

**Minutes of December 21, 2010
Mayor and Board of Aldermen**

Be it remembered that a regular meeting of the Mayor and Board of Aldermen, Long Beach, Mississippi, was begun and held at 5:00 o'clock p.m., Long Beach City Hall, 201 Jeff Davis Avenue, in said City, it being the third Tuesday in December, 2010, and the same being the time, date and place fixed by Laws of the State of Mississippi and ordinance of the City of Long Beach for holding said meeting.

There were present and in attendance on said board and at the meeting the following named persons: Mayor William Skellie, Jr., Aldermen Leonard G. Carrubba, Sr., Gary J. Ponthieux, Bernie Parker, Kaye H. Couvillon, Ronnie Hammons, Jr., Mark E. Lishen, Carolyn J. Anderson, City Clerk Rebecca E. Schruuff, and James C. Simpson, Jr.

There being a quorum present sufficient to transact the business of the City, the following proceedings were had and done.

The meeting was called to order and Alderman Carrubba made motion seconded by Alderman Anderson and unanimously carried to adopt Minute Book Number 70 as the next consecutive Minute Book of the Mayor and Board of Aldermen, effective December 7, 2010; and to adopt Ordinance Book Number 8 as the next consecutive Ordinance Book for the City of Long Beach.

The Mayor recognized Tom Sawyer, Sawyer-Foster Insurance Group, agent of record for the City of Long Beach. Mr. Sawyer presented the January 1, 2011 to December 31, 2011, Insurance Program Renewal, Option I and II.

After considerable discussion, Alderman Carrubba made motion seconded by Alderman Ponthieux and unanimously carried to take the renewal options under advisement for further consideration at the next regular meeting, January 4, 2011, authorizing Mr. Sawyer to bind coverage on behalf of the City, directing a review of city facilities, and directing city department heads to review vehicle and equipment schedules for accuracy.

* * * * *

There were no further announcements, presentations, or proclamations.

Alderman Anderson made motion seconded by Alderman Couvillon and unanimously carried to suspend the rules and amend the Municipal Docket to include the following:

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X.1.I. DEPARTMENTAL BUSINESS; CIVIL DEFENSE, Substantial Completion, New City Hall; and

X.1.J. DEPARTMENTAL BUSINESS; CIVIL DEFENSE, Budget Modification Number 8, New City Hall.

The Mayor opened the floor for public comments regarding agenda items, as follows:

PUBLIC COMMENTS PERTAINING TO MATTERS ON THE AGENDA ONLY			
<p>NOTE: All comments shall be directed to the Chairman (Mayor). Comments of a personal nature regarding individual members of the Governing Authority (Mayor and Board of Aldermen), City Staff and/or Personnel, other Citizens, disruptive comments or improper actions will not be permitted. Public Comments will be limited to a total of ten (10) minutes and limited to a maximum of two (2) minutes per person. Except as otherwise directed by the Chairman (Mayor), Public Comments will not be permitted before or after the allotted time. Disruption of the regular business meeting will be cause for removal from the public meeting.</p>			
	PLEASE PRINT: NAME / ADDRESS / TELEPHONE	AGENDA ITEM NO.	AGENDA ITEM SUBJECT MATTER
1	<i>Myra Jordan</i>	XII (1)	<i>Water B.M.</i>
2			
3			
4			
5			
6			
7			
8			
9			
10			

City of Long Beach, Mississippi
Mayor and Board of Aldermen Meeting
Date: _____

Excel Worksheet: public comments - agenda PUBLIC COMMENTS-AGENDA

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It was noted for the record that Ms. Jordan would need to speak with her bank regarding her electronic payments arriving late at the water department.

Alderman Carrubba made motion seconded by Alderman Couvillon and unanimously carried to approve the regular meeting and executive session minutes of the Mayor and Board of Aldermen dated December 7, 2010, as submitted.

Alderman Anderson made motion seconded by Alderman Carrubba and unanimously carried to approve the December 9, 2010, Planning Commission minutes, as submitted.

Alderman Anderson made motion seconded by Alderman Couvillon and unanimously carried to approve the December 16, 2010, regular meeting and executive session minutes of the Port Commission, as submitted, accepting the resignation of Harbor Master Michael White, effective December 22, 2010.

Alderman Anderson made motion seconded by Alderman Ponthieux and unanimously carried to approve payment of invoices as listed in Docket of Claims number 122110, inclusive of the invoice as submitted by the Mississippi Department of Employment Security in the amount of \$21,383.40, as follows:

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Mississippi Department of Employment Security

Haley Barbour
Governor

Les Range
Executive Director

September 13, 2010

City of Long Beach
P O Box 929
Long Beach MS 39560

92-00181-0-00

Dear Employer:

A recent audit of your account indicated that you have the following outstanding reimbursement payment due:

Quarter Ending	Reimbursement Due	Interest	Total Due
03/31/2006	\$21383.40	\$ 10691.70	\$32075.10

Please submit your payment of \$ **32075.10** by September 30, 2010 to Mississippi Department of Employment Security; P.O. Box 22781; Jackson, MS 39225 to avoid further interest charges. Please note that interest continues to accrue on any unpaid balances at 1% per month, at the beginning of each month.

Should you have any questions, please contact Azalia Lodge at (601) 321-6201.

Sincerely,

Veronica J. England, Chief
Tax Department

VJE/azl

Increasing Employment in Mississippi

Henry J. Kirksey Building • 1235 Echelon Parkway • Jackson, Mississippi 39213
Post Office Box 22781 • Jackson, Mississippi 39225-2781 • (601) 321-6201 • FAX (601) 321-6173
MDES is an Equal Employment Opportunity Employer

Alderman Ponthieux made motion seconded by Alderman Anderson and unanimously carried to extend the Proclamation of Civil Emergency, Hurricane Katrina, to protect and preserve the public health and safety of the community.

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PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY

Mayor and Board of Aldermen, Long Beach, Mississippi

WHEREAS, the Mayor and Board of Aldermen, Long Beach, Mississippi, do hereby find that conditions of extreme peril to the safety of persons and property have arisen within said City, caused by the BP Deepwater Horizon oil spill in the Gulf of Mexico commencing on or about 10:00 p.m. on the 20th day of April, 2010; and

WHEREAS, the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency in order to provide for the health and safety of the citizens and the protection of their property within the affected jurisdiction;

NOW THEREFORE, IT IS HEREBY PROCLAIMED that in accordance with Section 33-15-17(d), Mississippi Code of 1972, as amended, a local emergency now exist throughout said Long Beach, Mississippi; and shall be reviewed every thirty (30) days until such local emergency is no longer in effect and proclaimed terminated by the Mayor and Board of Aldermen of the City of Long Beach, County of Harrison, State of Mississippi.

IT IS FURTHER PROCLAIMED AND ORDERED that all Long Beach agencies and departments shall render all possible assistance and discharge their emergency responsibilities as set forth in the City of Long Beach/Harrison County Emergency Operations Plan.

Alderman Parker moved the adoption of the above and foregoing proclamation, seconded by Alderman Anderson and, the question being put to a roll call vote by the Mayor, the result was as follows:

Alderman Parker	voted	Aye
Alderman Ponthieux	voted	Aye
Alderman Couvillon	voted	Aye
Alderman Anderson	voted	Aye
Alderman Carrubba	voted	Aye
Alderman Lishen	voted	Aye
Alderman Hammons	voted	Aye

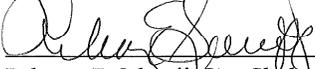
The question having received the affirmative vote of all the Aldermen present and voting, the Mayor declared the motion carried and the Proclamation of Existence of a Local Emergency adopted this the 21st day of December, 2010

APPROVED:



William Skellie, Jr., Mayor

ATTEST:



Rebecca E. Schuff, City Clerk

Alderman Hammons made motion seconded by Alderman Parker and unanimously carried to approve CDBG Market Position Analysis Close Out Package; (1) Request for Cash (Final) and Payment of (1) Invoice; and the Budget Modification Number 2 Contract Extension Request, all as follows:

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MISSISSIPPI DEVELOPMENT AUTHORITY DISASTER RECOVERY DIVISION RECIPIENT'S CLOSEOUT CHECKLIST

Recipient: City of Long Beach

Subgrant/Contract Number: R-103-235-03-KP

In compliance with the requirements of the MDA-DRD Recipient Closeout Procedures and the terms and conditions of the subgrant/contract, the following closeout documents are enclosed: (Check the appropriate boxes concerning each of the closeout documents. Explain fully in the space provided below any item not submitted or any item to be sent separately. Use separate sheet, if necessary.)

Type of Document	Enclosed	Not Applicable	Sending Separately	Unable to Furnish
1. Certification of Completion	X			
2. Recipient Performance Certification Report	X			
3. Ethnic Beneficiary Information		X		
4. Outstanding Claimants List	X			
5. Inventory and Program Income Form	X			
6. Certificate of Recipient Compliance	X			
7. Agreement Relative to Closeout	X			
8. Final Request for Cash Consolidated Support Sheet	X			
9. Final MDA-DRD Quarterly Report	X			
10. Refund Check (if applicable)		X		

Explanation/Comments: _____

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STATE OF MISSISSIPPI MISSISSIPPI DEVELOPMENT AUTHORITY DISASTER RECOVERY DIVISION KATRINA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS		NAME OF RECIPIENT City of Long Beach		GRANT NUMBER R-103-06						
CERTIFICATE OF COMPLETION		CONTRACT NUMBER R-103-235-03-KP								
FINAL STATEMENT OF COST										
PROGRAM CATEGORIES	ACTIVITY	To Be Completed by Recipient				To Be Completed By the State				State Comments Revision
		GRANT Funds Budgeted	Other Funds Budgeted	A Actual GRANT Cost Paid	B Actual Other Cost Paid	C Total Cost	Deobligated GRANT Funds Unutilized to be Canceled	Refund Balance of Grant Payable	D Approved Total Cost	
Grant Type (check One):										
	TOURISM ()									
	ECONOMIC DEVELOPMENT ()									
	COMMUNITY REVITALIZATION ()									
	COMM. REVITALIZATION GO ZONE ()									
	PLANNING ()									
	CODE ENFORCEMENT ()									
	1. Acquisition, Disposition									
	2. Legal									
	3. Center, Family (Senior Center/ Neighborhood)									
	4. Public Facilities									
	(a) Water									
	(b) Sewer									
	(c) Flood and Drainage Facilities									
	(d) Other (Specify)									
	5. Street, Bridges									
	6. Other Public Facilities									
	7. Contingencies									
	8. Removal of Architectural Barriers									
	9. Engineering									
	10. Administration	\$12,500.00	\$0.00	\$12,500.00	\$0.00	\$12,500.00	\$0.00	\$0.00	\$12,500.00	
	11. Building Rehab									
	12. Training									
	13. Advertising									

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	GRANT Funds Budgeted	Other Funds Budgeted (MATCH)	A Actual GRANT Cost Paid	B Actual Other Cost Paid (MATCH)	C Total Cost	Decobligated GRANT Funds Unutilized to be Canceled	Refund Balance of Grant Payable	D Approved Total Cost	
14. Economic Development Activities: (a) Assistance to Non-Profit (b) Assistance to For-Profit Entities (c) Microenterprises or Small Businesses									
15. Unspecified Activities									
16. Planning	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$0.00	\$60,000.00	
17. Audit									
18. Total Other Cost (Match)									
19. Total GRANT Cost	\$72,500.00	\$0.00	\$72,500.00	\$0.00	\$72,500.00	\$0.00	\$0.00	\$72,500.00	
COMPUTATION OF GRANT BALANCE									
DESCRIPTION									
1. Grant Agreement Amount									TO BE COMPLETED BY THE STATE
2. Amount for Unsettled Third-Party Claims									
3. Grant Amount Received (amount of "grant funds received")									
4. GRANT Amount Decobligated									
5. Amount of Refund									
* This amount shall be repaid to the State by check and must include the following:									
(a) Unexpended Funds Amount									N/A
(b) Outstanding Claimant's Amount (as applicable)									N/A
(c) Total Amount Refunded									N/A
(d) Enter Check Number									N/A
LIST ANY UNPAID COSTS AND UNSETTLED THIRD-PARTY CLAIMS AGAINST THE RECIPIENT'S GRANT. DESCRIBE CIRCUMSTANCES AND AMOUNTS INVOLVED:									

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MISSISSIPPI DEVELOPMENT AUTHORITY DISASTER RECOVERY DIVISION RECIPIENT PERFORMANCE CERTIFICATION REPORT

Recipient: City of Long Beach Contract Number: R-103-235-03-KP

Completed By/Person Completing Form: Ann Frazier

National Policy Objective(s) Addressed:

Low and moderate income _____
 Urgent Needs/Threat to Health _____
 Slums and Blight _____

MEASURES OF ACCOMPLISHMENTS (Enter data into all fields that apply to your program or project)

	Beneficiaries		Low/Mod	
	Planned	Actual	Planned	Actual
1. Acquisition/Disposition	_____	_____	_____	_____
2. Clearance/Code Enforcement	_____	_____	_____	_____
3. Public Facilities				
a. water	_____	_____	_____	_____
b. sewer	_____	_____	_____	_____
c. flood/drainage	_____	_____	_____	_____
d. Others (Specify)	_____	_____	_____	_____
4. Streets	_____	_____	_____	_____
5. Other Public Facilities	_____	_____	_____	_____
6. Removal of Architectural Barriers	_____	_____	_____	_____
7. Planning Only	_____	_____	_____	_____
8. Administration	No Measures Required			
9. Economic Development				
a. Assistance to Non-Profit Entities	_____	_____	_____	_____
b. Assistance to For-Profit Entities	_____	_____	_____	_____
c. Micro-enterprises or Small Business	_____	_____	_____	_____
10. Building Rehab	_____	_____	_____	_____
11. Training	_____	_____	_____	_____
12. Number of Households Served	_____	_____	_____	_____
13. Number of Female Heads of Household Served	_____	_____	_____	_____
14. Number of Elderly Beneficiaries	_____	_____	_____	_____

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- | | | | | | |
|-----|-------------------------------------|----------------------|-------|-------|-------|
| 15. | Number of Handicapped Beneficiaries | _____ | _____ | _____ | _____ |
| 16. | Number of Jobs Created | _____ | _____ | _____ | _____ |
| 17. | Unspecified Activities | No Measures Required | | | |

FINANCIAL PERFORMANCE

	Planned	Actual
Total Grant Project Expenditures	<u>\$72,500.00</u>	<u>\$72,500.00</u>
Total Other Expenditures (Match)	<u>\$0.00</u>	<u>\$0.00</u>
<u>Leveraging Ratio:</u>		
<u>Total amount other funds allowable as leveraging*</u>	<u>N/A</u>	<u>N/A</u>

*Do not use program income.

