



**CITY OF BYRAM
AGENDA FOR THE REGULAR MEETING OF THE
MAYOR AND BOARD OF ALDERMEN
THURSDAY, JULY 25, 2024, 7:00 PM
City Hall: 5901 Terry Road, Byram, MS**

- 1. Welcome and Call to Order**
- 2. Invocation**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Presented Items**
 - (a) Public Hearing for the purpose of determining whether or not the following described property located in the City of Byram shall be re-zoned from RE - Residential Estate District to C-4 General Commercial District:
7507 Siwell Road APN 048510000249000001
7517 Siwell Road APN 048510000249000000
7523 Siwell Road APN 048510000250000001**
 - (b) Public Hearing for the purpose of determining whether or not a Conditional Use should be granted for property located at 7517 South Siwell Road APN 048510000249000000**
 - (c) Approval of Resolution recognizing First Pentecostal Church of Jackson for their help in hosting Upward Basketball**
- 6. Approval of Consent Agenda Items**
 - (a) Approval of Minutes of the Regular Work Session of the Mayor and Board of Aldermen held 7/8/24**
 - (b) Approval of Minutes of the Regular Meeting of the Mayor and Board of Aldermen held 7/11/24**
 - (c) Acceptance of debt set-off letters for court fines owed to the City of Byram**

- (d) **Approval for Ledireada Kent to attend the MS Society for Human Resource Management (SHRM) 2024 Conference & Expo in Biloxi, MS, September 9 - 11, 2024, with \$449.00 registration fees and \$364.98 estimated travel expenses (001-140-610/611)**
- (e) **Approval for Paula Morrison to attend the Fall Court Clerk's Conference in Biloxi, September 18 to 20, 2024, at no cost to the City**
- (f) **Approval for firefighter Marcus White to attend a 10-week EMT class starting August 12 at AMR, with a \$350.00 registration fee and no estimated travel expense to the City (001-260-611)**
- (g) **Approval of payment in the amount of \$10,822.38 to Fordice Construction Company, Final Pay Application for the Jayroe Drive Drainage Project (131-301-908)**
- (h) **Approval of payment in the amount of \$151,165.00 to Hemphill Construction Company, Pay application #1 for Bullrun Drive emergency pipe repair (131-301-908)**
- (i) **Approval of payment in the amount of \$27,022.92 to Delta Constructors for renovation of the Pump Station at 617 Dorothy Lane (400-700-907)**
- (j) **Approval of payment in the amount of \$7,627.42 to Rick's Pro Truck for installation of a Liftmore crane on a 2015 Chevrolet 2500 (400-700-903)**

7. Discussion and Action

- (a) **Approval of Claims Docket in the amount of \$266,769.49 from 7/3/24 to 7/16/24**
- (b) **Discussion of current travel reimbursement and approval of Definitions page to be added to the City's current Travel Policy**
- (c) **Approval of a pay increase to \$13.67 per hour, effective August 5th, for Firefighter William Tucker after becoming a certified EMT.**
- (d) **Discussion of design for Pocket Park**

8. Public Comments *Byram residents may address the Board at this time, provided they have signed in with their name and address. Discussion will be limited to three (3) minutes per person*

9. Announcements

- (a)
- **Tuesday, July 30th - Budget Work Session, 6:00 P.M. at City Hall**
 - **Thursday, August 1st - Budget Work Session, 6:00 P.M. at City Hall**
 - **Monday, August 5th - Regular Meeting of the Mayor and Board of Aldermen, 6:30 P.M. at City Hall**
 - **Tuesday, August 6th - Coffee Talk with Mayor White, 9:00 A.M. to 10:00 A.M.**
 - **Tuesday, August 6th - Budget Work Session, 6:00 P.M. at City Hall**
 - **Thursday, August 22nd - Regular Meeting of the Mayor and Board of Aldermen, 7:00 P.M. at City Hall**

10. Adjourn

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: July 25, 2024 AGENDA ITEM NO: 5.a

FOR: Public Hearing for the purpose of determining whether or not the following described property located in the City of Byram shall be re-zoned from RE - Residential Estate District to C-4 General Commercial District:

7507 Siwell Road APN 048510000249000001

7517 Siwell Road APN 048510000249000000

7523 Siwell Road APN 048510000250000001

INTRODUCED BY: Eric Munden, Building Official

ATTACHMENTS:

File Name

[rezoning request letter.pdf](#)

[rezoning application package jacks family.pdf](#)

[Jacks Byram MS - Preliminary Rezoning Map.pdf](#)

[06_24_SIMPSON_QUITCLAIM.pdf](#)

[QCD Capitol Body Shop of Byram, LLC.pdf](#)

[Notice of Public Hearing - rezoning.pdf](#)

[Proof of Publication.pdf](#)

[7507 siwell notice on property.jpg](#)

[7517 Siwell notice on property.jpg](#)

[7523 siwell notice on property.jpg](#)

[DRC Minutes 7.17.24.pdf](#)



Jack's Family Restaurant
Byram, Mississippi
June 24, 2024

Re-zoning request

Jack's Family Restaurant is eager to serve the community of Byram, Mississippi with dine-in and drive-thru services. We are requesting the property at 7507 Siwell Road APN: 048510000249000001, 7517 Siwell Road APN: 048510000249000000 and 7523 Siwell Road APN: 048510000250000001 Byram, MS 39272 be re-zone from RE - Residential Estate District to C-4 General Commercial District. There will be a re-zoning meeting on July 25, 2024, at the City of Byram 5901 Treedy Road Byram, MS 39272 at 7:00 PM. Please contact Eric Munden Planning and Zoning/Building Inspector at if you have any questions or concerns (601) 372-7791 Ext. 404

BEFORE THE MAYOR AND BOARD OF ALDERMEN
OF THE CITY OF BYRAM, HINDS COUNTY, MISSISSIPPI

Jack's Family Restaurant, LP
[Name of Petitioner(s)]

PETITIONER

PETITION TO REZONE REAL PROPERTY
OFFICIAL FORM - APRIL 2010

COMES NOW, Jack's Family Restaurant, LP,
(Name of Petitioner(s))

Petitioner and respectfully petitions the Mayor and Board of Aldermen of the City of Byram, Mississippi, to rezone and reclassify certain real property hereinafter described and in support thereof would show as follows, to-wit:

1. The name of Petitioner (s) is: Jack's Family Restaurant, LP

_____.

2. The Petitioner(s) mailing address is: 124 West Oxmoor Road Birmingham, AL 35209

_____.

3. The Petitioner (s) phone number is: 317-796-5503.

4. The owner(s) of the subject property is: Ronald Simpson and WGD Properties

_____.

5. The address of the owner of the subject property is: _____

7507,7517and 7523 Siwell Road Byram, MS 39272

_____.

6. A copy of Petitioner's Authority to Act for the Owner is attached to this
Petition as Exhibit "A".

7. The street address of the property is: Same

8. A copy of the property owner's deed containing a complete legal description of the subject property is attached to this Petition as Exhibit "B".

9. A surveyor plat of the subject property (described in Exhibit "B") drawn to a scale of not less than 1" = 100', and certified by a licensed surveyor or civil engineer is attached to this Petition as Exhibit "C".

10. A vicinity map or plat depicting an area of at least 300' surrounding the subject property in all directions is attached to this Petition as Exhibit "D." The vicinity map includes the current zoning classification of all lands within 160' of the subject property.

11. The subject land is presently zoned and classified by the City of Byram, Mississippi, as follows: Residential

12. The Petitioner requests the subject land be rezoned and reclassified to the following use district classification: C-4

13. The present use of the subject property is as follows: _____

Residential

14. The proposed immediate use of the subject property if rezoned and reclassified as herein requested is (description should include how the proposed subject

land to be rezoned is in conformity with the policy and intent of the comprehensive plan, land use plan, or other adopted plan): Construct a new Jack's Family Restaurant with a drive-thru window.

15. Rezoning and reclassification of the property is requested for the following reason: Construct a new Jack's Family Restaurant with a drive-thru window.

(Petitioner must include a brief statement outlining Petitioner's reason(s) for requesting rezoning of the subject property. This is to be a written report explaining the type, nature, size, time line, and intent of the development that will provide the board of Aldermen with an idea of the impact this development will have on the community. Petitioner should also address the impact upon schools, law enforcement and fire departments, utilities, traffic, and roads. Include any plans that applicant has to mitigate these impacts. Include any information which the petitioner feels would help the Board of Aldermen make its decision.)

16. The required filing fee has been paid by Petitioner or is being paid with the filing of this Petition.

17. A list of property owners who own property within 300' (excluding streets and rights-of-way) of the subject property is attached to this Petition as Exhibit "E".

18. Petitioner files herewith twenty (20) legible copies of this Petition and all exhibits attached hereto.

19. Petitioner acknowledges the Petitioner must give at least fifteen (15) days notice to all property owners owning property within 300' of the subject property by certified mail, return receipt requested, of the request set forth in this petition and of the date, time and place of the public hearing to be held on Petitioner's request for rezoning.

20. Petitioner will file with the City of Byram Planning and Zoning Commission at the time of public hearing hereon all certified mail return receipts requested by Paragraph 18 together with Petitioner's verified list of property owners required to be notified of this Petition as set forth in Paragraph 19, as well as a copy of the notifying letter.

21. Petitioner acknowledges that Petitioner has received a copy of the Procedural Rules of the City of Byram Planning and Zoning Commission, has read the same and fully understands the requirements, rights and duties set forth therein.

22. Petitioner acknowledges that, as a condition to obtaining favorable consideration of its Petition, Petitioner will be required to provide answers to the following questions, and to provide that the following situations exist in regard to the property described herein:

A. There was a mistake (in the nature of clerical error) in transcribing the ordinance or drawing the boundaries of the zoning map, which mistake justifies the rezoning of the property. State why you feel a mistake, in the nature of a clerical error was made in the drawing of the zoning map:

OR

A. The character of the neighborhood, in which the property described herein is located, has changed so that the reclassification of the property to another use district

would be appropriate; explain why you feel the character of the surrounding neighborhood has changed and list all facts in support of your statement:

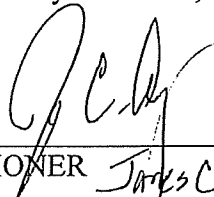
and,

B. a public need for the rezoning exists. State why additional property is needed within the requested zoning classification within the City of Byram.

The Petitioner acknowledges that at the public hearing to be held on this petition it will have the burden of proof to provide testimony and documents to prove the facts necessary to demonstrate a mistake was made, or a change in the character and nature of the neighborhood has occurred: and that there is a public need for the rezoning of the property.

THIS, the 25th day of June, ²⁰²⁴~~2010~~.

Respectfully submitted,



PETITIONER James C. Avery - VP Development



Jack's Family Restaurant
Byram, Mississippi
June 24, 2024

Re-zoning request

Jack's Family Restaurant is eager to serve the community of Byram, Mississippi with dine-in and drive-thru services. We are requesting the property at 7507 Siwell Road APN: 048510000249000001, 7517 Siwell Road APN: 048510000249000000 and 7523 Siwell Road APN:048510000250000001 Byram, MS 39272 be re-zone from RE - Residential Estate District to C-4 General Commercial District. There will be a re-zoning meeting on July 25, 2024, at the City of Byram 5901 Terry Road Byram, MS 39272 at 7:00 PM. Please contact Eric Munden Planning and Zoning/Building Inspector at if you have any questions or concerns (601) 372-7791 Ext. 404



June 18th, 2024

Douglas White
Property Owner

RE: Approval for the Rezoning of the Property Adjacent to 7507 S Siwell Road, Byram, MS 39272

Dear Mr. White,

I hope this letter finds you well. In order for Jack's Family Restaurants to open a typical Jack's location adjacent to the WGD Properties, LLC owned property located at 7507 S Siwell Road, Byram, MS 39272 Parcel ID: 4851-249-1, the parcel must be rezoned from "RE – Residential Estate District" to "C-3 – General Commercial District".

Please sign below indicating your consent for St. John & Associates, Inc. and Jack's Family Restaurants, LP, to actively rezone the subject property with the appropriate government authorities on your behalf.

If you have any questions, please do not hesitate to contact me by email at javery@eatatjacks.com.

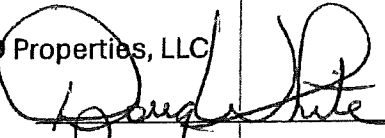
Kind regards,

Jim Avery
Vice President of Development
Jack's Family Restaurants

WGD Properties, LLC

BY:

Its:



Pres.



June 14th, 2024

Ronald E Simpson
Property Owner

RE: Approval for the Rezoning of 7517 S Siwell Road, Byram, MS 39273

Dear Mr. Simpson,

I hope this letter finds you well. In order for Jack's Family Restaurants to open a typical Jack's location at the subject property located at 7517 S Siwell Road, Byram, MS 39273 Parcel ID: 4851-249, Jack's must rezone the subject property from "RE – Residential Estate District" to "C-3 – General Commercial District".

Please sign below indicating your consent for St. John & Associates, Inc. and Jack's Family Restaurants, LP, to actively rezone the subject property with the appropriate government authorities on your behalf.

If you have any questions, please do not hesitate to contact me by email at javery@eatatjacks.com.

Kind regards,

Jim Avery
Vice President of Development
Jack's Family Restaurants

Ronald E. Simpson

BY:

A handwritten signature in cursive script that reads "Ronald E. Simpson", written over a horizontal line.

Its:

OWNER

Prepared by and return to: William C. Smith III MSB# 7632 William C. Smith III PLLC 509 Cobblestone Court STE B (601) 376.9006	GRANTOR: WGD PROPERTIES, LLC 4230 Lakeland Drive Flowood, MS 39232 (601) 932-9329	GRANTEE: Capitol Body Shop of Byram, LLC 4230 Lakeland Drive Flowood, Mississippi 39232 (601) 932-9329
<u>Indexing Instructions:</u> SE ¼ SW ¼ of Sec. 13, T4N, R1W, Hinds County, MS SW ¼ SE ¼ of Sec. 13, T4N, R1W, Hinds County, MS		<u>Property Derivation:</u> Book 7228 at Page 6636 (Parcel 1 and Parcel 2)

Marginal Notation: Book 7228 at Page 6636

QUITCLAIM DEED

FOR AND IN CONSIDERATION of the sum of Ten Dollars (\$10.00), cash in hand paid, and other good and valuable consideration, the receipt and sufficiency of all of which are hereby acknowledged, the undersigned **WGD PROPERTIES, LLC**, a Mississippi limited liability company ("Grantor"), does hereby sell, convey and forever quitclaim and release, without any warranties, unto **Capitol Body Shop of Byram, LLC**, a Mississippi limited liability company, (the "Grantee"), all of Grantor's right, title and interest in and to the real property lying and being situate in Hinds County, State of Mississippi (the "Subject Property"), more particularly described as follows:

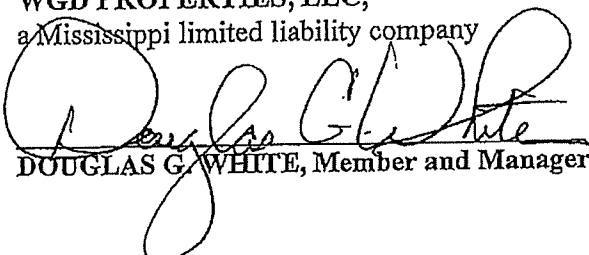
See Exhibit "A" attached hereto and made a part hereof by reference

IT IS FURTHER AGREED AND UNDERSTOOD that this conveyance is made subject to all prior mineral severances, easements, rights-of-way, public utilities, and all covenants and building restrictions of record.

At the request of the parties, this instrument was prepared without the benefit of a title search, title opinion, or survey.

WITNESS THE EXECUTION OF THE UNDERSIGNED GRANTOR, effective as of April 14, 2021, but actually executed on the date set forth in the acknowledgment below.

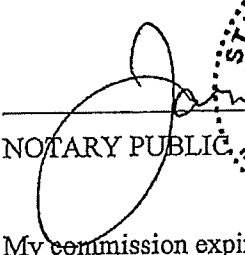
GRANTOR:
WGD PROPERTIES, LLC,
a Mississippi limited liability company


DOUGLAS G. WHITE, Member and Manager

LIMITED LIABILITY COMPANY ACKNOWLEDGEMENT

STATE OF MISSISSIPPI
COUNTY OF MADISON

PERSONALLY appeared before me, the undersigned authority in and for the said county and state, on this 28th day of December 2021, within my jurisdiction, the within named DOUGLAS G. WHITE, who acknowledged that he is the sole Member and sole Manager of WGD Properties, LLC, a Mississippi limited liability company, and that for and on behalf of said company, and as its act and deed, he executed and delivered the above and foregoing instrument, after first having been duly authorized by said company so to do.


NOTARY PUBLIC, 

My commission expires:

(Affix Official Notary Seal)

EXHIBIT A
LEGAL DESCRIPTION

Parcel No. 1:

Begin at the Southeast corner of the Southwest Quarter of Section 13, Township 4 North, Range 1 West, Hinds County, Mississippi; run thence South 89 degrees 26 minutes West and along the south line of said Southwest Quarter of Section 13 for a distance of 193.40 feet to a point; run thence, leaving said south line of said Southwest Quarter, North 04 degrees 59 minutes East for a distance of 521.80 feet to a point on the south right-of-way line of Siwell Road (Raymond-Byram Road) as said road is now laid out and established on the ground, reference to which is hereby made in aid of and as a part of this description; run thence South 72 degrees 00 minutes East and along said south right-of-way line of Siwell Road for a distance of 158.98 feet to a point; run thence South 00 degrees 23 minutes West for a distance of 468.80 feet to the Point of Beginning.

The above described parcel of land is located in the Southeast Quarter (SE1/4) of the Southwest Quarter (SW1/4) of Section 13, Township 4 North, Range 1 West, Hinds County, Mississippi and contains 1.97 acres, more or less.

That the description, aforesaid, is a combined description of two (2) prior parcels, that make up the conveyance of the 1.97 acres herein, and said two parcels are described as follows, to-wit:

AS RECORDED BOOK 3804 PAGE 266

0.93 acres situated in the Southeast Quarter of the Southwest Quarter of Section 13, Township 4 North, Range 1 West, First Judicial District of Hinds County, Mississippi being more fully described as follows, to-wit:

Commencing at the southeast corner of the SW ¼ of Section 13, T-4-N, R-1-W, Run thence South 89 degrees 26 minutes West for a distance of 93.4 feet to an iron pin being the POINT OF BEGINNING of the parcel herein described. Run thence, South 89 degrees 26 minutes South for a distance of 100.0 feet to an iron pin. Run thence, North 4 degrees 59 minutes East for a distance of 521.8 feet to a point on the south Right-of-Way line of the Byram-Raymond road (as proposed).

Run thence, South 72 degrees 00 minutes East for a distance of 61.1 feet along the said south Right-of-Way line to an iron pin.

Run thence, South 00 degrees 23 minutes West for a distance of 499.7 feet to the POINT OF BEGINNING.

AND

PARCEL TWO: AS RECORDED BOOK 3436 PAGE 489:

100 feet off the East end of the following land and property to wit: 17 acres, more or less, and being that part of the Southeast Quarter of the Southwest Quarter, Section 13, Township 4 North, Range One West, lying South of the Byram and Raymond Road and East and South of the Frontage Road of U.S. Highway 51, as laid out and established on December 10, 1959, and being all of the property owned on said date by D. M. Dockery and Willie C. Dockery in the portion of the Southeast Quarter of the Southwest Quarter of said Section 13, Township 4 North, Range One West, Hinds County Mississippi, said property being further described and bounded as follows on December 10, 1959: on the North and West by the East right-of-way line of the Frontage Road of U.S. Highway 51 as then laid out and established and the right-of-way line of the Frontage Road and the South right-of-way line from the point where the Frontage Road, as then laid out, runs into the Raymond and Byram Road, as then laid out and established, to a point where the South boundary line of said Raymond and Byram Road intersects the Hayes property; bounded on the East by the property of Hayes, and on the East by the property of Hayes, and on the South by the property of William B. Ball, et ux (less and except, however, two acres, more or less, heretofore sold to Carrie Minor, et ux, and one acre, more or less, heretofore sold to Cirlee Burton, et ux, located in the extreme Southwest corner of the lands herein described and conveyed);

It being the intent to convey 100 feet off the East end of that property conveyed to C. B. Blaine in Deed Book 1190 at Page 167 thereof, in the office of the Chancery Clerk of Hinds County, Mississippi, at Jackson, Mississippi.

The foregoing property is the same property described in Book 5506 at Page 875.

Parcel No. 2:

A 0.866 ACRE TRACT SITUATED IN THE SOUTHWEST ¼ OF THE SOUTHEAST ¼ OF SECTION 13, TOWNSHIP 4 NORTH, RANGE 1 WEST, FIRST JUDICIAL DISTRICT OF HINDS COUNTY, MISSISSIPPI AND MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS, TO-WIT:

BEGINNING AT AN IRON PIN MARKING THE SOUTHWEST CORNER OF THE SOUTHWEST ¼ OF THE SOUTHEAST ¼ OF SAID SECTION 13 AND THE SOUTHWEST CORNER OF THAT PROPERTY DESCRIBED IN DEED BOOK 3586 AT PAGE 654 OF RECORD IN THE OFFICE OF THE CHANCERY CLERK IN SAID COUNTY; THENCE NORTH ALONG WEST LINE OF SAID PROPERTY 488.4 FEET TO THE SOUTH RIGHT OF WAY OF SWEET ROAD (BYRAM ROAD); THENCE SOUTH 71 DEGREES 04 MINUTES EAST ALONG SAID RIGHT OF WAY 90.5 FEET TO A POUND MDOT CONCRETE MONUMENT; THENCE LEAVING SAID SOUTH RIGHT OF WAY, SOUTH 08 DEGREES 42 MINUTES WEST, 440.2 FEET TO THE SOUTH LINE OF SAID SECTION 13; THENCE NORTH 89 DEGREES 15 MINUTES WEST ALONG THE SOUTH LINE OF SAID SECTION 13 A DISTANCE OF 80.3 FEET TO THE POINT OF BEGINNING; CONTAINING 37,720 SQUARE FEET 0.866 ACRES, MORE OR LESS.

The foregoing property is the same property described in Book 6420 at Page 610.

STATE OF MS
COUNTY OF HINDS
FILED-RECORDED
1ST DISTRICT
2022 Jan 07 PM 03:03
Book: 7277 Page: 717
EDDIE JEAN CARR
CHANCERY CLERK

LIMITED LIABILITY COMPANY AGREEMENT

OF

CAPITOL BODY SHOP OF BYRAM, LLC

THIS Limited Liability Company Agreement ("Agreement") of CAPITOL BODY SHOP OF BYRAM, LLC, is entered into by and between DOUGLAS G. WHITE, as Manager, and DOUGLAS G. WHITE as Member, of CAPITOL BODY SHOP OF BYRAM, LLC, a Mississippi Limited Liability Company.

The parties to this Agreement hereby desire to form a Mississippi limited liability company pursuant to and in accordance with the Mississippi Limited Liability Company Act, *Mississippi Code of 1972* §§79-29-1 01, et seq. ("Act"), and the Manager and Member hereby agree as follows:

1. Name. The name of the limited liability company formed hereby is CAPITOL BODY SHOP OF BYRAM, LLC ("Company").

2. Purpose. The purpose for which the Company is organized is the transaction of any and all lawful business for which limited liability companies may be organized under the Act.

3. Registered Office. The registered office of the Company in the State of Mississippi is 4230 Lakeland Drive, Flowood, Mississippi 39232.

4. Registered Agent. The name and address of the registered agent of the Company for service of process on the Company in the State of Mississippi is DOUGLAS G. WHITE, 4230 Lakeland Drive, Flowood, Mississippi 39232.

5. The Member. The name and mailing address of the Member is as follows:

DOUGLAS G. WHITE
4230 Lakeland Drive
Flowood, Mississippi 39232

6. The Manager. The name and mailing address of the Manager is as follows:

DOUGLAS G. WHITE
4230 Lakeland Drive
Flowood, Mississippi 39232

Powers. The Company shall have the power and authority to take any and all actions necessary, appropriate, proper, advisable, convenient or incidental to or for the furtherance of the purposes set forth in Section 2.

7. Term. The LLC commenced on April 14, 2021, the effective date set forth in the Certificate of Formation filed with the Secretary of State of Mississippi and shall continue in existence for the period fixed in the Certificate of Formation or until such earlier time as this Operating Agreement may specify.

8. Capital Contributions. Within thirty (30) days of the filing of the Certificate of Formation, the Member of the Company shall contribute the following assets to the Company and receive the following credits to his capital account ("Capital Account"):

<u>Member</u>	<u>Contribution</u>	<u>Membership Interest</u>	<u>Capital Account</u>
Douglas G. White	\$10.00	100%	\$10.00

10. Additional Contributions. No Member is required to make any additional capital contribution to the Company.

11. Management. The Company shall be managed by the Manager, DOUGLAS G. WHITE.

12. Allocations of Profits and Losses. The Company's profits and losses shall be allocated in proportion to the capital account balances of the Members.

13. Distributions. At the time determined by the Manager, but at least once during each fiscal year, the Company shall distribute any cash held by it which is not reasonably necessary for the operation of the Company. Cash available for distribution shall be distributed to the Members in proportion to the capital account balances of the Members.

14. Additional Members. The Member may admit additional Members to the Company.

(a) The Member may admit additional Members to the Company under such terms and provisions as agreed by all of the Members.

(b) After the admission of any additional Members pursuant to this Section 14, the Company shall continue as a limited liability company under the Act.

(c) The admission of additional Members to the Company pursuant to this Section 14 shall be accomplished by the amendment of this Limited Liability Company Agreement.

15. Amendment. This Agreement may be amended under such terms and provisions as agreed by all of the Members. Any amendment of this Agreement shall be in writing and executed by all of the Members.

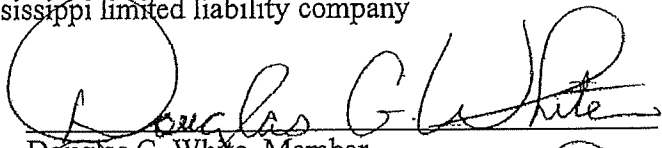
16. Governing Law. This Agreement shall be governed by, and construed under, the laws of the State of Mississippi, all rights and remedies being governed by said laws.

[signature page follows]

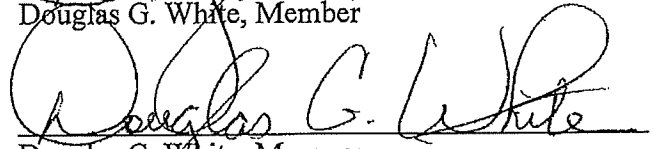
IN WITNESS WHEREOF, the undersigned, intending to be bound hereby, have duly executed this Limited Liability Company Agreement effective as of the 14th day of April, 2021.

CAPITOL BODY SHOP OF BYRAM, LLC
a Mississippi limited liability company

By:


Douglas G. White, Member

By:


Douglas G. White, Manager

WCS 2/034

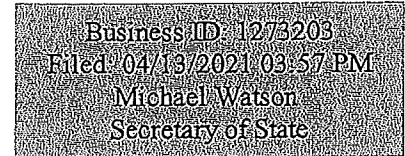
F0100

Fee: \$ 50



Michael Watson
SECRETARY OF STATE

2021212142



Mississippi Limited Liability Company Certificate of Formation

Business Information

Business Type: Limited Liability Company

Business Name: Capitol Body Shop of Byram, LLC

Business Email: dwhite@capitolbodyshop.com

Future Effective Date: 04/14/2021

NAICS Code/Nature of Business

811121 - Automotive Body, Paint, and Interior Repair and Maintenance

811111 - General Automotive Repair

Registered Agent

Name: Douglas G. White

Address: 4230 Lakeland Drive
Flowood, MS 39232

Signature

The undersigned certifies that:

- 1) he/she has notified the above-named registered agent of this appointment;
- 2) he/she has provided the agent an address for the company, and;
- 3) the agent has agreed to serve as registered agent for this company

By entering my name in the space provided, I certify that I am authorized to file this document on behalf of this entity, have examined the document and, to the best of my knowledge and belief, it is true, correct and complete as of this day **04/13/2021**.

Name:

Douglas G. White

Manager

Address:

4230 Lakeland Drive

Flowood, MS 39232

State of Mississippi

Certificate of Formation

Acting under the authority vested in me as Secretary of State by the Constitution and Laws of this State,
I do hereby certify the following has satisfied all conditions precedent for formation in this State.

Capitol Body Shop of Byram, LLC



Given this the 13th day of April, Two Thousand and
Twenty-One, in the Capital City of Jackson, Mississippi
under my Hand and Seal,

Michael Watson

13.-
Grantee
P.O. Box 720125
JXN, MS 39272

1065205

BOOK 6611 PAGE 506

QUITCLAIM DEED

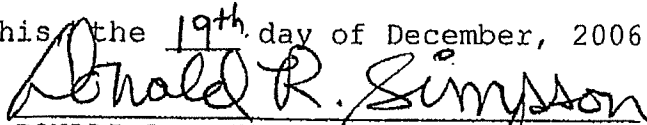
FOR AND IN CONSIDERATION of the sum of Ten Dollars (\$10.00) good and lawful money of the United States of America, cash in hand paid, and other good and valuable considerations, WE, the undersigned, RONALD E. SIMPSON, A SINGLE PERSON, 7517 Siwell Road, Jackson, MS 39272, Telephone 601-346-8143 and DONALD R. SIMPSON, A SINGLE PERSON, P.O. BOX 720187, Jackson, MS 39272, Telephone 601-372-3878 do, hereby sell, convey and quitclaim unto RONALD E. SIMPSON, A SINGLE PERSON, 7517 Siwell Road, Jackson, Mississippi 39272, Telephone 601-346-8143, the following described land and property, lying in and being situated in the First Judicial District of Hinds County, Mississippi, to wit:

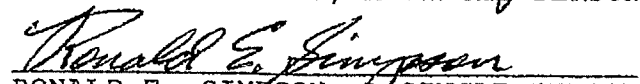
A 3.7 acre tract of land, beginning at the SW Corner of the SW 1/4 of the SE 1/4 of Section 13, T4N, R1W, run thence North 541 feet to a point in the center of the Byram and Raymond Gravel Road (as laid out in November, 1933); thence South 67 degrees East along the Center line of said road 326 feet to a point; thence run South 408 feet to a point on the South line of said Section 13; thence run West 300 feet to the point of beginning. It is the intent to describe and convey that property described in Deed Book 1588 at page 95 thereof, Office of the Chancery Clerk of Hinds County, Mississippi, at Jackson, Mississippi.

This conveyance is subject to prior reservations of oil, gas and other minerals; any and all easements, rights-of-way and dedications of record affecting same; and any and all protective or restrictive covenants and building restrictions of record affecting same.

Ad valorem taxes for the current year are to be prorated between Grantors and Grantee.

WITNESS OUR SIGNATURES, this the 19th day of December, 2006.


DONALD R. SIMPSON, A SINGLE PERSON


RONALD E. SIMPSON, A SINGLE PERSON

STATE OF MISSISSIPPI

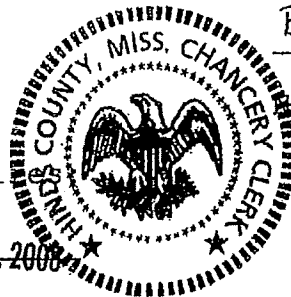
COUNTY OF HINDS

This day before me the undersigned authority in and for the jurisdiction aforesaid, personally appeared RONALD E. SIMPSON, A SINGLE PERSON AND DONALD R. SIMPSON, A SINGLE PERSON who acknowledged before me that they signed, executed and delivered the above and foregoing instrument on the day and year therein mentioned for the purposes therein mentioned as their free and voluntary act and deed.

GIVEN UNDER MY HAND AND OFFICIAL SEAL, this, the 19th day of December, 2006.

EDDIE JEAN CARR, CHANCERY CLERK

By: J. R. H. D.C.



