CITY OF BYRAM
AGENDA FOR THE REGULAR MEETING OF THE MAYOR AND BOARD OF ALDERMEN
THURSDAY, OCTOBER 24, 2024, 7:00 PM
City Hall: 5901 Terry Road, Byram, MS

1. **Welcome and Call to Order**

2. **Invocation**

3. **Pledge of Allegiance**

4. **Roll Call**

5. **Presented Items**

   (a) **Approval to amend the agenda to include invoices from Hemphill Construction and McMaster & Associates and travel/training for Deputy Clerk Cynthia Elabor in the Consent Agenda - City Clerk Angela Richburg**

   (b) **Approval to award the lowest and best bid for the 2024 Sewer Lagoon Sludge Removal Project in the amount of $436,859.00 to Hemphill Construction Company - Bart Ballard, Guest Consultants**

   (c) **Public Hearing for the Purpose of determining whether or not a Conditional Use shall be allowed for a convenience store and gas station at property zoned C3, parcel numbers 4851-104-12, 4851-104-10 and 4851-104 located at the intersection of Davis Road and Siwell Road - Building Official Eric Munden**

6. **Approval of Consent Agenda Items**

   (a) **Approval of Minutes of the Regular Work Session of the Mayor and Board of Aldermen held October 7, 2024 - City Clerk Angela Richburg**

   (b) **Approval of Minutes of the Regular Meeting of the Mayor and Board of Aldermen held October 10, 2024 - City Clerk Angela Richburg**

   (c) **Approval of Veterans Day donation in the amount of $500.00 from McMaster & Associates, Inc. - City Clerk Angela Richburg**

(d) Approval for Deputy Clerk Cynthia Elabor to attend the Winter Municipal Clerk Conference in Flowood, MS, December 11 - 13, 2024 with a $250.00 registration fee and $542.21 estimated travel expense (001-140-610/611)

(e) Acceptance of Certificate of Completion by Court Clerk Paula Morrison for having attended the 2024 Municipal Court Clerks Conference - City Clerk Angela Richburg

(f) Approval of payment in the amount of $4,743.00 to Quality Recording Solutions for Revcord Base System with 24/7 remote manufacturer support + Cloud Storage (RevSync) Annual fee 2 of 5 (001-200-650)

(g) Approval for Officer Clint Earls to attend Crisis Intervention Team Training on February 3 through February 7, 2025, at MLEOTA in Pearl, MS, at no cost to the City – Chief David Errington

(h) Approval for Officers Shawn Walter and John Arnold to attend a STORM Conference in Vicksburg, MS on November 12-14, 2024 with no registration fees and $204.00 each in estimated travel expenses (001-200-610)

(i) Approval for Lt. Ricardo Kincaid to attend a Public Information Officer Training Course in Flowood, MS on November 14 and 15, 2024, with $300 registration fees and no estimated travel expenses (001-200-611)

(j) Approval of quote in the amount of $13,970.00 from Fluid Process & Pumps for 2 KSB submersible recessed impeller sewer pumps (400-700-907)

(k) Approval of payment in the amount of $5,348.27 to Cooper Electric for a complete rebuild of the Torrence Cove sewer pump (400-700-577)

(l) Approval of payment in the amount of $434,728.00 to Hemphill Construction Company for the Terry Road Bridge Pile Stabilization Project (132-301-910 / 001-301-910)

(m) Approval of payment in the amount of $238.00 to the American Public Works Association, renewal of membership dues for Bill Miley (001-301-622)

(n) Approval of payment in the amount of $50,344.32 to Hemphill Construction Company for the Gary Road LPA Project (001-301-910)

(o) Approval of payment in the amount of $13,803.82 to McMaster & Associates, final invoice for CE&I services for the Gary Road Bridge LPA Project (001-301-602)

7. Discussion and Action

(a) Approval of Claims Docket in the amount of $193,099.83 from 10/2/24 to 10/16/24 - City Clerk Angela Richburg

(b) Discussion of budget amendment - City Clerk Angela Richburg

(c) Discussion of 2024 Audit engagement letter with Carr, Riggs & Ingram, LLC - City Clerk Angela Richburg

(d) Approval of Purchasing Policy updated to comply with Federal Law and the Uniform Guidance 2 C.F.R Part 200 - City Clerk Angela Richburg

(e) Approval of Holiday scheduling for Thanksgiving, Christmas and New Years Day - City Clerk Angela Richburg

(f) Discussion of 16th Section land lease with Hinds County School District - Public Works Director Bill Miley

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) Friday, October 25th - Read For A Treat, 6:00 to 8:00 p.m. at Davis Road Park

Tuesday, October 29th - Byram Soccer Association's Pink Out and Balloon Release for Breast Cancer Awareness, 5:45 p.m. at the Byram Soccer Fields at Country Woods Baptist Church, 6737 South Siwell Rd

Tuesday, November 5th - National Election Day

Tuesday, November 5th - Coffee Talk with Mayor White, 9:00 to 10:00 a.m. at Monte's, 5610 I-55 South Frontage Road

Monday, November 11th - City Administrative Offices will be closed in observance of Veterans Day. We invite all Veterans and their families to join us for a luncheon and program honoring our local Veterans at 11:00 a.m. at Heritage Baptist Church, 5911 Terry Road

Thursday, November 14th - Regular Meeting of the Mayor and Board of Aldermen, 7:00 p.m. at City Hall

There will be no Regular Work Session of the Mayor and Board of Aldermen in the month of November

10. **Adjourn**

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 5.a

FOR: Approval to amend the agenda to include invoices from Hemphill Construction and McMaster & Associates and travel/training for Deputy Clerk Cynthia Elabor in the Consent Agenda - City Clerk Angela Richburg

INTRODUCED BY: City Clerk Angela Richburg

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 5.b

FOR: Approval to award the lowest and best bid for the 2024 Sewer Lagoon Sludge Removal Project in the amount of $436,859.00 to Hemphill Construction Company - Bart Ballard, Guest Consultants

INTRODUCED BY: Bart Ballard, Guest Consultants

ATTACHMENTS:

File Name
Bid tabulation.pdf

CITY OF BYRAM
2024 SEWER LAGOOON SLUDGE REMOVAL PROJECT
BID TAB
Monday, October 21, 2024

PAY ITEM NO.	APPROX. QUANTITY	ITEM UNIT	ITEM DESCRIPTION	HEMPHILL CONSTRUCTION COMPANY, INC.		H.K. DREDGING, LLC.		DENALI WATER		MERRELL BROTHERS, INC.	
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	1	LS	MOBILIZATION	$43,600.00	$ 43,600.00	$68,088.00	$ 68,088.00	$59,000.00	$ 59,000.00	$50,000.00	$ 50,000.00
2	1	LS	PUMPING OF DEWATERING EFFLUENT	$5,733.00	$ 5,733.00	$22,200.00	$ 22,200.00	$4,925.00	$ 4,925.00	$21,785.00	$ 21,785.00
3	1	LS	GRADING FOR BAG LAY DOWN AREA	$86,858.50	$ 86,858.50	$20,670.00	$ 20,670.00	$152,400.00	$ 152,400.00	$21,785.00	$ 21,785.00
4	1,750	BDT	REMOVAL OF SLUDGE	$51.75	$ 90,562.50	$94.87	$ 166,022.50	$44.45	$ 77,787.50	$257.50	$ 450,625.00
5	1,750	BDT	PLACEMENT AND PROCESSING OF DRIED SLUDGE	$77.65	$ 135,887.50	$66.86	$ 117,005.00	$66.70	$ 116,725.00	$257.50	$ 450,625.00
6	315	LF	SILT FENCE	$6.50	$ 2,047.50	$1,065.00	$ 1,065.00	$7.83	$ 2,464.88	$5.00	$ 1,575.00
7	2	EA	AERATOR - INSTALLED	$36,085.00	$ 72,170.00	$64,500.00	$ 64,500.00	$51,720.00	$ 103,440.00	$35,000.00	$ 70,000.00
			BASE BID TOTAL:		**$ 436,859.00**		**$ 459,550.50**		**$ 516,742.38**		**$ 1,066,395.00**

I hearby certify that I have verified all prices in each bid based upon the units contained therein.
This tabulation is a true and correct representation of all bids submitted.

Joe Barton Ballard

Joe Barton Ballard, P.E., P.L.S.
Registered Professional Engineer No. 14212
State of Mississippi

JOE BARTON BALLARD
REGISTERED PROFESSIONAL
ENGINEER
AND
LAND
SURVEYOR
PE.-14212
PLS-2871
STATE OF MISSISSIPPI

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 5.c

FOR: Public Hearing for the Purpose of determining whether or not a Conditional Use shall be allowed for a convenience store and gas station at property zoned C3, parcel numbers 4851-104-12, 4851-104-10 and 4851-104 located at the intersection of Davis Road and Siwell Road - Building Official Eric Munden

INTRODUCED BY: Building Official Eric Munden

ATTACHMENTS:

File Name

Letter to City.pdf

FLEETWAY application-conditional-use.pdf

Legal Description.pdf

Byram_Zoning of Adjacent Lots.pdf

Fleetway - Siwell Road Byram 09.27.24 (003).pdf

Publication order confirmation.pdf

DRC Minutes 10.17.24.pdf

picture of sign on property.pdf

City of Byram,

I am writing to request Conditional Use approval for the development and operation of a Fleetway Market and Fuel Center on Parcels: 4851-104, 4851-104-10, and 4851-104-12

Fleetway Market is a family-owned and operated business based in Mississippi. We would be proud to expand our offerings to the City of Byram. Our development will not only provide fuel and essential goods but will also serve excellent food, including both sit-down dining options and convenient grab-and-go meals. Our company is committed to offering high-quality products and services that cater to the needs of the community.

Our proposed facility will offer several benefits to the city, including:

- Convenient Food and Services: We will offer a range of fresh, quality food options, making it easy for customers to enjoy a quick meal or dine in at our comfortable sit-down area.
- Community Investment: We are committed to being an active part of the Byram community by supporting local organizations, events, and working closely with residents to meet their needs.
- Strategic Location: Our location has been carefully selected to provide easy access for residents and visitors, reducing the need for longer trips for everyday necessities.

Our facility will comply with all zoning, safety, and environmental standards to ensure a seamless integration with the surrounding community. We have designed this project to not only meet the demands of the local market but to do so in a way that complements the character of Byram and contributes positively to its growth.

I kindly request that you grant us the Conditional Use permit for this project. We are excited about the opportunity to serve the Byram community and to build a lasting relationship with its residents.

Thank You for Your Consideration,

Daniel Morris
Fleetway Market

CITY OF BYRAM
REQUEST FOR CONDITIONAL USE
APPLICATION

Subject Property Address Parcels 4851-104, 4851-104-10, 4851-104-12

Owner Contract to Purchase: Morris Real Estate III

Address PO Box 2347, Madison, MS 39130

Phone # 601-624-3266

Current Zoning District C3

Use/Reason Convenience Market - Fuel Center

Requirements of Applicant:

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

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

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

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

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

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

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

9/27/2024

Signature **Date**

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

LEGAL DESCRIPTION
FOR
LON YEAGER

A parcel of land situated in the Northwest ¼ of the Southwest ¼ of Section 10, Township 4 North, Range 1 West, Hinds County, Mississippi, said parcel being more particularly described as follows, to-wit:

Commencing at the Southwest corner of Section 10, Township 4 North, Range 1 West, Hinds County, Mississippi, and run thence North for a distance of 2614.67 feet; run thence East for a distance of 573.53 feet to the intersection of the Easterly right of way line of Davis Road and the South right of way line of Siwell Road; run thence S 42°36’29” E along the South right of way line of Siwell Road for a distance of 20.40 feet; run thence N 78°48’26” E along said South right of way line for a distance of 163.71 feet to the POINT OF BEGINNING of the parcel herein described; thence continue N 78°48’26” E along said South right of way line for a distance of 37.56 feet; run thence S 88°40’50” E along said South right of way line for a distance of 252.18 feet; thence leaving said South right of way line, run S 00°51’05” E for a distance of 463.84 feet; run thence S 79°53’56” W for a distance of 379.91 feet; run thence N 42°35’59” W for a distance of 167.68 feet; run thence N 47°22’36” E for a distance of 148.14 feet; run thence N 42°35’59” W for a distance of 61.52 feet; run thence N 48°29’58” E for a distance of 165.98 feet; run thence North for a distance of 149.93 feet to the POINT OF BEGINNING, containing 4.261 acres, more or less.

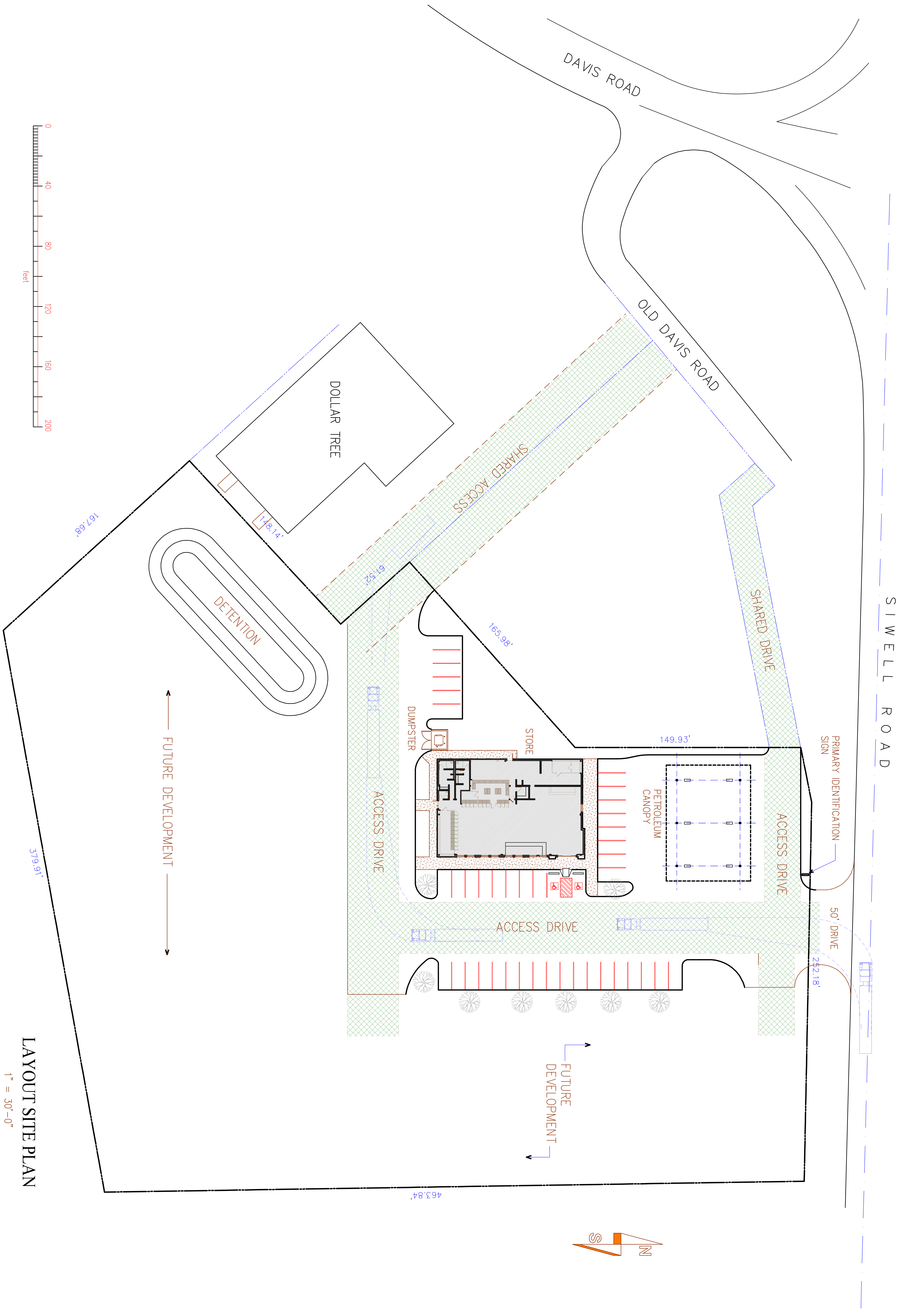
Together with a 20 foot wide ingress and egress easement, said easement being more particularly described as follows, to-wit:

Commencing at the Southwest corner of Section 10, Township 4 North, Range 1 West, Hinds County, Mississippi, and run thence North for a distance of 2614.67 feet; run thence East for a distance of 573.53 feet to the intersection of the Easterly right of way line of Davis Road and the South right of way line of Siwell Road, said intersection also being the POINT OF BEGINNING of the easement herein described; run thence S 42°36’29” E along the South right of way line of Siwell Road for a distance of 20.40 feet; run thence N 78°48’26” E along said South right of way line for a distance of 163.71 feet; thence leaving said South right of way line, run South for a distance of 20.39 feet; run thence S 78°48’26” W for a distance of 170.97 feet; run thence N 42°36’29” W for a distance of 32.73 feet to the Easterly right of way line of Davis Road; run thence N 50°35’24” E along said Easterly right of way line for a distance of 20.03 feet to the POINT OF BEGINNING.

Also subject to half of a 50 foot wide ingress and egress easement along a portion of the West boundary thereof.

Zoning and Owners of Adjacent Lots From Parcels 4851-104, 4851-104-10, 4851-104-12
Note: Owner and parcel information can be found on Survey

- Parcel # 4851-104-2: Sumerjit Singh, C3-General Commercial District
- Parcel # 4851-104-104: Byram DG LLC, C3-General Commercial District
- Parcel # 4851-104-73: Child Development, Inc., C3-General Commercial District
- Parcel # 4851-104-9: Kim C. Chandler, C3-General Commercial District
- Parcel # 4851-104-56: B & E Investments LLC, C1-Neighborhood Commercial District



LAYOUT SITE PLAN

1" = 30'-0"

Doug Lum Architecture.com

103 Van Dorn Drive, Port Gibson, MS 39150
(601) 437-4708, Fax (601) 437-4798

FLEETWAY market

Byram, Mississippi

Revisions:

Sheet Title:

