CITY OF BYRAM
AGENDA FOR SPECIAL CALLED MEETING OF THE MAYOR AND BOARD OF ALDERMEN MAYOR AND BOARD OF ALDERMEN
TUESDAY, DECEMBER 19, 2023 , 6:30 PM
City Hall: 5901 Terry Road, Byram, MS

1. **Welcome and Call to Order**

2. **Roll Call**

3. **Discussion and Action**

    (a) **Authorization to bid for depositories**

    (b) **Discussion of Fire Department and Police Department salary realignments**

    (c) **Discussion of modifying travel policy - Aldermen Teresa Mack**

    (d) **Waste Management - Alderman Teresa Mack**

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: December 19, 2023 AGENDA ITEM NO: a

FOR: Authorization to bid for depositories

INTRODUCED BY: Angela Richburg, City Clerk

ATTACHMENTS:

File Name
Bank Depositories 2023.pdf

ORDER OF THE BOARD OF MAYOR AND ALDERMAN
PERTAINING TO ESTABLISHING MUNICIPAL DEPOSITORIES

WHEREAS, it appears to the Mayor and Board of Alderman of The City of Byram, Mississippi, the Section 27-105-353 of the Mississippi code of 1972, and all other laws and amendments thereto, require that the Board of Mayor and Alderman give notice to each and every bank in said Municipality that the Board of Mayor and Alderman of The City of Byram, Mississippi, will receive sealed bids up to Tuesday, January 9, 2024 at 10:00 a.m. for the privilege of keeping the Municipality and Tax Collector's funds for the years 2024 through 2027. Bid should include the interest rates to be paid, the amount of monthly maintenance fees and transaction charges and whether these fees or charges will be waived; that the Board of Mayor and Alderman will at its January 11th meeting consider said bids and accept and approve such qualified depositories for the Municipality for the keeping of said funds for the years of 2024 through 2027. The bidders of bids accepted shall be qualified as a public funds depository under Section 27-105-315 of the Mississippi Code of 1972 and shall secure those deposits by placing qualified securities on deposit with the State Treasurer as provided by law.

IT IS THEREFORE ORDERED by the Board that every bank in Byram Municipality, Mississippi, be furnished a copy of the Order of the Board to be published in a newspaper having a general circulation in said Municipality as required by law, that the Board will receive, consider, approve and accept the best bid or bids offered by the banks herein named for the keeping of all Municipal funds and the rates of interest to be paid to the Municipality on the average daily balance, and that the Board at its January 11th meeting will accept such bank or banks offering the best bid or bids for keeping of said funds and qualifying as a depository of and for the Municipality of Byram for the years of 2024 to 2027.

REQUESTS FOR INFORMATION WELCOME

City of Byram, Mississippi
Municipality

Angela E. Richburg, City Clerk
By

December 24 and 31, 2023
Publish Date

DEPOSITORY OF FUNDS

The board of mayor and aldermen or other municipal authorities of each and every city, town or village in the state are required to select a depository in the manner provided by law for the selection of county depositories. Before being selected, a depository must be certified by the State Treasurer as meeting the capital ratio requirement specified in Section 27-105-5 or 27-105-6. An institution shall not be a qualified depository and shall not receive any municipal funds unless its ratio has been certified annually by the State Treasurer as meeting the prescribed requirement. Notwithstanding the foregoing, any financial institution whether or not meeting the prescribed ratio requirement whose accounts are insured by the Federal Deposit Insurance Corporation or any successors to the insurance corporation may receive municipal funds in an amount not exceeding the amount that is insured by that insurance corporation and may qualify as a municipal depository to the extent of that insurance as prescribes In Section 27-105-315. The term of office of the municipal depository shall be four (4) years as stated in Section 27-105-305.

The duties of a depository are hereby made the same in respect to the municipal fund as the duties imposed upon county depositories or in respect to county funds. The penalties for making profit on or removing municipal funds are hereby made the same as those provided by law against making profit of removing county funds.

Refer to Section 27-105-305 and Section 27-105-315.

In the event of failure on the part of any bank ins uh municipality to qualify as a depository, the board of mayor and aldermen or other like governing authority of such city, town or village, hereinafter called the governing authority, may select a treasurer who shall safely keep and disburse the funds of such town, city of village according to law, and make bond for that purpose as now provided by law for such treasurers. The governing authority at any regular or special meeting may select and designate a depository or depositories into which the tax collector or collectors and auditor or auditors of said city, town or village shall deposit all tax collections and public funds, when collected and/or received, and in which the same shall thereafter be distributed, at the time or in the manner, as required by law to the several funds or accounts as now provided by law. Any depository so selected by the governing authority shall be within the State of Mississippi, and may hold such deposit or deposits at such rate of interest as may be agreed upon by the governing authority or in the discretion of the governing authority without liability for interest; but such depositories shall secure the same by pledging and the governing authority such security, in such amounts and upon such conditions as is now required by law of depositories which qualify as such by bidding therefor.

NOTE: See preceding "Notice to Bidders" and following "Bid Proposal Form."
LEGAL REF.: MS Code as citied above

MUNICIPALITY BID
PROPOSAL FORM

TO THE BOARD OF ALDERMAN AND MAYOR OF The City of Byram, Mississippi. We submit the following bid proposal for serving as the deposit for the City of Byram, Mississippi (municipality) for the period beginning January 1, 2024 and ending December 31, 2027 and thereafter until new arrangements shall be made according to law:

1. ____ is insured by the Federal Deposit Insurance Corporation or any successors to such insurance corporation.

2. ____ has met the primary capital to assets ratio of five and one-half percent (5 1/2%) or more as of June 30, 2023, has received certification of such from the State Treasurer, and will attach commission in response. **Please attach commission in response.**

3. ____ has_____offices located in __________________, Mississippi. **Please attach in response a list of all branches located in the municipality. Include address of each branch**.

4. ________________________ has _____ employees located in _____________, Mississippi.

5. ____ agrees to place on deposit with City of Byram, Mississippi as security any of the securities eligible for securing of state funds as provided in Section 27-105-5, Mississippi Code Ann. (1972) in an amount at least equal to one hundred five percent (105%) of the maximum sum to be placed on deposit in such financial institution at any one time exclusive of that portion of accounts insured by the Federal Deposit Insurance Corporation, or any successors to such insurance corporation.

