

**MINUTES OF THE REGULAR MEETING
OF THE MAYOR AND BOARD OF ALDERMEN
The City of Starkville, Mississippi
November 18, 2025**

Be it remembered that the Mayor and Board of Alderman met in a Recess Meeting on November 18, 2025 at 5:30 p.m. in the Municipal Court Room of City Hall, located at 110 West Main Street, Starkville, MS. Present were Mayor Lynn Spruill, Aldermen Kim Moreland, Sandra Sistrunk, Kyle Skinner, Mike Brooks, William Pochop, Roy A'. Perkins and Henry Vaughn, Sr. as well as City Attorney Berk Huskison and City Clerk Joanna McLaurin.

Mayor Lynn Spruill opened the meeting with the Pledge of Allegiance followed by a moment of silence.

REQUESTED REVISIONS TO THE OFFICIAL AGENDA:

Mayor Spruill called for any changes to the agenda as presented. Vice Mayor Roy A'. Perkins asked to remove Human Resources business Items 2 & 4 from the consent agenda. There being no objections or additional changes requested, the Mayor called for a motion to approve the agenda as amended with consent items.

1. A MOTION TO APPROVE THE OFFICIAL AGENDA WITH CONSENT ITEMS.

Alderman Pochop offered a motion, duly seconded by Alderman Moreland, to approve the November 18, 2025 Official Agenda as amended. The Board voted as follows:

Alderman Kim Moreland	Voted: Yea
Alderman Sandra Sistrunk	Voted: Yea
Alderman Kyle Skinner	Voted: Yea
Alderman Mike Brooks	Voted: Yea
Alderman William Pochop	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion carried and then read the consented items.

**OFFICIAL AGENDA OF
THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF STARKVILLE,
MISSISSIPPI RECESS MEETING OF TUESDAY, NOVEMBER 18, 2025
5:30 P.M., MUNICIPAL COURT ROOM, CITY HALL - 110 WEST MAIN STREET**

- I. CALL THE MEETING TO ORDER**
- II. PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE**
- III. APPROVAL OF THE OFFICIAL AGENDA INCLUDING CONSENTED ITEMS**
- IV. APPROVAL OF THE BOARD OF ALDERMEN MINUTES**

CONSIDERATION OF THE MINUTES OF THE OCTOBER 31, 2025 WORK SESSION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF STARKVILLE.

CONSIDERATION OF THE MINUTES OF THE NOVEMBER 4, 2025 REGULAR MEETING OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF STARKVILLE.

V. ANNOUNCEMENTS AND COMMENTS

A. MAYOR’S COMMENTS: Thanksgiving holiday garbage schedule

B. BOARD OF ALDERMEN COMMENTS:

VI. CITIZEN COMMENTS

VII. PUBLIC APPEARANCES

VIII. PUBLIC HEARINGS

FOURTH PUBLIC HEARING AND CONSIDERATION OF THE ADOPTION OF A NONCONSENSUAL/TRESPASS TOWING ORDINANCE

PUBLIC HEARING ON THE PROPOSED TAX INCREMENT FINANCING PLAN FOR THE SAND CREEK REDEVELOPMENT PROJECT, CITY OF STARKVILLE, OKTIBBEHA COUNTY, MISSISSIPPI

FIRST PUBLIC HEARING TO MODIFY THE AGGRESSIVE PANHANDLING ORDINANCE TO INCLUDE ADDITIONAL LANGUAGE ADDRESSING SOLICITING ONLY DURING DAYLIGHT HOURS.

PUBLIC HEARING AND CONSIDERATION OF RZ 25-03 A REQUEST REZONE ALL OR PART OF THREE LOTS LOCATED ON THE EAST SIDE OF CARTER BOULEVARD APPROXIMATELY ½ MILE NORTH OF OLD HWY 12 FROM C TO MDU-20.

PUBLIC HEARING AND CONSIDERATION OF SE 25-07 A REQUEST FOR SPECIAL EXCEPTION TO ALLOW FOR A DWELLING, ACCESSORY UNIT AT 802 PINE CIRCLE IN AN SD-2 ZONING DISTRICT.

PUBLIC HEARING AND CONSIDERATION OF UE 25-01 A REQUEST FOR USE EXCEPTION TO ALLOW THE USE OF “OFFICE- PROFESSIONAL” AS PART OF A MIXED-USE BUILDING AT 513 SOUTH MONTGOMERY IN AN TN-E ZONING DISTRICT.

IX. MAYOR'S BUSINESS

- A. CONSIDERATION AND APPROVAL OF THE DEVELOPMENT AND REIMBURSEMENT AGREEMENT BY AND BETWEEN THE CITY OF STARKVILLE MISSISSIPPI AND TEP STARKVILLE, LLC, A MISSISSIPPI LIMITED LIABILITY COMPANY.
- B. CONSIDERATION OF A RESOLUTION OF THE MAYOR AND THE BOARD OF ALDERMEN OF THE CITY OF STARKVILLE, MISSISSIPPI, ADOPTING, APPROVING, AND AUTHORIZING THE EXECUTION OF THE DEVELOPMENT AND REIMBURSEMENT AGREEMENT, IN CONJUNCTION WITH THE TAX INCREMENT FINANCING PLAN FOR THE SAND CREEK REDEVELOPMENT PROJECT, CITY OF STARKVILLE, OKTIBBEHA COUNTY, MISSISSIPPI NOVEMBER 2025, AUTHORIZING THE CITY TO REIMBURSE THE DEVELOPER FOR CERTAIN COSTS OF CERTAIN INFRASTRUCTURE IMPROVEMENTS FROM TAX INCREMENT FINANCING REVENUE BONDS OF THE MUNICIPALITY IN AN AMOUNT NOT TO EXCEED THREE MILLION THREE HUNDRED FIFTY THOUSAND DOLLARS (\$3,350,000), IN ONE OR MORE SERIES; AND FOR RELATED PURPOSES.
- C. CONSIDERATION OF A RESOLUTION APPROVING THE ADOPTION AND IMPLEMENTATION OF THE TAX INCREMENT FINANCING PLAN FOR THE SAND CREEK REDEVELOPMENT PROJECT, CITY OF STARKVILLE, OKTIBBEHA COUNTY, MISSISSIPPI, NOVEMBER 2025; AND FOR RELATED PURPOSES.

X. BOARD BUSINESS

- A. REVIEW OF THE DETERMINATION OF THE STATUS OF 512 MARTIN LUTHER KING, JR. DRIVE UNDER THE MISS. CODE ANN. SEC. 21-19-11 (1) FOR COMPLIANCE.

XI. DEPARTMENT BUSINESS

- A. AIRPORT

THERE ARE NO ITEMS FOR THIS AGENDA

- B. COMMUNITY DEVELOPMENT AND PLANNING DEPARTMENT

- 1. DISCUSSION AND CONSIDERATION OF FP 25-10 A REQUEST FOR FINAL PLAT APPROVAL FOR "STEELDRIVER MINOR SUBDIVISION" LOCATED ON THE EAST SIDE OF STARK ROAD DIRECTLY SOUTH OF 900 STARK RD IN A C ZONING DISTRICT.

D. COURTS

THERE ARE NO ITEMS FOR THIS AGENDA

E. ENGINEERING

1. CONSIDERATION OF APPROVING CHANGE ORDER #2 FOR THE MAIN STREET IMPROVEMENTS PROJECT IN THE AMOUNT OF \$39,525.06 AND 8 ADDITIONAL DAYS.
2. CONSIDERATION OF APPROVING THE 2026 STREET IMPROVEMENT LIST.

F. FINANCE AND ADMINISTRATION

1. REQUEST APPROVAL OF THE CITY OF STARKVILLE CLAIMS DOCKET FOR ALL DEPARTMENTS INCLUDING STARKVILLE UTILITIES DEPARTMENT AS OF NOVEMBER 12, 2025 FOR FISCAL YEAR ENDING 9/30/26, ACKNOWLEDGING THAT THE CITY CLERK HAS ATTESTED AND CERTIFIED ON THE COVER OF THE CLAIMS DOCKET THAT ALL CLAIMS ON THE DOCKET ARE TRUE, ACCURATE, LAWFUL AND PROPER TO THE BEST OF HER KNOWLEDGE, FOR PAYMENT PURSUANT TO HER DUTIES UNDER MISS. CODE SECTIONS 21-39-5, 21-39-7, 21-39-9, 21-39-17 AND 21-15-21.
2. ACCEPTANCE OF THE OCTOBER 2025 FINANCIAL STATEMENTS.

G. FIRE DEPARTMENT

1. CONSIDERATION OF APPROVAL TO AMEND PREVIOUS MAY 20, 2025, APPROVAL OF FIREFIGHTER GEAR IN THE AMOUNT OF \$1,987.50 DIFFERENCE IN PRICE.

H. HUMAN RESOURCES

1. REQUEST AUTHORIZATION TO APPROVE JOB DESCRIPTIONS FOR THE CHIEF FINANCIAL OFFICER, CITY CLERK AND GRANTS & FINANCE MANAGER POSITIONS IN THE CITY CLERK/FINANCE & ADMINISTRATION DEPARTMENT.
2. REQUEST AUTHORIZATION TO ADVERTISE FOR A GRANTS & FINANCE MANAGER IN THE CITY CLERK/FINANCE & ADMINISTRATION DEPARTMENT.
3. CONSIDERATION OF APPROVING THE REVISED PERSONNEL MANUAL FOR THE CITY OF STARKVILLE.

4. REQUEST AUTHORIZATION TO HIRE WARREN HUDSON AS A DEPUTY DIRECTOR FOR WATER AND SEWER OPERATIONS FOR THE UTILITIES DEPARTMENT.

5. REQUEST AUTHORIZATION TO HIRE VERONICA HUDSON AS A RESIDENTIAL DRIVER FOR THE SANITATION AND ENVIRONMENTAL SERVICES DEPARTMENT.

I. INFORMATION TECHNOLOGY

THERE ARE NO ITEMS FOR THIS AGENDA

J. PARKS

1. CONSIDERATION OF ADVERTISING FOR BIDS FOR THE SPORTSPLEX SOCCER FIELD IRRIGATION IMPROVEMENTS PROJECT.

K. POLICE DEPARTMENT

1. POLICE

a. REQUEST APPROVAL TO ENTER A CONTRACT WITH TYLER TECHNOLOGIES FOR THE PURCHASE OF AN ON-PREMISES UPGRADE AND MIGRATION FROM OLD SOFTWARE TO THE NEW SOFTWARE WITH A ONE-TIME COST OF \$20,724.00.

b. REQUEST APPROVAL FOR CORPORAL DYLAN PEDEN AND OFF. FELISHA ELLISON TO ATTEND THE MISSISSIPPI TENNESSEE TACTICAL OFFICERS' ASSOC. SWAT COURSE #43 IN MEMPHIS, TN DECEMBER 1ST – 12TH, 2025 WITH A REGISTRATION FEE OF \$1,000.00 EACH, HOTEL FEE OF \$1700 EACH, PLUS MEALS.

2. CODE ENFORCEMENT

THERE ARE NO ITEMS FOR THIS AGENDA

L. SANITATION DEPARTMENT

THERE ARE NO ITEMS FOR THIS AGENDA

M. UTILITIES DEPARTMENT

1. REQUEST AUTHORIZATION TO ACCEPT THE LOW QUOTE FROM BILL YOUNG IN THE AMOUNT OF \$15,900.00 FOR ELECTRIC BUTTERFLY VALVES AND INSTALLATION AT CURRY STREET PLANT.

2. CONSIDERATION OF ACCEPTING THE LOW BID AND ADDITIVES FROM HEMPHILL CONSTRUCTION COMPANY, INC. FOR BLUEFIELD WATER TREATMENT PLANT REHABILITATION PROJECT NO. 25002 IN THE AMOUNT OF \$1,220,550.00.

3. CONSIDERATION OF ACCEPTING THE SOLE SOURCE QUOTE FROM OVIVO USA, LLC FOR MATERIALS TO REPAIR CLARIFIER #3 AT ERNEST E. JONES WASTEWATER TREATMENT PLANT IN THE AMOUNT OF \$16,591.00.

XII. CLOSED DETERMINATION SESSION

XIII. OPEN SESSION

XIV. EXECUTIVE SESSION

PENDING LITIGATION

XV. OPEN SESSION

XVI. RECESS UNTIL DECEMBER 2, 2025 @ 5:30 IN THE COURT ROOM AT 110 WEST MAIN STREET.

The City of Starkville is accessible to persons with disabilities. Please call the ADA Coordinator, Stein McMullen, at (662) 323-2525, ext. 3121 at least forty-eight (48) hours in advance for any services requested.

Consent Items 2-16:

2. CONSIDERATION OF THE MINUTES OF THE OCTOBER 31, 2025 WORK SESSION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF STARKVILLE.

Upon the motion of Alderman Pochop, duly seconded by Alderman Moreland, and adopted by the Board to approve the November 18, 2025 Official Agenda, and to accept items for consent, whereby the “approval of the minutes of the October 31, 2025 work session of the Mayor and Board of Aldermen” is enumerated, this consent item is thereby approved.

3. CONSIDERATION OF THE MINUTES OF THE NOVEMBER 4, 2025 MEETING OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF STARKVILLE.

Upon the motion of Alderman Pochop, duly seconded by Alderman Moreland, and adopted by the Board to approve the November 18, 2025 Official Agenda, and to accept items for consent, whereby the “approval of the minutes of the November 4, 2025 meeting of the Mayor and Board of Aldermen” is enumerated, this consent item is thereby approved.

4. CONSIDERATION OF FP 25-10 A REQUEST FOR FINAL PLAT APPROVAL FOR “STEELDRIVER MINOR SUBDIVISION” LOCATED ON THE EAST SIDE OF STARK ROAD DIRECTLY SOUTH OF 900 STARK RD IN A C ZONING DISTRICT.

Upon the motion of Alderman Pochop, duly seconded by Alderman Moreland, and adopted by the Board to approve the November 18, 2025 Official Agenda, and to accept items for consent, whereby the “approval of FP 25-10 a request for final plat approval for “Steeldriver minor subdivision” located on the east side of stark road directly south of 900 Stark Rd in a C zoning district” is enumerated, this consent item is thereby approved.

5. CONSIDERATION OF APPROVING CHANGE ORDER #2 FOR THE MAIN STREET IMPROVEMENTS PROJECT IN THE AMOUNT OF \$39,525.06 AND 8 ADDITIONAL DAYS.

Upon the motion of Alderman Pochop, duly seconded by Alderman Moreland, and adopted by the Board to approve the November 18, 2025 Official Agenda, and to accept items for consent, whereby the “approval of approving change order #2 for the Main Street Improvements Project in the amount of \$39,525.06 and 8 additional days” is enumerated, this consent item is thereby approved.

6. CONSIDERATION OF APPROVING THE 2026 STREET IMPROVEMENT LIST.

Upon the motion of Alderman Pochop, duly seconded by Alderman Moreland, and adopted by the Board to approve the November 18, 2025 Official Agenda, and to accept items for consent, whereby the “approval of the 2026 street improvement list” is enumerated, this consent item is thereby approved.

7. CONSIDERATION OF THE OCTOBER 2025 FINANCIAL STATEMENTS.

Upon the motion of Alderman Pochop, duly seconded by Alderman Moreland, and adopted by the Board to approve the November 18, 2025 Official Agenda, and to accept items for consent, whereby the “approval of the October 2025 financial statements” is enumerated, this consent item is thereby approved.

8. CONSIDERATION OF APPROVAL TO AMEND PREVIOUS MAY 20, 2025, APPROVAL OF FIREFIGHTER GEAR IN THE AMOUNT OF \$1,987.50 DIFFERENCE IN PRICE.

Upon the motion of Alderman Pochop, duly seconded by Alderman Moreland, and adopted by the Board to approve the November 18, 2025 Official Agenda, and to accept items for consent, whereby the “approval to amend previous May 20, 2025, approval of firefighter gear in the amount of \$1,987.50 difference in price” is enumerated, this consent item is thereby approved.



THE CITY OF STARKVILLE
PLANNING DEPARTMENT
BOARD OF ALDERMEN
CITY HALL, 110 WEST MAIN STREET
STARKVILLE, MISSISSIPPI 39759

STAFF REPORT

To: Board of Aldermen
From: Daniel Havelin, City Planner (662-323-2525 ext. 3136)
Lyle McCaskey, Assistant City Planner (662-323-2525 ext. 3130)
Subject: Discussion and consideration of FP 25-10 a request for Final Plat approval for "Steeldriver Minor Subdivision" located on the east side of Stark Road directly South of 900 Stark Rd in a C zoning district.
Date: November 18, 2025

The purpose of this report is to provide information regarding a Final Plat request by Drew Morgan on behalf of Steeldriver Properties LLC for the "Steeldriver Minor Subdivision". Please see attachments 1- 4.

BACKGROUND INFORMATION

- The Development Review Committee reviewed the final plat on November 6th, 2025.
- The final plat is part of a development proposal for Lot 1. Site Plan review and Architecture review for Lot 1 have been completed.
- Sidewalks for Lot 1 will be required at the time of issuance of a Certificate of Occupancy.

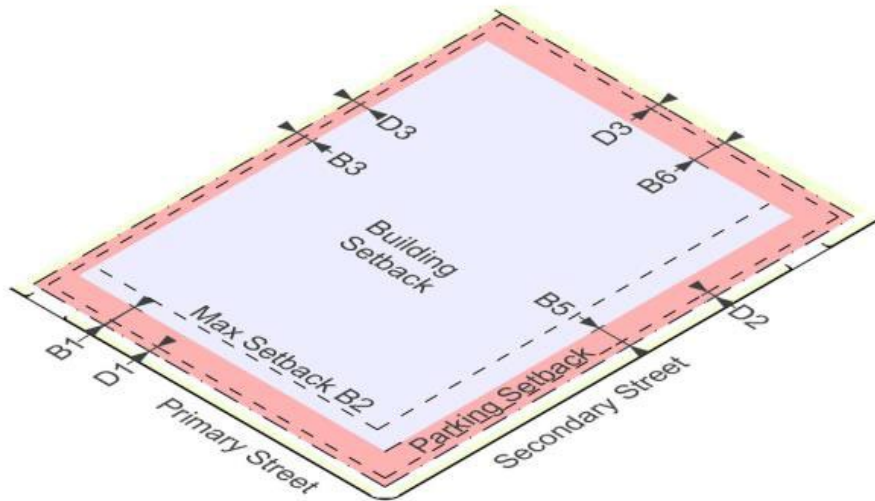
GENERAL INFORMATION

- The proposed subdivision is located directly South of 900 Stark Road.
- The gross acreage is +/- 4.26 with a total of 2 lots.
- All easements and dedications are provided on the final plat.
- Street numbers will be assigned upon site plan review and approval.
- Electrical service will be provided by Starkville Utilities.
- Potable water and sanitary sewer utility services will be provided by the City.
- The final plat is a Class "B" survey prepared by a professional licensed by the Mississippi Board of Licensure for Professional Engineers and Surveyors and meets the minimum standards for the State of Mississippi, as required by §17-1-23 and §17-1-25 of the Mississippi Code Annotated (1972), as amended.
- The applicant has indicated that this subdivision is not part of any previously platted subdivision, therefore no adversely affected parties. OR This subdivision is a part of a previously platted subdivision. The applicant has listed the adversely effected parties and provided written proof from each party agreeing to the alteration.

FINAL PLAT INFORMATION

- Approval of a final plat by the Mayor and Board of Aldermen shall be denoted by the issuance of a letter of minor final plat approval. One (1) paper copy and a digital copy of the approved final plat shall be retained in the Planning Department's files. A deposit in the amount of two hundred dollars (\$200) shall be required to guarantee the return of one (1) signed copy of the final plat to the city planner.
- If the final plat is approved with condition(s) by the Board of Aldermen, the conditions shall run with the land and binding upon the applicants, their heirs, and/or successors.
- Whenever a subdivider has been issued a notice of final plat approval from the Mayor and Board of Aldermen, the staff shall be authorized to execute a certificate of final plat approval.

ZONING DISTRICT INFORMATION



Commercial Use	
A. Lot Dimensions	C
A1. Lot size (min)	*
A2. Lot width (min)	*
B. Building/Structure Setbacks	C
B1. Front setback min	20'
B2. Front setback max	N/A
B3. Side setback	10'
B4. Side setback adjacent to detached residential	50'

B5. Side setback corner lot	20'
B6. Rear setback	20'
B7. Rear setback adjacent to detached residential	50'
D. Parking Setbacks	C
D1. From primary street	5'
D2. From side street	5'
D3. From side and rear property line	5'
D4. From side and rear property line adjacent to detached residential	See buffer yard requirements
E. Height	C
E1. Principal building(s) (max)	50', 4 story
E2. Accessory structures(s) (max)	15', 1 story
F. Pedestrian Access	C
F1. Street-facing primary entrance along street	yes
F2. Sidewalk connection to street from each entrance	yes

CONDITIONS OF APPROVAL

Any condition attached to the approval of a final plat by the Mayor and Board of Aldermen shall run with the land and shall be binding upon the applicants, their heirs, successors, and assigns for the duration of the subdivision. The following condition of approval is recommended by the Engineering Department:

1. Prior to execution of the Final Plat, one of the following options shall be agreed upon with the City Engineer for the sidewalks for Lot 2:
 - a. Build the sidewalks prior to execution of the Final Plat
 - b. Have a Performance Guarantee Agreement with a time limit and an acceptable surety prior to execution of the Final Plat
 - c. Amend the approved site plan for Lot 1 showing the sidewalks for Lot 2 and requiring the sidewalks to be built prior to issuance of a Certificate of Occupancy for Lot 1 or Lot 2.

Attachment 1
FP 25-10 Aerial



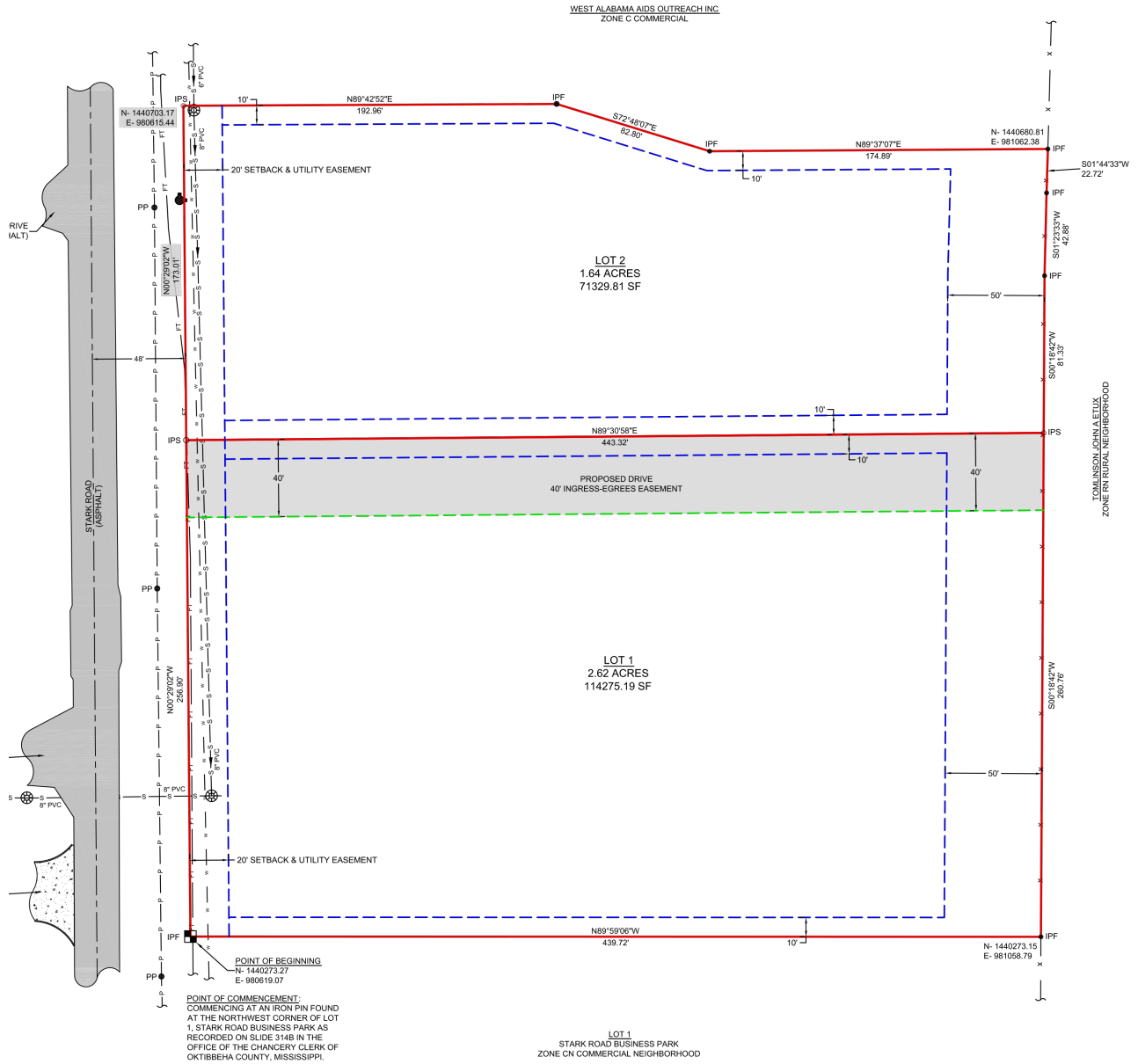
Attachment 2 FP 25-10 Zoning



0 100 200 400 Feet



Attachment 4 – Enlarged Plat



Change Order

No. 1

Date of Issuance: 10/29/25

Effective Date: _____

Project: Main St Improvements

Owner: City of Starkville

Owner's Contract No.: 25019

Contract: Main St Improvements

Date of Contract: 05/16/25

Contractor: ECON Construction, Inc.

Engineer's Project No.: 25019

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Reason for Change Order: Upgrading 3 EA foundations at Restaurant Tyler, additional irrigation zones to allow for the trees to be watered separately from the hanging baskets, install City of Starkville label on the mobile barriers.

Attachments (list documents supporting change):

CHANGE IN CONTRACT PRICE:

Original Estimated Contract Price:

\$7,576,200.07

Increase from previously approved Contract to No. 1:

\$41,630.87

Contract Price prior to this Change Order:

\$7,617,830.94

Increase of this Change Order:

\$39,525.06

Contract Price incorporating Change Order:

\$7,657,356.00

CHANGE IN CONTRACT TIMES:

Original Contract Times: ☐ Working days ☒ Calendar days

Substantial completion (days or date): 540

Ready for final payment (days or date): 540

Increase from previously approved Change Orders to No. 1:

Substantial completion (days): 17

Ready for final payment (days): 17

Contract Times prior to this Change Order:

Substantial completion (days or date): 557

Ready for final payment (days or date): 557

Increase of this Change Order:

Substantial completion (days or date): 8

Ready for final payment (days or date): 8

Contract Times with all approved Change Orders:

Substantial completion (days or date): 565

Ready for final payment (days or date): 565

RECOMMENDED:

By: _____

Engineer (Authorized Signature)

Date: _____

ACCEPTED:

By: _____

Owner (Authorized Signature)

Date: 11/18/25

ACCEPTED:

By: _____

Contractor (Authorized Signature)

Date: 10/29/2025

Proposal For: Main Street Improvements

Contact: Taylor Conn (601) 383 - 4417

Email: taylor@econconstruction.com



Change Order Request: 010

Street Tree Irrigation

Labor
Equipmet
Materials
Markup

Quantity

Unit

Unit Price

Total

112

HRS

\$60.93

\$

6,824.16

28

HRS

\$27.38

\$

766.64

1

LS

\$3,958.22

\$

3,958.22

15%

\$

1,732.35

15% Markup

\$

13,281.37

NOTES:

COR # 22639 - MC

4 Additional Days

- Provide all labor and materials required to install up to an additional (7) zones of irrigation for all street trees. Each tree will receive a 18 in .25 GPM Root Zone Watering System w/ Check Valve. The additional irrigation zones will allow for the trees to be watered separately from the hanging baskets and shrubs. Not responsible for failures due to installation of irrigation lines under existing pavement.

- Labor: 4 Men @ 28 Hrs EA

- Equipment: Crew Truck, Trailer, Tools

- Materials:

Valve - Rainbird 1" PEB IVM 7 EA @ \$183.81/EA

Pipe - 3/4" Sch 40 - 2625 LF @ \$0.29/LF

Hunter - 18 in 0.25 GPM Root Zone Watering System w/ Check Valve - 34 EA @ \$48.17/EA

Irrigation - Fittings - 1 LS @ \$272.52

Proposal For: Main Street Improvements

Contact: Taylor Conn (601) 383 - 4417

Email: taylor@econconstruction.com



Change Order Request: 011

Restaurant Tyler Foundations - Concrete

	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
<i>Labor</i>	1	LS	\$3,500.00	\$ 3,500.00
<i>Equipment</i>	1	LS	\$2,757.00	\$ 2,757.00
<i>Materials</i>	1	LS	\$2,547.60	\$ 2,547.60
<i>Subs</i>	1	LS	\$1,850.00	\$ 1,850.00
			Sub-Total	\$ 10,654.60
			15% Markup	\$ 1,598.19
			Total	\$ 12,252.79

NOTES:

COR # 22639 - MC

4 Additional Days

-Labor

- Removing Existing Piers By Hand Tools
- Excavate Footings By Equipment/Hand
- Form and Pour Footings
- Form and Pour Pedestals
- Set New Anchor Bolts
- Reinstall Foundation Posts
- Rub Finish Exposed Pedestal Foundations

-Equipment

- 308 for 12 Hrs
- 289 for 12 Hrs
- Hand Tools for 10 Hrs

-Materials

- Anchor Bolts
- 3500 PSI Concrete
- Load Fee
- #5 Rebar
- #3 Ties
- Forms

-Subs

- Remove Welding Covers and Reinstall

-Notes

Assuming Existing Anchor Plate Can Be Reused. If Not, Add \$2,470.00

Proposal For: Main Street Improvements

Contact: Taylor Conn (601) 383 - 4417

Email: taylor@econconstruction.com



Change Order Request: 011

Restaurant Tyler Foundations - Shoring

	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
<i>Labor</i>	1	LS	\$1,814.00	\$ 1,814.00
<i>Equipment</i>	1	LS	\$422.00	\$ 422.00
<i>Materials</i>	1	LS	\$7,650.00	\$ 7,650.00

			Sub-Total	\$ 9,886.00

			15% Markup	\$ 1,482.90

			Total	\$ 11,368.90

NOTES:

COR # 22639 - MC

4 Additional Days

-Labor

- 6Hrs to Set Up and 6Hrs to Takedown = 12 Hrs

- Based on 4 Man Crew

-Equipment

Skid Steer for 12 Hrs

-Materials

- Shoring Rental

- Pickup and Delivery

- Sales Tax

- Quote Attached

Proposal For: Main Street Improvements

Contact: Taylor Conn (601) 383 - 4417

Email: taylor@econconstruction.com



Change Order Request: 012

Mobile Barrier Labels

Labor
Equipment
Materials

Quantity

1
1
1

Unit

LS
LS
LS

Unit Price

\$0.00
\$0.00
\$2,280.00

Total

\$ -
\$ -
\$ 2,280.00

Sub-Total **\$ 2,280.00**

15% Markup **\$ 342.00**

Total **\$ 2,622.00**

NOTES:

COR # 22639 - MC

0 Additional Days

City of Starkville 2026 Street Improvement List										Total Estimate with Inspection, Testing & Cont.
No.	Street	Project Limits (from)	Project Limits (to)	Classification	Length (ft)	Width (ft)	Area (SY)	Road Rating	Work Type	
1	Ave of Patriots	Hwy 12	Dead End	Major Collector	1,152	36	4,605	4	Patch, Mill, Overlay, Stripe	\$97,592
2	Whitfield St	Ave of Patriots	Greensboro St	Major Collector	4,355	30	14,515	4	Patch, Mill, Overlay, Stripe	\$306,135
3	Eckford St	Yellow Jacket Dr	Hwy 12	Minor Collector	802	30	2,672	3	Patch, Mill, Overlay, Stripe	\$56,862
4	Pollard Rd	Airport Rd	Industrial Park Rd	Major Collector	2,897	24	7,726	4	Patch, Mill, Overlay, Stripe	\$172,887
5	Yellow Jacket Dr	Louisville St	S Jackson St	Major Collector	2,755	24	7,347	4	Patch, Mill, Overlay, Stripe	\$162,946
6	Greensboro St	Whitfield St	W Lampkin St	Major Collector	1,577	32	5,608	4	Patch, Mill, Overlay, Stripe	\$125,393
7	Miley Dr	Airport	Industrial Park Rd	Minor Collector	2,591	24	6,908	3	Patch, Overlay, Stripe	\$164,988
8	Lincoln Green	Dead End (South)	Spring St	Minor Collector	1,561	22	3,817	4	Patch, Mill, Overlay, Stripe	\$85,679
9	Scales St	Whitfield St	Louisville St	Minor Collector	2,298	22	5,618	3	Patch, Mill, Overlay, Stripe	\$130,940
10	Pin Oak Dr	Ponderosa Dr	Ave of Patriots	Local	2,306	26	6,618	4	Patch, Mill, Overlay	\$144,107
11	Helen Cir	Lynn Ln (West)	Lynn Ln (East)	Local	2,633	26	7,607	4	Patch, Mill, Overlay	\$151,088
12	Aztec St	Pontotoc Dr	Natchez St	Local	832	22	2,035	4	Patch, Overlay	\$35,553
13	Lakewood Dr	E Lee Blvd (South)	E Lee Blvd (North)	Local	2,717	14	4,226	4	Patch, Overlay	\$73,701
14	Green Hill Dr	Dead End (West)	N Montgomery St	Local	903	30	3,010	4	Patch, Mill, Overlay	\$61,634
15	Highland Ave	Frontier Dr	Holly St	Local	547	26	1,580	4	Patch, Mill, Overlay	\$32,436
16	Langston Cv	Huntington Dr	Dead End	Local	579	22	1,416	3	Patch, Mill, Overlay	\$30,675
17	Lake Pointe Ln	Huntington Dr	Dead End	Local	472	22	1,153	3	Patch, Mill, Overlay	\$25,085
18	East Dr	Lakewood Dr	Dead End (North)	Local	553	14	860	4	Patch, Overlay	\$15,329
19	Middle Ct	Green Hill Dr	Dead End	Local	160	30	532	4	Patch, Mill, Overlay	\$11,258
20	West Ct	Green Hill Dr	Dead End	Local	144	30	480	4	Patch, Mill, Overlay	\$10,275
21	East Ct	Green Hill Dr	Dead End	Local	132	30	440	4	Patch, Mill, Overlay	\$9,293
22	Edgewater Ln	Lakewood Dr	Dead End (North)	Local	180	13	260	2	Patch, Overlay	\$4,856
23	S Montgomery St	S Wedgewood Rd	City Limits (South)	Major Collector	3,578	22	8,746	5	Patch, Scrub Seal, Microsurface, Stripe	\$119,877
24	Old West Point Rd	University Dr	Hwy 182	Major Collector	892	28	2,776	5	Patch, Scrub Seal, Microsurface, Stripe	\$35,130
25	Airport Rd	Miley Dr	Hwy 12	Minor Collector	3,248	30	10,742	5	Patch, Scrub Seal, Microsurface, Stripe	\$136,410
26	Green St	S Jackson St	Russell St	Minor Collector	1,928	25	5,312	5	Patch, Scrub Seal, Microsurface, Stripe	\$68,224
27	Herbert St	Dead End (South)	Hwy 182	Local	1,426	25	3,962	5	Patch, Scrub Seal, Microsurface, Stripe	\$44,332
28	Eudora Welty Dr	Abernathy Rd	Mallory Ln	Minor Collector	3,141	36	12,565	5	Patch, Scrub Seal, Microsurface, Stripe	\$156,099
29	Huntington Dr	Huxley Dr	S Montgomery St	Local	3,117	23	8,051	5	Patch, Scrub Seal, Microsurface	\$90,057
30	McKee Park St	Bridge	Dead End (North)	Local	1,180	44	5,769	3	Patch, Scrub Seal, Microsurface, Stripe	\$69,462
31	Sherwood Rd	S Montgomery St	Canterbury Rd	Local	2,517	28	7,829	6	Patch, Scrub Seal, Microsurface	\$90,392
32	Hummingbird Ln	Dead End (South)	Academy Rd	Local	2,043	25	5,695	5	Patch, Scrub Seal, Microsurface	\$64,826
33	Pinecrest Rd	Hwy 12	Old Hwy 12	Local	1,831	20	4,069	5	Patch, Scrub Seal, Microsurface	\$46,606
34	Kingston Ct	Huntington Dr (West)	Huntington Dr (East)	Local	1,297	22	3,170	5	Patch, Scrub Seal, Microsurface	\$35,085
35	Yorkshire Rd	Sherwood Rd	Canterbury Rd	Local	1,779	28	5,535	5	Patch, Scrub Seal, Microsurface	\$67,128
36	Canterbury Rd	Sherwood Rd	Yorkshire Rd	Local	829	28	2,580	5	Patch, Scrub Seal, Microsurface	\$30,458
37	Dover Ct	Huntington Dr (West)	Huntington Dr (East)	Local	1,051	22	2,570	5	Patch, Scrub Seal, Microsurface	\$28,945
38	Trumpet Vine Ln	Hummingbird Ln	Dead End (North)	Local	559	20	1,243	5	Patch, Scrub Seal, Microsurface	\$14,503
39	Kingwood Dr	Huntington Dr	Dead End	Local	491	22	1,201	5	Patch, Scrub Seal, Microsurface	\$13,574
40	Autumn Woods	Huntington Dr	Dead End	Local	499	22	1,220	5	Patch, Scrub Seal, Microsurface	\$13,753
41	Crossbow Dr	Canterbury Rd	Dead End	Local	190	28	590	5	Patch, Scrub Seal, Microsurface	\$6,797
42	E Garrard St	N Montgomery St	Old West Point Rd	Major Collector	3,687	24	9,833	6	Crack Seal, Microsurface, Stripe	\$97,229
43	College View St	N Nash St	Adkerson Way	Minor Collector	777	22	1,899	6	Crack Seal, Microsurface, Stripe	\$18,646
44	Santa Anita Dr	Hwy 389	N Montgomery St	Local	1,312	27	3,876	6	Crack Seal, Microsurface	\$30,070
45	Central Ave	Hwy 389	N Montgomery St	Local	1,310	22	3,203	6	Crack Seal, Microsurface	\$25,539
46	Greensboro St	Reed Rd	Whitfield St	Minor Collector	2,509	21	5,943	6	Crack Seal	\$11,722
47	Jack Wallace Blvd	Rutherford Rd	Hwy 389	Minor Collector	4,200	24	11,200	7	Crack Seal	\$20,742
48	Retherford Rd	Dead End (South)	Sudduth Rd	Local	2,567	20	5,705	7	Crack Seal	\$11,369
49	Coach Circle	RV Way (West)	RV Way (East)	Local	949	24	2,531	6	Crack Seal (Mastic)	\$15,267
Total =										\$3,270,949

HISTORIC
STARKVILLE
MISSISSIPPI'S COLLEGE TOWN

CITY OF STARKILLE
2026 STREET IMPROVEMENT MAP

Legend

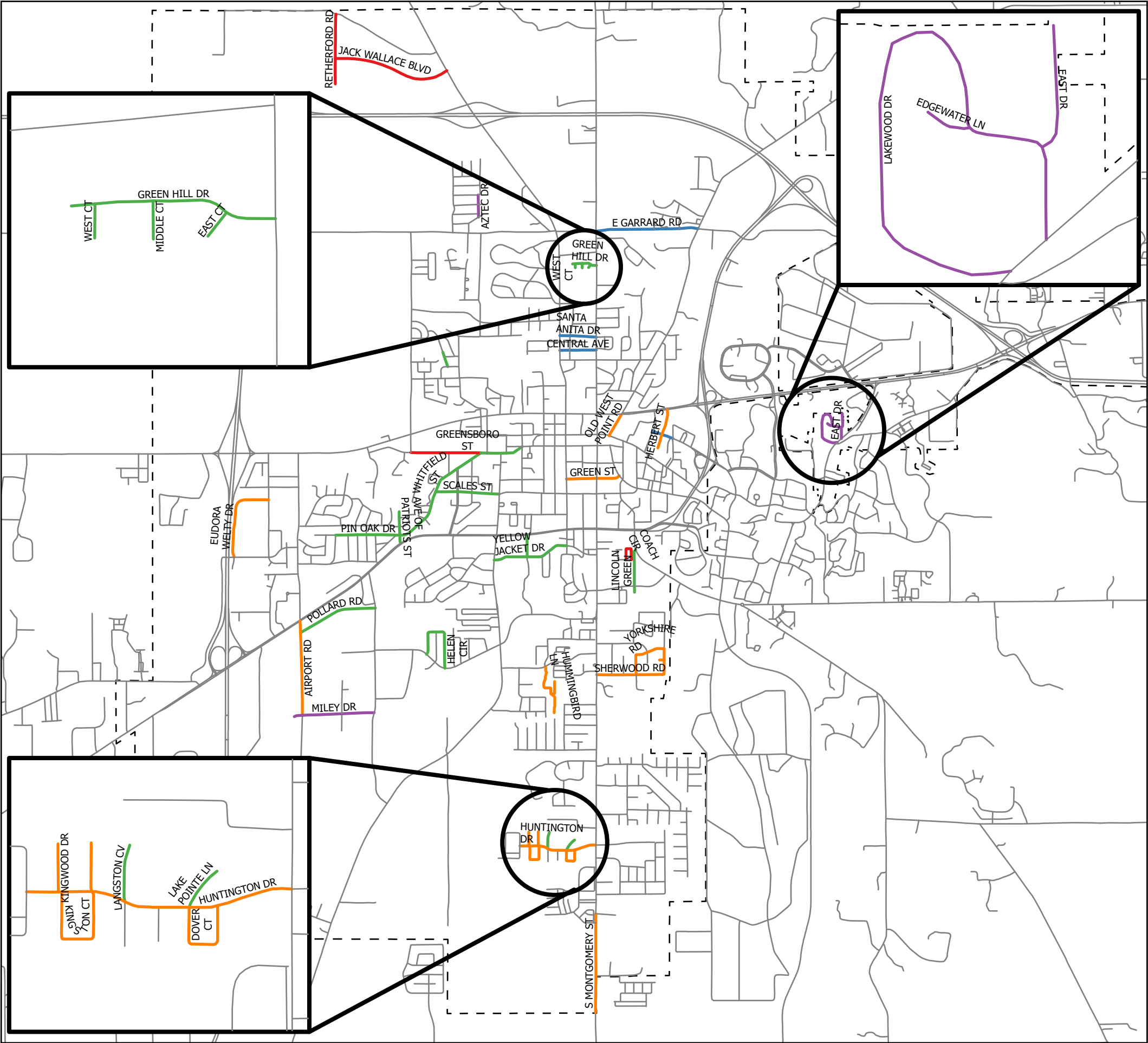
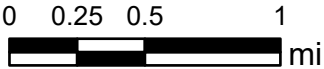
Mill, Overlay

Overlay

Scrub Seal, Microsurface

Crack Seal, Microsurface

Crack Seal



9. CONSIDERATION TO APPROVE JOB DESCRIPTIONS FOR THE CHIEF FINANCIAL OFFICER, CITY CLERK AND GRANTS & FINANCE MANAGER POSITIONS IN THE CITY CLERK/FINANCE & ADMINISTRATION DEPARTMENT.

Upon the motion of Alderman Pochop, duly seconded by Alderman Moreland, and adopted by the Board to approve the November 18, 2025 Official Agenda, and to accept items for consent, whereby the “approval of the job descriptions for the Chief Financial Officer, City Clerk and Grants & Finance Manager positions in the City Clerk/Finance & Administration Department” is enumerated, this consent item is thereby approved.

10. CONSIDERATION TO HIRE VERONICA HUDSON AS A RESIDENTIAL DRIVER FOR THE SANITATION AND ENVIRONMENTAL SERVICES DEPARTMENT.

Upon the motion of Alderman Pochop, duly seconded by Alderman Moreland, and adopted by the Board to approve the November 18, 2025 Official Agenda, and to accept items for consent, whereby the “approval to hire Veronica Hudson as a residential driver for the Sanitation and Environmental Services Department” is enumerated, this consent item is thereby approved.

11. CONSIDERATION OF ADVERTISING FOR BIDS FOR THE SPORTSPLEX SOCCER FIELD IRRIGATION IMPROVEMENTS PROJECT.

Upon the motion of Alderman Pochop, duly seconded by Alderman Moreland, and adopted by the Board to approve the November 18, 2025 Official Agenda, and to accept items for consent, whereby the “approval of advertising for bids for the Sportsplex soccer field irrigation improvements project” is enumerated, this consent item is thereby approved.

12. CONSIDERATION TO ENTER A CONTRACT WITH TYLER TECHNOLOGIES FOR THE PURCHASE OF AN ON-PREMISES UPGRADE AND MIGRATION FROM OLD SOFTWARE TO THE NEW SOFTWARE WITH A ONE-TIME COST OF \$20,724.00.

Upon the motion of Alderman Pochop, duly seconded by Alderman Moreland, and adopted by the Board to approve the November 18, 2025 Official Agenda, and to accept items for consent, whereby the “approval to enter a contract with Tyler Technologies for the purchase of an on-premises upgrade and migration from old software to the new software with a one-time cost of \$20,724.00” is enumerated, this consent item is thereby approved.



CITY OF STARKVILLE JOB DESCRIPTION

Title: Chief Financial Officer
Reports to: Mayor
Date Prepared: 10/13/2025

Department: Finance
Classification: Exempt
Approved by Board: _____

GENERAL POSITION SUMMARY:

This position manages and oversees all financial operations of the City. Key responsibilities include financial reporting, budgeting, treasury management, audit coordination, policy and procedure development, internal controls, and identifying system improvements and cost-saving opportunities.

The Chief Financial Officer advises departments on financial matters, supervises accounting and budgeting functions, and provides financial information and analysis to the Mayor and Board. Attendance at meetings during and outside normal business hours may be required.

ESSENTIAL JOB FUNCTIONS:

- Assume full management responsibility for all fiscal-related services, including general accounting, fiscal reporting, accounts payable and receivable, internal accounting controls, external audit coordination, and annual budget preparation, presentation, analysis, and updates.
- Develop and execute the City's annual operating and capital improvement budgets in alignment with long-term strategic goals.
- Develop, recommend, and implement citywide financial strategies, including investment, financing, and banking/operational programs; monitor financial trends, investment portfolios, and markets to assess impacts on the city treasury.
- Lead the City's financial planning efforts, including forecasting, investment strategy, and debt management.
- Provide regular financial reports, projections, and recommendations to the Mayor, Board of Aldermen, and department heads.
- Develop and recommend financial policies and actions; set and implement departmental goals and objectives; and ensure accurate maintenance of city accounting records.
- Serve as Deputy City Treasurer, managing city fund investments, overseeing treasury collection activity, custody of public funds, and payment of bond obligations; plan, develop, and administer the city's cash management and investment program in accordance with state law.
- Ensure all financial operations comply with GAAP, local, state, federal, and municipal regulations and laws.
- Make recommendations on budgetary and financial matters; provide guidance to management, and department heads regarding budget issues; monitor department line items for compliance; and alert departments to take corrective action to prevent over-expenditure.
- Assist the City Clerk in directing and supervising all purchasing activities; review centralized procurement and contract recommendations; supervise procurement processes to ensure legal compliance, cost-effectiveness, and accountability; oversee contract administration, inventory tracking, and citywide asset management.