Project: 2466

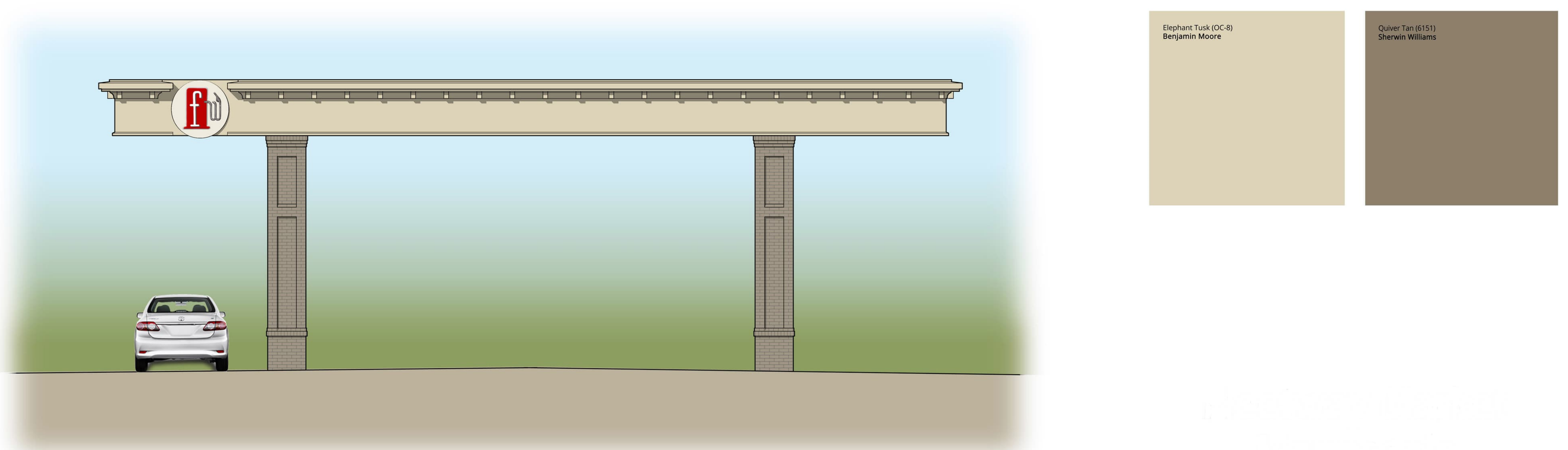
Date: 09/27/24

Drawn: WDL

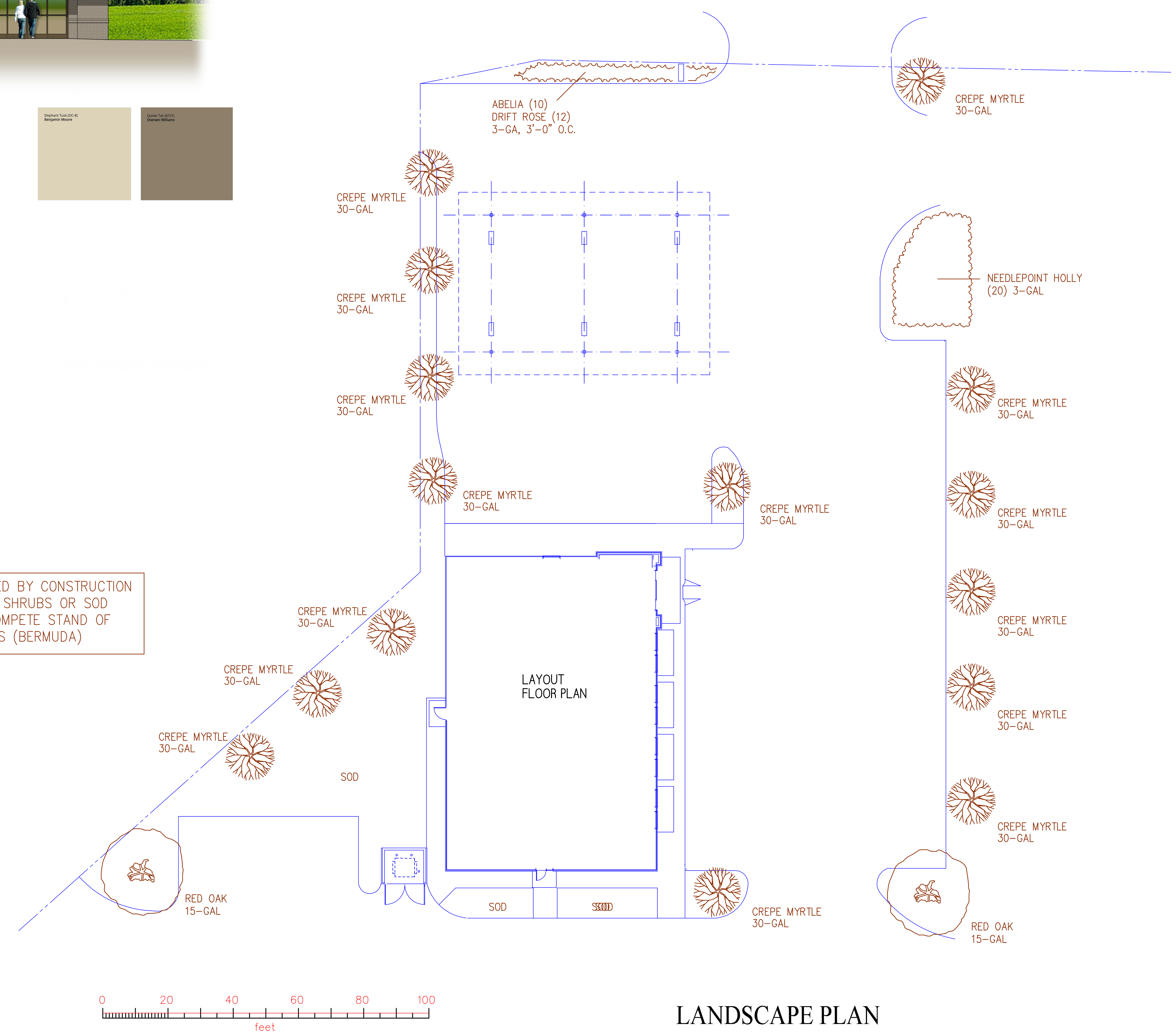
Checked:

Sheet: 1.1

Sequence of



BUILDING/CANOPY ELEVATIONS



LANDSCAPE PLAN

1" = 20'-0"

Doug Lum Architecture.com

103 Van Dorn Drive, Port Gibson, MS 39150
(601) 437-4708, Fax (601) 437-4798

FLEETWAY market

Byram, Mississippi

Revisions:

Sheet Title:

Project: 2466

Date: 09/27/24

Drawn: WDL

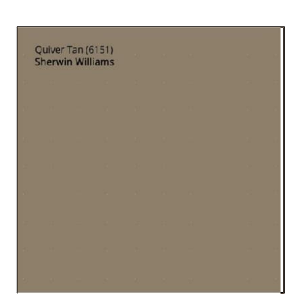
Checked:

Sheet: 2.1

Sequence of

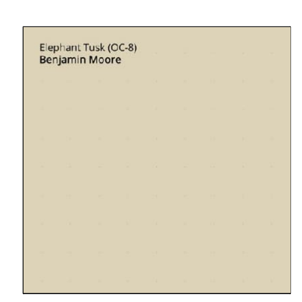
EAST ELEVATION

ALUCOBOND
ALUMINUM ST'FRONT
LIGHT BRONZE
ENTRANCE DOORS /TRANSOMS



P-1

SW 6151 QUIVER TAN
SHERWIN WILLIAMS
PAINTED BRICK



P-2

OC-8 ELEPHANT TUSK
BENJAMINE MOORE
CORNICE/CANOPY /SUSPENDED AWNINGS

P-3

SW 6151 SUPERIOR BRONZE
SHERWIN WILLIAMS
WINDOWS/SHUTTERS/ MISC. DOORS/PANELS

HADDENSTONE
CAST STONE ENTRANCE LINTEL

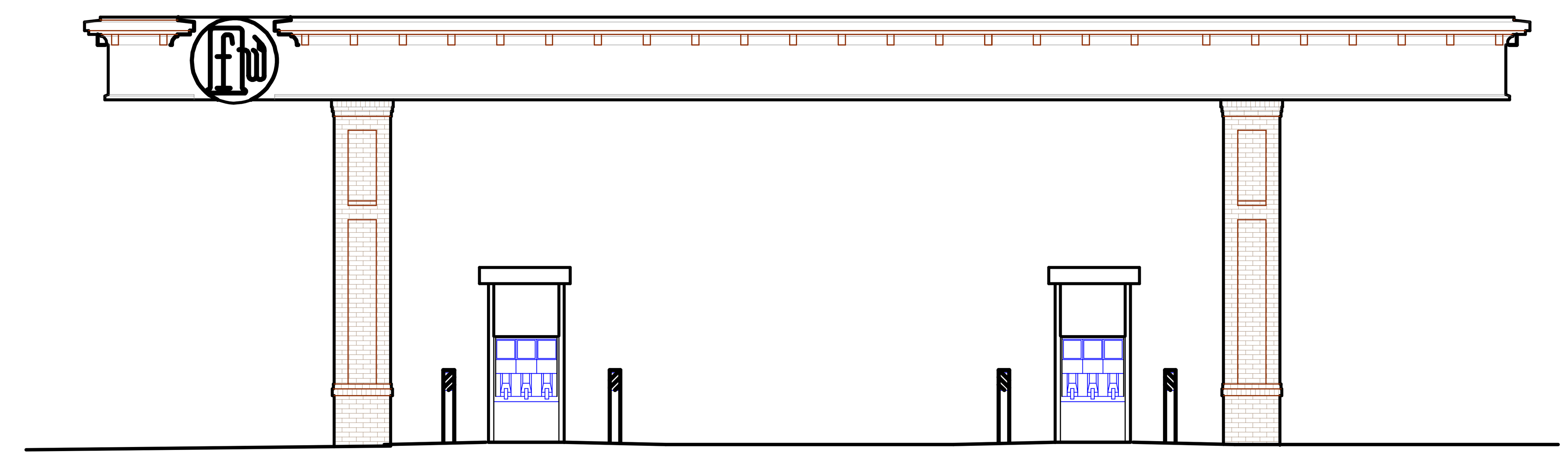
PILASTER WALL SCONCE
BENJAMINE MOORE

Doug Lum Architecture.com
103 Van Dorn Drive, Port Gibson, MS 39150
(601) 437-4708, Fax (601) 437-4798

FLEETWAY market
Byram, Mississippi

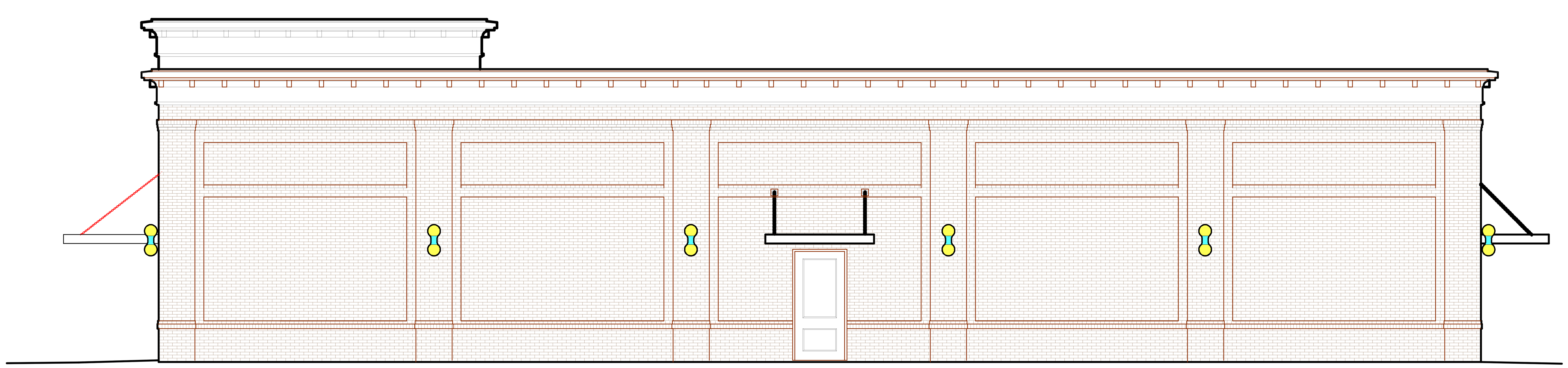
Revisions:	
Sheet Title:	
Project:	2466
Date:	09/27/24
Drawn:	WDL
Checked:	
Sheet:	3.1
Sequence	of

SOUTH ELEVATION



CANOPY ELEVATION

NORTH (SIWELL ROAD) ELEVATION



WEST ELEVATION

Doug Lum Architecture.com
103 Van Dorn Drive, Port Gibson, MS 39150
(601) 437-4708, Fax (601) 437-4798

FLEETWAY market
Byram, Mississippi

Revisions:	
Sheet Title:	
Project:	2466
Date:	09/27/24
Drawn:	WDL
Checked:	
Sheet:	4.1
Sequence	of

NOTES:

1. DETENTION POND LOCATION & SIZE SHALL BE CONSIDERED APPROXIMATE AND SUBJECT TO CHANGE.
2. THIS PARCEL IS LOCATED IN FLOOD ZONE "X" (NOT SHADED) ACCORDING TO FLOOD INSURANCE RATE MAP NO. 28049C0435H, COMMUNITY PANEL NO. 280070 0435 H, EFFECTIVE DATE: NOVEMBER 18, 2009.

BENCHMARK ENGINEERING & SURVEYING, LLC
CIVIL ◆ STRUCTURAL ◆ PLANNING ◆ SURVEYING ◆ UAV MAPPING
BRANDON | FLOWOOD | MADISON
www.benchmarkms.net 601-627-7780
EST. 2004

DATE: 9/26/24	DRAWN: CBA	REVISIONS:
CHECKED: GAB	SCALE: 1"=30'	
REF C/L:		
EG SURFACE:		
FG SURFACE:		

PROJECT LOCATION:
SIWELL ROAD
CITY OF BYRAM, MISSISSIPPI

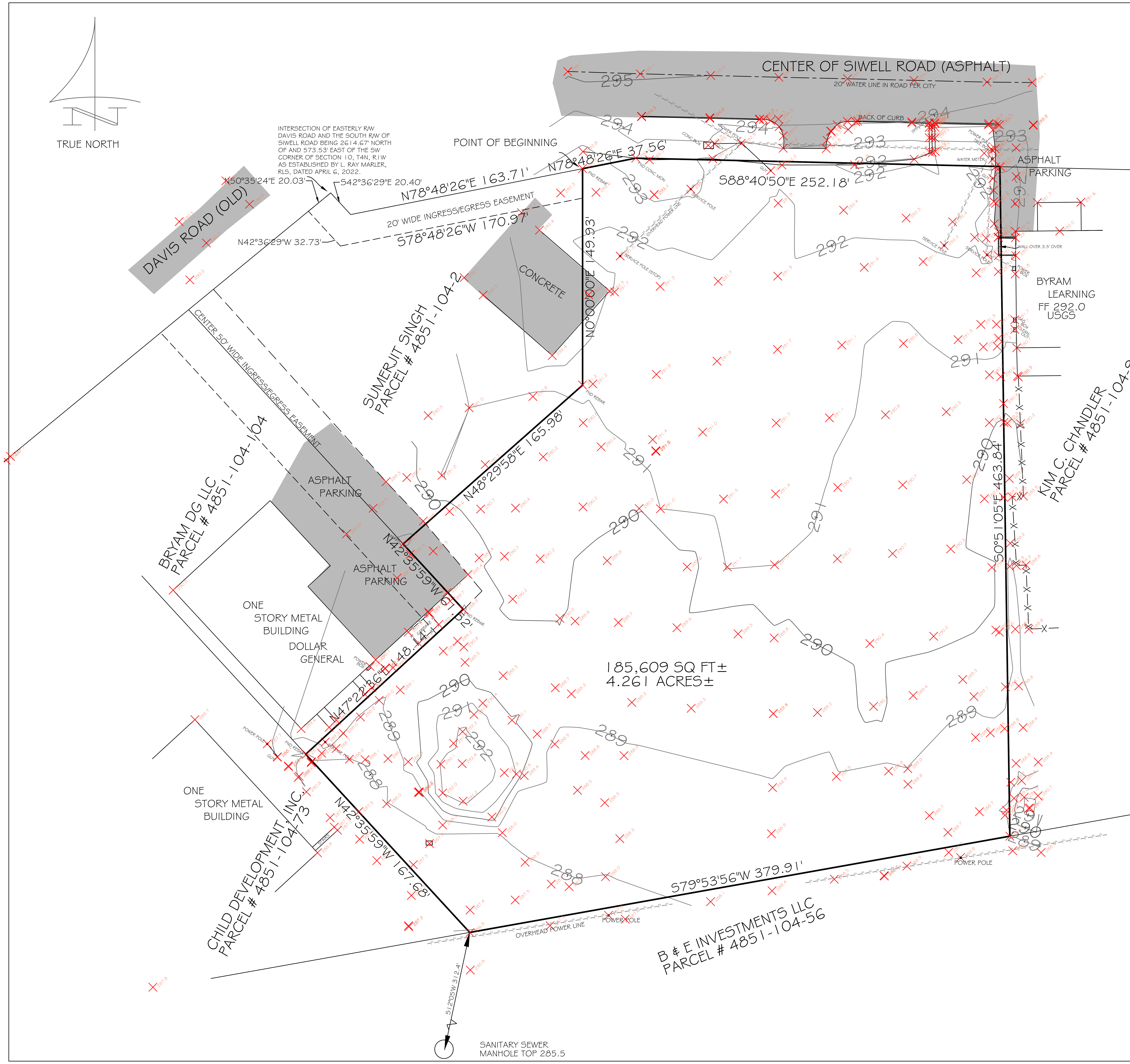
CLIENT:
MORRIS REAL ESTATE II, LLC
P.O. BOX 2347, MADISON, MS 39130

PROJECT:
FLEETWAY GAS STATION

SHEET CONTENTS:
PRELIMINARY GRADING & DRAINAGE PLAN

SHEET NUMBER
1 of 1

PROJECT NUMBER
B-11219



I, T. E. McDONALD, REGISTERED LAND SURVEYOR DO HEREBY CERTIFY TO FLEET MORRIS PETROLEUM, INC. THAT THIS TOPOGRAPHICAL SURVEY CONFORMS TO A CLASS B SURVEY IN THE STATE OF MISSISSIPPI AND THE FEATURES DEPICTED ON THIS SURVEY ARE A CORRECT REPRESENTATION OF CONDITIONS AS THEY EXISTED SEPT. 24, 2024.

CERTAIN PROPERTY LYING AND BEING SITUATED IN THE NORTHWEST $\frac{1}{4}$ OF THE SOUTHWEST $\frac{1}{4}$ OF SECTION 10, TOWNSHIP 4 NORTH, RANGE 1 WEST, TOWN OF BYRAM, HINDS COUNTY, MISSISSIPPI.

THIS PROPERTY SITUATED IN ZONE X (INSURANCE NOT REQUIRED, BUT AVAILABLE) PER FIRM MAP NUMBER 28049C0435HF, DATED NOV 18, 2009.

THIS PROPERTY MAY BE SUBJECT TO RECORDED OR UNRECORDED EASEMENTS, RIGHTS OF WAY OR OTHER ENCUMBRANCES WHICH ARE NOT EVIDENT TO THE SURVEYOR, BUT WHICH WOULD BE REVEALED BY A TITLE SEARCH PERFORMED BY AN ATTORNEY.

NOTES:
ALL VISIBLE UTILITIES LOCATED.
ALWAYS CALL MISSISSIPPI ONE-CALL BEFORE DIGGING..

T. E. McDONALD, INC
LAND SURVEYORS
JACKSON, MS 39206
SCALE 1"=40'
601 944 0006
tmcsurvey@msn.com

0 40' 80' 120'

LocaliQ
Mississippi
GANNETT

Order Confirmation

Not an Invoice

Account Number:	1010689
Customer Name:	City Of Byram-Legals
Customer Address:	City Of Byram-Legals PO Box 720222 Byram MS 39272-0222
Contact Name:	Angela Richburg
Contact Phone:	
Contact Email:	arichburg@byram-ms.us
PO Number:	10-24-24 Hearing

Date:	10/04/2024
Order Number:	10649228
Prepayment Amount:	$ 0.00

Column Count:	1.0000
Line Count:	17.0000
Height in Inches:	0.0000

Print

Product	**#Insertions**	**Start - End**	**Category**
JMS Jackson Clarion Ledger	1	10/09/2024 - 10/09/2024	Public Notices
JMS clarionledger.com	1	10/09/2024 - 10/09/2024	Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	$15.51
Tax Amount	$0.00
Service Fee 3.99%	$0.62
Cash/Check/ACH Discount	-$0.62
Payment Amount by Cash/Check/ACH	$15.51
Payment Amount by Credit Card	$16.13

Order Confirmation Amount	**$15.51**

Ad Preview

Notice is hereby given to those parties in interest that there will be a public hearing on Thursday, October 24, 2024 at 7:00 P.M. at City Hall, 5901 Terry Rd, Byram MS, for the purpose of determining whether or not a conditional use shall be granted for a convenience store and gas station on property zoned C3, parcel numbers 4851-104-12, 4851-104-10 and 4851-104, located at the intersection of Davis Road and Siwell Road

10/09/2024 10649228

City of Byram
DRC Meeting October 17, 2024, 10:00 a.m.
Public Works

Agenda:

1. Conditional use for Fleetway Market- gas station w/convenience store near Davis Rd. and Siwell Rd.

Present:
Eric Munden, Building Official
Bill Miley, Director of Public Works
Capt. Kevin Turner
Fire Marshall Michael Sterling
Ricky Thompson, Code Enforcement
Cheri Bridges, Administrative Assistant

1. Conditional use for Fleetway Market- gas station w/convenience store near Davis Rd. and Siwell Rd.
   DRC Members recommend approval with the following conditions:
   - The DRC recommends closing @ 10:00 pm on weekdays and 11:00 pm on weekends.
   - Remove front access easement 20ft wide from Old Davis Rd.
   - The Fire Department recommends an FDC connection, new fire hydrant.
   - Landscape buffering between Byram Learning Center and the Store.
   - Lighting compatible with adjoining property.
   - PD recommends cameras with 30 days of proper storage.
   - No sale of Kratom products or any paraphernalia.