Or, ________________________is a public funds guaranty pool member under sections 27-105-5 and 27-105-6, Mississippi Code Ann. (1972). The qualified financial institution shall secure those deposits by placing qualified securities on deposit with the State Treasurer as provided in section 27-105-5.

6. ____ agrees to execute a Collateral

Security Agreement with the Municipality in the form recommended by the State Treasurer of the State of Mississippi for the purpose of complying with Section 1823(e) of FIRREA as necessary to ensure that the Municipality will possess a preferred claim to pledged securities in the event of default by the depository bank. All Collateral Security Agreements will be executed prior to January 1, ______.

7. ________________________________ agrees to monitor monthly deposits of the municipality in order to ensure adequate securities are pledged and to provide the municipality with an annual report listing accounts reported to the State Treasurer.

8. ____________________________________ agrees to prepare monthly statements beginning with the first day of the month and ending with the last day of the month, showing debits, credits, balances, and sequential listing of cashed checks within five (5) business days of the statement closing date.

9. _______________________________________ agrees to pay interest on the Municipality's accounts based on a fixed rate or variable rate. Variable rates shall be equal to the prior month-end U.S. Target Federal Funds Rate plus or minus _____ basis points. Current U.S. Target Federal Funds Rate is _____.

<u>CURRENT RATES BASED ON ABOVE CALCULATIONS</u>

	Variable	*Fixed*
DDA Checking Accounts	____________%	___________%
Money Market/Savings Accounts	____________%	___________%

Note: Interest shall be earned on the average daily investable balance.

10. ____________________________________ agrees to provide earnings allowance on daily Municipality account balances that offset bank service charges. The earnings credit rate (ECR) shall be _________%

11. ____________________________________ agrees to, if requested, offer advice on cash management and investment strategies necessary to properly utilize the Municipality's assets.

12. ____________________________________ agrees to provide the requested information necessary for the completion of the annual audit at no charge to the Municipality or its auditors.

13. ______________________________ agrees to allow the Municipality to establish or maintain checking or savings accounts for no charge or minimum charges/fees for deposits credited, checks paid, incomingwire transfers, or returned deposit items. In addition, ______________________________ agrees to provide the serviceslisted on the following page at no charge or minimum charge to the Municipality based on account data providedby the municipality and data listed below:

Account Data	
Average Monthly Ledger Balance	$11,582,898
Number of DDA Checking Accounts	6
Number of Savings Accounts	0

Completed By Municipality			Financial Institution's Response	
Account Services	**Services Utilized? (Yes/No/ Interested)**	**Monthly Average Volume**	**Provided at No Charge (Yes or No)**	**Direct Fee or Service Charge (Indicate Fee or Charge)**
Stop Payments	Yes	>1		
Outgoing Wire Transfers	Yes	>1		
Incoming Wire Transfers	Yes	>1		
Night Depository Services	Yes	>1		
Locking Bank Bags	Yes	8		
Keys for bank night drop	Yes	1		
Deposit Slips	Yes	175		
Checks	No			
Re-deposit of returned deposititems at least once	Yes	>2		
Research/Statement Reproduction	Yes	0		
Payroll Direct Deposit Services	Yes	4		
Transactions handled via phone	No			
Cash in to be counted by teller attime of deposit	Yes	25		
Internet Banking Access	Yes	28		
Overdraft Fees and Penalties	Yes	>1		
Positive Pay	Yes			
Reconciliation	No			

Controlled Disbursements	Yes			
Stored Value (Payroll) Cards	No			
Lockbox Services	No			
Check to ACH Conversion	No			
Note: Please add any additional services you deem necessary or have interest in under "Service" column				

14. ____________________________ agrees to provide ledger credit on the same day as deposits occur (holidays and weekends excluded). This includes same day credit on wire transfer of funds from the federal and state government, and same day credit on deposits made by the Municipality prior to 2:00 P.M.CST.

Financial Institution Name: ____

Primary Contact Name: ____

Telephone Number: ____

Street Address: ____

City, State, Zip Code: ____

Email Address: ____

Type or Print Name: ____

Authorized Signature: ____

Title: ____

Date: ____________________

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: December 19, 2023 AGENDA ITEM NO: b

FOR: Discussion of Fire Department and Police Department salary realignments

INTRODUCED BY: Angela Richburg, City Clerk

ATTACHMENTS:

File Name

Salary realignments 2.pdf

Stennis Institute.pdf

Salary realignments Jan 2023.pdf

Fire Salary Realignments.pdf

Fire Salary Realignments as of Dec 12th.pdf

PD Salary Realignments.pdf

City Clerk's Office

To: Mayor White and the Board of Aldermen
From: Angela Richburg, City Clerk
RE: Salary Realignments
Date: December 13, 2023

As discussed in the November 30th memo, Chief Green brought Firemen salary realignments to the Board during the November work session. At that meeting, I stated that a review was being done by me regarding the Fire and PD salaries in comparison to nearby organizations. During this November work session, Aldermen Gibson asked for information on the actual costs of such a realignment, as requested by Chief Green. The spreadsheets attached to the November 30th memo were created to show the actual costs of the $3,000 raises for seventeen (17) Firemen of various tenure that were requested by Chief Green and the Police Officers realignments based on information presented to me by Chief Errington which included $3,000 for 1 Officer, $2,500 for ten (10) Officer 2, three (3) Detective 2, four (4) Sergeants, and not more than $1,100 for eight (8) dispatchers. These increases would affect the fiscal year 2024 budget as follows: the request by Chief Green in November would cost $54,961 and is for 17 firemen. The Police Department realignment would cost $64,927 for the remainder of fiscal year 2024 and is for 18 officers and 8 dispatchers who take calls for both the Police and Fire departments but are paid from the Police Department budget.

Due to the various vacancies in the Police Department, there should be no budget adjustment needed for their realignment for the remainder of this fiscal year. I stated in the November 30th memo that a budget amendment of $82,370 would be needed to provide a $3,000 raise for the seventeen firemen and the Change order for Fire Station #2 in the amount of $27,409 that was approved during the November board meeting. However, during my meeting with Chief Green on December 12th, he requested the Board be presented with his new request of salary realignments which is attached and would cost $119,153 for 32 Firemen of various positions. This is an approximate increase of $5,000 for 17 firemen, $2,000 for 6 lieutenants, and $1,500 for 6 Captain and 3 Deputy Chiefs. This would require the Fire Department budget amendment to be increased from $82,370 to $146,562. As I stated to the Fire Chief, this is not my recommendation, but the Board is able to do as it sees fit. With this being said, the Board of Aldermen needs to be prepared to forego all annual raises if necessary next budget year due to the increasing effects of the change in PERS contributions and/or

reduce capital projects in order to sustain the budget impact, as well as be prepared for how it will impact total employee moral if this is necessary due to budget constraints.

