

AGENDA
BRANDON BOARD OF ALDERMEN & MAYOR
REGULAR BOARD MEETING
BUTCH LEE, MAYOR PRESIDING
OCTOBER 16, 2023

1. CALL TO ORDER
2. INVOCATION AND PLEDGE OF ALLEGIANCE
 1. Invocation: Emily Hill
Pledge: Trinity Stamps
3. PUBLIC COMMENTS AND RECOGNITIONS
4. OLD BUSINESS
 1. Approve the Work Session and Regular Board Meeting Minutes of October 2, 2023.
5. BUTCH LEE, MAYOR
 1. Consideration to adopt a resolution of the Board of Aldermen of the City of Brandon, Mississippi, supporting the Brandon Heights Project being undertaken by The Thrash Group, LLC, being comprised of, among other things, a new full-service boutique hotel project with numerous guest amenities, and acknowledging that sales taxes collected from such new hotel project will be diverted to the MS Tourism Project Incentive Program Sales Tax Rebate Fund for a period of up to fifteen (15) years, or until the aggregate amount of thirty (30%) of the hotel project costs incurred by said developer and approved by the MS Development Authority for such project have been paid, whichever shall occur first, pursuant to section 57-26-1 Et. Seq. MS Code of 1972, as amended, and for related purposes.
 2. Consideration to enter a Memorandum of Understanding between the City of Brandon and Rankin County, utilizing proceeds appropriated by the Mississippi Legislature in House Bill 1353 during the 2022 Legislative Session.
 3. Consideration to accept the quote from Central Metal Buildings for items needed for City of Brandon staff to utilize in the restoration process of the reclaimed building known as the Donut Shop, now relocated to the Quarry Parks to be used as a shop, as the best and lowest and authorized purchase of items listed and amend the budget accordingly.
 - Central Metal Building - Quote
 - Born Again Home Remodeling and Roofing - Quote
 4. Approve the CMPDD District Assessment for the Fiscal Year 2024 in the amount of \$9,410.00 and authorize payment for the same.
 5. Request permission to travel to Jackson, MS to attend the 2024 MML Mid-Winter Meetings on January 9-11, 2024, and authorize payment of conference fee.

6. Request permission to approve the purchase of catering services not to exceed \$2,000.00 for the City of Brandon Homeowners Association annual meeting to be held on Tuesday, November 14, 2023.

7. Consideration to appoint Lynn Bullock to the Planning Commission.

6. ANGELA BEAN, CITY CLERK

1. Authorize payment to iWorQ in the amount of \$9,189.00 for the 2024 renewal of the permit management and citizen request software.
2. Consideration to adopt a resolution authorizing the submission of an application for the Mississippi Outdoor Stewardship Trust grant and authorize the Mayor to execute all related documents.
3. Consideration to adopt a revised Employee Handbook and an amended employee paid time off policy schedule.
4. Consideration to revise policy regarding the accrual of compensatory and holiday time to institute policy of employees being paid as and when such time is earned and authorize one-time payment of previously accrued time in accordance with the memo.
5. Consideration to reject all bids for the City Park Pour in Place Safety Surface project and authorize re-advertisement with revised specifications.
6. Consideration to approve:
 - a. Docket of Claims for October 13 and 16, 2023.
 - b. Fox Everett claims released on October 5, 2023.

7. CARLEY KEYES, EVENT SERVICES

1. Consideration to accept quotes and enter a catering agreement with Catered Occasions for serving the Veterans' Day Breakfast on November 9, 2023, in the amount of \$6,306.00.

8. PAUL BRANNON, PUBLIC WORKS DEPARTMENT

1. Consideration to approve invoice #H23083-01 (final) in the amount of \$163,926.94 from Hemphill Construction Company for the July 2023 repairs at the approved commodity bid pricing, authorize payment of the same and amend the budget accordingly.
2. Request permission to develop plans and advertise a bid notice for the Eastwood Drive Waterline Relocation and Road Widening Project.
3. Request permission to publish a notice requesting bids for the Marquette Road Multi-Use Path.
4. Consideration to approve Specialty Tree Service, LLC invoice in the amount of \$45,000.00 for the emergency clean-up of storm debris related to storm damage on June 16, 2023.