~~NOTARY PUBLIC~~

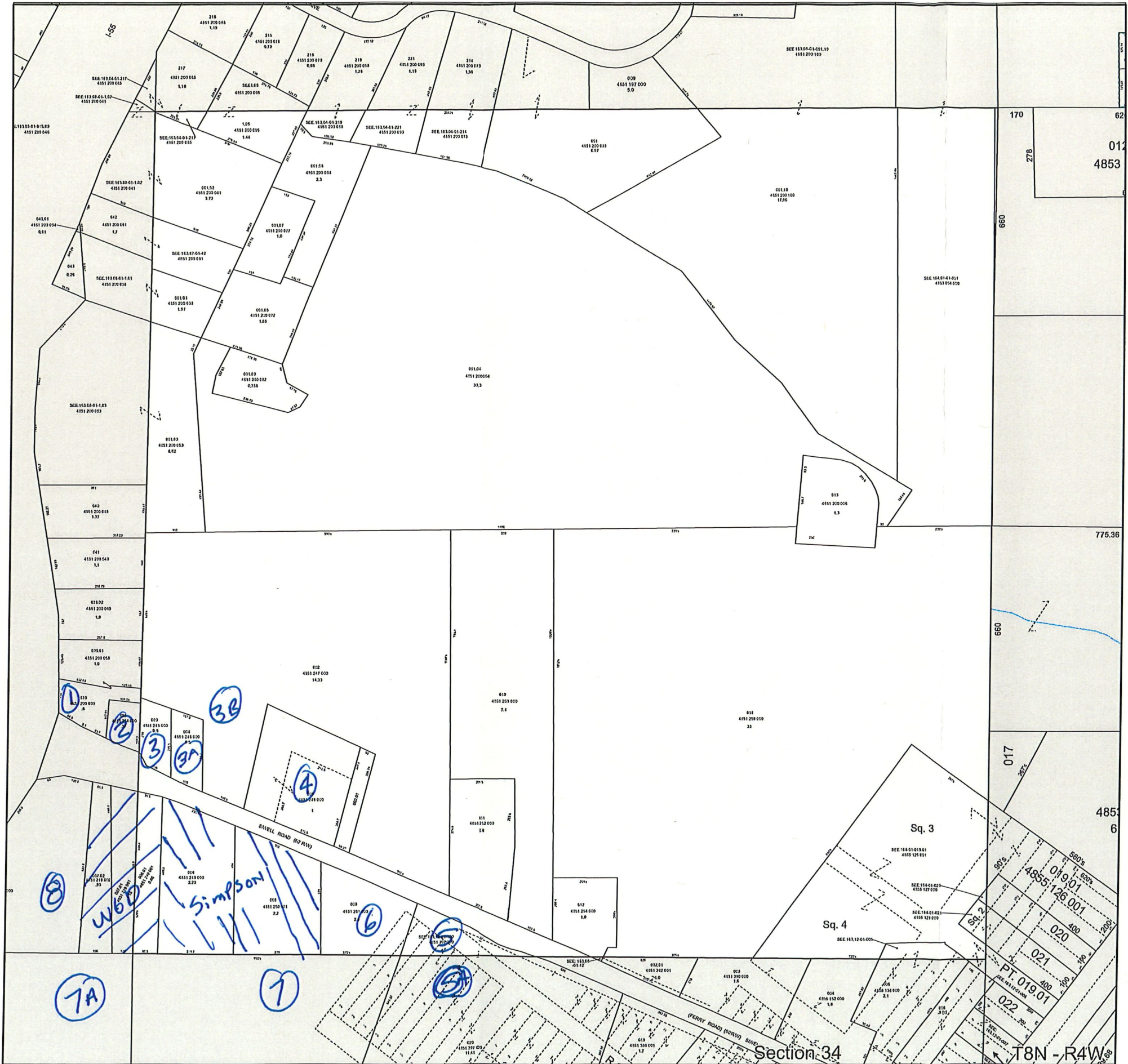
My commission expires

My Commission Expires Jan. 7, 2008

STATE OF MS
COUNTY OF HINDS
FILED
1ST DEPT

2006 DEC 19 PM 1:29

BOOK 6611-506
PAGE 506
EDDIE JEAN CARR
CHANCERY CLERK



LEGEND	
Property or R/W Line	Map Ref. Number 143.01
Historic or Hidden Line	Parcel Number 4907-122-001
Subdivision Boundary Line	Acres 28.5
Map Block Line	Block Number BLK 01
Streams and Rivers	
Lakes and Ponds	

Map Key			
163-01	163-02	163-03	163-04
163-05	163-06	163-07	163-08
163-09	163-10	163-11	163-12

NOTICE !!
THIS IS A TAX MAP
DIMENSIONS SHOWN ARE NOT
NECESSARILY IN CONFORMITY
WITH THE ORIGINAL PLAT

Scale: 1" = 400'

OWNERSHIP MAP
Hinds County, Mississippi

Map No.
163-08

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CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

McComb, MS 39649

OFFICIAL USE

Certified Mail Fee \$4.40
Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$0.00
☐ Return Receipt (electronic) \$0.00
☐ Certified Mail Restricted Delivery \$0.00
☐ Adult Signature Required \$0.00
☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.68
Total Postage and Fees \$5.08

Sent To Coldwater Realty LLC
Street and Apt. No., or PO Box No. 202 3rd St
City, State, ZIP+4® McComb, MS 39649

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
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For delivery information, visit our website at www.usps.com®.

Jackson, MS 39201

OFFICIAL USE

Certified Mail Fee \$4.40
Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$0.00
☐ Return Receipt (electronic) \$0.00
☐ Certified Mail Restricted Delivery \$0.00
☐ Adult Signature Required \$0.00
☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.68
Total Postage and Fees \$5.08

Sent To Anteray MS
Street and Apt. No., or PO Box No. 308 E Pearl St.
City, State, ZIP+4® Jackson, MS 39201

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

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McComb, MS 39649

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☐ Return Receipt (electronic) \$0.00
☐ Certified Mail Restricted Delivery \$0.00
☐ Adult Signature Required \$0.00
☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.68
Total Postage and Fees \$5.08

Sent To Siwell Road Realty LLC
Street and Apt. No., or PO Box No. Po Box 296
City, State, ZIP+4® McComb, MS 39649

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

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Tulsa, OK 74134

OFFICIAL USE

Certified Mail Fee \$4.40
Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$0.00
☐ Return Receipt (electronic) \$0.00
☐ Certified Mail Restricted Delivery \$0.00
☐ Adult Signature Required \$0.00
☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.68
Total Postage and Fees \$5.08

Sent To Quick Trip Corp
Street and Apt. No., or PO Box No. 4105 S 129th E Ave
City, State, ZIP+4® Tulsa, OK 74134

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service™
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For delivery information, visit our website at www.usps.com®.

Byrd, MS 39272

OFFICIAL USE

Certified Mail Fee \$4.40
Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$0.00
☐ Return Receipt (electronic) \$0.00
☐ Certified Mail Restricted Delivery \$0.00
☐ Adult Signature Required \$0.00
☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.68
Total Postage and Fees \$5.08

Sent To First Baptist Church of Byrd
Street and Apt. No., or PO Box No. 1641 Siwell Rd
City, State, ZIP+4® Jackson, MS 39272

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

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Irving, TX 75038

OFFICIAL USE

Certified Mail Fee \$4.40
Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$0.00
☐ Return Receipt (electronic) \$0.00
☐ Certified Mail Restricted Delivery \$0.00
☐ Adult Signature Required \$0.00
☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.68
Total Postage and Fees \$5.08

Sent To Marton Properties, LLC
Street and Apt. No., or PO Box No. 1500 N MacArthur Blvd.
City, State, ZIP+4® Irving, TX 75038

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service
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OPTIONAL USE

Certified Mail Fee \$4.40
Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$0.00
☐ Return Receipt (electronic) \$0.00
☐ Certified Mail Restricted Delivery \$0.00
☐ Adult Signature Required \$0.00
☐ Adult Signature Restricted Delivery \$0.00
Postage \$6.68
Total Postage and Fees \$11.08

Sent To Marton Properties, LLC
600 N MacArthur Blvd.
Irving, TX 75039

Postmark Here
03/28/2024

PS Form 3800, January 2023 PSN 7530-02-000-9017 See Reverse for Instructions

U.S. Postal Service
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OPTIONAL USE

Certified Mail Fee \$4.40
Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$0.00
☐ Return Receipt (electronic) \$0.00
☐ Certified Mail Restricted Delivery \$0.00
☐ Adult Signature Required \$0.00
☐ Adult Signature Restricted Delivery \$0.00
Postage \$0.68
Total Postage and Fees \$5.08

Sent To Gill Sandcra
1905 E Ridge Cir
Madison, MS 39110

Postmark Here
03/26/2024

PS Form 3800, January 2023 PSN 7530-02-000-9017 See Reverse for Instructions

Landroll Detail

①

Parcel Number		Map Reference Number	
4851-200-39		163.07 1 39.00	View Map Property Taxes Gis Map
Subdivision No.		Homestead Exemption Account Numbers	
STR			
Assessed Owner		Assessed Values	
SIWELL ROAD REALTY LLC		Land Value	11,762
P O BOX 296		Improvement Value	0
MCCOMB MS 39649		Total	11,762
Location		Appraised Values	
0 SIWELL RD		Land Value	78,410
Legal Description		Improvement Value	0
BEG 765 FT N SE COR SW 1/4 SEC 13 N 45 FT		Total	78,410
W 285.79 FT TO E/L I 55 SLY ALG E/L I 55		Building Info.	
110 FT TO N/L SIWELL RD ELY ALG N/L RD		Type	
177.7 FT NLY 117.61 FT ELY 106.01 FT TO POB		Base Area	0
IN SW 1/4 SEC 13 T4 R1W		Adjusted Area	0
TOWN OF BYRAM		Year Built	0000
Acreage Info.		Deed Info.	
Cultivated Acres	0.00	Book & Page	5529-0795
Uncultivated Acres	0.00	Date	03/04/2002

[Back](#) [Search](#)

Landroll Detail

②

Parcel Number		Map Reference Number	
4851-204		163.07 1 38.00	View Map Property Taxes Gis Map
Subdivision No.		Homestead Exemption Account Numbers	
STR			
Assessed Owner		Assessed Values	
COLDWATER REALTY LLC		Land Value	17,969
202 3RD ST		Improvement Value	42,099
MCCOMB MS 39648		Total	60,068
Location		Appraised Values	
5700 S HIGHWAY 55		Land Value	119,790
Legal Description		Improvement Value	280,660
129.6 FT N/S BYRAM AND RAYMOND RD X 227.7 FT N & S BEG ON E LINE SW 1/4 790 FT S NE COR IN SE 1/4 SW 1/4 SW COR SEC 13 T4 R1W LESS TO HWY TOWN OF BYRAM		Total	400,450
Acreage Info.		Building Info.	
Cultivated Acres	0.00	Type	REST
Uncultivated Acres	0.00	Base Area	1,936
		Adjusted Area	1,972
		Year Built	2006
		Deed Info.	
		Book & Page	5801-0206
		Date	05/22/2003

[Back](#) [Search](#)

Landroll Detail

③

Parcel Number		Map Reference Number	
4851-245		163.08 1 3.00	☐ View Map ☐ Property Taxes ☐ Gis Map
Subdivision No.		Homestead Exemption Account Numbers	
STR			
Assessed Owner		Assessed Values	
QUIKTRIP CORP		Land Value	1,125
4705 S 129TH E AVE		Improvement Value	0
TULSA OK 74134		Total	1,125
Location		Appraised Values	
0 SIWELL RD		Land Value	7,500
Legal Description		Improvement Value	0
105 FT N/S BYRAM & RAYMOND RD X 210 FT BK SW		Total	7,500
COR SW 1/4 SE 1/4 N OF RD SEC 13 T4 R1W		Building Info.	
LESS TO COUNTY FOR RD		Type	
TOWN OF BYRAM		Base Area	0
		Adjusted Area	0
		Year Built	0000
		Deed Info.	
		Book & Page	7261-0509
		Date	02/17/2021
Acreage Info.			
Cultivated Acres	0.00		
Uncultivated Acres	0.00		

[Back](#) [Search](#)

Landroll Detail

Parcel Number		Map Reference Number	
4851-248		163.08 1 5.00	☐ View Map ☐ Property Taxes ☐ Gis Map
Subdivision No.		Homestead Exemption Account Numbers	
STR			
Assessed Owner		Assessed Values	
MISS POWER & LIGHT CO <i>ENTERGY MS</i>		Land Value	0
<i>308 EAST PEARL ST</i>		Improvement Value	0
<i>JACKSON, MS 39201</i>		Total	0
Location		Appraised Values	
0 SIWELL RD		Land Value	0
Legal Description		Improvement Value	0
311.3 FT N/S RD X 327.7 FT BK MID PT SW 1/4 SE 1/4 SEC 13 T4 R1W AS PER DB 1292 PG 53 & IN DB 2526 PG 770 TOWN OF BYRAM		Total	0
Acreage Info.		Building Info.	
Cultivated Acres	0.00	Type	
Uncultivated Acres	0.00	Base Area	0
		Adjusted Area	0
		Year Built	0000
		Deed Info.	
		Book & Page	2526-0770
		Date	03/29/1978

[Back](#) [Search](#)



Landroll Detail

Parcel Number		Map Reference Number	
4851-397		163.12 1 20.00	View Map Property Taxes Gis Map
Subdivision No.		Homestead Exemption Account Numbers	
STR			
Assessed Owner		Assessed Values	
FIRST BAPTIST CHURCH OF BYRAM		Land Value	0
7541 SIWELL RD		Improvement Value	0
JACKSON MS 39272		Total	0
Location		Appraised Values	
7541 <u>SIWELL RD</u>		Land Value	0
Legal Description		Improvement Value	0
BEG APPROX 935 FT SELY INT W/L SE 1/4 SEC 13 & S/L SIWELL RD SWLY 644.32 FT SELY 723.15 FT NLY 290.1 FT WLY 137.21 FT NLY 367.10 FT NWLY ALG S/L RD 686 FT TO POB IN SE 1/4 SEC 13 & NE 1/4 SEC 24 T4N R1W TOWN OF BYRAM		Total	0
Acreage Info.		Building Info.	
Cultivated Acres	0.00	Type	
Uncultivated Acres	0.00	Base Area	0
		Adjusted Area	0
		Year Built	0000
		Deed Info.	
		Book & Page	5732-0198
		Date	02/24/2003

[Back](#) [Search](#)

Landroll Detail



Parcel Number		Map Reference Number	
4851-251		163.08 1 9.00	View Map Property Taxes Gis Map
Subdivision No.		Homestead Exemption Account Numbers	
STR			
Assessed Owner		Assessed Values	
MARTOM PROPERTIES LLC		Land Value	4,500
5601 N. MACARTHUR BLVD.		Improvement Value	0
IRVING, TX 75038		Total	4,500
Location		Appraised Values	
0 SIWELL RD		Land Value	30,000
Legal Description		Improvement Value	0
2.00 AC E END THAT PT SW 1/4 SE 1/4 S OF RD		Total	30,000
SEC 13 T4 R1W		Building Info.	
TOWN OF BYRAM		Type	
		Base Area	0
		Adjusted Area	0
		Year Built	0000
		Deed Info.	
		Book & Page	4476-0297
		Date	07/14/1995
Acreage Info.			
Cultivated Acres	0.00		
Uncultivated Acres	0.00		

[Back](#) [Search](#)

Landroll Detail



Parcel Number		Map Reference Number	
4851-398		163.11 1 23.00	View Map Property Taxes Gis Map
Subdivision No.		Homestead Exemption Account Numbers	
STR			
Assessed Owner		Assessed Values	
MARTOM PROPERTIES LLC		Land Value	41,760
5601 N. MACARTHUR BLVD.		Improvement Value	0
IRVING, TX 75038		Total	41,760
Location		Appraised Values	
0 PRISOCK RD		Land Value	278,400
Legal Description		Improvement Value	0
THAT PT NE 1/4 W OF HENNINGTON LOWERY & TOWN		Total	278,400
OF BYRAM & S OF FERRY RD LESS 5.25 AC N/S TO		Building Info.	
CHURCH & LESS TO MOORE & E 1/2 NW 1/4 LESS		Type	
5.8 AC MID PT W/S TO CHURCH SEC 24 T4 R1W		Base Area	0
TOWN OF BYRAM		Adjusted Area	0
		Year Built	0000
		Deed Info.	
Acreage Info.		Book & Page	4476-0297
Cultivated Acres	0.00	Date	07/14/1995
Uncultivated Acres	0.00		

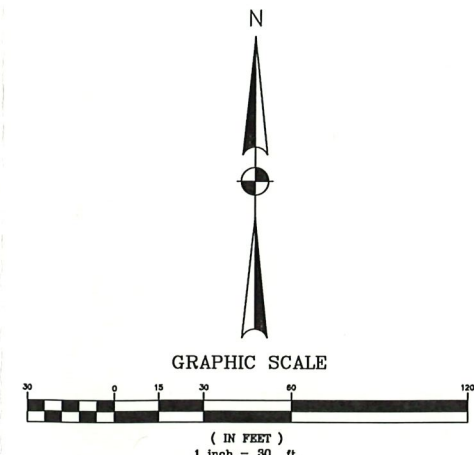
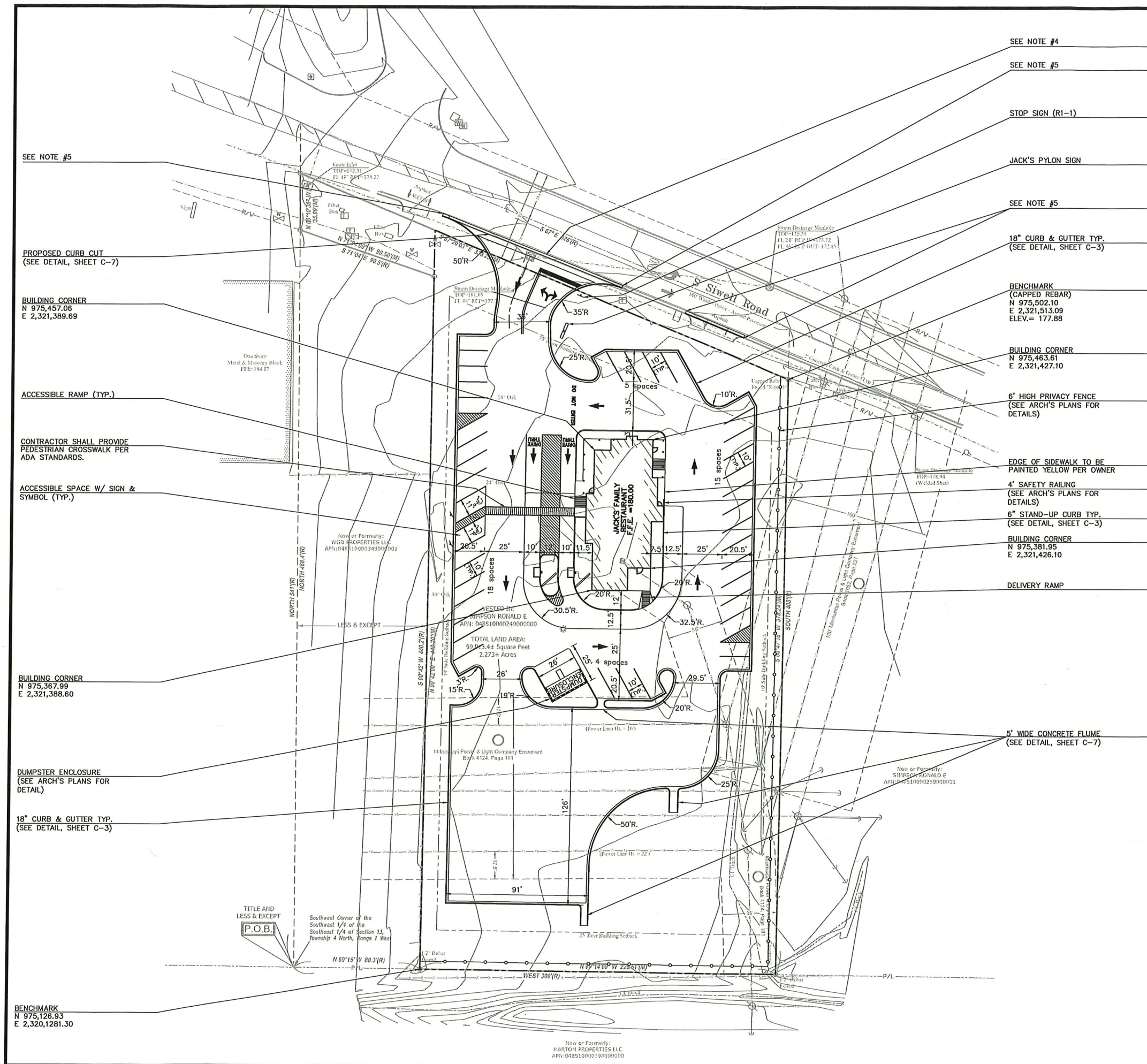
[Back](#) [Search](#)

(2)

Landroll Detail

Parcel Number		Map Reference Number	
4851-219		163.07 1 37.00	View Map Property Taxes Gis Map
Subdivision No.		Homestead Exemption Account Numbers	
STR			
Assessed Owner		Assessed Values	
GILL SANDEEPA		Land Value	248
1965 E RIDGE CIR		Improvement Value	0
MADISON MS 39110		Total	248
Location		Appraised Values	
0 S HIGHWAY 55		Land Value	1,650
Legal Description		Improvement Value	0
BEG 200 FT W SE COR SW 1/4 SEC 13 W 580 FT		Total	1,650
N 156.8 FT W 242.8 FT NELY 624.4 FT NLY		Building Info.	
208.3 FT NELY 85 FT SELY 100.8 FT SWLY		Type	
521.8 FT TO POB IN SE 1/4 SW 1/4 SEC 13 T4		Base Area	0
R1W LESS TO HWY		Adjusted Area	0
TOWN OF BYRAM		Year Built	0000
Acreage Info.		Deed Info.	
Cultivated Acres	0.00	Book & Page	7235-6267
Uncultivated Acres	0.00	Date	07/17/2019

[Back](#) [Search](#)



LEGEND

	BUILDING
	CURB & GUTTER
	6" STAND-UP CURB
R.	RADIUS
TYP.	TYPICAL
N	NORTHING
E	EASTING

- NOTES:**
1. ALL DIMENSIONS ARE TO BACK OF CURB UNLESS OTHERWISE NOTED.
 2. BACK OF CURB RADII ARE 5' UNLESS OTHERWISE NOTED.
 3. STRIPING FOR PARKING SPACES SHALL BE 4" TRAFFIC STRIPING. STRIPING FOR ACCESSIBLE PARKING SHALL BE BLUE. ALL OTHER STRIPING SHALL BE WHITE UNLESS OTHERWISE NOTED.
 4. CONTRACTOR SHALL MATCH EXISTING PAVEMENT IN GRADE AND ALIGNMENT.
 5. CONTRACTOR SHALL MATCH EXISTING CURB & GUTTER IN GRADE, SIZE, TYPE, AND ALIGNMENT.

Parking Space Tabulation	
One space per 75 sq. ft. of Patron Use Area	
Total Spaces Required	18
Total Spaces Provided	42

ST. JOHN & ASSOCIATES
30 YEARS PLANNING & DESIGN

ISSUED FOR APPROVAL	DATE	NO.	REVISION
DQH	6/4/24	0	

St. John & Associates, Inc.
Consulting Engineers and Planners
Cullman, Alabama
508 FIRST AVENUE S.E., CULLMAN, ALABAMA 35055 (256) 734-2114

DESIGNED BY	APPROVED BY	SCALE
CCT <td>DAB<td>1"=30'</td></td>	DAB <td>1"=30'</td>	1"=30'

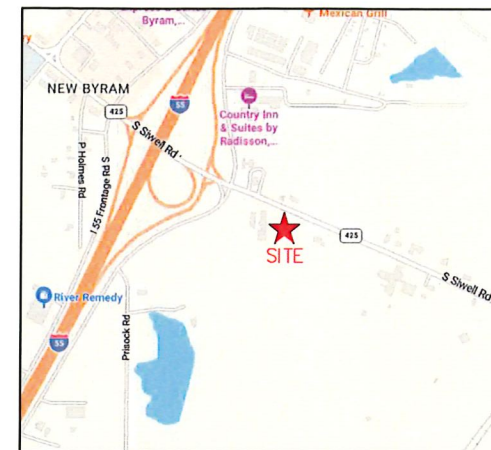
DRAWN BY: DATE: 6/4/24

Jack's Family Restaurant
Site Development Plans
BYRAM, MISSISSIPPI

SITE LAYOUT PLAN

JOB NO.	REV.
1539	0

SHEET: C-2



VICINITY MAP



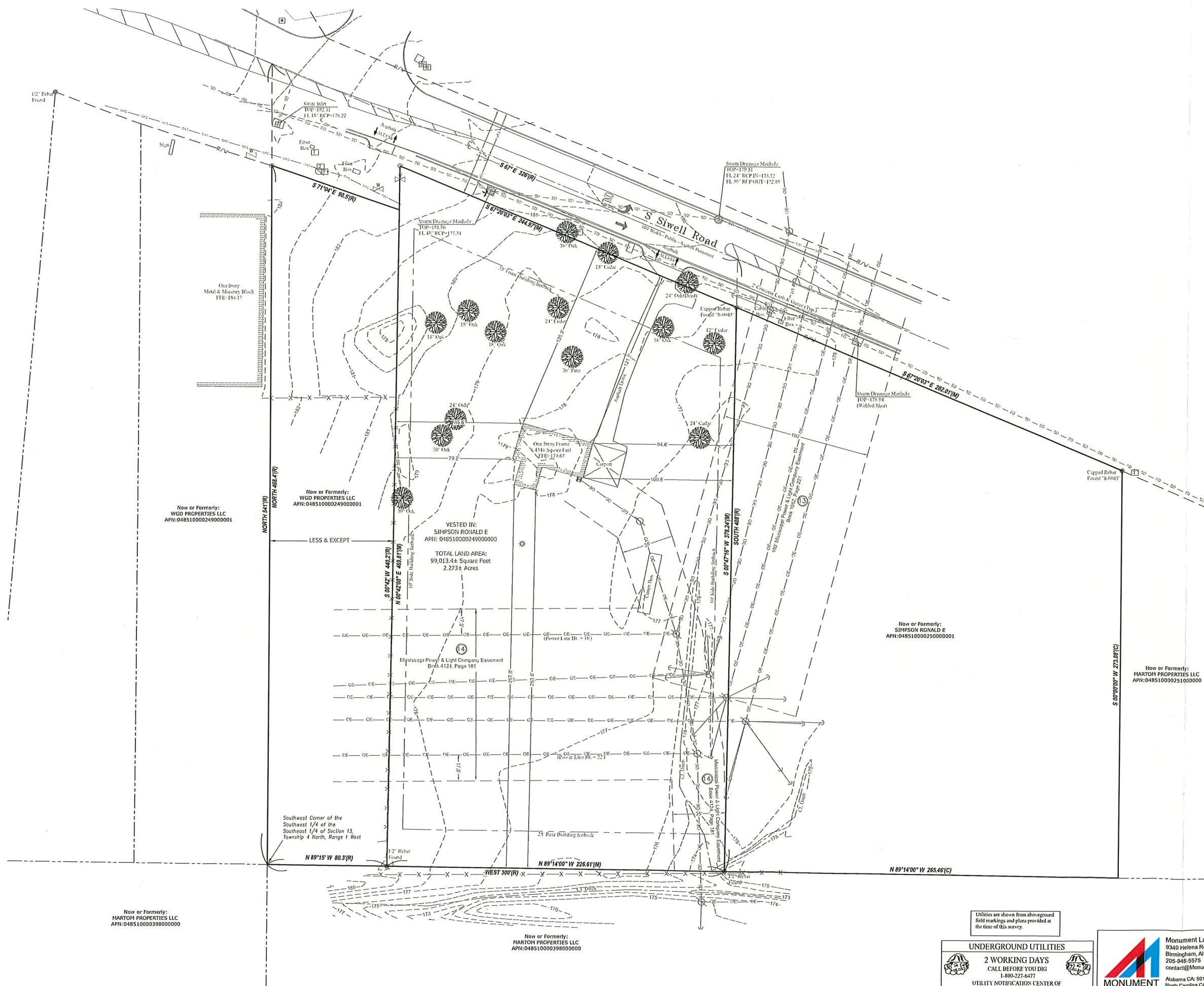
NOTE: RECORDED & MEASURED BEARINGS AND DISTANCES ARE THE SAME UNLESS OTHERWISE NOTED



MAGNETIC DECLINATION: 1°28' W
SCALE FACTOR: 0.999950712
CONVERGENCE: 0°02'34.50"

LEGEND

- | | |
|---|--------------------------------------|
| ● FOUND PROPERTY MARKER (SEE DWG FOR SIZE & TYPE) | ✚ SIGH |
| ○ MONUMENT SET | ⊕ FIRE HYDRANT |
| (R) RECORDED REFERENCE | ⊗ LIGHT POLE |
| (M) FIELD MEASUREMENT | ⊙ POWER POLE |
| (C) CALCULATED MEASUREMENT | — GUY WIRE |
| R/W RIGHT OF WAY LINE | ⊞ WATER METER |
| FFE FINISHED FLOOR ELEVATION | ⊞ GRATE INLET |
| CL CENTERLINE | ⊞ ELECTRIC METER |
| P.O.B. POINT OF BEGINNING | ⊞ TREE |
| N: NORTHING | — OVERHEAD POWER |
| E: EASTING | — GAS LINE |
| P/L TAX PARCEL LINE | — SS — SS — SS — SANITARY SEWER LINE |
| RCP REINFORCED CONCRETE PIPE | — SO — SO — SO — STORM DRAINAGE PIPE |
| ⊕ STORM MANHOLE | — X — X — X — FENCE |
| ⊕ SEWER MANHOLE | ⊞ CONCRETE |
| ⊕ WATER VALVE | |
| ⊕ TELEPHONE RISER | |
| ⊕ TRAFFIC CONTROL BOX | |



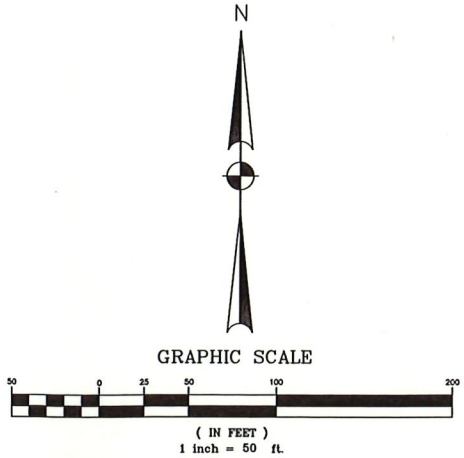
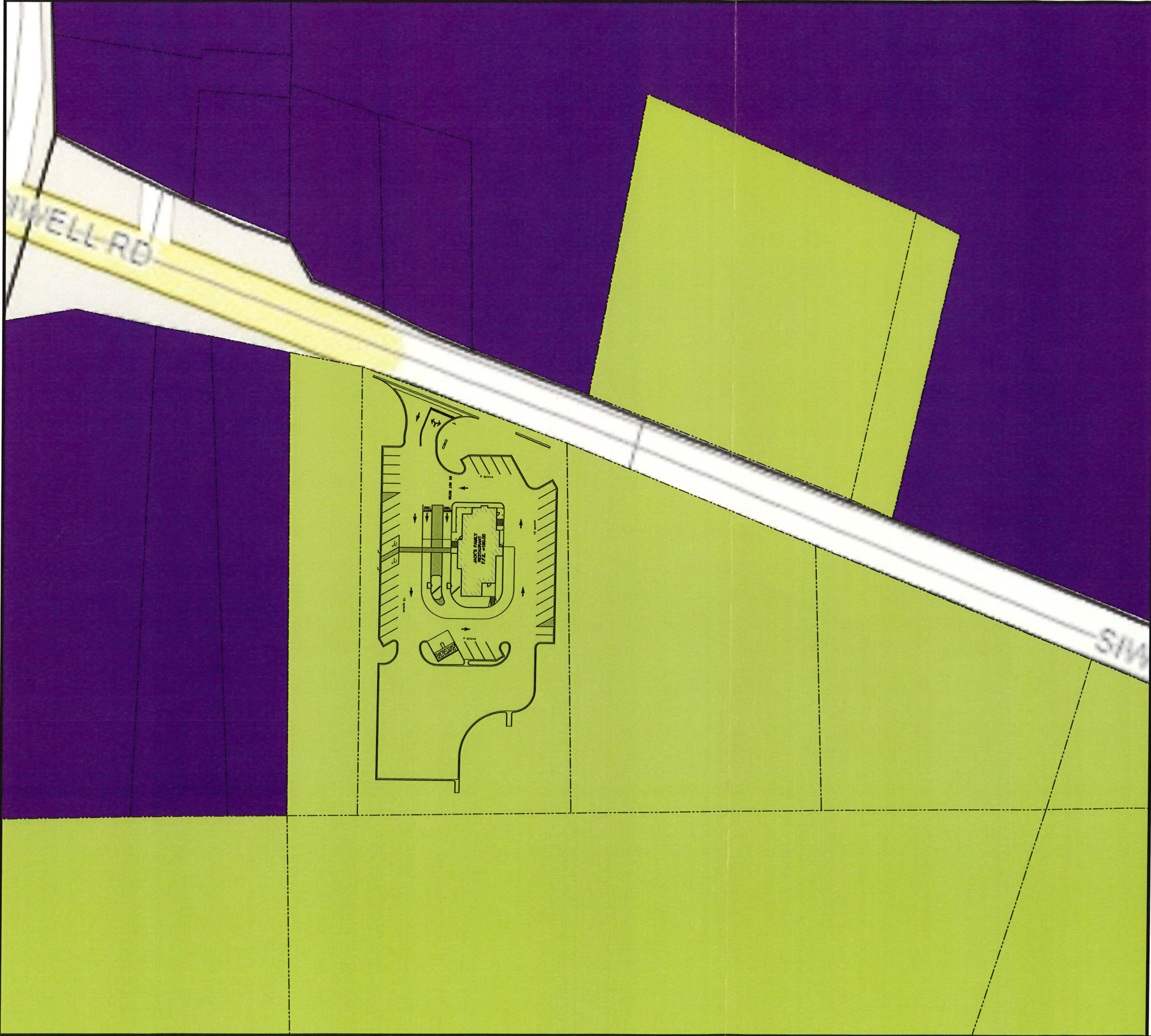
Utilities are shown from aboveground field markings and plans provided at the time of this survey.

