



**CITY OF BYRAM
AGENDA FOR THE REGULAR MEETING OF THE
MAYOR AND BOARD OF ALDERMEN
MONDAY, AUGUST 5, 2024, 6:30 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) Mayoral Health Council Initiative information, presented by Excel Fiemotongham, Mississippi Department of Health, Jackson Heart Study**
 - (b) Employee insurance and benefit quotes for the upcoming fiscal year, presented by Tim Holifield, Cadence Insurance**
 - (c) Approval for JWM Consulting Engineers, Inc. to move forward with the structural evaluation of property located at 300 Executive Blvd, presented by James Miller, JWM Consulting Engineers, Inc.**
- 6. Approval of Consent Agenda Items**
 - (a) Approval of minutes of the Regular Meeting of the Mayor and Board of Aldermen held July 25, 2024**
 - (b) Approval of payment in the amount of \$190.00 to Government Finance Officers Association, renewal of membership dues for City Clerk Angela Richburg (001-140-622)**
 - (c) Approval of quote in the amount of \$3,975.00 from Puckett Power Systems for a 48 month extended warranty on the City Hall generator (001-195-650)**
 - (d) Approval of payment in the amount of \$3,297.00 to Leads Online, annual renewal of Total Track Investigation System Service Package (001-200-681)**

- (e) **Approval of payment in the amount of \$90.00 to Nick Brooks for CPR training for Police Officers Daisha Williams and Christopher Carter (001-200-611)**
- (f) **Approval of payment in the amount of \$18,500.00 to Checkmate Canine LLC, payment for a K9 and handlers course (001-200-918) This is covered by grants and donations already received for the K9 program**
- (g) **Approval of \$225.00 to Mississippi Recreation & Parks Association, renewal of membership dues for LaKendric Powell & Bill Miley (001-550-622)**
- (h) **Approval of quote in the amount of \$3,975.00 from Puckett Power Systems for an extended warranty on the Public Works generator (001-190/280/301-650 and 400-700-650)**

7. Discussion and Action

- (a) **Approval of Claims Docket in the amount of \$485,457.33 from 7/16/24 to 8/1/24**
- (b) **Discussion of Budget Amendments**
- (c) **Discussion and approval of protocol for the hiring and appointment of a Department Head or Interim Department Head after a vacancy**
- (d) **Approval to hire Harry Horton as Fire Chief at an annual salary of \$70,000.00**
- (e) **Approval to hire a Police Officer Recruit at \$16.85 per hour with full benefits, contingent upon successful completion of the hiring process**
- (f) **Approval to hire a Public Safety Dispatcher at \$15.55 per hour with full benefits, contingent upon successful completion of the hiring process**
- (g) **Approval to hire a Public Safety Dispatcher at \$13.75 per hour with full benefits, contingent upon successful completion of the hiring process**
- (h) **Discussion of current travel reimbursement request and approval of Definitions page to be added to the City's current Travel Policy**
- (i) **Approval for Elected Officials to attend a CMO elective evening class covering the Last 6 Months of a Term and Understanding Financial Statements to be held in Ridgeland MS on September 5, 2024, with \$25.00 each registration fees and no estimated travel expense (001-100-611)**
- (j) **Discussion of design for Pocket Park**
- (k) **Department Heads Monthly Reports**

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, August 6th from 9:00 A.M. to 10:00 A.M. ~ Coffee Talk with Mayor White at Raising Canes, 7395 South Siwell Road**

Tuesday, August 6th at 6:00 P.M. ~ Budget Work Session at City Hall

Thursday, August 22nd at 7:00 P.M. ~ Regular Meeting of the Mayor and Board of Aldermen at City Hall

10. Adjourn

CITY OF BYRAM AGENDA ITEM FACT SHEET

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

FOR: Mayoral Health Council Initiative information, presented by Excel Fiemotongham, Mississippi Department of Health, Jackson Heart Study

INTRODUCED BY: Excel Fiemotongham

ATTACHMENTS:

File Name

[Mayoral Health Council Initiative .pdf](#)



Jackson Heart Study Website

About the Jackson Heart Study-CEC Mayoral Health Council (MHC) Initiative

The MHC partners with the municipality Mayor's office infrastructures, facilitating formal health-focused councils that include community involvement and encouraging policy efforts to promote healthy communities. Mayors participating in the Jackson Heart Study Community Engagement Center (CEC) Mayoral Health Council Program will be awarded funding to create healthy environments through policy, systems, and environmental change that support increased access to physical activity, healthy foods, and reduced exposure to tobacco smoke.

Priority areas include:

1. Conduct Health Education and awareness activities related to cardiovascular risk factor reduction and management.
2. Adopt policies to promote access to healthy foods, recreation, and reduced exposure to second-hand smoke.
3. Access to recreation through joint use agreements, complete street policies, walking or biking groups, land use policies, rehabilitating blighted areas, sidewalks, and/or improving the built environment.

Objectives:

1. Provide strategy and structure for timely, evidence-based general and heart disease risk reduction health information, emphasizing Jackson Heart Study (JHS) and related cardiovascular diseases research findings.
2. Conduct evidence-based health education programming throughout the JHS area, specifically heart disease risk reduction.

This initiative is an excellent opportunity for community members to participate in health activities and initiatives. It is also a great way to get community members involved, as they make up the council. We will work with the City /Town to create monthly deliverables that are exciting, health-focused, and tailored to the needs of citizens.

Border-ere Fiemotonghan

Email: b.fiemotonghan@msdh.ms.gov

Phone: 601-206-1725

CITY OF BYRAM AGENDA ITEM FACT SHEET

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

FOR: Employee insurance and benefit quotes for the upcoming fiscal year, presented by Tim Holifield, Cadence Insurance

INTRODUCED BY: Tim Hollifield, Cadence Insurance

ATTACHMENTS:

File Name

[Medical plan comparison.pdf](#)

[ancillary plan comparison.pdf](#)

City of Byram

Compare Plans Report - Medical Effective: 10/1/24

		Current/Renewal BCBS LG 1500	Option 1 UHC DWNR w/D50
General Plan Information		In-Network / Out-of-Network	In-Network / Out-of-Network
Annual Deductible/Individual		\$1,500	\$1,500/\$5,000
Annual Deductible/Family		\$3,000	\$3,000/\$10,000
Coinsurance <i>(After Deductible)</i>		80%/60%	80%/50%
Primary Care Office Visit		\$25	\$25
Specialist Office Visit		\$40	\$45/\$70
Annual Out-of-Pocket Limit/Individual		\$6,000/NA	\$6,000/\$10,000
Annual Out-of-Pocket Limit/Family		\$12,000/NA	\$12,000/\$20,000
Included in Out-of-Pocket Limits		Yes	Yes
Lifetime Plan Maximum		Unlimited	Unlimited
Preventive Services			
Well-Child and Adult Exams		100%	100%
Outpatient Services			
Surgery Facility		Deductible + Coinsurance	Deductible + Coinsurance
Professional Services		Deductible + Coinsurance	Deductible + Coinsurance
Emergency Room		Deductible + Coinsurance	Deductible + Coinsurance
Urgent Care Facility		\$40	\$50
Inpatient Services			
Inpatient Hospitalization		Deductible + Coinsurance	Deductible + Coinsurance
Prescription Drug Benefits			
Deductible		\$50	NA
Tier 1		\$10	\$10
Tier 2		\$25	\$35
Tier 3		\$50	\$70
Tier 4		\$100	\$150
Rates		Current/Renewal	Option 1
Employee Only	72	\$449.14	\$703.75
Employee + Spouse	3	\$943.20	\$1,477.88
Employee + Child(ren)	8	\$830.91	\$1,301.94
Family	1	\$1,392.34	\$2,181.63
Total	84		
Total Monthly Premium		\$43,207.30	\$67,700.79
Total Difference in Monthly Premium (From Current)			\$24,493.49
Percentage Change (From Current)			56.69%

The above information is intended as a benefit summary only. It does not include all of the benefit provisions, limitations and qualifications. If this information conflicts in any way with the contract, the contract will prevail.

City of Byram

Dental

Effective 10/1/24

Carrier Network		Current/Renewal UHC		Option 1 Equitable
Rate Guarantee		12 Months		24 Months
Rates		Current	Renewal	
EE	68	\$28.96	\$31.57	\$24.98
EE & Family	16	\$84.92	\$92.57	\$74.44
Total Monthly Premium		\$3,328.00	\$3,627.88	\$2,889.68
Total Annual Premium		\$39,936.00	\$43,534.56	\$34,676.16
Annual Savings from Renewal			\$0.00	\$8,858.40
General Plan Information		In-Network		In-Network
Annual Deductible		\$50		\$50
Annual Family Deductible		\$150		\$150
Annual Plan Maximum		\$1,500		\$1,500
Lifetime Orthodontia Plan Max		\$1,000		\$1,000
Diagnostic and Preventive Svc		100%		100%
Basic Services		80%		80%
Major Services		50%		50%
Endodontic Treatment		80%		80%
Periodontal Treatment		80%		80%
Orthodontia Services		50%		50%
Preventive Max Waiver		None		Yes

The rates outlined above are intended as a rate comparison only. Rates are based on census information received. Final rates are subject to actual enrollment, plan design(s) selected, and underwriting approval.

CITY OF BYRAM AGENDA ITEM FACT SHEET

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

FOR: Approval for JWM Consulting Engineers, Inc. to move forward with the structural evaluation of property located at 300 Executive Blvd, presented by James Miller, JWM Consulting Engineers, Inc.

INTRODUCED BY: Angela Richburg, City Clerk

ATTACHMENTS:

File Name

[JWM Consulting engineers agreement.pdf](#)

JWM CONSULTING ENGINEERS, INC.

Civil/Structural Engineering
P.O. Box 1442, Ridgeland, Mississippi 39158
601-856-9979

July 23, 2024

Mayor Richard White
P.O. Box 720222
Byram, MS 39272

Re: Structural evaluation at 300 Executive Blvd., Byram, MS (CenterPoint Energy facility)

Dear Mayor White:

Thank you for contacting me regarding a structural inspection and evaluation of the foundation system at the referenced property. It is my understanding that the City of Byram is considering purchasing the property for use as a new Police Station. The building consists of a pre-engineered steel frame structural system that is supported on a slab-on-grade type foundation with reinforced concrete spread footings incorporated into the slab structure for the main-frame, steel building columns.

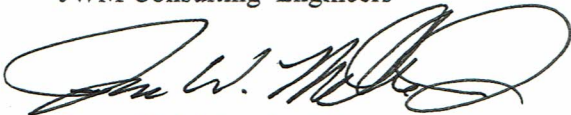
I performed a preliminary inspection at the site on June 4, 2024 in order to observe visual indications of any differential foundation movement in the structure. A number of spot elevations were taken on the building's interior floor slab along with a review of the original construction plans for the facility.

Preparing a report of the findings with an evaluation of the structural condition of the building foundation will require additional review of the plans and building system. It is estimated that this structural evaluation and completion of the report of my findings will require approximately nine hours, which includes the preliminary work performed on June 4. The base hourly fee is \$145.00/hr.

Should you decide to move forward with this project and if I can be of assistance in any way please contact me at your convenience. Thank you again for contacting me and I look forward to providing any additional information you may need.

Sincerely,

JWM Consulting Engineers

A handwritten signature in black ink, appearing to read 'James W. Miller, Jr.', with a stylized, cursive script.

James W. Miller, Jr., P.E.

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: August 5, 2024 AGENDA ITEM NO: 6.a

FOR: Approval of minutes of the Regular Meeting of the Mayor and Board of Aldermen held July 25, 2024

INTRODUCED BY: Angela Richburg, City Clerk

ATTACHMENTS:

File Name
[2024 7.25.pdf](#)

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

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

2. Invocation

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

David Moore, Alderman Ward VI

Roshunda Harris-Allen, Alderman At Large, via Zoom

Angela Richburg, City Clerk

Legal Counsel Present: Attorney John Scanlon

Supreme Court Justice candidate Byran Carter addressed the Board

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

Mayor White opened the Public Hearing for the purpose of determining whether or not the above-described properties shall be rezoned from RE-Residential Estate to C-4 General Commercial District at 7:12 P.M. Persons who addressed the Board were Eric Munden, Building Official, and Jim Avery, Vice President of Development of Jacks Family Restaurant. An opportunity to address the Mayor and Board of Aldermen was afforded to those in opposition. Dr. Jonathan Jackson stated that he believes we have enough fast food restaurants and would like to have a sit-down restaurant. Mayor White closed the Public Hearing at 7:42 P.M. All Public Hearing requirements have been met: attached is the copy of the proof of publication and copy of the notice that was posted in City Hall.

Motion to rezone properties located at 7507 Siwell Road, 7517 Siwell Road and 7523 Siwell Road from RE – Residential Real Estate District to C-4 General Commercial District

Moved by Alderman Hosey

Seconded by Alderman Moore

Motion Passed

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

(b) Public Hearing for the purpose of determining if a Conditional Use should be granted for property located at 7517 South Siwell Road APN 048510000249000000

Mayor White opened the Public Hearing for the purpose of determining whether or not a Conditional Use should be granted for property located at 7517 Siwell Road at 7:43 P.M.

Persons who addressed the Board were Eric Munden, Building Official, and Jim Avery, Vice President of Development of Jacks Family Restaurant. An opportunity to address the Mayor and Board of Aldermen was afforded to those in opposition, with no one speaking.

Mayor White closed the Public Hearing at 7:49 P.M. All Public Hearing requirements have been met: attached is the copy of the proof of publication and copy of the notice that was posted in City Hall.

Motion to allow the Conditional Use of having a drive-through window at 7517 South Siwell Road with cameras as recommended by the Police Department

Moved by Alderman Amos

Seconded by Alderman Gibson

Motion Passed

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

(c) Approval of Resolution recognizing First Pentecostal Church of Jackson for their help in hosting Upward Basketball

Motion to approve Resolution

Moved by Alderman Johnson

Seconded by Alderman Hosey

Motion Passed

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

6. Approval of Consent Agenda Items

Motion to approve the Consent Agenda with the addition of clarification as to why there was no action taken on Discussion and Action Item “I” in the Minutes of the July 11th Regular Meeting of the Mayor and Board of Aldermen

Moved by Alderman Mack

Seconded by Alderman Gibson

Motion Passed

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

(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**
Motion to approve Claims Docket
 Moved by Alderman Gibson
 Seconded by Alderman Harris-Allen
 Motion Passed
 Ayes: Johnson, Hosey, Amos, Mack, Gibson, Moore, Harris-Allen
- (b) **Approval of a pay increase to \$13.67 per hour, effective August 5th, for Firefighter William Tucker after becoming a certified EMT.**
Motion to approve pay increase
 Moved by Alderman Gibson
 Seconded by Alderman Harris-Allen
 Motion Passed
 Ayes: Johnson, Hosey, Amos, Mack, Gibson, Moore, Harris-Allen

(c) Discussion of design for Pocket Park

Moved to 8/5/24 agenda

- 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

- **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

Motion to adjourn at 8:05 P.M.

Moved by Alderman Hosey

Seconded by Alderman Amos

Motion Passed

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

APPROVED:

Richard White, Mayor

Date

ATTEST:

Angela Richburg, City Clerk

Date

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: August 5, 2024 AGENDA ITEM NO: 6.b

CONSENT AGENDA: \$190.00

FOR: Approval of payment in the amount of \$190.00 to Government Finance Officers Association, renewal of membership dues for City Clerk Angela Richburg (001-140-622)

DISTRIBUTION: 001-140-622

INTRODUCED BY: Angela Richburg, City Clerk

ATTACHMENTS:

File Name

[Government Finance Officers Association.pdf](#)

Government Finance Officers Association

203 N LaSalle Street Suite 2700 Chicago IL 60601 | 312.977.9700 Main | 312.977.4806 Fax

Renewal Dues Notice

Notice #: 2489539

Notice Date: 04/30/2024

Member ID: 300189539

Current Paid Thru: 05/31/2024

Membership renewal for the period of 06/01/2024 through 05/31/2025

Ms. Angela Richburg

City of Byram

PO Box 720222 Byram, MS 39154 UNITED STATES

Membership Dues Base Fee \$ 190.00

In-Base Member(s)

ID: 300189525 Name: Ms. Angela Richburg |

No. of In Base Membership Included in Base Fee: **1**

Current Number of In Base Members: **1**

Add-On Member(s)

NONE

Total Add-on Memberships \$ 0.00

Total Amount Due: \$ 190.00

To pay online:

<https://estore.gfoa.org/iMIS15/Gfoamember/SignIn.aspx>

Forgot your Username or Password? Sign In page provides reset links

[Pay online Tutorial](#)

To pay by Mail, Please Print and Remit to:

Government Finance Officers Association

203 N. LaSalle Street, Suite 2700

Chicago, IL 60601-1210

To update your membership information

Visit <https://www.gfoa.org/updates>.

We are no longer accepting credit card renewals via mail, fax, email, or phone.

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: August 5, 2024 AGENDA ITEM NO: 6.c

CONSENT AGENDA: \$3,975.00

FOR: Approval of quote in the amount of \$3,975.00 from Puckett Power Systems for a 48 month extended warranty on the City Hall generator (001-195-650)

DISTRIBUTION: 001-195-650

INTRODUCED BY: Angela Richburg, City Clerk

ATTACHMENTS:

File Name

[Generator extended warranty city hall.pdf](#)

Extended Protection Quote Confirmation

Quote Number : 1722356336274

Customer Quote

Quote Date : 07/30/2024
Price Expiration Date : 08/29/2024

Quote Status : Draft-NOT ACCEPTED

Customer Information :

CITY OF BYRAM
PO BOX 720222
ATTN:
BYRAM
MISSISSIPPI
39272-0222
UNITED STATES

Dealer Information :

PUCKETT MACHY
100 CATERPILLAR DR
PO BOX 321033
FLOWOOD
MISSISSIPPI
39232-6204
UNITED STATES
6019780297
JASON.TURMAN@PUCKETTPOWER.COM
JASON TURMAN

Product Information :

Model : DG125
Serial# : NB800104
Type : Published
Emissions Control Indicator : NONE
Original Delivery Date : 11/03/2016
Product Status : No Delayed Coverage Start
Current Usage : 200 Hours
Fuel Type : 2. Pipeline/Utility-Grade Gas
DTO : No
If Yes, DTO Order Number :
Off-Shore Application : No
Additional Questions for Genset Coverage Only :
Generator Type : Cat Generator
Operation Mode : Parallel to Utility

Coverage	P/L	Duration	Usage	Deductible	Amount
ADV GENSET PLATINUM PLUS	PARTS AND LABOR	48 Months	2000 Hours	0.00	3,975.00

Other:	
Administration Fee	
Late Fee	
Tax	
Total Customer Amount	0.00
Currency	USD

Additional Comments :



Extended Protection Quote Confirmation

Quote Number : 1722356336274

Customer Quote

Notes:

- 1. This quote is a non-binding price indication.
- 2. All deductibles are displayed in USD.
- 3. Goods & Services Tax (GST) is not included.
- 4. Coverage for New machines / engines starts on the product Delivery Date and runs concurrent with Machine / Engine Standard Warranty.
- 5. Late Fees may apply to Engine Extended Service Coverage (ESC) cost(s) at the time of Enrollment.

Customer Signature

Date

Dealer Signature

Date

Thank you for your business!

TERMS AND CONDITIONS

These Terms and Conditions are specifically for Caterpillar commercial engines and/or generator sets and are an important part of Provider's continuing effort to provide Customer with superior value and product support. These Terms and Conditions govern the terms of coverage outlined in the Registration Certificate and taken together constitute the Extended Service Coverage Contract ("Contract").

I. DECLARATIONS

This Contract defines coverage for the Cost, less any applicable Deductible, per failure, of a Mechanical Breakdown under normal use during the Coverage Period due to a defect in material or factory workmanship of Covered Components. This Contract is subject to the applicable exclusions listed under **Section VI. EXCLUSIONS AND LIMITATIONS**.

This Contract should be purchased on the Covered Equipment's original purchase date from an Authorized Dealer. Certain fees, penalties and coverage availability limits may apply for Contracts requested after the original purchase date.

For **New Extended Service Coverage (ESC)**, the Coverage Period under this Contract starts at the Delivery Date of the Covered Equipment. No claim will be paid until this Contract is registered. Pre-existing claims, claims originating prior to the registration of this ESC, will not be paid.

For **Advantage ESC**, the Coverage Period under this Contract starts:

- The date of successful completion of the Advantage Certification Inspection for Covered Equipment not awaiting resale; or
- Within twelve (12) months from the original date of the Advantage Certification Inspection for Covered Equipment in dealer inventory awaiting resale, or
- On the date of transfer of coverage from an Authorized Dealer to Customer.

Under this Contract, coverage Upgrade or Coverage Continuation for New or Advantage ESC starts at the date of registration of the changed coverage for claims reimbursement. Pre-existing claims, prior to the registration of the coverage Upgrade or Coverage Continuation, that would not have been paid under the original coverage, will not be paid. In the event a pre-existing claim is paid in error, Provider will recover the full amount paid and assess an Administrative Fee of ten percent (10%) of the amount paid in error.

Major items that are serialized with unique model nomenclature, such as switchgear, automatic transfer switches or uninterruptible power supplies, each require a separate contract.

II. DEFINITIONS

"Advantage ESC" means extended service coverage available for Covered Equipment outside the standard factory warranty period, but before an overhaul.

"Aftertreatment" is a general term for a reduction device or system installed to reduce regulated engine exhaust emissions. The systems may or may not be mounted on the engine. Aftertreatment is comprised of the following:

- **"DPF"** means diesel particulate filter, which is an Aftertreatment component included in the Technical Marketing Information (TMI) as-shipped consist or Order Invoice with Engineering Breakdown. The DPF and related systems are designed to reduce Particulate Matter (PM) emissions levels. DPF coverage must be ordered with engine coverage and can be ordered in

combination with SCR coverage.

- **“SCR”** means selective catalytic reduction system, which is an Aftertreatment component included in the Technical Marketing Information (TMI) as-shipped consist or Order Invoice with Engineering Breakdown. The SCR and related urea-based diesel exhaust fluid systems are used to reduce Oxides of Nitrogen (NOx) emissions levels in engines. SCR coverage must be ordered with engine coverage and can be ordered in combination with DPF coverage.
- **“DOC”** means diesel oxidation catalysts, which is an Aftertreatment component designed to convert carbon monoxide (CO) and hydrocarbons into carbon dioxide (CO₂) and water. The DOC can be used as a standalone component or in conjunction with a SCR and/or DPF.

“Authorized Dealer” means a dealer authorized by the Manufacturer to sell, service and repair Covered Equipment.

“Authorized Representative” means a representative authorized by Provider to act on Provider’s behalf.

“Caterpillar” means Caterpillar Inc. and any of its direct or indirect subsidiaries.

“Cost” means the usual and customary charges as determined by the Manufacturer for parts, labor, and other allowances necessary to repair or replace the Covered Components. Replacement parts will be genuine Caterpillar manufactured parts, when performing repairs. Genuine Caterpillar parts include new, remanufactured or Caterpillar approved repaired components.

“Coverage Fees” means the amount paid for the ESC.

“Coverage Period” means the period that commences with the Coverage Start Date and expires when the duration or usage hours, as specified on the Registration Certificate, are reached, whichever occurs first.

“Coverage Start Date” begins on the Delivery Date of the Covered Equipment for NEW ESC and on the date of the completed Advantage Inspection Certification of the Covered Equipment for Advantage ESC.

“Covered Component” means the components listed and identified for the appropriate level of coverage in **Section XV. COVERED COMPONENTS**.

“Covered Equipment” means the equipment identified by serial number for this Contract as recorded on the Registration Certificate and accepted by Provider.

“Customer” means Customer name on this Contract.

“Deductible” is the amount Customer agrees to pay per failure for a Mechanical Breakdown.

“Delivery Date” is the beginning date of the Caterpillar standard factory warranty period to the initial user for new product.

“Eligibility Start Date” means the date on which a Customer is eligible to sign up for ESC, which is the date of delivery of Covered Equipment for New ESC, or the date of inspection for Advantage ESC.

“ESC” means extended service coverage, which provides protection for Customer against unexpected repair Costs for Covered Components, as further described in this Contract.

“Manufacturer” means Caterpillar Inc. or any of its subsidiaries that manufacture Covered Equipment.

“Mechanical Breakdown” means the failure, due to a defect in material or workmanship, of any Covered Component to work as it was designed to work in normal service, provided it has received customary maintenance as recommended in the Manufacturer's Operation & Maintenance Manual (OMM).

“New ESC” means extended service coverage available for Covered Equipment within the standard factory warranty period.

“OEM” means original equipment manufacturer, which can include Manufacturer [or other manufacturers].

“Pre-Existing Claim” is a claim filed for a failure which occurred prior to the execution of this Contract and prior to registration of ESC for the Covered Equipment.

“Provider” means the entity issuing this Contract and further defined in **Section XIII. PROVIDER**.

“Repairer” means a business entity approved or authorized as a repair facility by Manufacturer or an Authorized Dealer.

“Registration Certificate” means page one (1) of this Contract, or as generated by the Contract administrator's quoting and registration platform.

“Sanctions” means economic or financial sanctions or trade embargoes imposed, administered or enforced from time to time by (a) the United States (U.S.) government, including those administered by the Office of Foreign Assets Control of the U.S. Department of Treasury or by the U.S. Department of State; or (b) the United Nations Security Council, the European Union, or Her Majesty's Treasury of the United Kingdom.

“Sanctioned Person” means, at any time, (I) a person listed in any sanctions-related list of designated persons maintained by the U.S. Department of the Treasury, the U.S. Department of Commerce, the U.S. Department of State, or by the United Nations Security Council, the European Union or any EU member state, or (II) any person owned or controlled by any such person.