5. Consideration to approve invoice #H23100-01 (final) in the amount of \$104,906.67 from Hemphill Construction Company for August 2023 repairs at the approved commodity bid pricing, authorize payment of the same and amend the budget accordingly.
 6. Consideration to declare an emergency the repairs to the grinder pump at 755 Shiloh Road and the soft start and control board at Richland Creek Lift Station, approve Harvey Services Inc. invoices in the amount of \$16,269.06 and authorize payment of the same.
 7. Consideration to declare an emergency the storm drainpipe replacement at 72 Glenway Drive due to several sinkholes, deteriorated pipe and creating a hazard to the general public.
 8. Consideration to approve pay request #8 in the amount of \$260,728.49 from Thornton Construction Company for the Grants Ferry Parkway Sewer Line Extension Project and authorize payment of the same and approve change order #1 in the amount of \$5,430.16 increasing the total contract to \$3,370,646.31.
 9. Consideration to approve the final pay estimate and final payment from MDOT to the LPA in the amount of \$33,010.26 for the Highway 80, Eastgate and Municipal Drive Signal Project.
 10. Consideration to approve the final pay estimate and final payment from MDOT to the LPA in the amount of \$54,209.18 for the Highway 18 at Louis Wilson Signal Improvements Project.
 11. Consideration to accept the commodity bids received on October 10, 2023, and award to the best and lowest in accordance with the memo.
 12. Consideration to reject commodity bids for general construction services, CCTV and Combo Jet/Vac truck and yard restoration services and authorize republication of notice requesting bids for the same.
9. SAM HAWKINS, COMMUNITY DEVELOPMENT
1. Set public hearing for November 6, 2023, regarding conditional use request to build/operate a Mausoleum at Crestview Memorial Cemetery at 1106 Star Rd (Parcel 17-54-10).
 2. Set public hearing for November 6, 2023, regarding Conditional Use request to install above ground utilities excluding water and sewer at Morris Dr property currently owned by Bank of Yazoo (Parcel # H8-1-40).
 3. Request permission for Jesse Green and Randy Barnes to travel to Natchez, MS to attend the Building Officials Association of Mississippi winter conference on November 29,30 and December 1, 2023
 4. Request permission for Sam Hawkins to travel to Starkville, MS for the APA Deep South Planning Conference on October 18-20, 2023, and authorize reimbursement of all travel related expenses.
 5. Please set the following public hearing for November 6th, 2023:
Public hearing regarding making a determination of a public nuisance at 601 West Jasper Street (Parcel 18E-8-10) Rosewood Estates.

10. WAYNE DEARMAN, POLICE CHIEF

1. Request permission to hire Gavin Hill as a Patrolman Trainee pending successful completion of all preemployment requirements and set rate of pay in accordance with the memo.
2. Accept the resignation of Officer Deon Allen from his position as a Patrolman for the City of Brandon effective October 15, 2023.
3. Consideration to amend item 10.2 from October 2, 2023, to accurately reflect the hiring of Joseph Latham as a Certified Law Enforcement Trainee in accordance with MS Code Section 45-6-3(e)(ii).
4. Request permission for Lt. McGruder to apply for the Homeland Security Grant and authorize the Mayor to execute all related documents.

11. BRIAN ROBERTS, FIRE CHIEF

1. Consideration to accept the FY 2023 Homeland Security grant in the amount of \$22,500.00 to purchase trench rescue equipment and accept the FY 2023 Homeland Security grant in the amount of \$4,500 for the CERT team and authorize the Mayor, City Clerk and Fire Department Administrative Assistant to execute any related documents.
2. Request permission to hire Jimmie Lee Wilson as probationary firefighter and set a rate of pay per memo.
3. Accept resignation of Probationary Firefighter Jacob Hust.
4. Request permission to purchase ten (10) sets of turn-out gear from Siddons-Martin Equipment Sales, a state contract vendor, in the amount of \$32,750.00 and authorize payment of the same.
5. Request permission to transfer a 2012 Dodge Ram 1500 to Community Development.
6. Declare an emergency the repairs to the 1999 Pierce Quantum in the amount of \$8,061.24 from Emergency Equipment Professionals and authorize payment of the same.

12. EXECUTIVE SESSION

13. ADJOURN

MINUTES OF THE
BRANDON BOARD OF ALDERMEN
WORK SESSION
BUTCH LEE, MAYOR PRESIDING
OCTOBER 2, 2023

1. CALL TO ORDER – Mayor Lee and Aldermen Farris, Middleton, Womack, Coker, Williams, Vinson and Craine were present.
2. Discussion re:
 - Municipal Intercept Company, LLC debt collection program.

Minutes approved, this the 16th day of October 2023.

Hon. Butch Lee, Mayor

Attest:

Hon. Angela Bean, City Clerk

MINUTES
BRANDON BOARD OF ALDERMEN & MAYOR
REGULAR BOARD MEETING
BUTCH LEE, MAYOR PRESIDING
OCTOBER 2, 2023

1. CALL TO ORDER - Mayor Lee and Aldermen Middleton, Farris, Womack, Coker, Williams, Vinson and Craine were present.
2. INVOCATION AND PLEDGE OF ALLEGIANCE – Graylon Blackshear gave the invocation and Haley Cagle led the Pledge of Allegiance.
3. PUBLIC COMMENTS AND RECOGNITIONS:
 - Willie Simmons, Central Transportation Commissioner addressed the board regarding various matters occurring in Brandon.
 - Johnny Beck, Brandon Main Street Association addressed the board regarding the Brandon Wine Down Event and future planned events, including Oktoberfest on October 21st and another Wine Down event on October 26th.
4. OLD BUSINESS

1. Approve the Regular Board Meeting Minutes of September 18, 2023.

Alderman Womack made the motion to approve agenda item 4.1, seconded by Alderman Coker and upon unanimous vote the motion carried.

