

Chapter 2

ADMINISTRATION

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Article I. In General

Sec. 2-1. Mayor-Council form of government.

Pursuant to judgment dated 12-3-84, of the United States District Court for the Southern District of Mississippi, in suit styled Boykins, et al, versus City of Hattiesburg, et al, civil action number H77-0062(c) in said Court, and approval having been obtained from the United States Department of Justice, effective 7-1-85, the City of Hattiesburg will operate under and be governed by the mayor-council form of government as authorized by Sections 21-8-1 through 21-8-47 and other applicable sections of the Mississippi Code of 1972, Annotated as Amended. (Ord. 2169, sec. 1, 12-11-84)

Sec. 2-2. Mayor appointment; duties.

A. The Mayor shall be elected from the municipality at large in accordance with the general laws for the holding of municipal elections.

B. The Mayor shall have all the powers, duties, responsibilities and privileges authorized by law. (Ord. 2169, sec. 2, 12-11-84)

Sec. 2-3. Council appointments; duties.

A. The Council shall consist of five (5) members with the municipality divided into five (5) wards with one (1) Councilman elected from each ward.

B. The Council and Council members shall have all the powers, duties, responsibilities and privileges authorized by law. (Ord. 2169, sec. 3, 12-11-84)

Sec. 2-4. Mayor and Council term of office.

A. The Mayor and Councilmen shall be elected by the voters of the municipality at the regular municipal election as provided for by state law.

B. The terms of the Mayor and Councilman shall be as provided for by state law. (Ord. 2169, sec. 5, 12-11-84)

Sec. 2-5. Wards established*.

The wards from which the Council shall be elected shall be know as Ward 1, Ward 2, Ward 3, Ward 4 and Ward 5. The boundaries for each ward shall be as follows: (Ord. 3031,

sec.1, 2-17-09; Ord. 2996, sec. 1, 6-17-08;Ord, 2847,secs2-6, 7-6-04;Ord. 2845, sec. 1, 6-08-04;Ord. 2791, sec., 7-02-02;Ord. 2435,sec. 1, 11-17-92;Ord. 2427,sec. 1, 9-5-92;Ord. 2169,sec. 4, 12-11-84)

**Editor's Note--The boundaries for each ward are too voluminous to herein set out in full, but copies of the same are on file as Ord. 2996, sec. 1, 6-27-08, Ord. 2845, sec. 1, 6-08-05; Ord. 2435, sec. 1, 11-17-92, with the Clerk of the City of Hattiesburg and made a part of this code as if fully and completely copied and set forth herein.*

Sec. 2-6. City declared separate school district.

The City of Hattiesburg is hereby declared a separate school district. (Ord. 31, 10-29-1892)

Sec. 2-7. Preference given for City employment.

A. It is in the public interest for the efficient and economical conduct of the City's business to employ the most qualified employees possible.

B. The City shall give preference to any qualified candidate for employment with the City whose principal residence is within the corporate limits of the City of Hattiesburg or the proposed territory to be annexed by the City, as described in Ordinance Number 2261, over any other qualified candidate.

C. If any part, paragraph, sentence, clause, phrase or word of this section shall be held to be void, invalid, or unconstitutional by the judgement or decree of a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this section, and such remaining portions shall remain in full force and effect. (Ord. 2371, sec. 1---3, 5-21-91)

Amendment Note--Ord. 2371, Sec. 4, enacted 5-21-91, repealed Ord. 2327, enacted 11-21-89 and Ord. 2340, enacted 3-20-90, and codified as Sec. 2-7, required employees to be City residents.

Sec. 2-8. Long term interfund loan--procedure.

The City Council shall authorize an interfund loan, whenever a loan is made from one fund to another fund, and such loan is not a short term loan (a loan that is to be repaid within one year). (Ord. 2260, sec. 1, 4-21-87)

Sec. 2-9. Same---repayment schedule and verification of repayment.

A. The City Council would specify, at the time the loan is authorized, an interfund loan repayment schedule. (Ord. 2260, sec. 2, 4-21-87)

B. The City Council would verify, during the budget process, that the specified interfund loan repayment schedule was complied with. (Ord. 2260, sec. 3, 4-21-87)

Sec. 2-10. Same---transfer of monies or postponing payment.

A. If the fund receiving loan proceeds lacks sufficient financial resources to budget for the loan repayment during any fiscal year, the General Fund will budget for and make the necessary transfer of monies to the fund owing the repayment in order to provide that fund with sufficient

cash to make that year's scheduled repayment. (Ord. 2260, sec. 4, 4-21-87)

B. If the General Fund lacks the financial resources to budget for the necessary monies to fund any such repayment, the City Council may, at its discretion, provide for relief by postponing said payment or by reducing the amount of scheduled repayment. (Ord. 2260, sec. 5, 4-21-87)

Sec. 2-11. Same---interest payments.

Interest payments, if any, may be set at City Council's discretion, and specified in the authorization for the interfund loan. (Ord. 2260, sec. 6, 4-21-87)

Sec. 2-12. Adopting Hattiesburg Historic Conservation District Number One*.

The Hattiesburg Historic Neighborhood be adopted as Hattiesburg Historic Neighborhood District, Hattiesburg Historic Conservation District Number One as per the Hattiesburg Historic Conservation Commission recommendation**. (Ord. 2233, sec 1, 6-17-86)

Sec. 2-12.1. Same --management.

This Hattiesburg Historic Neighborhood District, Hattiesburg Historic Conservation District Number One will be under the management of the Hattiesburg Historic Conservation Commission and will be governed by the regulations of Ordinance No. 2193, the Hattiesburg Historic Conservation Ordinance. (Ord. 2233, sec. 2, 6-17-86)

Sec. 2-12.2. Adopting North Main Street Historical District.

The North Main Street Historical District be adopted as North Main Street Historical District as per the Hattiesburg Historic Conservation Commission recommendation. (Ord. 2491, sec. 1, 6-21-94)

**Cross Reference--see sec. 6-34-definition of Conservation District*

***Editor's Note--Legal description of the Hattiesburg Historic Neighborhood is too voluminous to herein set out in full but copies of the same are on file as Ordinance No. 2233 and 2491 with the Clerk of the City of Hattiesburg and made a part of this Code as if fully and completely copied and set forth herein.*

Sec. 2-13. Adopting The Oaks Historic District.

The Oaks Historic District be adopted as per the Hattiesburg Historic Conservation Commission's recommendation** (Ord. 2606, sec. 1, 8-19-97)

Sec. 2-13.1. Adopting the Newman-Buschman Railroad Historic District.

The Newman-Buschman Railroad Historic District be adopted as per the Hattiesburg Historic Conservation Commission's recommendation.**

Sec. 2-13.2. Adopting the Parkhaven historic District.

The Parkhaven Historic District be adopted as per the Hattiesburg Historic Conservation Commission's recommendation** (Ord. 3037, sec. 1, 7-7-09)

***Editor's Note--Legal description of the Oaks Historic Districts & the Newman-Buschman Railroad District to voluminous to herein set out in full but copies of the same are on file as Ordinance No. 2606 & Ordinance 2713 with the Clerk of the City of Hattiesburg and made a part of this Code as if fully and completely copied and set forth herein.*

Sec. 2-14. Municipal court public service program established.

A. There is hereby established the Hattiesburg Municipal Court Public Service Program pursuant to Section 47-1-41, and related statutes, Section 21-23-7, and Section 99-19-20, Mississippi Code of 1972, Annotated as Amended.

B. Upon conviction by the municipal court, the court may, in its discretion, sentence an offender to a period of public service with one of the departments of the City of Hattiesburg. The sentence shall be specific as to the number of hours to be worked and shall be commensurate with the fines and/or imprisonment that would otherwise have been imposed.

C. In cases where the municipal court has imposed sentence of fines and payment of costs and the offender fails to do so, the municipal court may order the offender to satisfy said fines and costs by performing public service work in one of the departments of the City of Hattiesburg. The offender shall be credited toward satisfaction of his fines at a monetary rate per hour commensurate with the hourly rate of compensation ordinarily paid for work similar to the work being performed by the offender, but in no event at less than the current federal minimum wage.

D. The director of each department shall have custody and charge of any offender ordered by the court to perform public service work in that department. Said director shall determine what work is to be done depending upon the needs of the city and the ability of the offender, the rate of monetary credit, which shall in no event be less than the current federal minimum wage, and shall report to the court whether the performance of the offender is satisfactory or unsatisfactory. The director shall provide reasonable supervision of the offender either in person or by deputy. Inherently dangerous work shall not be assigned to offenders. An offender shall not be required to work in excess of the hours ordered by the court, or in excess of the amount required for satisfaction of his fines and costs.

E. When assigned to perform public service work by the court, the offender must report at the time and place ordered by the court and his supervisor, and render satisfactory and full performance. If satisfactory performance is not rendered, the offender may be charged with contempt of court and if convicted, may be sentenced as provided by law.

F. A public service work assignment form shall be executed by the municipal judge and the department director, and shall be filed with the record of the case. The municipal court clerk shall keep a record of the satisfaction of fines under this program and make it a part of the annual report of the municipal court. (Ord. 2135, Sections 1-6, 11-29-83)

Editor's note-- The public service work assignment form referred to in subsection (F) above is not included herein, but is on file in the offices of the municipal court clerk.

Sec. 2-15. Public records access, charges, denials, forms, exceptions and adopting the Mississippi Public Records Act of 1983.

