.

While the City has no identified immediate need for direct warnings to the public of potential flooding, that need could change in the future. Therefore, understanding now that merely installing a monitoring system isn't adequate for a viable warning system will enable future expansions and adaptations for meeting those changing needs. There must also be provisions for maintaining historical data, real-time event detection, pending failure detection, emergency personnel alerting and possibly public notifications of imminent threats. Some of this can be handled through normal day-to-day posting of data collected to a webpage and/or social media accounts. Other times, threat specific texts, emails, and alarm notifications must be generated and distributed. Some of these may be part of an automated process, while others may require human intervention/approval. All the event thresholds, alarming, and notifications must match the requirements of EAPs.

Our client base currently includes local, state, federal, and tribal agencies in addition to private and public utilities and organizations across the U.S. DDi serves each of these clients by performing a complete review of existing flood warning systems, by expanding and upgrading said systems, and/or by completely designing new systems from scratch to provide lifesaving and damage-reducing flood warning alerts. Even those clients that are not involved in "warning" activities, but are collecting data for day-to-day operational purposes require timely and highly accurate data measurements, processing, and storage.

DDi enjoys many long-term relationships with our clients—some for over 32 years—as they continue to enhance and operate their flood warning systems. For these clients, we provide scheduled routine and emergency maintenance services. Periodic performance evaluations and independent reviews are imperative to ensure that the latest technologies and capabilities are being employed to protect life and property.

Team Organization

DDi operates as a small business primarily providing consulting, installation, and maintenance services for our clients. The information below provides some additional information about our key staff members.

David Haynes

David Haynes currently serves as President of DDi. David typically operates as the principal-in-charge and project manager for his clients, which means he personally coordinates the work efforts of team members and clients.

Prior to starting the business in 1991, David worked 20+ years with public safety and emergency response agencies (fire, rescue, EMS, law enforcement and emergency management) at both state and local levels. Over his 50+ years of combined experience, David has become a leading expert in the areas of warning systems, public engagement, disaster response and recovery, and project planning management.



Figure 1 David Haynes, DDi President

David also served on the National Hydrologic Warning Council (NHWC) Board of Directors from 2009 to 2013. On this board, he served as Chairman of the Standards and Guidance Committee and as a member of the By-Laws Committee and Executive Program Committee. He previously acted as Chairman of the ALERT2 Protocol Technical Working Group, where he led a team of dedicated professional volunteers in the design and maintenance of standards for the latest generation of wireless communication protocols for use in real-time hydrologic data collection systems.

David Haynes is constantly working with vendors on new products and product improvements to enhance the flood warning systems he implements. He values innovation, which has resulted in highly effective systems unique to his clients' needs.

Mark Moore

Mark Moore serves as the VP of Operations at the Texas branch which serves much of the southeast and southwest including Louisiana, New Mexico, Arizona, Arkansas, Missouri, Oklahoma, and Kansas. His passion for working with our clients directly in the field is why we are incredibly honored to have him working with us at DDi.

Mark boasts 11 years in the flood warning industry as a hydrologic specialist. Though his skill with data remains uncompromised, Mark thrives most when he can help educate others about the priority of flood warning and safety. He often attends public outreach events and national flood warning conferences for the purpose of educating himself and others.



Figure 2 Mark Moore, DDi Systems Specialist

Mark Moore currently serves on the National Hydrologic Warning Council (NHWC) Board of Directors as the Vice President and on the ALERT2 Protocol Technical Working Group. As a board member of the NHWC, he has led efforts to standardize hydrologic technician certification and helped to start a free monthly training webinar series open to the public.

Other Staff

DDi additionally employs six highly trained technicians that are committed to the tasks at hand, along with other part-time, intern, and/or probationary employees.

Project Experience

Project # 1 – Flood Warning System – Harris County (Metro Houston), TX

During Hurricane Ike in 2008, the Flood Warning System (FWS) in Harris County suffered significant damages. David Haynes was contracted as part of a specialized rehabilitation and assessment team to start the restoration process for that system. We soon learned that not only had it suffered damage from Hurricane Ike, but had also been seriously degraded due to system overloading and lack of proper maintenance. Subsequently, we were hired by the Harris County Flood Control District (HCFCD) as an independent contractor to plan necessary upgrades to the telemetry and gauging networks. David Haynes began immediately working with the in-house technicians on proper maintenance procedures and troubleshooting techniques for the flood warning system equipment.

Once the ALERT2 technology was proven and the equipment commercially available, HCFCD decided to convert their network (160+) gauges to the ALERT2 protocol. Efforts were also initiated for the conversion process which entailed designing prototype “enclosures” for site consistency, developing bid specifications, custom gauging station configuration software, and an implementation plan. A six-week technician training curriculum was developed to encompass all aspects of maintaining a flood warning system. This program included classroom and hands-on field training along with module and final examinations. Prior to this effort, HCFCD was experiencing up to 35% data loss. Afterwards, this figure was successfully reduced to less than 1% loss even during high-volume events such as the 2016 Tax Day flooding. The Harris County Flood Control District won the National Hydrologic Warning Council Operational Excellence Award in 2015 for this project. Later, when Hurricane Harvey delivered record setting rainfall to the Houston Metro area, many highways, bridges and homes were inundated with unprecedented floodwaters. Still, the Flood Warning System performed expertly throughout the event.

“THE HARRIS COUNTY FLOOD CONTROL DISTRICT HAS BEEN UTILIZING THE SERVICES OF DISTINCTIVE AFWS DESIGNS FOR SEVERAL YEARS TO ADVANCE OUR FLOOD WARNING SYSTEM. FROM ON-CALL SUPPORT IMMEDIATELY FOLLOWING HURRICANE’S IKE AND HARVEY, TO EXAMINING OUR ENTIRE MAINTENANCE SYSTEM AND TRAINING OF OUR STAFF ON THE PROPER FUNDAMENTALS AND TECHNIQUES OF REMOTE SENSING TECHNOLOGIES, DISTINCTIVE AFWS DESIGNS HAS EXEMPLIFIED PROFESSIONALISM AND LEADERSHIP TO OUR ORGANIZATION THROUGH MANY OF THE VARIOUS TASKS REQUIRED TO ACCOMPLISH OUR OVERALL GOAL OF A SUPERIOR FLOOD

Contact information:
Jeff Lindner
jeff.lindner@hcfcd.org
281-924-2091

Project # 2 - Anacostia River Basin and Western Branch Flood Warning Systems – Prince George’s County, MD

The Prince George’s County, Maryland Department of Environmental Resources operates a Flood Warning System (FWS) for two distinct watersheds within the County. The Western Branch FWS was initially installed in the mid-1980s. It consisted of 17 remote gauging stations and one base station. Occasionally, maintenance was conducted on this system by the firm that installed it (under contract with the County) but not with any regularity or high level of quality.

In 2003, DDi was awarded a contract by the County to install a new system of 19 gauging stations in the Anacostia River Basin that would report into the existing county base station. Innovative installation techniques were applied that allowed for “friendly” maintenance which would result in improved system performance and reliability. The gauging stations consisted of sixteen (16) rain sensors and fifteen (15) water level sensors. Some of these stations are located along levees previously constructed to reduce flood impacts on nearby communities. Since installations were completed, DDi has continued to be awarded contracts to conduct semi-annual maintenance on this network of gauges.

After experiencing a complete system failure (due to no maintenance), in 2007, DDi was awarded a contract to upgrade the Western Branch FWS with all new equipment. This included upgrading the base station to newer software from the old DOS based PC-IFLOWS software from the National Weather Service. Several of the Western Branch gauges are located at High Hazard Dams, some of which are for stormwater retention (as seen in the photo to the right). Again, special techniques had to be applied in order to provide the County with reliable, life-saving information. An additional base station was installed and configured to offer redundancy in the system. Installation of all the upgrades for the Western Branch FWS was completed in early 2009. Since that time, DDi has continued to conduct semi-annual maintenance of this network.



Figure 3 High Hazard Dam monitoring project

In 2014 DDi designed and installed 24/7 video monitoring camera systems on six (6) of the High Hazard Dams in the county as a means of redundant monitoring. Three of these already have gauging stations installed and the other 3 were equipped with real-time water level and rainfall monitoring stations to supplement the camera system. The new gauging stations utilized ALERT2 technologies. Since then, several of the water level and rainfall monitoring stations have been upgraded from ALERT to ALERT2.

Contact information:

Shellon Holloway
saholloway@co.pg.md.us
301-883-5932

Project #3 – Santa Clara Creek Safety of Dams Early Flood Warning System, Santa Clara Pueblo, NM

Since 2008, DDi has worked with the Santa Clara Pueblo to maintain and improve their Early Flood Warning System. The Santa Clara Pueblo Flood Early Warning System currently consists of 17 gauging stations monitoring rainfall, water levels, and other site conditions in real time. Gauges transmit this information via both the ALERT2 VHF Radio network (169.425) and IDP satellite communications. This allows local data collection at the Pueblo Safety of Dams office and upload to the BOR/BIA National Monitoring Center. This custom solution allows for more efficient and cost-effective hardware solutions. The longstanding system has provided vital hydrological information, with increased attention due to the higher flooding potential following the Las Conchas fire in 2011. While the watershed has continued to recover and the region’s regrowth has been substantial, rainfall runoff remains dangerously significant and the potential for severe flooding remains high.

In 2020, DDi became the primary contractor responsible for maintaining this network. Mark Moore serves as the technical lead for all work performed on the system. Due to the remote nature of the sites, maintenance trips must be meticulously scheduled and kept on time. It is DDi's responsibility to make sure all aspects of field maintenance are ready when site visits begin – once on the helicopter for the mountain top sites, there is no heading back.

Contact information:

Daniel Tafoya
dtafoya@santaclarapueblo.org
505-753-7330

Project #4 – City of Fort Worth High Water Warning System, Fort Worth TX

In 2016, DDi began working with the City of Fort Worth to start with their initial upgrade of ALERT2 flood warning system equipment by installing 21 new weather stations across the region. These sites report water level, rainfall, wind speed, wind direction, air temperature, humidity, and barometric pressure. As the first of the ALERT2 sites in the network, this project also required DDi to assist with the configuration of the radio backbone and configuration of the ALERT2 network.

In 2020, DDi was awarded the contract to upgrade all High Water Warning System locations from ALERT to ALERT2. DDi uses custom software running on off-the-shelf parts to provide a comprehensive yet cost effective solution for the City of Fort Worth. Our responsibilities range from project management to assisting with inventory, performing site evaluations, and the installation of new hardware. Bi-weekly meetings with the City of Fort Worth staff ensure goals are accomplished in a timely manner.

Contact information:

Ranjan Muttiah
Ranjan.muttiah@fortworthtexas.gov
817-392-7919

Proposed Solution

The following solution will meet or exceed the required specifications as stated in the Request For Proposal.

Water Level and Water Velocity

We propose using the KISTERS' HyQuant L+V, state-of-the-art, all in one unit. This device is a combined water level and velocity sensor that provides data via SDI-12, ModBus, and WiFi options. Both the water level and velocity measurements are contactless, allowing simplified installation and maintenance. The level measurement accuracy is $\leq 2\text{mm}$ and the velocity within 1% or 2% depending on velocities. The 60 GHz V-band FMCW water level & Doppler water velocity radar, with top-tier radar electronics and radar-on-chip technology, offering advantages such as:

- Simultaneous data acquisition
- Compact design
- Dual antenna setup
- All-in-one solution



Figure 4 - KISTERS HyQuant L+V

Rainfall Monitoring Sensor

For this project the recommended rainfall monitoring sensor is the KISTERS' TB3. It is a high-quality tipping bucket rain gauge for measuring rainfall and precipitation in urban and rural locations. Due to the integrated siphon, the gauge delivers high levels of accuracy across a broad range of rainfall intensities.

By TB3's tried and proven design long-term, accurate and repeatable results are provided. It is manufactured from high quality, durable materials providing long-term stability in the harshest of environments. It consists of a robust powder-coated aluminum enclosure, an aluminum base, and stainless steel finger filter and fasteners.

TB3 provides a finger filter that prevents the collector catch area from blocking when leaves, bird droppings and other debris find their way into the catch.

The TB3's base incorporates two water outlets at the bottom allowing for water collection and data verification if needed.

Maintenance of the TB3 is easy, because removal of the outer enclosure and access to the tipping bucket mechanism and finger filter assembly is made easy with quick release fasteners.

