

Banks _____
Grizzell _____
Hartley _____
Lee _____
Lindsay _____
Foote _____



REVISED
FINANCE COMMITTEE MEETING
Monday, April 1, 2024
2:00 P.M.
AGENDA

CALL TO ORDER

1. **ORDINANCE AMENDING THE CITY OF JACKSON CLASSIFICATION AND COMPENSATION PLAN TO ADD THE JOB CLASSIFICATIONS OF DEPUTY CHIEF FINANCIAL OFFICER AT A PAY RANGE 50; LIASISON OFFICER AT A PAY RANGE 34; PROCUREMENT OPERATIONS MANAGER AT RANGE 34; FIXED ASSET MANAGER AT A PAY RANGE 31; VENDOR EQUITY AT A RANGE 34. (MARTIN, LUMUMBA)**
2. **ORDINANCE OF THE CITY COUNCIL OF JACKSON, MS PROVIDING ONGOING ACCESS TO ALL MUNICIPAL BUDGETARY INFORMATION FOR DEPARTMENTS WITHIN THE CITY OF JACKSON WITHIN MUNIS AND ANY OTHER HOLDER OF FINANCIAL INFORMAITON FOR CITY COUNCIL AND CLERKS OF COUNCIL TO REVIEW CLAIMS AND COMPARE TO ORDERS AND INVOICES PRESENTED OR SHALL BE CONSIDERED FOR COUNCIL APPROVAL. IN ADDITION, FOR CITY COUNCIL MEMBERS TO SEE DAILY EXPENDITURES, TO TRACK SPENDING AS IT RELATES TO THE BUDGET THE COUNCIL HAS APPROVED, IN CASE OF AMENDMENT OF BUDGET AS SET FORTH AS IT RELATED TO THE CITY COUNCIL'S AUTHORITY WITHIN THE LAWS OF THE STATE OF MS. (BANKS)**
3. **ORDER AUTHORIZING THE MAYOR TO EXECUTE AN INSURANCE SERVICES AGREEMENT BETWEEN THE CITY OF JACKSON, MISSISSIPPI AND FISHER BROWN BOTTRELL INSURANCE AGENCY.**
4. **ORDER AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR THE 311 MOBILE APPLICATION SUBSCRIPTION WITH CITY SOURCED, INC.**
5. **ORDER OF THE CITY COUNCIL OF JACKSON, MS REVISING THE FISCAL YEAR 2018-2019 BUDGET TO TRANSFER \$936,000.00 FROM ACCOUNT NUMBER 001-5899, THE APPLIED FUND BALANCE TO ACCOUNT NUMBER 009-452006483, RECYCLING COLLECTIONS TO FUND RECYCLING SERVICES THROUGH THE END OF THE FISCAL YEAR FOR THE CITY OF JACKSON, MS.**

6. ORDER OF THE CITY COUNCIL OF JACKSON, MS TO PAY THE AMOUNTS OUTSTANDING TO WASTE MANAGEMENT, INC. OF MISSISSIPPI FOR RECYCLING SERVICES PROVIDED FROM OCTOBER 2018 TO PRESENT, ALL OUTSTANDING AMOUNTS FROM FISCAL YEAR 2018 AND FOR RECYCLING SERVICES PROVIDED THROUGH THE END OF FISCAL YEAR 2019.
7. ORDER OF THE CITY COUNCIL OF JACKSON, MISSISSIPPI REVISING FY 2017-2018 BUDGET TO FUND A DISPARITY AND AVAILABILITY STUDY.
8. ORDER AUTHORIZING AMENDMENT OF THE CITY OF JACKSON PAY PLAN TO CHANGE THE RANGE OF THE FINANCE MANAGER FROM RANGE 29 TO RANGE 34; ASSISTANT FINANCE MANAGER FROM RANGE 25 TO 30; SENIOR BUDGET ANALYST FROM RANGE 23 TO A RANGE OF 29 AND THE BUDGET ANALYST II FROM RANGE 21 TO 28.
9. DISCUSSION: AUDIT UPDATE
10. DISCUSSION: DEBT SERVICE
11. DISCUSSION: ARPA SPENDING UPDATE

REPORTS FROM MEMBERS, MAYOR OR DEPARTMENT DIRECTORS

ANNOUNCEMENTS

ADJOURNMENT

#1

ORDINANCE AMENDING THE CITY OF JACKSON CLASSIFICATION AND COMPENSATION PLAN TO ADD THE JOB CLASSIFICATIONS OF DEPUTY CHIEF FINANCIAL OFFICER AT A PAY RANGE 50; LIAISON OFFICER AT A PAY RANGE 34; PROCUREMENT OPERATIONS MANAGER AT A PAY RANGE 34; FIXED ASSET MANAGER AT A PAY RANGE 31; VENDOR EQUITY COORDINATOR AT A PAY RANGE 28; AND FISCAL OPERATIONS MANAGER AT A PAY RANGE 34

OFFICE OF THE CLERK OF THE CITY OF JACKSON

WHEREAS, Section 21-8-23(1) of the Mississippi Code authorizes a municipality to establish a department of administration and such other departments desired by ordinance; and

WHEREAS, consistent with the authority granted in Section 21-8-23 of the Mississippi Code, the governing authorities for the City of Jackson have established by ordinance a Department of Administration and Finance; and

WHEREAS, Section 21-8-23(2) of the Mississippi Code mandates that each department be headed by a director who is to be appointed and confirmed by the affirmative vote of a majority of the council present and voting at such meeting; and

WHEREAS, prior to September 14, 2021, the Department of Administration and Finance was headed by a person the mayor appointed and who was confirmed by the Council; and

WHEREAS, on September 14, 2021, the governing authorities for the City of Jackson amended Section 2-331 of its code of ordinances to create the position of chief financial officer¹; and

WHEREAS, the ordinance adopted by the governing authorities on September 14, 2021 is recorded in Minute Book 6T at pages 544-545; and

WHEREAS, the ordinance creating the position of Chief Financial Officer provides for appointment by the mayor and confirmation by the council; and

WHEREAS, pursuant to the terms of the ordinance, the chief financial officer has responsibility for coordinating and directing the financial resources and administrative functions of the City and providing operational and programmatic support of municipal government; and

WHEREAS, based upon the stated responsibility of the chief financial officer, the person appointed and confirmed to serve in the role is the head of the Department of Finance and Administration; and

WHEREAS, subsequent to adoption of the ordinance, the mayor appointed and the council confirmed an individual to serve as chief financial officer; and

WHEREAS, the Chief Financial Officer has had opportunity to evaluate functions within the Department of Finance and Administration and the City's administrative functions; and

WHEREAS, the Chief Financial Officer has determined that additional personnel positions are needed for the effective functioning of the Department of Finance and Administration; and

¹ The heading of the ordinance states chief administrative officer; however, the body of the ordinance indicates that chief financial officer was the position created. The Chief Administrative Officer office had previously been created in Section 2-325 of the City of Jackson Code; therefore, there is a scrivener error in the heading.