AUDIT

Date of most recent audit: September 2008

Findings resolved, if any (Y/N): Yes

NOTE: For all water and sewer projects, Recipient must include copy of final approval by the State Department of Health and Bureau of Pollution Control (whichever is applicable). See last page of closeout package for agency contact information.

TOURISM INDUSTRY RESTORATION GRANTS ONLY:
Complete National Policy Objective and Financial Performance sections only.

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ETHNIC BENEFICIARY INFORMATION FOR GRANT AND EMERGENCY PROJECTS

Complete the following table regarding the number of persons who will directly benefit from this project.

1. White 2. Black/African American 3. Asian 4. American Indian/Alaskan Native 5. Native Hawaiian/Other Pacific Islander 6. American Indian/Alaskan Native and White 7. Asian and White 8. Black/African American & White	9. American Indian/Alaskan Native and Black/African American 10. Other Multi Racial 11. Female Head of households 12. Total number of minorities 13. Number of elderly (+62) 14. Total number of handicapped 15. Number of children 18 or younger
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a. Activity:																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
Planned in Application																	
Actual Beneficiaries																	
b. Activity:																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
Planned in Application																	
Actual Beneficiaries																	
c. Activity:																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
Planned in Application																	
Actual Beneficiaries																	
d. Activity:																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
Planned in Application																	
Actual Beneficiaries																	
e. Activity:																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
Planned in Application																	
Actual Beneficiaries																	

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**MISSISSIPPI DEVELOPMENT AUTHORITY
DISASTER RECOVERY DIVISION**

OUTSTANDING CLAIMANTS LIST

Recipient City of Long Beach Contract Number R-103-235-03-KP

Claimant's Name, Address, S.S. # (Where Applicable)	Check #	Amount	Date	Pay Period Hours and Rate	Other Contact Name and Address
1. NO CLAIMANT					
2.					
3.					
4.					
5.					
6.					
7.					

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INVENTORY AND PROGRAM INCOME FORM

Real Estate: List the property purchased with GRANT funds and considered to be surplus property, the type of property, (i.e., lots, land, buildings), price paid for each property, the proposed use of the property, and the date the property is expected to be used. If the real property was disposed of, list the reason for disposition, method of disposition, and the disposition date. As defined at 24 CFR Part 85.3, "real property" means land, including land improvements, structures and appurtenances thereto, excluding movable machinery and equipment.

Number or Amount	Type of Property	Purchase Price	Proposed Use of Property	Date to be Used	Disposition Date of Property (if applicable)	Reason for and Method of Disposition
N/A						

Equipment: List the equipment purchased with GRANT/LOAN funds, the price paid for each piece of equipment, and the use of the equipment. If the equipment was disposed of, list the reason for disposition, method of disposition, and the disposition date. As defined at 24 CFR Part 85.3, "Equipment" means tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Number or Amount	Type of Equipment	Purchase Price	Use of Equipment	Disposition Date of Equipment (if applicable)	Reason for and Method of Disposition
N/A					

Program Income: List the amount of program income collected to date, the type of activity generating program income (i.e., public facility, economic development, etc.), the estimated amount of additional program income payments expected, and the proposed use of the program income. Program income received after the closeout of the agreement between the MDA-DRD and the Recipient shall be returned to the MDA-DRD. As defined at 24 CFR Part 85.25(b), "program income" means gross income received by the grantee or subgrantee directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period. "During the grant period" is the time between the effective date of the award and the ending date of the award reflected in the final financial report.

Amount Collected To Date	Activity	Additional Payments	Proposed Use of Program Income
N/A			

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CERTIFICATE OF RECIPIENT COMPLIANCE

1. Release

Pursuant to the terms of said subgrant/contract and in consideration of the sum of \$ 72,500.00 (Total Amount Paid & Payable by MDA-DRD), upon payment of the said sum the Recipient does remise, release, and discharge MDA-DRD, its officers, agents, and employees, of and from all liabilities, obligations, claims, and demands whatsoever under or arising from the said subgrant/contract, **except the following:**

- a. Specified claims in stated amounts or in estimated amounts where the amounts are not susceptible of exact statement by the Recipient, as follows:

none

(If none, so state)

- b. Claims, together with reasonable expenses incidental thereto, based upon the liabilities of the Recipient to third parties arising out of the performance of the said subgrant/contract, which are not known to the Recipient on the date of execution of this release and of which the Recipient gives notice in writing to the MDA-DRD within the period specified in the said subgrant/contract.
- c. Claims, after closeout, for costs which result from the liability to pay Unemployment Insurance costs under a reimbursement system or to settle Worker's Compensation claims.

2. Assignment of Refunds, Rebates and Credits

Pursuant to the terms of said contract and in consideration of the reimbursement of costs and payment of fees as provided in the said contract and any assignment thereunder, the Contractor hereby does the following:

- a. Assign, transfer, set over and release to MDA-DRD all right, title and interest to all refunds, rebates, credits or other amounts (including any interest thereon) arising or which may hereafter accrue thereunder.
- b. Agree to take whatever action may be necessary to effect prompt collection of all such refunds, rebates, credits or other amounts (including interest thereon due or which may become due, and to forward promptly to MDA-DRD) for any proceeds so collected. The reasonable costs of any such action to effect collection shall constitute allowable costs when approved by the MDA-DRD as stated in the said contract and may be applied to reduce any amount otherwise payable to MDA-DRD under the terms hereof.
- c. Agree to cooperate fully with MDA-DRD as to any claim or suit in connection with such refunds, rebates, credits or other amounts due (including any interest thereon); to execute any protest, pleading, application, power of attorney or other papers in connection therewith; and to permit MDA-DRD or the Federal Grant of Agency to represent it at any hearing, trial or other proceeding arising out of such claim or suit.

3. Inventory Certification (Select One)

- a. _____ The Recipient hereby certifies that all items of materials and equipment purchased, furnished, or transferred for or to said Recipient were done so in accordance with the terms and conditions of said subgrant/contract.
- b. X The Recipient hereby certifies that no equipment was furnished or acquired under the terms and conditions of said subgrant/contract.

4. Recipient and Subrecipient Monitoring

The Recipient hereby certifies that onsite fiscal and programmatic reviews of the project(s) covered by this subgrant agreement were conducted, and that any findings identified in the monitoring report were resolved to the satisfaction of the MDA-DRD, prior to the submission of this closeout package. Further, the Recipient certifies that fiscal and programmatic reviews of subrecipient(s) (where applicable) were conducted by the Recipient, and any findings identified in the monitoring

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report(s) resolved, prior to the final fiscal and programmatic monitoring review of the Recipient. Copies of the Recipient and subrecipient monitoring reports and all related documents shall be maintained in the Recipient's official grant file for the period identified in the Record Retention section of the Agreement Relative to Closeout.

5. General Statement of Compliance

The Recipient further certifies that all other terms and conditions of said subgrant/contract have been complied with.

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AGREEMENT RELATIVE TO CLOSEOUT OF DISASTER RECOVERY DIVISION GRANT PROGRAMS

This Agreement is between City of Long Beach ("Recipient") and the Mississippi Development Authority Disaster Recovery Division ("Division").

Closeouts/Audits

The parties to this Agreement desire to close out the Recipient's Katrina Community Development Block Grant (KCDBG) Number R-103-235-03-KP (the "Grant").

Because of regulatory and legislative changes, the Division no longer requires a final audit of an individual grant at closeout.

Rather than waiting for Recipient's next periodic single or program-specific audit, the parties desire to close out the Grant **subject to subsequent audit(s)**.

THEREFORE, in consideration of the mutual promises contained herein, the parties to this Agreement agree as follows:

1. Recipient will submit to the Division its subsequent single or program-specific audit or audits, which shall comply with federal and state requirements and which shall cover all periods in which any Grant costs have been incurred. Recipients should refer to the KCDBG audit guidelines for further information and to determine whether a single or program-specific audit must be performed.
2. Recipient shall remit to the Division the amount of any costs which are disallowed by the subsequent single or program-specific audit(s) and which disallowances are sustained by the state.
3. Upon receipt of a copy of the Recipient's audit report and resolution of any findings related to the subgrant/contract (if applicable), the MDA-DRD will notify the Recipient in writing that the Recipient has fulfilled its audit requirements relative to the subgrant agreement.
4. Recipient acknowledges that the subgrant/contract is subject to monitoring by the United States Department of Housing and Urban Development (HUD), the Federal awarding agency, and that findings of noncompliance may be taken into account by HUD and the MDA-DRD as unsatisfactory performance of the Recipient in the consideration of any future grant award.
5. The Agreements contained herein are in addition to any other agreements between the parties relative to the closeout of the Grant. Recipient agrees to abide by all governing laws and regulations.

Record Retention

1. Pursuant to 24 CFR Subsection 570.490(d), the Recipient agrees to maintain records, including support documentation, **for the greater of** three years from closeout of the grant agreement between the Division and the United States Department of Housing and Urban Development (HUD), the Federal awarding agency, or the period required by other applicable laws and regulations as described in Subsections 570.487, relative to fair housing, lead-based paint poisoning prevention, the Architectural Barriers Act and the Americans with Disabilities Act, and 570.488, relative to the displacement, relocation, acquisition, and replacement of housing. The Division agrees to notify the Recipient of the closeout date of the grant agreement between the Division and HUD.
2. Pursuant to 24 CFR Part 85.42(c), the Recipient accepts that the starting dates of the retention period are as follows:
 - a. General- When grant support is continued or renewed **annually** or at other intervals, the retention period for the records of each funding period starts on the day the Recipient submits to the Division its last expenditure report for that period. If grant support is continued or renewed **quarterly**, the retention period for each year's records starts on the day the Recipient submits its expenditure report for the last quarter of the Federal fiscal year. In all other cases, the retention period starts on the day the Recipient submits its final expenditure report as part of the closeout package.
 - b. Real Property and Equipment Records- The retention period for real property and equipment records starts from the date of disposition or replacement or transfer (as applicable) at the direction of the awarding agency.

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- c. Records for income transactions after grant or subgrant support- In instances where the Recipient earned income after the period of grant support, the retention period for the records pertaining to the earning of the income starts from the end of the grantee's fiscal year in which the income is earned.
 - d. Indirect cost rate proposals, cost allocation plans, and similar accounting computations of rates at which costs are charged- If the proposal, plan or other computation is required to be submitted to the Division to form the basis for the negotiation of the rate, the 3-year retention period starts from the date of such submission. If the proposal, plan or other computation is not required to be submitted to the Division for negotiation of the rate, the 3-year retention period starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan or other computation.
3. Substitution of microfilm- Copies made by microfilming, photocopying, or similar methods may be substituted for the original records.
4. Records to be maintained-
- a. At a minimum, the Recipient's closeout file should contain a copy of this closeout package as well as all applicable documents listed on pages 32-35 of the Katrina Community Development Block Grant Program Implementation Manual.
 - b. Equipment- Per 24 CFR Part 85.32(d), property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, the percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
 - c. Real Property- Records to be retained include, but are not limited to, documentation of the acquisition, improvement, use and disposition of real property acquired or improved with CDBG assistance.

Flood Insurance Coverage

Pursuant to 24 CFR Subsection 570.509(c)(4)(iv), if applicable, the Recipient shall ensure that flood insurance coverage for property owners is maintained for the mandatory period for the grant program.

Certificate of Completion

It is hereby certified that all activities undertaken by the Recipient with funds provided under the grant agreement, hereof, have, to the best of my knowledge, been carried out in accordance with the grant agreement; that proper provision has been made by the Recipient for the payment of all unpaid costs and unsettled third-party claims identified, hereof; that the United States of America or the State of Mississippi is under no obligation to make any further payment to the Recipient under the grant agreement, hereof; and that every statement and amount set forth in this instrument is, to the best of my knowledge, true and correct as of this date.

Recipient Performance Certification Report

It is hereby certified that all planned and actual beneficiaries, and the planned and actual low-to-moderate-income beneficiaries as stated on the Recipient Performance Certification Report are, to the best of my knowledge, true and correct as of this date.

Ethnic Beneficiary Information

It is hereby certified that the information provided in the Ethnic Beneficiary form is, to the best of my knowledge, true and correct.

Outstanding Claimants List

It is hereby certified that the information as stated in the Outstanding Claimants List is, to the best of my knowledge, true and correct.

Inventory and Program Income Form

It is hereby certified that the information as stated in the Inventory and Program Income form is, to the best of my knowledge, true and correct.

Minutes of December 21, 2010 Mayor and Board of Aldermen

Certificate of Recipient Compliance

It is hereby certified that the information as stated in the Certificate of Recipient Compliance form is, to the best of my knowledge, true and correct.

Final Request for Cash Consolidated Support Sheet

It is hereby certified that the information as stated in the Final Request for Cash Consolidated Support Sheet is, to the best of my knowledge, true and correct. It is also hereby certified that all requests for cash have been submitted to the MDA-DRD.

Final MDA-DRD Quarterly Report

It is hereby certified that the information in the final attached MDA-DRD Quarterly Report is, to the best of my knowledge, true and correct.

This Agreement is executed by the Parties on the date indicated by their respective signatures.