- Ensure efficient processing and reconciliation of accounts payable and credit card usage across departments; assist with Requests for Proposals (RFPs) and Requests for Quotes (RFQs), reviewing all purchase requests prior to fund encumbrance.
- Direct and oversee financial audits to completion; review or direct the work of financial consultants for auditing, analysis, and related matters.
- Oversee preparation of documentation for refinancing existing debt and issuing new debt; direct preparation of legally required financial reports; and provide financial analyses as requested by the Mayor and Board.
- Review and improve administrative and financial internal controls to ensure audit compliance.
- Research and prepare technical and administrative reports, studies, and correspondence.
- Represent the City in all financial dealings with banks, auditors, bond counsel, and investment consultants.
- Foster positive working relationships with co-workers, other employees, and the public through excellent customer service.
- Analyze the city's financial condition in alignment with the strategic plan; make recommendations for improvements and outcomes to the Mayor and Board.
- Direct staff in preparation of the Comprehensive Annual Financial/Budget Report; ensure compliance with generally accepted accounting principles; and coordinate administration, department heads, auditors, attorneys, and bond counsel in managing the capital plan and financing alternatives.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Governmental accounting principles (GAAP), auditing standards, and internal control frameworks (including GASB standards).
- Budget development, cost allocation principles, and fiscal planning.
- Financial reporting systems, financial and statistical trend analysis, and preparation of complex financial statements and reports.
- Local government operations, procurement rules, intergovernmental coordination, and Mississippi public agency financial practices, revenue sources, reporting, and relevant tax codes.
- Principles and practices of organization, administration, personnel management, contract negotiation, preparation, and administration.
- Records retention laws, document digitization, and public recordkeeping standards.
- Modern office practices and technology, including Microsoft Excel, accounting software, document management tools, and word processing/spreadsheet applications.
- Advanced methods and techniques for preparing and presenting complex technical, administrative, and financial reports.

Skills and Abilities:

- Monitor, analyze, and report financial data with precision and attention to detail.
- Prepare for and support audits, including Single Audits.
- Interpret and apply federal, state, local, and departmental policies, procedures, laws, and regulations.
- Analyze problems, identify alternative solutions, project consequences, and implement recommendations.
- Develop, install, and maintain sound accounting and financial systems and procedures.
- Communicate clearly and concisely, both orally and in writing, with diverse audiences, including elected officials and funding agencies.
- Build positive, cooperative relationships across City departments, staff, management, and external stakeholders.

- Supervise, train, and evaluate assigned personnel effectively.
- Handle sensitive or confidential information with discretion and professionalism.
- Operate effectively with minimal supervision, maintaining accountability and reliability.
- Respond to inquiries in person, over the phone, and in writing in a courteous and professional manner.
- Consistently demonstrate excellent customer service in interactions with the public, staff, elected officials, and external agencies.
- Make sound, independent decisions while managing multiple priorities in a fast-paced environment.

EDUCATION AND/OR EXPERIENCE REQUIRED:

Minimum Qualifications:

- Bachelor's degree in Accounting, Finance, Public Administration, Business Administration, or a closely related field.
- Six years of progressively responsible experience in public sector accounting or municipal finance, including at least three years of management or supervisory responsibility. Experience must demonstrate responsibility for the planning, organization, implementation, and supervision of various financial and administrative work programs.
- Demonstrated knowledge of financial management, budgeting, accounting principles, and public sector fiscal operations.

Preferred Qualifications:

- Master's degree or additional graduate-level coursework in Accounting, Finance, Public Administration, Business Administration, or a related field.
- Advanced knowledge of governmental accounting standards (GAAP/GASB), auditing procedures, and internal control frameworks.
- Proven leadership experience in supervising, training, and evaluating staff in a public sector environment.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Must possess a valid Driver's License and acceptable MVR.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

The job is performed primarily indoors in an office setting. Requires the ability to sit, stand, walk, see, and effectively communicate with others for extended periods of time. May be required to lift objects weighing up to 25 pounds without assistance. Must be able to handle multiple tasks or projects simultaneously, work with numerous interruptions, and adjust to changing priorities. Must demonstrate good use of judgement and demonstrate the ability to properly deal with confidential matters. Must use good interpersonal skills.



CITY OF STARKVILLE JOB DESCRIPTION

Title: City Clerk

Reports to: Mayor

Date Prepared: 06/17/2025

Department: Mayor's Office

Classification: Non -Exempt

Approved by Board: _____

GENERAL POSITION SUMMARY:

This executive-level position provides strategic oversight and operational management of the City Clerk's Department. The City Clerk is responsible for managing municipal elections, serving in an administrative capacity to the Mayor and Board, attending and recording all Board meetings, and acting as the official custodian of city records including the preparation, reproduction, publication, and preservation of vital, historical, and permanent documents.

Work is evaluated through audits, periodic reports, and program assessments. This is an appointed position.

ESSENTIAL JOB FUNCTIONS:

- Provide strategic leadership and executive-level oversight of the City Clerk's Department, ensuring efficient delivery of services and regulatory compliance.
- Develop and implement departmental goals, objectives, policies, and procedures in alignment with the City's strategic direction.
- Supervise, mentor, and evaluate departmental staff; handle personnel issues, establish performance goals, and provide professional development opportunities.
- Assist in the preparation and administration of the department's annual budget; monitor expenditures, analyze financial trends, and support the implementation of sound fiscal management practices.
- Collaborate with the Mayor, Board, department heads, and outside agencies to support citywide initiatives and programs.
- Attend all City Board meetings and work sessions; prepare detailed agendas and synopses; document proceedings; and produce accurate, timely meeting minutes.
- Maintain an accurate record of Board proceedings, including votes, motions, ordinances, resolutions, and official actions.
- Ensure compliance with the Mississippi Open Meetings Act, including timely publication of meeting notices, agendas, and minutes.
- Serve as the official custodian of all City documents, including ordinances, resolutions, contracts, proclamations, and other permanent or historical records.
- Establish and oversee citywide records management and retention programs; coordinate with all departments to ensure proper handling, archiving, and destruction of documents in accordance with state law and best practices.
- Certify and attest official documents; authorize use of the City seal; and execute related clerical duties required for maintaining government transparency and accountability.



- Administer all aspects of municipal elections, including ballot preparation, polling place coordination, training and certification of election officials, and compliance with election laws and deadlines.
- Manage absentee voting procedures, the publication of qualified voter lists, and the accurate tabulation and certification of election results.
- Certify candidate qualifications; manage submissions of financial disclosures and ethics filings in accordance with the Mississippi Ethics Commission.
- Manage municipal license issuance (business, privilege, etc..) and other regulatory functions in compliance with city ordinances. Make timely bank deposits.
- Act as a liaison between the City Clerk's Office and the public, community organizations, businesses, governmental agencies, and other external stakeholders.
- Respond to public inquiries and requests for information; provide assistance in researching City records, Board actions, ordinances, and other municipal matters.
- Ensure quality, professional customer service to residents, Board members, city staff, and the general public.
- Promote open government and transparency through timely publication and communication of public information.
- Retrieve, open, and distribute incoming mail; prepare and mail outgoing correspondence.
- Perform daily administrative and clerical duties, including data entry, telephone coverage, document photocopying, and file maintenance.
- Ensure the integrity, security, and confidentiality of sensitive documents and personnel records.
- Perform other duties as required by state statute or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Federal, state, and municipal laws, codes, and regulations applicable to the operations of a City Clerk's Office.
- Legal requirements and ethical standards related to public records, open meetings, municipal elections, and government transparency.
- Principles and practices of public administration, local governance, budgeting, and organizational management.
- Modern records management systems, digitization processes, and retention scheduling.
- Election laws and procedures, including coordination with county and state election officials.

Skills and Ability to:

- Exercise sound judgment, discretion, and diplomacy in managing confidential information and politically sensitive matters.
- Plan, assign, supervise, and evaluate the work of staff effectively and constructively.
- Communicate clearly, concisely, and professionally—both orally and in writing—with elected officials, staff, legal counsel, media, and the public.
- Analyze complex issues, evaluate policy implications, and present information and recommendations to decision-makers.



- Maintain accuracy and attention to detail while managing multiple priorities in a fast-paced environment.
- Foster a collaborative and respectful work environment that promotes high performance and accountability.
- Develop and maintain productive working relationships across all levels of government and with the community.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- Bachelor's degree in Business Administration or related field from an accredited college.
- Equivalent combination of education and experience that would provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job.
- A minimum of five (5) years of progressively responsible experience in governmental accounting, auditing, budgeting, and financial management, including at least three (3) years in a supervisory or management role.

PREFEERED:

- Master's degree in Business Administration or Public Policy or related field from an accredited college.
- Seven (7) years of progressively responsible experience in governmental accounting, auditing, budgeting, and financial management, including at least three (3) years in a supervisory or management role.
- Certification as a Municipal Clerk (CMC/MMC) is highly desirable.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Must possess a valid Mississippi Driver's License and acceptable MVR.
- Must be bondable.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

The work is generally performed within an office environment. Requires the ability to sit, stand, walk, see, and effectively communicate with others for extended periods of time. Must be able to handle multiple tasks or projects simultaneously, work with numerous interruptions, and adjust to changing priorities. Must demonstrate good use of judgment and demonstrate the ability to properly deal with confidential matters. Must use good interpersonal skills.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
The job description does not constitute an employment contract and is subject to change as the needs of the City and requirements of the job change.
Regular and consistent attendance is a condition of continuing employment.

The City of Starkville, is an EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION employer. Candidates are considered for employment with the City, without regard to their race, color, religion, national origin, age, sex, gender, pregnancy, disability, sexual orientation, gender identity, genetic information, military status, protected veteran status or other classification protected by applicable federal, state or local law.

A drug screen is required for this position.



CITY OF STARKVILLE JOB DESCRIPTION

Title: Grants and Finance Manager

Reports to: Dual Role

Date Prepared: 11/10/2025

Department: Finance/City Clerk

Classification: Non-Exempt

Approved by Board: _____

GENERAL POSITION SUMMARY:

This position combines responsibilities in grant writing, fund compliance, municipal accounting, budgeting, records management, public engagement and managing official city records per MS Code §21-15-23

Working under the direction of the CFO and City Clerk, the position oversees the full grant lifecycle from identifying opportunities and submitting applications to monitoring budgets and ensuring regulatory compliance. In addition to grant administration, this role supports financial reporting, assists with budget preparation, maintains fixed asset records, and helps coordinate Board meetings, public notices, and municipal records.

ESSENTIAL JOB FUNCTIONS:

- Manage all aspects of active grants from award to closeout, including budgeting, tracking expenditures, preparing reports, and maintaining records. Prepare and maintain financial records, financial statements, and reports in compliance.
- Assist and maintain budget, forecasts, and financial reports.
- Monitor and reconcile general ledger and backup for reconciling bank accounts; identify and resolve discrepancies.
- Identify, research, and evaluate grant opportunities from federal, state, local, and private funding sources that align with City priorities.

SUPPORTING DUTIES:

- Assist the CFO and Budget Committee in the preparation of the City's annual budget, including compiling departmental budget requests, analyzing historical data, and attending budget meetings.
- Support the annual audit process by gathering required documentation, responding to auditor inquiries, and ensuring internal controls are followed.
- Maintain accurate, up-to-date records of the City's fixed assets in compliance with GAAP and GASB standards; prepare year-end depreciation schedules and asset reports, and coordinate updates to property insurance records.
- Prepare and submit periodic financial and programmatic reports as required by funding agencies.
- Compile the City's Schedule of Expenditures of Federal Awards (SEFA) and assist with audits, including Single Audits.
- Assist the City Clerk in preparing and compiling agenda packets for Board of Aldermen meetings, including collecting supporting documents from department heads.
- Aid with drafting and maintaining official documents including minutes, ordinances, resolutions, proclamations, and correspondence.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Governmental accounting principles (GAAP), auditing standards, and internal control frameworks.
- Grant management regulations.
- Strong proficiency in Microsoft Excel, accounting software, and document management tools
- Budget development, cost allocation principles, and financial reporting systems.

- Local government operations, procurement rules, and intergovernmental coordination.
- Records retention laws, document digitization, and public recordkeeping standards.

Skill and Ability to:

- Develop and submit competitive grant applications under tight deadlines.
- Monitor, analyze, and report on financial data with precision and attention to detail.
- Prepare for and support audits, including Single Audits.
- Communicate clearly and professionally with diverse audiences, including elected officials and funding agencies.
- Make sound, independent decisions while managing multiple priorities in a fast-paced environment.
- Build positive, cooperative relationships across all City departments.
- Handle sensitive or confidential information with discretion and professionalism.
- Operate effectively with minimal supervision, maintaining accountability and reliability.
- Consistently demonstrate excellent customer service in all interactions with the public, staff, elected officials, and external agencies.
- Respond to inquiries in person, over the phone, and in writing in a courteous and professional manner.
- Handle sensitive information with a high level of confidentiality and discretion.

EDUCATION AND/OR EXPERIENCE REQUIRED:

Minimum Qualifications:

- Bachelor's degree in Accounting, Finance, Public Administration, Business Administration, or a related field

Preferred Qualifications:

- Master's degree or additional coursework in Accounting, Finance, Public Administration, Business Administration or a related field
- Certification such as Certified Grants Management Specialist (CGMS) or Certified Government Financial Manager (CGFM)
- Minimum of 2–4 years of progressively responsible experience in grant administration, public finance, or a related area
- Demonstrated experience with federal grants and regulatory frameworks (e.g., Uniform Guidance)

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Must possess a valid Driver's License and acceptable MVR
- Possess the Certified Deputy Clerk designation or higher through the Mississippi Municipal Clerk Certification program or have the ability to complete all requirements within the established timeframe. Completion of the required Certified Deputy Clerk designation will not enable eligibility for an additional salary increase

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

The job is performed primarily indoors in an office setting. Requires the ability to sit, stand, walk, see, and effectively communicate with others for extended periods of time. May be required to lift objects weighing up to 25 pounds without assistance. Must be able to handle multiple tasks or projects simultaneously, work with numerous interruptions, and adjust to changing priorities. Must demonstrate good use of judgement and demonstrate the ability to properly deal with confidential matters. Must use good interpersonal skills.

INVESTMENT SUMMARY FOR:
City of Starkville Police Department, MS

PRESENTED BY:
Brandy Crespo

5/29/2025





INVESTMENT SUMMARY

Tyler Software	\$ 0
Services	\$ 2,700
Third-Party Products	\$ 18,024
Total One-Time Cost	\$ 20,724
Annual Recurring Fees/SaaS	\$ 0
Tyler Software Maintenance	\$ 0
Estimated Travel	\$ 0



City of Starkville Police Department
101 E Lampkin St
Starkville MS 39759-2944
Phone: +1 (662) 323-4131

Description	Quantity	Total	Maintenance
Public Safety Pro			
Public Safety Pro Remote Server Migration	3	\$ 3,600	\$ 0
<i>Sub-Total:</i>		\$ 3,600	\$ 0
<i><u>Less Discount:</u></i>		<u>\$ 900</u>	
TOTAL		\$ 2,700	\$ 0

2025-520309-Q8G1B1

CONFIDENTIAL

Description	Quantity	Unit Price	Total	Unit Maintenance	Year One Maintenance
Tyler Third Party					
Microsoft Windows Server 2022 - Remote Desktop CAL (Per Device)	45	\$ 145	\$ 6,525	\$ 0	\$ 0
Public Safety Pro					
Microsoft SQL 2022 RUNTIME CAL	100	\$ 110	\$ 11,000	\$ 0	\$ 0
Microsoft SQL Server 2022 RUNTIME	1	\$ 499	\$ 499	\$ 0	\$ 0
TOTAL			\$ 18,024		0

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$ 0	\$ 0
Total Annual	\$ 0	\$ 0
Total Tyler Services	\$ 2,700	\$ 0
Total Third-Party Hardware, Software, Services	\$ 18,024	\$ 0
Summary Total	\$ 20,724	\$ 0
Contract Total	\$ 20,724	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval:

Date:

11/18/25

Print Name:

Lynn Spruill

P.O.#:

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
 - Implementation and other professional services fees shall be invoiced as delivered.
 - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
 - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite.
- Some services may be delivered remotely via web-based training.

- Expenses associated with onsite services are invoiced as incurred according to Tyler's standard business travel policy.

System and hardware specifications can be verified at check.tylertech.com

Travel expenses will be billed as incurred according to Tyler's standard business travel policy.

13. CONSIDERATION OF APPROVAL FOR CORPORAL DYLAN PEDEN AND OFF. FELISHA ELLISON TO ATTEND THE MISSISSIPPI TENNESSEE TACTICAL OFFICERS' ASSOC. SWAT COURSE #43 IN MEMPHIS, TN DECEMBER 1ST – 12TH, 2025 WITH A REGISTRATION FEE OF \$1,000.00 EACH, HOTEL FEE OF \$1700 EACH, PLUS MEALS.

Upon the motion of Alderman Pochop, duly seconded by Alderman Moreland, and adopted by the Board to approve the November 18, 2025 Official Agenda, and to accept items for consent, whereby the “approval of approval for corporal Dylan Peden and off. Felisha Ellison to attend the Mississippi Tennessee tactical officers’ assoc. swat course #43 in Memphis, TN December 1st – 12th, 2025 with a registration fee of \$1,000.00 each, hotel fee of \$1700 each, plus meals” is enumerated, this consent item is thereby approved.

14. CONSIDERATION TO ACCEPT THE LOW QUOTE FROM BILL YOUNG IN THE AMOUNT OF \$15,900.00 FOR ELECTRIC BUTTERFLY VALVES AND INSTALLATION AT CURRY STREET PLANT.

Upon the motion of Alderman Pochop, duly seconded by Alderman Moreland, and adopted by the Board to approve the November 18, 2025 Official Agenda, and to accept items for consent, whereby the “approval to accept the low quote from Bill Young in the amount of \$15,900.00 for electric butterfly valves and installation at curry street plant” is enumerated, this consent item is thereby approved.

15. CONSIDERATION OF ACCEPTING THE LOW BID AND ADDITIVES FROM HEMPHILL CONSTRUCTION COMPANY, INC. FOR BLUEFIELD WATER TREATMENT PLANT REHABILITATION PROJECT NO. 25002 IN THE AMOUNT OF \$1,220,550.00.

Upon the motion of Alderman Pochop, duly seconded by Alderman Moreland, and adopted by the Board to approve the November 18, 2025 Official Agenda, and to accept items for consent, whereby the “approval of accepting the low bid and additives from Hemphill Construction Company, Inc. for Bluefield Water Treatment Plant Rehabilitation project no. 25002 in the amount of \$1,220,550.00” is enumerated, this consent item is thereby approved.

16. CONSIDERATION OF ACCEPTING THE SOLE SOURCE QUOTE FROM OVIVO USA, LLC FOR MATERIALS TO REPAIR CLARIFIER #3 AT ERNEST E. JONES WASTEWATER TREATMENT PLANT IN THE AMOUNT OF \$16,591.00.

Upon the motion of Alderman Pochop, duly seconded by Alderman Moreland, and adopted by the Board to approve the November 18, 2025 Official Agenda, and to accept items for consent, whereby the “approval of accepting the sole source quote from Ovivo USA, LLC for materials to repair clarifier #3 at Ernest E. Jones Wastewater Treatment Plant in the amount of \$16,591.00” is enumerated, this consent item is thereby approved.



NEEL-SCHAFER

November 7, 2025

Starkville Utilities
Mary Williams, P.E.
200 N Lafayette Street
Starkville, MS 39759

RE: BLUEFIELD WATER TREATMENT PLANT REHABILITATION
PROJECT NO. 25002
BID EVALUATION

Dear Mrs. Williams:

Bids for the above referenced project were received at 10:00 A. M. on November 3, 2025.
Please find attached a certified bid tab which details all bids received.

Our evaluation of all bids finds the lowest bidder as Hemphill Construction Company, Inc. with a Base Bid amount of \$1,059,200.00, Additive Bid Item #1 amount of \$101,000.00, Additive Bid Item #2 amount of \$16,000.00, Additive Bid Item No. 3 amount of \$4,350.00, and Additive Bid Item No. 4 amount of \$40,000.00 for a grand total of \$1,220,550.00 All documentation is in order should the City of Starkville desire to award the contract to Hemphill Construction Company, Inc.

If you have any questions or need additional information concerning this bid evaluation, please do not hesitate to contact my office.

Sincerely,

NEEL-SCHAFER, INC.

William Sanford, P.E.
Engineer Manager

Attachments

landscape architects
environmental scientists
surveyors
planners
engineers

P: 662.268.7966 | F: 662.268.7961

101 West Lampkin Street
Starkville, MS 39759

www.neel-schaffer.com



CERTIFIED BID TABULATION

CITY OF STARKVILLE
PROJECT NO. 25002
BLUEFIELD WATER TREATMENT PLANT REHABILITATION
Monday, November 3, 2025
10:00 A.M.

Bid Item No.	Description	Bid Qty	Unit	Hemphill Construction Company, Inc.		Mitchell Contracting, Inc.		Perma Corporation	
				Bid Bond: Federal Insurance Company		Bid Bond: RLI Insurance Company		Bid Bond: Travelers Casualty and Surety Company of America	
				Unit Price	Bid Amount	Unit Price	Bid Amount	Unit Price	Bid Amount
BASE BID									
1	Mobilization and Demobilization	1	L.S.	\$ XXXXXXXX	\$ 27,000.00	\$ XXXXXXXX	\$ 90,000.00	\$ XXXXXXXX	\$ 60,000.00
2	Bluefield WTP Rehabilitation	1	L.S.	\$ XXXXXXXX	\$ 913,000.00	\$ XXXXXXXX	\$ 95,000.00	\$ XXXXXXXX	\$ 342,000.00
3	Removal Pressure FilterNo. 7 Metering Pump Replacement	1	L.S.	\$ XXXXXXXX	\$ 16,000.00	\$ XXXXXXXX	\$ 30,000.00	\$ XXXXXXXX	\$ 11,000.00
4	Filter No. 7 Inspection, Repair, and Media Replacement	1	L.S.	\$ XXXXXXXX	\$ 65,200.00	\$ XXXXXXXX	\$ 875,000.00	\$ XXXXXXXX	\$ 803,500.00
5	Filter Building Shingle Roof Removal and Replacement	1	L.S.	\$ XXXXXXXX	\$ 38,000.00	\$ XXXXXXXX	\$ 65,000.00	\$ XXXXXXXX	\$ 24,000.00
TOTAL BASE BID					\$ 1,059,200.00		\$ 1,155,000.00		\$ 1,240,500.00
ADDITIVE BID ITEM NO.1									
1	Filter No. 6 Valve and Actuator Replacement	1	L.S.	\$ XXXXXXXX	\$ 101,000.00	\$ XXXXXXXX	\$ 142,225.00	\$ XXXXXXXX	\$ 183,250.00
TOTAL ADDITIVE BID ITEM NO. 1					\$ 101,000.00		\$ 142,225.00		\$ 183,250.00
ADDITIVE BID ITEM NO.2									
2	Filter No. 6 Metering Pump Replacement	1	L.S.	\$ XXXXXXXX	\$ 16,000.00	\$ XXXXXXXX	\$ 35,000.00	\$ XXXXXXXX	\$ 13,000.00
TOTAL ADDITIVE BID ITEM NO.2					\$ 16,000.00		\$ 35,000.00		\$ 13,000.00
ADDITIVE BID ITEM NO. 3									
3	Filter No. 7 Additional Baffle Removal and Replacement	1	L.S.	\$ XXXXXXXX	\$ 4,350.00	\$ XXXXXXXX	\$ 0.00	\$ XXXXXXXX	\$ 18,200.00
TOTAL ADDITIVE BID ITEM NO. 3					\$ 4,350.00		\$ 0.00		\$ 18,200.00
ADDITIVE BID ITEM NO. 4									
4	Painting Pressure Filter No. 7	1	L.S.	\$ XXXXXXXX	\$ 40,000.00	\$ XXXXXXXX	\$ 162,250.00	\$ XXXXXXXX	\$ 45,000.00
TOTAL ADDITIVE BID ITEM NO. 4					\$ 40,000.00		\$ 162,250.00		\$ 45,000.00

I CERTIFY THAT THIS A CORRECT TABULATION OF ALL PROPOSALS RECEIVED ON THE ABOVE DATE.



William Sanford, P.E.



ANNOUNCEMENTS AND COMMENTS:

MAYOR'S COMMENTS: Mayor Spruill noted that the Sanitation Department Thanksgiving Holiday schedule. She also noted the Christmas parade will be December 1, 2025.

BOARD OF ALDERMEN COMMENTS:

CITIZEN COMMENTS:

Alvin Turner, Ward 7, asked that the city advertise how to get to City Hall with all of the construction going on.

Dr. Roderick Van Daniel, attorney representing Dr. William Person and his property at 512 Martin Luther King, Jr Drive. He asked that the city give Dr. Person an extension to complete the work necessary. He has someone starting the next week to make the repairs to his property.

PUBLIC APPEARANCE: None

PUBLIC HEARINGS:

FOURTH PUBLIC HEARING AND CONSIDERATION OF THE ADOPTION OF A NONCONSENSUAL/TRESPASS TOWING ORDINANCE.

Mayor Spruill opened the Public Hearing to the public. She called for citizens to take turns whether speaking neutral, for and against the proposed Towing Ordinance.

Speaking against:

Nikki Lenard, property manager, noted two things that people speaking in favor of the ordinance were saying. 1. Every one of those individuals admitted to some form of parking infraction that ultimately led to their vehicles being towed. 2. They all were removed from a property or area where towing was enforced. She noted that this was brought about by the complaints of people who were towed, not by a property or business owner who employee of a towing service to patrol their lots. She stated that no business or property owner are behind these complaints. She stated that this is not designed to make life better businesses in Starkville. That it is designed to accommodate the ones who can not follow basic parking rules. She noted that this ordinance would eradicate towing in the City of Starkville. She stated that property owners cannot abide by the rules of this ordinance to preapprove every tow before it takes place. She also stated that this ordinance would become a disaster to the City and the City would eventually will have to amend this ordinance when parking becomes out of hand.

Jeff Hosford, he stated that there would be a vote on this ordinance tonight and they feel that this ordinance should not be approved. He noted that he while looking through the internet saw a post at a soccer game that the City had requested people to park in assigned parking spots. He asked was someone going to have to call someone within the city to approve these vehicles being towed or will the police department just call a towing company. He asked why for the City do they not have to call the Mayor for approval of a vehicle being towed but a property owner has to approve each vehicle being towed when it is illegally parked on their property. He stated that this is not fair. He stated that if we have a parking problem in Starkville as a public entity, why do we believe that we don't have parking problem for the private entity. He asks that you consider all

citizens of Starkville. He asked that they have the freedom to do what is legally right in this state. That there are no state or federal laws. He noted that there are two private entities making a business agreement. He stated that at the end of the day the people who will suffer will be the taxpayers and the people employed by the businesses that operate in the business environment that you are attempting to regulate.

Speaking for:

Alvin Turner, Ward 7, he stated that we do not want to create anything to stop people from coming to Starkville.

Kevin Williams, Ward 1, noted the difference that if someone wanted to charge high rates for there services that he can choose not to business with them. He stated the predatory nature is this business is different than just that. Predatory nature is I don't like your price so I will go to another towing company and get my vehicle back from them. He stated this isn't how this works, my property is with this company and I want my property back. He noted that if he parked illegally, then he parked illegally and it was towed. He states that let's avoid the predatory nature and to make sure that there are limits.

Alderman Brooks recognized the need for protection of citizens from predatory towing practices. He talked about specific instances that were reported to him by citizens, including students, of the overbearing nature of interactions with citizens and persons driving tow trucks and practices by towing companies of demanding pay in different amounts to different citizens.

Upon the motion of Alderman Brooks, duly seconded by Alderman Moreland, and adopted by the Board to adopt the nonconsensual/trespass towing ordinance. The Board voted as follows:

Alderman Kim Moreland	Voted: Yea
Alderman Sandra Sistrunk	Voted: Yea
Alderman Kyle Skinner	Voted: Yea
Alderman Mike Brooks	Voted: Yea
Alderman William Pochop	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, Mayor Spruill declared the motion passed.

**PUBLIC HEARING ON THE PROPOSED TAX INCREMENT FINANCING PLAN
FOR THE SAND CREEK REDEVELOPMENT PROJECT, CITY OF STARKVILLE,
OKTIBBEHA COUNTY, MISSISSIPPI.**

Mayor Spruill opened the Public Hearing to the public. There being no comments, the Mayor closed the public hearing.

Following the public hearing, no vote was taken.

11.17 - NONCONSENSUAL (TRESPASS) TOWING

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Sec. 11.17.01 Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- A. **After Hours Release** is defined as holiday and weekends except during the hours when 3.0 and 3.(1) requires actually staffing or when the normal operating hours of the business are listed to include weekends or holidays.
- B. **Light-duty vehicle** means a motor vehicle with a gross vehicle weight rating of seventy-five hundred (7,500) pounds or less.
- C. **Light-duty towing** is defined as the towing, transport, and recovery of motor vehicles with a gross vehicle weight rating of seventy-five hundred (7,500) pounds or less.
- D. **Person** means any natural person, partnership, corporation, association, organization, trust or other entity.
- E. **Private property** means all property privately owned regardless of whether the property is open to public access.
- F. **Public property**, as used in this article, excludes property owned, maintained, or otherwise under the control of the City of Starkville, MS. In addition to a law enforcement officer, owner of a motor vehicle, and/or a duly authorized driver of said vehicle can provide explicit authorization to tow said vehicle by a towing service from such property.

- G. **Tow** means to haul, carry, pull along, or otherwise transport or remove a motor vehicle by means of another vehicle.
- H. **Towing service** includes any person or other entity, whether licensed or not, that engages in or who owns or operates a business which engages, in whole or in part, in the towing or removal of motor vehicles for compensation.
- I. **Trespass towing** means the towing or removal of a vehicle, without the consent of the vehicle's owner or operator, that is parked on a private parking lot without the property owner's consent.
- J. **Vehicle includes** but is not limited to, any motor vehicle, trailer, boat, golf cart, ATV, recreational vehicle, or other type of vessel.

Sec. 11.17.02 Towing of trespass vehicles for compensation.

No towing service shall conduct a trespass tow of a light-duty vehicle from a private parking lot, for compensation, where the point of origin of the tow is within the jurisdictional limits of the City of Starkville without complying with the provisions of this article.

Sec. 11.17.03 Authorization required.

- A No motor vehicle may be towed by a towing service from any public street or way, public alley or other public property, except pursuant to explicit authorization from a law enforcement officer, owner of said vehicle or duly authorized driver of said vehicle. Such consensual towing is addressed through the Starkville Police Department Policy adopted at the February 19, 2019 meeting of the City of Starkville Board of Aldermen.
- B Before a towing service may remove an unauthorized (trespass) vehicle from private property, the towing service must first obtain a request/authorization from the property owner, the property owner's employee or the lessee of the property, to remove the vehicle in question. This prompted request, from the authorized person, shall be made on a certain date/time and is specific to an individual vehicle or vehicles in violation during that specific date/time. Any and all additional vehicle(s) parked in violation on a future date and/or time, requires a separate request/authorization by the property owner, the property owner's employee, or the lessee of the property.
- C In addition to the tow company maintaining a record of who authorized each tow, the property owner shall also maintain records of every vehicle towed from their property. The records for the property owner should include for each vehicle towed, the date/time, the vehicle information including make, model, color, license plate number (if available) and the towing company that performed the tow. The records, for the tow service should include for each vehicle towed, the date/time, the vehicle information, to include make, model, color, license plate number (if licensed), video and photos of the vehicle and vehicle identification number (VIN), the name of the person requesting/authorizing the tow, and the name of the driver that performed the tow.

- D The tow service's records and the private property owner's records shall be made available for inspection and compliance by the Starkville Police Department upon request. The records shall be retained for at least three (3) years.
- E It shall be unlawful for any towing service to make a payment of any kind to any property owner, lessee, or owner's authorized employee in return for permission to tow any vehicle.
- F The provisions of this article shall not apply to law enforcement, firefighters, rescue squad, ambulance, or other emergency vehicles or equipment that are marked as such or to property owned by any governmental entity.

Sec. 11.17.04 License required.

- A. It shall be unlawful for any person to engage in the business of removing trespass vehicles from private property by means of towing and storing such vehicles without a valid city license issued by the City Clerk of Starkville, MS.
- B. The towing company shall maintain any and all permits as required by the City of Starkville, Mississippi.
- C. Each towing company shall maintain a valid liability insurance policy with companies licensed to do business in the State of Mississippi.
 - 1. The required coverage is as follows:
 - a. Comprehensive Auto Liability Insurance with limits of not less than \$750,000;
 - b. \$100,000 on-hook coverage per vehicle;
 - c. Garage Keepers liability insurance of \$100,000 per location.
- D. The name and telephone number of the tow service is to be permanently affixed and displayed in letters clearly visible from both sides of the vehicle. The letters for the name shall be at least four (4) inches in height and letters and numbers for the telephone shall be at least two (2) inches in height.

Sec. 11.17.05 Trespass towing of vehicles from private parking lots; signs required.

- A. No vehicle, of any size or weight, shall be towed from a private parking lot for designated parking violations unless proper notice, in the form of a metal sign, measuring not less than twelve (12) inches wide by eighteen (18) inches tall and not more than twenty-four (24) inches by twenty-four (24) inches in size, is conspicuously posted and clearly visible:
 - 1. At all vehicle entrances and exits to the property;
 - 2. At least one sign within twenty-five (25) feet of the property's on-site business office;
 - 3. At each access or curb cut allowing vehicular access to the property, within five (5) feet of the public right-of-way line. If there are no curb or access barriers, signs shall be posted not less than one sign for each fifty (50) feet of the frontage to the public street.
 - 4. In multi-unit residential areas:
 - a. At least one sign at the entrance to each restricted parking area;

- b. At least one sign within each restricted parking area for every twenty (20) parking spaces.
- B. The sign shall clearly display the following information with contrasting color for lettering and background:
 1. In not less than two-inch-high (2") letters, the words "tow-away zone" in all capital letters;
 2. In not less than three-fourth-inch-high (3/4") letters, the words "Unauthorized vehicles will be towed away at the owner's expense";
 3. In not less than one-inch-high (1") letters, if parking by unauthorized vehicles is not prohibited on a twenty-four-hour continuous basis, the days of the week and hours of the day during which unauthorized parking is prohibited shall be posted;
 4. In not less than one-inch-high (1") letters, the name, address, and current telephone number of the person or company towing or removing the vehicles.
 5. The sign structure containing the required notices must be permanently installed not less than three (3) feet and not more than six (6) feet above ground level and must be continuously maintained on the property for not less than twenty-four (24) hours before the vehicle is towed or removed.
- C. Posting and maintaining of the signs, as outlined in this article, are the responsibility of the property owner.
- D. A business owner or lessee or authorized representative of either, not to include a towing company or persons working on behalf of a towing company, may authorize the removal of a vehicle by a towing company when the vehicle is parked in such a manner that restricts the normal operation of business.
- E. No company will knowingly tow or prepare to tow a vehicle, while it is occupied by a person or animal.
- F. Vehicle entry for the purpose of removing the vehicle shall *be* allowed with reasonable care on the part of the person or company towing the vehicle. Such person or company shall be liable for any damage occasioned to the vehicle if such entry is not in accordance with the standard of reasonable care.
- G. For purposes of nonconsensual towing only, a property owner or lessee of a residential structure is not required to post a sign in advance of removing a vehicle from the driveway, lawn or what is commonly understood to be the yard. In addition, a sign is not required where the vehicle blocks a private entrance, exit, drive or loading area, or where a vehicle is abandoned on private property or is disabled to such an extent that it is not capable of moving under its own power [i.e. disabled due to flat(s)] or is not in compliance with state law (i.e. not properly licensed). A residential structure comprising four (4) or less units is exempt from the sign requirements. Non-residential business and commercial parking areas are not subject to the signage requirements.
- H. This section shall not apply to statutory parking violations such as handicap parking and fire lane parking violations; nor shall it apply to nonconsensual tows directed by a code and/or law enforcement officer.
- I. Nothing in this article shall relieve an owner or lessee of property from complying with all safety and traffic codes, regulations, ordinances and laws.

Sec. 11.17.06 Impoundment or Storage

In the event the owner or person in charge of private property has authority to seek removal of a motor vehicle from such private property, such owner or person in charge is authorized to secure a private wrecker service of his/her choice, provided that when such vehicle is removed from such private property for storage or impoundment, such storage or impoundment shall be in or upon an impoundment or storage lot within ten (10) miles of the city limits of the City of Starkville, MS, for at least ten (10) days. After the passage of ten (10) days, the vehicle may be moved to a storage yard outside of the city limits but within Oktibbeha County, MS, no relocation fees may be charged to the owner for this moving of the vehicle.

Sec. 11.17.07 Establishment of rates for trespass towing.

The maximum rate for the trespass towing and storage for a light-duty vehicle from a private parking lot when the point of origin of the tow is within the city limits of Starkville, MS, shall be as outlined in Addendum A and subject to change as determined by the Board of Aldermen by board order.

Sec. 11.17.08 Return of light-duty vehicle to owner prior to a trespass tow.

- A. No vehicle may be towed by any person from private property if the owner or other person entitled to possession of the vehicle is present, or arrives at the parking spot prior to the vehicle's removal from such private property, exhibits the ignition key of said vehicle, and offers to remove such vehicle voluntarily prior to the time such person attempting to tow actually removes such vehicle from the private property in question, provided that such other person removes the vehicle immediately. No fee may be charged to the vehicle owner or other person entitled to possession of the vehicle except where any piece of equipment involved in the towing process has been affixed to the vehicle prior to the arrival of the person, in which case a fee not to exceed 50% of the towing rate may be charged. If the owner or person in control of the vehicle does pay the required fee, a signed, detailed receipt must be given to the person redeeming the vehicle.
- B. If the owner or person in control of the vehicle does not pay the required fee, the person/company may continue to tow or remove the vehicle.
- C. The towing service may not block the requested vehicle to be towed upon arrival to the private property in an effort to keep the owner or other person entitled to possession of the vehicle from removing said vehicle before any piece of equipment involved in the towing process can be affixed to the vehicle.

Sec. 11.17.09 Return of light-duty vehicle to owner after a trespass tow.

- A. Prior to inspection, the owner or his/her designee of the towed vehicle shall be identified by a valid driver's license and an ignition key which operates the vehicle

towed; or, in the instance of rented vehicles, the renter may be identified by presentation of a rental contract or agreement and the driver's license of the renting party named in the rental contract or the rental company may be identified by presentation of the vehicle title or other documentation indicating the rental company is the owner of the vehicle. If the claiming party is affiliated with a maintenance or repair company authorized by the owner or is the agent of an insurance company or adjuster claiming for purposes of said insurance company and presents proper identification the requirement for an ignition key is waived.

- B. The towing service shall release the vehicle upon tender of the lawfully authorized fee(s). Failure of the towing company to release a vehicle within forty-five (45) minutes of the payment of the fee(s) shall be a violation of this article.
 - 1. Any vehicle owner or his/her designee shall have the right to inspect the vehicle before accepting its return, and no release or waiver of any kind which would release the person or company towing the vehicle from liability for damages, noted by the owner or other legally authorized person, at the time of the redemption may be required from any vehicle owner, custodian, or his/her designee as a condition of release of the vehicle to its owner.
 - 2. A detailed signed receipt showing the legal name of the company or person towing or removing the vehicle must be given to the person paying towing or storage charges at the time of payment, whether requested or not.
 - 3. The towing service shall provide a reason for the vehicle being towed.
- C. Hours for release of vehicles. The towing company office must be available for business (release of vehicles) seven (7) days per week and staffed by a company employee during normal business hours (8:00 a.m. to 5:00 p.m.) Monday through Friday. The office must be available so towed vehicles can be released and picked up from 11:00 a.m. to 4:00 p.m., on Saturday, Sunday, and all holidays.
 - 1. During a Mississippi State University home football game, the office must be staffed, on the day of the game, from 8:00 a.m. to 5:00 p.m.
- D. Private trespass towing, storage rates, and hours shall be posted in a conspicuous place, visible to the customers, at the tow service / company location. The charge for a request for afterhours release of the vehicle will not exceed the daily storage fee.

Sec. 11.17.10 Trespass towing notice to police required.

- A. Any towing service operating within the city limits of Starkville, MS, shall, within one (1) hour, report to the Starkville Police Department, any vehicle that has been towed unless the vehicle was towed at the request of the owner of the vehicle. Such report

may be by text or email and must include a valid cell phone number and email address.

1. The notification shall include the trespass location and person authorizing the tow, the storage site, the time the vehicle was towed or removed, and the make, model, year, color, vehicle identification number (VIN), and license plate number of the vehicle towed.

Sec. 11.17.11 Enforcement.

- A. This article shall be enforced by the chief of police or an authorized designee.
- B. The chief of police or his or her designee shall have the power and authority, subject to law, to enter upon the wrecker/storage premises to ascertain whether the premises are in compliance with this article.
- C. Any person who desires to register a complaint under this article may initiate enforcement with the police department.

Sec. 11.17.12 Violations and penalties.

- A. Any violations of the provisions of this article or a failure to comply with any of its requirements shall subject the offender to a misdemeanor, which may be punishable by the following fines and penalties:
 1. A fine not less than two hundred fifty dollars (\$250.00), and not more than one thousand dollars (\$1,000.00) and/or sentenced to serve up to six (6) months in the county jail for a first violation.
 2. A fine not less than five hundred dollars (\$500.00), and not more than one thousand dollars (\$1,000.00) and/or sentenced to serve up to six (6) months in the county jail for a second violation within one (1) year.
 3. A fine not less than one thousand dollars (\$1,000.00) and/or sentenced to serve up to six (6) months in the county jail for the third and for each subsequent violation within one (1) year.
 4. Notwithstanding the above, the judge may order restitution to refund the owner of the towed vehicle for any and all costs/charges incurred, if applicable.
- B. Any violation of this article shall be considered a separate and distinct violation.

ADDENDUM A - ESTABLISHMENT OF RATES

- A. The maximum rate for the trespass towing and storage for a light-duty vehicle from a private parking lot when the point of origin of the tow is within the city limits of Starkville, MS, shall be as follows:
 1. For any light-duty vehicle two hundred fifty dollars (\$250.00).
 2. The storage fee shall be forty-five dollars (\$45.00) a day.
 - a. The Company shall not charge a storage fee on a vehicle retrieved within the first 24 hours of the vehicle's tow. The owner, or his/her designee, shall have 24 hours to claim the vehicle without a storage fee. After this 24-hour grace period, the company can charge a storage fee for all days the vehicle is in storage.

- b. For purposes of this section a day is considered to be a twenty-four-hour period.
 - 3. The maximum rates established above, shall be a flat fee which shall be inclusive of all towing charges. A towing charge includes any fees for:
 - a. Special equipment such as, but not limited to, a double hookup, vehicle entry when locked, dropping transmission linkage, or drive shaft removal, dollies, skates, trailer or flatbed, lift, go jacks, and mileage.
 - b. Time spent on the scene of the tow. Such time shall be a minimum of 1 hour with incremental costs added at quarter hour intervals for unexpected delays not attributable to the towing company. Each quarter hour will be calculated on a \$200 per hour basis.
 - c. Time spent releasing the vehicle to the owner or his/her designee is included in the established towing charge in Section 1.(a) of the Addendum.
 - d. The charge for the after-hours fee to release the vehicle will not exceed the amount of the daily storage fee.
 - 4. No fee other than the above enumerated fees for towing and storage shall be assessed as a condition for the release of a light-duty vehicle to the vehicle owner or his/her designee.
 - a. There shall be no additional charges for locating the vehicle in the storage facility, removal of items from the vehicle, or for any other similar activity which does not require towing or moving of the vehicle during business hours.
 - b. There shall be no additional fees for weekends and holidays other than those associated with an after-hours request for release outside of normal operating hours as addressed in the ordinance under “The return of light-duty vehicle to owner after a trespass tow.”
 - 5. Vehicles (unpaid or not released) that remain in storage will only have an owner's personal effects released to the owner or his/her designee (prescriptions, eye glasses, medical equipment, house keys, etc.). All property physically attached to the vehicle remains as part of the vehicle.
- B. The towing service shall accept the following methods of payment for such fees and charges.
- 1. United States currency.
 - 2. A major credit or debit card(s) plus any processing fees not to exceed the actual processing fee applied. Must have matching I.D.
 - 3. Cash apps such as Venmo and Paypal) plus any processing fees not to exceed the actual processing fee applied. Must have a valid I.D.

FIRST PUBLIC HEARING TO MODIFY THE AGGRESSIVE PANHANDLING ORDINANCE TO INCLUDE ADDITIONAL LANGUAGE ADDRESSING SOLICITING ONLY DURING DAYLIGHT HOURS.

Mayor Spruill opened the Public Hearing to the public. There being no comments, the Mayor closed the public hearing.

Following the public hearing, no vote was taken. The Board will hold a Second Public Hearing at the next regular meeting for further discussion and possible action.

PUBLIC HEARING AND CONSIDERATION OF RZ 25-03 A REQUEST REZONE ALL OR PART OF THREE LOTS LOCATED ON THE EAST SIDE OF CARTER BOULEVARD APPROXIMATELY ½ MILE NORTH OF OLD HWY 12 FROM C TO MDU-20.

Community Planner Daniel Havelin presented RZ 25-03 a request rezone all or part of three lots located on the east side of Carter Boulevard approximately ½ mile north of Old Hwy 12 from C to MDU-20. This is a request by Jackson Wallace on behalf of IMS Acquisitions, LLC to rezone all or part of three lots located on the East side of Carter Boulevard approximately ½ mile North of Old Hwy 12 from C to MDU-20 with the parcel numbers 103J-08-001.20, 103J-08-001.22, and 103J-08-001.00. The subject properties include Lot 4 and Lot 10 and part of Lot 3 of the Western Crossing Development Phase II subdivision plat. The subject rezoning request is based on Error. The applicant is planning a multi-dwelling residential development involving the aggregation of several parcels adjacent to Carter Boulevard into Lot 10 of the Western Crossing Development Phase II subdivision (Parcel 103J-08-001.00). Upon aggregation, the new lot would include split zoning, part C (Commercial) and part MDU-20 (Multi-Dwelling Unit Residential), creating a mapping inconsistency.

Section 4.3 of the Unified Development Code requires that “district boundary lines shall, to the greatest possible extent, follow lot lines, the centerline of streets, alleys, or highways, or natural boundaries.” Leaving the zoning unchanged would conflict with this provision, resulting in an error on the Official Zoning Map. The proposed amendment corrects that error and ensures zoning boundaries align with property lines as required by ordinance.

The proposed rezoning is consistent with the City’s 2016 Comprehensive Plan, which supports compatible residential development patterns and the logical extension of existing residential zoning.

This correction also promotes the public health, safety, and welfare by maintaining consistent zoning boundaries, avoiding the creation of non-conforming or split-zoned parcels, and upholding the integrity of the City’s Official Zoning Map. The existing and proposed zoning districts share equivalent base dimensional standards for density, setbacks, and building height. The key difference lies in permitted uses. The proposed use, Dwelling, Apartment, is allowed with additional standards in both zoning classifications. Comparative details are provided in Attachment 3 (Permitted Uses) and Attachment 4 (Dimensional Standards). The proposed

rezoning is consistent with the adopted 2016 Comprehensive Plan.

The request was noticed in accordance with Section 3.1.3.G of the Unified Development Code.

1. 3 property owners of record within 160 feet of the subject properties were notified directly by mail of the request.
2. A legal ad was published in the Starkville Daily News on October 25, 2025.
3. A sign was posted on the property in a conspicuous location.

As of this date, the Planning Office has received no response to the notification.

At the November 11, 2025 Planning and Zoning Commission meeting, the Commission voted unanimously to recommend approval of the request based on error with one recommended condition of approval.

1. The zoning designations, if approved, will only take affect after the property is aggregated together through the minor subdivision process. If the properties are not aggregated together, the zoning amendment will be void.

Mayor Spruill opened the Public Hearing to the public. There being no comments, the Mayor closed the public hearing.

Upon the motion of Alderman Brooks, duly seconded by Alderman Skinner, and adopted by the Board to adopt RZ 25-03 a request rezone all or part of three lots located on the east side of Carter Boulevard approximately ½ mile north of Old Hwy 12 from C to MDU-20 with the parcel numbers 103J-08-001.20, 103J-08-001.22, and 103J-08-001.00 with one condition of approval. The Board voted as follows:

Alderman Kim Moreland	Voted: Yea
Alderman Sandra Sistrunk	Voted: Yea
Alderman Kyle Skinner	Voted: Yea
Alderman Mike Brooks	Voted: Yea
Alderman William Pochop	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, Mayor Spruill declared the motion passed.