WHEREAS, the additional personnel positions are designed to improve procurement and payment processes of the municipality and also facilitate the training of personnel in procurement, contracting, and statutory requirements for timely payment of invoices; and

WHEREAS, the Chief Financial Officer is recommending the addition of a (1) Deputy Chief Financial Officer; (2) Liaison Officer; (3) Procurement Operations Manager; (4) Fixed Asset Manager; (5) Vendor Equity Coordinator and (6) a Fiscal Operations Manager; and

WHEREAS, the tasks performed by the **Deputy Chief Financial Officer** include, but are not limited to: (1) develop and implement strategies aiming to promote citywide goals (2) direct and provide oversight to special programs (3) assemble data, analyze needs and functions of the City to formulate and implement recommendations for fiscal improvement to be provided to the CFO

WHEREAS, the tasks performed by the **Liaison Officer** include, but are not limited to: (1) facilitate communication and collaboration between departments, teams, or organizations (2) serve as a bridge, connecting and coordinating efforts to ensure smooth operations and efficient decision-making; and

WHEREAS, the tasks performed by the **Procurement Operations Manager** included, but are not limited to (1) maintain and update the procurement process to meet the business needs in a rapid manner, (2) support business stakeholders with requisitions and processes (3) conduct evaluation of various tools to support procurement activities including spend analysis, budget analysis, and bid analysis; and

WHEREAS, the tasks performed by the **Fixed Asset Manager** include, but are not limited to (1) ensures adherence to guidelines for acquisitions, maintenance, retention and disposition of fixed assets and associated records (2) directs and oversees the asset management function of capital and controlled assets by managing Fixed Asset Supervisors, Specialists and Clerks (3) keeps up with inventory for all departments; and

WHEREAS, the tasks performed by the **Vendor Equity Coordinator** include, but are not limited to (1) research, apply and promote diversity initiatives and share best practices (2) provide advice, guidance and support on equality and diversity issues (3) assess community needs and promote community cohesion; and

WHEREAS, the tasks performed by the **Fiscal Operations Manager** include, but are not limited to (1) provide oversight to all fiscal officers for the City (2) evaluate, reconcile, and problem solve accounting, budgeting, and internal control processes under the administrative direction of the Deputy Chief Financial Officer; and

WHEREAS, the Department of Human Resources submitted inquiries to Savannah Georgia, Little Rock, Arkansas, and Baton Rouge Louisiana regarding the compensation paid to personnel whose job function is similar to the position of *Deputy Chief Financial Officer, Liaison Officer, Procurement Operations Manager, Fixed Asset Manager, Vendor Equity Coordinator, and Operations Manager*; and;

WHEREAS, the response from the Cities surveyed concerning the median salary paid for the position equivalents were as follows:

Deputy CFO falls within the range of \$63,783-\$106,870;

Liaison Officer falls within the range of \$ 64,006-\$79,418;

Procurement Operations Manager falls below the range of \$75,326-\$116,002;

Fixed Asset Manager falls within the range of \$35,516-\$60,464;

Vendor Equity Coordinator falls below the range of \$60,163.00-\$92,651.00;

Fiscal Operations Manager falls within the range of \$52,474-\$88,454; and

WHEREAS, the best interest of the City of Jackson would be served by adding the Deputy Chief Administrative Officer; Liaison Officer; Procurement Operations Manager; Fixed Asset Manager; Vendor Equity Coordinator; and Fiscal Operations Manager classifications to the current pay plan at an affordable salary comparable to the compensation paid by other Southeastern cities such as those cited; and

WHEREAS, it is recommended that the following job classifications be added at the corresponding pay ranges with annual compensation being listed below:

Deputy Chief Financial Officer; Pay Range (50); Salary Range (\$105,758.99-\$128,511.92)
Liaison Officer; Pay Range (34), Salary Range (\$60,567.68-\$73,317.84)
Procurement Operations Manager; Pay Range (34); Salary Range (\$60,567.68-\$73,317.74)
Fixed Asset Manager; Pay Range (31); Salary Range (\$52,620.00-\$63,632.82)
Vendor Equity Coordinator; Pay Range (28); Salary Range (\$45,753.36-\$55,267.76)
Fiscal Operations Manager; Pay Range (34); Salary Range (\$60,567.68-\$73,317.84)

WHEREAS, the Department of Administration and Finance has informed the Department of Human Resources that monies are available in the budget of the Department of Administration and Finance to cover the recommended positions that will be added to the compensation plan; and

WHEREAS, on July 12, 2013, the Mississippi Attorney General issued an opinion to Deidra J. Bassi stating that in municipalities where civil service coverage for *all employees* is not mandated, the initial assessment of what positions will be covered by civil service is made by the governing authorities by ordinance; and

WHEREAS, the Department of Human Resources recommends that the position of Deputy CFO not be covered by civil service consistent with the City's policy or practice of not affording civil service protection to deputy department heads; and

WHEREAS, it is recommended that the positions of (a) Liaison Officer (b) Procurement Operations Manager; (c) Fixed Asset Manager; (d) Vendor Equity Coordinator and (e) Fiscal Operations Manager be included within the civil service classification system; and

IT IS, THEREFORE, ORDERED that the Pay Plan adopted by the City Council on September 22, 1998, found in Minute Book 4Y, be further amended to add the positions at the pay ranges and salary ranges listed.

IT IS HEREBY ORDERED that the effective date of the amendment of the Classification and Pay Plan is immediately.

IT IS HEREBY ORDERED that the provisions of this ordinance should not be construed as altering the application of the rules of the City of Jackson Civil Service Commission related to the examination and employment of persons in the positions subject to civil service coverage.

MEMORANDUM

TO: Mayor Chokwe A. Lumumba

FROM: Toya Martin, Director
Department of Human Resources

DATE: December 17, 2023

RE: ORDINANCE AMENDING THE CITY OF JACKSON CLASSIFICATION AND COMPENSATION PLAN TO ADD THE JOB CLASSIFICATION OF DEPUTY CHIEF FINANCIAL OFFICER AT A PAY RANGE 50; LIAISON OFFICER AT A PAY RANGE 34; PROCUREMENT OPERATIONS MANAGER AT A PAY RANGE 34; FIXED ASSET MANAGER AT A PAY RANGE 31; VENDOR EQUITY COORDINATOR AT A PAY RANGE 28; AND FISCAL OPERATIONS MANAGER AT A PAY RANGE 34

The Department of Finance and Administration requested that the Department of Human Resources conduct a job analysis for the creation of classifications of: Deputy Chief Financial Officer, Liaison Officer, Procurement Operations Manager, Fixed Asset Manager, Vendor Equity Coordinator and Fiscal Operations Manager.