Except as otherwise provided by sec. 2-15 E, all public records are hereby declared to be public property, and any person shall have the right to inspect, copy or mechanically reproduce or obtain a reproduction of any public record of a public body in accordance with reasonable written procedures as follows:

A. REQUEST FOR ACCESS TO RECORDS AND WRITTEN EXPLANATION REQUIRED WHEN RECORDS CANNOT BE PRODUCED WITHIN SPECIFIED TIME:

1. All requests to inspect, copy, mechanically reproduce or obtain a reproduction of any public record of the City of Hattiesburg shall be submitted in writing to the office of the City Clerk between the hours of 8:00 a.m. and 5:00 p.m. on any working day. Requests for inspection of records shall be honored at such time as the documents are not being used in the day-to-day operation of the City, but in no event later than **seven (7) days** from the date of receipt of the request.
2. If City Clerk is unable to produce a public record by the seventh working day after the request is made, the City Clerk or his designee must provide a written explanation to the person making the request stating that the record requested will be produced and specifying with particularity why the records cannot be produced with the seven-day period. Unless there is mutual agreement of the parties, in no event shall the date for the city's production of the requested records be any later than fourteen (14) working days from the receipt by the City of Hattiesburg of the original request.(Ord. 3061, sec. 1, 12-7-10)

B. APPLICABLE CHARGES FOR RECORDS SEARCH, REVIEW, DUPLICATION AND MAILING: All applicable charges shall be paid to the City of Hattiesburg in advance of complying with any request, and includes the cost of searching, reviewing and/or duplicating and, if applicable, mailing copies of public records, as follows:

- Photocopying or duplicating ----- \$.50 per page
(Photocopying certain large minute book pages or other large documents may result in increased time and charges levied)
- Bound copies of the Code of Ordinances ----- available on website or
(Ord. 2978, sec. 1, 1/22/08) \$.50 per copied page
- Bound copies of the Land Development
Code ----- available on website or
(Ord. 2978, sec. 1, 1/22/08) \$.50 per copied page
- Supplements to the Code of Ordinances ----- available on website or
and/or the Land Development Code \$.50 per copied page
(Ord. 2978, sec. 1, 1/22/08)

Searching, Reviewing and Copying labor cost
 Based on actual time required -----\$15.00 per hour
(Ord. 2978, sec. 1, 1/22/08)

FAX copies ----- \$ 1.00 per page
 Mapping -----

<u>Size</u>	<u>Cost</u>	<u>Cost for Foam Board</u>
1- 8.5" x 11"	\$ 8.00	+ \$ 2.00
B- 11"x17"	10.00	+ 3.00
C- 18"x24"	15.00	+ 5.00
D- 24"x36"	18.00	+ 9.00
E- 36"x48"	20.00	+ 18.00
CD - Recordable	\$ 1.50	
CD - Re-writable	2.50	
Diskette	.50	

(Ord. 2740, sec. 1, 12-19-00)

Court Abstracts ----- \$ 5.00 each

Fingerprinting ----- \$20.00 each

Identification Cards:

Initial ----- \$10.00 each
 Renewal ----- \$ 5.00 each

MASEP Forms ----- \$ 5.00 each

Photographs (Reproduction) ----- \$10.00 handling
 plus processing cost

Records Checks ----- \$10.00 each person

Reports (incident, accidents, custody,
 affidavits, subpoena files, etc.) ----- \$ 5.00 each report
 plus for sixth (6th) and subsequent
 pages ----- \$.50 per page

Subpoenas:

If served by Police ----- \$10.00 each
 If served by Individual ----- \$ 2.00 each

Expungement ----- \$50.00 each

Geographic Information Systems:

Photocopying or duplicating ----- \$1.00 sq. foot
 Photocopying of City Map ----- \$5.00 per map
 Plots ----- \$1.00 sq. foot
 Color Plot City Maps ----- \$15.00 per map
 Research and Development/GIS
 Consulting Time ----- \$35.00 per hour

Actual cost of any postage used and any other materials shall be assessed to requests where applicable.

All fees shall be collected by the City in advance of complying with any written request. (Ord. 2417, sec. 1, 7-7-92; Ord. 2413, sec. 1, 5-19-92; Ord. 2352, sec. 1, 8-7-90)

- C. DENIAL OF REQUESTS: Denial of a request by the City of Hattiesburg shall be in writing and shall include a statement of the specific reason for the denial. The City Clerk shall maintain a file of all denials which shall be made available for inspection and/or copying during regular City office hours to any person upon written request. Denials shall be preserved for three (3) years from the date such denials are made.

- D. FORMS FOR REQUESTS: The forms for Request for Access to Records and such other forms as may be required by the City will be made available to the public by the City, and shall contain such information as follows:
 - 1. Date of Request
 - 2. Nature of request
 - 3. Requested by: Name, Firm, Address & Phone Number
 - 4. Request complied with by: Name, Title, date
 - 5. Request denied for: reason
 - 6. Request denied by: Name, Title, date
 - 7. Any and all other information deemed necessary for particular requests

- E. EXCEPTIONS: The following public records enumerated in the Mississippi Public Records Act of 1983 shall NOT be made available to the public:
 - 1. Records furnished to the City by third parties which contain trade secrets or confidential commercial or financial information shall not be subject to inspection, until notice to said third parties has been given, but such records shall be released within a reasonable period of time unless the said third parties shall have obtained a court order protecting such records as confidential.
 - 2. Records which are developed among judges or among judges and their aides.
 - 3. Records which are developed among juries concerning judicial decisions.
 - 4. Personnel records and applications for employment, except that which may be released to the person who made the application or with the prior written consent of the person who made the application.
 - 5. Test questions and answers which are to be used in employment examinations.
 - 6. Letters of recommendation respecting any application for employment.
 - 7. Records which represent and constitute the work product of the City Attorney or any other attorney, employed by the City and which are related to litigation made by or against such public body, or in anticipation of prospective litigation, including all communications between such attorneys made in the course of an attorney-client relationship.
 - 8. Records which would disclose information about a person's individual tax payment or status.

9. Appraisal information which concerns the sale or purchase of real or personal property for public purposes prior to public announcement of the purchase or sale, where the release of such records would have a detrimental effect on such sale or purchase.
10. Records in the possession of the City which are not otherwise protected by law, as follows:
 - a. are compiled in the process of detecting and investigating any unlawful activity or alleged unlawful activity, the disclosure of which would harm such investigation,
 - b. would reveal the identity of informants,
 - c. would prematurely release information that would impede the City's enforcement, investigative or detection efforts in such proceedings,
 - d. would disclose investigatory techniques,
 - e. would deprive a person of a right to a fair trial or an impartial adjudication,
 - f. would endanger the life or safety of a public official or law enforcement personnel, or
 - g. are matters pertaining to quality control or PEER review activities.
11. Records in the possession of the City which performs as one of its principal functions activities pertaining to the enforcement of criminal laws, the apprehension of criminal offenders or the investigation of criminal offenders and/or criminal activities, and which record consist of:
 - a. information compiled for the purpose of identifying individual criminal offenders and alleged offenders and consisting only of identifying data and notations of arrests, the nature and disposition of criminal charges, sentencing, confinement, release, and parole and probation status
 - b. information compiled for the purpose of criminal investigation, including reports of informants and investigators, and associated with an identifiable individual, or
 - c. reports identifiable to an individual compiled at any stage of the process of enforcement of the criminal laws from arrest or indictment through release from supervision.
12. Applications for licenser in the possession of the City, except that which may be released to the person who made the application or with the prior written consent of the person who made the application, and with the exception of privilege license applications. (Ord. 2413, sec. 2, 5-19-92)
13. Commercial and financial information of a proprietary nature required to be submitted to the City
14. Public utilities protecting trade secrets or confidential commercial or financial information.
15. All such other public records as may be exempt under the provisions of the Mississippi Public Records Act of 1983.

Additionally, the provisions herein shall not be construed to conflict with, amend, repeal or supersede the Mississippi Public Records Act of 1983, or any constitutional or statutory law or decision of a court of this state or the United States which at the time of the passage of the Mississippi Public Records Act of 1983 is

effective, or thereafter specifically declares a public record to be withheld from public disclosure under provisions of the Mississippi Public Records Act of 1983.

- E. The provisions herein are to be read together with the Mississippi Public Records Act of 1983, being Section 25-61-1 through 25-61-7 of the Mississippi Code of 1972, Annotated as Amended, and nothing herein contained is to be construed to be in conflict with the provisions of said act, and the applicable provisions of said act are adopted herein by reference and made a part hereof. (Ord. 2349, secs. 1--2, 6-5-90)

Secs. 2-16. Permit/Inspection Fees:

A. Change of Service-----	\$	50.00
Demolitions-----		50.00
Gas Test (Mercury Test)-----		50.00
Home Occupation-----		25.00
Mobile Home (Trailer) replacement (only on an Approved location)-----		100.00
Moving Permit -----		150.00
Re-inspect Fees-----		25.00
Single-Family Residential -----		500.00
Tree(s), Private-Removal (not including existing Single-family and two-family residential Properties, and those exempt under Section 79 Of the Land Development Code)-----		50.00
Wireless Telecommunications Commercial Tower or Antenna, or Private/Personal Non-Commercial Antenna -----		See Sec. 98 of The Land Development Code

(Ord. 3025, sec. 1, 11-18-08; Ord. 2989, sec. 1, 3/18/08)

B. The following permit fee schedule will be used to calculate all other types of permit/inspections for new, expansion or renovation construction for commercial work, land disturbance (including grading, grubbing and/or clearing), signs, and said fees shall be made prior to issuance of a permit:

<u>TOTAL PROJECT VALUATION</u>	<u>FEE</u>
\$1 to \$500.00	\$24.00
\$500.01 to \$2,000.00	\$24.00 for the first \$500, plus \$3.00 for each additional hundred or fraction thereof
\$2,000.01 to \$40,000.00	\$69.00 for the first \$2,000 plus \$11.00 for each additional thousand or fraction thereof
\$40,000.01 to \$100,000.00	\$487.00 for the first \$40,000 plus \$9.00 for each additional thousand or fraction thereof

\$100,000.01 to \$500,000.00	\$1,027 for the first \$100,000 plus \$7.00 for each additional thousand or fraction thereof
\$500,000.01 to \$1,000,000.00	\$3827.00 for the first \$500,000 plus \$5.00 for each additional thousand or fraction thereof
\$1,000,000.01 to \$5,000,000.00	\$6,327.00 for the first \$1,000,000 plus \$3.00 for each additional thousand or fraction thereof
\$5,000,000.01 and over	\$18,327.00 for the first \$5,000,000 plus \$1.00 for each additional thousand or fraction thereof

(Ord. 3025, sec 1, 10/7/09;Ord. 2989, sec.1, 3/18/08)

Additional inspections, or inspection trips, made necessary through the failure of a contractor to specify location of installation, or failure to install equipment properly, or to otherwise create conditions making such additional inspections or trips necessary, are hereby designated "Re-Inspections." For each such "Re-Inspections," the designated Re-Inspect Fee shall be charged against and paid by said contractor into the treasury of the City of Hattiesburg.