ORDINANCE NO. 2025-04

ORDINANCE OF THE CITY OF STARKVILLE, MISSISSIPPI REZONING ALL LOT 4 AND LOT 10 AND PART OF LOT 3 OF THE WESTERN CROSSING DEVELOPMENT PHASE II ON THE WEST SIDE OF CARTER BOULEVARD APPROXIMATELY ½ MILE NORTH OF OLD HWY 12 FROM C TO MDU-20 WITH THE PARCEL NUMBERS 103J-08-001.20, 103J-08-001.22, AND 103J-08-001.00

WHEREAS, the Mayor and Board of Aldermen of the City of Starkville, Mississippi, did hold a public hearing as described in the proof of publication of the notice of hearing, which is appended to the Minutes, in connection with the proposed rezoning of that certain property as depicted on Western Crossing Development Phase II subdivision plat filed on April 22, 2010, as slide 273A in the Office of the Chancery Clerk of Oktibbeha County, Mississippi as illustrated in Exhibit A from C (Commercial) to MDU-20; and

WHEREAS, the Mayor and Board of Aldermen do hereby find that notice of said public rezoning hearing was given as required by law (Exhibit B) and based upon the evidence and testimony received in connection with the proposed rezoning of the Subject Property and upon the recommendation of the City of Starkville Planning and Zoning Commission on November 12, 2025, and input from citizens and others, the City of Starkville finds that the zoning classification for the Subject Properties Lot 4 and Lot 10 and part of Lot 3 of the Western Crossing Development Phase II subdivision plat should be changed from C (Commercial) to MDU-20 as set forth herein, first finding, based on the Staff Report Case RZ 25-03 presented by the Planning Department including exhibits thereto, and related evidence submitted which is included in the record of these proceedings and incorporated herein, that the City has shown by the requisite burden of proof that proposed re-zoning change as to the Subject Property is based off the finding that an error will be created in the Code and a need to correct the error; and

WHEREAS, the proposed rezoning is consistent with the City's 2016 Comprehensive Plan, which supports compatible residential development patterns and the logical extension of existing residential zoning.

WHEREAS, this correction also promotes the public health, safety, and welfare by maintaining consistent zoning boundaries, avoiding the creation of non-conforming or split-zoned parcels, and upholding the integrity of the City's Official Zoning Map.

WHEREAS, consistent with the findings herein the Subject Properties Lot 4 and Lot 10 and part of Lot 3 of the Western Crossing Development Phase II subdivision plat should be rezoned from C (Commercial) to MDU-20 and the Official Zoning District Map of the City of Starkville should be amended; and

NOW THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Starkville, Mississippi:

SECTION 1. That the Subject Properties Lot 4 and Lot 10 and part of Lot 3 of the Western Crossing Development Phase II subdivision plat should be rezoned from C (Commercial) to MDU-20U as provided herein-above.

SECTION 2. That the Official Zoning District Map of the City of Starkville, Mississippi should be and the same is hereby altered and amended to reflect the rezoning classifications set forth herein-above with respect to the Subject Properties, and the Planning Department is hereby authorized to take all actions

necessary to reflect said rezoning classifications of the Subject Properties as set forth herein-above on the Official Zoning District Map of the City of Starkville, Mississippi.

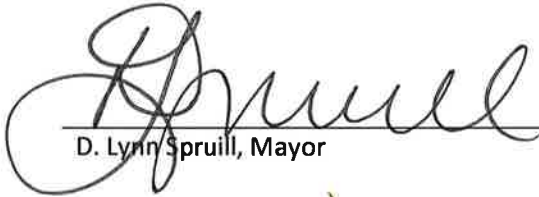
SECTION 3. Upon unanimous vote of the members of the Board of Aldermen, this Ordinance shall go into effect immediately in order to insure the efficient and orderly and timely development of the Subject Properties. However, in the event the vote of the Board of Aldermen is less than unanimous, that this Ordinance shall go into effect thirty (30) days after the adoption hereof.

SECTION 4. Said Ordinance having been previously reduced to writing, a motion was made by Alderman Brooks and seconded by Alderman Skinner to adopt the Ordinance and no request having been made by the Mayor or any member of the Board of Aldermen that said Ordinance be read by the City Clerk before a vote was taken, and reading of such having been waived, said Ordinance was the vote of the Board of Aldermen, the results being as follows:

Alderman Kim Moreland	Ward 1	Voted: Yea
Alderman Sandra C. Sistrunk	Ward 2	Voted: Yea
Alderman Kyle Skinner	Ward 3	Voted: Yea
Alderman Mike Brooks	Ward 4	Voted: Yea
Alderman William Pochop	Ward 5	Voted: Yea
Vice Mayor Roy A'. Perkins	Ward 6	Voted: Yea
Alderman Henry N. Vaughn, Sr.	Ward 7	Voted: Yea

ORDAINED AND APPROVED, this the 18th day of November, 2025, at the Recess Meeting of the Mayor and Board of Aldermen of the City of Starkville, Mississippi.

City of Starkville, Mississippi


D. Lynn Spruill, Mayor

ATTEST:

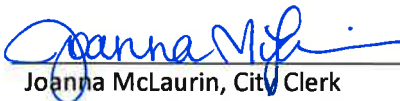

Joanna McLaurin, City Clerk

Exhibit A

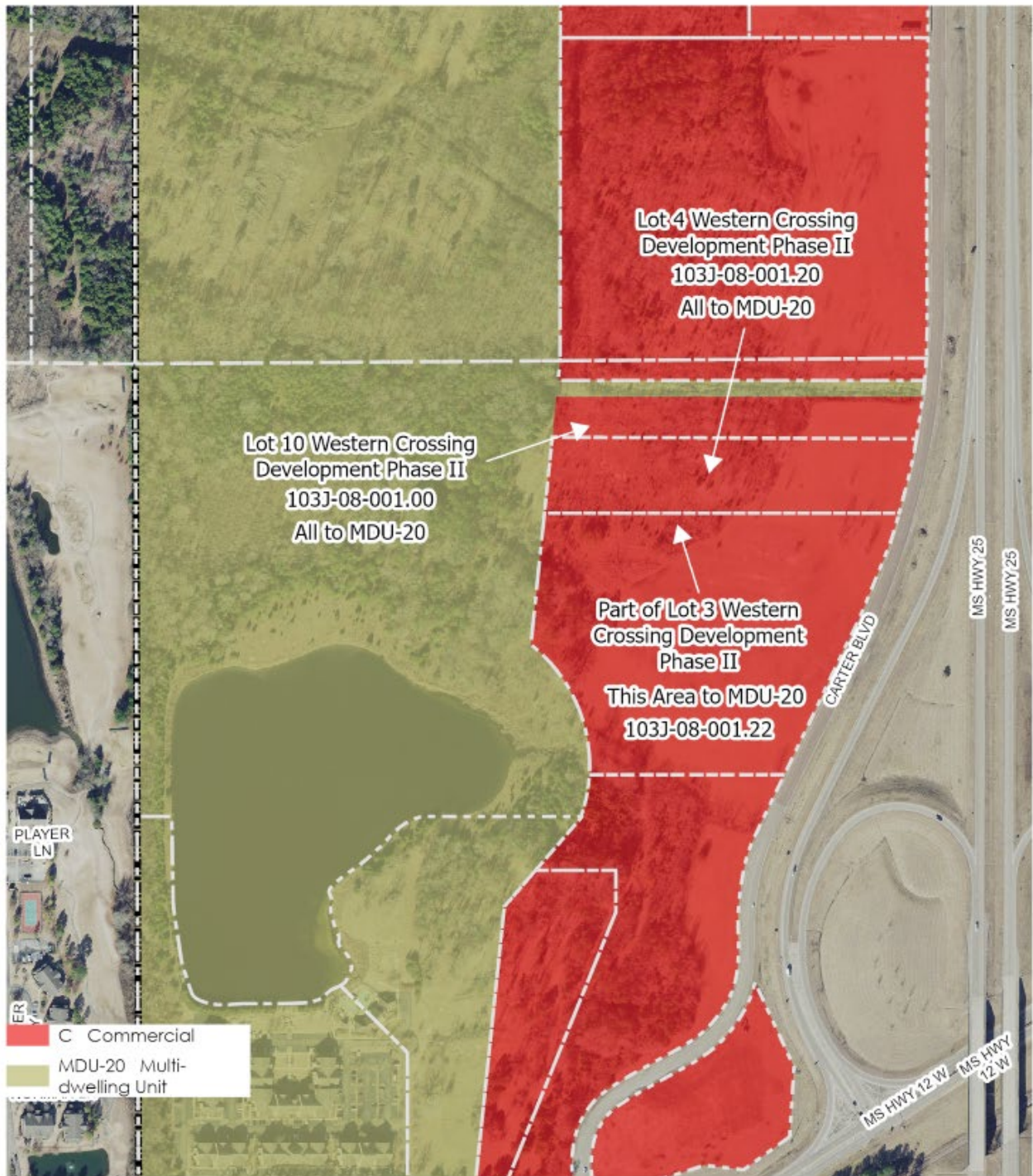


Exhibit B

AFFP

Hearing - RZ 25-03 Beacon

Affidavit of Publication

STATE OF MISSISSIPPI } SS
COUNTY OF OKTIBBEHA }

John W. Bane, Jr., being duly sworn, says:

That she is Classified Clerk of the Starkville Daily News, a daily newspaper of general circulation, printed and published in Starkville, Oktibbeha County, Mississippi; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

October 25, 2025

That said newspaper was regularly issued and circulated on those dates.

SIGNED:


Classified Clerk

Subscribed to and sworn to me this 25th day of October 2025.

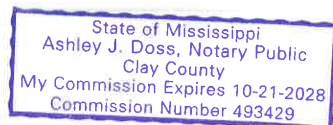


Ashley J. Doss, Notary Public, Oktibbeha County, Mississippi

My commission expires: October 21, 2028

00000131 00108117 662-323-4961

Lesa Hardin
City of Starkville (SDN)
110 West Main Street
Starkville, MS 39759



Two public hearings will be conducted by the City of Starkville to consider a request by IMS Acquisitions, LLC for a rezoning of all or part of three lots from C to MDU-20. The lots included in this request are parcel numbers 103J-08-001.20, 103J-08-001.22, and 103J-08-001.00. The property is described as follows:

TRACT 1: PARCEL 103J-08-001.20 ALL OF LOT 4, WESTERN CROSSING DEVELOPMENT, PHASE II, RECORDED APRIL 22, 2010, AS SLIDE 273A IN THE OFFICE OF THE CHANCERY CLERK OF OKTIBBEHA COUNTY, MISSISSIPPI.
TRACT III: PARCEL 103J-08-001.00 ALL OF LOT 10, WESTERN CROSSING DEVELOPMENT, PHASE II, RECORDED APRIL 22, 2010, AS SLIDE 273A IN THE OFFICE OF THE CHANCERY CLERK OF OKTIBBEHA COUNTY, MISSISSIPPI; AND ALSO BEING 54.69 ACRES AS DESCRIBED IN DEED BOOK 2011 AT PAGE 5, IN THE OFFICE OF THE CHANCERY CLERK OF OKTIBBEHA COUNTY, MISSISSIPPI.

TRACT IIA: PART OF PARCEL 103J-08-001.22 COMMENCE AT AN IRON STAKE FOUND AT A CORNER FENCE POST BEING USED AS THE NORTHWEST CORNER OF SECTION 8, TOWNSHIP 18 NORTH, RANGE 14 EAST, OKTIBBEHA COUNTY, MISSISSIPPI; THENCE RUN SOUTH 70 DEGREES 46 MINUTES EAST FOR 1362.41 FEET TO A SET IRON PIN AND THE POINT OF BEGINNING. THENCE RUN EAST FOR 1091.41 FEET TO AN IRON PIN SET ON THE WEST RIGHT-OF-WAY FOR CARTER BOULEVARD; THENCE RUN ALONG SAID RIGHT-OF-WAY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 2,570.00 FEET AND ALSO HAVING A LONG CHORD OF BEARING SOUTH 16 DEGREES 13 MINUTES WEST AND LENGTH OF 149.83 FEET FOR AN ARC DISTANCE OF 149.95 FEET TO AN IRON PIN; THENCE LEAVING SAID RIGHT-OF-WAY RUN WEST FOR 1064.60 FEET TO AN IRON PIN; THENCE RUN NORTH 05 DEGREES 58 MINUTES EAST FOR 144.75 FEET TO AN IRON PIN AND THE POINT OF BEGINNING. BEING A TOTAL OF 3.57 ACRES. MORE OR LESS, PLUS OR MINUS A STRIP OF LAND ACROSS THE EASTERN END TO THE RIGHT-OF-WAY FOR CARTER BOULEVARD. ALL BEING PART OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER AND PART OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER, ALL IN SECTION 8, TOWNSHIP 18 NORTH, RANGE 14 EAST, OKTIBBEHA COUNTY, MISSISSIPPI. AND ALSO BEING A PART OF LOT 3, WESTERN CROSSING DEVELOPMENT, PHASE II, RECORDED APRIL 22, 2010, AS SLIDE 273A IN THE OFFICE OF THE CHANCERY CLERK OF OKTIBBEHA COUNTY, MISSISSIPPI.

TRACT IIB: PART OF PARCEL 103J-08-001.22 COMMENCE AT AN IRON STAKE FOUND AT A CORNER FENCE POST BEING USED AS THE NORTHWEST CORNER OF SECTION 8, TOWNSHIP 18 NORTH, RANGE 14 EAST, OKTIBBEHA COUNTY, MISSISSIPPI; THENCE RUN SOUTH 65 DEGREES 01 MINUTES EAST FOR 1402.70 FEET TO THE POINT OF BEGINNING. THENCE RUN EAST FOR 61.79 FEET TO AN IRON PIN; THENCE RUN SOUTH FOR 394.28 FEET TO AN IRON PIN; THENCE RUN ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 480.05 FEET AND ALSO HAVING A LONG CHORD OF BEARING NORTH 42 DEGREES 25 MINUTES WEST AND LENGTH OF 128.66 FEET FOR AN ARC DISTANCE OF 136.55 FEET TO AN IRON PIN; THENCE RUN NORTH 05 DEGREES 58 MINUTES EAST FOR 295.13 FEET TO AN IRON PIN AND THE POINT OF BEGINNING.

BEING A TOTAL OF 0.62 ACRES, MORE OR LESS, AND BEING PART OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 18 NORTH, RANGE 14 EAST, OKTIBBEHA COUNTY, MISSISSIPPI, AND ALSO BEING A PART OF LOT 3, WESTERN CROSSING DEVELOPMENT, PHASE II, RECORDED APRIL 22, 2010, AS SLIDE 273A IN THE OFFICE OF THE CHANCERY CLERK OF OKTIBBEHA COUNTY, MISSISSIPPI.
TRACT III: PARCEL 103J-08-001.00 ALL OF LOT 10, WESTERN CROSSING DEVELOPMENT, PHASE II, RECORDED APRIL 22, 2010, AS SLIDE 273A IN THE OFFICE OF THE CHANCERY CLERK OF OKTIBBEHA COUNTY, MISSISSIPPI; AND ALSO BEING 54.69 ACRES AS DESCRIBED IN DEED BOOK 2011 AT PAGE 5, IN THE OFFICE OF THE CHANCERY CLERK OF OKTIBBEHA COUNTY, MISSISSIPPI.

The 1st public hearing with the Planning and Zoning Commission will be held November 11, 2025, at 5:30 P.M. in the Courtroom of City Hall located on the first floor at 110 West Main Street, Starkville, Mississippi.

If recommended for approval or denial, the 2nd public hearing with the Mayor and Board of Aldermen will be held November 18, 2025 in the Courtroom of City Hall located on the first floor at 110 West Main Street, Starkville, Mississippi.

At the hearings, interested parties may appear and be heard with respect to this request. Copies of the request are available at City Hall in the Community Development Department and may be inspected by the public during normal business hours.

Daniel Havelin, City Planner

Lyle McCaskey, Assistant City Planner



THE CITY OF STARKVILLE
PLANNING DEPARTMENT
PLANNING AND ZONING COMMISSION
CITY HALL, 110 WEST MAIN STREET
STARKVILLE, MISSISSIPPI 39759

STAFF REPORT

To: Members of the Planning & Zoning Commission
From: Daniel Havelin, City Planner (662-323-2525 ext. 3136)
Lyle McCaskey, Assistant City Planner (662-323-2525 ext. 3130)
Subject: Public Hearing and consideration of RZ 25-03 a request rezone all or part of three lots located on the East side of Carter Boulevard approximately ½ mile North of Old Hwy 12 from C to MDU-20.
Date: November 11, 2025

The purpose of this report is to provide information regarding a rezoning request by Jackson Wallace on behalf of IMS Acquisitions, LLC to rezone all or part of three lots located on the East side of Carter Boulevard approximately ½ mile North of Old Hwy 12 from C to MDU-20 with the parcel numbers 103J-08-001.20, 103J-08-001.22, and 103J-08-001.00. Please see attachments 1- 5.

REASON FOR AMENDMENT

Pursuant to Miss. Code Ann. § 17-1-17 and the Unified Development Code, the Official Zoning District Map may be amended only when one or more of the following conditions prevail:

- A. Error. There is an error in the Code and a need to correct the error.
- B. Change in conditions. A change in the neighborhood has occurred to such an extent as to justify the proposed rezoning and there is a public need for the proposed rezoning.

The subject rezoning request is based on Error. The applicant is planning a multi-dwelling residential development involving the aggregation of several parcels adjacent to Carter Boulevard into Lot 10 of the Western Crossing Development Phase II subdivision (Parcel 103J-08-001.00). Upon aggregation, the new lot would include split zoning, part C (Commercial) and part MDU-20 (Multi-Dwelling Unit Residential), creating a mapping inconsistency.

Section 4.3 of the Unified Development Code requires that “district boundary lines shall, to the greatest possible extent, follow lot lines, the centerline of streets, alleys, or highways, or natural boundaries.” Leaving the zoning unchanged would conflict with this provision, resulting in an error on the Official Zoning Map. The proposed amendment corrects that error and ensures zoning boundaries align with property lines as required by ordinance.

The proposed rezoning is consistent with the City's 2016 Comprehensive Plan, which supports compatible residential development patterns and the logical extension of existing residential zoning.

This correction also promotes the public health, safety, and welfare by maintaining consistent zoning boundaries, avoiding the creation of non-conforming or split-zoned parcels, and upholding the integrity of the City's Official Zoning Map. The existing and proposed zoning districts share equivalent base dimensional standards for density, setbacks, and building height. The key difference lies in permitted uses. The proposed use, Dwelling, Apartment, is allowed with additional standards in both zoning classifications. Comparative details are provided in Attachment 3 (Permitted Uses) and Attachment 4 (Dimensional Standards). The proposed rezoning is consistent with the adopted 2016 Comprehensive Plan.

NOTIFICATION

The request was noticed in accordance with Section 3.1.3.G of the Unified Development Code.

1. 3 property owners of record within 160 feet of the subject property were notified directly by mail of the request.
2. A legal ad was published in the Starkville Daily News on October 25, 2025.
3. A sign was posted on the property in a conspicuous location.

As of this date, the Planning Office has received no response to the notifications.

CONDITIONS OF APPROVAL

The Mayor and Board of Aldermen may attach conditions in accordance with the approval. Conditions attached to the approval of a Rezoning shall run with the land and shall be binding upon the applicants, their heirs, and/or successors. (Section 3.1.3.M).

Staff requested condition:

1. The zoning designations, if approved, will only take affect after the property is aggregated together through the minor subdivision process. If the properties are not aggregated together, the zoning amendment will be void.

Parcels

Subject Properties

Zoning Amendment Area

Player Ln

Casper Way

Norman Ln

Old Hwy 12

Carter Blvd

MS Hwy 25

MS Hwy 12 W

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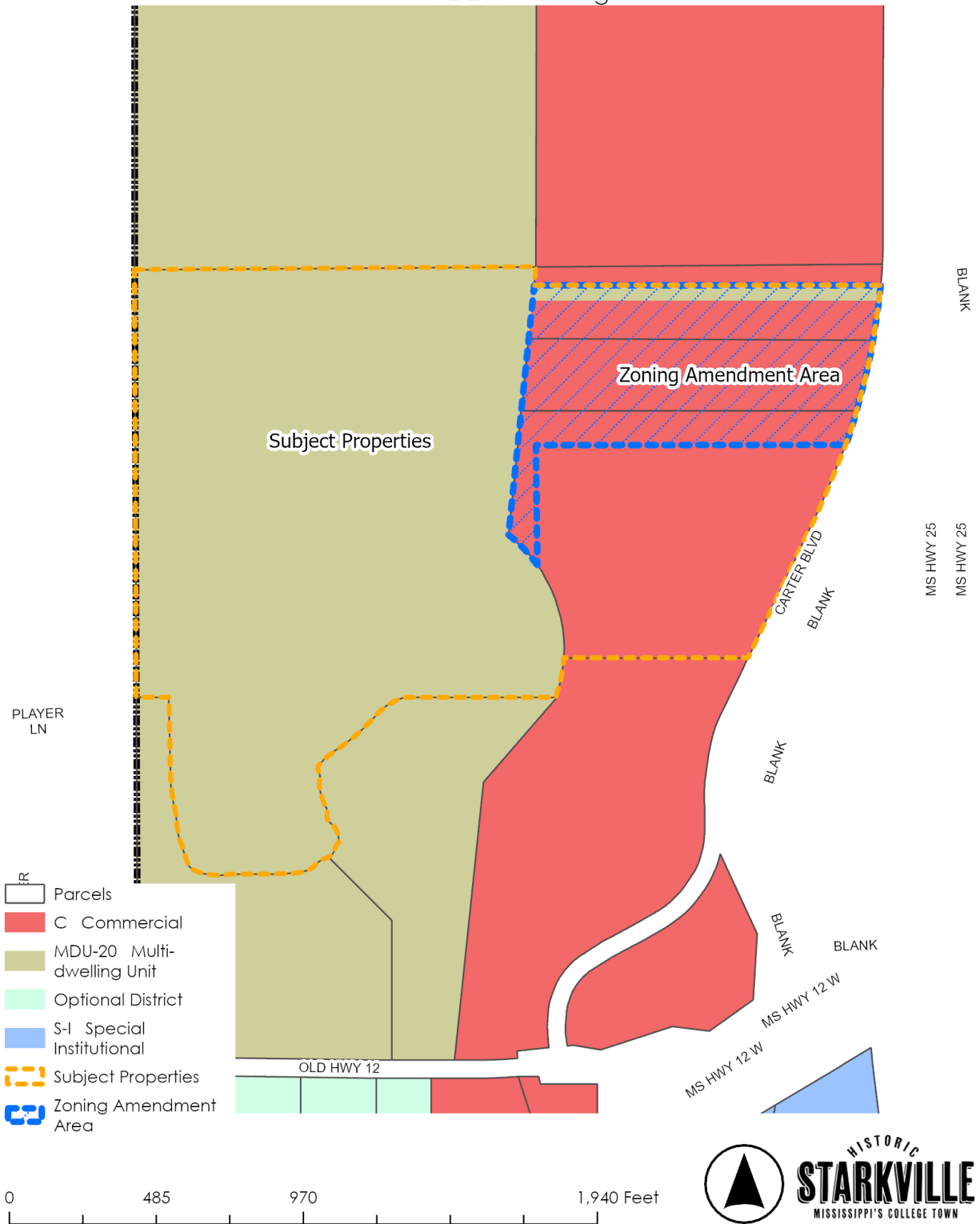
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HISTORIC
STARKVILLE
MISSISSIPPI'S COLLEGE TOWN

Attachment 2 RZ 25-03 Zoning



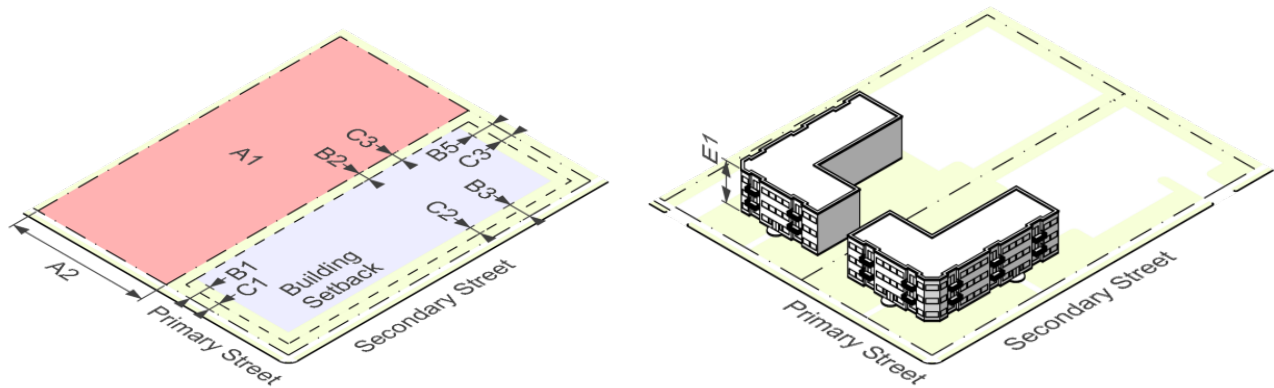
Attachment 3- Comparison between the allowed uses

Residential	MDU-20	C
Dwelling, Detached	P	SE
Dwelling, Accessory Unit	--	--
Dwelling, Attached Duplex	A	--
Dwelling, Attached Triplex	P	--
Dwelling, Townhouse/ Rowhouse	A	SE
Dwelling, Multiplex	A	A
Dwelling, Apartment	A	A
Dwelling, Manufactured and Modular Home	--	--
Home Occupations	A	A
Mixed-Use Building	--	A
Residential First Floor	P	SE
Institutional	MDU-20	C
Assisted Living Facility	A	P
Care Centers	--	A
Care Home	--	P
Cemetery	--	--
Community and Civic Associations	--	P
Convalescent, Rest, and Nursing Homes	P	P
Educational Facilities	--	SE
Fraternity and Sorority House	UE/SE	UE/SE
Group Care Home or Facility	UE/SE	UE/SE
Hospital	--	--
Life Care Communities	A	A
Municipal Buildings and Facilities	UE/SE	A
Parks, Open Space, and Greenways	P	P
Places of Worship	UE/SE	UE/SE
Public Buildings and Facilities	UE/SE	UE/SE

Commercial	MDU-20	C
Adult Oriented Business	--	--
Animal Boarding Facilities	--	A
Animal Hospital, Clinic, or Grooming Facility	--	A
Banks and Financial Institutions	--	P
Bed and Breakfast Establishments	--	--
Car Title Loan, Payday Advance, or Loan Business	--	UE
Conference and Convention Center	--	P
Convenience Store and Gas Station	--	A
Convenience Store and Truck Stop	--	--
Eating & Drinking Establishments	--	A
Food Truck	--	A
Hotels, Motels, or Inns	--	P
Micro-Breweries and Small Batch Distilleries	--	UE/SE
Mini-Storage	--	SE
Mortuaries & Funeral Homes	--	A
Offices- Medical	--	P
Offices- Professional	--	P
Recreational and Entertainment:	--	P
Indoors-Commercial		
Recreational and Entertainment:	--	UE/SE
Outdoors-Commercial		SE
Private Recreational Clubs or Facility	--	P
Recreational Vehicle Park	SE	SE
Retail Sales and Services-	--	A
Retail Sales and Services-	--	A
with Outside Displays		
Studios - Art, Craft, Music,	--	A
Dance, and Fitness		
Theaters	--	P
Vehicle Repair and Maintenance	--	A

Industrial	MDU-20	C
Airport	--	--
Heliport	--	--
Borrow Pit, Soil Fill Site, and Soil Storage Site	--	--
Landfill	--	--
Manufacturing and Industrial Heavy	--	--
Manufacturing and Industrial Light	--	UE/SE
Mining and Quarrying	--	--
Outdoor Storage	--	--
Research and Development Facilities	--	UE/SE
Salvage Yard	--	--
Trades and Skilled Services	--	--
Warehousing, Distribution, & Wholesale Services	--	--
Other	MDU-20	C
Accessory Use or Structures (excluding dwellings)	A	A
or Structures		
Agriculture and Forestry	--	--
Firing Range	--	--
Parking Lots and Garages	--	SE
Telecommunication Facilities	SE	SE
Temporary Uses	A	A
Portable Telecommunication Facilities	A	A
Special Event Facility	--	A
Small Cell Telecommunication Facilities	P	P

Attachment 4- Comparison between the base dimension standards



Apartments Dwellings		
A. Lot Dimensions	MDU-20	C
A1. Lot size per unit (min)	2100 sq. ft.	2100 sq. ft.
A2. Lot width (min)	100'	100'
A3. Lot width at corner	110'	110'
B. Building/Structure Setbacks	MDU-20	C
B1. Front setback	20'	20'
B2. Side setback	10'	10'
B3. Side setback adjacent to detached residential	25'	25'
B4. Side setback corner lot	20'	20'
B5. Rear setback	20'	20'
B6. Rear setback adjacent to detached residential	30'	30'
C. Parking Setbacks	MDU-20	C
C1. From primary street	10'	10'
C2. From side lot line adjacent to street	10'	10'
C3. From side and rear lot line	10'	10'
C4. From rear lot line adjacent to detached residential	15'	15'
D. Height	MDU-20	C
D1. Principal building(s) (max)	38', 3 story	38', 3 story
E. Pedestrian Access	MDU-20	C
E1. Street-facing primary entrance along street	yes	yes
E2. Sidewalk connection to street from each entrance	yes	yes

Attachment 5- Applicant Statement

Applicant Statement for Rezoning Application

Date: 10/16/2025

RE: Proposed Beacon Place Multifamily development
Parcel 1: 103J-08-001.00
Parcel 2: 103J-08-001.20
Parcel 3: 103J-08-001.22*

IMS Acquisitions LLC is seeking to develop a multifamily project in the City of Starkville, located off Carter Boulevard. The property proposed for development (*the Subject Property*) will consist of an assemblage of the Parcels referenced above and will include all of Parcel 1 and Parcel 2, as well as portions of Parcel 3 (**Please see note below*). The Subject Property is illustrated on the Rezoning Exhibit that is included with this rezoning application.

Development of the Subject Property is essential to provide needed housing for the area and contribute to the City's tax base. According to the City of Starkville's GIS zoning district map, Parcels 2 & 3 above, as well as a portion of Parcel 1 are currently zoned C- Commercial. The majority of Parcel 1, and therefore the majority of the Subject Property, is currently zoned MDU-20 Multi- dwelling Unit. Development of the Subject Property based on current zoning classifications will generate a split zoned lot. This will create an error in the City of Starkville's zoning map making it difficult to develop. We respectfully request that Parcel 2, and portions of Parcel 1 and 3 above currently zoned C-Commercial be rezoned to MDU-20 Multi-dwelling Unit to create a unified zoning classification for the Subject Property. The areas in need of rezoning are shaded in red on the accompanying Rezoning Exhibit. The rezoning action requested should eliminate any errors in the City's Zoning Map related to the development of the Subject Property.

**Note: Tax Parcel 103J-08-001.22 comprises approximately 17.12 acres. Only those portions of such tax parcel that are reflected on the attached/enclosed Rezoning Exhibit Map as "Tract IIA" (comprising +/- 3.57 acres) and "Tract IIB" (comprising +/- .62 acres) are included in the application for rezoning. The balance of Tax parcel 103J-08-001.22, such balance comprising approximately 12.93 acres, is not included as part of the rezoning application, as the applicant desires that such 12.93 acre remainder retain its current "C-Commercial" zoning classification.*

PUBLIC HEARING AND CONSIDERATION OF SE 25-07 A REQUEST FOR SPECIAL EXCEPTION TO ALLOW FOR A DWELLING, ACCESSORY UNIT AT 802 PINE CIRCLE IN AN SD-2 ZONING DISTRICT.

Community Planner Daniel Havelin presented SE 25-07 a request for Special Exception to allow for a dwelling, accessory unit at 802 Pine Circle in an SD-2 zoning district. This is a Special Exception request by Martha Malone to allow for a Dwelling, Accessory Unit located at 802 Pine Circle in a SD-2 zoning district with the property #102H-00-112.00. The applicant is seeking a Special Exception to construct a one-bedroom, one-bath accessory dwelling unit in the rear yard of the property. The proposed accessory dwelling unit is approximately 400 Sqft. The Use Chart in Section 13.3 of the Unified Development Code requires a Use Exception or a Special Exception for “Dwelling, Accessory Unit” in a SD-2 zoning district. The proposed use does require the construction of a new building or major modification to an existing building or site. Therefore, the request will be reviewed as a Special Exception. Section 3.4 of the Unified Development Code also requires that the Special Exception meet the additional standards for that use. The proposed location and layout of the structure meets the dimensional standards for that zoning district and the additional standards for that use.

The request was noticed in accordance with Section 3.4.3.E of the Unified Development Code.

1. 14 property owners of record within 160 feet of the subject property were notified directly by mail of the request.
2. A legal ad was published in the Starkville Daily News on October 25, 2025.
3. A sign was posted on the property in a conspicuous location.

As of this date, the Planning Office has received no response to the notifications.

At the November 11, 2025, Planning and Zoning Commission Meeting, the Commission voted unanimously to recommend approval of the request.

Mayor Spruill opened the Public Hearing to the public. There being no comments, the Mayor closed the public hearing.

Upon the motion of Alderman Skinner, duly seconded by Alderman Pochop, and adopted by the Board to adopt SE 25-07 a request for Special Exception request SE 25-07 to allow for a dwelling, accessory unit at 802 Pine Circle. The Board voted as follows:

Alderman Kim Moreland	Voted: Yea
Alderman Sandra Sistrunk	Voted: Yea
Alderman Kyle Skinner	Voted: Yea
Alderman Mike Brooks	Voted: Yea
Alderman William Pochop	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, Mayor Spruill declared the motion passed.



THE CITY OF STARKVILLE
PLANNING DEPARTMENT
PLANNING AND ZONING COMMISSION
CITY HALL, 110 WEST MAIN STREET
STARKVILLE, MISSISSIPPI 39759

STAFF REPORT

To: Members of the Planning & Zoning Commission
From: Daniel Havelin, City Planner (662-323-2525 ext. 3136)
Lyle McCaskey, Assistant City Planner (662-323-2525 ext. 3130)
Subject: Public Hearing and consideration of SE 25-07 a request for Special Exception to allow for a dwelling, accessory unit at 802 Pine Circle in an SD-2 zoning district.
Date: November 11, 2025

The purpose of this report is to provide information regarding a Special Exception request by Martha Malone to allow for a Dwelling, Accessory Unit located at 802 Pine Circle in a SD-2 zoning district with the property #102H-00-112.00. Please see attachments 1- 4.

BACKGROUND INFORMATION

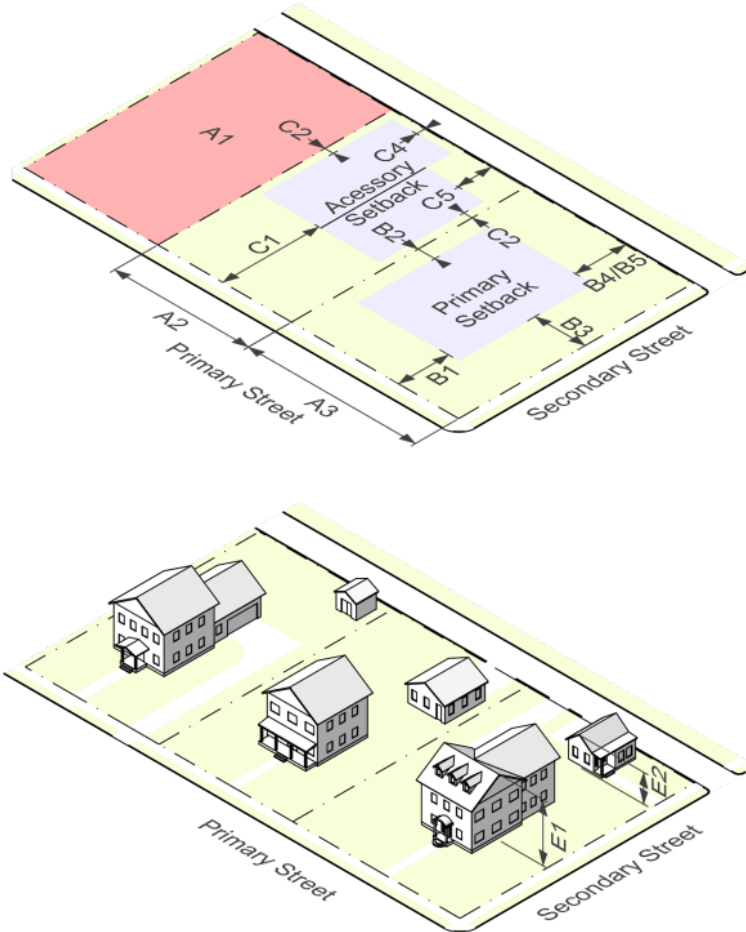
The applicant is seeking a Special Exception to construct a one-bedroom, one-bath accessory dwelling unit in the rear yard of the property. The proposed accessory dwelling unit is approximately 400 Sqft. The Use Chart in Section 13.3 of the Unified Development Code requires a Use Exception or a Special Exception for "Dwelling, Accessory Unit" in a SD-2 zoning district. The proposed use does require the construction of a new building or major modification to an existing building or site. Therefore, the request will be reviewed as a Special Exception. Section 3.4 of the Unified Development Code also requires that the Special Exception meet the additional standards for that use.

Section 13.5.2 Dwelling, Accessory Unit

- A. Definition:** A residential structure containing one (1) dwelling unit that is auxiliary to the principal dwelling unit(s) on the same lot and that have an independent means of entry into the dwelling unit. This includes, but is not limited to dwelling units in guest houses, pool houses, carriage houses, and garage apartments above or beside a garage. An accessory structure shall be considered an accessory dwelling if it includes all of the following: kitchen area, full bathroom, electricity, and is heated or cooled.
- B. Parking:** One (1) parking space per bedroom for all new construction.
- C. Loading:** Loading/unloading areas accommodating delivery of materials to and from the premises are not permitted or required.
- D. Additional Standards:**
1. An accessory dwelling unit footprint cannot exceed fifty percent (50%) of the footprint of the principal dwelling or six hundred (600) square feet, whichever is less.
 2. There can be no more than two (2) bedrooms per accessory dwelling unit and only one (1) accessory dwelling unit per lot.
 3. An accessory dwelling unit must be a complete living space with both kitchen and bathroom facilities.
 4. No more than two adults may reside in an accessory dwelling unit.

5. The design of the accessory dwelling unit shall be in harmony with the principal dwelling in regards to massing, materials, and location.
6. A home occupation is allowed within an accessory dwelling with proper approvals.
7. See zoning district general provisions for density requirements and other standards.
8. See zoning district base dimensional standards for location, setbacks, and height requirements.

Section 6.3.4. Base Dimensional Standards



Detached and Attached Duplex Dwelling	
A. Lot Dimensions	SD-2
A1 Lot size per unit in sq. ft (min.)	17500
A2 Lot width (min.)	100'
A3 Lot width at corner (min.)	100'
C. Accessory Dwelling Unit/Structure Setbacks	
C1. Front setback	Behind rear wall of principal building
C2. Side Setback	5' minimum
C4. Rear Setback	5', minimum of 10' from any structure

CRITERIA FOR SPECIAL EXCEPTION REVIEW AND APPROVAL (Section 3.4.1)

1. **Site suitability.** The proposed location of the structure and use has adequate space for development, adequate access to the site, fits contextually with the surrounding area, and has been properly designed for any environmental constraints.
2. **Traffic.** There is no undue nuisance or serious hazard to pedestrian or vehicular traffic in the surrounding area by the proposed structure and use.
3. **Immediate neighborhood impact.** The proposed structure and use is not detrimental, injurious, obnoxious, or offensive to other properties in the neighborhood. Negative impacts can include excessive trip generation, noise, vibration, dust, glare, heat, smoke, fumes, gas, odors, and inappropriate hours of operation.
4. **Availability of public services.** The proposed structure and use is adequately served by sewer, water, electricity, fire protection, police protection, and provides for any stormwater requirements.
5. **Site Plan.** A site plan shall be reviewed by the Development Review Committee prior to review by the Planning and Zoning Commission. This review shall be to determine if elements have been adequately provided on the plan. These elements can include, but are not limited to: parking areas, loading areas, buffers, screening, landscaping, and signage. Additional approval by the Development Review Committee may be required for site plan approval after approval of a special exception.
6. **Impact on property values.** The proposed location of the structure and use will not cause or contribute to a decline in property values of surrounding properties.
7. **Consistency with Comprehensive Plan.** The proposed special exception is consistent with the goals, objectives, and policies of the Comprehensive Plan.
8. **Additional Standards.** All associated additional standards for the proposed building, sign, accessory structure, or site associated with the use have been adequately provided for on the site plan.

ABANDONMENT OR DISCONTINUANCE (Section 3.4.3.K)

Any built structure or site associated with an approved special exception may continue with the associated use unless the use is made a nonconformity by any subsequent zoning ordinance and/or action by the Board of Aldermen. All nonconformities shall be regulated in accordance with section 3.17. If a specific time is not set as part of the approval of a special exception, the special exception shall expire within 18 months if no building permit has been issued and/or construction activities have ceased on the site. A special exception for any sign type shall expire upon the abandonment or discontinuance of the use or business. Reapplication for a special exception for sign will be required.

NOTIFICATION

The request was noticed in accordance with Section 3.4.3.E of the Unified Development Code.

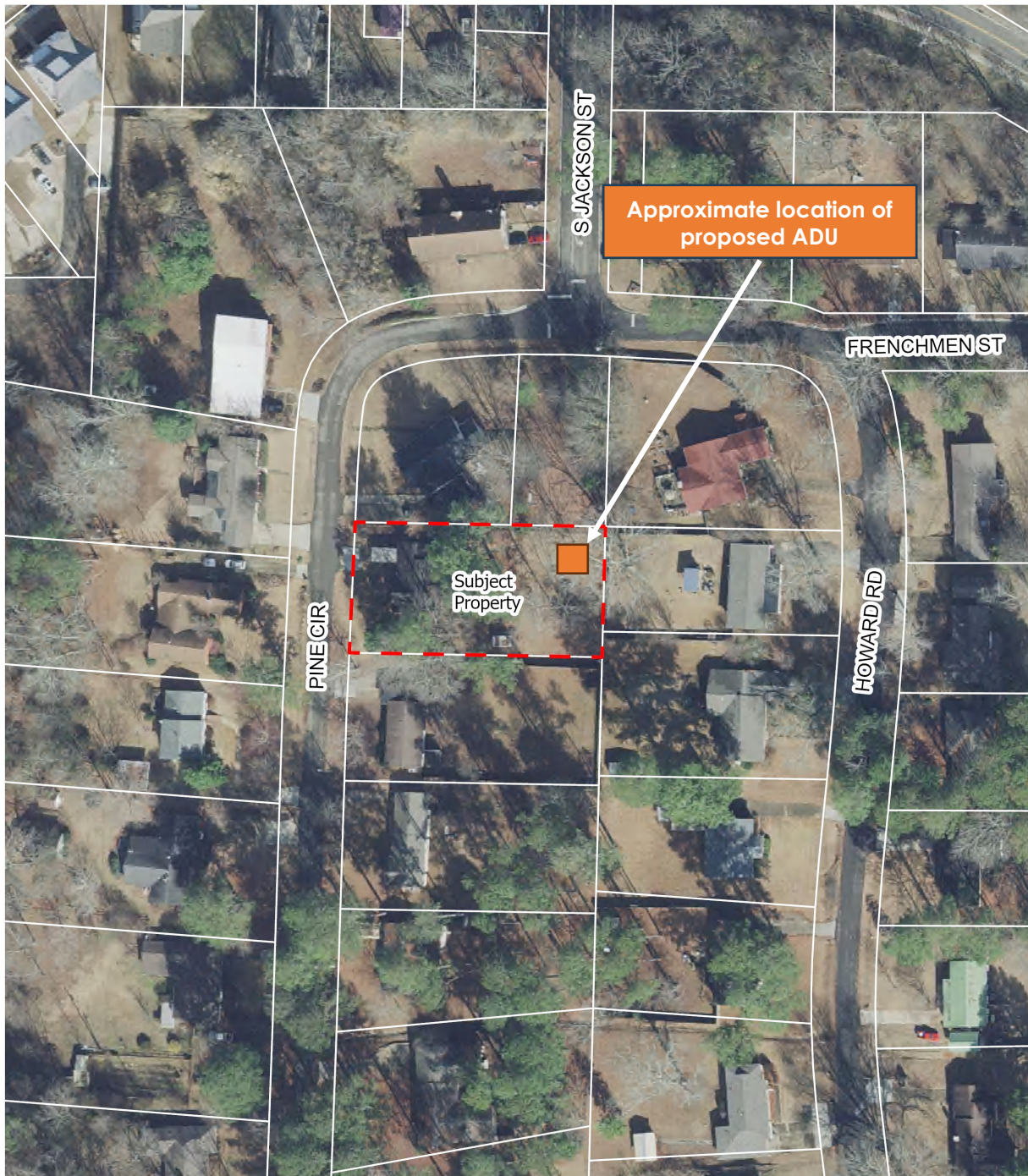
1. 14 property owners of record within 160 feet of the subject property were notified directly by mail of the request.
2. A legal ad was published in the Starkville Daily News on October 25th, 2025.
3. A sign was posted on the property in a conspicuous location.

As of this date, the Planning Office has received no response to the notifications.

CONDITIONS OF APPROVAL

Any condition attached to the approval of a special exception by the Mayor and Board of Aldermen shall run with the land and shall be binding upon the applicants, their heirs, successors, and assigns for the duration of the use of the building, sign, accessory structure, or site (Section 3.4.3.J).