5. BUTCH LEE, MAYOR

1. Adopt a resolution authorizing Municipal Intercept Company, LLC to submit City of Brandon debts to the Mississippi Department of Revenue as authorized by the Local Government Debt Collection Setoff Act, designate Assistant City Clerk Joshua Sutton, as the City's appointee for the program, and authorize Mayor to execute the Agreement to Collect Municipal Debt.

Alderman Womack made the motion to approve agenda item 5.1, in accordance with the memo from the Mayor's office which is appended hereto, seconded by Alderman Vinson and upon unanimous vote the motion carried.

6. ANGELA BEAN, CITY CLERK

1. Approve the quote from Nixon (formerly RP Power, LLC) in the amount of \$22,470.00 for a professional services generator maintenance agreement and authorize Mayor to execute agreement.
 2. Approve the professional services agreement with Fuse.cloud for telecommunications services for a period of 3 years and authorize Mayor to execute related documents.
 3. Authorize payment in the amount of \$10,638.00 for Logics Software annual professional servicers maintenance and support.
 4. Authorize permission to deposit excess funds from the Meter Account in the amount of \$1,000,000 into the Trustmark Investment Account.

5. Adopt an ordinance setting the salary of the Mayor at \$115,000 per year and authorize Mayor Pro Tempore, Lu Coker to execute the same.
6. Approve salary realignments effective October 16, 2023 in accordance with the memo.
7. Accept the Municipal Compliance Questionnaire for fiscal year 2023 and authorize the Mayor and Clerk to sign the same.
8. Approve the fiscal year 2023 budget amendments and authorize publication of the same.
9. Authorize to approve:
 - a. Docket of Claims for October 2, 2023 and September 29, 2023.
 - b. Fox Everett claims released on September 21, 2023.
 - c. Electronic fund transfers for September 2023.

Alderman Craine made the motion to approve agenda items 6.1-6.9(a-c), in accordance with the memos of the City Clerk's office which are appended hereto, seconded by Alderman Vinson and upon unanimous vote the motion carried.

7. CARLEY KEYES, EVENT SERVICES

1. Approve a professional service agreement for the purpose of promoting tourism in accordance with H.B.1521 (2023 MS Legislative Session) and for other lawful and related purposes; authorize the Mayor to execute the same; and approve and authorize all related show expenditures:
 - Live Nation for the Outlaw Music Festival on October 13, 2023.
2. Authorize permission to hire Selena Lovejoy as a part-time amphitheater runner effective 10/03/2023 and set rate of pay in accordance with the memo.
3. Authorize permission to rent equipment for the set-up of Magic of Lights from United Rentals, a state contract vendor, in accordance with the memo.

Alderman Farris made the motion to approve agenda items 7.1- 7.3 in accordance with the memos of the Event Services Department, which is appended hereto, seconded by Alderman Coker and upon unanimous vote the motion carried.

8. PAUL BRANNON, PUBLIC WORKS DEPARTMENT

1. Amend action item 7.11 from February 21, 2023, which authorized the purchase of two (2) 75hp pumps from Fluid Services, to reflect a declaration of emergency due to the then present conditions, and further to extend such declaration of emergency and authorize payment in the amount of \$42,550.00 from Harvey Services, Inc. for the purchase and installation of a control panel, and further authorize payment for installation of the two (2) aforementioned pumps once completed for Country Meadows Lift Station.
2. Approve Jerry Taylor to attend the Mississippi Rural Water Association Wastewater Collection System Certification training to be held in Biloxi, MS on October 15th - October 20th, 2023 and authorize payment of travel expenses.

3. Approve the quote from Jefcoat Fence Company, Inc in the amount of \$23,236.00 as the lowest and best quote received for the replacement, expansion, and upgrade of the fence and gates at Chamber Well (103 Service Drive).
4. Approve the quote from Puckett Power Systems in the amount of \$8,279.35 as the lowest and best quote received for the repairs to Appleridge Lift Station generator.
5. Authorize advertisement for bids for the Shiloh Park EWP Bank Stabilization Project.
6. Approve utility adjustment approvals and denials as recommended by the Public Works Department first making the requisite findings that the adjustments are in accordance with the City's established policy and that the adjustments are because of unforeseen circumstances and the customers did not receive the benefit of the service thereby warranting a reduction or compromise.
7. Authorize advertisement for bids for the FY24 Paving Project.

Alderman Vinson made the motion to approve agenda items 8.1-8.7 in accordance with the memos of the Public Works Department, which are appended hereto, seconded by Alderman Craine, upon unanimous vote the motion carried.

9. SAM HAWKINS, COMMUNITY DEVELOPMENT

1. Approve the release of Letters of Credit for phases 1 & 2 of Longleaf Subdivision in accordance with the memo.

Alderman Middleton made the motion to approve agenda item 9.1, in accordance with the memo from the Community Development Department, which is appended hereto, seconded by Alderman Vinson and upon unanimous vote the motion carried.

10. WAYNE DEARMAN, POLICE CHIEF

1. Authorize permission to re-advertise for public sale of surplus firearms.
2. Authorize permission to hire Joseph Latham as a Law Enforcement Trainee effective October 2, 2023 and set rate of pay in accordance with the memo.
3. Authorize to increase the rate of pay for Officer John Boyd in accordance with the memo due to the educational benchmark being met.
4. Authorize permission to remove a Remington model 870 shotgun from the Police Department inventory.
5. Accept the resignation of Communication Officer Valora Lewis effective October 11, 2023.