UNDERGROUND UTILITIES
2 WORKING DAYS
CALL BEFORE YOU DIG
1-800-227-6477
UTILITY NOTIFICATION CENTER OF MISSISSIPPI
NON-MEMBERS MUST BE CALLED DIRECTLY



Monument Land Services LLC
9340 Helena Road, Suite F-190
Birmingham, Alabama 35244
205-946-5575
contact@monumentls.com
Alabama CA: 50143, Mississippi CA: S-32854
North Carolina CA: P-2565, Tennessee: 1307303
PROJECT NO. MS23-XXX

PRELIMINARY RE-ZONING MAP
FOR
JACK'S FAMILY RESTAURANTS LP
BYRAM, MISSISSIPPI

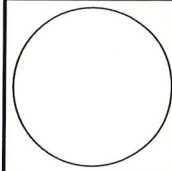


- RE- RESIDENTIAL ESTATE DISTRICT
- C4- MAJOR THOROUGHFARES COMMERCIAL DISTRICT



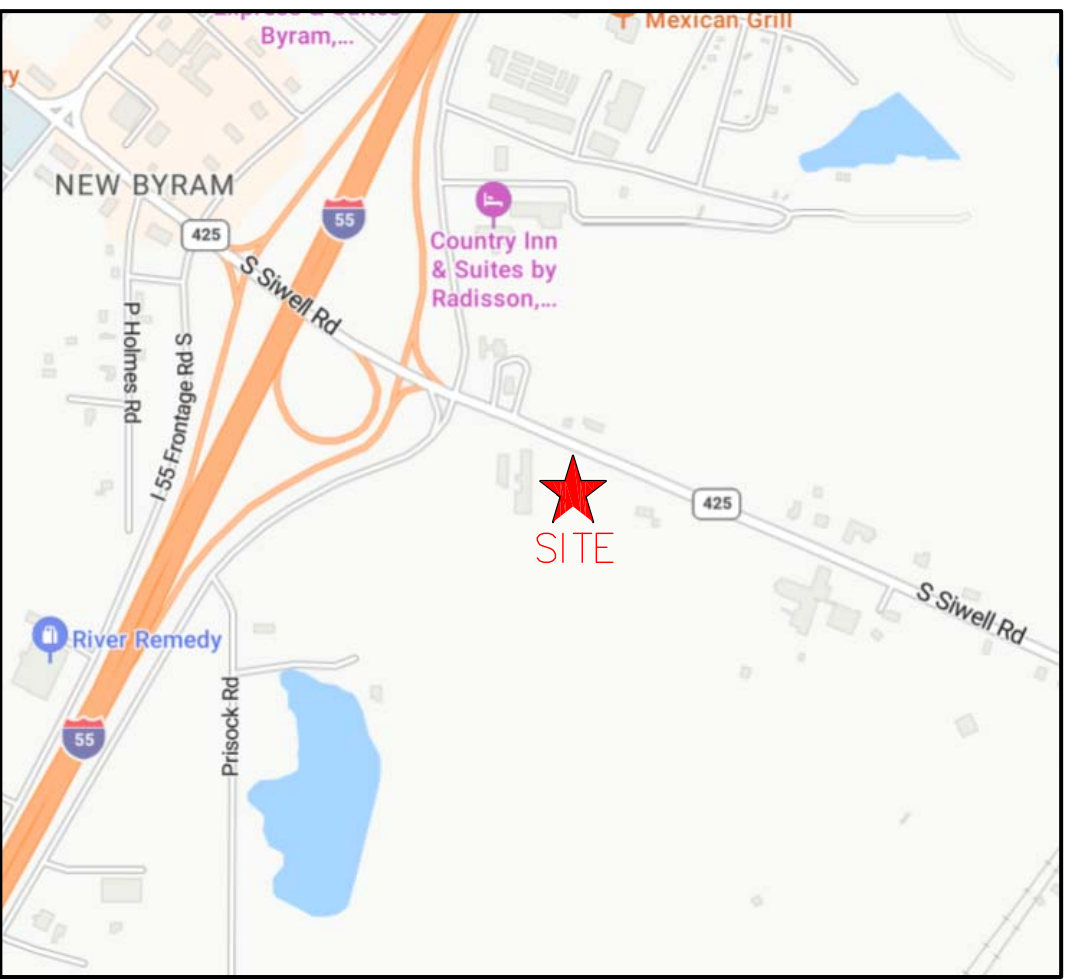
ST. JOHN
& ASSOCIATES
30 YEARS PLANNING & DESIGN

NO.	DATE	DESCRIPTION	APPD BY
0	6/24/24	ISSUED FOR APPROVAL	DCH



St. John & Associates, Inc. Consulting Engineers and Planners Cullman, Alabama 508 FIRST AVENUE SE, CULLMAN, ALABAMA 36055 (206) 734-2114	DESIGNED BY SLB	APPROVED BY DAB	DCH
DRAWN BY SLB	DATE 6/24/24	SCALE 1"=50'	

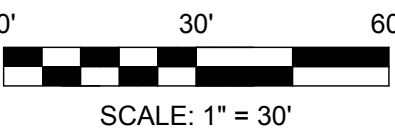
Jack's Family Restaurant Site Development Plans BYRAM, MISSISSIPPI	CURRENT ZONING
JOB NO. 1539	REV. 0
SHEET 1 OF 2	



VICINITY MAP



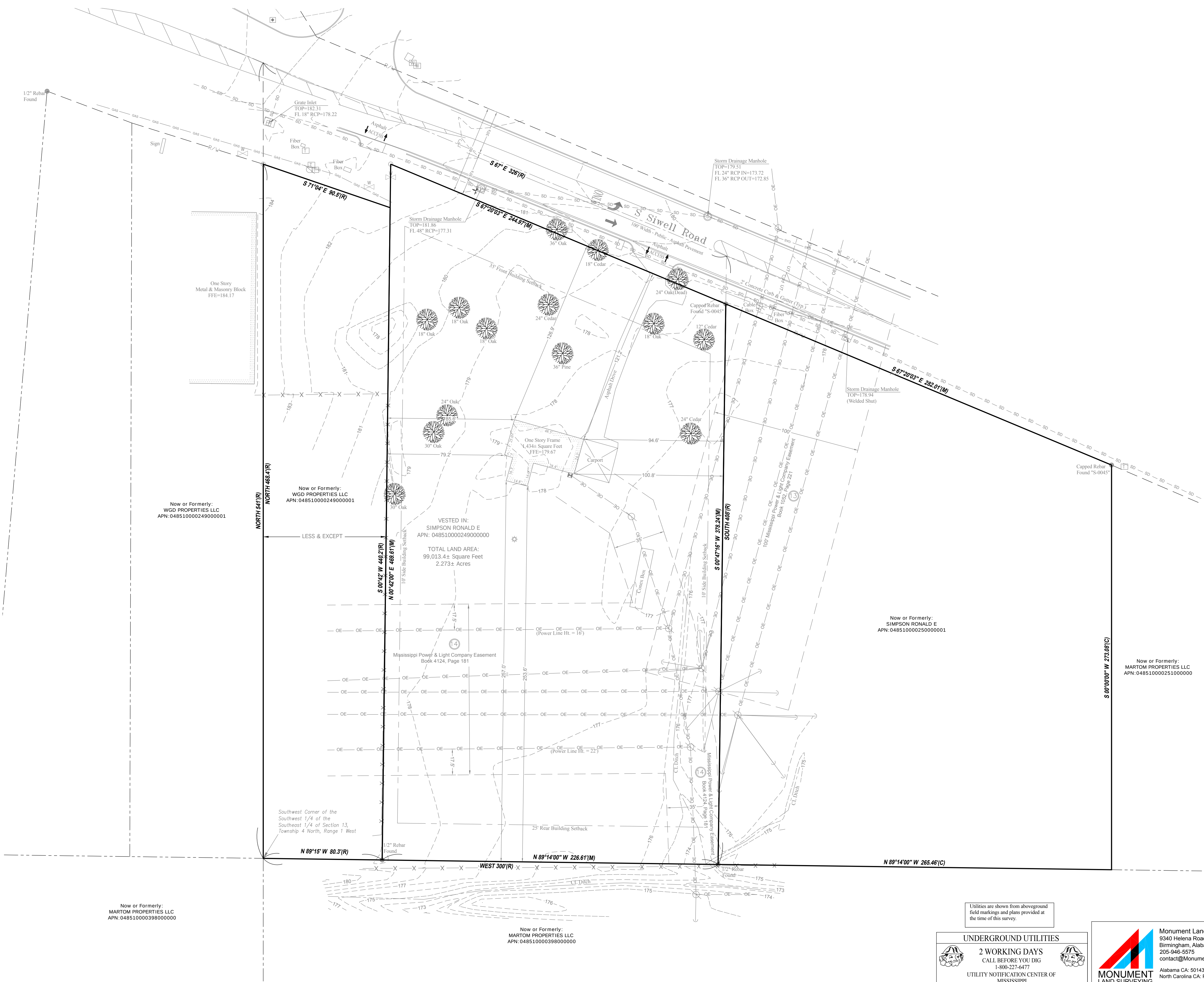
NOTE: RECORDED & MEASURED BEARINGS
AND DISTANCES ARE THE SAME UNLESS
OTHERWISE NOTED



MAGNETIC DECLINATION: 1°28' W
SCALE FACTOR: 0.999950712
CONVERGENCE: 0°02'34.50"

LEGEND

- | | |
|--|--------------------------------------|
| ● FOUND PROPERTY MARKER
(SEE DWG FOR SIZE & TYPE) | ✚ SIGN |
| ○ MONUMENT SET | ⊗ FIRE HYDRANT |
| (R) RECORDED REFERENCE | ⊙ LIGHT POLE |
| (M) FIELD MEASUREMENT | ⊖ POWER POLE |
| (C) CALCULATED MEASUREMENT | — GUY WIRE |
| R/W RIGHT OF WAY LINE | ⊡ WATER METER |
| FFE FINISHED FLOOR ELEVATION | ⊡ GRATE INLET |
| CL CENTERLINE | ⊡ ELECTRIC METER |
| P.O.B. POINT OF BEGINNING | ⊡ TREE |
| N: NORTHING | — OE — OE — OVERHEAD POWER |
| E: EASTING | — GAS — GAS — GAS LINE |
| P/L TAX PARCEL LINE | — SS — SS — SS — SANITARY SEWER LINE |
| RCP REINFORCED CONCRETE PIPE | — SD — SD — SD — STORM DRAINAGE PIPE |
| ⊖ STORM MANHOLE | — X — X — FENCE |
| ⊖ SEWER MANHOLE | ⊡ CONCRETE |
| ⊡ WATER VALVE | |
| ⊡ TELEPHONE RISER | |
| ⊡ TRAFFIC CONTROL BOX | |



Utilities are shown from aboveground
field markings and plans provided at
the time of this survey.

UNDERGROUND UTILITIES
2 WORKING DAYS
CALL BEFORE YOU DIG
1-800-227-6477
UTILITY NOTIFICATION CENTER OF
MISSISSIPPI
NON-MEMBERS MUST BE CALLED DIRECTLY

Monument Land Services LLC
9340 Helena Road, Suite F-190
Birmingham, Alabama 35244
205-946-5575
contact@MonumentLS.com
Alabama CA: 50143, Mississippi CA: S-32854
North Carolina CA: P-2565, Tennessee: 1307303
PROJECT NO. MS23-XXX

PRELIMINARY RE-ZONING MAP
FOR
JACK'S FAMILY RESTURANTS LP
BYRAM, MISSISSIPPI

13.-
Grantee
P.O. Box 720125
JXN, MS 39272

1065205

BOOK 6611 PAGE 506

QUITCLAIM DEED

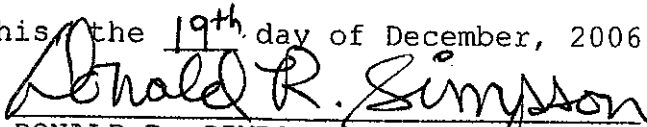
FOR AND IN CONSIDERATION of the sum of Ten Dollars (\$10.00) good and lawful money of the United States of America, cash in hand paid, and other good and valuable considerations, WE, the undersigned, RONALD E. SIMPSON, A SINGLE PERSON, 7517 Siwell Road, Jackson, MS 39272, Telephone 601-346-8143 and DONALD R. SIMPSON, A SINGLE PERSON, P.O. BOX 720187, Jackson, MS 39272, Telephone 601-372-3878 do, hereby sell, convey and quitclaim unto RONALD E. SIMPSON, A SINGLE PERSON, 7517 Siwell Road, Jackson, Mississippi 39272, Telephone 601-346-8143, the following described land and property, lying in and being situated in the First Judicial District of Hinds County, Mississippi, to wit:

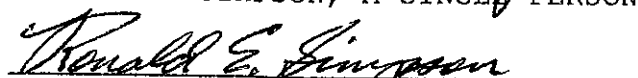
A 3.7 acre tract of land, beginning at the SW Corner of the SW 1/4 of the SE 1/4 of Section 13, T4N, R1W, run thence North 541 feet to a point in the center of the Byram and Raymond Gravel Road (as laid out in November, 1933); thence South 67 degrees East along the Center line of said road 326 feet to a point; thence run South 408 feet to a point on the South line of said Section 13; thence run West 300 feet to the point of beginning. It is the intent to describe and convey that property described in Deed Book 1588 at page 95 thereof, Office of the Chancery Clerk of Hinds County, Mississippi, at Jackson, Mississippi.

This conveyance is subject to prior reservations of oil, gas and other minerals; any and all easements, rights-of-way and dedications of record affecting same; and any and all protective or restrictive covenants and building restrictions of record affecting same.

Ad valorem taxes for the current year are to be prorated between Grantors and Grantee.

WITNESS OUR SIGNATURES, this the 19th day of December, 2006.


DONALD R. SIMPSON, A SINGLE PERSON


RONALD E. SIMPSON, A SINGLE PERSON

STATE OF MISSISSIPPI

COUNTY OF HINDS

This day before me the undersigned authority in and for the jurisdiction aforesaid, personally appeared RONALD E. SIMPSON, A SINGLE PERSON AND DONALD R. SIMPSON, A SINGLE PERSON who acknowledged before me that they signed, executed and delivered the above and foregoing instrument on the day and year therein mentioned for the purposes therein mentioned as their free and voluntary act and deed.

GIVEN UNDER MY HAND AND OFFICIAL SEAL, this, the 19th day of December, 2006.

EDDIE JEAN CARR, CHANCERY CLERK

By: E. Carr



~~NOTARY PUBLIC~~

My commission expires

My Commission Expires Jan. 7, 2008

STATE OF MS
COUNTY OF HINDS
FILED
RECORDED
INDEXED

2006 DEC 19 PM 1:29

BOOK 6611-506
PAGE
EDDIE JEAN CARR
CHANCERY CLERK

Prepared by and return to: William C. Smith III MSB# 7632 William C. Smith III PLLC 509 Cobblestone Court STE B (601) 376.9006	GRANTOR: WGD PROPERTIES, LLC 4230 Lakeland Drive Flowood, MS 39232 (601) 932-9329	GRANTEE: Capitol Body Shop of Byram, LLC 4230 Lakeland Drive Flowood, Mississippi 39232 (601) 932-9329
<u>Indexing Instructions:</u> SE ¼ SW ¼ of Sec. 13, T4N, R1W, Hinds County, MS SW ¼ SE ¼ of Sec. 13, T4N, R1W, Hinds County, MS		<u>Property Derivation:</u> Book 7228 at Page 6636 (Parcel 1 and Parcel 2)

Marginal Notation: Book 7228 at Page 6636

QUITCLAIM DEED

FOR AND IN CONSIDERATION of the sum of Ten Dollars (\$10.00), cash in hand paid, and other good and valuable consideration, the receipt and sufficiency of all of which are hereby acknowledged, the undersigned **WGD PROPERTIES, LLC**, a Mississippi limited liability company ("Grantor"), does hereby sell, convey and forever quitclaim and release, without any warranties, unto **Capitol Body Shop of Byram, LLC**, a Mississippi limited liability company, (the "Grantee"), all of Grantor's right, title and interest in and to the real property lying and being situate in Hinds County, State of Mississippi (the "Subject Property"), more particularly described as follows:

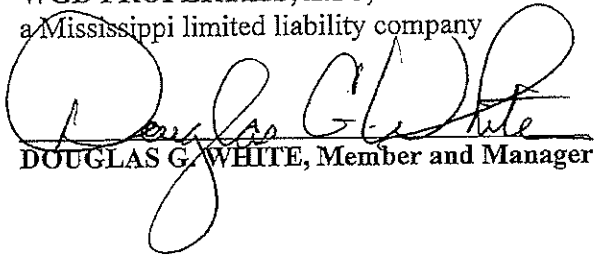
See Exhibit "A" attached hereto and made a part hereof by reference

IT IS FURTHER AGREED AND UNDERSTOOD that this conveyance is made subject to all prior mineral severances, easements, rights-of-way, public utilities, and all covenants and building restrictions of record.

At the request of the parties, this instrument was prepared without the benefit of a title search, title opinion, or survey.

WITNESS THE EXECUTION OF THE UNDERSIGNED GRANTOR, effective as of April 14, 2021, but actually executed on the date set forth in the acknowledgment below.

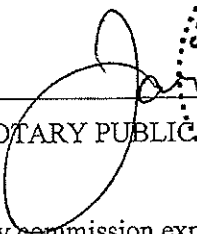
GRANTOR:
WGD PROPERTIES, LLC,
a Mississippi limited liability company


DOUGLAS G. WHITE, Member and Manager

LIMITED LIABILITY COMPANY ACKNOWLEDGEMENT

STATE OF MISSISSIPPI
COUNTY OF MADISON

PERSONALLY appeared before me, the undersigned authority in and for the said county and state, on this 28th day of **December** 2021, within my jurisdiction, the within named **DOUGLAS G. WHITE**, who acknowledged that he is the sole Member and sole Manager of **WGD Properties, LLC**, a Mississippi limited liability company, and that for and on behalf of said company, and as its act and deed, he executed and delivered the above and foregoing instrument, after first having been duly authorized by said company so to do.


NOTARY PUBLIC, 

My commission expires:
(Affix Official Notary Seal)

**EXHIBIT A
LEGAL DESCRIPTION**

Parcel No. 1:

Begin at the Southeast corner of the Southwest Quarter of Section 13, Township 4 North, Range 1 West, Hinds County, Mississippi; run thence South 89 degrees 26 minutes West and along the south line of said Southwest Quarter of Section 13 for a distance of 193.40 feet to a point; run thence, leaving said south line of said Southwest Quarter, North 04 degrees 59 minutes East for a distance of 521.80 feet to a point on the south right-of-way line of Siwell Road (Raymond-Byram Road) as said road is now laid out and established on the ground, reference to which is hereby made in aid of and as a part of this description; run thence South 72 degrees 00 minutes East and along said south right-of-way line of Siwell Road for a distance of 158.98 feet to a point; run thence South 00 degrees 23 minutes West for a distance of 468.80 feet to the Point of Beginning.

The above described parcel of land is located in the Southeast Quarter (SE1/4) of the Southwest Quarter (SW1/4) of Section 13, Township 4 North, Range 1 West, Hinds County, Mississippi and contains 1.97 acres, more or less.

That the description, aforesaid, is a combined description of two (2) prior parcels, that make up the conveyance of the 1.97 acres herein, and said two parcels are described as follows, to-wit:

AS RECORDED BOOK 3804 PAGE 266

0.93 acres situated in the Southeast Quarter of the Southwest Quarter of Section 13, Township 4 North, Range 1 West, First Judicial District of Hinds County, Mississippi being more fully described as follows, to-wit:

Commencing at the southeast corner of the SW ¼ of Section 13, T-4-N, R-1-W, Run thence South 89 degrees 26 minutes West for a distance of 93.4 feet to an iron pin being the POINT OF BEGINNING of the parcel herein described.

Run thence, South 89 degrees 26 minutes South for a distance of 100.0 feet to an iron pin.

Run thence, North 4 degrees 59 minutes East for a distance of 521.8 feet to a point on the south Right-of-Way line of the Byram-Raymond road (as proposed).

Run thence, South 72 degrees 00 minutes East for a distance of 61.1 feet along the said south Right-of-Way line to an iron pin.

Run thence, South 00 degrees 23 minutes West for a distance of 499.7 feet to the POINT OF BEGINNING.

AND

PARCEL TWO: AS RECORDED BOOK 3436 PAGE 489:

100 feet off the East end of the following land and property to wit: 17 acres, more or less, and being that part of the Southeast Quarter of the Southwest Quarter, Section 13, Township 4 North, Range One West, lying South of the Byram and Raymond Road and East and South of the Frontage Road of U.S. Highway 51, as laid out and established on December 10, 1959, and being all of the property owned on said date by D. M. Dockery and Willie C. Dockery in the portion of the Southeast Quarter of the Southwest Quarter of said Section 13, Township 4 North, Range One West, Hinds County Mississippi, said property being further described and bounded as follows on December 10, 1959: on the North and West by the East right-of-way line of the Frontage Road of U.S. Highway 51 as then laid out and established and the right-of-way line of the Frontage Road and the South right-of-way line from the point where the Frontage Road, as then laid out, runs into the Raymond and Byram Road, as then laid out and established, to a point where the South boundary line of said Raymond and Byram Road intersects the Hayes property; bounded on the East by the property of Hayes, and on the East by the property of Hayes, and on the South by the property of William B. Ball, et ux (less and except, however, two acres, more or less, heretofore sold to Carlie Minor, et ux, and one acre, more or less, heretofore sold to Cirlee Burton, et ux, located in the extreme Southwest corner of the lands herein described and conveyed);

It being the intent to convey 100 feet off the East end of that property conveyed to C. B. Blaine in Deed Book 1190 at Page 167 thereof, in the office of the Chancery Clerk of Hinds County, Mississippi, at Jackson, Mississippi.

The foregoing property is the same property described in Book 5506 at Page 875.

Parcel No. 2:

A 0.866 ACRE TRACT SITUATED IN THE SOUTHWEST ¼ OF THE SOUTHEAST ¼ OF SECTION 13, TOWNSHIP 4 NORTH, RANGE 1 WEST, FIRST JUDICIAL DISTRICT OF HINDS COUNTY, MISSISSIPPI AND MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS, TO-WIT:

BEGINNING AT AN IRON PIN MARKING THE SOUTHWEST CORNER OF THE SOUTHWEST ¼ OF THE SOUTHEAST ¼ OF SAID SECTION 13 AND THE SOUTHWEST CORNER OF THAT PROPERTY DESCRIBED IN DEED BOOK 3586 AT PAGE 654 OF RECORD IN THE OFFICE OF THE CHANCERY CLERK IN SAID COUNTY; THENCE NORTH ALONG WEST LINE OF SAID PROPERTY 488.4 FEET TO THE SOUTH RIGHT OF WAY OF SIWELL ROAD (BYRAM ROAD); THENCE SOUTH 71 DEGREES 04 MINUTES EAST ALONG SAID RIGHT OF WAY 90.5 FEET TO A POUND MDOT CONCRETE MONUMENT; THENCE LEAVING SAID SOUTH RIGHT OF WAY, SOUTH 00 DEGREES 42 MINUTES WEST, 440.2 FEET TO THE SOUTH LINE OF SAID SECTION 13; THENCE NORTH 89 DEGREES 15 MINUTES WEST ALONG THE SOUTH LINE OF SAID SECTION 13 A DISTANCE OF 88.3 FEET TO THE POINT OF BEGINNING; CONTAINING 37,720 SQUARE FEET/0.866 ACRES, MORE OR LESS.

The foregoing property is the same property described in Book 6420 at Page 610.

STATE OF MS
COUNTY OF HINDS
FILED-RECORDED
1ST DISTRICT
2022 Jan 07 PM 03:03
Book: 7277 Page: 717
EDDIE JEAN CARR
CHANCERY CLERK

LIMITED LIABILITY COMPANY AGREEMENT

OF

CAPITOL BODY SHOP OF BYRAM, LLC

THIS Limited Liability Company Agreement ("Agreement") of **CAPITOL BODY SHOP OF BYRAM, LLC**, is entered into by and between **DOUGLAS G. WHITE**, as Manager, and **DOUGLAS G. WHITE** as Member, of **CAPITOL BODY SHOP OF BYRAM, LLC**, a Mississippi Limited Liability Company.

The parties to this Agreement hereby desire to form a Mississippi limited liability company pursuant to and in accordance with the Mississippi Limited Liability Company Act, *Mississippi Code of 1972 §§79-29-1 01, et seq.* ("Act"), and the Manager and Member hereby agree as follows:

1. Name. The name of the limited liability company formed hereby is **CAPITOL BODY SHOP OF BYRAM, LLC** ("Company").

2. Purpose. The purpose for which the Company is organized is the transaction of any and all lawful business for which limited liability companies may be organized under the Act.

3. Registered Office. The registered office of the Company in the State of Mississippi is 4230 Lakeland Drive, Flowood, Mississippi 39232.

4. Registered Agent. The name and address of the registered agent of the Company for service of process on the Company in the State of Mississippi is **DOUGLAS G. WHITE**, 4230 Lakeland Drive, Flowood, Mississippi 39232.

5. The Member. The name and mailing address of the Member is as follows:

DOUGLAS G. WHITE
4230 Lakeland Drive
Flowood, Mississippi 39232

6. The Manager. The name and mailing address of the Manager is as follows:

DOUGLAS G. WHITE
4230 Lakeland Drive
Flowood, Mississippi 39232

Powers. The Company shall have the power and authority to take any and all actions necessary, appropriate, proper, advisable, convenient or incidental to or for the furtherance of the purposes set forth in Section 2.

7. Term. The LLC commenced on April 14, 2021, the effective date set forth in the Certificate of Formation filed with the Secretary of State of Mississippi and shall continue in existence for the period fixed in the Certificate of Formation or until such earlier time as this Operating Agreement may specify.

8. Capital Contributions. Within thirty (30) days of the filing of the Certificate of Formation, the Member of the Company shall contribute the following assets to the Company and receive the following credits to his capital account ("Capital Account"):

<u>Member</u>	<u>Contribution</u>	<u>Membership Interest</u>	<u>Capital Account</u>
Douglas G. White	\$10.00	100%	\$10.00

10. Additional Contributions. No Member is required to make any additional capital contribution to the Company.

11. Management. The Company shall be managed by the Manager, DOUGLAS G. WHITE.

12. Allocations of Profits and Losses. The Company's profits and losses shall be allocated in proportion to the capital account balances of the Members.

13. Distributions. At the time determined by the Manager, but at least once during each fiscal year, the Company shall distribute any cash held by it which is not reasonably necessary for the operation of the Company. Cash available for distribution shall be distributed to the Members in proportion to the capital account balances of the Members.

14. Additional Members. The Member may admit additional Members to the Company.

(a) The Member may admit additional Members to the Company under such terms and provisions as agreed by all of the Members.

(b) After the admission of any additional Members pursuant to this Section 14, the Company shall continue as a limited liability company under the Act.

(c) The admission of additional Members to the Company pursuant to this Section 14 shall be accomplished by the amendment of this Limited Liability Company Agreement.

15. Amendment. This Agreement may be amended under such terms and provisions as agreed by all of the Members. Any amendment of this Agreement shall be in writing and executed by all of the Members.

16. Governing Law. This Agreement shall be governed by, and construed under, the laws of the State of Mississippi, all rights and remedies being governed by said laws.

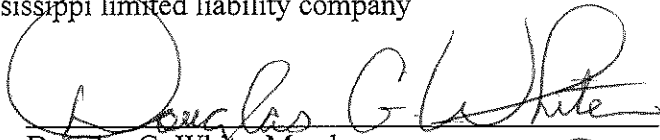
[signature page follows]

IN WITNESS WHEREOF, the undersigned, intending to be bound hereby, have duly executed this Limited Liability Company Agreement effective as of the 14th day of April, 2021.

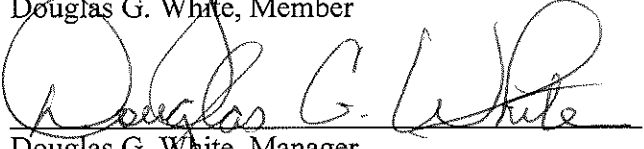
CAPITOL BODY SHOP OF BYRAM, LLC

a Mississippi limited liability company

By:


Douglas G. White, Member

By:


Douglas G. White, Manager

WCS 21034

F0100

Fee: \$ 50



Michael Watson
SECRETARY OF STATE

2021212142

Business ID: 1273203
Filed: 04/13/2021 03:57 PM
Michael Watson
Secretary of State

Mississippi Limited Liability Company Certificate of Formation

Business Information

Business Type: Limited Liability Company
Business Name: Capitol Body Shop of Byram, LLC
Business Email: dwhite@capitolbodyshop.com
Future Effective Date: 04/14/2021

NAICS Code/Nature of Business

811121 - Automotive Body, Paint, and Interior Repair and Maintenance
811111 - General Automotive Repair

Registered Agent

Name: Douglas G. White
Address: 4230 Lakeland Drive
Flowood, MS 39232

Signature

The undersigned certifies that:

- 1) he/she has notified the above-named registered agent of this appointment;
- 2) he/she has provided the agent an address for the company, and;
- 3) the agent has agreed to serve as registered agent for this company

By entering my name in the space provided, I certify that I am authorized to file this document on behalf of this entity, have examined the document and, to the best of my knowledge and belief, it is true, correct and complete as of this day **04/13/2021**.

Name:
Douglas G. White
Manager

Address:
4230 Lakeland Drive
Flowood , MS 39232

State of Mississippi

Certificate of Formation

Acting under the authority vested in me as Secretary of State by the Constitution and Laws of this State,
I do hereby certify the following has satisfied all conditions precedent for formation in this State.

Capitol Body Shop of Byram, LLC



Given this the 13th day of April, Two Thousand and
Twenty-One, in the Capital City of Jackson, Mississippi
under my Hand and Seal,

Michael Watson

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN to those parties in interest that there will be a Public Hearing at the Regular Meeting of the Mayor and Board of Aldermen on Thursday, July 25th, 2024, 7:00 P.M., at City Hall, 5901 Terry Road, Byram MS, for the purpose of determining whether

or not property located in Byram MS at:

7507 Siwell Road APN 048510000249000001

7517 Siwell Road APN 048510000249000000

7523 Siwell Road APN 048510000250000001

shall be re-zoned from RE - Residential Estate District to C-4 General Commercial District.



Posted July 1st, 2024 by Angela Richburg, City Clerk



Mississippi

PO Box 632030 Cincinnati, OH 45263-2030

GANNETT

AFFIDAVIT OF PUBLICATION

CITY OF BYRAM-LEGALS

City Of Byram-Legals

PO Box 720222

Byram MS 39272-0222

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he/she is a Legal Advertising Representative of The Clarion-Ledger, a newspaper as defined and prescribed in Sections 13-3-31 and 13-3-32, of the Mississippi Code of 1972, as amended, who, being duly sworn, states that the notice, a true copy of which is hereto attached, to be issues of said newspapers editions date as follows:

07/05/2024

That said newspaper was regularly issued and circulated on those dates and that the fees charged are legal.

Sworn to and subscribed before on 07/05/2024

Keegan Lerren

Legal Clerk

Nicole Jacobs

Notary, State of WI, County of Brown

8-21-26

My commission expires

Publication Cost: \$18.16

Tax Amount: \$0.00

Payment Cost: \$18.16

Order No: 10349365

Customer No: 1010689

PO #:

of Copies:

1

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

NICOLE JACOBS

Notary Public

State of Wisconsin

Notice is hereby given to those parties in interest that there will be a Public Hearing at the Regular Meeting of the Mayor and Board of Aldermen on Thursday, July 25th, 2024, 7:00 P.M., at City Hall, 5901 Terry Road, Byram MS, for the purpose of determining whether or not property located at 7507 Siwell Road APN 048510000249000001, 7517 Siwell Road APN 048510000249000000 and 7523 Siwell Road APN 048510000250000001 Byram, MS 39272 shall be re-zoned from RE - Residential Estate District to C-4 General Commercial District.
7/5/2024 #10349365





PUBLIC NOTICE
THIS PROPERTY BEING
CONSIDERED FOR
RE-ZONING
FOR FURTHER
INFORMATION CALL
PLANNING & ZONING.
601-372-7791





City of Byram
DRC Meeting July 17, 2024, 1:30 p.m.
Public Works

Agenda:

1. Conditional Use-For a drive-through window for Jacks Restaurant.
2. Rezoning Request for Jacks Restaurant

Present:

Eric Munden, Building Official
Bill Miley, Director of Public Works
Lt Ricardo Kincaid
Fire Marshall Michael Sterling

1. Conditional Use for a drive-through window for Jacks Restaurant 7517 Siwell Rd
The DRC reviewed the application for a conditional use all members were in agreement that the conditional use met all o the general guidelines and site related standards.

DRC recommends that the Board of Aldermen consider the conditional use with no conditions.

2. Rezoning request for 7507,7517, 7523 Siwell Rd Re-C4
The DRC reviewed the application for rezoning all members were in agreement that the request did meet the threshold for rezoning required by 5.600.16 in the City of Byram Zoning Ordinance.

DRC recommends that the Board of Aldermen consider the rezoning request.

Approved: By

Date: 7-18-24

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: July 25, 2024 AGENDA ITEM NO: 5.b

FOR:

Public Hearing for the purpose of determining whether or not a Conditional Use should be granted for property located at 7517 South Siwell Road APN 048510000249000000

INTRODUCED BY: Eric Munden, Building Official

ATTACHMENTS:

File Name

[Conditional Use application.pdf](#)

[Notice of Public Hearing - Conditional Use.pdf](#)

[Proof of Publication.pdf](#)

[conditional use jacks 2.pdf](#)

CITY OF BYRAM
REQUEST FOR CONDITIONAL USE
APPLICATION

Subject Property Address 7517 S Siwell Road
Owner Jack's Family Restaurant / Donald Simpson
Address 124 West Oxmoor Road Birmingham, AL 35209
Phone # 317-796-5503
Current Zoning District C-4
Use/Reason Build QSR in C-4 with drive-thru window to service the public.

Requirements of Applicant:

1. Letter stating reason for requested conditional use.
2. Copy of the written legal description.
3. Site plan of property.
4. \$250.00 fee required for processing.

Requirements for Granting Conditional Uses: (Section 5.600.15 - Zoning Ordinance)

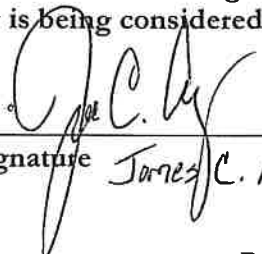
A conditional use shall not be granted unless satisfactory provisions and arrangements have been met concerning all the following:

- a) Ingress and egress to property and proposed structures.
- b) Off-street parking and loading areas.
- c) Refuse and service areas.
- d) Utilities, with reference locations, availability and compatibility.
- e) Screening and buffering with reference to type, dimensions and character.
- f) Required yards and other open space.
- g) General compatibility with adjacent properties and other property in the district.
- h) Any other provisions deemed applicable by the Mayor/Board of Aldermen.