*Permit fees shall apply to all owners, contractors and non-profit organizations, with the only exception being those non-profit organizations (with approved non-profit charters) providing construction services on a totally volunteer basis for new, expansion or renovation construction on single-family residences.**(Ord. 2977, sec.1,1-22-08)**

Sec.2-16.1. Annual Permits/Inspections Fees

1. Annual permits may, upon application, be issued to any person, firm, or corporation regularly employing one or more licensed Mechanical Engineer, Master Mechanical Contractor, Plumbing Engineer, Master Plumbing Contractor, Electrical Engineers and/or Master Electricians for maintenance and relocation of any mechanical, plumbing, gas, or electrical equipment in or on buildings or premises owned or occupied by the applicant for the permit. New mechanical, plumbing, gas, or electrical installations of any type, in existing buildings or in new permanent type buildings would require a separate permit. The application for this annual permit shall be made in writing to the Building Official and shall contain a description of the premises on which work is to be done under this permit.
2. The person, firm or corporation to which an annual permit is issued shall keep a record for each annual inspection of all equipment relocated under said permit, and the Building Official, or his official designee, shall have access to such records.
3. Each annual permit shall be valid, without violation, for one year from the date of issuance.
4. The governing authorities shall establish the annual permit fee, and in no case shall be more than Seven Hundred Fifty Dollars and No Cents (\$750.00). An annual permit shall be required for each individual building owned and/or operated under an annual permit. A fee, per the chart below, shall be paid for each annual permit prior to such permit being issued.

a. The fees for annual permits are as follows:

0 to 7,500 sq. ft.----- \$250.00

7,501 sq. ft. to 15,000 sq. ft.----- \$500.00

15,001 sq. ft. and above ----- \$750.00

(Ord. 2977, sec. 1, 1-22-08)

Sec. 2-16.2. Contractor Licensing Fees: “RESERVED”

(Ord. 3025,sec. 2, 11-18-08;Ord. 2977, sec.1,1-22-08)

Sec. 2-16.3. Plan Review Fees:

Residential Building Plans Review ----- \$ 50.00

Residential Building Plan Review fees shall apply to all owners, contractors and non-profit organizations, with the only exception being those non-profit organizations (with approved non-profit charters) providing construction services on a totally volunteer basis for new, expansion or renovation construction on single-family residences.

Commercial Building Plans Review ----- \$200.00

Site Plan Review – required for all development, EXCEPT owner/occupied single-family residential, and those determined by the Building Official to be un-applicable. Note: The public hearing fees include one Concept Review for those actions that require Site Review:

New construction reviews ----- \$200.00 for first acre,
(including billboards/LED signs) plus
Review Fee Includes: 30.00 for each
Initial Submittal additional acre, or
Two Re-submittals fraction thereof, of
Development

Expansion or renovation construction reviews ----- \$100.00 for first acre, plus
Review Fee Includes: \$30.00 for each
additional acre, or
Initial Submittal fraction thereof, of
Two Re-submittals development
Fourth and subsequent new, expansion or renovation
Construction reviews ----- \$ 50.00 each additional submittal

Expedient Process Lot Subdivision (up to 3 commercial lots)-----	\$150.00
Concept Review (general layout review only) -----	\$ 50.00
New use type(s) in existing building(s) -----	\$ 50.00
(Ord. 3025, sec. 2, 11-18-08; Ord. 2977, sec.1,1-22-08)	

Sec. 2-16.4. Public Hearing Fees:

Variance -----	\$ 175.00
Application Fee Includes:	per application and
Legal Notice	one variance request; plus
Public Notice Sign(s) Assembly	\$50.00for each additional
Site Visit w/pictures	variance request within
Public Hearing	same application
Concept Site Plan Review	
Street/Alley Re-Naming -----	\$300.00 per application, plus
Application Fee Includes:	\$100.00 per required Legal Notice
	street name sign if approved *
Public Notice Sign (s) Assembly	
Site Visit w/pictures to document number of signs	
Utility and Emergency Notification of pending change	
Public Hearing	
County Recording of Ordinance and filing fees	
Remapping	
*Fees for replacement street signs shall be paid after City	
Council approval, but prior to effective date.	
Street/Alley Closing -----	\$300.00 per application
Application Fee Includes:	
Legal Notice	
Public Notice Sign(s) Assembly	
Utility and Emergency Notification of pending change	
Public Hearing	
Concept Site Plan Review	
County Recording of Ordinance and filing fees	
Remapping	

Use Permit on Review ----- \$200.00 per application

Application Fee Includes:

- Legal Notice
- Public Notice Sign(s) Assembly
- Public Hearing
- Concept Site Plan Review

Zoning change-----\$400.00 per application*

Application Fee Includes: (*see PUD or PRD & Legal Notice zoning package rate)

- Public Notice Sign(s) Assembly
- Public Hearing
- Concept Site Plan Review
- County Recording of Ordinance and filing fees
- Remapping

Planned Unit Development (PUD) or
Planned Residential Development (PRD) -----\$400.00 per application

Application Fee Includes: (*see PUD or PRD & Legal Notice zoning package rate)

- Public Notice Sign(s) Assembly or
- Public Hearing (**see PUD or PRD &
- Concept Site Plan Review Subdivision of Land County
- Recording of Ordinance and package rate)
- filing fees
- Remapping

Planned Unit Development (PUD) or Planned Residential
Development (PRD) with Zoning Change package* -----\$600.00 per
package

Application Fee Includes: application

- Legal Notice
- Public Notice Sign(s) Assembly
- Public Hearing
- Concept Site Plan Review
- County Recording of Ordinance(s) and filing fees
- Remapping

Subdivision of Land (Preliminary Plats) -----\$225.00 per application,
plus

Application Fee Includes: \$10.00 for each created lot

Legal Notice (**see PUD or PRD &
Public Notice Sign(s) Assembly Subdivision of Land
Public Hearing package rate)
Concept Site Plan Review
County Recording of Preliminary Plat and filing fees
Remapping

Note: Final Plats must be submitted to the governing body for approval within 12 months of approval of preliminary plats, in accordance with Section 109.6 of the Land Development Code.

Planned Unit Development (PUD) or Planned Residential
Development (PRD) with Subdivision of Land package**-\$500.00 per
application,

Application Fee Includes: plus \$10.00 for each Legal Notice
created lot

Public Notice Sign(s) Assembly (**see PUD or PRD &
Public Hearing Subdivision of Land Concept Site
Plan Review package rate)
County Recording of Ordinance(s) and filing fees
Remapping

Change in Land Development Code Text ----- \$200.00 per application

Application Fee Includes:
Legal Notice
Public Hearing

Appeal Fees

Proponent or Opponent appeals to City Council -----\$50.00 per appeal
Exempt from fees – Established Neighborhood Associations

Cancellation / Re-notification fee on any public hearing
process (Board of Adjustments, Planning Commission
or City Council) that is tabled or cancelled at the
owner/developer's request -----\$50.00 (per each
100 mailing labels)

(Ord. 2977, sec.1,1-22-08)

Sec. 2-16.5. Other Associated Planning Fees

Zoning Verification fee for processing Privilege License or	\$25.00	if ppin	is
		provided;	
Zoning Compliance Letters issuance -----		\$50.00	if PPIN
		is not provided	
Flood Zone Verification fee for processing Building Permit or	\$25.00	if PPIN	
		is provided;	
Flood Determination Letters issuance -----		\$50.00	if PPIN
		is not provided	
Historic District processing fee for “Letters of Compliance” or “Certificates of Appropriateness” for Building Permit issuance -----		\$25.00	
(Ord. 2977,sec.1,1-22-08)			

Sec. 2-16.6. Penalties

All above fees shall be tripled for anyone beginning work without a valid permit being issued, regardless as to whether or not a Notice of Violation (NOV) or Municipal Offense Ticket (MOT) has been issued. If any NOV or MOT has been issued, then this penalty shall be in addition to any action of the courts. **(Ord. 2977,sec.1,1-22-08)**

Editor’s Note—This section was added to include Permits/Inspection Fees. Note Chapter 9-11 and 9-11.1, Chapter 22-1.1m 22-1.2,22-57C,22-57D,22-62,22-62C,22-86C,22-86D,22-124C and Chapter 23-63D have been deleted.

Sec. 2-17 --- 2-18. Reserved.

Article II. Council Meeting and Agenda

Sec. 2-19. Meetings of council.

- A. All meetings of the Council shall be open to the public, except those occasions when the Council may vote to go into executive session for the reasons established by the Mississippi Code of 1972, as amended, and in the manner prescribed thereby. All meetings of the Council shall be held in the Council Chambers of City Hall, provided that the Council may adjourn any meeting to such other place as it may deem necessary, desirable or convenient for the meeting, and upon such change notice of the place the meeting is being held shall be affixed to the door of the Council Chambers. All actions of the City Council requiring a vote shall be recorded in the minutes as to the Council Members introducing and seconding the motion and as to the vote of each individual Council Member. Unless otherwise specified, the City Council shall be governed in all matters of procedure by that compilation of rules of procedure known as Robert's Rules of Order

The presiding officer may move, second, debate and vote from the chair, subject only to such limitations as are imposed on all members, and shall not be deprived of any of the rights and privileges of a councilman by reason of his acting as the presiding officer. Regular meetings of the Council shall be held at **4:30 P.M.** on the first Tuesday after the first Monday of each month. The Council may, by resolution adopted not less than one week prior thereto, change its regular time of meeting. If the day fixed for any regular meeting of the Council falls on a day that has been designated by law as legal holiday, such meeting shall be held at the same hour on the next succeeding day not a holiday.

If the day fixed for any regular meeting of the Council falls on a day that has been designated by law as municipal election day, such meeting shall be held at 10:00 A.M. The regular meeting will be adjourned following the conclusion of the final recessed meeting of the month.