Data Logger



Figure 5 Campbell Scientific CR350 Data Logger

DDi will utilize the Campbell Scientific CR350 data logger to collect data from the sensor and transmit it via an attached cellular modem. Our team currently maintains gauges in other systems using Campbell data loggers to deliver data directly from the field to software platforms through a cell modem. This setup, including the associated code, has been operating reliably in these systems for several years without issue.

The CR350 data logger fully meets the specifications outlined in the Scope of Work. Additional details regarding the

data logger and its capabilities are provided in the included product specification sheet.

Telemetry

The CR350 Data Logger (above) will be equipped with an internal cell modem that will be used to transmit data from the field to the software platform for collection. This cellular modem is well-suited for remote locations due to its high reliability and low power consumption, and it has been a trusted industry standard for many years.

DDi has extensive experience deploying cell modems in flood warning and hydrologic monitoring systems across multiple sites. Our team has successfully configured these modems to provide continuous, reliable data transmission from gauges to software platforms.

Power

Sites will be powered using Power-Sonic batteries and Ameresco solar panels. Based on our experience, these brands offer the highest performance and longest service life of any options on the market. The battery will be a 12-volt, 12AH unit and the solar panel will be a 12-volt, 10-watt panel.

Enclosure

The equipment will be housed in a NEMA 4X/IP66 fiberglass enclosure that is UV- and corrosion-resistant, lockable, and tamper-resistant. The size of the enclosure will be 14x12x8 inches.

Data and Integration

Collected data will be transmitted on the cell modem to the custom configured web-hosted platform. This will include all collected data and battery information from the logger. The transmission intervals are user selectable and may be configured to increase in frequency during an event if defined thresholds are exceeded at that station.

Software and Data Management

DDi is proposing VantagePoint software for data collection and management. VantagePoint is a cloud-hosted data collection software designed for smaller systems. Because it is cloud-based, no on-site servers are required. Vantage Point has been successfully utilized for multiple locations across the country and was developed by Blue Water Design, a leading company in the ALERT2 field.

This software provides an intuitive interface for system operators, including easily displayed data, dashboards for monitoring system health, access to historical data with export capabilities, and integration with existing platforms.

Conclusion

DDi is fully equipped to meet the requirements outlined in the City of Oxford's Flood Threat Recognition System RFP. With over 35 years of experience installing and maintaining automated flood warning and data collection systems across more than 20 states, DDi brings proven expertise in deploying radar-based stream gauges, configuring cellular telemetry, and integrating systems with existing regional platforms. Our in-house team of skilled technicians can handle all aspects of site preparation, installation, calibration, software setup, and testing, ensuring that each site meets the specified performance standards for accuracy, reliability, and uptime, if the Alternate No. 1 – Installation Services is awarded. Otherwise, the equipment and components herein proposed can and will supply the City with many years of high-quality reliable data measurements once properly installed.

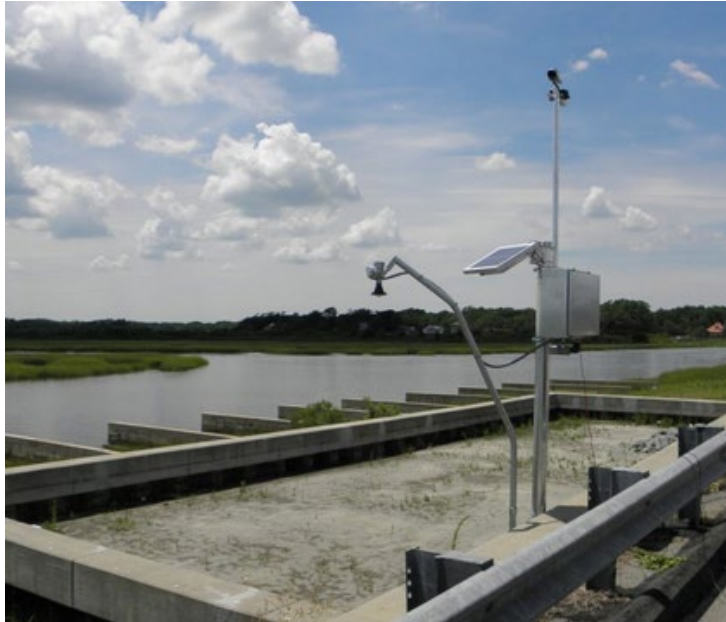


Figure 8 A water level monitoring station installed by DDi that transmits ALERT2 data via cell.

On the following pages are the required exhibits and schedules:

Exhibit F - Equipment Specification Form

F-1. Rain Gauge

Item	Vendor Response
Manufacturer	KISTERS
Model	TB3
Measurement type	Rainfall - Tipping Bucket
Measurement resolution	0.01 inch
Accuracy	+/- 2% and +/-3%, depending on rainfall rate
Operating temperature range	32 F - 158 F
Enclosure/material	Aluminum
Power requirements	none
Maintenance requirements	Periodic cleaning for funnel and TB assembly
Warranty period	2 years
Product data sheet attached?	Yes

F-2. Water Level Sensor

Item	Vendor Response
Manufacturer	KISTERS
Model	HyQuant L+V
Sensor type	Radar
Measurement range	0.32 - 65.61 feet
Accuracy	<= 0.07 inches
Suitable for depths exceeding 12 feet?	65+ feet range, so YES
Mounting requirements	Comes with bracket for mounting to flat surface or mast (pipe) arm.
Power requirements	10 - 30 VDC, Typical 50 mA current draw
Maintenance requirements	Making sure no obstructions between sensor and intended target
Warranty period	2-years
Product data sheet attached?	Yes

F-3. Flow Velocity Meter

Item	Vendor Response
Manufacturer	KISTERS
Model	HyQuant L+V
Measurement technology	Doppler
Velocity measurement range	0.05 m/s - 15 m/s
Accuracy	1% and 2 % depending on velocity (see attached product sheet for details)
Mounting requirements	Comes with bracket for mounting on flat surface or mast (pipe) arm
Suitability for intermittent flow	Designed for velocity measurements in low, normal, & high flow conditions
Suitability for debris/flood conditions	One of the design applications is monitoring flooding conditions
Power requirements	10 - 30 VDC, Typical: 50 mA current draw
Maintenance requirements	Making sure no obstructions between sensor and intended target
Warranty period	2-years
Product data sheet attached?	Yes

F-4. Data Logger / RTU / Telemetry

Item	Vendor Response
Manufacturer	Campbell Scientific Inc
Model	CR350-Cell2xx
Communication method	Cellular
Data reporting interval	User definable: 1-minute to 1-day
Storm-event reporting capability	Fully capable. Can be set to increase in frequency when threshold is exceeded
Local data storage capacity	50 MB
Remote diagnostics capability	Yes
Antenna requirements	Depends on signal strength from cell tower. Could be internal or require external.
Power requirements	10 - 18 VDC
Warranty period	3-Years
Product data sheet attached?	Yes

F-5. Solar Power and Battery Backup

Item	Vendor Response
Solar panel size/capacity	12-Volt, 10 Watts
Battery type	Sealed Lead Acid
Battery capacity	12-Volt, 12 AmpHrs
Charge controller	Built into the DataLogger
Estimated days of operation without solar recharge	21+ days
Design assumptions	2.5 hours of solar charge per day
Battery replacement interval	Every 2 years battery should be bench tested for capacity or replaced.
Warranty period	2-Years
Product data sheet attached?	Yes

F-6. Cloud Platform and Alerting System

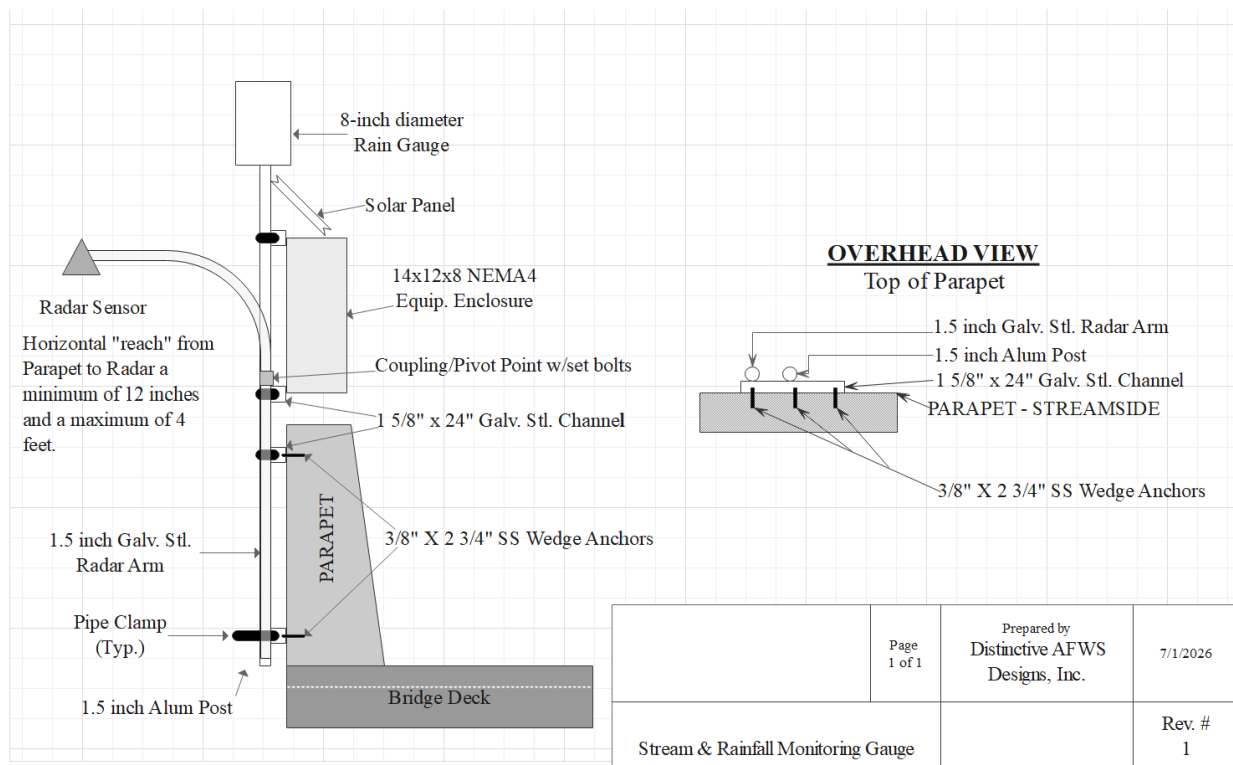
Item	Vendor Response
Platform name	Vantage Point
Web-based dashboard?	Yes
Mobile access?	Yes
User access controls?	Yes
Data export format	Various
Historical data storage period	Unlimited
SMS alerts	Yes
Email alerts	Yes
Voice alerts	Not presently
Custom thresholds	Yes
Public-facing dashboard available?	Yes
Cybersecurity practices attached?	No
Does the proposed system require direct access to City internal networks or IT systems?	No
If yes, describe required access and cybersecurity controls	N/A
Does the proposed system require software installation on City-owned computers, servers, or protected systems?	No
Does the proposed system require VPN, remote access, API integration, credentialed access, or other direct connection to City internal systems?	No
If Cyber Liability Insurance is required, can the Vendor provide \$1,000,000 per claim coverage?	N/A

Exhibit E - Site-Specific Equipment Schedule

Site ID	Rain Gauge	Water Level Sensor	Flow Velocity Sensor	Data Logger / RTU	Telemetry Method	Solar/Battery System	Mounting Approach
BB-1	KISTERS TB3	HyQuant L + V	HyQuant L + V	CSI CR350-Cell	Cellular	Ameresco/PSonic	NEMA4X/IP66
BurB-2	KISTERS TB3	HyQuant L + V	HyQuant L + V	CSI CR350-Cell	Cellular	Ameresco/PSonic	NEMA4X/IP66
TT-1	KISTERS TB3	HyQuant L + V	HyQuant L + V	CSI CR350-Cell	Cellular	Ameresco/PSonic	NEMA4X/IP66
DC-1	KISTERS TB3	HyQuant L + V	HyQuant L + V	CSI CR350-Cell	Cellular	Ameresco/PSonic	NEMA4X/IP66
BurB-1	KISTERS TB3	HyQuant L + V	HyQuant L + V	CSI CR350-Cell	Cellular	Ameresco/PSonic	NEMA4X/IP66
FM-1	KISTERS TB3	HyQuant L + V	HyQuant L + V	CSI CR350-Cell	Cellular	Ameresco/PSonic	NEMA4X/IP66

Installation Approach

DDi staff will be deployed to Oxford on a schedule agreed to with City staff to begin the installation work. Each gauging station will be installed, configured, commissioned, and tested for proper reporting to the cloud-based host platform while onsite. A “typical” installation will look something like that shown in the drawing on the next page.