“Upgrade” or **“Coverage Continuation”** is a change to one or more of the existing Contract terms that results in a higher price for the coverage.

“Warranty” or **“Warranties”** means the Manufacturer's standard factory warranty or a Repairer's guarantee or warranty.

III. PROVIDER RESPONSIBILITIES

- When a Mechanical Breakdown occurs, Provider will reimburse the Cost, less any applicable Deductible, to repair, replace or rebuild the Covered Component, and to the extent such Mechanical Breakdown causes damage to the Covered Equipment, Provider will reimburse the Cost, less the Deductible, to repair, replace or rebuild the Covered Equipment, this Cost not to exceed Caterpillar's list price for the equivalent Covered Equipment. This work will be reimbursed at normal working hour labor rates at a Repairer's place of business.
- Provider will provide, at Provider's choice, new, remanufactured or repaired components when replacing or repairing any Covered Components. Further, Provider will also reimburse for any component with a Caterpillar part number that is rendered unserviceable by a Covered Component and/or Mechanical Breakdown and reasonable labor to complete the repair.
- Provider will restore the Covered Equipment to its operating condition immediately prior to the Mechanical Breakdown by repairing and/or replacing only the required Covered Components and

any component with a Caterpillar part number that was rendered unserviceable as a consequence of the Mechanical Breakdown, which would be necessary to correct the defect in the Covered Equipment.

- Provider will reimburse the reasonable labor to disconnect and reconnect the Covered Equipment to its attached equipment, mounting, and support systems, if required. Other parts or components removed in the process of the repair will be reinstalled as is, unless Customer authorizes and pays the additional expense to repair or replace the other parts.
- Provider will also pay the reasonable Costs of any consumables made unusable as a result of a Mechanical Breakdown.
- Provider will reimburse applicable transportation and importation Costs at standard factory warranty approved levels.

IV. CUSTOMER RESPONSIBILITIES

- Customer shall operate, repair, and perform all recommended maintenance for the Covered Equipment according to the guidelines and recommendations as specified in the Manufacturer's OMM.
- Customer shall utilize an Authorized Dealer for all scheduled oil sampling (S.O.S.) as specified in the Manufacturer's OMM, by submitting samples promptly with necessary sample information at the specified service intervals, and take the appropriate action as recommended by Authorized Dealer based on the S.O.S. results.
- Customer shall be responsible for labor and material Costs for the removal and reinstallation of Covered Equipment, except as stated in **Section III. PROVIDER RESPONSIBILITIES**, or in **Section XVI. ADDITIONAL COVERAGE**, if applicable.
- Customer shall be responsible for all Costs not covered by this Contract.
- Customer shall be responsible for maintaining reasonable documentation of all scheduled maintenance and repairs of the Covered Equipment, such as receipts or copies of work orders or invoices from Repairers or Authorized Dealers showing the maintenance and services performed pursuant to the Manufacturer's OMM recommendations. In the event of a Mechanical Breakdown, Customer may be required to present documentation of scheduled maintenance and repairs.
- Customer shall only use the Covered Equipment for its intended application and shall follow guidelines of the Manufacturer's OMM.
- Customer shall ensure operators have training on proper operation of the Covered Equipment and follow guidelines of the Manufacturer's OMM.
- Customer shall confirm that neither Customer, nor any of Customer's respective directors, officers or employees, or any guarantor of this Contract, or to Customer's knowledge, any agent or subsidiary of Customer's that will act in any capacity in connection with or benefit from this Contract and the services hereunder, is at any time identified as a Sanctioned Person.
- Customer shall assume full responsibility for any damages and associated repair Costs attributable to any failure associated with operating a generator set in Emergency Override System (EOS) mode. Further, Customer will defend, indemnify and hold harmless Caterpillar and the Dealer and their respective parents, affiliates, subsidiaries, successors, directors, officers, employees, and agents from and against all third-party claims, actions, demands, damages and liabilities of any kind arising out of or related to operation of the generator set in EOS mode.

In the event of a failure of the Covered Equipment, Customer shall:

- Take all reasonable steps to protect and safeguard the Covered Equipment.
- Report the failure promptly to Provider or a Repairer.
- Promptly make the Covered Equipment available to a Repairer for examination and repairs and provide proof of this Contract by presenting Customer's copy of the Registration Certificate.
- Furnish Provider or a Repairer with such information as may be reasonably required to assess the failure.
- Provide needed documentation or information upon request.

V. COVERAGE TERRITORY

This Contract applies to Covered Equipment worldwide except when coverage provided by this Contract would be in violation of Sanctions. In such case, this Contract shall be null and void. Similarly, any coverage relating to or referred to in any certificates or other evidence of coverage or any claim that would be in violation of Sanctions shall be null and void.

VI. EXCLUSIONS AND LIMITATIONS

This Contract does not cover a failure caused by:

- Wear-out and normal deterioration in performance, including oil consumption and gasket or seal leaks;
- Wear-out or failure of components due to (i) operation beyond the design and/or capacity of the product, (ii) operator abuse, (iii) improper operation technique, or (iv) application not approved by Caterpillar;
- Corrosion and physical or mechanical erosion;
- Operating equipment with improper, contaminated, or improper levels of fuel, fluids, coolants, lubricants, or the use of improper filters;
- Repairer workmanship;
- Modifications, unless the modifications were authorized at the request of Manufacturer and performed at an approved repair facility;
- Abuse, neglect, or any failure to inspect, observe and comply with maintenance and servicing practices, specifications, intervals and requirements recommended or directed by the Manufacturer or Provider;
- Any failure to test oil samples according to an oil sampling program or analysis (including infrared analysis) as recommended or directed by the Manufacturer;
- Failure of a component which is not a Covered Component;
- Resultant damage caused by a component, which is not a Covered Component; including filter failures, clogging or blockage;
- Use or establishment of fuel settings for Covered Equipment which are inconsistent with settings recommended by Provider or the Manufacturer; or
- Operating the product at performance settings other than the standard Manufacturer specification.

This Contract also does not pay for the Costs arising from:

- Acts of God, acts of nature, acts of war, vermin, collision, fire, theft, vandalism, riot, or explosion;
- Performance-related complaints, including, but not limited to, adjustments to fuel settings or fuel

injectors/nozzles;

- The supply or consumption of lube oils, grease, coolant or air conditioner refrigerant, unless otherwise provided in this Contract or agreed by Provider;
- Any Costs incurred to improve operation performance;
- Any Costs for load or performance testing, even when Caterpillar guidelines call for such testing following a covered repair;
- Work associated with performing a Product Improvement Program (PIP) or Product Support Program (PSP);
- Any loss of or damage to a Covered Component occurring or arising outside the coverage territory, as stated in **Section V. COVERAGE TERRITORY**;
- Routine maintenance items, normally scheduled preventive maintenance, or maintenance services as explained in the Manufacturer's OMM, including but not limited to, valve lash adjustments or replacements of filters, fuel nozzles, fuel injectors, thermostats, seals, gaskets, hoses, vee-belts, batteries, and clutches;
- Storage of Covered Equipment;
- Miscellaneous shop supplies;
- Steel shims and cast-iron block inserts;
- Clamps and other fasteners not specified in **Section XV. COVERED COMPONENTS**
- Any Costs associated with Mechanical Breakdowns covered under any Warranty whether enforceable or not; including Emissions Warranty or Repairer's guarantee regardless of whether the Warranty or Repairer's guarantee is honored;
- Parts shipping charges and service charges unless provided by coverage type as described in **Section XVI. ADDITIONAL COVERAGE**;
- Any and all taxes;
- Any Costs associated with loss of time, inconvenience, downtime or downtime-related expenses or other incidental or consequential loss;
- Physical damage not related to Mechanical Failure;
- Any repairs if the service meter has been stopped or altered or misrepresents the Covered Equipment's actual usage;
- Reimbursement for meals or overnight lodging;
- Failures associated with enclosures, containers, undercarriage, ladders, lights, wheels, axles, brakes, tires, sound attenuation, sound reduction, material, insulation, stabilizing jacks, fire suppression, and fire extinguishers;
- Contingent damage to component(s) which were not part of the original factory consist;
- Failure or damage to the generator set incurred as a result of operating the generator set in EOS mode;
- Additional Cat components installed by the Original Equipment Manufacturer (OEM), any Cat dealer, any authorized second level dealer or Customer after the in-service date of the engine, except where specified under **Section XV. Covered components**; or
- OEM components made a part of the Caterpillar factory as-shipped consist of the generator set through the Design to Order (DTO) process are not covered unless Caterpillar has given prior written approval to include the OEM components in the coverage.

Failure to provide reasonable documentation of required maintenance, as required in **Section IV. CUSTOMER RESPONSIBILITIES** may result in partial or non-payment of claim.

Coverage may be discontinued if an overhaul to the Covered Equipment becomes necessary as defined by key measures explained in the Manufacturer's OMM for the model and application, as indicated on the Registration Certificate. These key measures include, but are not limited to, valve recession, oil consumption, blow by, Scheduled Oil Sample (S.O.S) recommendations, total fuel consumed or service hours.

VII. UPGRADE OR COVERAGE CONTINUATION

Subject to the limitations outlined in this Section, Customer may Upgrade or extend the following terms of coverage indicated on Customer's Registration Certificate:

- Coverage level (Silver, Gold, Platinum, or Platinum Plus),
- Coverage months (Duration),
- Coverage hours (Usage), or
- Deductible level.

Eligibility guidelines for a coverage upgrade are as follows:

A. For New ESC:

1. An Upgrade to the coverage level or Deductible level is eligible during the Covered Equipment's standard factory warranty period.
2. An increase to the coverage months or hours (Coverage Continuation) or a decrease in Deductible amount is eligible any time while under standard factory warranty or an active ESC.

B. For Advantage ESC:

1. Upgrades in coverage level are not permitted.
2. An increase to the coverage months or hours Coverage Continuation or a decrease in Deductible amount is eligible any time during the active ESC up to specified limits. Restrictions apply.

Changes to the existing Contract terms may require Provider's approval, may result in additional testing requirements, and will result in an adjustment in price for the program coverage.

Provider reserves the right to deny an Upgrade request based on the claims' history of the Covered Equipment.

This Contract's terms cannot be reduced once enrolled.

VIII. TRANSFER OR ASSIGNMENT OF EXTENDED SERVICE COVERAGE

The remaining coverage of this Contract may be transferred or assigned to subsequent owners, at Provider's sole discretion and at no extra charge provided the usage application is not different and the transfer or assignment would not violate Sanctions. The new owner of the Covered Equipment must present a copy of the current Registration Certificate to Provider within thirty (30) days of the transfer of the Covered Equipment's title and Provider may approve the transfer or assignment of the coverage.

IX. TERMINATIONS AND REFUNDS

- Customer may cancel this Contract by providing written notice of intent to cancel and returning this Contract to the Contract administrator. Cancellation will be effective on the date the Contract

administrator receives the written cancellation notice.

- Refund and Administration Fee. If Provider receives Customer's written cancellation notice and returned this Contract within ten (10) days of the registration signature date as indicated on the bottom of the Registration Certificate, Provider will provide a refund in the amount of the Coverage Fees, less any claims paid and less a \$125.00 administration fee.
- If Provider receives Customer's written cancellation notice and returned this Contract more than ten (10) days after the registration signature date, as indicated on the bottom of the Registration Certificate, the pro-rated refund will be based on the lesser of months or hours of unused coverage less any claims paid and less a \$125.00 administration fee. If Provider receives Customer's written cancellation notice and returned this Contract more than thirty (30) days after the registration signature date, as indicated on the bottom of the Registration Certificate, Customer's refund will be reduced a further ten percent (10%).
- No refund is available if coverage is transferred or assigned to a subsequent owner.
- Provider may cancel this Contract without notice for the following reasons:
 - The Coverage Fee for this Contract has not been paid by Customer;
 - The standard factory warranty has been cancelled or voided;
 - Customer has substantially breached Customer's duties relating to the Covered Equipment or its use; or
 - Caterpillar or Provider determine that continuing this Contract would result in a violation of Sanctions.
- If there is a material misrepresentation in the Registration Certificate, Provider may void this Contract without written notice and Customer will not be charged the Coverage Fee.
- Provider may cancel this Contract without notice if the condition of an overhaul occurs. In the case of an overhaul occurring, Customer may receive residual Contract value as calculated above and applied to the continuation of coverage under the Overhaul (OVH) ESC Contract for Caterpillar Commercial Engines. The new term of coverage under the OVH ESC program may be selected per available terms if OVH ESC eligibility requirements have been met.

In the event Provider cancels this Contract, Provider will return any pro-rated refund, if applicable, based on the lesser of months or hours of unused coverage, less any claims paid, and less a \$125.00 administration fee.

X. DISCLAIMERS

- Provider responsibilities and Customer remedies under this Contract are limited to the provisions as specified herein.
- Provider disclaims any expressed or implied warranties in connection herewith including any warranty of merchantability or fitness for a particular purpose.
- Provider is not responsible for incidental or consequential damages, except as stated in **Section III. PROVIDER RESPONSIBILITIES**.
- Replacement parts furnished under the terms of this Contract are covered under the applicable replacement parts warranty.
- This Contract does not supersede the Emissions Warranty for emissions-related components.
- Misrepresentation of the Covered Equipment's eligibility for ESC, or the actual accumulated miles, kilometers, hours, fuel burn or age shall result in cancellation of this Contract by Provider or non-payment of a claim, as determined by Provider.
- Provider shall be entitled to all other remedies.

XI. CUSTOMER ASSISTANCE

For the U.S. and Canada, when a problem arises concerning the operation of Customer's Covered Equipment or concerning the service of Customer's Covered Equipment, the problem will normally be managed by the Authorized Dealer in Customer's area.

Customer satisfaction is a primary concern of Caterpillar and Provider's Authorized Dealers. If a problem has not been handled to Customer's complete satisfaction, follow these steps:

- 1) Discuss the problem with a manager from Provider's Authorized Dealer.
- 2) If the problem cannot be resolved at the Authorized Dealer level without additional assistance, contact a service representative with the Contract administrator (Service Representative) at 1-888-614-4328.

Outside the U.S. and Canada, if a problem arises concerning the operation of Customer's Covered Equipment or the service of Customer's Covered Equipment, Customer should contact the nearest Authorized Dealer or Service Representative.

XII. PRIVACY NOTICE

Provider or its Authorized Representative may collect Customer's name, address, phone number, payment information, product data (including geolocation and operational data) and email address ("Personal Data") from Customer to complete and process the Registration Certificate and to administer this Contract.

Provider may collect non-public Personal Data and other data necessary for Customer's Contract coverage from the following sources:

- 1) Information that Provider receives from Customer on registrations, applications or other forms, such as Customer's name, address, assets and income;
- 2) Information about Customer transactions with Provider, Provider's subsidiaries, Provider's affiliates (received only with Customer's express consent), Authorized Representative; and
- 3) Information from a Consumer reporting agency.

Provider processes Personal Data for the following purposes:

- 1) To execute and administer this Contract, including processing of claims;
- 2) To administer additional services requested in conjunction with this Contract;
- 3) To respond to Customer inquiries and provide customer support;
- 4) To enforce Provider's rights in the case of Customer default under this Contract or a breach by Customer of any of its responsibilities or obligations;
- 5) To comply with legal and regulatory obligations;
- 6) To conduct surveys, including through electronic means, to ascertain Customer satisfaction with Provider's coverage and services;
- 7) To contact Customer with details of Customer's existing or expiring coverage; and
- 8) To contact Customer with details of products and services offered by Provider and other parties.

In addition to the purposes outlined above, data may be de-identified, in which case it is no longer Personal Data, and may be processed for other purposes.

In order to process Personal Data, Provider may rely on different legal basis, including:

- 1) The necessity for completion of pre-contractual measures, executing and administering a contract, and exercising Provider's rights thereunder;
- 2) The necessity for Provider to comply with legal obligations;
- 3) The necessity to pursue legitimate interests, including to improve the products and services Provider offers to Customer and to provide Customer with information about the products and services that Provider offers; and
- 4) Customer consent. If Provider relies on Customer consent as a legal basis for processing Customer data, Customer may withdraw consent at any time.

Provider will share Personal Data with third parties, including the Contract administrator, located in the United States of America (U.S.A.) who acts as a data controller and may process Customer Personal Data for any of the above referenced purposes. Customer may obtain additional details on the specific measures the Contract administrator uses to ensure compliance with applicable data protection requirements, and to maintain the security and protection of Customer data, by accessing the Contract administrator's global privacy notice (<https://www.caterpillar.com/dataprivacy>).

The failure to provide Personal Data would in some cases have the consequence that this Contract is not concluded, including:

- 1) Where processing is necessary to the administration of this Contract or the conducting of pre-contractual measures; and
- 2) Where processing is necessary to fulfil Provider's legal and regulatory obligations or to exercise Provider's legal rights.

XIII. PROVIDER

In the United States (U.S.) and its territories of Guam, America Samoa, the Northern Mariana Islands and U.S. Minor Outlying Islands: The Provider of this Contract is Caterpillar Inc.

In Canada excluding Alberta: The Provider of this Contract is the Cat Dealer.

In Alberta, Canada: The Provider of this Contract is Caterpillar of Canada.

In All Other Countries and the U.S. territories of Puerto Rico and the U.S. Virgin Islands: The Provider of this Contract is the Cat Dealer.

XIIIA. NOTICE FOR U.S. CONTRACTS ONLY

Obligations of the Provider under this Contract are backed only by the full faith and credit of the Provider (issuer) and are not guaranteed under a Contract reimbursement insurance policy.

XIV. ENDORSEMENTS, APPLICABLE TO U.S.A. ISSUED SERVICE CONTRACTS ONLY

In Georgia: Paragraph **IX. TERMINATIONS AND REFUNDS** the subparagraphs Refund and Administration Fee and Cancellation by Provider are replaced by the following:

- **Refund and Administration Fee.** If Customer cancels this Contract, the pro-rated refund will be based upon the lesser of months, miles or hours of unused coverage provided.
- **Cancellation by Provider.** Provider may only cancel this Contract for fraud, material misrepresentation or non-payment. If Provider cancels this Contract, Provider will give written notice of cancellation at least:

- 1) Ten (10) days before the effective date of cancellation if Provider cancels for non-payment of Coverage Fees or,
- 2) Thirty (30) days before the effective date of cancellation if Provider cancels for any other reason. The pro-rated refund will be based upon the lesser of months, miles or hours of unused coverage provided.

In Hawaii: Paragraph **IX. TERMINATIONS AND REFUNDS**, the subparagraph Cancellation by Provider is replaced by the following:

- **Cancellation by Provider.** Upon cancellation of a service contract by the Provider, the Provider, at least five days prior to cancellation, shall mail to the contract holder at the contract holder's last known address, a written prior notice of cancellation that states the effective date of the cancellation; provided that prior notice under this subsection shall not be required if cancellation is for:
 - Nonpayment of the Provider's fee for the service provided under the service contract;
 - A material misrepresentation by the contract holder to the Provider; or
 - A substantial breach of duties of the contract holder under the service contract, relating to a covered product or its use.

In Hawaii and Wyoming: Paragraph **IX. TERMINATIONS AND REFUNDS**, the subparagraph Refund and Administration Fee is replaced by the following:

- **Refund and Administration Fee.** If no claims have been made under this Contract delivered at the time of sale and Customer cancels this Contract by returning it to Provider within twenty (20) days of purchase, Customer's refund shall be the Coverage Fees, or between twenty (20) and thirty (30) days of purchase, Customer's refund shall be the Coverage Fees less a \$25.00 administration fee. If Customer cancels this Contract by returning it to Provider after thirty (30) days from purchase, the pro-rated refund will be based on the lesser of months, miles or hours of unused coverage provided less any claims paid and a \$25.00 administration fee. No refund is available if coverage is transferred or assigned to a subsequent owner. A ten percent (10%) penalty shall be added to the refund if not paid within thirty (30) days from the time this Contract was returned to Provider.

In Wisconsin: Paragraph **IX. TERMINATION AND REFUNDS** the subparagraphs Refund and Administration Fee and Cancellation by Provider are replaced by the following:

- **Refund and Administration Fee.** If Customer cancels this Contract by returning it to Provider within fifteen (15) days after Customer receives this Contract, Customer's refund shall be the Coverage Fees less a \$35.00 administration fee. If Customer cancels this Contract by returning it to Provider after fifteen (15) days from the date Customer receives this Contract, the pro-rated refund will be based on the lesser of months, miles or hours of unused coverage provided less a \$35.00 administration fee. If Provider cancels this Contract, Provider will provide Customer with written notice and Provider will not deduct any claims paid from Customer's refund. A ten percent (10%) penalty shall be added to the refund if not paid within thirty (30) days from the time this Contract was returned to Provider. All other terms and conditions apply.
- **Cancellation by Provider.** Provider may cancel this Contract with written notice to Customer and return to Customer the pro-rated refund based on the lesser of months, miles or hours of unused coverage provided and a \$25.00 administration fee for the following reasons: the Coverage Fee for this Contract has not been paid by Customer, the standard factory warranty has been canceled or voided, or a substantial breach of duties by Customer relating to the Covered Equipment or its use.

If there is a material misrepresentation with intent to deceive by Customer in the Registration Certificate, Provider may void this Contract with written notice and Customer will not be charged the Coverage Fee.

XV. COVERED COMPONENTS

Silver and Gold Covered Components: Covered Components under Silver and Gold levels of ESC are listed in the table attached as **Exhibit A**. If a component is not specifically listed in **Exhibit A**, it is not covered under Silver or Gold levels of ESC.

Platinum Level Covered Components: All as-shipped consist from the factory with Caterpillar part numbers, including DOC (when DOC is not part of a DPF) are Covered Components with the exception of the following: DPF and SCR, filters, fluids, vee-belts, hoses, power take-offs, paint, batteries, and clutches. New replacement EMCP control panels with Cat part numbers installed on electric power generator sets by an authorized dealer are covered components.

Platinum Plus Level Coverage Components: All as-shipped consist from the factory with Caterpillar part numbers including DOC (when DOC is not part of a DPF) are Covered Components with the exception of the following: filters, fluids, vee-belts, hoses, power take-offs, paint, batteries and clutches. Platinum Plus also covers additional components with Caterpillar part numbers that are installed by an Authorized Dealer and accepted by the Contract administrator through the Platinum Plus Additional Coverage Component List and Approval Verification form, LEYH0001. New replacement EMCP control panels with Cat part numbers installed on electric power generator sets by an authorized dealer are covered components.

ESC Aftertreatment DPF and/or ESC Aftertreatment SCR component coverage is optional and additional to the base engine coverage and is for the specified system. ESC Aftertreatment DPF and/or ESC Aftertreatment SCR is the same for Silver, Gold, Platinum, and Platinum Plus. If purchased with engine coverage, travel time and mileage extend to these optional Aftertreatment coverages.

Aftertreatment DPF and/or ESC Aftertreatment SCR must be ordered with the engine coverage and will have the same start and end date as the engine coverage.

ESC Aftertreatment DPF Component Coverage is for the original as-shipped consist, which includes the DPF / DOC and housing, radio frequency antennas, back pressure sensors, regeneration system and DPF-related electronic components, but excludes consumable and normal wear items (e.g., clamps, catalyst and filter substrate), and filter cleaning.

ESC Aftertreatment SCR Component Coverage is for the original as-shipped consist, which includes the SCR catalyst, AMOX catalysts, reactor housing, mixing pipe, Urea-based diesel emission fluid injection system hoses, nozzle or injector, pump, tank, NOx sensor, sensors and SCR-related electronic components, but excludes consumable and normal wear items (e.g., fluids, clamps, catalyst substrate).

It is the responsibility of the Authorized Dealer to provide the following documents to Caterpillar:

- 1) A copy of the ESC Registration Certificate and
- 2) The approval list of Caterpillar components, complete with the Caterpillar part numbers.

These documents will become part of the permanent history of the Covered Equipment.

XVI. ADDITIONAL COVERAGE

Travel Time & Mileage Limitations, per claim where applicable by industry and coverage:

Displacement	Silver, Gold & Platinum	Platinum Plus
4 liters or less	Up to 2 hours and 100 miles / 162 kilometers travel allowance	Up to 10 hours and 500 miles / 802 kilometers travel allowance
Greater than 4 liters and up to 7.5 liters	Up to 4 hours and 200 miles / 325 kilometers travel allowance	
Greater than 7.5 liters	Up to 8 hours and 320 miles / 515 kilometers travel allowance	

Emergency Freight:

Emergency freight reimbursement up to \$500.00 is available with all levels of ESC when a dealer is unable to obtain the Covered Component replacement part(s) required to complete a repair through the normal regional distribution channel.

Rental Allowance for Standby Applications: Standby Platinum Level Coverage: Additional allowance is granted if repairs cannot be completed within 96 hours of the Authorized Dealer technician's initial visit for the covered Mechanical Breakdown due solely to the nature of the Mechanical Breakdown or Cat's inability to supply the required repair components. The dollar allowance for Rental Generator set expenses, from an Authorized Dealer is defined as the reasonable and customary rental charge, mileage and the necessary labor for connection and disconnection to Customer facility of the Rental Generator set from the closest Authorized Dealer.

- For Cat generator sets up to 4 liters, the maximum dollar allowance is \$2,500 (USD).
- For Cat generator sets greater than 4liters and up to 7.5 liters displacement the maximum dollar allowance is \$5,000 (USD).
- For Cat generator sets greater than 7.5 liters and up to 34 liters displacement, the maximum dollar allowance is \$10,000 (USD).
- For Cat generator sets greater than 34 liters displacement, the maximum dollar allowance is \$15,000 (USD).

The following items are included as additional coverage under Platinum Plus level ESC only, subject to the limitations outlined herein.