Purpose: This job analysis was conducted to review the organization, salary, and duties of: Deputy Chief Financial Officer, Liaison Officer, Procurement Operations Manager, Fixed Asset Manager, Vendor Equity Coordinator and Fiscal Operations Manager.

Scope: The Southeastern Cities surveyed were: Baton Rouge, Louisiana, Little Rock, Arkansas and Savannah Georgia.

In an effort for the City to recruit the experience needed and compete with other jurisdictions, we are requesting that the Pay Plan adopted by the City Council on September 22, 1998, found in the Minute Book 4Y, be further amended to add the to add the positions at the pay ranges and salary ranges listed; to be effective immediately.

If you have any questions or concerns, please feel free to contact me at 601-960-1327.

/tm

CITY COUNCIL AGENDA ITEM 10 POINT DATA SHEET

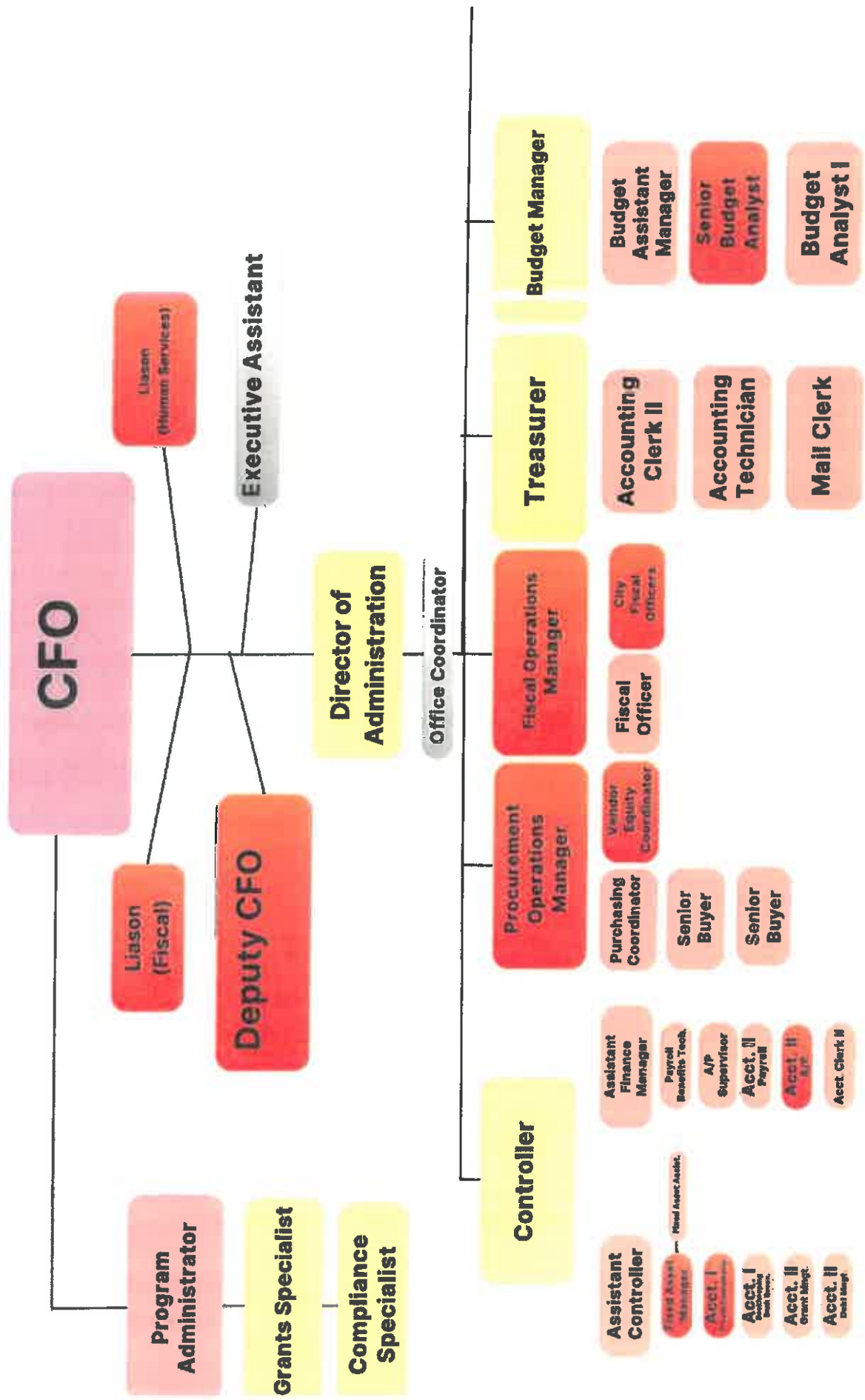
December 17, 2023

DATE

POINTS		COMMENTS			
1.	Brief Description/Purpose	ORDINANCE AMENDING THE CITY OF JACKSON CLASSIFICATION AND COMPENSATION PLAN TO ADD THE JOB CLASSIFICATION OF DEPUTY CHIEF FINANCIAL OFFICER AT A PAY RANGE 50; LIAISON OFFICER AT A PAY RANGE 34; PROCUREMENT OPERATIONS MANAGER AT A PAY RANGE 34; FIXED ASSET MANAGER AT A PAY RANGE 31; VENDOR EQUITY COORDINATOR AT A PAY RANGE 28; AND FISCAL OPERATIONS MANAGER AT A PAY RANGE 34			
2.	Public Policy Initiative 1. Youth & Education 2. Crime Prevention 3. Changes in City Government 4. Neighborhood Enhancement 5. Economic Development 6. Infrastructure and Transportation 7. Quality of Life	Change in City Government			
3.	Who will be affected	Department of Administration			
4.	Benefits				
5.	Schedule (beginning date)	Upon approval by the council			
6.	Location: § WARD § CITYWIDE (yes or no) (area) § Project limits if applicable	Citywide			
7.	<input type="checkbox"/> Action implemented by: § City Department <input type="checkbox"/> § Consultant	Department of Human Resources			
8.	COST	None			
9.	<input type="checkbox"/> Source of Funding <input type="checkbox"/> § General Fund <input type="checkbox"/> § Grant <input type="checkbox"/> § Bond <input type="checkbox"/> § Other	Not applicable			
10.	EBO participation	ABE _____ %	WAIVER	yes ___	no ___
		N/A			
		AABE _____ %	WAIVER	yes ___	no ___
		N/A			
		WBE _____ %	WAIVER	yes ___	no ___
		N/A			
		HBE _____ %	WAIVER	yes ___	no ___
		N/A			
		NABE _____ %	WAIVER	yes ___	no ___
		N/A			