Applicant shall be present at the Mayor and Board of Alderman meeting. Documents shall be submitted thirty (30) days prior to the Mayor and Board of Alderman meeting.

Applicant is responsible for complying with all applicable requirements of the Zoning Ordinance.

By signing this application, it is understood and agreed that permission is given to the Zoning Administrator to have a sign erected on subject property, giving notice to the public that said property is being considered for a conditional use.

Signature  James C. Avery - VP Development Date 6-25-2024

Return to: Eric Munden, Building Official
Post Office Box 720222 Byram, MS 39272
emunden@byram-ms.us



ST. JOHN
& ASSOCIATES

Jack's Family Restaurant

Byram, Mississippi

May 1, 2024

Statement of Intent

Jack's Family Restaurant is eager to serve the community of Byram, Mississippi with dine-in and drive-thru services. We are requesting Conditional Use approval of a drive-thru window for the proposed restaurant located off South Siwell Road. The proposed development is in the southwestern portion of the city of Byram. Necessary steps have been taken to ensure this proposed development will uphold the character of the existing, adjacent developments. Means of entry into the site are being improved as warranted for efficient traffic flow. Approval of this request would allow Jack's Family Restaurant to bring additional value to the City of Byram by providing diversity in dining services off Interstate 55. The proposed project complies with the City's existing comprehensive plan and will provide a benefit to the public, without detriment to the surrounding properties.

LEGAL DESCRIPTION

A 3.7 acre tract of land, beginning at the SW Corner of the SW $\frac{1}{4}$ of the SE $\frac{1}{4}$ of Section 13, T4N, R1W, run thence North 541 feet to a point in the center of the Byram and Raymond Gravel Road (as laid out in November, 1933); thence South 67 degrees East along the center line of said road 326 feet to a point; thence run South 408 feet to a point on the South line of said Section 13; thence run West 300 feet to the point of beginning. It is the intent to describe and convey that property described in Deed Book 1588 at Page 95 thereof, Office of the Chancery Clerk of Hinds County, Mississippi, at Jackson, Mississippi.

LESS AND EXCEPT (Book 6420 at Page 610):

A 0.866 acre-tract situated in the Southwest $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 13, Township 4 North, Range 1 West, First Judicial District of Hinds County, Mississippi and more particularly described by metes and bounds, to-wit:

Beginning at an iron pin marking the Southwest corner of the Southwest $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of said Section 13 and the Southwest corner of that property described in Deed Book 3586 at Page 654 of record in the office of the Chancery Clerk in said county; thence North along the west line of said property 468.4 feet to the South right of way of Siwell Road (Byram Road); thence South 71 degrees 04 minutes East along said right of way 90.5 feet to a found MDOT concrete monument; thence leaving said south right of way, South 00 degrees 42 minutes West, 440.2 feet to the South line of said Section 13; thence North 89 degrees 15 minutes West along the South line of said Section 13 a distance of 80.3 feet to the Point of Beginning; containing 37,720 square feet/0.866 acres, more or less.

THE PROPERTY HEREON DESCRIBED IS THAT PORTION OF THE SAME AS THE PERTINENT PROPERTY AS DESCRIBED IN AMTRUST TITLE INSURANCE COMPANY, ISSUING OFFICE FILE NO.: 24-0694J , WITH AN EFFECTIVE DATE OF APRIL 2, 2024.

GUEST CONSULTANTS, INC.
CONSULTING ENGINEERS – SURVEYORS

P. O. Box 1225
BRANDON, MISSISSIPPI 39043-1225

TWENTY-SIX EASTGATE DRIVE, SUITE C
BRANDON, MISSISSIPPI 39042

TELEPHONE 601-825-8341

July 16, 2024

Mr. Eric Munden
City of Byram
550 Executive Blvd.
Byram, MS 39272

RE: Site Plan Review
Jacks Family Restaurant

Dear Mr. Munden:

We have reviewed the Site Plans that were submitted for the above referenced project. We offer the following comments:

1. Need the storm water hydraulic calculations.
2. The minimum thickness for a dumpster pad is 8 inches using 3,000-pound concrete.
3. The Dumpster pad must extend 20 inches beyond the enclosure.
4. During the demolition process, is the old sanitary sewer treatment system and associated lines being removed. I did not see this addressed on the plans.
5. Sheet C-2, Note 3: Should the second sentence read 'Handicap Accessible'.
6. Was a Geotechnical Report completed for this project. If so, please provide a copy of the report. The pavement structures do not meet the City of Byram minimum standards, but if contained in a Geotechnical Engineering Report, they are acceptable.
7. Plans show a 4" sanitary sewer service line connecting to the grinder unit. Four inch is acceptable in this design. However, should the sewer be changed to gravity, as is being discussed, then a 6" sewer service line is required.

These are the comments we have at this time. Should you have any questions or require additional information, please do not hesitate to contact our office at 601-825-8341.

Sincerely,

A handwritten signature in blue ink, reading "Joe Barton Ballard". The signature is fluid and cursive, with the first name "Joe" being the most prominent.

Joe Barton Ballard, P.E., P.L.S.
Guest Consultants, Inc.

City of Byram
Date 6/26/2024
Type Bill
Reference

Original Amt. 734.00
Balance

AMOUNT YOU OWE

APPLIED: 734.00 CHECK
TENDERED: 734.00 CHECK
CHANGE: 0.00
PERMIT BLDG 3,0000
JACK'S FAMILY RESTAURANT
7507 7517 SIWELL RD 7523
REZONE 734.00CR
20118257
00294551 7/17/2024 9:57 AM
TERM: 007
BY: 21011
AID: 00294551

Cash In First Commu

734.00

Project Details

Open

Applied Date 7/17/2024

Issued Date 7/17/2024

Expires Date 1/13/2025

Completion Date

Balance 734.00

Pending Activity 0.00

Securities 0.00

BUS NAME

Comments History Footprint Conditions Description

REZONING REQUEST

JACK'S FAMILY RESTAURANT

Issued to

OK

Cancel

City of Byram
Date 6/25/2024
Type Bill
Reference

Original Amt. 250.00
Bala

THANK YOU!!

REC#: 00294550
REF#: 21007
TERM: 007
PAID BY:
OPER: CB
7/17/2024 9:56 AM
TRAN: 3,0000 BLDG PERMIT
2018256
JACK'S FAMILY RESTAURANT
7517 SIWELL RD
CON USE 250.00CR
TENDERED: 250.00 CHECK
APPLIED: 250.00-
CHANGE: 0.00

Cash In First Commu Processing Fee

250.00

OK

Cancel

Project Details

Open

Applied Date 7/17/2024

Issued Date 7/17/2024

Expires Date 7/17/2025

Completion Date

Balance 250.00

Pending Activity 0.00

Securities 0.00

BUS NAME

Comments

History

Footprint

Conditions

Description

Issued to JACK'S FAMILY RESTAURANT

Description CONDITIONAL USE

NOTICE OF PUBLIC HEARING

Notice is hereby given to those parties in interest that there will be a Public Hearing at the Regular Meeting of the Mayor and Board of Aldermen on Thursday, July 25th, 2024, 7:00 P.M., at City Hall, 5901 Terry Road, Byram MS, for the purpose of determining whether or not a Conditional Use should be granted for property located at 7517 South Siwell Road

APN 048510000249000000



Posted July 1st, 2024 by Angela Richburg, City Clerk



Mississippi

PO Box 632030 Cincinnati, OH 45263-2030

GANNETT

AFFIDAVIT OF PUBLICATION

CITY OF BYRAM-LEGALS

City Of Byram-Legals

PO Box 720222

Byram MS 39272-0222

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he/she is a Legal Advertising Representative of The Clarion-Ledger, a newspaper as defined and prescribed in Sections 13-3-31 and 13-3-32, of the Mississippi Code of 1972, as amended, who, being duly sworn, states that the notice, a true copy of which is hereto attached, to be issues of said newspapers editions date as follows:

07/05/2024

That said newspaper was regularly issued and circulated on those dates and that the fees charged are legal.

Sworn to and subscribed before on 07/05/2024

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$14.98

Tax Amount: \$0.00

Payment Cost: \$14.98

Order No: 10349577

Customer No: 1010689

PO #:

of Copies:

1

Notice is hereby given to those parties in interest that there will be a Public Hearing at the Regular Meeting of the Mayor and Board of Aldermen on Thursday, July 25th, 2024, 7:00 P.M., at City Hall, 5901 Terry Road, Byram MS, for the purpose of determining whether or not a Conditional Use should be granted for property located at 7517 South Siwell Road APN 048510000249000000 7/5/2024 #10349577

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

NICOLE JACOBS
Notary Public
State of Wisconsin

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: July 25, 2024 AGENDA ITEM NO: 5.c

FOR: Approval of Resolution recognizing First Pentecostal Church of Jackson for their help in hosting Upward Basketball

INTRODUCED BY: Chief David Errington

ATTACHMENTS:

File Name

[Resolution - Upward Basketball.pdf](#)

*Office of the Mayor and Board of Aldermen
Byram, MS*

Official Resolution

Resolution in support of the City of Byram Upward Basketball League

Whereas, in January of 2024 City Alderwoman Diandra Hosey met with the police department to discuss a city basketball league for the youth of the City of Byram, which would be called Upward Basketball, named and designed after a national program; and

Whereas, the Upward Basketball Program had 14 teams, totaling 115 players, and dedicated coaches and assistant coaches. This program for the youth of our community ran from May 2024-June 2024; and

Whereas, First Pentecostal of Jackson demonstrated their generous and giving spirit by hosting our Upward Basketball League games in a fun and safe environment every Saturday, with willingness to serve all Upward Basketball Directors, Coaches, and participants; and

Now, Therefore, Be It Resolved, that the Mayor and Board of Alderman of the City of Byram do hereby recognize First Pentecostal of Jackson in their efforts to support the City of Byram and Upward Basketball. The Mayor and Board of Alderman urge all members of our community to support efforts that increase children and families' access to high-quality activities that benefit the youth of our community.

Signed, this the 25th day of July 2024

Richard White, Mayor

Diandra Hosey, Mayor Pro Tem

Erma Johnson, Alderman Ward I

Rochelle Gibson, Alderman Ward V

Robert Amos, Alderman Ward III

David Moore, Alderman Ward VI

Teresa Mack, Alderman Ward IV

Roshunda Harris-Allen, Alderman At Large

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: July 25, 2024 AGENDA ITEM NO: 6.a

FOR: Approval of Minutes of the Regular Work Session of the Mayor and Board of Aldermen held 7/8/24

INTRODUCED BY: Angela Richburg, City Clerk

ATTACHMENTS:

File Name

[2024 7.8 WS.pdf](#)

CITY OF BYRAM
MINUTES OF THE REGULAR WORK SESSION OF THE
MAYOR AND BOARD OF ALDERMEN
MONDAY, JULY 8, 2024, 6:30 PM
City Hall: 5901 Terry Road, Byram, MS

1. Welcome and Call to Order

Mayor White called the meeting to order at 6:30 P.M.

2. Roll Call

Present: Richard White, Mayor

Erma Johnson, Alderman Ward I

Diandra Hosey, Alderman Ward II, Mayor Pro Tem, joined by Zoom at 6:38 P.M.

Robert Amos, Alderman Ward III

Teresa Mack, Alderman Ward IV

Roschelle Gibson, Alderman Ward V

Roshunda Harris-Allen, Alderman At Large, joined by Zoom at 6:45 P.M.

Angela Richburg, City Clerk

Absent: David Moore, Alderman Ward VI

Legal Counsel Present: Attorney Zachary Giddy

3. Presented Items

(a) Discussion of design for soccer fields and sports complex

No action taken

(b) Discussion of a possible policy or ordinance regarding interim appointments

No discussion

(c) Discussion of July 11th agenda

No action taken

Meeting adjourned at 7:55 P.M.

APPROVED: _____
Richard White, Mayor

DATE: _____

ATTEST: _____
Angela Richburg, City Clerk

DATE: _____

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: July 25, 2024 AGENDA ITEM NO: 6.b

FOR: Approval of Minutes of the Regular Meeting of the Mayor and Board of Aldermen held 7/11/24

INTRODUCED BY: Angela Richburg, City Clerk

ATTACHMENTS:

File Name

[2024 7.11.pdf](#)

CITY OF BYRAM
MINUTES OF THE REGULAR MEETING OF THE
MAYOR AND BOARD OF ALDERMEN
THURSDAY, JULY 11, 2024, 7:00 PM
City Hall: 5901 Terry Road, Byram, MS

1. Welcome and Call to Order

Mayor White called the meeting to order at 7:00 P.M.

2. Invocation

The Invocation was given by Pastor Turner of Marl Grove Church of Christ Holiness

3. Pledge of Allegiance

4. Roll Call

Present: Richard White, Mayor
Erma Johnson, Alderman Ward I
Diandra Hosey, Alderman Ward II, Mayor Pro Tem
Robert Amos, Alderman Ward III
Teresa Mack, Alderman Ward IV
Roschelle Gibson, Alderman Ward V
Roshunda Harris-Allen, Alderman At Large
Angela Richburg, City Clerk

Absent: David Moore, Alderman Ward VI

Legal Counsel Present: Attorney John Scanlon and Attorney Zachary Giddy

5. Presented Items

- (a) Approval to amend the agenda to include under Presented Items, authorization for McMaster & Associates to obtain proposals for geotechnical engineering wetland consultants and land surveyors, and under Discussion and Action, Discussion of Food Truck Friday, and Discussion of Travel Policy**

Motion to amend the agenda

Moved by Alderman Gibson

Seconded by Alderman Amos

Motion Passed

Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen

- (b) Presentation of letter from Byram Fire Department**

Captain Nichols of the Byram Fire Department, along with several Firefighters, presented the Mayor and Board of Aldermen with a letter signed by all of them in support of Interim Fire Chief Harry Horton becoming the Fire Chief. No action was taken

- (c) **Acceptance of the lowest and best bid for the Big Creek Interceptor Project from Hemphill Construction in the amount of \$6,998,075.00**
Motion to accept the Hemphill Construction base and alternate bid for the Big Creek Interceptor Project
Moved by Alderman Amos
Seconded by Alderman Gibson
Motion Passed
Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen
- (d) **Acceptance of the lowest and best bid for the Terry Road Bridge Stabilization Project from Hemphill Construction in the amount of \$459,490.00**
Motion to accept the Hemphill Construction bid for the Terry Road Bridge Stabilization Project
Moved by Alderman Johnson
Seconded by Alderman Amos
Motion Passed
Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen
- (e) **Approval of quote in the amount of \$60,820.00 from Fordice Construction Company for Parker Drive pipe repair (131-301-908)**
Motion to approve the Fordice Construction Company quote for Parker Drive pipe repair
Moved by Alderman Gibson
Seconded by Alderman Harris-Allen
Motion Passed
Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen
- (f) **Approval to advertise for bids for Phase 2 of the Siwell Road striping project**
Motion to approve advertising for bids
Moved by Alderman Gibson
Seconded by Alderman Harris-Allen
Motion Passed
Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen
- (g) **Approval to advertise for bids for the 2024 City Overlay Project**
Motion to approve advertising for bids
Moved by Alderman Gibson
Seconded by Alderman Harris-Allen
Motion Passed
Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen
- (h) **Authorization for McMaster & Associates to obtain proposals for geotechnical engineering wetland consultants and land surveyors in preparation for the soccer fields**
Motion to approve
Moved by Alderman Gibson
Seconded by Alderman Harris-Allen
Motion Passed
Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen

- (i) **Hearing on property located at 437 Riverbend Drive, Byram, MS to make a determination under Section 21-19-11 of the MS Code as to whether the property is in a condition to be a menace to the health, safety and welfare of the community; if determined then approval of the Resolution declaring the property a menace**
Motion to declare the property a menace to the health, safety and welfare of the community
Moved by Alderman Hosey
Seconded by Alderman Amos
Motion Passed
Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen
- (j) **Hearing on property located at 6655 Siwell Road, Byram, MS to make a determination under Section 21-19-11 of the MS Code as to whether the property is in a condition to be a menace to the health, safety and welfare of the community; if determined then approval of the Resolution declaring the property a menace**
Motion to declare the property a menace to the health, safety and welfare of the community
Moved by Alderman Johnson
Seconded by Alderman Gibson
Motion Passed
Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen
- (k) **Hearing on property located at 702 Gary Drive, MS to make a determination under Section 21-19-11 of the MS Code as to whether the property is in a condition to be a menace to the health, safety and welfare of the community; if determined then approval of the Resolution declaring the property a menace**
Motion to declare the property a menace to the health, safety and welfare of the community based on the condition of grass and gutter disrepair with the condition of further notification attempts for thirty days
Moved by Alderman Gibson
Seconded by Alderman Harris-Allen
Motion Passed
Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen
- (l) **Hearing on property located at 2150 South Ridge Road, Byram, MS to make a determination under Section 21-19-11 of the MS Code as to whether the property is in a condition to be a menace to the health, safety and welfare of the community; if determined then approval of the Resolution declaring the property a menace**
Motion to declare the property a menace to the health, safety and welfare of the community
Moved by Alderman Gibson
Seconded by Alderman Johnson
Motion Passed
Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen
- (m) **Hearing on property located at 0 Dakota Street, Byram, MS to make a determination under Section 21-19-11 of the MS Code as to whether the property is in a condition to be a menace to the health, safety and welfare of the community; if determined then approval of the Resolution declaring the property a menace**

Motion to declare the property a menace to the health, safety and welfare of the community

Moved by Alderman Gibson

Seconded by Alderman Johnson

Motion Passed

Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen

- (n) **Hearing on property located at 2041 South Ridge Road, Byram, MS to make a determination under Section 21-19-11 of the MS Code as to whether the property is in a condition to be a menace to the health, safety and welfare of the community; if determined then approval of the Resolution declaring the property a menace**

Motion to declare the property a menace to the health, safety and welfare of the community

Moved by Alderman Gibson

Seconded by Alderman Hosey

Motion Passed

Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen

6. Approval of Consent Agenda Items

Motion to approve Consent Agenda

Moved by Alderman Hosey

Seconded by Alderman Gibson

Motion Passed

Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen

- (a) **Approval of Minutes of the June 10th Regular Work Session of the Mayor and Board of Aldermen**
- (b) **Approval of minutes of the June 13th Regular Meeting of the Mayor and Board of Aldermen**
- (c) **Approval of payment in the amount of \$335.00 to Ledireada Kent, reimbursement for SHRM exam fees (001-140-611)**
- (d) **Approval of payment in the amount of \$10,000.00 to LiveWire Electrical Contractors for siren maintenance (001-195-575)**
- (e) **Approval of Entergy proposal for installation of LED lights at City Hall to replace all the current fluorescent lights. Of the \$10,295.00 total cost, Entergy would pay \$8,740.00, leaving \$2,185.00 cost to the City (001-195-560)**
- (f) **Approval of Entergy proposal for installation of LED lights at the Police Department to replace all the current fluorescent lights. Of the \$3,993.00 total cost, Entergy would pay \$3,194.40, leaving \$798.60 cost to the City (001-200-560)**
- (g) **Approval for Officer Detra Ward to attend First Hands Advanced First Aid/Narcan Class at the Simpson County 9-1-1 Operations Center in Mendenhall, MS on July 23, 2024, at no cost to the City**

- (h) **Approval for payment of \$3,676.00 to Service Electrical Sales for Yearly Renewal of Eaton Flex Service Plan (001-200-650)**
- (i) **Approval of Agreement with CMPDD for professional services relating to the 2022 CDBG Grant Application**
- (j) **Approval of Agreement with Guest Consultants for engineering services for the CDBG Drainage Project**
- (k) **Approval of quote in the amount of \$7,627.42 from Rick's Pro Truck Commercial for the purchase and installation of a crane on a 2015 Chevy 2500 truck (400-700-903)**
- (l) **Approval to dispose of asset #PE-4, 2014 International Asphalt Hot Box, VIN 1K9BU1811EN246203, by auction**
- (m) **Approval of lowest and best quote in the amount of \$11,346.25 from Cooper Electric to rebuild the pump in the Renfroe Pump Station (400-700-577)**
- (n) **Approval of payment in the amount of \$10,210.00 to Hemphill Construction, invoice #1 for Bull Run emergency pipe repair (131-301-908)**

7. Discussion and Action

- (a) **Approval of Claims Docket in the amount of \$907,090.99 from 6/5/24 to 7/3/24**
Motion to approve Claims Docket
 Moved by Alderman Johnson
 Seconded by Alderman Gibson
 Motion Passed
 Ayes: Johnson, Hosey, Amos, Gibson, Harris-Allen
 Nays: Mack
- (b) **Discussion of proposed dates for Budget Work Sessions**
Motion to set Budget Work Sessions for July 30th, August 1st and Aust 6th, all at 6:00 P.M.
 Moved by Alderman Johnson
 Seconded by Alderman Harris-Allen
 Motion Passed
 Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen
- (c) **Approval of pay increase to \$25.25 per hour for Ledireada Kent after passing the Society for Human Resource Management Certified Professional exam**
Motion to approve pay increase to \$25.25 per hour for Ledireada Kent
 Moved by Alderman Johnson
 Seconded by Alderman Harris-Allen
 Motion Passed
 Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen

- (d) **Approval of quote in the amount of \$5,400.19 from Bags In Bulk, for 984 clear backpacks for the Blue Dawgs to donate to the Back to School Bash**

Motion to approve this donation as it will bring favorable notice to communities in the City of Byram

Moved by Alderman Harris-Allen

Seconded by Alderman Johnson

Motion Passed

Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen

- (e) **Approval to hire a Certified Patrol Officer at \$21.50 per hour with full benefits, contingent upon successful completion of the hiring process**

Motion to hire a Clint Earls as a Certified Patrol Officer at \$21.50 per hour with full benefits, contingent upon successful completion of the hiring process

Moved by Alderman Hosey

Seconded by Alderman Gibson

Motion Passed

Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen

- (f) **Approval of a pay increase to \$12.67 per hour, effective July 22nd, for Firefighter Demichael Mabry after becoming a certified EMT**

Motion to approve pay increase to \$12.67 per hour for Firefighter Demichael Mabry

Moved by Alderman Harris-Allen

Seconded by Alderman Gibson

Motion Passed

Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen

- (g) **Approval to hire a Street Worker at \$14.00 per hour with full benefits, contingent upon successful completion of the hiring process**

Motion to hire Decoby Sumrall as a Street Worker at \$14.00 per hour with full benefits, contingent upon successful completion of the hiring process

Moved by Alderman Hosey

Seconded by Alderman Gibson

Motion Passed

Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen

- (h) **Approval to hire a Street Worker at \$14.00 per hour with full benefits, contingent upon successful completion of the hiring process**

Motion to hire Michael Nutt as a Street Worker at \$14.00 per hour with full benefits, contingent upon successful completion of the hiring process

Moved by Alderman Hosey

Seconded by Alderman Gibson

Motion Passed

Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen

(i) Discussion and consideration of the Mayoral veto action presented to the Board of Aldermen via email on June 17, 2024

After discussion, Alderman Hosey called the question and Alderman Amos seconded Motion to override the Mayoral Veto action presented to the Board of Aldermen via email on June 17, 2024

Moved by Alderman Gibson

Seconded by Alderman Mack

Motion withdrawn by Alderman Gibson

STATEMENT REGARDING MAYORAL VETO

In the Mayor Veto I issued on June 17, 2024, I included a statement which references my belief that the Board's 4-3 action granting a conditional use was in violation of state law as being both arbitrary and capricious, as well as unsupported by substantial evidence. Although not my intent by including it within my veto, I have since learned that to certain Aldermen, this statement was inadvertently personally and professionally offensive. Thus, I hereby withdraw that portion of my veto described above. The remaining reasons for my June 17 veto, namely a lack of interest by the petitioner in the real property, are unchanged.

(j) Discussion of Holiday Weekend scheduling concerning Food Truck Friday

Motion to amend the Food Truck Friday application to state that in the event the first Friday of the month falls on a legal holiday or the day after a legal holiday, the event will be held on the following Friday.

Moved by Alderman Gibson

Seconded by Alderman Mack

Motion Passed

Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen

(k) Department Heads monthly reports

No action taken

(l) Discussion of Travel Policy

No action taken

(m) Approval to go into Closed Session to see if Executive Session is warranted to discuss a personnel issue

Motion to go into Closed Session to See if Executive Session is warranted to discuss a personnel issue with Mills, Scanlon, Dye & Pittman attorney John Scanlon and his associate

Moved by Alderman Amos

Seconded by Alderman Hosey

Motion Passed

Ayes: Johnson, Amos, Mack, Gibson, Harris-Allen

Nays: Hosey

Motion to go into Executive Session to discuss the job performance of attorney John Scanlon and his associate

Moved by Alderman Mack

Seconded by Alderman Gibson

Motion Passed

Ayes: Johnson, Mack, Gibson, Harris-Allen

Nays: Hosey, Amos

Motion for a vote of No Confidence in City Attorney John Scanlon

Moved by Alderman Mack

Seconded by Alderman Gibson

Motion failed

Ayes: Mack, Gibson

Nays: Johnson, Hosey, Amos, Harris-Allen

Alderman Mack requested that her lack of confidence in the City Attorney be noted

Motion to exit Executive Session and re-enter Open Session

Moved by Alderman Gibson

Seconded by Alderman Johnson

Motion Passed

Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen

The required public announcement was made on re-entering Open Session

- 8. Public Comments** *Byram residents may address the Board at this time, provided they have signed in with their name and address. Discussion will be limited to three (3) minutes per person*
No public comments

9. Announcements

- (a) Thursday, July 25 - Regular Meeting of the Mayor and Board of Aldermen, 7:00 P.M. at City Hall**

10. Adjourn

Motion to adjourn at 9:51 P.M.

Moved by Alderman Harris-Allen

Seconded by Alderman Gibson

Motion Passed

Ayes: Johnson, Hosey, Amos, Mack, Gibson, Harris-Allen

Approved: _____ Date: _____
Richard White, Mayor

Attest: _____ Date: _____
Angela Richburg, City Clerk

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: July 25, 2024 AGENDA ITEM NO: 6.c

FOR: Acceptance of debt set-off letters for court fines owed to the City of Byram

INTRODUCED BY: Angela Richburg, City Clerk

ATTACHMENTS:

File Name

[DOR letters mailed 6/3/24.pdf](#)

Debtor's Last Name	Debtor's First Name	Middle Name	Amount
BOOTHE	JOSHUA	MALIK	\$3,311.25
BRACEY	SHOMARI		\$941.00
CARTER	DERRELL	ALEXANDER	\$235.00
CATTENHEAD	SHAMARIA	SHARDAE	\$283.00
CLARK	TINA	VICTORIA	\$963.00
DAUGHERTY	ERIC	WADE	\$233.00
DAVIS	JOHN	GREGORY	\$262.00
HEATH	MILTORIA	CORNELIUS	\$522.00
HENDERSON	MARY	ANNETTE	\$241.00
JENKINS	MICHAEL	THOMAS	\$324.25
JORDAN	JEQUERIA	KASHAYLA	\$244.00
MACK	ROBERT	EMYROND MARTIS	\$388.50
MAGEE	ANFRONEE	MIKAIL	\$241.00
MARTINEZ	CINDY	MARIE	\$791.00
NORWOOD	EBONY	NICOLE	\$262.00
NWAGBOSO	CHIOMA	WILETE	\$832.25
PATTERSON	SHELBY		\$1,356.25
PICKEN	KANDRIA	BEATRICE	\$683.00
REID	TIFFANY	DAWN	\$233.00
ROBERSON	KIARA	SAMONE	\$508.00
ROBERTSON	KRISTOPHER	LAMAR	\$946.50
SMITH	QUINTAVIOUS	DESHUN	\$250.00
WILLIAMS	ANTOINE	JOHNTAVIUS	\$324.25
WILLIAMS	BRUCE	NOLAN	\$258.00
WILLIAMS	DAQUARIUS		\$283.00

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: July 25, 2024 AGENDA ITEM NO: 6.d

CONSENT AGENDA: \$449.00

FOR: Approval for Ledireada Kent to attend the MS Society for Human Resource Management (SHRM) 2024 Conference & Expo in Biloxi, MS, September 9 - 11, 2024, with \$449.00 registration fees and \$364.98 estimated travel expenses (001-140-610/611)

DISTRIBUTION: 001-140-611

INTRODUCED BY: Angela Richburg, City Clerk

ATTACHMENTS:

File Name

[L. Kent travel shrm.pdf](#)

CITY OF BYRAM ESTIMATED TRAVEL EXPENSES

All travel expenses must have Department Head and Board approval prior to travel

Employee: Ledireada Kent Department: HR/Admin

Destination: Biloxi, MS Account #: 001-140-610/611

Reason for Travel: SHRM Conference & Expo

Travel dates: 9/9/24 - 9/11/24 Transportation: City X Private

Total Miles in personal vehicle: 0 miles @ 0.67 per mile = \$0.00

Personal car if City car available: 0 miles @ 0.21 per mile = \$0.00

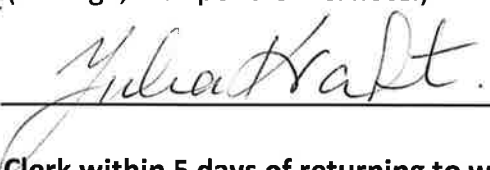
Other expenses:
(ie: rental car, airfare) _____

Accommodations: 2 nights @ \$93.99 per night = \$187.98

Hotel: IP Casino Resort Confirmation WLTGG
850 Bayview Ave Deposit paid: _____
Biloxi, MS 39530 Balance due: _____

Maximum per diem: 3 days @ \$59.00 per day = \$177.00
(You must turn in itemized receipts to be reimbursed for expenses up to this maximum amount)

Registration for event: \$449.00
Estimated travel expense: \$364.98 (mileage, max per diem & hotel)

Department Head/Purchasing Clerk Approval: 

- * Return from Travel form is due to Purchasing Clerk within 5 days of returning to work.
- * Turn in ITEMIZED receipts for hotel, airfare, meals, tips, taxis, etc. with this form
- * New rates approved 1/2024 Personal vehicle: 0.67 per mile, or .21 per mile if city vehicle available
- * \$59.00 per day basic per diem, or \$64.00 per day per diem for Oxford & Starkville

Registration Summary

Take a moment to review your registration before continuing.

LEDIREADA KENT

lkent@byram-ms.us



[Edit](#)

Mobile

601-331-4748

Title

Human Resources Officer

Company

City of Byram

Questions

Are you a member of a local SHRM chapter?

Yes

If you answered yes to being a member of a local SHRM chapter, please select your chapter below.

Capital Area HR Association (CAHRA)

Are you a member of the national Society for Human Resources (SHRM)?

Yes

Item

Price

Admission Item

Attendee

\$449.00



Casino • Resort • Spa

fun for everyone

Dear **Ledireada Kent**,

Thank you for choosing IP Casino Resort Spa for your visit to the Mississippi Gulf Coast!

We are happy to confirm your reservation. Our AAA 4 Diamond resort and all of our associates eagerly await your arrival. Soon you will discover **fun for everyone at IP!**

Fine dining to bountiful buffets.

From our fine dining restaurant, 32, to a more casual experience in Bayview Café – we have a menu for everyone. Sports fans love the food and drinks at The Sportsbar by FanDuel and Asian connoisseurs must try Tien, featuring Korean, Vietnamese, Chinese and Japanese cuisines.

Swedish Massage Therapy to Flip Flop Pedicures.

Choose your rejuvenation – a relaxing massage, facial or body wrap. Make your reservation now at Senses Spa & Salon. To view the Senses Spa menu, [click here](#). To make a reservation for services, please call 888-946-2847 and press 2.

Comedy to Country to Urban Contemporary.

To check out our superstar entertainment lineup, [click here](#). Our state-of-the-art Studio A showroom features the hottest names in entertainment, and tickets to any event can be purchased online!

IP is fun for everyone!

Below is your reservation information. Please take a moment to review all the information below, especially the hotel's cancellation policy. You can make changes to this reservation by calling toll free - 888 WIN AT IP (888-946-2847) OR 228-436-3000.

Your confirmation number is: **WLTGG**

Arrival Date: **9/9/24**

Departure Date: **9/11/24**

Check-in Time is 4:00PM and
check-out Time is 11:00AM.

IP Casino Resort and Spa charges a Resort Fee of \$15.68 per night per room in addition to our rates and will be automatically added to your bill. The resort fee provides free local and toll free telephone calls, complimentary admission to the fitness center, USA Today available at the Concierge desk and more.

Cancellation Policy - A 24 hour notice is required to cancel this reservation to avoid a penalty of one night room and tax.

Please note: You must be 21 years old or older to check-in.
Pets are not permitted.

For security purposes, a valid photo ID is required at check-in. A refundable credit card deposit of \$100 is also required at check-in. All room and room type requests will be added to your reservation but are NOT guaranteed.

Rooms are assigned at check-in and are based on availability.
Additional adult charges of \$20.00 per person plus tax apply.
Maximum number of occupants is limited to four per room.

If your company is sending a check to pay for your stay due to a convention or event, the check must be made out to IP Casino Resort and Spa. It must have all relevant confirmation codes notated on the memo line and must be received within 2 weeks of making the reservation and no less than 30 days prior to the arrival date.

The check needs to be mailed to the following address:

Boyd Gaming Corp.
Attn: Accounts Receivable
6465 S Rainbow Blvd
Las Vegas, NV 89118

We would like to make your stay as comfortable as possible. If you wish to make changes or have any questions, please call IP Casino Resort and Spa reservation department at 888-946-2847 or send an email to reservationsmgmt@ipbiloxi.com.