Remote Troubleshooting:

Remote Troubleshooting Fees, up to a maximum of \$50.00 per claim, will be covered under Platinum Plus coverage only when a failed component is identified and repaired as part of the report.

Additional Disconnect and Connect Allowance:

Electric Power engines registered in Platinum Plus level ESC, will receive up to a maximum of \$1,500.00 additional allowance for labor to remove and reinstall Covered Components from the Covered Equipment, mounting and support systems, subject to the review and agreement by the Contract administrator, in its sole discretion, of the reasonableness of the additional labor Costs. This additional labor allowance may be applied to OEM components, which are required to be removed and reinstalled to complete the covered repair. This allowance supersedes **Section IV. CUSTOMER RESPONSIBILITIES** regarding

removal and reinstallation.

Overtime Allowance:

For Covered Equipment registered in Platinum Plus level coverage up to \$3,000.00 in overtime labor may be claimed for the incremental Cost of performing the repair outside of normal business hours, subject to the review and agreement by the Contract administrator, in its sole discretion, of the plausibility that the work could not be done within normal business hours. Incremental labor Cost hours must be in consecutive shifts to standard labor hours. This allowance modifies **Section III. PROVIDER RESPONSIBILITIES**, regarding repairs being done during normal business hours. This allowance is payable when it is not reasonably practical for the covered repair to be completed during normal business hours. Refer to industry addendum for incremental Costs reimbursement allowed.

Crane and Rigging Allowance for Standby Applications:

Standby Platinum Plus Level Coverage: Additional allowance for crane and rigging expense is granted if repairs cannot be completed within 48 hours of the Authorized Dealer technician's initial visit for the covered Mechanical Breakdown due solely to the nature of the Mechanical Breakdown or Cat's inability to supply the required repair components. The allowance for crane and rigging expenses is covered only if the crane and rigging is required to more cost effectively access the failed unit to perform covered repairs.

- For Cat generator sets with engines less than 7.5 liters displacement, the dollar allowance is \$1,000 (USD).
- For Cat generator sets with engines greater than or equal to 7.5 liters and up to 34 liters displacement, the dollar allowance is \$5,000 (USD).
- For Cat generator sets with engines greater than 34 liters displacement, the dollar allowance is \$12,500 (USD).

Rental Allowance and Standby Platinum Plus Level Coverage

Additional coverage is granted if repairs cannot be completed within 48 hours of the Authorized Dealer technician's initial visit for the covered Mechanical Breakdown due solely to the nature of the Mechanical Breakdown or Cat's inability to supply the required repair components. The dollar allowance for Rental Generator set expenses from and Authorized Dealer is defined as the reasonable and customary rental charge, mileage, and the necessary labor for connection and disconnection to Customer facility of the Rental Generator set from the closest Authorized Dealer.

- For Cat generator sets up to 4 liters, the maximum allowance is \$5,000 (USD).
- For Cat generator sets greater than 4 liters and up to 7.5 liters displacement the maximum dollar allowance is \$10,000 (USD).
- For Cat generator sets greater than 7.5 liters and up to 34 liters displacement, the maximum dollar allowance is \$20,000 (USD).
- For Cat generator sets greater than 34 liters displacement, the maximum dollar allowance is \$40,000 (USD).

XVII. EXTENDED SERVICE COVERAGE CONDITIONS

New ESC Eligibility Requirements:

For Covered Equipment with or without a known Delivery Date, the eligibility period ends on the last day

of the standard factory warranty period. A late fee is added to units registered more than three hundred sixty-five (365) days after the Delivery Date recorded in the Caterpillar warranty system.

New ESC Hours of Use Limits:

In addition to the general hour limits described below, certain other factors may limit the maximum hours of use during the Coverage Period. These factors include, but are not limited to, fuel quality, altitude of operation, and other conditions of application severity. Generator sets in Standby Applications shall not exceed 500 hours per year during the Coverage Period.

Covered Equipment in all applications shall not exceed the following limits based on engine displacement:

Hours	Displacement
6,000	Less than 4 liters
8,000	Equal to or greater than 4 liters and less than 7.5 liters
10,000	Equal to or greater than 7.5 liters and less than 22 liters
15,000	Equal to or greater than 22 liters and less than 34 liters
25,000	Equal to or greater than 34 liters

New ESC Years of Coverage Period Limits:

New ESC shall not extend beyond sixty (60) months from the Delivery Date of the Covered Equipment. For generator sets in Standby Applications New ESC shall not exceed 10 years from the Delivery Date of the Covered Equipment.

Advantage ESC Eligibility Requirements:

Electric Power Advantage ESC and Usage Eligibility Requirements are:

Advantage ESC Eligibility Requirements for Standby Applications

- 1) Initial registration, Upgrade or Coverage Continuation requirements. The Covered Equipment must:
 - a. Be less than four (4) years from Delivery Date and accumulated less than 3,000 hours total use; or
 - b. Be currently enrolled in a New ESC or Advantage ESC program and be less than 10 years since the build date of the Covered Equipment, or
 - c. Be currently covered by an Authorized Dealer Customer Support Agreement (CSA) that ensures all preventative maintenance items are completed at the intervals described in the Operations and Maintenance Manual for the Covered Equipment, prior to registration and be less than 10 years since the build date of the Covered Equipment, or
 - d. Successfully complete an Advantage inspection by an Authorized Dealer - reference form LEEE3239.
- 2) Age and hours of use limits: The equipment must be less than 25 years from the Delivery Date when the Coverage Period expires. Additionally, the total number of hours from Delivery Date (Advantage ESC hours stated on the Registration Certificate plus total hours of operation prior to registration) cannot exceed the following hour limits based on engine displacement:

Hours	Displacement
6,000	Less than 4 liters
8,000	Equal to or greater than 4 liters and less than 7.5 liters
10,000	Equal to or greater than 7.5 liters and less than 22 liters
15,000	Equal to or greater than 22 liters and less than 34 liters
25,000	Equal to or greater than 34 liters

- 3) During the coverage period: An Authorized Dealer CSA that ensures all preventive maintenance items are completed at the intervals described in the Operations and Maintenance Manual for the Covered Equipment is required for the duration of the ESC for contract eligibility.

Advantage ESC Eligibility Requirements for Prime Applications

- 1) Initial registration, Upgrade or Coverage Continuation requirements. The Covered Equipment must:
 - a. Be less than four (4) years from Delivery Date and accumulated less than 3,000 hours total use since new; or
 - b. Be currently enrolled in a New ESC or Advantage ESC program and be less than 10 years since the build date of the Covered Equipment; or
 - c. Have successfully completed an Advantage inspection by an Authorized Dealer - reference form LEEE3239.
- 2) Age and hours of use limits: To qualify for Advantage ESC for Prime applications, the generator set must be less than 10 years from the Delivery Date when the Coverage Period expires. Additionally, the total number of hours from Delivery Date (Advantage ESC hours stated on the Registration Certificate plus total hours prior to registration) cannot exceed the following hour limits based on engine displacement:

Hours	Displacement
6,000	Less than 4 liters
8,000	Equal to or greater than 4 liters and less than 7.5 liters
10,000	Equal to or greater than 7.5 liters and less than 22 liters
15,000	Equal to or greater than 22 liters and less than 34 liters
25,000	Equal to or greater than 34 liters

- 3) During the coverage period: All Covered Components must pass inspection or be replaced at the proper intervals as prescribed in the manufacturer's Operation and Maintenance Manual by an Authorized Dealer to qualify for continued coverage under this ESC Contract.

IMPORTANT NOTICE: All Covered Components must pass inspection or be replaced at the proper intervals as prescribed by the Manufacturer's OMM by an Authorized Dealer to qualify for continued coverage under this Contract.

Customer's failure to follow the Manufacturer's OMM may result in denial of claims.

"THIS WARRANTY IS SUBJECT TO LIMITED REGULATION BY THE OFFICE OF THE COMMISSIONER OF INSURANCE."

Exhibit A
ENGINE COMPONENT ESC MATRIX
January 1, 2021

Coverage Items	Silver	Gold	Coverage Items	Silver	Gold
COOLING SYSTEM			AIR INDUCTION & EXHAUST		
Thermostat Housing	Yes	Yes	Exhaust Manifolds, Studs & Gaskets	Yes	Yes
Water Manifold Housing	Yes	Yes	Inlet Air Heater Relay	Yes	Yes
Jacket Water Pre-cooler	Yes	Yes	Intake Manifold	Yes	Yes
Jacket Water Pump	No	Yes	Turbocharger (including mounting hardware, lines, wastegate)	No	Yes
FUEL SYSTEM			SHORT BLOCK		
Steel and Stainless Steel Fuel Lines	Yes	Yes	Cylinder Block Casting	Yes	Yes
Fuel Shutoff Solenoid (diesel only)	Yes	Yes	Freeze Plugs	Yes	Yes
Fuel Injectors (diesel only)	No	Yes	Crankshaft	Yes	Yes
Spark Plug Extension (gas only)	Yes	Yes	Crankshaft Rod, Main & Thrust Bearings	Yes	Yes
Ignition Transformer (gas only)	Yes	Yes	Connecting Rod Assembly	Yes	Yes
Throttle (gas only)	Yes	Yes	Piston, Wrist Pin, Retainer Clip & Piston Rings	Yes	Yes
LUBRICATION SYSTEM			Piston Cooling Jet Tubes	Yes	Yes
Oil Pan	Yes	Yes	Cylinder Liner, Seals & Filler Band	Yes	Yes
Engine Oil Pump	Yes	Yes	Main Bearing Cap Bolts	Yes	Yes
Oil Cooler Housing & Core/Bonnet	Yes	Yes	CYLINDER HEAD		
Oil Filter Base	Yes	Yes	Cylinder Head Casting, Sleeves, Bolts & Gaskets	Yes	Yes
ELECTRICAL SYSTEM			Freeze Plug	Yes	Yes
ITSM (gas only)	Yes	Yes	Spacer Plate & Spacer Plate Gasket	Yes	Yes
Control Module (ECM)	Yes	Yes	Intake & Exhaust Valve (all related parts)	Yes	Yes
Sensors: All Engine Sensors	Yes	Yes	Roller Follower	Yes	Yes
FRONT & REAR COVERS			Valve Mechanism, Rocker Arm, Brackets, Push Tube	Yes	Yes
Front Covers / Plate / Housing /Gears (& Gaskets)	Yes	Yes	Bridge Dowels, Adjusting Screws, Nuts & Shaft	Yes	Yes
Vibration Damper	Yes	Yes	Valve Cover & Base	Yes	Yes
Flywheel Housing & Gasket	Yes	Yes	Camshaft, Camshaft Bearings, Key, Gear	Yes	Yes
ALTERNATOR END (where applicable)			Camshaft Rear Cover/Seal	Yes	Yes
Alternator (including rotor, stator, exciter, bearings & coupling)	Yes	Yes	MISCELLANEOUS		
Generator Controls (including EMCP, Operator Interface Mounted on Generator)	No	Yes	Cat Bolts Attaching Covered Components	Yes	Yes
Power Center (including circuit breakers, voltage regulators, bus bar)	No	Yes			

Note: Components not specifically listed in the coverage matrix are not covered under Silver or Gold level ESC.

Note: Platinum and Platinum Plus coverages are defined in Section XV. COVERED COMPONENTS.

Distribution: Original Customer Copy ____ CAT Dealer Copy ____

LEEE6228-25
Supersedes LEE6228-24
January 1, 2021

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: August 5, 2024 AGENDA ITEM NO: 6.d

CONSENT AGENDA: \$3,297.00

FOR: Approval of payment in the amount of \$3,297.00 to Leads Online, annual renewal of Total Track Investigation System Service Package (001-200-681)

DISTRIBUTION: 001-200-681

INTRODUCED BY: Chief David Errington

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: August 5, 2024 AGENDA ITEM NO: 6.e

CONSENT AGENDA: \$90.00

FOR: Approval of payment in the amount of \$90.00 to Nick Brooks for CPR training for Police Officers Daisha Williams and Christopher Carter (001-200-611)

DISTRIBUTION: 001-200-611

INTRODUCED BY: Chief David Errington

ATTACHMENTS:

File Name

[cpr invoice 109.pdf](#)

INVOICE

Nick Brooks

Helping save lives through education

INVOICE # 109

Phone 6017504919
madisonmedic@gmail.com

TO Byram Police Department

SHIP
TO

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
					Due on receipt	

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
2		AHA HEALTHCARE PROVIDER CPR Daisha Williams Christopher Carter	45.00		90.00
				TOTAL DISCOUNT	
				SUBTOTAL	90.00
				SALES TAX	
				TOTAL	90.00

Make all checks payable to Nick Brooks
THANK YOU FOR YOUR BUSINESS!

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: August 5, 2024 AGENDA ITEM NO: 6.f

CONSENT AGENDA: \$18,500.00

FOR: Approval of payment in the amount of \$18,500.00 to Checkmate Canine LLC, payment for a K9 and handlers course (001-200-918) This is covered by grants and donations already received for the K9 program

DISTRIBUTION: 001-200-918

INTRODUCED BY: Chief David Errington

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: August 5, 2024 AGENDA ITEM NO: 6.g

CONSENT AGENDA: \$225.00

FOR: Approval of \$225.00 to Mississippi Recreation & Parks Association, renewal of membership dues for LaKendric Powell & Bill Miley (001-550-622)

DISTRIBUTION: 001-550-622

INTRODUCED BY: Bill Miley, Director of Public Works

ATTACHMENTS:

File Name

[Ms Rec & Parks Assoc.pdf](#)

Mississippi Recreation & Parks Association
PO Box 16451
Hattiesburg, MS 39404
601-582-3361/ www.aboutmrpa.org

Bill To:

City of Byram
PO Box 720222
Byram, MS 39272

Invoice

Date:

7/25/2024

Invoice #:

4505

PO #:

Terms

Due on receipt

<i>Description</i>	<i>Quan...</i>	<i>Rate</i>	<i>\$ Amount</i>
Membership - Agency LaKendric Powell and Bill Miley		225.00	225.00
		Total	\$225.00
		Payments/Credits	\$0.00
		Balance Due	\$225.00

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: August 5, 2024 AGENDA ITEM NO: 6.h

CONSENT AGENDA: \$3,975.00

FOR: Approval of quote in the amount of \$3,975.00 from Puckett Power Systems for an extended warranty on the Public Works generator (001-190/280/301-650 and 400-700-650)

DISTRIBUTION: 001-190-650, 001-280-650, 001-301-650, and 400-700-650

INTRODUCED BY: Bill Miley, Public Works Director

ATTACHMENTS:

File Name

[Generator extended warranty public works.pdf](#)

Extended Protection Quote Confirmation

Quote Number : 1722352578247

Customer Quote

Quote Date : 07/30/2024
Price Expiration Date : 08/29/2024

Quote Status : Authorized-NOT ACCEPTED

Customer Information :
CITY OF BYRAM
PO BOX 720222
ATTN:
BYRAM
MISSISSIPPI
39272-0222
UNITED STATES

Dealer Information :
PUCKETT MACHY
100 CATERPILLAR DR
PO BOX 321033
FLOWOOD
MISSISSIPPI
39232-6204
UNITED STATES
6019780297
JASON.TURMAN@PUCKETTPOWER.COM
JASON TURMAN

Product Information :
Model : DG125
Serial# : NB800105
Type : Published
Emissions Control Indicator : NONE
Original Delivery Date : 11/03/2016
Product Status : No Delayed Coverage Start
Current Usage : 200 Hours
Fuel Type : 2. Pipeline/Utility-Grade Gas
DTO : No
If Yes, DTO Order Number :
Off-Shore Application : No
Additional Questions for Genset Coverage Only :
Generator Type : Cat Generator
Operation Mode : Parallel to Utility

Coverage	P/L	Duration	Usage	Deductible	Amount
ADV GENSET PLATINUM PLUS	PARTS AND LABOR	48 Months	2000 Hours	0.00	3,975.00

Other:	
Administration Fee	
Late Fee	
Tax	
Total Customer Amount	0.00
Currency	USD

Additional Comments :



Extended Protection Quote Confirmation

Quote Number : 1722352578247

Customer Quote

Notes:

- 1. This quote is a non-binding price indication.
- 2. All deductibles are displayed in USD.
- 3. Goods & Services Tax (GST) is not included.
- 4. Coverage for New machines / engines starts on the product Delivery Date and runs concurrent with Machine / Engine Standard Warranty.
- 5. Late Fees may apply to Engine Extended Service Coverage (ESC) cost(s) at the time of Enrollment.

Customer Signature

Date

Dealer Signature

Date

Thank you for your business!

TERMS AND CONDITIONS

These Terms and Conditions are specifically for Caterpillar commercial engines and/or generator sets and are an important part of Provider's continuing effort to provide Customer with superior value and product support. These Terms and Conditions govern the terms of coverage outlined in the Registration Certificate and taken together constitute the Extended Service Coverage Contract ("Contract").

I. DECLARATIONS

This Contract defines coverage for the Cost, less any applicable Deductible, per failure, of a Mechanical Breakdown under normal use during the Coverage Period due to a defect in material or factory workmanship of Covered Components. This Contract is subject to the applicable exclusions listed under **Section VI. EXCLUSIONS AND LIMITATIONS**.

This Contract should be purchased on the Covered Equipment's original purchase date from an Authorized Dealer. Certain fees, penalties and coverage availability limits may apply for Contracts requested after the original purchase date.

For **New Extended Service Coverage (ESC)**, the Coverage Period under this Contract starts at the Delivery Date of the Covered Equipment. No claim will be paid until this Contract is registered. Pre-existing claims, claims originating prior to the registration of this ESC, will not be paid.

For **Advantage ESC**, the Coverage Period under this Contract starts:

- The date of successful completion of the Advantage Certification Inspection for Covered Equipment not awaiting resale; or
- Within twelve (12) months from the original date of the Advantage Certification Inspection for Covered Equipment in dealer inventory awaiting resale, or
- On the date of transfer of coverage from an Authorized Dealer to Customer.

Under this Contract, coverage Upgrade or Coverage Continuation for New or Advantage ESC starts at the date of registration of the changed coverage for claims reimbursement. Pre-existing claims, prior to the registration of the coverage Upgrade or Coverage Continuation, that would not have been paid under the original coverage, will not be paid. In the event a pre-existing claim is paid in error, Provider will recover the full amount paid and assess an Administrative Fee of ten percent (10%) of the amount paid in error.

Major items that are serialized with unique model nomenclature, such as switchgear, automatic transfer switches or uninterruptible power supplies, each require a separate contract.

II. DEFINITIONS

"Advantage ESC" means extended service coverage available for Covered Equipment outside the standard factory warranty period, but before an overhaul.

"Aftertreatment" is a general term for a reduction device or system installed to reduce regulated engine exhaust emissions. The systems may or may not be mounted on the engine. Aftertreatment is comprised of the following:

- **"DPF"** means diesel particulate filter, which is an Aftertreatment component included in the Technical Marketing Information (TMI) as-shipped consist or Order Invoice with Engineering Breakdown. The DPF and related systems are designed to reduce Particulate Matter (PM) emissions levels. DPF coverage must be ordered with engine coverage and can be ordered in

combination with SCR coverage.

- **“SCR”** means selective catalytic reduction system, which is an Aftertreatment component included in the Technical Marketing Information (TMI) as-shipped consist or Order Invoice with Engineering Breakdown. The SCR and related urea-based diesel exhaust fluid systems are used to reduce Oxides of Nitrogen (NOx) emissions levels in engines. SCR coverage must be ordered with engine coverage and can be ordered in combination with DPF coverage.
- **“DOC”** means diesel oxidation catalysts, which is an Aftertreatment component designed to convert carbon monoxide (CO) and hydrocarbons into carbon dioxide (CO₂) and water. The DOC can be used as a standalone component or in conjunction with a SCR and/or DPF.

“Authorized Dealer” means a dealer authorized by the Manufacturer to sell, service and repair Covered Equipment.

“Authorized Representative” means a representative authorized by Provider to act on Provider’s behalf.

“Caterpillar” means Caterpillar Inc. and any of its direct or indirect subsidiaries.

“Cost” means the usual and customary charges as determined by the Manufacturer for parts, labor, and other allowances necessary to repair or replace the Covered Components. Replacement parts will be genuine Caterpillar manufactured parts, when performing repairs. Genuine Caterpillar parts include new, remanufactured or Caterpillar approved repaired components.

“Coverage Fees” means the amount paid for the ESC.

“Coverage Period” means the period that commences with the Coverage Start Date and expires when the duration or usage hours, as specified on the Registration Certificate, are reached, whichever occurs first.

“Coverage Start Date” begins on the Delivery Date of the Covered Equipment for NEW ESC and on the date of the completed Advantage Inspection Certification of the Covered Equipment for Advantage ESC.

“Covered Component” means the components listed and identified for the appropriate level of coverage in **Section XV. COVERED COMPONENTS**.

“Covered Equipment” means the equipment identified by serial number for this Contract as recorded on the Registration Certificate and accepted by Provider.

“Customer” means Customer name on this Contract.

“Deductible” is the amount Customer agrees to pay per failure for a Mechanical Breakdown.

“Delivery Date” is the beginning date of the Caterpillar standard factory warranty period to the initial user for new product.

“Eligibility Start Date” means the date on which a Customer is eligible to sign up for ESC, which is the date of delivery of Covered Equipment for New ESC, or the date of inspection for Advantage ESC.

“ESC” means extended service coverage, which provides protection for Customer against unexpected repair Costs for Covered Components, as further described in this Contract.

“Manufacturer” means Caterpillar Inc. or any of its subsidiaries that manufacture Covered Equipment.

“Mechanical Breakdown” means the failure, due to a defect in material or workmanship, of any Covered Component to work as it was designed to work in normal service, provided it has received customary maintenance as recommended in the Manufacturer's Operation & Maintenance Manual (OMM).

“New ESC” means extended service coverage available for Covered Equipment within the standard factory warranty period.

“OEM” means original equipment manufacturer, which can include Manufacturer [or other manufacturers].

“Pre-Existing Claim” is a claim filed for a failure which occurred prior to the execution of this Contract and prior to registration of ESC for the Covered Equipment.

“Provider” means the entity issuing this Contract and further defined in **Section XIII. PROVIDER**.

“Repairer” means a business entity approved or authorized as a repair facility by Manufacturer or an Authorized Dealer.

“Registration Certificate” means page one (1) of this Contract, or as generated by the Contract administrator's quoting and registration platform.

“Sanctions” means economic or financial sanctions or trade embargoes imposed, administered or enforced from time to time by (a) the United States (U.S.) government, including those administered by the Office of Foreign Assets Control of the U.S. Department of Treasury or by the U.S. Department of State; or (b) the United Nations Security Council, the European Union, or Her Majesty's Treasury of the United Kingdom.

“Sanctioned Person” means, at any time, (I) a person listed in any sanctions-related list of designated persons maintained by the U.S. Department of the Treasury, the U.S. Department of Commerce, the U.S. Department of State, or by the United Nations Security Council, the European Union or any EU member state, or (II) any person owned or controlled by any such person.

“Upgrade” or **“Coverage Continuation”** is a change to one or more of the existing Contract terms that results in a higher price for the coverage.

“Warranty” or **“Warranties”** means the Manufacturer's standard factory warranty or a Repairer's guarantee or warranty.

III. PROVIDER RESPONSIBILITIES

- When a Mechanical Breakdown occurs, Provider will reimburse the Cost, less any applicable Deductible, to repair, replace or rebuild the Covered Component, and to the extent such Mechanical Breakdown causes damage to the Covered Equipment, Provider will reimburse the Cost, less the Deductible, to repair, replace or rebuild the Covered Equipment, this Cost not to exceed Caterpillar's list price for the equivalent Covered Equipment. This work will be reimbursed at normal working hour labor rates at a Repairer's place of business.
- Provider will provide, at Provider's choice, new, remanufactured or repaired components when replacing or repairing any Covered Components. Further, Provider will also reimburse for any component with a Caterpillar part number that is rendered unserviceable by a Covered Component and/or Mechanical Breakdown and reasonable labor to complete the repair.
- Provider will restore the Covered Equipment to its operating condition immediately prior to the Mechanical Breakdown by repairing and/or replacing only the required Covered Components and

any component with a Caterpillar part number that was rendered unserviceable as a consequence of the Mechanical Breakdown, which would be necessary to correct the defect in the Covered Equipment.

- Provider will reimburse the reasonable labor to disconnect and reconnect the Covered Equipment to its attached equipment, mounting, and support systems, if required. Other parts or components removed in the process of the repair will be reinstalled as is, unless Customer authorizes and pays the additional expense to repair or replace the other parts.
- Provider will also pay the reasonable Costs of any consumables made unusable as a result of a Mechanical Breakdown.
- Provider will reimburse applicable transportation and importation Costs at standard factory warranty approved levels.