Attachment 1
SE 25-07 Aerial

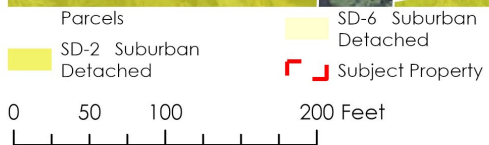
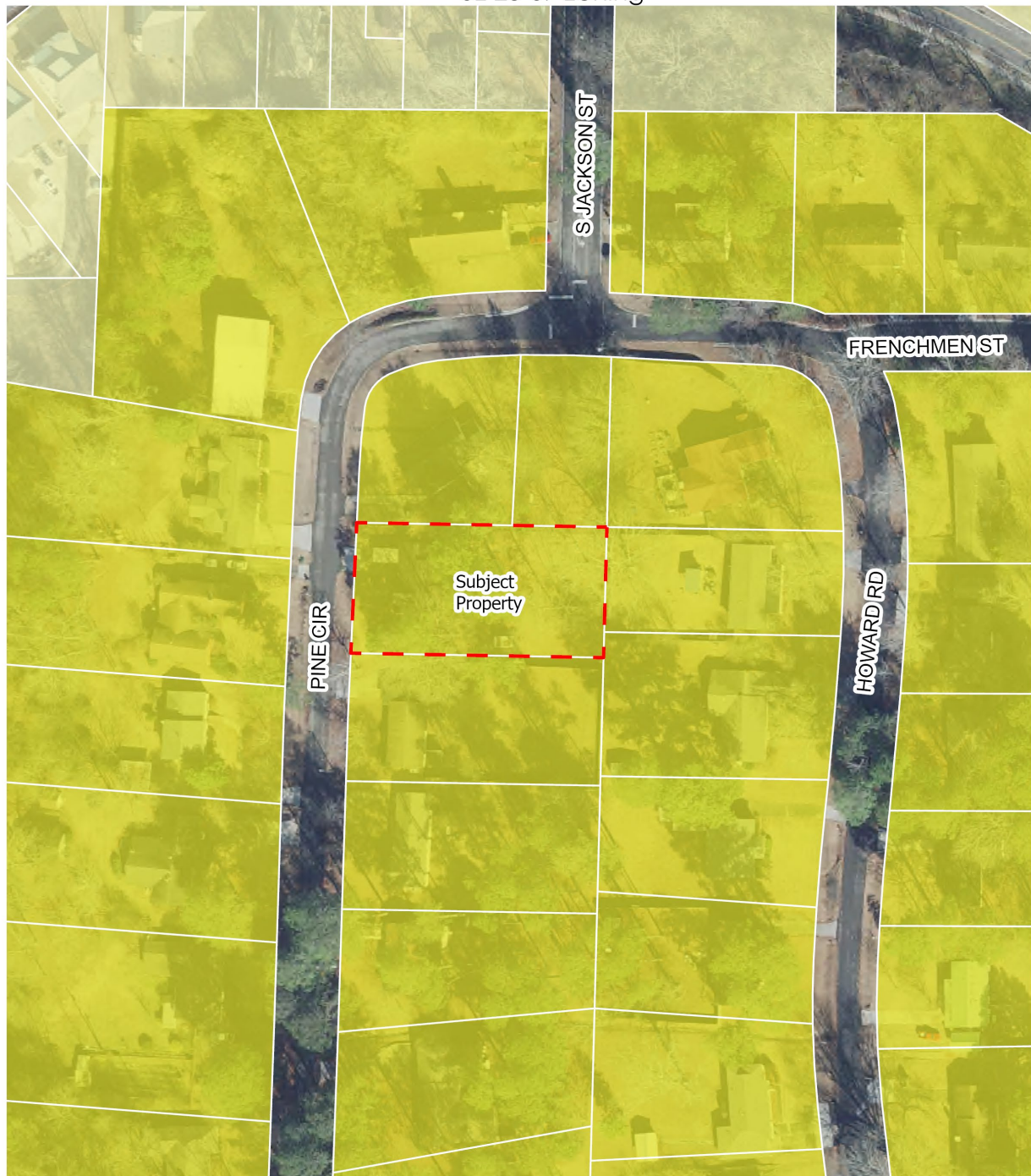


Parcels
Subject Property

0 50 100 200 Feet



Attachment 2
SE 25-07 Zoning

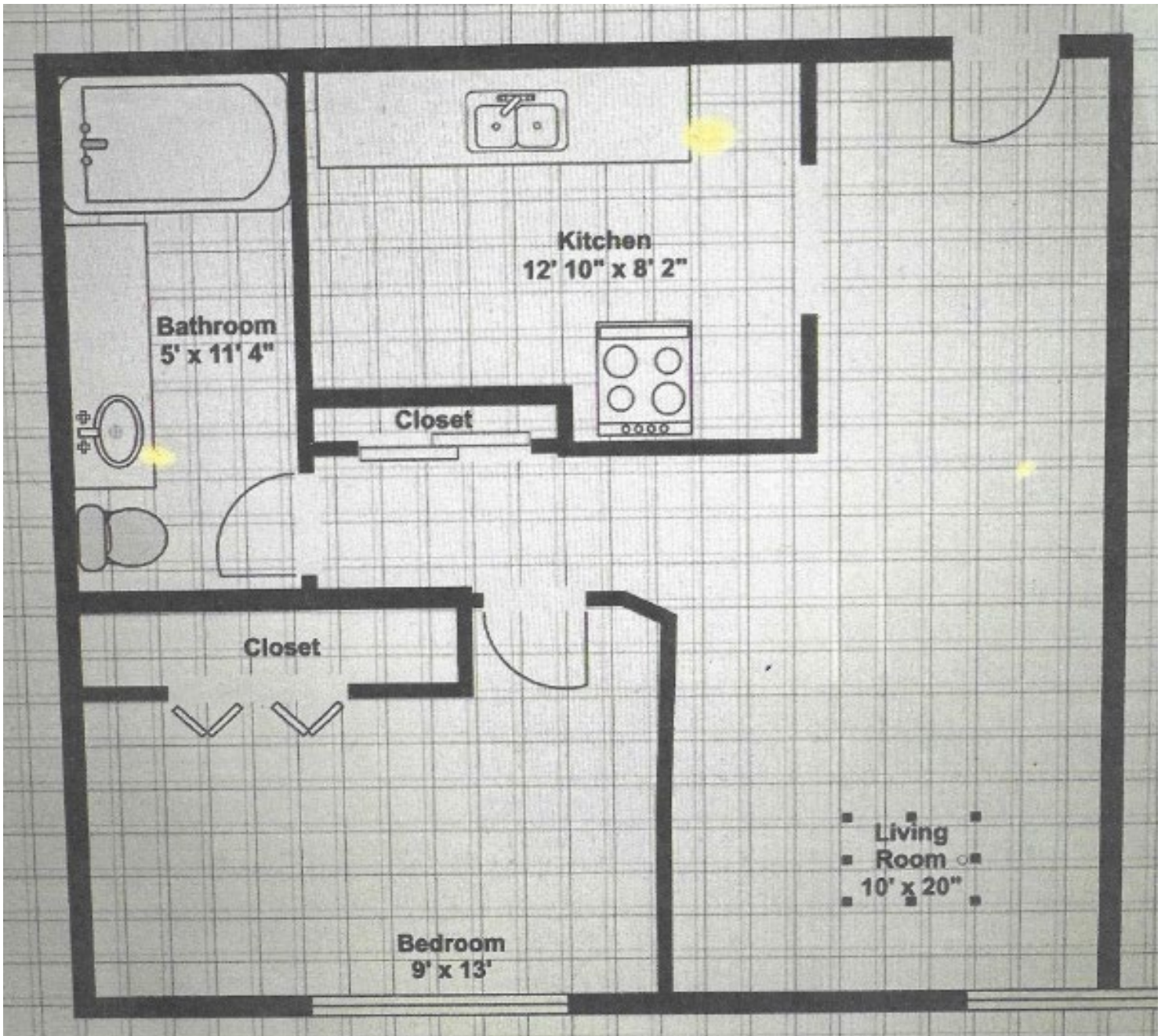


Attachment 3
SE 25-07 Site Plan

802 Pine Circle - ADU Proposal



Attachment 4
SE 25-07 Floor Plan



PUBLIC HEARING AND CONSIDERATION OF UE 25-01 A REQUEST FOR USE EXCEPTION TO ALLOW THE USE OF “OFFICE- PROFESSIONAL” AS PART OF A MIXED-USE BUILDING AT 513 SOUTH MONTGOMERY IN AN TN-E ZONING DISTRICT.

Community Planner Daniel Havelin presented UE 25-01 a request for Use Exception to allow the use of “Office- Professional” as part of a mixed-use building at 513 South Montgomery in an Tn-E zoning district. This is a Use Exception request by Jane Anna Waide to allow for the use of “Office- Professional” as part of a mixed-use building at 513 South Montgomery within a TN-E zoning district with the property 101D-00-237.00. The applicant is trying to purchase the property and convert the existing building into a mixed-use structure. The proposal is to have a real estate office in part of the structure and a residential rental unit in the other part. Section 13.7.17.D.2 of the Unified Development code states:

“The conversion of an existing building located in a TN-E to another allowed use shall require approval by the Board of Aldermen as a use exception or special exception within the existing building(s). Any expansion of an existing building and/or the addition of new habitable structures shall require approved by the Board of Aldermen as a special exception. Any additional parking shall not be located within the front yard”

The proposed use does not require major modification of the existing structure. Therefore, a Use Exception is required to have the use of Office Professional as part of a Mixed Use building.

The request was noticed in accordance with Section 3.4.3.E of the Unified Development Code.

1. 11 property owners of record within 160 feet of the subject property were notified directly by mail of the request.
2. A legal ad was published in the Starkville Daily News on October 25, 2025.
3. A sign was posted on the property in a conspicuous location.

As of this date, the Planning Office has received no response to the notifications.

At the November 11, 2025, Planning and Zoning Commission Meeting, the Commission voted unanimously to recommend approval of the request.

Mayor Spruill opened the Public Hearing to the public. There being no comments, the Mayor closed the public hearing.

Upon the motion of Alderman Brooks, duly seconded by Alderman Sistrunk, and adopted by the Board to approve Use Exception request UE 25-01 to allow the use of “Office- Professional” as part of a mixed-use building at 513 South Montgomery. The Board voted as follows:

Alderman Kim Moreland	Voted: Yea
Alderman Sandra Sistrunk	Voted: Yea
Alderman Kyle Skinner	Voted: Yea
Alderman Mike Brooks	Voted: Yea

Alderman William Pochop Voted: Yea
Alderman Roy A'. Perkins Voted: Yea
Alderman Henry Vaughn, Sr. Voted: Yea

Having received a majority affirmative vote, Mayor Spruill declared the motion passed.



THE CITY OF STARKVILLE
PLANNING DEPARTMENT
PLANNING AND ZONING COMMISSION
CITY HALL, 110 WEST MAIN STREET
STARKVILLE, MISSISSIPPI 39759

STAFF REPORT

To: Members of the Planning & Zoning Commission
From: Daniel Havelin, City Planner (662-323-2525 ext. 3136)
Lyle McCaskey, Assistant City Planner (662-323-2525 ext. 3130)
Subject: Public Hearing and consideration of UE 25-01 a request for Use Exception to allow the use of "Office- Professional" as part of a mixed-use building at 513 South Montgomery in an Tn-E zoning district.
Date: November 11, 2025

The purpose of this report is to provide information regarding a Use Exception request by Jane Anna Waide to allow for the use of "Office- Professional" as part of a mixed-use building at 513 South Montgomery within a TN-E zoning district with the property 101D-00-237.00. Please see attachments 1- 2.

BACKGROUND INFORMATION

The applicant is trying to purchase the property and convert the existing building into a mixed-use structure. The proposal is to have a real estate office in part of the structure and a residential rental unit in the other part. Section 13.7.17.D.2 of the Unified Development code states:

"The conversion of an existing building located in a TN-E to another allowed use shall require approval by the Board of Aldermen as a use exception or special exception within the existing building(s). Any expansion of an existing building and/or the addition of new habitable structures shall require approved by the Board of Aldermen as a special exception. Any additional parking shall not be located within the front yard"

The proposed use does not require major modification of the existing structure. Therefore, a Use Exception is required to have the use of Office Professional as part of a Mixed Use building.

CRITERIA FOR USE EXCEPTION REVIEW AND APPROVAL (Section 3.5.1)

- A. **Site and structure suitability.** The proposed location of the use has adequate space for the use such as but not limited to: parking, available utilities, pedestrian access, vehicle access, loading areas, building size, building type, etc.
- B. **Traffic.** There is no undue nuisance or serious hazard to pedestrian or vehicular traffic in the surrounding area by the addition of the proposed use to the area.

- C. **Immediate neighborhood impact.** The proposed use is not detrimental, injurious, obnoxious, or offensive to other properties in the neighborhood. Negative impacts can include excessive trip generation, noise, vibration, dust, glare, heat, smoke, fumes, gas, odors, and inappropriate hours of operation.
- D. **Impact on property values.** The proposed location of the use will not cause or contribute to a decline in property values of surrounding properties.
- E. **Consistency with Comprehensive Plan.** The proposed special exception is consistent with the goals, objectives, and policies of the Comprehensive Plan.
- F. **Additional standards.** All associated additional standards for the proposed use have been adequately provided for on the site plan.

ABANDONMENT OR DISCONTINUANCE (Section 3.5.3.K)

If a use exception is abandoned, discontinued, or ceases for a continuous period of more than three (3) months, the use exception shall become null and void. The use exception shall only be tied to the applicant for that specific location and/or business and cannot be transferred to another entity or location without reapplication. Any use associated with an approved use exception may continue the associated use unless the use is made a nonconformity by any subsequent zoning ordinance and/or action by the Board of Aldermen.

NOTIFICATION

The request was noticed in accordance with Section 3.5.3.E of the Unified Development Code.

1. 11 property owners of record within 160 feet of the subject property were notified directly by mail of the request.
2. A legal ad was published in the Starkville Daily News on October 25, 2025.
3. A sign was posted on the property in a conspicuous location.

As of this date, the Planning Office has received no response to the notification.

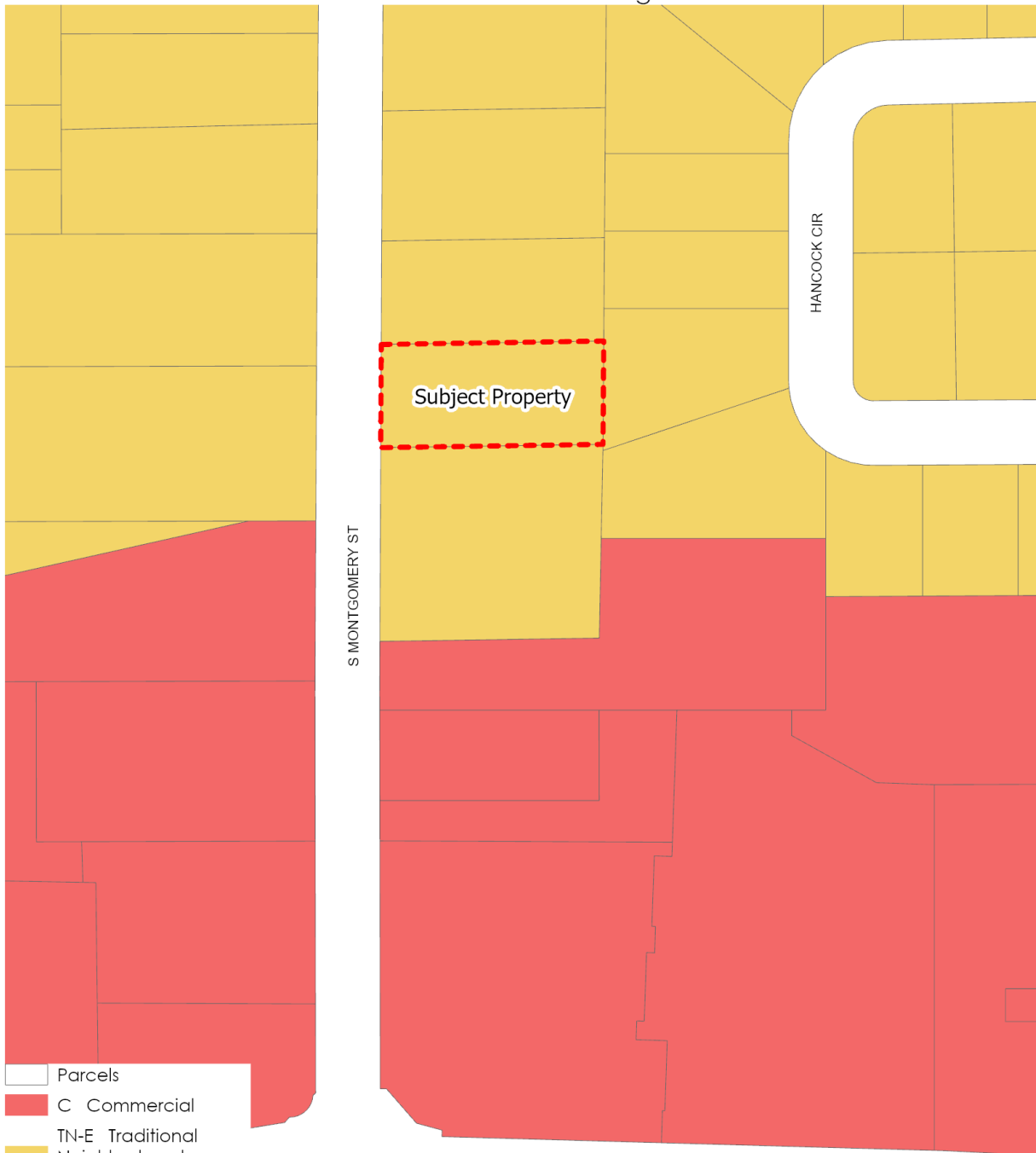
CONDITIONS OF APPROVAL

The Mayor and Board of Aldermen may attach conditions in accordance with the approval. Conditions attached to the approval of a use exception shall run with the applicant for the duration of the use. (Section 3.5.3.J).

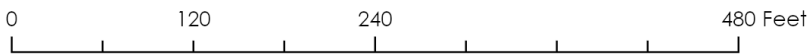
Attachment 1
UE 25-01 Aerial



Attachment 2
UE 25-01 Zoning



- Parcels
- C Commercial
- TN-E Traditional Neighborhood-Existing
- Subject Property



17. CONSIDERATION OF THE DEVELOPMENT AND REIMBURSEMENT AGREEMENT BY AND BETWEEN THE CITY OF STARKVILLE MISSISSIPPI AND TEP STARKVILLE, LLC, A MISSISSIPPI LIMITED LIABILITY COMPANY.

Upon the motion of Alderman Sistrunk, duly seconded by Alderman Pochop, and adopted by the Board to approve the development and reimbursement agreement by and between the city of Starkville, Mississippi and TEP Starkville, LLC, a Mississippi limited liability company. The Board voted as follows:

Alderman Kim Moreland	Voted: Yea
Alderman Sandra Sistrunk	Voted: Yea
Alderman Kyle Skinner	Voted: Yea
Alderman Mike Brooks	Voted: Yea
Alderman William Pochop	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, Mayor Spruill declared the motion passed.

18. CONSIDERATION OF A RESOLUTION OF THE MAYOR AND THE BOARD OF ALDERMEN OF THE CITY OF STARKVILLE, MISSISSIPPI, ADOPTING, APPROVING, AND AUTHORIZING THE EXECUTION OF THE DEVELOPMENT AND REIMBURSEMENT AGREEMENT, IN CONJUNCTION WITH THE TAX INCREMENT FINANCING PLAN FOR THE SAND CREEK REDEVELOPMENT PROJECT, CITY OF STARKVILLE, OKTIBBEHA COUNTY, MISSISSIPPI NOVEMBER 2025, AUTHORIZING THE CITY TO REIMBURSE THE DEVELOPER FOR CERTAIN COSTS OF CERTAIN INFRASTRUCTURE IMPROVEMENTS FROM TAX INCREMENT FINANCING REVENUE BONDS OF THE MUNICIPALITY IN AN AMOUNT NOT TO EXCEED THREE MILLION THREE HUNDRED FIFTY THOUSAND DOLLARS (\$3,350,000), IN ONE OR MORE SERIES; AND FOR RELATED PURPOSES.

Upon the motion of Alderman Sistrunk, duly seconded by Alderman Skinner, and adopted by the Board to approve a resolution of the Mayor and the Board of Aldermen of the City of Starkville, Mississippi, adopting, approving, and authorizing the execution of the Development and Reimbursement agreement, in conjunction with the Tax Increment Financing Plan for the Sand Creek Redevelopment Project, City of Starkville, Oktibbeha County, Mississippi November 2025, authorizing the City to reimburse the developer for certain costs of certain infrastructure improvements from Tax Increment Financing Revenue bonds of the municipality in an amount not to exceed three million three hundred fifty thousand dollars (\$3,350,000), in one or more series; and for related purposes. The Board voted as follows:

Alderman Kim Moreland	Voted: Yea
Alderman Sandra Sistrunk	Voted: Yea

Alderman Kyle Skinner	Voted: Yea
Alderman Mike Brooks	Voted: Yea
Alderman William Pochop	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, Mayor Spruill declared the motion passed.

19. CONSIDERATION OF A RESOLUTION APPROVING THE ADOPTION AND IMPLEMENTATION OF THE TAX INCREMENT FINANCING PLAN FOR THE SAND CREEK REDEVELOPMENT PROJECT, CITY OF STARKVILLE, OKTIBBEHA COUNTY, MISSISSIPPI, NOVEMBER 2025; AND FOR RELATED PURPOSES.

Upon the motion of Alderman Sistrunk, duly seconded by Alderman Moreland, and adopted by the Board to approve a resolution approving the adoption and implementation of the Tax Increment Financing Plan for the Sand Creek Redevelopment Project, City of Starkville, Oktibbeha County, Mississippi, November 2025; and for related purposes. The Board voted as follows:

Alderman Kim Moreland	Voted: Yea
Alderman Sandra Sistrunk	Voted: Yea
Alderman Kyle Skinner	Voted: Yea
Alderman Mike Brooks	Voted: Yea
Alderman William Pochop	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, Mayor Spruill declared the motion passed.

DEVELOPMENT AND REIMBURSEMENT AGREEMENT

This Development and Reimbursement Agreement (the "Agreement") is dated as of the 18th day of November 2025 by and between the City of Starkville, Mississippi (the "City") and TEP Starkville, LLC, a Mississippi limited liability company (the "Developer").

WITNESSETH:

WHEREAS, the City, acting through its Mayor and Board of Aldermen (the "Governing Body"), pursuant to the Mississippi Tax Increment Financing Act, Title 21, Chapter 45, Mississippi Code of 1972, as amended (the "TIF Act"), has previously conducted hearings on, approved, and adopted the *Tax Increment Financing Redevelopment Plan, Starkville, Mississippi February 2006* (as amended from time to time, the "Redevelopment Plan") for the City; and

WHEREAS, on November 4, 2025, the Governing Body of the City adopted a resolution acknowledging its receipt of the *Tax Increment Financing Plan for the Sand Creek Redevelopment Project, City of Starkville, Oktibbeha County, Mississippi, November 2025* (the "TIF Plan"), finding that the TIF Plan qualified for tax increment financing ("TIF"), considering the issuance of tax increment financing revenue bonds in one or more series in a principal amount not to exceed Three Million Three Hundred Fifty Dollars (\$3,350,000) (the "TIF Bonds"), and calling a public hearing on the TIF Plan and the issuance of the TIF Bonds, all as provided by the TIF Act; and

WHEREAS, on November 6, 2025, the City published a Notice of a Public Hearing on the TIF Plan, and on November 18, 2025, the Governing Body of the City held a public hearing on the TIF Plan, all as required by the TIF Act, after which the Governing Body of the City adopted a resolution giving final approval to the TIF Plan and declaring an intent to issue the TIF Bonds for the purpose of reimbursing the Developer of the Project (as defined herein) for certain costs of certain Infrastructure Improvements (as defined herein and in the TIF Plan); and

WHEREAS, the Developer proposes to redevelop approximately 21.6 acres described in the TIF Plan into a hotel, student housing and related improvements off Pat Station Road in the City (the "Project"); and

WHEREAS, the TIF Bonds, being in a principal amount not to exceed Three Million Three Hundred Fifty Dollars (\$3,350,000), which funds will be used to pay the cost of acquiring, installing and constructing various infrastructure improvements eligible under the TIF Act and located within the tax increment financing district created pursuant to the TIF Plan (the "TIF District") or servicing the TIF District, which funds will be used to pay the cost of acquiring and constructing infrastructure improvements, which may include, but not necessarily be limited to, permitting, design, installation, renovation, and construction of roadways, curbs, gutters, signalization, signage, lighting, striping, landscaping along rights of way, drainage improvements, related soft costs, related architectural/engineering fees, attorney's fees, TIF

Plan preparation fees, issuance costs, capitalized interest, and other related soft costs (collectively, the "Infrastructure Improvements").

WHEREAS, the City will pledge one hundred percent (100%) of the incremental increase in ad valorem real and personal property tax revenues (the "City Ad Valorem TIF Revenues"), calculated in the manner set forth in the TIF Act, and the County will pledge one hundred percent (100%) of the incremental increase in ad valorem real and personal property tax revenues (the "County Ad Valorem TIF Revenues"), calculated in the manner set forth in the TIF Act; and

WHEREAS, the City Ad Valorem TIF Revenues and the County Ad Valorem TIF Revenues are collectively referred to as the "TIF Revenues"; and

WHEREAS, the TIF Bonds will be secured solely by a pledge of one hundred percent (100%) of the City Ad Valorem TIF Revenues and one hundred percent (100%) of the County Ad Valorem TIF Revenues; provided, however, the amount of the TIF Bonds to be issued will be determined from the incremental increase in real and personal property ad valorem taxes as follows: (a) up to 23.9 mills of the City's general fund tax levy when applied to the Project's Captured Assessed Value (as that term is defined in the TIF Act) PLUS (b) up to 23.9 mills of the County's general fund tax levy when applied to the Project's Captured Assessed Value (as that term is defined in the TIF Act), and in no event will the principal amount of the TIF Bonds exceed \$3,350,000; and

WHEREAS, part or all of the Project and part or all of the Infrastructure Improvements will be constructed by the Developer prior to the issuance of the TIF Bonds; and

WHEREAS, after the sizing of the issue of TIF Bonds or series thereof has been determined as described above, and the TIF Bonds have been issued, the proceeds of the TIF Bonds shall be first used to pay the costs of the authorization, issuance, sale, validation, and delivery of the TIF Bonds, as determined by the City, the funding of a debt service reserve fund, if any, and such proceeds shall be next used for the reimbursement to the Developer for such portion of the costs of the Infrastructure Improvements that does not exceed the remaining proceeds of the TIF Bonds, and does not exceed the costs advanced by the Developer for Infrastructure Improvements ("Reimbursement Portion"); and

WHEREAS, this Agreement is authorized by the TIF Act; and

WHEREAS, it is necessary for the Developer to go forward with the construction of the Project described in the TIF Plan; as allowed by the TIF Act, this Agreement is being executed and delivered in order to set forth the agreement between the Developer and the City for the construction of the Project and the reimbursement to the Developer for all or a portion of certain eligible costs of certain Infrastructure Improvements, in an amount not to exceed the Reimbursement Portion of the TIF Bonds, and subject to the conditions contained herein; and

WHEREAS, the process for reimbursement to the Developer by the City shall be

governed by a requisition for payment process as evidenced by the Form of Requisition attached hereto as Exhibit A.

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING, THE RECEIPT AND LEGAL SUFFICIENCY OF WHICH IS HEREBY ACKNOWLEDGED, THE CITY AND THE DEVELOPER HEREBY AGREE AS FOLLOWS:

SECTION 1. The Developer shall commence with the construction of the Project and the Infrastructure Improvements and complete the portions of the Infrastructure Improvements for which the Developer seeks reimbursement for certain eligible expenditures pursuant to this Agreement. The City shall, subject to the provisions of this Agreement and the issuance of the TIF Bonds, reimburse the Developer for all or a portion of its expenditures pursuant to this Agreement for the Infrastructure Improvements.

SECTION 2. The Project, including the Infrastructure Improvements, will be acquired by the Developer, constructed in phases by the Developer, and will result in expenditures for the Infrastructure Improvements for which the Developer may be reimbursed for an amount not to exceed Three Million Three Hundred Fifty Thousand Dollars (\$3,350,000) or the Reimbursement Portion. The City may issue its TIF Bonds in one or more series to reimburse the Developer for certain costs of certain Infrastructure Improvements in an amount as may be reasonably determined by the City in accordance with fact, not to exceed Three Million Three Hundred Fifty Thousand Dollars or the Reimbursement Portion.

SECTION 3. The City will issue the TIF Bonds as soon as the Developer is able to demonstrate to the satisfaction of the City that TIF Revenues will provide moneys sufficient to make the payments of principal and interest for such TIF Bonds. The City's determination that TIF Revenues are sufficient to make the payments of principal and interest on such TIF Bonds will be based on, but not limited to, a certificate of the Tax Assessor of Oktibbeha County, Mississippi, regarding the actual "captured assessed value" as defined in the TIF Act, and/or projections of future City Ad Valorem Tax Revenues by the Tax Assessor of Oktibbeha County, Mississippi (which projection may be obtained prior to the property on which said ad valorem tax revenues are projected being placed on the tax rolls of Oktibbeha County, Mississippi), or by a financial advisor or a consultant knowledgeable and experienced in making such projections.

SECTION 4. TIF Bonds to be issued pursuant to this Agreement shall be issued within eight (8) years from the Effective Date, and construction of the Project shall begin within 18 months of the Effective Date. The City pledges to use its best efforts to issue the principal amount of TIF Bonds determined to be appropriate and to issue such principal amount of the TIF Bonds as is justified by information, including the certificates of the Mississippi Department of Revenue and the Tax Assessor of Oktibbeha County, Mississippi, presented within the specified time frame and as soon as practicable following Developer's demonstration that the TIF Revenues will provide sufficient moneys to pay the TIF Bonds.

SECTION 5. The acquisition and construction of all or any portion of the Infrastructure Improvements by the Developer will be at Developer's own cost prior to the issuance and

delivery of the TIF Bonds, and to the extent allowed by law and this Agreement, the City will reimburse the Developer for its expenditures so incurred in amounts not to exceed the proceeds of the TIF Bonds available for such purpose for Infrastructure Improvements when the TIF Bonds are delivered and the proceeds of the TIF Bonds are received by the City; provided however, that the Infrastructure Improvements shall be constructed in compliance with the parameters approved by the Governing Body of the City and all applicable City standards, codes and ordinances.

SECTION 6. The City and the Developer agree that at such time as the TIF Bonds are sold and delivered, and to the extent required by a purchaser of the TIF Bonds, the City may establish a Debt Service Reserve Fund into which it will deposit any premium or accrued interest together with any moneys that may be necessary or advisable into the Debt Service Reserve Fund, and the remaining proceeds into a Construction Fund established and controlled by the City. From the Construction Fund, the City shall first set aside or pay an amount sufficient to pay the City's outstanding obligations incurred in connection with the Project, if any, including all approved TIF Plan preparation and consulting fees, engineering fees, legal fees, and other costs of the authorization, issuance, sale, validation, and delivery of the TIF Bonds. The proceeds shall next be used to reimburse the Developer for all approved eligible costs and expenditures made by the Developer in connection with acquisition and construction of the Infrastructure Improvements portion of the Project, by requisition therefor, as described in **Exhibit A**, and the remainder of the proceeds of the TIF Bonds, if any, will remain in the Construction Fund to pay the remaining costs of the Infrastructure Improvements as same may be incurred by the Developer or the City to the extent that the Developer has been fully reimbursed for its expenditures for the Infrastructure Improvements. In the event said Debt Service Reserve Fund is funded in whole or in part from proceeds of the TIF Bond, and to the extent permitted by State and Federal law, the final payment on the TIF Bonds shall come from the TIF Revenues, if sufficient, and funds accrued in the Debt Service Reserve Fund, if any, shall be released to the Developer to the extent the Developer has not been fully reimbursed for allowable expenses of the Infrastructure Improvements.

SECTION 7. In accordance with the TIF Act, the TIF Bonds shall mature at such time or times not to exceed fifteen (15) years from their date of issuance, may be subject to redemption at such times and at such premiums, and shall be in such form and in all other respects be of such detail and issued under such conditions as may be determined in the resolutions authorizing and directing the issuance of the TIF Bonds and in the sole discretion of the City.

SECTION 8. The Developer hereby acknowledges and agrees that the City is not authorized to use its general funds to pay (or to reimburse the Developer for) any part of the costs of the Project or the Infrastructure Improvements or cost and expenses incurred in connection with issuing the TIF Bonds, and that the City's obligation to expend funds or reimburse the Developer is limited to the proceeds of the TIF Bonds, and in the event the TIF Bonds are not sold and delivered, no resulting liability shall accrue to the City, irrespective of expenditures made by the Developer in connection with construction of the Project and the

Infrastructure Improvements. To the extent that proceeds of the TIF Bonds are not sufficient to reimburse the costs of the Infrastructure Improvements, the Developer shall be responsible for any costs it has incurred for such purpose. The City covenants and agrees to use its best efforts to issue the TIF Bonds in the amounts, for the purposes, and at the times contemplated herein, and covenants and agrees that the TIF Bonds will be issued unless the issuance thereof is prevented by rule of law, commercial inability to issue such TIF Bonds, or by the lack of sufficient TIF Revenues to provide for the payments of principal and interest for the TIF Bonds, in the amount provided for herein, as may reasonably be determined by the City in accordance with fact.

SECTION 9. The Developer acknowledges and agrees that it assumes the risk of proceeding with the construction and acquisition of the Project prior to the issuance and sale of any series of TIF Bonds and further acknowledges that the City's sole source of funds available to reimburse the Developer for the costs of the Infrastructure is the proceeds derived from the sale of the TIF Bonds.

SECTION 10. The Developer shall submit plans and specifications to the City for installation or construction of those properties and facilities that are a part of the Infrastructure Improvements for which the City is to assume ownership, operation, use, maintenance, repair, replacement, improvement, or control. Such plans and specifications shall be subject to the timely approval of the City or its authorized officers or agents. The Developer will construct and install, or cause to be constructed and installed, at its expense, said facilities in substantial accordance with said plans and specifications so approved by the City.

SECTION 11. The City hereby agrees that it will make all reasonable efforts to issue and deliver the TIF Bonds, from time to time, in a timely manner and represents to the Developer that, subject to construction, completion, and operation of the Project by the Developer, it knows of no reason why the TIF Bonds will not be issued and delivered. Further, the City hereby agrees that any consent or approval required herein to be made by, or on behalf of the City, shall be done in good faith and shall not be unreasonably withheld or delayed.

SECTION 12. If any provision of this Agreement shall be held or deemed to be or shall, in fact, be invalid, inoperative, or unenforceable, the same shall not affect any other provision herein contained or render the same invalid, inoperative, or unenforceable to any extent whatever.

SECTION 13. Any notice, request, complaint, demand, communication or other paper shall be sufficiently given when delivered or mailed by registered or certified mail, postage prepaid, or sent by telegram, addressed to the addresses set forth below:

CITY: City of Starkville, Mississippi
Attention: City Clerk
110 West Main Street
Starkville, MS 39759

WITH A COPY TO:

DEVELOPER: TEP Starkville, LLC
Attention: Dr. Bennett V. York
112 Sheffield Loop
Hattiesburg, MS 39402

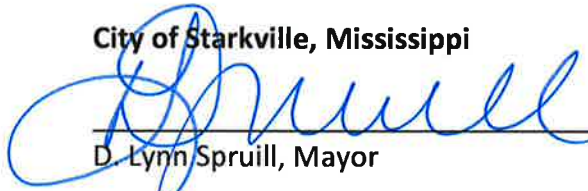
WITH A COPY TO: Mary Dever Blumentritt, Esq.
MDB Law, LLC
112 Sheffield Loop, Suite D
Hattiesburg, Mississippi 39402

SECTION 14. Prior to any reimbursement, the Developer will present a description of any portion of the Infrastructure Improvements to be dedicated to the City, if any. If no property is to be dedicated to the City, the Developer shall so inform the City prior to any reimbursement. Contingent on same being constructed in compliance with City standards, codes, and ordinances, the City agrees to accept maintenance responsibility for that part, if any, of the Infrastructure Improvements which is dedicated to the City. The non-dedicated Infrastructure Improvements shall remain the property of the Developer or other private party and shall be maintained by the Developer or such other private party.

SECTION 15. Neither the Developer nor the City shall assign its obligations or interests in this Agreement without prior written consent of the other party in interest.

SECTION 16. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

City of Starkville, Mississippi



D. Lynn Spruill, Mayor

ATTEST:



Joanna McLaurin, City Clerk

TEP Starkville, LLC
A Mississippi limited liability company

By: _____
Dr. Benett V. York, Manager



WITH A COPY TO:

DEVELOPER: TEP Starkville, LLC
Attention: Bennett V. York
112 Sheffield Loop
Hattiesburg, MS 39402

WITH A COPY TO: Mary Dever Blumentritt, Esq.
MDB Law, LLC
112 Sheffield Loop, Suite D
Hattiesburg, Mississippi 39402

SECTION 14. Prior to any reimbursement, the Developer will present a description of any portion of the Infrastructure Improvements to be dedicated to the City, if any. If no property is to be dedicated to the City, the Developer shall so inform the City prior to any reimbursement. Contingent on same being constructed in compliance with City standards, codes, and ordinances, the City agrees to accept maintenance responsibility for that part, if any, of the Infrastructure Improvements which is dedicated to the City. The non-dedicated Infrastructure Improvements shall remain the property of the Developer or other private party and shall be maintained by the Developer or such other private party.

SECTION 15. Neither the Developer nor the City shall assign its obligations or interests in this Agreement without prior written consent of the other party in interest.

SECTION 16. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

City of Starkville, Mississippi

D. Lynn Spruill, Mayor

ATTEST:

Joanna McLaurin, City Clerk

(seal)

TEP Starkville, LLC
A Mississippi limited liability company

By: 
Bennett V. York, Manager

EXHIBIT A: FORM OF REQUISITION

City of Starkville, Mississippi | Tax Increment Financing Revenue Bonds
(Sand Creek Redevelopment Project)

REQUISITION FOR PAYMENT

The undersigned duly authorized representative of TEP Starkville, LLC, (the "Developer"), hereby requests the City of Starkville, Mississippi (the "City"), to reimburse the Developer for the following costs or other amounts to be paid from the Construction Fund established for the payment of costs and reimbursements in connection with the Infrastructure Improvements (see the Development and Reimbursement Agreement for definitions of such terms):

(a) Acquisition and Construction Costs \$ _____
(b) Other Authorized Costs \$ _____

Total Costs to be Paid or Reimbursed: \$ _____

Attached hereto are copies of statements for acquisition transactions and/or invoices or statements from a contractor, vendor or supplier for authorized costs of the Infrastructure Improvements to document the amounts requisitioned herein and to evidence that such costs have been paid.

I hereby certify that:

1. The amounts to be paid from the Construction Fund have been paid or incurred by the undersigned in the amounts specified herein.
2. No requisition with respect to such amounts has previously been delivered to the City.
3. The amounts set forth in this requisition have been properly expended or incurred for costs of the Project and such amounts have been paid.
4. The undersigned has no notice of any vendor's, mechanic's or other liens or right to liens, chattel mortgages, conditional sales contracts, security interests, or other contracts or obligations which should be satisfied or discharged before payment of the amounts set forth in this requisition.

WITNESS the due execution of this requisition this, the 18th day of November, 2025.

TEP STARKVILLE, LLC

A Mississippi limited liability company

APPROVED:

CITY OF STARKVILLE, MISSISSIPPI

By: _____

Title: Mayor

By: _____

Name & Title: _____

THERE CAME on for consideration by the Mayor and Board of Aldermen (the “Governing Body”) of the City of Starkville, Mississippi (the “City”), the matter of a Development and Reimbursement Agreement (the “Agreement”) with TEP Starkville, LLC (the “Developer”). After a full consideration of the matter, Alderman Sistrunk offered and moved the adoption of the following resolution:

RESOLUTION OF THE MAYOR AND THE BOARD OF ALDERMEN OF THE CITY OF STARKVILLE, MISSISSIPPI, ADOPTING, APPROVING, AND AUTHORIZING THE EXECUTION OF THE DEVELOPMENT AND REIMBURSEMENT AGREEMENT, IN CONJUNCTION WITH THE TAX INCREMENT FINANCING PLAN FOR THE SAND CREEK REDEVELOPMENT PROJECT, CITY OF STARKVILLE, OKTIBBEHA COUNTY, MISSISSIPPI NOVEMBER 2025, AUTHORIZING THE CITY TO REIMBURSE THE DEVELOPER FOR CERTAIN COSTS OF CERTAIN INFRASTRUCTURE IMPROVEMENTS FROM TAX INCREMENT FINANCING REVENUE BONDS OF THE MUNICIPALITY IN AN AMOUNT NOT TO EXCEED THREE MILLION THREE HUNDRED FIFTY THOUSAND DOLLARS (\$3,350,000), IN ONE OR MORE SERIES; AND FOR RELATED PURPOSES.

WHEREAS, pursuant to the Mississippi Tax Increment Financing Act, Title 21, Chapter 45, Mississippi Code of 1972, as amended (the “TIF Act”), the Governing Body of the City has previously approved the *Tax Increment Financing Redevelopment Plan, City of Starkville, Mississippi, February 2006* (the “Redevelopment Plan”) for the City on April 4, 2006; and

WHEREAS, on November 18, 2025, after public hearing thereon, the Governing Body of the City approved the *Tax Increment Financing Plan for the Sand Creek Redevelopment Project, City of Starkville, Oktibbeha County, Mississippi, November 2005* (the “TIF Plan”); and

WHEREAS, under the TIF Act, the Governing Body of the City is authorized and empowered to issue tax increment financing revenue bonds for the purpose of reimbursing certain costs of certain Infrastructure Improvements (as defined in the TIF Plan) to support and be a part of the a “redevelopment project”; and

WHEREAS, the Developer proposes to redevelop approximately land described in the TIF Plan (the “TIF District”) into a hotel, student housing development and related improvements and construct certain Infrastructure Improvements to support the development (the “Project”); and

WHEREAS, the Developer has requested that the City issue its tax increment financing revenue bonds, in one or more series, in a principal amount not to exceed Three Million Three Hundred Fifty Thousand Dollars (\$3,350,000) (the “TIF Bonds”), for the purpose of reimbursing the Developer for certain costs of certain Infrastructure Improvements; and

WHEREAS, it is necessary and in the best interest of the City that a Development and Reimbursement Agreement (the “Agreement”) setting out the conditions and terms under which the TIF Bonds will be issued and providing for the payment thereof be approved and executed by

the City and the Developer substantially in the form attached hereto as **Exhibit A**; the City is authorized to enter into such Agreement pursuant to the TIF Act; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City as follows:

SECTION 1. That all of the findings of fact made and set forth in the preamble to this resolution shall be and the same are hereby found, declared, and adjudicated to be true and correct.

SECTION 2. The Governing Body of the City hereby approves and adopts the Agreement in substantially the form attached hereto as **Exhibit A**.

SECTION 3. The Governing Body of the City hereby authorizes and directs the Mayor and City Clerk of the City to execute and deliver the Agreement for and on behalf of the City with such changes, insertions, and omissions as may be approved by such officers or their designees, said execution and delivery being conclusive evidence of such approval.

SECTION 4. For cause, this Resolution shall become effective immediately upon the adoption thereof.

Following the reading and discussion of the foregoing resolution, Alderman Skinner seconded the motion to adopt the foregoing resolution, and the question being put to a roll call vote, the result was as follows:

Alderman Kim Moreland	voted: Yea
Alderman Sandra Sistrunk	voted: Yea
Alderman Kyle Skinner	voted: Yea
Alderman Mike Brooks	voted: Yea
Alderman William Pochop	voted: Yea
Alderman Roy A'. Perkins	voted: Yea
Alderman Henry Vaughn, Sr.	voted: Yea

The motion having received the affirmative vote of a majority of the members present, the Mayor declared the motion carried and the resolution adopted this, the 18th day of November, 2025.

ATTEST:


Joanna McLaurin, City Clerk

City of Starkville, Mississippi


D. Lynn Spruill, Mayor



EXHIBIT A

FORM OF DEVELOPMENT AND REIMBURSEMENT AGREEMENT

The City Clerk reported that pursuant to a resolution of the Mayor and Board of Aldermen (the "Governing Body") of the City of Starkville, Mississippi (the "City"), calling for a hearing to be held at 5:30 p.m., on November 18, 2025, with respect to the *Tax Increment Financing Plan for the Sand Creek Redevelopment Project, City of Starkville, Oktibbeha County, Mississippi, November 2025* (the "TIF Plan"), a copy of which is attached hereto as **Exhibit A**, she did cause such notice of the public hearing to be published on November 6, 2025 (as evidenced by the proof of publication on file in the office of the City Clerk and attached hereto as **Exhibit B**) in the *Starkville Daily News*, a newspaper having a general circulation in the City. The Mayor then called the meeting to order, and the public hearing was duly convened. At that time, all present were given an opportunity to present oral and/or written comments on the TIF Plan. At the conclusion of the public hearing, Alderman Sistrunk offered and moved the adoption of the following resolution:

A RESOLUTION APPROVING THE ADOPTION AND IMPLEMENTATION OF THE TAX INCREMENT FINANCING PLAN FOR THE SAND CREEK REDEVELOPMENT PROJECT, CITY OF STARKVILLE, OKTIBBEHA COUNTY, MISSISSIPPI, NOVEMBER 2025; AND FOR RELATED PURPOSES.

WHEREAS, under the power and authority granted by the laws of the State of Mississippi and particularly under Chapter 45 of Title 21, Mississippi Code of 1972, as amended (the "TIF Act"), the Governing Body of the City, on November 4, 2025, did adopt a certain resolution entitled:

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF STARKVILLE, MISSISSIPPI, DETERMINING THE NECESSITY FOR AND INVOKING THE AUTHORITY GRANTED TO MUNICIPALITIES BY THE LEGISLATURE WITH RESPECT TO TAX INCREMENT FINANCING AS SET FORTH IN CHAPTER 45 OF TITLE 21, MISSISSIPPI CODE OF 1972, AS AMENDED; THAT A PUBLIC HEARING BE CONDUCTED IN CONNECTION WITH THE PROPOSED TAX INCREMENT FINANCING PLAN FOR THE SAND CREEK REDEVELOPMENT PROJECT, CITY OF STARKVILLE, OKTIBBEHA COUNTY, MISSISSIPPI, NOVEMBER 2025; AND FOR RELATED PURPOSES.

WHEREAS, as directed by the aforesaid resolution and as required by law, a notice of public hearing was published one (1) time in the *Starkville Daily News*, a newspaper having a general circulation within the City, and was so published in said newspaper on November 6, 2025, as evidenced by the publisher's proof of publication of the same heretofore filed with the City Clerk, attached hereto as **Exhibit B**, and presented to the Governing Body of the City; and

WHEREAS, the notice of public hearing generally described the Amended TIF Plan and further called for a public hearing to be held at the regular meeting place of the Governing Body of the City at City Hall in the Courtroom located at 110 West Main Street in the City at 5:30 p.m. on November 18, 2025, in order for the general public to state or present their views on the TIF

Plan; and

WHEREAS, at 5:30 p.m., on November 18, 2025, the public hearing was held, and all those in attendance were given an opportunity to state or present their oral and/or written comments on the TIF Plan.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City, as follows:

SECTION ONE: That all of the findings of fact made and set forth in the preamble to this Resolution shall be and the same are hereby found, declared, and adjudicated to be true and correct.

SECTION TWO: That the Governing Body of the City is now fully authorized and empowered under the provisions of the TIF Act to adopt and implement the TIF Plan attached hereto as **Exhibit A**, and do hereby adopt and approve such TIF Plan as presented, in order to reimburse the Developer for certain costs eligible for reimbursement under the TIF Act that have or will be incurred in connection with the proposed redevelopment of 21.6 acres described in the TIF Plan into a hotel, student housing and related improvements (the "Project") in the City, all as described more fully in the TIF Plan, and to issue tax increment financing revenue bonds in an amount not to exceed Three Million Three Hundred Fifty Thousand Dollars (\$3,350,000), in one or more series (the "TIF Bonds"), to reimburse the developer of the Project for certain costs of certain Infrastructure Improvements (as defined in the TIF Plan) in connection with the Project.

SECTION THREE: That the Project is in the best interest of the City and its future development and that it is in the best interest of the City and its citizens that the provisions of the TIF Act requiring dedication of the "redevelopment project" to the City not apply to those Infrastructure Improvements which are constructed on the privately owned portion of the Project.

SECTION FOUR: That the TIF Bonds of the City shall be issued pursuant to further proceedings of the Governing Body of the City.

SECTION FIVE: For cause, this Resolution shall become effective immediately upon the adoption thereof.

Following the reading and discussion of the foregoing resolution, Alderman Moreland seconded the motion to adopt the foregoing resolution, and the question being put to a roll call vote, the result was as follows:

Alderman Kim Moreland	voted: Yea
Alderman Sandra Sistrunk	voted: Yea
Alderman Kyle Skinner	voted: Yea
Alderman Mike Brooks	voted: Yea
Alderman William Pochop	voted: Yea
Alderman Roy A'. Perkins	voted: Yea
Alderman Henry Vaughn, Sr.	voted: Yea

The motion having received the affirmative vote of a majority of the members present, the Mayor declared the motion carried and the resolution adopted this, the __ day of November, 2025.

ATTEST:


Joanna McLaurin, City Clerk

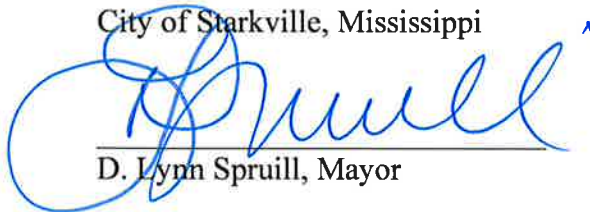
City of Starkville, Mississippi

D. Lynn Spruill, Mayor



EXHIBIT A

***Tax Increment Financing Plan for the Sand Creek Redevelopment Project,
City of Starkville, Oktibbeha County, Mississippi November 2025***

**TAX INCREMENT FINANCING PLAN
FOR THE SAND CREEK REDEVELOPMENT PROJECT,
CITY OF STARKVILLE, OKTIBBEHA COUNTY, MISSISSIPPI,
NOVEMBER 2025**



Prepared by:

GOURAS & ASSOCIATES LLC

P.O. Box 1465
Ridgeland, MS 39158
601-605-8128 P 601-605-8129 F
chrisgouras@gourasandassociates.com
christiana@gourasandassociates.com

**TAX INCREMENT FINANCING PLAN FOR THE
SAND CREEK REDEVELOPMENT PROJECT,
CITY OF STARKVILLE, OKTIBBEHA COUNTY, MISSISSIPPI, NOVEMBER 2025**

ARTICLE I

A. PREAMBLE: This *Tax Increment Financing Plan for the Sand Creek Redevelopment Project, City of Starkville, Oktibbeha County, Mississippi, November 2025* (the “TIF Plan”) is an undertaking of the City of Starkville (the “City”), is authorized pursuant to Section 21-45-1 *et seq.*, Mississippi Code of 1972, as amended (the “TIF Act”), and may be administered and implemented as a joint undertaking of the City and Oktibbeha County, Mississippi, (the “County”) pursuant to Sections 17-13-1 *et seq.*, Mississippi Code of 1972, as amended (the “Interlocal Act”). (The Interlocal Act and the TIF Act are collectively referred to herein as the “Act”). This TIF Plan is being adopted pursuant to and administered in connection with the *Tax Increment Financing Redevelopment Plan, Starkville, Mississippi February 2006* (the “Redevelopment Plan”).