During my review of the requests both Chiefs have brought to the Board of Aldermen, not only did I study their information, but I looked at the 2022 Stennis Institute of Mississippi State First Responder Salary and Benefits Survey. I have attached information on basic Police Officers and Firemen. Additional information may be found on their website. As shown in this survey we are below the mean and will continue to be even with the first request of both Chiefs. That is why I understand and highly support the first recommendation of both chiefs. This survey also shows that firemen customarily do have a salary of $2,500 to $4,000 less per year, but this is because the Police receive straight salary for up to 86 hours per pay period and are not guaranteed overtime while firemen are paid straight time up to 106 hours (because of the 24-hour shift) and are guaranteed fourteen hours of overtime every other pay period (which is not included in the annual salary). According to this survey which was done in 2022, a $3,000 raise for the seventeen firemen would place them closer to the mean salary of the 10,000 – 24,000 resident cities than the various levels of raises proposed for the police officers and dispatchers ranging from $1,100 - $3,000. All fire and police that were not hired or promoted from April – September did receive a 4% increase in October. While Police Chief's recommendation does not include any officers promoted during those last six months, Fire Chief's second request is asking to give additional increases to approximately 10 firemen promoted since July 2023.

2022

First Responder Salary & Benefits Survey

Made possible through a partnership between The John C. Stennis Institute of Government & Community Development, The Mississippi Municipal League, and The Mississippi Association of Supervisors

Fire Municipal Salary Statistics

Firefighter

	Mean	Minimum	Maximum	10%	25%	50%	75%	90%
Over 25,000 Residents	$40,095.99	$30,018.00	$49,033.00	$33,144.60	$34,191.24	$39,178.00	$47,487.33	$48,587.50
10,000 to 24,999 Residents	$35,904.97	$29,120.00	$47,119.00	$29,850.73	$32,124.01	$34,602.34	$38,907.30	$44,770.25
5,000 to 9,999 Residents	$30,016.91	$18,720.00	$37,150.08	$23,146.24	$29,120.00	$31,767.00	$33,350.00	$34,240.38
1,000 to 4,999 Residents	$31,351.23	$19,000.00	$43,210.00	$25,638.70	$27,235.00	$29,021.00	$36,312.60	$39,334.46
0 to 999 Residents	$29,213.60	$29,213.60	$29,213.60	$29,213.60	$29,213.60	$29,213.60	$29,213.60	$29,213.60

Police Municipal Salary Statistics

Officer

	Mean	Minimum	Maximum	10%	25%	50%	75%	90%
Over 25,000 Residents	$46,259.29	$27,500.00	$61,274.73	$36,486.50	$38,906.50	$46,550.00	$55,444.47	$58,117.32
10,000 to 24,999 Residents	$39,779.18	$31,674.00	$51,300.00	$33,409.91	$34,896.23	$37,600.68	$45,868.30	$48,602.02
5,000 to 9,999 Residents	$37,798.29	$31,200.00	$44,474.04	$35,185.80	$36,897.00	$37,236.55	$38,851.80	$41,319.25
1,000 to 4,999 Residents	$33,999.57	$27,306.72	$44,706.48	$29,736.00	$31,196.88	$34,370.00	$35,273.75	$37,800.40
0 to 999 Residents	$29,496.33	$26,000.00	$35,360.00	$26,225.80	$26,564.50	$27,129.00	$31,244.50	$33,713.80

City Clerk's Office

To: Mayor White and the Board of Aldermen
From: Angela Richburg, City Clerk
RE: Salary Realignments
Date: November 30, 2023

During the discussion of Firemen salary realignments at the November work session by Chief Green, I stated a review was being done for the Fire and PD. At that time, Aldermen Gibson asked for information on the actual costs of such a realignment. The attached spreadsheets were created to show the actual costs of the Firemen and Police Officers realignments. The fiscal year 2024 budget would be increased by $54,961, but the total annual cost of realigning seventeen firemen would be $73,281. The cost of realigning the police officers and dispatchers would cost $64,927 for the remainder of fiscal year 2024, but would actually cost $86,569 annually.

This would mean in order to provide a $3,000 raise for the seventeen firemen and the Change order for Fire Station #2 in the amount of $27,409 approved at the last board meeting, a budget amendment of approximately $82,370 would be needed from the reserves and ending cash balance. The police department would not need a budget amendment to provide for the increases due to the number of vacancies.

Although Fire Chief included an increase for his administrative assistant, it is not included in the attached information. This is due to the fact that the position is in line with the other two administrative assistants and has received as much or more percentage increases over the past eleven years. The focus of my research was the actual firemen, police officers, and dispatcher that are proven to have extreme discrepancies in their wages compared to the new wages of surrounding areas.

Fire Salary Realignment 2023												
		Hourly	**OT Hourly**	**OTHRS**	**OT**	**Pay Projection**	**FICA**	**Medicare**	**PERS**	**Insurance**	**Workers' Comp**	**Cost per employee**
Fire Fighter	3,000.00	1.04	1.56	182.00	284.38	3,284.38	203.63	47.62	587.90	23.04	164.10	**4,310.67**
17 Fire Fighters												73,281.44
Total Cost												**73,281.44**
FY2024 Jan - Dec Cost												**54,961.08**