IV. CUSTOMER RESPONSIBILITIES

- Customer shall operate, repair, and perform all recommended maintenance for the Covered Equipment according to the guidelines and recommendations as specified in the Manufacturer's OMM.
- Customer shall utilize an Authorized Dealer for all scheduled oil sampling (S.O.S.) as specified in the Manufacturer's OMM, by submitting samples promptly with necessary sample information at the specified service intervals, and take the appropriate action as recommended by Authorized Dealer based on the S.O.S. results.
- Customer shall be responsible for labor and material Costs for the removal and reinstallation of Covered Equipment, except as stated in **Section III. PROVIDER RESPONSIBILITIES**, or in **Section XVI. ADDITIONAL COVERAGE**, if applicable.
- Customer shall be responsible for all Costs not covered by this Contract.
- Customer shall be responsible for maintaining reasonable documentation of all scheduled maintenance and repairs of the Covered Equipment, such as receipts or copies of work orders or invoices from Repairers or Authorized Dealers showing the maintenance and services performed pursuant to the Manufacturer's OMM recommendations. In the event of a Mechanical Breakdown, Customer may be required to present documentation of scheduled maintenance and repairs.
- Customer shall only use the Covered Equipment for its intended application and shall follow guidelines of the Manufacturer's OMM.
- Customer shall ensure operators have training on proper operation of the Covered Equipment and follow guidelines of the Manufacturer's OMM.
- Customer shall confirm that neither Customer, nor any of Customer's respective directors, officers or employees, or any guarantor of this Contract, or to Customer's knowledge, any agent or subsidiary of Customer's that will act in any capacity in connection with or benefit from this Contract and the services hereunder, is at any time identified as a Sanctioned Person.
- Customer shall assume full responsibility for any damages and associated repair Costs attributable to any failure associated with operating a generator set in Emergency Override System (EOS) mode. Further, Customer will defend, indemnify and hold harmless Caterpillar and the Dealer and their respective parents, affiliates, subsidiaries, successors, directors, officers, employees, and agents from and against all third-party claims, actions, demands, damages and liabilities of any kind arising out of or related to operation of the generator set in EOS mode.

In the event of a failure of the Covered Equipment, Customer shall:

- Take all reasonable steps to protect and safeguard the Covered Equipment.
- Report the failure promptly to Provider or a Repairer.
- Promptly make the Covered Equipment available to a Repairer for examination and repairs and provide proof of this Contract by presenting Customer's copy of the Registration Certificate.
- Furnish Provider or a Repairer with such information as may be reasonably required to assess the failure.
- Provide needed documentation or information upon request.

V. COVERAGE TERRITORY

This Contract applies to Covered Equipment worldwide except when coverage provided by this Contract would be in violation of Sanctions. In such case, this Contract shall be null and void. Similarly, any coverage relating to or referred to in any certificates or other evidence of coverage or any claim that would be in violation of Sanctions shall be null and void.

VI. EXCLUSIONS AND LIMITATIONS

This Contract does not cover a failure caused by:

- Wear-out and normal deterioration in performance, including oil consumption and gasket or seal leaks;
- Wear-out or failure of components due to (i) operation beyond the design and/or capacity of the product, (ii) operator abuse, (iii) improper operation technique, or (iv) application not approved by Caterpillar;
- Corrosion and physical or mechanical erosion;
- Operating equipment with improper, contaminated, or improper levels of fuel, fluids, coolants, lubricants, or the use of improper filters;
- Repairer workmanship;
- Modifications, unless the modifications were authorized at the request of Manufacturer and performed at an approved repair facility;
- Abuse, neglect, or any failure to inspect, observe and comply with maintenance and servicing practices, specifications, intervals and requirements recommended or directed by the Manufacturer or Provider;
- Any failure to test oil samples according to an oil sampling program or analysis (including infrared analysis) as recommended or directed by the Manufacturer;
- Failure of a component which is not a Covered Component;
- Resultant damage caused by a component, which is not a Covered Component; including filter failures, clogging or blockage;
- Use or establishment of fuel settings for Covered Equipment which are inconsistent with settings recommended by Provider or the Manufacturer; or
- Operating the product at performance settings other than the standard Manufacturer specification.

This Contract also does not pay for the Costs arising from:

- Acts of God, acts of nature, acts of war, vermin, collision, fire, theft, vandalism, riot, or explosion;
- Performance-related complaints, including, but not limited to, adjustments to fuel settings or fuel

injectors/nozzles;

- The supply or consumption of lube oils, grease, coolant or air conditioner refrigerant, unless otherwise provided in this Contract or agreed by Provider;
- Any Costs incurred to improve operation performance;
- Any Costs for load or performance testing, even when Caterpillar guidelines call for such testing following a covered repair;
- Work associated with performing a Product Improvement Program (PIP) or Product Support Program (PSP);
- Any loss of or damage to a Covered Component occurring or arising outside the coverage territory, as stated in **Section V. COVERAGE TERRITORY**;
- Routine maintenance items, normally scheduled preventive maintenance, or maintenance services as explained in the Manufacturer's OMM, including but not limited to, valve lash adjustments or replacements of filters, fuel nozzles, fuel injectors, thermostats, seals, gaskets, hoses, vee-belts, batteries, and clutches;
- Storage of Covered Equipment;
- Miscellaneous shop supplies;
- Steel shims and cast-iron block inserts;
- Clamps and other fasteners not specified in **Section XV. COVERED COMPONENTS**
- Any Costs associated with Mechanical Breakdowns covered under any Warranty whether enforceable or not; including Emissions Warranty or Repairer's guarantee regardless of whether the Warranty or Repairer's guarantee is honored;
- Parts shipping charges and service charges unless provided by coverage type as described in **Section XVI. ADDITIONAL COVERAGE**;
- Any and all taxes;
- Any Costs associated with loss of time, inconvenience, downtime or downtime-related expenses or other incidental or consequential loss;
- Physical damage not related to Mechanical Failure;
- Any repairs if the service meter has been stopped or altered or misrepresents the Covered Equipment's actual usage;
- Reimbursement for meals or overnight lodging;
- Failures associated with enclosures, containers, undercarriage, ladders, lights, wheels, axles, brakes, tires, sound attenuation, sound reduction, material, insulation, stabilizing jacks, fire suppression, and fire extinguishers;
- Contingent damage to component(s) which were not part of the original factory consist;
- Failure or damage to the generator set incurred as a result of operating the generator set in EOS mode;
- Additional Cat components installed by the Original Equipment Manufacturer (OEM), any Cat dealer, any authorized second level dealer or Customer after the in-service date of the engine, except where specified under **Section XV. Covered components**; or
- OEM components made a part of the Caterpillar factory as-shipped consist of the generator set through the Design to Order (DTO) process are not covered unless Caterpillar has given prior written approval to include the OEM components in the coverage.

Failure to provide reasonable documentation of required maintenance, as required in **Section IV. CUSTOMER RESPONSIBILITIES** may result in partial or non-payment of claim.

Coverage may be discontinued if an overhaul to the Covered Equipment becomes necessary as defined by key measures explained in the Manufacturer's OMM for the model and application, as indicated on the Registration Certificate. These key measures include, but are not limited to, valve recession, oil consumption, blow by, Scheduled Oil Sample (S.O.S) recommendations, total fuel consumed or service hours.

VII. UPGRADE OR COVERAGE CONTINUATION

Subject to the limitations outlined in this Section, Customer may Upgrade or extend the following terms of coverage indicated on Customer's Registration Certificate:

- Coverage level (Silver, Gold, Platinum, or Platinum Plus),
- Coverage months (Duration),
- Coverage hours (Usage), or
- Deductible level.

Eligibility guidelines for a coverage upgrade are as follows:

A. For New ESC:

1. An Upgrade to the coverage level or Deductible level is eligible during the Covered Equipment's standard factory warranty period.
2. An increase to the coverage months or hours (Coverage Continuation) or a decrease in Deductible amount is eligible any time while under standard factory warranty or an active ESC.

B. For Advantage ESC:

1. Upgrades in coverage level are not permitted.
2. An increase to the coverage months or hours Coverage Continuation or a decrease in Deductible amount is eligible any time during the active ESC up to specified limits. Restrictions apply.

Changes to the existing Contract terms may require Provider's approval, may result in additional testing requirements, and will result in an adjustment in price for the program coverage.

Provider reserves the right to deny an Upgrade request based on the claims' history of the Covered Equipment.

This Contract's terms cannot be reduced once enrolled.

VIII. TRANSFER OR ASSIGNMENT OF EXTENDED SERVICE COVERAGE

The remaining coverage of this Contract may be transferred or assigned to subsequent owners, at Provider's sole discretion and at no extra charge provided the usage application is not different and the transfer or assignment would not violate Sanctions. The new owner of the Covered Equipment must present a copy of the current Registration Certificate to Provider within thirty (30) days of the transfer of the Covered Equipment's title and Provider may approve the transfer or assignment of the coverage.

IX. TERMINATIONS AND REFUNDS

- Customer may cancel this Contract by providing written notice of intent to cancel and returning this Contract to the Contract administrator. Cancellation will be effective on the date the Contract

administrator receives the written cancellation notice.

- Refund and Administration Fee. If Provider receives Customer's written cancellation notice and returned this Contract within ten (10) days of the registration signature date as indicated on the bottom of the Registration Certificate, Provider will provide a refund in the amount of the Coverage Fees, less any claims paid and less a \$125.00 administration fee.
- If Provider receives Customer's written cancellation notice and returned this Contract more than ten (10) days after the registration signature date, as indicated on the bottom of the Registration Certificate, the pro-rated refund will be based on the lesser of months or hours of unused coverage less any claims paid and less a \$125.00 administration fee. If Provider receives Customer's written cancellation notice and returned this Contract more than thirty (30) days after the registration signature date, as indicated on the bottom of the Registration Certificate, Customer's refund will be reduced a further ten percent (10%).
- No refund is available if coverage is transferred or assigned to a subsequent owner.
- Provider may cancel this Contract without notice for the following reasons:
 - The Coverage Fee for this Contract has not been paid by Customer;
 - The standard factory warranty has been cancelled or voided;
 - Customer has substantially breached Customer's duties relating to the Covered Equipment or its use; or
 - Caterpillar or Provider determine that continuing this Contract would result in a violation of Sanctions.
- If there is a material misrepresentation in the Registration Certificate, Provider may void this Contract without written notice and Customer will not be charged the Coverage Fee.
- Provider may cancel this Contract without notice if the condition of an overhaul occurs. In the case of an overhaul occurring, Customer may receive residual Contract value as calculated above and applied to the continuation of coverage under the Overhaul (OVH) ESC Contract for Caterpillar Commercial Engines. The new term of coverage under the OVH ESC program may be selected per available terms if OVH ESC eligibility requirements have been met.

In the event Provider cancels this Contract, Provider will return any pro-rated refund, if applicable, based on the lesser of months or hours of unused coverage, less any claims paid, and less a \$125.00 administration fee.

X. DISCLAIMERS

- Provider responsibilities and Customer remedies under this Contract are limited to the provisions as specified herein.
- Provider disclaims any expressed or implied warranties in connection herewith including any warranty of merchantability or fitness for a particular purpose.
- Provider is not responsible for incidental or consequential damages, except as stated in **Section III. PROVIDER RESPONSIBILITIES**.
- Replacement parts furnished under the terms of this Contract are covered under the applicable replacement parts warranty.
- This Contract does not supersede the Emissions Warranty for emissions-related components.
- Misrepresentation of the Covered Equipment's eligibility for ESC, or the actual accumulated miles, kilometers, hours, fuel burn or age shall result in cancellation of this Contract by Provider or non-payment of a claim, as determined by Provider.
- Provider shall be entitled to all other remedies.

XI. CUSTOMER ASSISTANCE

For the U.S. and Canada, when a problem arises concerning the operation of Customer's Covered Equipment or concerning the service of Customer's Covered Equipment, the problem will normally be managed by the Authorized Dealer in Customer's area.

Customer satisfaction is a primary concern of Caterpillar and Provider's Authorized Dealers. If a problem has not been handled to Customer's complete satisfaction, follow these steps:

- 1) Discuss the problem with a manager from Provider's Authorized Dealer.
- 2) If the problem cannot be resolved at the Authorized Dealer level without additional assistance, contact a service representative with the Contract administrator (Service Representative) at 1-888-614-4328.

Outside the U.S. and Canada, if a problem arises concerning the operation of Customer's Covered Equipment or the service of Customer's Covered Equipment, Customer should contact the nearest Authorized Dealer or Service Representative.

XII. PRIVACY NOTICE

Provider or its Authorized Representative may collect Customer's name, address, phone number, payment information, product data (including geolocation and operational data) and email address ("Personal Data") from Customer to complete and process the Registration Certificate and to administer this Contract.

Provider may collect non-public Personal Data and other data necessary for Customer's Contract coverage from the following sources:

- 1) Information that Provider receives from Customer on registrations, applications or other forms, such as Customer's name, address, assets and income;
- 2) Information about Customer transactions with Provider, Provider's subsidiaries, Provider's affiliates (received only with Customer's express consent), Authorized Representative; and
- 3) Information from a Consumer reporting agency.

Provider processes Personal Data for the following purposes:

- 1) To execute and administer this Contract, including processing of claims;
- 2) To administer additional services requested in conjunction with this Contract;
- 3) To respond to Customer inquiries and provide customer support;
- 4) To enforce Provider's rights in the case of Customer default under this Contract or a breach by Customer of any of its responsibilities or obligations;
- 5) To comply with legal and regulatory obligations;
- 6) To conduct surveys, including through electronic means, to ascertain Customer satisfaction with Provider's coverage and services;
- 7) To contact Customer with details of Customer's existing or expiring coverage; and
- 8) To contact Customer with details of products and services offered by Provider and other parties.

In addition to the purposes outlined above, data may be de-identified, in which case it is no longer Personal Data, and may be processed for other purposes.

In order to process Personal Data, Provider may rely on different legal basis, including:

- 1) The necessity for completion of pre-contractual measures, executing and administering a contract, and exercising Provider's rights thereunder;
- 2) The necessity for Provider to comply with legal obligations;
- 3) The necessity to pursue legitimate interests, including to improve the products and services Provider offers to Customer and to provide Customer with information about the products and services that Provider offers; and
- 4) Customer consent. If Provider relies on Customer consent as a legal basis for processing Customer data, Customer may withdraw consent at any time.

Provider will share Personal Data with third parties, including the Contract administrator, located in the United States of America (U.S.A.) who acts as a data controller and may process Customer Personal Data for any of the above referenced purposes. Customer may obtain additional details on the specific measures the Contract administrator uses to ensure compliance with applicable data protection requirements, and to maintain the security and protection of Customer data, by accessing the Contract administrator's global privacy notice (<https://www.caterpillar.com/dataprivacy>).

The failure to provide Personal Data would in some cases have the consequence that this Contract is not concluded, including:

- 1) Where processing is necessary to the administration of this Contract or the conducting of pre-contractual measures; and
- 2) Where processing is necessary to fulfil Provider's legal and regulatory obligations or to exercise Provider's legal rights.

XIII. PROVIDER

In the United States (U.S.) and its territories of Guam, America Samoa, the Northern Mariana Islands and U.S. Minor Outlying Islands: The Provider of this Contract is Caterpillar Inc.

In Canada excluding Alberta: The Provider of this Contract is the Cat Dealer.

In Alberta, Canada: The Provider of this Contract is Caterpillar of Canada.

In All Other Countries and the U.S. territories of Puerto Rico and the U.S. Virgin Islands: The Provider of this Contract is the Cat Dealer.

XIIIA. NOTICE FOR U.S. CONTRACTS ONLY

Obligations of the Provider under this Contract are backed only by the full faith and credit of the Provider (issuer) and are not guaranteed under a Contract reimbursement insurance policy.

XIV. ENDORSEMENTS, APPLICABLE TO U.S.A. ISSUED SERVICE CONTRACTS ONLY

In Georgia: Paragraph **IX. TERMINATIONS AND REFUNDS** the subparagraphs Refund and Administration Fee and Cancellation by Provider are replaced by the following:

- **Refund and Administration Fee.** If Customer cancels this Contract, the pro-rated refund will be based upon the lesser of months, miles or hours of unused coverage provided.
- **Cancellation by Provider.** Provider may only cancel this Contract for fraud, material misrepresentation or non-payment. If Provider cancels this Contract, Provider will give written notice of cancellation at least:

- 1) Ten (10) days before the effective date of cancellation if Provider cancels for non-payment of Coverage Fees or,
- 2) Thirty (30) days before the effective date of cancellation if Provider cancels for any other reason. The pro-rated refund will be based upon the lesser of months, miles or hours of unused coverage provided.

In Hawaii: Paragraph **IX. TERMINATIONS AND REFUNDS**, the subparagraph Cancellation by Provider is replaced by the following:

- **Cancellation by Provider.** Upon cancellation of a service contract by the Provider, the Provider, at least five days prior to cancellation, shall mail to the contract holder at the contract holder's last known address, a written prior notice of cancellation that states the effective date of the cancellation; provided that prior notice under this subsection shall not be required if cancellation is for:
 - Nonpayment of the Provider's fee for the service provided under the service contract;
 - A material misrepresentation by the contract holder to the Provider; or
 - A substantial breach of duties of the contract holder under the service contract, relating to a covered product or its use.

In Hawaii and Wyoming: Paragraph **IX. TERMINATIONS AND REFUNDS**, the subparagraph Refund and Administration Fee is replaced by the following:

- **Refund and Administration Fee.** If no claims have been made under this Contract delivered at the time of sale and Customer cancels this Contract by returning it to Provider within twenty (20) days of purchase, Customer's refund shall be the Coverage Fees, or between twenty (20) and thirty (30) days of purchase, Customer's refund shall be the Coverage Fees less a \$25.00 administration fee. If Customer cancels this Contract by returning it to Provider after thirty (30) days from purchase, the pro-rated refund will be based on the lesser of months, miles or hours of unused coverage provided less any claims paid and a \$25.00 administration fee. No refund is available if coverage is transferred or assigned to a subsequent owner. A ten percent (10%) penalty shall be added to the refund if not paid within thirty (30) days from the time this Contract was returned to Provider.

In Wisconsin: Paragraph **IX. TERMINATION AND REFUNDS** the subparagraphs Refund and Administration Fee and Cancellation by Provider are replaced by the following:

- **Refund and Administration Fee.** If Customer cancels this Contract by returning it to Provider within fifteen (15) days after Customer receives this Contract, Customer's refund shall be the Coverage Fees less a \$35.00 administration fee. If Customer cancels this Contract by returning it to Provider after fifteen (15) days from the date Customer receives this Contract, the pro-rated refund will be based on the lesser of months, miles or hours of unused coverage provided less a \$35.00 administration fee. If Provider cancels this Contract, Provider will provide Customer with written notice and Provider will not deduct any claims paid from Customer's refund. A ten percent (10%) penalty shall be added to the refund if not paid within thirty (30) days from the time this Contract was returned to Provider. All other terms and conditions apply.
- **Cancellation by Provider.** Provider may cancel this Contract with written notice to Customer and return to Customer the pro-rated refund based on the lesser of months, miles or hours of unused coverage provided and a \$25.00 administration fee for the following reasons: the Coverage Fee for this Contract has not been paid by Customer, the standard factory warranty has been canceled or voided, or a substantial breach of duties by Customer relating to the Covered Equipment or its use.

If there is a material misrepresentation with intent to deceive by Customer in the Registration Certificate, Provider may void this Contract with written notice and Customer will not be charged the Coverage Fee.

XV. COVERED COMPONENTS

Silver and Gold Covered Components: Covered Components under Silver and Gold levels of ESC are listed in the table attached as **Exhibit A**. If a component is not specifically listed in **Exhibit A**, it is not covered under Silver or Gold levels of ESC.

Platinum Level Covered Components: All as-shipped consist from the factory with Caterpillar part numbers, including DOC (when DOC is not part of a DPF) are Covered Components with the exception of the following: DPF and SCR, filters, fluids, vee-belts, hoses, power take-offs, paint, batteries, and clutches. New replacement EMCP control panels with Cat part numbers installed on electric power generator sets by an authorized dealer are covered components.

Platinum Plus Level Coverage Components: All as-shipped consist from the factory with Caterpillar part numbers including DOC (when DOC is not part of a DPF) are Covered Components with the exception of the following: filters, fluids, vee-belts, hoses, power take-offs, paint, batteries and clutches. Platinum Plus also covers additional components with Caterpillar part numbers that are installed by an Authorized Dealer and accepted by the Contract administrator through the Platinum Plus Additional Coverage Component List and Approval Verification form, LEYH0001. New replacement EMCP control panels with Cat part numbers installed on electric power generator sets by an authorized dealer are covered components.

ESC Aftertreatment DPF and/or ESC Aftertreatment SCR component coverage is optional and additional to the base engine coverage and is for the specified system. ESC Aftertreatment DPF and/or ESC Aftertreatment SCR is the same for Silver, Gold, Platinum, and Platinum Plus. If purchased with engine coverage, travel time and mileage extend to these optional Aftertreatment coverages.

Aftertreatment DPF and/or ESC Aftertreatment SCR must be ordered with the engine coverage and will have the same start and end date as the engine coverage.

ESC Aftertreatment DPF Component Coverage is for the original as-shipped consist, which includes the DPF / DOC and housing, radio frequency antennas, back pressure sensors, regeneration system and DPF-related electronic components, but excludes consumable and normal wear items (e.g., clamps, catalyst and filter substrate), and filter cleaning.

ESC Aftertreatment SCR Component Coverage is for the original as-shipped consist, which includes the SCR catalyst, AMOX catalysts, reactor housing, mixing pipe, Urea-based diesel emission fluid injection system hoses, nozzle or injector, pump, tank, NOx sensor, sensors and SCR-related electronic components, but excludes consumable and normal wear items (e.g., fluids, clamps, catalyst substrate).

It is the responsibility of the Authorized Dealer to provide the following documents to Caterpillar:

- 1) A copy of the ESC Registration Certificate and
- 2) The approval list of Caterpillar components, complete with the Caterpillar part numbers.

These documents will become part of the permanent history of the Covered Equipment.

XVI. ADDITIONAL COVERAGE

Travel Time & Mileage Limitations, per claim where applicable by industry and coverage:

Displacement	Silver, Gold & Platinum	Platinum Plus
4 liters or less	Up to 2 hours and 100 miles / 162 kilometers travel allowance	Up to 10 hours and 500 miles / 802 kilometers travel allowance
Greater than 4 liters and up to 7.5 liters	Up to 4 hours and 200 miles / 325 kilometers travel allowance	
Greater than 7.5 liters	Up to 8 hours and 320 miles / 515 kilometers travel allowance	

Emergency Freight:

Emergency freight reimbursement up to \$500.00 is available with all levels of ESC when a dealer is unable to obtain the Covered Component replacement part(s) required to complete a repair through the normal regional distribution channel.

Rental Allowance for Standby Applications: Standby Platinum Level Coverage: Additional allowance is granted if repairs cannot be completed within 96 hours of the Authorized Dealer technician's initial visit for the covered Mechanical Breakdown due solely to the nature of the Mechanical Breakdown or Cat's inability to supply the required repair components. The dollar allowance for Rental Generator set expenses, from an Authorized Dealer is defined as the reasonable and customary rental charge, mileage and the necessary labor for connection and disconnection to Customer facility of the Rental Generator set from the closest Authorized Dealer.

- For Cat generator sets up to 4 liters, the maximum dollar allowance is \$2,500 (USD).
- For Cat generator sets greater than 4liters and up to 7.5 liters displacement the maximum dollar allowance is \$5,000 (USD).
- For Cat generator sets greater than 7.5 liters and up to 34 liters displacement, the maximum dollar allowance is \$10,000 (USD).
- For Cat generator sets greater than 34 liters displacement, the maximum dollar allowance is \$15,000 (USD).

The following items are included as additional coverage under Platinum Plus level ESC only, subject to the limitations outlined herein.

Remote Troubleshooting:

Remote Troubleshooting Fees, up to a maximum of \$50.00 per claim, will be covered under Platinum Plus coverage only when a failed component is identified and repaired as part of the report.

Additional Disconnect and Connect Allowance:

Electric Power engines registered in Platinum Plus level ESC, will receive up to a maximum of \$1,500.00 additional allowance for labor to remove and reinstall Covered Components from the Covered Equipment, mounting and support systems, subject to the review and agreement by the Contract administrator, in its sole discretion, of the reasonableness of the additional labor Costs. This additional labor allowance may be applied to OEM components, which are required to be removed and reinstalled to complete the covered repair. This allowance supersedes **Section IV. CUSTOMER RESPONSIBILITIES** regarding

removal and reinstallation.

Overtime Allowance:

For Covered Equipment registered in Platinum Plus level coverage up to \$3,000.00 in overtime labor may be claimed for the incremental Cost of performing the repair outside of normal business hours, subject to the review and agreement by the Contract administrator, in its sole discretion, of the plausibility that the work could not be done within normal business hours. Incremental labor Cost hours must be in consecutive shifts to standard labor hours. This allowance modifies **Section III. PROVIDER RESPONSIBILITIES**, regarding repairs being done during normal business hours. This allowance is payable when it is not reasonably practical for the covered repair to be completed during normal business hours. Refer to industry addendum for incremental Costs reimbursement allowed.

Crane and Rigging Allowance for Standby Applications:

Standby Platinum Plus Level Coverage: Additional allowance for crane and rigging expense is granted if repairs cannot be completed within 48 hours of the Authorized Dealer technician's initial visit for the covered Mechanical Breakdown due solely to the nature of the Mechanical Breakdown or Cat's inability to supply the required repair components. The allowance for crane and rigging expenses is covered only if the crane and rigging is required to more cost effectively access the failed unit to perform covered repairs.

- For Cat generator sets with engines less than 7.5 liters displacement, the dollar allowance is \$1,000 (USD).
- For Cat generator sets with engines greater than or equal to 7.5 liters and up to 34 liters displacement, the dollar allowance is \$5,000 (USD).
- For Cat generator sets with engines greater than 34 liters displacement, the dollar allowance is \$12,500 (USD).

Rental Allowance and Standby Platinum Plus Level Coverage

Additional coverage is granted if repairs cannot be completed within 48 hours of the Authorized Dealer technician's initial visit for the covered Mechanical Breakdown due solely to the nature of the Mechanical Breakdown or Cat's inability to supply the required repair components. The dollar allowance for Rental Generator set expenses from and Authorized Dealer is defined as the reasonable and customary rental charge, mileage, and the necessary labor for connection and disconnection to Customer facility of the Rental Generator set from the closest Authorized Dealer.