1. TEP Starkville, LLC, a Mississippi limited liability company (together with its assigns, collectively referred to as the “Developer”) proposes to develop approximately 21.6 acres of unimproved property located off US Highway 12 and Pat Station Road into a hotel, student housing, and related improvements (the “Project”). The Project will represent a private investment in excess of \$45,000,000 and will be located on real property more particularly described in Article VII of this TIF Plan and Exhibit A attached hereto (the “TIF District”).

2. The City and County may enter into an interlocal cooperation agreement which will designate the City as the primary party in interest in carrying the Project forward. The issuance of bonds to provide funds to finance the costs of infrastructure improvements identified in the TIF Plan may be a joint undertaking of the City and County whereby the City may issue Tax Increment Financing Bonds as authorized herein to finance the Project as more fully described herein (the “TIF Bonds”). The TIF Bonds authorized by this TIF Plan shall not exceed Three Million Three Hundred Fifty Thousand Dollars (\$3,350,000).

3. The Governing Body does hereby find and determine that the Project is in the best interest of the City and its future development and that it is in the best interest of the City and its citizens that the provision of Section 21-45-9 of the TIF Act requiring dedication of the “redevelopment project” to the City not apply to those improvements which are constructed on the privately owned portion of the Project.

4. The tax increment financing funds as identified herein will be used to defray the cost of infrastructure improvements to serve the project and the community as a whole.

5. The Developer has provided information to the City regarding the proposed site plan, the amount of private investment, sales tax, and job creation projections. Estimates of ad

valorem taxes were made through consultation with the office of the Oktibbeha County Tax Assessor and valuations of similar projects in the region.

B. STATEMENT OF INTENT

1. The City may issue TIF Bonds in one or more series pursuant to the authority outlined hereinabove in an amount not to exceed Three Million Three Hundred Fifty Thousand Dollars (\$3,350,000), which will be secured solely by a pledge of the increased ad valorem taxes from real and personal property located in and constituting the TIF District, which funds will be used to pay the cost of acquiring and constructing infrastructure improvements in the TIF District or supporting the TIF District, which may include, but not necessarily be limited to, permitting, design, installation, renovation, and construction of roadways, curbs, gutters, signalization, signage, lighting, striping, landscaping along rights of way, drainage improvements, related soft costs, related architectural/engineering fees, attorney's fees, TIF Plan preparation fees, issuance costs, capitalized interest, and other related soft costs (collectively, the "Infrastructure Improvements").

2. After sufficient development of the Project has been substantially completed to support the payment of debt service on the TIF Bonds (which may be issued in more than one series), the City will issue TIF Bonds and reimburse the Developer in accordance with a development agreement to be entered into between the parties as authorized by the Act (the "Development Agreement").

3. The construction of the Infrastructure Improvements will be undertaken to provide for the public convenience, health, and welfare.

C. PUBLIC CONVENIENCE AND NECESSITY

1. The public convenience and necessity require participation by the City and County in the Project. The Project will accomplish the following, which will provide for the public convenience and necessity and serve the best interests of the citizens of the City and County.

- a. The Project will represent a private investment in excess of \$45,000,000.
- b. The Project will create approximately 75 construction jobs.
- c. The Project will create approximately 33 permanent new jobs.
- d. It is projected that the Project will result in an annual real and personal property tax *increase* of about \$237,473 for the City.
- e. It is projected that the Project will result in an annual real and personal property tax *increase* of about \$384,572 for the County.

- f. It is anticipated that the Project will yield an annual real and personal property tax *increase* of about \$462,961 for the School District.
- g. The annual sales generated by the hotel development are projected to reach \$4,200,000.
- h. The Project is projected to result in annual sales tax rebates to the City of about \$54,390.
- i. The hotel component of the Project will generate \$84,000 annually pursuant to the City's 2% Motel-Hotel Tax and \$41,000 annually pursuant to the City's 1% Parks and Recreation Tax.
- j. The development of the Project will include a new hotel and student housing and will help diversify and expand the tax base of the City.
- k. The development of the Project will result in the construction of a road necessary to permit any future development of property located in the City.
- l. The geography of the land where the Project is located requires substantial infrastructure improvements to permit vehicular access to the property and adjoining property, and the Infrastructure Improvements permit and encourage future development in the area.

ARTICLE II PROJECT INFORMATION

A. REDEVELOPMENT PROJECT DESCRIPTION

- 1. The Project is expected to encompass approximately 21.6 acres, as more particularly described in Article VII and Exhibit A.
- 2. The property is currently zoned as C-2 General Commercial.

B. DEVELOPER INFORMATION

- 1. Developer's Name: TEP Starkville, LLC
- 2. Developer's Address: 112 Sheffield Loop
Hattiesburg, MS 39402

ARTICLE III ECONOMIC DEVELOPMENT IMPACT DESCRIPTION

A. JOB CREATION

1. Construction Jobs: The Project is projected to create approximately 75 construction jobs.
2. Permanent Jobs: It is projected that the Project will create approximately 33 new jobs.

B. FINANCIAL BENEFIT TO THE COMMUNITY

1. Ad Valorem Tax Increases: The construction and development of the Project will generate significant ad valorem tax revenues for the City, the County, and the School District. The following are estimates of new ad valorem tax revenues projected to be generated after the entire Project has been completed. The estimates for real property taxes are based on an assumed combined new assessed value of \$6,981,526 consisting of \$6,553,651 in real property and improvements and \$427,875 in personal property.

2.

ENTITY	MILLAGE RATE	TY 2025	AFTER PROJECT	PROJECTED INCREMENT
<i>City Ad Valorem Taxes</i>	34.00	\$1,720	\$239,092	\$237,372
<i>County Ad Valorem Taxes</i>	55.11	\$2,788	\$387,540	\$384,752
<i>School District Ad Valorem Taxes</i>	66.31	\$3,354	\$466,299	\$462,945
TOTAL	155.42	\$7,862	\$1,092,931	\$1,085,069

3. Retail Sales: It is projected that the Project will generate approximately \$4,200,000 in sales annually which will create annual sales tax rebates of \$54,390. Additionally, sales at the hotel will create \$84,000 annually pursuant to the City's 2% Motel-Hotel Tax and \$41,000 annually pursuant to the City's 1% Parks and Recreation Tax.

**ARTICLE IV
THE OBJECTIVE OF THE TAX INCREMENT FINANCING PLAN**

- A. PUBLIC CONVENIENCE AND NECESSITY:** The primary objective of this TIF Plan is to serve the public convenience and necessity by participating in the Project. The TIF Plan will provide financing to construct the Infrastructure Improvements to serve the general public and development as described in detail in the preamble to this TIF Plan.

- B. LOCAL CODES AND ORDINANCES:** The Project and the Infrastructure Improvements will be constructed in accordance with standards, codes, and ordinances of the City.
- C. HEALTH AND WELFARE OF THE PUBLIC PROVIDED FOR:** The Infrastructure Improvements will provide for the health and welfare of the public by providing for safe and adequate infrastructure improvements in support of the Project as well as the redevelopment of a brownfield site.

ARTICLE V

A STATEMENT INDICATING THE NEED AND PROPOSED USE OF THE TAX INCREMENT FINANCING PLAN IN RELATIONSHIP TO THE REDEVELOPMENT PLAN

The proposed use of the TIF Plan is to provide a financing mechanism for the construction of Infrastructure Improvements necessary to serve the public that will utilize the induced development.

ARTICLE VI

A STATEMENT CONTAINING THE COST ESTIMATE OF THE REDEVELOPMENT PROJECT, THE PROJECTED SOURCES OF REVENUE TO MEET THE COSTS, AND THE TOTAL AMOUNT OF INDEBTEDNESS TO BE INCURRED

A. COST ESTIMATE OF REDEVELOPMENT PROJECT

1. The development of the TIF District will represent a private investment in excess of \$45,000,000. The proceeds of the TIF Bonds will be used to pay the cost of constructing various Infrastructure Improvements, more particularly described in Article I, Section B.

2. The Governing Body does hereby find and determine that the Project is in the best interest of the City and its future development and that it is in the best interest of the City and its citizens that the provision of Section 21-45-9 of the TIF Act requiring dedication of the “redevelopment project” to the City not apply to those Improvements which are constructed on the privately owned portion of the Project.

3. The construction of the Infrastructure Improvements will be undertaken to provide for the public convenience, health, and welfare.

4. Proceeds of the TIF Bonds may also be used to fund capitalized interest and/or a debt service reserve fund as may be permitted under Section 21-45-1, *et seq.*, Mississippi Code of 1972, annotated.

B. PROJECTED SOURCES OF REVENUE TO MEET COSTS

1. The Developer will secure financing to construct the Project including the work to be funded with TIF Bonds.

2. To secure the TIF Bonds, the City will pledge all of the increased ad valorem taxes generated from the real and personal property located in and constituting the TIF District.

3. To secure the TIF Bonds the County will pledge all the increased ad valorem taxes on real and personal property located in and constituting the TIF District.

4. The total amount of indebtedness under this TIF Plan will not exceed \$3,350,000, and the debt service incurred for the TIF Bonds shall be provided from the added incremental increase in real and personal property ad valorem taxes as follows: (a) up to 23.9 mills of the City's general fund tax levy when applied to the Project's Captured Assessed Value (as that term is defined in the TIF Act) PLUS (b) up to 23.9 mills of the County's general fund tax levy when applied to the Project's Captured Assessed Value (as that term is defined in the TIF Act).

C. TOTAL AMOUNT OF INDEBTEDNESS TO BE INCURRED

1. The City will issue up to Three Million Three Hundred Fifty Thousand Dollars (\$3,350,000) in TIF Bonds in one or more series which shall be secured by the City with the pledge of all of the incremental increases in ad valorem real and personal property taxes and all of the County's incremental increases in ad valorem real and personal property taxes from within the TIF District. The total amount of indebtedness under this TIF Plan will not exceed \$3,350,000, and the debt service incurred for the TIF Bonds shall be provided from up to 23.9 mills of the City's ad valorem real and personal property tax levy when applied to the Project's Captured Assessed Value (as that term is defined in the TIF Act) PLUS up to 23.9 mills of the County's ad valorem real and personal property tax levy when applied to the Project's Captured Assessed Value (as that term is defined in the TIF Act).

2. The Redevelopment Plan and this TIF Plan may be a joint undertaking by the City and the County including, but not necessarily limited to, the issuance of the TIF Bonds, which may include bonds, notes, or other debt obligations issued in one or more series to provide funds to defray the cost of the Infrastructure Improvements.

3. It is expected that TIF Bonds can be obtained at an annual interest rate of 5.5% for up to fifteen (15) years. Annual principal and interest payments are estimated to be up to approximately \$333,716, assuming the 5.5% rate and tax increment obligations over a period of up to fifteen (15) years.

4. The increase in ad valorem real and personal property taxes to be generated by the City are projected to be \$237,473, and the sales tax revenues to be generated for the City are projected to be \$54,390. The increase in ad valorem real and personal property revenues to be generated for the County are \$384,572.

5. The surplus for the City is projected to be \$126,623¹ annually and is to be deposited into the general fund of the City to be used for any lawful purpose. The surplus for the County is projected to be \$220,681 annually and is to be deposited into the general fund of the County to be used for any lawful purpose.

6. The amount and timing of the issuance of the TIF Bonds shall be determined pursuant to further proceedings of the City.

ARTICLE VII

REAL PROPERTY TO BE INCLUDED IN TAX INCREMENT FINANCING DISTRICT

A. PARCEL NUMBERS FOR THE TIF DISTRICT

The real property to be included in the TIF District from which the ad valorem real and personal property tax revenues will be generated to finance the TIF Bonds contains approximately 21.6 acres, more or less, and is described below and in Exhibit A.

Owner	Parcel Number	Assessed Value (TY 2025)
TEP Starkville LLC	117 -25-021.00	\$375,500
TEP Starkville LLC	117F-00-001.00	\$750
Starkville Lodging LLC	117 -25-006.02	\$12,336
TOTAL:		\$388,586

The above information was obtained from the Oktibbeha County Tax Assessor's website, and a copy of the information is attached hereto as Exhibit B.

ARTICLE VIII

DURATION OF THE TAX INCREMENT FINANCING PLAN'S EXISTENCE

The duration of this TIF Plan shall be until all of the TIF Bonds and any refunding bonds issued pursuant to this plan are retired.

ARTICLE IX

ESTIMATED IMPACT OF TAX INCREMENT FINANCING PLAN UPON THE REVENUES OF ALL TAXING JURISDICTIONS IN WHICH A REDEVELOPMENT PROJECT IS LOCATED

A. AD VALOREM TAX INCREASES

The construction and development of the Project will generate significant ad valorem tax revenues for the City, the County, and the School District. The estimates on ad valorem taxes

¹ This does not include the City's 1% Parks and Recreation Tax and the City's 2% Motel-Hotel Tax neither of which are available for inclusion in the City's General Fund.

set forth below assume a combined assessed value of \$6,981,526 consisting of \$6,553,651 in real property and improvements and \$427,875 in personal property.²

ENTITY	MILLAGE RATE	TY 2025	AFTER PROJECT	PROJECTED INCREMENT
<i>City Ad Valorem Taxes</i>	34.00	\$1,720	\$239,092	\$237,372
<i>County Ad Valorem Taxes</i>	55.11	\$2,788	\$387,540	\$384,752
<i>School District Ad Valorem Taxes</i>	66.31	\$3,354	\$466,299	\$462,945
TOTAL	155.42	\$7,862	\$1,092,931	\$1,085,069

B. RETAIL SALES: It is projected that the Project will generate approximately \$4,200,000 in sales annually which will create annual sales tax rebates of \$54,390. The hotel component of the Project will generate \$84,000 annually pursuant to the City's 2% Motel-Hotel Tax and \$41,000 annually pursuant to the City's 1% Parks and Recreation Tax.

ARTICLE X

A STATEMENT REQUIRING THAT A SEPARATE FUND BE ESTABLISHED TO RECEIVE AD VALOREM TAXES AND THE PROCEEDS OF ANY OTHER FINANCIAL ASSISTANCE

A separate fund entitled the "Tax Increment Financing Fund: Sand Creek Redevelopment Project" shall be established by the City to receive ad valorem taxes and any other funds remitted in connection with this TIF Plan.

ARTICLE XI

THE GOVERNING BODY OF THE CITY SHALL BY RESOLUTION FROM TIME TO TIME, DETERMINE (i) THE DIVISION OF AD VALOREM TAX RECEIPTS, IF ANY, THAT MAY BE USED TO PAY FOR THE COST OF ALL OR ANY PART OF A REDEVELOPMENT PROJECT; (ii) THE DURATION OF TIME IN WHICH SUCH TAXES MAY BE USED FOR SUCH PURPOSES; (iii) IF THE GOVERNING BODY SHALL ISSUE BONDS FOR SUCH REDEVELOPMENT PROJECT; AND (iv) SUCH OTHER RESTRICTIONS, RULES AND REGULATIONS AS IN THE SOLE DISCRETION OF THE GOVERNING BODY OF THE CITY SHALL BE NECESSARY IN ORDER TO PROMOTE AND PROTECT THE PUBLIC INTEREST.

Through the adoption of this TIF Plan, the Governing Body of the City acknowledges the above and shall adopt the necessary resolutions when deemed necessary and appropriate.

² The Original Assessed Value (as defined in the TIF Act) is \$50,586.

ARTICLE XII
PLAN OF FINANCING

A. SECURITY FOR THE TIF BONDS: The TIF Plan provides for the City to issue TIF Bonds which will be secured by the pledge of incremental increases in ad valorem real and personal property taxes generated by the Project. The City will pledge all of the real and personal property ad valorem tax increases from the TIF District, and the County will pledge all of its real and personal property ad valorem tax increases from the TIF District; provided, however, that the total amount of indebtedness under this TIF Plan will not exceed \$3,350,000, and the debt service incurred for the TIF Bonds shall be provided from up to 23.9 mills of the City's general fund tax levy when applied to the Project's Captured Assessed Value (as that term is defined in the TIF Act) PLUS up to 23.9 mills of the County's general fund tax levy when applied to the Project's Captured Assessed Value (as that term is defined in the TIF Act).

B. FURTHER PROCEEDINGS OF THE CITY: Such decision on the most advantageous method for the City to incur the debt will be made pursuant to further proceedings of the City.

C. AMOUNT AND TIMING OF ISSUANCE: The amount and timing of the issuance of the TIF Bonds shall be determined pursuant to further proceedings of the City.

EXHIBIT B

Proof of Publication of Notice of Public Hearing

AFFP

NOH - Sand Creek Tax

Affidavit of Publication

STATE OF MISSISSIPPI } SS
COUNTY OF OKTIBBEHA }

John W. Bane, Jr., being duly sworn, says:

That she is Classified Clerk of the Starkville Daily News, a daily newspaper of general circulation, printed and published in Starkville, Oktibbeha County, Mississippi; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

November 06, 2025

That said newspaper was regularly issued and circulated on those dates.

SIGNED:


Classified Clerk

Subscribed to and sworn to me this 6th day of November 2025.


Ashley J. Doss, Notary Public, Oktibbeha County,
Mississippi

My commission expires: October 21, 2028

00000131 00108217 662-323-4961

Lesa Hardin
City of Starkville (SDN)
110 West Main Street
Starkville, MS 39759

State of Mississippi
Ashley J. Doss, Notary Public
Clay County
My Commission Expires 10-21-2028
Commission Number 493429

NOTICE OF PUBLIC HEARING ON TAX INCREMENT FINANCING PLAN FOR THE SAND CREEK REDEVELOPMENT PROJECT, CITY OF STARKVILLE, OKTIBBEHA COUNTY, MISSISSIPPI

Pursuant to Sections 21-45-1 et seq., Mississippi Code of 1972, as amended, (the "TIF Act"), notice is hereby given that a public hearing will be held on the 18th day of November, 2025, at 5:30 p.m. at City Hall, in the Courtroom, at 110 West Main Street, Starkville, Mississippi 39759, on the Tax Increment Financing Plan for the Sand Creek Redevelopment Project, City of Starkville, Oktibbeha County, Mississippi, November 2025 (the "TIF Plan"), for consideration by the Mayor and Board of Aldermen of the City of Starkville, Mississippi (the "City"). The City proposes to use the TIF Plan in compliance with the Tax Increment Financing Redevelopment Plan, City of Starkville, Mississippi, February 2006, and further, to designate the project described in the TIF Plan as appropriate for development and tax increment financing.

The general scope of the TIF Plan is for the City to issue tax increment financing revenue bonds or notes (the "Bonds"), in one or more series and in an amount not to exceed Three Million Three Hundred Fifty Thousand Dollars (\$3,350,000), which funds will be used for the purpose of providing a financing mechanism to pay for the cost of acquiring and constructing infrastructure improvements located in the TIF District or supporting the TIF District, which may include, but not necessarily be limited to, permitting, design, installation, renovation, and construction of roadways, curbs, gutters, signalization, signage, lighting, striping, landscaping along rights of way, drainage improvements, related soft costs, related architectural/engineering fees, attorney's fees, TIF Plan preparation fees, issuance costs, capitalized interest, and other related soft costs collectively, the "Infrastructure Improvements"). The Bonds shall be secured by a pledge of the incremental increase in ad valorem tax revenues on real and personal property located in and constituting the TIF District, as described in the TIF Plan; provided, however, that the amount of the Bonds to be issued shall be determined from the added incremental increase in real and personal property ad valorem taxes as follows: (a) up to 23.9 mills of the City's general fund tax levy when applied to the Project's Captured Assessed Value (as that term is defined in the TIF Act) PLUS (b) up to 23.9 mills of the County's general fund tax levy when applied to the Project's Captured Assessed Value (as that term is defined in the TIF Act). The Bonds will not be a general obligation of the City secured by the full faith, credit, and taxing power of the City, nor create any other pecuniary liability on the part of the City other than the pledge of the incremental increase in the ad valorem taxes referenced above.

Construction of the Infrastructure Improvements and payment of the Bonds issued will be paid as hereinabove set forth and will not require an increase in any kind or type of taxes within the City. Copies of the TIF Plan and the Tax Increment Financing Redevelopment Plan are available for examination in the office of the City Clerk in Starkville, Mississippi.

This hearing is being called and conducted, and the TIF Plan has been prepared as authorized and required by the TIF Act.

Witness my signature and seal, this the 4th day of November, 2025.

S/Joanna McLaurin
City Clerk

20. CONSIDERATION OF THE DETERMINATION OF THE STATUS OF 512 MARTIN LUTHER KING, JR. DRIVE UNDER THE MISS. CODE ANN. SEC. 21-19-11 (1) FOR COMPLIANCE.

There was discussion in which the Mayor stated that there had been no change to the property since the board finding of August 19, 2025; that the property was still a menace to the public health, safety and welfare such that it was subject to remediation or demolition and further that the issue of ownership was not a consideration for the Board its position under Miss. Code Sec. 21-19-11(1) but was strictly an issue for those claiming such ownership.

Upon the motion of Alderman Vaughn, duly seconded by Alderman Sistrunk, and adopted by the Board to approve the 3 month continuance until the February 17, 2026 Board of Alderman meeting of 512 Martin Luther King, Jr. Drive under the Miss. code ann. sec. 21-19-11 (1) for compliance. The Board voted as follows:

Alderman Kim Moreland	Voted: Yea
Alderman Sandra Sistrunk	Voted: Yea
Alderman Kyle Skinner	Voted: Yea
Alderman Mike Brooks	Voted: Yea
Alderman William Pochop	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, Mayor Spruill declared the motion passed.

21. CONSIDERATION OF THE CITY OF STARKVILLE CLAIMS DOCKET

Upon the motion of Alderman Sistrunk, duly seconded by Alderman Pochop, to approve the City of Starkville Claims Docket for all departments including Starkville Utilities, as of November 12, 2025 for fiscal year ending 9/30/26, acknowledging that the City Clerk has attested and certified on the cover of the claims docket that all claims on the docket are true, accurate, lawful and proper to the best of her knowledge, for payment pursuant to her duties under Miss. Code Sections 21-39-5, 21-39-7, 21-39-9, 21-39-17 and 21-15-21. The Board voted as follows:

Alderman Kim Moreland	Voted: Yea
Alderman Sandra Sistrunk	Voted: Yea
Alderman Kyle Skinner	Voted: Yea
Alderman Mike Brooks	Voted: Yea
Alderman William Pochop	Voted: Yea
Alderman Roy A'. Perkins	Voted: Nay
Alderman Henry Vaughn, Sr.	Voted: Nay

Having received a majority affirmative vote, Mayor Spruill declared the motion passed.

General Fund	001	\$1,678,167.72
Restricted Police Fund	002	\$1,608.28
Airport Fund	015	\$79,602.51

Sanitation / Environmental Services	022	\$143,331.25
Modernization Use Tax	120	\$560,283.40
State Forfeited Funds	151	\$1,144.00
Debt Service Fund	200	\$2,700.00
Main Street Project	311	\$3,508.50
Parks Capital Project (2023)	312	\$1,425.00
Park and Rec Tourism	375	\$20,781.90
Starkville Utilities		\$333,932.12
Starkville Water		\$759,125.66
Payroll		\$930,494.08
Grand Total		\$4,516,104.42

22. CONSIDERATION TO ADVERTISE FOR A GRANTS & FINANCE MANAGER IN THE CITY CLERK/FINANCE & ADMINISTRATION DEPARTMENT.

The Mayor expressed concerns about not advertising a range for the salary that would attract enough qualified candidates and that this was not the customary approach that the board had approved in the past when advertising for a position with the city.

Upon the motion of Alderman Perkins, duly seconded by Alderman Vaughn, and adopted by the Board to approve to advertise for a Grants & Finance Manager in the City Clerk/Finance & Administration Department at a salary of \$60,000. The Board voted as follows:

Alderman Kim Moreland	Voted: Yea
Alderman Sandra Sistrunk	Voted: Nay
Alderman Kyle Skinner	Voted: Yea
Alderman Mike Brooks	Voted: Yea
Alderman William Pochop	Voted: Nay
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, Mayor Spruill declared the motion passed.

23. CONSIDERATION OF APPROVING THE REVISED PERSONNEL MANUAL FOR THE CITY OF STARKVILLE.

Upon the motion of Alderman Sistrunk, duly seconded by Alderman Pochop, and adopted by the Board to approve the revised personnel manual for the City of Starkville with the change of removing from page 89, section G, the first bullet point. The Board voted as follows:

Alderman Kim Moreland	Voted: Yea
Alderman Sandra Sistrunk	Voted: Yea
Alderman Kyle Skinner	Voted: Yea
Alderman Mike Brooks	Voted: Yea

Alderman William Pochop	Voted: Yea
Alderman Roy A'. Perkins	Voted: Nay
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, Mayor Spruill declared the motion passed.

Personnel Manual

November 18, 2025



Department of Human Resources

Congratulations! We're excited that you have chosen to work for the City of Starkville!

We believe our employees are our most valuable asset. We take pride in our ability to recruit, hire, and maintain a motivated and productive workforce while delivering excellent customer service. We hope that during your time with the City of Starkville, you will become a successful and productive member of our team. If you are a current employee, we sincerely appreciate your valued service!

By joining the City of Starkville, you become part of a respected group of dedicated and talented individuals. Our employees are crucial to the community and are our organization's greatest asset. We are known for our commitment to high-quality, efficient services that meet the diverse and ever-changing needs of our residents, helping to make Starkville one of the most livable communities in the country.

We ask all employees, regardless of their roles, to embrace our mission: "Making Starkville a safe, dynamic, and livable community."

In your position, you will have the opportunity to perform quality work in your department and contribute to the city's overall success. Your skills and insights are valued, and we encourage you to share your ideas—there's always room for great suggestions! You will also be supported in your personal growth while collaborating with a diverse group of individuals both within and outside the organization.

As part of a municipal organization, it's important to understand our government structure. We have eight elected officials, including the Mayor and the Board of Aldermen, responsible for providing courteous, dependable, efficient, and economical services to our citizens and business community.

We are pleased to provide you with this Personnel Manual, outlining the basic policies and procedures that guide our organization. This handbook will serve as a helpful reference throughout your career with the city. We encourage you to ask questions of your Supervisor, Manager, or Department Head regarding any policies or procedures.

We know that employees who enjoy their work do a better job for themselves and the city. We're committed to making your experience at the City of Starkville satisfying and productive.

We're thrilled to have you join our organization and look forward to a successful partnership!

The Human Resources Department, City of Starkville, MS!

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SECTION I – INTRODUCTION

A. PURPOSE AND OBJECTIVES

This Personnel Manual applies to all employees of the City of Starkville including management, supervisors, clerical, and other such employees.

The purpose of this Personnel Manual is to establish a fair and uniform system of policies, procedures, and expectations for all employees of the City. Full understanding and compliance are expected of all employees, in order that the most effective services possible may be delivered to the citizens of the City.

The Personnel Manual and all other Departmental Manuals do not bestow any additional rights to employees regarding employment or employment benefits. These policies and procedures are not intended to create a binding employment contract, and no employee has any contractual right to the matters set forth herein. The Mayor and Board of Aldermen reserve the right to modify, revoke, suspend, terminate, or change any or all of such plans, policies, and procedures in whole or in part, at any time as it deems appropriate, in its sole and absolute discretion, with or without notice to employees.

Working for a municipality means that each employee has an obligation to serve the taxpayers of the City of Starkville to the best of their ability.

B. AMENDMENTS TO PERSONNEL POLICIES

Amendments or revisions to these regulations, policies, and procedures may be recommended for adoption by the Mayor and the Board of Aldermen.

All departmental regulations, policies, and procedures, as presently constituted or hereinafter adopted, which are not in conflict with these regulations, policies, and procedures shall be and remain in effect. All future revisions or changes will be properly noticed and communicated to existing employees.

C. COMPLIANCE

The City has made every effort to ensure the policies in the Personnel Manual are in compliance with all federal, state, and local employment laws and regulations. In the event that a provision in the policies is in conflict with a federal, state, or local law or regulation, the appropriate law or regulation shall prevail, and the provision in the Personnel Manual shall be deemed amended to the extent necessary to comply with such law or regulation.

Title 21, Chapter 3 of the Mississippi Code of 1972, annotated as amended, and Chapter 20, Article I of the code of Ordinances of the City of Starkville, establish the authority for the making and adoption of policies for the management of the City of Starkville personnel system.

D. GENERAL CODE OF CONDUCT

The City of Starkville has adopted a code of conduct to establish guidelines for City employees in the performance of City business. As an integral part of a team dedicated to delivering quality service to the public, each City employee shall accept certain

responsibilities, adhere to accepted business principles or practices, and foster the highest standards for personal integrity and honesty in carrying out their public duties, recognizing that the public interest must always be the primary concern.

To accomplish these objectives, all employees and volunteers of the City of Starkville shall:

- Uphold the Constitution, laws, and regulations of the United States and the State of Mississippi as well as the regulations, policies, and operating principles of the City of Starkville.
- Understand the public trust held as a result of being a city employee and never compromise honesty or integrity for personal gain or advancement.
- Place the long-term benefit to the city organization and the public as a whole above other considerations in the performance of work duties.
- Conduct oneself at all times in a manner that reflects positively on the city. Understand that certain kinds of off-work conduct can negatively impact one's standing as a city employee and the reputation of City government.
- Treat members of the public and coworkers with dignity and respect.
- Treat members of the public and coworkers fairly and equally without dispensing special favors to anyone or receiving special privileges from anyone.
- Understand that the appearance of a conflict of interest may be as damaging as an actual conflict of interest, and that both should be avoided in the performance of one's duties. Immediately disclose any conflict of interest should it arise.
- Be at your workplace, ready to begin work at the scheduled starting time. Remain at your work location and perform work assignments (except during established lunch and breaks) until the end of your period (unless notified to vacate due to an emergency or any other reason as directed by your immediate supervisor or upper management).
- Hourly/non-exempt employees will clock in and clock out to start and end the work period, as well as to take their lunch break.
- Respect and uphold the confidentiality of individuals and work-related information when appropriate or required by law.
- Report unlawful or unethical work behavior by another City employee or volunteer to the appropriate management or law enforcement representatives.
- Report any injury or safety incident IMMEDIATELY to your supervisor.
- Respect, safeguard, and conserve the City's property and your work area.
- As an employee of the City of Starkville you must NOT:
 - Bring firearms or weapons of any kind onto any City of Starkville premises or vehicles (excluding authorized personnel), engage in fighting or threatening conduct, or use abusive or threatening language of any kind.
 - Use, possess, distribute, sell, or be under the influence of alcohol, drugs, or intoxicants that will affect the ability to perform the job, while on the job or on City premises, or in City vehicles.
 - Violate security, safety, or health regulations and policies, or engage in conduct that creates a safety or health hazard.
 - Intentionally or Unintentionally damage, or inappropriately use City property, equipment, supplies, or merchandise.
 - Engage in any conduct on or off the city premises, whether on or off duty, which may be viewed as illegal, unethical, or unprofessional or which

otherwise reflects negatively on you (as an employee) or other employees or the city.

- Record conversation with a recording device (i.e. tape recorder, cell phone, etc.) unless prior approval is obtained from management and/or all parties have consented to the recording of the conversation.
- Gamble on the City's premises.
- Falsify city forms, reports, or records, including absences, benefits, or time records.

We invite you to join us in embracing these values and the others outlined in this employee handbook as you begin your career with the City of Starkville. Working together, we can make your employment experience both personally and professionally rewarding.

SECTION II – EMPLOYMENT

A. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the City to provide equal opportunity in employment to all employees and applicants for employment in accordance with all applicable laws, directives, and regulations of federal, state, and local governing bodies.

The City of Starkville provides equal opportunity to all candidates considered for employment without regard to their race, color, religion, national origin, age, sex, gender, pregnancy, disability, sexual orientation, gender identity, genetic information, military status, protected veteran status (specifically status as a disabled veteran, recently separated veteran, armed forces service medal veteran, or active duty wartime or campaign badge veteran), or other classification protected by applicable federal, state, or local law.

The City is committed to the principle of recruiting and selecting employees on the basis of demonstrated and potential ability to perform the functions of the position available and in accordance with the City's policy of equal opportunity. The city of Starkville follows Equal Employment Opportunity (EEO) in all of its employment practices including those pertaining to recruitment, hiring, placement, compensation, transfers, promotions, practices, evaluations, benefits, training, layoff, recall, discipline, demotions, and terminations. These employment practices shall be administered in accordance with the law as set forth in Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Title I of the Americans with Disabilities Act of 1990, the Equal Pay Act of 1963, as amended, and Title II of the Genetic Information Nondiscrimination Act of 2008. Employees are selected on the basis of their training, education, required certifications, experience, work history, and ability to meet the essential functions of the job under the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

B. WORKPLACE HARASSMENT & DISCRIMINATION

The City of Starkville is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive, including sexual harassment. In this regard, the City of Starkville expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, or status in any group protected by federal, state or local

law. Improper interference with the ability of the City of Starkville's employees to perform the expected job duties is not tolerated.

With respect to sexual harassment, the City of Starkville prohibits the following:

Unwanted sexual advances; request for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used on the basis for decisions affecting an individual's employment;
- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Offensive actions, comments, jokes, innuendos, and other sexually oriented statements are prohibited. Examples of the type of conduct expressly prohibited by this policy include, but are not limited to, the following:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct that includes leering, making sexual gestures or displaying of sexually suggestive objects or pictures, cartoons or posters;
- Verbal conduct that includes making or using derogatory comments, epithets, slurs or jokes;
- Verbal sexual advances or propositions;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes or invitations;
- Physical conduct that includes touching or impeding or blocking movements. Touching, such as rubbing or massaging someone's neck or shoulder, stroking someone's hair or brushing against another's body is prohibited.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor or department head. If these persons are unavailable or you are uncomfortable reporting to them, you should immediately report your complaints to Human Resources or anyone up the chain of command with whom you are comfortable. Each department head is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. You may raise concerns and make reports without fear of reprisal or retaliation. All allegations of harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.

If the City of Starkville determines that an employee is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending employee, up to and including unpaid suspension or termination of employment. As mentioned earlier, the City of Starkville prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in the complaint investigation. However, if, after thoroughly investigating any complaint of harassment or unlawful discrimination, the

City of Starkville determines that the complaint is frivolous or was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed a complaint or gave the false information.

Employee's responsibilities:

An employee who believes he or she has been the target of or subjected to sexual harassment or a hostile work environment shall address the problem as follows:

1. Notify the alleged harasser, if comfortable in doing so, or the employee's supervisor, and request that the behavior stop immediately.
2. Report sexual harassment to the Human Resources Department within three (3) days, or as soon as practicable, unless the report alleges harassment by an employee of the Human Resources Department, in which case, the report shall be presented to the Mayor.

Supervisor/Manager/Department Head's Responsibilities:

A leader who receives an employee's allegation of sexual harassment or hostile work environment shall address the allegation as follows:

1. Notify Human Resources and/or the next level of the chain of command immediately upon receipt of an allegation contingent upon the comfort and parties named within the allegation(s).
2. Participate in the investigation process quickly and discreetly.
3. To the extent possible, protect the confidentiality of the employee making the allegation and that of any witness(es).
4. Avoid any communication and actions of reprisal or retaliation.
5. Sustain an atmosphere in the work environment that is free of discrimination and harassment.
6. Administer disciplinary action approved by the Department head or the Board of Aldermen upon the person or persons responsible for discriminatory practices or harassment, as the case may require.

C. WORKPLACE VIOLENCE

The City of Starkville is committed to preventing workplace violence and to maintaining a safe work environment. The City of Starkville has adopted the following guidelines to deal with intimidation, harassment or other threats of (or actual) violence that may occur during work hours or on its premises:

1. Employees are expected to refrain from threats of any kind, fighting or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of The City of Starkville without proper authorization.

2. Conduct that threatens, intimidates, or coerces another employee, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age or any characteristic protected by federal, state, or local law.
3. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to an employee's department head or Human Resources. When reporting a threat of violence, you should be as specific and detailed as possible.
4. All suspicious individuals or activities should also be reported as soon as possible to the direct supervisor, the department head or Human Resources. Do not place yourself in peril. If you see or hear a commotion or disturbance in the workplace, do not try to intercede or see what is happening unless you are absolutely certain of your own safety and the safety of others.
5. The City of Starkville will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the City of Starkville may suspend employees alleged to have violated this policy, either with or without pay, pending investigation.
6. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The City of Starkville encourages employees to bring their disputes or differences with other employees to the attention of their department head or Human Resources before the situation escalates into potential violence. The City of Starkville is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

D. AMERICANS WITH DISABILITIES ACT AND AMENDMENTS ACT

The ADAAA are federal laws that prohibit employers from discriminating against applicants and individuals with disabilities.

The City will comply with all federal and state laws concerning the employment of persons with disabilities and will act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, the City will not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

The City will reasonably accommodate qualified individuals with a disability as long as the accommodation does not create an undue hardship to the city. The Human Resources Director, with the advice of the City Attorney, will determine whether accommodations are reasonable on a case-by-case basis. Once the City is aware of a qualifying disability, it will take measures to reasonably accommodate the disability in accordance with legal requirements.

It is the employee's responsibility to inform the employee's supervisor that an accommodation is needed to perform essential job functions. The City reserves the right to request written documentation from any employee seeking an accommodation. All information received by the City relating to the provision of a reasonable accommodation will be treated as confidential and maintained in the medical file separate from other personnel information.

E. MINIMUM AGE

The Fair Labor Standards Act (FLSA) sets wages, hours worked, and safety requirements for minors (individuals under age 18) working in jobs covered by the statute, which includes City government. The rules vary depending upon the particular age of the minor and the particular job involved. The FLSA also generally prohibits the employment of a minor in work declared hazardous by the Secretary of Labor (for example, work involving excavation, driving, and the operation of many types of power-driven equipment).

The City of Starkville's minimum age for all other city employees is eighteen (18) years of age. The minimum age for sworn police employees is twenty-one (21) years of age. The only exception will be for selected seasonal and/or temporary positions when prescribed differently by federal or state law.

F. EMPLOYEE CLASSIFICATIONS

Employees of the City of Starkville are generally classified as one of the following:

Full-Time

1. Regular Full-time Employee (Benefits eligible) – A regular full-time employee is an employee who works a minimum of thirty (30) hours or more per week, is paid an hourly or annual rate, is subject to all conditions of employment, and is eligible for all benefits offered by the City. To be benefits eligible, an employee must be contributing to the state retirement plan.
2. Temporary Full-time Employee (Benefits eligible) – A temporary employee is an employee who works assigned hours, not to exceed a period of twelve (12) consecutive months and are paid on an hourly basis. Temporary full-time employees are eligible to receive benefits. A benefits eligible employee must contribute to the state retirement plan.

Part-Time

1. Regular Part-time Employee (Non-benefits eligible) – A regular part-time employee is an employee who works twenty (20) hours or less per week on a regular basis.
2. Seasonal Employee (Non-benefits eligible) – A seasonal employee is an employee who does not work at least 20 hours per week or a total of 80 hours per month for a period not to exceed four and one-half (4½) consecutive months. Seasonal employees are not eligible to receive benefits and employment cannot be extended beyond the 4½ months.

3. Rehired Retirees – In accordance with the state employees' retirement plan (PERS) policy, this employee may not exceed one-half of the normal working days or hours for the full-time equivalent position during the state fiscal year (20 hours per week); or, they may elect to earn an annual salary that will not exceed 25 percent of the final average compensation used in calculating their service retirement allowance. In either case, hours worked must not exceed an average of 28 hours per week worked during the measurement period.

Note: Students of any state educational institution employed by any agency of the State for temporary, part-time, or intermittent work as described in PERS Board Regulation 37, Eligibility of Student Employees for Membership in Retirement Annuity Coverage, are not eligible for membership in PERS and thus not eligible for membership service credit.

G. PAY RATES FOR CHANGES IN STATUS

The following personnel actions may affect the pay status of an employee in the manner provided:

Transfers

When an employee is transferred between departments or to another position within the same department to a job with the same pay grade and salary range (lateral transfer), the pay grade and step of the employee will not be changed.

When an employee is transferred between departments or to another position within the same department to a position where the employee's current pay is above the maximum salary step for the new position the pay step of the employee will be adjusted to the appropriate pay grade.

Promotions

Promotions refer to status changes for employees who advance to a higher level position that is not subject to a defined departmental promotional process. Positions that are subject to a defined departmental promotional process have salary ranges set within the City's compensation plan and are adjusted accordingly. When an employee is promoted to a higher-grade position, the employee shall be given a promotional increase of at least ten percent or moved to the minimum salary of the higher job grade, whichever is higher.

Temporary Promotions

When an employee is temporarily assigned to perform the complete range of job duties of a higher graded job for a period of thirty (30) consecutive days or longer, the employee shall be given a ten percent (10%) salary increase or raised to the minimum salary of the new job, whichever is more. When the employee returns to their regular full time job duties, their salary will revert to the salary paid before the temporary promotion plus any pay raises that would normally have been awarded to them in their regular job.

Demotion

When an employee is demoted to a position where their current rate of pay is above the maximum salary range for the new position, the employee's salary will be frozen for two pay periods. After two pay periods, the employee's salary will be reduced to the maximum salary

of the job's normal pay range until the Mayor and Board of Aldermen approve a revision of the pay range.

If the employee's current rate of pay is within the salary range for the new position the pay rate of the employee will remain unchanged. An employee may be demoted for any of the following reasons:

1. His/her position is being eliminated, and he/she would otherwise be terminated.
2. His/her position is being reclassified to a higher grade, and the employee lacks the necessary skills to successfully perform the job.
3. Lack of work.
4. Budgetary constraints.
5. The employee does not possess the necessary qualifications to render satisfactory service to the position he/she holds.
6. The employee voluntarily requests such a demotion, and it is available.
7. As a form of disciplinary action.

Reclassification

When an employee's position is reclassified to a higher salary grade, the employee shall receive a pay increase if they are not in line with the new salary grade. When an employee's position is reclassified to a lower salary grade or remains on the same salary grade, the employee's salary shall not change.

The above pay rate change policy does not create any contractual obligations on the part of the City to pay certain rates and the City maintains discretion to deviate from these provisions if circumstances support different pay.

H. PROBATIONARY PERIOD

All employees shall serve a probationary period of twelve (12) months. During this time, employees are learning their roles, and the City is evaluating their performance. Supervisors will conduct evaluations throughout the probationary period and provide feedback on employee performance.

During the twelve-month probation, employees serve at the discretion of the appointing authority and may be dismissed with or without cause, without entitlement to due process.

After thirty (30) days of employment, probationary employees in applicable employee classifications will be eligible for all benefits afforded to regular City employees, with one exception: new hires may not apply as "internal applicants" until after completing their 12-month probationary period.

Exceptions may be considered in cases where there is a better organizational fit and/or a shortage of talent for the required knowledge, skills, and abilities.

Before the end of the probationary period, the Department Head must submit written evaluations to the Human Resources Director addressing the following:

Discussion of the employee's accomplishments, strengths, weaknesses, and areas for improvement.

- Assessment of the employee's performance as satisfactory or unsatisfactory.
- Recommendation on whether the employee should be retained in the position.
- For new employees, a decision on whether to discharge the employee or extend the probationary period for up to an additional six (6) months.
- For employees on probation following a promotion, a recommendation on whether to reinstate them in their former position (if available) or extend their probation for up to an additional six (6) months. Probation extensions following promotions will be assessed on a case-by-case basis.

Upon successful completion of the probationary period, the employee will become a regular full-time employee unless otherwise recommended. Any extension of the probationary period will occur in ninety (90) day increments, not exceeding an additional six (6) months, with appropriate documentation. Employees who violate any policy in the handbook may be subject to termination.

I. PERFORMANCE REVIEW

The purpose of a performance review is to provide a uniform, consistent method that evaluates major aspects of job performance and to provide an established method for strengthening work relationships and improving communications. It is designed to develop the employee's skills, to allow the supervisor to recognize the employee's accomplishments and good work, and to provide an established method for identifying needed improvements.

Together the supervisor and the employee shall develop goals to improve job skills and enhance job performance. Employee reviews may be used to assist in:

1. Promotional decisions
2. Reduction in force considerations
3. Disciplinary action decisions.

Department Heads and/or supervisors are strongly encouraged to frequently discuss job performance with their employees on an informal basis.

Performance reviews shall be administered in a fair manner without unlawful discrimination as to age, race, sex, religion, political affiliation, national origin, or disability.

Department Heads will be reviewed by the Mayor using a format and time frame as approved by the Board.

Copies of completed performance review are to be distributed as follows:

- Original sent to Human Resources Director and retained in the employee's Personnel file;
- Copy retained by the Department Head; and
- Copy to be provided to the employee being reviewed.

Nothing in this policy should be construed as ensuring continued employment because any provision of this policy has or has not been followed as stated.

The employee's signature does not necessarily indicate agreement with the contents of the evaluation, only that they have been made aware of it. The contents of a written performance review are not subject to the grievance procedures. If an employee disagrees with the performance evaluation, the employee may attach a written statement of his or her objections to the performance evaluation. The performance evaluation and the employee's written statements, if any, shall be placed in the employee's personnel file.

J. DUAL EMPLOYMENT

The purpose of this policy is to define and clarify the ethical and practical issues regarding employees' dual employment on jobs while actively working as a full-time employee for the City. The city expects an employee's work for the city to take precedence over any outside employment engaged in by an employee. Employees must get prior written approval from the Department Head before engaging in other employment. Approvals will be updated yearly to remain in effect. At no time shall employees who are performing outside approved work be wearing City uniforms or logos or use City issued equipment.

Activities and conduct away from the job must not compete with, conflict with, or compromise the City's interests or adversely affect job performance and the ability to fulfill all job responsibilities for the city. Employees are prohibited from performing any services for customers on non-working time that are normally performed by the city.

Procedure:

1. An employee's "own time" means time after work hours, vacation time, holidays, when laid off/furloughed, or when suspended from work. An employee's "own time" does not include sick time, while on FMLA, or during regular business hours.
2. Employees must get prior written approval from the Department Head before engaging in other employment. The Department Head shall forward a copy of the outside employment form to the Human Resources Department for inclusion in the employees' official personnel file.
3. Employees may not moonlight in a position that creates a conflict of interest with employment with the city, and conduct away from the job must not compete with, or compromise the City's interests or adversely affect the employees' job performance and the ability to fulfill all job responsibilities for the city. For questions about whether a dual employment position would be a conflict of interest, see your Department Head.
4. Employees are prohibited from performing any services for customers on non-working time that are normally performed by the city. This prohibition also extends to the

unauthorized use of any City tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

5. Additionally, any Department Head who desires to engage in outside employment or business shall obtain prior approval from the Mayor.

K. ATTENDANCE

Each employee plays an important role in providing quality service to the citizens of Starkville. As with any group effort, it takes cooperation and commitment for everyone to operate effectively. Therefore, your attendance and punctuality are very important.

The City provides leave to cover absence from work. Employees are expected to report for duty, and be ready to begin work by the start of the regular work day or shift, unless on approved leave.

However, the City recognizes the need for a balance between superior customer service and the needs of our employees. Therefore, reasonable allowances will be made for absences with proper notice, which is defined as a minimum of three (3) days' notice given to a manager by the requesting employee. Unfavorable patterns of absences will, however, require immediate corrective action and may warrant a written disciplinary action by the employee's supervisor.

OCCURRENCE-BASED ATTENDANCE POLICY

Discipline for attendance violations is based on the number of occurrences. Below are the steps generally used to administer discipline in connection with attendance issues. However, under certain circumstances, the City may deviate from one or more of the steps and/or consider absences outside the specific timeframe.

Protected Absences – The below absences are protected by federal law and the City's policy; therefore, they are not used in the disciplinary process.