IN WITNESS THEREOF, this Agreement and Certification of Contract Compliance between the Recipient and the Division has been executed this _____ day of _____, 2010.

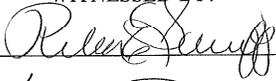
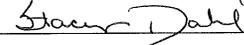
City of Long Beach
RECIPIENT


BY SIGNATORY OFFICIAL

Mayor
TITLE

12/21/10
DATE

WITNESSED BY:

1. 
2. 

MISSISSIPPI DEVELOPMENT AUTHORITY DISASTER RECOVERY DIVISION:

BY SIGNATORY OFFICIAL _____

TITLE _____

DATE _____

Minutes of December 21, 2010

Mayor and Board of Aldermen

BOARD OF HEALTH AND BUREAU OF POLLUTION CONTROL

All water and sewer projects must have approval from the State Department of Health and/or Office of Pollution Control. Projects involving water improvements, whether potable or otherwise, require final approval from the Mississippi State Board of Health. Projects involving sewer improvements must obtain final project approval from the Office of Pollution Control.

Mississippi State Department of Health
Post Office Box 1700
2423 North State Street
Jackson, Mississippi 39215-1700
(601) 960-7400

Office of Pollution Control
Post Office Box 10385
Jackson, Mississippi 39289-0385
(601) 961-5171

Minutes of December 21, 2010 Mayor and Board of Aldermen

Katrina Supplemental Community Development Block Grant Community Planning Quarterly Report

<u>General Information</u>			
Grantee: City of Long Beach (FINAL REPORT)			
Grant Agreement Identifier: R-103-235-03-KP			
Name/Title/Address/Phone of Responsible Individual: Ann Frazier, Associate Consultant Jimmy G. Gouras Urban Planning 1100 Cherry Street, Vicksburg, MS 39181 601-638-7121			
Project Name: City of Long Beach Housing Market Analysis			
CDBG Award Amount:	\$72,500.00	Matching Funds:	\$0.00
Activity Description / Location (include census block and tract): Preparation of a Housing Market Position Analysis and a non-residential market and economic analysis in support of the proposed Film Arts Institute at the Long Beach Campus of U.S.M.			
National Objective: The analysis will be used to guide redevelopment in areas surrounding the Gulf Park campus and identify development and redevelopment opportunities by area, type, size, density and cost.			
How does the project meet program criteria for the stated activity: The City of Long Beach intends to implement recommendations of the Market Position Analysis and Non-Residential Market and Economic Analysis for the Gulf Park campus to the extent that funding is available and to the extent that the recommendations and findings are reasonable and have practical applicability.			
Person/Company Completing Form (Date): Ann Frazier, Jimmy G. Gouras Urban Planning Consultants December 15, 2010 (Final)			

Minutes of December 21, 2010 Mayor and Board of Aldermen

<u>Financial Status</u>			
CDBG Amount:	\$72,500.00	Amount Expended for Current Period:	\$10,000.00
Total amount expended to date (all sources): \$72,500.00			
CDBG funds planned to be spent v.s. actual spent for reporting period: \$0.00 vs. \$0.00			
Remaining CDBG Balance: \$0.00			

Please attach an amended task based schedule and time line for the work completed including CDBG funds planned vs. the actual spent for the reporting period. Include in the schedule roadblocks or delays that prevented milestones from being completed.

The planning firm has completed both the Residential and Non-Residential Market Analysis and the City has accepted the document. Project was monitored on October 19, 2010. Close out documents have prepared for execution by both the City and MDA.

The Economic Development Quarterly Report is due on the 15th of March, June, September, and December. Mail the report to the Disaster Recovery Division, ATTN: Christine Lusteck, Post Office Box 849, Jackson, Mississippi 39205-0849.

**Minutes of December 21, 2010
Mayor and Board of Aldermen**

MEMO

DATE: December 1, 2010
TO: Honorable William Skellie, Jr.
City of Long Beach
FROM: Ann Frazier
Jimmy G. Gouras Urban Planning
RE: City of Long Beach
CDBG Project #R-103-235-03-KP
Market Position Analysis
Request for Cash and Summary Support Sheet

Enclosed please find the following invoices for the above referenced project:

1. Jimmy Gouras
Invoice number 8943 in the amount of \$10,000.00
For Administration expense

Also enclosed is "Request for Cash and Summary Support Sheet No. 4" in the amount of \$10,000.00 for payment of the above invoices.

Please have the above invoices and Request for Cash and the supporting documentation placed on your next agenda for approval. After its approval, the appropriate official should sign the "Request for Cash and Cash Summary Support Sheet No. 4" and return it along with the supporting documentation for processing to our office at the following address:

Debra Tompkins
Jimmy Gouras Urban Planning
100 Cherry Street
Vicksburg, MS 39183

If you have any questions, please do not hesitate to call me or Debra Tompkins at (601)638-7121.

REMINDER

From the date of deposit into your account you have only three (3) working days to distribute funds to avoid penalties from MDA.

Enclosures

JIMMY G. GOURAS

URBAN PLANNING CONSULTANTS, INC.

1100 CHERRY ST. • VICKSBURG, MS 39183 • 601-638-7121 • FAX 601-638-5292 • Email: jggouras@bellsouth.net

Minutes of December 21, 2010 Mayor and Board of Aldermen

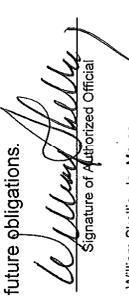
Mississippi Development Authority REQUEST FOR CASH

Section A: General Information		Section B: Project Information	
Applicant Name: City of Long Beach Mailing Address: Post Office Box 929 Street Address: City, State Zip: Long Beach, MS 39560 Telephone No.: 228-863-1556 Fax Number: 228-865-0822 Email Address: cityclerk@cityoflongbeach.ms.gov		Grant No.: R-103-06 Contract No.: R-103-03-03-RP Request No.: 4	FOR MDA USE ONLY Vendor No.: IDIS Voucher Number:
Bank Information: Electronic Transfer: 065503681 Bank Account: 043306089 Bank Name: Hancock Bank Address: 101 Jeff Davis Avenue City, State Zip: Long Beach, MS 39560 Telephone No.: 228-868-4000 Services Rendered: From: July 1, 2010 To: November 30, 2010			
Section C: Request Per Activity			
Activity Number	Activity Description	Budget Amount	Total Prior Request to Date
1	Administration	\$ 10,000.00	\$ 10,000.00
2	Application Preparation	\$ 2,500.00	\$ 2,500.00
3	Planning	\$ 60,000.00	\$ 60,000.00
4			
5			
Total Expense		\$ 72,500.00	\$ 10,000.00
		Remaining Balance	\$ -
		This Request	\$ 10,000.00

Signature _____ Date _____ Activity Numbers _____	Approval for Payment _____
---	----------------------------

I Herby Certify That (a) the services covered by this request have not been received from the Federal Government or expended for such services under any other contract agreement or grant; (b) the amount requested will be expended for allowable costs / expenditures under the terms of the contract agreement or grant; (c) the amount requested herein does not exceed the total funds obligated by contract; and (d) the funds are requested for only immediate disbursements.

I Herby Certify That the goods sold and/or services rendered have been delivered and/or performed in good order within the time listed above and are in compliance with all statutory requirements and regulations. I certify that this request does not include any advances or funds for future obligations.

 Signature of Authorized Official	Date Signed <u>12/21/10</u>	Prepared By <u>Debra Tompkins</u> Date Prepared <u>12/1/2010</u>
William Skellie, Jr., Mayor Typed Name and Title of Authorized Official		601-638-7121 Preparer's Telephone No.

Minutes of December 21, 2010 Mayor and Board of Aldermen

Mississippi Development Authority Cash Summary Support Sheet

Applicant City of Long Beach Request No: 4 Grant Number: R-103-06
 Period Cost - Beginning Ending Date: July 1, 2010 November 30, 2010 Contract Number: R-103-235-03-KP

1. Activity: <u>Administration Expense</u>		(a)	:	(b)	
Line Item	Vendor Name	Invoice #	Invoice Amount	Match Share	Federal Share
A. <u>Administration Expense</u>	<u>Jimmy Gouras</u>	<u>8943</u>	<u>\$10,000.00</u>		<u>\$10,000.00</u>
B.					
C.					
D.					
Subtotal:			<u>\$10,000.00</u>	<u>-</u>	<u>\$10,000.00</u>

2. Activity: <u>Planning</u>		(a)	:	(b)	
Line Item	Vendor Name	Invoice #	Invoice Amount	Match Share	Federal Share
A. <u>Planning</u>					<u>\$0.00</u>
B.					<u>\$0.00</u>
C.					
D.					
Subtotal:			<u>-</u>	<u>-</u>	<u>\$-</u>

3. Activity: <u>Construction of Public Building</u>		(a)	:	(b)	
Line Item	Vendor Name	Invoice #	Invoice Amount	Match Share	Federal Share
A.					<u>\$0.00</u>
B.					
C.					
D.					
Subtotal:			<u>-</u>	<u>-</u>	<u>\$-</u>

**Minutes of December 21, 2010
Mayor and Board of Aldermen**

STATEMENT FOR SERVICES RENDERED

CITY OF LONG BEACH

**KATRINA SUPPLEMENTAL COMMUNITY DEVELOPMENT BLOCK GRANT
PLANNING PROJECT
PROJECT NO. R-103-235-03-KP**

November 30, 2010

INVOICE #8943

Monthly Administrative Services Rendered Pertaining Project #R-103-235-03-KP.

Services rendered include overall coordination of project activities; Attending MDA/HUD monitoring visits, meetings, etc.; Maintaining financial records; Preparing the necessary documentation to request funds from MDA; and Providing all other services considered normal administrative services within the course of this Agreement

FINAL

TOTAL DUE

\$ 10,000.00


Jimmy Gouras

JIMMY G. GOURAS

URBAN PLANNING CONSULTANTS, INC.

1100 CHERRY ST. • VICKSBURG, MS 39183 • 601-638-7121 • FAX 601-638-5292 • Email: jggouras@bellsouth.net

Minutes of December 21, 2010 Mayor and Board of Aldermen

MISSISSIPPI DEVELOPMENT AUTHORITY MODIFICATION SIGNATURE SHEET DISASTER RECOVERY DIVISION POST OFFICE BOX 849 JACKSON, MISSISSIPPI 39205-0849		
1. Recipient's Name, Address, and Telephone No. City of Long Beach Post Office Box 929 Long Beach, MS 39560-0929 228-863-1556	2. Effective Date: 3. Contract Number: R-103-235-03-KP Grant Number: R-103-235-03-KP 4. Modification Number: 2 5. Grant Identifier: (Funding Source & Year) CFDA Number: 14.219 & 14.228 6. Beginning and Ending Date September 29, 2008 – January 31, 2011 7. Page 1 of <u>1</u>	
8. As a result of this modification, funds obligated are changed as follows:		
<u>KCDBG</u> FROM: No change TO: INCREASE: DECREASE:	<u>OTHER FEDERAL</u> FROM: N/A TO: INCREASE: DECREASE:	<u>OTHER (LOCAL-PRIVATE)</u> FROM: N/A TO: INCREASE: DECREASE:
9. The above recipient is hereby modified as follows: The purpose of this modification is to extend the project ending date to January 31, 2011 to allow for execution of the close out package and processing by MDA staff.		
10. Except as hereby modified, all terms and conditions of the subcontract remain unchanged.		
12. Approved for Agency: Signature _____ Date _____ Name: Jon Mabry Title: Director, Disaster Recovery Division	13. Approved for Recipient:  Signature _____ Date _____ Name: William Skellie, Jr. Title: Mayor	

It was noted that the documents for Change Order 017 approved on December 7, 2010, were unavailable to spread upon the minutes of this meeting and the matter was taken under advisement until the next meeting, January 4, 2011.

Alderman Carrubba made motion seconded by Alderman Anderson and unanimously carried to approve Budget Modification #3, CDBG Planning Grant, as follows:

Minutes of December 21, 2010 Mayor and Board of Aldermen



GULF COAST OFFICE
2548 Beach Blvd, Ste. 100
Biloxi, Mississippi 39531

228.594.2200
FAX 228.594.2020
EMAIL info@jbhm.com

December 3, 2010

UPS Delivery

Mayor William Skellie, Jr.
City of Long Beach
645 Klondyke Road
Long Beach, MS 39560

RE: LONG BEACH TOWN GREEN – CHANGE ORDER 03

Dear Mayor Skellie:

The enclosed Change Order 03 for the Long Beach Town Green documents the following changes to the contract:

- 1) Furnish and install electrical conduit, wire, connectors, breakout boxes, outlets and equipment for stage lighting and sound, including outrigger for Par lights.

The total cost to perform this work is documented in the attached PCO-3: a cost increase of \$22,461.73 and a time extension of zero (0) days.

I have reviewed all documentation and find the above requests to be in order and appropriate. Should the changes described above be approved by the Board of Aldermen, the Contract Sum will be increased by a total of \$22,461.73 and the Contract Time will be increased by zero days. Therefore, the Contract Sum for the project will become \$1,214,623.83 and the date of Substantial Completion will remain January 22, 2011.

ARCHITECTURE
PLANNING
LANDSCAPE ARCHITECTURE
INTERIOR DESIGN
GRAPHIC DESIGN
PROGRAM MANAGEMENT

Considering this Change Order, we anticipate significant funds remain obligated to this project and that the funds allocated to this change are warranted.

Enclosed you will find 6 copies of the above mentioned Change Order. If approved by the Board of Aldermen, please sign all 6 documents and return all copies to our JBHM – Biloxi Office for further processing. We will mail you a fully executed copy. Should you have additional questions concerning this change order, please do not hesitate to contact me.