**DEPARTMENT OF
FINANCE &
ADMINISTRATION**

ORGANIZATIONAL CHART



Office of the City Attorney
455 East Capitol Street
Post Office Box 2779
Jackson, Mississippi 39207-2779

Telephone: 601-960-1799
Facsimile: 601-960-1756

OFFICE OF THE CITY ATTORNEY
[Handwritten signature]

OFFICE OF THE CITY ATTORNEY

This **ORDINANCE AMENDING THE CITY OF JACKSON PAY PLAN TO ADD THE CLASSIFICATIONS OF DEPUTY CHIEF FINANCIAL OFFICER, LIAISON OFFICER PROCUREMENT OPERATIONS MANAGER, FIXED ASSET MANAGER, VENDOR EQUITY COORDINATOR, AND FISCAL OPERATIONS MANAGER** is legally sufficient for placement in NOVUS

[Handwritten signature: Drew Martin]

Drew Martin, City Attorney

[Handwritten date: 11/31/24]

Date

[Handwritten signature: Carrie Johnson]

Carrie Johnson, Deputy City Attorney

#3

OFFICE OF THE CITY ATTORNEY

ORDER AUTHORIZING THE MAYOR TO EXECUTE AN INSURANCE SERVICES AGREEMENT BETWEEN THE CITY OF JACKSON, MISSISSIPPI AND FISHER BROWN BOTTRELL INSURANCE AGENCY – BRIAN JOHNSON.

WHEREAS, the City of Jackson, Mississippi (“City”) desires to enter into an Insurance Services Agreement; and

WHEREAS, Fisher Brown Bottrell Insurance Agency, Inc. – Brian Johnson (“Agent”) submitted a proposal to the City for the provision of said services; and

WHEREAS, Agent would be responsible for provision of advisory and consulting services to the City concerning the securing of insurance coverage in the following categories: General Liability, Commercial Auto, Commercial Property, Crime, Boiler & Machinery, Inland Marine, Cyber Liability, and Law Enforcement Liability; and

WHEREAS, the Agent will: (1) provide a cost analysis for implementing self-insured retentions for liability lines of coverage \$100K, \$200K, \$250K, and \$300K; (2) serve as Agent of Record for the City of Jackson’s Property and Casualty insurance policies; (3) within sixty (60) days of execution, implement a safety/risk management online training platform for employees; (4) provide limited server and computer diagnostic services (Technology Solutions Group); and (5) designate a location onsite for loss control visits; and

WHEREAS, the Agreement will become effective upon execution by all parties and terminate on November 21, 2024, subject to the right of successive governing bodies to terminate prior to expiration, with the option to terminate upon thirty (30) days written notice by either party to the other, with or without cause; and

WHEREAS, no insurance policies shall be procured by Agent without: (1) disclosing the amount of commission, payment arrangement and/or compensation to be paid to the Agent by the insurance company and/or any third-party administrators to the governing authorities; (2) providing all proposals, including companies declining to submit a proposal and why, to the City prior to any selection and/or procurement of any policy; and (2) acquiring express authorization for the procurement of any policy from the governing authorities and spread across its minutes; and

WHEREAS, for all services rendered by the Agent under this Agreement, Client shall authorize the Agent to be the Agent of Record for all Property & Casualty insurance policies. For all expenses Agent incurred for the benefit of Client, Agent shall not be reimbursed for any costs or expenses directly by the Client. The commission to Agent will be paid to Agent by insurance providers only.

IT IS, THEREFORE, ORDERED that the Mayor is authorized to execute an Insurance Services Agreement with Fisher Brown Bottrell Insurance Agency – Brian Johnson for a term ending September 28, 2024, unless terminated prior to by a successive governing body or for other reasons, at no cost to the City as stipulated above.

Office of the City Attorney

455 East Capitol Street
Post Office Box 2779
Jackson, Mississippi 39207-2779
Telephone: (601) 960-1799
Facsimile: (601) 960-1756

OFFICE OF THE CITY ATTORNEY

This ORDER AUTHORIZING THE MAYOR TO EXECUTE AN INSURANCE SERVICES AGREEMENT BETWEEN THE CITY OF JACKSON, MISSISSIPPI AND FISHER BROWN BOTTRELL INSURANCE AGENCY – BRIAN JOHNSON is legally sufficient for placement in NOVUS Agenda.

OFFICE OF THE CITY ATTORNEY



Catoria Martin, *City Attorney*

Date

**CONTRACTUAL AGREEMENT
FOR PROFESSIONAL INSURANCE SERVICES**

THIS AGREEMENT made and entered into this the ____ day of November, 2023, by and between the City of Jackson, Mississippi (“City”) and Fisher Brown Bottrell Insurance Agency, (“Firm”) for the performance of professional insurance services.

WITNESSETH:

In consideration of the mutual covenants contained herein, and subject to the terms and conditions hereinafter stated, it is hereby understood and agreed by the parties hereto as follows:

- I. SCOPE OF SERVICES:** The Firm will represent the interest of the City in insurance agency services related to the securing of insurance coverage in the following categories: General Liability, Commercial Auto, Commercial Property, Crime, Boiler & Machinery, Inland Marine, Cyber Liability, and Law Enforcement Liability. For said Insurance Plans, the City authorizes Fisher Brown Bottrell Insurance Agency, Inc. to serve as the insurance agent. The Agent shall serve solely with objectivity and complete loyalty to the insurance interests of the City of Jackson. All decisions related to the City of Jackson’s business shall be made by the City in its sole and absolute discretion, and the City hereby assumes the sole responsibility. Both during and after the term of this Agreement, Agent agrees to preserve and protect any confidential information shared as a result of this Agreement. Upon receipt of proposals, the Agent shall provide a copy of all proposals, including companies who decline submitting a proposal, to the City of Jackson and its governing authorities.

- II. PERIOD OF PERFORMANCE:** The term of this Agreement shall commence on November 21, 2023 and shall expire on November 21, 2024.

- III. COORDINATION OF SERVICES:** The Firm shall coordinate the performance of the services to be provided hereunder as needed through the Office of the City Attorney and Risk Management Office and consult with them, when necessary, on specific courses of action.

- IV. RELATIONSHIP OF PARTIES:** It is expressly understood and agreed that the Firm is an independent contractor and that the purchase of professional services is not based on an employer-employee relationship.

- V. SPECIFIC PROFESSIONAL:** The Firm shall utilize Brian Johnson and other staff to perform the service required by this Agreement.

VI. PAYMENT TERMS:

Firm will be compensated by insurance companies and/or third-party administrators according to those companies' commission and payment arrangements with Firm. The City shall not pay any compensation or provide any item of value to the Firm for the services provided. For all expenses Firm incurs for the benefit of the City, Firm shall not be reimbursed. Firm's expenses shall include, without limitation, Federal Express, copying, faxing and supplies.