- **Military obligation** – documented per the City's Military Leave Policy.
- **Healthcare provider certified** – absences due to an injury, with medical verification that the employee is unable to work.
- **Under the care of a physician** – with verification that the employee is unable to work due to illness, disease, or disability.
- **Bereavement Leave** – In accordance with the City's Bereavement Leave policy, including proof of relationship and appropriate documentation as requested.
- **Jury Duty** – Per City policy, including providing appropriate documentation, such as a summons, subpoena, or certification of attendance.
- **Documented and Approved Leaves of Absence** – This includes those governed by Federal, State, or Municipal laws and City policies, including, but not limited to, intermittent leave under the Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA) as amended, Workers' Compensation, and Unpaid Leaves of Absence, or as required by other applicable laws.
- **Approved Paid Vacation** – When requested and approved per the City's policy.

- **City Paid Holidays** – Proclaimed by Mississippi’s Governor and approved by the City’s Mayor. In cases of emergency responders and employees filling positions with 24-hour, 365-day operations who choose to bank an applicable paid holiday, requests and receipt of approval for future use shall follow the same three (3) day minimum notice requirement before an absence.

Occurrence Defined

Any absence that is not reported in compliance with the Reporting Absences procedure below. (Failure to follow call out procedure)

- An absence not specifically identified as a protected absence above. (Absence)
- Any absence that is not reported to the location (i.e., a no call/no show). (No Call/No Show)
- Failure to be in the employee’s work area prepared to work at the scheduled start of the employee’s assigned shift. (Tardy after five (5) minutes)
- Any instance of an employee leaving his/her assigned location without permission before the end of the scheduled shift where such departure is not specifically related to business needs, occupational injury or illness, and/or any other business reason acknowledged by management. (Early Departure is considered fifteen (15) minutes early or greater.)
- Failure to provide proper documentation.

REPORTING ABSENCES

- Call out/report tardiness or early departures to the person at your location who holds the following position: Department Head or Designee of Department Head.
- When calling out, it is acceptable to leave a message rather than speaking directly to the person listed above.
- When calling out, it is acceptable to use text messaging to leave a message rather than speaking directly to the person listed above in the case where after attempting to contact the person listed above directly, the employee has been unsuccessful in 2 or more attempts.

Call out timing: At least two (2) hours prior to your scheduled shift unless it is impractical to do so. Call outs are to be done by the employee and not a surrogate, except in extreme circumstances. All occurrences will be tracked using a 12-month annual calendar method.

All occurrences that occur in a 12-month period will be counted and accumulate towards disciplinary action per City policy. After 12 months have passed since any particular occurrence, that occurrence will generally not be considered for disciplinary purposes unless a consistent or persistent pattern of inappropriate behavior exists.

Attendance will be tracked on a 12-month rolling calendar basis according to the following schedule:

- Each tardiness or early departure _____ 1/2 occurrence
- Each absence _____ 1 occurrence

Occurrences generally will be subject to the following progressive discipline schedule. *Deviations from this schedule may be approved by the City in its sole discretion.*

- 2nd occurrence in a 12-month period _____ Verbal /Documented Coaching
- 3rd occurrence in a 12-month period _____ 1st written warning
- 4th occurrence in a 12-month period _____ 2nd written warning
- 5th occurrence in a 12-month period _____ Termination

USE OF ANNUAL LEAVE OR SICK LEAVE (AL or SL)

An employee may use available AL or SL to receive pay for an occurrence. However, use of AL or SL will not alter any disciplinary action as defined above.

EXCESSIVE ABSENCES IN THE FIRST 90 DAYS OF EMPLOYMENT

Notwithstanding the foregoing, any employee who incurs three or more occurrences in his/her first 90 days of employment may be subject to immediate termination for excessive absenteeism.

NO CALLS/NO SHOWS

No call/ no shows will be subject to an accelerated discipline schedule during the rolling 12-month period due to their heightened impact on the operation. An occurrence will be issued for the attendance violation along with documentation for violation of the no call/no show policy as follows:

- 1st No Call/No Show in a 12-month period _____ 1st written warning
- 2nd No Call/No Show in a 12-month period _____ Final written warning
- 3rd No Call/No Show in a 12-month period _____ Termination

JOB ABANDONMENT

An employee may be deemed to have voluntarily resigned from employment after:

- Incurring no call/no shows for three separate offenses.
- “Walks off” the job without authorization from their manager.

If the employee has already begun the step discipline process for attendance/punctuality when a no call/no show occurs, the disciplinary process may be accelerated to the final step.

Note: An employee will not be subject to discipline for any absence, tardiness, or early departure protected under the Family Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA) or other applicable law, provided the employee complies with the procedures described in this Handbook.

PATTERNS

Patterns of absenteeism or tardiness may result in disciplinary action, even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that

qualify for a protected leave status will not be counted against an employee's attendance record, if the protected leave is verified and approved. Medical documentation is required in these instances. Employees who are absent due to a protected leave are still expected to follow the Department's call-in protocol.

L. LUNCH PERIOD

Each employee shall have a minimum of a thirty (30) minute uninterrupted unpaid meal period (one hour maximum). The meal period shall not be scheduled within the first or last hour of the scheduled work day or shift, unless specifically authorized by the immediate supervisor. If an employee needs to request additional time for a lunch period, the employee is encouraged to discuss options and complete necessary leave forms if approved in advance with his/her supervisor.

The lunch period shall be deducted from the number of regular hours worked for an employee's normal work day. The time and duration of the lunch period for specific employees, work sites or crews shall be determined by the Department Head.

M. NEPOTISM/PERSONAL RELATIONSHIPS/EMPLOYMENT OF RELATIVES

Nepotism, defined as favoritism as in the appointment to a job based on kinship, is prohibited pursuant to Miss. Code Ann. §25-1-53.

The employment of relatives can cause various problems including, but not limited to, charges of favoritism, conflicts of interest, family discord, and scheduling conflicts that may work to the disadvantage of both the City and its employee.

No applicant shall be employed in a position where a member of their immediate family are considered to be in positions of inherent unequal authority when one individual has the indirect or direct ability to influence the performance appraisal, benefits, schedule, assignments, salary, and/or career of the family member, or related person; or whose employment relationship to the family member or related person creates an actual or perceived conflict of interest.

For purposes of this policy, immediate family includes any person related by blood or marriage within the third degree. The status quo of relatives presently on the payroll in violation of this guideline will not be affected; however, all future employees will be governed accordingly.

If employees become related by marriage and create a situation prohibited by this Section, one of the employees may be asked to give up their position.

If a personal, romantic, or intimate relationship is established between two or more employees post-hire, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to the Department Head. When a conflict, or potential conflict arises, due to the relationship affecting employment, the City reserves the right to make any and all employment decisions in the best interest of the City, which may

include requiring one of the employees to give up his/her position. Situations not specifically addressed in this policy that, in the City's opinion, create a conflict of interest or give the appearance of a conflict of interest, will be handled at the City's discretion.

N. DRUG AND ALCOHOL-FREE WORKPLACE

The City of Starkville, Mississippi (hereafter "the city") is committed to providing its employees with a safe, drug and alcohol-free workplace and to promoting high standards of employee health. We have an obligation to our employees to take all reasonable steps to ensure safety in the workplace and safety and quality in the services that we deliver to the public. For these reasons, we are implementing a Drug and Alcohol-Free Workplace Policy which replaces any and all prior Drug and Alcohol policies of the City.

This policy covers alcoholic beverages of any kind and controlled or illegal drugs or substances, which include all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs whose use, possession or transfer is restricted or prohibited by law. This policy also covers prescription drugs that may impair an employee's capability to perform his/her job.

Drugs prescribed by a physician, dentist, or other person licensed to prescribe or dispense controlled substances or drugs used in accordance with their instructions are subject to this policy. However, employees are prohibited from using substances, drugs, or medicines that cause drowsiness or other side effects that may impair an employee's capability to perform his/her job properly and safely. Employees using prescription drugs according to a physician's instructions or using over-the-counter drugs for medicinal purposes are required to notify Human Resources regularly in the event such drugs would or do impair their physical, mental, emotional, or other faculties.

Reporting Use of Prescription and Non-Prescription Medications

Prior to testing, an employee may confidentially disclose any use of prescription and/or non-prescription medications to the designated MRO or designated City personnel officer to ensure accurate interpretation of test results. This disclosure must be in writing and include the name of the medication, dosage, frequency of use, and the prescribing healthcare provider if applicable.

USE PROHIBITED WHILE ON-DUTY

The following activities are prohibited while an employee is on-duty or otherwise providing City services and/or engaged in the City's business:

- The manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any controlled substance or illegal drug;
- The consumption of alcoholic beverages except at city and/or business-sponsored events where authorized;
- Being under the influence of alcohol or illegal substances during work hours;
- Performing work duties while under the influence of alcohol or controlled and/or illegal substance; and

- Abusing inhalants or prescription drugs or possession of prescription drugs that have not been prescribed for the employee by a physician.

An employee who engages in such behavior will be subject to disciplinary action up to and including dismissal.

OFF PREMISES USE

The following actions, even if not occurring while on-duty, are also prohibited:

- Indictment or conviction for criminal offenses related to the manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any controlled substances or illegal drugs; and
- Any other actions involving alcohol or controlled or illegal substances that, in the discretion of the Starkville Mayor and Board of Alderman, endanger the City's reputation for honesty, integrity, and safety in the services that we provide to the public.

An employee who engages in these activities may be subject to disciplinary action, up to and including immediate dismissal.

Employees who are arrested or convicted of drug or alcohol related violations under state or federal law or who plead guilty or *nolo contendere* (i.e., no contest) to such charges must inform the Human Resources office in writing within five days of the arrest, conviction, or plea. Information on such charges should be provided in writing to the Human Resource Director. Failure to do so will result in disciplinary action, up to and including dismissal.

WHO MAY BE SUBJECT TO TESTING

The City may require employees to undergo appropriate tests designed to detect the presence of alcohol or drugs (e.g., blood test or urinalysis) where it has reason to believe that an employee may be under the influence of or impaired by alcohol or drugs (i.e. reasonable suspicion drug and alcohol testing).

The City will also require such tests whenever necessary to protect the safety and health of its employees - for example, when an employee is involved in an accident while on-duty that results in injuries to the employee or others or damage to property.

The City may also test on a neutral selection basis for employees engaged in law enforcement or fire protection activities, and to the extent the employee is required as part of his/her job duties to engage in activities affecting public health or safety and the employee holds a safety sensitive position.

An employee may also be required to submit to a drug and alcohol test if the test is conducted as part of a routinely scheduled employee fitness for duty medical examination that is part of established policy and/or which is scheduled routinely for all members of the same classification or group.

In addition to employee testing, all job applicants without continuous employment with the City and internal transfers in the following job categories must submit to a drug test prior to commencing employment:

- A. Law enforcement personnel required to carry firearms;
- B. Non-clerical employees directly involved in the interdiction of drugs and paraphernalia;
- C. Firefighters;
- D. Emergency medical technicians;
- E. Employees who are authorized and required to operate city vehicles, city equipment, or city machinery; and
- F. Employees who are traveling on the exterior of city vehicles and are exposed to external traffic hazards.

Notwithstanding any other provision in this policy to the contrary, employees of the Police Department of the City of Starkville are permitted to possess, solicit, sell, transfer and distribute drugs in the lawful exercise of their duties pursuant to command orders of the Chief of Police, the employee's supervisor or superior officer, an employee of the Mississippi Bureau of Narcotics, or the United States Department of Justice acting as the City's employee's supervisor or superior officer.

CONSENT TO TESTING

Consent to submit to such tests as the City may require constitutes a condition of employment. Refusal to consent to a test when such a test is required will result in disciplinary action, which may include dismissal. All drug and alcohol testing will be conducted in accordance with applicable federal or state law.

O. REDUCTION-IN-FORCE / LAYOFF / FURLOUGH

Department Heads have been charged with the responsibility of restructuring their departments to eliminate those positions not essential to the mission of the department.

The goal is to accomplish the reduction in force without any change in the level of services rendered to the citizens of Starkville. This may require a reorganization of the responsibilities of those employees who remain.

The department head, with prior approval of the Mayor and Board of Aldermen, may layoff or furlough an employee due to a shortage of funds or work, the abolition of the position, or for other reasons which are outside of the employee's or City's control without a reflection on his/her standing. At least two (2) weeks' written notice of the effective date of the layoff shall be given to each employee affected, with the exception of seasonal or temporary employees, specifically stating the reason for the layoff. Such notice shall be signed by the Department Head or designee.

Regular full-time employees shall not be laid off until all part-time, temporary and seasonal employees occupying the same class are laid off or furloughed unless the non-regular employees' jobs are not funded solely by the City. Employees affected by the reduction in force may apply for consideration for other vacant positions for which they qualify. Affected employees may also apply for employment with the City for any advertised vacancy for

which they are qualified.

The primary criterion for selection of those positions and employees affected by the reduction in force is based on whether the positions are critical to meeting the goal of maintaining the current level of service. Consistent guidelines have been established to govern the selection of individuals for layoffs:

- Volunteers will be first in consideration for layoff or furlough.
- Next, employees with documented disciplinary issues in the past six (6) months shall be selected for layoff or furlough, with those currently on a Final Written Warning being selected first proceeding in descending order for discipline.
- Employee review records may be used in determining which employees shall be laid off when two (2) or more employees are basically qualified to fill one (1) position.
- Next, the employee's availability for work as indicated by the employee shall be utilized to determine selection.
- Seniority as indicated by official records, may be used as a criterion, at the discretion of the Mayor and Board, or any other objective criteria that has a rational basis, and is not inconsistent with state or federal law.
- Personnel who have specific or specialized skills.

Employees will be laid off or furloughed and may be eligible to collect unemployment from the State. The Mississippi Department of Employment Security determines eligibility for benefits. An impacted employee may contact them directly to open a claim.

Nothing in this policy limits in any way an employee's right to utilize the City's grievance policy. An employee notified of their dismissal shall be provided the opportunity for an informal hearing before the Board, while in a pay status. The only issue relevant in such a hearing is the City's failure to comply with the criteria and procedures set forth in this policy or other applicable law. The employee and their representative shall be afforded the opportunity to explain why they should not be laid-off or furloughed.

P. EMPLOYEE DEPARTMENTAL TRANSFER

One of the ways employees broaden and deepen their career experience is through professional moves within the City. A transfer is defined as changing positions for a lateral move, promotion, department change, or job change.

This is a request for employees to transfer from one department to another. This request is subject to successful completion of all requirements as stated in the job description or progression plan for the position.

If the employee has not successfully completed the requirements of the position, the employee is not eligible for transfer.

Employee Name: _____ Phone Number: _____

Current Department: _____ Current Position: _____

Department requesting to be transferred to: _____

Current Department Head's Authorization to Transfer

Supervisor Name: _____ Title: _____

Employee's last day of work in current department: _____

By signing below, I acknowledge that _____'s last day of work in my department will be on the above date and I authorize the above employee to transfer out of my department, pending Board approval.

Signature of Supervisor: _____ Date: _____

Transferring To Department Head's Authorization to Transfer

Supervisor Name: _____ Title: _____

Employee's first day of work in new department: _____

Employee's new job title: _____

By signing below, I acknowledge that _____'s first day of work in my department will be on the above date and I authorize the above employee to transfer into my department, pending Board approval.

Signature of Supervisor: _____ Date: _____

Q. RESIGNATION

Resignation occurs when an employee chooses to end employment with the City. Although we hope your employment with the City of Starkville will be a mutually rewarding experience, we understand that varying circumstances do cause employees to voluntarily resign employment. Should this time come, you are asked to follow the guidelines below regarding notice and exit procedures.

Procedure

1. Employees are encouraged to provide a minimum of two (2) weeks' notice to facilitate a smooth transition out of the organization. Department Heads are requested to provide a minimum of thirty (30) days' notice.
2. All resignations must be confirmed in writing. Employees may wish to complete the Employee Resignation Form provided within the department for this purpose or may submit other written notice that should include the reason for leaving and the effective date. Resignations must be submitted to the Department Head with a copy to the Human Resources Department.

Resignations by a Department Head must be submitted to the Mayor with a copy to Human Resources. The Mayor will be responsible for notification to the Board.

3. Employees who fail to report to work for three separate offenses without properly communicating to their supervisor or Department Head the reasons for their absence will be viewed as voluntarily resigning their employment as of the close of business on the third workday. The employee's Department Head must notify the Human Resources

department after the third offense. The Human Resources department will provide written notice to the employee notifying them that their employment has been terminated based on voluntary resignation.

4. Employees who wish to discuss concerns about their continued employment before making a final decision to resign are encouraged to do so. When resignations are received, efforts begin immediately to make arrangements for continued coverage of duties, so please make sure of your decision before submitting your resignation.
5. Employees will not be allowed to rescind a resignation, whether given verbally or in writing, once the resignation has been submitted or conveyed to the Department Head and/or the Human Resources Director, or in the case of a Department Head resignation to the Mayor or Board.
6. Resigning employees must ensure that all tools and equipment are returned and take the opportunity to discuss any questions or concerns related to employment with the City of Starkville. Employees who fail to return any City property, including keys, credit cards, tools, uniforms, cellular phones, laptops, and other equipment, will be deemed ineligible for rehire; and may be subject to withholding of the value of items from any final compensation; and legal proceedings on behalf of the City of Starkville.
7. Departing employees should confirm their forwarding address to ensure that final pay, benefits, and tax information are received in a timely manner.

SECTION III – EMPLOYEE BENEFITS

As a full-time employee, you are entitled to certain fringe benefits that are intended to provide security and peace of mind to you and your family during your employment with the City of Starkville.

A. HEALTH INSURANCE BENEFITS

Benefits may include medical, dental, vision, voluntary, and flexible options. Employees are eligible for coverage on the first day of the month following employment start date. Dependents that may be covered include a legal spouse and children up to age 26. Supporting documentation is required before benefits can begin.

Each plan year begins on January 1st, with the open enrollment period occurring in the month of October, prior to the new plan year. Health plan options, benefit designs, eligibility rules, and premiums are subject to change each plan year. Informational meetings and other communications are available during the open enrollment period.

The Benefit plans offered by the City allow full-time employees to be enrolled in the City's Group Medical and Life Insurance Program. The City pays all of the premium for its full-time employees. However, if family or extra coverage is desired, the employee is responsible for those premiums.

Employees' health insurance premiums for family or extra coverage are paid on a pre-tax basis. When employees enroll in medical, dental, or vision insurance, the premiums are

deducted from payroll checks before taxes according to IRS Section 125.

For more in-depth information regarding the offered benefits, please see the Enrollment Benefits Guide.

QUALIFYING EVENTS FOR CHANGES TO COVERAGE

It is the employee's responsibility to notify the City if a significant qualifying event occurs that may result in a change in coverage. Employees must notify the City within thirty (30) days of experiencing a qualifying event and submit supporting documentation to be eligible to change coverage. Some events allow employees to make changes to benefits including adding or dropping dependents, adding coverage, or terminating coverage.

To make a change in pre-tax deductions that are allocated under IRS Section 125, employees must have a qualifying event. Under the Internal Revenue Service rules, employees may change his/her health insurance deductions (elections) during the year only after one of the following qualifying events:

1. The employee has a change in family status (e.g. marriage, birth, death, legal separation, divorce, or dependent child attaining the maximum age of coverage).
2. The employee's spouse loses coverage due to termination of employment.
3. The employee terminates employment or retires with the city.
4. The employee's spouse has a change in employment status which results in either acquiring or losing eligibility for health insurance coverage.
5. The employee receives a divorce/legal separation and is required under a court order to provide health insurance coverage for his/her eligible dependent children and/or legally separated spouse.
6. There is a significant change in the employee's or his/her spouse's health coverage which is attributable to the spouse's employment.
7. Other reasons consistent with Federal Law such as Healthcare Reform.

Changes in pre-tax health insurance deductions that stem from any of these qualifying events must be made within 30 days of the event.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible employees and their beneficiaries to continue health insurance coverage under the City's health plan when a "qualifying event" could result in the loss of eligibility.

Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

B. RETIREE HEALTH BENEFITS

Effective October 1, 2020, the City of Starkville amends its personnel policy with regard to continuing health, dental, and life coverage to all eligible employees upon their retirement from the city.

The option to continue your coverage(s) will no longer be offered to employees who retire from the city on or after October 1, 2020.

Retiring employees under age 65 will be eligible to continue their coverage(s) under COBRA for the applicable time period (18 months in most instances). In accordance with current policy, the retiree must pay the cost for the coverage(s) should they elect to continue and will be subject to the terms and conditions of the vendor utilized by the City in the collection of premiums.

Upon eligibility for Medicare coverage, either through attaining the required age or as the result of a Social Security or Medicare approved disability prior to age 65, the health coverage through the City plan will terminate.

If a retiree attains Medicare eligibility and has a dependent(s) covered under the plan at that time, and the dependent has not attained the age for Medicare eligibility, they will be eligible to continue coverage under COBRA for the appropriate time period or until they also meet Medicare eligibility requirements.

Retirees who continued their coverage(s) and enrolled prior to October 1, 2020, under or over age 65, will be “grandfathered” and allowed to maintain their coverage provided they continue to pay the prevailing premiums as required by the terms and conditions of the vendor utilized by the City in the collection of premiums.

The existing policy for retirees who have continued coverage due to retirement prior to October 1, 2020, is further amended to require that once the covered retiree (or spouse) attains eligibility to Medicare they must terminate coverage through the City of Starkville group health plan. This will assure a smooth transition to Medicare and the avoidance of potential financial penalties as a late enrollee to that coverage.

C. LIFE INSURANCE

The City provides group life insurance to employees who are classified as Regular Full-time. Coverage is effective on the first day of the month following employment start date.

Eligible employees are provided ten-thousand dollars (\$10,000) of life insurance. The coverage includes accidental death and dismemberment coverage (AD&D) in an equal amount.

Employees are given the opportunity to voluntarily purchase supplemental life insurance benefits on an after-tax basis for themselves and their dependents at the time of hire and at open enrollment each year. Enrollment may require evidence of insurability depending upon the amount of insurance requested and guaranteed issue limits. If the employee is not actively at work on the day coverage is scheduled to begin, coverage will begin on the day the employee returns to work and is considered actively employed.

D. TUITION ASSISTANCE PROGRAM (TAP)

OVERVIEW

The City of Starkville is committed to helping employees continue their education and develop in their professional careers. In keeping with this philosophy, the City has established an Educational Assistance Program to recognize the motivation of employees who choose to pursue higher and continuing education by reimbursing them for expenses incurred through approved accredited colleges or universities or at approved specific job-related training programs. In all cases, the city will only consider programs for reimbursement that have a job-relatedness to either the employee's current position with the city or that may enhance the employee's career growth opportunities with the City.

Educational Assistance Benefits will be available only if departmental training budgets are sufficient to meet their costs.

All requests for Educational Assistance Benefits must be pre-approved by the Mayor.

ELIGIBILITY

The City of Starkville shall pay for seminars, courses, classes or workshops that may be required by law or administrative rule for an employee to perform work in his/her normal job classification.

Newly-hired police officers and firefighters are also subject to the terms and provisions of a separate agreement for reimbursement for uniform and training costs. All newly hired police officers and firefighters should reference that agreement for specific provisions related to initial training and uniforms.

An employee is eligible for benefits under the Educational Assistance Program if the following criteria are met:

- The employee must be a full-time employee of the City of Starkville and off probation;
- The employee must have one year or more of service with the City of Starkville;
- The employee must discuss course work and career goals with his/her Department Director or designee;
- The application must be approved by the Department Director or designee;
- The employee must be a successful performer with no written disciplinary actions or suspensions within the last twelve (12) months;
- The departmental training budget must be sufficient to meet the costs; and
- The request must be pre-approved by the Department Head and Human Resources.

POLICY GUIDELINES

For job-related training or accreditation programs that are not required by law or administrative rule for an employee to perform work in his/her normal job classification, the City will pay the costs of such training, subject to the terms of the repayment agreement as described below.

For undergraduate or graduate level college courses, the City will reimburse an employee for continuing education courses through an accredited college or university. Courses may include college credit courses, continuing education unit courses and certification tests. Normally, no more than six (6) credit hours may be approved in any calendar year. Department Heads, however, may take up to six (6) credit hours per semester.

If all eligibility qualifications and policy guidelines are met, the Educational Assistance Program will cover the following items:

- Tuition
- Registration fees
- Rental or purchase of books
- Lab fees

Athletic expenses, meal cards, medical, application, transportation, parking, or other fees are not eligible for reimbursement.

If an employee is eligible to receive other educational assistance from another program (i.e. scholarships, G.I. Bill, or grants,) then the employee must exhaust that aid and provide proof of exhaustion before requesting tuition assistance from the City of Starkville. Proof of exhaustion may include current Financial Aid transcripts or official documentation from the school that states the employee is not eligible for aid;

The approval for reimbursement of the course(s) is dependent on the course and its relevance to the employee's current position or a potential future position with the City.

To the extent that such courses are voluntary, such courses will be on a reimbursement basis and shall be taken on the employee's own time. Specific approval by the Mayor is required when any such class is requested to be taken during the employee's work time. Such approval would be unusual and would be considered based on the specific facts of the request.

The employee must pay his/her tuition and other eligible fees in advance and provide proof of payment.

Reimbursement is not made if the employee ends employment with the city for any reason before the course is completed.

The employee must complete the course. Incomplete courses are not eligible for reimbursement. Courses where the employee has withdrawn are not eligible for reimbursement.

The amount of reimbursement will be determined by the employee's final course grade and is based on the following schedule:

- 100% - A
- 90% - B
- 60% - C
- 0% - D or below

Funding of the Educational Assistance Program is limited. If funding of the program is nearing exhaustion, reimbursement will be given in the order that approvals were given by the Mayor and Board of Aldermen. If more than one employee is seeking reimbursement

and both of their applications are received on the same day, then higher priority will be given to the employee who has served the City in a full-time capacity the longest.

Upon completion of the course(s), the employee will submit proof of his/her grades and a request for reimbursement form to the Human Resources Department. Grades must be received by the Human Resources Department within 30 days of the completion of the course.

Completion of any class, seminar, certification, or degree does not, on its own, justify any change in compensation or classification for the employee unless such change is an established part of the City's pay grade/step process.

REPAYMENT AGREEMENT

All employees are required to sign an agreement to repay the city if he/she leaves employment either voluntarily or involuntarily for reasons within their control prior to two years after tuition assistance has been received. The repayment will be prorated according to the employee's length of service after such benefits have been received, with the employee being responsible to repay the City of Starkville on a one-twenty-fourth (1/24) per month(s) basis of such benefits received for each month prior to the end of a twenty-four (24) month period. The employee will be responsible for the costs of any fees associated with the collection of amounts due to the City of Starkville under this agreement, including attorney and court fees should legal action be necessary to collect such fees.

In the event of a reduction in force or if the employee is terminated for reasons beyond the employee's control, the city will not enforce the repayment agreement. In the event of such reduction in force or involuntary termination, the Human Resources Director of the City of Starkville shall review such termination and shall render the decision as to whether reimbursement is required, with that decision being subject to the established rules of the Grievance Procedure as set forth in the City of Starkville's Personnel Policy Manual.

PROCEDURE

The following procedure should be followed to ensure proper application of the policy:

1. The employee should meet with his/her supervisor and department director to discuss the desire to continue their education and the specific course-work requested to be approved. It is the employee's responsibility to allow adequate time for such requests to be considered and, if applicable, approved through all steps prior to enrolling for the requested class, seminar, or program.
2. The employee shall complete an Educational Assistance Form requesting approval and shall attach any relevant information to support the request.
3. The employee shall submit the completed Educational Assistance Form and supporting documentation to their supervisor and department director for approval.
4. If approved by the department director, the department director will forward the request to the Human Resources Director of the City who will review the request to ensure compliance with this policy. If the request does not meet the requirements of this policy, the Human Resources Director will discuss any issues with the department director.

5. When the request is approved by the Human Resources Director, the department director will submit the request to the Mayor and Board for their approval.
6. After approval by the Mayor and Board, the department director will notify the employee in writing of the approval and authorize the employee to enroll in the approved course(s).
7. After completion of the approved course(s), the employee shall submit a reimbursement request, accompanied by their grade report, to the Human Resources Director. This request must be submitted within thirty (30) days after completion of the course. The Human Resources Director shall process the request and submit it to the City Clerk's Office for payment. Receipts are required to justify all expenses for reimbursement.

E. EMPLOYEE ASSISTANCE PROGRAM (EAP)

The employee assistance program (EAP) is designed to help all Regular Full-time and Elected City employees and their family members cope with problems before they become unmanageable. The EAP provides employees and their household members with confidential access to assistance and resources from 8-5pm (9) hours per day, five (5) days per week. The EAP provides short term counseling and support on many issues including depression, grief, legal issues, alcohol/drug abuse, financial pressures, identity theft, stress, anxiety, and many more.

The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. Contacts to and information given to the EAP counselor may be released to the City of Starkville, only if requested by the employee in writing. There is no cost for an employee to consult with an EAP counselor. Eligible employees must be covered by the City's health insurance plan. Eligible employees will receive three (3) free counseling sessions which will be reported to the City's health insurance plan. The City will be invoiced for the insurance co-payment on behalf of the employee. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

F. WORKERS' COMPENSATION

The City has elected to participate in the Mississippi Municipal Workers' Compensation Program. All employees who have an accident or injury, no matter how minor, while on the job must notify their Department Head within 24 hours of the incident. If medical care is needed, your Department Head will have to report it as a First Report of Injury.

If the injury is deemed to be work-related and you are unable to earn your full pay due to your injury, you may receive workers' compensation benefits related to lost wages. Time away from work due to a work-related injury, will be deemed to run concurrently with leave under the FMLA and similar state or local law, if applicable.

While out on Workers' Compensation, leave is not accrued.

WHY DO YOU REPORT IMMEDIATELY?

Reporting an incident (no medical treatment) or injury requiring medical attention, immediately helps to:

- Ensure that management can address and get you immediate medical attention if needed.
- Ensure that unsafe conditions can be corrected immediately to prevent others from being hurt or injured.
- Ensure that an injury investigation gets performed while information is fresh in the minds of those involved.
- Reduce the likelihood of injury severity from prolonged aggravation. And,
- Reduce the likelihood of fraudulent claim suspicion stemming from a late report.

Failure to report an incident or injury within 24 hours of the event can result in disciplinary action.

WHAT ARE FRAUDULENT CLAIMS?

- Failing to report until a later date, even over the weekend, raises suspicion that an employee may have been injured at home or while performing non-work-related duties and is looking for the medical expense to be covered by the employer. This is a fraudulent claim.
- Fraudulent claims are insurance fraud, a felony, and could result in loss of employment and jail time.

G. UNEMPLOYMENT COMPENSATION

The Mississippi Department of Employment Security determines an employee's eligibility for benefits. Employees may contact them directly to open a claim or visit their website at mdes.ms.gov.

K. RETIREMENT

Eligible employees and officials of the City of Starkville become members of the Public Employees' Retirement System as a condition of employment. Participation is restricted to employees whose wages are subject to payroll taxes and are reported on IRS Form W-2.

Additional information is contained in the PERS Member Handbook which is available online. You may also contact PERS by calling 1-800-444-7377 or (601) 359-3589 or visit the website at <http://www.pers.ms.gov>

SECTION IV – CLASSIFICATION PLAN

A. PURPOSE

The Human Resources Department will maintain a Classification Plan that provides a listing of employment positions in the City. The Classification Plan provides a complete inventory of all positions in the City's service and an accurate description and specifications for each job classification. Job classifications are based on an analysis of the duties and responsibilities of each position and include minimum requirements of education, training, experience, skills, knowledge, and abilities necessary for the job.

B. USE OF JOB DESCRIPTIONS

Job descriptions are a mechanism of communicating goals, objectives, values, and expectations between employees and supervisors. The job descriptions will contain a general description of the position, essential functions, and additional duties of the job. It should be noted that these elements listed are not entirely inclusive or descriptive of all duties.

The job description shall also contain minimum training and qualifications and the ADA Amendments Act (ADAAA) elements and standards required to perform essential job functions. The minimum qualification standards on job descriptions should serve as norms for applicants coming into the job setting and should also serve as a basis for performance indicators in meeting the expectations of the City for each employment position.

C. USE OF THE CLASSIFICATION PLAN

The Classification Plan may be used:

1. As a guide in recruiting and examining candidates for employment.
2. In determining lines of promotion and developing employee training programs.
3. In determining salaries to be paid for various types of work. And,
4. In providing uniform job terminology understandable by all City officials, employees, and the general public.

D. ADMINISTRATION OF THE CLASSIFICATION PLAN

In conjunction with the Department Heads and incumbent employees, the Human Resources Department shall be responsible for maintaining accurate job descriptions in the Classification Plan that reflect the duties that each employee performs. Employees and their supervisors shall maintain open communications and dialogue to ensure that job descriptions are reviewed and updated on an annual basis or as needed. The Human Resources Department will conduct a review of the entire Classification Plan by examining the nature of the position classes and recommending the appropriate changes in allocations or in the Classification Plan itself. This review will be conducted every three (3) years or when feasible as determined by the Human Resources Department and Administration.

SECTION V – COMPENSATION PLAN/ PAY PRACTICES

A. PURPOSE

The City shall maintain a Compensation Plan, which assigns pay ranges to each employment position identified in the City's Classification Plan. The Compensation Plan is intended to provide fair compensation for all classes of positions in the Classification Plan. The salary of each employee shall be set within those established ranges as approved by the City, within budgeted fiscal resources.

The Compensation Plan is to be used in consideration of pay ranges for other job classes,

general pay rates for similar employment in private establishments and other public jurisdictions in the area, cost of living data, the financial condition of the City, and other factors. To this end, the City may develop comparative studies of factors affecting the level of salary ranges and make recommendations to the Mayor and Board of Alderman during the budget approval process.

The City shall adhere to the provisions of the United States Department of Labor's Fair Labor Standards Act (FLSA) as applied to Mississippi Municipalities.

B. MAINTENANCE OF THE COMPENSATION PLAN

The Human Resources Department will conduct compensation studies with public agencies that are similar in structure and size. All factors affecting the level of salary ranges shall be reviewed, and recommendations shall be made to the Mayor and Board of Alderman, regarding any proposed changes in salary ranges as needed.

C. USE OF SALARY RANGES

Salary ranges are intended to furnish administrative flexibility in recognizing individual differences among positions allocated to the same class.

Employees are generally hired at the minimum pay rate established for a job classification; however, some employees may be hired at a higher rate depending on their experience and education. Any Department Head, desiring to hire an applicant at a salary rate above the minimum, must submit written justification to the Human Resources Department for approval. No employee may be paid at a rate less than the minimum of the salary range, nor more than the maximum pay range, prescribed for the class in which the employee is working as set forth in the Compensation Plan.

D. OVERTIME PAY AND COMPENSATORY TIME

A supervisor may require an employee to work at any time when circumstances require work beyond their regular work schedule. In accordance with the FLSA, non-exempt City employees, with the exception of law enforcement (excess of forty-three hours per work week) personnel and fire protection (excess of fifty-three hours per work week) personnel, shall be compensated for actual time worked in excess of forty (40) hours in a work week at the rate of time and one-half. Paid leave such as holiday and personal leave does not apply toward time worked.

Non-exempt employees may elect to receive compensatory time in lieu of overtime pay. Compensatory time is time off instead of monetary overtime compensation at a rate of one and one-half (1 1/2) hours of compensatory time for each hour of overtime worked. Employees may accrue up to two hundred forty (240) hours of compensatory time. Non-exempt sworn employees may accrue up to four hundred eighty (480) hours of premium compensatory time.

A non-exempt employee, who has accrued compensatory time, shall be permitted to use such time off within a reasonable period after making a request to use such time, unless such use

would unduly disrupt the operations of his/her department and not just cause mere inconvenience.

Records of employee compensatory balances for non-exempt employees shall be maintained in the departments as well as by the payroll clerk. Employees requesting compensatory time must record the actual hours worked each workday on the time sheets submitted for payroll. Written approvals and leave requests shall be maintained in the payroll and personnel files.

Each Department Head or designated supervisor shall be responsible for establishing work schedules and work periods for employees within his/her department so as to minimize the amount of overtime pay and compensatory time.

Upon separation of employment, a non-exempt employee shall be paid for documented unused compensatory time. Payment for compensatory time shall be made at the rate earned by the non-exempt employee at the point the employee utilizes the compensatory time.

Non-exempt employees shall work beyond their scheduled number or work hours only when it has been authorized in advance by the Department Head. Any employee who fails to obtain authorization for working beyond the maximum allowable hours shall be subject to disciplinary action. However, no Department Head shall deny overtime pay or compensatory time for work that has already been performed.

Employees affected by a change in their classification from non-exempt to exempt status, or from exempt to non-exempt status, shall be notified by their Department Head of the change in their status and any overtime pay provisions within thirty (30) days. Any compensatory leave earned as a non-exempt employee shall either be used prior to becoming an exempt employee or banked for future use.

The Fire Chief and Police Chief shall establish written policies on premium compensatory leave and pay calculations for employees engaged in fire protection or law enforcement activities, based on local, state, or federal law. Such policies shall comply with the provisions of the FLSA.

E. EMPLOYEE TIME RECORDS

All non-exempt employees are responsible for recording all actual hours worked using the Department's time reporting procedures. These hours are recorded in an internet accessible hosted workforce management system and employees are responsible for accurate input. Employees may not clock in or out for another person. Falsification of timesheets is strictly prohibited and will result in disciplinary action up to and including termination. Department Heads shall review and approve/sign all-time records. The following rules shall apply to time reporting procedures for non-exempt employees:

1. Employees are responsible for recording their starting time, quitting time, and total hours worked for each work day. Employees must be in an authorized location when recording hours worked (start time, break time, end time, etc.).
2. Unless permission to do otherwise by the employee's supervisor, no employee may sign

in/clock in more than 5 minutes prior to the start of their shift or to sign out/clock out late after their normal quitting time.

3. If applicable, employees shall not remove a timesheet/time card from the designated employee area or leave the premises with said timesheet/time card.
4. Employees given permission by their supervisor to leave their job assignment for any purpose besides City business during work hours must sign out/clock out when leaving and sign in/clock in upon returning to work, unless otherwise directed by their supervisor in writing.
5. Employees will be paid from time sheets verified by actual recorded times in the workforce management system. Any adjustments to the recorded time must be approved by the employees' supervisor.
6. An employee failing to properly sign and/or submit his/her time sheet/time card must have it immediately approved and initiated by a supervisor or Department Head to ensure payment for hours worked.
7. No unauthorized representative/employee shall mark on another employee's time sheet/time card. Employees that alter another employees' time sheet/time card shall be subject to disciplinary action.

Failure to properly record hours worked may result in not being paid for those hours in question on the timesheet. Continued non-compliance may result in disciplinary action.

F. ON-CALL PAY

On-call service is necessary for the proper maintenance and operation of certain City services. On-call time is defined by departmental needs as a period of time in which an employee is required to be available to report to work at the employer's discretion. The designated on-call, non-exempt employee, is expected to be easily reachable and able to report to work within thirty (30) minutes of receiving notification.

In an effort to address appropriate issues for city-wide standardization, the Board has adopted the following criteria for those personnel who are designated as on-call employees:

I. Scope

This policy applies to Hourly, Operational, and Classified non-exempt (as defined by the Fair Labor Standards Act) employees of the City of Starkville.

II. Purpose

The purpose of this policy is to provide guidelines to departments, managers, and supervisors regarding the process and procedures to follow for Hourly and Operational non-exempt employees who are required to maintain their availability after hours and be on-call to come back to work or to otherwise be available to respond to emergency situations within the City. This policy is consistent with the provisions of the Fair Labor Standards Act and the City's Compensation Policy.

III. Policy and Procedures

a. Identification and Notification

Departments should identify positions who are required as a condition of employment to be on-call to come back to work outside of the employee's regular shift.

Once management identifies these positions, the employee should be notified that the essential functions of his or her job requires the employee to maintain an on-call status on either an intermittent or regularly scheduled basis. The employee's position description should also be updated accordingly.

b. On-Call Requirements

- Management should provide employees who are required to be on-call with a schedule of the time and date that the employee must be on-call. In addition, the following guidelines apply:
- Unless otherwise advised, the employee is not required while on-call to remain on the City's premises. However, the employee must remain available by telephone, or text while off site and respond to any message within ten (10) minutes.
- If an emergency requires the employee to return to work, he or she must do so within 30 minutes of responding to the message.
- The employee is not required to restrict his or her activities while on-call, but the employee must remain free of the influence of alcohol or illegal drugs. In addition, the employee should not take any prescription drug that adversely affects his or her ability to safely and effectively perform his or her job duties. If an employee has a medical condition and has concerns about complying with this requirement, the employee should consult with the Office of Human Resources.
- If the employee has a conflict and is unable to be on-call during his or her assigned time, it is the employee's obligation to pre-arrange with his or her immediate supervisor for a replacement to cover the employee's on-call shift.
- Employees who fail to respond when called and/or who fail to find a replacement are subject to disciplinary action in accordance with the Department of Human Resources Management Policy.
- **An employee who is on-call and cannot report for a personal or medical reason shall not be eligible to use earned and/or accrued leave to cover the scheduled on-call period.**

c. On-Call Pay

- Non-exempt employees who are designated for on-call duty shall receive two hundred-forty (\$240.00) for on-call pay in addition to the actual number of hours worked. **NOTE: Failure or inability to remain on-call during the designated**

period will result in a forfeiture or reduction of the \$240.00 on-call base pay at the discretion of the Department Head and approved by the Mayor.

- A non-exempt employee who is not designated to be on-call, but is unexpectedly called to work due to an urgent situation after normal working hours will be paid the minimum of two (2) hours or actual hours worked, if it exceeds two (2) hours for each actual trip to the City to address call-in issues.
- Non-exempt employees (with the exception of departments/divisions that are regularly scheduled to work twelve (12) or forty-eight (48) hour shifts) who work on an official City holiday, shall receive two hundred-forty (\$240.00) for on-call pay; the eight (8) hours of holiday pay; and shall be paid four (4) additional regular hours.
- Actual hours in excess of 40 hours will be paid at the overtime rate, if appropriate.

EXAMPLES:

- If an employee has already worked 40 hours when he or she is on-call, he or she will be paid overtime.
- If a non-exempt employee who is not designated to be on-call is required to report for 30 minutes, the employee will receive two (2)-hours of on-call pay that will be paid at his or her overtime rate if applicable. So, in this example, the employee will be paid 40 hours at his or her regular rate, and he or she will receive an additional 2-hours of on-call pay that will be paid at the overtime rate.
- By way of further example, if an employee is called to come back to work three times during an 8-hour shift, the three callbacks will pay 6-hours of on-call pay at the overtime rate (which is a minimum of two hours for each of the three times that the employee was called back to work during the 8-hour shift.)
- Commuting time to the city is not counted as hours worked if the employee is on-call and called back to work. Work time begins upon arrival to work and ends upon clocking out and leaving work.

IV. Authority, Interpretation and Amendment

The Board has delegated to the Mayor the authority to revise or amend this policy at any time. The Office of Human Resources is responsible for the administration and implementation of this policy.

G. EMPLOYEE PAY

The City makes every effort to ensure employees receive their pay on time. City employees shall be paid generally through direct deposit on a bi-weekly basis, with payday being every other Friday. There are some employees who were hired before the bi-weekly conversion and remain on a monthly basis. Those employees are paid at the end of each month. Employees with questions about their pay should contact the designated Pay Clerk for their department within the pay period in question or immediately thereafter. If a Pay Clerk is not available, contact the HR Department.

Anniversary Increase

All regular full-time employees of the City will receive an anniversary increase based on their start date, in addition to their regular base pay, according to the following schedule:

- **3% Anniversary Increases:** Granted at years 3, 6, 10, 15, 20, and 25.

Anniversary increases will take effect at the beginning of the next pay period.

SECTION VI – LEAVE POLICIES

A. HOLIDAYS

The City recognizes the following Holidays, as designated annually by the Board of Aldermen:

New Year's Day	1st of January
Dr. Martin Luther King Jr. Day	3rd Monday in January
President's Day	3rd Monday in February
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	4th of July
Labor Day	1st Monday in September
Veteran's Day	11th of November
Thanksgiving	4th Thursday in November
Christmas	25th of December

These holidays are considered "off days" for most employees, unless a particular department/division of our municipality must operate during these days.

Holiday pay is the regular straight time rate for the number of hours in an average workday.

Employees whose regularly scheduled day off falls on a holiday shall be entitled to the straight time holiday pay.

When any of these days fall on a Saturday, the preceding day (Friday) will be observed as a holiday. When any of these days falls on a Sunday, the next day (Monday) will be observed as a holiday.

If a City holiday occurs on an eligible employee's vacation day, it may be counted as a holiday instead of a vacation day.

Unless on authorized leave, employees must work their work day before a holiday and their work day after a holiday, in order to be paid for the holiday.

Employees scheduled or required to work on a holiday shall receive holiday pay and pay for any hours worked on the holiday, or it could be used for straight time pay or compensatory time off, to use on a later date as approved by the department head.

Approved Holidays are subject to change at the Board's discretion. If the Governor of the State of Mississippi designates additional days as paid holidays, the City may designate such additional days as paid holidays for eligible employees, as authorized by the Mayor through Board action.

B. PERSONAL LEAVE

Personal Leave is provided to all full-time employees, after one month of continuous service. Personal Leave is earned based on years of service. Please see the chart below:

YEARS OF SERVICE	Monthly Accrual Rate	Annual Accrual Rate
1 month to 3 years	12 hours	18 days
3 years and 1 months to 8 years	14 hours	21 days
8 years and 1 months to 15 years	16 hours	24 days
Over 15 years	18 hours	27 days

Fire Shift Personnel

Fire personnel who are regularly scheduled to work forty-eight (48) hour shifts will earn personal leave on a monthly basis, as shown in the accrual schedule below:

YEARS OF SERVICE	Monthly Accrual Rate	Annual Accrual Rate
1 month to 3 years	16.8 hours	25.2 days
3 years and 1 months to 8 years	19.6 hours	29.4 days
8 years and 1 months to 15 years	22.4 hours	33.6 days
Over 15 years	25.4 hours	37.8 days

1. There is no limit to the accumulation of earned personal leave.
2. Personal leave may be used for vacations and personal business and shall be used for illnesses of the employee requiring absences of one day or less.
3. Personal leave must be used for the first whole eight (8) hours of an employee's illness.

4. Employees are required to complete and submit the appropriate leave of absence paperwork for any absence.
5. An employee may not be granted personal leave in an amount greater than earned and accumulated.
6. Upon termination of employment, each employee will be paid for unused personal leave not to exceed thirty (30) leave days. One day of leave time is equivalent to eight (8) hours for all employees, including police officers and firefighters.
7. Upon termination of employment, unused personal leave in excess of thirty (30) days will be counted as creditable service for purposes of the State Retirement System.
8. Should an employee die having accumulated personal leave credit, the final check for wages or salary for the unused personal leave, up to 30 days will be given to the person designated by the employee for this purpose or, in the absence of such designation, to the beneficiary of such employee as recorded with the Public Employee Retirement System.
9. Requests for personal leave must be submitted in writing to the staff employee's Department Head or designated supervisor in accordance with departmental request procedures, at least 3 days prior to the time requested. A department head may deny a request for leave based on business necessity. Failure to receive approval prior to taking time off and/or failure to return to work at the end of an approved personal leave may be cause for disciplinary action up to and including termination.

C. MAJOR MEDICAL LEAVE

Major Medical Leave is provided to all full-time employees, after one month of continuous service. Major Medical Leave is earned based on years of service. Please see the chart below:

YEARS OF SERVICE	Monthly Accrual Rate	Annual Accrual Rate
1 month to 3 years	8 hours	12 days
3 years and 1 months to 8 years	7 hours	10.5 days
8 years and 1 months to 15 years	6 hours	9 days
Over 15 years	5 hours	7.5 days

Fire Shift Personnel

Fire personnel who are regularly scheduled to work forty-eight (48) hour shifts will earn major medical leave on a monthly basis, as shown in the accrual schedule below:

YEARS OF SERVICE	Monthly Accrual Rate	Annual Accrual Rate
1 month to 3 years	11.2 hours	16.8 days
3 years and 1 months to 8 years	9.8 hours	14.7 days
8 years and 1 months to 15 years	8.4 hours	12.6 days
Over 15 years	7.0 hours	10.5 days

For each absence due to illness that requires the employee to be absent from work for thirty-two (32) consecutive working hours (using combined annual, major medical, or unpaid leave), Major Medical Leave can be authorized only when certified in writing by the attending health care provider.