Sincerely,

Glenn Currie, AIA, Principal

OFFICES
Biloxi
Columbus
Jackson
Tupelo

Enclosures: Change Order Number 02 (AIA Document G701) and related supporting documentation

PRINCIPALS
JOSEPH S. HENDERSON, AIA
RICHARD H. MCNEEL, AIA

JACK W. BALLARD, AIA
GLENN CURRIE, AIA

cc: Vonnie Ladner – AFC, Inc.
Mayor William Skellie, Jr. – City of Long Beach
Ann Frazier – Jimmy Gouras and Associates
Ginny Breckenridge / Elisha Hurst / Dawn Nolte – HORNE LLP
Glenn Currie/Edward Yeatman/ Carl Bradley – JBHM
JBHM # 09063.09

Minutes of December 21, 2010 Mayor and Board of Aldermen

AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address): 09063 Long Beach Town Green Jeff Davis & Third Streets Long Beach, MS 39560	CHANGE ORDER NUMBER: 003 DATE: December 3, 2010	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): A. F. C., Inc. 2510 Highway 53 Perkinston, Mississippi 39573	ARCHITECT'S PROJECT NUMBER: 09063 CONTRACT DATE: 4/27/2010 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
 Furnish and install electrical conduit, wire, connectors, breakout boxes, outlets and equipment for stage lighting and sound, including outrigger for Par lights.

Electrical Work	\$ 1,799.35
Sound and Light System	\$17,275.00
Profit Margin, Overhead and Sales Tax	\$ 3,387.38
Total	\$22,461.73

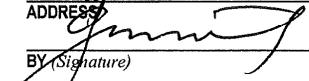
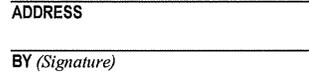
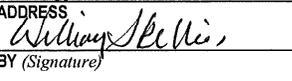
See attached proposal for further breakdown.

The original Contract Sum was	\$ 1,169,000.00
The net change by previously authorized Change Orders	\$ 23,162.10
The Contract Sum prior to this Change Order was	\$ 1,192,162.10
The Contract Sum will be increased by this Change Order in the amount of	\$ 22,461.73
The new Contract Sum including this Change Order will be	<u>\$ 1,214,623.83</u>

The Contract Time will be increased by Zero (0) days.
 The date of Substantial Completion as of the date of this Change Order therefore is January 22, 2011

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

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

JBHM Architects, P.A. ARCHITECT (Firm name) 2548 Beach Blvd., Suite 100, Biloxi, Mississippi 39531 ADDRESS  BY (Signature) David Glenn Currie, AIA (Typed name) 12/03/2010 DATE	A. F. C., Inc. CONTRACTOR (Firm name) 2510 Highway 53, Perkinston, Mississippi 39573 ADDRESS  BY (Signature) Vonnie L. Ladner (Typed name) DATE	City of Long Beach OWNER (Firm name) 645 Klondyke Road, Long Beach, Mississippi 39560 ADDRESS  BY (Signature) William Skellie (Typed name) 12/21/10 DATE
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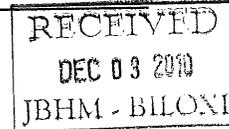
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Minutes of December 21, 2010
Mayor and Board of Aldermen



General Contractor
2510 Highway 53
Perkinston, Mississippi 39573
Office: (228) 586-5188
Fax: (228) 586-0755
Email: afcgeneral@aol.com

Change Order Proposal



PCO#3

PROJECT: Long Beach Town Green
115 East Third Street
Long Beach, MS 39560

PROPOSAL NUMBER: 03 Rev1

DATE: 12/02/2010

Proposed Changes:

Electrical Work

Room 112 to be used for sound equipment.
Room 113 to be used for light equipment.

- 1a) Install conduit and wire for relocated F2 lights (1000 watt spot light).
- 1b) Install light connection at one end and equipment connection box in Room 113 at other end.
- 1c) Install 3 12-2 mc wires in existing 3" pvc.

Materials	\$659.60
Labor	\$504.40
- 2a) Relocate already installed speaker conduit.
- 2b) Each Speaker needs 2"x12" wood backing to hold up speaker boxes. \$208.55
- 3a) Relocate stage light boxes and run to Room 113.
- 3b) Needs outlet box at 3 locations in ceiling and equipment connection in Room 113. \$291.00
- 4a) Install light switches in rooms 106, 107, 108 and 110. \$135.80

Sound and Light System

Stage Sound System	\$11,526.44
Lighting System	\$3,571.04
Audio Snake	\$1,302.53
Par Light Installation	\$1,409.75
Discount	\$ -534.76

Amount: \$ 19,074.35
Profit Margin: \$ 1,097.46
Overhead: \$ 1,503.77
Sales Tax: \$ 786.15

Revised Price: \$22,461.73

Minutes of December 21, 2010
Mayor and Board of Aldermen

Accepted

Rejected

Revise (Please comment below)

Vonnie Ladner
Vonnie Ladner, VP, AFC Inc.

12-03-2010
Date

Accepted By

Date

Change Proposal

AFC Inc.

Page 2 of 2

Minutes of December 21, 2010 Mayor and Board of Aldermen

There came on for consideration a letter from City Engineer David Ball, as follows:



A. GARNER RUSSELL & ASSOCIATES, INC. / CONSULTING ENGINEERS
520 33RD STREET, GULFPORT, MS 39507 TEL (228) 863-0667
P.O. BOX 1677, GULFPORT, MS 39502 FAX (228) 863-5232



December 17, 2010

City of Long Beach
P.O. Box 929
Long Beach, MS 39560

RE: Katrina Infrastructure Repairs – Project Areas 4 - 7

Ladies and Gentlemen:

We have been informed by MEMA personnel that they will soon be releasing some of the funds which were held up in review related to the large change orders approved at the last Board meeting. These funds are in MEMA review because of some significant overruns in quantities, especially the asphalt quantities, and because of additional non-utility related infrastructure repairs as reviewed by MEMA and FEMA personnel, such as additional drainage, sidewalks, curb & gutter, and driveway repairs. MEMA relates that the funds are being released to the City in order to keep the Contractors on-site and working until the large change orders are officially approved. MEMA personnel were personally involved in the review of the additional drainage and above-ground infrastructure included in these change orders and we see no reason to expect problems in their eventual approval of those items. Furthermore, based on conversations with MEMA personnel regarding the quantity overrun on asphalt, we also believe we can expect a favorable approval of those items, despite the large increase in quantity. Because of this action on MEMA's part, we request authorization to proceed with all or portions of the change orders which were approved at the last Board meeting.

In particular, we would like to proceed with above-ground infrastructure repair work in areas which are completed except for those items of work; meaning we could finish all restoration work in those areas. This would affect areas like Pitcher Point, Destiny Oaks, Sea Oaks, the Boggs Circle area, Russell Avenue, Gulf View, the Azalea Drive area, and Central Avenue, to name only a few. In these areas, we are awaiting approval for the construction of curb & gutter, driveways, and sidewalks. Upon completion of those items, we could proceed with asphalt base repairs and have a fully restored road, only awaiting the final asphalt surface course.

Furthermore, there may be some roads which are awaiting asphalt repairs quite separate from the construction of curb & gutter and driveways; in particular, the southern portion of the Pitcher Point subdivision comes to mind. In these cases, we are not awaiting MEMA approval of curb & gutter items, but are on hold pending their approval for the reimbursement of the overrun of asphalt quantities. We can see no likelihood that the City would elect to not repave the roads south of the tracks, regardless of FEMA's reimbursement; but, of course, such decisions are the Board's to make.

Minutes of December 21, 2010 Mayor and Board of Aldermen

December 17, 2010

Therefore, we request that the City authorize us to release some or all portions of the change orders approved at the last Board meeting to the respective Contractors working on the infrastructure repair work projects in south Long Beach. Obviously, this action would go far in completing the work in a satisfactory and timely manner.

Sincerely,



David Ball, P.E.

DB:1770-4 - 7

Based upon the recommendation of Mr. Ball as set forth above, Alderman Hammons made motion seconded by Alderman Couvillon and unanimously carried to approve the release of Change Orders approved on December 7, 2010, to the respective contractors.

Alderman Hammons made motion seconded by Alderman Lishen and unanimously carried to approve substantial completion, CDBG New City Hall Project, as follows:

Minutes of December 21, 2010

Mayor and Board of Aldermen

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)

Owner shall assume responsibility of security maintenance, heat A/C, utilities, damage to Work by Owner's personnel and insurance on 11/28/2010 at (5:00 PM). Contractor shall coordinate and assist in transfer of utilities to Owner.

Minutes of December 21, 2010 Mayor and Board of Aldermen

INTERIOR PUNCH LIST (PARTIAL) ARCHITECT'S OBSERVATION REPORT

2548 Beach Blvd., Suite 100 Biloxi, MS 39531
Tel: 228-594-2200 Fax: 228-594-2020



Project: Long Beach New City Hall
JBHM P.N. 07123.00

Date/Time: Monday, November 15, 2010 / 1:30 PM

Weather: Rain, 65°

Owner(s): City of Long Beach, MS

Contractor: Starks Contracting Company

Present: Kevin Covacevich / Chris Gutierrez – Starks Contracting Company
Elizabeth Allen / Carl Bradley / Ryan Florreich – JBHM
Travis James – Myron James and Associates
Brad Patano – Machado | Patano

A walk through was held this date to conduct an Interior Punch-List. Refer to the attached Key Plans for location of items in specific rooms. Some areas were not able to be 'punched' due to ongoing work. The following items were noted:

General Interior Notes:

1. Clean all mechanical diffusers.
2. Clean building throughout.
3. Clean all stainless plates.
4. Sand down all paint drips on trim and repaint.
5. Clean all door hinges and hardware. Remove all stickers.
6. Install window hardware throughout.
7. Install water coolers.
8. Review 'corrected' Plumbing Submittal; install specified/corrected faucets and piping covers at L-1, L-2, S-1, S-2, S-3, and S-4.
9. Complete exit light modifications, per Change Order 016.

Stair A 106

1. It appears that a VCT product has been installed in portions of the stair, in lieu of the specified rubber flooring. Correct to the specified product.

*** Note: The Remainder of this room not 'punched' ***

Building Official 109

1. Repaint frame.
2. Clean and paint door frame.
3. Repair cracked door at mortise lock.
4. Repair and clean up edge of carpet at base.
5. Clean paint off of base.

Biloxi, MS • Columbus, MS • Jackson, MS • Tupelo, MS

Obv. 111510 RF – Initial Punch-List

Minutes of December 21, 2010

Mayor and Board of Aldermen

Initial Punch List (Partial) / Architect's Observation Report
Page 2

Permits 110

1. Install tackboard at millwork.
2. Caulk at countertop.
3. Install screw at switch plate.
4. Repair putty holes at entrance sidelight.
5. Install missing door silencer.
6. Repair door at closer attachments.
7. Touch up paint at exterior window.
8. Repaint trim.
9. Clean compound off of threshold.
10. Clean all thresholds.
11. Install removable millwork panel under desk.
12. Millwork drawers are sticking.
13. Repair bad joint at countertop, on office side.
14. Repair chipped millwork.
15. Repair laminate edge.
16. Caulk at millwork.
17. Clean millwork.
18. Repaint frames.
19. Fill crack in door trim.
20. Clean caulk from upper corner and repaint.
21. Install additional power/data at CPU Cabinet, per Change Order 016.

Storage 111

1. Secure mop sink tub to floor.
- *** Note: The Remainder of this room not 'punched' on this date. ***

Meeting Room 116

1. Install caps at all 'bolt-down' base fasteners. Caps shall match the chair frame/pan color.
 2. Replace all Row and Seat Number Plates with silver plates.
- *** Note: The Remainder of this room not 'punched' on this date. ***

Executive Conference Room 118

1. Repair cracked door at mortise lock.
2. Repaint wall by frame.
3. Point up by electrical outlet.
4. Replace damaged ceiling tiles.
5. Sagging ceiling which appears to have water damage.
6. Damaged millwork.
7. Clean and paint at door frame.
8. Repair and clean up edge of carpet at base.
9. Install grommet in counter for water line.
10. Install caulk at countertop.

Stair B 119

1. Clean concrete overspill from steel risers and treads. Paint all exposed steel at stairs and handrails.
- *** Note: The Remainder of this room not 'punched' on this date. ***

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Attorney Meeting Room 120

1. Repair and clean up edge of carpet at base.
2. Clean cover plates.
3. Cut in carpet at base.

Attorney Meeting Room 121

1. Point up at switch.
2. Repair cracked door at mortise lock.
3. Repaint door.
4. Repair and clean up edge of carpet at base.

Judge's Chambers 122

1. Repair and clean up edge of carpet at base.
2. Repair cracked door at mortise lock.
3. Clean up paint between base and wall.
4. Screw cover is missing at window.
5. Clean up paint around window frame.
6. Repaint base.
7. Touch up paint at door frame.

Second Floor Corridor(s) 201 and 202 – General Notes:

1. Repair and clean up edge of carpet at base.
2. Touch up paint above door frames.
3. Clean above men's restroom door frame and paint.
4. Repair and repaint at all trim and casings.
5. Touch up paint at ceilings.
6. Replace pendant light alabaster bowl in front of elevator. Bowl is scratched.
7. Exit lights to be replaced per Change Order 016.
8. Re-tape and re-float to achieve cleaner edges at linear diffusers.
9. Reset wood base at elevator.
10. Point up at surveillance camera.
11. Clean up paint drips at all trim.
12. Point up at request to exit junction box.
13. Caulk at millwork panel.

Court Staff 203

1. Touch up paint.
2. Install window hardware.
3. Point up at electrical plates.
4. Clean threshold.
5. Repair base.
6. Paint at door frames.
7. Clean up carpet edges at base.
8. Clean paint off door hinges and remove sticker.
9. Repair damaged door on bottom.
10. Point up at door frame.

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Court Clerk 226

1. Repair cracked door at mortise lock.
2. Paint door frame.
3. Clean ceiling tiles.
4. Touch up paint.
5. Install window hardware.

Janitor 204

1. Tighten door stop.
2. Repair tile at receptacle.
3. Repair cracked door at mortise lock.
4. Install missing door silencer.
5. Missing sprinkler head cover.
6. Secure mop sink tub to floor.