Daily Rates			
Date	9/9/24	Room Rate	\$ 79.99
Date	9/10/24	Room Rate	\$ 79.99
Date		Room Rate	
Date		Room Rate	
Date		Room Rate	
Date		Room Rate	
Date		Room Rate	
Taxes (Tax Exempt)			☒
Resort Fees (\$14.00 per night)			\$ 28.00
Total for Rooms & Resort Fees			\$ 187.98
Room night room tax and resort fee paid			\$ 187.98



CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: July 25, 2024 AGENDA ITEM NO: 6.e

FOR: Approval for Paula Morrison to attend the Fall Court Clerk's Conference in Biloxi, September 18 to 20, 2024, at no cost to the City

INTRODUCED BY: Angela Richburg, City Clerk

ATTACHMENTS:

File Name

[Court Clerks Fall Conference.pdf](#)



MISSISSIPPI JUDICIAL COLLEGE

Post Office Box 1848 • University, MS 38677 • Website: mjc.olemiss.edu

Tracey Daniel • Program Manager • E-mail: tracey@olemiss.edu

Phone: 662-915-1226 • Fax: 662-915-7845 • Cell: 904-200-5609

July 8, 2024

Municipal Court Clerks,

Happy Summer! I hope this announcement finds everyone well.

Please read this announcement carefully.

We look forward to seeing you in September for the training course. The conference will take place at the Golden Nugget in Biloxi, September 18 -20, 2024.

- I will be booking your rooms via a rooming list, so please make sure that you respond accordingly on your registration form. **Please make note of the cut-off date on the registration form.**
- **At check-in they will hold \$100 as incidentals on your credit or debit card.**
- If you would like to come early, Tuesday night, September 17th, this cost will be at your responsibility, \$89.99 plus \$14.99 resort fee (\$104.98). Please mark this on your registration form. **Make out check to Golden Nugget Biloxi. 151 Beach Blvd. Biloxi MS 39530.**
If tax exempt, they need to include tax exemption letter along with the check. They need to note the person's name and confirmation number that the check is to pay for.
- Check-in time is 4:00 p.m. and check-out time is 11:00 a.m.
- Cancellation policy is 72 hours in advance. You must let me know if you need to cancel. Mississippi Judicial College **will not** be responsible for any no-shows.
- We will reimburse you for travel (mileage and meals). conference. Once we receive the Statement of Attendance you must print out and file with the Chancery Court Clerk, also keep a copy for your records.
- Please disregard the 1099 information on the form when you open the link. But fill it out to best of your knowledge.
- We can now offer direct deposit for your reimbursement. You must fill out the form and upload to the portal with these links. <https://procurement.olemiss.edu/wp-content/uploads/sites/55/2024/05/Vendor-App-5.10.24-1.pdf>
- Upload to this portal link: <https://olemiss.app.box.com/f/995592f4041744e78ae318ca810bfed1>
- They promise this is easy, someone will call from the Procurement Department to verify the information and I want to offer it as an option. We had several lost checks and slow reimbursement time.
- The agenda will be uploaded on our website as soon as it is finalized, mjc.olemiss.edu, under conferences. We will upload all material from the presenters as we receive it. This could be before, during and after the conference.
- We will also upload the recorded sessions after the conference
- We are hoping to have 100% in-person attendance. If you have any question regarding attending the conference in-person, please let me know in advance. We are still going to have the Zoom option for deputy clerks to be able to view sessions if you would like for them to. There is a place for them to register to get the Zoom link.

We are looking forward to seeing everyone in September!

Warmest Regards,

Tracey

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: July 25, 2024 AGENDA ITEM NO: 6.f

CONSENT AGENDA: \$350.50

FOR: Approval for firefighter Marcus White to attend a 10-week EMT class starting August 12 at AMR, with a \$350.00 registration fee and no estimated travel expense to the City (001-260-611)

DISTRIBUTION: 001-260-611

INTRODUCED BY: Interim Fire Chief Harry Horton

ATTACHMENTS:

File Name

[M White - AMR invoice for EMT.pdf](#)



AMERICAN MEDICAL RESPONSE CENTRAL MS
600 MELVIN BENDER DR., JACKSON MS 39213

July 11, 2024

PRELIMINARY INVOICE 7/11/2024

Bill To		Services Provided To
Customer	Byram Fire Dept-Harry Horton	Recipient: Byram Fire Dept
Customer ID#	N/A	Address: same as to the left
Address	200 Byram Parkway Byram, MS 39272	
Phone	601-351-9700	
Payment Due		Delivery Date 08/12/2024
Salesperson	Christy Payne	Delivery Location AMR-CMS
Payment Terms	Net 30	

Qty.	Item #	Description	Unit Price	Discount	Line Total
1	N/A	AMR EMT Class- Marcus White	\$350.50 per person	N/A	\$350.50
Sales Tax					0
Total					\$350.50

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: July 25, 2024 AGENDA ITEM NO: 6.g

CONSENT AGENDA: \$10,822.38

FOR: Approval of payment in the amount of \$10,822.38 to Fordice Construction Company, Final Pay Application for the Jayroe Drive Drainage Project (131-301-908)

DISTRIBUTION: 131-301-908

INTRODUCED BY: Bill Miley, Public Works Director

ATTACHMENTS:

File Name

[Jayroe Drive Contractor Estimate Final.pdf](#)

FORDICE CONSTRUCTION COMPANY

P.O. Box 1101

Vicksburg, Mississippi 39181

CONTRACTOR'S MONTHLY ESTIMATE

Project Number : Jayroe Drive Drainage Improvements

City of Byram, Mississippi

Estimate No. : Five (5) & FINAL

Period : May 1, 2024 thru June 25, 2024

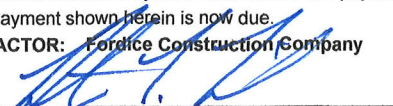
ITEM	PLAN QUANTITY	UNIT	UNIT PRICE	ALLOWED THIS MONTH	ALLOWED TO DATE	AMOUNT THIS MONTH	TOTAL AMOUNT TO DATE
ROADWAY ITEMS							
Mobilization	1	Lump Sum	\$10,000.00		1.00	\$0.00	\$10,000.00
Clearing and Grubbing	1	Lump Sum	25,000.00		1.00	0.00	25,000.00
Removal of Asphalt (All Depths)	150	SY	20.00		212.67	0.00	4,253.40
Removal of Pipes (All Sizes)(All Types)	80	LF	20.00		80	0.00	1,600.00
Borrow Excavation (LVM)(CF)(CI 9)	230	CY	35.00		422	0.00	14,770.00
Excess Excavation (LVM)	1,050	CY	20.00		1,892	0.00	37,840.00
60" Reinforced Concrete Pipe	64	LF	330.00		64	0.00	21,120.00
60" Reinforced Concrete Pipe Flared End Sections	4	Each	6,000.00		4	0.00	24,000.00
Hot Mix Asphalt (SC-1)(3" Depth)	30	Ton	365.00		40.46	0.00	14,767.90
Crushed Stone (Size No. 610)	100	Ton	80.00		178.25	0.00	14,260.00
Maintenance of Traffic	1	Lump Sum	3,500.00		1.000	0.00	3,500.00
Additional Construction Signs	0	SF	10.00		0	0.00	0.00
Class "B" Structural Concrete	8	CY	1,300.00		0.50	0.00	650.00
EROSION CONTROL ITEMS							
Commercial Fertilizer (13-13-13)	0.50	Ton	\$1,250.00		0.75	\$0.00	\$937.50
Vegetative Materials for Mulch	1.00	Ton	435.00		1.00	0.00	435.00
Seeding	0.50	Acre	1,250.00		0.75	0.00	937.50
Solid Sodding (Tiffway Bermuda II)	1,000	SY	7.50		0	0.00	0.00
Add : Erosion Control Blanket	1,000	SY	4.50		1,193.30	0.00	5,369.85
Temporary Silt Fence (Type I)	800	LF	5.00		0	0.00	0.00
RipRap (200#)	140	Ton	105.00		140.07	0.00	14,707.35
Geotextile Fabric	300	SY	6.00		298.33	0.00	1,789.98
Temporary Erosion Control Checks	8	Each	265.00		9	0.00	2,385.00
ALLOWANCES							
Contingency Allowance	1	Lump Sum	35,000.00		0.517834000	0.00	18,124.19
Total Items Complete						\$0.00	\$216,447.67
Less : Retainage @ 0%						0.00	0.00
Less : Previous Payments						0.00	(205,625.29)
TOTAL AMOUNT NOW DUE AND PAYABLE						\$0.00	\$10,822.38

CONTRACTOR'S CERTIFICATE FOR PAYMENT

The undersigned Contractor certifies that to the best of the Contractor's knowledge and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates of Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Fordice Construction Company

Date: June 25, 2024

By : 
Hunter L. Fordice, President

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: July 25, 2024 AGENDA ITEM NO: 6.h

CONSENT AGENDA: \$151,165.00

FOR: Approval of payment in the amount of \$151,165.00 to Hemphill Construction Company, Pay application #1 for Bullrun Drive emergency pipe repair (131-301-908)

DISTRIBUTION: 131-301-908

INTRODUCED BY: Bill Miley, Public Works Director

ATTACHMENTS:

File Name

[7-9-24 Byram Bullrun Drive Emergency Pipe Repair Est #1.pdf](#)

APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 63024-01

To

City of Byram

Customer:

5901 Terry Road

Byram, MS 39272

Project

H24100- Byram Bullrun Drive Emergency Pipe Repair

Via Engineer

McMaster & Associates

Application No.

JB App #1

Period From:

6/1/2024

Period To:

6/30/2024

Distribution to :

☐

Owner

☐

Engineer

☐

Contractor☐

From Contracto

Hemphill Construction Company, Inc.

PO Drawer 879

1858 Hwy 49 South

Florence, MS 39073

Owner:

City of Byram

External

N/A

Contract No.

Contract Date:

5/29/2024

Application Date:

7/7/2024

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. Original Contract Sum	\$235,875.00
2. Net Change By Change Order	\$0.00
3. Contract Sum To Date	\$235,875.00
4. Work Completed To Date	\$151,165.00
5. Stored Materials Inventory	\$0.00
6. Total Completed and Stored To Date	\$151,165.00
7. Retainage	
a. Maximum Retainage is not in effect.	
b. Securities are not furnished in lieu of Retainage.	\$0.00
c. Retainage on Work Completed to Date 0.00 %	\$0.00
d. Retainage on Stored Materials Inventory 0.00 %	\$0.00
e. Total Calculated Retainage	\$0.00
f. Total Retainage To Be Withheld	\$0.00
8. Total Earned Less Retainage	\$151,165.00
9. Less Previous Certificates For Payments	\$0.00
10. Current Payment Due	\$151,165.00
11. Balance to Finish, Plus Retainage.	\$84,710.00

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
Net Changes By Change Order	\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

Hemphill Construction Company, Inc.

By:



Date:

7/7/2024

State of:

Mississippi

County of:

Simpson

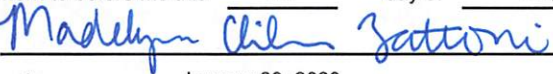
Subscribed and sworn to before me this

7th

day of

July 2024

Notary Public:



My Commission expires:

January 29, 2028



ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$151,165.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ENGINEER:

By: 

Date:

7/12/2024

OWNER:

By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

Application and Certification for Payment, containing
Engineer's signed certification is attached.
Tabulations below.

Application No. : JB App #1

Application Date : 07/07/24

Period From: 06/01/24

Period To: 06/30/24

Invoice # : 63024-01

External Contract No.:

Contract : H24100- Byram Bullrun Drive Emergency Pipe Repair

Item No.	Description of Item	Contract U of M	Units	Cost Per Unit	Total Cost Of Contract	Previous Quantity	Current Quantity	To Date Quantity	Previous Cost	Current Cost	Stored Materials	Total Completed and Stored	Balance to Finish	Percent Complete
1	Mobilization	LS	1.00	\$8,500.00	\$8,500.00	0.00	1.00	1.00	\$0.00	\$8,500.00	0.00	\$8,500.00	\$0.00	100.00%
2	Existing Utility Potholing & Coordination	LS	1.00	\$4,000.00	\$4,000.00	0.00	1.00	1.00	\$0.00	\$4,000.00	0.00	\$4,000.00	\$0.00	100.00%
3	Removal of Asphalt	SY	50.00	\$25.00	\$1,250.00	0.00	50.00	50.00	\$0.00	\$1,250.00	0.00	\$1,250.00	\$0.00	100.00%
4	Removal of Curb & Gutter	LF	15.00	\$20.00	\$300.00	0.00	15.00	15.00	\$0.00	\$300.00	0.00	\$300.00	\$0.00	100.00%
5	Removal of Fence & Gates	LF	130.00	\$15.00	\$1,950.00	0.00	130.00	130.00	\$0.00	\$1,950.00	0.00	\$1,950.00	\$0.00	100.00%
6	Removal of 36" Pipe	LF	38.00	\$55.00	\$2,090.00	0.00	57.00	57.00	\$0.00	\$3,135.00	0.00	\$3,135.00	\$-1,045.00	150.00%
7	Removal of Tree	EA	1.00	\$2,500.00	\$2,500.00	0.00	1.00	1.00	\$0.00	\$2,500.00	0.00	\$2,500.00	\$0.00	100.00%
8	36" RCP, Class III	LF	162.00	\$395.00	\$63,990.00	0.00	162.00	162.00	\$0.00	\$63,990.00	0.00	\$63,990.00	\$0.00	100.00%
9	36" Cured In Place Pipe	LF	210.00	\$315.00	\$66,150.00	0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$66,150.00	0.00%
10	Drainage Manhole	EA	1.00	\$13,500.00	\$13,500.00	0.00	1.00	1.00	\$0.00	\$13,500.00	0.00	\$13,500.00	\$0.00	100.00%
11	Junction Box	EA	1.00	\$11,500.00	\$11,500.00	0.00	1.00	1.00	\$0.00	\$11,500.00	0.00	\$11,500.00	\$0.00	100.00%
12	Tie Existing 36" CPP Into New Junction Box	EA	1.00	\$7,500.00	\$7,500.00	0.00	1.00	1.00	\$0.00	\$7,500.00	0.00	\$7,500.00	\$0.00	100.00%
13	Tie New 36" RCP Into Existing Drainage Mnahole	EA	1.00	\$8,500.00	\$8,500.00	0.00	1.00	1.00	\$0.00	\$8,500.00	0.00	\$8,500.00	\$0.00	100.00%
14	Select Fill (LVM)	CY	140.00	\$30.00	\$4,200.00	0.00	140.00	140.00	\$0.00	\$4,200.00	0.00	\$4,200.00	\$0.00	100.00%
15	Sod	SY	520.00	\$10.00	\$5,200.00	0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$5,200.00	0.00%
16	6' Wood Fence & Swing Gates	LF	130.00	\$65.00	\$8,450.00	0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$8,450.00	0.00%
17	Flowable Fill	CY	33.00	\$500.00	\$16,500.00	0.00	37.00	37.00	\$0.00	\$18,500.00	0.00	\$18,500.00	\$-2,000.00	112.12%
18	Asphalt Patch (SC-1, Type 8)	TON	17.00	\$415.00	\$7,055.00	0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$7,055.00	0.00%
19	Concrete Curb & Gutter	LF	15.00	\$60.00	\$900.00	0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$900.00	0.00%
20	Crushed Stone Base	TON	20.00	\$92.00	\$1,840.00	0.00	20.00	20.00	\$0.00	\$1,840.00	0.00	\$1,840.00	\$0.00	100.00%
Grand Totals					\$235,875.00				\$0.00	\$151,165.00	\$0.00	\$151,165.00	\$84,710.00	64.09%

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: July 25, 2024 AGENDA ITEM NO: 6.i

CONSENT AGENDA: \$27,022.92

FOR: Approval of payment in the amount of \$27,022.92 to Delta Constructors for renovation of the Pump Station at 617 Dorothy Lane (400-700-907)

DISTRIBUTION: 400-700-907

INTRODUCED BY: Bill Miley, Public Works Director

ATTACHMENTS:

File Name

[Delta Constructors invoice.pdf](#)

INVOICE

Delta Constructors, Inc.
P.O. Box 9545
Jackson, MS 39286-9545

Ph: 601-939-8732
Fax: 601-939-0867

Date: 7/11/2024
Invoice #: 24-2405
Terms:
P.O. #: REQ07095
Req. No:

Bill To:

City of Byram
P O Box 72022
Byram, MS 39272

Ship To:

Same

RE: Renovate Pump Station at 617 Dorothy Lane

Item	Description	Unit	Quantity	Unit Price	Amount	
1	To invoice for labor and equipment, to remove and install pumps and guide rails 617 Dorothy Lane, Byram MS.	L/S	1	\$21,500.00	\$21,500.00	
2	Material	LS	1	\$5,522.92	\$5,522.92	
					Total Amount	\$27,022.92
						\$0.00
						\$0.00
					Total Due	\$27,022.92
					Amount Paid	\$0.00
					Balance Due	\$27,022.92

Message

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: July 25, 2024 AGENDA ITEM NO: 6.j

CONSENT AGENDA: \$7,627.42

FOR: Approval of payment in the amount of \$7,627.42 to Rick's Pro Truck for installation of a Liftmore crane on a 2015 Chevrolet 2500 (400-700-903)

DISTRIBUTION: 400-700-903

INTRODUCED BY: Bill Miley, Public Works Director

ATTACHMENTS:

File Name

[Ricks Pro Truck.pdf](#)



4410 Hwy 80 East, Pearl, MS 39208 • (601) 371-0815

INVOICE

Customer No: 2246

CITY OF BYRAM
PO BOX 720222
BYRAM, MS 37272

Salesman: MIKEW

Invoice#: 13653

Invoice Date: 06/14/2024

PO#:

Invoice Status: UNPAID

VIN#:

Stock#:

Shipped Status: UNSHIPPED

Salesperson: TW

DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
FREIGHT CHARGE Part#: FREIGHT CHARGE Vendor: FREIGHT	1	\$456.00	\$456.00
MANUEL OUTRIGGERS Part#: OUTRIGGER Vendor: H&H CHIEF	1	\$500.00	\$500.00
INSTALL EARNEST RUSSELL Part#: INSTALLER Vendor: LABOR	1	\$500.00	\$500.00
LIFTMOORE CRANE L-21W-7 ATB VH/ LOWER PED H=42.625" Part#: 39314 Vendor: LIFTMOORE	1	\$6,171.42	\$6,171.42
SALES TAX (+)			\$0.00
INVOICE TOTAL			\$7,627.42
PAYMENTS (-)			\$0.00
AMOUNT DUE			\$7,627.42

RECEIVED
JUL 17 2024
Byram Public Works

Bm

400-700-903

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: July 25, 2024 AGENDA ITEM NO: 7.a

FOR: Approval of Claims Docket in the amount of \$266,769.49 from 7/3/24 to 7/16/24

INTRODUCED BY: Angela Richburg, City Clerk

ATTACHMENTS:

File Name

[Claims Docket.pdf](#)



CITY OF BYRAM
Claims Docket
07/03/2024 to 07/16/2024
JULY 26, 2024 CHECK RUN

Paid Claims:

PACKET # 8411	\$185,626.10	07/12/2024 AGENDA RUN (IN HOUSE)	Pages 1-3 attached
PACKET # 8412	\$10,193.43	07/12/2024 AGENDA RUN (A/P AUTOMATION)	Page 4 attached
PACKET # 8461	\$55.86	07/12/2024 AGENDA RUN (SEWER AUTOMATION)	Page 5 attached

Unpaid Claims:

PACKET # 8475	\$42,324.92	07/26/2024 2nd A.P. (A/P AUTOMATION)	Pages 6-9 attached
PACKET # 8476	\$27,389.98	07/26/2024 2nd A.P. (SEWER AUTOMATION)	Page 10 attached
PACKET # 8479	\$1,179.20	07/26/2024 2nd A.P. (IN HOUSE)	Page 11 attached

Total Claims:	\$266,769.49
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City of Byram, MS

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APPKT008411 - 07/12/2024 AGENDA RUN (IN HOUSE)

By Docket/Claim Number

Vendor #	Vendor Name	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
03032	BINES, JARANE	07092024	MIC/DOR INTERCEPTED TOO MUCH	Invoice	07/09/2024	MIC/DOR INTERCEPTED TOO MUCH	001-000-398	112.80 112.80
03033	BLACKMON, KELVIN	07092024	MIC/DOR INTERCEPTED TOO MUCH	Invoice	07/09/2024	MIC/DOR INTERCEPTED TOO MUCH	001-000-398	95.20 95.20
03029	CHICK-FIL-A BYRAM	INV0081718	CHICK-FIL-A BYRAM	Invoice	07/10/2024	CHICK-FIL-A BYRAM	400-000-156	36.42 36.42
02932	CITY OF BYRAM CADENCE GENE	07102024-1	TRANSFER TO CADENCE	Invoice	07/10/2024	TRANSFER TO CADENCE	001-000-380	75,000.00 75,000.00
02932	CITY OF BYRAM CADENCE GENE	07102024-3	JULY 2024 PAYROLL AND A/P TRANSFE	Invoice	07/10/2024	JULY 2024 PAYROLL AND A/P TRANSFE	400-000-005	36,335.61 6,335.61
		07102024-4	JULY 2024 BOND & INTEREST	Invoice	07/10/2024	JULY 2024 BOND & INTEREST	400-900-991	30,000.00 30,000.00
02921	CITY OF BYRAM CADENCE SEWEI	07102024-2	TRANSFER OF FUNDS TO CADENCE	Invoice	07/10/2024	TRANSFER OF FUNDS TO CADENCE	400-000-380	35,000.00 35,000.00
03034	DYKMAN, MATTHEW	07092024	MIC/DOR INTERCEPTED TOO MUCH	Invoice	07/09/2024	MIC/DOR INTERCEPTED TOO MUCH	001-000-398	167.52 167.52
03035	EPHRAIM-JOHNSON, ZORI	07092024	MIC/DOR INTERCEPTED TOO MUCH	Invoice	07/09/2024	MIC/DOR INTERCEPTED TOO MUCH	001-000-398	34.40 34.40
00666	ERRINGTON, DAVID	06212024	TRAVEL REIMBURSEMENT, BILOXI, JUN	Invoice	06/21/2024	TRAVEL REIMBURSEMENT, BILOXI, JUN	001-200-610	141.79 141.79
03036	FREEMAN, JARRELL	07092024	MIC/DOR INTERCEPTED TOO MUCH	Invoice	07/09/2024	MIC/DOR INTERCEPTED TOO MUCH	001-000-398	231.36 231.36
03037	HOLLINS, AYANA	07102024	MIC/DOR INTERCEPTED TOO MUCH	Invoice	07/10/2024	MIC/DOR INTERCEPTED TOO MUCH	001-000-398	284.00 284.00
03031	KAUR, JASPREET	INV0081722	KAUR, JASPREET	Invoice	07/10/2024	KAUR, JASPREET	400-000-156	84.88 84.88
02637	KENT, LEDIREADA	CS1744399	REIMBURSEMENT - SHRM CERTIFICATI	Invoice	02/23/2023	REIMBURSEMENT - SHRM CERTIFICATI	001-140-611 001-140-611	335.00 285.00 50.00
00752	LIVE WIRE ELECTRICAL CONTRAC	24-018	SIREN MAINTENANCE & BATTERIES	Invoice	06/21/2024	SIREN MAINTENANCE & BATTERIES	001-195-575	10,000.00 10,000.00
03043	MABRY, DEMICHAEL	1083448	REIMBURSEMENT - EMT INITIAL APPLI	Invoice	06/28/2024	REIMBURSEMENT - EMT INITIAL APPLI	001-260-611	104.00 104.00

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Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
03038	MABRY, KYLAS 07092024	DKT0037356 MIC/DOR INTERCEPTED TOO MUCH	Invoice	07/09/2024	MIC/DOR INTERCEPTED TOO MUCH	001-000-398	144.00
03026	MCGOWAN, GEORGE RANDALL 07032024	DKT0037357 REIMBURSEMENT - DOCKET NO. 23-46	Invoice	07/03/2024	REIMBURSEMENT - DOCKET NO. 23-46	001-000-104 001-000-105 001-000-105 001-000-105 001-000-330 001-000-332 001-000-333 001-000-335 001-000-337	193.00 2.00 90.50 10.00 0.50 50.00 5.00 15.00 15.00 5.00
00007	MILLS, SCANLON, DYE & PITTMAN JUNE2024-S	DKT0037358 SEWER SERVICES	Invoice	07/03/2024	SEWER SERVICES	400-700-603 400-700-603	13,429.94 1,149.78 12,280.16
00007	MILLS, SCANLON, DYE & PITTMAN JUNE2024	DKT0037359 GENERAL SERVICES	Invoice	07/03/2024	GENERAL SERVICES	001-100-603 001-110-603 001-110-671 001-120-603 001-190-603 001-195-603 001-200-603 001-260-603 001-301-603	11,027.60 2,240.00 542.50 3,784.75 420.00 560.75 2,112.59 52.50 70.00 1,244.51
00007	MILLS, SCANLON, DYE & PITTMAN 07102024	DKT0037360 COURT FILING FEES	Invoice	07/10/2024	COURT FILING FEES	400-700-603	1,151.00
02443	MITCHELL, BRANDE 06192024	DKT0037361 TRAVEL REIMBURSEMENT, BILOXI, JUN	Invoice	06/19/2024	TRAVEL REIMBURSEMENT, BILOXI, JUN	001-200-610	121.66
03028	MORRIS, MARLON INV0081716	DKT0037362 MORRIS, MARLON	Invoice	07/10/2024	MORRIS, MARLON	400-000-156	66.53
03044	MS SPORTS HALL OF FAME & MUSEUM 07122024	DKT0037363 GROUP TOUR - 42 STUDENTS @ \$3 EA	Invoice	07/10/2024	GROUP TOUR - 42 STUDENTS @ \$3 EA	001-200-511	126.00
00585	NORWOOD, DARNISHIA 06252024 06252024-2	DKT0037364 TRAVEL REIMBURSEMENT, MML BILOXI TRAVEL REIMBURSEMENT - MEALS	Invoice Invoice	06/25/2024 06/25/2024	TRAVEL REIMBURSEMENT, MML BILOXI TRAVEL REIMBURSEMENT - MEALS	001-110-610 001-110-610 001-110-610	113.36 105.18 2.57 5.61
03039	PRICE, JONATHAN 07092024	DKT0037365 MIC/DOR INTERCEPTED TOO MUCH	Invoice	07/09/2024	MIC/DOR INTERCEPTED TOO MUCH	001-000-398	199.20

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Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
00043	RICHBURG, ANGELA 06272024	DKT0037366 TRAVEL REIMBURSEMENT, MML BILOX	Invoice	06/27/2024	TRAVEL REIMBURSEMENT, MML BILOX	001-140-610	181.28
01618	SHRED IT USA 8007377038	DKT0037367 CUSTOMER #1000683303 (CH RECYCLI	Invoice	05/31/2024	CUSTOMER #1000683303 (CH RECYCLI	001-110-681 001-140-681	87.58 43.79 43.79
03041	SMITH, MORGAN 07092024	DKT0037368 MIC/DOR INTERCEPTED TOO MUCH	Invoice	07/09/2024	MIC/DOR INTERCEPTED TOO MUCH	001-000-398	160.08
03040	STEWART, ERICA 07092024	DKT0037369 MIC/DOR INTERCEPTED TOO MUCH	Invoice	07/09/2024	MIC/DOR INTERCEPTED TOO MUCH	001-000-398	278.40
03030	THOMAS, JASON INV0081720	DKT0037370 THOMAS, JASON	Invoice	07/10/2024	THOMAS, JASON	400-000-156	109.59
03027	VINCENT, REDERICK T. INV0081714	DKT0037371 VINCENT, REDERICK T.	Invoice	07/10/2024	VINCENT, REDERICK T.	400-000-156	11.90
03042	WASHINGTON, JAMESIA 07092024	DKT0037372 MIC/DOR INTERCEPTED TOO MUCH	Invoice	07/09/2024	MIC/DOR INTERCEPTED TOO MUCH	001-000-398	262.00
Total Claims: 32						Total Payment Amount:	185,626.10



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APPKT008412 - 07/12/2024 AGENDA RUN (A/P AUTOMATION)

By Docket/Claim Number

Vendor #	Vendor Name	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
01992	C SPIRE BUSINESS SOLUTIONS	0000684790-72	DKT0037374 PHONES - ALL DEPARTMENTS	Invoice	06/26/2024	PHONES - ALL DEPARTMENTS	001-110-605 001-190-605 001-195-605 001-200-605 001-260-605 001-280-605 001-301-605 400-700-605	5,453.43 122.41 168.26 1,169.65 1,917.04 1,234.77 168.26 336.52 336.52
00048	CENTERPOINT ENERGY	PD07032024-2	DKT0037375 ACCT# 6402101524-9 (POLICE) 05/28/	Invoice	07/03/2024	ACCT# 6402101524-9 (POLICE) 05/28/	001-200-630	37.08 37.08
00048	CENTERPOINT ENERGY	PW07032024-1	DKT0037376 ACCT# 9314167-9 (PUBLIC WORKS) 05	Invoice	07/03/2024	ACCT# 9314167-9 (PUBLIC WORKS) 05	001-301-630 400-700-630	43.61 21.80 21.81
00048	CENTERPOINT ENERGY	FD07032024	DKT0037377 ACCT# 6400010056-6 (FIRE) 05/28/24	Invoice	07/03/2024	ACCT# 6400010056-6 (FIRE) 05/28/24	001-260-630	64.83 64.83
00048	CENTERPOINT ENERGY	PD07032024	DKT0037378 ACCT# 8751379-2 (POLICE) 05/28/24 -	Invoice	07/03/2024	ACCT# 8751379-2 (POLICE) 05/28/24 -	001-200-630	41.15 41.15
00048	CENTERPOINT ENERGY	CH07032024	DKT0037379 ACCT# 10679376-3 (GENERATOR) 05/2	Invoice	07/03/2024	ACCT# 10679376-3 (GENERATOR) 05/2	001-195-630	39.52 39.52
00052	COMCAST	PW06282024	DKT0037380 ACCT# 8396 41 046 0073014 (07/03/2	Invoice	06/28/2024	ACCT# 8396 41 046 0073014 (07/03/2	001-301-605 400-700-605	157.81 78.90 78.91
02745	ONEWAY SCREEN PRINTING AND	23219	DKT0037381 PO7398-BLUE DAWGS SUMMER PROG	Invoice	06/12/2024	PO7398-2 COLOR FULL BACK SMOKY N PO7398-BLUE DAWGS JERZEES - 3XL A PO7398-BLUE DAWGS JERZEES 2 XL PO7398-BLUE DAWGS JERZEES COLUM PO7398-BLUE DAWGS JERZEES STAFF	001-200-511 001-200-511 001-200-511 001-200-511 001-200-511	402.75 238.70 29.70 55.40 13.85 65.10
02198	WILLIAMS SCOTSMAN, INC	9021359778	DKT0037382 LIBRARY - BLDG RENT 07/06/2024 - 08	Invoice	07/06/2024	LIBRARY - BLDG RENT 07/06/2024 - 08	001-195-688	3,953.25 3,953.25
Total Claims: 9							Total Payment Amount:	10,193.43



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APPKT008461 - 07/12/2024 AGENDA RUN (SEWER AUTOMATION)

By Docket/Claim Number

Vendor #	Vendor Name	Payable Number	Docket/Claim #	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
00048	CENTERPOINT ENERGY	PW07032024-2	DKT0037373	ACCT# 11826065-2 (GENERATOR) 05/2	Invoice	07/03/2024	ACCT# 11826065-2 (GENERATOR) 05/2	400-700-630	55.86
Total Claims: 1									55.86
Total Payment Amount:									55.86



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APPKT008475 - 07/26/2024 2nd A.P. (A/P AUTOMATION)

By Docket/Claim Number

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
00505	ALERT-ALL	DKT0037383					420.00
	224070010	PO7456 FD 500 CUSTOM BIC PENS	Invoice	07/10/2024	PO7456 FD 500 CUSTOM BIC PENS	001-260-646	420.00
02047	AMAZON CAPITAL SERVICES	DKT0037384					107.85
	1VXC-FMN6-3GJ1	STAINLESS STEEL PIN PULLER	Invoice	07/16/2024	STAINLESS STEEL PIN PULLER	001-260-559	107.85
01377	APPLICATION DATA SYSTEMS, IN	DKT0037385					4,195.00
	11614	PD & COURT SOFTWARE FOR AUGUST	Invoice	07/01/2024	PD & COURT SOFTWARE FOR AUGUST	001-110-650	839.00
						001-200-650	3,356.00
02563	ARVEST BANK	DKT0037386					3,406.63
	2418292 070724	NOTE # 2418292 DUMP TRUCK PAYME	Invoice	07/07/2024	NOTE # 2418292 DUMP TRUCK PAYME	001-301-820	3,358.32
						001-301-830	48.31
00611	BARNETT'S BODY SHOP	DKT0037387					59.95
	76941	OIL CHANGE	Invoice	06/25/2024	OIL CHANGE	001-200-570	59.95
02960	BRADY INDUSTRIES OF MISSISSIF	DKT0037388					249.63
	9016571	TOWEL ROLL	Invoice	07/05/2024	TOWEL ROLL	001-260-505	119.48
	9022122	PAPER TOWELS, TISSUE, DISINFECTAN	Invoice	07/08/2024	PAPER TOWELS, TISSUE, DISINFECTAN	001-195-510	105.76
	9022125	KITCHEN ROLL TOWEL SOFTONE 2PLY	Invoice	07/08/2024	KITCHEN ROLL TOWEL SOFTONE 2PLY	001-301-505	24.39
01197	CINTAS CORPORATION #210	DKT0037389					35.27
	4198639402	UNIFORM RENTALS	Invoice	07/11/2024	UNIFORM RENTALS	001-301-535	27.26
						001-550-535	2.71
						400-700-535	5.30
01748	COAST TO COAST COMPUTER PR	DKT0037390					298.00
	A2673632	CANON TONER & TONER WASTE CON1	Invoice	05/24/2024	CANON TONER & TONER WASTE CON1	001-260-500	497.00
	C2683021	RETURN - TONER	Credit Memo	06/24/2024	RETURN - TONER	001-260-500	-199.00
03010	DEEP SOUTH APPAREL LLC	DKT0037391					4,235.38
	1074	PO7446 FD 71 SHIRTS, 71 CAPS & HA	Invoice	07/15/2024	PO7446 FD 71 SHIRTS, 71 CAPS & HA	001-260-535	4,235.38
0005	ENTERGY	DKT0037392					215.39
	INV0081900	ACCT# 162483564 (POLICE -2) 06/07/;	Invoice	07/11/2024	ACCT# 162483564 (POLICE -2) 06/07/;	001-200-630	215.39
0005	ENTERGY	DKT0037393					625.75
	195007654921	ACCT# 100229020 (PUBLIC WORKS) 06	Invoice	07/11/2024	ACCT# 100229020 (PUBLIC WORKS) 06	001-301-630	312.88
						400-700-630	312.87
0005	ENTERGY	DKT0037394					1,377.75
	45008306117	ACCT# 94799053 (POLICE) 06/07/24 -	Invoice	07/11/2024	ACCT# 94799053 (POLICE) 06/07/24 -	001-200-630	1,377.75