(Ord. 3044, sec. 1, 11-06-09; Ord. 3039, sec. 1, 8-18-09; Ord. 3038, sec. 1, 7-21-09; Ord. 2277, sec. 1, 11-3-87; Ord. 2467, sec. 1-1, 1-2, 11-16-93; Ord. 2804, sec. 1, 12-03-2002; Ord. 2819, sec. 6-03-03;)

- B. The regular meetings of the Council shall be recessed until **4:30 P.M.** on the Tuesday, two weeks hence in the Council Room of City Hall. If the day fixed for any recessed meeting of the Council falls on a day that has been designated by law as legal holiday, the meeting shall be held at 10:00 A.M., such meeting shall be held at the same hour on the next succeeding day not a holiday. If the day fixed for any recessed meeting of the Council falls on a day that has been designated by law as municipal election day, the meeting shall be held at 10:00 A.M. such meeting shall be held at the same hour on the next succeeding day not municipal election day. The Council may also recess to such other day or time during the month that the Council may fix by order, duly entered in the minutes of the meeting which is recessed, and the agenda of all meetings shall be properly posted. (Ord. 3044, sec. 1, 11-3-09; Ord. 3039, sec. 1, 8-18-09; Ord. 3038, sec.1, 7-21-09; Ord. 2819, sec. 1, 6-03-03; Ord. 2804, sec. 1, 12-03-2002; Ord. 2277, sec. 2, 11-3-87; Ord. 2467, sec. 1-3, 11-16-93)

C. The Mayor or a majority of the Council members may call a special meeting whenever the business or interest of the city requires it. A notification of such meeting shall be posted in a public place in City Hall and shall include the time, place, and general subject matter of such meetings as required by the Mississippi Code of 1972, as amended. Members of the Council shall be notified in the most expedient manner available by the Clerk of Council at least three hours prior to said special meeting, unless notice is waived by the Council when the Council deems that an adequate notice has been given and when a quorum is present at said special meeting. (Ord. 2467, sec. 1-4, 11-16-93)

D. The Council shall meet at 4:00 P.M. in the Council Room on the day preceding the regular or recessed meeting for the purpose of reviewing and setting the agenda for the next Council meeting, unless said day is a legal holiday or the Council elects not to meet. Said Agenda Reviews will not be deemed as official meetings since no official action may be taken by the Council at an agenda review meeting, except for the possibility of executive session which shall be duly reflected in the minutes of the city; however, agenda review meetings shall, nevertheless, be posted and open to the public. (Ord. 2467, sec. 1-5, 11-16-93)

E. The Council may hold work sessions in the Council Room on the first Monday of each month following the agenda review meeting, or at such time, date and place as the Council by order may fix. The purpose of a work session shall be to consider and discuss ideas, projects, or proposals that may be forthcoming for deliberation and action at a future date and to receive reports from the various city departments or boards. Said Work sessions will not be deemed as official meetings since no official action may be taken by the Council at a work session; however, work sessions shall, nevertheless, be posted and open to the public. (Ord. 2467, sec. 1-6, 11-16-93)

Sec. 2-20. Agenda, placement of matters to be considered.

No matter may be considered by the Council for Council action at regular or recessed regular meetings unless it has been placed on the official agenda as prescribed herein in sec. 2-22 (A -- F). (Ord. 2195, sec. 2.1, 7-2-85)

Sec. 2-21. Reserved.

Editor's note-- This section was skipped in error. This section was reserved to maintain sequence.

Sec. 2-22. Agenda, arrangement.

The agenda as presented by the President of the Council shall be arranged as follows:**Agenda Order:** The confirmation of the agenda order is the first matter of business for Council action. Any member of council may move to adjust the agenda. A majority vote of the council present will be necessary to change the agenda. The Mayor or Council President may request the council to add an item to the agenda (emergency item) that is essential for the administration of city government provided that the need for action on the matter arose after the 2:00 P.M. Thursday deadline, or that conditions beyond their control made it impossible to meet the deadline requirements. Emergency matters shall constitute those matters that threaten the immediate safety and/or well being of citizens of the community or employees of the city, would potentially disrupt the delivery of essential services, would result in substantial increased cost in the purchase of necessary items for the administration of city government or would, if delayed, result in the loss of opportunity for significant economic development in the city. (Ord. 2195, sec. 2.2 (1), 7-2-85; Ord. 2467, sec. 2-2 (A), 11-16-93)

- B. The minutes of the previous City Council meeting and any intervening recessed or special meetings, not already approved, shall be submitted for approval at the next regular meeting or within thirty (30) days, whichever occurs first. Said minutes shall be printed and distributed to the City Council and Mayor and may be approved as printed, unless their reading is requested by a member of the Council. Corrections to the printed minutes will be considered only at the time of their approval on the Council meeting agenda. (Ord. 2467, sec. 2-2 (b), 11-16-93)
- C. **Presentation Agenda:** The presentation agenda shall consist of all routine and non-routine presentations and reports, proclamations, certificates, awards and other like items to be presented to or by the Council or the Mayor but not requiring Council action. (Ord. 2195, sec. 2.2 (2), 7-2-85; Ord. 2467, sec. 2-2 (c), 11-16-93)
- D. **Public Agenda:** Public hearings and citizens comments shall be considered on the public agenda. The Public Agenda constitutes the only time a citizen may address the Council during a Council meeting, unless the Council suspends the rules to allow citizen comment during the meeting. Time limits shall be at the discretion of the presiding officer of the Council. (Ord. 2243, sec. 1, 10-7-86; Ord. 2195; sec. 2.2 (3), 7-2-85; Ord. 2467, sec. 2-2 (d), 11-16-93)
1. **Citizen Forum:** Any citizen may bring a matter before the City Council at this time. The Council shall not take official action on any item presented during the citizen input portion of the agenda, but may recommend that the matter be placed on a future agenda for future official deliberation and action. Citizen comments or questions will ordinarily be answered in writing. (Ord. 2243, sec. 1 c, 10-7-86; Ord. 2195, sec. 2.2 (3c), 7-2-85; Ord. 2467, sec. 2-2 (d)(1), 11-16-93)
 2. **Public Hearings:** If specific law permits, council action may be taken by the usual vote immediately upon completion of such hearing. Notice of all public hearings shall be given as provided by law, and when specific law does not apply, public hearings shall be conducted as outlined by the presiding officer of the Council, and any citizen may comment during a public hearing provided they stand, identify themselves by name and direct all comments to the presiding officer. If a duly noticed hearing was previously held before a municipal officer or advisory committee, then a second hearing shall not be required, but a record of the hearing before such municipal officer or advisory committee shall be filed and placed on the agenda for appropriate Council action. Provided, however, that if a party is aggrieved with the recommendation of such municipal officer or advisory committee, that party shall be entitled to a full public hearing before the Council if requested in writing within ten (10) days of said aggrieved recommendation. (Ord. 2243, sec. 1 a, 10-7-86; Ord. 2195, sec. 2.2 (3a), 7-2-85; Ord. 2467, sec. 2-2 (d)(2).
- E. **Policy Agenda:** The agenda of policy issues shall consist of all ordinances, resolutions and other matters of business determined by the Council President or the Mayor, upon submission, to constitute a major policy item. (Ord. 2195, sec. 2.2 (4), 7-2-85; Ord. 2467, sec. 2-2 (e), 11-16-93)

- F. **Routine agenda:** The agenda of routine items shall consist of all routine and administrative matters for which policy already exists, and all other matters determined by the Council President and the Mayor, upon submission, to be non-policy related matters. All matters to be considered on the routine agenda shall be listed separately. Any council member may move, and with a majority vote, have any item on the routine agenda considered by separate and independently debated action. All matters on the routine agenda shall be adopted in one action of the Council, except those removed for separate action. Any council member may register a dissenting or abstaining vote on one or more of the items on the routine agenda by announcing same to the Clerk of Council at the time the vote is taken. (Ord. 2195, sec. 2.2 (5), 7-2-85; Ord. 2467, sec. 2-2 (f), 11-16-93)
- G. **Study agenda:** The study agenda shall consist of all drafts of legislation or items for consideration submitted to the President of the Council by the Mayor or by individual members of the Council as provided in sec. 2-25 of this chapter. (Ord. 2195, sec. 2.2 (6), 7-2-85; Ord. 2467, sec. 2-2(g), 11-16-93)

Sec. 2-23. Responsibility and authority of Council President and Mayor; finalizing of agenda.

All matters to be placed on the agenda by any member of the City Council shall be authorized by the President of the Council as provided herein. The Council President shall be required to place all matters presented by a council member as prescribed herein on the agenda at the earliest possible opportunity for council action. All matters to be placed on the agenda by any member of the executive branch of government shall be authorized by the Mayor as prescribed herein. The Council President and Mayor, or their designees, shall finalize the agenda for submission to the Clerk of the Council no later than 3:00 P.M. on the Wednesday immediately prior to the next regular or recessed Council meeting. The Council President and Clerk of Council shall be responsible for determining the initial order of the agenda for each meeting. (Ord. 2621, sec 1, 1-06-98; Ord. 2195, sec. 2.3, 7-2-85; Ord. 2467, sec. 2-3, 11-16-93)

Sec. 2-24. Responsibility of Clerk of Council.

The Council shall appoint a Clerk of the Council, and deputy clerks as necessary, who will serve at the pleasure of the Council and will compile the minutes and records of its proceedings. The Clerk of the Council will also be responsible for posting the agenda in a public place at City Hall, preparing and assembling the agenda packets, and delivering the agenda packets to the Council, the Mayor and other appropriate persons as soon as possible after receipt of the agenda items. (Ord. 2195, sec. 2.4, 7-2-85; Ord. 2467, sec. 2-4, 11-16-93)

Sec. 2-25. Requests for legislative action.

All members of the City Council wishing to place a matter on the study agenda shall provide a draft of his/her request for legislative action or item for consideration to the Council President during the submission phase of the agenda. The Council shall take no official action on any item requested to be placed on the study agenda by an individual council member unless a majority of the Council votes to move said item for consideration on the policy agenda. By consensus of the Council, a staff and legal review may be requested of the Mayor and City Attorney, and said review shall be completed within one month of submittal, unless a report is given to the Council explaining the reasons for delay and requesting an extension of time.

Upon receipt of the review and approval of the submitting Council member, the item shall thereafter be placed by the President of the Council on the agenda for official action. Nothing in this section is intended to prevent any member of the council from informally seeking the assistance of the City Attorney, or through the Mayor, the assistance of the executive branch, in the preparation of draft legislation for the Council member. All items initiated by a Council member shall appear on the agenda by title and initiating author. (Ord. 2195, sec. 2.5, 7-2-85; Ord. 2467, sec. 2-5, 11-16-93)

Sec. 2-26. Item fact sheet.

An agenda item fact sheet shall be prepared by the Mayor and/or Council President, or their designees, for any item appearing on the agenda. (Ord. 2195, sec. 2.6, 7-2-85; Ord. 2467, sec. 2-6, 11-16-93)

Sec. 2-27. Agenda cycle.