Approved: ______

Date: 9/17/24


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

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 6.a

FOR: Approval of Minutes of the Regular Work Session of the Mayor and Board of Aldermen held October 7, 2024 - City Clerk Angela Richburg

INTRODUCED BY: City Clerk Angela Richburg

ATTACHMENTS:

File Name
2024 10.7 WS.pdf

CITY OF BYRAM
MINUTES OF THE REGULAR WORK SESSION
OF THE MAYOR AND BOARD OF ALDERMEN
MONDAY, OCTOBER 7, 2024, 6:30 PM
City Hall: 5901 Terry Road, Byram, MS

1. Welcome and Call to Order

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

2. Roll Call

Present: Richard White, Mayor
Erma Johnson, Alderman, Ward I
Diandra Hosey, Alderman, Ward II
Robert Amos, Alderman, Ward III
Roschelle Gibson, Alderman, Ward V
David Moore, Alderman, Ward VI, joined at 6:34 P.M.
Roshunda Harris-Allen, Alderman-At-Large, joined at 7:09 P.M.
Angela Richburg, City Clerk
Attorney Zachary Giddy, via Zoom
Absent: Teresa Mack, Alderman, Ward IV

3. Presented Items

(a) Discussion of 10//10/24 Agenda - City Clerk Angela Richburg
No action taken

(b) Discussion of termination of MEA Cares EAP Program - City Clerk Angela Richburg
No action taken

Work Session adjourned at 7:22 P.M.

APPROVED: ______________________________ DATE:______________________
Mayor Richard White

ATTEST: ______________________________ DATE: ______________________
City Clerk Angela Richburg

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 6.b

FOR: Approval of Minutes of the Regular Meeting of the Mayor and Board of Aldermen held October 10, 2024 - City Clerk Angela Richburg

INTRODUCED BY: City Clerk Angela Richburg

ATTACHMENTS:

File Name
2024 10.10.pdf

CITY OF BYRAM
MINUTES OF THE REGULAR MEETING
OF THE MAYOR AND BOARD OF ALDERMEN
THURSDAY, OCTOBER 10, 2024, 7:00 PM
City Hall: 5901 Terry Road, Byram, MS

1. **Welcome and Call to Order**
Mayor White called the meeting to order at 7:00 P.M.

2. **Invocation**
The Invocation was given by Alderman David Moore

3. **Pledge of Allegiance**

4. **Roll Call**
Present: Richard White, Mayor
Erma Johnson, Alderman, Ward I
Diandra Hosey, Alderman, Ward II
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
Angela Richburg, City Clerk
Attorney Zachary Giddy

5. **Presented Items**

(a) **Approval to amend the agenda to add under Consent Agenda Items, approval of C-Spire Service Order Form and approval to spend $250.00 on books to donate to Read for a Treat - City Clerk Angel Richburg**
Motion to amend agenda
Moved by Alderman Gibson
Seconded by Alderman Harris-Allen
Motion Passed
Ayes: Johnson, Hosey, Amos, Mack, Gibson, Moore, Harris-Allen

6. **Approval of Consent Agenda Items**
Motion to approve Consent Agenda with the additional statements that item (a) is approved as revised and item (r) is approved as it will provide good favor for the city
Moved by Alderman Gibson
Seconded by Alderman Harris-Allen
Motion Passed
Ayes: Johnson, Hosey, Amos, Mack, Gibson, Moore, Harris-Allen

(a) **Approval of Minutes of the Regular Meeting of the Mayor and Board of Aldermen held September 26, 2024 - City Clerk Angela Richburg**

(b) Approval of Municipal Compliance Questionnaire - City Clerk Angela Richburg

(c) Approval of debt set off mailings for collection of court fines owed to the City of Byram - City Clerk Angela Richburg

(d) Approval of payment in the amount of $4,741.00 to CMPDD for 2025 District Assessments (001-195-622)

(e) Approval for Recruits Mark Ross and Nijua Kagler to attend CPR Training in Madison on October 18, 2024, with $45.00 each registration fees and no estimated travel expense (001-200-611)

(f) Approval of quote in the amount of $5,775.00 from Intoximeters Inc for a Sotoxa Oral Fluid Mobile Analyzer System, which will be reimbursed by a FY2025 MOHS DUI Grant (001-200-553)

(g) Approval of C-Spire Service Order Agreement for dispatch phone lines - Chief David Errington

(h) Approval of proposal letter from Cushman & Wakefield of Georgia, LLC for appraisal services of the property at 300 Executive Blvd - Chief David Errington

(i) Approval of payment in the amount of $43,019.00 to Kirk Automotive for a 2025 Dodge Durango to be purchased on the 2024-2025 State Vehicle Contract (001-200-915)

(j) Approval of payment in the amount of $42,675.00 to Kirk Automotive for a 2025 Dodge Ram 1500 Truck to be purchased on the 2024-2025 State Vehicle Contract (001-200-915)

(k) Approval of quote in the amount of $46,913.00 from Landers South Ford for a 2025 Ford Explorer to be purchased on State Contract (001-260-915)

(l) Approval to dispose of an Optiplex 3050 computer, Asset #01160, Serial #5SJWHK2, due to computer being irreparable - Fire Chief Harry Horton

(m) Approval of payment in the amount of $32,500.00 to McMaster & Associates, engineering design and construction phase services for the Old Byram Road Bridge Replacement Project (FY2024 001-301-602)

(n) Approval of payment in the amount of $5,060.46 to McMaster & Associates, Inc., engineering design and construction phase services for the Terry Road Bridge Stabilization Project (FY2024 001-301-602)

(o) Approval of Agreement with Guest Consultants for Professional Engineering and Surveying Services for design of the Siwell Road gravity sewer line - Public Works Director Bill Miley

(p) Approval to advertise the East Siwell Road Gravity Sewer Line Project once designed - Public Works Director Bill Miley

(q) **Approval of Kroger Wellness Services Agreement for Health Fair - Alderman Erma Johnson**

(r) **Approval to spend $250.00 on books to donate for Read For A Treat (001-100-646)**

7. **Discussion and Action**

(a) **Approval of Claims Docket in the amount of $413,426.07 from September 18 through October 2, 2024 - City Clerk Angela Richburg**

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) **Budget Amendments - City Clerk Angela Richburg**

Motion to approve Budget Amendments for the General Fund, Sewer Fund and HB1353 Fund as presented

Moved by Alderman Gibson

Seconded by Alderman Harris-Allen

Motion Passed

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

(c) **Discussion of the City purchasing table(s) at the Chamber of Commerce Gala - City Clerk Angela Richburg**

Motion to purchase two tables at the Chamber of Commerce Gala that will bring favorable notice to opportunities within the city

Moved by Alderman Johnson

Seconded by Alderman Harris-Allen

Motion Passed

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

(d) **Approval of a pay increase to $12.33 per hour, effective October 13, 2024, for Firefighter Austin Brown upon graduation from the State Fire Academy, Fire Fighter 1001 I-II - Fire Chief Harry Horton**

Motion to approve pay increase

Moved by Alderman Mack

Seconded by Alderman Johnson

Motion Passed

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

(e) **Department Heads Monthly Reports**

No action taken

8. **Public Comments**

No public comments

9. Announcements

Monday, October 14th - Ward IV Meeting with Alderman Teresa Mack, 6:00 P.M. at City Hall

Tuesday, October 22nd - Fall Vaccine Health Fair, 2:00 to 6:00 P.M. at City Hall

Thursday, October 24th - Regular Meeting of the Mayor and Board of Aldermen, 7:00 P.M. at City Hall

Friday, October 25th - Read For A Treat, 6:00 to 8:00 P.M. at Davis Road Park

Tuesday, November 5th is election day - exercise your right to vote

10. Adjourn

Motion to adjourn at 7:37 P.M.
Moved by Alderman Gibson
Seconded by Alderman Harris-Allen
Motion Passed
Ayes: Johnson, Hosey, Amos, Mack, Gibson, Moore, Harris-Allen

APPROVED: ____________________________ DATE: __________________
Mayor Richard White

ATTEST: ____________________________ DATE: __________________
City Clerk Angela Richburg

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 6.c

FOR: Approval of Veterans Day donation in the amount of $500.00 from McMaster & Associates, Inc. - City Clerk Angela Richburg

INTRODUCED BY: City Clerk Angela Richburg

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 6.d

CONSENT AGENDA: $250.00

FOR: Approval for Deputy Clerk Cynthia Elabor to attend the Winter Municipal Clerk Conference in Flowood, MS, December 11 - 13, 2024 with a $250.00 registration fee and $542.21 estimated travel expense (001-140-610/611)

DISTRIBUTION: 001-140-611

INTRODUCED BY: City Clerk Angela Richburg

NOTES:
NOTE: Cynthia is not able to drive at night due to a medical reason so she has to stay at a local hotel

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ATTACHMENTS:

File Name
C. Elabor MMCCA Winter conference.pdf

CITY OF BYRAM ESTIMATED TRAVEL EXPENSES

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

Employee: Cynthia Elabor   Department: Admin

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

Reason for Travel: MMCCA Winter Conference

Travel dates: 12/11/24 - 12/13/24   Transportation: City   Private X

Total Miles in personal vehicle:	0	miles @	0.67	per mile =	$0.00
Personal car if City car available:	40	miles @	0.21	per mile =	$8.40

Other expenses:
(ie: rental car, airfare)

Accomodations:	1	nights @	$151.08	per night =	$151.08
Accomodations:	1	nights @	$178.73	per night =	$178.73
				Total	$329.81

NOTE: Cynthia can not drive at night so must stay in a local hotel

Hotel:	Hilton Garden Inn	Confirmation	3151969643
	118 Laurel Park Cove	Deposit paid:	$0.00
	Flowood, MS 39232	Balance due:	$329.81

Maximum per diem: 3 days @ $68.00 per day = $204.00
(You <u>must</u> turn in itemized receipts to be reimbursed for expenses up to this maximum amount)

Registration for event: $250.00
Estimated travel expense: $542.21 (mileage, max per diem & hotel)

Deptartment Head/Purchasing Clerk Approval: Julia Kraft

*** 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**
*** Please notate tips on your receipt. Meal reimbursement requests should include specific tip amounts**

*** New DFA rates approved 1/2024 Personal vehicle: 0.67 per mile, or .21 per mile if city vehicle available**
*** New DFA rate as of 10/1/24: all areas in MS $68.00 per day**

Office Checklist:
Hotel Reservation
Conference Registration
Mileage advance
Hotel paid by check or CC
Travel package to employee

Julia Kraft

From: Hilton Garden Inn Confirmed <noreply@h6.hilton.com>
Sent: Thursday, October 24, 2024 9:33 AM
To: Julia Kraft
Subject: [External]Your Dec-11-2024 Confirmation #3151969643

Hilton

Hi Cynthia
14,910 Points / Member

See you soon, CYNTHIA ELABOR

Your reservation for Dec-11-2024 has been confirmed.

Confirmation #3151969643

Hilton Garden Inn Jackson/Flowood

118 Laurel Park Cove
Flowood MS 39232 US
Maps & Directions>>

+16014870800

11 WED DEC
Check In: 3:00 PM

2 Nights

13 FRI DEC
Check Out: 12:00 PM

Add to Calendar

Your Room Information

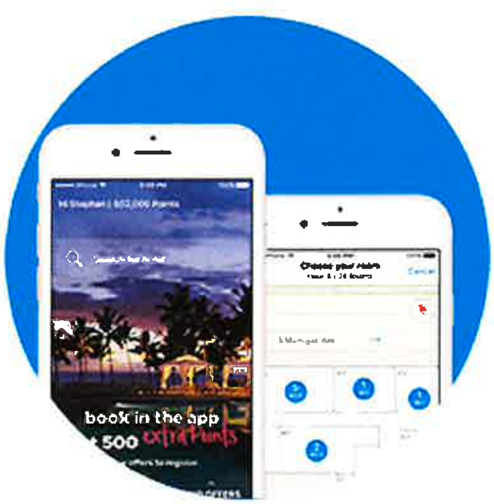
Guest Name:	CYNTHIA ELABOR
Guests:	2 Adults
Rooms:	1
Room Plan:	2 QUEEN BEDS
Your Rate Information	HONORS SEMI-FLEX

Rate per night	
11-Dec-2024 - 12-Dec-2024	151.08 USD
12-Dec-2024 - 13-Dec-2024	178.73 USD
Total for Stay per Room Rate	**329.81 USD**
Taxes	39.58 USD

Total price for Stay	**369.39 USD**

Modify Your Reservation >>

Plan Ahead With These Tips:



USE THE HILTON HONORS APP

Get Contactless Arrival

With the **Hilton Honors app**, you can skip the front desk, go straight to your selected room, and unlock your door - with just your phone.

Learn More

December 11-13, 2024

Coordinated by
Mississippi State University Extension Center for Government and Community Development
Mississippi Institute of Municipal Clerks

MISSISSIPPI STATE UNIVERSITY
EXTENSION

Sheraton Flowood The Refuge Hotel & Conference Center
2200 Refuge Blvd,
Flowood, MS 39232

2024 Mississippi Municipal Clerks & Collectors Association

Winter Conference

TENTATIVE AGENDA

The Conference will be held at the Sheraton Flowood The Refuge Hotel & Conference Center in Flowood, MS. The date and location for this event are as follows:

Date: December 11-13, 2024

Location: The Refuge Hotel & Conference Center Sheraton Flowood
2200 Refuge Blvd, Flowood, MS 39232

Host Hotel: Sheraton Flowood (Hotel Reservation ends November 21)
Rate: $174
The Group Code & Booking link will only be released once you register for the conference. The block will sell out. Once the block sells out, other nerby hotels will be announced.

*****TENTATIVE SCHEDULE*****

REGISTER NOW

Wednesday | December 11

11:00-5:00	**Vendor Setup**
11:00-2:00	**MMCCA Executive Committee Meeting**
2:00-3:00	**Committee Meetings**
2:30 - 5:00	**Registration Opens**
3:00-5:00	**New Clerk Meet & Greet**
5:00 – 6:30	**Welcome Reception**

Thursday | December 12

7:00 - 8:00	**Registration & Breakfast**
8:00 – 8:15	**Welcome & Announcements**
8:15- 11:30	**Education Sessions**-Election Training
11:30 – 1:00	**Lunch**
1:00 - 5:00	**Education Sessions**-Election Training
5:00	**Dinner on Your Own**
7:30	**Social Event TBA**

Friday | December 13

7:00-8:00	**Breakfast**
8:00 - 11:00	**Education Sessions**
11:00 - 12:00	**MMCCA Business Meeting**

Registration Fee:
Conference $250

****5 IIMC CMC or MMC Points ****

Subject to IIMC Approval, Requires Full Participation

<u>CITY OF BYRAM AGENDA ITEM FACT SHEET</u>

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 6.e

FOR: Acceptance of Certificate of Completion by Court Clerk Paula Morrison for having attended the 2024 Municipal Court Clerks Conference - City Clerk Angela Richburg

INTRODUCED BY: City Clerk Angela Richburg

ATTACHMENTS:

File Name
P. Morrison certificate of completion.pdf

Certificate

of

Completion

The Mississippi Judicial College
of the University of Mississippi Law Center
Presents this Certificate to

Paula Morrison

for having completed the

2024 Municipal Court Clerks Conference
Golden Nugget ~ Biloxi, Mississippi
September 18-20, 2024

15.00 Hours

Tracey Daniel
Program Manager

Carrie E. Murphey
Interim Director

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 6.f

CONSENT AGENDA: $4,743.00

FOR: Approval of payment in the amount of $4,743.00 to Quality Recording Solutions for Revcord Base System with 24/7 remote manufacturer support + Cloud Storage (RevSync) Annual fee 2 of 5 (001-200-650)

DISTRIBUTION: 001-200-650

INTRODUCED BY: Chief David Errington

ATTACHMENTS:

File Name
Quality Recording Solution Invoice.pdf

Quality Recording Solutions, LLC
425 E Crossville Road, Suite 207
Roswell, Georgia 30075
Tel: 770-993-4793 Fax: 770-993-5038
ID 58-2593363

Invoice No. 24292

INVOICE

Customer

Name	Byram Police Department
Address	141 Southpointe Drive
City	Byram State MS ZIP 39272
Phone	(601) 372-7747 Attn: Ch David Errington

Date	10/11/2024
Order No.	2nd year of 5
Rep	FW
FOB	

Qty	Description	Unit Price	TOTAL
1	Revcord Base System with 24/7 remote manufacturer support + Cloud Storage (RevSync) Annual fee 2 of 5	$4,743.00	$4,743.00

RECEIVED
OCT 1 1 2024
BY: ....

001-200-650

SubTotal	$4,743.00
Shipping & Handling	
Taxes State	
TOTAL	$4,743.00

Payment Details

- ○ Cash
- ◉ Check
- ○

Office Use Only

Note: Payment Terms are net 30 days from invoice date. Please remit to:
Quality Recording Solutions
425 E Crossville Road, Ste 207
Roswell, GA 30075

Quality results begin with Quality Recording Solutions

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 6.g

FOR: Approval for Officer Clint Earls to attend Crisis Intervention Team Training on February 3 through February 7, 2025, at MLEOTA in Pearl, MS, at no cost to the City – Chief David Errington

DISTRIBUTION: 001-200-611

INTRODUCED BY: Chief David Errington

ATTACHMENTS:

File Name
CIT Training 2025.pdf

Region 8 Mississippi

CRISIS INTERVENTION TEAM TRAINING

The 40 hour CIT training represents an effective approach for dealing with mentally ill individuals who come to the attention of law enforcemtn. Instead of confronting and arresting a peron who shows sighns of emothional distress, CIT members are trained to deal wih the situation and direct the person into treatment instead of jail.

February 3 – 7, 2025
Class Begins at 8:00 am each day

Training location:

MLEOTA
3791 Highway 468 West
Pearl, MS 39208

Register for this course by scanning the QR code.
Contact Barbara should you need help. bloyd@dps.ms.gov

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 6.h

CONSENT AGENDA: $408.00

FOR: Approval for Officers Shawn Walter and John Arnold to attend a STORM Conference in Vicksburg, MS on November 12-14, 2024 with no registration fees and $204.00 each in estimated travel expenses (001-200-610)

DISTRIBUTION: 001-200-610

INTRODUCED BY: Chief David Errington

ATTACHMENTS:

File Name
STORM Conference Agenda.pdf

CITY OF BYRAM ESTIMATED TRAVEL EXPENSES

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

Employee: Shawn Walters Department: Police Department

Destination: Vicksburg, Ms Account #: 001-200-611

Reason for Travel: STORM Conference

Travel dates: 11-12/11-14, 2024 Transportation: City Private

Total Miles in personal vehicle:	0	miles @	0.67	per mile =	$0.00
Personal car if City car available:	0	miles @	0.21	per mile =	$0.00

Other expenses:
(ie: rental car, airfare)

Accomodations: ______ nights @ $89.00 per night = $0.00

Hotel: Confirmation
Deposit paid:
Balance due:

Maximum per diem: 3 days @ $68.00 per day = $204.00
(You <u>must</u> turn in itemized receipts to be reimbursed for expenses up to this maximum amount)

Registration for event:
Estimated travel expense: $204.00 (mileage, max per diem & hotel)

Deptartment Head/Purchasing Clerk Approval: David Berry

*** 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**
*** Please notate tips on your receipt. Meal reimbursement requests should include specific tip amounts**

*** New DFA rates approved 1/2024 Personal vehicle: 0.67 per mile, or .21 per mile if city vehicle available**
*** New DFA rate as of 10/1/24: all areas in MS $68.00 per day**

Office Checklist:
Hotel Reservation
Conference Registration
Mileage advance
Hotel paid by check or CC
Travel package to employee

CITY OF BYRAM ESTIMATED TRAVEL EXPENSES

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

Employee: John Arnold   Department: Police Department

Destination: Vicksburg, Ms   Account #: 001-200-611

Reason for Travel: STORM Conference

Travel dates: 11-12/11-14, 2024   Transportation: City   Private

Total Miles in personal vehicle:	0	miles @	0.67	per mile =	$0.00
Personal car if City car available:	0	miles @	0.21	per mile =	$0.00

Other expenses:
(ie: rental car, airfare)

Accomodations: ______ nights @ $89.00 per night = $0.00

Hotel: ______   Confirmation ______
Deposit paid: ______
Balance due: ______

Maximum per diem: 3 days @ $68.00 per day = $204.00

(You must turn in itemized receipts to be reimbursed for expenses up to this maximum amount)

Registration for event: ______

Estimated travel expense: $204.00 (mileage, max per diem & hotel)

Deptartment Head/Purchasing Clerk Approval: David Kraig

*** 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**

*** Please notate tips on your receipt. Meal reimbursement requests should include specific tip amounts**

*** New DFA rates approved 1/2024 Personal vehicle: 0.67 per mile, or .21 per mile if city vehicle available**

*** New DFA rate as of 10/1/24: all areas in MS $68.00 per day**

Office Checklist:
Hotel Reservation
Conference Registration
Mileage advance
Hotel paid by check or CC
Travel package to employee

STORM Conference Registration

Event Timing: November 12-14, 2024
Event Address: Riverwalk Casino Hotel 1046 Warrenton Rd Vicksburg, Ms 39180
Contact us at ruth.stogner@gluckstadt.net and smontgomery@southaven.org with any questions

Sign in to Google to save your progress. Learn more

* Indicates required question

Name *

Your answer

Email *

Your answer

Last 4 digits of social security number: *

Your answer

Call Phone: *
NOT home or department number

Your answer

Agency/Organization: *

Your answer

Hotel Rooms *

- [ ] I want a STORM paid room for Tuesday and Wednesday nights.
- [ ] I do not want a STORM paid room. I am making my own reservations.