Civil Service 206

1. Install missing door silencer.
2. Repair cracked door at mortise lock.
3. Clean hardware.
4. Point up drywall at switch.
5. Clean ceiling tile.
6. Touch up paint.

Storage 207

1. Point up at electrical plate.
2. Repair cracked door at mortise lock.
3. Repaint door.
4. Touch up paint.
5. Touch up paint at base.
6. Repair carpet edge at base.
7. Repair door frame.

Mayor's Reception 208

1. Clean return air grill.
2. Hang wallcovering.
3. Reinstall door closer.
4. Repaint door.
5. Repaint base board.
6. Replace door plate.
7. Repair closer attachment.
8. Repair moulding at door.
9. Repair door.
10. Replace base at door.
11. Recaulk door casing and repaint.
12. Repair putty holes at entrance.
13. Clean/Replace dirty ceiling tile.
14. Install door stop.
15. Install missing door silencer.
16. Damaged door frame.

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17. Uneven space at leaf.
18. Install grommet in counter for water line.

Mayor's Office 209

1. Adjust sweep at porch doors.
2. Clean up carpet edge at thresholds.
3. Point up drywall at electrical plate.
4. Repair cracked door at mortise.
5. Caulk at millwork edge.
6. Repair scratch in millwork.
7. Repair scratch in millwork base.
8. Inactive leaf at exterior door does not bolt at bottom.
9. Pendant light fixture, closest to restroom, has a chipped alabaster bowl. Replace.
10. Clean thresholds.
11. Point up at ceiling.
12. Point up at backsplash.

Restroom 212

1. Repair cracked door at mortise lock.
2. Touch up paint.
3. Patch drywall and paint.
4. Tighten door bumper.
5. Paint pocket door.
6. Clean glass.
7. Install missing wood base at sink.
8. Install missing coat rod and shelf in closet (Room 211).
9. Point up at light switch.
10. Install sconces at sinks and repair wall tile.

City Clerk's Admin 213

1. Install missing door silencer.
2. Attach door closer.
3. Repair mounting at closer.
4. Repair putty holes at entry doors.
5. Remove sticker from hinge.
6. Repair dents in trim.
7. Clean ceiling tile.
8. Strip paint from transition between trim and plinth block.
9. Carpet is rolling and unraveling at base.
10. Rotate electrical floor box 180 degrees, to accommodate furniture installation .
11. Replace rubber transition to specified color.
12. Install wallcovering.
13. Add carpet to floor box.
14. Adjust strike at elevator equipment room.

Deputy City Clerk's Office 214

1. Clean up carpet edges at base.
2. Clean up carpet edge at thresholds.
3. Repair cracked door at mortise lock.

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City Clerk's Office 216

1. Cracked door at mortise.
2. Clean threshold.
3. Clean up carpet edge at base and threshold.
4. Repair back of door.
5. Repair damage on pocket door.
6. Repair door hardware at pocket door.
7. Clean door.
8. Repair carpet at door threshold.
9. Broken light fixture.

City Clerk's Workroom 217

1. Repair carpet at vault threshold.
2. Patch and repaint base.
3. Point up at corner.
4. Relocate surveillance camera from Admin 213 to this room, as indicated in SD-41.

Vault 218

1. Trim out paint at ceiling line.
2. Complete installation of shelving and secure to wall.

Breakroom 222

1. Install strike plate.
2. Install missing door silencers.
3. Tighten door stop.
4. Repair cracked door at mortise lock.
5. Repaint above door.
6. Relocate refrigerator to next water outlet.
7. Remove marks from porcelain tile.
8. Install window hardware.
9. Clean light fixtures.
10. Adjust base at sink.
11. Replace tile under sink.
12. Cut off granite section between the two counter heights such that the same recessed condition exists on both sides of the sink.
13. Adjust dishwasher.
14. Clean glass backsplash.
15. Grout at electrical plate.
16. Clean threshold.
17. Clean grout.
18. Point up and repaint above door.
19. Paint baseboard.
20. Install grommet in counter for water line.

Men's Restroom 224

1. Install strike plate.
2. Install missing door silencers.
3. Grout tile at switch.
4. Repair chipped tile.
5. Point up around toilet sensor.

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6. Caulk.
7. Missing soap dispenser.
8. Missing base at millwork.
9. Clean tile.
10. Clean floor tile and grout.
11. Re-grout at corners.

Women's Restroom 225

1. Point up around light switch.
2. Clean partitions.
3. Clean grout off glass tile.
4. Grout around floor drains.
5. Grout around escutcheon plate.
6. Tighten escutcheon plate at toilet.
7. Correctly install escutcheon at trap primer.
8. Repair broken tile.
9. Clean tile.
10. Adjust door stop on ADA stall.
11. Repair chipped tile at Schluter Trim.
12. Finish door casing.
13. Clean wall tile.

Note: In addition to the Exterior, Site, Landscaping, and Irrigation, the following interior rooms remain to be 'punched' as of this date:

- | | |
|--------------------------|----------------------------|
| 1. Corridor 101 | 13. Meeting Room 116 |
| 2. Corridor 102 | 14. Holding Room 117 |
| 3. Fines Collection 103 | 15. Corridor 123 |
| 4. Women's Restroom 104 | 16. Ramp 124 |
| 5. Water Department 105 | 17. Closet 210 |
| 6. Stair A 106 | 18. Closet 211 |
| 7. Electrical 108 | 19. Elevator Equipment 219 |
| 8. Storage 111 | 20. Electrical 220 |
| 9. Vestibule 112 | 21. Communications 221 |
| 10. Communications 113 | 22. Storage 223 |
| 11. Men's Restroom 114 | 23. Mechanical/Storage 227 |
| 12. Warrant Officers 115 | 24. Elevator Cab |

Attachments:

- Mechanical/Plumbing Punch List dated November 16, 2010; prepared by Myron James and Associates.
- Electrical Punch List dated November 22, 2010; prepared by Machado| Patano.
- General Contractor's Punch List dated November 15, 2010; prepared by Starks Contracting Company.
- Ground Floor Punch List Key Plan
- Second Floor Punch List Key Plan

Pay Request Reviewed: Yes No

Photos Taken: Yes No

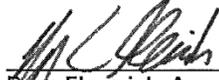
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Initial Punch List (Partial) / Architect's Observation Report
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By:



Ryan Florreich, Assoc. AIA

cc: JBHM # 07123.00.08
Mayor William Skellie, Jr. – City of Long Beach, MS
Robert Starks / Christopher Gutierrez – Starks Contracting Company
Ann Frazier – Jimmy Gouras and Associates
Ron Robertson / David Vicknair – Broaddus and Associates
Robert Bovine / Tom Schaeffer – Structural Design Group
Myron James / Travis James – Myron James and Associates
Brad Patano – Machado Patano, PLLC
Glenn Currie / Ryan Florreich / Elizabeth Allen / Carl Bradley – JBHM Architects

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Mayor and Board of Aldermen

MYRON JAMES & ASSOCIATES, P.A.

2030 Pass Road, Suite A, Biloxi, Ms 39531 Phone (228) 388-8740 Fax (228) 388-3270
Email: travis@mjaengineering.net

November 16, 2010

Mr. Ryan Florreich
JBHM Architects
308 East Pearl St. Ste. 300
Jackson, Ms. 39201

Re: Long Beach City Hall

Dear Ryan:

On Monday, November 15, 2010, I visited the job site of the above referenced project for a final mechanical inspection. The following items need to be addressed prior to completion of the project:

1. Provide record drawings.
2. Provide test & balance reports.
3. Provide operation/maintenance manuals.
4. Provide warranty information.
5. Provide equipment startup and owner's training.
6. Provide letter of certification on domestic water sterilization and sprinkler system.
7. Seal around refrigerant piping penetration of north wall in Exterior Mechanical Yard.
8. Install FDC on 4" ductile penetrating face of north planter wall.
9. Open valve on post indicator.
10. Verify all sprinkler heads have white cover plates as specified. Install as needed.
11. Clean all plumbing fixtures including floor drains, cleanouts etc.
12. Clean all supply, return and exhaust grilles. Remove all temporary filter media. Install new return air filters. Adjust/repair finish material around all slot diffusers.
13. Mens 114 – Adjust supply pipe to water closet. Install exhaust grille and assoc. duct.
14. Corridor 102 – Finish installation of drinking fountain.
15. Storage 111 – Insulate domestic water piping. Pipe water heater pan drain to floor drain. Verify installation of tempering valve and circulating pump.
16. Comm. 113 – Install thermostat for IU/2 serving this room.
17. Holding Rm. 117 – Clean ceiling mounted unit. Adjust cover.
18. Exec. Conference Rm. 118 – Install fridge. Remove faucet installed and install as specified and corrected in submittal.
19. Mech./Storage 227 – Diagnose EV/1 water in pan and pan leak, repair as necessary. Clean pan. Seal all ceiling penetrations. Insulate domestic water piping in room and above ceiling.
20. Breakroom 222 – Finish installation of all fixtures, appliances etc.
21. Women 225 – Restroom had no water at fixtures. Verify valve is open above ceiling, repair as necessary.
22. Mayor 209 – Remove faucet installed and install as specified and corrected in submittal.

If you should have any questions regarding the above, please feel free to contact me.

Respectfully,

Travis James

Minutes of December 21, 2010 Mayor and Board of Aldermen



1641 Popps Ferry Rd., Suite A-4 · Biloxi, MS 39532
Office 228.388.1950 · Fax 228.388.1971

www.mpeng.us

MEMORANDUM

TO: RYAN FLORREICH
FROM: BRAD PATANO
SUBJECT: LONG BEACH CITY HALL SUBSTANTIAL COMPLETION PUNCH LIST
DATE: 11/22/2010
CC:

Ryan, on November 15, 2010 I completed a walkthrough of the project. The following items were observed to need correction or additional work to complete.

First Floor

East Corridor:

1. Northern most light fixture should be moved one tile north to provide additional light at the ramp.
2. Several fixtures need lamps replaced.

Middle Corridor:

1. Two recessed can lights need trim kit installed.

Fines Collection:

1. Engrave cover plate of lighting control buttons.
2. Missing Panic Button Rough in.

Water Department:

1. Several fixtures need lamps replaced.
2. Missing Panic Button Rough ins.

Town Hall:

1. Program lighting control panel. Ensure that pendants can be turned on/off from control panel.
2. Replace brass floor box covers with brushed aluminum covers.

Warrant Officers:

1. Missing Panic Button rough in.

Permits:

1. Missing Panic Button Rough in.

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Second Floor

Mayor's Restroom:

1. Install vanity lights.
2. Shower/Toilet area fixtures need moisture resistant trim kits.

Mayor's Reception:

1. Receptacle and Data outlet installed inside base cabinet should be counter top style.
2. CCTV monitor rough in missing.

Mayor:

1. At South millwork receptacle should be GFCI type.
2. At South millwork an extra outlet box needs to have wires removed and box covered with sheetrock.

Break Room:

1. One receptacle at counter top is within six feet of the sink, needs to be GFCI type.

Southwest Corner Office:

1. Missing Panic Button or CCTV monitor rough in.

Court Staff:

2. Missing Panic Button Rough in.

Throughout Building:

1. Install coaxial cable F connectors and box faceplates.
2. Install panic button devices and cover plates.
3. Complete generator installation.

Thank you,

Brad Patano

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Mayor and Board of Aldermen**



STARKS CONTRACTING CO., INC.
1538 POPPS FERRY RD/PO BOX 7149, BILOXI, MISSISSIPPI 39540-7149
PHONE (228) 392-4584 FAX (228) 392-4565

November 15, 2010

Re: General Contractor Punch List
New Long Beach City Hall

Corridors 101 & 102:

- Complete final painting
- Remove protective film on floor
- Touch-up ceiling at fire sprinkler heads
- Install metal letters
- Install room signs
- Install electric drinking fountain

Fines 103:

- Install glazing at transaction counter
- Install new screws at deal plates flush with top of plates

Water Department 105:

- Install vinyl wall covering
- install glazing at transaction counter
- Install new screws at deal plates flush with top of plates
- Complete installation of wood window wall above-transaction counter.
- Complete final painting

Permits 110:

- Remove joint compound from window sills
- Remove protective film from carpet

Elevator Cab:

- Install wood wall panels

Town Hall 116:

- Remove gold seat numbers on fixed auditorium seating or replace with silver.
- Complete final painting
- Remove all joint compound from door/window sills, etc.
- Replace lights in ceiling alcove with specified.



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Holding Room 117:

- Install detention benches
- Complete final painting

Exec. Conference Room 118:

- Install electric water cooler
- Install refrigerator
- Install specified faucet at sink

Attorney 120 & 121:

- Complete final painting

Judges Chambers 122:

- Complete final painting/touch up around millwork

Ramp 124:

- Install steel handrails
- complete final painting

Corridors 201 & 202:

- Complete final painting
- Remove protective film from carpet

Court Staff 203:

- Remove construction materials from room
- Complete final painting

Break Room 222:

- Complete installation of appliances
- Complete final painting

Reception 208:

- Repair chip at base of door.
- Repair dents in base of door frame
- Install vinyl wall covering
- Complete installation of wood base and plinth block at door

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Mayor 209:

- Install specified faucet at sink
- Complete installation of millwork
- Remove receptacle partially covered by millwork
- Chandelier on west side of room not working.
- Replace bronze floor box with stainless steel/nickel.
- Complete final painting
- Remove joint compound from door/window sills
- Adjust door 209C to allow flush bolt to operate properly.