The agenda cycle shall consist of the submission phase, the publication phase, review phase and action phase: (Ord. 2195, sec. 2.8, 7-2-85; Ord. 2467, sec. 2-7, 11-16-93; Ord. 2621, sec.1, 1-6-98)

- A. **Submission phase:** The submission phase for agenda items shall end at 3:00 P.M. on the Wednesday prior to the regular and recessed Council Meetings scheduled for the following Tuesday. Matters may be submitted for placement on the agenda only during the submission phase. All items which were submitted for the agenda must be complete and in the possession of the Clerk of the Council no later than 10:00 A.M. on the Friday prior to the scheduled meetings.(Ord. 2195, sec. 2.8 (1), 7-2-85; Ord. 2467, sec. 2-7(a), 11-16-93)
- B. **Publication phase:** The publication phase shall begin at 2:00 P.M. on Thursday and end at the close of business on Friday prior to the Council meeting. The Council President and Mayor, or their designees, and Clerk of Council shall be responsible for finalizing, publishing and initiating delivery of the final agenda during the publication phase. (Ord. 2195, sec. 2.8 (2), 7-2-85; Ord. 2467, sec. 2-7(b), 11-16-93)
- C. **Review phase:** The review phase shall begin with delivery of the agenda packet on Friday prior to the meeting and is provided to give the review phase is provided to give each council member adequate time to study the items for consideration before the opening of the official City Council meeting. (Ord. 2195, sec. 2.8 (3), 7-2-85; Ord. 2467, sec. 2-7(c), 11-16-93)
- D. **Action phase:** The action phase shall begin with the opening of business of the council meeting and end at the close of that meeting. (Ord. 2195, sec. 2.8 (4), 7-2-85; Ord. 2467, sec. 2-7(d), 11-16-93)

Secs. 2-28 --- 2-34. Reserved.

Article III. City Departments

Sec. 2-35. Chief Administrative Officer--appointment and duties.

The office of Chief Administrative Officer is hereby established and shall have the duties to coordinate and direct the operations of the various departments and functions of municipal government and shall be appointed by the Mayor and confirmed by an affirmative vote of a majority of the City Council present and voting such meeting and shall serve pursuant to the provisions of Section 21-8-25 of the Mississippi Code of 1972, Annotated as Amended.. (Ord. 2640, sec. 1, 5-19-98; Ord. 2613, secs. 1-2, 11-18-97)

Sec. 2-36. City departments established.

The Department of Administration, the Department of Public Services, and the Department of Urban Development, the Department of Parks and Recreation, Department of Police and Department of Fire are hereby established, with each department to be headed by a director or chief who shall be appointed by the Mayor and confirmed by an affirmative vote of a majority of the City Council present and voting at such meeting and serve pursuant to the provisions of Section 21-8-23 of the Mississippi Code of 1972, Annotated as Amended. (Ord. 2476, sec. 1, 2-8-94; Ord. 2314, sec. 2, 7-5-89; Ord. 2198, sec. 1, 7-2-85)

Sec. 2-37. Department of Administration Director--appointment and duties.

The Department of Administration shall have responsibility for the supervision, management, operation and direction of the Divisions of Information Systems, Municipal Court, Purchasing, Parking/General Government, Tax, Municipal Clerk's Office, Water Collection Office, Human Resources, Risk Management, Payroll and Benefits, and Accounting. (Ord. 2640, sec. 3, 5-19-98; Ord. 2530, sec 2-37, 8-8-95; Ord. 2476, sec. 2, 2-8-94; Ord. 2401, sec. 1, 4-7-92; Ord. 2321, sec. 1, 10-17-89; Ord. 2314, sec. 3, 7-5-89; Ord. 2198, sec. 2, 7-2-85)

Sec. 2-38. Department of Public Services--duties.

The Department of Public Services shall have responsibility for administration, supervision, management, operation and direction of Public Works/Sanitation, Construction/Traffic, Water and Sewer and Engineering. (Ord. 2640, sec. 4, 5-19-98; Ord. 2476, sec. 3, 2-8-94; Ord. 2321, sec. 2, 10-17-89; Ord. 2314, sec. 4, 7-5-89; Ord. 2198, sec. 4, 7-2-85)

Sec. 2-39. Department of Urban Development--duties.

The Department of Planning/Community Development shall have the responsibility for administration, supervision, management, operation and director of Land Code Administration (including Inspection and Animal Control), Planning (including Action Center/Keep Hattiesburg Beautiful, Community Development, and Metropolitan Planning Organization). (Ord. 2640, sec. 5, 5-19-98; Ord. 2476, sec. 4, 2-8-94; Ord. 2314, sec. 5, 7-5-89; Ord. 2198, sec. 5, 7-2-85)

Sec. 2-39.1. Department of Parks and Recreation – duties

The Department of Parks and Recreation shall have the responsibility for administration, supervision, management, operation and direction of the Divisions of Sports and Programs, Grounds, Cemeteries, and the Zoo. (Ord. 2640, sec. 6, 5-19-98; Ord. 2476, sec. 5, 2-8-94)

Sec. 2-39.2. Department of Police – duties

The Department of Police shall have the responsibility for administration, supervision, management, operation and direction of the Divisions of Internal Affairs, Budget/Purchasing, Metro Narcotics, Accreditation/Staff Inspection, Operations (including S.T.A.R., D.A. Liaison, Traffic Division, Patrol Division, and Detective Division), Direct Support (including Juvenile Services, Training Division, Community Relations Division, and Auxiliary Support), and Organizational Support (including Communications Division and Technical Service Division). (Ord. 2640, sec. 8, 5-19-98; Ord. 2476, sec. 6, 2-8-94)

Sec. 2-39.3. Department of Fire – duties

The Department of Fire shall have the responsibility for administration, supervision, management, operation and direction of the Divisions of Fire Suppression (including all seven (7) Fire Stations), Fire Prevention (including Fire Education and Inspection), and Training (Ord. 2640, sec. 7, 5-19-98; Ord. 2476, sec. 7, 2-8-94)

Sec. 2-39.4. Assistant to Mayor-- duties.

The Assistant to the Mayor shall have the responsibility for the administration, supervision, management, operation and director of Divisions of Airport and Mass transit. (Ord. 2640, sec 9, 5-19-98; Ord. 2476, sec. 8, 2-8-94)

Sec. 2-40. Boards and Commissions*.

All existing boards and commissions shall continue as presently constituted with the appropriate municipal department furnishing support and personnel for the proper functioning thereof. (Ord. 2640, sec. 10, 5-19-98; Ord. 2314, sec. 6, 7-5-89; Ord. 2198, sec. 7, 7-2-85)

**Cross Reference--see chapter 6-Boards*

Sec. 2-41. City tax collector---Office created.

There is hereby created the office of city tax collector for the city.
(Ord. 372, sec. 1, 1-3-11)

Sec. 2-42. Same--Duties.

The city tax collector shall discharge all the duties required by the laws of Mississippi and other laws, and he shall perform such other duties as may be required of him from time to time by the governing authorities. (Ord. 372, sec. 2, 1-3-11)

Sec. 2-43. Same---Appointment; bond required.

The city tax collector shall be appointed by the Mayor and confirmed by an affirmative vote of a majority of the City Council present and voting at any such meeting. The appointment of the city tax collector shall be spread upon the municipal minutes and the city tax collector shall serve at the pleasure of the Mayor during the term of office of the Mayor appointing him, and until the appointment and confirmation of his successor. He shall enter into bond conditioned for the faithful discharge of his duties and sufficient surety to be approved by the Mayor and City Council. (Ord. 2209, sec. 2, 10-8-85; Ord. 372, sec. 3, 1-3-11)

Sec. 2-44. Tax assessor---Office created.

There is hereby created the office of city tax assessor for the city. Tax Collector and Tax Assessor may, in the discretion of the governing authorities, be the same person. (Ord. 370, sec. 1, 1-2-11)

Sec. 2-45. Same--Duties.

The city tax assessor shall discharge all the duties required by the laws of Mississippi, and other laws. He shall perform such other duties as may be required of him from time to time by the governing authorities. (Ord. 370, sec. 2, 1-2-11)

Sec. 2-46. Same---Appointment; bond required.

The city tax assessor shall be appointed by the mayor and confirmed by an affirmative vote of a majority of the city council present and voting at such meeting. The appointment of the city tax assessor shall be spread upon the municipal minutes and the city tax assessor shall serve at the pleasure of the mayor appointing him, and until the appointment and confirmation of his successor. He shall enter into bond conditioned for the faithful discharge of his duties and sufficient surety to be approved by the Mayor and City Council. (Ord. 2208, sec. 2, 10-8-85; Ord. 370, sec. 3, 1-2-11)

Secs. 2-47 -- 2-53. Reserved.

Article IV. Hattiesburg Variable Pay Plan (HAVPAY)

Sec. 2-54. Classification/compensation plan--established.

The general purpose of this Ordinance is to establish a classification/compensation plan for the City; to establish the framework of policy-making to guide the implementation of this Ordinance; and to describe executive and legislative responsibility. (Ord. 2826, sec 1, 8-19-03; Ord. 2776, Sec1, 1-22-02; Ord. 2756, sec. 1, 7-17-01; Ord. 2739, sec. 2, 11-21-00; Ord. 2588, sec 1, 2-18-97, Ord. 2562, sec. 1, 8-20-96, Ord. 2395, sec. 1, 12-19-91; Ord. 2355, sec. 1, 10-16-90)

- A. Position classifications for all positions in the City, based upon similarity of duties performed and responsibilities assumed, have been created so that similar qualifications reasonably may be required for and applied to all positions in the same class. This position classification plan has been prepared by the Human Resources Manager, under the supervision of the Director of Administration and approved by the Mayor.(Ord. 2826, sec 2, 8-19-03; Ord. 2562, sec 2, 8-20-96)
 1. The Classification Plan shall create job classes, job families, and job titles.
 2. The organization of work performed in any position shall be the responsibility of the Mayor, or his designee, and position descriptions shall be maintained by Human Resources to reflect assignment of work with qualifications and experience requirements.
- B. A variable compensation plan, known as the Hattiesburg Variable Pay Plan (HAVPAY), is established, as is Career Development for Sworn Policemen and Firemen and, they are attached as Exhibit A-1, Regular Employees; Exhibit A-2, Appointed Officials/Employees; Exhibit B, Career Development for Sworn Officers.(Ord. 3027,sec 1,1/6/10;Ord. 3017, sec.1, 10/07/09;Ord. 2826, sec 2, 8-19-03; Ord. 2588, sec. 1, 2-18-97, Ord. 2562, Sec. 2, 8-20-96, Ord. 2471, Sec. 2, 12-21-93)
 1. Initial compensation is accomplished as follows:
 - (a) Salary surveys of comparative public and private labor markets will be conducted to establish a pay grade/salary range for each position.(Ord. 2826, sec 2, 8-19-03; Ord. 2562, sec.2, 8-20-96)
 - (b) Survey findings are compared to existing pay and salary ranges for similar positions. (Ord. 2826, sec 2, 8-19-03; Ord.2562, sec.2, 8-20-96)

Editor's note--The HAVPAY Step Chart is too voluminous to herein set out in full, but copies of the same are on file as Ord. 2826, plus exhibit pages, 8-19-03;Ord. No. 2562, plus exhibit pages, 8-20-96.