List your preferred roommate/s if you are staying in a STORM provided room *

Your answer

Wednesday Night Meal *

- [ ] No, I do not want to eat the free meal Wednesday night
- [ ] Yes, I do want to eat the free meal Wednesday night

If you signed up for a free hotel room and do not show up for the conference or cancel with at least two weeks notice, then your agency and / or you personally will be responsible for the cost of the room. *

- [ ] I understand and agree to cancel in advance if I am not going to attend
- [ ] I did not sign up for a free room, so this does not apply to me.

BYRAM POLICE DEPARTMENT
CHIEF DAVID W. ERRINGTON
P.O. BOX 720222 ~ BYRAM, MS 39272

TRAINING ORDER

Order: 24-030

To: Officers Shawn Walters & John Arnold

From: Chief Errington

Subject: STORM Conference

Date: October 14, 2024

You are registered to attend the Mississippi S.T.O.R.M. Conference on Novermber 12, 2024 through November 14, 2024, in Vicksburg, Mississippi. Lodging has been made available to you both through the conference registration at the Riverwalk Casino Hotel, 1046 Warrenton Road in Vicksburg. Lodging and Wednesday night meal are paid/provided by STORM. A $68.00/per day per diem for other meals is allowed. Please retain a copy of each itemized receipt along with a credit card receipt if paying by credit card for full reimbursement.

You are authorized to use your assigned city vehicle for travel to and from this training. You are to submit a copy of any certificate awarded and/or a copy of this order with your signature below certifying that you have completed this training course within five business days of the course's completion. Any questions regarding this order shall be directed to the Chief of Police.

David Errington
Chief of Police

I certify that I have attended and successfully completed the above mentioned training course.

Officer Signature

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 6.i

CONSENT AGENDA: $300.00

FOR: Approval for Lt. Ricardo Kincaid to attend a Public Information Officer Training Course in Flowood, MS on November 14 and 15, 2024, with $300 registration fees and no estimated travel expenses (001-200-611)

DISTRIBUTION: 001-200-611

INTRODUCED BY: Chief David Errington

ATTACHMENTS:

File Name
Public Information Officer Training Course R. Kincaid.pdf

Byram Police Department
Employee Training Request

Employees desiring to attend in-service training shall complete this form in full. Any questions should be directed to the requesting employee's direct supervisor or the Training Sergeant.

Name: Ricardo Kincaid EID: 0048

Training Title: Public Information Officer Location (City, State) Flowood, MS

Attach supporting documentation such as course flyers and other important information.

Start Date: 11/14/24 End Date: 11/15/24

Travel Day: ☐ Day before class start ☒ Day of class start (*Choose One*) | ☒ Day of class end ☐ Day after class end (*Choose One*)

Justification for Training Request *(how will the police department benefit from you attending this training?)*

Be able to communicate to the public and the media about law enforcement events that occur within the city of Byram. Be a liaison for the police department and the public

Employee Signature: [signature] Date of Request: 11/16/24

By signing this request, I agree that I may be required to reimburse the City of Byram for all training costs associated with this class if I voluntarily terminate employment within three years of the completion of this class. Training classes should be requested at least 30 days prior to the beginning of the training.

Supervisor Approval: [signature] Date of Approval: 10/18/2024

Supervisor acknowledges the training request and indicates by their approval that they will meet service expectations with staffing on hand in the absence of the employee.

Commander Approval: ______ Date of Approval: ______

Training is pertinent to agency's mission and employee's growth plan as indentified by annual performance reviews.

Chief's Approval: [signature] Date of Approval: 10-18-24

Registration may be now be completed and travel accomdations set.

Training Office:	Estimated Costs	Misc. Notes
☑ Course Registration	$ 300.00	
☐ Rooming Accomodations	$ Ø	
☐ Rental Car // POV Estimate Mileage	$	☑ City vehicle will be used
☐ Airline	$ Ø	
☐ Per Diem (Meals) # of Days: ______	$ Ø	LOCAL
☐ Misc. Fees (i.e. parking, tolls, baggage)	$ Ø	
☐ Board of Alderman Approval		Date: 10-24-2024
☑ Training Order Issued		Training Order Number: 24-033

Therese Apel

EXPERIENCED MEDIA CONSULTING
FOR POLICE, FIRE, AND EMS

THE PREPARED
PUBLIC INFORMATION OFFICER

PUTTING YOUR DEPARTMENT'S BEST FOOT FORWARD
WORKING WITH MEDIA TO YOUR ADVANTAGE

Dates: Nov. 14-15
Instructor: Therese Apel
Course Credits: 16 hours
Cost: $300 (Snacks provided)

To register
or for more info:
Email: thereseapel@outlook.com
Call or text: 769-300-1521

This two-day course is designed to not only familiarize first responders with the role and functions of a public information officer, but to prepare them to best work with the media to achieve the most desirable results. It might be short term, such as press releases, publicity events, or active scenes; or long term projects like cultivating media allies and building community favor. The goal is to bridge those communication gaps between police and the media and to restore harmony and a working relationship between the media, first responders, and the community.

About Therese: Currently the owner of Darkhorse Press, Therese has been a front-lines reporter covering crime and law enforcement spanning three decades. Her experience includes work with The Clarion-Ledger, WLBT, the City of Pearl, the Department of Public Safety, and the Mississippi Emergency Management Agency.

BYRAM POLICE DEPARTMENT
CHIEF DAVID W. ERRINGTON
P.O. BOX 720222 ~ BYRAM, MS 39272

TRAINING ORDER

Order: 24-033

To: LT. Ricardo Kincaid

From: Chief Errington

Subject: Public Information Officer Training

Date: October 18, 2024

You are registered to attend the Public Information Officer Training Course being conducted on November 14th and November 15th at the Flowood Police Department, Flowood, Mississippi. Snacks will be provided for you at no cost. Meals will be provided at your own expense.

You are authorized to use a city vehicle for travel to and from this training. You are to submit a copy of any certificate awarded and/or a copy of this order with your signature below certifying that you have completed this training course within five business days of the course's completion. Any questions regarding this order shall be directed to the Chief of Police.

David Errington
Chief of Police

I certify that I have attended and successfully completed the above mentioned training course.

Officer Signature

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 6.j

CONSENT AGENDA: $13,970.00

FOR: Approval of quote in the amount of $13,970.00 from Fluid Process & Pumps for 2 KSB submersible recessed impeller sewer pumps (400-700-907)

DISTRIBUTION: 400-700-907

INTRODUCED BY: Bill Miley, Director of Public Works

ATTACHMENTS:

File Name
PW shop pump station.pdf

FLUID PROCESS
& PUMPS, LLC
318 LEGGETT DR., RICHLAND, MS 39218
PHONE (601) 664-0233 FAX (601) 664-0144

QUOTATION

To: City of Byram
Attn: Bill Miley

Date: 10/14/24
FPP Quote No.: 7228

Ref: Shop Pump Station

Fluid Process and Pumps, LLC is pleased to offer the following quote for the above referenced project:

Pumps:

(2) KSB submersible recessed impeller pumps model ARX-F-max 080-180/065F4YSG, 8.7HP, 1750RPM, 3/60/230V., with 50' of power and control cord.

****Net Price, FOB Factory, Full Freight Allowed -- $13,970.00****
****Delivery: 5-10 business days**

Notes:
****Price does not include installation, access covers, control panel, valves, gauges, additional piping, or applicable taxes.**
****Price includes start-up service.**

Sincerely,

Ryan Bailey
Fluid Process & Pumps, LLC

Estimate

Cooper Electric
Motor & Pump Sales & Service
102 Katie St
Richland MS, 39218

Date	Estimate #
10/14/24	Q080524

CITY OF BYRAM
ATTN: BILL MILEY

Estimates Are Good For 15 Days Unless Otherwise Noted	Location	P.O. No.	Rep
	SHOP PUMP STATION		CEMS

Qty	Item	Description	Rate	Total
1	PUMP STATION	THANK YOU FOR THE OPPORTUNITY TO QUOTE AS FOLLOWS: (2) KSB PUMP MODEL ARX-F-080-180/065F4YSG 8.7HP, 3/60/230V., 1750RPM, W/ 50' OF POWER CORD.		$15,366.00
1				

Subtotal	$15,36600
Sales Tax (7.0%)	$0.00
Total	$15,366.00

PH# 601-939-2497
Fax# 601-939-6940

Email: CEMSI@Cooperelec.net

Freight not included in pricing unless specified

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 6.k

CONSENT AGENDA: $5,348.27

FOR: Approval of payment in the amount of $5,348.27 to Cooper Electric for a complete rebuild of the Torrence Cove sewer pump (400-700-577)

DISTRIBUTION: 400-700-577

INTRODUCED BY: Public Works Director Bill Miley

ATTACHMENTS:

File Name
Cooper Electric.pdf

PO# 7622

Cooper Electric
Motor & Pump Sales & Service
102 Katie Street - Richland, MS - 39218
(601) 939-2497

Invoice

Customer Number	Invoice Number
C30042	RI-3642

Contact

Order Date	Shipped Date	Invoice Date
8/20/2024	10/9/2024	10/9/2024

Bill To
City of Byram
PO Box 720222
Byram, MS 39272

Ship To
City Of Byram
550 Southpointe Dr
BYRAM, MS 39272

Ship Via	Terms	Received By	Customer PO	Original Order #
	Net 30		7622	R4712

City of byram

ID	E4745	RPM	N/a	Cord/Cap	Y
nersible Pump-Make	Baramesa	1 OR 3 Phase	3	Lifting Bracket	Y
ersible Pump-Model	PF4NC7534	Connected Volt	230	Mating Flange	Y
rsible Pump-Serial #	N/a	Connected Amp	23.6	Chain	N

Product ID	Qty	Ship	Description	Sales Price		Total
Complete Rebuild ***RUSH***						5,294.16

Rewind
Bearing Kit, Seal Kit, Oring Kit, Oil
Flange Gasket
Machine Work
Repot Cord Cap/Junction Box Assembly
New Power Cord
New Control Cord
Disassemble
Clean & Inspect Parts
Reassemble, Test & Paint

400-700-577

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OCT 1 . 2024
Byram Purchasing

An Interest Fee Will Be Assessed For Past Due Invoices.

	Subtotal:	5,294.16
	Freight:	54.11
	Other:	0.00
0.0000 %	Sales Tax 1:	0.00
0.0000 %	Sales Tax 2:	0.00
	Total:	5,348.27

Thank You!

Our Tax ID: 43-2033456
Your Tax ID:
Sales Tax Code 1: No Sales Tax on Sales

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 6.1

CONSENT AGENDA: $434,728.00

FOR: Approval of payment in the amount of $434,728.00 to Hemphill Construction Company for the Terry Road Bridge Pile Stabilization Project (132-301-910 / 001-301-910)

DISTRIBUTION: 132-301-910 / 001-301-910

INTRODUCED BY: Public Works Director Bill Miley

ATTACHMENTS:

File Name
Terry Road Pile Stabilization - Contractor Estimate #1 (FINAL).pdf

MᶜMASTER & ASSOCIATES, INC.
CIVIL ENGINEERS & LAND SURVEYORS

TRANSMITTAL MEMORANDUM

Transmitted Via:

To: Angela Richburg
City of Byram, MS

Mail: _____

From: Kohl Bailey

Hand Delivered: _____

Date: October 17, 2024

Overnight Mail: _____

Subject: Terry Road Pile Stabilization
City of Byram, Mississippi
Contractor Estimate #1 (FINAL)

Email: X

Pages w/Cover: _____

Fax Number: _____

Items Enclosed/Description

Please find the attached Contractor Estimate #1 from Hemphill Construction Company for the above-referenced project. The estimate has been reviewed and payment is recommended in the amount of **$434,728.00.**

Let me know if you have any questions or need anything else. My contact information is below.

Sincerely,

Kohl Bailey

Kohl Bailey
Construction Manager
Kohl@mcmastereng.com
Ph: 601-594-0677

HEMPHILL CONSTRUCTION COMPANY
FLORENCE, MS SINCE 1963

P.O. Drawer 879
Florence, MS 39073-0879

Phone: 601-932-2060
Fax: 601-932-2550

Municipal & Public Works Construction   Heavy & Highway Construction

INVOICE

City of Byram
5901 Terry Road
Byram, MS 39272

Mail Payment to:
Hemphill Construction Company, Inc.
P.O. Drawer 879
Florence, MS 39073-0879

INVOICE DATE: **10/07/24**
INVOICE #: **H24138-01F**
JOB RE: **H24138- Byram Terry Road Pile Stabilization**
TERMS: **Net 30 days**

Contract Item	Invoice Quantity	Unit Price	U/M	Total This Invoice
1 Mobilization	1.00	74,500.00	LS	74,500.00
2 Removal of Debris/Vegetation	1.00	17,750.00	LS	17,750.00
3 Removal of Exist. Construction Entrance	1.00	13,950.00	LS	13,950.00
4 Earth Fill, Class C (P.M.)	630.00	47.75	CY	30,082.50
5 Rock RipRap (200#)	213.52	87.50	TON	18,683.00
6 Temporary Bridge Shoring & Bracing	1.00	95,000.00	LS	95,000.00
7 Helical Piles	8.00	8,750.00	EA	70,000.00
8 Concrete Footing Encasement	2.00	39,500.00	EA	79,000.00
9 Flowable Fill	4.30	1,250.00	CY	5,375.00
10 Geotextile, Type V, AOS 0.21-0.43	500.00	7.25	SY	3,625.00
11 Excelsior Blanket	0.00	34.50	SY	0.00
12 Silt Fence	0.00	7.50	LF	0.00
13 Seeding	0.25	4,250.00	AC	1,062.50
14 Agricultural Limestone	0.00	9,500.00	TON	0.00
15 Commercial Fertilizer (13-13-13)	0.10	9,500.00	TON	950.00
16 Vegetative Materials for Mulch	0.00	4,250.00	TON	0.00
17 Maintenance of Traffic	1.00	24,750.00	LS	24,750.00
18 Additional Construction Signs	0.00	10.00	SF	0.00

Please Pay From This Invoice

A service charge of 1-1/2% per month, which is annual rate of 18% will be added for all past due amounts.

The difficult we do immediately, the impossible takes a little longer!

INVOICE

City of Byram **5901 Terry Road** **Byram, MS 39272**	**INVOICE DATE:** **10/07/24** **INVOICE #:** **H24138-01F** **JOB RE:** **H24138- Byram Terry Road Pile Stabilization** **TERMS:** **Net 30 days**

Mail Payment to:
Hemphill Construction Company, Inc.
P.O. Drawer 879
Florence, MS 39073-0879

Contract Item	Invoice Quantity	Unit Price	U/M	Total This Invoice
	Total To Date :			434,728.00
	Less Previous Payments:			0.00
	Total Due This Invoice :			**434,728.00**

Please Pay From This Invoice

A service charge of 1-1/2% per month, which is annual rate of 18% will be added for all past due amounts.

The difficult we do immediately, the impossible takes a little longer!

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 6.m

CONSENT AGENDA: $238.00

FOR: Approval of payment in the amount of $238.00 to the American Public Works Association, renewal of membership dues for Bill Miley (001-301-622)

DISTRIBUTION: 001-301-622

INTRODUCED BY: Public Works Director Bill Miley

ATTACHMENTS:

File Name
APWA.pdf

Invoice

Sales Order #: 000849716
Total: USD 238.00

From American Public Works Association
American Public Works Association
PO Box 505612
St. Louis, MO 63150-5612
(800) 848-2792
https://www.apwa.org

To William Miley
PO Box 720222
Byram
Mississippi
39272
United States

Line Description	Quantity	List Price	Sale Price	Total
Individual	1	USD 238.00	USD 238.00	USD 238.00

Subtotal	USD 238.00
APWA Tax Class Default Tax Rate	USD 0.00
Total	**USD 238.00**
Balance Due	**USD 238.00**

RECEIVED
OCT 16 2024
Byram Public Works

001-301-622

RECEIVED
OCT 1? 2024
Byram Purchasing

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 6.n

CONSENT AGENDA: $50,344.32

FOR: Approval of payment in the amount of $50,344.32 to Hemphill Construction Company for the Gary Road LPA Project (001-301-910)

DISTRIBUTION: 001-301-910

INTRODUCED BY: Public Works Director Bill Miley

ATTACHMENTS:

File Name
24.10.24 Gary Road Bridge Repair Invoice.pdf

LPA-001 v 1.2 | MISSISSIPPI DEPARTMENT OF TRANSPORTATION | STP-7315-00(003)/109221701

Revised Apr. 02, 2009 | Contractor's Estimate - Recap Sheet | Printed: 10/16/2024 11:37 am

Vendor Number	3100025463 0	Completion Date	00/00/0000
Contract ID	LSTP731500003	Time Units / Days to be Allowed	51.00
In Account With	City of Byram P.O. Box 720222, Byram, MS, 39272		
FMS Contract Number	OG00001414		
Estimate Number	0003 FINAL	Period	04/01/2024 Thru

Project County: HINDS (25)	Current Period	Previous Estimate	Total Allowed to Date
Project Number: 109221701000 [STP-7315-00(003)/109221701]			
Total Cost (Participating)	$50,344.22	$352,127.44	$402,471.66
Total Cost	$50,344.22	$352,127.44	$402,471.66
Project Total	$50,344.22	$352,127.44	$402,471.66
% Matching Funds Deduction for LPA 50.00000 %	($25,172.11)	($176,063.72)	($201,235.83)
Total Net Amount Owed to LPA	$25,172.11	$176,063.72	$201,235.83
Total Contract Net Work Due	$25,172.11	$176,063.72	$201,235.83
Time Units / Days Used	0.000000	50.974000	50.974000
Contract % Complete (Dollars)	12.51 %	87.49 %	100.00 %
Contract % Elapsed Time	0.000000%	99.950000%	99.950000 %

Quantities Checked
Original Signed
Goza, Cole (15-11)

Cole Goza
Project Engineer

LPA Official: ______________________

Approved:
Chief Engineer by
Original Signed
Mitchell Young, P.E.