The Firm shall disclose the amount of commission, payment arrangements and/or compensation paid to the Agent by the insurance company and/or any third-party administrators to the governing authorities.

VII. APPLICABLE LAW: The Agreement shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws provisions, and any litigation with respect thereto shall be brought in the courts of the State of Mississippi. The Firm shall comply with applicable federal, state and local City of Jackson ordinances, laws and regulations.

VIII. APPROVAL: It is understood that if this Agreement requires approval by the Governing Authority/City Council and this Agreement is not approved by the Governing Authority/City Council, it is void and no payment shall be made hereunder.

IX. AVAILABILITY OF FUNDS: It is expressly understood and agreed that the obligation of the City of Jackson to proceed under this Agreement is conditioned upon the appropriation of funds by the City Council and the receipt of funds. If the funds anticipated for the continuing fulfillment of the Agreement are, at any time, not forthcoming or insufficient, either through the failure of the City of Jackson to provide funds or of the City Council to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the City of Jackson, the City shall have the right upon ten (10) working days written notice to the Firm to terminate this Agreement without damage, penalty, cost or expenses to the City of any kind whatsoever, other than payment for legal services rendered prior to receiving written notice. The effective date of termination shall be as specified in the notice of termination.

X. EQUAL OPPORTUNITY: In connection with the performance of work under this contractual Agreement, the Firm agrees not to discriminate in any manner whatsoever, including, but not limited to, hiring, termination/discharge, promotion/demotion, or other terms and condition of employment against any person otherwise qualified because of race, creed, color, religion, sex, age, national origin, disability, ancestry or political affiliation.

XI. MODIFICATION OR AMENDMENT: Modifications or amendments to this Agreement may be made upon mutual Agreement of the parties, in writing signed by the

parties hereto and approved as required by the City Council and Mayor.

- IX. NON-ASSIGNMENT AND SUBCONTRACTING:** The City of Jackson will not be independently obligated or liable under this Agreement to any party other than the Firm named herein. Said Firm understands and agrees that it shall not assign, transfer, delegate or subcontract with respect to any of its rights, benefits, obligations, interests or duties under this Agreement without the prior written consent of the Office of the City Attorney.
- XII. NON-WAIVER OF BREACH:** No assent, expressed or implied, by the parties hereto to the breach of the conditions of this Agreement shall be deemed or taken to be a waiver of any succeeding breach of the same or any other provision or condition and shall not be construed to be a modification of the terms of the Agreement.
- XIII. PUBLIC RECORDS:** This Agreement, including any accompanying exhibits, attachments, and appendices, is subject to the "Mississippi Public Records Act of 1983," and its exceptions. See Mississippi Code Annotated §§ 25-61-1 *et seq.* and Mississippi Code Annotated § 79-23-1.
- XIV. REPRESENTATION REGARDING CONTINGENT FEES AND GRATUITIES:** The Firm represents that it has not retained a person to solicit or secure a government contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed to the Office of the Mayor and/or City Council. The Firm represents it has not violated, is not violating, and promises that it will not violate any prohibition of gratuities set forth in the Mississippi Constitution.
- XV. SEVERABILITY:** It is understood and agreed by the parties hereto that if any part, term or provision of this Agreement is by the courts or other judicial body held to be illegal or in conflict with any law of the State of Mississippi or Ordinance of the City of Jackson, the validity of the remaining portions or provisions shall not be affected and the obligations of the parties shall be construed in full force as if the Agreement did not contain that particular part, term, or provision held to be invalid.
- XVI. TERMINATION:** Any party may terminate this Agreement at any time, with or without cause, by giving written notice to the other parties of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. In the event of such termination, the Firm shall be entitled to receive just and equitable compensation for any specific services completed in a satisfactory manner prior to the date of termination.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective as of

October 13, 2021.

The City of Jackson, Mississippi

Fisher Brown Bottrell Insurance Agency

By: _____
Mayor Chokwe Antar Lumumba

By: _____
Brian Johnson

cc: City Attorney, Catoria Martin

#4

OFFICE OF THE CITY ATTORNEY

ORDER AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR THE 311 MOBILE APPLICATION SUBSCRIPTION WITH CITY SOURCED, INC. (LUMUMBA)

WHEREAS, the City of Jackson (“City”) purchased a subscription from CitySourced, Inc. in 2015 for the City's 311 iPhone and Android application; and

WHEREAS, the CitySourced application went live on April 5, 2018; and

WHEREAS, the City uses the CitySourced based application for 311 service requests, CityWorks, and GIS functions; and

WHEREAS, the subscription for the application expired on January 11, 2021 and a new agreement needs to be entered into and executed; and

WHEREAS, the cost of the subscription is \$14,400.00 per year; and

WHEREAS, CitySourced, Inc. is the sole provider of the City's subscription support; and

WHEREAS, the subscription has been analyzed and utilized; the purchase of the subscription is recommended.

IT IS THEREFORE ORDERED that the Mayor be authorized to execute an agreement for the January, 2022, subscription period with CitySourced, Inc. at a cost of \$14,400.00 per year for the remaining January, 2023, subscription period through December 31, 2023 for the City's 311 service requests, Cityworks, and GIS functions.

IT IS FURTHER ORDERED that services rendered by CitySourced, Inc. to the City Of Jackson from January 17, 2022 and January 31, 2023 are hereby authorized and ratified.

CITY COUNCIL AGENDA ITEM 10 POINT DATA SHEET

07-21-2023
DATE

POINTS		COMMENTS					
1.	Brief Description	Renewal of the Annual Subscription for the City's 311 Mobile Application software.					
2.	Public Policy Initiative 1. Youth & Education 2. Crime Prevention 3. Changes in City Government 4. Neighborhood Enhancement 5. Economic Development 6. Infrastructure and Transportation 7. Quality of Life	Changes in City Government					
3.	Who will be affected	All Departments					
4.	Benefits	This provides on-going use and support for the City's 311 mobile application.					
5.	Schedule (beginning date)	Upon execution by both parties.					
6.	Location: • WARD • CITYWIDE (yes or no) (area) • Project limits if applicable	Citywide					
7.	Action implemented by: • City Department • Consultant	City Department					
8.	COST	\$28,800.00					
9.	Source of Funding • General Fund <input type="checkbox"/> • Grant <input type="checkbox"/> • Bond <input checked="" type="checkbox"/> • Other <input type="checkbox"/>	178.521.90.6419					
10.	EBO participation	ABE _____%	WAIVER	yes	no	N/A	_____
		AABE _____%	WAIVER	yes	no	N/A	_____
		WBE _____%	WAIVER	yes	no	N/A	_____
		HBE _____%	WAIVER	yes	no	N/A	_____
		NABE _____%	WAIVER	yes	no	N/A	_____

MEMORANDUM

To: Fidelis Malembeka, Chief Financial Officer
From: Chris Gray, Sr., Constituent Services Manager
Date: July 25, 2023
Re: Purchase Justification for the City Sourced Annual Subscription Renewal

The City of Jackson purchased a subscription from CitySourced, Inc. in 2015 for the City's 311 iPhone and Android application. The City's City Sourced based application went live April 5, 2018. CitySourced, Inc. provides and host the mobile app and online portal for 311 service requests, Cityworks interface, and GIS functions for the City's mobile application and online portal. Based upon research of the history of this service, this renewal has always gone before the Jackson City Council as a ratification for approval to submit payment for the renewal of the subscription based services provided.