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Sec. 2-55. Annual Adjustments Through Creation, Abolition or Realignment of Positions.

Creating or abolishing positions shall be the responsibility of the Mayor. Any adjustments through realignment shall be made through the following process: (Ord.3027,sec1,1-9-09;Ord. 3017, sec 1, 10/7/08;Ord. 3014, sec.1, 10/7/09;Ord. 2928, sec. 1, 10-26-06;Ord. 2921, sec. 1, 8-8-06;Ord. 2826, sec 3, 8-19-03; Ord. 2739, Sec. 1, 11-21-00;Ord. 2614, 12-16-97; Ord. 2588, 2-18-97; Ord. 2562, Sec.3, 8-20-96, Ord. 2471, Sec. 3, 12-21-93)

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- A. **Positions to be created:** Any position may be created by the Mayor, but the salary range must be assigned under the provisions of Section II-B and approved by the Council during any regular or special meeting.(Ord. 2826, sec 3, 8-19-03; Ord. 2826, sec 3, 8-19-03; Ord. 2562, Sec. 3, 8-20-96)
- B. **Positions to be abolished:** Any position may be abolished by the Mayor and abandoned or reallocated. (Ord. 2826, sec 3, 8-19-03; Ord. 2562, Sec 3, 8-20-96)
- C. **Positions to be reallocated:** Any budgeted position may be reallocated to a different division or department by the Mayor. Any change in the approved pay range, which increases the value of the position, shall be approved by the City Council. (Ord. 2826, sec 3, 8-19-03; Ord. 2562, Sec 3, 8-20-96)
- D. **Annual adjustments and funding:** Salary surveys shall be conducted by the Human Resources Division periodically at random, and on an as needed basis for a particular position. The results of these surveys will be delivered to the Mayor, the CAO and the Directors/Chiefs. (Ord. 2928, sec. 1, 10-26-06;Ord. 2921, sec. 1,8-08-06;Ord. 2826, sec 3, 8-19-03; Ord. 2562, Sec 3, 8-20-96, Ord. 2471, Sec. 3, 12-21-93)
- E. Following delivery of the salary survey results to the Mayor, the CAO and Directors/Chiefs, the Human Resources Division will recommend pay range realignments, where applicable. Upon concurrence by the Mayor, pay range amendments will be presented to the City Council for adoption. If the new ranges are adopted, payroll changes will occur as the availability of funds permit, but not before the first payroll check in October in each fiscal year. (Ord. 2826, sec 3, 8-19-03; Ord. 2562, Sec. 3, 8-20-96)
- F. Based upon availability of funds, merit increases may be approved once per fiscal year by the Mayor, based upon a written evaluation of each employee. Evaluations and recommendations for increases, if any, will be submitted to the Mayor annually on the date designated for increases, by the appropriate Director/Chief. At the discretion of the Mayor, increases may be given on an across the board basis. Other salary increases may be approved by the Mayor within the approved HAVPAY ranges and within the approved budgets, from time to time as conditions may warrant. The City Council will receive quarterly transaction reports which will include other salary increases and new employees that were hired at a rate that exceeds the amount budgeted for that position. The City Council will also receive annual reports on employee salaries during the budget process. (Ord. 2826, sec 3, 8-19-03; Ord. 2562, Sec 3, 8-20-96; Ord. 2543, 1-02-96;Ord. 2471, Sec. 3-F, 12-21-93; Ord. 2395, sec. 3, 12-19-91; Ord. 2355, sec. 3, 10-16-90)

Sec. 2-56. Same—Responsibility of the Mayor.

The administration of this Ordinance shall be the responsibility of the Mayor and the City Clerk/Director of Administration. A manpower document will be furnished to City Council Members with each proposed or amended budget to be approved by the City Council. The manpower document will include positions by title, cost center, department and dollars budgeted. Amendments to the manpower document will be recommended by Department Directors/Chiefs and approved by the City Clerk/Director of Administration and the Mayor. Dollars will be confirmed by Human Resources (Payroll), and the Director of Administration/City Clerk will advise the Council, as indicated herein.(Ord. 2826, sec 4, 8-19-03; Ord. 2562, Sec 4, 8-20-96; Ord. 2471, Sec. 4, 12-21-93; Ord. 2395, sec. 4, 12-19-91; Ord. 2355, sec. 4, 10-16-90)

Sec. 2-57. Same—Legislative branch responsibility.

The City Council has established the initial pay ranges for each position title. Other changes or additions may be made from time by the Council at any regular or special meetings, as outlined hereinabove or upon the request of the Mayor. The City Council will control this Ordinance by its legislative responsibility in the budget process and by the approval of subsequent changes or additions at adoption of budgets or amended budgets, or at the request of the Mayor. (Ord. 2826, sec 5, 8-19-03; Ord. 2562, sec 5, 8-20-96; Ord. 2395, sec. 5, 12-19-91; Ord. 2355, sec. 5, 10-16-90)

Sec. 2-58. Same—Civil service precedence.

If any provision of this Ordinance is in conflict with the Civil Service laws and regulations pertaining to certain Policemen and Firemen, or any other municipal employee, the Civil Service laws and rules shall take precedence in such instances over provisions of this Ordinance. (Ord. 2826, sec 6, 8-19-03; Ord. 2562, sec 6, 8-20-96; Ord. 2395, sec. 6, 12-19-91; Ord. 2355, sec. 6, 10-16-90)

Sec. 2-58.1. Career development plans.

The Career Development Plans for sworn police officers and fire fighters are attached hereto and made a part of this ordinance as if copied in its entirety herein. (Attachment B) (Ord. 2826, sec 7, 8-19-03; Ord. 2562, Sec. 7, 8-20-96; Ord. 2543, 01-02-96; Ord. 2549, 03-05-96; Ord. 2471, Sec. 7, 12-21-93; Ord. 2421, sec. 2, 9-22-92; Ord. 2395, sec. 7, 12-19-91; Ord. 2355, sec. 7, 10-16-90)

Sec. 2-59. Same—Separability.

If any provision of this ordinance shall be held invalid, the remainder of this article and the application of such to persons or circumstances other than those to which it is held invalid shall not be affected thereby. (Ord. 2826, sec 8, 8-19-03; Ord. 2562, sec. 8, 8-20-96; Ord. 2395, sec. 8, 12-19-91; Ord. 2355, sec. 8, 10-16-90)

Secs. 2-60 -- 2-63. Reserved.

Article V. Fees for Parking Garages/Lots; Rental of City Buildings/Equipment; Fees for Certain Sports and Programs; Crime Prevention & Drug Education Cost; Policies for same; Hattiesburg Zoo Admission Fee.

Sec. 2-64. Fees for parking garages/lots.

Monthly space rental for Civic Center and Pine Street Parking Garages -----	per space --	\$ 15.00
Extra Card -----		\$ 5.00
Short-term parking -----	first hour -	\$.75
	--- each additional hour	\$.50

Monthly Space Rental for Parking Lots:

Railroad Street Lot -----	per space --	\$ 10.00
Main Street Lot -----	per space --	\$ 10.00
Market Street Lot -----	per space --	\$ 10.00
Extra Sticker - Railroad, Main or Market Street Lots -----	each --	\$ 2.00
Batson Street Lot -----	per space --	\$ 10.00
Market Street Lot II -----	per space --	\$ 5.00
Hemphill Street Lot -----	per space --	\$ 10.00

(Ord. 2440, sec. 1, 3-2-93; Ord. 2358, sec. 1, 10-16-90)

Sec. 2-65. Rental charges for Saenger Center and equipment.

Performances

Matinee -----	\$160.00
Evening -----	\$240.00

Rehearsals:

Matinee/Evening -----	\$ 60.00
3 days/Evening -----	\$150.00
4 days/Evening -----	\$140.00
3 days/Evening & Matinee -----	\$200.00
4 days/Evening & Matinee -----	\$180.00

Local Civic, Charitable, Religious and Non-Profit Organizations:

Matinee/Admission Charged -----	\$120.00
Evening/Admission Charged -----	\$160.00
Matinee/No Admission Charged -----	\$ 80.00
Evening/No Admission Charged -----	\$120.00

IRS approved Non-Profit Organizations:

Rehearsals ----- per evening -	\$ 25.00
Performance -----	\$100.00

(Ord. 2440, sec. 2, 3-2-93; Ord. 2358, sec. 2, 10-16-90)

Daily Short Term Parking for Buses-----	\$150.00
IRS approved Non-Profit Organizations -----	No Charge

Sec. 2-66. Rental charges for Jackie Dole Sherrill Community Center, C.E. Roy Community Center, W.U. "Bill" Sigler Center and the N.R. Burger Center.

Rental of Center (4 hours) -----	\$100.00
Dances (4 hours) -----	\$150.00
"For Profit" Dances (4 hours)-----	\$200.00
Set-up Charge (Flat Fee) -----	\$ 25.00
Kitchen Rental (per day) -----	\$ 50.00

Additional charges for the Jackie Dole Sherrill Community Center are as follows:

Conference Room (3 hour minimum):	
8 A.M. to 5 P.M. - Monday - Friday -----	\$ 7.00 hr
After 5 P.M. & Weekends -----	\$ 13.00 hr
Dining Room (3 hour minimum):	
8 A.M. to 5 P.M. - Monday - Friday -----	\$ 16.00 hr
After 5 P.M. & Weekends -----	\$ 25.00 hr
Parlor (3 hour minimum):	
8 A.M. to 5 P.M. - Monday - Friday -----	\$ 8.00 hr
After 5 P.M. & Weekends -----	\$ 15.00 hr

Local civic, charitable, religious and nonprofit organizations requesting free use of the facility will be limited to Monday through Friday during the hours of 8 A.M. to 5 P.M. Night or weekend use for local civic, charitable, religious and nonprofit organizations will be at the rate of one-half (1/2) the normal charges. All kitchen charges, set-up fees and deposit will be at regular rates.

Basic security requirements, including security deposit and number of police and fire personnel are determined by the number of persons in attendance at said event. Security flexibility will be based on audience, the event itself, and City atmosphere at time of event.

Student dances, "for-profit" organizations and events using alcohol will have greater requirements for security. Security requirements for advertised public dances will be determined at the discretion of the Director of the Department (Recreation, Police, Fire)

All facilities will close at 1:00 A.M. unless otherwise approved by the Director of Recreation.(Ord. 2503, sec. 1, 10-4-94; Ord. 2440, sec. 3, 3-2-93; Ord. 2358, sec. 3, 10-16-90)

Secs. 2-67 - 2-69 Reserved. (See Ord. 2503, Sec. 1, 10-4-94)

Sec. 2-70. Rental charges for Community Center Equipment.