*** Based on Chief's request presented at the November work session.**

Fire Salary Realignment 2023												
		Hourly	**OT Hourly**	**OTHRS**	**OT**	**Pay Projection**	**FICA**	**Medicare**	**PERS**	**Insurance**	**Workers' Comp**	**Cost per employee**
Fire Fighter (1)	5,000.00	1.74	2.60	182.00	473.96	5,473.96	339.39	79.37	979.84	38.40	273.50	**7,184.45**
Experienced Fire Fighter no EMT (9)	5,000.00	1.74	2.60	182.00	473.96	5,473.96	339.39	79.37	979.84	38.40	273.50	**7,184.45**
Experienced Fire Fighter with EMT (7)	4,658.00	1.62	2.43	182.00	441.54	5,099.54	316.17	73.94	912.82	35.77	254.79	**6,693.04**
Lieutenant (6)	2,000.00	0.69	1.04	182.00	189.58	2,189.58	135.75	31.75	391.94	15.36	109.40	**2,873.78**
Captains (6)	1,500.00	0.52	0.78	182.00	142.19	1,642.19	101.82	23.81	293.95	11.52	82.05	**2,155.34**
DC (3)	1,500.00	0.52	0.78	182.00	142.19	1,642.19	101.82	23.81	293.95	11.52	82.05	**2,155.34**
Removal of EMT Education Pay for new employees as of Septmber (6)	(340.00)	(0.12)	(0.18)	182.00	(32.23)	(372.23)	(23.08)	(5.40)	(66.63)	(2.61)	(18.60)	**(488.54)**
Addition of Paramedic pay (3)	1,500.00	0.52	0.78	182.00	142.19	1,642.19	101.82	23.81	293.95	11.52	82.05	**2,155.34**
Fire Fighter (1)												7,184.45
Experienced Fire Fighter no EMT (9)												64,660.09
Experienced Fire Fighter with EMT (7)												46,851.27
Lieutenant (6)												17,242.69
Captains (6)												12,932.02
DC (3)												6,466.01
EMT Reduction (6 hires Sept. - Nov.)												(2,931.26)
Paramedic increase												6,466.01
Total Cost												**158,871.28**
FY2024 Jan - Dec Cost												**119,153.46**

*** Based on Chief's amended request December 12th.**

Police Department Salary Realignment 2023																
	23/24 Proj	**Hourly**	**OT Hourly**	**Holidays**	**Holiday Pay**	**OT 86HRS**	**OT86**	**OTHRS**	**OT**	**Pay Projection**	**FICA**	**Medicare**	**PERS**	**Insurance**	**Workers' Comp**	**Cost per employee**
Patrol Officer (1)	$ 3,000.00	1.44	2.16	12	138.46	104	$ 150.00	104	$ 225.00	3,513.46	217.83	50.95	628.91	23.40	110.10	4,544.65
Patrol Officer 2 (10)	$ 2,500.00	1.20	1.80	12	115.38	104	$ 125.00	104	$ 187.50	2,927.88	181.53	42.45	524.09	19.50	91.75	3,787.21
DET 2 (3)	$ 2,500.00	1.20	1.80	12	115.38	104	$ 125.00	104	$ 187.50	2,927.88	181.53	42.45	524.09	19.50	91.75	3,787.21
Sergeant (4)	$ 2,500.00	1.20	1.80	12	115.38	104	$ 125.00	104	$ 187.50	2,927.88	181.53	42.45	524.09	19.50	91.75	3,787.21
Dispatcher	$ 1,625.00	$ 1.10	$ 1.66	7	$ 61.88		$ -	156	$ 258.57	$ 1,945.45	$ 120.62	$ 28.21	$ 348.24	$ 12.68	$ 6.66	2,461.85
Dispatcher	$ 1,475.00	$ 1.00	$ 1.50	7	$ 56.17		$ -	156	$ 234.70	$ 1,765.87	$ 109.48	$ 25.61	$ 316.09	$ 11.51	$ 6.05	2,234.60
Dispatcher	$ 1,285.00	$ 0.87	$ 1.31	7	$ 48.93		$ -	156	$ 204.47	$ 1,538.40	$ 95.38	$ 22.31	$ 275.37	$ 10.02	$ 5.27	1,946.75
Dispatcher	$ 1,100.00	$ 0.75	$ 1.12	7	$ 41.89		$ -	156	$ 175.03	$ 1,316.92	$ 81.65	$ 19.10	$ 235.73	$ 8.58	$ 4.51	1,666.48
18 Officers																$ 68,927.21
8 Dispatchers																$ 17,641.97
Total Cost																**$ 86,569.18**
FY2024 Cost																**$ 64,926.88**

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: December 19, 2023 AGENDA ITEM NO: c

FOR: Discussion of modifying travel policy - Aldermen Teresa Mack

INTRODUCED BY: Alderman Teresa Mack

ATTACHMENTS:

File Name
City of Byram Travel Policy.pdf

Alderman Mack - Travel proposal.pdf

Comparison of flat rate per diem vs reimbursing receipts for actual meals purchased.pdf

Expenses per elected official claimed at MML and Policy Conference 2023.pdf

FY2021-22 travel expenses all employees.pdf

FY2022-23 travel expenses all employees.pdf

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 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-

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 the 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.

Modifying/updating the Ordinance, for Mayor, and Board of Aldermen travelers within the Metro area.

According to the ordinance no reimbursements are allowed within the listed areas as the metro area.

Applicable statue relating to travel expenses for officers and employees of a municipality in Miss Code listed below:

Miss Code Ann 25-3-41

Miss Code Ann 25-3-41(2) When any officer of any offs required to travel in the performance of his official duties icer or employee of county or municipality, or of any , board or commission thereof, after first being duly authorized, who is required to receive as expenses twenty(20 cents)for each miles actually an necessarily traveled, when the governing authorities of a county or municipality may, in their discretion, authorize an increase in the mileage reimbursement of offices and employees of the amount not to exceed the melee reimbursement rate authorized for officers and employees of the State of Mississippi in subsection (1) of this section.

Note: in most cases as we mirror the mileage reimbursement rate authorized for State Officers and employees is the rate allowable to federal employees for the use of privately owned vehicles while on official travel.

According to Miss Code Ann 25-3-41(5)

… Any officer or employee of county or municipality, or any department, board or commission thereof, after first being duly authorized, who is required to travel in the performance of his official duties, may receive funds before the travel in the performance of his administrative head of the county or municipal department, board or commission involved, for the purpose of paying necessary expenses incurred during the travel, Upon returned from the travel, the officer or employee shall provide receipts of transportation, lodging, meals, fees and any other expenses incurred during the travel. Any portion of the funds advance which is not expended during the travel shall be returned by the officer or employee. The department of Adut shall adopt rules and regulations regarding advance payment of travel expenses and submission of receipts to ensure proper control and strict accountability for those payments and expenses.