However, due to unforeseen personnel changes, the 2022 and 2023 payments have not been rendered and thus the continuance of service is threatened. Payments of the past due invoices must be paid immediately to retain this much needed service for our citizens.

CG/lh

Office of the City Attorney

455 East Capitol Street
Post Office Box 2779
Jackson, Mississippi 39207-2779
Telephone: (601) 960-1799
Facsimile: (601) 960-1756

OFFICE OF THE CITY ATTORNEY

This ORDER AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR THE 311 MOBILE APPLICATION SUBSCRIPTION WITH CITY SOURCED, INC. is legally sufficient for placement in NOVUS Agenda.



Catoria Martha, *City Attorney*

8/9/23

Date

INVOICE



CitySourced, Inc.
912 Capital of Texas Hwy South
Suite 180
Austin, TX 78746
Phone: 512-380-1076
Email: accounting@rocksolid.com

Date	17-Jan-2022
Invoice #	CS-000302SI
Terms	Net 30
New / Renewal	Renewal Opportunity
Date Due	16-Feb-2022
Purchase Order Number	
Contract Number	

Bill To:

Crystal Watkins
200 S President St # 6
Jackson Mississippi 39201-4307

Ship To:

Jackson, MS
200 S President St # 6
Jackson MS 39201-4307

ITEM #	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
CS-2002	Platform - Enterprise: Subscription Ongoing annual maintenance for Enterprise Platform	1.00	\$14,400.00	\$14,400.00
SUBTOTAL				\$14,400.00
Sales Tax				\$0.00
TOTAL				\$14,400.00
Total Due				\$14,400.00

Bank Information:

Beneficiary: CitySourced, Inc.
Beneficiary's Bank: JP Morgan Chase,
Routing Number: 111000614
Account Number: 628207208

Mail Checks to:

CITYSOURCED, INC.
P.O. Box 735419
Dallas
TX 75373-735419

For inquiries regarding this invoice please e-mail accounting@rocksolid.com or reach us at +512-380-1076

Thanks For Your Business

5

ORDER OF THE CITY COUNCIL OF JACKSON, MISSISSIPPI REVISING THE FISCAL YEAR 2018-2019 BUDGET TO TRANSFER \$936,000.00 FROM ACCOUNT NUMBER 001-5899, THE APPLIED FUND BALANCE TO ACCOUNT NUMBER 009-452006483, RECYCLING COLLECTIONS TO FUND RECYCLING SERVICES THROUGH THE END OF THE FISCAL YEAR FOR THE CITY OF JACKSON, MISSISSIPPI.

WHEREAS, the City Council of Jackson, Mississippi recognizes that the citizens of the City of Jackson value the recycling services provided by Waste Management Inc. of Mississippi; and

WHEREAS, the City Council recognizes that the City of Jackson, Mississippi entered into a binding and enforceable contract in April 2015 with Waste Management Inc. of Mississippi based on the needs of the citizens for solid waste collection services which included recycling services; and

WHEREAS, the City Council of Jackson, Mississippi recognizes the need to honor its contractual agreement and its need to provide solid waste collection services including recycling for its citizens.

BE IT THEREFORE ORDERED, that the City council of Jackson, Mississippi do hereby order that the Fiscal year 2018-2019 budget be revised to transfer \$936,000.00 from Account Number 001-5899, the Applied Fund Balance to Account Number 009-452006483, Recycling Collection to fund recycling services for Jackson, Mississippi through the end of the fiscal year for the City of Jackson, Mississippi.

IT IS FURTHER ORDERED, that this order shall be effective immediately and fully enforced upon its passage and after publication of the same by the city.

Item: _____
Date: 5-14-19
By: Banks, Stamps

6

ORDER OF THE CITY COUNCIL OF JACKSON, MISSISSIPPI TO PAY THE AMOUNTS OUTSTANDING TO WASTE MANAGEMENT, INC. OF MISSISSIPPI FOR RECYCLING SERVICES PROVIDED FROM OCTOBER 2018 TO PRESENT, ALL OUTSTANDING AMOUNTS FROM FISCAL YEAR 2018 AND FOR RECYCLING SERVICES PROVIDED THROUGH THE END OF FISCAL YEAR 2019.

WHEREAS, the city council of Jackson, Mississippi recognizes the importance of keeping its contractual obligation with Waste Management, Inc. of Mississippi. The city council recognizes that once a contract is executed and the service is provided the city must abide by the terms of said contract; and

WHEREAS, the City of Jackson entered into a solid waste collection contract with Waste Management, Inc. of Mississippi in April 2015 which included recycling services. Waste Management, Inc. of Mississippi has fulfilled its obligation to provide recycling services to the citizens of Jackson as stated in the contract; and

WHEREAS, the city council of Jackson, Mississippi acknowledges that the city cannot refuse to honor its contractual agreement except by an opinion and/or an order from the Mississippi Attorney General allowing the City of Jackson to enter into negotiations to modify the contract.

BE IT THEREFORE ORDERED, that the city council of Jackson, Mississippi do hereby order the immediate payment of \$769,600.00 to Waste Management, Inc. of Mississippi which represents the amount in arrears for recycling services provided from October 1, 2018 through present, all amounts outstanding from fiscal year 2018 and for recycling services provided through the end of fiscal year 2019.

IT IS FURTHER ORDERED, that this order shall be effective immediately and fully enforced upon its passage and after publication of the same by the city.

Item: _____

Date: 5-14-19

By: Banks, Stamps

#7
ORDER OF THE CITY COUNCIL OF JACKSON, MISSISSIPPI REVISING FISCAL YEAR 2017-2018 BUDGET TO FUND A DISPARITY AND AVAILABILITY STUDY.