- For Cat generator sets up to 4 liters, the maximum allowance is \$5,000 (USD).
- For Cat generator sets greater than 4 liters and up to 7.5 liters displacement the maximum dollar allowance is \$10,000 (USD).
- For Cat generator sets greater than 7.5 liters and up to 34 liters displacement, the maximum dollar allowance is \$20,000 (USD).
- For Cat generator sets greater than 34 liters displacement, the maximum dollar allowance is \$40,000 (USD).

XVII. EXTENDED SERVICE COVERAGE CONDITIONS

New ESC Eligibility Requirements:

For Covered Equipment with or without a known Delivery Date, the eligibility period ends on the last day

of the standard factory warranty period. A late fee is added to units registered more than three hundred sixty-five (365) days after the Delivery Date recorded in the Caterpillar warranty system.

New ESC Hours of Use Limits:

In addition to the general hour limits described below, certain other factors may limit the maximum hours of use during the Coverage Period. These factors include, but are not limited to, fuel quality, altitude of operation, and other conditions of application severity. Generator sets in Standby Applications shall not exceed 500 hours per year during the Coverage Period.

Covered Equipment in all applications shall not exceed the following limits based on engine displacement:

Hours	Displacement
6,000	Less than 4 liters
8,000	Equal to or greater than 4 liters and less than 7.5 liters
10,000	Equal to or greater than 7.5 liters and less than 22 liters
15,000	Equal to or greater than 22 liters and less than 34 liters
25,000	Equal to or greater than 34 liters

New ESC Years of Coverage Period Limits:

New ESC shall not extend beyond sixty (60) months from the Delivery Date of the Covered Equipment. For generator sets in Standby Applications New ESC shall not exceed 10 years from the Delivery Date of the Covered Equipment.

Advantage ESC Eligibility Requirements:

Electric Power Advantage ESC and Usage Eligibility Requirements are:

Advantage ESC Eligibility Requirements for Standby Applications

- 1) Initial registration, Upgrade or Coverage Continuation requirements. The Covered Equipment must:
 - a. Be less than four (4) years from Delivery Date and accumulated less than 3,000 hours total use; or
 - b. Be currently enrolled in a New ESC or Advantage ESC program and be less than 10 years since the build date of the Covered Equipment, or
 - c. Be currently covered by an Authorized Dealer Customer Support Agreement (CSA) that ensures all preventative maintenance items are completed at the intervals described in the Operations and Maintenance Manual for the Covered Equipment, prior to registration and be less than 10 years since the build date of the Covered Equipment, or
 - d. Successfully complete an Advantage inspection by an Authorized Dealer - reference form LEEE3239.
- 2) Age and hours of use limits: The equipment must be less than 25 years from the Delivery Date when the Coverage Period expires. Additionally, the total number of hours from Delivery Date (Advantage ESC hours stated on the Registration Certificate plus total hours of operation prior to registration) cannot exceed the following hour limits based on engine displacement:

Hours	Displacement
6,000	Less than 4 liters
8,000	Equal to or greater than 4 liters and less than 7.5 liters
10,000	Equal to or greater than 7.5 liters and less than 22 liters
15,000	Equal to or greater than 22 liters and less than 34 liters
25,000	Equal to or greater than 34 liters

- 3) During the coverage period: An Authorized Dealer CSA that ensures all preventive maintenance items are completed at the intervals described in the Operations and Maintenance Manual for the Covered Equipment is required for the duration of the ESC for contract eligibility.

Advantage ESC Eligibility Requirements for Prime Applications

- 1) Initial registration, Upgrade or Coverage Continuation requirements. The Covered Equipment must:
 - a. Be less than four (4) years from Delivery Date and accumulated less than 3,000 hours total use since new; or
 - b. Be currently enrolled in a New ESC or Advantage ESC program and be less than 10 years since the build date of the Covered Equipment; or
 - c. Have successfully completed an Advantage inspection by an Authorized Dealer - reference form LEEE3239.
- 2) Age and hours of use limits: To qualify for Advantage ESC for Prime applications, the generator set must be less than 10 years from the Delivery Date when the Coverage Period expires. Additionally, the total number of hours from Delivery Date (Advantage ESC hours stated on the Registration Certificate plus total hours prior to registration) cannot exceed the following hour limits based on engine displacement:

Hours	Displacement
6,000	Less than 4 liters
8,000	Equal to or greater than 4 liters and less than 7.5 liters
10,000	Equal to or greater than 7.5 liters and less than 22 liters
15,000	Equal to or greater than 22 liters and less than 34 liters
25,000	Equal to or greater than 34 liters

- 3) During the coverage period: All Covered Components must pass inspection or be replaced at the proper intervals as prescribed in the manufacturer's Operation and Maintenance Manual by an Authorized Dealer to qualify for continued coverage under this ESC Contract.

IMPORTANT NOTICE: All Covered Components must pass inspection or be replaced at the proper intervals as prescribed by the Manufacturer's OMM by an Authorized Dealer to qualify for continued coverage under this Contract.

Customer's failure to follow the Manufacturer's OMM may result in denial of claims.

"THIS WARRANTY IS SUBJECT TO LIMITED REGULATION BY THE OFFICE OF THE COMMISSIONER OF INSURANCE."

Exhibit A
ENGINE COMPONENT ESC MATRIX
January 1, 2021

Coverage Items	Silver	Gold	Coverage Items	Silver	Gold
COOLING SYSTEM			AIR INDUCTION & EXHAUST		
Thermostat Housing	Yes	Yes	Exhaust Manifolds, Studs & Gaskets	Yes	Yes
Water Manifold Housing	Yes	Yes	Inlet Air Heater Relay	Yes	Yes
Jacket Water Pre-cooler	Yes	Yes	Intake Manifold	Yes	Yes
Jacket Water Pump	No	Yes	Turbocharger (including mounting hardware, lines, wastegate)	No	Yes
FUEL SYSTEM			SHORT BLOCK		
Steel and Stainless Steel Fuel Lines	Yes	Yes	Cylinder Block Casting	Yes	Yes
Fuel Shutoff Solenoid (diesel only)	Yes	Yes	Freeze Plugs	Yes	Yes
Fuel Injectors (diesel only)	No	Yes	Crankshaft	Yes	Yes
Spark Plug Extension (gas only)	Yes	Yes	Crankshaft Rod, Main & Thrust Bearings	Yes	Yes
Ignition Transformer (gas only)	Yes	Yes	Connecting Rod Assembly	Yes	Yes
Throttle (gas only)	Yes	Yes	Piston, Wrist Pin, Retainer Clip & Piston Rings	Yes	Yes
LUBRICATION SYSTEM			Piston Cooling Jet Tubes	Yes	Yes
Oil Pan	Yes	Yes	Cylinder Liner, Seals & Filler Band	Yes	Yes
Engine Oil Pump	Yes	Yes	Main Bearing Cap Bolts	Yes	Yes
Oil Cooler Housing & Core/Bonnet	Yes	Yes	CYLINDER HEAD		
Oil Filter Base	Yes	Yes	Cylinder Head Casting, Sleeves, Bolts & Gaskets	Yes	Yes
ELECTRICAL SYSTEM			Freeze Plug	Yes	Yes
ITSM (gas only)	Yes	Yes	Spacer Plate & Spacer Plate Gasket	Yes	Yes
Control Module (ECM)	Yes	Yes	Intake & Exhaust Valve (all related parts)	Yes	Yes
Sensors: All Engine Sensors	Yes	Yes	Roller Follower	Yes	Yes
FRONT & REAR COVERS			Valve Mechanism, Rocker Arm, Brackets, Push Tube	Yes	Yes
Front Covers / Plate / Housing /Gears (& Gaskets)	Yes	Yes	Bridge Dowels, Adjusting Screws, Nuts & Shaft	Yes	Yes
Vibration Damper	Yes	Yes	Valve Cover & Base	Yes	Yes
Flywheel Housing & Gasket	Yes	Yes	Camshaft, Camshaft Bearings, Key, Gear	Yes	Yes
ALTERNATOR END (where applicable)			Camshaft Rear Cover/Seal	Yes	Yes
Alternator (including rotor, stator, exciter, bearings & coupling)	Yes	Yes	MISCELLANEOUS		
Generator Controls (including EMCP, Operator Interface Mounted on Generator)	No	Yes	Cat Bolts Attaching Covered Components	Yes	Yes
Power Center (including circuit breakers, voltage regulators, bus bar)	No	Yes			

Note: Components not specifically listed in the coverage matrix are not covered under Silver or Gold level ESC.

Note: Platinum and Platinum Plus coverages are defined in Section XV. COVERED COMPONENTS.

Distribution: Original Customer Copy ____ CAT Dealer Copy ____

LEEE6228-25
Supersedes LEE6228-24
January 1, 2021

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: August 5, 2024 AGENDA ITEM NO: 7.a

FOR: Approval of Claims Docket in the amount of \$485,457.33 from 7/16/24 to 8/1/24

INTRODUCED BY: Angela Richburg, City Clerk

ATTACHMENTS:

File Name

[Claims Docket.pdf](#)



CITY OF BYRAM
Claims Docket
07/16/2024 to 08/01/2024
AUGUST 5, 2024 CHECK RUN

Paid Claims:

PACKET # 8477	\$222,739.15	07/26/2024 AGENDA RUN (IN HOUSE)	Page 1 attached
PACKET # 8478	\$10,805.99	07/26/2024 AGENDA RUN (A/P AUTOMATION)	Pages 2-3 attached
PACKET # 8502	\$34,650.34	07/26/2024 AGENDA RUN (SEWER AUTOMATION)	Page 4 attached
PACKET # 8508	\$14,231.64	07/31/2024 END OF MONTH (A/P AUTOMATION)	Page 5 attached
PACKET # 8509	\$18,042.78	07/31/2024 END OF MONTH (IN HOUSE)	Pages 6-8 attached
PACKET # 8510	\$20.64	07/31/224 END OF MONTH (SEWER AUTOMATION)	Page 9 attached

Unpaid Claims:

PACKET # 8503	\$83,765.39	08/05/2024 1st A.P. (A/P AUTOMATION)	Pages 10-13 attached
PACKET # 8504	\$17,436.01	08/05/2024 1st A.P. (SEWER AUTOMATION)	Page 14 attached
PACKET # 8503	\$83,765.39	08/05/2024 1st A.P. (A/P AUTOMATION)	Page 15 attached

Total Claims:	\$485,457.33
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Docket of Claims Register

APPKT008477 - 07/26/2024 AGENDA RUN (IN HOUSE)

By Docket/Claim Number

Page 1 of 1



City of Byram, MS

Page 2

Docket of Claims Register

APPKT008478 - 07/26/2024 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
03015	A.D. SUTTON & SONS, INC	144870	PO7416-CLASSIC 17" CLEAR BACKPACK	Invoice	07/02/2024	PO7416-CLASSIC 17" CLEAR BACKPACK	001-200-511	5,400.19
00161	AT & T	07112024	NCIC MONITORING LINE 07/11/2024 -	Invoice	07/11/2024	NCIC MONITORING LINE 07/11/2024 -	001-200-609	38.12
00161	AT & T	3967621901	NCIC MONITORING 06/01/2024 - 06/3	Invoice	07/01/2024	NCIC MONITORING 06/01/2024 - 06/3	001-200-609	214.61
00161	AT & T	5546352907	ACCT# 831-001-4291-559 NON 911 DI	Invoice	07/07/2024	ACCT# 831-001-4291-559 NON 911 DI	001-200-605	110.48
00161	AT & T	2182431905	ACCT# 8310012904295 (CIRCUIT) 06/2	Invoice	06/29/2024	ACCT# 8310012904295 (CIRCUIT) 06/2	001-200-605	115.07
00048	CENTERPOINT ENERGY	PW07162024	ACCT# 11732033-3 (GENERATOR) 06/1	Invoice	07/16/2024	ACCT# 11732033-3 (GENERATOR) 06/1	400-700-630	20.64
00052	COMCAST	FD07102024	ACCT# 8396 41 046 0114198 (07/13/2	Invoice	07/10/2024	ACCT# 8396 41 046 0114198 (07/13/2	001-260-605	257.34
0005	ENTERGY	375005147605	ACCT# 112464243 (FIRE) 06/10/24 - 0	Invoice	07/12/2024	ACCT# 112464243 (FIRE) 06/10/24 - 0	001-260-630	1,488.84
0005	ENTERGY	285006491769	ACCT# 200404150 (STATION # 2) 06/1:	Invoice	07/17/2024	ACCT# 200404150 (STATION # 2) 06/1:	001-260-630	899.39
0005	ENTERGY	10019039979	COLLECTIVE BILL (TRAFFIC SIGNALS) #	Invoice	07/16/2024	COLLECTIVE BILL (TRAFFIC SIGNALS) #	001-301-631	436.15
0005	ENTERGY	355005307311	ACCT# 103157525 (CITY HALL) 06/10/:	Invoice	07/12/2024	ACCT# 103157525 (CITY HALL) 06/10/:	001-195-630	891.92
02855	JXN WATER INC	FD07112024	ACCT# 1836400000 (06/10/2024 - 07/	Invoice	07/11/2024	ACCT# 1836400000 (06/10/2024 - 07/	001-260-630	34.95
02855	JXN WATER INC	CH07112024	ACCT# 1665300000 (06/10/2024 - 07/	Invoice	07/11/2024	ACCT# 1665300000 (06/10/2024 - 07/	001-195-630	32.90
02855	JXN WATER INC	DRP07172024	ACCT# 1740745981 (06/11/2024 - 07/	Invoice	07/17/2024	ACCT# 1740745981 (06/11/2024 - 07/	001-550-630	32.90
00264	KENTWOOD SPRINGS	12083768 072124	PD WATER	Invoice	07/21/2024	PD WATER	001-200-505	21.00

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APPKT008478 - 07/26/2024 AGENDA RUN (A/P AUTOMATION)

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
00264	KENTWOOD SPRINGS	DKT0037455					11.99
	12277150 072024	PW WATER	Invoice	07/20/2024	PW WATER	001-301-505	6.00
						400-700-505	5.99
02232	MOBILE MEDIC AMBULANCE SEF	DKT0037456					350.50
	07112024	AMR EMT CLASS - MARCUS WHITE	Invoice	07/11/2024	AMR EMT CLASS - MARCUS WHITE	001-260-611	350.50
01239	SHRM	DKT0037457					449.00
	MSHR24-07102024-0195-0154	REGISTRATION - LEDIREADA KENT, SEP	Invoice	07/10/2024	REGISTRATION - LEDIREADA KENT, SEP	001-140-611	449.00
Total Claims: 18						Total Payment Amount:	10,805.99



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APPKT008502 - 07/26/2024 AGENDA RUN (SEWER AUTOMATION)

By Docket/Claim Number

Vendor #	Vendor Name	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount	Payment Amount
02472	DELTA CONSTRUCTORS, INC	24-2405	PO7095 RENOVATE PUMP STATION 61	Invoice	07/11/2024	PO7095 RENOVATE PUMP STATION 61	400-700-907	27,022.92	27,022.92
00315	RICK'S PRO TRUCK LAKELAND	13653	PO7391 INSTALL LIFTMOORE CRANE C	Invoice	06/14/2024	PO7391 INSTALL LIFTMOORE CRANE C	400-700-903	7,627.42	7,627.42
Total Claims: 2								Total Payment Amount:	34,650.34



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APPKT008508 - 07/31/2024 END OF MONTH (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
00123	CAPITAL ONE TRADE CREDIT		DKT0037487					928.32
		00239	PRO IMPACT	Invoice	07/11/2024	PRO IMPACT	001-260-505	45.76
		01155	HUGS BARREL DRINKS FOR BLUE DAWG	Invoice	06/21/2024	HUGS BARREL DRINKS FOR BLUE DAWG	001-200-511	14.20
		01279	BLUE DAWG SUPPLIES	Invoice	06/20/2024	BLUE DAWG SUPPLIES	001-200-511	14.90
		01495	TOOLS	Invoice	06/21/2024	TOOLS	001-260-504	141.66
		03144	PLAYBALLS FOR BLUE DAWGS	Invoice	06/26/2024	PLAYBALLS FOR BLUE DAWGS	001-200-511	84.85
		04955	BLUE DAWG SUPPLIES	Invoice	06/20/2024	BLUE DAWG SUPPLIES	001-200-511	65.89
		05330	BLUE DAWG SUPPLIES	Invoice	06/27/2024	BLUE DAWG SUPPLIES	001-200-511	148.09
		07256	LEDIREADA - FRAME FOR CERTIFICATE	Invoice	07/08/2024	LEDIREADA - FRAME FOR CERTIFICATE	001-140-505	5.27
		07289	ICE CHEST	Invoice	06/20/2024	ICE CHEST	001-260-505	59.00
		08507	BLUE DAWGS FOOD FOR 2 DAYS	Invoice	07/17/2024	BLUE DAWGS FOOD FOR 2 DAYS	001-200-511	269.43
		09749	BLUE DAWGS SUPPLIES	Invoice	07/10/2024	BLUE DAWGS SUPPLIES	001-200-511	79.27
00052	COMCAST		DKT0037488					105.83
		CH07182024	ACCT# 8396 41 043 0118550 (07/02/2	Invoice	07/18/2024	ACCT# 8396 41 043 0118550 (07/02/2	001-195-605	105.83
0005	ENTERGY		DKT0037489					668.61
		10019065220	COLLECTIVE BILL (DAVIS ROAD PARK) #	Invoice	07/24/2024	COLLECTIVE BILL (DAVIS ROAD PARK) #	001-550-630	666.51
							001-550-681	2.10
0005	ENTERGY		DKT0037490					76.57
		320004411341	ACCT# 197777121 (WELCOME SIGN) 0	Invoice	07/25/2024	ACCT# 197777121 (WELCOME SIGN) 0	001-550-630	76.57
0005	ENTERGY		DKT0037491					6,535.36
		435004594240	ACCT# 104018296 (STREETLIGHTS) 06,	Invoice	07/24/2024	ACCT# 104018296 (STREETLIGHTS) 06,	001-301-631	6,535.36
0005	ENTERGY		DKT0037492					698.95
		10018966972	COLLECTIVE BILL (DAVIS ROAD PARK) #	Invoice	06/24/2024	COLLECTIVE BILL (DAVIS ROAD PARK) #	001-550-630	698.95
03052	GRAND PARADISE WATERPARK		DKT0037493					1,968.00
		07172024	ADMISSION (48 @ \$32), MEAL TICKET:	Invoice	07/17/2024	ADMISSION (48 @ \$32), MEAL TICKET:	001-200-511	1,536.00
							001-200-511	432.00
00423	RAWORTH & HARVEL, LLC		DKT0037494					1,750.00
		AUG2024	130 SOUTHPOINTE DR. SUITE #G (AUC	Invoice	07/29/2024	130 SOUTHPOINTE DR. SUITE #G (AUC	001-200-688	1,750.00
02364	STEWART, KEVIN THOMAS		DKT0037495					1,500.00
		JULY2024	PUBLIC DEFENDER FOR JULY 2024	Invoice	07/29/2024	PUBLIC DEFENDER FOR JULY 2024	001-110-672	1,500.00
Total Claims: 9							Total Payment Amount:	14,231.64



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APPKT008509 - 07/31/2024 END OF MONTH (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
02932	CITY OF BYRAM CADENCE GENE	DKT0037476						15,523.66
		07312024-1	JULY 2024 PAYROLL AND A/P TRANSFE	Invoice	07/31/2024	JULY 2024 PAYROLL AND A/P TRANSFE	400-000-005	9,504.80
		07312024-2	JULY 2024 DUE TO/FROM 2	Invoice	07/31/2024	JULY 2024 DUE TO/FROM 2	400-000-148	6,018.86
02486	COURTNEY & CAMP ATTORNEYS	DKT0037477						740.70
		INV0081760		Invoice	07/12/2024		001-000-125	364.97
		INV0082007		Invoice	07/26/2024		001-000-125	375.73
01222	HENLEY, ROSS E.	DKT0037478						100.00
		INV0081813		Invoice	07/12/2024		001-000-125	50.00
		INV0082059		Invoice	07/26/2024		001-000-125	50.00
02637	KENT, LEDIREADA	DKT0037479						105.22
		07262024	TRAVEL REIMBURSEMENT - GULFPORT	Invoice	07/26/2024	TRAVEL REIMBURSEMENT - GULFPORT	001-140-610	105.22
01968	LEGAL SHIELD	DKT0037480						207.40
		CM0001725		Credit Memo	07/31/2024		001-000-123	-0.04
		INV0081783		Invoice	07/12/2024		001-000-123	13.95
		INV0081784		Invoice	07/12/2024		001-000-123	16.95
		INV0081785		Invoice	07/12/2024		001-000-123	17.95
		INV0081786		Invoice	07/12/2024		001-000-123	9.48
		INV0081787		Invoice	07/12/2024		001-000-123	9.48
		INV0081788		Invoice	07/12/2024		001-000-123	9.48
		INV0081789		Invoice	07/12/2024		001-000-123	9.48
		INV0082030		Invoice	07/26/2024		001-000-123	13.95
		INV0082031		Invoice	07/26/2024		001-000-123	16.95
		INV0082032		Invoice	07/26/2024		001-000-123	17.95
		INV0082033		Invoice	07/26/2024		001-000-123	9.48
		INV0082034		Invoice	07/26/2024		001-000-123	9.48
		INV0082035		Invoice	07/26/2024		001-000-123	9.48
		INV0082036		Invoice	07/26/2024		001-000-123	9.48
		INV0082077		Invoice	07/31/2024		001-000-123	33.90
02698	MENDELSON LAW FIRM	DKT0037481						363.63
		INV0082078		Invoice	07/31/2024		001-000-125	363.63

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APPKT008509 - 07/31/2024 END OF MONTH (IN HOUSE)

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description				Distribution Amount	
00322	SOUTHERN STATES POLICE BENE	DKT0037482					519.75
	INV0081796		Invoice	07/12/2024		001-000-124	15.75
	INV0081797		Invoice	07/12/2024		001-000-124	15.75
	INV0081798		Invoice	07/12/2024		001-000-124	15.75
	INV0081799		Invoice	07/12/2024		001-000-124	15.75
	INV0081800		Invoice	07/12/2024		001-000-124	15.75
	INV0081801		Invoice	07/12/2024		001-000-124	15.75
	INV0081802		Invoice	07/12/2024		001-000-124	15.75
	INV0081803		Invoice	07/12/2024		001-000-124	15.75
	INV0081804		Invoice	07/12/2024		001-000-124	15.75
	INV0081805		Invoice	07/12/2024		001-000-124	15.75
	INV0081806		Invoice	07/12/2024		001-000-124	15.75
	INV0081807		Invoice	07/12/2024		001-000-124	15.75
	INV0081808		Invoice	07/12/2024		001-000-124	15.75
	INV0081809		Invoice	07/12/2024		001-000-124	15.75
	INV0081810		Invoice	07/12/2024		001-000-124	15.75
	INV0081811		Invoice	07/12/2024		001-000-124	15.75
	INV0081812		Invoice	07/12/2024		001-000-124	15.75
	INV0082043		Invoice	07/26/2024		001-000-124	15.75
	INV0082044		Invoice	07/26/2024		001-000-124	15.75
	INV0082045		Invoice	07/26/2024		001-000-124	15.75
	INV0082046		Invoice	07/26/2024		001-000-124	15.75
	INV0082047		Invoice	07/26/2024		001-000-124	15.75
	INV0082048		Invoice	07/26/2024		001-000-124	15.75
	INV0082049		Invoice	07/26/2024		001-000-124	15.75
	INV0082050		Invoice	07/26/2024		001-000-124	15.75
	INV0082051		Invoice	07/26/2024		001-000-124	15.75
	INV0082052		Invoice	07/26/2024		001-000-124	15.75
	INV0082053		Invoice	07/26/2024		001-000-124	15.75
	INV0082054		Invoice	07/26/2024		001-000-124	15.75
	INV0082055		Invoice	07/26/2024		001-000-124	15.75
	INV0082056		Invoice	07/26/2024		001-000-124	15.75
	INV0082057		Invoice	07/26/2024		001-000-124	15.75
	INV0082058		Invoice	07/26/2024		001-000-124	15.75
03048	SYCAMORE RESIDENTIAL	DKT0037483					10.42
	INV0081981	SYCAMORE RESIDENTIAL	Invoice	07/26/2024	SYCAMORE RESIDENTIAL	400-000-156	10.42
03055	TORRI PARKER MARTIN,	DKT0037484					166.00
	INV0081759		Invoice	07/12/2024		001-000-125	166.00
03055	TORRI PARKER MARTIN,	DKT0037485					166.00
	INV0082006		Invoice	07/26/2024		001-000-125	166.00
01752	UNITED PIPING, INC	DKT0037486					140.00
	T3568-2	SPRINKLER INSPECTION @ 200 BYRAM	Invoice	03/25/2024	SPRINKLER INSPECTION @ 200 BYRAM	001-260-559	140.00

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APPKT008509 - 07/31/2024 END OF MONTH (IN HOUSE)

Vendor #		Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
		Payable Number	Payable Description					Distribution Amount
Total Claims: 11							Total Payment Amount:	18,042.78



City of Byram, MS

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APPKT008510 - 07/31/2024 END OF MONTH (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	PW07162024	DKT0037475	ACCT# 11732033-3 (GENERATOR) 06/1	Invoice	07/16/2024	ACCT# 11732033-3 (GENERATOR) 06/1	400-700-630	20.64
									Distribution Amount
									20.64
									Total Claims: 1
									Total Payment Amount: 20.64