Comparison of pre-paid mileage and flat rate per-diem vs. paying for actual expenses claimed with itemized receipts

Expenses claimed at MML 2023

	Pre-paid mileage and flat rate per diem		Itemized receipts Actual Expenses Claimed		Savings to City
06/12/2023	$436.46	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	AMOS, ROBERT	$230.00
06/12/2023	$436.46	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	GIBSON, ROSCHELLE	$230.00
06/12/2023	$436.46	TRAVEL ADVANCE, MML CONF, JUNE 25-28	$206.46	HARRIS-ALLEN, ROSHUNDA	$230.00
06/12/2023	$436.46	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	HOSEY, DIANDRA	$54.90
06/29/2023		TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-29	$175.10	HOSEY, DIANDRA	
06/12/2023	$436.46	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	JOHNSON, ERMA	$192.93
06/29/2023		TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-29	$37.07	JOHNSON, ERMA	
06/12/2023	$482.46	TRAVEL ADVANCE, MML CONF, JUNE 24-28	$206.46	MACK, TERESA	$65.18
06/29/2023		TRAVEL REIMBURSEMENT, BILOXI, MS, JUNE 24-29	$210.82	MACK, TERESA	
06/12/2023	$436.46	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	MOORE, DAVID	$190.00
06/29/2023		TRAVEL REIMBURSEMENT, BILOXI, MS, JUNE 25-29	$40.00	MOORE, DAVID	
06/12/2023	$390.46	TRAVEL ADVANCE, MML CONF, JUNE 25-28	$206.46	MORRISON, PAULA	$98.21
06/27/2023		TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-28	$85.79	MORRISON, PAULA	
06/12/2023	$390.46	TRAVEL ADVANCE, MML CONF, JUNE 25-28	$206.46	NORWOOD, DARNISHIA	$95.99
06/27/2023		TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-28	$88.01	NORWOOD, DARNISHIA	
06/25/2023	$390.46	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-29	$151.53	RICHBURG, ANGELA	$238.93
06/28/2023	$390.46	TRAVEL REIMBURSEMENT, BILOXI, MS, JUNE 25-28	$90.29	WHITE, RICHARD	$93.71
06/29/2023		MILEAGE REIMBURSEMENT, BILOXI, MS JUNE 25-28	$206.46	WHITE, RICHARD	
Pre-approved	**$4,663.06**	**Actual expenses claimed**	**$2,943.21**	**Total Saved**	**$1,719.85**

Expenses claimed at MS Policy Conference

Comparison of pre-paid mileage and flat rate per-diem vs. paying for actual expenses claimed with itemized receipts

	Pre-paid mileage and flat rate per diem		Itemized receipts Actual Expenses Claimed		Savings to City
07/24/2023	$434.91	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	GIBSON, ROSCHELLE	$224.00
07/24/2023	$434.91	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	HARRIS-ALLEN, ROSHUNDA	$224.00
07/24/2023	$434.91	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	JOHNSON, ERMA	$128.40
08/13/2023		TRAVEL REIMBURSEMENT, BILOXI MS, AUG 10-13	$95.60	JOHNSON, ERMA	
			$306.51		
07/24/2023	$434.91	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	MACK, TERESA	$86.00
08/13/2023		TRAVEL REIMBURSEMENT, BILOXI MS, AUG 8-13	$138.00	MACK, TERESA	
			$348.91		
Pre-approved	$1,739.64	**Actual expenses claimed**	$1,077.24	**Total Saved**	$662.40

Just for these two conferences, if we had pre-paid mileage and a flat rate per diem we would have paid a total of $6402.70.

With the new Federal and State increase in maximum per diem rates, going forward the exact same travel would now be an additional $871.00 prepaid.

By requiring itemized receipts and only paying for meals that were actually purchased, we saved the City $2382.25 last year just on these two conferences.

Travel comparison - expenses claimed at MML

		Expenses Claimed		
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	mileage	AMOS, ROBERT
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	mileage	GIBSON, ROSCHELLE
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-28	$206.46	mileage	HARRIS-ALLEN, ROSHUNDA
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	mileage	HOSEY, DIANDRA
06/29/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-29	$175.10	meals	HOSEY, DIANDRA
		$381.56		
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	mileage	JOHNSON, ERMA
06/29/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-29	$37.07	meals	JOHNSON, ERMA
		$243.53		
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 24-28	$206.46	mileage	MACK, TERESA
06/29/2023	TRAVEL REIMBURSEMENT, BILOXI, MS, JUNE 24-29	$210.82	meals	MACK, TERESA
		$417.28		
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	mileage	MOORE, DAVID
06/29/2023	TRAVEL REIMBURSEMENT, BILOXI, MS, JUNE 25-29	$40.00	meals	MOORE, DAVID
		$246.46		
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-28	$206.46	mileage	MORRISON, PAULA
06/27/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-28	$85.79	meals	MORRISON, PAULA
		$292.25		
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-28	$206.46	mileage	NORWOOD, DARNISHIA
06/27/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-28	$88.01	meals	NORWOOD, DARNISHIA
		$294.47		
06/25/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-29	$151.53	meals	RICHBURG, ANGELA
06/28/2023	TRAVEL REIMBURSEMENT, BILOXI, MS, JUNE 25-28	$90.29	meals	WHITE, RICHARD
06/29/2023	MILEAGE REIMBURSEMENT, BILOXI, MS JUNE 25-28	$206.46	mileage	WHITE, RICHARD
		$296.75		

Travel comparison - expenses claimed at MS Policy Conference

07/24/2023	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	mileage	GIBSON, ROSCHELLE
07/24/2023	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	mileage	HARRIS-ALLEN, ROSHUNDA
07/24/2023	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	mileage	JOHNSON, ERMA
08/13/2023	TRAVEL REIMBURSEMENT, BILOXI MS, AUG 10-13	$95.60	meals	JOHNSON, ERMA
		$306.51		
07/24/2023	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	mileage	MACK, TERESA
08/13/2023	TRAVEL REIMBURSEMENT, BILOXI MS, AUG 8-13	$138.00	meals	MACK, TERESA
		$348.91		

Just for these two conferences, if we had pre-paid mileage and a flat rate per diem we would have paid a total of $6402.70.
With the new Federal and State increase in maximum per diem rates, going forward the exact same travel would now be an additional $871.00. By requiring itemized receipts and only paying for meals that were actually purchased, we saved the City $2382.25 last year