Rental charges for equipment from any community center used for any function outside of city property are as follows:

Prices for local civic, charitable, religious and nonprofit organizations are negotiable.

Old tables and chairs:
 10 tables & 50 chairs ----- per day -- \$125.00 deposit
 (Ord. 2440, sec. 7, 3-2-93; Ord. 2358, sec. 7, 10-16-90)

Sec. 2-70.1 Rental charges for the Hattiesburg Intermodal Facility

Grand Hall Passenger Area

Weekday Events (Mon.-Thurs.)----- \$600.00
All Day Event (8Hrs)
Additional Hrs @ \$75.00 per
Reservation/Damage Deposit* -----\$300.00

Weekend Events (Fri-Sun)-----\$800.00
All Day Event (8Hrs)
Additional Hrs @ \$75.00 per
Reservation/Damage Deposit*-----\$300.00

Kitchen Rental(Mon-Sun) -----\$200.00
All Day Event (8 Hrs)
Additional Hrs @ \$75.00

Canopy/Gardens(Mon-Sun)**-----\$250.00
All Day Event(8Hrs.)
Additional Hrs @\$75.00
Reservation/Damage Deposit(If used solely)*----\$100.00

Grand Hall Passenger Area, Kitchen & Canopy/Gardens

Add Day Event(8Hrs.)-----\$1,000.00
Additional hrs @ \$75.00 per
Reservation/Damage Deposit* -----\$ 500.00

Fees established are in conjunction with the Terms and Conditions of Use Policy for the Hattiesburg Intermodal Facility.

*Reservation/Damage Deposit returned upon inspection of the Facility after an event. The reservation/damage deposit will be returned upon request.

**Canopy/Gardens are only available for rent for events that are no more than 30 days from date of request.(Ord. 2949, Sec. 1, 4-17-07)

Sec. 20-70.2 Conditions for the use of the Hattiesburg Intermodal Facility (HIF)

The Facilities:

Grand Hall Waiting Room

Will seat approximately 600 persons or can be set up with tables and chairs to accommodate 250 for a meal. All meals must be catered ore pre-prepared.

Intermodal Waiting Room

The primary waiting room that can serve as the reception area is the Entrance Area or Staging Area for events in the Grand Hall. No meals can be served in this area. .(Ord. 2949, sec. 2,4-17-07)

Application for Building Usage:

All applications must be made through the office of the Hattiesburg Intermodal Facility Manager (HIF Manager). The reservation/damage deposit will be \$300.00 for events. The reservation will be placed on the calendar **ONLY** when this has been received and the application has been approved. One-half of the rental fees will be due at the signing of the contract. This includes incidentals and security. Security is non-refundable.

The balance of the fees is due one month prior to the planned event. Lessee is responsible for meeting the deadline. If the deadline is not met, the City has the right to remove the reservation from the calendar. (Ord. 2949, sec. 2,4-17-07)

Smoking:

NO smoking allowed on the premises. (Ord. 2949, sec. 2,4-17-07)

Animals and Pets:

No animals or pets are permitted in the building. Seeing-eye dogs are allowed; please notify the HIF Management. (Ord. 2949, sec. 2,4-17-07)

Security Officers:

Any assigned security officer(s) for the event will be secured by and receive their instructions from the HIF Manager. It is mandatory to have police security when alcoholic beverages are being served and at all events held in the Grand Hall. Security flexibility will be based on audience, the event itself, and City atmosphere at the time of the event.

If it is deemed necessary by either the officer on duty or a staff member, additional security officers will be called in for the event. If this should occur the lessee will be responsible for the payment of officers.

Lessee is responsible for the payment of the security officers, which will be due at contract signing. (Ord. 2949, sec. 2,4-17-07)

Decorations:

NOTHING, can be attached to the walls, ceiling or floor. All decorations must be on the tables or free standing. If this is violated, reservation/damage deposit will be forfeited and additional fees for damages will be assessed if necessary. (Ord. 2949, sec. 2,4-17-07)

Usage:

Use will be limited to one day, which is an 8 hour period, ending no later than 12:00 a.m. The building must be vacated by 1:00 a.m. Additional decorating time may be scheduled. The space will be made available **AT THE TIME SPECIFIED IN THE CONTRACT**. (Ord. 2949, sec. 2,4-17-07)

Set-up and Clean-up Procedures:

The City of Hattiesburg is responsible for the setting up of tables and chairs. Proper caution **MUST** be exercised in setting-up and during an event to insure that the furniture and/or floor are not damaged. All material associated with the event must be removed per instructions/coordination of the HIF Manager. All other clean-up will be performed by city personnel. If a reset or changes are required during an event there will be a 50% reset fee (\$400.00) applied. All resets or changes must be scheduled in advance. (Ord. 2949, sec. 2,4-17-07)

Coordinator:

The HIF Manager will assist you. The HIF Manager should contact you at least 24 hours prior to the use of the facility. If you have not been contacted by Friday morning prior to a weekend event (even though it may be more than 24 hours), it is the Lessee's responsibility to contact the HIF Manager. (Ord. 2949, sec. 2,4-17-07)

Other Responsibilities of Lessee:

Alcohol must be served by a certified bar tender. Absolutely no "Self-Serve". This applies to any other machines that may dispense alcohol. (See Alcohol Policy.)

The Lessee must have general liability insurance and name the City of Hattiesburg as the additional insured in the amount of \$1,000,000. A copy must be faxed to the HIF Manager thirty (30) days prior to the event.

No confetti, rice, paper, petals, birdseeds or any other form of shredded materials may be thrown anywhere inside the facility. Birdseeds may be thrown outside the facility. Bubbles are permitted.

No fireworks or pyrotechnics.

Lessee must ensure that people do not drink outside the designated usage area. Children must remain with their parents or be supervised and must not be allowed to roam the facilities or play in the rail lines, parking lot, grounds or Canopy area.

Lessee is fully responsible for the behavior of all guest.

Lessee's rights hereunder are not assignable and Lessee shall not be entitled to sublet any party of the Lease Facility. Lessee shall not permit any unlawful dangerous flammable or explosive substance on the grounds or facility.

Lessee will pay for all damages to the facility as a result of their scheduled event. (Ord. 2949, sec. 2,4-17-07)

Hold Harmless:

Lessee shall become thoroughly familiar with the facilities prior to entering into possession hereunder, and accepts the same in their present condition. The City of Hattiesburg shall not be liable to the Lessee for any personal injury and/or property damage that occurs in or about the leased facilities, in the absence of the City of Hattiesburg's gross negligence.

Lessee shall indemnify and hold the City of Hattiesburg harmless from any/and all liabilities, claims and judgments, including costs and attorney's fees and expenses relating thereto, for personal injury to and/or death of any person, and for loss or damage to any property which arises out of, or is in anyway connected with Lessee's use of the facilities, including any personal injury, death, and/or loss of or damage to property arising out the concurrent or sole negligence of the City of Hattiesburg.

No verbal understanding of agreement shall be recognized.
(Ord. 2949, sec. 2,4-17-07)

Fees and Deposits:

A reservation/damage deposit of \$300.00 is paid at the time of the booking. This is returned **UPON REQUEST** two weeks following the use of the facility if there are no damages, rental misrepresentation or failure to comply with rules and guidelines. Lessee is required to cover any additional damages or cost of additional security officers. The decision to return none or part of a damage deposit is left entirely to the HIF Manager's and Director of the Department of Urban Development's discretion. Explanation will be provided to the Lessee on any discrepancies.

There will be no fee waiver of the Hattiesburg Intermodal Facility.

If the facility use is cancelled full fee and reservation/damage deposit will be returned if cancellation is made prior to 60 days before rental date; otherwise none of the rental fee and the full reservation deposit will not be returned.(Ord. 2949, sec. 2,4-17-07)

Sec. 2-70.3. Policy for Alcohol Consumption on the Hattiesburg Intermodal Facility.

The City of Hattiesburg hereby establishes the following policy:

- I. Alcohol may be consumed on the property in the facility scheduled for use at sanctioned functions. Alcohol must be served by a certified bar tender.
- II. Absolutely no minors are to be served alcoholic beverages. Violation of this rule will result in shutting down the party immediately and everybody will be evicted from the premises by the security/management/police. Violation of this rule also result in full forfeiture of security deposit.
- III. Uniformed security officer(s) are required at functions whenever alcoholic beverages are served.
- IV. Intoxication is not acceptable behavior at any function at the Hattiesburg Intermodal Facility. If intoxication should occur, the host must accept responsibility for taking the appropriate action in dealing with the situation. Security will escort the individual from the premises. (See item 5 below).
- V. Individuals or groups shall bring no alcoholic beverages to premises. Absolutely NO "Self-Serve" or "BYOB".
- VI. The Lessee must have general liability insurance and name the City of Hattiesburg as additionally insured in the amount of \$1,000,000. A copy must be faxed to the HIF Manager thirty (30) days prior to the event.

The above reflects the policy of the City of Hattiesburg. It does not indicate a personal choice regarding alcohol consumption. It establishes the parameters within which we will function as a community that allows the consumption of alcohol.(Ord. 2949, sec. 3, 4-17-07)

Sec. 2-71. Rental charges for Recreation Department and Kamper Park Zoo buildings and equipment.

Kamper Park:

Individuals and local civic, charitable,
religious and nonprofit organizations:
Daily Basis without lights--- per day ----- \$ 40.00
Daily Basis with lights ----- per day ----- \$ 45.00

Dahmer Park:

Individuals and local civic, charitable, religious and nonprofit organizations:
Daily Basis without lights----- per day ----- \$ 40.00
Daily Basis with lights ----- per day ----- \$ 45.00

Kamper Park Shelter ----- flat fee ----- \$ 20.00

Field Rentals for Tournaments at Dahmer and Timberton Parks:

Refundable deposit after cleanup ----- per field - \$100.00
Rental ----- per field/per hour - \$ 10.00
Rental ----- with lights- per field/per hour - \$ 15.00

Dunking Machine ----- per day -- \$ 75.00
(Dunking Machine cannot be rented outside of the City limits)
(Ord. 2440, sec. 8, 3-2-93; Ord. 2358, sec. 8, 10-16-90)

Sec. 2-72. Rental charges for Recreation Department sports and programs.