It is anticipated that all the equipment will be available from the respective vendors within 4 – 6 weeks after notice to proceed is given for the project. After that the installation schedule will be set up with the City, assuming Alternate No. 1 is awarded. Installation itself is expected to take 4 – 5 days of being onsite.

Warranty

All equipment and components will carry the original manufacturer's warranty, which is no less than 12-months, and in some cases 36 months. If awarded Alternate No. 1 installation services, there will be a 12-month warranty given for that work.

Training Plan

While onsite conducting the installation services, city staff will be invited to accompany our technicians to learn about the equipment (as it is installed and configured). This "hands-on" experience will prove invaluable afterwards as the city staff maintains the gauges. There will also be 4 hours of "classroom" instruction given before departing on monitoring and troubleshooting methodologies to city staff.

Maintenance and Spare Parts

All of the proposed equipment is of the highest quality and expected to remain operational for many years, if properly maintained. Most of these items are readily available from their respective vendor within a couple weeks at most, if not within days. The City must determine how long they are willing to

be without a specific component and if that time interval is less than a couple weeks then a spare should be acquired and kept on hand. Otherwise, the amount of spare inventory kept on hand is very limited, if any. Simply as a “place holder”, the base bid includes a line item of about 10% of the base bid price for spare parts. If it is decided not to maintain a spare inventory, then that line item cost could be removed and totals adjusted accordingly.

Cybersecurity and Data Management

VantagePoint is hosted on Amazon Web Services (AWS) and incorporates industry-standard security practices appropriate for a cloud-based critical monitoring application. Access to the system is controlled via role-based accounts (admin, manager, viewer). Users authenticate with a username and a password, with logins stored and managed in the AWS cognito backend. Data is stored redundantly in a cloud-hosted time-series database with automated backups. VantagePoint is designed for high availability though no specific uptime guarantee is implied unless agreed upon separately. In the event of a confirmed security incident, Blue Water Design will notify customers promptly with the nature and scope of the incident and will continue to provide updates until the incident is resolved. The city shall be provided with administrative access to VantagePoint, allowing administrators to manage system resources and users.

Required Access to City Internal Networks

There is nothing in this project or proposal that would require any access to the City’s Internal Networks or IT Systems. It is assumed (and expected) that the City will provide SIM cards from their cellular provider for the cell modems deployed and that the costs for the ongoing data plan will be covered under the City’s contract with that provider.

Exhibit G - References Form

Reference No.	Client Name	Contact Person	Phone / Email	Project Description	Year Completed	Contract Value
1	Howard County, MD	Brian Cleary, PE	bcleary@howardcountymd.gov	Flood Monitoring Sys.	1994-2026+	\$ 3,000,000.00
2	Fort Worth, TX	Ranjan Muttiah, PE	Ranjan.Muttiah@fortworthtexas.gov	Flood&Weather Monitoring	2016-2026+	\$ 5,000,000.00
3	Baltimore, MD	Michael Schlenoff	Michael.Schlenoff@baltimorecity.gov	Flood Monitoring Sys	2005-2026+	\$ 2,000,000.00

Exhibit D - Proposal Pricing Form

D-1. Base Bid - Equipment Only

Item	Description	Quantity	Unit Cost	Total Cost
1	Rain gauges	6	\$ 1,695.00	\$ 10,170.00
2	Water level sensors	6	\$ 4,892.00	\$ 29,352.00
3	Flow velocity meters	6	\$(included in 2 above)	\$
4	Data loggers / RTU equipment	6	\$ 2,195.00	\$ 13,170.00
5	Telemetry equipment	6	\$ 535.00	\$ 3,210.00
6	Solar power and battery systems	6	\$ 253.00	\$ 1,518.00
7	Mounting hardware and enclosures	6	\$ 395.00	\$ 2,370.00
8	Antennas, cables, connectors, and appurtenances	6	\$ 100.00	\$ 600.00
9	Cloud platform initial setup	1	\$ 350.00	\$ 350.00
10	Alerting system initial setup	1	\$ 295.00	\$ 295.00
11	Spare parts and miscellaneous hardware	1	\$ 6,500.00	\$ 6,500.00
12	Freight and delivery	1	\$ 500.00	\$ 500.00
13	Documentation and warranties	1	\$ 0.00	\$
14	Other equipment or services, specify: _____	1	\$	\$
	Base Bid Total			\$ 68,035.00

D-2. Add Alternate No. 1 - Installation Services

Item	Description	Total Cost
1	Installation labor, tools, equipment, and materials	\$ 4,500.00
2	Equipment mounting	\$ 4,500.00
3	Sensor installation	\$ 3,500.00
4	Solar and battery system installation	\$ 2,500.00
5	Telemetry setup	\$ 1,500.00
6	Calibration and commissioning	\$ 1,000.00
7	Training	\$ 2,500.00
8	Traffic control or safety provisions, if applicable	\$ 3,000.00
9	Final documentation	\$ 1,250.00
10	Other installation services, specify: _____	\$ 0.00
	Add Alternate No. 1 Total	\$ 24,250.00

D-3. Add Alternate No. 2 - Ten-Year Telemetry and Cloud-Based Services

Year	Annual Cost	Services Included
1	\$ 3,600.00	Cloud Based Hosting for 6 gauges each reporting 4 sensors (Rain, Stage, Velocity, & Battery)
2	\$ 3,600.00	" " " " " " " " " " " "
3	\$ 3,600.00	" " " " " " " " " " " "
4	\$ 3,960.00	" " " " " " " " " " " "
5	\$ 3,960.00	" " " " " " " " " " " "
6	\$ 3,960.00	" " " " " " " " " " " "
7	\$ 4,356.00	" " " " " " " " " " " "
8	\$ 4,356.00	" " " " " " " " " " " "
9	\$ 4,356.00	" " " " " " " " " " " "
10	\$ 4,790.00	" " " " " " " " " " " "
	Ten-Year Total	\$ 40,538.00

D-4. Total Evaluated Price

Component	Total
Base Bid	\$ 68,035.00
Add Alternate No. 1	\$ 24,250.00
Add Alternate No. 2 - Ten-Year Total	\$ 40,538.00
Total Evaluated Price	\$ 132,823.00

Exhibit J - Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The undersigned certifies, to the best of its knowledge and belief, that the Proposer and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency, and that required disclosures have been provided.

SAM Unique Entity ID: NP9JYLUNG7F5 SAM Registration Expiration Date: Dec 23, 2026

Disclosures, if any: NONE

Proposer Name: DISTINCTIVE AFWS DESIGNS, INC. Authorized Representative: David L. Haynes

Title: President

Signature:  Date: July 22, 2026

Exhibit K - Byrd Anti-Lobbying Certification

The undersigned certifies, to the best of its knowledge and belief, that no federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence federal officials in connection with the awarding of any federal contract, grant, loan, or cooperative agreement. If non-federal funds have been or will be paid for such purposes, the undersigned shall complete and submit the required disclosure form. The undersigned shall require that this certification be flowed down to applicable subcontracts.

Proposer Name: DISTINCTIVE AFWS DESIGNS, INC. Authorized Representative: David L. Haynes Title: President

Signature:  Date: July 22, 2026

Exhibit L - Conflict of Interest Disclosure

Check one: ☒ The Proposer has no actual, potential, or apparent conflict of interest. ☐ The Proposer discloses the following actual, potential, or apparent conflict of interest:

Description:

Proposer Name: DISTINCTIVE AFWS DESIGNS, INC. Authorized Representative: David L. Haynes

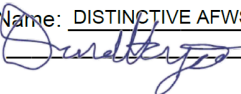
Signature:  Date: July 22, 2026

Exhibit M - Domestic Preference / Buy America Certification

To the extent applicable, the Proposer certifies that it will comply with domestic preference requirements for procurements under federal awards and any applicable Buy America, Build America, or FEMA-specific requirements. Proposer shall identify the country of origin for major equipment and components proposed for this project.

Major Component	Manufacturer	Model	Country of Origin
Rain gauge	KISTERS	TB3	Australia
Water level sensor	KISTERS	HyQuant L+V	Germany
Flow velocity meter	KISTERS	HyQuant L+V	Germany
Data logger / RTU	Campbell Scientific	CR350-Cell	USA
Telemetry equipment	Campbell Scientific	(internal w/ logger)	
Solar panel	Ameresco	10M-V	Cambodia
Battery system	PowerSonic	PS12120-F2	China
Enclosures / cabinets	Stahlin	RJ1412HPL	USA
Other: _____			

Check one: ☒ Proposer certifies compliance with applicable domestic preference requirements. ☐ Proposer requests City review of the listed items for applicability or waiver consideration.

Proposer Name: DISTINCTIVE AFWS DESIGNS, INC. Authorized Representative: David L. Haynes

Signature: [Signature] Date: July 22, 2026

Exhibit N - Addenda Acknowledgment Form

Addendum No.	Date Issued	Acknowledged
1	June 15, 2026	☒
2	June 30, 2026	☒
3		☐
4		☐
5		☐

Check one: ☐ No addenda were issued. ☒ Addenda listed above were received and considered in this proposal.

Proposer Name: DISTINCTIVE AFWS DESIGNS, INC. Authorized Representative: David L. Haynes

Signature: [Signature] Date: July 22, 2026

Exhibit P - Evaluation Scoring Sheet

Proposer Name: DISTINCTIVE AFWS DESIGNS, INC. Evaluator Name: _____ Evaluator Title: _____

Date: _____

Evaluation Criteria	Maximum Points	Score Awarded
Technical Approach and System Performance	30	
Vendor Qualifications and Relevant Experience	20	
Price and Long-Term Cost	20	
Product Availability and Implementation Schedule	10	
Cloud Platform, Data Management, and Alerting Capabilities	10	
Installation Approach and Support Services	5	
Proposal Responsiveness, Clarity, and Organization	5	
Total Score	100	

Evaluator Comments / Strengths / Weaknesses / Clarifications Needed:

Recommended for Interview / Demonstration? ☐ Yes ☐ No Recommended for Award Consideration? ☒ Yes ☐ No

Evaluator Certification: I certify that I evaluated this proposal in accordance with the RFP criteria and have no actual or apparent conflict of interest.

Evaluator Signature: _____

Date: 8/26/26

Exhibit Q - FEMA-4576-DR-MS / HMGP Project-Specific Compliance Acknowledgment

The undersigned acknowledges that this project is funded in whole or in part through FEMA-4576-DR-MS, Hazard Mitigation Grant Program Project DR-4576-0030-F. The Proposer certifies that it will comply with all applicable FEMA, MEMA, federal, state, and local requirements, as well as grant, environmental, historic preservation, documentation, audit, and project-specific requirements applicable to the work.

Work shall not proceed except as authorized in writing by the City.

Installation work, if awarded, shall not alter site conditions without written City authorization.

Equipment substitutions shall not be made without written City approval.

Proposed telemetry, communications, cloud, networking, and related equipment shall comply with applicable federal restrictions on covered telecommunications equipment or services.

The Proposer shall provide documentation needed by the City for grant reimbursement, audit, equipment verification, and project closeout.

Any unauthorized work or unsupported cost may be deemed ineligible for reimbursement.

Covered Telecommunications Equipment / Services Disclosure:

- ☒ The proposal does not include covered telecommunications equipment or services prohibited by federal requirements.
- ☐ The proposer requests City review of the following equipment, service, software, communication, telemetry, networking, or cloud component for compliance:

Component	Manufacturer / Provider	Model / Service	Country of Origin	Notes

Environmental and Historic Preservation Acknowledgment: ☐ The proposal does not include installation work. ☒ The proposal includes installation work under Add Alternate No. 1, and the Proposer acknowledges applicable EHP, floodplain, wetland, permitting, right-of-way, and site access conditions.

Proposer Name: DISTINCTIVE AFWS DESIGNS, INC. Authorized Representative: David L. Haynes

Title: President

Signature:  Date: July 22, 2026

Exhibit R - Insurance Acknowledgment and Evidence of Insurability

Proposer shall complete and submit this form with its proposal. The undersigned acknowledges the insurance requirements stated in the RFP and certifies that the Proposer can provide the required insurance coverage prior to contract execution if selected for award.