If an employee has requested the use of annual or compensatory time and that request was denied by his/her supervisor and the employee thereafter utilized sick leave on the day(s) for which the employee's request for annual or compensatory time was denied, the employee must provide documentation substantiating his/her use of sick leave on that day(s).

Refer to the Personal Leave policy for the first day of illness.

D. BANKED HOLIDAY AND COMPENSATORY TIME

Banked holiday and compensatory time must be exhausted before using annual or sick leave.

E. LEAVE DONATION PROGRAM

Any City of Starkville employee may donate a portion of his or her earned major medical leave and/or personal leave to another employee who is suffering from a catastrophic illness or catastrophic injury as defined below, or to another employee who has a member of his or her immediate family, who is suffering from a catastrophic illness or injury, in accordance with the following:

The program allows eligible employees to donate accrued major medical leave and/or personal leave, to assist eligible co-workers who would otherwise be subjected to a loss of income during a continuing absence from work. Participation in the Program is entirely voluntary and is open to all employees, who are eligible to accrue major medical leave and/or personal leave, within the City.

The Program is subject to change without notice, is non-grievable, and is not subject to any

arbitration policy applicable to any employee. Donations must be made in full day increments and are irrevocable. The donated leave can only be credited for future use and not on a retroactive basis. Pay received as donated leave will be treated as earned income.

F. FAMILY AND MEDICAL LEAVE

Employees of the City of Starkville are eligible for family and medical leave if they have at least 12 months of service, and have worked at least 1,250 hours within the preceding 12-month period. The City of Starkville uses a rolling 12-month period measured backward from the date you use any FMLA leave. If eligible, an employee may be able to take up to 12 weeks of unpaid leave during a 12-month period for the following reasons:

- The birth of a child or to care for a child within the first 12 months after birth;
- The placement of a child with the employee for adoption or foster care and to bond with and care for the child (within the first 12 months after placement);
- To care for an immediate family member who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the functions of his/her position; or
- If the employee experiences a qualifying exigency that arises out of the fact that a spouse, parent, or child has been called to or is on active military duty as a member of the National Guard or military reserves.

Military Caregiver Leave. In addition, an employee who is the spouse, parent, child, or next of kin of a current member of the armed forces (including the regular armed forces) who was injured while on active duty may be eligible for up to 26 weeks of FMLA leave in a 12-month period, including the types of leave listed above.

Notice of Leave. When requesting leave, the employee must:

- Supply sufficient information for City of Starkville to be aware that the FMLA may apply to the leave request, as well as information regarding the anticipated timing and duration of leave;
- Provide notice of the need for any foreseeable leave at least 30 days in advance or for any unforeseeable leave as soon as practicable;
- Cooperate with all requests for information regarding whether absences are FMLA-qualifying.
- Failure to comply may result in leave being delayed or denied.

Intermittent Leave. When medically necessary, employees may take FMLA leave intermittently or on a reduced schedule basis for their own serious health condition, the serious health condition of a family member, or for military caregiver leave. Employees are required to cooperate with the City of Starkville to arrange reduced work schedules or intermittent leave so as to minimize disruption of business operations.

Qualifying exigency leave may be taken intermittently without regard to medical necessity or disruption of business operations.

Leave because of the birth or adoption of a child may not be taken intermittently and must be completed within the 12-month period beginning on the date of birth or placement of the child.

Medical and Other Certifications. Employees will be required to provide a medical certification if the leave request is: (1) for the employee's own serious health condition, (2) to care for a family member's serious health condition, or (3) military caregiver leave. Failure to provide the requested certification in a timely manner may result in denial of the leave until it is provided. If an employee refuses to provide a certification, his/her leave request may be denied and the employee may be disciplined.

The City of Starkville, at its expense, may require a medical examination by a health care provider of its own choosing if it has a reasonable question regarding the medical certification provided by the employee. In lieu of a second opinion, the City of Starkville may contact the health care provider directly to clarify or authenticate a medical certification, including certifications for military caregiver leave. Second opinions may not be required for military caregiver leave.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency.

Fitness for Duty Certifications. Because the City of Starkville wishes to ensure the well-being of all employees, any employee returning from FMLA leave for his/her own serious health condition will need to provide a Fitness for Duty (FFD) certification signed by his/her health care provider. An employee who fails to provide an FFD certification will be prohibited from returning to work until it is provided. An employee who fails to provide an FFD certification may be disciplined or terminated.

FFD certifications may be required when an employee returns from intermittent FMLA leave if serious concerns exist regarding the employee's ability to resume his/her duties safely.

Maintenance of Benefits. The City of Starkville will maintain health care benefits for the employee while on FMLA leave, but the employee is responsible for paying the normal monthly contribution. If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse the City of Starkville for the cost of the employee's portion of premiums paid for maintaining coverage during the leave period. All other benefits cease to accrue during the unpaid portion of the leave.

Concurrent Leave. Employees must use any accumulated sick time to the extent available during FMLA leave unless such leave is covered under workers' compensation, in which case the employee may use accumulated leave time only for the purpose of satisfying any waiting period. Absences in excess of these accumulated days will be treated as FMLA leave without pay.

Married Couples Who Work for the City of Starkville. If an employee and his/her spouse both work for the City of Starkville, they are both eligible for leave. The employee and employee spouse may be limited to a combined total of 12 weeks of FMLA leave in a 12-month period if the leave is taken for:

- The birth, adoption, or foster placement of a child;
- To care for and bond with such child who suffer from a serious health condition;
- To care for a parent with a serious health condition; or
- A combination of the above.

For military caregiver leave, the employee and employee spouse may be limited to a combined total of 26 weeks of leave in a 12-month period, including the types of leave listed above in this paragraph.

Return from Leave. Upon return from leave, the employee will be restored to his/her original or an equivalent position. An employee who fails to return at the end of FMLA leave will in most cases be considered to have voluntarily resigned his/her position with the City of Starkville. Employees who do not return to work at the end of their leave will be terminated unless they are entitled to additional leave as a reasonable accommodation under the Americans with Disabilities Act.

G. CIVIC/COURT LEAVE

An employee who is summoned or subpoenaed to appear as a party, witness, or juror will be excused from work for the days on which he/she serves. Employees must notify their manager as soon as they are called for jury duty, so that arrangements may be made to cover work assignments.

If an employee is relieved from duty prior to 12:00 noon, he/she is expected to report back to work.

Unless otherwise required by state law, an employee will receive the difference between jury duty earnings and regular pay (excluding overtime or other premium payments) for hours he/she would have worked if he/she had not been required to report to jury duty.

Pay for jury duty service is subject to a maximum of 5 days.

The employee must provide a copy of the jury duty summons and jury duty check to his/her Department Head immediately (next work day) after returning from jury duty so pay may be calculated.

H. BEREAVEMENT LEAVE

An employee may take up to five (5) days at 8 hours per day of paid bereavement leave per calendar year for the death of an immediate family member.

Unless otherwise provided, an immediate family member for purposes of this leave includes the employee's spouse/domestic partner, parent (biological, adoptive, step, or foster), legal guardian, sibling, child (biological, adoptive, step, or foster), grandchild, or grandparent, as well as his/her spouse/domestic partner's parent, legal guardian, sibling, child, grandchild, or grandparent.

Unpaid leave may be requested for bereavement for other categories of extended family, including but not limited to: aunts, uncles, cousins, nieces, nephews, in-laws, and step-family relations. Requests for unpaid bereavement leave will be granted based on business need and schedules. If approved by your manager, unpaid leave for this purpose may be subject to the same documentation requirements upon request of management as paid bereavement leave.

I. MILITARY LEAVE

Any employee of the city called to enter the military services of the United States (including the Army, Army Reserves, Army National Guard, Navy, Naval Reserve, Marine Corps, Marine Corps Reserve, Air Force, Air Force Reserve, Air National Guard, Coast Guard, Coast Guard Reserve, Space Force, or Commissioned Corps of the Public Health) shall be given a leave of absence for the duration of such military service, and upon the termination of such service, the Mayor or Board shall reinstate the employee in the position he/she held at the time he/she entered such military service, if such position exists. Further, the employee can also continue his/her existing health coverage for the employee and his/her dependents for up to 24 months while the employee is fulfilling military service obligations.

The process for reinstatement of employees returning from military leave begins when the employee notifies the department head or designee of his/her intent to return to work. The following guidelines apply:

1. On the first work day back for employees deployed 30 days or less
2. Within 14 days of the end of service for employees deployed up to 180 days
3. Within 90 days of the end of service for employees deployed 181 days or longer

The returning employee will be reinstated in the position they would have attained had they not been absent for military service, with the same seniority, status, and pay.

If the position has been abolished, the employee shall be given a position of equal pay grade and at a salary of not less than that which he/she received before such military service or would have held had he/she not entered such military service. Such employee shall retain all rights and benefits which he/she had under any civil service or tenure law of the city, and shall retain all rights and benefits he/she had under insurance and pension law of the city at the time he/she entered such service for the United States Government, and shall be given credit for the years spent in the military service in computing the time served for pension purposes.

Unless his/her military organization requires a specified time for the training period, the employee shall arrange with his/her Department Head for a mutually suitable time period. Employees shall be granted fifteen (15) days of paid leave for each calendar year for active-duty training.

Every employee returning from military leave shall submit to his/her Department Head proof of the number of days spent on duty.

J. LEAVE OF ABSENCE WITHOUT PAY (LWOP) POLICY

The Department Head may grant a leave of absence without pay for up to forty (40) hours. Any LWOP exceeding forty (40) hours requires approval from the Mayor or designee. Under no circumstances may LWOP exceed thirty (30) days.

Employees must exhaust all annual leave and compensatory time before taking LWOP. This type of leave is only available when paid leave is not an option and requires authorization from the Department Head.

While on LWOP, employees are responsible for paying both their own and the employer's portions of any insurance premiums for coverage they wish to maintain. To continue insurance coverage during LWOP, employees should contact the Human Resources Director or their designee to obtain the Benefit Election Continuation form.

K. CITY LEAVE/ PERSONAL LEAVE OF ABSENCE

Employees who are not eligible for leave under FMLA and need time off for personal or health reasons may apply for a personal leave of absence without pay pending the Mayor or designee's approval. Personal leaves are limited to a period of thirty (30) days in any one calendar year, and service credit shall not be granted for the time of the leave. Accrued leave time and earned compensatory leave can be used.

Notice and Leave Request Process

Foreseeable Need for Leave: If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, employees must give at least thirty (30) days' notice. If 30-days' notice is not practicable, notice must be given as soon as possible. Employees are expected to complete and return a leave request form prior to the beginning of leave. *Failure to provide appropriate notice and/or complete and return the necessary paperwork will result in the delay or denial of leave.*

Unforeseeable Need for Leave: If the need for leave is unforeseeable, notice must be provided as soon as practicable and possible under the facts of the particular case. Normal call-in procedures apply to all absences from work including those for which leave under this policy may be requested. Employees are expected to complete and return the necessary leave request form as soon as possible to obtain the leave. *Failure to provide appropriate notice and/or complete and return the necessary paperwork on a timely basis will result in the delay or denial of leave.*

Leave Request Process: Any employee requesting leave under FMLA should notify their immediate supervisor and contact the City's HR Department. The HR Department will provide information and the necessary documents to the employee to begin the process.

SECTION VII – GENERAL POLICIES

A. DRESS CODE

Personal appearance and manner of dress is an important part of your job responsibilities. Employees are expected to dress and groom in a manner which reflects good taste and which is appropriate for the type of work performed. Since all employees deal with co-workers and the public on a daily basis, personal hygiene is a requirement. Employees should ensure their personal hygiene will not be offensive to others around them. This includes but is not limited to – scented body products, perfume/cologne, oral hygiene, and body odor. Specific dress codes vary based on the position held and whether the job requires the use of a uniform, safety equipment, or safety footwear.

In departments where uniforms are required to be worn, all employees are expected to wear the uniform according to departmental policy. All uniforms are expected to be kept neat and in good condition. Depending on the department an employee is assigned to, the City may furnish a uniform.

Employees who do not regularly meet with the public should follow basic requirements of safety and comfort, but should still be as neat and business-like as working conditions permit.

Administrative employees who deal with the public are expected to dress in a manner that is professional and that projects a positive image for the City.

Employees are required to adhere to the following guidelines.

1. Clothing should be worn and fit in such a manner that it does not expose the abdomen, chest, or buttocks areas.
2. Clothing should be free of sexually related references, foul language, or messages that suggest or promote the use of illegal drugs or alcohol.
3. Body piercing jewelry will only be worn on the ear. No other areas of the body should be visible with body piercing jewelry.
4. In keeping with a professional image, visible tattoos shall not be obscene as determined by the Department Head or designee.
5. Employees may not wear halter tops, beachwear, t-shirts (without City logos), sports jerseys, shorts, spandex or other form fitting pants, work-out attire, or distracting, offensive, or revealing clothes on any day of the work week.
6. The Department Head or designee may choose to authorize a particular day or day of the week during which casual clothing may be worn. On designated casual days, employees may wear sports jerseys or shirts and blue jeans that are not overly worn, torn, or tattered.

An employee who does not meet the standards of this policy will be subject to corrective actions, which may include leaving the work location to correct the dress code violation. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy may be cause for disciplinary action.

B. POLITICAL ACTIVITY

Political Activities and Elections Policy

The City recognizes that all employees have a civic duty to vote for candidates and issues of their choice, as well as the right to support those candidates and issues through personal efforts and volunteer contributions. However, these activities must not be conducted during working hours or at the City's expense. Employees will not face coercion, intimidation, or threats of reprisal due to their political activities.

Employees scheduled to work during polling hours will be granted sufficient time off to vote. Those intending to run for elected office must notify their Department Head, who will forward the notification to the Human Resources Department.

Running for Office

Any City employee running for elected office must request leave at least 30 days prior to announcing their candidacy, which may include vacation leave, personal leave, compensatory time, or leave of absence without pay while actively campaigning to avoid the appearance of any conflict of interest with duties as a City employee. Sick leave cannot be used for this purpose.

The Mayor may grant a leave of absence, effective upon the employee's announcement for office. If granted, the leave of absence shall begin at the time the employee announces their candidacy and shall continue for the duration of the campaign.

Winning an Office

An employee who successfully wins an elected office is eligible to return to their City position until they are duly sworn in, unless a conflict arises with their duties as a City employee. In the event of a conflict, the employee must resign from their City position effective immediately.

Losing an Office

An employee who is unsuccessful in their bid for public office may return to their position according to the conditions of the approved leave.

Sanctions

If an employee engages in activities that create a conflict with their office assignment, they may face disciplinary action, including dismissal, as determined by their immediate supervisor, who will make a recommendation to and seek approval from the Mayor and Board of Aldermen.

Prohibited Activities

City employees are prohibited from using their office or position for any political purpose, including but not limited to:

- Influencing elections or nominations.
- Requiring or advising other employees to make political contributions.
- Using political influence in connection with their employment status.
- Engaging in political activities that interfere with work responsibilities or harm constructive working relationships.

Additionally, any political activity while on duty is strictly prohibited. This includes, but is not limited to, soliciting or receiving political contributions, campaigning for candidates, driving city vehicles, wearing city uniforms, and wearing or displaying political affiliations (e.g., badges, buttons, or signs) on their person or on City property.

C. PHONE CALLS

The use of City phones for personal reasons should be kept to a minimum. Occasional personal phone calls are permitted so long as they do not interfere with the normal routine of business and last no more than five minutes each.

D. GARNISHMENTS AND ATTACHMENTS

Garnishments and attachments create an administrative burden on the City. For this reason, they are looked upon with disfavor and recurrences may result in disciplinary action.

E. PERSONAL FINANCIAL

All employees are expected to meet their personal financial obligations promptly so that creditors will not have to ask for the City's assistance in collecting amounts owed to them. In the event that a garnishment or similar proceeding is instituted against an employee, the City must deduct the required amount as specified by law from the employee's paycheck. Compliance with writs of garnishments and similar orders imposes an administrative and financial burden on the City. Additionally, the failure of an employee to meet his or her financial obligations does not reflect favorably on the City and frequently may cause an adverse effect on the employee's job performance.

No employee will be subject to any disciplinary action for garnishments(s) for any single indebtedness. However, garnishments for more than one indebtedness may result in disciplinary action up to and including termination.

Disciplinary action will not be taken for any wage attachment or garnishment resulting from:

1. Any order for the support of any person issued by a court of competent jurisdiction or in accordance with an administrative procedure, which is established by state law, which affords substantial due process, and is subject to judicial review.
2. Any order of any court of bankruptcy.
3. Any debt due for any state or federal tax. Or,
4. Any garnishment or similar proceeding for which the City does not have to begin deductions because the employee obtains a release prior to the commencement of deductions.

Once payroll deductions are completed for a garnishment or wage attachment through either deduction of the full amount or a duly executed release stopping the deductions, the employee's record will be considered as clear if no further garnishments or wage attachments are received within a twelve (12) month period. However, if additional garnishments are required to be honored within twelve (12) months after cessation of payroll deductions, the employee may be subject to disciplinary action.

Normally, disciplinary action will be as follows:

- A. Second incident—Verbal warning (to be documented in personnel file);
- B. Third incident— Written warning, and;
- C. Fourth incident— Suspension without pay or Termination.

All discussions and any disciplinary actions as a result of this policy will be handled by the Human Resources Director to ensure the confidentiality and privacy of the employee's information. The City reserves the right to review violations of this policy and may, based on the circumstances, deviate from the disciplinary actions specified above. Such deviation will not be considered as modifying this policy or setting any precedent for other cases.

Questions regarding this policy should be discussed with the Human Resources Director.

F. CITY VEHICLES

POLICY:

The purpose of this policy is to define and describe the usage parameters by City employees related to the operation of vehicles owned by the City of Starkville.

It is incumbent upon all operators of City vehicles to follow all motor vehicle laws and rules of the road, and to operate City owned vehicles in a safe and courteous manner. It is recognized that this policy may not cover all instances and examples of acceptable vehicle usage. In cases not specifically covered in this policy, the employee is responsible to utilize common sense and seek clarification from his or her immediate supervisor, Department Head, or the Human Resource Director.

Failure to adhere to all aspects of this policy may result in the employee being held personally responsible for damages, and may result in disciplinary actions up to and including a recommendation for termination.

DRIVER'S LICENSE REQUIREMENTS:

City of Starkville employees operating City owned vehicles, or operating rental or other vehicles while on City business, must adhere to the following:

- Be at least eighteen (18) years old with a current valid state issued driver's license.
- Shall report any moving traffic violation received while operating a vehicle for City business to his or her department head in accordance with the City's Accident Reporting Procedures as detailed within the Employee Policies and Procedures Handbook. (Random driving record audits will be performed to ensure employees who are assigned vehicles maintain safe driving practices.) And,
- Shall report the loss of license in writing immediately to his or her department head if required to drive a motor vehicle in connection with City employment when driver's license is suspended, canceled or revoked for any reason (i.e., DUI, excessive traffic violations, etc.) Driving privileges of City vehicles will be immediately revoked upon receiving a conviction that includes driver license suspension or revocation.

The department head shall forward any notification of traffic violation or driver license suspension or revocation to the Human Resources Department immediately. Loss or suspension of a driver's license by an employee whose essential job function includes operating a motor vehicle may result in reassignment or possible termination from employment.

ASSIGNMENT OF CITY OWNED VEHICLES:

- A City owned vehicle may be assigned to an employee when deemed necessary and cost effective to carry out the daily functions and responsibilities of a particular job or position.
- A vehicle assignment will be a determination by the department head, and if necessary, by the Mayor.
- Once a vehicle assignment has been made to an employee all applicable state and local laws shall be followed.
- Vehicle assignments to individuals will be reviewed annually during the month of January, or when deemed necessary by each respective Department. Department Heads will maintain a vehicle assignment list to include: The employee's name, the vehicle number, make, model and mileage.

FUEL PURCHASES:

- Each City owned vehicle shall have a specifically assigned fuel purchase account card and corresponding Driver Identification Number (DIN) for that employee. The DIN should not be shared with anyone.
- Corresponding cards and DINs shall be used for the assigned vehicle and shall not be used for other City owned vehicles or personal vehicles.
- Only regular octane gasoline and/or diesel fuel may be purchased with a fuel purchase account card. Accurate odometer/vehicle mileage readings must be included with each transaction.
- Random departmental and individual audits of fuel purchase accounts may occur at any time without prior notice. Misuse of fuel purchase account cards may result in employee disciplinary action, not limited to loss of vehicle privileges and/or criminal prosecution.
- Any deviation from the fuel account card policy due to problems incurred while purchasing fuel must be approved by the department head and must be appropriate for the vehicle.
- NOTE: The miscellaneous purchases card shall not be used for vehicle fuel purchases. This card may be used to purchase fuel for small engines or fuel containers for city owned equipment. Misuse of the miscellaneous purchases card may result in employee disciplinary action, not limited to loss of vehicle privileges and/or criminal prosecution.
- Employee is subject to pay for lost or replacement fuel purchase cards

TAKE-HOME POLICY:

- The City's primary interest in controlling take-home vehicles is to achieve a balance between the need to provide staff with a means to perform their job functions and the need to demonstrate the prudent use of public resources by minimizing unnecessary costs, liabilities, and public perception associated with take-home vehicles.
- Take-home vehicles shall be assigned by the Department Head to City employees when determined it is reasonable and necessary for said employees to fully discharge their duties for the City and when such use would be for the benefit and best interest of the City.
- All employees (except for the Police Department), assigned a take-home vehicle shall live within the City limits unless granted a specific exemption by the Mayor.
- Any employee on annual leave or other available leave exceeding three (3) days shall not keep possession of the take-home vehicle during such extended leave. The vehicle shall be parked in a secure location on City property as noted by the employee's supervisor.
- Employees may take a City owned vehicle home for one night when attendance at an off-site meeting takes place after or prior to normal working hours subject to approval of the Department Head or designated representative.
- City owned vehicles must be parked off the street at the employee's home. (i.e., driveway or garage). City owned vehicles may not be parked temporarily during the day or overnight at bars, restaurants, nightclubs, or other recreational locations without specific authorization from the Department Head or his/her designated representative.

PERSONAL USE:

- All City owned vehicles shall be used for official City business only. Take-home vehicles may not be used for incidental personal use once an employee has arrived at his or her place of residence with the vehicle after working hours. Upon permission by a Department's Standard Operating Guidelines and approved by the Department Head, a City vehicle may be used for incidental personal use under the following conditions:
 - The incidental personal use must be within one mile of the most direct route of the official business.
- Violations of the personal use policy will result in loss of vehicle privileges and is subject to disciplinary action in accordance with the City of Starkville Personnel Manual.

REVOCATION OF TAKE-HOME AUTHORIZATION:

Take-home authorization may be revoked for reasons that include, but are not limited to, the following:

- Failure to comply with the provisions of this policy or when violating the city travel policy.
- A change in job assignment, duties, or responsibilities such that a take-home vehicle is no longer justified.
- In the event that the employee has had two (2) accidents in a city vehicle within a twelve-month period and found to be at fault/avoidable.
- The employee fails to maintain a valid driver's license.
- The employee is placed on workers' compensation, or under medical care in which driving is not permitted.
- The employee has violated the City's drug/alcohol policy.
- As a result of disciplinary action.
- It is in the best interest of the City of Starkville as determined by the Department Head.

ADDITIONAL REQUIREMENTS:

Each employee assigned a City owned vehicle must comply with the following additional requirements:

- City owned vehicles are permitted to transport non-employees for City Business.
- Only City employees are authorized to operate City owned vehicles. Unauthorized person(s) shall not operate a city owned vehicle except in exceedingly rare cases of emergency.
- City owned vehicles are to be used as necessary to conduct business in the city and its operations. Employees shall not operate city owned vehicles for the purpose of conducting private business or any other personal use.
- Employees shall not operate assigned vehicles in such a way as to cause public criticism or nuisance. This includes proper vehicle parking when not in use.
- All vehicles shall have the proper identification markings as per state statute.
- Seat belts shall be used by the driver and any passengers at all times. It is the responsibility of the driver to ensure all passengers use seatbelts when the vehicle is in motion.
- Employees are prohibited from talking or texting on cell phones while operating a City owned vehicle unless using a hands-free device.
- Employees are prohibited from using all tobacco products/e-cigarettes while operating a City owned vehicle.
- Employees are prohibited from operating a City owned vehicle while under the influence of alcohol or any substance that may inhibit the ability to properly operate a vehicle.
- Employees must check oil and tire pressure on a regular basis. Follow procedures for reporting vehicle maintenance needs. Wash the exterior of City owned vehicles as needed. Interiors of vehicles shall be kept clean at all times.
- City owned vehicles shall not idle for longer than five (5) minutes. If a vehicle is stationary for more than five (5) minutes (other than waiting for traffic), the vehicle

shall be turned off. It is understood that vehicles used for emergency purposes (i.e. Police, Fire) may idle for periods longer than five (5) minutes.

- Vehicles should not be driven over the speed limit. It is understood that vehicles used for emergency purposes (i.e. Police, Fire) may have to be driven over the speed limit in compliance with emergency operating procedures.
- When cargo, materials or tools are being transported, the vehicle operator is responsible for assuring all items are properly secured.
- When parked, vehicles should be locked. All city owned items and other valuables inside the vehicle should be placed out of sight whenever possible.

REPORTING OF ACCIDENTS AND DAMAGE:

In the case of an accident involving any level of damage, the employee driving the City owned vehicle shall immediately notify his or her supervisor. When the accident involves another vehicle or an injury the appropriate law enforcement department shall be notified to obtain a full accident report. Employees involved in vehicle accidents in a city vehicle may be subject to alcohol/drug testing.

Accidents found to be driver negligence may follow the below disciplinary actions:

- **1st accident with \$1000.00 or more damage: subject to progressive discipline and payment of City's insurance deductible or cost of damage (whichever is lesser).**
- **2nd accident within 12 months of last accident: subject to 1st accident discipline and 5 days without Pay.**
- **3rd accident within 12 months: subject to preceding accident discipline and/or up to termination of employment.**

ALTERING VEHICLES:

- City owned vehicles shall not be altered in any way without first obtaining written approval of the appropriate Department Head to include, but not limited to: audio equipment, window tinting, lights, changes to the engine/performance of the vehicle, etc.
- No city owned vehicle shall have any personal stickers, signs, flags, or any other similar attachment placed on or affixed to the vehicle.
- Vehicles must be affixed with the city or department current logo. Any tampering or removal of the logo will result in disciplinary action. Logo requirements shall not pertain to unmarked police vehicles as designated by the Chief of Police.

INTERNAL REVENUE SERVICE REPORTING REQUIREMENTS:

For employees who fall within the provisions of the Internal Revenue Code, the City shall comply with the Internal Revenue Service's regulation regarding the reporting of income. The employee is responsible for complying with all IRS regulations and any other regulatory requirements regarding employer provided vehicles. Go to www.irs.gov for more information.

G. VOICE RECORDERS

It is the policy of the City of Starkville that no City employee shall record a conversation, electronically or otherwise, without first making the fact clearly known to the other employee. The sole exception to this rule is that as part of a criminal investigation and with the authority of the Chief of Police conversations may be recorded for the purposes of criminal investigation.

H. SOLICITATION

In order to avoid interference with work, the City has adopted the following procedure with respect to solicitation and distribution.

It is the policy of the City of Starkville that no employee of the City of Starkville involves the City's name or its resources, directly or indirectly, in fundraising without prior consent of the specifics of each activity by the Department Head and Mayor.

Solicitation of one employee by another employee for membership, contributions, funds or other purposes, while either employee is on working time is prohibited, unless approved by the Mayor. Working time refers to that portion of the workday in which the employee is performing actual job duties.

Distribution of printed or written literature of any kind on City or client property is prohibited, except in non-working areas during non-working time. Working areas refer to where work is actually performed.

I. TOBACCO POLICY

The City of Starkville is committed to promoting a healthy environment for its staff and visitors without the hazards associated with tobacco products.

In keeping with the City of Starkville's intent to provide a healthy, comfortable, and productive work environment for its employees, effective February 1, 1998, and amended on September 15, 2009, smoking and the use of tobacco products is prohibited throughout all City of Starkville offices and buildings and vehicles.

The Policy on Smoking and use of Tobacco Products applies to employees during working hours and to the general public when they are on City property.

This policy applies equally to all City employees, clients, contractors, and visitors.

The use of tobacco and non-tobacco products designed and used as a substitute for a tobacco product, including but not limited to cigarettes, cigars, pipes, electronic cigarettes (e-cigarettes), vaporizing devices, smokeless tobacco, snuff, and chewing tobacco is prohibited in any enclosed areas of City buildings. This includes, but is not limited to, common areas, hallways, meeting rooms, offices, restrooms, parking lots, all City-owned adjacent property, City vehicles and equipment, as well as any area enclosed by garage type doors on one or more sides when all such doors are completely open.

Tobacco users are responsible for ensuring that all tobacco activity, including the lighting and discarding of cigarettes, takes place at least fifty (50) feet from the doors, windows, and ventilation systems of City of Starkville buildings to avoid infiltration of smoke into the buildings and only during approved break or lunch periods.

The success of this policy depends on the cooperation and thoughtfulness of smokers and non-smokers. All employees are responsible for adhering to and enforcing this policy.

Appropriate signage indicating the City's smoke-free policy will be posted in all City buildings and vehicles.

All materials used for tobacco, including cigarette butts and matches, should be extinguished and disposed of in appropriate containers. Violators of this policy are subject to disciplinary action.

Any complaints of City employees violating this policy shall be made with the employee's immediate supervisor or the Department Head.

J. PERSONNEL/HUMAN RESOURCES RECORDS

Personnel records for each employee are kept on file and maintained in a secure manner by the Human Resources Department. The Human Resources Department will maintain employee files containing employment and work history, and records of personnel actions.

In order to keep City personnel records up-to-date, employees must notify their supervisor and the Human Resources Department within ten business (10) days (by completing the appropriate forms) of any change of: name, address, telephone number, marital status, military orders, beneficiaries, dependents, completed education/training, or information for income tax withholding.

The accuracy of these records is particularly important in the case of mailing checks, W-2 forms, insurance payments, sick and accident benefits, etc.

K. BULLETIN BOARDS

City bulletin boards are maintained at numerous locations around City facilities. Each employee is urged to watch the bulletin boards for notices. Cooperation is needed in protecting the posted material. Any additions or changes to materials posted on the City's bulletin boards must be approved in advance by the Department Head in charge of the facility at which the bulletin board is located. Employees with complaints about the management of a bulletin board should notify the department head. These complaints may include obsolete notices or cluttered boards.

L. NEWS RELEASE

1. The Mayor will need to be notified of all press releases and conferences.

2. It shall be the policy of the City of Starkville to assist newspapers, radio, television, and other news media in gathering news that is related to City affairs.
3. Every effort will be made to release current information without partiality. Information will not be withheld or delayed in order to favor any particular news media, representative, or agency. Official records of the City, to include such items as budget information, Board of Aldermen minutes, etc., will be open for inspection to representatives of the press or other news media. In no case will personnel records be made available to members of the news media by the City.
4. Police records, i.e., accident reports, crime reports, and arrest reports, should be made available subject to the limitations imposed by the Federal Privacy and Security Laws. The Police Department, subject to the express authority of the Police Chief, and within the limitations of the Federal Privacy and Security Laws, the Mississippi Code, and rules of the court, may release information relative to on-going police investigations or matters of interest. At no time shall a press release take precedence over the primary role of the Police Department, this being law enforcement.
5. Any member of the City staff may release factual information that falls within the scope of his or her responsibility. For example: a police patrolman may release information relative to an accident he is investigating.
6. At no time will any employee of the City other than the Mayor or any Alderman make any statement to the news media relating to City Policy.
7. If the information requested pertains to policy within a department and only that department, the department head, and only the department head, will be authorized to release such information. In the event the department head releases information of a policy nature pertaining to his or her department, he or she must notify the Mayor immediately after releasing such information. It would be to the advantage of the department head to discuss matters of policy with the Mayor before releasing any information to the media, if at all possible.
8. Departments having news columns in local newspapers must provide the Mayor and the Board of Aldermen with a copy of the release for their information.
9. During periods of major news happenings of extended durations, such as floods, riots, civil disorder, etc., the City Clerk's Office will receive and furnish copies of all reports pertaining to the incident to the news media.
10. The Chief of Police or his designate will be responsible for issuing news releases pertinent to traffic fatalities to the news media. Names of those involved in fatalities will not be released until the next of kin have been properly notified. Cooperation of the media should be requested in these instances. Consideration should be given to the deadline of various forms of the media in the release of the names of victims of traffic fatalities or other fatalities that may be of interest to the media.
11. All employees shall be briefed by their respective department heads upon employment of this standard operating procedure (SOP) and it shall be the responsibility of each department head to ensure that their subordinate employees are familiar with this policy at all times. This is particularly true if employees other than department heads are mentioned in the above SOP.

M. TECHNOLOGY USE AND EXPECTATIONS and SOCIAL MEDIA

The City of Starkville provides access to network resources and the Internet to help you do your job and be well-informed. The facilities that provide access represent a considerable commitment of resources for telecommunications, networking, software, storage, etc. This Technology Acceptable Usage Policy is designed to help you understand the expectations for the use of those resources in the particular conditions of the Internet, and to help you use those resources wisely.

Computers, the Internet, e-mail, and other technology should be used to maximize the City's efforts in serving its citizens. It is every employee's duty to use the City's computer resources and communication devices responsibly, professionally, ethically, and lawfully. All employee correspondence in the form of electronic mail, social media, including computers, computer files, software, Internet access, voice mail, texts, and other communications are public records under the Mississippi Public Records Act and may be subject to public inspection under the law.

Use of City owned technology is a privilege that may be restricted or revoked at any time. Users expressly waive any right of privacy in anything they create, store, send, or receive using technology and consent to allowing the City to access and review all materials users create, store, send, or receive using technology.

Material that is, or could reasonably be regarded as, derogatory or discriminatory on the basis of age, sex, race, color, religion, disability, national origin, protected veteran or military status, sexual orientation, gender identity, ethnic origin, political affiliations, genetic information, marital status, or any other protected basis in accordance with applicable federal, state, and local laws, or is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful may not be sent, displayed, or stored by any method of City owned or approved technology.

All City employees are expected to follow the rules, regulations, and procedures outlined in the Internet Usage Policy. Employee violations of any of the provisions outlined in this policy and/or the Internet Usage Policy Technology Use Manual may be subject to disciplinary action.

Social media is a popular platform that is utilized by a significant portion of the population. Individuals have essentially unlimited access to these platforms through smart phones and other connected devices. The ability of staff members to instantly post highly visible comments on these platforms has the potential to create negative implications for the government entities.

Municipalities must consider that the demarcation of private and public expression by their employees is blurred through social media. Historically, public employee comments regarding government outside the workplace would be interpreted as their own. Now, government employees' comments on Instagram, TikTok, Twitter(X), Facebook, and other forms of social media could be interpreted as official government speech.

Purpose

The purpose of this policy is to address non-official city government personnel use of personal social media during and after working hours. The city respects the legal rights of its employees to use their own devices and time to express their opinions through social media, but also must clarify that responsibilities of municipal employees do not always end with their work day. The city is committed to the appropriate use of social networks for business purposes. Likewise, the city recognizes that its employees participate in social networks for personal reasons.

The city therefore establishes the following policies and guidelines for the use of social networks, whether the social networks are accessed within or outside of the workplace. The city has an overriding interest and expectation in deciding what is “spoken” on behalf of the City-on-City social media sites.

Definitions

For purposes of this policy, “social media” is understood to be content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the Internet. Examples of social media include Facebook, blogs, Instagram, TikTok, YouTube, Twitter (X), LinkedIn, and Flickr.

For purposes of this policy, “comments” include information, articles, pictures, videos, or any other form of communicative content posted on a City of Starkville social media site.

Use of City and Other Social Network Sites for City Purposes

The city authorized, sponsored, or affiliated blogs or other social network sites are used to: convey information about city services; advise citizens about updates; obtain customer feedback; reach out to potential new markets; raise awareness; issue or respond to breaking news; respond to negative publicity; and discuss City and department specific activities and events.

Personal Use of Social Media

The following policies and guidelines apply to employees’ use of social network sites for personal reasons (i.e., not on the City’s behalf):

1. In general, what a City employee does on his/her own time is his/her own business, but the responsibilities of a City employee do not always end when the employee is off the clock. Employees may choose to personally participate in social networking sites. These accounts must remain personal in nature and be used to share personal opinions or non-work-related information. This helps ensure a distinction between sharing personal and organizational views.
2. In addition, employees should never use their government e-mail account or password in conjunction with a personal social networking site. If employees identify themselves

as a city employee on social media platforms, then they should indicate that views expressed on that platform are not official views of the City.

3. Employees who use social network sites (whether City or non-city) for personal, rather than business, reasons are prohibited from representing or suggesting that their posts are approved, sponsored or authorized by the City, or that they are speaking on the City's behalf or on behalf of any City client or business affiliate.
4. Employees must use City-owned computers and electronic devices (including iPads and smartphones), City-licensed software, and other electronic equipment and facilities primarily for business purposes. Incidental use for personal social networking during work time is not permissible. Personal use will consume more than an insignificant amount of time and resources that could otherwise be used for business purposes, and would interfere with employee productivity that will preempt any business activity.

Personal Responsibilities & Ethics when using Social Media

1. Employees are personally responsible for the content they publish on blogs, social media networks, or any other form of user generated content.
2. Employees identifying themselves (directly or indirectly) on social network sites as employed by or affiliated with the City or a City client or business affiliate are prohibited from engaging in conduct on social network sites that is inconsistent with the City's values in such a way that it could damage the reputation of the City or City clients or business affiliates and/or contribute to an unsafe environment for City employees, business affiliates, or the public.
3. Employees therefore cannot use social media to harass, threaten, discriminate or disparage against employees or anyone associated with or doing business with the City. Employees must use social network sites in a manner that complies with all applicable City policies, including but not limited to Policy against Sexual Harassment and Other Workplace Harassment and Policy Regarding Violence in the Workplace, regardless of whether the site usage occurs inside or outside the workplace.
4. Employees utilizing social media for personal use shall not use the City's official city marks nor should they use the City government's name to promote or endorse any product, cause, or political candidate.
5. If an employee is contacted by the media or the press to provide a comment on the City's behalf, the request must be channeled through the Communications Officer, Department Head or the City Clerk.

Monitoring

- A. The City reserves the right to monitor comments and/or discussions about the City, its business, and services, as well as related topics that are posted anywhere on all types of openly accessible Internet sites regardless of who posted the comments or participated in the discussions and those individuals' or entities' relationship to or with the City. City

employees should have no expectation of privacy with regard to any such comments or discussions on these public locations.

- B. The City also cautions that employees should have no expectation of privacy while using City equipment (including City-owned computers and electronic devices like iPads and smartphones) and facilities for any purpose, including social networking and incidental personal use as provided in Section #4 above. The City reserves the right to monitor, access and disclose information posted or exchanged on social media sites by employees using City hardware or software. The City also reserves the right to use content management tools to monitor, review, and block content on City social network sites that violates the City's Social Networking Policy and other policies or guidelines.

Reporting Violations

Employees should report violations of the City's Social Networking Policy to their supervisor, the next level of management, or to Human Resources.

Compliance

Employees who do not comply with these policies are subject to disciplinary action consistent with the personnel manual.

Retaliation against any employee (or other person) for reporting a violation of this Policy or for assisting in an investigation related to this Policy is prohibited. Anyone engaging in retaliation will be subject to disciplinary action, up to and including termination.

N. DRIVER'S LICENSE AND DRIVING RECORD (MVR) FOR EMPLOYEES ASSIGNED TO OPERATE CITY VEHICLES OR EQUIPMENT

Certain jobs within the City of Starkville require the employee to operate City owned vehicles or motorized equipment. Any employee assigned to such a job, or any employee who may be asked to operate a City vehicle or motorized equipment including but not limited to tractors, graders, backhoes, etc., must have a valid Driver's License and an acceptable driving record (MVR). This is required for coverage under the City's insurance policy. By accepting a job requiring operation of City vehicles or equipment or by accepting an assignment to operate City vehicles or equipment, the employee agrees to compliance with these requirements and conditions.

The attached MVR Criteria defines an unacceptable driving record.

Employees must furnish the Personnel Office a copy of their valid driver's license. Upon any change in license or renewal of license, the employee shall furnish the Personnel Office an updated copy.

Driver's license and MVR checks will be performed as a screening process for applicants for positions requiring operation of City vehicles or equipment. Such checks will also be done for any employee who may be asked to operate City vehicles or equipment even though such operation may not be a requirement of the classification.

Employees who fail to maintain a valid driver's license and/or acceptable driving record may not be assigned to or remain in a job classification that requires operation of City vehicles or equipment.

It is the employee's responsibility to promptly report any failure to maintain a valid driver's license or acceptable driving record. Failure to report these matters may lead to disciplinary action up to and including termination of employment. Any employee in a job classification requiring operation of City vehicles or equipment who fails to maintain a valid driver's license and/or acceptable driving record will be removed from the classification. The employee may be assigned to a different job classification if an opening exists in a classification that does not require vehicle or equipment operation. If no such opening exists, the employee may choose to resign their employment or face possible recommendation for termination of their employment based on their inability to meet the required job duties.

In any case where failure to maintain a valid license and/or driving record is a part of a disability as defined and covered by the Americans with Disabilities Act, then reasonable accommodations will be evaluated and provided where applicable.

It is the responsibility of the Department Head and the Personnel Office to ensure the employee's compliance with these requirements. To ensure such compliance and to protect the City from undue liability, the following guidelines will be used:

1. The City will check the validity of the driver's license and the driving record annually.
2. The City may check the validity of the driver's license and the driving record at any time any reasonable suspicion arises concerning the validity of the license or the acceptability of the MVR. Cases involving reasonable suspicion will be documented and submitted to the Personnel Office in writing. Supervisors and Managers are prohibited from requesting checks without reasonable suspicion.

MVR CRITERIA CITY OF STARKVILLE

An unacceptable driving record will include one or a combination of the following:

- One (1) or more major violations.
- Three (3) or more incidents (at-fault accidents or minor violations)

Violations occurring in excess of three (3) years prior to the date of the MVR check will not be considered in evaluation of the driving record.

Major Violations

- DUI or other alcohol or drug-related violation
- Failure to stop and report an accident
- Attempting to elude an officer of the law
- Murder or assault with a motor vehicle
- Negligent homicide
- Driving with a suspended or revoked drivers' license
- Reckless driving
- Speed contests, drag or highway racing

- Possession of an opened alcoholic beverage container
- Major speeding conviction (20 mph over posted speed limit).
- Hit and run

Minor Violations

- Minor speeding violation (less than 20 mph over the posted speed limit)
- Driving too fast for conditions
- Careless or inattentive driving
- Unsafe lane change
- Failure to stop or yield the right of way
- Improper passing
- Following too closely
- Any standard moving violation that does not fall into the major violation category

O. CITY EMPLOYEE TRAVEL POLICY

This policy is adopted to comply with the Office of the State Auditor requirements for Official Travel and Travel Advances found in the Municipal Audit and Accounting Guide.

The City of Starkville provides reimbursement to City employees who are required to travel on City business. It is the policy of the City to reimburse employees/officials for the reasonable expenses incurred when attending an authorized meeting, training, or conference. Departments must ensure that the Reasonable Cost method is issued for approval and reimbursement for these events.

1. Pre-approval by the Board of Aldermen is required for all out-of-state travel by elected officials or municipal employees traveling on city business, if the cost of such travel exceeds \$2,000. The cost of the travel is to be determined on a person-by-person basis rather than the cumulative dollar total reflective of the number of attendees to a particular school or event.
2. Pre-approval by the Board of Alderman is required for all overnight travel for city designated purposes by municipal employees whether in-state or out-of-state, if the cost of such travel exceeds \$2,000. The cost of the travel is to be determined on a person-by-person basis rather than the cumulative dollar total reflective of the number of attendees to a particular school or event.
3. In the rare event of an emergency situation or a matter of critical significance to the city where it is impossible to secure the pre-approval of the Board of Aldermen for such travel that exceeds the aforementioned \$2,000 amount, any such required travel may be approved by the Mayor or, in his/her absence or unavailability the Mayor Pro-tempore, and if any such travel approval is granted, the Board of Aldermen shall be notified that such has occurred and the matter explained at the next scheduled board meeting to include authorization for the reimbursement of expenses incurred.
4. Any request for in-state or out-of-state travel where advanced pay will be requested will be provided to the Board with the details of the travel provided with the specificity as required and in accordance with the applicable state instructions. The applicable state statute §25-3-41 will be incorporated by reference into this travel policy. No per diem

allowance shall be made for regular meals provided as a part of the registration cost for the official event, or if the hotel includes complimentary breakfast, whether or not the employee partakes of the meal provided.

5. In accordance with the past and accepted practice, the Board of Alderman authorizes an additional vicinity travel amount up to twenty-five (25) miles per day for any trip that necessitates such travel to and from the sites in conjunction with the purpose of the trip and that is part of a travel request approved by the Board. Where such travel deviates by more than the above-described mileage, those requests for modifications for accommodations and travel expenses must be approved by the Board of Aldermen. Such requests shall reflect either a cost savings to the city or an equivalent cost before it will be considered by the Board for approval. In all cases the state travel reimbursement guidelines will be followed.
6. Travel expenses and/or advanced travel expenses will be reimbursed in accordance with the Department of Finance and Administration (DFA) maximum meal reimbursement amounts and the mileage rates in effect as of the time that the travel occurred.
7. Travel advances may be made with the prior approval of the Board of Aldermen. This approval is to be contingent upon:
 - Compliance with the rules and regulations of the Office of the State Auditor
 - Compliance with the Department of Finance and Administration's daily limits on expenditures for meals
 - Compliance with section 25-3-41, Miss. Code Ann. (1972)
 - Compliance with the City's requirements for the travel authorization and documentation

Travel advances must be accounted for within five (5) working days of the end of the month in which the official travel occurred. All travel advance money not used for travel related expenditures must be repaid to the municipality. The forms required must be completed and submitted to account for all money not refunded. Actual receipts must be provided for all travel expenses, except travel in personal vehicles. Any meals provided by other sources will be reflected in the per diem reimbursement.

Travel advances will include registration, hotel accommodations, and travel. Travel should be in a City vehicle when available. Meals will be reimbursed upon submission of receipts, not to exceed the daily limits as set by the MS Dept of Finance and Administration.

8. The Mayor, in the case of employees at the department head level or with department head status, and the department heads, in the case of departmental employees, is authorized to approve travel in accordance with the following dollar amounts. The Mayor is authorized to approve travel (inclusive of all costs, i.e. schools, airfare, meals, etc.) not to exceed \$2,000; department heads are authorized to approve travel (inclusive of all costs, i.e. schools, airfare, per diem, etc.) that does not exceed \$1,000.
9. The Mayor is authorized to travel in-state as conduct of their official duties require.

P. SAFETY

Your safety is extremely important. Your supervisors are responsible for ensuring that you have safe working conditions and equipment. However, being safe involves more than just having safe working conditions - it involves your participation. You must exercise safety awareness and the need to be constantly on the alert for unsafe conditions or any situation which may lead to an injury to you or your fellow employees.

- a. Safety awareness means you look out for yourself and the people working with you. You are expected to know and to observe all the safety rules relevant to your job and work area as reviewed with you by your immediate supervisor.
- b. Always exercise reasonable care while on the job.
- c. Become familiar with any emergency instructions posted for your work unit and with all of the exits for the area where you work. Report any unsafe conditions to your immediate supervisor or the Department Safety Coordinator.