FY 2021-2022	Mileage and meal reimbursements - all departments			
Post Date	**Description**	**Amount**	**Vendor Name**	**Total**
6/23/2022	TRAVEL ADVANCE, MML SUMMER CONF JUNE 26-30, 2022	$197.01	AMOS, ROBERT	$267.76
8/2/2022	MILEAGE TO ITTA BENA, MS	$70.75	AMOS, ROBERT	
10/21/2021	TRAVEL REIMBURSEMENT	$42.16	AYCOX, MIKE	$42.16
10/26/2021	TRAVEL REIMBURSEMENT - ROBINSONVILLE, MS OCT 4-8	$109.79	COLE, KATRINA	$343.79
09/30/2022	TRAVEL REIMBURSEMENT, PEARL MS JUNE 13-17, 2022	$234.00	COLE, KATRINA	
10/26/2021	TRAVEL REIMBURSEMENT - SOUTHHAVEN, MS OCT 18-19	$58.90	COOPER, COLIN	$144.35
03/29/2022	TRAVEL REIMBURSEMENT, HATTIESBURG, MS MARCH 27-29	$85.45	COOPER, COLIN	
04/21/2022	TRAVEL REIMBURSEMENT, D'IBERVILLE MS	$50.56	DORSEY, GLYN	$50.56
06/22/2022	TRAVEL REIMBURSEMENT - JUNE 13-17, 2022, BILOXI	$77.96	ERRINGTON, DAVID	$320.48
08/10/2022	TRAVEL REIMBURSEMENT, GULFPORT, MS AUG 7-10	$89.13	ERRINGTON, DAVID	
09/14/2022	TRAVEL REIMBURSEMENT, WASHINGTON, DC SEPT 12-14	$153.39	ERRINGTON, DAVID	
08/12/2022	TRAVEL REIMBURSSEMENT, D'IBERVILLE, AUG 10-12	$20.91	EVERETT, JOHN T	$20.91
10/27/2021	TRAVEL REIMBURSEMENT, HATTIESBURG, MS OCT 25-27	$96.32	GIBSON, ROSCHELLE	
6/23/2022	TRAVEL ADVANCE, MML SUMMER CONF JUNE 26-30, 2022	$197.01	GIBSON, ROSCHELLE	$509.70
7/26/2022	TRAVEL ADVANCE/MILEAGE, ITTA BENA, MS AUG 4	$70.75	GIBSON, ROSCHELLE	
7/26/2022	TRAVEL REIMBURSEMENT, MML BILOXI, JUNE 26-30, 2022	$22.87	GIBSON, ROSCHELLE	
8/2/2022	TRAVEL ADVANCE, MILEAGE, TUNICA MS AUG 18-21	$122.75	GIBSON, ROSCHELLE	
10/29/2021	TRAVEL REIMBURSEMENT/MML SMALL TOWN CONF	$105.67	HARRIS-ALLEN, ROSHUNDA	$467.22
6/23/2022	TRAVEL ADVANCE, MML SUMMER CONF JUNE 26-30, 2022	$197.01	HARRIS-ALLEN, ROSHUNDA	
7/29/2022	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 26-29	$10.55	HARRIS-ALLEN, ROSHUNDA	
8/2/2022	TRAVEL ADVANCE, MILEAGE, TUNICA MS AUG 18-21	$122.75	HARRIS-ALLEN, ROSHUNDA	
8/20/2022	TRAVEL REIMBURSEMENT, TUNICA MS AUG 18-20	$31.24	HARRIS-ALLEN, ROSHUNDA	
11/12/2021	TRAVEL ADVANCE TO DC	$224.00	HOSEY, DIANDRA	$573.80
6/23/2022	TRAVEL ADVANCE, MML SUMMER CONF JUNE 26-30, 2022	$197.01	HOSEY, DIANDRA	
6/30/2022	TRAVEL REIMBURSEMENT - MML BILOXI, JUNE 26-30	$152.79	HOSEY, DIANDRA	
07/15/2022	MS COMMAND COLLEGE TRAVEL	$79.08	JACKSON, DEVON	$79.08
10/27/2021	TRAVEL REIMBURSEMENT - HATTIESBURG, MS OCT 25-27	$137.78	JOHNSON, ERMA	$577.07
6/23/2022	TRAVEL ADVANCE, MML SUMMER CONF JUNE 26-30, 2022	$197.01	JOHNSON, ERMA	
8/2/2022	MILEAGE TO ITTA BENA, MS	$70.75	JOHNSON, ERMA	
8/2/2022	TRAVEL ADVANCE, MILEAGE, TUNICA MS AUG 18-21	$122.75	JOHNSON, ERMA	
8/20/2022	TRAVEL REIMBURSEMENT, TUNICA MS, AUG 18-20, 2022	$27.49	JOHNSON, ERMA	
06/29/2022	TRAVEL REIMBURSEMENT - MML BILOXI, JUNE 26-29	$21.29	JOHNSON, ERMA	