WHEREAS, the City of Jackson is concerned about the participation of minority and women business enterprises in the public procurement process and is dedicated to addressing past discriminatory practices which have affected minority businesses and female business owners; and

WHEREAS, the City of Jackson desires equity for all and supports opportunities to better understand the level of participation of minority and women-owned businesses; and

WHEREAS, the Jackson City Council realizes that to better understand the marketplace in the City of Jackson, an analysis of the availability, utilization and disparity among minority and women-owned businesses is needed; and

WHEREAS, the City of Jackson has conducted numerous disparity studies in the past that have documented discriminatory practices and barriers to public procurement in the City of Jackson; and

IT IS THEREFORE ORDERED, by the City Council of Jackson, Mississippi that the fiscal year 2017-2018 budget be revised to identify approximately \$375,000 for the purpose of procuring a company to conduct a Disparity and Availability Study; effective upon the adoption of the Ordinance of the City of Jackson establishing a Disparity and Availability Study Function within the City of Jackson's budget

Item # --
Agenda Date 1/30/2018
By: Aaron Banks

8

ORDER AUTHORIZING AMENDMENT OF THE CITY OF JACKSON PAY PLAN TO CHANGE THE RANGE OF THE FINANCE MANAGER FROM RANGE 29 TO RANGE 34; ASSISTANT FINANCE MANAGER FROM RANGE 25 TO 30; SENIOR BUDGET ANALYST FROM RANGE 23 TO A RANGE OF 29 AND THE BUDGET ANALYST II FROM RANGE 21 TO RANGE 28

OFFICE OF THE CITY ATTORNEY
Blaine Scott

WHEREAS, the Department of Administration requested that the Department of Personnel Management conduct a *salary survey* on the classifications of the Finance Manager, Assistant Finance Manager, Senior Budget Analyst and Budget Analyst II.

WHEREAS, a *salary survey* was conducted for the classifications of: Finance Manager, Assistant Finance Manager, Senior Budget Analyst and Budget Analyst II, by submitting inquiries to the following Southeastern cities: Little Rock, Arkansas, Savannah, Georgia and Baton Rouge, Louisiana;

WHEREAS, the response from the Cities surveyed concerning the median salary paid for the position equivalent of the Finance Manager was within the range of \$52,889.00-81,449.00; Assistant Finance Manager within the range of \$46,459.00-72,011.00; Senior Budget Analyst was within the range of \$43,912.00-\$68,064.00; and Budget Analyst II was within the range of \$40,311.00-\$64,333.00.

WHEREAS, the best interest of the City of Jackson would be served by establishing the compensation for the Finance Manager, Assistant Finance Manager, Senior Budget Analyst and Budget Analyst II classifications at a salary comparable to the compensation paid by other Southeastern cities such as those cited;

WHEREAS, the governing authorities for the City of Jackson adopted a compensation plan on or about September 22, 1998 which is found in Minute Book 4Y which established the range for the Finance Manager to be 29 with annual compensation being between \$46,991.00-\$56,784.24; Assistant Finance Manager, pay range of 25 with annual compensation being between \$39,041.12-\$47,097.12; Senior Budget Analyst, pay range of 23 with annual compensation being between \$35,611.20-\$42,918.24 and Budget Analyst II, pay range of 21 with annual compensation being between \$32,500.08-\$39,129.12;

WHEREAS, it is recommended that the range established for the Finance Manager be modified to range 34 with annual compensation being between \$59,380.08-71,880.24; Assistant Finance Manager be modified to range 30 being between \$49,233.12-59,517.12; Senior Budget Analyst be modified to range 29 being between \$46,991.28-56,784.24 and Budget Analyst II be modified to range 28 being between \$44,856.24-\$54,184.08;

WHEREAS, the Department of Administration has informed the Department of Personnel Management that they have the monies in their budget to cover the recommended pay range increases;

IT IS, THEREFORE, ORDERED that the Pay Plan adopted by the City Council on September 22, 1998, found in the Minute Book 4Y, be further amended to change the range of Finance Manager from a range 29 (\$46,991.00-\$56,784.24) to a range 34 (\$59,380.08-\$71,880.24); Assistant Finance Manager from a range 25 (\$39,041.12-\$47,097.12) to a range of 30 (\$46,459.00-72,011.00) Senior Budget Analyst from a range of 23 (\$35,611.20-\$42,918.24) to a range of 29 (\$46,991.28-56,784.24); and Budget Analyst II from a pay range of 21 (\$32,500.08-\$39,129.12) to a range 28 (\$44,856.24-\$54,184.08) to be effective immediately.

Agenda Date: _____

By: Blaine Scott and Lumumba

CITY COUNCIL AGENDA ITEM 10 POINT DATA SHEET

October 23, 2018

DATE

POINTS		COMMENTS																																													
1.	Brief Description/Purpose	ORDER AUTHORIZING AMENDMENT OF THE CITY OF JACKSON PAY PLAN TO CHANGE THE RANGE OF THE FINANCE MANAGER FROM RANGE 29 TO RANGE 34; ASSISTANT FINANCE MANAGER FROM RANGE 25 TO 30; SENIOR BUDGET ANALYST FROM RANGE 23 TO A RANGE OF 29 AND THE BUDGET ANALYST II FROM RANGE 21 TO RANGE 28																																													
2.	Public Policy Initiative 1. Youth & Education 2. Crime Prevention 3. Changes in City Government 4. Neighborhood Enhancement 5. Economic Development 6. Infrastructure and Transportation 7. Quality of Life	Changes in City Government																																													
3.	Who will be affected	Department of Administration																																													
4.	Benefits	Allows the Department of Administration to attract and maintain qualified employees and provide quality service to the citizens of the City of Jackson.																																													
5.	Schedule (beginning date)	Immediately																																													
6.	Location: § WARD § CITYWIDE (yes or no) (area) § Project limits if applicable	Citywide																																													
<input type="checkbox"/> <input type="checkbox"/> 7.	Action implemented by: § City Department § Consultant	Department of Administration Department of Personnel Management																																													
8.	COST																																														
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 9.	Source of Funding § General Fund § Grant § Bond § Other	General Fund																																													
10.	EBO participation	<table border="0"> <tr> <td>ABE</td> <td>_____ %</td> <td>WAIVER</td> <td>yes</td> <td>___</td> <td>no</td> <td>___</td> <td>N/A</td> <td>___</td> </tr> <tr> <td>AABE</td> <td>_____ %</td> <td>WAIVER</td> <td>yes</td> <td>___</td> <td>no</td> <td>___</td> <td>N/A</td> <td>___</td> </tr> <tr> <td>WBE</td> <td>_____ %</td> <td>WAIVER</td> <td>yes</td> <td>___</td> <td>no</td> <td>___</td> <td>N/A</td> <td>___</td> </tr> <tr> <td>HBE</td> <td>_____ %</td> <td>WAIVER</td> <td>yes</td> <td>___</td> <td>no</td> <td>___</td> <td>N/A</td> <td>___</td> </tr> <tr> <td>NABE</td> <td>_____ %</td> <td>WAIVER</td> <td>yes</td> <td>___</td> <td>no</td> <td>___</td> <td>N/A</td> <td>___</td> </tr> </table>	ABE	_____ %	WAIVER	yes	___	no	___	N/A	___	AABE	_____ %	WAIVER	yes	___	no	___	N/A	___	WBE	_____ %	WAIVER	yes	___	no	___	N/A	___	HBE	_____ %	WAIVER	yes	___	no	___	N/A	___	NABE	_____ %	WAIVER	yes	___	no	___	N/A	___
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HBE	_____ %	WAIVER	yes	___	no	___	N/A	___																																							
NABE	_____ %	WAIVER	yes	___	no	___	N/A	___																																							