Q. KEY POLICY

a. Purpose

The City of Starkville (COS) key control policy is established to promote a secure environment and maintain a comprehensive system for managing the dissemination of keys (including key fobs, hereinafter referred to as "keys") throughout the City. Maintaining key control is essential for upholding the integrity of security for grounds, offices, buildings, facilities, and vehicles. This policy outlines the procedures for the control, dissemination, use, security, and possession of keys to COS sites.

b. Ownership

Keys are the property of COS and may be recovered at any time.

c. Responsibility

The City Clerk's Office (for Sanitation, Fire, and City Hall departments), Department Heads (for Environmental Services, Airport, Police, Streets, and Utilities), and assigned designees are responsible for implementing and maintaining the COS key control system. Responsibilities include:

- Reviewing Key Request Forms, generally within three (3) working days.
- Authorizing and disseminating keys to COS grounds, offices, buildings, and vehicles.
- Maintaining records of keys issued, including the names of individuals, issue dates, return dates, and loss reports.

d. Managing key control for all COS vehicles, buildings, and sites, including limiting access and recovering keys.

e. Key Requests

Individuals may request and obtain authorization for keys to conduct COS work. Access may be limited to maintain security.

f. Key Request Process

To request a key, an individual should complete the Key Request Form and submit it to their manager for approval. The manager will then submit it to the appropriate authority (City Clerk's Office, Department Head, or assigned designee).

g. Prohibitions

Unauthorized fabrication, duplication, possession, or use of keys to COS property is strictly prohibited and constitutes a violation of this policy.

h. Consequences of Unauthorized Possession

Unauthorized individuals found in possession of COS keys will have the keys confiscated and will be removed from COS premises.

i. Manager Responsibilities

Managers must comply with the key control policy by:

- Reviewing assigned employees' Key Request Forms.
- Approving or denying requests for keys to high-security areas (e.g., Mayor's Office, Police Department, Electric Substations, Water Treatment Facilities).
- Issuing keys to new employees as needed after completing the Key Request Form.
- Ensuring all keys issued to departing employees are retrieved and returned to the appropriate authority.

j. Accountability

All individuals issued COS keys are responsible for their keys and must not transfer or loan them to others.

k. Key Receipt

Individuals must personally sign for their keys.

l. Disciplinary Action

Employees found in violation of this policy may face disciplinary action, up to and including termination.

Key Eligibility Criteria

Employees:

- Must request and receive keys for the duration of employment using a Key Request Form.
- Shall sign a receipt for any issued keys.
- Will return keys upon termination of employment to their supervisor or the applicable authority.
- Consent to periodic audits of issued keys.
- Must file an official Incident Report and complete a Key Request Form to request duplication of lost, stolen, or destroyed keys.

Contractors:

- Keys requested by contractors must be authorized by the City Clerk's Office, Department Head, or assigned designee. Contractors are responsible for all costs associated with recovering or re-keying unreturned keys. Final payments to contractors will be processed after the return of issued keys or reimbursement of key recovery costs.

Lost Or Stolen Keys

Report lost or stolen keys immediately to the City Clerk's Office, Information Technology Department, Department Head, or assigned designee, along with an Incident Report documenting the circumstances. No replacement keys will be issued until the Incident Report is completed and submitted.

Charges

- Employees are responsible for the cost of replacing lost or stolen keys.
- Key charges will be refunded if keys are found and returned within five days, unless expenses have already been incurred for securing the property.
- If an entire building or facility must be re-keyed due to a lost key, the City Clerk's Office or Department Head will determine the costs, which may be charged to the individual to whom the key was issued.

Compliance

Employees issued keys are expected to:

- Maintain keys necessary for their job duties.
- Return any keys that are no longer needed.
- Safeguard and secure keys at all times.
- Use only the keys issued to them unless prior approval is obtained.
- Avoid marking key chains that identify COS property.
- Refrain from marking keys in any way that indicates their access purpose.
- Understand that duplication of keys is strictly prohibited.
- Accept potential disciplinary action for lost keys.

R. REGULATIONS PERTAINING TO ASSIGNMENT, USAGE, CARE, AND RETURN OF CITY PROPERTY BY EMPLOYEES

Purpose: This policy outlines the procedures for the assignment, use, care, and return of property owned by the City of Starkville (City) to its employees. The goal is to ensure proper utilization and maintenance of City property while preventing abuse, neglect, or theft. This policy serves as a guide and is not intended to be exhaustive.

Definitions:

Property: Refers to any building, vehicle, furnishing, equipment, material, or supply that is leased or owned by the City or entrusted to its agents.

Guidelines For Distribution, Use, And Return of Assigned City Property:

- The City will designate an individual to oversee the assignment and maintenance records of City property issued and returned.

- Employees must sign a Property Issuance/Return Form, acknowledging receipt of assigned property and responsibility for its care. This may include policies related to uniforms, keys, etc.
- Completed Property Issuance/Return Forms shall be maintained in hardcopy or electronic format within the City's designated recordkeeping system. (It is recommended to avoid adding property records to HR roles. Upon leave or termination, the department remains responsible for communicating to HR about property due or missing for final pay withholdings.)
- Employees are expressly prohibited from using assigned City property for personal purposes without explicit, written permission from the Appointing Authority or their designee.
- Employees must maintain assigned City property in proper working condition, excluding normal wear and tear, and must report any lost, stolen, damaged, or malfunctioning property immediately to the Appointing Authority or their designee.
- The City reserves the right to seek reimbursement for lost or damaged property resulting from employee negligence or abuse.

Procedures For Reporting Lost, Stolen, or Damaged Property:

Employees must promptly report any lost, stolen, or damaged assigned property to their Appointing Authority or designated representative. Disciplinary action, up to and including termination and restitution, may be pursued per City policy.

Categories of Property: City property is classified as assigned, movable, tangible, purchased, or stationary:

Assigned Property: Items issued for exclusive use by an employee who acts as the custodian. This includes, but is not limited to:

- Electronic Devices: Laptops, tablets, smartphones, radios, videography/photography equipment, etc.
- Radios: Handheld, stationary, and vehicle-mounted radios, including those for first responders or non-public safety purposes.
- Vehicles: Cars, trucks, motorcycles, bicycles, heavy machinery, etc.
- Tools and Gear: Personal protective equipment (PPE), safety equipment, uniforms, City-issued weapons, etc.
- Miscellaneous: Identification cards, fuel cards, keys (and derivatives such as badges or fobs), etc.

Movable Property: Property accessible to multiple employees that can be easily removed from the worksite but primarily remains on City premises. Examples include:

- Equipment and Tools: Lawn mowers, generators, medical tools, etc.
- Office Equipment: Computers, printers, scanners, and other office equipment.
- Building Materials: Paint, lumber, janitorial supplies, etc.
- Miscellaneous: Landscaping materials, small appliances, etc.

Stationary Property: Fixed to a worksite or too large to be easily moved. Examples include:

- Furniture: Desks, tables, file cabinets, etc.
- Machinery and Equipment: Security cameras, large machinery, etc.
- Miscellaneous: Other immovable items.

S. TELEWORK

Introduction:

Telework is a flexible work arrangement. It is when an employee performs the duties and responsibilities of the position from home or another approved alternative worksite away from their regularly assigned work location.

Telework may be appropriate for some positions and employees, but not for others. It is not an entitlement or a benefit and does not change the terms and conditions of employment with the City.

Telework Eligibility Guidelines:

The City of Starkville considers telework to be a viable, flexible work option when operations, the position, and the employee are suited to such an arrangement. The arrangement must serve the needs of the Department and the City.

Position Eligibility:

Department Heads in consultation with Human Resources will consider and designate positions and duties, on a case-by-case basis, as telework eligible or telework ineligible. Position factors to consider can include, but are not limited to the following job duties and responsibilities, and not the job title:

- An employee must be employed with the City in their current position for no less than six (6) months prior to applying for a flexible work schedule;
- Require independent work;
- Require little in-person interaction;

- Require concentration;
- Result in specific, measurable work products;
- Can be monitored by output;
- Is not essential to the management of on-site workflow; and
- Contains duties that require immediate presence at the regular worksite for unscheduled events that can be managed by other means.

Employee Eligibility:

In addition to ensuring that the position is appropriate for telework, employee factors to consider can include, but are not limited to, the following employee work qualities and not the job title:

- Can work productively independently;
- Has a high rate of productivity consistently;
- Is self-motivated and flexible;
- Is knowledgeable about the job;
- Is dependable and trustworthy;
- Has high performance records;
- Is organized;
- Demonstrates the ability to prioritize work effectively; and
- Has effective communication with managers, coworkers, and clients.

When evaluating a telework request, departments should consider specific position requirements, impact on a team, employee performance concerns, and whether the employee can effectively perform the job duties of the position while teleworking. Additionally, departments must also determine that the proposed teleworking arrangement follows applicable regulations, policies, and laws.

Modifications to Telework:

Any deviation from the approved telework arrangement must be pre-approved by the employee's manager and Human Resources.

Any telework arrangement may be discontinued at will and at any time by the Department Head or Human Resources.

The time and attendance and leave policies apply to both telework and non-telework employees. Likewise, employees must account for time spent working and obtain approval.

When evaluating modifications to a telework arrangement, departments should consider specific position requirements, impact on a team, employee performance concerns, and whether the employee can effectively perform the job duties of the position as requested. Additionally, departments must also determine that the proposed modification follows applicable regulations, policies, and laws.

Procedures:

An employee in good standing who desires a telework arrangement submits an electronic or written request to their Manager and Human Resources.

Remote Work Requests for Medical Reasons:

Employees requesting a remote work arrangement due to a medical condition should be directed to Human Resources to discuss potential workplace accommodations in accordance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA).

Telework Arrangement:

The Telework Arrangement must be completed before the employee may work from an alternate work site. The arrangement must also be approved by the department head and submitted to Human Resources for approval.

Managers, in consultation with the Department of Human Resources, may terminate the telework arrangement at their discretion and may give employees advance notice, when possible. Failure to follow policies, rules and procedures may result in the termination of the telework assignment and/or disciplinary action.

General Provisions:

1. Telework is initiated by the completion of the telework arrangement. Telework arrangements are executed with signatures by the employee, manager, and Human Resources.
2. An employee's compensation and benefits do not change because of telework.
3. Telework assignments do not change the conditions of employment.
4. Employees are required to comply with city policies, including the total number of hours that employees are expected to work. The employee must devote full effort to job responsibilities during scheduled work hours. Managers are responsible for monitoring and evaluating the work produced by the teleworking employee.
5. Non-exempt employees should be given specific work assignments to complete and guidelines on how to verify time worked (e.g., clocking into the timekeeping system, thereby setting "time stamps" on the beginning and end time of that work period.)
6. Telework for unplanned or temporary circumstances may be approved. The supervisor may exercise discretion in determining whether an employee can accomplish at least some part of his/her duties from the telework site in such a situation and when leave should be used. Unless a telework arrangement is already on file, one must be initiated

within one business day of the unplanned telework event. Telework is not intended to serve as a permanent substitute for resolving personal circumstances.

7. Employees must receive approval from their supervisor to temporarily and/or permanently shift their telework site to a different location from the one approved in the telework arrangement. Failure to comply with this provision may result in termination of the telework arrangement and/or appropriate disciplinary action. The temporary change should be in writing and handled as an addendum to the telework arrangement.
8. In the event of an outage (e.g., cable, power, etc.), employees should report to their central work location (e.g., City Hall, Starkville Utilities, etc.) or use their leave.
9. Employees must forward their city or personal phone to a reliable working contact number (e.g., Google chat, etc.), which will permit other city employees, customers, etc., to readily access them during scheduled work hours and be responsive to internal and external customers.
10. Departments may provide city-owned equipment and materials needed by employees to effectively perform their duties off-site. When the department is unable to provide these resources, the employee should supply his/her own equipment to perform work duties off-site. The City is not responsible for the cost, repair, or service of the employee's personal equipment, unless otherwise specified herein. Teleworkers using their personal equipment must comply with Information Technology Standard, Remote Access and Virtual Private Network Standard, and the security terms as stated in the Telework Arrangement policy.

Any employee who has City equipment agrees to protect such equipment in accordance with city guidelines.

11. The City is not responsible for operating costs, home maintenance, or other costs incurred by employees in the use of their homes as telework alternate work locations. Also, the City is not responsible for an employee's commute from one location to another.
12. Employees must safeguard City information used or accessed while teleworking and comply with all related information technology policies and standards, including required training and records management policies and standards. Employees may not disclose confidential or private files, records, materials, or information.
13. All files, records, papers, and/or other materials created while teleworking are the City's property and City officials may have access to any personal equipment used while teleworking, such as a personal computer, telephone, and internet records. A telework employee shall cooperate fully to assist when access to such personal equipment is required. A telework employee is required to work in a private location when handling confidential and/or sensitive information. The City may prohibit the telework employee from printing confidential information in telework locations to avoid breaches of confidentiality.

T. FLEXIBLE WORK POLICY

Overview

The City of Starkville values excellence in performance and is committed to providing eligible employees with the opportunity to have a balanced life where they are able to be their best selves both at home and at work. A range of flexible work options provide employees with this opportunity and allows the city to drive a flexible work culture across professional staff.

Department Heads/Supervisors have the initial responsibility for deciding which positions and employees are eligible for flexible work arrangements and decisions are made on a case-by-case basis taking into consideration the need of the department. Department Heads/Supervisors should use consistent, equitable practices when making decisions regarding flexible work arrangements to avoid any bias or perception of bias. Department Heads/Supervisors are encouraged to contact Human Resources with questions regarding the application of this policy.

Flexible Work Arrangements are a voluntary work alternative for some employees and some positions, but are not practical for all employees and all positions. No City employee is entitled to or guaranteed the opportunity to participate in a flexible work arrangement. Participation can begin and/or end at any time based on operational need, employee performance or behavior.

Types of Flexible Work Arrangements (FWA) available under this policy include:

- Variable Work Week (Flex) Schedule. Work schedules that are different than the department's standard operating hours, i.e., Monday through Friday, 8:00 a.m. – 5:00 p.m.
- Innovative (Compressed) Work Week. Allowing an employee to work longer hours in fewer days, e.g., four (4) days/ ten (10) hours per day or four (4) days/ nine (9) hours per day and one (1) day/ four (4) hours, etc.
- Temporary Flexible Time. A work alternative that provides the option of occasionally working from a virtual location (e.g., home or a different location) for part of the employee's assignment.

Eligible Positions and Employees:

Flexible work arrangements are open to full-time employees where it is operationally viable within their role for such an arrangement to be implemented.

Department Heads/Supervisors will analyze the length of employment along with the nature of a position and how the work is performed and determine which positions are appropriate to designate or approve for a flexible work arrangement. Examples of positions that may fit this category include, but are not limited to:

- An employee must be employed with City in their current position for no less than six (6) months prior to applying for a flexible work schedule;
- those that are computer-based;
- those that do not require the performance of in-person activities in a City location;

- and those that do not require a high level of coordination or collaboration with colleagues, or in-person interaction.

Eligibility of positions for flexible work arrangements (FWA) will be analyzed based on the needs of the department and the discretion of the Department Head/Supervisor. The duties, responsibilities and scope of an employee's position can accommodate the request. The quality, quantity, and timeliness of the employee's work must not be adversely impacted. The FWA does not adversely affect the services provided to the department or other operating units, co-workers or the public.

If an employee in an eligible position requests approval for a Flexible Work Arrangement, the Department Head/Supervisor shall determine whether the employee is eligible. In general, the following conditions must be met for approval of a flexible work arrangement:

- the employee has no active disciplinary actions in force;
- the employee has demonstrated the ability to work productively on his/her own.

Ineligible Positions:

The following positions are ineligible for Flexible Work Arrangements based on the job requirements and nature of the work:

- positions deemed essential that require physical presence at specific times;

There is no one-size-fits-all approach and not all types of flexibility will be available for every role and every individual. Flexible working options may also change, pause, or cease over time for many reasons, including operational ones. In these instances, alternative approaches may be discussed

Timekeeping:

Exempt Employees - Exempt employees are not covered by the overtime requirements of the Fair Labor Standards Act (FLSA). However, exempt employees will need to discuss specific scheduling arrangements with their supervisor, and have an approved agreement on file in human resources. No work schedule can be implemented that results in a full-time employee working less than 40 hours during the workweek.

Non-Exempt - Non-exempt classified employees must conform to any overtime, record-keeping, and meal break provisions of the Fair Labor Standards Act. Therefore, Department Heads/Supervisors must ensure accurate recording of hours worked. For non-exempt employees, Department Heads/Supervisors must pre-approve all hours to be worked in excess of 40 in any workweek. A flexible work schedule for a non-exempt employee should not result in overtime.

U. INCLEMENT WEATHER

Purpose

The City recognizes that severe weather such as snow, ice, flooding, or other hazardous conditions may make commuting difficult or unsafe. While the City prioritizes employee safety, it must also maintain essential public services.

This policy outlines responsibilities and procedures for all employees and leaders regarding attendance during adverse weather conditions. The Mayor determines whether to delay, dismiss early, or close City operations.

1. When the City Declares a Delay, Closure, or Early Dismissal

- The City will follow all applicable provisions of the Fair Labor Standards Act (FLSA).
- If City operations are closed, non-essential employees may stay home and may be compensated according to the City's Personnel Manual.
- Non-exempt employees who work during an inclement weather closure will:
 - Be paid for hours worked, plus up to eight (8) additional regular hours of pay.
- Employees who are on approved leave or not scheduled to work (e.g., on a day off) will not receive additional Inclement Weather Leave or pay.
- If a delayed start is announced:
 - Non-essential employees should use discretion when commuting.
 - Employees who are scheduled to work but choose not to report or leave immediately upon arrival must use Personal Leave or Compensatory Time (Major Medical Leave may not be used).
- Employees with approved telework arrangements are expected to work their regular hours and should not request leave for delays, dismissals, or closures.

2. When the City Remains Open During Adverse Weather

The City understands that weather conditions may vary across locations. Employees should not take unnecessary risks to commute.

- Employees unable to report, arriving late, or leaving early must:
 - Notify and obtain approval from their Department Head or Supervisor.
 - Use available Personal Leave, Compensatory Time, or Leave Without Pay, as appropriate.

- Major Medical Leave may not be used for this purpose.

3. Essential Services

Unless otherwise directed by the Mayor, the following employees are considered essential during inclement weather events:

- Certain Utilities and Street personnel (excluding office staff) for clearing roads.
- Necessary personnel to ensure public safety.

Department Directors must:

- Identify and notify employees of their essential or non-essential status.
- Ensure their departments comply with this policy.

SECTION VIII – COUNSELING, DISCIPLINE AND GRIEVANCE PROCEDURES

A. COACHING/COUNSELING

Supervisors are expected to provide timely and appropriate feedback to employees when performance tasks or behavior becomes a concern. This feedback is usually verbal, specific, and held in a confidential setting. If a pattern of poor performance continues, or if an employee is unaware or needs clarification of a procedure, policy, or process, the manager may document the concerns. The documentation is not considered to be discipline, but failure to make improvements or continued lack of understanding may require a Performance Improvement Plan (PIP) and/or will begin the Progressive Corrective Action Process.

A rule violation which reflects a work performance, conduct, or attendance problem may be the subject of a documentation. The objective is to communicate to the employee that a problem exists and develop effective solutions to the problem. The manager will maintain a copy of the documentation in the supervisor's departmental file and forward the original to Human Resources for inclusion in the employee's personnel file. If documentation is administered, the supervisor shall provide follow up documentation within six (6) months, to track progress and document performance improvement or continued areas for improvement.

Performance Improvement Plan (PIP)

The Performance Improvement Plan (PIP) is a proactive approach to identifying, analyzing, and addressing performance issues before they deteriorate to the point of necessitating

corrective action. The PIP is designed to facilitate constructive discussion between an employee and their manager and to clarify the work performance to be improved. A PIP is not a required part of the Progressive Corrective Action Process. A PIP may be used as a coaching tool for employees with performance concerns that do not warrant the Progressive Corrective Action Process, or may be used in conjunction with the Progressive Corrective Action Process if additional assistance is necessary in assisting the employee to meet performance objectives. The Human Resources Director or designee may be consulted in the development and implementation of a PIP as needed.

1. The PIP process should address performance discrepancies, provide the employee an opportunity to improve his/her performance, and monitor progress throughout the established improvement period.
2. The goals and objectives of the PIP should be measurable, specific, achievable, relevant, and time-bound.
3. While a PIP is in place, the supervisor will meet with the employee on established periodic review dates to discuss progress made toward stated performance goals and objectives.

A PIP will remain in effect for the length of time deemed appropriate based on the improvement goals and standards necessary to meet a satisfactory level of performance, which generally should not exceed ninety (90) days. A PIP will remain a permanent part of the employee's official personnel file.

B. DISCIPLINARY ACTIONS

Disciplinary action is necessary from time to time, in order for the City to operate in an effective and efficient manner. In most cases The City of Starkville will follow these steps to take Progressive Corrective Action:

- Verbal Written Warning
- Written Warning(s)
- Final Written Warning
- Suspension without pay approved by the Mayor
- Termination of probationary employees approved by the HR Director and the Mayor and finalized by the Board of Aldermen
- Termination of post probationary employees approved by the Board of Aldermen

This system of progressive corrective action is used to bring unacceptable conduct or failure to meet performance standards and expectations to the employee's attention and seek a solution that will lead to the employee's success.

Please keep in mind that the city has no obligation to use any one or more of these steps of discipline prior to discharging an employee. Based on the seriousness of the infraction, or in the case of severe misconduct, your manager may omit or skip any of these steps.

When it becomes necessary to enforce these standards of conduct, it will be the policy of the City of Starkville to ensure the fair treatment of all employees.

Any employee who feels that discipline has been unfairly administered is encouraged to use the City's grievance procedure.

It will be the duty of all department heads to document or have documented employee misconduct.

The following is a representation but is not an exclusive list of the kinds of misconduct that can result in disciplinary action. Although the City may, through the Mayor and Board of Aldermen, impose a lesser penalty, a violation of any one of the following rules may result in immediate discharge: (Any one of the following will be a permanent blemish on the employee's personnel record; however, they will impact employment decisions only if they are less than twelve months old or reflect repetitive misbehavior.)

Disciplinary action up to and including dismissal may be taken for any just cause including, but not limited to, the following:

1. Conviction, plea of guilty or *nolo contendere* of a felony or misdemeanor or any activity that is inconsistent, incompatible, or in moral, legal, or technical conflict with the employee's duties, functions, and responsibilities as a city employee
2. Possession or use of a firearm or illegal knife, as defined by Mississippi law, explosive, and other prohibited weapons of any kind, while on City owned, leased, or controlled property, or while operating City owned, leased, or controlled vehicles is prohibited, unless the employee is a duly authorized law enforcement official, or unless he/she is otherwise authorized according to state law.

Under Mississippi law, however, employees who have valid handgun carry permits are allowed to bring a firearm and ammunition onto the City's parking lot provided that the firearm and ammunition are kept in the employee's vehicle in accordance with Mississippi. Code Ann. § 45-9- 101.

The firearm and ammunition, however, may not be removed from the vehicle while it is on City property. Removal of the firearm and ammunition from the vehicle may result in discipline, up to and including immediate discharge unless the employee is in compliance with state law. The city will not discharge or take any adverse employment action against an employee who is in compliance with § 45-9- 101 (a) or 97-37-7.

3. Unlawful manufacture, distribution, dispensation, possession, sale, purchase, or use of illegal drugs, controlled substances, or alcohol while on the job, on City owned or leased property, or while operating City owned, leased, or controlled equipment or vehicles.
4. Theft, unauthorized removal, wrongful possession, or deliberate destruction of property, merchandise, equipment, or possessions belonging to citizens we serve, fellow employees, or the City.
5. Embezzlement, dishonesty, falsification of records, or willful misrepresentation of facts, including grievance forms.

6. Fighting with abusive or threatening conduct or speech, physical violence or disturbance toward any citizen we serve, fellow employees or supervisors on City property or at any place at which work is being performed by or for the City.
7. Disruptive actions while interacting with co-workers where employee morale is harmed or degradation of the work environment is experienced due to an employee's attitude or disposition toward the workplace, his/her coworkers, and his/her supervisor. Disrupting the workplace will not be tolerated.
8. Destruction, abuse, removal, or attempted removal of property or materials of the City or of another employee.
9. Insubordination or refusal to obey or willful failure to carry out verbal or written instructions of supervisory personnel.
10. Falsification or alteration of any official document, form, or City record including time records, employment application, etc.
11. Absence from work for three (3) consecutive scheduled workdays, without directly notifying your department head or supervisor. This form of separation will be considered and reported as a voluntary resignation.
12. Acceptance of money or other valuable consideration given with the intent of influencing an employee in the performance of their official duties.
13. Any violation of section G, under general policies, regarding fund-raising activities and solicitation. The unauthorized distribution of literature and/or soliciting during working hours and during working time.
14. An additional violation of any City rule or policy after receipt of two (2) previous written warnings within the preceding twelve (12) months, unless it is a violation of Safety Policy and falls under those guidelines.
15. Failure to report reasons for absence or tardy on a timely basis and / or disregard for department time reporting procedures.
16. Excessive absenteeism or tardiness.
17. Violation or failure to follow the guidelines in this Guide or any department or City policy, procedure, ordinance, rule, regulation, or law or violation of any applicable state law, rule, or regulation subject to the provisions of these personnel policies.
18. Improper use of a position of authority for personal gain or advantage.
19. Discourtesy of false or malicious information about the city, employees, or the citizens we serve.
20. Failure to properly punch a time clock.
21. Failure to report for work or leaving work early without a satisfactory reason and without notifying your supervisor. Unauthorized absence from the work area or unauthorized extended lunch or break periods.
22. Willful and negligent violation of safety rules.

23. Becoming delinquent in the payment of taxes, assessments, or other obligations owed to the city.
24. Violation of the City's Policy on Smoking and the Use of Tobacco Products.
25. Incompetence or inability to perform duties of position.
26. Inefficiency or negligence in the performance of one's duties, abusive or negligent use of tools or equipment, and/or careless or blatant waste of materials.
27. Engaging in horseplay, scuffling, malicious mischief, distracting the attention of others or similar types of disorderly conduct.
28. Improper parking of motor vehicles, reckless driving, speeding, and violation of motor vehicle laws while operating City vehicles or personal vehicles while conducting City business.
29. Sleeping during working hours.
30. Substantiated acts of willful harassment including such conduct as slurs, jokes, intimidation, or other verbal or physical attacks upon a person for any reason.
31. Substantiated acts of discrimination that denies equal treatment in all terms, conditions, and privileges of employment as defined by applicable Civil Rights Laws.
32. Engaging in conduct or acting in any manner, on or off duty, that is unbecoming a public employee.
33. Failure to wear appropriate uniform/clothing or appearance on the job in consideration of safety, sanitation, and public contact.
34. Posting unauthorized notices on Bulletin Boards.

If an incident involves an employee violating more than one of these rules, the incident may result in more than one warning report.

C. DISCIPLINARY ACTIONS – SERIOUS OR REPEAT OFFENSES

The Progressive Corrective Action process does not eliminate the need for more punitive actions if the employee fails to make needed changes in his/her work performance. The circumstances surrounding an offense, such as the severity of the misconduct, the number of times it has occurred, and any previous counseling, may suggest what action may be taken.

No City employee may be demoted, suspended, or dismissed for political reasons or for any other unjust or arbitrary cause, or because of age, sex, race, color, religion, disability, national origin, protected veteran or military status, sexual orientation, gender identity, ethnic origin, political affiliations, genetic information, marital status, or any other protected basis in accordance with applicable federal, state and local laws. This provision may not be interpreted to prevent the separation of an employee because of lack of funds or curtailment of work.

The Mayor or Department Head may, for just cause, discipline any City employee. Such

disciplinary action may include demotion, suspension, and / or dismissal. Unless otherwise provided in this Section, punitive suspension shall not exceed thirty (30) calendar days. The Department Head shall consult with the Human Resources Director or designee when disciplinary actions such as demotions, suspensions, or dismissals may be warranted. Any recommendation for demotion, suspension, or termination of a City employee shall be reported to the Mayor and Board of Alderman.

D. DISCHARGE

If the Department Head determines that the employee's conduct is such that discharge is necessary, the Department Head will:

1. Notify the employee in writing that the Department Head is recommending to the Board of Alderman that the employee be discharged
2. Upon receipt of the letter from the Department Head, the employee's time frame for starting the grievance process under grievance procedures is triggered. The employee may be subject to suspension without pay while following the grievance procedure or awaiting Board action regarding the recommendation to discharge.
3. If the employee has followed the grievance procedure, then the recommendation and the employee's grievance will be heard at the next Board meeting
4. The discharged employee shall be notified by the City Clerk when and where the Board will meet so that the employee, if he or she desires, may attend the meeting. If the employee so wishes, representation by someone other than the employee shall be allowed.

E. GRIEVANCE PROCEDURES

REASON FOR POLICY:

To provide employees with a clear, efficient, and transparent grievance process when resolution through informal means has not resolved the concerns.

RESPONSIBLE OFFICE:

For questions about this policy, please contact the Human Resources department.

POLICY:

Employees may have occasional problems or issues affecting their work-related activities, and it is important to resolve these as soon as possible. The city encourages employees to resolve disagreements respectfully through informal, frank, and open discussion. Human Resources is a resource available to assist with informal resolutions. However, the City also recognizes that occasionally more formal processes are needed.

The employee grievance process establishes procedures for the fair, orderly, and timely resolution of problems or complaints using a thorough review process. The Human

Resources Office will maintain procedural guidelines and forms for the employee grievance process.

PROCEDURE

OVERVIEW:

This procedure establishes the process for the fair, orderly, and timely resolution of grievances raised by employees. Employees shall not be discriminated or retaliated against for exercising their rights under the grievance process.

GRIEVABLE ISSUES:

An employee may file a grievance related to the following:

- An adverse employment action, including but not limited to discipline, recommended discipline, and involuntary separation;
- City action or inaction that is negatively impacting the employee's work environment;
- Discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, national origin, or sex;
- Any allegation that he or she has been, or is being, adversely affected by an improper application or interpretation of a rule, regulation, policy, or procedure that is not specifically excluded below.

It is important to understand that in order to file a grievance, the employer's actions or inactions must have adversely impacted the grieving employee.

The following complaints are non-grievable issues:

- Establishment and revision of wages or salaries, position classification, or general benefits affecting multiple employees;
- Work activity accepted by the employee as a condition of employment or work activity which may reasonably be expected to be a part of the job content;
- The contents of established personnel policies, procedures, rules, and regulations;
- Failure to promote except where the employee can show that established promotional policies or procedures were not followed or applied fairly;
- An adjudication by the Board of Aldermen of employee discipline if the employee fails to grieve the recommendation of discipline by the employee's Department Head with the employee receiving notice of the right to grieve such action.

If an employee knows of a violation of City policy or the law, but is not being harmed by the violation, the employee should call the Office of Human Resources (HR) and report it immediately.

INFORMAL RESOLUTION:

Regular and effective communication between supervisors and employees reduces the likelihood of misunderstanding and conflict. The City expects and encourages supervisors and employees to communicate openly and regularly so that potential issues are addressed at the lowest level possible. Supervisors, in particular, are encouraged to avail themselves of and work with HR for training opportunities on matters of communication, equity and inclusion, performance management, and other human resources topics to enhance their supervisory skills.

Before initiating Step 1 of the grievance process, the employee is encouraged to make at least one attempt to resolve the issue informally, if possible. Facilitation assistance for this informal resolution is available through HR. Informal processes are not appropriate, however, if the underlying allegations are related to violence, intimidation, a hostile atmosphere, or other violent actions.

FORMAL RESOLUTION - FILING A GRIEVANCE

Formal grievances may be filed on any of the issues noted above.

All grievances must be in writing and must include at least:

- The basis for the grievance, including: the policy, rule, or law provision that the grievant believes to have been violated, the circumstances that are negatively impacting the grievant, or the personnel action being grieved.
- A statement describing the nature of the grievance, the approximate date(s) of the events giving rise to the grievance, the names of identifiable persons involved, and any other information the employee believes should be considered.
- Whether a meeting with the decision-maker is requested.
- A recommendation for resolution.

Employees cannot file multiple grievances relating to the same incident or underlying facts. Unless the facts become known after the grievance is filed, all relevant facts should be included in the underlying grievance. The parties may agree to terminate a grievance after it has been initiated.

CONFIDENTIALITY:

To the extent possible, the City will protect the confidentiality of the grievant, witnesses, and accused parties and, if information is disclosed, will disclose it on a need-to-know basis. However, it is important to understand that in order to investigate the matter and provide notice of the underlying allegations and an opportunity to respond, the city may often need to reveal the identity of the grievant and relevant witnesses.

TIME LIMITS:

Employees must file a grievance no later than three (3) working days from when the employee knew or reasonably should have known about the incident or problem giving rise to the grievance.

If an employee fails to observe the time limits established for any step, the grievance will be considered satisfactorily resolved and time barred.

GRIEVANCE STEPS: None of the steps can be skipped.

Step 1: Immediate Supervisor

- An employee shall present a grievance to his or her supervisor in writing, on the form provided by the Human Resources office, and within the time limit outlined above.
- The supervisor shall meet with the employee and provide a response to the employee in writing within three (3) working days of receiving the grievance.
- If the employee or supervisor believes that the supervisor has a conflict of interest in hearing a step 1 grievance, either party may consult with HR to determine if an alternative decision maker is appropriate for step 1. HR's decision is final.

Step 2: Department Head

- If the employee is not satisfied with the supervisor's response, the employee must write in detail because he/she does not agree with the supervisor's response prior to moving to the next step.
- If the employee is not satisfied with the decision at step 1 or if the employee is allowed to proceed directly to step 2, the employee may present the written grievance and the step-1 decision maker's decision to his/her department head, or designee, within 2 working days of the issuance of the decision at step 1.
- The Department Head shall provide a response in writing to the employee within three (3) working days.

Step 3: Discussion of Grievance with Human Resource Director

- If the employee is not satisfied with the Department Head's response, the employee must write in detail because he/she does not agree with the Department Head's response prior to moving to the next step.
- If the employee is not satisfied with the decision at step 2 or if the employee is allowed to go directly to step 3, the employee may appeal the Department Head's response by submitting the grievance form to the Human Resource Director, or his/her designated representative, within three (3) working days after the Department Head's answer was received or due.
- The Human Resources Director will provide a response in writing to the employee within three (3) working days.

Step 4: Petition Mayor and Board of Alderman to Consider Grievance

- If the employee is not satisfied with the Human Resource Director's response, the employee must write in detail because he/she does not agree with the Human Resource Director's response prior to moving to the next step.
- If the employee is not satisfied with the Human Resource Director's response or the Human Resource Director does not respond within three (3) working days, the employee may file a copy of the grievance with the City Clerk within three (3) working days after the Human Resource Director's response was received or due.
- The City Clerk shall then place the grievance on the next available agenda of the Board of Aldermen. The Board shall act on the grievance at its next regular or recess scheduled meeting if the grievance is filed, after the conclusion of all the preceding steps, at least three (3) working days prior to the meeting. (For example, for the grievance to be heard by the Board of Aldermen at 5:30pm on Tuesday, it must be filed in the City Clerk's office by 5pm the preceding Thursday.)
- The aggrieved employee shall be notified by the City Clerk when the grievance is set before the Board of Aldermen so that the employee may appear and be heard.

MISCELLANEOUS:

The aggrieved employee shall be paid for the time off attending the Board meeting if it is held during working hours, unless the employee's termination has been recommended or the employee has been suspended without pay. The Board may in its discretion suspend an employee without pay while a grievance is in the steps prior to the matter being placed on the Board agenda.

The City shall, within three (3) working days after the Board meeting, give the employee the answer of the Board in writing and shall file a copy of the answer with the Human Resources Department. The decision of the Board of Aldermen shall be final and binding on all parties concerned.

When a grievance is decided in favor of the employee at any of the administrative levels set out above, the award shall be retroactive to the date of the action that caused the grievance.

Discrimination or retaliation against employees who filed grievances shall not be tolerated and shall be in violation of the personnel rules of the City. The person or persons responsible for discriminatory practices shall be subject to disciplinary action by the Department head, or the Board of Aldermen, as the case may require.

Supervisory personnel shall apply previous decisions of the Board of Aldermen to all similar situations to eliminate the filing of grievances.

All correspondence required by the above procedure shall be placed in the aggrieved employee's personnel file, and upon request, a copy shall be supplied to the aggrieved employee, or his authorized agent.

City time cannot be used in any manner for defense of a grievance except when a Board hearing is actually scheduled during a grieving employee's work time.

If scandalous or indecent matter is inserted in any grievance, or if frivolous and untrue matter is inserted in a grievance, the Board may choose upon motion of the offended party to enhance the punishment originally assessed after hearing of the grievance.

SECTION IX – FIRE DEPARTMENT AND POLICE DEPARTMENT ONLY

A. PERSONNEL GUIDANCE

The Starkville Fire Department Standard Operating Guidelines or Starkville Police Department General Orders will provide primary guidance for personnel in those areas; the Personnel Manual will provide secondary guidance unless departmental guidelines or orders defer to the Personnel Manual.

B. RESIDENCY REQUIREMENT (POLICE OFFICERS)

Due to the emergency nature of these positions, it is imperative that police officers reside within 40 miles of Oktibbeha County. All such employees must meet this requirement within six months of regular full-time employment with the City of Starkville.

C. POST-OFFER REQUIREMENTS / PHYSICAL

Following a conditional offer of employment, successful completion of a post-offer employment physical shall be required for all Public Safety candidates to determine whether prospective employees can perform the essential functions of the position offered. The physical may require various components depending on the requirements for the position.

Prospective employees who are unable to successfully perform the essential functions tested for in the medical examination shall have their offer of employment by the City withdrawn if they:

1. Cannot perform the essential functions due to a disability that cannot reasonably be accommodated.
2. Pose a direct threat to themselves and/or others.

In-service promotional candidates may be required to successfully complete a post-offer physical examination, based on the requirements of the position.

All candidates shall be required to successfully complete a background check. The specific components of the background check will be based on the requirements for the position. In-service promotional candidates may also be required to successfully complete a background check if the position requirements exceed the requirements of the current position.

All City employees may, during their employment, be required to undergo an initial and/or periodic examination to determine their physical and mental fitness to continue to perform the work of their positions. As a condition of employment with the City of Starkville, participants of the Fire and Police shall be required to participate in periodic screening tests or examinations relating to heart and lung conditions, such as, but not limited to, cholesterol tests, blood pressure checks, pulmonary function tests, and blood tests. If any screening examination suggests the need for a more complete medical evaluation, the employee shall be scheduled for a fitness-for-duty examination by a physician selected by the City.

Potential Exams:

Examinations may be held to establish eligibility and fitness and may consist of one or more of the following types of examinations, as determined by the Human Resources Department and Department Heads:

1. Written/Knowledge-based Test – this test, when required, shall include a written demonstration designed to show the applicant’s familiarity with the knowledge involved in the class of positions to which he/she is seeking employment.
2. Physical Agility Test – this consists of job-related tests of bodily conditioning, muscular strength, agility, and physical fitness of job applicants for a specific position. This test may be given a weight in the examination process or may be used to exclude from further consideration applicants who do not meet the minimum required standards.

D. RUN LATE / NEW RECRUITS TARDINESS IN THE FIRST 15 DAYS/PROBATION - FIRE DEPARTMENT ONLY

- Reporting to shift late will not be tolerated.
- Employees will receive a five minute grace period once.
- Showing up late without arrangements being made will result in employees receiving a written reprimand for 1st offense. The 2nd offense will include a possible recommendation for termination from employment.
- New members will undergo a 2-week Orientation Period. During that time, they will review the Operations Manual, By-Laws and train within the 2-week orientation period. New employees are subject to a probation up to one (1) year.
- Employees will not be allowed to swap time shifts in the first 90 days unless special permission is granted.

E. MANDATORY OVERTIME RULE

- Due to the nature of the business, mandatory overtime is required. The Department Head or designee may require mandatory overtime for the following: extra shift, attendance of employees to schools, meetings or other training events.
- Mandatory Overtime Steps are as follows:
 - Review the schedule for needed slots.
 - Ask for volunteers for a period of 6 days.
 - If no volunteers have signed up within the 6 days, mandatory overtime assignment will take place based on seniority.
 - The schedule will be posted in advance.

F. SLEEP TIME AND MEAL TIME

- Both are considered as hours worked.

G. SCHOOL/TRAINING DAYS

- If an employee attends a school or training on a non-scheduled work day that requires an overnight stay, only the actual class time will be counted toward their work hours.

- If an employee was scheduled to be on shift while attending class or training, their shift time will be accounted for. Employees will not be compensated more than their standard A, B, or C shift time while attending school or training.
- Upon returning to town or once training or travel is complete, the employee must either return to work for the remainder of their shift or use leave time

H. AGREEMENT FOR TRAINING AND UNIFORM REIMBURSEMENT / FOR NEWLY HIRED POLICE OFFICERS AND FIREFIGHTERS

I understand and agree that, in consideration of my employment with the City of Starkville, I will reimburse the City of Starkville for all costs and expenses related to my initial training and uniforms required to perform in my assigned position subject to the following terms and conditions:

- 1) I agree to serve as an employee with the City of Starkville for a period of not less than thirty-six (36) months after the completion of my initial training.
- 2) I agree that if I should voluntarily leave employment with the City of Starkville or should I be discharged for reasons within my control during my initial probationary period (12 months maximum), I will repay 100% of initial uniform costs, training costs, and expenses incurred by the City of Starkville for my training.
- 3) I agree that for every month that I leave employment either voluntarily or for reasons within my control after serving more than twelve (12) months of service but prior to serving thirty-six (36) months after initial training or my employment date, I will reimburse the City of Starkville on a one-thirty-sixth (1/36) per month(s) remaining pro rata share for all costs and expenses related to my initial training and uniforms provided by the City of Starkville.
- 4) I agree that if I should voluntarily leave employment with the City of Starkville or should I be discharged for reasons within my control after serving thirty-six (36) months, I will repay a prorated share up to 50% of uniform costs, training costs, and expenses incurred during the last six (6) months of employment subject to review and approval by the Human Resources Director of the City of Starkville.
- 5) I understand and agree that I will be responsible for the actual costs and expenses incurred on my behalf by the City of Starkville, and I will reimburse this amount or the appropriate percentage pursuant to the terms and conditions of this agreement. (Contact your assigned department for itemized cost of uniforms and training related costs.)
- 6) I agree that my resignation, for whatever reason, shall be prima facia evidence that I left employment with the City of Starkville voluntarily. In the event of the termination of my employment, the Human Resources Director of the City of Starkville shall review such termination and shall render the decision as to whether such reasons were within my control, with that decision being subject to the established rules of the Grievance Procedure as set forth in the City of Starkville Personnel Policy Manual.

- 7) I understand and agree that this agreement does not constitute an employment contract and that the City of Starkville reserves the right, as employer, to reassign, discipline, or to terminate my employment at its will or in accordance with departmental and City of Starkville Policies, Rules, and Regulations. I also understand that this agreement does not grant me any special rights or benefits from the City of Starkville and does not require the City of Starkville to offer me a position nor to continue my employment in such a position if already employed. I understand that this agreement does not alter or affect any other terms or conditions of my employment with the City of Starkville.
- 8) I agree that the City of Starkville, in its sole discretion, may retain and deduct from my last payroll check, any amount due and payable to the City of Starkville, to the extent allowed by law, to offset against any training and other employment related expenses that I would be obligated to reimburse the City of Starkville. I agree to repay any outstanding expenses for which I may be responsible to the City of Starkville at the time of my resignation.
- 9) I agree that if it becomes necessary to enforce this agreement and judgment is entered against me, I will pay all costs and expenses incurred by the City of Starkville including attorney fees.

CITY OF STARKVILLE

ACKNOWLEDGMENT OF RECEIPT OF THE EMPLOYEE HANDBOOK

HANDBOOK ACKNOWLEDGMENT

I understand that I am responsible for reading this handbook, familiarizing myself with its contents, and adhering to all policies and procedures of the City of Starkville, whether outlined in this handbook or elsewhere. If I have questions regarding the interpretation of these policies, I will contact my immediate supervisor or the Human Resources Department for clarification.

The policies, procedures, and benefits described in this handbook are not conditions of employment, and this handbook does not create an implied contract between the City of Starkville and its employees. It serves as an overview of policies related to my employment with the City.

It is the City's policy that all employees without a written contract for a specific term are employed at the City's will and pleasure and may be terminated at any time, for any reason, with or without cause or notice. Employees may also terminate their employment for any reason.

The City's policies and practices are not intended to create any contractual obligation or to imply that termination will occur only "for cause." Specific grounds for termination mentioned in this manual or other documents are examples only and are not an exhaustive list. They do not restrict the City's right to terminate employment at will.

I understand that the City of Starkville reserves the right to modify this handbook and to amend or terminate any policies, procedures, or employee benefits described herein at any time, with or without notice. By accepting or continuing my employment with the City, I agree to comply with any such changes, and no further consent from me will be necessary.

At-Will Employer Policy

The City is an at-will employer, meaning either the City or any of its employees may terminate the employment relationship at any time, for any reason, without obligation to provide justification. No policies, comments, or writings contained herein, or made during the employment process, shall be interpreted as waiving this provision. This Manual is not intended to create any contractual or legal rights and does not alter the City's at-will employment policy or establish an employment contract for any specific period of time.

I acknowledge that I have read the information contained in this handbook.

Employee Name (printed)

Employee Signature

Date

Supervisor Signature

Date

23. CONSIDERATION TO HIRE WARREN HUDSON AS A DEPUTY DIRECTOR FOR WATER AND SEWER OPERATIONS FOR THE UTILITIES DEPARTMENT.

Upon the motion of Alderman Sistrunk, duly seconded by Alderman Pochop, and adopted by the Board to approve to hire Warren Hudson as a Deputy Director for Water and Sewer Operations for the Utilities Department. The Board voted as follows:

Alderman Kim Moreland	Voted: Nay
Alderman Sandra Sistrunk	Voted: Yea
Alderman Kyle Skinner	Voted: Yea
Alderman Mike Brooks	Voted: Nay
Alderman William Pochop	Voted: Yea
Alderman Roy A'. Perkins	Voted: Nay
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, Mayor Spruill declared the motion passed.

24. A MOTION TO GO INTO CLOSED SESSION TO DETERMINE IF THERE IS PROPER CAUSE FOR EXECUTIVE SESSION.

There came for consideration the matter of entering a Closed Session to determine if there is a proper cause for Executive Session. Upon the motion of Alderman Vaughn, seconded by Alderman Moreland, to enter into a Closed Session to determine if there is proper cause for Executive Session, the Board voted as follows:

Alderman Kim Moreland	Voted: Yea
Alderman Sandra Sistrunk	Voted: Yea
Alderman Kyle Skinner	Voted: Yea
Alderman Mike Brooks	Voted: Yea
Alderman William Pochop	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed. The Board entered closed session.

25. A MOTION TO ENTER EXECUTIVE SESSION.

Alderman Vaughn offered a motion to go into Executive Session for the purpose of pending litigation. Following a second by Alderman Pochop, the Board voted as follows to enter Executive Session:

Alderman Kim Moreland	Voted: Yea
Alderman Sandra Sistrunk	Voted: Yea
Alderman Kyle Skinner	Voted: Yea
Alderman Mike Brooks	Voted: Yea
Alderman William Pochop	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed. The Mayor invited the public back in and then announced that the Board had decided to go into Executive Session for the purpose of pending litigation. The Mayor and Board then went into Executive Session.

26. CONSIDERATION OF A MOTION TO RETURN TO OPEN SESSION.

Alderman Vaughn offered a motion, seconded by Alderman Brooks, to exit Executive Session and return to open session. The Board voted as follows:

Alderman Kim Moreland	Voted: Yea
Alderman Sandra Sistrunk	Voted: Yea
Alderman Kyle Skinner	Voted: Yea
Alderman Mike Brooks	Voted: Yea
Alderman William Pochop	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, the Mayor declared the motion passed. The Mayor invited the public back in and then announced that the Board had taken action in Executive Session.

27. MOTION TO ADJOURN UNTIL DECEMBER 2, 2025 @ 5:30 P.M. IN THE COURT ROOM AT 110 WEST MAIN STREET.

Upon the motion of Alderman Pochop, duly seconded by Alderman Skinner, for the Board of Aldermen to adjourn the meeting until December 2, 2025 @ 5:30 at 110 West Main Street in the Court Room of City Hall, the Board voted as follows:

Alderman Kim Moreland	Voted: Yea
Alderman Sandra Sistrunk	Voted: Yea
Alderman Kyle Skinner	Voted: Yea
Alderman Mike Brooks	Voted: Yea
Alderman William Pochop	Voted: Yea
Alderman Roy A'. Perkins	Voted: Yea
Alderman Henry Vaughn, Sr.	Voted: Yea

Having received a majority affirmative vote, Mayor Spruill declared the motion passed.

SIGNED AND SEALED THIS THE 2nd DAY OF DECEMBER, 2025.

Attest:

D. LYNN SPRUILL, MAYOR

JOANNA MCLAURIN, CITY CLERK