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description				Distribution Amount	
00058	FLEETCOR TECHNOLOGIES OPER.	DKT0037395					6,538.10
	NP66763483	VEHICLE FUEL FOR 07/01/2024 - 07/01/2024 Invoice		07/08/2024	VEHICLE FUEL FOR 07/01/2024 - 07/01/2024	001-190-525	50.83
						001-200-525	2,121.11
						001-260-525	500.18
						001-301-525	291.86
						001-550-525	34.81
						400-700-525	219.59
	NP66789459	VEHICLE FUEL FOR 07/08/2024 - 07/14/2024 Invoice		07/15/2024	VEHICLE FUEL FOR 07/08/2024 - 07/14/2024	001-190-525	55.62
						001-200-525	2,090.91
						001-260-525	351.43
						001-280-525	114.70
						001-301-525	469.41
						001-550-525	188.13
						400-700-525	49.52
02826	GANNETT MEDIA CORP	DKT0037396					315.85
	0006507528	ADVERTISEMENT - TERRY RD BRIDGE, Invoice		06/30/2024	ADVERTISEMENT - TERRY RD BRIDGE,	001-301-615	145.80
						400-700-615	170.05
00066	INNOVATIVE COMPUTER SOLUTIONS	DKT0037397					6,528.00
	121966	MONTHLY SERVICE CONTRACT Invoice		07/01/2024	MONTHLY SERVICE CONTRACT	001-110-650	150.00
						001-140-650	502.50
						001-190-650	120.00
						001-195-650	502.50
						001-200-650	1,005.00
						001-260-650	720.00
						001-280-650	120.00
						001-301-650	240.00
	122066	ICS CLOUD SERVER HOSTING (NOT PD) Invoice		07/01/2024	ICS CLOUD SERVER HOSTING (NOT PD)	001-100-650	448.00
						001-110-650	297.50
						001-120-650	64.00
						001-140-650	464.50
						001-190-650	46.50
						001-195-650	396.00
						001-200-650	649.50
						001-260-650	413.50
						001-280-650	93.00
						001-301-650	119.50
						001-550-650	73.00
						400-700-650	103.00
00147	J.S.W., LLC	DKT0037398					42.39
	2068505	PATCH TIRE Invoice		06/03/2024	PATCH TIRE	001-280-570	42.39

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Vendor #	Vendor Name	Docket/Claim #	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number							Distribution Amount
00069	JACKSON PAPER	DKT0037399						254.16
	1379666		WET FLOOR SIGNS	Invoice	05/16/2024	WET FLOOR SIGNS	001-260-505	39.38
	1381335		PO7443 FD PAPER PRODUCTS FOR BC	Invoice	05/31/2024	PO7443 CENTER PULL TOWELS	001-260-505	158.88
						PO7443 JUMBO TOILET TISSUE FOR S	001-260-505	31.51
						PO7443 KITCHEN TOWEL ROLLS	001-260-505	24.39
02855	JXN WATER INC	DKT0037400						107.66
	PD07082024		ACCT# 3179300000 (06/09/2024 - 07/	Invoice	07/08/2024	ACCT# 3179300000 (06/09/2024 - 07/	001-200-630	107.66
02855	JXN WATER INC	DKT0037401						209.80
	PW07082024		ACCT# 9956300000 (06/09/2024 - 07/	Invoice	07/08/2024	ACCT# 9956300000 (06/09/2024 - 07/	001-301-630	104.90
							400-700-630	104.90
02667	MASON & OVERSTREET WELDING	DKT0037402						947.50
	34262		PO7441 REPAIR DECK ON LAWNMOWI	Invoice	07/15/2024	PO7441 REPAIR DECK ON LAWNMOWI	001-301-575	947.50
00488	MEL LUNA SAW COMPANY	DKT0037403						360.00
	95557		PO7440 BELTS AND BLADES FOR LAWN	Invoice	07/08/2024	PO7440 BELTS AND BLADES FOR LAWN	001-301-575	360.00
00076	MID SOUTH UNIFORM & SUPPLY	DKT0037404						43.56
	650308		RAINCOAT - DAISHA WILLIAMS	Invoice	07/10/2024	RAINCOAT - DAISHA WILLIAMS	001-200-535	43.56
02599	ODP BUSINESS SOLUTIONS	DKT0037405						61.30
	371624761001		PENS	Invoice	07/02/2024	PENS	001-110-500	27.99
	371628384001		BATTERIES, PAPER	Invoice	07/02/2024	BATTERIES, PAPER	001-195-505	9.47
							400-700-500	23.84
00096	O'REILLY AUTOMOTIVE STORES,	DKT0037406						421.41
	1676-216793		CAPSULE	Invoice	06/14/2024	CAPSULE	001-260-570	7.99
	1676-220285		MINI BULB	Invoice	07/03/2024	MINI BULB	001-200-570	4.07
	1676-221359		PO7442 FD 3 BATTERIES FOR ENGINE	Invoice	07/09/2024	PO7442 FD 3 BATTERIES FOR ENGINE	001-260-570	409.35
00345	PRECISION PEST MANAGEMENT	DKT0037407						505.00
	43176		PW PEST CONTROL	Invoice	07/09/2024	PW PEST CONTROL	001-301-560	30.00
							400-700-560	30.00
	43177		PD PEST CONTROL	Invoice	07/09/2024	PD PEST CONTROL	001-200-560	75.00
	43178		DAVIS ROAD PARK PEST CONTROL	Invoice	07/09/2024	DAVIS ROAD PARK PEST CONTROL	001-550-560	60.00
	43179		FD-2 PEST CONTROL	Invoice	07/09/2024	FD-2 PEST CONTROL	001-260-560	100.00
	43180		FD PEST CONTROL	Invoice	07/10/2024	FD PEST CONTROL	001-260-560	135.00
	43181		CH PEST CONTROL	Invoice	07/09/2024	CH PEST CONTROL	001-195-560	75.00
00848	PUCKETT MACHINERY COMPANY	DKT0037408						1,600.00
	WOEN5510605		PO7372 LEVEL 2 MAINTENACE ON GEI	Invoice	06/24/2024	PO7372 LEVEL 2 MAINTENACE ON GEI	001-195-650	800.00
	WOEN5510606		PO7372 LEVEL 2 MAINTENACE ON GEI	Invoice	06/26/2024	PO7372 LEVEL 2 MAINTENACE ON GEI	001-301-650	400.00
							400-700-650	400.00

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APPKT008475 - 07/26/2024 2nd A.P. (A/P AUTOMATION)

Vendor #	Vendor Name	Docket/Claim #	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number							Distribution Amount
00089	REVELL HARDWARE	DKT0037409						1,313.45
	192839/4	RECIP BLD, MOTOR MIX QRT CANS, FIL	Invoice	05/30/2024	RECIP BLD, MOTOR MIX QRT CANS, FIL	001-301-505		38.73
	193436/4	RETURN - TITANIUM DRILLBIT, SPIRAL	Credit Memo	06/28/2024	RETURN - TITANIUM DRILLBIT, SPIRAL	001-200-575		-15.41
	193501/4	ROACH TRAPS 2 PK	Invoice	07/02/2024	ROACH TRAPS 2 PK	001-280-505		22.29
	193561/4	EXTENSION CORDS	Invoice	07/08/2024	EXTENSION CORDS	001-260-504		44.99
	193613/4	NYLON LINE-RED, OIL HP	Invoice	07/10/2024	NYLON LINE-RED, OIL HP	001-301-505		69.98
	193685/4	PO7448 REPAIR ON SCAG LAWNMOW	Invoice	07/12/2024	PO7448 REPAIR ON SCAG LAWNMOW	001-301-575		1,152.87
01397	RIDGECREST PRODUCTS, INC	DKT0037410						351.00
	640311	PO7364- 5 YR. BADGE- T. JOHNSON &	Invoice	05/30/2024	PO7364- 5 YR. BADGES/HOLDERS TJOF	001-200-536		351.00
00901	ROBERT J YOUNG COMPANY INC	DKT0037411						701.05
	INV7001345	PD PATROL COPIES 06/01/2024 - 06/31	Invoice	07/01/2024	PD PATROL COPIES 06/01/2024 - 06/31	001-200-650		63.75
	INV7001346	PD DISPATCH COPIES 04/01/2024 - 06/31	Invoice	07/01/2024	PD DISPATCH COPIES 04/01/2024 - 06/31	001-200-650		130.98
	INV7001347	PD CID COPIES 06/01/2024 - 06/30/20	Invoice	07/01/2024	PD CID COPIES 06/01/2024 - 06/30/20	001-200-650		63.75
	INV7001348	COURT COPIES 06/01/2024 - 06/30/20	Invoice	07/01/2024	COURT COPIES 06/01/2024 - 06/30/20	001-110-650		213.75
	INV7001908	PD RECORD COPIES 06/01/2024 - 06/31	Invoice	07/01/2024	PD RECORD COPIES 06/01/2024 - 06/31	001-200-650		228.82
01766	SNSB SERVICES	DKT0037412						3,000.00
	5212	GRASS MOW @ GARY, TERRY & SIWEL	Invoice	07/02/2024	GRASS MOW @ GARY, TERRY & SIWEL	001-301-638		1,500.00
	5212-2	GRASS MOW @ GARY, TERRY & SIWEL	Invoice	07/02/2024	GRASS MOW @ GARY, TERRY & SIWEL	001-301-638		1,500.00
02252	SPEIR AUTO GLASS, INC	DKT0037413						298.09
	887361	po7447 REPLACE RIGHT REAR DOOR G	Invoice	07/11/2024	po7447 REPLACE RIGHT REAR DOOR G	001-301-570		298.09
03001	THOMAS, ALVIN JR.	DKT0037414						3,500.00
	06282024	PO7419 CUT DOWN 3 TREES & HAUL C	Invoice	06/28/2024	PO7419 CUT DOWN 3 TREES & HAUL C	001-301-638		3,500.00
Total Claims: 32							Total Payment Amount:	42,324.92



City of Byram, MS

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Docket of Claims Register

APPKT008476 - 07/26/2024 2nd A.P. (SEWER AUTOMATION)

By Docket/Claim Number

Vendor #	Vendor Name	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
02414	DIVERSIFIED COMPANIES, LLC	5173-PE	PO7433 POSTAGE UTILITY ESCROW RE	Invoice	06/27/2024	PO7433 POSTAGE UTILITY ESCROW RE	400-700-608	4,089.90
		61917	PO7434 PRINT PROCESS MAIL JUNE	Invoice	06/26/2024	PO7434 PRINT PROCESS MAIL JUNE	400-700-681	3,750.00
								339.90
01616	FLUID PROCESS & PUMPS, LLC	0028538	PO7417 4 FLOATS & A CORD LAKE RIDI	Invoice	06/19/2024	PO7417 4 FLOATS & A CORD LAKE RIDI	400-700-556	373.00
00860	HEMPHILL CONSTRUCTION CO	H24102-01	PO7366 REPAIR ON RENFROW PUMP	Invoice	06/24/2024	PO7366 REPAIR ON RENFROW PUMP	400-700-577	9,590.08
02154	HIGH TIDE TECHNOLOGIES, LLC	INV20244522	PO7450 ANNUAL COMMUNICATION R	Invoice	07/01/2024	PO7450 ANNUAL COMMUNICATION R	400-700-650	250.00
00066	INNOVATIVE COMPUTER SOLUTI	121966-S	SEWER-MONTHLY SERVICE CONTRACT	Invoice	07/01/2024	SEWER-MONTHLY SERVICE CONTRACT	400-700-650	240.00
00096	O'REILLY AUTOMOTIVE STORES,	1676-214220	GALLON OF MOTOR OIL (2)	Invoice	06/03/2024	GALLON OF MOTOR OIL (2)	400-700-505	48.97
		1676-218546	ANTIFREEZE (1 GALLON)	Invoice	06/24/2024	ANTIFREEZE (1 GALLON)	400-700-575	33.98
02531	PICKERING FIRM, INC	0095639	PROFESSIONAL SERVICES 05/26/2024	Invoice	07/03/2024	PROFESSIONAL SERVICES 05/26/2024	400-700-602	14.99
00848	PUCKETT MACHINERY COMPANY	WOEN5510486	PO7372 LEVEL 2 MAINTENACE ON GEI	Invoice	06/24/2024	PO7372 LEVEL 2 MAINTENACE ON GEI	400-700-650	10,000.00
		WOEN5510487	PO7372 LEVEL 2 MAINTENACE ON GEI	Invoice	06/24/2024	PO7372 LEVEL 2 MAINTENACE ON GEI	400-700-650	1,825.00
00569	RANKIN COUNTY CO-OP	1130868	PO7445 KARMEX DF & LIME PELLETIZ	Invoice	07/10/2024	PO7445 KARMEX DF & LIME PELLETIZ	400-700-577	1,025.00
00089	REVELL HARDWARE	193430/4	NUTS, BOLTS, FASTENERS	Invoice	06/28/2024	NUTS, BOLTS, FASTENERS	400-700-505	800.00
		193432/4	DRILL BITS, EXTRACTOR, BLASTER	Invoice	06/28/2024	DRILL BITS, EXTRACTOR, BLASTER	400-700-505	805.00
		193562/4	GARDEN SPRAYER, WEED & GRASS KIL	Invoice	07/08/2024	GARDEN SPRAYER, WEED & GRASS KIL	400-700-505	168.03
								16.86
								49.41
								101.76
Total Claims: 10							Total Payment Amount:	27,389.98



City of Byram, MS

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Docket of Claims Register

APPKT008479 - 07/26/2024 2nd A.P. (IN HOUSE)

By Docket/Claim Number

Vendor Name		Docket/Claim #		Payment Amount	
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Distribution Amount
02455	GIBSON, ROSCHELLE	DKT0037425			294.80
	07112024	MILEAGE ADVANCE, TUNICA MS, AUG	Invoice	07/11/2024	294.80
02453	HARRIS-ALLEN, ROSHUNDA	DKT0037426			294.80
	07112024	MILEAGE ADVANCE, TUNICA MS, AUG	Invoice	07/11/2024	294.80
02454	JOHNSON, ERMA	DKT0037427			294.80
	07112024	MILEAGE ADVANCE, TUNICA MS, AUG	Invoice	07/11/2024	294.80
00888	MACK, TERESA	DKT0037428			294.80
	07112024	MILEAGE ADVANCE, TUNICA MS, AUG	Invoice	07/11/2024	294.80
				Total Claims: 4	Total Payment Amount: 1,179.20

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: July 25, 2024 AGENDA ITEM NO: 7.b

FOR: Discussion of current travel reimbursement and approval of Definitions page to be added to the City's current Travel Policy

INTRODUCED BY: Angela Richburg, City Clerk

ATTACHMENTS:

File Name

[Travel memo 7.25.24.pdf](#)

[T. Mack return from travel.pdf](#)

[T. Mack travel, edited.pdf](#)

[Travel Policy with proposed definitions page added 7.25.24.pdf](#)

[State Travel Policy.pdf](#)



City Clerk's Office

To: Mayor White and the Board of Aldermen
From: Angela Richburg, City Clerk
RE: Approval of Travel Reimbursement
Date: July 19, 2024

This memo is written regarding interpretation of the City of Byram and State of Mississippi travel policies. Direction from the Board of Aldermen is being sought due to various differences of opinion over the years and clarification of this Board of Aldermen's expectations.

Regarding mileage, brought up by Alderman Mack in the Board Meeting of July 11th: for the past 14 years mileage has been calculated for every Elected Official and employee from City Hall to the conference hotel, with addition of mileage from the hotel to the meeting building if the hotel is not within walking distance. This mileage has been considered "necessary" mileage as noted in MS Code 25-3-41. Discretionary travel to dinner and events has not been included. Although State of MS departments like MDHS compute miles for the traveler to be reimbursed as "from the base of operations or from home, whichever is less", we have always used City Hall as the base and not used a home for anyone.

In reference to meal reimbursement, "itemized receipt" has always been interpreted as a receipt listing what was purchased, due to the fact that the city is not allowed to purchase alcoholic beverages, souvenirs, etc. We have accommodated individuals which only have a credit card receipt by allowing them to print a menu and detail what was ordered, as long as the charges total the amount listed on the non-itemized receipt (many municipal clerks reject this method).

With regards to extra costs/miscellaneous charges, it has always been our interpretation that valet charges are for the hotel in which the individual is residing. It has also been believed that this is to be used upon arrival and departure, unless it is the only form of parking for the hotel, in which case it is pre-approved and documented on the hotel receipt for room charges. Reasonable valet and baggage tips are noted in our policy on page 3 as \$1.00 per bag and \$2.00 for valet.

Therefore, I am asking two things from the Board. First, please direct my staff and I on the approval of Alderman Mack's current travel reimbursement request which has been attached as returned by her and as computed by the Clerk's Office. Second, review and approve the attached definition list for the travel policy or approve an edited definition list. This will direct the City Clerk's staff on how to approve future travel based on the Board of Aldermen's interpretation of both the City of Byram's travel policy and the State of Mississippi's travel policy.

Hilton Confirmation # 3474562278 (6/22 - 6/23)
 Golden Nugget Confirmation # 4LWD3 (6/23-6/27)

CITY OF BYRAM RETURN FROM TRAVEL FORM			
Employee:	Teresa Mack	Department:	Elected Officials
Destination:	Biloxi	Account #:	001-100-610
Reason for Travel: MML Annual Conference			
Travel dates:	6/22 - 6/27/2024	Transportation:	City Private x
Total Miles in personal vehicle:	326 miles @	\$ 0.67 per mile =	\$ 218.42
Personal car if City car available:	0 miles @	\$ 0.21 per mile =	\$ -
+117.8 miles			
Max per diem:	6 days @	\$ 59.00 per day =	\$ 354.00
(You must turn in itemized receipt to be reimbursed up to this maximum amount)			
Meals:	\$ 193.62 (total from worksheet) Detail any extra costs below		
Extra costs:	\$ 35.00 \$ 35.00 extra for tips on Exotic Baggies		
Mileage:	\$ 297.35 from 6/23 - 27/24		
Total expenses:	\$ 525.97		
Travel advance:	\$ 218.42		
Due to employee:	\$ 307.55		
Department Head/Purchasing Clerk Approval:			

- * Return from Travel form is due to Purchasing Clerk within 5 days of returning to work.
- * Turn in ITEMIZED receipts for hotel, airfare, meals, tips, taxis, etc. with this form
- * New rates approved 1/2024 Personal vehicle: 0.67 per mile, or .21 per mile if city vehicle available
- * \$59.00 per day basic per diem, or \$64.00 per day per diem for Oxford & Starkville

Amount claimed

Date	Extra costs	Snacks	Breakfast	Lunch	Dinner	Total
6-23-24	\$ 10.00 ✓			\$ 32.09 ✓		\$ 42.09
6-24-24	\$ 10.00 ✓	\$ 31.85 ✓	\$ 18.18 ✓	\$ 8.20 ✓		\$ 58.23
6-25-24	\$ 5.00 ✓	\$ 11.83 ✓			\$ 32.09 ✓	\$ 48.92
6-26-24	\$ 5.00 ✓		\$ 10.18 ✓	\$ 24.60 ✓		\$ 39.78
6-27-24	\$ 5.00 ✓		\$ 24.60 ✓			\$ 29.60
						\$ -
						\$ -
	35.00					\$ 193.62

AMOUNTS IN RED ARE CLAIMED BY ALDERMAN MACK

6/23/2024 17:29

The Buffet

Beau Rivage Resort and Casino
875 Beach Boulevard
Biloxi, MS 39530
(228)386-7111



CHECK: 1093269
CASHIER: Tori W.
TERMINAL: 109

Regular Check
1 Adult Dinner 29.99

Subtotal 29.99
Tax -2.10
Total 32.09

Cash 40.00
Change 7.91

GRAND TOTAL 32.09

Join MGM Rewards

Visit mgmrewards.com

Earn MGM Rewards Points on
hotel stays, gaming and
spending at over 400 participating
food and beverage outlets.

Food 29.99

DUPLICATE RECEIPT

Popcorn Plus LLC

Edgewater Mall June 24, 2024
Biloxi, MS 1:11 PM
39531 Patrick
(228) 331-1750
WWW.popcornplusllc.com

Receipt: DXZB

Classic Cheddar x 2 \$21.98
Large
(\$10.99 each)

Creamy Dill \$7.79
Medium

Subtotal \$29.77
Sales Tax (7%) \$2.08

Total \$31.85
Cash \$40.00
Change \$8.15

Welcome to Chick-fil-A
Edgewater Mall (#00092)
Biloxi, MS
(228) 388-2648
Interim Manager: Mitchell Doty

CUSTOMER COPY
6/24/2024 2:12:54 PM
CARRY OUT

Order Number: 3856502

1	MlkShk CnC	4.79
	- Cherry	
	+ Whipped Cream	
1	Dr Ppr LG	2.85

Sub. Total:	\$7.64
Tax:	\$0.53
Total:	\$8.17

Change	\$0.03
Cash	\$8.20

Register:3 Tran Seq No: 3856502
Cashier:Sherrell

It was a pleasure serving you!
Have a wonderful day.

6/24/2024 10:26

The Buffet

Beau Rivage Resort and Casino
875 Beach Boulevard
Biloxi, MS 39530
(228)386-7111

CHECK: 970800
CASHIER: Mercedes S.
TERMINAL: 97

Regular Check
1 Adult Breakfast 16.99

Subtotal	16.99
Tax	1.19
Total	18.18

Cash	20.00
Change	1.82

GRAND TOTAL 18.18

Join MGM Rewards

Visit mgmrewards.com

Earn MGM Rewards Points on
hotel stays, gaming and
spending at over 400 participating
food and beverage outlets.

Food	16.99
------	-------

DUPLICATE RECEIPT

Wendy's Restaurant #00008568
3681 Sangani Blvd
D'Iberville, MS 39540
(228) 354-8042

#3082

Host: Anna
Cashier: Cynthia
#3082

06/25/2024

12:08 PM
30078

Order Type: PUW
Area: PICK UP WINDOW

MEAL DEAL 4.00
Jr Cheeseburger
Junior Fries
VL Fruit Punch
4 pc Spicy
Sweet & Sour
MEDIUM COMBO
Double Cheese
NO Pickle
NO Onion
Medium Fries
MD Fruit Punch

10.79

sales tax
on 10.79
= 0.76

Total Items 7 14.79
Tax Total \$11.95 1.04

PUW Total 15.83

Cash \$ \$20.00

Change \$4.17

Flip this over to save \$2

6/25/2024 17:09

The Buffet

Beau Rivage Resort and Casino
875 Beach Boulevard
Biloxi, MS 39530
(228)366-7111

CHECK: 1080172
CASHIER: Rebecca T.
TERMINAL: 108

Regular Check
1 Adult Dinner 29.99

Subtotal 29.99
Tax 2.10
Total 32.09

Cash 40.10
Change 8.01

GRAND TOTAL 32.09

Join MGM Rewards

Visit mgmrewards.com

Earn MGM Rewards Points on
hotel stays, gaming and
spending at over 400 participating
food and beverage outlets.

Food 29.99

DUPLICATE RECEIPT

6/26/2024 15:44

The Buffet

Beau Rivage Resort and Casino
875 Beach Boulevard
Biloxi, MS 39530
(228)386-7111

CHECK: 971429
CASHIER: Cynthia M.
TERMINAL: 97

Regular Check
1 Lunch Buffet 22.99

Subtotal 22.99
Tax 1.61
Total 24.60

Cash 40.00
Change 15.40

GRAND TOTAL 24.60

Join MGM Rewards

Visit mgmrewards.com

Earn MGM Rewards Points on
hotel stays, gaming and
spending at over 400 participating
food and beverage outlets.

Food 22.99

DUPLICATE RECEIPT

1328

Buy One Get One Any Sandwich
(equal or lesser value)
by visiting www.mcdvoice.com

Validation code: _____

Expires in 30 days

Survey Code:

34137-13280-62624-10542-00192-3

McDonald's Restaurant #34137
110 EISENHOWER DRIVE
BILOXI, MS 39531
TEL# 228 388 0112

Thank You Valued Customer

KS# 13 06/26/2024 10:54 AM
Side1 Order 28

1 Spicy Dlx McCrspy !! 7.99
1 M Coke

1 Filet-O-Fish Meal 7.59
1 Bottled Water 0.20

<Drink Upcharge>

1 Apple Pie 2.19

Subtotal 17.97
Tax 1.26
Take-Out Total 19.23

Cash Tendered 100.00
Change 80.77

Thank you for choosing the
Descher Organization
McDonald's!

Sign up for MyMcDonald's rewards
to earn points on future visits

7.99
+ 1.9
= 10.18
+ 0.71 tax
10.89

6/27/2024 11:29

The Buffet

Beau Rivage Resort and Casino
875 Beach Boulevard
Biloxi, MS 39530
(228)386-7111

CHECK: 971550
CASHIER: Mercedes S.
TERMINAL: 97

Regular Check
1 Lunch Buffet 22.99

Subtotal 22.99
Tax 1.61
Total 24.60

Cash 30.00
Change 5.40

GRAND TOTAL 24.60

Join MGM Rewards

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hotel stays, gaming and
spending at over 400 participating
food and beverage outlets.

Food 22.99

DUPLICATE RECEIPT

DUPLICATE

BAGGAGE

Name Jake

Room _____ Pieces _____

Date left _____

Date to pick-up 6/23/24

\$5.00 **06680**

Important: Read conditions on reverse side.

Name Mack

Room 834 Pieces _____

Date left _____

Date to pick-up 6/27/24

\$5.00 **06680**

CLAIM CHECK

Note: The date & amount is on Back of
Claim.

Jean Marie
7/10/24



CLAIM
CHECK

372

Beau Rivage

PLEASE PRESENT THIS CLAIM CHECK TO VALET PARKING
ATTENDANT FOR DELIVERY OF YOUR AUTOMOBILE



971372

GRATUITY NOT INCLUDED

MAIN
VALET

372



971372

Beau Rivage

DUPLICATE

648 BEACH BLVD
BILOXI, MS 39530
TELEPHONE 228-325-2900 • FAX 228-325-2929

MACK, TERESA
PO BOX 720222
BYRAM MS 39272
UNITED STATES OF AMERICA

319/K1
6/22/2024 12:34:00 AM
6/23/2024 12:08:00 PM

1/0
139.00

Rate Plan:
HH #
AL:
Car:

MML24

Confirmation Number: 3474562278

6/23/2024

5/6/2024	Advance Deposit CHECK - (number 1244)	TSIMONS2	483182		(\$139.00)
6/22/2024	GUEST ROOM EXEMPT **BALANCE**	TSIMONS2	497431	\$139.00	\$0.00

EXPENSE REPORT SUMMARY

	6/22/2024	STAY TOTAL
ROOM AND TAX	\$139.00	\$139.00
DAILY TOTAL	\$139.00	\$139.00

130753 A

Name: TERESA MACK
Address:



Arrival Date: 06/23/2024 CI Clerk KHAMMOND
Departure Date: 06/27/2024 CO Clerk JPOLK
Group Code: S240328

Room #:	BX 834	Resv	453934597196	Page	1 of 1
---------	--------	------	--------------	------	--------

Date	Reference	Description	Charges	Credits	Balance
06/23/2024	454655278810	APPLIED DEPOSIT		547.92	547.92-
06/23/2024	454659100147	ROOM REVENUE	19.02		528.90-
		RESORT FEE			
06/23/2024	454659100970	ROOM CHARGE BX 834	119.99		408.91-
06/24/2024	454669100123	ROOM REVENUE	19.02		389.89-
		RESORT FEE			
06/24/2024	454669100919	ROOM CHARGE BX 834	119.99		269.90-
06/25/2024	454679100146	ROOM REVENUE	19.02		250.88-
		RESORT FEE			
06/25/2024	454679100914	ROOM CHARGE BX 834	119.99		130.89-
06/26/2024	454689100128	ROOM REVENUE	19.02		111.87-
		RESORT FEE			
06/26/2024	454689100909	ROOM CHARGE BX 834	119.99		8.12
06/27/2024	454695315071	TAX EXEMPT		8.12	
			Total Due		.00

CITY OF BYRAM RETURN FROM TRAVEL FORM

Employee:	<u>Teresa Mack</u>	Department:	<u>Elected Official</u>
Destination:	<u>Biloxi MS</u>	Account #:	<u>001-100-610</u>
Reason for Travel: <u>MML Conference</u>			
Travel dates:	<u>6/22/24 - 6/27/24</u>	Transportation:	<u>City</u> Private <u>X</u>
Total Miles in personal vehicle:	<u>372.8</u> miles @	\$ <u>0.67</u> per mile =	\$ <u>249.78</u>
Personal car if City car available:	<u>0</u> miles @	\$ <u>0.21</u> per mile =	\$ <u>-</u>
Max per diem: <u>6</u> days @ \$ <u>59.00</u> per day = \$ <u>354.00</u> (You must turn in itemized receipt to be reimbursed up to this maximum amount)			
Meals:	\$ <u>194.02</u> (total from worksheet)	<u>Detail any extra costs below</u>	
Extra costs:	\$ <u>10.00</u>	<u>allowable tips for baggage handling</u>	
Mileage:	\$ <u>249.78</u>		
Total expenses:	\$ <u>453.79</u>		
Travel advance:	\$ <u>218.42</u>		
Due to employee:	\$ <u>235.37</u>		
Department Head/Purchasing Clerk Approval: <u><i>Angela E. Prichard</i></u>			

- * Return from Travel form is due to Purchasing Clerk within 5 days of returning to work.
- * Turn in ITEMIZED receipts for hotel, airfare, meals, tips, taxis, etc. with this form
- * New rates approved 1/2024 Personal vehicle: 0.67 per mile, or .21 per mile if city vehicle available
- * \$59.00 per day basic per diem, or \$64.00 per day per diem for Oxford & Starkville

Date	Extra costs	Snacks	Breakfast	Lunch	Dinner	Total
6/22/2024						\$ -
6/23/2024	\$ 5.00				\$ 32.09	\$ 32.09
6/24/2024		\$ 31.85	18.18	\$ 8.17		\$ 58.20
6/25/2024				\$ 11.55	\$ 32.09	\$ 43.64
6/26/2024			\$ 10.89	\$ 24.60		\$ 35.49
6/27/2024	\$ 5.00			\$ 24.60		\$ 24.60
	\$ 10.00					\$ 194.02

CITY OF BYRAM TRAVEL POLICY

Mission Statement

The purpose of this Travel Policy is to outline general policies and procedures to allow reasonable guidance for travelers and administrators.

It is up to the Department Head to determine if the potential benefits of the Conference/Trip justify the time and expense involved after considering cost-effective alternatives, such as video or teleconferencing.

An employee traveling on official city business is expected to exercise the same care incurring expenses as would a prudent person traveling for personal reasons. Travel for business should be conducted at a minimum cost for achieving the success of the mission. Travelers shall request air, train, bus, hotel and vehicle rental reservations as far in advance as possible and shall utilize the lowest logical rate available.

Whether by public transportation, privately-owned vehicle or city-owned vehicle, reimbursement shall be made for the most direct practical route. The least expensive method of transportation shall be used.

Travel Advances under MS Code 25-3-41 the Municipality has the authority to give advances that can only be used for travel related purposes. This money may not be used for personal expenses or for any purpose other than the actual expenses listed on the Estimated Travel Advance Form and has been approved for the authorized travel.

An Estimated Travel Advance Form must be filled out for each individual traveling.

Account for Travel Advances all employees must fill out a City of Byram Return From Travel Form within five (5) working days after returning to work. This is to be done regardless whether money is owed back to the city or not.

- A. All travel advance money not used for travel related expenses is repaid to the municipality.
- B. The Return From Travel Form is completed and submitted. This form should account for all money not refunded.
- C. Actual receipts are provided for all travel expenses.

In-State/Out-Of-State Conferences requires an Estimated Travel Expense Form to be completed and approved by the Department Head. Then the Estimated Travel Expense Form is to be placed on the agenda for approval by the Board of Alderman and recorded in the official minutes. This must be done before an employee attends any convention, association or meeting in order for expenses to be reimbursed.

For the Mayor and Aldermen attendance at Conferences/Meetings held within the “Greater Jackson Metropolitan Area” will be preapproved for “Registration Fees” ONLY. The “Greater Jackson Metropolitan Area” will include the municipalities of Jackson, Brandon, Clinton, Florence, Flowood, Madison, Pearl, Raymond, Richland, Ridgeland, and Terry. No meals or mileage will be authorized for reimbursement.

City-Owned Vehicle A City of Byram vehicle shall always be used for official city business travel. Documentation is required if a city vehicle is unavailable. Actual operating expenses incurred in the

CITY OF BYRAM TRAVEL POLICY

use of city-owned vehicle for official travel will be reimbursed on presentation of receipts for gasoline and oil. No mileage reimbursement shall be made for state-owned vehicle use.