Coverage Type	Minimum Limit	Can Provide?
Commercial General Liability	\$1,000,000 per occurrence / \$2,000,000 aggregate	☒ Yes ☐ No
Automobile Liability	\$1,000,000 combined single limit	☒ Yes ☐ No
Workers' Compensation	Statutory limits as required by Mississippi law	☒ Yes ☐ No
Employer's Liability	\$500,000 each accident / \$500,000 disease policy limit / \$500,000 disease each employee	☒ Yes ☐ No
Professional Liability / Errors and Omissions, if applicable	\$1,000,000 per claim	☒ Yes ☐ No ☐ Not Applicable
Cyber Liability, if applicable	\$1,000,000 per claim	☐ Yes ☐ No ☒ Not Applicable
Umbrella / Excess Liability, if required by the City	\$1,000,000 minimum	☒ Yes ☐ No ☐ Not Applicable

R-2. Cyber Liability Applicability

☒ The proposed system does not require direct access to the City's internal networks, internal information technology systems, servers, protected systems, or other non-public City IT infrastructure. Cyber Liability Insurance is not required based on the proposed system architecture.

☐ The proposed system does require direct access to the City's internal networks, internal information technology systems, servers, protected systems, or other non-public City IT infrastructure. The Proposer acknowledges that Cyber Liability Insurance in the amount of \$1,000,000 per claim is required.

If direct access is required, describe the required access:

NONE Required

R-3. Installation-Related Coverage

☐ The proposal does not include installation services. ☒ The proposal includes installation services under Add Alternate No. 1. The Proposer acknowledges that additional insurance, bonding, licensing, certificate of responsibility, installation floater, builder's risk, contractor's pollution liability, or other coverage may be required depending on the final scope of work and applicable law.

R-4. Evidence of Insurability

Proposer shall attach one of the following: ☒ Current certificate of insurance; or ☐ Letter from insurance agent or broker confirming ability to obtain required coverage before contract execution.

Proposer Name: DISTINCTIVE AFWS DESIGNS, INC. Authorized Representative: David L. Haynes

Title: President

Signature:  Date: July 22, 2026

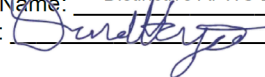
Exhibit H - Exceptions and Deviations Form

Proposer shall identify all exceptions, substitutions, or deviations from the RFP requirements. Failure to identify an exception shall constitute acceptance of the RFP requirement.

RFP Section	Requirement	Proposed Exception / Deviation	Reason	Effect on Price or Performance

Check one: ☒ No exceptions or deviations are taken. ☐ Exceptions or deviations are listed above or attached.

Proposer Name: Distinctive AFWS Designs, Inc. Authorized Representative: David L. Haynes

Signature:  Date: July 22, 2026

ATTACHMENTS include Certificate of Insurance and Product Specification Sheets.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/20/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER White Insurance Agency Inc 17 Sunset Dr Black Mountain NC 28711-3833	CONTACT NAME: Tim Clark PHONE (A/C, No, Ext): 828-669-7912 E-MAIL ADDRESS: info@whiteinsurance.com FAX (A/C, No): 828-669-2315
INSURED Distinctive AFWS Designs, Inc 10 Poplar Ridge Drive Leicester NC 28748	INSURER(S) AFFORDING COVERAGE INSURER A: PHILADELPHIA INSURANCE Co. INSURER B: Philadelphia Indemnity Ins. Co INSURER C: Hartford Insurance Company Of INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 1679538157**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			PHPK2714395-001	5/23/2026	5/23/2027	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			PHPK2714395-001	5/23/2026	5/23/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			PHUB920253-001	5/23/2026	5/23/2027	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☒ N	N / A	22WECBR8VVK	5/23/2026	5/23/2027	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability			PHPK2714395-001	5/23/2026	5/23/2027	Limit 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

For Insured Information

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Tipping Bucket Rain Gauge

Meteorology | Precipitation | Rainfall

General Description

KISTERS TB3 is a **high-quality tipping bucket rain gauge** for measuring rainfall and precipitation in urban and rural locations. Due to the integrated syphon, the gauge delivers **high levels of accuracy across a broad range of rainfall intensities**. With the optional heater the TB3 is the ideal device for **cold climates**.

By TB3's tried and proven design **long-term, accurate and repeatable results** are provided. It is manufactured from high quality, **durable materials providing long-term stability in the harshest of environments**. It consists of a robust powder-coated aluminium enclosure, an aluminium base, and stainless steel finger filter and fasteners.

TB3 provides a **finger filter** that prevents the collector catch area from blocking when leaves, bird droppings and other debris find their way into the catch.

The TB3's base incorporates **two water outlets at the bottom** allowing for water collection and data verification.

Maintenance of the TB3 is easy, because removal of the outer enclosure and access to the tipping bucket mechanism and finger filter assembly is made easy with quick release fasteners.

Output options

TB3 includes a **dual output reed switch** allowing for output redundancy or the addition of a second data logger. The second output could also be used for connecting KISTERS current meter counter CMCbt paired with the free FCD application that allow for easy and accurate field calibration even in noisy (urban) environments. The reed switch incorporates **varistor protection against surges** that may be induced on long, inappropriately shielded signal cables.

Main Features

- Long-term stable calibration
- Accuracy not affected by rainfall intensity
- Minimal maintenance required
- Robust design for all environments
- Expandability: Optional **autonomous real-time rain monitoring and reporting system** RainTrak Undercover with in-built telemetry and logging (see flip side)

Applications

- Classical Meteorology and Climatology
- Hydrometeorology
- Environmental, Hydrological and Air Quality Monitoring
- Road Traffic Infrastructure
- Water Treatment Plants, Dams, Reservoirs
- Agrometeorology
- Airports and Airfields
- Water Resources Management



Technical Specifications

Resolution	0.1 mm	0.2 mm	0.5 mm	0.01"	1.0 mm
Catch diameter	282.84 mm (11.14 inch)	200 mm (7.87 inch)			
Bucket	Teflon-impregnated ASA plastic UV-stabilized or synthetic ceramic-coated brass				Synthetic ceramic-coated brass
Pivot/Bucket Mechanism	Machined, robust stainless steel axle resting on corrosion-free sapphire pivots				
Enclosure	Funnel: anodised aluminium; tube: annealed aluminium alloy sheet spun into seamless tube; powder-coated				
Base	Anodized, powder-coated aluminium				
Accuracy	- 0-250 mm (0-9.84 inch) per hour: +/-2 % - 250-500 mm (9.84-19.69 inch) per hour: +/-3 %				
Range	0-700 mm/h (0-27.56 inch/h) (maximum intensity: 700 mm/h (27.56 inch/h))				
Operating Temperature Ranges	- Measuring: 0 to 70 °C (32 °F to 158 °F) (without ice accretion or snow cumulation) - Deployment: -20 to 70 °C (-4 °F to 158 °F) (heater recommended below +4 °C (+39.2°F))				
Operating Humidity	0 to 100 %				
Dimensions and Mass	Ø 282.84 mm (11.14 inch) x H 410 mm (16.14 inch) 3.8 kg (8.38 lbs)	Ø 200 mm (7.87 inch) x H 330 mm (12.99 inch) 3.3 kg (7.28 lbs)			

Accessories



Autonomous System

RainTrak Undercover:

TB3 can be used as a component of the RainTrak to provide a reliable and autonomous real-time rain

monitoring and reporting system. Features: turnkey operation, battery operated with solar panel, integrated IP-capable data logger, periodic or event-driven data communication, wireless communication, incl. antenna, custom designed for harsh environments.



Pole Mount Bracket:

Pole mount bracket with stainless steel bolts, nuts and washers to suit TB3, TB4 or TB6 base.

Suits 50 mm NB galvanised pipe with 2" BSP thread.



Bird Guard: Prevents wild or feral birds from perching or roosting and thus increases accuracy by stopping bird feces from dropping inside the gauge funnel.



Portable Field Calibration

Device (FCD): The FCD effectively enables field technicians to run functional tests and calibrations of any given rain gauge in the field avoiding dismantling of TBRG's, reducing TBRG downtime and thereby saving time and money.



iRIS dataloggers and data

modems:

- Robust housing
- IP over one or two channels of your choice: xG / GPRS, satellite, IoT
- I/O: analog, digital, SDI-12, Modbus
- iLink software
- Telemetry or cloud app



Pulse Counter CMCbt:

The CMCbt is a Bluetooth® Pulse Counter that provides an interface between the TBRG's Reed Switch output and the FCD-App cali-

bration software used in conjunction with HyQuest Solutions' Field Calibration Device FCD.



Heater Kits:

A thermostatically controlled heating element raising the temperature of the interior of the rain gauge, funnel and catch to avoid the freezing

of the gauge in cold climates with subsequent loss of precipitation records. Option: Low-power version with snow sensor

[Please ask for details.](#)

KISTERS Australia | sales@kisters.com.au | kisters.com.au
KISTERS Europe | hydromet.sales@kisters.eu | kisters.eu
KISTERS Latin America | sales@kisters-latam.com | kisters-latam.com
KISTERS New Zealand | sales@kisters.co.nz | kisters.co.nz
KISTERS North America | kna@kisters.net | kisters.net

KISTERS

All in One, Level & Velocity Radar Sensor

Water Level/Velocity | Hydrology

General Description

HyQuant L+V is KISTERS' state-of-the-art 60 GHz V-band FMCW* water level & Doppler water velocity radar, with top-tier radar electronics and radar-on-chip technology, offering advantages such as:

Simultaneous data acquisition

Simultaneous level & surface velocity data crucial for stream discharge calculation.

Compact design

Weighing merely 1.15 kg (2.54 lb), the HyQuant L+V is **the smallest of its kind**. Its discrete design deters vandalism and enables **flexible and easy installations** in various support structures like bridges and booms, in narrow and wide water bodies, and in urban and remote applications.

Dual antenna setup

Uses carefully designed separate antenna pairs for level and velocity measurements. The required beam inclination for V is realised by design. This simplifies sensor positioning, needing only parallel mounting for optimal placement.

All-in-one solution

Eliminates the need for extra housings for independent sensors.

Optional upgrade to Q

Upgrade to discharge calculation without technical modifications.

Small antennas, short wavelength and optimised beam width provide **high resolution and accuracy across the measurement range**. The user adjustable filter settings allow adaptation to diverse monitoring scenarios.

*FMCW: Frequency Modulated Continuous Wave

HyQuant L+V gives customers access to non-contact technology based on the radar-on-chip technology, without requiring radar expertise or compromising on size, features or performance.

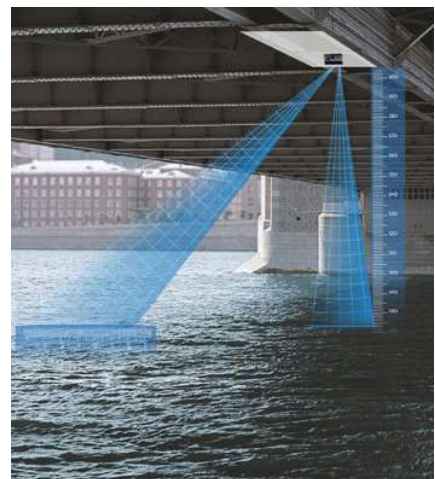
Applications

HyQuant L+V excels in open flow water channels, seamlessly measuring both water level and velocity simultaneously.

- Hydrology: rivers, streams, open channels/canals, inland waterways, tide influenced
- Risk management: flood warning and forecasting, urban flooding
- Irrigation: open channels, irrigation management
- Industrial applications: hydropower, mining, brownfields
- Climate change studies

Features

- L: stage point setting for real water level data.
- Level and surface velocity data in all stage and flow conditions (low, normal, high).
- 20 m max. measurement distance
- Data interfaces: SDI-12 or Modbus
- On-site configuration via Wi-Fi: free HyComm software with automatic firmware updates and wizard.
- Nearly no blanking distance: measures up to the housing cover
- Low power demand
- Effortless maintenance
- Robust housing
- Metric or imperial units
- 10 m cable, torx key, and a 360° adjustable rotation mounting bracket included.
- Simple set-up process via Quick Installation Guide.