____
LPA Engineer

Completion Date: 00/00/0000
Calendar Days to be Allowed: 51.00
Total Contract Bid Amount: $453,265.50
Total Contract Current Amount: $402,471.65
Productive Days to be Allowed: 51.000000
Total Productive Days Assessed: 50.970000
Contract % Elapsed Time (Productive Days): 99.950000 %
Progress of Project: 0.050000 %

$50,344.22

CAD002 v 1.7	MISSISSIPPI DEPARTMENT OF TRANSPORTATION	STP-7315-00(003)/109221701
Revised Oct. 10, 2008	Contractor's Estimate - Detail Sheet	Printed: 10/16/2024

Vendor Number	3100025463 0	Date Let	07/06/2023	MPC	Not Found
Contract ID	LSTP731500003	Award Date	08/01/2023		
In Account With	City of Byram P.O. Box 720222, Byram, MS, 39272				
Surety	Default Surety For LPA Contract				
FMS CC Number	OG00001414				
Estimate Number	0003 FINAL	Period	04/01/2024 Thru 10/16/2024		

Project Number	**109221701000 | STP-7315-00(003)/109221701 HINDS (25)**	**Category**	**Bridge**

	Line No	**Item Number**	**AC**	**Item**	**Total Quantities**			**Unit**	**Unit Price**	**Amount**	
					Final Adjusted Contract Qty	**Current**	**Allowed-to-Date**			**Current**	**Allowed-to-Date**
1	0010	201-A001		Clearing and Grubbing	1.000	0.000	1.000	LS	21,500.00	0.00	21,500.00
1	0020	202-B007		Removal of Asphalt Pavement, All Depths	179.000	0.000	179.000	SY	25.75	0.00	4,609.25
1	0030	202-B023		Removal of Bridge	1.000	0.000	1.000	EA	25,750.00	0.00	25,750.00
1	0040	203-A001	E	Unclassified Excavation, FM, AH	50.360	0.360	50.360	CY	32.50	11.70	1,636.70
1	0050	203-EX021	E	Borrow Excavation, AH, FME, Class B9-6	0.000	0.000	0.000	CY	36.75	0.00	0.00
1	0060	203-G002	E	Excess Excavation, LVM, AH	450.000	0.000	450.000	CY	24.50	0.00	11,025.00
1	0070	225-A001		Grassing	0.000	0.000	0.000	ACRE	2,150.00	0.00	0.00
1	0080	225-B001		Agricultural Limestone	0.000	0.000	0.000	TON	500.00	0.00	0.00
1	0090	225-C001		Mulch, Vegetative Mulch	0.000	0.000	0.000	TON	550.00	0.00	0.00
1	0100	907-234-A001		Temporary Silt Fence	200.000	0.000	200.000	LF	6.25	0.00	1,250.00
1	0110	237-A002		Wattles, 20"	100.000	0.000	100.000	LF	6.50	0.00	650.00
1	0120	249-B001		Remove and Reset Riprap	10.000	0.000	10.000	CY	650.00	0.00	6,500.00
1	0130	304-A010	GY	Granular Material, LVM, Class 9, Group B	0.000	-86.000	0.000	CY	95.75	-8,234.50	0.00
1	0140	403-A003	BA1	12.5-mm, ST, Asphalt Pavement	0.000	-36.260	0.000	TON	365.00	-13,234.90	0.00
1	0150	403-A006	BA1	19-mm, ST, Asphalt Pavement	0.000	-61.820	0.000	TON	300.00	-18,546.00	0.00
1	0160	406-A002		Cold Milling of Bituminous Pavement, All Depths	139.000	0.000	139.000	SY	35.00	0.00	4,865.00
1	0170	601-A001	S	Class "B" Structural Concrete	1.880	0.000	1.880	CY	10.00	0.00	18.80
1	0180	602-A001	S	Reinforcing Steel	35.000	0.000	35.000	LBS	8.75	0.00	306.25
1	0190	606-F001		Guard Rail, Remove and Replace Guard Rail & Posts	200.000	0.000	200.000	LF	65.00	0.00	13,000.00
1	0210	618-B001		Additional Construction Signs	0.000	0.000	0.000	SF	10.00	0.00	0.00
1	0220	619-C7001		Two-Way Yellow Reflective High Performance Raised Marker	6.000	0.000	6.000	EA	75.00	0.00	450.00
1	0230	619-D3001		Remove and Reset Signs, All Sizes	4.000	0.000	4.000	EA	750.00	0.00	3,000.00

	Line No	Item Number	AC	Item	Total Quantities			Unit	Unit Price	Amount	
					Final Adjusted Contract Qty	Current	Allowed-to-Date			Current	Allowed-to-Date
1	0250	626-C003		6" Thermoplastic Edge Stripe, Continuous White	366.000	0.000	366.000	LF	7.25	0.00	2,653.50
1	0260	626-E003		6" Thermoplastic Traffic Stripe, Continuous Yellow	366.000	0.000	366.000	LF	8.00	0.00	2,928.00
1	0270	803-D001	S	HP 10 x 42 Steel Piling	710.000	0.000	710.000	LF	93.50	0.00	66,385.00
1	0280	907-803-I003	S	PDA Test Pile, HP Steel Pile	1.000	0.000	1.000	EA	11,250.00	0.00	11,250.00
1	0290	907-803-J001	S	Pile Restrike	0.000	0.000	0.000	EA	500.00	0.00	0.00
1	0300	810-A001	S	Structural Steel	1,314.000	0.000	1,314.000	LBS	14.50	0.00	19,053.00
1	0310	815-A007	S	Loose Riprap, Size 300	137.660	1.300	137.660	TON	102.50	133.25	14,110.15
1	0320	815-E001	S	Geotextile under Riprap	118.000	0.000	118.000	SY	4.50	0.00	531.01
1	0330	907-824-A003		General Epoxy Repair	0.000	0.000	0.000	SF	335.00	0.00	0.00
1	0340	907-824-PP004		Bridge Repair, Reinstall Existing Bridge Components	1.000	0.000	1.000	LS	47,500.00	0.00	47,500.00
									Total Bridge Items	**-39,870.45**	**258,971.66**
									Total Participating Direct Items	**-39,870.45**	**258,971.66**
									Total Non-Participating Direct Items	**0.00**	**0.00**
Total Direct Items on Contract = 258,971.65									**Total Direct Items**	**-39,870.45**	**258,971.66**

Dependent Items

Part	Line No	Item Number	AC	Item	Total Quantities			Unit	Unit Price	Amount	
					Contract Qty	Current	Allowed-to-Date			Current	Allowed-to-Date
1	0200	618-A001		Maintenance of Traffic	1.000000	0.035300	1.000000	LS	8,250.00	291.22	8,250.00
1	0240	620-A001		Mobilization	1.000000	0.664900	1.000000	LS	135,250.00	89,923.45	135,250.00
									Total Participating Dependent Items	**90,214.67**	**143,500.00**
									Total Non-Participating Dependent Items	**0.00**	**0.00**
									Total Dependent Items	**90,214.67**	**143,500.00**
									Total Project Participating Construction Items	**50,344.22**	**402,471.66**
									Total Project Non-Participating Construction Items	**0.00**	**0.00**
									Total Project Construction Items	**50,344.22**	**402,471.66**

Stockpiled Material Adjustments

	Line No	Item Number	Item Description	Adjustment Description	Current	Allowed-to-Date
				Total Participating Stockpiled Material Adjustments	**0.00**	**0.00**
				Total Participating Costs (on CAD001)	**50,344.22**	**402,471.66**
				Total Non-Participating Costs (on CAD001)	**0.00**	**0.00**

Project: 109221701000 | STP-7315-00(003)/109221701					Total Costs (on CAD001)	50,344.22	402,471.66
Fuel And Material Adjustments							
	Line No	**Item Number**	**Item Description**	**Adjustment Description**	**Price Difference**	**Current**	**Allowed-to-Date**
					Total Participating Fuel And Material Adjustments	0.00	0.00
					Total Non-Participating Fuel And Material Adjustments	0.00	0.00
					Total Fuel And Material Adjustments	0.00	0.00
Total Construction Cost on Contract = 402,471.65					**Total Contract Net Work Due (on CAD001)**	50,344.22	402,471.66

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 6.o

CONSENT AGENDA: $13,803.82

FOR: Approval of payment in the amount of $13,803.82 to McMaster & Associates, final invoice for CE&I services for the Gary Road Bridge LPA Project (001-301-602)

DISTRIBUTION: 001-301-602

INTRODUCED BY: Public Works Director Bill Miley

ATTACHMENTS:

File Name
CEI Invoice FINAL Gary Road Bridge.pdf

LPA-CSU-001 For LPA's

REV 4/01/2016

MISSISSIPPI DEPARTMENT OF TRANSPORTATION
MDOT REIMBURSEMENT ESTIMATE - RECAP SHEET

Date Processed October 17, 2024 | P.O. No. 3941
Vendor Number **3100025463 0** | MDOT Project Number **STP-7315-00(003)LPA** | Invoice Number : 4
Project No. 109221-701000 | County **Hinds** | Sheet No. 1
In Account With City of Byram | Address P.O. Box 720222, Byram, MS 39272
Contract Number: **CS 00006670** | Surety
Est. No. 4 | Final | Period May 29, 2024 THRU October 17, 2024 | Document No.

	Line Item	OCA	User Code 1	Object	Project Number / Detail Code	User Code 2	Current Period	Previous Estimate	Total Allowed to Date
Total Participating Cost	000001	080120	153	1612	109221-701000	1	13,803.82	65,851.21	79,655.03
Total							13,803.82	65,851.21	79,655.03
Total All Work Due							13,803.82	65,851.21	79,655.03
Total Net Work Due							**13,803.82**	**65,851.21**	**79,655.03**

Quantities Checked
Original Signed — Cole Goza
McMaster & Associates, Inc. — Project Engineer
LPA Official — Bin [signature]
City of Byram

Approved By:
Consultant Services Unit Director - Stephen Rone

Contract Not To Exceed Amount
$82,635.10

AMOUNT OF PAYMENT FOR PROGRESS ESTIMATES AND FINAL ESTIMATES SHOULD BE ROUNDED TO THE NEAREST CENTS ($0.00)

NTP Date
August 30, 2023
Termination Date
TBD

		Line Item	OCA	User Code 1	Object	Project Number / Detail Code	User Code 2	Current Period	Previous Estimate	Total Allowed to Date
% Matching Funds Deduction for LPA	**50.00000%**	001	080120	153	1612	109221-701000	1	(6,901.91)	(32,925.61)	(39,827.52)
TOTAL Net Amount Owed to the LPA								**6,901.91**	**32,925.60**	**39,827.51**

THE SOLE PURPOSE OF THE ENGINEER'S SIGNATURE IS TO ACKNOWLEDGE THAT THE LPA HAS SUBMITTED ALL REQUIRED DATA BY THE LPA MANUAL FOR PAYMENT

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 7.a

FOR: Approval of Claims Docket in the amount of $193,099.83 from 10/2/24 to 10/16/24 - City Clerk Angela Richburg

INTRODUCED BY: City Clerk Angela Richburg

ATTACHMENTS:

File Name
Claims Docket.pdf

CITY OF BYRAM

Claims Docket

10/02/2024 to 10/16/2024

OCTOBER 25, 2024 CHECK RUN

Paid Claims:

PACKET # 8644	$63,210.67	AGENDA RUN 10/11/2024 (IN HOUSE)	Pages 1-3 attached

Unpaid Claims:

PACKET # 8650	$94,655.82	10/25/2024 2nd A.P. (A/P AUTOMATION)	Pages 4-9 attached
PACKET # 8664	$22,108.69	10/25/2024 2nd A.P. (IN HOUSE)	Page 10 attached
PACKET # 8665	$13,124.65	10/25/2024 2nd A.P. (SEWER AUTOMATION)	Page 11 attached

Total Claims:	$193,099.83

Page 1

City of Byram, MS

Docket of Claims Register

APPKT008644 - AGENDA RUN 10/11/2024 (IN HOUSE)

By Docket/Claim Number

Vendor #	Vendor Name / Payable Number	Docket/Claim # / Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount / Distribution Amount
00004	A COMPLETE FLAG SOURCE	DKT0038055					295.00
	47148-2	REISSUED - PO 7342 AMERICAN FLAG	Invoice	05/17/2024	REISSUED - PO 7342 AMERICAN FLAG	001-200-505	295.00
02494	AD & S, INC.	DKT0038056					1,750.00
	04222024	ANNUAL RENEWAL FOR FINGERPRO 0:	Invoice	04/22/2024	ANNUAL RENEWAL FOR FINGERPRO 0:	001-200-650	1,750.00
00161	AT & T	DKT0038057					233.13
	09292024	ACCT# 8310012904295 (CIRCUIT) 09/2	Invoice	09/29/2024	ACCT# 8310012904295 (CIRCUIT) 09/2	001-200-605	233.13
00048	CENTERPOINT ENERGY	DKT0038058					82.90
	FD10032024	ACCT# 6400010056-6 (FIRE) 08/26/24	Invoice	10/03/2024	ACCT# 6400010056-6 (FIRE) 08/26/24	001-260-630	82.90
00048	CENTERPOINT ENERGY	DKT0038059					113.03
	PW10032024-2	ACCT# 11826065-2 (GENERATOR) 08/2	Invoice	10/03/2024	ACCT# 11826065-2 (GENERATOR) 08/2	400-700-630	113.03
00048	CENTERPOINT ENERGY	DKT0038060					45.91
	PD10032024-2	ACCT# 6402101524-9 (POLICE) 08/26/	Invoice	10/03/2024	ACCT# 6402101524-9 (POLICE) 08/26/	001-200-630	45.91
00048	CENTERPOINT ENERGY	DKT0038061					68.34
	PD10032024	ACCT# 8751379-2 (POLICE) 08/26/24 -	Invoice	10/03/2024	ACCT# 8751379-2 (POLICE) 08/26/24 -	001-200-630	68.34
00048	CENTERPOINT ENERGY	DKT0038062					67.44
	PW10032024-1	ACCT# 9314167-9 (PUBLIC WORKS) 08	Invoice	10/03/2024	ACCT# 9314167-9 (PUBLIC WORKS) 08	001-301-630	33.72
						400-700-630	33.72
00048	CENTERPOINT ENERGY	DKT0038063					48.81
	CH10032024	ACCT# 10679376-3 (GENERATOR) 08/2	Invoice	10/03/2024	ACCT# 10679376-3 (GENERATOR) 08/2	001-195-630	48.81
02932	CITY OF BYRAM CADENCE GENEI	DKT0038064					34,745.06
	10112024-2	OCTOBER 2024 PAYROLL & A/P TRANS	Invoice	10/11/2024	OCTOBER 2024 PAYROLL & A/P TRANS	400-000-005	2,745.06
	10112024-3	OCTOBER 2024 BOND & INTEREST	Invoice	10/11/2024	OCTOBER 2024 BOND & INTEREST	400-900-991	32,000.00
02932	CITY OF BYRAM CADENCE GENEI	DKT0038065					7,087.13
	10112024-1	SEPTEMBER 2024 PAYROLL & A/P TRAI	Invoice	10/11/2024	SEPTEMBER 2024 PAYROLL & A/P TRAI	400-000-005	7,087.13
00052	COMCAST	DKT0038066					157.82
	PW09282024	ACCT# 8396 41 046 0073014 (10/03/2	Invoice	09/28/2024	ACCT# 8396 41 046 0073014 (10/03/2	001-301-605	78.91
						400-700-605	78.91
00019	GUEST CONSULTANTS, INC	DKT0038067					3,452.50
	7383	SEWER DESLUDGE PROJECT # 22-051	Invoice	10/04/2024	SEWER DESLUDGE PROJECT # 22-051	400-700-602	3,452.50
00019	GUEST CONSULTANTS, INC	DKT0038068					6,312.50
	7384	PROJECTS & PLAN REVIEW	Invoice	10/04/2024	PROJECTS & PLAN REVIEW	001-195-602	6,312.50

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Vendor #	Vendor Name / Payable Number	Docket/Claim # / Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount / Distribution Amount
02736	LITTLES, PATRICK	DKT0038069					105.00
	INV0083348	AR U10 G @ 9:30 A.M.	Invoice	09/28/2024	AR U10 G @ 9:30 A.M.	001-550-665	20.00
	INV0083351	REFEREED U10 B @ 10:30 A.M.	Invoice	09/28/2024	REFEREED U10 B @ 10:30 A.M.	001-550-665	30.00
	INV0083358	AR U10 G @ 11:30 A.M.	Invoice	09/28/2024	AR U10 G @ 11:30 A.M.	001-550-665	20.00
	INV0083362	REFEREED U12 B @ 12:30 P.M.	Invoice	09/28/2024	REFEREED U12 B @ 12:30 P.M.	001-550-665	35.00
02419	MCMASTER & ASSOCIATES, INC.	DKT0038070					6,310.46
	09272024	JOB NO. M-3090 TERRY ROAD BRIDGE	Invoice	09/27/2024	JOB NO. M-3090 TERRY ROAD BRIDGE	001-301-602	5,060.46
	3325	PROFESSIONAL SERVICES THROUGH 0!	Invoice	09/27/2024	PROFESSIONAL SERVICES THROUGH 0!	001-550-602	1,250.00
03070	MELVIN, MICHAEL A.	DKT0038071					70.00
	INV0083360	REFEREED U10 B @ 12:30 P.M.	Invoice	09/28/2024	REFEREED U10 B @ 12:30 P.M.	001-550-665	30.00
	INV0083365	REFEREED U14-16 @ 1:30 P.M.	Invoice	09/28/2024	REFEREED U14-16 @ 1:30 P.M.	001-550-665	40.00
03065	MOSES, DENNIS KEITH	DKT0038072					70.00
	INV0083347	AR U10 G @ 9:30 A.M.	Invoice	09/28/2024	AR U10 G @ 9:30 A.M.	001-550-665	20.00
	INV0083353	AR U10 B @ 10:30 A.M.	Invoice	09/28/2024	AR U10 B @ 10:30 A.M.	001-550-665	20.00
	INV0083356	REFEREED U10 G @ 11:30 A.M.	Invoice	09/28/2024	REFEREED U10 G @ 11:30 A.M.	001-550-665	30.00
02076	OTHELLO, JERWAUL MAXEN	DKT0038073					100.00
	INV0083344	REFEREED U8 B @ 9:15 A.M.	Invoice	09/28/2024	REFEREED U8 B @ 9:15 A.M.	001-550-665	25.00
	INV0083349	REFEREED U8 B @ 10:15 A.M.	Invoice	09/28/2024	REFEREED U8 B @ 10:15 A.M.	001-550-665	25.00
	INV0083354	REFEREED U8 B @ 11:15 A.M.	Invoice	09/28/2024	REFEREED U8 B @ 11:15 A.M.	001-550-665	25.00
	INV0083363	AR U12 B @ 12:30 P.M.	Invoice	09/28/2024	AR U12 B @ 12:30 P.M.	001-550-665	25.00
02224	PERSONNEL CONCEPTS	DKT0038074					30.70
	10092024	CUSTOMER # 25P16395 - COMPLIANC	Invoice	10/09/2024	CUSTOMER # 25P16395 - COMPLIANC	001-195-500	6.14
						001-200-500	6.14
						001-260-500	12.28
						001-301-500	6.14
02734	QUINN, KAILYN AOLANI	DKT0038075					100.00
	INV0083345	REFEREED U8 G @ 9:15 A.M.	Invoice	09/28/2024	REFEREED U8 G @ 9:15 A.M.	001-550-665	25.00
	INV0083350	REFEREED U8 G @ 10:15 A.M.	Invoice	09/28/2024	REFEREED U8 G @ 10:15 A.M.	001-550-665	25.00
	INV0083355	REFEREED U8 G @ 11:15 A.M.	Invoice	09/28/2024	REFEREED U8 G @ 11:15 A.M.	001-550-665	25.00
	INV0083364	AR U12 B @ 12:30 P.M.	Invoice	09/28/2024	AR U12 B @ 12:30 P.M.	001-550-665	25.00
02817	QUINN, SHAMEKA R	DKT0038076					150.00
	10012024	DIRECTOR OF COACHING 10/01/2024	Invoice	10/01/2024	DIRECTOR OF COACHING 10/01/2024	001-550-665	37.50
	10042024	DIRECTOR OF COACHING 10/04/2024	Invoice	10/04/2024	DIRECTOR OF COACHING 10/04/2024	001-550-665	37.50
	10082024	DIRECTOR OF COACHING 10/08/2024	Invoice	10/08/2024	DIRECTOR OF COACHING 10/08/2024	001-550-665	37.50
	10102024	DIRECTOR OF COACHING 10/10/2024	Invoice	10/10/2024	DIRECTOR OF COACHING 10/10/2024	001-550-665	37.50
00194	THE SOUTHERN CONNECTION, LI	DKT0038077					1,400.00
	31435	PO7595-22-02-POWER DISTRIBUTION	Invoice	07/26/2024	PO7595-22-02-POWER DISTRIBUTION	001-200-903	1,400.00