Restroom 212:

- Repair ceramic tile at walls sconces
- Complete final painting
- Install screw in switch cover plate
- Install specified faucet at sink

Admin 213:

- Install vinyl wall covering
- Complete final painting

Office 214:

- Remove Joint compound from window sill
- Adjust pocket door
- Complete installation of millwork
- Complete final painting

Office 216:

- Remove Joint compound from window sill
- Complete final painting

Vault 218:

- Complete installation of wire shelving

Office 214:

- Remove Joint compound from window sill
- Adjust pocket door
- Complete installation of millwork
- Complete final painting

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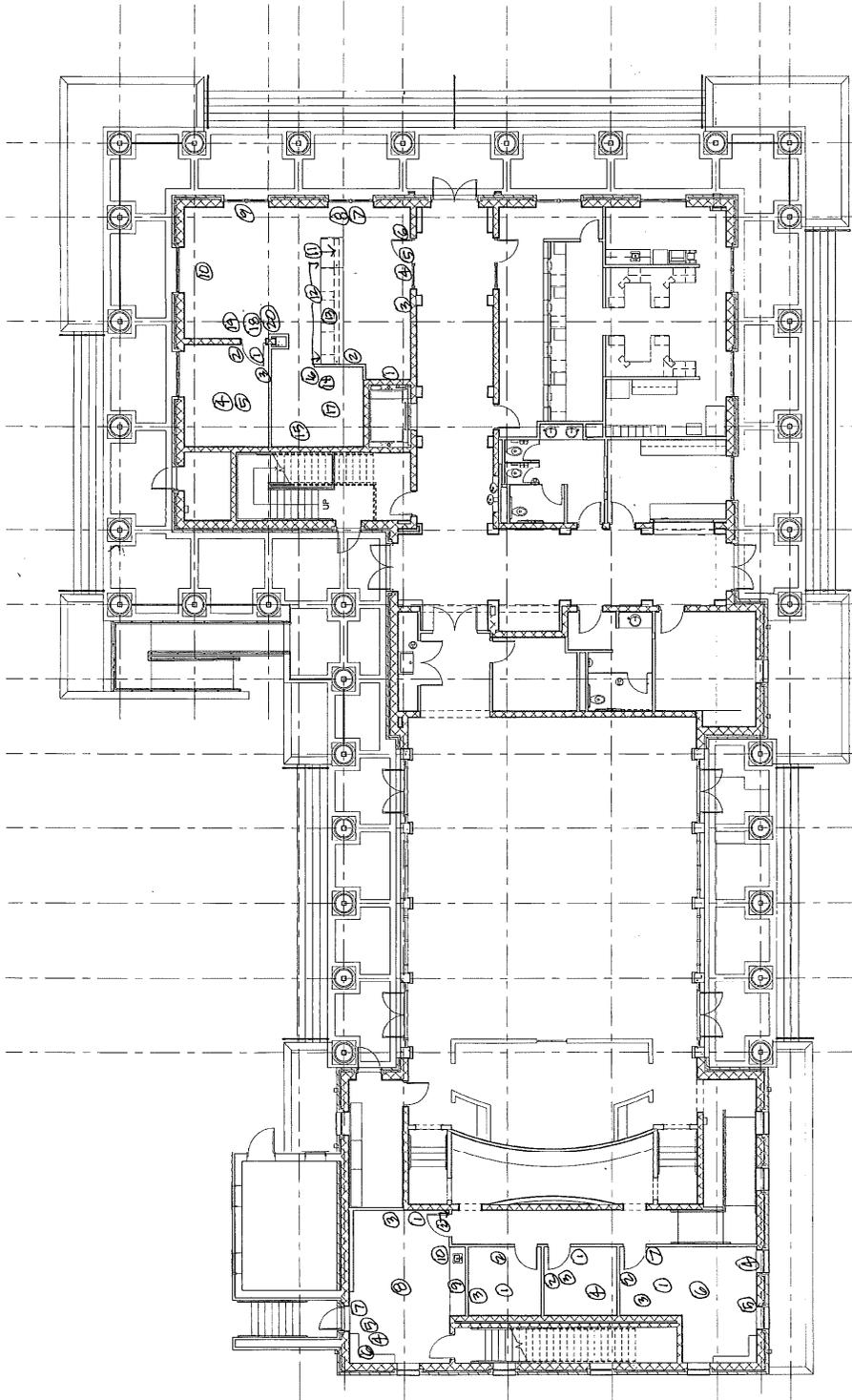
General Interior Notes:

- Clean entire building
- Remove excess joint compound from all surfaces
- Remove construction material, equipment, tools and debris from building
- Install room signs
- Remove all paint runs from trim, casings, etc.
- Putty and paint all voids in wood trim
- Carpet is bubbling up in various areas of the building. Roll carpet to remove bubbling and re-tuck under wood base. Typical all rooms with carpet.

Exterior Items:

- Complete installation of vertical and horizontal joint sealants in brick veneer, concrete and sidewalks
- Stripe parking lot
- Complete installation of landscaping
- Install grass sod
- Remove construction trailers, job signs, equipment and debris from site.
- Complete exterior painting
- Remove excess paint from brick pavers and concrete
- Install building letters
- Install FDC on planter wall
- Install cover box over the irrigation system BFP.

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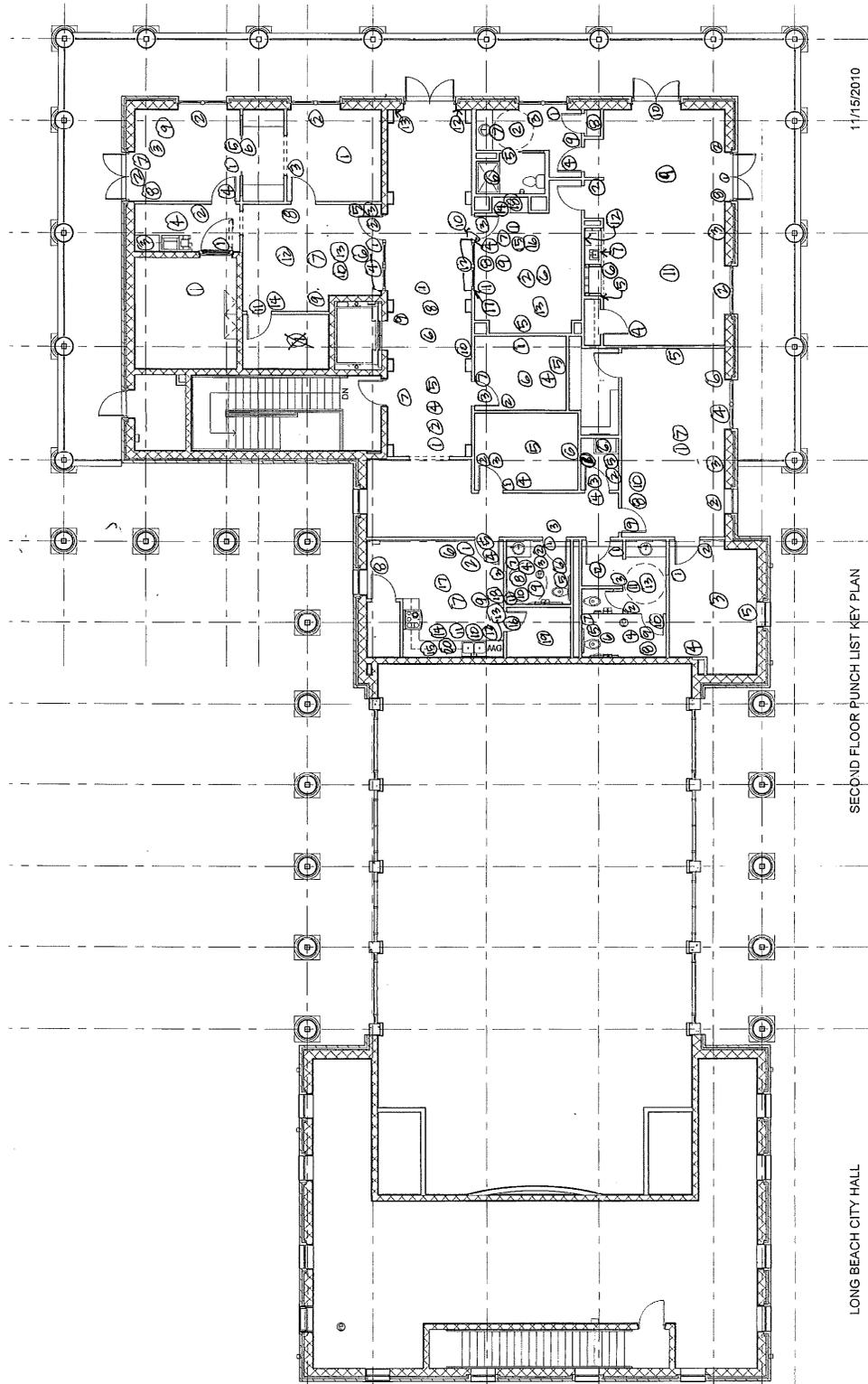


11/15/2010

GROUND FLOOR PUNCH LIST KEY PLAN

LONG BEACH CITY HALL

Minutes of December 21, 2010 Mayor and Board of Aldermen



Minutes of December 21, 2010 Mayor and Board of Aldermen

EXTERIOR AND INTERIOR (PHASE 2) PUNCH LIST ARCHITECT'S OBSERVATION REPORT

2548 Beach Blvd., Suite 100 Biloxi, MS 39531
Tel: 228-594-2200 Fax: 228-594-2020



Project: Long Beach New City Hall
JBHM P.N. 07123.00

Date: Wednesday, December 01, 2010

Weather: Sunny, 55°

Owner(s): City of Long Beach, MS

Contractor: Starks Contracting Company

Present: Kevin Covacevich – Starks Contracting Company
Elizabeth Allen / Ryan Florreich – JBHM

A walk through was held this date to conduct an **Exterior and Interior (Phase 2) Punch List**. Refer to the attached Key Plans for location of items. The following items were noted:

General Exterior Notes

1. At all exterior openings (windows and doors): re-point putty holes as required, sand all putty holes smooth, and re-paint trim. Clean dirt from trim, especially at sill conditions.
2. Clean all exterior windows and doors, including thresholds.
3. Clean all exterior glass.
4. Clean all copings at planters.
5. Clean all cast stone stair treads.
6. Clean all porch pavers. There appear to be paint spills in areas.
7. Clean all brick veneer, especially at planter walls, wall bases, and stair risers.
8. Re-paint at all exterior steel lintels (above openings); it appears that only a single coat of paint has been installed.
9. Re-finish all column seams – visible seams are not acceptable. Removing portions of the 'existing' finishing material and re-finishing appears to be necessary.
10. Putty all fastener/temporary holes in columns, especially at Second Floor. Re-paint.
11. Clean all column bases. Re-paint as necessary.
12. Clean/polish all 'clear-finish' (silver) aluminum railings.
13. Install sealant or mortar at all railing bases – where core-drills were made.
14. Repair all scuffs and scratches at white aluminum guardrails. Remove all protective film and residue.
15. Check all exterior light fixtures; re-lamp as required.
16. Clean up all cigarette butts.

Keyed Exterior Notes

1. Clean louver blades at all mechanical-yard louvers.
2. Clean door panel, frame, and glass at Exec. Conference Room.
3. Clean door/frame and re-paint at Exterior Mechanical Yard.

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Obv. 120110 RF – Exterior and Interior (Phase 2) Punch-List

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Exterior and Interior (Phase 2) Punch List / Architect's Observation Report
Page 2

Keyed Ground Floor Exterior Porch Notes

1. N/A
2. Repair receptacle cover.
3. Re-point putty holes as required, sand all putty holes smooth, and re-paint trim.
4. Clean brick.
5. Repaint column.
6. N/A
7. Touch up trim paint.
8. Clean concrete.
9. Repair trim.
10. Putty and re-paint seams in trim at meeting room porches.

*** **Note:** On this date, some portions of the soffit and porch fascia bands/trim, in particular the recessed lighting cutouts, could not be viewed due to night-time conditions. The soffit will be re-reviewed by JBHM personnel on Monday, December 6, 2010. Prior to this date, the General Contractor shall review all soffits, fascias, and trim, and address any items. ***

Keyed Second Floor Exterior Porch Notes

1. Replace guardrail at porch terminations, to add an intermediate vertical post.
2. Clean brick.
3. Clean and re-paint column.
4. N/A
5. N/A
6. Clean column capital.
7. Repair paint scratch inside door. Finish painting door frame inside.
8. Guardrail section is loose in setting. Re-set.
9. Remove paint from concrete.
10. Re-point putty holes as required, sand all putty holes smooth, and re-paint trim.
11. Clean door.
12. Repair finish at aluminum.
13. Repaint seam at cornice beam trim.
14. Repaint soffit.
15. Adjust door lock – door does not appear to fully lock.

*** **Note:** On this date, some portions of the soffit, in particular the recessed lighting cutouts, could not be viewed due to night-time conditions. The soffit will be re-reviewed by JBHM personnel on Monday, December 6, 2010. Prior to this date, the General Contractor shall review all soffits and address any items. ***

General Interior Notes

1. Verify that all keys to the Diebold equipment, Toilet Accessories, etc. have been turned over to owner.
2. Remove all stickers from the hinges.
3. Clean up at all millwork trim.

Fines Collection 103

1. Tighten door stop.
2. Caulk at backsplash.

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Obv. 120110 RF – Exterior and Interior (Phase 2) Punch-List

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Exterior and Interior (Phase 2) Punch List / Architect's Observation Report
Page 3

3. Clean millwork.
4. Touch up paint.
5. Touch up paint at window frame.
6. Repair damaged millwork.

Warrant Officers 115

1. Paint edge of door.
2. Trim carpet edge.
3. Paint bottom of door.

Corridor 101

1. Point up at corner.
2. Touch up paint at door trim.
3. Point up around exit sign.
4. Screw hole at fire strobe.
5. Point up by door frame.
6. Touch up paint at trim.
7. Clean door.
8. Clean up paint on terrazzo by base.
9. Touch up paint at ceiling trim.
10. Clean and repaint above door.
11. Clean and touch up paint around door.