Alderman Coker made the motion to approve agenda items 10.1-10.5 in accordance with the memos of the Police Department, which are appended hereto, seconded by Alderman Craine and upon unanimous vote the motion carried.

11. BRIAN ROBERTS, FIRE CHIEF

1. Monthly Reports:

Siren Report; functions properly: 2 Issues: Pleasant and Co-op
EMS Report; # of P1 calls: 183 Average Response Time: 9 : 3 2

2. Accept the resignation of Firefighter Dallyn Owens as a full-time firefighter and remain as Volunteer/Reserve Firefighter.
3. Authorize salary increase for passing EMT-Advanced for Lieutenants Allen and Stewart.
4. Authorize permission to hire Jacob Hust as probationary firefighter and set a rate of pay per memo.
5. Authorize permission to adjust the hourly rate of pay for part-time firefighters in accordance with the memo.

Alderman Womack made the motion to approve agenda items 11.2- 11.5 in accordance with the memos of the Fire Department, which are appended hereto, seconded by Alderman Farris and upon unanimous vote the motion carried.

Chief Roberts presented a 25-year plaque to Deputy Chief Patrick Woffard.

Joseph Latham was sworn as a Brandon Police Officer by the Mayor.

12. EXECUTIVE SESSION

Alderman Womack made the motion to consider the need to enter into Executive Session, seconded by Alderman Coker and upon unanimous vote the motion carried.

Alderman Farris then made the motion to enter into Executive Session to discuss personnel matters involving the police department and economic development involving the location of a business in the City, seconded by Alderman Vinson and upon unanimous vote the motion carried.

Alderman Coker made the motion to demote employee #1873 from investigations to patrol effective immediately and adjust his rate of pay to \$41,000.00, in accordance with the recommendation of the police chief with a memo regarding the same to be included in the employee's personnel file, seconded by Alderman Vinson and upon affirmative vote of the members with the exception of Alderman Womack who voted "NAY", the motion carried.

Alderman Vinson made the motion to terminate employee #2051, effective immediately, because of the employee's failure to obtain certification from the Bureau of Minimum Standards to serve as a full-time certified police officer in the State of Mississippi with all rights and emoluments derived therefrom, seconded by Alderman Coker, and upon unanimous vote the motion carried.

Alderman Williams then made the motion to resume the Regular Board Meeting out of Executive Session, seconded by Alderman Womack and upon unanimous vote the motion carried.

(That votes were taken in Executive Session regarding personnel matters was announced upon return to the Board Room).

13. ADJOURN

Alderman Williams made the motion to adjourn the Regular Board Meeting, seconded by Alderman Coker and upon unanimous vote the motion carried.

(NEXT REGULAR BOARD MEETING: OCTOBER 16, 2023)

Minutes approved this 16th day of October, 2023.

Hon. Butch Lee, Mayor

Attest:

Hon. Angela Bean, City Clerk



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: BUTCH LEE
DATE: 10/12/2023
SUBJECT: **BRANDON HEIGHTS PROJECT SUPPORT RESOLUTION**

Consideration to adopt a resolution of the Board of Aldermen of the City of Brandon, Mississippi, supporting the Brandon Heights Project being undertaken by The Thrash Group, LLC, being comprised of, among other things, a new full-service boutique hotel project with numerous guest amenities, and acknowledging that sales taxes collected from such new hotel project will be diverted to the MS Tourism Project Incentive Program Sales Tax Rebate Fund for a period of up to fifteen (15) years, or until the aggregate amount of thirty (30%) of the hotel project costs incurred by said developer and approved by the MS Development Authority for such project have been paid, whichever shall occur first, pursuant to section 57-26-1 Et. Seq. MS Code of 1972, as amended; and for related purposes.

ATTACHMENTS:

1. Resolution by City of Brandon in Support of Tourism Rebate Program Qualification for Brandon Heights Hotel Project(101720844.1)

There next came on for consideration by the Mayor and Board of Aldermen (the "Governing Body") of the City of Brandon, Mississippi (the "City"), the following resolution regarding the City's support for a project to be qualified a tourism project under the Mississippi Tourism Project Incentive Program Act.

After a full consideration of the matter, Alderman _____ offered and moved the adoption of the following Resolution:

RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF BRANDON, MISSISSIPPI, SUPPORTING THE BRANDON HEIGHTS PROJECT BEING UNDERTAKEN BY THE THRASH GROUP, LLC, BEING COMPRISED OF, AMONG OTHER THINGS, A NEW FULL-SERVICE BOUTIQUE HOTEL PROJECT WITH NUMEROUS GUEST AMENITIES, AND ACKNOWLEDGING THAT SALES TAXES COLLECTED FROM SUCH NEW HOTEL PROJECT WILL BE DIVERTED TO THE MISSISSIPPI TOURISM PROJECT INCENTIVE PROGRAM SALES TAX REBATE FUND FOR A PERIOD OF UP TO FIFTEEN (15) YEARS, OR UNTIL THE AGGREGATE AMOUNT OF THIRTY PERCENT (30%) OF THE HOTEL PROJECT COSTS INCURRED BY SAID DEVELOPER AND APPROVED BY THE MISSISSIPPI DEVELOPMENT AUTHORITY FOR SUCH PROJECT HAVE BEEN PAID, WHICHEVER SHALL OCCUR FIRST, PURSUANT TO SECTION 57-26-1 *ET SEQ.* MISSISSIPPI CODE OF 1972, AS AMENDED; AND FOR RELATED PURPOSES.