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Vendor #	Vendor Name / Payable Number	Docket/Claim # / Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount / Distribution Amount
02958	THOMAS, CRAIG LEWIS	DKT0038078					125.00
	INV0083346	REFEREED U10 G @ 9:30 A.M.	Invoice	09/28/2024	REFEREED U10 G @ 9:30 A.M.	001-550-665	30.00
	INV0083352	AR U10 B @ 10:30 A.M.	Invoice	09/28/2024	AR U10 B @ 10:30 A.M.	001-550-665	20.00
	INV0083357	AR U10 G @ 11:30 A.M.	Invoice	09/28/2024	AR U10 G @ 11:30 A.M.	001-550-665	20.00
	INV0083361	AR U10 B @ 12:30 P.M.	Invoice	09/28/2024	AR U10 B @ 12:30 P.M.	001-550-665	20.00
	INV0083366	AR U14-16 @ 1:30 P.M.	Invoice	09/28/2024	AR U14-16 @ 1:30 P.M.	001-550-665	35.00
00340	THORNTON, MELVIN G	DKT0038079					44.94
	86142	OIL CHANGE	Invoice	07/30/2024	OIL CHANGE	001-200-570	44.94
03073	WALKER, LAUREN ALEXANDRIA S	DKT0038080					55.00
	INV0083385	AR U10 B @ 12:30 P.M.	Invoice	09/28/2024	AR U10 B @ 12:30 P.M.	001-550-665	20.00
	INV0083386	AR U14-16 @ 1:30 P.M.	Invoice	09/28/2024	AR U14-16 @ 1:30 P.M.	001-550-665	35.00
01516	WILLIAMS, LEWIS L	DKT0038081					190.00
	10052024	REFEREE ASSIGNOR WEEK ENDING 10,	Invoice	10/05/2024	REFEREE ASSIGNOR WEEK ENDING 10,	001-550-665	70.00
	10112024	REFEREE ASSIGNOR WEEK ENDING10/	Invoice	10/11/2024	REFEREE ASSIGNOR WEEK ENDING10/	001-550-665	70.00
	INV0083359	REFEREED U12 G @ 11 A.M. (SOLO)	Invoice	09/28/2024	REFEREED U12 G @ 11 A.M. (SOLO)	001-550-665	50.00

Total Claims: 27 **Total Payment Amount: 63,210.67**

City of Byram, MS

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By Docket/Claim Number

Vendor #	Vendor Name / Payable Number	Docket/Claim # / Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount / Distribution Amount
02494	AD&S, INC.	DKT0038082					1,750.00
	10072024	ANNUAL RENEWAL FOR FINGERPRO 0:	Invoice	10/07/2024	ANNUAL RENEWAL FOR FINGERPRO 0:	001-200-650	1,750.00
02047	AMAZON CAPITAL SERVICES	DKT0038083					572.40
	11M6-JFL3-M6NN	CREDIT - WOOD DESK NAME PLATE FC	Credit Memo	10/02/2024	CREDIT - WOOD DESK NAME PLATE FC	001-260-500	-35.27
	1FD4-H11V-PLDV	OFFICE SUPPLIES	Invoice	10/18/2024	3 MONTH VIEW HORIZONTAL CALEND	001-195-500	37.68
					3 MONTH VIEW VERTICAL CALENDAR	001-195-500	9.95
					PACKING TAPE	001-200-505	15.79
					STAMP FOR COURT	001-110-500	10.39
					STAMPS FOR COURT	001-110-500	59.34
					TONER CATRIDGES	001-110-500	190.30
	1H1Q-HF3M-KGLK	4TH OF JULY SOCKS & SHOELACES AM	Invoice	10/11/2024	4TH OF JULY SOCKS & SHOELACES AM	001-195-505	34.47
	1JRW-1JRL-9X9V	CHILDREN'S BOOKS FOR READ FOR A T	Invoice	10/16/2024	CHILDREN'S BOOKS FOR READ FOR A T	001-100-646	249.75
01377	APPLICATION DATA SYSTEMS, IN	DKT0038084					200.00
	11867	PO7618- Labels For Printer	Invoice	10/02/2024	PO7618- Labels For Printer	001-200-500	100.00
					PO7618- Ribbon For Printer	001-200-500	100.00
00161	AT & T	DKT0038085					214.61
	8728863908	NCIC MONITORING 09/01/2024 - 09/3	Invoice	10/01/2024	NCIC MONITORING 09/01/2024 - 09/3	001-200-609	214.61
02717	AVS CONSULTING, LLC	DKT0038086					400.00
	8450	PRE-EMPLOYMENT EVAL (ROSS, MARK	Invoice	10/08/2024	PRE-EMPLOYMENT EVAL (ROSS, MARK	001-200-699	400.00
02960	BRADY INDUSTRIES OF MISSISSIF	DKT0038087					101.51
	9326126	PINE CLEANER, PAPERTOWELS, CENTE	Invoice	10/09/2024	PINE CLEANER, PAPERTOWELS, CENTE	001-195-510	101.51
00671	BROOKS, NICHOLAS	DKT0038088					90.00
	110	AHA HEALTHCARE PROVIDER CPR	Invoice	10/04/2024	AHA HEALTHCARE PROVIDER CPR	001-200-611	90.00
00910	BUDGET OFFICE FUNITURE	DKT0038089					5,907.00
	75692	HR OFFICE FURNITURE	Invoice	10/08/2024	HR OFFICE FURNITURE	001-140-530	394.00
					HR OFFICE FURNITURE	001-140-530	1,195.00
					HR OFFICE FURNITURE	001-140-530	1,398.00
					HR OFFICE FURNITURE	001-195-530	825.00
					HR OFFICE FURNITURE	001-195-530	2,095.00
01823	BYRAM CHAMBER OF COMMERC	DKT0038090					480.00
	1330	BYRAM CHAMBER FALL GALLA 6 TICKE	Invoice	10/14/2024	BYRAM CHAMBER FALL GALLA 6 TICKE	001-100-646	480.00
00482	CENTRAL MS AUTO PARTS INC.	DKT0038091					321.55
	766992	PO7631 HOSE FOR SIDE ARM CUTTER	Invoice	10/04/2024	PO7631 HOSE FOR SIDE ARM CUTTER	001-301-575	321.55

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Vendor #	Vendor Name / Payable Number	Docket/Claim # / Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount / Distribution Amount
01197	CINTAS CORPORATION #210	DKT0038092					75.34
	4207260767	UNIFORM RENTALS	Invoice	10/03/2024	UNIFORM RENTALS	001-301-535	29.66
						001-550-535	2.71
						400-700-535	5.30
	4207977633	UNIFORM RENTALS	Invoice	10/10/2024	UNIFORM RENTALS	001-301-535	29.66
						001-550-535	2.71
						400-700-535	5.30
03051	CMI, INC.	DKT0038093					530.00
	953579	INTOX 1800 Kit w/case/Intoxilyzer	Invoice	09/30/2024	INTOX 1800 Kit w/case/Intoxilyzer	001-200-902	480.00
					Mouthpieces for INTOX 1800 Kit w/cas	001-200-902	50.00
00052	COMCAST	DKT0038094					269.96
	FD10092024	ACCT# 8396410460114198 (10/13/20.	Invoice	10/09/2024	ACCT# 8396410460114198 (10/13/20.	001-260-605	269.96
00730	DICKERSON & BOWEN	DKT0038095					192.02
	86630	SURFACE SC-1 TYPE 2/TON	Invoice	09/30/2024	SURFACE SC-1 TYPE 2/TON	001-301-572	76.50
	86666	SURFACE SC-1 TYPE 2	Invoice	10/03/2024	SURFACE SC-1 TYPE 2	001-301-572	115.52
00516	DULANEY ELECTRIC & ASSOCIATI	DKT0038096					328.18
	9857	PO7664 REPLACED 20A BREAKERS AT	Invoice	10/11/2024	PO7664 REPLACED 20A BREAKERS AT	001-550-576	328.18
00018	ELLIOTT SECURITY & ELECTRONI(	DKT0038097					102.00
	25023	MONTHLY MONITORING	Invoice	10/01/2024	MONTHLY MONITORING	001-195-605	45.90
						001-301-605	28.05
						400-700-605	28.05
0005	ENTERGY	DKT0038098					477.00
	345005427882	ACCT# 100229020 (PUBLIC WORKS) 0!	Invoice	10/11/2024	ACCT# 100229020 (PUBLIC WORKS) 0!	001-301-630	238.50
						400-700-630	238.50
0005	ENTERGY	DKT0038099					185.26
	145007781196	ACCT# 162483564 (POLICE-2) 09/09/2	Invoice	10/11/2024	ACCT# 162483564 (POLICE-2) 09/09/2	001-200-630	185.26
0005	ENTERGY	DKT0038100					1,024.92
	485004363469	ACCT# 94799053 (POLICE) 09/09/202	Invoice	10/11/2024	ACCT# 94799053 (POLICE) 09/09/202	001-200-630	1,024.92
00941	ENVIRONMENT MASTERS	DKT0038101					411.00
	199298428	PLANNED MAINTENANCE	Invoice	10/09/2024	PLANNED MAINTENANCE	001-195-575	411.00
02875	FIFTH ASSET, INC.	DKT0038102					12,360.00
	DB2003682	ANNUAL TIER 1 DEBT MANAGEMENT,	Invoice	10/09/2024	ANNUAL TIER 1 DEBT MANAGEMENT,	001-140-650	12,360.00

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Vendor #	Vendor Name / Payable Number	Docket/Claim # / Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount / Distribution Amount
00058	FLEETCOR TECHNOLOGIES OPER.	DKT0038103					5,576.96
	NP67240280	VEHICLE FUEL FOR 09/30/2024 - 10/0(	Invoice	10/07/2024	VEHICLE FUEL FOR 09/30/2024 - 10/0(	001-140-525	55.52
						001-190-525	94.36
						001-200-525	1,707.64
						001-260-525	492.96
						001-280-525	67.38
						001-301-525	385.75
						001-550-525	103.70
						400-700-525	52.88
	NP67270086	VEHICLE FUEL FOR 10/07/2024 - 10/1:	Invoice	10/14/2024	VEHICLE FUEL FOR 10/07/2024 - 10/1:	001-200-525	1,594.14
						001-260-525	248.70
						001-280-525	54.98
						001-301-525	270.23
						001-550-525	92.56
						400-700-525	356.16
02826	GANNETT MEDIA CORP	DKT0038104					2,089.88
	0006685231	2025 MILLAGE, FY2025 BUDGET & NO	Invoice	09/30/2024	2025 MILLAGE, FY2025 BUDGET & NO	001-195-615	1,965.42
						400-700-615	124.46
00090	HOME DEPOT CREDIT SERVICES	DKT0038105					166.96
	0023692	HAMMER DRILL KIT	Invoice	10/03/2024	HAMMER DRILL KIT	001-550-504	166.96

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Vendor #	Vendor Name / Payable Number	Docket/Claim # / Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount / Distribution Amount
00066	INNOVATIVE COMPUTER SOLUTI	DKT0038106					7,140.50
	122401	OFFICE 365 BACKUP, APPS, EXCHANGE	Invoice	10/01/2024	OFFICE 365 BACKUP, APPS, EXCHANGE	001-100-650	448.00
						001-110-650	295.00
						001-120-650	64.00
						001-140-650	549.00
						001-190-650	46.50
						001-195-650	346.50
						001-200-650	629.50
						001-260-650	413.50
						001-280-650	93.00
						001-301-650	119.50
						001-550-650	73.00
						400-700-650	103.00
	122402	MONTHLY SERVICE CONTRACT	Invoice	10/01/2024	MONTHLY SERVICE CONTRACT	001-110-650	150.00
						001-140-650	502.50
						001-190-650	120.00
						001-195-650	502.50
						001-200-650	1,005.00
						001-260-650	720.00
						001-280-650	120.00
						001-301-650	240.00
	122403	PD - CLOUD SERVER HOSTING	Invoice	10/01/2024	PD - CLOUD SERVER HOSTING	001-200-681	250.00
	122404	CH - CLOUD SERVER HOSTING	Invoice	10/01/2024	CH - CLOUD SERVER HOSTING	001-140-650	350.00
00147	J.S.W., LLC	DKT0038107					185.50
	2074833	MOUNT TIRES (5)	Invoice	10/09/2024	MOUNT TIRES (5)	001-301-575	185.50
00069	JACKSON PAPER	DKT0038108					199.00
	1394244	COPY PAPER	Invoice	10/03/2024	COPY PAPER	001-200-500	199.00
02855	JXN WATER INC	DKT0038109					41.59
	PD10072024	ACCT# 3179300000 (09/08/2024 - 10/	Invoice	10/07/2024	ACCT# 3179300000 (09/08/2024 - 10/	001-200-630	41.59
02855	JXN WATER INC	DKT0038110					217.52
	PW10072024	ACCT# 9956300000 (09/08/2024 - 10/	Invoice	10/07/2024	ACCT# 9956300000 (09/08/2024 - 10/	001-301-630	108.76
						400-700-630	108.76
02855	JXN WATER INC	DKT0038111					24.60
	FD10102024	ACCT# 1836400000 (09/11/2024 - 10/	Invoice	10/10/2024	ACCT# 1836400000 (09/11/2024 - 10/	001-260-630	24.60
00264	KENTWOOD SPRINGS	DKT0038112					11.99
	12277150 101224	PW WATER	Invoice	10/12/2024	PW WATER	001-301-505	5.99
						400-700-505	6.00
00264	KENTWOOD SPRINGS	DKT0038113					112.93
	12083768 101324	PD WATER	Invoice	10/13/2024	PD WATER	001-200-505	112.93

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Vendor #	Vendor Name / Payable Number	Docket/Claim # / Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount / Distribution Amount
00406	LEWIS ELECTRIC	DKT0038114					950.00
	M2024.173	PO7658 REDLIGHT REPAIR PARKS RD 8	Invoice	10/10/2024	PO7658 REDLIGHT REPAIR PARKS RD 8	001-301-557	600.00
	M20243174	PO7659 RED LIGHT REPAIR SIWELL RD	Invoice	10/10/2024	PO7659 RED LIGHT REPAIR SIWELL RD	001-301-557	350.00
00488	MEL LUNA SAW COMPANY	DKT0038115					32,406.00
	95851	PO7613 BACKPACK BLOWERS & WEED	Invoice	10/03/2024	PO7613 BACKPACK BLOWERS & WEED	001-301-559	1,248.00
					PO7613 BACKPACK BLOWERS & WEED	001-301-559	816.00
	95868	PO7612 (2) 72 INCH EXMARK LAWNM	Invoice	10/09/2024	PO7612 (2) 72 INCH EXMARK LAWNM	001-301-916	30,262.00
	95878	REPAIR OF EXMARK LAWNMOWER	Invoice	10/14/2024	REPAIR OF EXMARK LAWNMOWER	001-301-575	80.00
02599	ODP BUSINESS SOLUTIONS	DKT0038116					215.49
	386893795001	TOILET CLEANER	Invoice	09/25/2024	TOILET CLEANER	001-195-510	7.00
	386902014001	CREAMER, DISH SOAP, CUPS, SUGAR	Invoice	09/24/2024	CREAMER, DISH SOAP, CUPS, SUGAR	001-195-505	53.90
						001-195-510	4.64
	387505359001	DESKPAD, COPY HOLDER, MOUSEPAD	Invoice	10/08/2024	REPAIR L2X98OKC726 3126191	001-200-500	77.01
	388664973001	TAPE DISPENSER, DUSTER, BATTERIES	Invoice	09/24/2024	TAPE DISPENSER, DUSTER, BATTERIES	001-200-505	72.94
00096	O'REILLY AUTOMOTIVE STORES,	DKT0038117					508.32
	1676-233694	O'REILLY DEF	Invoice	09/13/2024	O'REILLY DEF	001-301-505	19.98
	1676-237021	PO7628-21-01 FORD EXPLORER V6 BA	Invoice	10/01/2024	PO7628-21-01 FORD EXPLORER V6 BA	001-200-570	201.91
	1676-237536	OIL	Invoice	10/04/2024	OIL	001-301-575	149.98
	1676-239895	BATTERY	Invoice	10/16/2024	BATTERY	001-260-570	136.45
00848	PUCKETT MACHINERY COMPAN	DKT0038118					2,631.74
	P00C6276041	PO7623 TRACKS FOR Mini Excavator 3	Invoice	10/03/2024	PO7623 TRACKS FOR Mini Excavator 3	001-301-575	2,631.74
02914	QUAD INTERMED COMPANY, LL	DKT0038119					192.00
	AR0008389	PHYSICALS/NON DOT, ELECTROCARDI	Invoice	10/04/2024	PHYSICALS/NON DOT, ELECTROCARDI	001-200-699	192.00
00089	REVELL HARDWARE	DKT0038120					239.04
	195205/4	BLADE CUTTER	Invoice	10/03/2024	BLADE CUTTER	001-301-575	146.94
	195241/4	ACE LED 11.2W 5000K 2PK	Invoice	10/05/2024	ACE LED 11.2W 5000K 2PK	001-260-505	9.49
	195288/4	COUPLETS, COMPRESSION COUPLETS	Invoice	10/09/2024	COUPLETS, COMPRESSION COUPLETS	001-301-505	42.46
	195291/4	NUTS, BOLTS, FASTENERS	Invoice	10/09/2024	NUTS, BOLTS, FASTENERS	001-280-505	10.66
	195313/4	BUG STOP, OIL, SPRAY PAINT	Invoice	10/10/2024	BUG STOP, OIL, SPRAY PAINT	001-550-505	20.28
	195351/4	PLUG TAP, DRILL BIT	Invoice	10/11/2024	PLUG TAP, DRILL BIT	001-280-505	9.21
00901	ROBERT J YOUNG COMPANY INC	DKT0038121					487.30
	INV7151509	PD RECORDS COPIES 09/01/2024 - 09/	Invoice	10/01/2024	PD RECORDS COPIES 09/01/2024 - 09/	001-200-650	228.82
	INV7151510	PD PATROL COPIES 09/01/2024 - 09/3	Invoice	10/01/2024	PD PATROL COPIES 09/01/2024 - 09/3	001-200-650	63.75
	INV7151511	PD CID COPIES 09/01/2024 - 09/30/20	Invoice	10/01/2024	PD CID COPIES 09/01/2024 - 09/30/20	001-200-650	63.75
	INV7161937	PD DISPATCH COPIES 07/01/2024 - 09/	Invoice	10/08/2024	PD DISPATCH COPIES 07/01/2024 - 09/	001-200-650	130.98
01142	ROBIN HOOD SUPPLIES	DKT0038122					2,276.00
	12746	PO7617 REPLACE TIRES ON BACKWIN	Invoice	10/04/2024	PO7617 REPLACE TIRES ON BACKWIN	001-301-575	418.00
					PO7617 REPLACE TIRES ON BACKWIN	001-301-575	1,338.00
	12758	PO7624 4 TIRES FOR TRAILER	Invoice	10/04/2024	PO 7624 4 TIRES FOR TRAILER	001-301-575	520.00

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APPKT008650 - 10/25/2024 2nd A.P. (A/P AUTOMATION)