Private Vehicle

Reimbursement for the use of a personal vehicle for official city business travel is based on actual miles traveled and will be at the rate that the City of Byram officials have adopted. The current reimbursement rate as of February 23, 2023 is \$.655 per mile. In the event, an employee chooses to use a personal vehicle when a city vehicle is available the reimbursement rate will be \$.22 per mile. When two or more employees travel in one private vehicle, only one travel expense at the authorized reimbursement rate per mile shall be allowed. The person claiming reimbursement shall report the names of other city employee passengers.

Conference Hotels

When hotel rooms are blocked for a conference, seminar, etc., and a special discounted hotel rate provided, the employee should go directly to the hotel to obtain lodging. The employee has the responsibility to find out if prepayment and tax exemption is available. If available, the necessary information (address and any other requirement) needs to be listed on the Estimated Travel Advance Form.

General Lodging Information

Primary responsibility for the reasonableness of amounts charged rests with the Department Head or his designee. "Government rates" must always be requested by all travelers and the rate confirmed both at the time reservations are made and at check-in. If lodging is within the state of Mississippi, "state rates" should be asked for rather than "government rates." Since hotels charge for unkempt reservations, changes in travel plans must be communicated to the hotel as soon as possible. These charges will **not be reimbursed** if the traveler has been negligent in canceling reservations, or if the change is due to a personal decision after the deadline for cancellations. **Exceptions may be made for emergencies beyond the employee's control.

Conference Meals

Meals shall not be claimed as a separate item of expense on the Estimated Travel Advance Form when included in the conference registration fee. If special circumstances exist, for example, a food allergy prohibiting one from eating the meal provided, an exception will be made if noted by the employee and signed by the Department Head and reimbursement will be provided for that meal. Fees charged for attending the official meetings of a convention or seminar where the meeting includes a meal which causes the employee to exceed the daily maximum meal allowance will be reimbursed if supported by a receipt from convention officials. The meal reimbursement rate shall be paid at the rate for the conference city location.

*Alcoholic beverages are not reimbursable.

General Meal Information

Employees of the City of Byram shall be reimbursed the actual cost of meals as noted on itemized receipts incident to official travel. Total travel meal receipts shall not exceed the total meal reimbursement allocated for the number of travel days according to the maximums for the specific location of assignment. The amount allowed for individual meals when traveling within the continental United States (including Alaska) shall not exceed the maximum reimbursement rate listed at <https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of->

CITY OF BYRAM TRAVEL POLICY

[purchasing-and-contracting/travel/](#). A current listing can also be found with the City Purchasing Agent. The State has 4 reimbursement rates but the City of Byram will only use the first 3 rates for calculations. If you cannot find the city you are looking for, locate the county and use the amount listed. If neither the city nor county is listed, the maximum state reimbursement rate is \$46.00 per day (as of February, 2014).

Example: \$46.00 X 2 days travel = \$92.00
 Day 1 receipts = \$30.00
 Day 2 receipts = \$50.00
 Total Meal Reimbursement = \$80.00

*Alcoholic beverages are not reimbursable.

Meal tips should be included in the actual meal expense unless the inclusion of the tips would cause the meals to exceed the maximum daily limitations placed on meals by the Department of Finance and Administration. If the daily limitation would be exceeded, the employee is allowed to record meal tips for each day under other authorized business expenses. Total meal tips shall not exceed 20% of the maximum daily meal reimbursement.

Phone Charges, Postage, and Other Expenses

Phone calls, postage, and other expenses included in the "other expenses" column must be described and then certified at the bottom of the Return From Travel Form by the employee that they are for valid business expenses. The employee's signature on the Return From Travel Form qualifies as such certification. Phone calls itemized on a hotel bill should be circled and indication made if they were for business, or deducted and not claimed if they were personal calls. Calls home are considered personal expenses and are not reimbursable. Calls to the office to check voice mail are reimbursable.

Taxi Fares

Fares for taxis or airport transportation services are to be listed under "other expenses". If the cost is in excess of \$10.00 it is required that the receipt for that service to be attached to the Return From Travel Form. The city does not reimburse taxi fares for **optional** travel to/from restaurants.

Miscellaneous Charges

A. Baggage Handling

Reasonable charges will be allowed without receipt. Reasonable is usually defined as \$1 per bag for each level of handling.

Airport Counter: Charges for baggage at check-in may vary per airline. These charges are allowable and will be reimbursed. A receipt is required for charges in excess of \$10.00.

B. Hotel/Airport Parking

For charges in excess of \$10.00/day, receipts are required.

Valet: The average tip for valet parking is \$2.00. The city does not reimburse for any other valet services except at a hotel.

Travel Practices not listed in the Travel Policy will be in accordance with MS Department of Finance & Administration, State Travel Policy Rules & Regulations.

CITY OF BYRAM TRAVEL POLICY

Definitions

Authorized and Documented Expenses: meal and mileage reimbursement for official city business travel outside of the Greater Jackson Metropolitan Area that is pre-approved by the relevant Department Heads and the Board of Aldermen and supported by itemized receipts.

Itemized Receipt: a receipt showing restaurant or store name, date and time, and specific food and drink items purchased.

Meal Reimbursement: per Section 106, Section 115, and Section 124 of the State Travel Policy, reimbursement of actual cost of meals when an employee is traveling on Official City Business. Meals are reimbursed based on actual cost as shown on an itemized receipt, including tax, and tip not to exceed 20% of the meal amount, not to exceed the maximum daily reimbursement for the location of travel as set by the Department of Finance and Administration. Meals shall not be claimed as expenses if the meals are included in the conference registration fee. Alcoholic beverages are not reimbursable.

Mileage Reimbursement: the rate set forth per Section 25-3-41, Mississippi Code of 1972, which states: “when any officer or employee of the State of Mississippi, or any department, agency or institution thereof, after first being duly authorized, is required to travel in the performance of his official duties, the officer or employee shall receive as expenses for each mile actually and necessarily traveled, when that travel is done by a privately owned automobile or other privately owned motor vehicle, the mileage rate allowable to federal employees for the use of a privately owned vehicle while on official travel.” The current reimbursement rate may be found at <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-andcontracting/travel/>. As stated in Section 109 and Section 124 of the State Travel Policy, the State does not reimburse private vehicle mileage for optional travel.

Miscellaneous Charges – Baggage: as stated in the Travel Policy, a reasonable tip for baggage handling is defined as \$1.00 per bag and is only reimbursed for the employee, not for additional travelers

Miscellaneous Charges - Hotel/Airport Parking – Valet: as stated in the Travel Policy, an average tip for valet parking is \$2.00 and is only reimbursed at the hotel at which the employee is staying.

Official City Business/Official City Business Travel/Official Travel: duly authorized attendance at a conference, meeting or seminar in the performance of the employee’s job duties or furtherance of their education as required by their position with the City.

Optional Travel: travel that is at the discretion of the employee, not mandated by the employer, away from the location of the conference, meeting or seminar venue.

Regular Place of Work: defined in the Definitions section of the State Travel Policy as the city, town or other location at which the state employee works or performs services on a regular basis as determined by the entity head. Mileage is not reimbursed between any place of work and home.

State of Mississippi
Department of Finance and Administration
Office of Purchasing, Travel and Fleet Management



State Travel Policy
Rules & Regulations

December 2019

**Mississippi Department of Finance and Administration
Office of Purchasing, Travel and Fleet Management
State Travel Policy Rules & Regulations**

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Section 1 - General Information

100. Introduction

Section 25-3-41, Mississippi Code of 1972, establishes guidelines for travel reimbursement of officers and employees of the State of Mississippi, and of any department, institution, board or commission thereof. It also provides that the Mississippi Department of Finance and Administration (DFA) shall promulgate rules and regulations to effectuate economies for all expenses authorized under this section. All rules and regulations contained herein apply to all state officers and employees. The provisions governing reimbursement of actual expenses such as meals, lodging, and other necessary expenses applies to officers and employees of all other political subdivisions of the State as well as state officers and employees.

The State Travel Policy Rules & Regulations is a travel manual that is intended to serve as a quick reference for the provisions of Section 25-3-41 of the Mississippi Code and other relevant statutes, as well as rules and regulations adopted by the DFA affecting all areas of reimbursable state travel.

State departments and political subdivisions are authorized to supplement these regulations, providing the requirements set forth herein are not exceeded and any such supplement does not constitute deviation from provisions of law on allowable reimbursements. State departments and political subdivisions must ensure that adequate internal control is maintained over travel. State departments are responsible for providing a copy of the State Travel Policy Rules & Regulations and their department supplement, if any, to the employee or individual traveling on official business for the State of Mississippi. State travel regulations are also contained in the Mississippi Agency Accounting Policies and Procedures (MAAPP) Manual, Travel Section.

Issued By:

Mississippi Department of Finance and Administration
Office of Purchasing, Travel and Fleet Management (OPTFM)
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Website: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/>

101. Definitions

- A. Emergency Travel Status** - The official status of an employee when away from the employee's Official Duty Station and Official Residence on official state business during an emergency, as declared by an entity head or designee.

An employee may claim mileage reimbursement to travel from one office or regular place of work to another place of work, or from home to his Official Duty Station or any temporary work site, if the travel is necessitated by an emergency and it occurs outside the normal working hours of the employee.

Entities determine when an employee is in emergency travel status. There are no regulations set by DFA determining how many miles one must travel to be eligible for meal reimbursement or lodging reimbursement.

- B. High Cost Meal Allowance** - Cities designated in the Federal Register as having a maximum per diem rate of \$149 or higher. The Department of Finance and Administration, Office of Fiscal Management, will reimburse actual meal costs in those cities based on a sliding scale not to exceed the amount set forth in Section 8 – Meal Allowances of this document.
- C. International Travel** - All travel to areas other than of the 48 contiguous United States and Alaska.
- D. Meal Reimbursement** - Reimbursement of actual cost of meals when an employee is in travel status. Reimbursement shall not exceed the amounts set forth in Section 8 of the Travel Manual. Meals are reimbursed based on actual cost not to exceed the maximum daily reimbursement for the location of travel.
- E. Mileage Reimbursement** - The rate set forth per Section 25-3-41, Mississippi Code of 1972, which mandates that state officers and employees traveling on official state business in their private vehicle be reimbursed at the same rate federal employees are for official federal business in a private vehicle. The current reimbursement rate is set forth in the Mileage Reimbursement Rate memo (<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/>).
- F. Official Duty Station** - The city, town, or other location where the employee's regular place of work is located, or the city, town or location where the employee's primary work is performed on a permanent basis. If the employee regularly works in two or more areas, his official duty station shall be where the regular place of work is located. The regular place of work should be determined by the entity head or authorized designee based on total time ordinarily spent working in each area and the degree of business activity in each area.
- G. Official Residence** - The city, town, or other location where an employee maintains a residence which is used as a primary domicile by the officer/employee. Determination by the entity head or authorized designee regarding an employee's residence is to be based on items such as voter registration, ownership, or long-term rental of a personal residence, and the permanent address carried in the officer/employee's personnel file.
- H. Prior to Trip Expense** - Allows travelers to be reimbursed for lodging or public carrier ticket purchases paid prior to traveling.
- I. Public Carrier** - Any entity that offers transportation of people to the public for pay, which may include airlines, buses, rental vehicles, and trains.

-
- J. Regular Place of Work** - The city, town or other location at which the state employee works or performs services on a regular basis as determined by the entity head. Mileage is not reimbursed between any regular place of work and home.
- K. Restricted / Non-Refundable Airline Tickets** - If a passenger does not use this type ticket, none of the money paid for the ticket will be returned. Many airlines will allow unused tickets to be used as a credit towards future travel after paying a fee to change the ticket.
- L. Taxable Meals** - Those meal expenses incurred during official travel where an overnight stay is not included.
- M. Temporary Place of Work** - The city, town or other location at which the employee performs services on an irregular or short-term (generally one year or less) basis. State employees traveling on official business will be reimbursed for authorized and documented expenses between home and the temporary place of work, provided the temporary place of work is not within the city, town, or location of their regular place of work.
- N. Travel Status** - The official status of an employee when away from the employee's Official Duty Station and Official Residence on official state business. The employee who works in two or more offices or regular places of work may claim mileage reimbursement to travel from one office or regular place of work to another place of work, but not between any regular work site and home, regardless of the distance of the commute.

An employee is not in travel status and shall not receive lodging or meal reimbursement while at his Official Duty Station. **Entities determine when an employee is in travel status.** There are no regulations set by DFA determining how many miles one must travel to be eligible for meal reimbursement or lodging reimbursement.

- O. Unrestricted/Refundable Airline Tickets** - Unrestricted airfares allow for refunds and changes in travel dates without penalties. Different airlines have different procedures for refunds and changes. This airfare usually has no special advance purchase, Saturday stay or certain days to travel requirements.

102. Administration & Responsibility

The State Travel Office is established in the Mississippi Department of Finance and Administration, Office of Purchasing, Travel and Fleet Management, to administer the State Travel Management Program.

A. The State Travel Manager will:

- Oversee the operations of the Travel Management office;
- Monitor contractor performance and entity compliance;
- Work with state departments, boards, commissions and institutions to ensure the effective and efficient operation of the Travel Management Program;
- Serve as liaison with state departments, boards, commissions and institutions for the appropriate resolution of problems and complaints; and
- Provide informational material concerning the Travel Program to travel coordinators and employees.

B. Department Directors will:

- Be responsible for ensuring compliance with Section 25-3-41, Mississippi Code of 1972, by providing adequate internal control over employee travel; and
- Designate an existing employee(s) to serve as a department travel coordinator(s) within the organization for the purpose of monitoring employee compliance with these regulations.

C. Department Travel Coordinators will:

- Monitor employee compliance in accordance with these rules and regulations;
- Provide assistance to employees concerning questions and problems with travel arrangements and reimbursement;
- Serve as liaison with the State Travel Manager's office;
- Book airline/railway travel, vehicle rentals, and lodging reservations for that department's employees through one of the state contract travel agencies or by other methods. This is not meant to indicate that no one else can make such arrangements, but rather to suggest that it is easier to monitor employee compliance when travel is handled by one person; and,
- Ensure that all employees are aware of and familiar with the guidelines set forth in this manual and that they understand that they are required to adhere to the established state travel policies and contracts.

Section 2 - Travel Reimbursement

103. Travel Reimbursement

These regulations establish a State Travel Management Program under the jurisdiction of the Mississippi Department of Finance and Administration to ensure fairness and consistency in the application and administration of travel expense reimbursement and to reduce and control the state's costs related to all components of official state business travel.

An employee traveling on official state business is expected to exercise the same care incurring expenses as would a prudent person traveling for personal reasons. Travel for business should be conducted at a minimum cost for achieving the success of the mission. Travelers shall request air, train, bus, hotel and vehicle rental reservations as far in advance as possible and shall utilize the lowest logical rate available.

Travel reimbursement will be made for all taxes paid by the traveler; however, when expenses are billed directly to the governmental entity, taxes must not be charged or paid.

To be eligible for reimbursement at the state rate, the employee must have a W2 or receive the maximum state reimbursement rate allowed as per diem in lieu of salary. This applies to Board and Commissions. When an employee receives a per diem "in lieu of salary", they are considered "officers of the state".

Travel Tip: If you haven't received your reimbursement within the typical time, the agency, through their Travel Coordinator, should contact MMRS/SPAHRs directly at 601.359.6570.

Note: Entities who do not go through the Department of Finance and Administration for travel reimbursement will follow their own procedures for reimbursement of travel expenses.

104. Travel Advances

A. Travel Advances (In-State, Out-of-State, International)

Travel advances are authorized by Section 25-1-79, Mississippi Code of 1972, if approved by the Executive Director of the agency. Any officer or employee of the State traveling on official state business may receive an advance from state funds for the purpose of travel expense. A contract worker paid through SPAHRs may receive an advance. An independent contractor; however, may not receive an advance. An advance will not be issued earlier than 20 days before the travel start date. As soon as the employee returns from the travel, a Travel Voucher must be completed and the advance settled.

The Executive Director of the Mississippi Department of Finance and Administration has the authority to withhold payment of further claims for reimbursement of any officer or employee of the State if any outstanding advances have not been settled. (Section 25-1-81, Mississippi Code of 1972.)

If an advance is not settled within 10 working days after the end of the month in which travel was completed the employee's paycheck will be held until the debt to the state is resolved. Only two (2) travel advances shall be outstanding at one time. Travel advances may not be made from petty cash accounts.

Please refer to MAAPP Manual Travel Section for more information.

Travel Tip: Before requesting a travel advance, be sure that your entity allows them. If your entity does allow Travel Advances, fill in the dollar amount you are requesting in the "Travel

Advance Amount” field on the Travel Authorization Form found here:
<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/travel-forms-and-manuals/travel-authorization-forms/>

B. Prior to Trip Expense (PTE) (In-State, Out-of-State, International)

The Prior to Trip Expense (PTE) allows travelers to be reimbursed for lodging or public carrier ticket purchases paid prior to traveling. PTE can be paid any time prior to the trip and is not subject to the 20-day prior to travel limit imposed for travel advances. There is no limit on the number of PTEs that can be outstanding for each traveler.

The PTE is necessary to accommodate payments required to be made in advance. Many hotels charge the first night's lodging to the traveler at the time reservations are made or the traveler may utilize the Internet to purchase airline tickets using a personal credit card. The PTE should only be incurred if it is in the best interest of the state.

Please refer to MAAPP Manual Travel Section for more information.

Travel Tip: Before requesting the Prior to Trip Expense (PTE), be sure that your entity allows it. If your entity does allow (PTE's), fill in the dollar amount you are requesting in the “Travel Advance Amount” field on the Travel Authorization Form found here: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/>. When funding is verified the “Prior to Trip Expense Authorized: Yes or No” will be circled.

Note: Entities who do not go through the Department of Finance and Administration for travel advances and prior to trip expenses will follow their own procedures.

105. eWaiver Request Form

The eWaiver Request Form (<http://www.dfa.ms.gov/media/1533/ewaiver.pdf>) is to be used to request a waiver from any standard travel procedures; however, eWaivers are **not** required when pricing is found for less than the state contract pricing.

This form should be submitted for approval **prior to** making any reservations or commitments.

On the form, select from the following, which are a list of possible reasons an eWaiver Request Form may be needed:

- Requesting authority to pay an amount greater than the state contract
- Requesting authority to rent a vehicle with a cost greater than the mid-size on state contract*
- Requesting authority to purchase vehicle rental insurance
- Requesting authority to rent a vehicle not on state contract
- Requesting authority to pay a hotel other than the conference hotel
- Requesting authority to pay greater than the least expensive cost comparison for airline tickets
- Requesting authority to pay first-class or business-class airfare (six hours or longer non-stop)
- Other

Provide a clear explanation and all necessary information that proves the request to be economical or otherwise in the best interest of the State. Failure to provide adequate information will cause delay and may potentially cause rejection of the request. All applicable cost information, such as contract fare, lowest available fare,

conference hotel rate, actual rate paid, etc., should be provided.

The form should be completely filled out and signed by the entity head or designee before submitting the form to the State Travel Office.

Approval of the eWaiver Request Form will depend on the State Travel Office being able to clearly determine the anticipated cost to the State and/or any anticipated savings.

The eWaiver Request Form should be attached to the employee's Travel Voucher when the voucher is submitted for reimbursement.

Universities are exempt from submitting eWaivers effective August 15, 2012; however, each University shall maintain in its own travel policies and procedures regarding the waiver process at the University. Each University traveler should follow the University's policies and procedures for waivers. The University should maintain all records of deviations from state travel policy guidelines in its files for auditing purposes.

It is the responsibility of the agency to ensure its employees are familiar with and adhere to established state travel policies.

Travel Tip: eWaivers should be emailed to travel@dfa.ms.gov. This results in faster approval and less paperwork for all involved. Use the eWaiver form found on the Office of Purchasing, Travel and Fleet Management's website located here: <http://www.dfa.ms.gov/media/1533/ewaiver.pdf>.

*eWaivers are not required to be submitted when a vehicle is rented using a state contract vendor to carry multiple eligible passengers or many bags and equipment are required to be transported. A note should be attached to the Travel Voucher and signed by the Agency Head or designee when this occurs.

Note: This section does not apply to Governing Authorities, School Districts or Universities, although it may be adopted for use by such entities.

106. Travel Reimbursement Voucher

The Travel Reimbursement Voucher can be found on the OPTFM Travel Information website at: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/>.

Although the Office of Purchasing, Travel and Fleet Management publishes this form on our website, the Office of Fiscal Management should be contacted when questions arise regarding the status of the form or if help is needed in filling out the form. This is not an OPTFM document.

- Travel Vouchers must be typed or completed in ink and signed by the traveler. The signature is a certification by the traveler that reimbursement is being requested for actual expenses that are valid business expenses.
- All Travel Vouchers must have the original invoices for which reimbursement is claimed attached. Invoices must be submitted for hotel, airfare and airport parking and other charges in excess of \$10.

-
- The traveler should indicate that phone calls itemized on a hotel bill are business related.
 - Travel reimbursement will be made for all taxes paid by the traveler; however, when expenses are billed directly to the governmental entity through direct bill or through the State Travel Card, taxes shall not be charged and paid.
 - When conference hotel rooms are booked, a copy of the conference literature showing the rates must be attached to the Travel Voucher.
 - Meals shall not be claimed as expenses if the meals are included in the conference registration fee.
 - Meal tips should be included in the actual cost of the meal unless the inclusion of the tips causes the meals to exceed the Department of Finance and Administration's maximum daily meal reimbursement. If the daily meal limitations would be exceeded, then the tips can be separated and recorded as other expenses. All tips reported in this manner should be totaled for the day and not exceed 20% of the maximum daily meal reimbursement or the actual meal expense, whichever is less.
 - The single hotel room rate must be written across the face of the invoice if more than one guest is listed. Reimbursement is made only for the single room rate.
 - If two or more travelers share a hotel room, each should report their pro rata share of the costs. If one of the travelers does not have an original hotel invoice, a copy of the invoice, along with the name of the traveler who submitted the original invoice, should be submitted with the Travel Voucher.
 - For travel in a privately-owned vehicle, the mileage between points of travel should be made from the most direct practical route.
 - Travel Card expenses may now be reported on the Travel Voucher.

More information on the Travel Voucher can be found in the MAAPP Manual Travel Section.

Travel Tip: For assistance in filling out this document correctly, refer to instructions in the DFA MAAPP Manual found in the DFA Resource Library located here: MAAPP Manual Travel Section and click on "Travel Voucher". For further assistance, please contact the DFA Office of Fiscal Management at 601.359.3538.

Travel Tip: If you haven't received your reimbursement within the time normally allotted, you or your Travel Coordinator may call DFA's Office of Fiscal Management for the status of the reimbursement at 601.359.3538.

Note: Entities who do not go through the Department of Finance and Administration for reimbursement should contact their own Travel Office for status updates.

Section 3 – Transportation

107. Travel Routing

Whether by public transportation, privately-owned vehicle, state-owned vehicle, etc., reimbursement will be made for the most direct practical route. The least expensive and most practical method of transportation should be used.

A. Trip Optimizer System

Each state agency subject to oversight by the Bureau of Fleet Management shall use the Trip Optimizer System developed and administered by the Department of Finance and Administration, Office of Purchasing, Travel and Fleet Management, in computing the optimum method and cost for travel by state officers and employees using a motor vehicle where the travel will exceed one hundred (100) miles per day and the officer or employee is not driving a state-owned or state-leased vehicle that has been dedicated or assigned to the officer or employee.

The Trip Optimizer System is used to determine the most cost-effective method of travel by motor vehicles, whether those vehicles are owned by the state agency, leased by the state agency, or owned by the officer or employee, and shall be applicable for purposes of determining the maximum authorized amount of any travel reimbursement. The Trip Optimizer System provides a calculation of rates, enabling the accounting for distance that an officer or employee must travel to pick up a rental or state fleet vehicle, and accounts for the long-term rate discounts offered through the state purchasing contracts for vehicle rentals.

The maximum authorized amount of travel reimbursement related to motor vehicle usage shall be the lowest cost option as determined by the Trip Optimizer System. All travel claims submitted for reimbursement shall include the results of the Trip Optimizer System indicating the lowest cost option for travel by the state officer or employee. A copy of the calculation must be submitted with the travel reimbursement voucher as well as kept on file at the agency in order for vehicle travel to be reimbursed, or if no reimbursement is requested, must be kept on file at the agency.

Note: This shall not apply to travel by state officials in motor vehicles driven by the official or in vehicles used for the transport of the official. The exemption in this paragraph applies only to the state official and not to the staff or other employees of the state official. "State official" means statewide elected officials and the elected members of the Public Service Commission. See Section 107.C Exemptions for more information.

B. Using the Trip Optimizer System

The Trip Optimizer is an Excel spreadsheet with variables that will help you determine whether renting a vehicle or using a privately-owned vehicle (POV) is the most inexpensive option for the State.

Access the Trip Optimizer System on the Office of Purchasing, Travel and Fleet Management's website found here: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/>.

Additionally, employees should use the DFA Trip Optimizer Decision Flow Chart as a guide.

Variables will need to be entered into the calculator for:

- Total miles to be traveled where travel will exceed 100 miles per day.
- Total days in the trip (in 24 hour increments).
- Total miles to Rental Car Location.
- Vehicle rental costs. Daily/Weekly rates may be found on the Vehicle Rental Rates Tab of the Optimizer. You will need to call the location and provide the contract # or corporate id # (also on Vehicle Rental Rates Tab) and ask what allowable fees will be added to the total, including tax from the City you will be renting **only** if you are not using direct bill or an agency travel card, to be entered into the Miscellaneous Fees field.
- Cost of gasoline per gallon. Utilize the higher cost between City from which the travel will begin and the destination.
- Average gas mileage for rental car to be utilized (see Average MPG Tab of Optimizer).

The variables listed above will calculate which method of travel is the most economic use of state resources.

NOTE: The Trip Optimizer System calculation must be performed prior to traveling. In the event any variable values differ from those estimated prior to travel, a second calculation must be performed and attached to the Travel Voucher along with the original calculation to substantiate any request for an increase in allowable reimbursements.

C. Exemptions

By its nature, the Trip Optimizer System is an estimate which serves to mitigate the cost of employee travel to the State. It will not encompass every possible scenario. For example, emergency situations may arise which will result in the inability to perform the calculation prior to travel. In such situations, a written justification signed by the agency head must be attached to the Travel Voucher instead of the Trip Optimizer System calculation. A sample form of the written justification is provided on the Travel website.

Additionally, some federal grant agreements may exclude reimbursement for rental vehicles. In that instance, a Trip Optimizer calculation does not have to be performed. The grant number must be provided on the Travel Voucher when seeking reimbursement.

108. Combining Business Travel with Personal Travel

Business travel and vacation/personal leave may be combined when **all** of the following conditions are met:

- The primary purpose of the trip is official state business;
- The employee uses his approved leave for the personal part of the trip;
- The state agency incurs no expenses beyond what it would have incurred had there been no personal travel involved in the trip. (If the employee would normally be expected to arrive the day before, or remain in the area of official business overnight and return the following morning, and does so, expenses for either/both night(s) and the appropriate meals will be allowed.); and,
- The contract travel agency should be advised that the business part of the ticket will be billed to the state and the personal travel part to the employee's personal credit card at the time the transportation reservations are made.

Note: Business related airfare combined with personal airfare is an unauthorized expense when using the Travel Card.

109. Vehicle Travel

A. Private Vehicle Used for State Business

Reimbursement for the use of a personal vehicle for official state business (includes private airplanes flown by the employee) is based on actual miles traveled and will be at the same rate that federal employees are reimbursed for using private vehicles for official federal business travel. The General Services Administration, commonly referred to as GSA, not the IRS, publishes this rate. The current reimbursement rate is listed in the Mileage Reimbursement Rate memo (<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/>). Mileage reimbursement shall not exceed the maximum published rate. Local boards may set a rate which shall not be less than the rate referenced above and not greater than the maximum reimbursement rate for state employees.

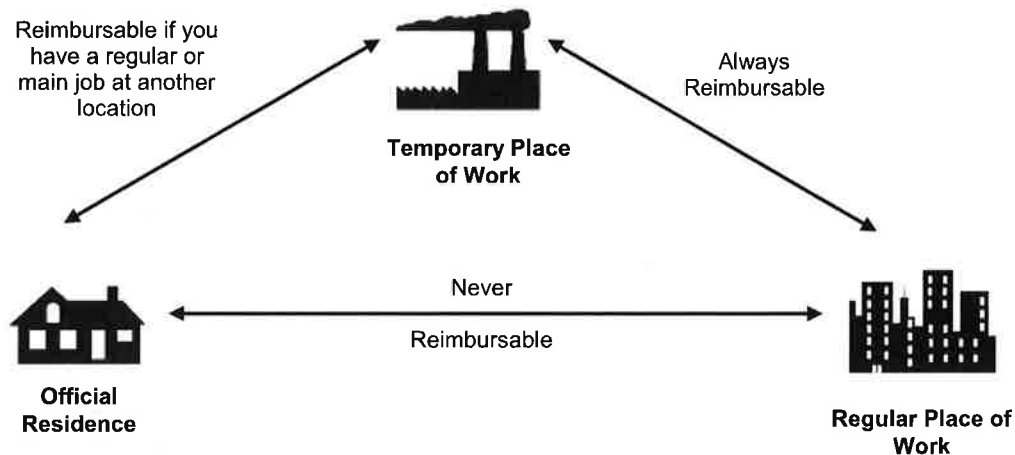
When two or more employees travel in one private vehicle, only one travel expense at the authorized reimbursement rate per mile shall be allowed. The person claiming reimbursement shall report the names of other state employee passengers. If a cost comparison must be made between driving vs. flying cost, see Section 108.D.

The State does not reimburse private vehicle mileage for optional travel.

Entities must establish in house guidelines which are consistent with OPTFM policy in their agency travel manual for mileage reimbursements of private vehicles submitted to DFA on travel vouchers. These guidelines should address procedures used to determine if government-owned vehicles are available or not. It should also include procedures used to determine mileage reimbursement rates charged on employee travel vouchers. It is the agency's responsibility to maintain all documentation for audit purposes supporting rates reimbursed and the documentation must be available to DFA or the Office of the State Auditor if requested.

Quick Tip:

When Are Transportation Expenses Reimbursable?



Travel Tip: GSA keeps an archive of past mileage rates. This can be found by going to <http://www.gsa.gov/mileage>, and clicking on the link that reads “POV Mileage Rates (Archived)”.

B. Rental Vehicle Used for State Business

When a rental vehicle is used for official state business within the state, the actual cost of the rental vehicle and fuel can be claimed for reimbursement only when such rental is less expensive than the current mileage reimbursement rate referenced in the Revised Mileage Reimbursement Rate memo (<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/>.) Rental vehicles as well as fuel for rental vehicles are authorized charges on the Travel Card.

Travelers are required to show the comparison of the total rental vehicle expense to the total mileage expense. Reimbursement for the lesser of the two expenses shall be shown and claimed on the Travel Voucher.

A mid-size vehicle is normally the largest rental that will be reimbursed. Naturally, there will be occasions for which a larger vehicle will be required in order to carry out the State's business. An eWaiver request form should be submitted along with the Travel Voucher for reimbursement. eWaivers are not required to be submitted when a vehicle is rented using a state contract vendor to carry multiple eligible passengers or many bags and equipment are required to be transported. A note should be attached to the Travel Voucher and signed by the Agency Head or designee when this occurs.

Charges for rental cars shall be allowed only when there is a demonstrated cost savings, including compensated employee time, over other modes of transportation such as buses, subways, taxis, etc. Only the rental vehicle which is consistent with the size requirements of the business task to be performed will be reimbursed. The cost of rental vehicles for personal use will not be reimbursed.

1. In-State Vehicle Rentals

The In-State Vehicle Rental contract is referenced on the OPTFM Travel Information website at <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/>. The corporate identification number listed in the contract must be referenced to obtain the state contract price. If asked, when picking up the vehicle, be prepared to show identification. An employee name badge, business card, or letter from the supervisor will be sufficient. The contract references coverage of insurance information. **The option to purchase insurance should always be declined when utilizing this state contract.**

Fill the vehicle with gasoline prior to return. You may be charged up to the amount per gallon as listed in the state contract referenced above for a full tank of gasoline even if the tank is 3/4 full when returned.

Travel Tip: To use this contract, click on the link above and contact a local dealer. If there is a reference code or corporate ID number, use this number when making reservations. Remember to decline the option to purchase insurance. If you encounter issues with the rental, contact the Contract Administrator listed in the contract.

2. Vehicle Rental Insurance

The current vehicle rental contracts **include** unlimited mileage and CDW/LDW insurance. **The option to purchase insurance should always be declined when a vehicle is rented utilizing the state contract.** Insurance purchases will not be reimbursed. Entities should purchase CDW/LDW only when a rental vehicle is rented not utilizing the state contract.

You must always be covered by insurance either provided by the contract or by purchase, should you utilize a vendor that is not on state contract.

3. Regional Price Differentials

Regional price differentials will be added to the daily rate at cities specified in the contract. The rate quoted by the travel agency will include any applicable differentials.

Note: Rental Vehicles as well as fuel for vehicle rentals are authorized expenses on the Travel Card.

C. State-Owned Vehicle

Actual operating expenses incurred in the use of state-owned vehicles for official travel will be reimbursed based on information found in the Fleet Manual, which is available on the OPTFM website at: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-fleet-management/>.

Note: Fuel for state-owned vehicles is not an authorized expense on the Travel Card. Please reference the Fleet Manual as listed above for the appropriate method of payment for fuel.

D. Calculating Reimbursement for Driving vs. Flying

When travel is by private vehicle, the total travel expenses reimbursed, including meal and lodging costs incurred as a result of driving instead of flying, shall not exceed the cost of the lowest unrestricted air fare unless a complete written justification signed by the employee's Agency Head determines that it is in the best interest of the agency that the employee drive, or that, on comparison of "total driving" and "total flying" expenses, it is less expensive to drive than to fly. If the employee chooses to drive and expenses exceed the cost of the lowest unrestricted air fare, reimbursement will be limited to cost of flying.