WHEREAS, the Governing Body of the City, acting for and on behalf of the City, hereby finds and determines as follows:

1. The Governing Body has determined that pursuant to the provisions of the Mississippi Tourism Project Incentive Program Act, as set forth in Section 57-26-1, *et seq.*, Mississippi Code of 1972, as amended (the "Tourism Act") and the Mississippi Development Authority's (the "MDA") Tourism Tax Rebate Program Guidelines (the "Tourism Guidelines" and together with the Tourism Act, the "Tourism Program"), The Thrash Group, LLC, a Mississippi limited liability company (the "Developer") proposes to construct a new mixed-use development known as "Brandon Heights" and comprised of a full-service hotel, restaurants, retail space and commercial/office space, as well as residential units, in the City and in connection therewith intends to make application to the MDA for the benefits provided by the Tourism Program with respect to the full-service hotel-related portion of such broader development;

2. Based upon the capital investment, number of rooms and amenities proposed therefor by the Developer, the full-service hotel-related portion of such broader development qualifies as a "tourism project" as defined in Section 57-26-1(d) of the Tourism Act (such hotel-related portion of the larger development being referred to herein as the "Tourism Project");

3. The Governing Body acknowledges that, pursuant to the Tourism Program, eighty percent (80%) of the sales taxes collected from the Tourism Project will be diverted to the Tourism Program sales tax rebate fund (the "Rebate Fund") for a period of up to fifteen (15) years or until such time that the aggregate amount of thirty percent (30%) of the Tourism Project costs incurred by the Developer and approved by the MDA have been paid, whichever shall occur first.

4. The Governing Body acknowledges that the Tourism Project is projected to have a significant capital investment sufficient to meet the requirements of the Tourism Program and will provide a significant impact to and upon the economy of the City, the County, and the surrounding region.

5. The Governing Body acknowledges that the Tourism Project may have multiple phases consisting of additional costs for each phase and that the Developer may, after submittal to the MDA of its complete Tourism Program application for the Tourism Project amend or supplement its application from time to time through written request to the MDA.

6. The City is in full support of the Tourism Project and supports the application by the Developer to MDA for the benefits allowed pursuant to the Tourism Program with respect thereto.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY, ACTING FOR AND ON BEHALF OF THE CITY, AS FOLLOWS:

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

SECTION 2. That the City fully supports the Tourism Project and the application of the Developer to the MDA for the benefits allowed pursuant to the Tourism Program and acknowledges and agrees that eighty percent (80%) of the sales taxes collected from the Tourism Project, which shall have a significant capital investment and other qualifications sufficient to meet the requirements of the Tourism Program, will be diverted to the Rebate Fund for a period of up to fifteen (15) years, or until the aggregate amount of thirty percent (30%) of the Tourism Project costs incurred by the Developer and approved by the MDA have been paid, whichever shall occur first.

SECTION 3. That the City shall commit to its obligations under this Resolution provided that the Developer is in compliance with the applicable MDA regulations, schedules, timelines and guidelines governing the duties and obligations of the Developer with respect to the Tourism Program and the Tourism Project.

SECTION 4. That the Mayor of the City is authorized to execute any and all necessary documents and clarifications required or requested by MDA for the qualification of the Tourism Project for the Tourism Program.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

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

Alderman	Yay	Nay	Absent
Sharon Womack	_____	_____	_____
Jarrad Craine	_____	_____	_____
Cris Vinson	_____	_____	_____
Harry Williams	_____	_____	_____
Lu Cocker	_____	_____	_____
Dwight Middleton	_____	_____	_____
David Farris	_____	_____	_____

The motion having received the affirmative vote of a majority of the board members present, the Mayor declared the motion carried and the resolution adopted this the 16th day of October, 2023.

Butch Lee, Mayor

ATTEST:

Angela Bean, City Clerk

(seal)



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: ANGELA BEAN
DATE: 10/12/2023
SUBJECT: **MOU RANKIN COUNTY**

Consideration to enter into a Memorandum of Understanding between the City of Brandon and Rankin County, utilizing proceeds appropriated by the Mississippi Legislature in House Bill 1353 during the 2022 Legislative Session.