MEMORANDUM

TO: Mayor Chokwe A. Lumumba

FROM:  Toya Martin, Deputy Director
 Personnel Management

DATE: October 12, 2018

RE: ORDER AUTHORIZING THE MAYOR TO AMEND THE CITY OF JACKSON PAY PLAN TO CHANGE THE RANGE OF THE FINANCE MANAGER FROM RANGE 29 TO RANGE 34; ASSISTANT FINANCE MANAGER FROM RANGE 25 TO 30; SENIOR BUDGET ANALYST FROM RANGE 23 TO A RANGE OF 29 AND THE BUDGET ANALYST II FROM RANGE 21 TO RANGE 28

Dr. Blaine, Chief Administrative Officer/Interim Director of Administration requested that the Department of Personnel Management conduct a *salary* survey for the classifications of Finance Manager, Assistant Finance Manager, and Senior Budget Analyst and Budget Analyst II. The Department of Personnel Management complied with the request by submitting inquiries to three (3) Southeastern cities identified in the results below:

Current Salary Range	Finance Manager 29		Assistant Finance Manager 25		Senior Budget Analyst 23		Budget Analyst II 21	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Baton Rouge, LA	\$ 63,783.00	\$ 106,870.00	\$ 55,098.00	\$ 92,726.00	\$ 45,329.00	\$ 76,818.00	\$ 39,157.00	\$ 66,661.00
Birmingham, AL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Little Rock, AR	\$ 52,889.00	\$ 81,449.00	\$ 40,311.00	\$ 62,079.00	\$ 40,311.00	\$ 62,079.00	\$ 40,311.00	\$ 62,079.00
Louisville, KY	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mobile, AL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Savannah, GA	\$ 49,154.00	\$ 76,189.00	\$ 46,459.00	\$ 72,011.00	\$ 43,912.00	\$ 68,064.00	\$ 41,505.00	\$ 64,333.00
CITY OF JACKSON	\$ 46,991.00	\$ 56,784.24	\$ 39,041.12	\$ 47,097.12	\$ 35,611.20	\$ 42,918.24	\$ 32,500.08	\$ 39,129.12
MEDIAN	\$ 52,889.00	\$ 81,449.00	\$ 46,459.00	\$ 72,011.00	\$ 43,912.00	\$ 68,064.00	\$ 40,311.00	\$ 64,333.00
6 1/2% Above Median	\$ 56,326.79	\$ 86,743.19	\$ 49,478.84	\$ 76,691.72	\$ 46,766.28	\$ 72,488.16	\$ 42,931.22	\$ 68,514.65
Nearest Pay Range	R34		R30		R29		R28	
Step 1 of Nearest Pay Range	\$59,380.08		\$49,233.12		\$46,991.29		\$44,856.24	

Purpose: This survey was conducted to review the organization, salary and duties of the Finance Manager, Assistant Finance Manager, Senior Budget Analyst and Budget Analyst II and make recommendations necessary for an efficient and effective operation.

Scope: The Southeastern Cities surveyed were: Little Rock, Arkansas, Savannah, Georgia, and Baton Rouge, Louisiana.

Findings: Finance Manager: Presently, the classification of Finance Manager is a pay range 29, with a minimum salary of \$46,991.28. A survey of the Southeastern Cities indicated that this classification is currently below the median pay range of \$52,889.00-\$81,449.00. Therefore, the recommended pay range is 34, which is a pay range of \$59,380.08-71,880.24.

In an effort for the City to recruit the experience needed and compete with other jurisdictions, we are requesting that the range for the Finance Manager be changed in accordance to what the survey revealed.

Findings: Assistant Finance Manager. Presently, the classification is a pay range 25, with a minimum salary of \$39,041.12. A survey of the Southeastern Cities indicated that this classification is currently below the median pay range of \$46,459.00-\$72,011.00. Therefore, the recommended pay range is 30, which is a pay range of \$49,233.12-59,517.12.

In an effort for the City to recruit the experience needed and compete with other jurisdictions, we are requesting that the range for the Finance Manager be changed in accordance to what the survey revealed.

Findings: Senior Budget Analyst. Presently, the classification is a pay range 23, with a minimum salary of \$35,611.20. A survey of the Southeastern Cities indicated that this classification is currently below the median pay range of \$43,912.00-68,064.00. Therefore, the recommended pay range is 29, which is a pay range of \$46,991.28-56,784.24.

In an effort for the City to recruit the experience needed and compete with other jurisdictions, we are requesting that the range for the Finance Manager be changed in accordance to what the survey revealed.

Findings: Budget Analyst II. Presently, the classification is a pay range 21, with a minimum salary of \$32,500.08. A survey of the Southeastern Cities indicated that this classification is currently below the median pay range of \$40,311.00-\$64,333.00. Therefore, the recommended pay range is 28, which is a pay range of \$44,856.24-\$54,184.08.

In an effort for the City to recruit the experience needed and compete with other jurisdictions, we are requesting that the range for the Finance Manager be changed in accordance to what the survey revealed.

If you have any questions or concerns, please feel free to contact me at 601-960-1327.

/tm

Office of the City Attorney

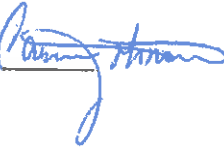
455 East Capitol Street
Post Office Box 2779
Jackson, Mississippi 39207-2779
Telephone: (601) 960-1799
Facsimile: (601) 960-1756

Carrie Johnson
OFFICE OF THE CITY ATTORNEY

OFFICE OF THE CITY ATTORNEY

This **ORDER AUTHORIZING AMENDMENT OF THE CITY OF JACKSON PAY PLAN TO CHANGE THE RANGE OF THE FINANCE MANAGER, ASSISTANT FINANCE MANAGER, SENIOR BUDGET ANALYS AND BUDGET ANALYST II** is legally sufficient for placement in the Novus Agenda System.

Carrie Johnson Deputy City Attorney



DATE 10/15/018