Vendor #	Vendor Name / Payable Number	Docket/Claim # / Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount / Distribution Amount
01618	SHRED IT USA	DKT0038123					87.94
	8008583940	CUSTOMER # 1000683303 (CH RECYCL	Invoice	09/30/2024	CUSTOMER # 1000683303 (CH RECYCL	001-110-681	43.97
						001-140-681	43.97
01618	SHRED IT USA	DKT0038124					87.94
	8008583944	CUSTOMER # 1000683311 (PD RECYCL	Invoice	09/30/2024	CUSTOMER # 1000683311 (PD RECYCL	001-200-681	87.94
01766	SNSB SERVICES	DKT0038125					3,450.00
	5307	GRASS MOW @ GARY, TERRY & SIWEL	Invoice	10/10/2024	GRASS MOW @ GARY, TERRY & SIWEL	001-301-638	1,500.00
	5307-2	GRASS MOW @ GARY, TERRY & SIWEL	Invoice	10/10/2024	GRASS MOW @ GARY, TERRY & SIWEL	001-301-638	1,500.00
	5308	CLEAN UP PROPERTY @ 830 W LAKE D	Invoice	10/10/2024	CLEAN UP PROPERTY @ 830 W LAKE D	001-301-638	450.00
03106	SOUTHERN BILLING SERVICES LL(	DKT0038126					325.00
	51177	PO7642 FD INTERNET INSTALL AND S	Invoice	10/01/2024	PO7642 FD INTERNET INSTALLATION,	001-260-630	129.00
					PO7642 FD INTERNET SERVICE, ST. 2,	001-260-630	196.00
02366	SUDDEN SERVICE, INC	DKT0038127					599.00
	03245029	BASIC PM SERVICE	Invoice	10/07/2024	BASIC PM SERVICE	001-200-650	599.00
00194	THE SOUTHERN CONNECTION, LI	DKT0038128					1,823.39
	32144	R. WASHINGTON TACTICAL PANTS & P	Invoice	10/01/2024	R. WASHINGTON TACTICAL PANTS & P	001-200-535	258.98
	32196	PO7380-HI-LITE CARRIER/PNT BLANK (	Invoice	10/03/2024	PO7379-BODY WORN READY W/GRON	001-200-535	10.00
					PO7379-HI-LITE CARRIER AXII-4 - C. CA	001-200-535	829.00
					PO7379-POINT BLANK GUARDIAN GEN	001-200-535	228.42
	32206	PO7632-FLEXERS WOMEN L/S SUPERS	Invoice	10/04/2024	PO7632- 1 KHAKI PANTS	001-200-535	59.00
					PO7632- RAIN JACKET	001-200-535	30.99
					PO7632-ALS DUTY HOLSTER	001-200-534	159.00
					PO7632-FLEXERS WOMEN L/S SUPERS	001-200-535	159.00
	32211	HOODED RAIN PARKA - M. ROSS	Invoice	10/04/2024	HOODED RAIN PARKA - M. ROSS	001-200-535	89.00
01940	TIRE HUB	DKT0038129					1,724.00
	44885927	PO7627-22-03-GY PURSUIT TIRES 225/	Invoice	10/04/2024	PO7627-22-03-GY PURSUIT TIRES 225/	001-200-570	568.00
	45108010	PO7669-2106- GY EAGLE ENFORCER TI	Invoice	10/15/2024	PO7669-2106- GY EAGLE ENFORCER TI	001-200-570	588.00
	45111765	PO7670-2104- GY EAGLE ENFORCER TI	Invoice	10/15/2024	PO7670-2104- GY EAGLE ENFORCER TI	001-200-570	568.00
00506	TRIPLE V, INC	DKT0038130					89.23
	09182024	INMATE MEALS	Invoice	09/18/2024	INMATE MEALS	001-200-683	89.23
02505	WATKINS & EAGER, PLLC	DKT0038131					850.00
	436621	CONTINUING DISCLOSURE ANNUAL RE	Invoice	10/14/2024	CONTINUING DISCLOSURE ANNUAL RE	001-195-603	850.00
02198	WILLIAMS SCOTSMAN, INC	DKT0038132					3,953.25
	9022087781	LIBRARY - BLDG RENT 10/06/2024 - 11	Invoice	10/06/2024	LIBRARY - BLDG RENT 10/06/2024 - 11	001-195-688	3,953.25

Total Claims: 51 **Total Payment Amount: 94,655.82**

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City of Byram, MS

APPKT008664 - 10/25/2024 2nd A.P. (IN HOUSE)

By Docket/Claim Number

Vendor #	Vendor Name / Payable Number	Docket/Claim # / Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount / Distribution Amount
00233	CARTRUST	DKT0038133					162.71
	217800	TIRE REPAIR	Invoice	09/12/2024	TIRE REPAIR	001-200-570	15.00
	218625	OIL CHANGE	Invoice	10/08/2024	OIL CHANGE	001-200-570	78.46
	218918	OIL CHANGE	Invoice	10/16/2024	OIL CHANGE	001-200-570	69.25
02932	CITY OF BYRAM CADENCE GENEI	DKT0038134					20,684.28
	10162024	OCTOBER 2024 DUE TO/FROM TRANSI	Invoice	10/16/2024	OCTOBER 2024 DUE TO/FROM TRANSI	400-000-148	20,684.28
00913	FIRST NATIONAL BANK OF OMAI	DKT0038135					387.08
	10082024-1	CREDIT - IP CASINO RESORT	Credit Memo	10/08/2024	CREDIT - IP CASINO RESORT	001-140-610	-0.91
	10082024-2	CREDIT ON TAXES - RUSSELL INN & SU	Credit Memo	10/08/2024	CREDIT ON TAXES - RUSSELL INN & SU	001-140-610	-25.80
	10082024-3	RUSSELL INN & SUITES, STARKVILLE, M	Invoice	10/08/2024	RUSSELL INN & SUITES, STARKVILLE, M	001-140-610	283.80
	10082024-4	MML BOARD OF DIRECTOR'S MEETING	Invoice	10/08/2024	MML BOARD OF DIRECTOR'S MEETING	001-120-610	114.00
	INV275384660	ZOOM MEETINGS 10/02/2024 - 11/01	Invoice	10/02/2024	ZOOM MEETINGS 10/02/2024 - 11/01,	001-110-681	8.00
						001-195-681	7.99
02454	JOHNSON, ERMA	DKT0038136					16.12
	10102024	TRAVEL REIMBURSEMENT, VICKSBURG	Invoice	10/10/2024	TRAVEL REIMBURSEMENT, VICKSBURG	001-100-610	16.12
01591	QUADIENT FINANCE USA, INC	DKT0038137					500.00
	10142024	POSTAGE FOR MACHINE ON 10/14/20	Invoice	10/14/2024	POSTAGE FOR MACHINE ON 10/14/20	001-140-608	500.00
02817	QUINN, SHAMEKA R	DKT0038138					112.50
	10142024	DIRECTOR OF COACHING 10/14/2024	Invoice	10/14/2024	DIRECTOR OF COACHING 10/14/2024	001-550-665	37.50
	10152024	DIRECTOR OF COACHING 10/15/2024	Invoice	10/15/2024	DIRECTOR OF COACHING 10/15/2024	001-550-665	37.50
	10172024	DIRECTOR OF COACHING 10/17/2024	Invoice	10/17/2024	DIRECTOR OF COACHING 10/17/2024	001-550-665	37.50
01732	WHEELER'S JANITORIAL SUPPLIE	DKT0038139					176.00
	1637379	TRASH LINERS	Invoice	10/03/2024	TRASH LINERS	001-301-505	176.00
01516	WILLIAMS, LEWIS L	DKT0038140					70.00
	10192024	REFEREE ASSIGNOR WEEK ENDING 10,	Invoice	10/19/2024	REFEREE ASSIGNOR WEEK ENDING 10,	001-550-665	70.00

Total Claims: 8 **Total Payment Amount: 22,108.69**

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City of Byram, MS

Docket of Claims Register

APPKT008665 - 10/25/2024 2nd A.P. (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 / Distribution Amount
02414	DIVERSIFIED COMPANIES, LLC	DKT0038141					4,482.98
	5480-PE	PO7603 POSTAGE UTILITY ESCROW RE	Invoice	10/01/2024	PO7603 POSTAGE UTILITY ESCROW RE	400-700-608	4,100.00
	63754	PO7611 PRINT PROCESS MAIL - SEPT	Invoice	10/01/2024	PO7611 PRINT PROCESS MAIL - SEPT	400-700-681	382.98
00516	DULANEY ELECTRIC & ASSOCIATI	DKT0038142					417.87
	9856	PO7666 CHGD PHOTOCELLS SO LIGHT!	Invoice	10/10/2024	PO7666 CHGD PHOTOCELLS SO LIGHT!	400-700-576	417.87
01616	FLUID PROCESS & PUMPS, LLC	DKT0038143					4,175.00
	0029034	PO7602 REPLACE PUMP 2193 S RIDGE	Invoice	10/02/2024	PO7602 REPLACE PUMP 2193 S RIDGE	400-700-556	4,175.00
02154	HIGH TIDE TECHNOLOGIES, LLC	DKT0038144					1,240.00
	INV20245633	PO7660 ANNUAL RENEWL BYRAN CV,F	Invoice	10/08/2024	PO7660 ANNUAL RENEWL BYRAN CV,F	400-700-650	1,240.00
02350	HYDRA SERVICE, INC	DKT0038145					782.50
	182764	PO7663 SERVICE CALL FOR SEWER PUI	Invoice	10/16/2024	PO7663 SERVICE CALL FOR SEWER PUI	400-700-577	523.75
	182765	PO7665 REPAIR ON TORRENCE COVE F	Invoice	10/16/2024	PO7665 REPAIR ON TORRENCE COVE F	400-700-577	258.75
00066	INNOVATIVE COMPUTER SOLUTI	DKT0038146					240.00
	122402-S	SEWER-MONTHLY SERVICE CONTRACT	Invoice	10/01/2024	SEWER-MONTHLY SERVICE CONTRACT	400-700-650	240.00
00089	REVELL HARDWARE	DKT0038147					119.63
	195161/4	VLV SWING CHK 1.25 IPS LF	Invoice	10/01/2024	VLV SWING CHK 1.25 IPS LF	400-700-577	24.89
	195292/4	BALL VLV, WIPE CLOTHS	Invoice	10/09/2024	BALL VLV, WIPE CLOTHS	400-700-505	34.95
	195388/4	FISH WIRE REEL & WINDER	Invoice	10/15/2024	FISH WIRE REEL & WINDER	400-700-505	59.79
02728	SHEPPARD SERVICES, LLC	DKT0038148					1,666.67
	RI-2462	PO7661 FIX HIGH TIDE CONNECTIONS	Invoice	10/16/2024	PO7661 FIX HIGH TIDE CONNECTIONS	400-700-577	1,666.67
					Total Claims: 8	**Total Payment Amount:**	**13,124.65**

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 7.b

FOR: Discussion of budget amendment - City Clerk Angela Richburg

INTRODUCED BY: City Clerk Angela Richburg

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 7.c

FOR: Discussion of 2024 Audit engagement letter with Carr, Riggs & Ingram, LLC - City Clerk Angela Richburg

INTRODUCED BY: City Clerk Angela Richburg

ATTACHMENTS:

File Name
CRI Agreement for 2024 Audit.pdf

To the Mayor and Board of Aldermen
of City of Byram, Mississippi

This Engagement Letter and its attachments, if any, are governed by the Master Services Agreement 1.0 ("MSA") between Carr, Riggs & Ingram, L.L.C. ("CRI", "we", "us", or "our") and the Client; the terms of which are hereby incorporated into this Engagement Letter by reference. By executing this Engagement Letter, the parties agree to and intend to be bound by the terms of the MSA.

This Engagement Letter confirms and specifies the terms of our engagement and clarifies the nature and extent of the services we will provide for City of Byram, Mississippi ("Client", "Entity", "you", or "your") as of and for the year ended September 30, 2024 (the "Selected Period(s)").

SCOPE AND OBJECTIVES

We will audit the financial statements and the disclosures, which collectively comprise the basic financial statement(s) of the Entity for the Selected Period(s) ended for the following: governmental activities, business-type activities, aggregate remaining fund information, each major fund and the related disclosures to the financial statements, otherwise known as the notes to the financial statements (collectively, the "Financial Statements").

The Financial Statements are prepared in accordance with accounting principles generally accepted in the United States of America ("GAAP") (the "Selected Basis").

We will perform an audit engagement with respect to the Financial Statements of the Entity. As and if applicable and indicated in the following paragraphs, we will also perform the appropriate procedures related to either supplementary information ("Supplementary Information") and/or required supplementary information ("RSI").

The objectives of our audit are to obtain reasonable assurance about whether the Financial Statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your Financial Statements are fairly presented, in all material respects, in conformity with the Selected Basis and report on the fairness of the Supplementary Information referred to below when considered in relation to the Financial Statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America ("GAAS") and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States ("GAGAS") will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the Financial Statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the Financial Statements in accordance with GAGAS.

The Selected Basis provides for certain RSI, such as management's discussion and analysis ("MD&A"), to supplement Entity's Financial Statements. Such information, although not a part of the Financical Statements, is required by the Governmental Accounting Standards Board ("GASB") who considers it to be an essential part of the financial reporting for placing the Financial Statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Entity's RSI in accordance with GAAS. These limited proceedures will consist of inquires of management regarding methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the Financial Statements, and other knowledge we obtained during our audit of the Financial Statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. This RSI is required by the Selected Basis and will be subjected to certain limited procedures, but will not be audited: MD&A, Budgetary Comparison Schedules, Budgetary Notes to Required Supplementary Information, and Required Pension Supplementary Information.

We have also been engaged to report on Supplementary Information other than RSI that accompanies the Entity's Financial Statements. We will subject the following Supplementary Information to the auditing procedures applied in our audit of the Financial Statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the Financial Statements or to the Financial Statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the Financial Statements as a whole in a separate written report accompanying our auditor's report on the Financial Statements or in a report combined with our auditor's report on the Financial Statements: Non Major Fund Schedules, Combining Schedules, and Schedule of Long Term Debt.

In connection with our audit of the Financial Statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic Financial Statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report. Other information will include: Statistical Schedules, Transmittal Letter, Organizational Chart, Listing of City Officials, and Schedule of Surety Bonds for Municipal Employees.

OUR RESPONSIBILITIES

We will conduct our audit in accordance with GAAS and GAGAS. We will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS and GAGAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the Financial Statements and determine whether the Financial Statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the Financial Statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Entity or to acts by management or employees acting on behalf of the Entity. Because the determination of waste and abuse is subjective, GAGAS do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and GAGAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the Financial Statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will obtain an understanding of the Entity and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the Financial Statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the Financial Statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the Financial Statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to GAGAS.   The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning: management override of controls and improper revenue recognition due to fraud.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Entity's ability to continue as a going concern for a reasonable period of time.

AUDIT PROCEDURES - COMPLIANCE

As part of obtaining reasonable assurance about whether the Financial Statements are free of material misstatement, we will perform tests of the Entity's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to GAGAS.

Our audit does not relieve you of your responsibilities.

OTHER SERVICES

We will perform the following non-attest services for the Entity, based upon information provided by you and in accordance with professional standards:

- Assist management in preparing the Financial Statements
- Assist management in preparing the Supplementary Information
- Assist management by preparing, proposing and/or recording the following **client-approved** activities and/or journal entries: other journal entries, such as cash to accrual journal entries, allowance for doubtful accounts calculations, lease calculations, SBITA calculations, net pension calculations, accrual of revenue and related accounts, and other journal entries, such as any and all required GASB journal entries.

These non-audit services do not constitute an audit under GAGAS and such services will not be conducted in accordance with GAGAS.

You agree to assume all management responsibilities for these non-attest services and any other non-attest services we provide; oversee the services by designating an individual with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

The non-attest services, if any, are limited to those previously defined in this letter, or as identified in a separate Engagement Letter. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

CLIENT RESPONSIBILITIES

In addition to your responsibilities identified in the MSA, our engagement will be conducted on the basis that you acknowledge and understand your responsibility for:

- designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of Financial Statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met

- following laws and regulations

- ensuring that management and financial information is reliable and properly reported

- implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements

- the selection and application of accounting principles; for the preparation and fair presentation of the Financial Statements and all accompanying information in conformity with the Selected Basis, and for compliance with applicable laws and regulations rules, and the provisions of contracts and grant agreements

- the preparation and fair presentation of the Financial Statements in conformity with the Selected Basis

- making drafts of Financial Statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers)

- providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the Financial Statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the Entity from whom we determine it necessary to obtain audit evidence (4) if applicable, you will provide us with the final version of all documents comprising the annual report which includes other information, prior to the date of our auditor's report. If the final version of these documents are not available prior to the date of our auditor's report, they will be provided as soon as practical and the Entity will not issue the annual report prior to providing them to the auditor

- required written representations from you about the Financial Statements and related matters, at the conclusion of our audit

- required written representations that (1) you are responsible for presentation of the Supplementary Information in accordance with GAAP; (2) you believe the Supplementary Information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the Supplementary Information.

- required written representations from you about compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and GAGAS, at the conclusion of our audit

- adjusting the Financial Statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the Financial Statements taken as a whole

- the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the Financial Statements

informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants

- identifying and ensuring that the government complies with applicable contracts, agreements, and grants

- taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report

- preparation of the Supplementary Information, as applicable, in conformity with the Selected Basis. You agree to include our report on the Supplementary Information in any document that contains, and indicates that we have reported on, the Supplementary Information and to include the audited Financial Statements with any presentation of the Supplementary Information that includes our report thereon

- if publishing Financial Statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document

- disclosing the date through which subsequent events have been evaluated and whether that date is the date the Financial Statements were issued or were available to be issued

- informing the engagement partner before entering into any substantive employment discussions with any of our personnel, to ensure our independence is not impaired under the AICPA Code of Professional Conduct

- establishing and maintaining a process for tracking the status of audit findings and recommendations

- identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies

- providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information

ENGAGEMENT ADMINISTRATION

Greg Derrick is the engagement partner and is responsible for supervising the engagement and signing the report(s) or authorizing another individual to sign it (them).

We understand that your employees will prepare all confirmations and schedules we request and will locate any documents selected by us for testing. A request list of information we expect to need for our audit will be provided to you. Your prompt attention to and timely return of the requested items will significantly contribute to the efficiency of our audit process.

We will provide copies of our reports to the Entity; however, management is responsible for distribution of the reports and the Financial Statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

In accordance with certain regulations, we, as your auditors, are required to make the following commitments:

- The audit documentation for this engagement is the property of CRI and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators, federal or state agencies, governmental agencies, etc. ("regulators" or "agencies") pursuant to authority given to it by law or regulation. If requested, access to such audit documentation will be provided under the supervision of CRI personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these regulators or agencies. These regulators or agencies may intend, or decide, to distribute the copies or information contained therein to others.

- We will file a copy of our most recent peer review report with any applicable regulators or agencies.

- As appropriate, we will meet with those charged with governance before the audit report(s) are filed with any required regulators or agencies.

The information that we obtain in auditing is confidential, as required by the AICPA Code of Professional Conduct. Therefore, your acceptance of this Engagement Letter will serve as your advance consent to our compliance with above commitments.

REPORTING

As part of our engagement, we will issue a written report upon completion of our audit of the Entity's Financial Statements. Our report will be addressed to management, those charged with governance, or both, as appropriate, of the Entity. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance.

We will also provide a report (that does not include an opinion) on internal control related to the Financial Statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the Financial Statements as required by GAGAS. The report on internal control and on compliance and other matters will state: (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with GAGAS in considering the entity's internal control and compliance. The report(s) will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with GAAS and the standards for financial audits contained in GAGAS may not satisfy the relevant legal, regulatory, or contractual requirements.

TERMINATION

If for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

We reserve the right and sole discretion to withdraw for any reason from this engagement immediately upon written notice to you. Our withdrawal will release us from any obligation to complete the services covered by this Engagement Letter and will constitute completion of this engagement.

Our engagement with you will terminate upon the earlier of our delivery of your report or withdrawal. In either case, you agree to compensate us for our services, fees, and costs to the date of withdrawal.

CORPORATE TRANSPARENCY ACT/BENEFICIAL OWNERSHIP INFORMATION REPORTING

Assisting you with your compliance with the Corporate Transparency Act ("CTA"), including beneficial ownership information ("BOI") reporting, is not within the scope of this engagement. You have sole responsibility for your compliance with the CTA, including its BOI reporting requirements and the collection of relevant ownership information. We shall have no liability resulting from your failure to comply with CTA. Information regarding the BOI reporting requirements can be found at https://www.fincen.gov/boi. Consider consulting with legal counsel if you have questions regarding the applicability of the CTA's reporting requirements and issues surrounding the collection of relevant ownership information.

OUR FEES

Our fees for these services will be $57,500 and do not include actual out-of-pocket expenses. Actual out-of-pocket expenses will be billed separately and are expected not to exceed $1,000.

We will also charge you for applicable out-of-pocket expenses incurred in the course of our engagement, including, but not limited to: technology costs, travel expenses (meals, lodging, transportation, etc.), third party technical resources, administrative costs (courier services, report preparation, copying), and any other direct engagement expenses. We may also charge a fee for applications, subscriptions, hosting, or technology we utilize in providing services to you.

The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

CLIENT ACKNOWLEDGEMENT(S)

If you acknowledge and agree with the terms of our agreement as described in this Engagement Letter, please indicate by executing.

Very truly yours,

Carr, Riggs & Ingram, L.L.C.

CARR, RIGGS & INGRAM, L.L.C.