FY 2021-2022	Mileage and meal reimbursements - all departments			
Post Date	**Description**	**Amount**	**Vendor Name**	**Total**
06/23/2022	TRAVEL ADVANCE, MML SUMMER CONF JUNE 26-30, 2022	$197.01	JONES, VERA	$270.87
06/28/2022	TRAVEL REIMBURSEMENT - BILOXI, MS JUNE 26-28, 2022	$73.86	JONES, VERA	
07/15/2022	TRAVEL REIMBURSEMENT, OXFORD MS JULY 10-15, 2022	$70.22	JORDAN, KEITH	$70.22
06/15/2022	TRAVEL REIMBURSEMENT - OXFORD, MS JUNE 5-8, 2022	$153.00	KENDRICK, MAURICE	$426.58
09/29/2022	TRAVEL REIMBURSEMENT, BILOXI, MS SEPT 26-29, 2022	$273.58	KENDRICK, MAURICE	
08/05/2022	TRAVEL REIMBURSEMENT, GULFPORT, MS AUG 3-5, 2022	$138.00	KENT, LEDIREADA	$138.00
03/18/2022	TRAVEL REIMBURSEMENT - MARCH 13-18, 2022	$80.45	KINCAID, RICARDO	$253.86
07/18/2022	TRAVEL REIMBURSEMENT	$6.45	KINCAID, RICARDO	
09/14/2022	TRAVEL REIMBURSEMENT, WASHINGTON DC	$166.96	KINCAID, RICARDO	
6/23/2022	TRAVEL ADVANCE, MML SUMMER CONF JUNE 25-30, 2022	$197.01	MACK, TERESA	$626.88
6/29/2022	TRAVEL REIMBURSEMENT - MML BILOXI, JUNE 25-29	$218.91	MACK, TERESA	
9/22/2022	TRAVEL ADVANCE - GREENWOOD, MS SEPT 28-29	$135.00	MACK, TERESA	
9/30/2022	TRAVEL REIMBURSEMENT, SEPTEMBER 29-30, 2022	$75.96	MACK, TERESA	
09/29/2022	TRAVEL REIMBURSEMENT, BILOXI, MS SEPT 26-29, 2022	$180.92	MAGLOIRE, JUDSON	$180.92
06/22/2022	TRAVEL REIMBURSEMENT, BILOXI MS JUNE 15-16	$102.88	MITCHELL, BRANDE	$102.88
2/7/2022	TRAVEL REIMBURSEMENT, MML SUMMER CONF	-$24.06	MOORE, DAVID	$304.54
2/7/2022	TRAVEL REIMBURSEMENT MML SUMMER CONF	$24.06	MOORE, DAVID	
6/23/2022	TRAVEL ADVANCE, MML SUMMER CONF JUNE 26-30, 2022	$197.01	MOORE, DAVID	
6/30/2022	TRAVEL REIMBURSEMENT - MML BILOXI, JUNE 26-30	$36.78	MOORE, DAVID	
8/2/2022	MILEAGE TO ITTA BENA	$70.75	MOORE, DAVID	
06/23/2022	TRAVEL ADVANCE, MML SUMMER CONF JUNE 26-30, 2022	$197.01	MORRISON, PAULA	$240.46
06/28/2022	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 26-28	$43.45	MORRISON, PAULA	
04/10/2022	TRAVEL REIMBURSEMENT, APRIL 8-10, 2022 TUPELO	$73.10	POWELL, LAKENDRICK	$147.84
06/08/2022	TRAVEL REIMBURSEMENT, MERIDIAN, JUNE 3-5, 2022	$74.74	POWELL, LAKENDRICK	
10/29/2021	TRAVEL REIMBURSEMENT - RIVERSIDE, CALIFORNIA	$87.02	RICHBURG, ANGELA	$588.07
12/10/2021	TRAVEL REIMBURSEMENT - NATCHITOCHES, LA	$72.35	RICHBURG, ANGELA	
05/26/2022	TRAVEL REIMBURSE, LITTLE ROCK, MAY 19-26, 2022	$206.71	RICHBURG, ANGELA	
06/30/2022	TRAVEL REIMBURSEMENT, BILOXI MS, JUNE 24-30	$126.39	RICHBURG, ANGELA	
09/30/2022	TRAVEL REIMBURSEMENT, SEPT 28-30, 2022	$95.60	RICHBURG, ANGELA	
06/22/2022	TRAVEL REIMBURSEMENT, HUNTSVILLE AL JUNE 5-10	$99.85	SMITH, DWAYNE	$99.85
06/08/2022	TRAVEL REIMBURSEMENT - OXFORD, MS JUNE 5-8	$114.74	TURNER, SGT. KEVIN	$114.74

FY 2021-2022	Mileage and meal reimbursements - all departments			
Post Date	**Description**	**Amount**	**Vendor Name**	**Total**
11/11/2021	TRAVEL REIMBURSEMENT, STARKSVILLE, MS	$99.01	WALTERS, SHAWN	$212.11
05/25/2022	TRAVEL REIMBURSEMENT, BILOXI, MS MAY 3-5, 2022	$113.10	WALTERS, SHAWN	
10/26/2021	TRAVEL REIMBURSEMENT - OXFORD, MS, OCT 10-15, 2021	$129.77	WELLS, JOHNNY	$287.19
11/19/2021	TRAVEL REIMBURSEMENT - OXFORD, MS NOV 14-19, 2021	$157.42	WELLS, JOHNNY	
06/29/2022	TRAVEL REIMBURSEMENT - BILOXI, MS JUNE 26-29	$205.80	WHITE, RICHARD	$318.00
09/14/2022	TRAVEL REIMBURSEMENT, WASHINGTON, DC SEPT 12-14	$112.20	WHITE, RICHARD	

FY 2022 - 2023	Mileage and meal reimbursements - all departments			
Post Date	Description	Amount	Vendor Name	Total
07/14/2023	TRAVEL REIMBURSEMENT, OXFORD MS, JULY 9-14	$73.27	AYCOX, MIKE	$73.27
05/05/2023	TRAVEL REIMBURSEMENT, COLUMBIA MS APRIL 30-MAY 5	$106.65	CAMERON, BILLY	$106.65
06/24/2023	TRAVEL REIMBURSEMENT, PETAL, MS, JUNE 18-24, 2023	$133.24	COOPER, COLIN	$179.45
09/19/2023	TRAVEL REIMBURSEMENT, BILOXI, MS SEPT 18-19	$46.21	COOPER, COLIN	
11/04/2022	CLERK TRAINING, MADISON, MS NOV 2-4, 2022	$53.97	ELABOR, CYNTHIA	$191.97
04/28/2023	TRAVEL REIMBURSEMENT, CLEVELAND, MS APRIL 26-28	$138.00	ELABOR, CYNTHIA	
06/23/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 19-23	$160.55	ERRINGTON, DAVID	$247.87
08/22/2023	TRAVEL REIMBURSEMENT, GULFPORT, AUG 13-17, 2023	$87.32	ERRINGTON, DAVID	
05/10/2023	TRAVEL REIMBURSEMENT, SOUTHAVEN, MS MAY 9-10	$18.25	GEORGE, MIKE	$18.25
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	GIBSON, ROSCHELLE	$550.99
07/24/2023	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	GIBSON, ROSCHELLE	
09/19/2023	MILEAGE ADVANCE, MML MERIDIAN, OCT 24-26, 2023	$133.62	GIBSON, ROSCHELLE	
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-28	$206.46	HARRIS-ALLEN, ROSHUNDA	$550.99
07/24/2023	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	HARRIS-ALLEN, ROSHUNDA	
09/19/2023	MILEAGE ADVANCE, MML MERIDIAN, OCT 24-26, 2023	$133.62	HARRIS-ALLEN, ROSHUNDA	
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	HOSEY, DIANDRA	$381.56
06/29/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-29	$175.10	HOSEY, DIANDRA	
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	JOHNSON, ERMA	$683.66
06/29/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-29	$37.07	JOHNSON, ERMA	
07/24/2023	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	JOHNSON, ERMA	
08/13/2023	TRAVEL REIMBURSEMENT, BILOXI MS, AUG 10-13	$95.60	JOHNSON, ERMA	
09/19/2023	MILEAGE ADVANCE, MML MERIDIAN, OCT 24-26, 2023	$133.62	JOHNSON, ERMA	
07/28/2023	TRAVEL REIMBURSEMENT - JULY 26-28, 2023	$55.43	KENT, LEDIREADA	$96.57
09/27/2023	TRAVEL REIMBURSEMENT, BILOXI, MS SEPT 25-27	$41.14	KENT, LEDIREADA	
08/22/2023	TRAVEL REIMBURSEMENT, GULFPORT, AUG 13-17, 2023	$38.09	KINCAID, RICARDO	$63.67
08/28/2023	TRAVEL REIMBURSEMENT, CAMP SHELBY, AUG 27-28	$25.58	KINCAID, RICARDO	
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 24-28	$206.46	MACK, TERESA	$1,213.01
06/29/2023	TRAVEL REIMBURSEMENT, BILOXI, MS, JUNE 24-29	$210.82	MACK, TERESA	
07/24/2023	TRAVEL ADVANCE, BILOXI, MS AUG 10-13, 2023	$210.91	MACK, TERESA	
08/25/2023	MILEAGE ADVANCE, OXFORD MS, SEPT 21-22	$225.32	MACK, TERESA	
08/13/2023	TRAVEL REIMBURSEMENT, BILOXI MS, AUG 8-13	$138.00	MACK, TERESA	
09/29/2023	TRAVEL REIMBURSEMENT, OXFORD MS, SEPT 21-22	$15.04	MACK, TERESA	