Technical Specifications

Radar type/Frequency band	All in one, 60 GHz level & velocity radar sensor based on the FMCW* & Doppler Technologies	
Measurement range	L: 0.10 ... 20 m (0.32 ... 65.61 ft)	V: 0.05 m/s ... 15 m/s
Output rate	1 Hz	
Accuracy	L: ≤2 mm (≤0.07 in)	V: 1% of measured value (in a range from 0.02 m/s ... 4.50 m/s (0.0656 ft/s ... 14.763 ft/s)) V: 2% of measured value (in a range from 4.50 m/s ... 15 m/s (14.763 ft/s ... 49.212 ft/s))
Resolution	L: 1 mm (0.039 in)	V: 1 mm/s (0.003 ft/s)
Min. ripple	2 ... 3 mm (0.07 ... 0.118 in)	
Blanking distance	0.1 m (3.937 in)	
Supply voltage (range)	10 ... 30 VDC	
Power consumption at 12V	Typical ~50 mA; Wi-Fi activated: ~90 mA (including optional upgrade to Q)	
Beam angle	L: 8° x 8° (azimuth by elevation)	V: 8° azimuth; 12° elevation
Ingress protection	IP68	
Communication and interfaces	SDI-12, Modbus, Wi-Fi	
Operating temperature range	-40 ... +80 °C (-40 ... 176 °F)	
Humidity range	0 ... 100 % non-condensing RH	
Dimensions and weight	HyQuant sensor with backplate: L x W x H: 160 x 97 x 91 mm; 1.15 kg (6.29 x 3.81 x 3.58 in, 2.53 lb) Packaged dimensions: LxWxH: 300 x 300 x 187 mm, 2.5 kg (11.81 x 11.81 x 7.36 in, 5.51 lb)	
Signal connector	M12 8-pin	
Materials	Housing: powder-coated aluminium; cover/radome: HDPE	
Compliance	CE, FCC Class B, UL, RoHS, further information available on our website	

Accessories

HyComm configuration software: Sensor configuration via Wi-Fi/SDI-12/Modbus, choice between wizard and direct configuration modes, real-time sensor readings and colour-coded positioning help, automatic sensor firmware updates, etc.

iRIS 270 and UnderCover Pro: KISTERS brand data loggers with SDI-12 interface

Optional pole-mount bracket: for pole diameters ranging from 20 mm (3/4") to 60 mm (2").

Adapters: SDI-12 to USB and Modbus to USB

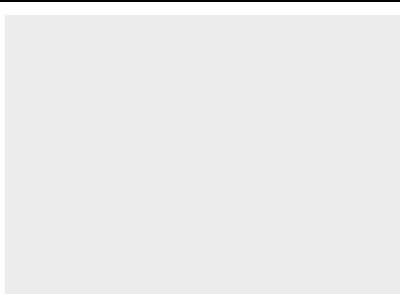
Tailor-made arm/boom structure(s)

[Please ask for details.](#)



Specifications are subject to change without notice. Weights and dimensions are indicative. - © KISTERS | 06.2024

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KISTERS

KISTERS HARDWARE PRODUCT WARRANTY

The Supplier warrants that it will, at its own discretion, replace, repair or refund products supplied by the Supplier in which, under proper installation (documented in a duly filled-in Service Sheet) and under proper operation and untouched by force majeure and in absence of any unauthorized alterations of the product or of any of the product components affecting its performance, defects appear, subject to the claim being made in writing to the Supplier within 24 months after dispatch or such other period as may be agreed on in the sales or service contracts, provided that the goods or parts are returned to the Supplier or a named service center appointed by the Supplier within that period suitably packaged and carriage paid and, where relevant in accordance with any particular instructions which the Supplier may have notified to the Reseller at the time of supply or at the time of notification of the defect.

Returned goods or parts thereof must be accompanied by an advice note stating the serial number of the device and the nature of any claimed defect, together with such further information as the User/Customer may stipulate. In cases where the goods or parts thereof are replaced, the returned goods or parts thereof shall become property of the Supplier. This warranty shall be in lieu of any warranty or condition implied by law as to the quality or fitness for any particular purpose of the goods except any implied by law which by law cannot be excluded.

Unless otherwise individually agreed on in writing per transaction the Supplier shall be under no liability whatsoever to neither the Reseller nor the end-customer for any indirect loss and/or expense (including loss of profit) suffered by the Reseller or the end-customer resulting from a defect. In any case, remedies of the Reseller or the end-customer shall be limited to damages. Under no circumstances shall the liability of the Supplier exceed the price of the goods. The Supplier shall not be liable for any loss or damage whatever due to the failure by the Supplier to deliver the goods (or any part of them) promptly or at all.

Please note that unauthorized interference with the system will result in the loss of warranty and exclusion of liability. Modifications or interventions to system components may only be performed by qualified personnel with the express approval of KISTERS AG or another entity within the KISTERS Group. The following cases are excluded from warranty coverage:

- **Mechanical damage** caused by external forces such as ice impact, stone impact, or vandalism.
- **Damage due to overvoltage or electromagnetic fields** exceeding the norms and specifications outlined in the technical documentation.
- **Damage resulting from improper handling**, including but not limited to the use of incorrect tools, improper installation, or electrical faults such as reverse polarity.
- **Damage caused by operation outside the specified conditions of use.**
- **Damage arising from non-compliance with instructions** provided in the product manual and/or the Quick Installation Guide.

Please ensure that all work is carried out in strict adherence to applicable guidelines and instructions.

CR350-Series Specifications



Datalogger

Electrical specifications are valid over a -40 to +70 °C, non-condensing environment, unless otherwise specified. Recalibration is recommended every three years. Critical specifications and system configuration should be confirmed with Campbell Scientific before purchase.

System specifications	1
Physical specifications	1
Power requirements	1
Power output specifications	2
Analog measurement specifications	2
Pulse measurement specifications	3
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System specifications

Processor: ARM Cortex M4 running at 120 MHz

Memory:

- CPU Drive: 50 MB serial flash
- Data Storage: 50 MB serial flash
- Operating System: 2 MB flash
- Settings, Calibration, TLS Certificates and Key, System Information: 3 MB serial flash
- Background Tasks and Table Information, Buffers, System Memory, Program Variables: 7 MB RAM

Program Execution Period: 100 ms to 1 day

Real-Time Clock:

- Battery backed while external power is disconnected
- **Resolution:** 1 ms
- **Accuracy:** ± 3 min. per year

Wiring Panel Temperature: Measured using a sensor, located on the processor board.

Physical specifications

Dimensions (additional clearance required for cables, wires and antennas):

- **CR350:** 16.3 x 8.4 x 5.6 cm (6.4 x 3.3 x 2.2 in)

Weight/Mass:

- **CR350:** 288 g (0.64 lb)
- **CR350-WIFI/RF407/RF412/RF422:** 306 g (0.68 lb)

Case Material: High-impact-resistant polycarbonate, recycle code 7

Power requirements

Power specifications for a communications option are shown within the specifications section for that option.

Protection: Power inputs are protected against surge, over-voltage, over-current, and reverse power. IEC 61000-4 Class 4 level.

Charge Terminal Characteristics (CHG+ and CHG-):

- Input from power converter or solar panel, typical
- Voltage input 16 to 32 VDC
- Current limit at 1.1 A

Battery Terminal Characteristics (BAT+ and BAT-):

- Input from external battery 12 VDC, 7 Ah lead-acid, typical
- Voltage input 10 to 18 VDC
- Current limit at 3.7 A

Internal Lithium Battery: 3 V coin cell CR2025 for battery-backed clock. 6-year life with no external power source.

Average Current Drain:

Assumes 12 VDC on BAT terminals — add 2 mA if using CHG terminals.

- **Idle:** 0.5 mA
- **Active 1 Hz scan w/ one analog measurement:** 1.5 mA
- **Active** (Processor always on): 8 mA
- **Serial** (RS-232): Active + 5 mA

USB Power: Functions that will be active with USB 5 VDC include sending programs, adjusting data logger settings, and making some measurements. If USB is the only power source, then the VX1 and VX2 ranges are reduced to 150 to 2500 mV. The SW1, SW2, and 12V terminals will not be operational. For the control terminals (C1, C2), voltage output is limited to 4.75 V.

Cellular Average Additional Current Contribution at 12 VDC:

- **Idle:** Connected to network, no data transfer.
 - -CELL205 average = 14 mA
 - -CELL210 average = 28 mA
 - -CELL215 average = 14 mA



- -CELL220 average = 14 mA
- -CELL225 average = 14 mA
- **Transfer/Receive:**
 - -CELL205 average = 75 mA
 - -CELL210 average = 90 mA
 - -CELL215 average = 75 mA
 - -CELL220 average = 75 mA
 - -CELL225 average = 75 mA

Wi-Fi Additional Current Contribution at 12 VDC:

- **Client mode communicating:** 70 mA typical
- **Client mode idle:** 7 mA typical
- **Access point mode communicating:** 70 mA
- **Access point mode idle:** 62 mA typical
- **Idle:** <0.1 mA

RF Average Additional Current Contribution at 12 VDC

	-RF407, -RF412, -RF427	-RF422
Transmit	< 80 mA	20 mA
Idle On	12 mA	9.5 mA
Idle 0.5 s Power Mode	4 mA	3.5 mA
Idle 1 s Power Mode	3 mA	2 mA
Idle 4 s Power Mode	1.5 mA	1.5 mA

Power output specifications

System power out limits (when powered with 12 VDC):

Temperature (°C)	Current Limit ¹ (A)
-40°	5.8
20°	3.7
70°	2.0
¹ Limited by self-resetting thermal fuse	

12V: Provide unregulated 12 VDC power with voltage equal to BAT+ input voltage. Disabled when operating on USB power only. Current output limited by thermal fuses. Two 12V terminals share one thermal fuse up to 2.5 A @ 20 °C.

- **Terminals:**
 - **12V:** two terminals, always on
 - **SW1 and SW2:** switched under program control, current limit at 2.1 A each

VX: Two independently configurable voltage terminals (VX1-VX2). VX outputs are produced by a 12-bit DAC¹. VX terminals can also be used to supply a switched, regulated 5 VDC power source to power digital sensors and toggle control lines.

- **Range:** 150 to 5000 mV
- **Resolution:** 1.6 mV
- **Maximum Source Current:** 50 mA total, concurrently or independently.

Analog measurement specifications

4 single-ended (SE) or 2 differential (DIFF) terminals individually configurable for voltage, thermocouple, current loop, ratiometric, and period average measurements, using a 24-bit ADC. One channel at a time is measured.

Voltage measurements

Terminals:

- **Differential Configuration:** DIFF 1H/1L – 2H/2L
- **Single-Ended Configuration:** SE1 – SE4

Input Resistance:

- 5 GΩ typical ($f_{N1} = 50/60$ Hz)
- 300 MΩ typical ($f_{N1} = 4000$ Hz)

Input Voltage Limits: -100 to +2500 mV

Sustained Input Voltage without Damage:

- SE1-SE2: -6 V, +9 V
- SE3-SE4: ±17 V

DC Common Mode Rejection:

- >120 dB with input reversal
- ≥90 dB without input reversal

Normal Mode Rejection:

- >71 dB at 50 Hz
- >74 dB at 60 Hz

Input Current @ 25 °C:

- ±0.08 nA typical ($f_{N1} = 50/60$ Hz)
- ±13 nA typical ($f_{N1} = 4000$ Hz)

Filter First Notch Frequency (f_{N1}) Range: 50/60, 400, 4000 Hz (user specified)

Analog Range and Resolution:

		Differential with Input Reversal		Single-Ended and Differential without Input Reversal	
Notch Frequency (f_{N1}) (Hz)	Range ¹ (mV)	RMS (μV)	Bits ²	RMS (μV)	Bits ²
4000	-100 to +2500 -34 to +34	23 3.0	16.8 14.5	33 4.2	16.3 14.0
400	-100 to +2500 -34 to +34	3.8 0.58	19.4 16.8	5.4 0.82	18.9 16.3

¹Digital to analog conversion. The process that translates digital voltage levels to analog values.

		Differential with Input Reversal		Single-Ended and Differential without Input Reversal	
Notch Frequency (f _{N1}) (Hz)	Range ¹ (mV)	RMS (μV)	Bits ²	RMS (μV)	Bits ²
50/60 ³	-100 to +2500 -34 to +34	1.6 0.23	20.6 18.2	2.3 0.33	20.1 17.7
¹ Range overhead of ~10% on all ranges guarantees that full-scale values will not cause over range ² Typical effective resolution (ER) in bits; computed from ratio of full-scale range to RMS resolution. ³ 50/60 corresponds to rejection of 50 and 60 Hz ac power mains noise.					