Corridor 102

1. Touch up paint at base.
2. Clean stainless elevator surround and door.
3. Touch up paint at door frame trim.

Permits 110

1. Touch up paint.
2. Clean at caulk joint.
3. Remove paint on side of furniture.

Water Department 105

1. Repair nail heads at door face.
2. Repair damaged door.
3. Touch up paint.
4. Install door closer.
5. Caulk at counter.
6. Install door hardware.
7. Paint door.
8. Install missing silencers.
9. Install missing grommet cap.
10. Clean up caulk joint.
11. Remove paint from counter.
12. Paint door trim.
13. Repair carpet bubbling and clean edge.
14. Clean carpet edge.
15. Paint on carpet.
16. Missing base.

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Exterior and Interior (Phase 2) Punch List / Architect's Observation Report

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17. Wallcovering is not installed as shown per plan 2/A906 and SD-28. Wallcovering shall be installed so that the exterior corners are wrapped. Installer must remove installed wallcovering in order to wrap the exterior corners. Seams at the exterior corners will not be accepted.

Men's Restroom 114

1. Clean door.
2. Clean tile floor.
3. Wipe down entire wall surface.
4. Clean entire bathroom.
5. Remove sanitary napkin disposal from stall.
6. Tighten vertical grab bar.
7. Clean paint off of grab bars.
8. Clean stainless partitions.

Women's Restroom 104

1. Install specified lavatory pipe guard.
2. Clean tile throughout – floors and walls.
3. Clean stainless partitions.
4. Remove black marks from floor.
5. Grout at plinth block.
6. Fill holes at trim.

Meeting Room 116

1. Clean door and touch up paint.
2. Touch up paint at trim.
3. Caulk at exterior door trim.
4. Clean around threshold.
5. Clean trim and touch up paint.
6. Clean hand prints from wall at 2nd story height.
7. Touch up paint at swinging doors.
8. Clean doors.
9. Clean up edge of header above doors.
10. Missing cover plates for screws on auditorium seating.
11. Replace seat and row number plates with aluminum finish.
12. It appears that the incorrect microphones have been installed. General Contractor shall refer to the corrected submittal and discuss further with JBHM and Machado Patano.
13. Furnish microphone floor stand; refer to corrected submittal.
14. Re-lamp cove fixtures to match 'color temperature' of other lamps in this room.

Holding Room 117

1. Missing screw caps at window.
2. Paint throughout.
3. Replace powder-coated detention bench with unit with stainless top.
4. Bolt all detention benches to floor.

Ramp 124

1. Clean and touch up paint on handrails.
2. Point up around electrical panel.
3. Missing screw caps at window.
4. Touch up paint behind handrail.

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Obv. 120110 RF – Exterior and Interior (Phase 2) Punch-List

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Exterior and Interior (Phase 2) Punch List / Architect's Observation Report
Page 5

5. Clean trim throughout.

Judge's Chamber's 122

1. Remove paint from carpet.

Stair A106

1. Clean rubber flooring.
2. Replace VCT with specified floor material.
3. Tack down rubber flooring.

Breakroom 222

1. Install fire-extinguisher cabinet.

Elevator Cab

1. Clean ceiling panels.
2. Clean stainless interior.

Attachments:

- Ground Floor Punch List Key Plan (Phase 2), dated 12/01/2010
- Second Floor Punch List Key Plan (Phase 2), dated 12/01/2010

Pay Request Reviewed: Yes No

Photos Taken: Yes No

By: 

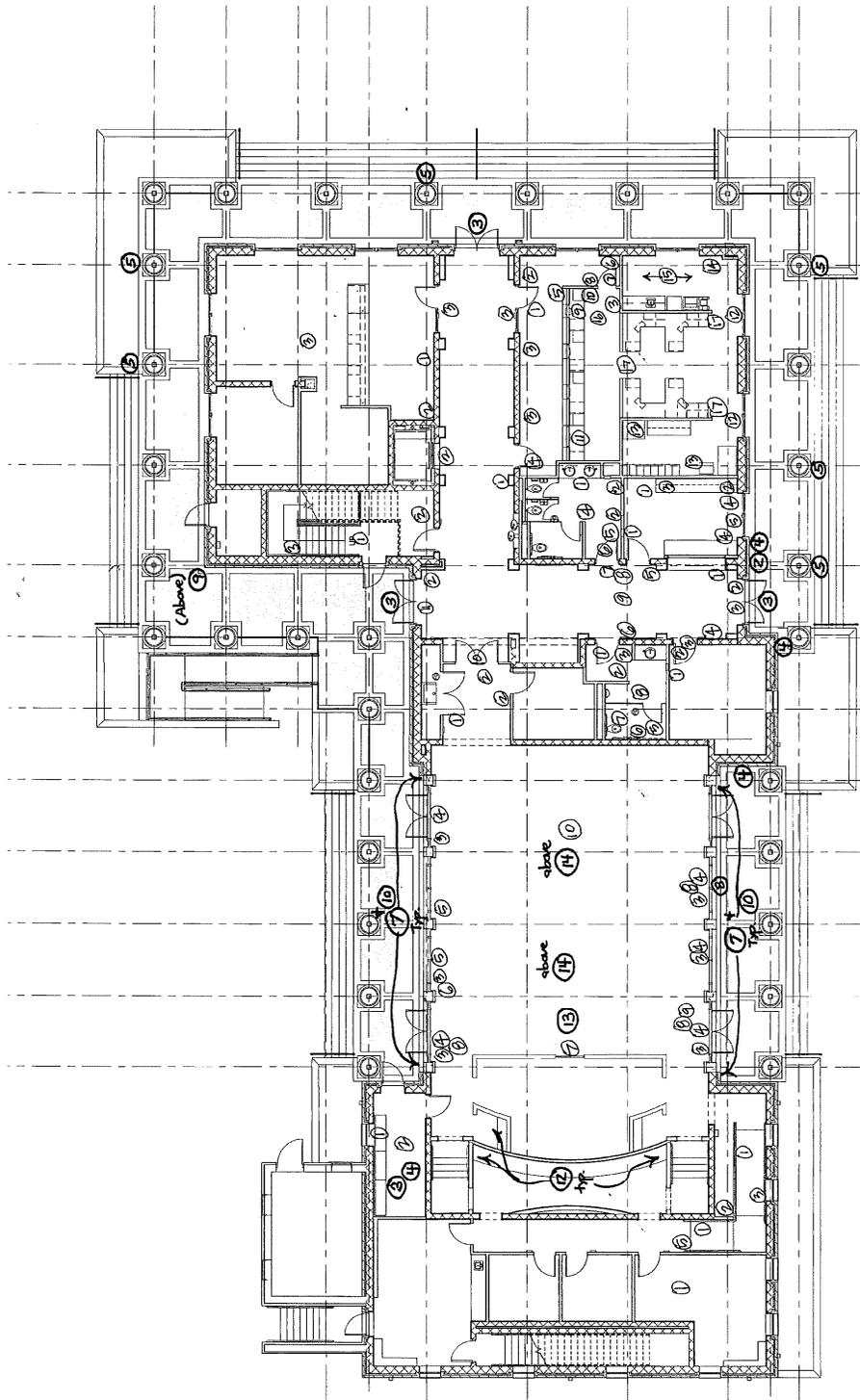
Ryan Florreich, Assoc. AIA

cc: JBHM # 07123.00.08
Mayor William Skellie, Jr. – City of Long Beach, MS
Robert Starks / Christopher Guttierrez – Starks Contracting Company
Ann Frazier – Jimmy Gouras and Associates
Ron Robertson / David Vicknair – Broaddus and Associates
Robert Bovine / Tom Schaeffer – Structural Design Group
Myron James / Travis James – Myron James and Associates
Brad Patano – Machado Patano, PLLC
Glenn Currie / Ryan Florreich / Elizabeth Allen / Carl Bradley – JBHM Architects

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Obv. 120110 RF – Exterior and Interior (Phase 2) Punch-List

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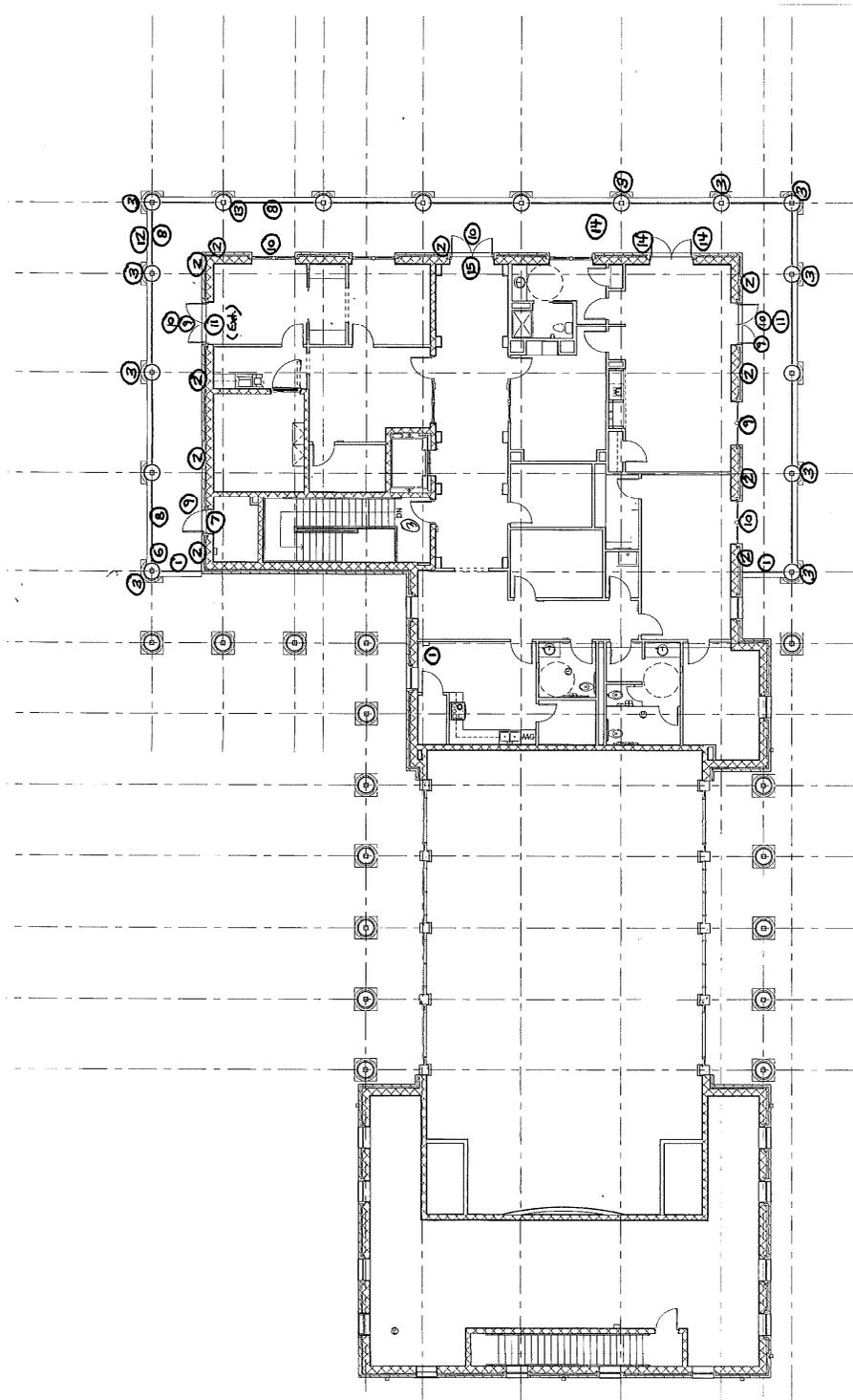


12/01/2010

GROUND FLOOR PUNCH LIST KEY PLAN
EXTERIOR AND INTERIOR (PHASE 2)

LONG BEACH CITY HALL

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12/01/2010

SECOND FLOOR PUNCH LIST KEY PLAN
EXTERIOR AND INTERIOR (PHASE 2)

LONG BEACH CITY HALL

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SITE AND LANDSCAPING PUNCH LIST ARCHITECT'S OBSERVATION REPORT

2548 Beach Blvd., Suite 100 Biloxi, MS 39531
Tel: 228-594-2200 Fax: 228-594-2020



Project: Long Beach New City Hall
JBHM P.N. 07123.00

Date: Wednesday, December 01, 2010

Weather: Sunny, 55°

Owner(s): City of Long Beach, MS

Contractor: Starks Contracting Company

Present: Kevin Covacevich – Starks Contracting Company
Elizabeth Allen / Ryan Florreich – JBHM

A walk through was held this date to conduct a Site and Landscaping Punch List. Refer to the attached Key Plan for location of items. The following items were noted:

General Site and Exterior Notes:

1. Clean up sealant joints at sidewalks.
2. Clean construction-vehicle tire tracks at parking lot.
3. Clean adjacent 'streetscape' sidewalks along Jeff Davis Avenue and Second Street. Clean and sweep parking bays along Jeff Davis Avenue and Second Street.
4. Clean all copings at planters.
5. Clean all brick veneer, especially at planter walls and wall bases.
6. Clean up all cigarette butts.

Keyed Site Notes:

1. Install missing (3) Hollywood junipers at 'library' planting bed. Refer to sketch dated 11-16-10 and Change Order 012.
2. Install missing planting and bed at generator screen wall. Re-work east-most planting bed to extend within 8'-0" of the transformer pad. Refer to sketch dated 11-16-10 and Change Order 012.
3. Install missing planting at Southwest Planter and re-work annuals – refer to SD-02.
4. Complete planting at 'library' planting bed. Several plants are still in nursery buckets.
5. Clean brick and efflorescence at planter walls.
6. Clean up sealant overspill.
7. Install mortar or sealant between brick and sidewalk apron, along Jeff Davis Avenue.
8. Replace chipped coping.
9. Replace Fire Department Siamese Connection (FDC) with chrome/stainless finish – refer to corrected submittal/shop drawing.
10. N/A
11. Re-paint wall handrails – (2) total – at Exec. Conf. Rm.
12. Clean concrete steps and landing, to include paint overspills.
13. N/A
14. Install green-colored cover box at irrigation backflow preventer.
15. Install signage at handicap parking spaces. Refer to 2/L2-2 – (2) total signs required.