ATTACHMENTS:

1. MOU with City of Brandon Utilizing Proceeds Appropriated by MS Legislature in HB 1353 (Steve's)

**MEMORANDUM OF UNDERSTANDING
BETWEEN CITY OF BRANDON, MISSISSIPPI, AND RANKIN COUNTY,
MISSISSIPPI, UTILIZING PROCEEDS APPROPRIATED BY THE MISSISSIPPI
LEGISLATURE IN HOUSE BILL 1353 DURING THE 2022 LEGISLATIVE SESSION**

THIS MEMORANDUM OF UNDERSTANDING (this “MOU”) is made and entered into on the dates reflected herein by and between Rankin County, Mississippi, a political subdivision of the State of Mississippi acting by and through its Board of Supervisors (the “County”), and the City of Brandon, Mississippi (the “City”), a municipal corporation located in the State of Mississippi acting by and through its Mayor and Board of Aldermen (the “City”).

RECITALS AND AGREEMENT:

- A. The County is authorized to construct and maintain roads and streets within any municipality of the County. Mississippi Code Annotated §65-7-85, §65-7-74 and §19-3-40. Also see Mississippi Attorney General Opinion No. 2011-00067 (Adams – March 3, 2011). The City is authorized to construct and maintain roads, streets and sidewalks within its municipal boundaries. Mississippi Code Annotated §21-37-3.
- B. The City is located wholly within the boundaries of the County.
- C. The County and City desire to work together to carry out the statutory obligations set forth in paragraph A. The cooperative actions contemplated herein will benefit the residents of the County and the City.
- D. The County and City have identified the public streets identified on the attached Exhibit “A” as requiring improvement, repair and/or maintenance. Exhibit “A” is incorporated herein by reference.
- E. The City shall be solely responsible for evaluating the work required to improve/repair/maintain the streets identified on the attached Exhibit “A” and ensuring that City is legally authorized to conduct maintenance, improvements, and/or repair to said streets. The City will be solely responsible for ensuring that all work is performed in accordance with the prescribed uses set forth in House Bill 1353 and that all work is authorized to proceed in conformity with Miss. Code Ann. Section 31-7-13, et seq. **The City shall be required to perform all necessary improvements, repairs and/or maintenance to said streets within twelve months from the effective date of this MOU and shall have full responsibility for all future improvements/repairs/maintenance to said streets.** Upon completion of the required maintenance, improvement and/or repair of said streets, City shall provide County with a report demonstrating the repairs/maintenance/improvements conducted by City to said streets and shall accompany the report with an itemization of all costs and expenses paid by City in the conduct of same. Upon review and approval by the County of the report and the itemization, and up to a maximum reimbursement of \$300,000, County shall reimburse to City fifty percent (50%) of all amounts expended by the City as reflected in the itemization.

- F. This MOU shall be effective from and after the last date of execution below and shall continue in effect until such time as the funds have been disbursed for the purposes set forth herein.
- G. Any notice, consent or other communication in connection with this MOU shall be in writing and may be delivered in person, by mail or by email. If hand-delivered, the notice shall be effective upon delivery. If by email, the notice shall be effective when sent. If served by mail, the notice shall be effective three (3) business days after being deposited in the United States Postal Service by certified mail, return receipt requested, addressed appropriately to the intended recipient as follows:

For the Rankin County Board of Supervisors
ATTN: Board President
211 East Government Street, Suite A
Brandon, Mississippi 39042

For the City of Brandon, Mississippi
Mayor, City of Brandon
1000 Municipal Drive
Brandon, MS 39042

- H. This MOU may be amended or terminated only in writing duly authorized and executed by all parties hereto.

APPROVED BY THE PRESIDENT AND BOARD OF SUPERVISORS FOR RANKIN COUNTY, MISSISSIPPI, on this the ____ day of _____, 2023.

Brad Calhoun, President
Rankin County Board of Supervisors

ATTESTED:

Larry Swales, Clerk of the Board

APPROVED BY THE MAYOR AND BOARD OF ALDERMEN FOR THE CITY OF
BRANDON on this the ____ day of _____, 2023.

Butch Lee, Mayor
City of Brandon

ATTESTED:

City Clerk, City of Brandon, Mississippi

Exhibit "A" to MOU dated February 2, 2023

Listing of Projects:

Road Improvements – Brentwood Street

Road Improvements – Bellewood Drive



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: ANGELIA PRYOR
DATE: 10/06/2023
SUBJECT: QUOTE FOR QUARRY PARK SHOP RESTORATION MATERIALS

Consideration to accept the quote from Central Metal Buildings for items needed for City of Brandon staff to utilize in the restoration process of the reclaimed building known as the Donut Shop, now relocated to the Quarry Parks to be used as a shop, as the best and lowest and authorized purchase of items listed and amend the budget accordingly.

- Central Metal Building - Quote
- Born Again Home Remodeling and Roofing - Quote

ATTACHMENTS:

1. Parks-Quotes for Shop Bldg-23

Central Metal Buildings

Brandon Proposal

Oct 3, 2023 at 3:04:04 PM

Kenyll



CENTRAL METAL BUILDING,

Serving Central Mississippi and Beyond

Office 601-936-3825

980 N. Bierdeman Road, Pearl, MS 39208

PROPOSAL

PROJECT TITLE:	TODAY'S DATE:
City of Brandon	October 3, 2023
PROJECT NUMBER:	PROJECT LOCATION:
	Brandon, MS

JOB DESCRIPTION:

Furnish materials for 30' x 60' x 10' metal building
PBR wall panels
4" VRR Insulation
2 – 3070 doors
1 – 8'x8' roll up door
Gutters and down spouts

WE PROPOSE TO COMPLETE THE JOB AS SET FORTH ABOVE IN THE JOB DESCRIPTION FOR THE
SUM OF: \$19,813.38

ACCEPTANCE OF PROPOSAL:	SIGNATURE _____
	SIGNATURE _____
	DATE OF ACCEPTANCE _____

*If Central Metal Buildings, Inc. must unload the building before it is time to install, there will be a charge for equipment.