Accuracy (does not include sensor or measurement noise):

- 0 to 40 °C: ±(0.04% of measurement + offset)
- -40 to 70 °C: ±(0.1% of measurement + offset)

Voltage Measurement Accuracy Offsets:

	Typical Offset (μV RMS)		
Range (mV)	Differential with Input Reversal	Differential without Input Reversal	Single-Ended
-100 to +2500	±20	±40	±60
-34 to +34	±6	±14	±20

Measurement Settling Time: 10 μs to 50 ms; 500 μs default

Multiplexed Measurement Time:

Measurement time = (multiplexed measurement time + settling time) • reps + 0.8 ms

	Differential with Input Reversal	Single-Ended or Differential without Input Reversal
Example fN1 ¹ (Hz)	Time ² (ms)	Time ² (ms)
4000	2.9	1.4
400	14.6	7.3
50/60	103	51.5
¹ Notch frequency (1/integration time). ² Default settling time of 500 μs used.		

Resistance measurement specifications

The data logger makes ratiometric-resistance measurements for four- and six-wire full-bridge circuits and two-, three-, and four-wire half-bridge circuits using voltage excitation.

Accuracy:

Assumes input reversal for differential measurements

RevD1 ff. Does not include bridge resistor errors or sensor and measurement noise.

- 0 to 40 °C: ±(0.05% of voltage measurement + offset)
- -40 to 70 °C: ±(0.06% of voltage measurement + offset)

Current-loop measurement specifications

Two analog inputs terminals may be configured as independent, non-isolated 0-20 mA or 4-to-20 mA current-loop inputs referenced to ground. One channel at a time is measured. Current is measured using a 24-bit ADC¹.

Terminals: SE1-SE2

Range: 0 to 25 mA

Accuracy:

- 0 to 40 °C: ±0.14% of reading
- -40 to 70 °C: ±0.26% of reading

Pulse measurement specifications

Terminals are individually configurable for switch closure, high-frequency pulse, or low-level AC measurements.

Switch-closure input

Terminals:

- P_SW
- C1-C2 (Requires an external 100 kΩ resistor connected from the terminal to VX1 or VX2.)
- SE1-SE4 (Requires an external 100 kΩ resistor connected from the terminal to VX1 or VX2.)

Maximum Input Frequency: 150 Hz

Minimum Switch Closed Time: 3 ms

Minimum Switch Open Time: 3 ms

Maximum Bounce Time: 1 ms open without being counted

High-frequency input

Terminals:

- SE1-SE4
- P_LL
- P_SW
- C1-C2

Maximum Input Frequency:

- SE1-SE4: 35 kHz
- P_LL: 20 kHz
- P_SW: 35 kHz
- C1-C2: 35 kHz

Low-level AC input

Terminal: P_LL

Maximum Input Voltage: ±20 VDC

¹Analog to digital conversion. The process that translates analog voltage levels to digital values.

DC-offset Rejection: Internal AC coupling eliminates DC-offset voltages up to ± 0.05 VDC

Input Hysteresis: 12 mV at 1 Hz

Low-Level AC Pulse Input Ranges:

Sine wave (mV RMS)	Range (Hz)
20	1.0 to 20
200	0.5 to 200
2000	0.3 to 10,000
5000	0.3 to 20,000

Quadature input

Terminals: SE1 and SE2, SE3 and SE4, or C1 and C2 can be configured as digital terminal pairs to monitor the two sensing channels of an encoder.

Maximum Frequency: 2.5 kHz

Period-averaging measurement specifications

Terminals:

- SE1-SE4
- C1-C2

Accuracy: $\pm (0.01\%$ of measurement + resolution), where resolution is 0.13 μ s divided by the number of cycles to be measured

Voltage Range: 0 to 3.3 V

Minimum Pulse Width: 33 ns

Voltage Threshold: Counts cycles on transition from < 0.9 VDC to > 2.1 VDC

Digital input/output specifications

Up to seven terminals may be configured for digital input or output (I/O).

Terminals:

- SE1-SE4
- P_{SW}
- C1-C2

Digital I/O Voltage Levels:

Terminal	High State	Low State	Current Source	Maximum Input Voltage
C1	5.0 V output	0 V	10 mA at 3.5 V	-10 V, +15 V
C2	3.3 V input	0 V	100 μ A at 3.0 V	-6 V, +9 V
SE1	3.3 V	0 V	100 μ A at 3.0 V	± 17 V
SE2	3.3 V	0 V	100 μ A at 3.0 V	
SE3	3.3 V	0 V	100 μ A at 3.0 V	
SE4	3.3 V	0 V	100 μ A at 3.0 V	
P _{SW}				

Pulse-width modulation

Terminals:

- SE1-SE4
- C1

Period Maximum: 2047 ms

Resolution

- 0 – 5 ms: 83.33 ns or 12 MHz
- 5 – 325 ms: 5.00 μ s or 200 kHz
- > 325 ms: 31.25 μ s or 32 kHz

Communications specifications

Internet Protocols: Ethernet, PPP, RNDIS, ICMP/Ping, Auto-IP (APIPA), IPv4, IPv6, UDP, TCP, TLS (v1.2), DNS, DHCP, SLAAC, Telnet, HTTP(S), FTP(S), POP3/TLS, NTP, SMTP/TLS, MQTT

Additional Protocols: PakBus, PakBus Encryption, SDI-12, Modbus RTU / ASCII / TCP, DNP3, custom user definable over serial

USB: Type C 2.0. Full speed: 12 Mbps. Operates as:

- Device for computer communications
- Host for mass storage devices

SDI-12 (C1, C2): Two independent SDI-12 compliant terminals are individually configured and meet SDI-12 Standard v 1.4.

RS-232:

- **COMRS232:** Female RS-232, 9-pin interface, 1200 to 115.2 kbps
- **COM1 (C1,C2):** TTL or RS-232 logic
- **COM2 - COM3:** Two independent RS-232 Rx/Tx pairs

RS-485 (COM2 - COM3): Two independent RS-485 half duplex or one full duplex

Cellular option specifications

Cell Technology:

Option	Cellular Protocol
-CELL205	4G LTE with automatic 3G fallback
-CELL210	4G LTE CAT-1
-CELL215	4G LTE with automatic 3G fallback
-CELL220	4G LTE with automatic 3G fallback
-CELL225	4G LTE

See

<https://s.campbellsci.com/documents/us/miscellaneous/Cellular%20Modem%20Frequency%20Bands.pdf> for a complete list of supported frequency bands.

Antenna: Two SMA connectors, one for TX/RX, one for diversity RX

SIM Slot: Industry standard 3FF micro-SIM (6 position / contacts) (not externally accessible)

Wi-Fi specifications

WLAN (Wi-Fi)

Maximum Possible Over-the-Air Data Rates: <11 Mbps over 802.11b, <54 Mbps over 802.11g, <72 Mbps over 802.11n

Operating Frequency: 2.4 GHz, 20 MHz bandwidth

Antenna Connector: Reverse Polarity SMA (RPSMA)

Antenna (shipped with data logger): Unity gain (0 dBi), 1/2 wave whip, omnidirectional. Features an articulating knuckle joint that can be oriented vertically or at right angles

Supported Technologies: 802.11 b/g/n, WPA/WPA2-Personal, WPA/WPA2-Enterprise Security, WEP

Client Mode: WPA/WPA2-Personal and Enterprise, WEP

Access Point Mode: WPA2-Personal

Receive Sensitivity: -97 dBm

RF radio option specifications

Antenna Terminal: Reverse Polarity SMA (RPSMA)

Radio Type

- **RF407, RF412, and RF427:** Frequency Hopping Spread Spectrum (FHSS)
- **RF422:** SRD860 Radio with Listen before Talk (LBT) and Automatic Frequency Agility (AFA)

Frequency

- **RF407:** 902 to 928 MHz (US, Canada)
- **RF412:** 915 to 928 MHz (Australia, New Zealand)
- **RF422:** 863 to 870 MHz (European Union)
- **RF427:** 902 to 907.5 MHz/915 to 928 MHz (Brazil)

Transmit Power Output (software selectable)

- **RF407 and RF412:** 5 to 250 mW
- **RF422:** 2 to 25 mW
- **RF427:** 5 to 250 mW

Channel Capacity

- **RF407:** Eight 25-channel hop sequences sharing 64 available channels.
- **RF412:** Eight 25-channel hop sequences sharing 31 available channels.
- **RF422:** Ten 30-channel hop sequences (default), software configurable to meet local regulations; 10 sequences for reducing interference through channel hop.
- **RF427:** Eight 25-channel hop sequences sharing 43 available channels.

Receive Sensitivity

- **RF407, RF412, and RF427:** -101 dBm
- **RF422:** -106 dBm

RF Data Rate

- **RF407, RF412, and RF427:** 200 kbps
- **RF422:** 10 kbps

Standards compliance specifications

View compliance and conformity documents at www.campbellsci.com/cr350.

Shock and Vibration: ASTM D4169

Protection: IP30

EMI and ESD protection:

- **Immunity:** Meets or exceeds following standards:
 - **ESD:** per IEC 61000-4-2; ± 15 kV air, ± 8 kV contact discharge
 - **Radiated RF:** per IEC 61000-4-3; 10 V/m, 80-1000 MHz
 - **EFT:** per IEC 61000-4-4; 4 kV power, 4 kV I/O
 - **Surge:** per IEC 61000-4-5; 4 kV power, 4kV I/O
 - **Conducted RF:** per IEC 61000-4-6; 10 V power, 10 V I/O
- Emissions and immunity performance criteria available on request.

RF407 Option

- United States FCC Part 15.247: MCQ-XB900HP
- Industry Canada (IC): 1846A-XB900HP
- Mexico IF: RCPDIXB15-0672-A1

RF412 Option

- ACMA RCM
- United States FCC Part 15.247:
- MCQ-XB900HP
- Industry Canada (IC): 1846A-XB900HP

RF422 Option: View EU Declaration of Conformity at www.campbellsci.com/cr350.

RF427 Option: Brazil ANATEL standards in Resolution No. 506: 08335-17-10644. View the RF427 Brazilian Certificate of Conformity at www.campbellsci.com/cr350.

Wi-Fi

- United States FCC ID: XF6-RS9113SB
- Industry Canada (IC): 8407A-RS9113SB

Cellular Option:

- Industry Canada (IC): 10224A-201611EC21A

NOTE:

The user is responsible for emissions if changing the antenna type or increasing the gain.

Warranty

Three years against defects in materials and workmanship.

Analog input terminal functions

SE DIFF	1 H	2 L	3 H	4 L
Single-Ended Voltage	✓	✓	✓	✓
Differential Voltage	H	L	H	L
Ratiometric/Bridge	✓	✓	✓	✓
Thermocouple	✓	✓	✓	✓
Current Loop	✓	✓		

Pulse counting terminal functions

	C1	C2	P_SW	P_LL	SE1	SE2	SE3	SE4
Switch-Closure	✓	✓	✓		✓	✓	✓	✓
High Frequency	✓	✓	✓	✓	✓	✓	✓	✓
Low-level AC				✓				
Quadrature	✓	✓			✓	✓	✓	✓
Period Average	✓	✓			✓	✓	✓	✓

Analog output terminal functions

	VX1	VX2
Switched Voltage Excitation	✓	✓

Voltage output terminal functions

	C1	C2	SE1-4	VX1	VX2	P_SW	12V	SW1 SW2
3.3 VDC			✓	✓	✓	✓		
5 VDC	✓	✓		✓	✓			
BAT +							✓	✓

Communications terminal functions

	C1	C2	SE1-3	RS-232	COM2	COM3
SDI-12	✓	✓				
RS-232				✓	✓	✓
RS-232 0-5V	✓	✓				
GPS Time Sync	✓	✓	✓			
GPS NMEA Sentences	Rx	Rx		Rx		
RS-485 Half duplex					✓	✓
RS-485 Full duplex					✓	

Communications functions also include USB

Digital I/O terminal functions							
	C1	C2	P_SW	SE1	SE2	SE3	SE4
General I/O	✓	✓	✓	✓	✓	✓	✓
Pulse-Width Modulation Output	✓			✓	✓	✓	✓
Interrupt	✓	✓	✓	✓	✓	✓	✓



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Thailand

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Phone: 66.2.719.3399
Email: info@campbellsci.asia
Website: www.campbellsci.asia

UK

Location: Shepshed, Loughborough, UK
Phone: 44.0.1509.601141
Email: sales@campbellsci.co.uk
Website: www.campbellsci.co.uk

USA

Location: Logan, UT USA
Phone: 435.227.9120
Email: info@campbellsci.com
Website: www.campbellsci.com



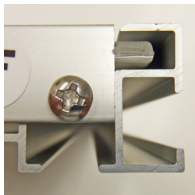
10W Photovoltaic module 10M-V

This line of modules is the direct result of over three decades of design, manufacturing and use. Attending to every detail in the design and manufacture of our products, our process controls and testing methods have optimized module life and electrical energy production.