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Obv. 120110 RF – Site and Landscaping Punch-List

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Site and Landscaping Punch List / Architect's Observation Report
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16. Ensure that finish grade of east-most landscaping bed will not 'wash out' into the curb gutter and parking lot. Adjust as necessary.
17. Clean out curb gutters.
18. Block Fill / Paint CMU at dumpster enclosure – refer to Change Order 012.
19. Paint dumpster enclosure gate. Match trim and siding finishes to Roof Dormer finishes.
20. Remove cardboard and other waste/packaging materials stored in dumpster enclosure.
21. Install sealant at base of all dumpster enclosure/screenwall walls.
22. Remove concrete overspill at curb.
23. Repair tire ruts at sod.
24. Clean dirt/mud at sidewalks.
25. Tie-in library downspouts to HDPE boots. Re-install base outlets with splash block where applicable.
26. Clean tire tracks from sidewalk.
27. N/A
28. Remove shipping label from Post-Indicator Valve (PIV).

Attachments:

- Site and Landscaping Punch List Key Plan, dated 12/01/2010

Pay Request Reviewed: Yes No

Photos Taken: Yes No

By: _____

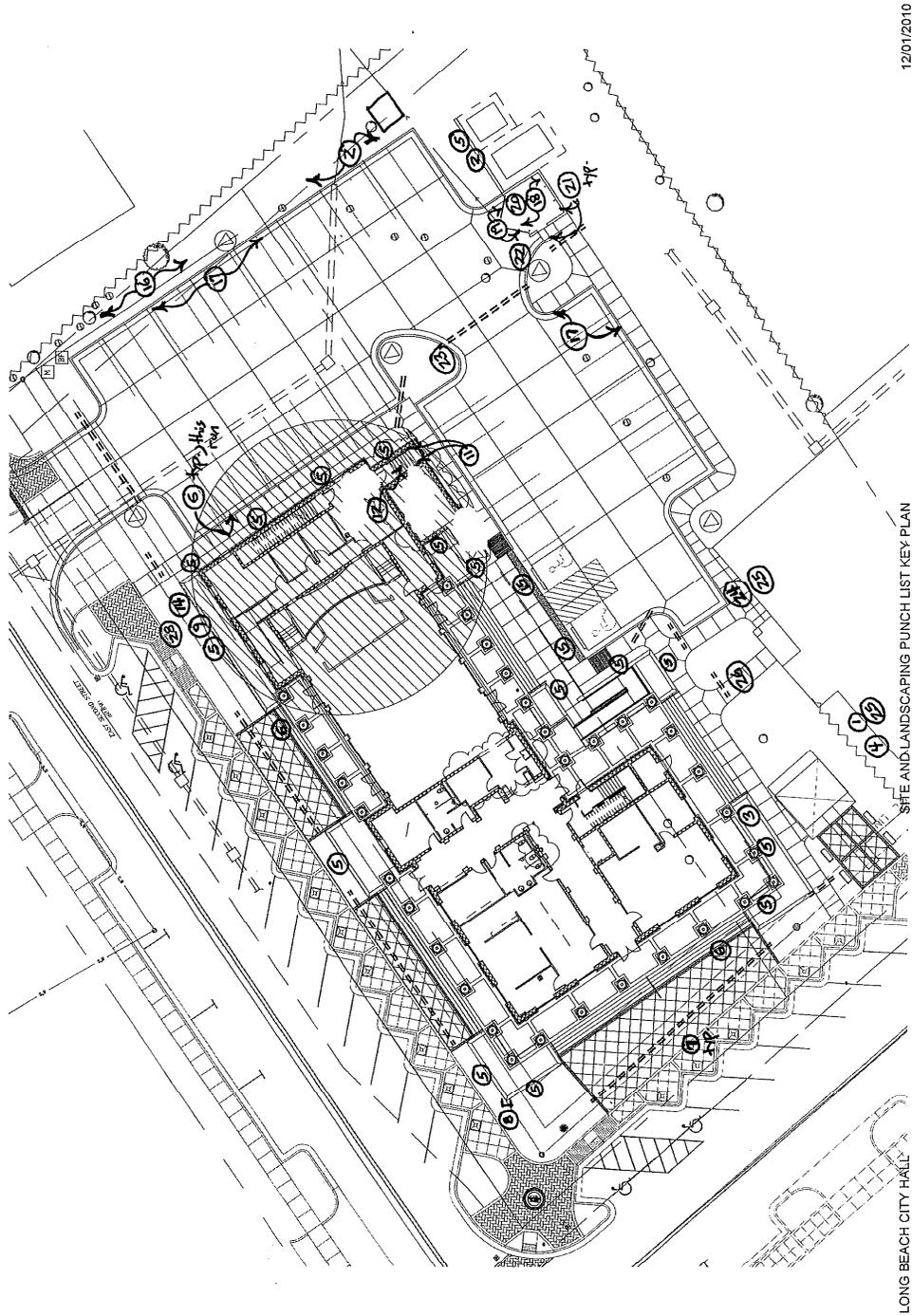
Ryan Florreich
Ryan Florreich, Assoc. AIA

cc: JBHM # 07123.00.08
Mayor William Skellie, Jr. / City Clerk Rebecca Schruff – City of Long Beach, MS
Robert Starks / Christopher Guttierrez – Starks Contracting Company
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Obv. 120110 RF – Site and Landscaping Punch-List

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Alderman Hammons made motion seconded by Alderman Parker and unanimously carried to approve Budget Modification #8, CDBG New City Hall Project, as follows:

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Katrina Supplemental CDBG Program Budget Summary

Applicant: Long Beach – Construct new Municipal Complex

Funding Year: _____

Grant Year: _____

Contract: #R-109-235-02-KCR

Description	MDA	IDIS	Katrina CDBG	Other Funding Sources		Total
Administration						
General Administration			\$144,268.00			\$144,268.00
Application Prep.			\$10,000.00			\$10,000.00
Audit						\$ 0.00
Subtotal (A)			\$154,268.00	\$0.00	\$0.00	\$154,268.00
Description	MDA	IDIS	Katrina CDBG	FEMA	Insurance	Total
Public Facilities						
Acquisition						\$ 0.00
Architectural/Engineering			\$353,671.00	\$33,096.00		\$386,767.00
Bridges						\$ 0.00
Construction of Public Building			\$4,434,735.00	\$320,936.55	\$ 49,206.45	\$4,804,878.00
Contingency			\$0.00			\$0.00
Demolition						\$ 0.00
Drainage & Flood Protection						\$ 0.00
Fire protection						\$ 0.00
Legal						\$ 0.00
Public Service						\$ 0.00
Rail						\$ 0.00
Renovation of Public Building						\$ 0.00
Sewage Pumping Station						\$ 0.00
Sewage Treatment						\$ 0.00
Sewer Line(s)						\$ 0.00
Street & Road Improvements						\$ 0.00
Water Booster Station						\$ 0.00
Water Line(s)						\$ 0.00
Water Tank						\$ 0.00
Water Treatment						\$ 0.00
Water Well						\$ 0.00
Other						\$ 0.00
Program Mgt. Fees				\$25,884.00		\$25,884.00
Subtotal (B)			\$4,788,406.00	\$379,916.55	\$ 49,206.45	\$5,217,529.00
Grand Total (A + B)			\$4,942,674.00	\$379,916.55	\$ 49,206.45	\$5,371,797.00

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BUDGET MODIFICATION WORKSHEET

Recipient: City of Long Beach Contract Number: R-109-235-02-KCR

Activity	Current Budget	Proposed Budget	Change (+ -)
Construction of Public Building	\$ 4,344,435.00	\$ 4,434,735.00	+\$ 90,300.00
Architectural/Engineering	\$ 343,971.00	\$ 353,671.00	+\$ 9,700.00
Contingency	\$ 100,000.00	\$ 0.00	-\$ 100,000.00
	TOTAL	TOTAL	TOTAL
	\$ 4,788,406.00	\$4,788,406.00	\$ 0.00

Comments:

Alderman Couvillon made motion seconded by Alderman Parker and unanimously carried to schedule School Board Trustee interviews for the three applicants, Monday, January 10, 2011, Long Beach City Hall, 201 Jeff Davis Avenue, beginning at 5:00 o'clock p.m., at twenty minute intervals.

The question being put to a roll call vote by the Mayor, the result was as follows:

Alderman Bernie Parker	voted	Aye
Alderman Gary J. Ponthieux	voted	Aye

**Minutes of December 21, 2010
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Alderman Kaye H. Couvillon	voted	Aye
Alderman Carolyn Anderson	voted	Present, Not Voting
Alderman Leonard G. Carrubba, Sr.	voted	Aye
Alderman Mark E. Lishen	voted	Aye
Alderman Ronnie Hammons, Jr.	voted	Aye

The question having received the affirmative vote of all the Aldermen present and voting, the Mayor declared the motion carried.

Based upon the recommendation of Police Chief Wayne McDowell and certification by the Civil Service Commission, Alderman Hammons made motion seconded by Alderman Carrubba and unanimously carried to approve Police Department personnel matters, as follows:

Step Increase, Police Officer 1st Class Michael Burkett, PS-9-V, effective January 1, 2011;
Step Increase, Dispatcher 1st Class Amy Johnson, PS-3-IV, effective January 1, 2011;
Step Increase, Dispatch Supervisor Donna McArthur, PS-8-VI, effective January 1, 2011;
Step Increase, Admin Detective Sergeant Kipper Thomas, PSA-11-VIII, effective January 1, 2011.

There came on for consideration several derelict properties and it was noted for the record that notice did not go out in time for the property located at 601 Klondyke Road owned by Richard Wayne Goss. The public hearing to condemn the structure was rescheduled for January 18, 2011, at 5:00 o'clock p.m., Long Beach City Hall, 201 Jeff Davis Avenue.

Alderman Couvillon made motion seconded by Alderman Carrubba and unanimously carried authorizing the Economic Development Director Selection Committee to prepare interview questions for applicants and to compile a list of key measures to determine job performance over a period of six months to one year.

Discussion of drainage projects was taken under advisement for further consideration at the next regular meeting, January 4, 2011.

Citing a possible conflict of interest, Alderman Hammons was recused from the public meeting.

**Minutes of December 21, 2010
Mayor and Board of Aldermen**

* *

Discussion was held regarding the friendly annexation of the Industrial Park and property on Beatline Road owned by Bryan K. Hammons. After considerable discussion, the matter was taken under advisement for further consideration at the next regular meeting, January 4, 2011.

* *

Alderman Hammons returned to the public meeting.

There was no official action required or taken regarding Myra Jordan's water bill.

The Mayor and Board of Aldermen expressed their appreciation to Dyann Lantz and others involved in making Long Beach a Tree City.

The Mayor recognized the City Attorney for his report, as follows:

- He has made frequent attempts to contact Ray Carter in the Secretary of State's Office regarding the Tidelands Lease, without success;
- Blue Ridge Properties, LLC, submitted their plans and specifications for construction and they were approved by the Port Commission;
- Answer was filed in the matter of Arbor Station IV, LLC, versus the City of Long Beach.

The Mayor opened the floor for public comments regarding matters not appearing on the agenda, as follows:

Minutes of December 21, 2010 Mayor and Board of Aldermen

PUBLIC COMMENTS PERTAINING TO MATTERS <u>NOT</u> APPEARING ON THE AGENDA		
<p>NOTE: All comments <u>shall</u> be directed to the Chairman (Mayor) at the end of the meeting.</p> <p>Comments of a personal nature regarding individual members of the Governing Authority (Mayor and Board of Aldermen), City Staff and/or Personnel, other Citizens, disruptive comments or improper actions <u>will not</u> be permitted.</p> <p>Public Comments will be limited to a total of ten (10) minutes and limited to a maximum of two (2) minutes per person.</p> <p>Except as otherwise directed by the Chairman (Mayor), Public Comments will not be permitted before or after the allotted time. Disruption of the regular business meeting will be cause for removal from the public meeting.</p>		
PLEASE PRINT:		
	NAME / ADDRESS / TELEPHONE	SUBJECT MATTER
1	DEIDRE WILLET 134 Sea Oaks Blvd 228-822-8588	sea oaks refurbishment
2	Roberta Garrison 136 sea OAKS Blvd 228-864-2567	sea Oaks Refurbishment
3	Ray Garrison 136 sea OAKS Blvd 228-864-2567	sea OAKS Refurbishment
4	Linda Rein 129 Sea Oaks Blvd 410-458-9345	Sea oaks Refurbishment
5	DAVID P. BRANNON 145 SEA OAKS BLVD. 669-8292	SEA OAKS BLVD REFURB.
6	Steve Lawson 143 Sea OAKS Blvd 866762	Sea Oaks Blvd. Refurb.
7	Maggie Kijinka 134 Sea OAKS	228-800-3244 '11
8	Kurt Madsen 141 Sea OAKS Blvd	Sea OAKS Refurb.
9		
10		

City of Long Beach, Mississippi
Mayor and Board of Aldermen Meeting
Date: _____

Excel Worksheet: public comments - agenda PUBLIC COMMENTS-NOT ON AGENDA

NOTE: Photographs submitted depicting problem areas on Sea Oaks are on file in the Office of the City Clerk.

There being no further business to come before the Mayor and Board of Aldermen at this time, Alderman Hammons made motion seconded by Alderman Carrubba and unanimously carried to adjourn until the next regular meeting in due course.

**Minutes of December 21, 2010
Mayor and Board of Aldermen**

APPROVED:

Alderman Leonard G. Carrubba, Sr., At-Large

Alderman Gary J. Ponthieux, Ward 1

Alderman Bernie Parker, Ward 2

Alderman Kaye H. Couvillon, Ward 3

Alderman Ronnie Hammons, Jr., Ward 4

Alderman Mark E. Lishen, Ward 5

Alderman Carolyn J. Anderson, Ward 6

Date

ATTEST:

Rebecca E. Schruff, City Clerk