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APPKT008503 - 08/05/2024 1st 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
02584	A J CONSTRUCTION INC.	DKT0037506					163.02
	3217	SC-1, TYPE 8 07/15/2024	Invoice	07/15/2024	SC-1, TYPE 8 07/15/2024	001-301-572	163.02
02842	AGUP EQUIPMENT COMPANY	DKT0037507					557.80
	P36919	AIR FILTERS	Invoice	07/19/2024	AIR FILTERS	001-301-575	102.40
	W34646	PO7485 AC REPAIR 5065 TRACTOR PE-	Invoice	07/25/2024	PO7485 AC REPAIR 5065 TRACTOR PE-	001-301-575	455.40
02047	AMAZON CAPITAL SERVICES	DKT0037508					249.90
	19JH-DCPV-9L93	OIL CHANGE KIT	Invoice	07/24/2024	OIL CHANGE KIT	001-260-505	50.50
	1NXW-3PRP-1C74	FIRE OFFICER: PRINCIPLES & PRACTICE	Invoice	07/23/2024	FIRE OFFICER: PRINCIPLES & PRACTICE	001-260-611	80.93
	1W9M-GHFP-1JCP	OFFICE & OTHER SUPPLIES	Invoice	07/23/2024	OFFICE & OTHER SUPPLIES	001-280-505	16.27
						001-301-500	23.18
						001-301-500	4.55
						001-301-500	-4.55
						400-700-500	13.35
						400-700-505	65.67
00352	ANIMAL CARE EQUIPMENT AND	DKT0037509					170.65
	126753	DUAL RELEASE CATCH POLE, SHIPPING	Invoice	07/03/2024	DUAL RELEASE CATCH POLE, SHIPPING	001-200-559	170.65
00800	APPLEWHITE, MICHAEL D JR	DKT0037510					1,535.00
	07152024	PO7487 FD MAROON FD T-SHIRTS FO	Invoice	07/15/2024	PO7487 FD MAROON FD T-SHIRTS FO	001-260-535	1,535.00
01804	B & G AUTOBODY	DKT0037511					1,016.88
	767	21-04 Replace Headlamp, Harness and	Invoice	07/12/2024	21-04 Replace Headlamp, Harness and	001-200-570	80.00
						001-200-570	125.00
						001-200-570	30.00
						001-200-570	100.00
	769	21-01 Replace Starter V-21-01 / Labor	Invoice	07/12/2024	21-01 Replace Starter V-21-01	001-200-570	286.88
						001-200-570	125.00
	770	CHANGE OIL & TIRES	Invoice	07/18/2024	CHANGE OIL & TIRES	001-200-570	130.00
	771	CHANGE OIL & TIRES	Invoice	07/22/2024	CHANGE OIL & TIRES	001-200-570	70.00
	772	CHANGE OIL & TIRES	Invoice	07/24/2024	CHANGE OIL & TIRES	001-200-570	70.00
00611	BARNETT'S BODY SHOP	DKT0037512					59.00
	77028	OIL CHANGE	Invoice	07/16/2024	OIL CHANGE	001-200-570	59.00
02960	BRADY INDUSTRIES OF MISSISSIF	DKT0037513					350.39
	9016589	BATH TISSUE, PAPER TOWELS	Invoice	07/05/2024	BATH TISSUE, PAPER TOWELS	001-200-510	112.62
	9063944	COPY PAPER	Invoice	07/19/2024	COPY PAPER	001-195-500	198.15
						400-700-500	39.62

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APPKT008503 - 08/05/2024 1st A.P. (A/P AUTOMATION)

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
01236	CARR PLUMBING SUPPLY	DKT0037514					8,000.00
	18013568	PROFESSIONAL SERVICES FOR YEAR EN	Invoice	07/30/2024	PROFESSIONAL SERVICES FOR YEAR EN	001-140-604	8,000.00
00254	CENTRAL PIPE SUPPLY	DKT0037515					1,950.00
	5100380952.001	PO7439 PERMA PATCH 100 BAGS	Invoice	07/22/2024	PO7439 PERMA PATCH 100 BAGS	001-301-572	1,950.00
01197	CINTAS CORPORATION #210	DKT0037516					292.41
	4199338356	UNIFORM RENTALS	Invoice	07/18/2024	UNIFORM RENTALS	001-301-535	197.25
						001-550-535	12.09
						400-700-535	47.80
	4200052828	UNIFORM RENTALS	Invoice	07/25/2024	UNIFORM RENTALS	001-301-535	27.26
						001-550-535	2.71
						400-700-535	5.30
03046	FLAGSTAR PUBLIC FUNDING CO	DKT0037517					45,123.00
	500399001	LOAN PAYMENT # 500399001 (FIRE ST	Invoice	07/17/2024	LOAN PAYMENT # 500399001 (FIRE ST	001-260-830	45,123.00
00058	FLEETCOR TECHNOLOGIES OPER	DKT0037518					6,249.62
	NP66813044	VEHICLE FUEL FOR 07/15/2024 - 07/2	Invoice	07/22/2024	VEHICLE FUEL FOR 07/15/2024 - 07/2	001-190-525	62.04
						001-200-525	1,998.44
						001-260-525	308.53
						001-280-525	61.76
						001-301-525	384.47
						001-550-525	99.30
						400-700-525	432.26
	NP66840279	VEHICLE FUEL FOR 07/22/2024 - 07/2	Invoice	07/29/2024	VEHICLE FUEL FOR 07/22/2024 - 07/2	001-140-525	28.25
						001-200-525	1,994.40
						001-260-525	162.22
						001-280-525	55.26
						001-301-525	474.40
						001-550-525	130.49
						400-700-525	57.80
00090	HOME DEPOT CREDIT SERVICES	DKT0037519					191.98
	1023480	TOILET, WAX RINGS	Invoice	07/24/2024	TOILET, WAX RINGS	001-550-505	191.98
00066	INNOVATIVE COMPUTER SOLUTI	DKT0037520					2,039.40
	121942	ADOBE ACROBAT PRO 1 YR LICENSE	Invoice	06/12/2024	ADOBE ACROBAT PRO 1 YR LICENSE	001-200-650	1,439.40
	121967	PD - ICS CLOUD SERVER HOSTING	Invoice	07/01/2024	PD - ICS CLOUD SERVER HOSTING	001-200-681	250.00
	121968	SSD & GB 3 TIER STORAGE, ANTIVIRUS	Invoice	07/01/2024	SSD & GB 3 TIER STORAGE, ANTIVIRUS	001-200-681	350.00
00406	LEWIS ELECTRIC	DKT0037521					6,382.00
	M2024.130	PO7344 REPLACE 2 RETROREFLECTIVE	Invoice	07/11/2024	PO7344 REPLACE 2 RETROREFLECTIVE	001-301-542	3,032.00
	M2024.131	PO 7471 REPAIR LIGHT AT SIWELL & D	Invoice	07/11/2024	PO 7471 REPAIR LIGHT AT SIWELL & D	001-301-573	350.00
	M2024.137	PO7470 LIGHT AT DAVIS & GARY RD	Invoice	07/15/2024	PO7470 LIGHT AT DAVIS & GARY RD	001-301-573	3,000.00

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APPKT008503 - 08/05/2024 1st 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
02549	MAGCOR INDUSTRIES	DKT0037522						191.00
	130843		VIOLATION STICKER, UTILITY APPLICAT	Invoice	02/09/2024	VIOLATION STICKER, UTILITY APPLICAT	001-280-505	117.00
							400-700-500	59.00
	132383		A-2 ENVELOPES	Invoice	07/24/2024	A-2 ENVELOPES	001-260-500	15.00
00488	MEL LUNA SAW COMPANY	DKT0037523						408.00
	95629		PO7472 BACKPACK BLOWER	Invoice	07/22/2024	PO7472 BACKPACK BLOWER	001-550-504	408.00
00544	ONEWAY	DKT0037524						1,602.85
	23173		BLUE DAWGS SUMMER PROGRAM - T	Invoice	05/29/2024	BLUE DAWGS SUMMER PROGRAM - T	001-200-511	1,200.10
	23219		BLUE DAWGS SUMMER PROGRAM T-S	Invoice	06/12/2024	BLUE DAWGS SUMMER PROGRAM T-S	001-200-511	402.75
00096	O'REILLY AUTOMOTIVE STORES,	DKT0037525						177.33
	1676-222722		BATTERY	Invoice	07/16/2024	BATTERY	001-200-570	145.06
	1676-222753		O'REILLY DEF (2)	Invoice	07/16/2024	O'REILLY DEF (2)	001-301-575	19.98
	1676-224107		MINI BULB	Invoice	07/24/2024	MINI BULB	001-301-570	4.80
	1676-224176		MOTOR OIL	Invoice	07/24/2024	MOTOR OIL	001-280-570	7.49
01317	PAY PROS OF MS, INC	DKT0037526						284.00
	JULY2024		TIME CLOCK LEASE FOR JULY 2024	Invoice	07/30/2024	TIME CLOCK LEASE FOR JULY 2024	001-195-650	284.00
00086	PHELPS	DKT0037527						1,267.50
	1366520		EMPLOYMENT ADVICE	Invoice	07/11/2024	EMPLOYMENT ADVICE	001-195-603	1,267.50
00087	PRECISION DELTA COPRPORATIC	DKT0037528						462.08
	30967		PO7079 - PYROTEC, LOW FLAME POTE	Invoice	07/15/2024	PO7079 - 12 GAUGE CARTRIDGE	001-200-555	70.88
						PO7079 - PYROTEC, LOW FLAME POTE	001-200-555	391.20
02782	RAYNER, BRITTANY CAMILLE	DKT0037529						1,363.39
	1776		FUSE HOLDER (2), LABOR	Invoice	06/11/2024	FUSE HOLDER (2), LABOR	001-200-570	125.11
	1826		PO7458 TRUCK REPAIR ON PT5	Invoice	07/17/2024	PO7458 TRUCK REPAIR ON PT5	001-301-570	1,238.28
00089	REVELL HARDWARE	DKT0037530						72.93
	193755/4		CABLE THROTTLE CON, S & H	Invoice	07/17/2024	CABLE THROTTLE CON, S & H	001-301-575	61.94
	193769/4		ENERGIZER BATTERY AA 8PK	Invoice	07/17/2024	ENERGIZER BATTERY AA 8PK	001-301-505	10.99
00901	ROBERT J YOUNG COMPANY INC	DKT0037531						255.22
	INV7015399		PW BLACK & WHITE/COLOR COPIES 06	Invoice	07/10/2024	PW BLACK & WHITE/COLOR COPIES 06	001-190-560	43.39
							001-280-560	43.39
							001-301-560	84.22
							400-700-560	84.22
00421	SOUTHERN TIRE MART	DKT0037532						614.45
	2600182651		PO7438 FD REPLACE ONE REAR TIRE	Invoice	07/10/2024	PO7438 FD REPLACE ONE REAR TIRE	001-260-570	614.45
02366	SUDDEN SERVICE, INC	DKT0037533						1,441.50
	03160532		BASIC PM SERVICE, BATTERY REPLACE	Invoice	04/10/2024	BASIC PM SERVICE, BATTERY REPLACE	001-200-575	727.50
							001-200-575	250.00
	03203948		INSPECTION OF GENERATOR	Invoice	07/12/2024	INSPECTION OF GENERATOR	001-200-650	232.00
	03207957		SERVICE CALL	Invoice	07/22/2024	SERVICE CALL	001-195-575	232.00

Docket of Claims Register

APPKT008503 - 08/05/2024 1st A.P. (A/P AUTOMATION)

Vendor #	Vendor Name	Docket/Claim #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
00194	THE SOUTHERN CONNECTION, LI	DKT0037534							1,282.42
			31203	HOODED RAIN PARKA	Invoice	07/03/2024	HOODED RAIN PARKA	001-200-535	89.00
			31260	ZIPPER POCKET PANT (2)	Invoice	07/10/2024	ZIPPER POCKET PANT (2)	001-200-535	136.00
			31411	PO7223-POINT BLANK VEST GEN III W,	Invoice	07/25/2024	PO7223- POINT BLANK GUARDIAN GEI	001-200-535	228.42
							PO7223-HI-LITE CARRIER AXII-R - J.AR	001-200-535	829.00
02947	WM CORPORATE SERVICES, INC.	DKT0037535							11.67
			3195719-0078-0	FD - 96 GALLON TOTER 07/01/2024 - C	Invoice	07/23/2024	FD - 96 GALLON TOTER 07/01/2024 - C	001-260-630	11.67
Total Claims: 30								Total Payment Amount:	83,765.39



City of Byram, MS

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Docket of Claims Register

APPKT008504 - 08/05/2024 1st 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
02047	AMAZON CAPITAL SERVICES	1VCK-WWN1-4TRQ	SANITIZING WIPES	Invoice	07/23/2024	SANITIZING WIPES	400-700-500	26.99
01283	COOPER ELECTRIC MOTOR SERV	RI-3423	PO7393 RENFROE PUMP REPAIR	Invoice	07/16/2024	PO7393 RENFROE PUMP REPAIR	400-700-577	11,441.55
01616	FLUID PROCESS & PUMPS, LLC	0028659	PO7337 NEW GUIDERAIL FOR PUBLIC'	Invoice	07/17/2024	PO7337 NEW GUIDERAIL FOR PUBLIC'	400-700-916	5,964.00
00096	O'REILLY AUTOMOTIVE STORES,	1676-224106	MINI BULB	Invoice	07/24/2024	MINI BULB	400-700-570	3.47
Total Claims: 4							Total Payment Amount:	17,436.01



City of Byram, MS

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Docket of Claims Register

APPKT008505 - 08/05/2024 1st A.P. (IN HOUSE)

By Docket/Claim Number

	Vendor Name	Docket/Claim #					Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
00233	CARTRUST	DKT0037500					56.62
	216011	OIL CHANGE	Invoice	07/24/2024	OIL CHANGE	001-301-570	56.62
00361	DPS CRIME LAB	DKT0037501					840.00
	90146630	ANALYTICAL FEES	Invoice	07/02/2024	ANALYTICAL FEES	001-200-614	840.00
00007	MILLS, SCANLON, DYE & PITTMAN	DKT0037502					6,027.94
	JULY2024-S	SEWER SERVICES	Invoice	07/31/2024	SEWER SERVICES	400-700-603	52.50
						400-700-603	5,975.44
00007	MILLS, SCANLON, DYE & PITTMAN	DKT0037503					13,896.89
	JULY2024	GENERAL SERVICES	Invoice	07/31/2024	GENERAL SERVICES	001-100-603	2,852.50
						001-110-603	1,266.25
						001-110-671	3,839.50
						001-120-603	35.00
						001-190-603	928.50
						001-195-603	4,061.75
						001-200-603	542.50
						001-280-603	175.00
						001-301-603	195.89
00028	PETTY CASH CUSTODIAN / JULIA	DKT0037504					179.34
	07302024	REIMBURSEMENT TO PETTY CASH	Invoice	07/30/2024	REIMBURSEMENT TO PETTY CASH	001-140-608	5.15
						001-140-622	30.00
						001-195-505	105.54
						001-200-511	38.65
01732	WHEELER'S JANITORIAL SUPPLIES	DKT0037505					158.80
	1636949	TRASH LINERS	Invoice	07/17/2024	TRASH LINERS	001-301-505	158.80
Total Claims: 6						Total Payment Amount:	21,159.59

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: August 5, 2024 AGENDA ITEM NO: 7.b

FOR: Discussion of Budget Amendments

INTRODUCED BY: Angela Richburg, City Clerk

ATTACHMENTS:

File Name

[Law Enforcement Fund budget amendment.pdf](#)

[SB2948 Flood Control budget amendment.pdf](#)

[HM1353 Bridges & Drainage budget amendment.pdf](#)

[HB603 Drainage budget amendment.pdf](#)

[HB603 Bridges budget amendment.pdf](#)

[2012 GO Bond & Interest budget amendment.pdf](#)

[2017 BTC TIF Bond & Interest budget amendment.pdf](#)

[20118 Sewer System Revenue Bond & Interest budget amendment.pdf](#)

[2023 Fire Station COP budget amendment.pdf](#)

City of Byram
Law Enforcement Fund Budget
Fiscal Year Ending September 30, 2024

	AMENDED BUDGET	PRELIMINARY BUDGET	ADOPTED BUDGET	PROPOSED AMENDED BUDGET
	FY2022/2023	FY2023/2024	FY2023/2024	FY2023/2024
Total Revenues	\$13,210	\$120	\$120	\$1,215
Expenditures				
Total Expenditures	13,100	0	0	0
Total Expenditures	13,100	0	0	0
Net (Revenues less Expenditures)	\$110	\$120	\$120	\$1,215

	AMENDED BUDGET	PRELIMINARY BUDGET	ADOPTED BUDGET	PROPOSED AMENDED BUDGET
	FY2022/2023	FY2023/2024	FY2023/2024	FY2023/2024
Law Enforcement Fund Revenues				
ASSET FORFEITURE	0	0	0	0
INTEREST	10	10	10	25
Total	\$10	\$10	\$10	\$25
Beginning Cash	\$13,200	\$110	\$110	\$1,190
Transfers In	0	0	0	0
Total Revenues	\$13,210	\$120	\$120	\$1,215
Law Enforcement Fund Expenditures				
Law Enforcement				
Personal Services	\$0	\$0	\$0	\$0
Supplies	3,450	0	0	0
Other	0	0	0	0
Capital Outlay/Debt Service	9,650	0	0	0
Total	\$13,100	\$0	\$0	\$0
Total Expenditures	\$13,100	\$0	\$0	\$0

City of Byram
Law Enforcement Fund
Fiscal Year Ending September 30, 2024

REVENUES

ACCOUNT #	DESCRIPTION	AMENDED	PRELIMINARY	Notes	ADOPTED	CHANGES	PROPOSED
		BUDGET FY2022/2023	BUDGET FY2023/2024		BUDGET FY2023/2024		AMENDMENTS FY2023/2024
110 - 000 - 266	ASSET FORFEITURE - LOCAL	0	0		0	0	0
110 - 000 - 267	ASSET FORFEITURE - STATE	0	0		0	0	0
110 - 000 - 268	ASSET FORFEITURE - US JUSTICE	0	0		0		0
110 - 000 - 340	INTEREST	10	10		10	15	25
110 - 000 - 399	BEGINNING CASH	13,200	110		110	1,080	1,190
	TOTAL REVENUES	\$13,210	\$120		\$120	\$1,095	\$1,215

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City of Byram
Law Enforcement Fund Budget
Fiscal Year Ending September 30, 2024

EXPENDITURES		AMENDED	PRELIMINARY		ADOPTED		AMENDED
ACCOUNT #	DESCRIPTION	BUDGET FY2022/2023	BUDGET FY2023/2024	Notes	BUDGET FY2023/2024	CHANGES	BUDGET FY2023/2024
110 - 200 - 503	WEAPONS SUPPLIES	0	0		0		0
110 - 200 - 559	MISCELLANEOUS SUPPLIES	3,450		Drug Enforcement Supplies Only	0		0
110 - 200 - 560	REPAIRS & MAINT. - BUILDING	0	0		0		0
110 - 200 - 565	REPAIRS & MAINT. - PAINTING	0	0		0		0
110 - 200 - 570	REPAIRS & MAINT. - VEHICLE	0	0		0		0
110 - 200 - 575	REPAIRS & MAINT. - EQUIPMENT	0	0		0		0
110 - 200 - 576	REPAIRS & MAINT. - OTHER	0	0		0		0
110 - 200 - 577	REPAIRS & MAINT. - _____	0	0		0		0
TOTAL SUPPLIES		3,450	0		0	0	0
110 - 200 - 900	CAPITAL OUTLAY - LAND	0	0		0		0
110 - 200 - 901	CAPITAL OUTLAY - BUILDING	0	0		0		0
110 - 200 - 904	CAPITAL OUTLAY - WEAPONS	9,650	0		0		0
110 - 200 - 916	CAPITAL OUTLAY - HEAVY EQUIPMENT	0	0		0		0
110 - 200 - 919	CAPITAL OUTLAY - OFFICE EQUIPMENT	0	0		0		0
TOTAL CAPITAL OUTLAY		9,650	0		0	0	0
		\$13,100	\$0		\$0	\$0	\$0

NOTES:

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City of Byram
SB2948 Flood Control Fund Budget
Fiscal Year Ending September 30, 2024

	BUDGET	PRELIMINARY BUDGET	ADOPTED BUDGET	AMENDED BUDGET
	FY2022/2023	FY2023/2024	FY2023/2024	FY2023/2024
Total Revenues	\$400,050	\$400,100	\$400,100	\$409,300
Expenditures				
Total Expenditures	0	400,100	400,100	0
Total Expenditures	0	400,100	400,100	0
Net (Revenues less Expenditures)	\$400,050	\$0	\$0	\$409,300

	FY2022/2023 Adopted Budget	FY2023/2024 PRELIMINARY BUDGET	FY2023/2024 ADOPTED BUDGET	FY2023/2024 AMENDED BUDGET
SB2948 Flood Control Fund Revenues				
State Shared Revenues	0	0	0	0
Other Revenues	0	0	0	0
Interest	50	50	50	8,000
Total	\$50	\$50	\$50	\$8,000
Beginning Cash	\$400,000	\$400,050	\$400,050	\$401,300
Transfers In	0	0	0	0
Total Revenues	\$400,050	\$400,100	\$400,100	\$409,300
SB2948 Flood Control Fund Expenditures				
Personal Services	\$0	\$0	\$0	\$0
Supplies	0	0	0	0
Services	0	0	0	0
Capital Outlay/Debt Service	0	400,100	400,100	0
Total	\$0	\$400,100	\$400,100	\$0
Transfers to General Fund	\$0	\$0	\$0	
Total Expenditures	\$0	\$400,100	\$400,100	\$0

City of Byram
SB2948 Flood Control Fund Budget
Fiscal Year Ending September 30, 2024

<u>REVENUES</u>		AMENDED BUDGET	PRELIMINARY BUDGET	Notes	PROPOSED BUDGET		PROPOSED AMENDED BUDGET
ACCOUNT #	DESCRIPTION	FY2022/2023	FY2023/2024		FY2023/2024	CHANGES	
125 - 000 - 261	GRANT INCOME - SB2948	0	0		0		0
125 - 000 - 340	INTEREST	50	50		50	7,950	8,000
125 - 000 - 391	PROPERTY SALE	0	0		0		0
125 - 000 - 399	BEGINNING CASH	400,000	400,050		400,050	1,250	401,300
TOTAL REVENUES		\$400,050	\$400,100		\$400,100	\$9,200	\$409,300

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City of Byram
SB2948 Flood Control Fund Budget
Fiscal Year Ending September 30, 2024

EXPENDITURES		AMENDED	PRELIMINARY	PROPOSED		ADOPTED		PROPOSED
		BUDGET	BUDGET	BUDGET	Notes	BUDGET		AMENDED
ACCOUNT #	DESCRIPTION	FY2022/2023	FY2023/2024	FY2023/2024		FY2023/2024	CHANGES	BUDGET
125 - 301 - 500	OFFICE SUPPLIES	0	0	0		0		\$0
125 - 301 - 505	OTHER SUPPLIES	0	0	0		0		\$0
125 - 301 - 559	MISCELLANEOUS EQUIPMENT	0	0	0		0		\$0
125 - 301 - 575	REPAIRS & MAINT. - EQUIPMENT	0	0	0		0		\$0
125 - 301 - 576	REPAIRS & MAINT. - OTHER	0	0	0		0		\$0
TOTAL SUPPLIES		0	0	0		0	0	0
125 - 301 - 602	PROFESSIONAL FEES - ENGINEERING	0	0	0		0		\$0
125 - 301 - 603	PROFESSIONAL FEES - LEGAL	0	0	0		0		\$0
125 - 301 - 681	OTHER SERVICES & CHARGES	0	0	0		0		\$0
TOTAL CONTRACT SERVICES		0	0	0		0	0	0
125 - 301 - 900	CAPITAL OUTLAY - LAND	0	0	0		0		\$0
125 - 301 - 906	CAPITAL OUTLAY - IMPROVEMENT OTB	0	400,100	400,100	CDBG Grant Match if awarded/ Retention pond	400,100	(400,100)	\$0
125 - 301 - 907	CAPITAL OUTLAY - INFRASTRUCTURE	0	0	0		0		\$0
TOTAL CAPITAL OUTLAY		0	400,100	400,100		400,100	(400,100)	0
		0	400,100	400,100		400,100	(400,100)	0

City of Byram
HB1353 Bridges & Drainage Fund Budget
Fiscal Year Ending September 30, 2024

	BUDGET	PRELIMINARY BUDGET	ADOPTED BUDGET	AMENDED BUDGET	PROPOSED AMENDMENT
	FY2022/2023	FY2023/2024	FY2023/2024	FY2023/2024	FY2023/2024
Total Revenues	\$500,050	\$76,935	\$76,935	\$111,848	\$111,848
Expenditures					
Total Expenditures	423,140	76,935	76,935	111,848	111,848
Total Expenditures	423,140	76,935	76,935	111,848	111,848
Net (Revenues less Expenditures)	\$76,910	\$0	\$0	\$0	\$0

	FY2022/2023 Adopted Budget	FY2023/2024 PRELIMINARY BUDGET	FY2023/2024 ADOPTED BUDGET	FY2023/2024 AMENDED BUDGET	FY2023/2024 PROPOSED AMENDMENT
HB1353 Bridges & Drainage Fund Revenues					
State Shared Revenues	500,000	0	0	0	0
Other Revenues	0	0	0	8,436	8,436
Interest	50	25	25	893	893
Total	\$500,050	\$25	\$25	\$9,329	\$9,329
Beginning Cash	\$0	\$76,910	\$76,910	\$102,519	\$102,519
Transfers In	0	0	0	0	0
Total Revenues	\$500,050	\$76,935	\$76,935	\$111,848	\$111,848
HB1353 Bridges & Drainage Fund Expenditures					
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	116,000	0	0	18,972	0
Services	7,090	0	0	0	0
Capital Outlay/Debt Service	300,050	76,935	76,935	92,876	111,848
Total	\$423,140	\$76,935	\$76,935	\$111,848	\$111,848
Transfers to General Fund	\$0	\$0	\$0		
Total Expenditures	\$423,140	\$76,935	\$76,935	\$111,848	\$111,848