Ameresco Solar's off-grid module line offers the following features and benefits:

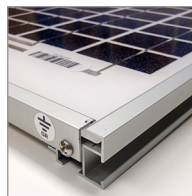
► Built to last

From mountaintops to off-shore platforms, on weather stations in the bitter cold of Antarctica and on telephone signal repeaters in the hot Australian outback, the technology has been proven in the harshest environments.



► Multiple mounting possibilities

Multimount frame allows even greater flexibility in mounting. Positioned parallel to the edge and back of the module, its dual channels accept either M8 or 5/16" hex-head bolts, allowing the module to be mounted from the side or back.



► Easier bolt management

Bolts may be located anywhere along the channels; the channel groove is specially designed to prevent the bolt from rotating when tightening, allowing installation with just one wrench.



► Long cable for easier battery connections

A 4.6 meter PVC-jacketed AWG 18-2 polarized cable is potted into the fully sealed junction box located on the module back. The module's electrical connections are sealed for prevention against corrosion and moisture penetration.

ISO 9001



► Quality and certifications

ISO 9001 factory certification ensures that our manufacturing facilities use proven manufacturing and quality control processes.

Certified to UL1703 3rd Edition and ULC 1703-01
Certified for use in Class I, Division 2, Groups ABCD
Hazardous locations

10W PHOTOVOLTAIC MODULE - 10M-V

Electrical characteristics

	(1) STC 1000W/m ²	(2) NOCT 800W/m ²
Maximum power (P_{max})	10W	7.2W
Voltage at P_{max} (V_{mpp})	18.1V	16.2V
Current at P_{max} (I_{mpp})	0.55A	0.44A
Short circuit current (I_{sc})	0.62A	0.51A
Open circuit voltage (V_{oc})	21.8V	19.7V
Module efficiency	8.8%	
Tolerance (P_{max})	-0/+3%	
Nominal voltage	12V	
Efficiency reduction at 200W/m ²	<5% reduction (efficiency 8.4%)	
Limiting reverse current	0.62A	
Temperature coefficient of I_{sc}	0.105%/°C	
Temperature coefficient of V_{oc}	-0.360%/°C	
Temperature coefficient of (P_{max})	-0.45%/°C	
(3) NOCT	47±2°C	
Maximum series fuse rating	1A	
Maximum system voltage	50V (U.S. NEC)	

1: Values at Standard Test Conditions (STC): 1000W/m² irradiance, AM1.5 solar spectrum and 25°C module temperature

2: Values at 800W/m² irradiance, Nominal Operation Cell Temperature (NOCT) and AM1.5 solar spectrum

3: Nominal Operation Cell Temperature: Module operation temperature at 800W/m² irradiance, 20°C air temperature, 1m/s wind speed

Mechanical characteristics

Solar cells	36 crystalline silicon cut cells connected in series
Front cover	High transmission 3.2mm (1/8th in) glass
Encapsulant	EVA
Back cover	White polyester
Frame	Silver anodized aluminum
Junction box	Lo-Pro junction box
Output cables	AWG#18 (0.75mm ²) 2 core, ITC / PLTC Lengths 4572mm / 15 ft. ("+" red; "-" black)
Dimensions	421 x 269 x 22.5mm / 16.57 x 10.58 x 0.89in
Weight	1.5kg / 3.3lbs

All dimensional tolerances within ±1% unless otherwise stated.

Warranty*

- Free from defects in materials and workmanship for 2 years
- 90% min. power output over 12 years
- Optional 25 years available

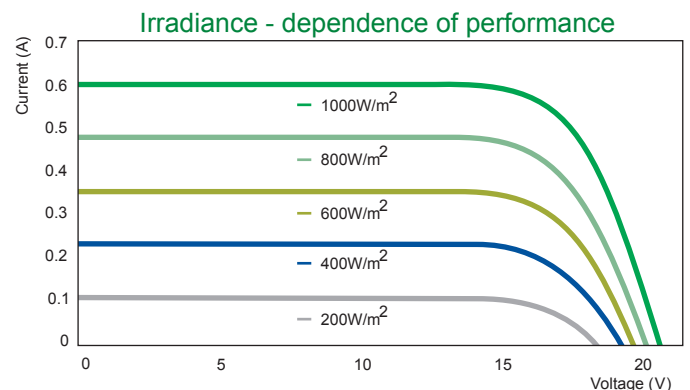
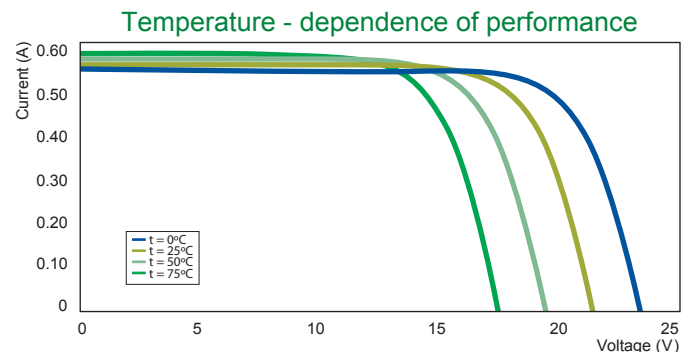
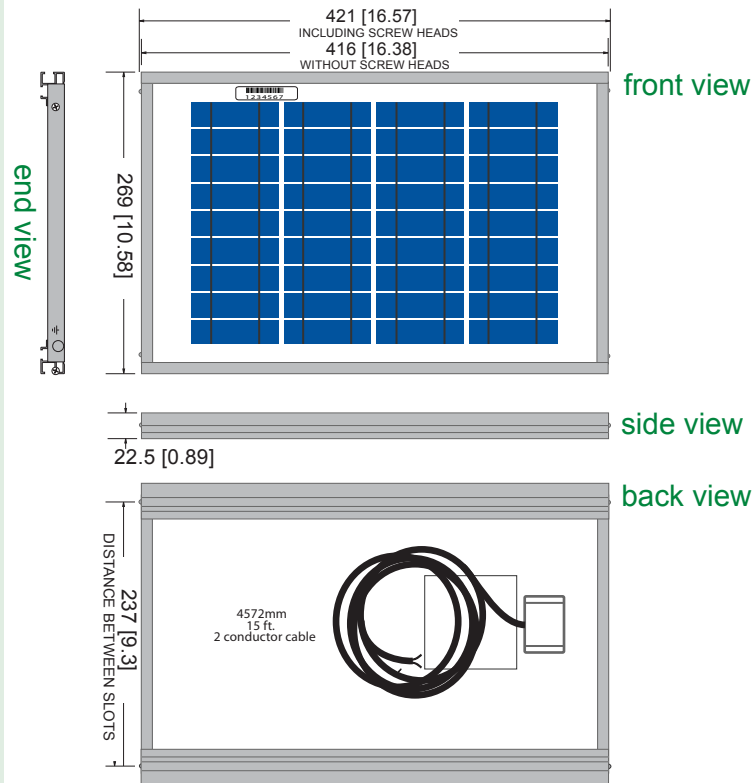
* Refer to warranty document for terms and conditions.

Certification

Listed to UL1703 3rd Edition & ULC ORD-C1703-01 Standard for Safety by CSA Module Fire Performance Type 4 (for USA) or Class C fire rating (for Canada)

Approved by CSA according to CAN/CSA C22.2 No. 213-17 and UL 12.12.01-Ninth Edition for use in Class I, Division 2, Groups ABCD Hazardous (Classified) Locations

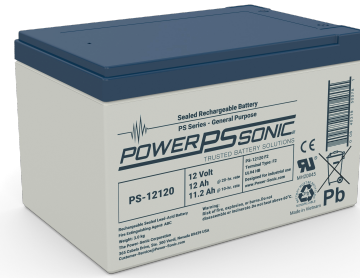
AMERESCO SOLAR
Green • Clean • Sustainable



For more information, call 855-43-SOLAR or visit www.amerescosolar.com.

PS-12120

General Purpose SLA PS Series - General Purpose



Versatile sealed lead acid batteries specifically engineered for use in general purpose float and light cyclic applications including fire and security systems, emergency lighting, UPS, toys and medical devices.

Performance Specs

Nominal Voltage 12.0 Volts, (6.0 cells)

Nominal Capacity

20-hr. (0.6A to 10.5 Volts)	12.0Ah
10-hr. (1.12A to 10.5 Volts)	11.2Ah
5-hr. (2.07A to 10.2 Volts)	10.35Ah
1-hr. (7.2A to 9.6 Volts)	7.2Ah

Approximate Weight 7.14lbs, (3.24kg)

VDS Weight 8.38lbs, (3.8kg)

Dimensions

L: 5.94in, 151.0mm
W: 3.86in, 98.0mm
H: 3.74in, 95.0mm
TH: 3.98in, 101.0mm

Internal Resistance (approx.) mΩ 19.0mΩ

Max Short Circuit Discharge Current 336.0A

Operating Temperature

Range

Charge	-4°F (-20°C) to 104°F (40°C)
Discharge	5°F (-15°C) to 122°F (50°C)

Case ABS (UL94 HB or V-0 optional)

Recommended Power-Sonic Charger PSC-121000ACX

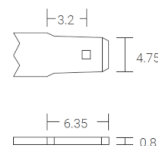
Configuration Options

- PS-12120 F1
- PS-12120 F1 VDS
- PS-12120 F2
- PS-12120 F2 VDS
- PS-12120 FR F1
- PS-12120 FR F1 VDS
- PS-12120 FR F2 VDS
- PS-12120 NB1

Available Terminals (mm)

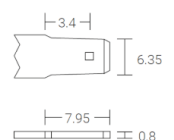
F1 FASTON

0.187" x 0.032"
quick disconnect
tabs.



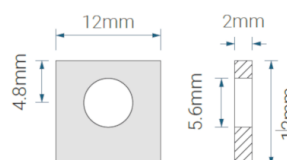
F2 FASTON

0.250" x 0.032"
quick disconnect
tabs.