*If drive time is over a 60-mile radius, the contractor could be charged for travel time and extra usage of rental equipment

*Central Metal Building, Inc. requires a 35' clearance around the building.

BORN AGAIN HOME REMODLING AND ROOFING

ESTIMATE

EST1638

DATE

Oct 4, 2023

TOTAL

USD \$21,213.38

David Dilmore

Business Number Wayne Kuhn - 601 331
9289

150 Highland Dr, Florence ms 39073

601-573-6178

ddilmore@bornagainroofing.com

TO

City Of Brandon

Brandon Ms

☐ 601-954-1316

DESCRIPTION	RATE	QTY	AMOUNT
Furnish materials only for 30' x 60' x 10' PEMB Wall panels – TBD color 4" Insulation 2 – 3070 doors 1 – 8'x8' roll up door Gutters and down spouts	\$21,213.38	1	\$21,213.38
SUBTOTAL			\$21,213.38
TAX (7%)			\$0.00
TOTAL			USD \$21,213.38

Please leave a rating/review on



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: ANGELIA PRYOR
DATE: 10/09/2023
SUBJECT: CMPDD DISTRICT ASSESSMENT PAYMENT 24

Approve the CMPDD District Assessment for the Fiscal Year 2024 in the amount of \$9410.00 and authorize payment for the same.

ATTACHMENTS:

1. CMPDD FY 24 District Assessments

Central MS Planning & Development District, Inc.

**1020 Centre Pointe Blvd
Pearl MS 39208**

601-981-1511

Invoice

**City of Brandon
P.O. Box 1539
Brandon MS 39043-1539**

10/03/2023

Invoice # : 4973 Order # :

Description: Fiscal Year 2024 District Assessments

Total Amount Due

\$9,410.00A handwritten signature in black ink, appearing to read "Brent Lee", is written over the signature line.



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: GEORGINNA KEENUM
DATE: 10/10/2023
SUBJECT: MML MID-WINTER CONFERENCE

Request permission to travel to Jackson, MS to attend the 2024 MML Mid-Winter Meetings on January 9-11, 2024 and authorize payment of conference fee.

ATTACHMENTS:

None



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 10/12/2023
SUBJECT: HOMEOWNERS ASSOCIATION ANNUAL MEETING

Request permission to approve the purchase of catering services not to exceed \$2,000.00 for the City of Brandon Homeowners Association annual meeting to be held on Tuesday, November 14, 2023, first finding this meeting (1) is an effective and efficient means to distribute, share and receive information and to discuss matters requiring the involvement, cooperation and collaboration of the City and its citizens, organizations, associations, businesses and other interested parties, which is integral to the preservation of the health, safety and welfare of the citizenry; (2) is related and incident to the goals and functions of the City including but not limited to preserving, protecting, maintaining and enhancing the quality of life in the City, including preserving and maintaining property values in the City and planning and implementing infrastructure maintenance and improvements and other public improvement projects and positive development in the City, including expanding and strengthening the tax base; and are (3) for purposes of advertising and bringing into favorable notice the opportunities, possibilities and resources of the City, all of which will be helpful in advancing the moral, financial and other interests of the City. See AG Opinion 2011-00434 (Matthews, October 14, 2011, *and see* MCA Section 17-3-1 and 17-3-3 (1972, as amended)).

ATTACHMENTS:

None



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: BUTCH LEE
DATE: 10/12/2023
SUBJECT: PLANNING COMMISSION - LYNN BULLOCK

Consideration to appoint Lynn Bullock to the Planning Commission.

ATTACHMENTS:

None



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: ANGELA BEAN
DATE: 10/10/2023
SUBJECT: IWORQ SOFTWARE RENEWAL

Authorize payment to iWorQ in the amount of \$9,189.00 for the 2024 renewal of the permit management and citizen request software.

ATTACHMENTS:

1. iWorQ Invoice 201582



P.O. Box 3784
Logan, UT 84323
USA



INVOICE

Invoice Number: 201582

Invoice Date: 10/02/2023

Account Number: 1314

Phone: (435) 755-5126

Fax: (435) 379-3243

Bill To:
Brandon, MS
Attn: Susan Rankin
PO Box 1539
Brandon, MS 39043

Description:
Period: November 2023 - October 2024

Customer ID	Customer PO	Payment Terms	
Brandon, MS		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Courier		11/01/2023

Quantity	Item	Unit Price	Amount
1	LIC - License Management -	\$1,650.00	\$1,650.00
1	CTENG - Citizen Engagement Management - Permit Management	\$1,489.00	\$1,489.00
1	CTENG - Citizen Engagement Management - Citizen Request	\$1,000.00	\$1,000.00
1	WBFMS - Web Forms -	\$500.00	\$500.00
1	CDP - Community Development Package -	\$4,550.00	\$4,550.00
	iWorQ Systems Internet Software Management and Support November 2023 - October 2024		

Check/Credit Memo No:	Total Invoice Amount	\$9,189.00
	Outstanding Balance	\$0.00
	Total Payments Applied	\$0.00
	Credit Applied	\$0.00
	TOTAL	\$9,189.00

Payment for invoice may be paid online via credit card at <http://payments.iworq.net>

Please contact Billing@iworq.com to update BILL TO information. Thank you.