FY 2022 - 2023	Mileage and meal reimbursements - all departments			
Post Date	**Description**	**Amount**	**Vendor Name**	**Total**
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	AMOS, ROBERT	$206.46
08/22/2023	TRAVEL REIMBURSEMENT, BOSSIER CITY, AUG 21-22	$27.14	MAGLOIRE, JUDSON	$27.14
09/21/2023	TRAVEL REIMBURSEMENT, TUPELO, MS SEPT 18-21	$169.36	MILEY, BILL	$169.36
06/22/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 21-22	$106.66	MITCHELL, BRANDE	$106.66
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-29	$206.46	MOORE, DAVID	$380.08
06/29/2023	TRAVEL REIMBURSEMENT, BILOXI, MS, JUNE 25-29	$40.00	MOORE, DAVID	
09/19/2023	MILEAGE ADVANCE, MML MERIDIAN, OCT 24-26, 2023	$133.62	MOORE, DAVID	
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-28	$206.46	MORRISON, PAULA	$292.25
06/27/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-28	$85.79	MORRISON, PAULA	
06/16/2023	TRAVEL REIMBURSEMENT, GULFPORT, MS JUNE 12-16	$79.96	MUNDEN, ERIC	$79.96
06/12/2023	TRAVEL ADVANCE, MML CONF, JUNE 25-28	$206.46	NORWOOD, DARNISHIA	$294.47
06/27/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-28	$88.01	NORWOOD, DARNISHIA	
12/09/2022	TRAVEL REIMBURSEMENT, BILOXI, MS, OCT 23-28	$183.50	PERKINS, BELINDA	$183.50
09/21/2023	TRAVEL REIMBURSEMENT, TUPELO, MS SEPT 18-21	$96.18	POWELL, LAKENDRICK	$96.18
04/28/2023	TRAVEL REIMBURSEMENT - CLEVELAND, MS APRIL 26-28	$121.68	RICHBURG, ANGELA	$468.44
05/17/2023	TRAVEL REIMBURSEMENT, MINNEAPOLIS, MN, MAY 11-17	$726.71	RICHBURG, ANGELA	
06/25/2023	TRAVEL REIMBURSEMENT, BILOXI, MS JUNE 25-29	$151.53	RICHBURG, ANGELA	
12/09/2022	TRAVEL REIMBURSEMENT, BILOXI, MS OCT 23-28	$125.08	STARKEY, LISA	$125.08
05/26/2023	TRAVEL REIMBURSEMENT, PENSACOLA. FL MAY 22-26	$324.40	THOMAS, TERRIS	$524.91
07/14/2023	TRAVEL REIMBURSEMENT, SOUTHAVEN, MS JULY 9-14	$200.51	THOMAS, TERRIS	
05/12/2023	TRAVEL REIMBURSEMENT, BILOXI, MS MAY 2-4, 2023	$78.11	WALTERS, SHAWN	$78.11
12/15/2022	TRAVEL REIMBURSEMENT, HATTIESBURG, MS DEC 13-15	$82.65	WARD, DETRA	$82.65
09/26/2023	TRAVEL REIMBURSEMENT, PIGEON FORGE, SEPT 23-26	$78.11	WATSON, PAYTON	$78.11
06/28/2023	TRAVEL REIMBURSEMENT, BILOXI, MS, JUNE 25-28	$90.29	WHITE, RICHARD	$296.75
06/29/2023	MILEAGE REIMBURSEMENT, BILOXI, MS JUNE 25-28	$206.46	WHITE, RICHARD	

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: December 19, 2023 AGENDA ITEM NO: d

FOR: Waste Management - Alderman Teresa Mack

INTRODUCED BY: Alderman Teresa Mack

ATTACHMENTS:

File Name
Mack - WM.pdf

"Yesterday I was clever, so I wanted to change the world. Today I am wise, so I am changing myself". — Rumi

---------- Original Message ----------
From: TERESA MACK <tmack0@comcast.net>
To: "cynthiaelabor@byram-ms.us" <cynthiaelabor@byram-ms.us>
Cc: TERESA MACK <tmack0@comcast.net>, Teresa Mack <tmack@byram-ms.us>
Date: 12/18/2023 3:46 AM CST
Subject: Travels Ordinance

Good Morning,
Ms. Cynthia would you attached a copy of the travels ordinances for within the metro area to this and forward all to Angela to add to the Special call meeting that coming up, I will call her as well. Also add information Waste Management (WM) cans to agenda.

Recap. I would like the following items added to Special called Meeting when we have it this week:

*Travels
*Requesting Information for Waste Management

Thank you,
Teresa Mack, MPA
tmacko@comcast.net
601-750-2104

"Yesterday I was clever, so I wanted to change the world. Today I am wise, so I am changing myself". — Rumi