NB1 TERMINAL POSTS

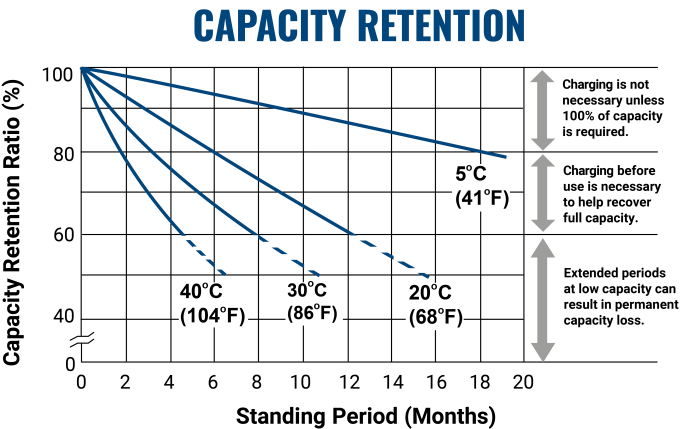
With nut & bolt connectors



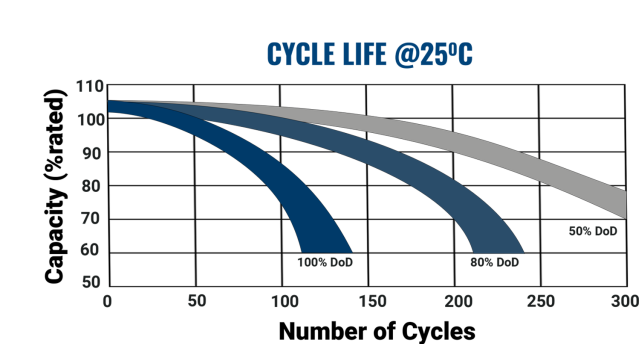
Torque: 2.0~3.0 Nxm

Graphs

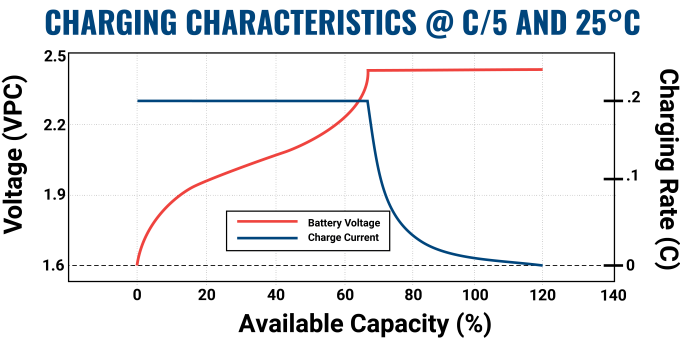
Capacity Retention SLA



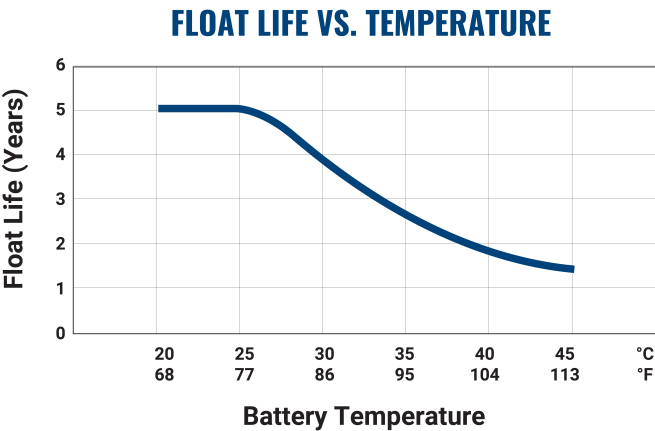
PS Cycle Life



SLA Charging



SLA Float Life 5YR



Constant Current

VoltageOverTime	5min	10min	15min	20min	30min	45min	1h	1.5h	2h	3h	4h	5h	6h	8h	10h	20h
1.60V/cell	43.7	28.6	21.6	17.1	12.3	8.88	7.2	5.22	4.12	3.13	2.5	2.12	1.81	1.42	1.16	0.618
1.65V/cell	40.2	26.9	20.6	16.4	12.0	8.65	7.03	5.11	4.04	3.07	2.45	2.08	1.78	1.4	1.14	0.609
1.67V/cell	40.2	26.9	20.6	16.4	12.0	8.65	7.03	5.11	4.04	3.07	2.45	2.08	1.78	1.4	1.14	0.609
1.70V/cell	38.6	26.2	20.2	16.2	11.8	8.55	6.96	5.06	4.01	3.04	2.43	2.07	1.77	1.39	1.13	0.606
1.75V/cell	35.9	25.1	19.5	15.7	11.5	8.39	6.84	4.98	3.94	3.0	2.4	2.04	1.74	1.37	1.12	0.6
1.80V/cell	33.2	23.9	18.8	15.2	11.3	8.23	6.72	4.9	3.88	2.95	2.37	2.01	1.72	1.35	1.1	0.594
1.85V/cell	30.6	22.7	18.1	14.8	11.0	8.07	6.59	4.81	3.82	2.91	2.34	1.99	1.7	1.34	1.09	0.587

Constant Power

VoltageOverTime	5min	10min	15min	20min	30min	45min	1h	1.5h	2h	3h	4h	5h	6h	8h	10h	20h
1.60V/cell	80.4	53.1	40.4	32.1	23.3	16.9	13.8	10.0	7.97	6.08	4.88	4.15	3.56	2.8	2.29	1.24
1.65V/cell	74.6	50.5	38.9	31.1	22.8	16.6	13.5	9.87	7.84	5.98	4.8	4.09	3.5	2.76	2.26	1.22
1.67V/cell	74.6	50.5	38.9	31.1	22.8	16.6	13.5	9.87	7.84	5.98	4.8	4.09	3.5	2.76	2.26	1.22
1.70V/cell	71.8	49.3	38.2	30.7	22.5	16.4	13.4	9.79	7.78	5.94	4.77	4.06	3.48	2.74	2.24	1.21
1.75V/cell	67.3	47.4	37.1	29.9	22.1	16.2	13.2	9.66	7.68	5.87	4.72	4.02	3.44	2.71	2.22	1.2
1.80V/cell	62.7	45.4	36.0	29.2	21.7	15.9	13.0	9.53	7.58	5.79	4.66	3.97	3.4	2.68	2.19	1.19
1.85V/cell	58.2	43.5	34.8	28.4	21.2	15.7	12.8	9.4	7.49	5.72	4.6	3.92	3.36	2.65	2.17	1.17



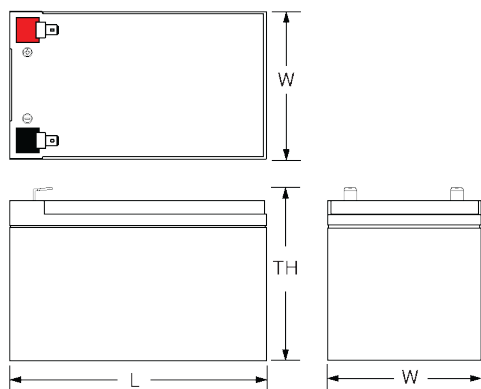
To ensure safe and efficient operation always refer to the latest edition of our Technical Manual, as published on our website. © 2026, Power-Sonic Corporation. All rights reserved. All trademarks are the property of their respective owners. All data subject to change without notice. E&O.

Updated 6/26/2026 11:46 AM Version 1.1

Charging

Cycle Applications: Apply constant voltage charge at 2.35VPC – 2.45VPC (14.1 to 14.7 volts for 12V Monobloc) at 20°C. The initial charging current should be set at less than C/5 Amps. Switch to float charge when the current falls to a 3% capacity rate to avoid overcharging. **Stand-By or "Float" Service:** Apply constant voltage charge of 2.25VPC – 2.30VPC (13.5 to 13.8 volts for 12V Monobloc) at 20°C. When held at this voltage, the battery will seek its own current level and maintain itself in a fully charged condition. **Temperature Compensation:** Charging voltage for both cyclic and stand-by applications should be regulated in relation to ambient temperature. As temperature rises, charging voltage should be reduced to prevent overcharge and increased as the temperature falls to avoid undercharge. For further charging information, including temperature compensation factors, see the Power-Sonic Technical Manual.

Engineering Drawing



For Further Information

Please refer to our website, www.power-sonic.com, for a complete range of useful downloads, such as product catalogs, material safety data sheets (MSDS), ISO certification, etc.

Approvals



CE marking confirms a product meets EU safety, health, and environmental protection standards for battery and energy systems.



Conflict-free mineral certification ensuring ethical sourcing and transparent supply chain for responsible production.



Extended mineral reporting meets global supply chain transparency standards for responsible and ethical sourcing practices.



IEC 60896 standard ensures stationary lead-acid batteries meet safety, performance, and float charge application requirements.



ISO 9001:2015 certification ensures consistent quality management and manufacturing standards for energy storage products.



PFAS-free certification verifying environmentally responsible manufacturing of batteries and energy storage technologies.



California Proposition 65 compliant, providing consumer safety through reduced chemical exposure in battery manufacturing.



REACH compliant with EU chemical safety standards ensuring restricted substances are controlled in all battery components.



RoHS compliance ensures restriction of hazardous substances in electrical, electronic, and battery-powered products.



Sealed lead-acid batteries classified UN2800 non-spillable, certified safe for air, sea, and ground transport worldwide.



SVHC compliant with EU REACH regulations for Substances of Very High Concern used in electrical and energy storage products.



U.S. EPA TSCA compliance ensures toxic substances are regulated for safe manufacturing of batteries and electronic components.



UL 1989 certified for valve-regulated and vented lead-acid batteries used in UPS, emergency, and backup power applications.



UL Recognized mark certifies safety-tested components for electrical reliability in battery and energy storage systems.

Enclosures **RJ Series**

Fiberglass Enclosure 14 x 12 x 8 Inches J Series Raised Cover with Hinged, Latched Opaque Cover



**Catalog
Number**

RJ1412HPL

UPC

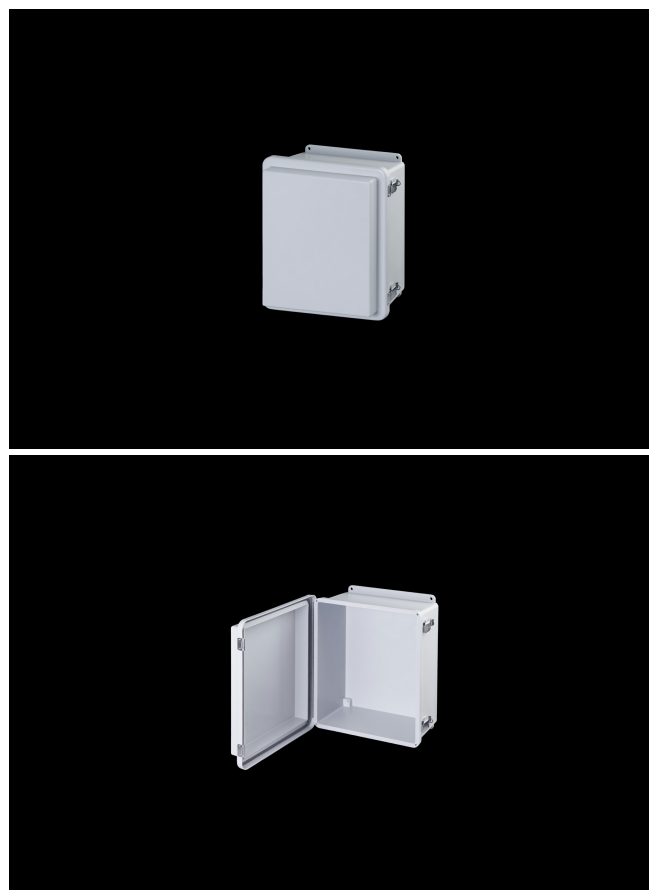
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DESCRIPTION

14H x 12W x 8D Inches J Series Fiberglass Enclosure with an "HPL" Raised Opaque Cover (Hinged, Padlock Latches) is designed for general electrical and electronic applications. Simple in its design, the enclosure can be configured with modifications such as cutouts and windows. Featuring a modest overhand cover on a flange mounted base, they offer unobstructed side-walls, built in mounting capabilities and a protective wrap around cover. J Series Products enhance any instrument installation.

APPLICATION

- Industrial enclosure for harsh; aggressive environments
- Designed for general electrical and electronic applications; and any application that has associated environmental concerns
- Can be configured with cutouts; windows; and modifications that make the finished product truly unique
- Enhance any instrument installation and accommodate



standard back-panel mounting

FEATURES

- Offers a "raised cover" that increases depth by adding to the depth of the cover.
- Increased wall thickness vs. competitive models offers structural support and prevents potential water ingress
- Integral mounting flange vs. mounting feet (no assembly required)
- Molded-in inserts provide added pull-out strength
- Raised Opaque Cover
- Overhang cover on smooth sided base
- High temperature; flame retardant; non-corrosive
- All stainless hardware latches and screws
- Full-length; stainless-steel hinge
- Chemically resistant; fiberglass reinforced polyester
- Non-corrosive; environmental designs
- Stainless steel retention chain on screw covers
- Continuous polyurethane gasket
- Manufactured with SolarGuard®, Stahlin's proprietary formulation of non-halogenated fiberglass, offering superior resistance to outdoor exposure, chemicals and flames.
- Back Panels Available for all sizes

General Information

Color	Gray
Cover Type	Opaque
Mounting Type	Wall Mount
Material	Fiberglass
Back Panel Screw Size	#10-32 x 3/8
Back Panel Recommended Torque	16-20 in-lbs
Back Panel Screw Material	304 SS
Installation Mounting Torque	45 in-lbs Max
Metal Inserts	Brass
Hinge Material	304 SS
Latch Material	304 SS
Gasket Material	Poured In Place (PIP) Polyurethane Seamless
Country of Origin	USA

DIMENSIONS

Height (in)	15.5
Width (in)	13.38
Depth (in)	7.69
Height (mm)	393.7
Width (mm)	339.852
Depth (mm)	195.326
Usable Depth (in)	6.86
Usable Depth (mm)	174

STANDARDS

NEMA 10250; UL 50; UL 50e; UL508A	cULus Listed File #E64358
CSA Std. C22.2	cULus Listed File #E64358
Type	1; 3R; 4; 4X; 6P; 12
IEC 60529; UL Listed #E362920	IP66
UL1741	UL Listed File #E333478
Plenum Space UL2043	Compliant
Temperature Range °F	-76°F to +274°F
Temperature Range °C	-60°C to +134°C
Flammability Rating	UL94-5VA
NFPA No. 101 Flame Spread	Class A(1)
Outdoor Exposure UL746c	(f1) Rated
CE	Certified