City of Byram
HB1353 Bridges and Drainage Fund Budget
Fiscal Year Ending September 30, 2024

<u>REVENUES</u>		AMENDED	PRELIMINARY		ADOPTED		PROPOSED		AMENDED
ACCOUNT #	DESCRIPTION	BUDGET	BUDGET	Notes	BUDGET		AMENDED	CHANGES	BUDGET
		FY2022/2023	FY2023/2024		CHANGES	FY2023/2024	BUDGET		
130 - 000 - 261	GRANT INCOME - HB1353	500,000	0		0		0		0
130 - 000 - 340	INTEREST	50	25		25	868	893		893
130 - 000 - 398	OVER/SHORT	0	0		0	8,436	8,436		8,436
130 - 000 - 399	BEGINNING CASH	0	76,910		76,910	25,609	102,519		102,519
TOTAL REVENUES		\$500,050	\$76,935		\$76,935	\$34,913	\$111,848	\$0	\$111,848

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City of Byram
HB1353 Bridges Drainage Fund Budget
Fiscal Year Ending September 30, 2024

EXPENDITURES		AMENDED	PRELIMINARY	PROPOSED		ADOPTED		ADOPTED		PROPOSED
		BUDGET	BUDGET	BUDGET	Notes	BUDGET	CHANGES	AMENDED	CHANGES	AMENDED
ACCOUNT #	DESCRIPTION	FY2022/2023	FY2023/2024	FY2023/2024		FY2023/2024		BUDGET		BUDGET
130 - 301 - 500	OFFICE SUPPLIES	0	0	0		0		\$0		\$0
130 - 301 - 505	OTHER SUPPLIES	0	0	0		0		\$0		\$0
130 - 301 - 559	MISCELLANEOUS EQUIPMENT	0	0	0		0		\$0		\$0
130 - 301 - 569	REPAIRS & MAINT. - BRIDGES	116,000	0	0		0		\$0		\$0
130 - 301 - 571	REPAIRS & MAINT. - DRAINAGE	0	0	0		0	18,972	\$18,972	(18,972)	\$0
TOTAL SUPPLIES		116,000	0	0		0	18,972	18,972	(18,972)	0
130 - 301 - 602	PROFESSIONAL FEES - ENGINEERING	7,090	0	0		0		\$0		\$0
130 - 301 - 603	PROFESSIONAL FEES - LEGAL	0	0	0		0		\$0		\$0
130 - 301 - 681	OTHER SERVICES & CHARGES	0	0	0		0		\$0		\$0
TOTAL CONTRACT SERVICES		7,090	0	0		0	0	0	0	0
130 - 301 - 900	CAPITAL OUTLAY - LAND	0	0	0		0		\$0		\$0
130 - 301 - 908	CAPITAL OUTLAY - DRAINAGE	300,050	76,935	76,935		76,935	(76,935)	\$0		\$0
130 - 301 - 910	CAPITAL OUTLAY - BRIDGE	0		0		0	92,876	\$92,876	18,972	\$111,848
TOTAL CAPITAL OUTLAY		300,050	76,935	76,935		76,935	15,941	92,876	18,972	111,848
		423,140	76,935	76,935		76,935	34,913	111,848	0	111,848

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City of Byram
HB603 Drainage Fund Budget
Fiscal Year Ending September 30, 2024

	BUDGET	PRELIMINARY BUDGET	ADOPTED BUDGET	AMENDED BUDGET	AMENDED BUDGET
	FY2022/2023	FY2023/2024	FY2023/2024	FY2023/2024	FY2023/2024
Total Revenues	\$500,020	\$500,120	\$500,120	\$500,120	\$535,775
Expenditures					
Total Expenditures	0	300,000	300,000	300,000	489,000
Total Expenditures	0	300,000	300,000	300,000	489,000
Net (Revenues less Expenditures)	\$500,020	\$200,120	\$200,120	\$200,120	\$46,775

	FY2022/2023 Adopted Budget	FY2023/2024 PRELIMINARY BUDGET	FY2023/2024 ADOPTED BUDGET	FY2023/2024 AMENDED BUDGET	FY2023/2024 AMENDED BUDGET
HB603 Drainage Fund Revenues					
State Shared Revenues	500,000	0	0	0	0
Other Revenues	0	0	0	0	30,172
Interest	20	100	100	100	5,500
Total	\$500,020	\$100	\$100	\$100	\$35,672
Beginning Cash	\$0	\$500,020	\$500,020	\$500,020	\$500,103
Transfers In	0	0	0	0	0
Total Revenues	\$500,020	\$500,120	\$500,120	\$500,120	\$535,775
HB603 Drainage Fund Expenditures					
Personal Services	\$0	\$0	\$0	\$0	\$0
Supplies	0	0	0	0	0
Services	0	0	0	35,000	35,000
Capital Outlay/Debt Service	0	300,000	300,000	265,000	454,000
Total	\$0	\$300,000	\$300,000	\$300,000	\$489,000
Transfers to General Fund	\$0	\$0	\$0		
Total Expenditures	\$0	\$300,000	\$300,000	\$300,000	\$489,000

City of Byram
HB603 Drainage Fund Budget
Fiscal Year Ending September 30, 2024

REVENUES		AMENDED BUDGET	PRELIMINARY BUDGET	Notes	ADOPTED BUDGET		ADOPTED AMENDED BUDGET		AMENDED BUDGET
ACCOUNT #	DESCRIPTION	FY2022/2023	FY2023/2024		CHANGES	CHANGES		CHANGES	
131 - 000 - 261	GRANT INCOME - HB603	500,000	0		0		0		0
131 - 000 - 262	HINDS COUNTY INTERLOCAL FUNDS	0	0		0		0	30,172	30,172
131 - 000 - 340	INTEREST	20	100		100		100	5,400	5,500
131 - 000 - 391	PROPERTY SALE	0	0		0		0		0
131 - 000 - 399	BEGINNING CASH	0	500,020		500,020		500,020	83	500,103
TOTAL REVENUES		\$500,020	\$500,120		\$500,120	\$0	\$500,120	\$35,655	\$535,775

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City of Byram
HB603 Drainage Fund Budget
Fiscal Year Ending September 30, 2024

EXPENDITURES		AMENDED	PRELIMINARY	PROPOSED		ADOPTED		ADOPTED		ADOPTED
		BUDGET	BUDGET	BUDGET	Notes	BUDGET	CHANGES	AMENDED	CHANGES	AMENDED
ACCOUNT #	DESCRIPTION	FY2022/2023	FY2023/2024	FY2023/2024		FY2023/2024		BUDGET		BUDGET
131 - 301 - 500	OFFICE SUPPLIES	0	0	0		0		\$0		\$0
131 - 301 - 505	OTHER SUPPLIES	0	0	0		0		\$0		\$0
131 - 301 - 559	MISCELLANEOUS EQUIPMENT	0	0	0		0		\$0		\$0
131 - 301 - 575	REPAIRS & MAINT. - EQUIPMENT	0	0	0		0		\$0		\$0
131 - 301 - 576	REPAIRS & MAINT. - OTHER	0	0	0		0		\$0		\$0
TOTAL SUPPLIES		0	0	0		0	0	0	0	0
131 - 301 - 602	PROFESSIONAL FEES - ENGINEERING	0	0	0	Jayroe and additional project	0	35,000	\$35,000		\$35,000
131 - 301 - 603	PROFESSIONAL FEES - LEGAL	0	0	0		0		\$0		\$0
131 - 301 - 681	OTHER SERVICES & CHARGES	0	0	0		0		\$0		\$0
TOTAL CONTRACT SERVICES		0	0	0		0	35,000	35,000	0	35,000
131 - 301 - 900	CAPITAL OUTLAY - LAND	0	0	0		0		\$0		\$0
131 - 301 - 908	CAPITAL OUTLAY - DRAINAGE	0	300,000	300,000	JAYROE RD & BULL RUN DRA	300,000	(35,000)	\$265,000	189,000	\$454,000
131 - 301 - 907	CAPITAL OUTLAY - INFRASTRUCTURE	0	0	0		0		\$0		\$0
TOTAL CAPITAL OUTLAY		0	300,000	300,000		300,000	(35,000)	265,000	189,000	454,000
		0	300,000	300,000		300,000	0	300,000	189,000	489,000

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City of Byram
HB603 Bridge Fund Budget
Fiscal Year Ending September 30, 2024

	BUDGET	PRELIMINARY BUDGET	ADOPTED BUDGET	AMENDED BUDGET
	FY2022/2023	FY2023/2024	FY2023/2024	FY2023/2024
Total Revenues	\$250,010	\$250,030	\$250,030	\$255,070
Expenditures				
Total Expenditures	0	250,030	250,030	255,070
Total Expenditures	0	250,030	250,030	255,070
Net (Revenues less Expenditures)	\$250,010	\$0	\$0	\$0

	FY2022/2023 Adopted Budget	FY2023/2024 PRELIMINARY BUDGET	FY2023/2024 ADOPTED BUDGET	FY2023/2024 AMENDED BUDGET
HB603 BRIDGE Fund Revenues				
State Shared Revenues	250,000	0	0	0
Other Revenues	0	0	0	0
Interest	10	20	20	5,020
Total	\$250,010	\$20	\$20	\$5,020
Beginning Cash	\$0	\$250,010	\$250,010	\$250,050
Transfers In	0	0	0	0
Total Revenues	\$250,010	\$250,030	\$250,030	\$255,070
HB603 BRIDGE Fund Expenditures				
Personal Services	\$0	\$0	\$0	\$0
Supplies	0	0	0	0
Services	0	0	0	0
Capital Outlay/Debt Service	0	250,030	250,030	255,070
Total	\$0	\$250,030	\$250,030	\$255,070
Transfers to General Fund	\$0	\$0	\$0	
Total Expenditures	\$0	\$250,030	\$250,030	\$255,070

City of Byram
HB603 Bridge Fund Budget
Fiscal Year Ending September 30, 2024

<u>REVENUES</u>		AMENDED	PRELIMINARY	Notes	ADOPTED		PROPOSED
ACCOUNT #	DESCRIPTION	BUDGET FY2022/2023	BUDGET FY2023/2024		BUDGET CHANGES	FY2023/2024	AMENDED BUDGET
132 - 000 - 261	GRANT INCOME - HB603	250,000	0		0		0
132 - 000 - 340	INTEREST	10	20		20	5,000	5,020
132 - 000 - 391	PROPERTY SALE	0	0		0		0
132 - 000 - 399	BEGINNING CASH	0	250,010		250,010	40	250,050
TOTAL REVENUES		\$250,010	\$250,030		\$250,030	\$5,040	\$255,070

City of Byram
HB603 Bridge Fund Budget
Fiscal Year Ending September 30, 2024

EXPENDITURES		AMENDED	PRELIMINARY	PROPOSED		ADOPTED	PROPOSED
		BUDGET	BUDGET	BUDGET	Notes	BUDGET	AMENDED
ACCOUNT #	DESCRIPTION	FY2022/2023	FY2023/2024	FY2023/2024		FY2023/2024	BUDGET
						CHANGES	FY2023/2024
132 - 301 - 500	OFFICE SUPPLIES	0	0	0		0	\$0
132 - 301 - 505	OTHER SUPPLIES	0	0	0		0	\$0
132 - 301 - 569	REPAIRS & MAINT. - BRIDGES	0	0	0		0	\$0
132 - 301 - 575	REPAIRS & MAINT. - EQUIPMENT	0	0	0		0	\$0
132 - 301 - 576	REPAIRS & MAINT. - OTHER	0	0	0		0	\$0
TOTAL SUPPLIES		0	0	0		0	0
132 - 301 - 602	PROFESSIONAL FEES - ENGINEERING	0	0	0		0	\$0
132 - 301 - 603	PROFESSIONAL FEES - LEGAL	0	0	0		0	\$0
132 - 301 - 681	OTHER SERVICES & CHARGES	0	0	0		0	\$0
TOTAL CONTRACT SERVICES		0	0	0		0	0
132 - 301 - 900	CAPITAL OUTLAY - LAND	0	0	0		0	\$0
132 - 301 - 908	CAPITAL OUTLAY - DRAINAGE	0	0	0		0	\$0
132 - 301 - 910	CAPITAL OUTLAY - BRIDGES	0	250,030	250,030	Terry Road Bridge	250,030	\$255,070
TOTAL CAPITAL OUTLAY		0	250,030	250,030		250,030	255,070
		0	250,030	250,030		250,030	255,070

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City of Byram
2012 GO Bond & Interest Fund Budget
Fiscal Year Ending September 30, 2024

	BUDGET	PRELIMINARY BUDGET	ADOPTED BUDGET	AMENDED BUDGET
	FY2022/2023	FY2023/2024	FY2023/2024	FY2023/2024
Total Revenues	\$818,489	\$835,010	\$835,010	\$847,060
Expenditures				
Total Expenditures	328,384	330,462	330,462	329,712
Total Expenditures	328,384	330,462	330,462	329,712
Net (Revenues less Expenditures)	\$490,105	\$504,548	\$504,548	\$517,348

	FY2022/2023 Adopted Budget	FY2023/2024 PRELIMINARY BUDGET	FY2023/2024 ADOPTED BUDGET	FY2023/2024 AMENDED BUDGET
2012 GO Bond & Interest Fund Revenues				
AD VALOREM TAXES	349,844	325,294	325,294	328,144
STATE SHARED REVENUES	20,666	19,361	19,361	14,561
INTEREST	250	250	250	14,250
Total	\$370,760	\$344,905	\$344,905	\$356,955
Beginning Cash	\$447,729	\$490,105	\$490,105	\$490,105
Transfers In	0	0	0	0
Total Revenues	\$818,489	\$835,010	\$835,010	\$847,060

2012 GO Bond & Interest Fund Expenditures

DEBT SERVICE

Personal Services	\$0	\$0	\$0	\$0
Supplies	0	0	0	0
Other	6,754	6,332	6,332	6,332
Capital Outlay/Debt Service	321,630	324,130	324,130	323,380
Total	\$328,384	\$330,462	\$330,462	\$329,712

Total Expenditures	\$328,384	\$330,462	\$330,462	\$329,712
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City of Byram
2012 GO Bond Fund Budget
Fiscal Year Ending September 30, 2024

REVENUES		AMENDED	PRELIMINARY	Notes	PROPOSED		PROPOSED
ACCOUNT #	DESCRIPTION	BUDGET	BUDGET		BUDGET	CHANGES	AMENDMENT
		FY2022/2023	FY2023/2024		FY2023/2024		FY2023/2024
200 - 000 - 200	AD VAL - REAL PROPERTY TAXES	223,742	207,114		207,114	0	207,114
200 - 000 - 201	AD VAL - AUTO TAXES	85,622	76,644		76,644	0	76,644
200 - 000 - 202	AD VAL - PERS. PROP./M. HOMES TAXES	24,942	24,456		24,456	2,200	26,656
200 - 000 - 207	AD VAL - PUBLIC UTILITIES TAXES	15,539	17,080		17,080	650	17,730
200 - 000 - 251	HOMESTEAD EXEMPTION REIMBURSE	20,666	19,361		19,361	(4,800)	14,561
200 - 000 - 340	INTEREST	250	250		250	14,000	14,250
200 - 000 - 399	BEGINNING CASH	447,729	490,105		490,105		490,105
	TOTAL REVENUES	\$818,489	\$835,010		\$835,010	\$12,050	\$847,060

City of Byram
2012 GO Bond Fund Budget
Fiscal Year Ending September 30, 2024

EXPENDITURES

ACCOUNT #	DESCRIPTION	AMENDED	PRELIMINARY	Notes	PROPOSED	CHANGES	AMENDED
		BUDGET FY2022/2023	BUDGET FY2023/2024		BUDGET FY2023/2024		BUDGET FY2023/2024
200 - 140 - 500	OFFICE SUPPLIES	0	0		0	0	0
200 - 140 - 603	LEGAL FEES	0	0		0	0	0
200 - 140 - 684	TAX COLLECTION FEES	6,754	6,332		6,332	0	6,332
200 - 140 - 800	BONDS - PRINCIPAL	250,000	260,000		260,000	0	260,000
200 - 140 - 810	BONDS - INTEREST	69,880	62,880		62,880	0	62,880
200 - 140 - 840	BONDS - AGENT FEES	1,750	1,250		1,250	(750)	500
		\$328,384	\$330,462		\$330,462	(\$750)	\$329,712

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City of Byram
2017 BTC TIF Bond & Interest Fund Budget
Fiscal Year Ending September 30, 2024

	BUDGET	PRELIMINARY BUDGET	ADOPTED BUDGET	PROPOSED AMENDED BUDGET
	FY2022-23	FY2023-24	FY2023-24	FY2023-24
Total Revenues	\$1,083,519	\$1,065,732	\$1,065,732	\$1,106,952
Expenditures				
Total Expenditures	471,268	474,680	474,680	474,680
Total Expenditures	471,268	474,680	474,680	474,680
Net (Revenues less Expenditures)	\$612,252	\$591,052	\$591,052	\$632,272

	FY2022-23 Adopted Budget	FY2023-24 PRELIMINARY BUDGET	FY2023-24 ADOPTED BUDGET	FY2023-24 PROPOSED AMENDED BUDGET
2017 BTC TIF Bond & Interest Fund Revenues				
AD VALOREM TAXES	104,018	109,680	109,680	109,155
INTEREST	300	300	300	12,000
SALES TAX - GENERAL	325,000	300,000	300,000	328,395
HINDS CO INTERLOCAL FUNDS	43,500	43,500	43,500	45,150
Total	\$472,818	\$453,480	\$453,480	\$494,700
Beginning Cash	\$610,701	\$612,252	\$612,252	\$612,252
Transfers In	0	0	0	0
Total Revenues	\$1,083,519	\$1,065,732	\$1,065,732	\$1,106,952

2017 BTC TIF Bond & Interest Fund Expenditures

DEBT SERVICE				
Personal Services	\$0	\$0	\$0	\$0
Supplies	0	0	0	0
Other	0	0	0	0
Capital Outlay/Debt Service	471,268	474,680	474,680	474,680
Total	\$471,268	\$474,680	\$474,680	\$474,680
Total Expenditures	\$471,268	\$474,680	\$474,680	\$474,680

City of Byram
2017 BTC TIF Bond Fund Budget
Fiscal Year Ending September 30, 2024

REVENUES		AMENDED	PRELIMINARY		ADOPTED BUDGET		PROPOSED AMENDED
ACCOUNT #	DESCRIPTION	BUDGET FY2022-23	BUDGET FY2023-24	Notes	BUDGET FY2023-24	CHANGES	BUDGET FY2023-24
215 - 000 - 200	AD VAL - REAL PROPERTY TAXES	104,018	109,680		109,680	(525)	109,155
215 - 000 - 201	AD VAL - AUTO TAXES	0	0		0		0
215 - 000 - 202	AD VAL - PERS. PROP./M. HOMES TAXES	0	0		0		0
215 - 000 - 207	AD VAL - PUBLIC UTILITIES TAXES	0	0		0	0	0
215 - 000 - 340	INTEREST	300	300		300	11,700	12,000
215 - 000 - 251	HOMESTEAD EXEMPTION REIMBURSE	0	0		0	0	0
215 - 000 - 260	SALES TAX - GENERAL	325,000	300,000		300,000	28,395	328,395
215 - 000 - 262	HINDS CO INTERLOCAL FUNDS	43,500	43,500		43,500	1,650	45,150
215 - 000 - 380	INTERCOMPANY TRANSFER	0	0		0	0	0
215 - 000 - 399	BEGINNING CASH	610,701	612,252		612,252		612,252
TOTAL REVENUES		\$1,083,519	\$1,065,732		\$1,065,732	\$41,220	\$1,106,952

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City of Byram
2017 BTC TIF Bond Fund Budget
Fiscal Year Ending September 30, 2024

<u>EXPENDITURES</u>		AMENDED	PRELIMINARY		ADOPTED		PROPOSED
		BUDGET	BUDGET	Notes	BUDGET		AMENDED
ACCOUNT #	DESCRIPTION	FY2022-23	FY2023-24		FY2023-24	CHANGES	BUDGET
							FY2023-24
215 - 140 - 500	OFFICE SUPPLIES	0	0		0	0	0
215 - 140 - 603	LEGAL FEES	0	0		0	0	0
215 - 140 - 684	TAX COLLECTION FEES	0	0		0	0	0
215 - 140 - 800	BONDS - PRINCIPAL	380,000	395,000		395,000	0	395,000
215 - 140 - 810	BONDS - INTEREST	89,518	77,930		77,930	0	77,930
215 - 140 - 840	BONDS - AGENT FEES	1,750	1,750		1,750	0	1,750
		\$471,268	\$474,680		\$474,680	\$0	\$474,680

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City of Byram
2018 Sewer System Revenue Bond & Interest
Fiscal Year Ending September 30, 2024

	AMENDED BUDGET FY2022/2023	PRELIMINARY BUDGET FY2023/2024	ADOPTED BUDGET FY2023/2024	AMENDED BUDGET FY2023/2024
Total Revenues	\$832,454	\$803,154	\$803,154	\$807,904
Expenditures				
Total Expenditures	389,400	390,800	390,800	390,300
Total Expenditures	389,400	390,800	390,800	390,300
Net (Revenues less Expenditures)	\$443,054	\$412,354	\$412,354	\$417,604

	FY2022/2023 AMENDED BUDGET	FY2023/2024 PRELIMINARY BUDGET	FY2023/2024 ADOPTED BUDGET	FY2023/2024 AMENDED BUDGET
2018 Sewer System Revenue Bond & Interest				
INTEREST	300	100	100	4,850
TRANSFER FROM SEWER FUND	336,000	360,000	360,000	360,000
RESERVE	0	0	0	0
Total	\$336,300	\$360,100	\$360,100	\$364,850
Beginning Cash	\$496,154	\$443,054	\$443,054	\$443,054
Transfers In	0	0	0	0
Total Revenues	\$832,454	\$803,154	\$803,154	\$807,904

2018 Sewer System Revenue Bond & Interest

DEBT SERVICE				
Personal Services	\$0	\$0	\$0	\$0
Supplies	0	0	0	0
Other	0	0	0	0
Capital Outlay/Debt Service	389,400	390,800	390,800	390,300
Total	\$389,400	\$390,800	\$390,800	\$390,300
Total Expenditures	\$389,400	\$390,800	\$390,800	\$390,300

City of Byram
2018 Sewer System Revenue Bond & Interest
Fiscal Year Ending September 30, 2024

<u>REVENUES</u>		AMENDED BUDGET	PRELIMINARY BUDGET	Notes	ADOPTED BUDGET		AMENDED BUDGET
ACCOUNT #	DESCRIPTION	FY2022/2023	FY2023/2024		FY2023/2024	CHANGES	FY2023/2024
220 - 000 - 340	INTEREST	300	100		100	4,750	4,850
220 - 000 - 382	TRANSFER FROM SEWER FUND	336,000	360,000		360,000	0	360,000
220 - 000 - 394	RESERVE	0	0		0	0	0
220 - 000 - 399	BEGINNING CASH	496,154	443,054		443,054	0	443,054
TOTAL REVENUES		\$832,454	\$803,154		\$803,154	\$4,750	\$807,904

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City of Byram
2018 Sewer System Revenue Bond & Interest
Fiscal Year Ending September 30, 2024

EXPENDITURES

ACCOUNT #	DESCRIPTION	AMENDED	PRELIMINARY	Notes	ADOPTED	CHANGES	AMENDED
		BUDGET	BUDGET		BUDGET		BUDGET
		FY2022/2023	FY2023/2024		FY2023/2024		FY2023/2024
220 - 320 - 500	OFFICE SUPPLIES	0	0		0	0	0
220 - 320 - 603	LEGAL FEES	0	0		0	0	0
220 - 320 - 684	TAX COLLECTION FEES	0	0		0	0	0
220 - 320 - 800	BONDS - PRINCIPAL	215,000	225,000		225,000	0	225,000
220 - 320 - 810	BONDS - INTEREST	173,400	164,800		164,800	0	164,800
220 - 320 - 840	BONDS - AGENT FEES	1,000	1,000		1,000	(500)	500
		\$389,400	\$390,800		\$390,800	(\$500)	\$390,300

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City of Byram
2023 FIRE STATION COP
Fiscal Year Ending September 30, 2024

	BUDGET	BUDGET
	FY2023/2024	FY2023/2024
Total Revenues	\$2,159,125	\$1,048,567
Expenditures		
Total Expenditures	1,110,558	1,048,567
Total Expenditures	1,110,558	1,048,567
Net (Revenues less Expenditures)	\$1,048,567	\$0

	FY2023/2024 PRELIMINARY BUDGET	FY2023/2024 BUDGET
2023 FIRE STATION COP REVENUES		
BOND REVENUES	2,230,000	0
COST OF BOND ISSUANCE	(70,875)	0
Total	\$2,159,125	\$0
Beginning Cash	\$0	\$1,048,567
Transfers In	0	0
Total Revenues	\$2,159,125	\$1,048,567
2023 FIRE STATION COP EXPENSES		
Fire Expenditures		
Contract Services	0	0
Capital Outlay/Debt Service	1,110,558	1,048,567
Total	\$1,110,558	\$1,048,567
Total Expenditures	\$1,110,558	\$1,048,567

City of Byram
2023 Fire Station #2 COP
Fiscal Year Ending September 30, 2024

REVENUES

ACCOUNT #	DESCRIPTION	BUDGET PROPOSED	BUDGET	Notes	BUDGET
		FY2022/2023	FY2023/2024		FY2023/2024
325 - 000 - 340	INTEREST	0			0
325 - 000 - 380	TRANSFER FROM GENERAL FUND	0	0		0
325 - 000 - 390	BOND PROCEEDS	2,230,000			0
325 - 000 - 392	COST OF BOND ISSUANCE	(70,875)			0
325 - 000 - 399	BEGINNING CASH	0	1,048,567		1,048,567
	TOTAL REVENUES	2,159,125	1,048,567		1,048,567

City of Byram
2023 Fire Station #2 COP
Fiscal Year Ending September 30, 2024

EXPENDITURES

ACCOUNT #	DESCRIPTION	BUDGET	BUDGET	Notes	BUDGET
		FY2022/2023	FY2023/2024		FY2023/2024
325 - 260 - 602	PROFESSIONAL FEES - ENGINEERING	0	0		0
325 - 260 - 603	PROFESSIONAL FEES - LEGAL	0	0		0
325 - 260 - 621	PUBLICATIONS	0	0		0
325 - 260 - 622	MEMBERSHIP DUES	0	0		0
325 - 260 - 901	CAPITAL OUTLAY - BUILDING	1,110,558	1,048,567		1,048,567
		\$1,110,558	\$1,048,567		\$1,048,567

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: August 5, 2024 AGENDA ITEM NO: 7.c

FOR: Discussion and approval of protocol for the hiring and appointment of a Department Head or Interim Department Head after a vacancy

INTRODUCED BY: Board of Aldermen

ATTACHMENTS:

File Name

[Interim and Dept Head hiring protocol.pdf](#)

DEPARTMENT HEAD and INTERIM DEPARTMENT HEAD HIRING PROTOCOL

In the event of a vacancy in a Department Head position within the City of Byram, the following hiring protocol shall be observed:

Interims:

If the position is to be temporarily filled by an Interim Department Head, a recommendation for an Interim shall be made by the Mayor or member of the Board of Aldermen and voted on at the next Board Meeting following the vacancy or retirement of a Department Head.