To determine reimbursable driving expenses the "total cost of driving" must be compared with the "total cost of flying".

"Total cost of driving" shall include enroute meals, enroute lodging, and the official rate for mileage reimbursement when a private vehicle is used for state business.

"Total cost of flying" shall include the lowest unrestricted air fare, any charges for shipping of equipment and/or supplies required at destination, and all required ground transportation at destination, e.g., taxis to/from meeting site. If a vehicle is deemed by the Agency Head to be required at the destination, then the cost of a rental vehicle will also be included in this total cost for comparison.

In order to be reimbursed for mileage, meals and lodging for approved travel to/from an out of state destination when an employee drives and there exists reasonable air service, the Travel Voucher must include a written statement from the Agency Head **specifically** making one or the other of the following statements:

"It is less expensive for (employee name) to use his private vehicle for travel on (date from), (origin), (date to), (destination)."

"In my opinion, it is in the best interest of this agency that (employee name) use his private vehicle for travel on (date from), (origin), (date to), (destination)."

This statement will require a complete justification by the Agency Head.

If the driving expenses will be held to the lowest unrestricted air fare, that fare should be checked and noted that reimbursement is being restricted to that amount, or if it is evident that driving is cheaper than flying, such as (to/from New Orleans, Memphis, Mobile, Birmingham), no further authorization is required.

If a cost comparison must be made between driving versus flying cost, the cost of flying should be

multiplied by the number of passengers and compared to the cost of driving.

110. Public Carrier (Airplane)

A. Airline Travel – General Information

Employees may make reservations for public carrier (airline, etc.) travel arrangements using a state contract travel agency or by booking flights over the Internet. A receipt (passenger receipt) and itinerary shall accompany the request for reimbursement.

For all flights which are not booked through one of the contract travel agencies, the state agency must maintain in its files a cost comparison showing a **minimum** of two (2) fares. This cost comparison must show the fare and any issuance cost and must show a savings, and shall be submitted along with the employee's Travel Voucher. **Neither of these quotes should be through a travel agency if they will not be used.**

If the employee must book a flight at a price in excess of the lowest rate on the cost comparison, the agency must, prior to booking the flight, submit an eWaiver Request found on the OPTFM website at <http://www.dfa.ms.gov/media/1533/ewaiver.pdf> to the Office of Purchasing, Travel and Fleet Management and include the amount of cost and the justification of using that fare on the eWaiver.

When traveling by regularly scheduled air service, travelers are to utilize their local airport. Use of the local airport is assumed to result in travel costs that are most economical to the State. Mileage to and from the airport is reimbursable.

The criteria for determining which airport or mode of transportation to use should be based on travel costs that are most economical to the State. All costs should be considered, i.e., travel, labor, lodging, meals, mileage reimbursement, etc., in making the determination.

The least expensive routing shall be used. In calculating the difference between airfare and travel by personal vehicle, factor in additional lodging and meal expenses, taxi fares, parking, and other airport related expenses.

Alternate departure and return dates and times should be considered by all travelers when they will result in lower fares. It is incumbent upon the traveler to provide information to the travel agent which could result in lower fares. If routing or accommodations other than the most economical are required, the Agency Head or designee may specify alternate routing and accommodations and eWaiver Requests found here: (<http://www.dfa.ms.gov/media/1533/ewaiver.pdf>) shall be submitted to the Office of Purchasing, Travel and Fleet Management.

"Direct" does not mean nonstop. It only means that you will not be changing aircraft. Choose the flight with the fewest stops for fewer chances for delay. A "direct" flight with only one stop might be preferable to connecting nonstop flights, however.

Preferred seating, business, or first-class service **may** be authorized if at least one of the flight segments exceeds 6 hours. A flight segment is defined as time in the air between stopovers, changing aircraft, or change of airline. Preferred seating, business or first-class travel is not reimbursable unless approved in advance. An eWaiver signed by the Agency Head or designee must be submitted and approved by OPTFM **prior** to the trip.

Travel Tip: For all flights which are not booked through one of the contract travel agencies, the state agency must maintain in its files a cost comparison showing a minimum of two (2) fares.

This cost comparison must show the fare and any issuance cost and must show a savings, and shall be submitted along with the employees Travel Voucher. Neither of these quotes should be through a travel agency if they will not be used. This cost comparison must show the fare and any issuance cost and must show a savings, and shall be submitted along with the employees Travel Voucher.

B. Frequent Flyer Program Awards

Any bonus or promotional gratuity received as a result of official state travel shall be used to offset or reduce the cost of subsequent official state travel. Under no circumstances can the traveler keep a bonus or other promotional gratuity so earned for his own personal use. As sufficient mileage, earned as a result of state-paid travel, is accumulated, free ticket coupons will be applied for and used to offset official state travel costs. Follow airline procedures to exchange the miles for a ticket.

C. Airline Penalty Fares

Airline penalty fares may be utilized when needed. The DFA Office of Fiscal Management will honor requisitions for warrants in payment of penalties or administrative fees when business circumstances require that reservations be changed or canceled. Such tickets are non-transferable. Although the ticket is issued in the employee's name, the ticket belongs to the State.

To obtain the lowest possible penalty fare, airline travel should be booked as far in advance as possible.

Where the employee is required to go a day early to qualify for a lower priced penalty airfare, the State will pay the additional lodging and meal expenses not to exceed the amount of savings in the airfare.

Most carriers require that changes be made and re-ticketed on or before the departure date of each ticketed flight. You may be able to exchange the return portion for a fee. The carriers may also charge a fee for customers who standby for an alternate flight on their ticketed day of departure. Check with the airline or the travel agent for more information. A receipt for any fees charged should be attached to the Travel Voucher for reimbursement.

D. Airline Reservation Changes

1. Involuntary

A note of explanation should be attached to the Travel Voucher and does not require a waiver if an involuntary airline reservation change results in additional reimbursable expense.

2. Voluntary

Voluntary enroute changes in travel arrangements should be handled through the original source of the reservations. Check the Travel Agency Services contract (<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/>). If the change is for personal reasons, the State will not reimburse any fees imposed by the airline or the travel agency. Emergency situations will require an eWaiver Request Form to be submitted to OPTFM for approval and the eWaiver must be attached to the Travel Voucher.

If the traveler is outside the continental U. S. and changes are required, make the change as needed and attach a note of explanation to the Travel Voucher. Necessary eWaivers should be submitted upon return from the trip to OPTFM.

E. Airline Travel Invoices

Airline tickets purchased from a state contract travel agency shall be directly billed to the department's Cardless Travel Account, cardholder account, or personal credit card. The travel agent will not issue invoices for later payment. Contract employee's travel can be charged to the Cardless Travel Account and coded to contract travel.

F. Airline Traveler Profiles

State employees who travel frequently may expedite reservations and ticketing by having a "traveler's profile" on file at the travel agency. The profile will list such items as: passenger's name as it appears on frequent flier files, seating preference, credit card number, special meal requirements, and telephone numbers for home and office. The state contract travel agency which your agency chooses to use will provide this form for travelers.

G. Cancellations/Refunds

Tickets returned to a travel agency for cancellation or refund may be assessed a charge. Check with the Travel Agency for applicable fees. This charge will be applied to the account used for the original ticket invoice.

H. Lost Airline Tickets

When a ticket is lost after delivery of the ticket is accepted by the traveler or agency, any fee that the airline charges for searching and refunding lost tickets is the responsibility of the person to whom the ticket was delivered. When the ticket is lost by the employee, the employee must file a lost ticket application with the travel agency or the airline. There may also be an additional fee assessed by the travel agency for each lost ticket application filed.

I. Passenger Facility Charges (PFC's)

PFC's are fees approved by the Federal Aviation Administration allowing domestic airports to charge an enplanement fee for all departing fare-paying-passengers. These fees may be assessed by any departure airport in all 50 States, U.S. Territories, and U.S. Possessions. All travel agents, airlines, and their ticketing agents are responsible for collecting these fees for the United States Government. Any such applicable PFC charges will be included in your ticket charge.

J. Delayed or Canceled Flights

Ensure that the airline or travel agent is able to contact you when there is a cancellation or delay. Give the travel agent your contact information and keep the agency's contact information with you. Check the status of your flight directly with the airline at least 24 hours prior to departure (48 hours for international flights). The easiest way to do this is by visiting the airline's website.

If you are at the airport and find your flight is canceled or it appears it might be severely delayed, contact your travel agent or the airline reservation office immediately for alternate flights.

K. Overbooked Flights

Airline rules vary on overbooking. Ask the travel agency or the ticketing airline for these rules.

L. Baggage Allowance Information - Domestic and International

Charges for baggage at check-in may vary per airline. Baggage fees are reimbursable expenses and are an authorized expense on the Travel Card. **A receipt is required for charges in excess of \$10.00.**

The employee should contact the travel agency or visit the airline's website for baggage allowance information.

M. Delayed, Lost, and Damaged Baggage

Keep all items necessary for the trip in a carry-on bag if possible.

Check with the airline for policies regarding what can be carried on and what can be carried in your baggage.

Attach strong, well-marked identification tags to luggage and affix an extra I.D. inside each bag. Remove old baggage tags from previous trips.

Check your luggage before leaving the airport for visible signs of damage. You should make a claim for lost or damaged articles as soon after arrival as possible.

If you find that your luggage is not at the airport, go to the airline's lost baggage office or to the ticket counter and file a "lost baggage claim".

Note: Baggage fees are an authorized expense on the Travel Card.

N. Flight Insurance

Travel Accident Coverage is included for any scheduled airline transportation when a ticket is purchased with the OPTFM Travel Card. Some of the state contract travel agencies also provide flight insurance with ticket purchases. Additional flight insurance will not be reimbursed.

Section 4 – Travel Card Program

111. Travel Card Program Overview

The Travel Card is a travel tool that may replace the traditional purchasing method of purchasing airline tickets, booking hotel rooms, paying for vehicle rental services and more. The efficiencies and flexibility of the Travel Card allow users to focus on the value-added aspects of their jobs. The savings from reduced paperwork and online processing can provide a direct benefit to an entity.

Types of Travel Card Accounts

Cardless Travel Account

The cardless travel account allows travel related expenses to be delegated to one person, the Program Coordinator, the designated person responsible for making official business travel arrangements for others, including non-entity employees traveling on official state business. Any travel related services, such as travel agency fees, airfare, railway, vehicle rental, lodging, lodging deposits, travel related conference registration, etc., which are normally direct billed can now be billed to this account. Registration and conference fees may be paid with the travel card via the telephone or Internet if the hosting organization accepts payment in this manner.

This type of account is also called a “Ghost Account” or “BTA”, which essentially means a plastic card is not issued. Instead of an actual card, the Program Coordinator will receive an account number, expiration date and CVV code.

Individual Travel Card Account

This type of card allows for approved travel related expenses to be made only by the individual who has signed a cardholder agreement for that card. This card is kept by the cardholder and is only used for travel on official entity business.

Department Card Account

This type of card allows for approved travel related expenses to be made by one or more individuals who have signed a cardholder agreement for that card. This card is kept locked in a central location where the Travel Card Program Coordinator may check the card out and in as needed.

Travel Card Payments

Travel Card statements should be paid immediately whether or not travel has been performed. If the invoice is not paid within 45 days, a 1.5% penalty will be assessed for late payment. When requesting a Warrant for a late payment, a statement is required explaining the reasons payment was not made within 45 days.

Travel Card Guidelines

The Travel Card Guidelines are available on the OPTFM Travel Information website at: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/>.

Additional information also located on the OPTFM Travel Information Website includes Applications for the Travel Card Program, the Travel Card Guidelines, more detail on the types of travel card accounts, program coordinator information, cardholder responsibility, authorized and unauthorized expenses, and more. The website for this information is located here: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/> and scroll down to Travel Card Program Application and Guidelines section.

Section 5 - Conferences, Seminars, and Workshops

112. In-State/Out-Of-State/International Conferences

Section 25-1-83 of the Mississippi Code requires prior written approval from the department head for employee attendance at any convention, association or meeting in order for expenses to be reimbursed. Such reimbursed expenses must then be annually reported to the Legislature.

113. Conference Airlines

Check conference materials to see if special airline discounts are offered. When a special airline discount rate is offered and conferees are instructed to go directly to an airline or a specific travel agency to obtain the discount fare, all fare and file number information may be given to a state contract travel agency. They will then attempt to obtain the conference rate, or lower rate, for the employee. Any time a lesser rate is obtained, an eWaiver is *not* required.

114. Conference Hotels

When hotel rooms are blocked for a conference, seminar, etc., and a special discounted hotel rate provided, the employee should go through the conference housing bureau or directly to the hotel to obtain lodging. The state contract travel agencies will not make reservations for conference hotels. **A copy of the conference literature showing the conference hotel and rate or the registration form which often includes the housing reservation must be attached to the Travel Voucher in order to be reimbursed.** A memo from the employee is acceptable if there are no rates listed on the brochure.

Reimbursement to employees for hotels guaranteed prior to completion of travel can be authorized using the PTE (Prior to Trip Expense) referenced in Section 104.B. of the State Travel Policy Rules & Regulations.

Travel Tip: Be sure to check the cancellation policy. Hotel charges will not be reimbursed if the employee is negligent in canceling reservations in accordance with the hotel's policy.

Reservations should be made as soon as possible to guarantee stay in a conference hotel. An eWaiver request form is required for any lodging reimbursement greater than the conference rate or when an employee stays somewhere other than the conference hotel and shall be attached to the Travel Voucher for reimbursement. Sufficient justification is required to obtain approval on the eWaiver.

Note: Governing Authorities, School Districts and Universities using the Travel Card Program will follow their own procedures for eWaivers and travel advances/PTEs.

115. Conference Meals

Meals shall not be claimed as a separate item of expense on the Travel Voucher when included in the conference registration fee. If special circumstances exist, for example, a food allergy prohibiting one from eating the meal provided, an exception will be made if noted by the employee and signed by the Agency Head or designee and reimbursement will be provided for that meal.

Fees charged for attending the official meetings of a convention or seminar where the meeting includes an additional meal cost not included in the registration fee which causes the employee to exceed the daily maximum meal allowance will be reimbursed if supported by an itemized receipt from convention officials.

Alcoholic beverages are not reimbursable.

The meal reimbursement rate shall be paid at the rate for the conference city location.

Travel Tip: Example: If the conference is in Tupelo, MS but you stay in Memphis, TN, you will be reimbursed the maximum daily rate for Tupelo, MS.

Note: Meals, alcohol, room service, etc., are not authorized to be charged on the Travel Card.

Section 6 - International Travel

116. General Information

All travel outside the **continental** limits of the United States (Canada, Hawaii, Puerto Rico, and Mexico are outside) must be approved by the Department of Finance and Administration (excluding Universities) prior to departure. An approved Travel Authorization Form, which can be found on the OPTFM website (<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/>) must be attached to the Travel Voucher (<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/>) when any associated reimbursement or payment is requested. A copy of this form shall be used to request a travel advance if one is necessary. If actual expenses exceed the estimated expenses listed on the Travel Authorization form the original form shall be resubmitted showing the excess charges and again approved by the Department of Finance and Administration.

A state contract travel agency may arrange for international travel, including lodging and vehicle rental services. They will also provide information on inoculation requirements and assistance in obtaining passports and visas, when needed. Changes after departure from the continental United States will be made independently by the traveler.

Note: Travel to Alaska is considered within the continental limits of the United States and meals would be reimbursed at the maximum state reimbursement rate allowed.

Note: Governing Authorities, School Districts or Universities will follow their own procedures for International Travel.

117. Approval Form Requirements

A. Travel Authorization Form

The Travel Authorization form is the standard form used by state officers, state employees, and board members of the State for requesting approval of travel, and is required to incur prior to trip expenses, and/or to receive travel advances. Any other form used by an agency must be approved by DFA's Bureau of Financial Control. The form must be used to request approval to travel outside the continental United States. Agencies may require the form for in-state travel when the traveler is attending a conference or seminar.

The Travel Authorization Form is located on the DFA website under Office of Travel – Travel Forms: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/>.

Note: Governing Authorities, School Districts or Universities using the Travel Card Program are not required to use DFA forms for authorization or reimbursement purposes; however, the guidelines and form mentioned above may be adopted.

118. Currency Exchange for Travel Reimbursement Expense Voucher

When converting foreign currency to dollars for the purpose of reimbursement, you must attach proof of the official rate of exchange to the Travel Voucher (<http://www.dfa.ms.gov/dfa-offices/purchasing-travel>) for reimbursement. Any official and documented statement of the official rate of exchange will be acceptable. It is recommended that the traveler obtain a currency conversion upon arrival at their destination so that the rate applicable to the dates of travel is documented.

The rate of exchange from and to U.S. dollars can be obtained from any bank. **This will be the rate of exchange for the specific date(s) given and may vary when the charge is transmitted to the employee's credit card.** If there is a difference between the amount the employee is reimbursed and the amount charged to the credit card, an amended Travel Voucher may be submitted to correct the reimbursement. A copy of the original reimbursed Travel Voucher and a copy of the credit card charge must be included.

Section 7 – Lodging

119. General Information

Primary responsibility for the reasonableness of amounts charged rests with the Agency Head or designee. "Government rates" must always be requested by all travelers and the rate confirmed both at the time reservations are made and at check-in when reservations are made by phone. If lodging is within the state of Mississippi, "state rates" should be asked for rather than "government rates."

Commercial lodging other than hotels/motels, such as apartments, dormitories, etc., which are licensed businesses regularly offering lodging services to the general public may be used when they result in a lower cost, and an itemized receipt is required. Express check-out receipts which do not provide an itemized hotel bill are not acceptable.

Employees are discouraged from using private/residential lodging accommodations and must obtain prior written approval from the Agency Head or his designee. If approval is given, an itemized receipt is required for reimbursement.

When a contract travel agency makes lodging reservations, they will provide written confirmation of the reservation and rate. The rate quoted on the written confirmation is guaranteed by the contract travel agency, but any claim for discrepancy in rates must be documented with a copy of the confirmation and hotel bill. Proof that the hotel reservation was made by a contract travel agency must accompany the Travel Voucher.

Since hotels charge for unkept reservations, changes in travel plans must be communicated to the hotel as soon as possible. Exceptions may be made for emergencies beyond the employee's control.

Cancellation should always be made using the hotel/motel's policies. Note: If the traveler's reservations were made using an online booking tool, that site must be used for cancellation. If the reservations were made directly with the hotel, cancellation should be made through the hotel. The confirmation sheet will usually provide more details on how to cancel should the traveler need to do so.

120. Lodging Shared With Someone Not a State Employee

If a member(s) of the state employee's family or other non-state employee travels with the officer or employee, the employee shall claim reimbursement at the single hotel/motel room rate only. Express check-out receipts which do not provide an itemized hotel bill are not acceptable.

121. Lodging Shared With State Employee

If more than one employee shares a hotel/motel room, each employee may report a pro-rata share of the costs on his travel reimbursement request, or all lodging expenses may be shown on one reimbursement request, provided that both travelers note the sharing of the room on their individual reimbursement requests. Separate hotel receipts may be requested when registering. If the employee does not have an original hotel receipt, he shall write and sign the following statement on the copy, "This is a true and correct copy of the hotel receipt." Express check-out receipts which do not provide an itemized hotel bill are not acceptable.

122. In-State Lodging

"Government rates" must always be requested by all travelers and the rate confirmed both at the time reservations are made and at check-in so the State is saved money whenever possible.

Unless the agency pays the hotel directly, employees may pay taxes and be reimbursed; however, employees should request that taxes not be assessed when traveling on state business. When payment for in-state lodging is made with the UMB Travel Card, sales tax is considered an unauthorized expense and as such should not be placed on the travel card.

Reimbursement is based upon actual cost as shown on the itemized receipt, minus unauthorized charges. Express check-out receipts which do not provide an itemized hotel bill are not acceptable.

A business card and/or employee identification badge should be adequate if proof of employment is requested at time of check-in.

Most hotels require cancellation of room reservations be made at least 72 hours prior to scheduled check-in, otherwise your credit card will be charged for the first night. If the reason for cancellation is business or emergency related this charge may be reimbursed.

Reservations may also be made using online booking tools. More than one quote is not necessary for lodging which is less than the government rate found here: <https://www.gsa.gov/portal/content/104877> or when booked through one of the state contract travel agencies. However, the state agency must maintain in its files a cost comparison showing a minimum of two (2) quotes if the rate is higher than the government rate, if the reservations are made by phone, or if you do not go through a state contract travel agency. Neither of these quotes should be through a travel agency if they will not be used. This cost comparison must show the price listed by the online vendor and must show a savings, and shall be submitted along with the employee's Travel Voucher.

Cancellation should always be made using the hotel/motel's policies. Note: If the traveler's reservations were made using an online booking tool, that site must be used for cancellation. If the reservations were made directly with the hotel, cancellation should be made through the hotel. The confirmation sheet will usually provide more details on how to cancel should the traveler need to do so.

Travel Tip: Don't forget to ask for the "government rate" when making reservations at a hotel.

Express check-out receipts which do not provide an itemized hotel bill are not acceptable.

Hotel maid service tips may be reimbursed between \$3.00 - \$5.00 per night. The State generally does not reimburse for more than \$5.00 per night.

Valet parking tips may be reimbursed between \$2.00 - \$5.00.

Note: Travel Cards may not be used for meals/incidentals/room service/alcoholic beverages as outlined in the Travel Card Guidelines.

123. Out-Of-State Lodging

Interstate discounted lodging is often available through government rate programs and honored by participating properties of most major chains (e.g., Holiday Inns, Hyatt Inns, Marriott, Hilton, Sheraton, Ramada and others). The state contract travel agencies will check for the government rate or lowest rate available. When making your own lodging arrangements, always request government rates.

A business card, employee identification badge, or letter from the agency should be adequate if proof of employment is requested at time of check-in.

Most hotels require cancellation of room reservations be made at least 72 hours prior to scheduled check-in, otherwise your credit card will be charged for the first night. If the reason for cancellation is business or emergency related this charge may be reimbursed.

Travel Tip: Express check-out receipts which do not provide an itemized hotel bill are not acceptable.

Hotel maid service tips may be reimbursed between \$3.00 - \$5.00 per night. The State generally does not reimburse for more than \$5.00 per night.

Valet parking tips may be reimbursed between \$2.00 - \$5.00.

Note: Travel Cards may not be used for meals/incidentals/room service/alcoholic beverages.

Section 8 - Meal Allowances

124. General Information

Officers and employees of the state and political subdivisions shall be reimbursed the actual cost of meals incident to official travel, not to exceed the daily maximums for the specific location of assignment. Section 25-3-41(4) does not require receipts for meal reimbursements; however, DFA recommends that agencies and governing authorities require them to sufficiently document reimbursements. However, it is not necessary for agencies to include these receipts with the Travel Voucher when submitting for reimbursement to the DFA Office of Fiscal Management.

The amount allowed for individual meals when traveling within the continental United States (including Alaska) shall be at the discretion of the governing authority or the department head, provided that the total does not exceed the maximum state reimbursement rate listed below.

Meal reimbursements are not allowed within the official duty station.

Alcoholic beverages are not reimbursable.

The State does not reimburse private vehicle mileage for optional travel.

Note: Travel Cards may not be used for meals and alcoholic beverages.

125. High Cost Area Meal Allowances

In-state and out-of-state high cost areas are those cities designated in the Federal Register as having a prescribed maximum per diem daily rate of \$149.00 or higher. Reimbursement shall be made based on the following sliding scale, which always remains constant, not to exceed the following rates.

Federal Register Maximum Per Diem Rate	Maximum State Reimbursement Rate
\$1 - \$149	\$41.00
\$150 - \$164	\$46.00
\$165 – \$179	\$51.00
\$180 – up	\$56.00

A list of the maximum state reimbursement rates for meals in high cost areas has been pre-calculated for your convenience and is available on the OPTFM Travel Information website at: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/>. If you cannot find the city you are looking for, locate the county and use the amount listed. If neither the city nor county is listed, the maximum state reimbursement rate is \$46.00/day.

Note: Travel to Alaska is considered within the continental limits of the United States and would be reimbursed at the maximum state reimbursement rate allowed.

Note: Travel Cards may not be used for meals/incidentals/room service/alcoholic beverages.

126. Taxable and Non-Taxable Meals

Travel Vouchers require that actual meal expenses be reported separately from lodging and that taxable meals be separated from non-taxable meals. Pursuant to the Internal Revenue Service, any reimbursement of meal expenses for travel not including an overnight stay is considered non-deductible compensation and therefore taxable to the traveler. Entities have the discretion to determine if taxable meal reimbursements will be paid. Certain travelers within an agency may be paid taxable meals, while others are not.

If taxable meals will be reimbursed by your employer, employee W-4 forms must be adjusted to take care of additional tax liability, and all employment taxes withheld from the reimbursement matched and properly reported. These payments are reported on the traveler's W-2 as wages.

For more information on taxable meal reimbursement reference Subsection 13.20.30 of the DFA MAAPP Manual.

Note: Travel cards may not be used for meals.

127. Meal Tips

Meal tips should be included in the actual meal expense unless the inclusion of the tips would cause the meals to exceed the maximum daily limitations placed on meals by the Department of Finance and Administration. If the daily limitation would be exceeded, the employee is allowed to record meal tips for each day under other authorized business expenses. Total meal tips shall not exceed 20% of the maximum daily meal reimbursement claimed.

Travel Tip: Total meal tips shall not exceed 20% of the maximum daily meal reimbursement claimed.

Note: Travel cards may not be used for meals.

Section 9 - Contract Travel Agencies

128. General Information

The Office of Purchasing, Travel and Fleet Management has approved a list of travel agencies (<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/>) to provide travel services for the officers and employees of the State of Mississippi. This multiple award contract is based on proposals received from various agencies.

Employees may make reservations for all travel arrangements, either through one of the state contract travel agencies or by other methods.

When travel arrangements are handled by a state contract travel agency an itinerary form will be attached to the inside of the ticket jacket which will include all travel confirmations. A copy of this itinerary form must be attached to the Travel Voucher for reimbursement. Travelers should keep their copy of the ticket itinerary/invoice to avoid fees charged by the travel agency for additional copies.

The state contract travel agencies are not required to enforce state rules and regulations, only to administer them, and will book arrangements as specified by the traveler.

Travel Tip: To utilize the contract, each state agency may choose one or more state contract travel agencies to handle its travel requirements. Simply contact the travel agency contact listed in the contract and identify yourself as a state employee. It is our recommendation that the agency advise its employees which travel agency(s) is to be used and designate a liaison to work with the travel agency(s).

More than one quote is not necessary for all flights which are booked through one of the state contract travel agencies. However, the state agency must maintain in its files a cost comparison showing a minimum of two (2) fares if you do not go through a state contract travel agency. Neither of these quotes should be through a travel agency if they will not be used. This cost comparison must show the fare and any issuance cost and must show a savings, and shall be submitted along with the employee's Travel Voucher.

129. Payment to Travel Agencies

The methods for paying the state contract travel agencies for reimbursable expenses are through charges on the Travel Card, the employee's personal credit card, or direct bill upon approval by the travel agency.

Section 10 - Other Allowable Expenses

130. Phone Charges, Postage, and Other Expenses

Phone calls, postage, and other expenses included in the "other authorized expenses" column must be certified at the bottom of the Travel Voucher by the employee that they are for valid business expenses. The employee's signature on the Travel Voucher qualifies as such certification. Phone calls itemized on a hotel bill should be circled and indication made if they were for business, or deducted and not claimed if they were personal calls. Calls home are considered personal expenses and are not reimbursable. Calls to the office to check voice mail are reimbursable. **Calls via personal cell phones are not reimbursable.**

131. Taxi Fares

Fares for taxis or airport transportation services in excess of \$10.00 require a receipt which must be attached to the Travel Voucher to receive reimbursement. The State does not reimburse taxi fares for **personal** travel.

Travel Tip: The average tip for taxi services is between 15% - 20% of the total fare. Tips that exceed \$10.00 must be justified and require a receipt to be attached to the Travel Voucher.

132. Miscellaneous Charges

A. Baggage Handling

Skycaps: Reasonable charges will be allowed without receipt. Reasonable is usually defined as \$1 per bag for each level of handling.

Counter: Charges for baggage at check-in may vary per airline. These charges are allowable and will be reimbursed. Baggage fees are an authorized expense on the Travel Card. **A receipt is required for charges in excess of \$10.00.**

B. Hotel/Airport Parking

For charges in excess of \$10.00/day, receipts must be attached to the Travel Voucher.

Travel Tip: Valet parking tips may be reimbursed between \$2.00 - \$5.00.

Shuttle tips may be reimbursed up to \$5.00 per ride and baggage handling may be reimbursed at \$1.00 - \$2.00/bag.

C. Laundry Charges

One reasonable laundry expense is reimbursable for each seven (7) consecutive days that travelers are required to be away from their official duty station on official state business. Laundry charges may not be made once the employee returns home. If the employee will be away from home seven days, a reasonable laundry or cleaning expense will be reimbursed recognizing that it would be difficult to carry more than five (5) days clothing at a time. If after a written justification, the Agency Head deems it necessary for an employee to be paid for additional cleaning/pressing charges the attachment of the justification to the Travel Voucher will be sufficient for reimbursement.

Section 11 – Forms

133. Travel Forms

- A. DFA MAAPP Manual Travel Section – Travel Voucher Form
- B. DFA MAAPP Manual Travel Section – Travel Authorization Form
- C. eWaiver Form
- D. Vendor Incident Form

Note: Entities who do not go through the Department of Finance and Administration for travel reimbursement will follow their own procedures for reimbursement of Travel Vouchers.

Section 12 – Revisions

134. Revision Description

02/01/14 - Added language allowing fuel as an authorized purchase for rental vehicles when using the Travel Card in Section 108B.

02/25/14 - Added language allowing cardless accounts to be used to pay for non-employer travelers traveling on official state business in Section 110. Travel Card Information.

03/01/14 – Removed all but general information to Travel Card information Section 110. Users may visit the Travel Information Website at: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/> for the most recent Travel Card Guidelines.

03/31/14 – Added Flight Insurance section to Section 109 N.

04/08/14 – Added illustrated example of when mileage can be reimbursed to Section 108 A.

12/16/16 – Illustrated example of when mileage can be reimbursed modified for clarification purposes in Section 108 A.

12/16/16 – Added clarification that mileage to and from the airport is a reimbursable expense to Section 109.

12/16/16 – Clarifications and emphasis on the receipt requirements were added to Section 118. Lodging.

12/16/16 – Clarified policy regarding receipts for meal reimbursements in Section 123.

12/16/16 – Airline baggage is now an authorized expense on the Travel Card. This was changed wherever necessary.

12/16/16 - General re-wording for clarification and updating language was done throughout the Manual.

07/01/17 – Language added to explain the Trip Optimizer and how to use it.

07/01/17 – Section 107. Travel Routing – added A. Trip Optimizer and B. Using the Trip Optimizer System

10/30/2019- Section 122. In-State Lodging- Hotel/Motel Services Contract- Removed all Hotel Motel

Service Contract section.

12/3/2019- Section 109. Out-of-State Vehicle Rentals- Removed Out-of-State Vehicle Rental Section.

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: July 25, 2024 AGENDA ITEM NO: 7.c

FOR: Approval of a pay increase to \$13.67 per hour, effective August 5th, for Firefighter William Tucker after becoming a certified EMT.

INTRODUCED BY: Interim Fire Chief Harry Horton

ATTACHMENTS:

File Name

[W Tucker - EMT Certificate 7-16-24.pdf](#)

National Registry Emergency Medical Technicians

Hereby Certifies

William H. Tucker
as an

Emergency Medical Technician

*duly registered together with all the rights and privileges appertaining thereto
in consideration of having satisfied the prescribed national standards for certification.
In Testimony Whereof, the seal of the National Registry of Emergency Medical Technicians
and signatures as authorized by the Board of Directors are herunto affixed this
Twelfth day of July, 2024 A.D.*

Mike Murphy
Chair of the Board



William H. Tucker
Executive Director

Registry Number: E3848780

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: July 25, 2024 AGENDA ITEM NO: 7.d

FOR: Discussion of design for Pocket Park

INTRODUCED BY: Alderman Diandra Hosey

ATTACHMENTS:

File Name

[Pocket Park conceptual study.pdf](#)

[Pocket Park Preliminary Cost.pdf](#)

An aerial photograph of a park with a winding path, green lawns, and trees. The title 'Pocket Park' is overlaid in a white script font.

Pocket Park

CITY OF BYRAM

Scale: 1" = 20'

SIWELL ROAD

<u>SYMBOL</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>DETAIL</u>	<u>COST</u>	<u>TOTAL</u>
1	Specialty Paving	3,366 sf		\$18	\$60,596
3	Broom Finished Concrete	6,526 sf		\$8	\$52,209
10	Bridge			\$40,000	\$40,000
11	Dry Creek Bed	6,297 sf		\$15	\$94,451
12	Concrete Parking	4,786 sf		\$10	\$47,859
13	Sod	52,758 sf		\$0.4	\$21,103
14	Planting Areas	8,905 sf		\$6.5	\$57,880
15	Trees	9		\$600	\$5,400
16	Irrigation System			\$30,000	\$30,000
17	Lighting			\$15,000	\$15,000
				<u>TOTAL</u>	\$424,498



CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: July 25, 2024 AGENDA ITEM NO: 9.a

FOR:

- Tuesday, July 30th - Budget Work Session, 6:00 P.M. at City Hall
- Thursday, August 1st - Budget Work Session, 6:00 P.M. at City Hall
- Monday, August 5th - Regular Meeting of the Mayor and Board of Aldermen, 6:30 P.M. at City Hall
- Tuesday, August 6th - Coffee Talk with Mayor White, 9:00 A.M. to 10:00 A.M.
- Tuesday, August 6th - Budget Work Session, 6:00 P.M. at City Hall
- Thursday, August 22nd - Regular Meeting of the Mayor and Board of Aldermen, 7:00 P.M. at City Hall

INTRODUCED BY: Angela Richburg, City Clerk