Signature
Richard White
City of Byram, Mississippi

<signature>

<sign date>

Authorized Signer(s)

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 7.d

FOR: Approval of Purchasing Policy updated to comply with Federal Law and the Uniform Guidance 2 C.F.R Part 200 - City Clerk Angela Richburg

INTRODUCED BY: City Clerk Angela Richburg

ATTACHMENTS:

File Name
Purchasing policy updated with Federal fund guidelines.pdf

CITY OF BYRAM
PURCHASING POLICY

Mission Statement

The purpose of this Purchasing Policy is to ensure that sound business judgment is utilized in all purchase transactions and that supplies, equipment, construction, and services are obtained efficiently and economically and in compliance with applicable executive orders and state law, and to ensure that all purchasing transactions are conducted in a manner that provides full and open competition. Upon all things being equal, purchases are to be made within the City of Byram. It is the desire of the City of Byram to secure the best commodity and/or service at the best price for the tax dollar. Purchasing Practices not listed in the Purchasing Policy will be in accordance with MS Code section 31-7-13.

When spending federal grant and loan award funds, procurement policy must conform to applicable federal law and the Uniform Guidance, 2 C.F.R. § 200.318(a). A Uniform Guidance Procurement Policy for use of federal grant and loan award funds is attached hereto as Appendix A. However, as federal regulations are subject to change, the City should regularly confirm that they are adhering to current guidelines. The City should also consult their grant award documents and with their federal grantor agency to determine whether additional procurement requirements apply.

Methods of Purchasing

Purchase procedures for the procurement of services, supplies, or other property:

1. Any purchase over $250.00 requires a Purchase Order.

2. A Purchase Order up to $1,000.00 may be approved and signed for by the Department Head.

3. A Purchase Order over $1,000.00 up to $5000.00 is to be approved by the Department Head and the Purchasing Clerk.

4. Any purchase over $5,000.00, and any membership fees, travel, subscriptions, or contracts must be signed off on by the Department Head, submitted to the Purchasing Clerk, and put on the agenda for approval by the Board.

5. Exceptions – Any item specifically listed on the Budget only requires a Purchase Order approved by the Department Head and Purchasing Clerk.

A Purchase Order is a legal and binding agreement between the vendor and the City. If the Purchase Order does not agree with vendor records, it is the responsibility of the vendor to contact the City to have the order rescinded before delivery is attempted.

Bid Process

Purchases less than $5,000.00 excluding freight or shipping charges, may be made without advertising or otherwise requesting competitive bids or quotes. "Comparative" buying practices should always be followed when goods and services are sought to be purchased.

Purchases $5,000 to $75,000.00, excluding freight and shipping charges, may be made from the lowest and best bidder without publishing or posting an advertisement for bids, provided at least two (2) competitive written quotes have been obtained. The Department Head will have the authorization to accept the lowest and best competitive written quote if the item has been budgeted for and a Purchase Order is completed and submitted to the Purchasing Clerk with the attached quotes before the actual purchase is made. If the item has not been budgeted for, the Purchasing Clerk will then have the Purchase Order and documentation placed on the agenda for approval by the Board and recorded in the official minutes. The term "competitive written quote" shall mean a bid or quote submitted to the buying agency or governing authority and signed by authorized personnel representing the vendor. "Competitive" shall mean that the quotes are developed based upon comparable identification of the needs and are developed independently and without knowledge of other quotes or prospective bids. Quotes may be submitted by facsimile, electronic mail, hand delivered or regular mail.

For purchases over $75,000.00 excluding freight and shipping charges, all official bid notices will appear in the Clarion Ledger, the City's current legal publication vendor. Items placed for bid are listed in the classified section of the newspaper. The bid notice shall appear at least once each week for two (2) consecutive weeks with the bid opening not less than seven (7) working days from the last publication. For construction projects the bids shall not be opened in less that fifteen (15) working days after the last notice is published. The invitation to bid will state where the bid should be turned in and the bid opening time, date, and place. Once the lowest and best bid has been decided upon the documentation will be placed on the agenda for approval by the Board and recorded in the official minutes.

Reverse auctions shall be the primary method for receiving bids during the bidding process.

Emergency Purchase Procedure Reference Sec. 31-7-1 (f)
If the governing Board of the City determines that an emergency exists regarding the purchase of any commodities or repair contracts, so that the delay incident to giving opportunity for competitive bidding would be detrimental to the interest of the City, then the provisions herein for competitive bidding shall not apply and the Department Head shall be authorized to make the purchase or repair. Total purchases so made shall only be for the purpose of meeting needs created by the emergency situation. In the event the Department Head is responsible to the Board, at the meeting next following the emergency purchase, documentation by way of a Special

Circumstances Approval Form (attached hereto as Appendix B) is to be presented to the Board and shall be place on the minutes of the Board of the City.

Sole Source Reference Sec. 31-7-1 (m) (viii)
Noncompetitive items available from one (1) source only. In the connection with the purchase of noncompetitive items only available from one (1) source, the Department Head is responsible to submit a Special Circumstances Approval Form to the Board for approval and shall be placed on the minutes of the Board of the City.

Optional Use Authority Without Bidding Reference Sec. 31-7-13 (m) (xi)
The purchase of commodities approved by the Department of Finance and Administration from the state contract vendor, or from any source offering the identical commodity, at a price not exceeding the state contract price established for such commodity, can be made without obtaining or advertising for competitive bids. A Special Circumstances Approval Form is to be presented to the Board for approval and shall be placed on the minutes of the Board of the City.

Purchase Law Violation prohibits Circumvention and Invoice Splitting: No contract or purchase as herein authorized shall be made for the purpose of circumventing the provisions of this section. It shall not be lawful for any person or concern to submit individual invoices for the amounts within those authorized for a contract or purchase where the actual value of the contract of commodity purchased exceeds the authorized amount.

Uniform Guidance Procurement Policy
For Local Governments

I. Purpose

The purpose of this policy is to establish guidelines that meet or exceed the procurement requirements for purchases of goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects when federal funds are being used in whole or in part to pay for the cost of the contract. To the extent that other sections of procurement policies and procedures adopted by the City of Byram are more restrictive that those contained in this policy, local policies and procedures shall be followed.

II. Policy

A. **Application of Policy.** This policy applies to contracts for purchases, services, and construction or repair work funded with federal financial assistance (direct or reimbursed). The requirements of this Policy also apply to any subrecipient of the funds.

   All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

B. **Compliance with Federal Law.** All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. § 200.317 through § 200-326 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. The City of Byram will follow all applicable local, state, and federal procurement requirements when expending federal funds. Should the City of Byram have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.

C. **Contract Award.** All contracts shall be awarded only to the lowest responsive responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract.

D. **No Evasion.** No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law.

E. **Contract Requirements**. All contracts paid for in whole or in part with federal funds shall be in writing. The written contract must include or incorporate by reference the provisions required under 2 C.F.R § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II.

F. **Contractors' Conflict of Interest.** Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation for bids or requests for proposals shall be excluded from competing for such requirements.

G. **Approval and Modification.** The administrative procedures contained in this Policy are administrative and may be changed as necessary at the staff level to comply with state and federal law.

III. General Procurement Standards and Procedures:

Either the Purchasing Department or the Requesting Department shall procure all contracts in accordance with the requirements of this Section of the Policy.

A. Necessity. Purchases must be necessary to perform the scope of work and must avoid acquisition of unnecessary or duplicative items. The Purchasing Department and/or the Requesting Department should check with the federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.

B. Clear Specifications. All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.

C. Notice of Federal Funding. All bid solicitations must acknowledge the use of federal funding for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.

D. Compliance by Contractors. All solicitations shall inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award.

E. Fixed Price. Solicitations must state that bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost contracts are prohibited. Time and materials contracts are prohibited in most circumstances. Time and materials contracts will not be used unless no other form of contract is suitable and the contract includes a "Not to Exceed" amount. A time and materials contract shall not be awarded without express written permission of the federal agency or state pass-through agency that awarded the funds.

F. Use of Brand Names. When possible, performance or functional specifications are preferred to allow for more competition leaving the determination of how to reach the required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and "or equal" must be included in the description.

G. Lease versus Purchase. Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach.

H. Dividing Contract for M/WBE Participation. If economically feasible, procurements may be divided into smaller components to allow maximum participation of small and minority businesses and women business enterprises. The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this Policy.

I. Documentation. Documentation must be maintained by the Purchasing Department and/or the Requesting Department detailing the history of all procurements. The documentation should include the procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor's responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase order, and contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.

J. Cost Estimate. For all procurements costing $250,000 or more, the Purchasing Department and/or Requesting Department shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.

K. Contract Requirements. The Requesting Department must prepare a written contract incorporating the provisions referenced in Section II.C of this Policy.

L. Debarment. No contract shall be awarded to a contractor included on the federally debarred bidder's list.

M. Contractor Oversight. The Requesting Department receiving the federal funding must maintain oversight of the contract to ensure that the contractor is performing in accordance with the contract terms, conditions, and specifications.

N. Open Competition. Solicitations shall be prepared in a way to be fair and provide open competition. The procurement process shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without allowing for "or equal" products, or other unnecessary requirements that have the effect of restricting competition.

O. Geographic Preference. No contract shall be awarded on the basis of a geographic preference.

IV. Specific Procurement Procedures

Either the Purchasing Department or the Requesting Department shall solicit bids in accordance with the requirements under this Section of the Policy based on the type and cost of the contract.

A. Service Contracts (except for A/E professional services) and **Purchase Contracts costing less than $10,000** shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:

1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.

2. To the extent practicable, purchases must be distributed among qualified suppliers.

B. Service Contracts (except for A/E professional services) and **Purchase Contracts costing $10,000 up to $90,000** shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:

1. Obtain price or rate quotes from an "adequate number" of qualified sources (a federal grantor agency might issue guidance interpreting "adequate number," so the Requesting Department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).

2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.

3. Cost or price analysis is not required prior to soliciting bids.

4. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).

5. Award the contract to the lowest responsive, responsible bidder.

C. Service Contracts (except for A/E professional services) and **Purchase Contracts costing $90,000 and above** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance "sealed bid" procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids.

2. Complete specifications or purchase description must be made available to all bidders.

3. The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for "sound documented reasons."

4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.

5. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.

6. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Governing board approval is required for purchase contracts unless the governing board has delegated award authority to an individual official or employee. Any and all bids may be rejected only for "sound documented reasons."

D. Service Contracts (except for A/E professional services) **costing $250,000 and above** may be procured using the Uniform Guidance "competitive proposal" procedure (2 C.F.R. § 200.320(d)) when the "sealed bid" procedure is not appropriate for the particular type of service being sought. The procedures are as follows:

1. A Request for Proposals (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an "adequate number" of qualified firms.

2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.

3. Identify evaluation criteria and relative importance of each criteria (criteria weight) in the RFP.

4. Consider all responses to the publicized RFP to the maximum extent practical.

5. Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.

6. Award the contract to the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP. Governing board approval is not required.

7. Award the contract on a fixed-price or cost-reimbursement basis.

E. Construction and repair contracts <u>costing less than $10,000</u> shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:

1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.

2. To the extent practicable, contracts must be distributed among qualified suppliers.

F. Construction and repair contracts <u>costing $10,000 up to $250,000</u> shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:

1. Obtain price or rate quotes from an "adequate number" of qualified sources (a federal grantor agency might issue guidance interpreting "adequate number," so the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).

2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.

3. Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.

4. Award the contract on a fixed-price or not-to-exceed basis.

5. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required.

G. Construction and repair contracts <u>costing $250,000 up to $500,000</u> shall be procured using the Uniform Guidance "sealed bid" procedure (2 C.F.R. § 200.320(c)) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).

2. Complete specifications must be made available to all bidders.

3. Publicly advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained.

4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.

5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.

6. A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price is required of the winning bidder.

7. Award the contract on a firm fixed-price basis.

8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required. Any and all bids may be rejected only for "sound documented reasons."

H. Construction and repair contracts **<u>costing $500,000 and above</u>** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance "sealed bid" procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate should be provided by the project designer).

2. Complete specifications must be made available to all bidders.

3. Formally advertise the bid in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for "sound documented reasons."

4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.

5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed and in paper form. A minimum of 3 bids must be received in order to open all bids.

6. A 5% bid bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement). Performance and payment bonds of 100% of the contract price is required of the winning bidder.

7. Award the contract on a firm fixed-price basis.

8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is required and cannot be delegated. The governing board may reject and all bids only for “sound documented reasons.”

I. Construction or repair contracts involving a building <u>costing $300,000 and above</u> must comply with the following additional requirements under state law:

1. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.

2. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).

3. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).

J. Contracts for Architectural and Engineering Services costing <u>under $250,000</u> shall be procured using the state “Mini-Brooks Act” requirements (G.S. 143-64.31) as follows:

1. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.

2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.

3. Evaluate the qualifications of respondents based on the evaluation criteria developed by the Purchasing Department and/or Requesting Department.

4. Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.

5. Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.

6. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

K. **Contracts for Architectural and Engineering Services costing <u>$250,000 or more</u>** shall be procured using the Uniform Guidance "competitive proposal" procedure (2 C.F.R. § 200.320(d)(5)) as follows:

1. publicly advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.

2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.

3. Identify the evaluation criteria and relative importance of each criteria (the criteria weight) in the RFQ.

4. Proposals must be solicited from an "adequate number of qualified sources" (an individual federal grantor agency may issue guidance interpreting "adequate number").

5. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.

6. Consider all responses to the publicized RFQ to the maximum extent practical.

7. Evaluate qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.

8. Price cannot be a factor in the initial selection of the most qualified firm.

9. Once the most qualified firm is selected, negotiate fair and reasonable compensation. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.

10. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

V. <u>Exceptions</u>

Non-competitive contracts are allowed ***only*** under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

A. Sole Source. A contract may be awarded without competitive bidding when the item is available from only one source. The Purchasing Department and/or Requesting Department shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the governing board.

B. Public Exigency. A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from a competitive bidding.

C. Inadequate Competition. A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this Policy does not result in a qualified winning bidder.

D. Federal Contract. A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.

E. Awarding Agency Approval. A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.

CITY OF BYRAM
SPECIAL CIRCUMSTANCES APPROVAL FORM

This form must be completed and submitted when requesting authority to purchase under any of the following special circumstances: Emergency Purchase, Sole-Source Purchase, and Exemption from State Contract.

Department Submitting Request: ________________________________ Date: ______________

Type of Special Circumstance:
Emergency Purchase ____ Sole-Source Purchase ____ Exemption from State Contract ____

Please note that sole-source purchases and exemptions from state contract purchases require prior approval. Requests for approval of emergency purchases may be made after the purchase has been made, however, they must still be deemed an emergency by the board. Certification for an emergency purchase must be signed by the executive head of the requesting agency. Other certifications should be signed by the individual responsible for the justification.

Please submit an explanation of why the special circumstance is justified in sufficient detail that a person not familiar with the situation could be expected to understand the need to forego the normal purchasing procedure. The justification can be typed on the back of this form or submitted on an attached sheet. Consider the following questions when preparing the justification:

Emergency:
- Does it fall under the definition of an emergency set forth in the Purchasing Policy?
- What happened to cause the emergency?
- What would be the negative consequences of following normal purchasing procedures?

Sole Source:
- Do other companies make similar commodities that will do the same job or meet the same goals?
- How is this item unique from all others?
- What can this item do that the others can't?
- Is there a copyright or patent on the commodity? Is this item available from other distributors?

Exemption from State Contract:
- What is the state contract price for a comparable item?
- Is the quality level equal to or better than that on contract?
- What are the transportation costs?
- Have all applicable costs been included in the evaluation?

JUSTIFICATION

Attach an additional page if needed and include all applicable attachments.

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CERTIFICATIONS

EMERGENCY PURCHASE "This is to certify that an extreme emergency existed to such an extent that delay incident to obtaining competitive quotations would have resulted in loss and/or harm to the agency."

____
Signed

SOLE-SOURCE PURCHASE "This is to certify that this purchase covers a commodity which is available from one source only and neither comparative nor competitive quotations can be obtained."

____
Signed

EXEMPTION FROM STATE CONTRACT "This is to certify that this purchase covers a commodity which is available by a non-state vendor for an equal or lesser value.

____
Signed

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 7.e

FOR: Approval of Holiday scheduling for Thanksgiving, Christmas and New Years Day - City Clerk Angela Richburg

INTRODUCED BY: City Clerk Angela Richburg

ATTACHMENTS:

File Name
thanksgiving.christmas.and.new.years.2024.pdf

STATE OF MISSISSIPPI

Office of the Governor

PROCLAMATION

WHEREAS, pursuant to Mississippi Code Ann. § 3-3-7(1), Thanksgiving Day, Christmas Day and New Year's Day are declared legal holidays in the State of Mississippi; and

WHEREAS, during the Thanksgiving holiday and the Christmas and New Year's season, many state employees will spend time with their families in Mississippi and in other states; and

WHEREAS, let us be mindful of the words of President Ronald Reagan during the upcoming holiday season: *"Let us pause from our many activities to give thanks to Almighty God for our bountiful harvests and abundant freedoms. Let us call upon Him for continued guidance and assistance in all our endeavors. And let us be mindful of the faith and spiritual values that have made our Nation great and that alone can keep us great."*

NOW, THEREFORE, I, Tate Reeves, Governor of the State of Mississippi, pursuant to the authority vested in me under the Constitution of the State of Mississippi and applicable statutes of the State of Mississippi, and consistent with the Federal holiday schedule, do hereby authorize the closing of all offices of the State of Mississippi on Thursday, November 28, 2024, in observance of THANKSGIVING DAY; on Wednesday, December 25, 2024, in observance of CHRISTMAS DAY; and on Wednesday, January 1, 2025, in observance of NEW YEAR'S DAY.

IN ADDITION, I hereby authorize the executive officers of all state agencies, in their discretion after considering the interests of the people of the State of Mississippi and the staffing needs of their respective agencies, to close all offices of the State of Mississippi on Friday, November 29, 2024, in further observance of the Thanksgiving holiday, and for part or the full day on Tuesday, December 24, 2024, in further observance of the Christmas season; and to staff their respective agencies as needed during the Thanksgiving holiday and the Christmas and New Year's season.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Mississippi to be affixed.

DONE in the City of Jackson, on the 16th day of October in the year of our Lord, two thousand and twenty-four, and of the Independence of the United States of America, the two hundred and forty-ninth.

TATE REEVES
GOVERNOR

BY THE GOVERNOR

MICHAEL WATSON
SECRETARY OF STATE

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 7.f

FOR: Discussion of 16th Section land lease with Hinds County School District - Public Works Director Bill Miley

INTRODUCED BY: Public Works Director Bill Miley

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: October 24, 2024 AGENDA ITEM NO: 9.a

FOR: Friday, October 25th - Read For A Treat, 6:00 to 8:00 p.m. at Davis Road Park

Tuesday, October 29th - Byram Soccer Association's Pink Out and Balloon Release for Breast Cancer Awareness, 5:45 p.m. at the Byram Soccer Fields at Country Woods Baptist Church, 6737 South Siwell Rd

Tuesday, November 5th - National Election Day

Tuesday, November 5th - Coffee Talk with Mayor White, 9:00 to 10:00 a.m. at Monte's, 5610 I-55 South Frontage Road

Monday, November 11th - City Administrative Offices will be closed in observance of Veterans Day. We invite all Veterans and their families to join us for a luncheon and program honoring our local Veterans at 11:00 a.m. at Heritage Baptist Church, 5911 Terry Road

Thursday, November 14th - Regular Meeting of the Mayor and Board of Aldermen, 7:00 p.m. at City Hall

There will be no Regular Work Session of the Mayor and Board of Aldermen in the month of November

INTRODUCED BY: City Clerk Angela Richburg

ATTACHMENTS:

File Name
Pink Out & Balloon Release.pdf

2024 Veterans Day flyer.pdf

BSA COMMUNITY PINK OUT AND BALLOON RELEASE

Tuesday, October 29, 2024 | 5:45 PM

Byram Soccer Fields

Wear pink to support the fight against breast cancer.

Early detection saves lives!

BYRAM

The City of Byram invites you to celebrate with us!

Monday, November 11th
at 11:00 a.m.
Heritage Baptist Church
Fellowship Hall
5911 Terry Road, Byram MS