The Department Head interim appointment may be for up to, but not to exceed ninety (90) days, as stated in Miss. Code Ann. § 21-15-41.

Hiring Process and Appointment of Department Head:

A Hiring Committee of not less than five people, no more than three of which shall be Aldermen, shall be established at the first Board Meeting after the vacancy announcement.

The open position shall be advertised and applications taken for at least fifteen business days after the vacancy announcement. The Human Resource Officer shall submit a list of initial phone interview questions to the Hiring Committee for approval.

All applications shall be submitted to the Hiring Committee, who will determine which applicants are to be interviewed by phone by the Human Resources Officer. The results of the initial phone interviews shall be returned to the Hiring Committee for review, after which the Hiring Committee shall select which applicants should be called back for in-person interviews.

The Human Resource Officer shall set up interview appointments, which will be conducted and scored by the Hiring Committee. The Human Resource Officer shall tally the score sheets and return to the Hiring Committee for review. The Hiring Committee shall make a recommendation to hire the Department Head at the next Board Meeting based on the results of the interview process.

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: August 5, 2024 AGENDA ITEM NO: 7.d

FOR: Approval to hire Harry Horton as Fire Chief at an annual salary of \$70,000.00

INTRODUCED BY: Angela Richburg, City Clerk

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: August 5, 2024 AGENDA ITEM NO: 7.e

FOR: Approval to hire a Police Officer Recruit at \$16.85 per hour with full benefits, contingent upon successful completion of the hiring process

INTRODUCED BY: Chief David Errington

NOTES:

Approval to hire Nijua Kagler as a Police Officer Recruit at \$16.85 per hour with full benefits, contingent upon successful completion of the hiring process

ATTACHMENTS:

File Name

[Offer of Employment/ N.Kagler](#)



BYRAM POLICE DEPARTMENT

CHIEF DAVID W. ERRINGTON

P.O. BOX 720222 ~ BYRAM, MS 39272

~ Accredited by the Mississippi Law Enforcement Accreditation Commission 2012 ~



07-24-2024

Nijua Kagler

HAND DELIVERED: CONDITIONAL OFFER OF EMPLOYMENT

Dear: Ms. Kagler:

I am pleased to extend this conditional offer of employment for the position of Police Officer Recruit with the Byram Police Department in accordance with the provisions of the American with Disabilities Act, 1990. Starting pay for this position is \$16.85 per hour.

This offer is conditional pending results of the following:

- In-Depth background investigation, including fingerprint submission
- Polygraph examination
- Psychological evaluation
- Medical examination, including drug screen

Nothing in this offer shall be construed to create an employment contract, nor is this a guaranteed job offer. This offer is contingent upon availability of a position. You should not give your present employer a notice of resignation based upon this Conditional Offer of employment.

Any final offer of employment is contingent on the approval of the Byram Board of Aldermen.

Respectfully,

Chief David Errington

Please indicate below your acknowledgement of this offer and your wishes to continue with the employment process.



I acknowledge and accept the terms and conditions provided above on my own free will and in good faith with the understanding that I may be offered a position with the Byram Police Department at the conclusion of this process. NK Initial



I acknowledge receipt of this offer and reject same with the understanding that I will be withdrawn from further consideration for employment. _____ Initial

Signature

July 24, 2024

Date

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: August 5, 2024 AGENDA ITEM NO: 7.f

FOR: Approval to hire a Public Safety Dispatcher at \$15.55 per hour with full benefits, contingent upon successful completion of the hiring process

INTRODUCED BY: Chief David Errington

NOTES:

Approval to hire Patricia Barlow as a Public Safety Dispatcher at \$15.55 per hour with full benefits, contingent upon successful completion of the hiring process

ATTACHMENTS:

File Name

[Offer of Employment/ P.Barlow](#)



BYRAM POLICE DEPARTMENT

CHIEF DAVID W. ERRINGTON

P.O. BOX 720222 ~ BYRAM, MS 39272

~ Accredited by the Mississippi Law Enforcement Accreditation Commission 2012 ~



07-24-2024

Patricia Barlow

HAND DELIVERED: CONDITIONAL OFFER OF EMPLOYMENT

Dear: Ms. Barlow

I am pleased to extend this conditional offer of employment for the position of Dispatcher with the Byram Police Department in accordance with the provisions of the American with Disabilities Act, 1990. Starting pay for this position is \$15.55 per hour.

This offer is conditional pending results of the following:

- In-Depth background investigation, including fingerprint submission
- Medical examination, including drug screen

Nothing in this offer shall be construed to create an employment contract, nor is this a guaranteed job offer. This offer is contingent upon availability of a position. You should not give your present employer a notice of resignation based upon this Conditional Offer of employment.

Any final offer of employment is contingent on the approval of the Byram Board of Aldermen.

Respectfully,

Chief David Errington

Please indicate below your acknowledgement of this offer and your wishes to continue with the employment process.

☒ I acknowledge and accept the terms and conditions provided above on my own free will and in good faith with the understanding that I may be offered a position with the Byram Police Department at the conclusion of this process. PK Initial

☐ I acknowledge receipt of this offer and reject same with the understanding that I will be withdrawn from further consideration for employment. _____ Initial

Signature

7/24/24
Date

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: August 5, 2024 AGENDA ITEM NO: 7.g

FOR: Approval to hire a Public Safety Dispatcher at \$13.75 per hour with full benefits, contingent upon successful completion of the hiring process

INTRODUCED BY: Chief David Errington

NOTES:

Approval to hire Daniya Wallace as a Public Safety Dispatcher at \$13.75 per hour with full benefits, contingent upon successful completion of the hiring process

ATTACHMENTS:

File Name

[Offer of Employment / D.Wallace](#)



BYRAM POLICE DEPARTMENT

CHIEF R. LUKE THOMPSON

P.O. BOX 720222 ~ BYRAM, MS 39272

~ Accredited by the Mississippi Law Enforcement Accreditation Commission 2012 ~



07-24-2024

Daniya N. Wallace

HAND DELIVERED: CONDITIONAL OFFER OF EMPLOYMENT

Dear: Ms. Wallace

I am pleased to extend this conditional offer of employment for the position of Dispatcher with the Byram Police Department in accordance with the provisions of the American with Disabilities Act, 1990. Starting pay for this position is \$13.75 per hour.

This offer is conditional pending results of the following:

- In-Depth background investigation, including fingerprint submission
- Medical examination, including drug screen

Nothing in this offer shall be construed to create an employment contract, nor is this a guaranteed job offer. This offer is contingent upon availability of a position. You should not give your present employer a notice of resignation based upon this Conditional Offer of employment.

Any final offer of employment is contingent on the approval of the Byram Board of Aldermen.

Respectfully,

Chief David Errington

Please indicate below your acknowledgement of this offer and your wishes to continue with the employment process.

☒ I acknowledge and accept the terms and conditions provided above on my own free will and in good faith with the understanding that I may be offered a position with the Byram Police Department at the conclusion of this process. DW Initial

☐ I acknowledge receipt of this offer and reject same with the understanding that I will be withdrawn from further consideration for employment. _____ Initial

Signature

7/24/24

Date

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: August 5, 2024 AGENDA ITEM NO: 7.h

FOR: Discussion of current travel reimbursement request 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 taxi & baggage	
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

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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 #:		Resv	Page		1 of 1
BX 834		453934597196			
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></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:

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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 fares allow for refunds and changes in travel dates without penalties. Different airlines have different procedures for refunds and changes. This fare 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.

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- 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.

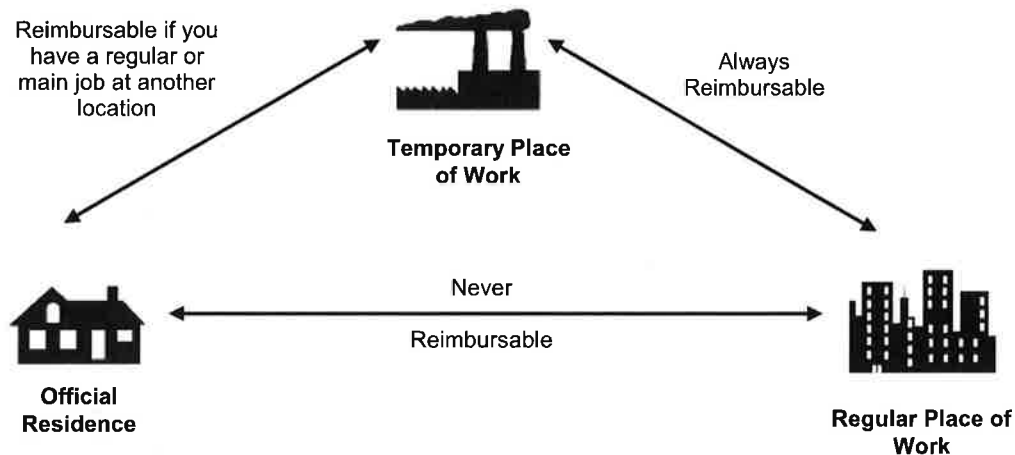
When two or more employees travel in one private vehicle, only one travel expense at the authorized reimbursement rate per mile shall be allowed. The person claiming reimbursement shall report the names of other state employee passengers. If a cost comparison must be made between driving vs. flying cost, 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: August 5, 2024 AGENDA ITEM NO: 7.i

FOR: Approval for Elected Officials to attend a CMO elective evening class covering the Last 6 Months of a Term and Understanding Financial Statements to be held in Ridgeland MS on September 5, 2024, with \$25.00 each registration fees and no estimated travel expense (001-100-611)

INTRODUCED BY: Angela Richburg, City Clerk

NOTES:

Please notify Deputy City Clerk Julia Kraft whether or not you wish to attend this class

ATTACHMENTS:

File Name

[CMO class.pdf](#)



EXTENSION

THE MISSISSIPPI MUNICIPAL LEAGUE

IN CONJUNCTION WITH
**THE CENTER FOR
GOVERNMENT
& COMMUNITY DEVELOPMENT**
IS PROUD TO ANNOUNCE A SERIES OF



CMO ELECTIVE EVENING CLASSES

THE CMO ELECTIVE COURSE

Last 6 Months in Office & Understanding Financial Statements

The session will review the limitations of the last 6 months of a term of office. A general review of common municipal financial statements will also be covered.

WILL BE OFFERED AT THE THREE FOLLOWING LOCATIONS:

September 5th

Ridgeland

Embassy Suites

REGISTRATION DEADLINE:

August 22nd

September 12th

Oxford

Oxford Conference Center

REGISTRATION DEADLINE:

August 29th

October 3rd

Hattiesburg

Holiday Inn North

REGISTRATION DEADLINE:

September 19th

Dinner will start at 5:00
The class will start at 5:30

Cost of registration for one of the sessions is \$25 and includes dinner 5:00-5:30). If you would like to attend a CMO night class, please complete the registration form below and return to the **MML office** along with payment. Attendees will receive three CMO elective credits for attending any ONE of the THREE sessions. (May not duplicate class)

Name: _____ Title: _____

Municipality: _____ Location of CMO Night Class: _____

Address: _____

City: _____ Zip: _____

Cell Phone: _____ Email: _____

Payment Method: ☐ Check # _____ ☐ Please Invoice _____ ☐ Charge: (See below)

To pay by credit card, please list an email address to receive electronic payment link:

PLEASE FAX REGISTRATION TO 601-353-6980 OR MAIL TO 600 E. AMITE STREET, STE. 104 JACKSON, MS 39201

NO REFUNDS WILL BE ISSUED

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: August 5, 2024 AGENDA ITEM NO: 7.j

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](#)

CONCEPTUAL STUDY

Pocket Park

CITY OF BYRAM

DAVIS ROAD

Scale: 1" = 20'

SIWELL ROAD

Focal Seasonal Element

Lawn

Dry Creek Bed

Sign

Bridge

Covered Sitting Area

Screen Mechanical

30" RCP
Inv. -288.40'

24" CPP
Inv. -289.07'

24" CPP
Inv. -289.08'

30" RCP
Inv. -287.35'

12" CPP
Inv. -289.78'

12" CPP
Inv. -290.64'

Overhead Powerline

Drain
Top -294.03'

36" RCP
Inv. -287.30'

Underground Electrical Line

Underground Electrical Line

Traffic Box
On Slab

Overhead Powerline

Edge of Pavement

Edge of Pavement

Top Banks

Centerline of Ditch

Top Banks

Centerline of Ditch

Centerline of Ditch

Waterline

Water MH

Waterline

Fiber Optic Line

FO-Marker

FOBOX

Underground Electrical Line

Planted Trees TYP.

Underground Electrical Line

Planted Trees TYP.

Underground Electrical Line

Planted Trees TYP.

Underground Electrical Line

Planted Trees TYP.

Underground Electrical Line

Planted Trees TYP.

Underground Electrical Line

Planted Trees TYP.

Underground Electrical Line

Planted Trees TYP.

Underground Electrical Line

Planted Trees TYP.

Underground Electrical Line

Planted Trees TYP.

REFERENCE NOTES SCHEDULE

SYMBOL	DESCRIPTION	QTY	DETAIL	COST	TOTAL
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
				TOTAL	\$424,498



CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: August 5, 2024 AGENDA ITEM NO: 7.k

FOR: Department Heads Monthly Reports

INTRODUCED BY: Angela Richburg, City Clerk

ATTACHMENTS:

File Name

[CC 7.2024.pdf](#)

[PD 7.2024.pdf](#)

[FD 7.2024.pdf](#)

[PW 7.2024.pdf](#)



City Clerk's Office

To: Mayor White and the Board of Aldermen

From: Angela Richburg, City Clerk

RE: Monthly update

Date: August 5, 2024

Collections for the Byram Municipal Court totaled \$87,062.74 in July which included \$38,407.10 in State assessments. The monthly total was a increase of approximately \$20,500.00 from June.

The City Clerk's Office continues to issue letters to debtors of Court for notice of debts being turned over to the State of Mississippi Department of Revenue. In July, \$2,435.20 was collected by the Mississippi Intercept Company for Court and Sewer from debtors.

The City Clerk's Office is working with the auditors of Carr, Riggs & Ingram to answer any questions for the year 2023 audit documentation and provide statistical information. This has allowed the auditors to work toward completing their review and adjustments.



BYRAM POLICE DEPARTMENT

CHIEF DAVID W. ERRINGTON

P.O. Box 720222 ~ BYRAM, MS 39272

~ Accredited by the Mississippi Law Enforcement Accreditation Commission 2012 ~



Monthly Report

July 2024

Calls for Service	523
Murder	0
Rape	0
Robbery	0
Assaults (including domestic violence)	5
Burglary (auto, residential, business, other)	6
Vehicle Theft	1
Crashes (Roadway – Not Incl Parking Lot)	18
Citations Issued	233
Arrests	58
Misdemeanor	42
Felony	16
DUI Arrests	12
Local Warrants Served	41

Staffing:

(8) Patrol Officer Vacancies – 1 in the process.

Dispatch – 2 candidates in the process. If both are hired; dispatch will be full staff

Basic Incident Type Code And Description (FD1.21)	Total Fires
118 - Trash or rubbish fire, contained	1
131 - Passenger vehicle fire	1
151 - Outside rubbish, trash or waste fire	1
154 - Dumpster or other outside trash receptacle fire	1
300 - Rescue, EMS incident, other	5
311 - Medical assist, assist EMS crew	9
320 - Emergency medical service, other	1
321 - EMS call, excluding vehicle accident with injury	59
322 - Motor vehicle accident with injuries	3
323 - Motor vehicle/pedestrian accident (MV Ped)	2
324 - Motor vehicle accident with no injuries.	3
412 - Gas leak (natural gas or LPG)	2
445 - Arcing, shorted electrical equipment	2
5541 - Lifting assistance (no ambulance response)	4
651 - Smoke scare, odor of smoke	1
711 - Municipal alarm system, malicious false alarm	1
715 - Local alarm system, malicious false alarm	1
733 - Smoke detector activation due to malfunction	3
744 - Detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	1
746 - Carbon monoxide detector activation, no CO	1
Total: 103	

Report Filters

Basic Incident Date Time: is between '7/1/2024' and '7/31/2024'

Agency Name: is in 'CITY OF BYRAM FD'

Aggregate Function Criteria

Total Fires: Is Greater Than 0

08-01-2024 07:29 AM
PERIOD: 7/01/2024 THRU 7/31/2024
ZONE: * - All Zones
REVENUE CODE: All
ADJUSTMENT CODES:

MONTHLY TRANSACTION REPORT

===== A D J U S T M E N T C O D E T O T A L S =====							
TYPE	COUNT	REVENUE CODE DISTRIBUTION					
200 - SEWER ADJ	70	200-SEWER	23,870.21				
204 - COLLECTION FEE	3	204-CF	1,428.17				
BCA - BILLING CREDIT ADJ	641	200-SEWER	15,401.63-	996-UNAPPL	15,451.11	204-CF	1.19-
		295-PENALT	25.37-	300-NSFF	22.92-		
NSF - RETURN CHECK	3	200-SEWER	60.45	295-PENALT	10.00	996-UNAPPL	75.77
NSFF - RETURNED CHECK FEE	6	300-NSFF	240.00				
RPEN - REVERSE PENALTY	3	295-PENALT	30.00-				

ADJUSTMENT CODE TOTAL FOR PERIOD 25,654.60

===== DISTRIBUTION =====									
ID	ISSUED TO	DATE	PACKET	TYPE	FEE	PENALTY	TAX	INTEREST	TOTAL
0459	HI TEK FIRE SPRINKL	7/15/2024	01528	Payment	50.00-	4.50-			54.50-
0709	CONTOUR CUSTOM CONS	7/23/2024	01533	Payment	50.00-	4.50-			54.50-
0752	TONY MYERS ROOFING	7/15/2024	01529	Payment	50.00-	4.50-			54.50-
1461	PARKER ROOFING & RE	7/17/2024	01530	Payment	25.00-				25.00-
1754	HEADS UP ENTERPRISE	7/30/2024	01536	Payment	25.00-				25.00-
1909	MAC TOP ROOFING LLC	7/19/2024	01532	Payment	25.00-				25.00-
1928	VWJ CONSTRUCTION CO	7/15/2024	01528	Payment	25.00-				25.00-
2022	TOW MASTERS	7/01/2024	01526	Payment	26.67-				26.67-
2023	NEW BEGINNINGS PRES	7/15/2024	01528	Payment	7.50-				7.50-
2024	VADA INC	7/12/2024	01527	Payment	6.25-				6.25-
2026	ROOFTOP REVIVAL LLC	7/19/2024	01531	Payment	31.25-				31.25-
2027	A1 ARTISTIC HAIR BO	7/26/2024	01534	Payment	25.00-				25.00-
2028	BARNARD & SONS CONST	7/26/2024	01535	Payment	31.25-				31.25-
2029	FASTRAC ENERGY SERV	7/26/2024	01534	Payment	31.25-				31.25-
2031	HESTER ELECTRIC SER	7/31/2024	01537	Payment	31.25-				31.25-

===== F E E C O D E T O T A L S B Y T Y P E =====							
===== DISTRIBUTION =====							
FEE CODE	TYPE	COUNT	FEE	PENALTY	TAX	INTEREST	TOTAL
CONTRACTOR	Payment	12	381.25CR	13.50CR	0.00	0.00	394.75CR
HOME OCC	Payment	1	25.00CR	0.00	0.00	0.00	25.00CR
NON MFT EM	Payment	2	34.17CR	0.00	0.00	0.00	34.17CR
GRAND TOTAL FOR PERIOD							453.92CR
===== T O T A L S B Y T R A N S A C T I O N T Y P E =====							
===== DISTRIBUTION =====							
TYPE	COUNT	FEE	PENALTY	TAX	INTEREST	TOTAL	
Payment	15	440.42CR	13.50CR	0.00	0.00	453.92CR	
TOTAL FOR PERIOD	15						453.92CR

BYRAM PUBLIC WORKS DEPARTMENT MONTHLY REPORT JULY 2024

INSPECTION	Current Month: Jul - 24			Previous Month: Jun-24		
	Issued	Value	Fee	Issued	Value	Fee
BUILDING PERMITS	7	\$ 128,723.88	\$ 807.00	9	\$ 73,309.98	\$ 938.00
Residential						
New Construction	4	\$ 375,500.00	\$ 1,376.00			
Remodel & Addition						
ACCESSORY-				2	\$ 70,201.00	\$ 337.00
Permit Fee						
Commercial						
New Construction						
Commercial Remodel	1	\$ 2,655,000.00	\$ 17,191.00			
Renovation						
commercial fee	1	\$ 1,000.00	\$ 26.00	1	\$ 5,287.94	\$ 51.00
ACCESSORY or Misc	2	\$ 37,580.00	\$ 1,521.00			
Cell Tower Addition						
Rental Property						
Rental Renewal	5		\$ 1,390.00	8		\$ 9,328.00
Park Pavillon Rental						
Mobile Home						
Demolition						
Fire Suppression						
Variance Request						
Utility Release	35	\$ 431.53	\$ 910.00	26		\$ 676.00
Roofing	20	\$ 289,959.66	\$ 1,910.00	12	\$ 180,931.09	\$ 1,182.00
Banners & Signs	5	\$ 28,532.42	\$ 455.00	2		\$ 26.00
TOTAL FEES COLLECTED	80	\$ 3,516,727.49	\$ 25,586.00	60	\$ 329,730.01	\$ 12,538.00
PRIVILEGE & CONTRACTORS LICENSE	CURRENT			PREVIOUS		
New Business & Renewals	15		\$ 453.92	25		\$ 1,075.40
PLANNING / ZONING						
Public Hearings						
Conditional Use	2		\$ 533.00			
Architectural Review						
Rezoning Request	1		\$ 734.00			
Land Disturbance	1		\$ 76.00			

SEWER	Current Month			Previous Month	
	Number	Amount		Number	Amount
Billings	3398	\$ 182,908.17		3392	\$ 182,569.32
Late Charges	1290	\$ 12,900.00		1223	\$ 12,230.00
Deposits	17	\$ 1,700.00		9	\$ 900.00
Sewer Refunds					
Adjustment Code		\$ 25,654.60			\$ 27,944.44
Applied Deposits		\$ (100.00)			\$ (200.00)
Payments Received	1990	\$ (145,060.40)		1925	\$ (162,852.46)
Drafts	283	\$ (13,499.54)		282	\$ (13,319.79)
Monthly Outstanding balance		\$ 64,502.83			\$ 47,271.51
St. & SW Work Order	Completed 7/24	Open Work Orders		Completed 6/24	Open Work Orders
Tree limbs pickup	102	8		132	29
Potholes/road repair	6	35		8	35
Sinkholes		24		9	21
dead animals on ROW	1			1	
Mowing	3	10		7	15
PUBLIC WORKS MISC	1	13		4	9
Sewer Misc		3		3	16
LT STATION /LEAK/BREAK	7	8		5	19
Ditching/Culvert/Drainage	1	92		3	85
Street Signs		18		3	18
TOTAL	121	211		175	247

ADJUSTMENT CODE BREAKDOWN

SEWER ADJ	\$ 23,870.21
COLLECTION FEE	\$ 1,428.17
RETURN CHECK	\$ 146.22
RETURN CHECK FEE	\$ 240.00
REVERSE PENALTY	\$ (30.00)
	<u>\$ 25,654.60</u>

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: August 5, 2024 AGENDA ITEM NO: 9.a

FOR: Tuesday, August 6th from 9:00 A.M. to 10:00 A.M. ~ Coffee Talk with Mayor White at Raising Canes, 7395 South Siwell Road

Tuesday, August 6th at 6:00 P.M. ~ Budget Work Session at City Hall

Thursday, August 22nd at 7:00 P.M. ~ Regular Meeting of the Mayor and Board of Aldermen at City Hall

INTRODUCED BY: Angela Richburg, City Clerk