Privately-sponsored Aerobics, Dancing, Gymnastics & Karate Classes (City's percentage of fees charged):

Sigler Center ----- 10%
C. E. Roy Center ----- 10%
Jackie Dole Sherrill Community Center ----- 20%
Ceramic Fees ----- per class - \$ 20.00
Ceramic Club ----- per year -- \$ 36.00
Halloween Haunted Forrest ----- per child -- \$ 1.00
Halloween Haunted Forrest ----- per adult -- \$ 2.00

Swim Fees:

Hattiesburg Recreation Center, Dahmer Park & Scott Jones Pool
at C.E. Roy Center-----per person, per 2 hour
swimming period----\$. 75

Passes:

Individual----- \$ 5.00/Season
Family----- \$10.00/Season
Kids Day in the Park ----- \$ 3.00
Pee Wee Flag Football ----- per child ---- \$ 10.00

Children's Basketball:		
Winter Little Golden Eagle		
Grades K - 3rd -----	per child ----	\$ 12.00
Elementary Basketball		
Grades 4th & 5th -----	per child ----	\$ 12.00
Gate Admissions:		
Flag Football and Elementary Basketball		
	per child --	\$.25
	per adult --	\$.50
T-Ball - Ages 4 - 8 -----	per child -	\$ 12.00
Boys and Girls Softball		
Ages 9 - 15 -----	per child -	\$ 17.00
Adult Leagues:		
Men's League Basketball -----	per team -	\$150.00
Church League Basketball -----	per team -	\$150.00
Men's Softball -----	per team -	\$200.00
	(15 game minimum)	
Women's Softball -----	per team -	\$200.00
	(15 game minimum)	
Adult Volleyball -----	per team -	\$ 50.00
(Ord. 2527, sec.2, 6/20/95, Ord. 2482, sec. 1, 4/19/94, Ord. 2464, sec 1-12, 10/19/93, Ord. 2440, sec. 9, 3-2-93; Ord. 2358, sec. 9, 10-16-90)		

Sec. 2-73. Community centers and theaters closing.

All community centers and theaters will be closed on city designated holidays, unless otherwise waived by the General Manager of Planning, Recreation and Community Development. (Ord. 2440, sec. 10, 3-2-93; Ord. 2358, sec. 10, 10-16-90)

Sec. 2-73.1. Fee Waiver for certain locations.

The General Manager of Planning, Recreation and Community Development may waive fees for usage of the Saenger Center, Community Centers, and Parks and Recreation facilities and property by local, state and federal political subdivisions and entities, upon written request by said entity, when said usage is determined to be for the public good. (Ord. 2452, sec. 1, 6-22-93)

Sec. 2-73.2. Rental charges for the Police and Fire Training Academy and its equipment.

Assembly/Banquet/Training Room:

No Meal -----	per day --	\$100.00
With Meal -----	per day --	\$125.00
Night or Weekend -----	per day --	\$125.00

Size, standard furnishings and equipment:

Room Size -----	40 x 49
6' Tables -----	22
Chairs -----	100
Chalk Boards -----	2
Wide Screen TVE Projector -----	1
8' x 8' Projection Screen -----	1
Speaker System/Microphone -----	1

Classroom A -----	per day --	\$ 50.00
Size, standard furnishing and equipment:		
Room Size -----	28 x 35	
6' Tables -----	10	
Chairs -----	35	
Chalk Boards -----	2	
Projection Screen -----	1	
26" TV & VCR -----	1	

Classroom B -----	per day --	\$ 50.00
Size, standard furnishing and equipment:		
Room Size -----	28 x 35	
Desktop Chairs -----	40	
Chalk Boards -----	2	
Projection Screen -----	1	
26" TV & VCR -----	1	

Kitchen (if reserved for serving meals) -----		\$ 25.00
Size, standard furnishing and equipment:		
Room Size -----	14 x 14	
100 cup coffeemaker -----	1	
55 cup coffeemaker -----	1	
10 cup coffeemaker -----	1	
Refrigerator -----	1	
Stove -----	1	
Microwave -----	1	

(Coffee can be set up and served in individual classrooms depending on availability)

Audio-Visual equipment listed below is available on request with advance reservations -----	per day -	\$ 10.00
Overhead Projectors -----		2
Slide Projector -----		1

Office hours are from 8:00 a.m. to 5:00 p.m. Arrangements must be made for earlier entry and/or later exit.

RESTRICTIONS:

- Business meetings, luncheons and/or dinners only
 - No dances or parties
 - No alcoholic beverages
 - No smoking in building
 - No tobacco products of any kind in classrooms
 - No pay phones are available at this time
 - Use of business phones are limited to necessary calls only
- (Ord. 2440, sec. 11, 3-2-93)

Sec. 2-73.3. Training Fees to be charged by the Hazardous Materials Division

The following fees may be charged for training by the Hazardous Materials Division to take place at the Police and Fire Training Academy.

	EMERGENCY RESPONSE AGENCIES	OTHER
Hazardous Materials Technician (40 hour)	\$100	\$400
Technician Refresher (8 hour)	15	100
24 Hour Hazardous Wasteworker	40	215
Hazardous Wasteworker Refresher (4 hour)	10	50
Incident Command System (24 Hour)	50	200
Advanced Technician (40 Hour)	150	400
Confined Space Entry (24 Hour)	100	300
Public Information Course (24 Hour)	40	200

Large groups requesting hazardous materials training may receive a discounted rate which will be determined by the Chief of the Hattiesburg Fire Department.

Sec. 2-73.4 Training Fees to be charged by the Hattiesburg Police Department

That the following fees shall be charged for training by the Hattiesburg Police Department to take place at the Police and Fire Training Academy and/or and alternate site.

COURSES

- | | |
|---|-------------------------|
| Supervisory Instruction | Firearms Instruction |
| Defensive Driving | Pursuit Driving |
| Accident & Reconstruction Training | Fingerprinting Training |
| Crime Scene Investigation | Verbal Judo |
| Canine Training | |
| Other Law Enforcement and/or related training | |

Minimum -----\$25.00 per course/per person
(plus actual expense)

Maximum -----\$250.00 per week/per person
(plus actual expense)
for courses five (5)
days or longer

(Ord. 2568, Sec. 1, 10-8-96)

Sec. 2-74. Additional requirements for city facilities.

- A. Applications will be completed and appropriate lease agreements executed and fees paid prior to ANY use of City facilities.
- B. Charges to enter any city-owned park by persons or organizations other than the City are prohibited, excepting ball fields. Tournaments may be held only with the express written permission of the General Manager of Planning, Recreation and Community Development, and fees charged for tournaments will be payable to the City.
- C. All contracts/lease agreements will require appropriate and necessary security personnel for the public safety and welfare of all persons and property for any given event or facility. The number of security personnel shall be at the discretion of the City.

(Ord. 2440, sec. 12, 3-2-93; Ord. 2358, sec. 11, 10-16-90)

Sec. 2-74.1. Fees for Special Police/Fire Duty Hourly Rate

The Chiefs or Assistant Chiefs of the Police Department and/or Fire Department are authorized to approve Requests for Special Police/Fire Detail and assign officer(s) as may be required; the Hattiesburg Police Department will invoice and collect for these services (at \$32.00 per hour, payable 24 hours in advance with a three (3) hour minimum); officers will be paid at one and half (1½) times their regular rate (Ord. 2969, sec. 1, 9-18-07; Ord. 2813, sec. 1, 3-18-03; Ord. 2673, sec. 1, 12-8-98; Ord. 2604, sec. 1, 7-8-97).

Sec. 2-75. Fees are effective for persons utilizing buses in the Hattiesburg Mass Transit System.

Fixed Route:	
Adult passengers-----	\$.50
Elderly persons, with disabilities and those with Medicare cards-----	\$.25
School children defined from age five (5) through high school-----	\$.25
Demand Response:	
All persons-----	\$.50

(Ord. 2526, sec. 1, 6-6-95)

Sec. 2-76. Fees - Crime Prevention and Drug Education Cost.

A. The Municipal Judge may establish and order on the Court Docket, for the collection of \$2.00 as a court assessment to be specifically allocated for deposit in the Police Forfeiture Fund of the City of Hattiesburg, Mississippi, which fund shall be a fund on deposit of a local financial institution. Upon entry of said order, the Municipal Judge shall impose and the Clerk shall collect said cost as a cost of court on each and every misdemeanor conviction (including traffic offenses), unless said cost is specifically waived by the Municipal Judge.

B. The costs so collected shall be paid into the municipal treasury and shall be subject to budget and appropriation for lawful purposes by the Mayor and City Council; however, these funds, as accumulated, shall be budgeted only for the promotion and funding of the program of

Crime Prevention and Drug Education of the Hattiesburg Police Department and for no other purpose. Further, no funds accumulated for purpose of crime prevention and drug education shall be utilized to budget for any fund items other than those covered in Paragraph D below and shall not be budgeted for salary for any officer associated with the program of Crime Prevention or Drug Education.

C. The funds collected shall be transferred monthly into the Police Forfeiture Fund with disbursement only upon a requisition of the Chief of Police, or his designee, of the City of Hattiesburg, Mississippi, whose signature shall be required on such requisition.

D. Disbursement shall be made only for those items which would impact favorably on the program of Crime Prevention and Drug Education promoted by the Hattiesburg Police Department, whether those items be equipment, expenses for further education and training of the officers engaged in such programs, training education materials, promotional materials or the like.(Ord. 2685, sec. 2, 4-20-99)

Sec. 2-77. Accounting for Crime Prevention and Drug Education Cost.

The City Clerk shall account for all receipts and disbursements in the same manner as is provided by law for receipts and disbursements of other City funds and shall provide same to the Chief of Police and Mayor and City Council. The Chief of Police may appear before the Mayor and City Council at the request of the Mayor and Council or upon his own initiative to discuss the accounting. It will not be necessary for any action to be taken by the Mayor and Council to approve said accounting.(Ord. 2685, sec. 3, 4-20-99)

Cross reference--see Article VI - Section 18-79--18-83-Crime Prevention and Drug Education Costs

Sec. 2-78. Hattiesburg Zoo Admission Fee.

The admission fee for the Hattiesburg Zoo shall be as follows:

- Adults - \$2.00 (13 & over)
- Senior Citizens & Children (ages 4 - 12) - \$1.00
- Ages 3 and under - free
- Groups of 20+ special rate with advance reservations - \$0.75
- Hattiesburg Zoological Society & AZA members (with membership card & ID) - free
- Reciprocating Zoos (with membership card & ID) - free

These fees may change for certain special events. All children under 13 must be accompanied by an adult. Last ticket sold half an hour prior to closing. (Ord. 2840, sec. 1, 4-06-04)