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: ANGELA BEAN
DATE: 10/13/2023
SUBJECT: MS OUTDOOR STEWARDSHIP TRUST GRANT

Consideration to adopt a resolution authorizing the submission of an application for the Mississippi Outdoor Stewardship Trust grant and authorize the Mayor to execute all related documents.

ATTACHMENTS:

1. Resolution - Trail Grant 20231016

**RESOLUTION
NAMING AUTHORIZED REPRESENTATIVE AND
AUTHORIZING THE GRANT APPLICATION**

RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE THOSE DOCUMENTS AND AGREEMENTS REQUIRED IN CONNECTION WITH THE APPLICATIONS FOR THE GRANT THROUGH THE OUTDOOR STEWARDSHIP TRUST FUND AND NAMING BUTCH LEE, MAYOR AS THE AUTHORIZED REPRESENTATIVE FOR CITY OF BRANDON.

WHEREAS the CITY OF BRANDON is making applications for a Grant through the Outdoor Stewardship Trust Fund; and

WHEREAS, in order to apply for such a grant, the CITY OF BRANDON must submit a grant application package in compliance with Outdoor Stewardship Act Program Regulations; and

WHEREAS, such regulations require that the CITY OF BRANDON provide as part of such package a certified copy of a resolution which authorizes submission of the application and which designates an authorized representative to execute the application and to be the authorized representative for the project;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF BRANDON:

SECTION 1: That the submission of a Grant application package is hereby authorized, with the proceeds from such grant to be used to finance and implement completion of projects within the City of Brandon.

SECTION 2: That Butch Lee, Mayor is authorized to execute and file an application for a Grant on behalf of CITY OF BRANDON with full authority to execute all documents pertaining to the grant.

SECTION 2: That Butch Lee, Mayor is hereby authorized to be the authorized representative for the grants and the associated projects.

_____ moved and _____ seconded the adoption of the foregoing resolution, and the question being put to a roll call vote, the result was as follows:

Sharon Womack, Alderman at Large	_____
Jarrad Craine, Alderman Ward 1	_____
Cris Vinson, Alderman Ward 2	_____
Harry Williams, Alderman Ward 3	_____
Lu Coker, Alderman Ward 4	_____
Dwight Middleton, Alderman Ward 5	_____
David Farris, Alderman Ward 6	_____

This motion to adopt the resolution, having received the vote shown above, was declared carried. This _____ day of _____, 2023.

Signed:

ATTEST:



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: ANGELA BEAN
DATE: 10/13/2023
SUBJECT: **EMPLOYEE HANDBOOK AND REVISED PAID TIME OFF SCHEDULE**

Consideration to adopt a revised Employee Handbook and an amended employee paid time off policy schedule. The proposed paid time off schedule is as follows:

YEARS OF SERVICE		PROPOSED SICK LEAVE - NON FIREFIGHTER				PROPOSED ANNUAL LEAVE - NON FIREFIGHTER			
0-3 YEARS	96	hours/year	12.00	days/year		144	hours/year	18.00	days/year
3-8 YEARS	84	hours/year	10.50	days/year		168	hours/year	21.00	days/year
8-15 YEARS	72	hours/year	9.00	days/year		192	hours/year	24.00	days/year
OVER 15 YEARS	60	hours/year	7.50	days/year		216	hours/year	27.00	days/year
YEARS OF SERVICE		PROPOSED SICK LEAVE - FIREFIGHTER				PROPOSED ANNUAL LEAVE - FIREFIGHTER			
0-3 YEARS	129.64	hours/year	8.79	days/year		194.45	hours/year	13.18	days/year
3-8 YEARS	113.43	hours/year	7.69	days/year		226.86	hours/year	15.38	days/year
8-15 YEARS	97.23	hours/year	6.59	days/year		259.27	hours/year	17.58	days/year
OVER 15 YEARS	81.02	hours/year	5.49	days/year		291.68	hours/year	19.77	days/year

ATTACHMENTS:

1. (9.27.23) Draft.Employee Handbook - City of Brandon (rev. 2023)



EMPLOYEE HANDBOOK



City of Brandon, Mississippi

Revised September 2023

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I. INTRODUCTION

This handbook is **NOT** a contract. No contract of employment with the City of Brandon will be valid unless it is authorized by the governing authority and complies with all legal requirement applicable to public contracts.

The policies and benefit offerings outlined in this handbook are subject to change at any time, without notice. Changes may be made at the sole discretion of the City of Brandon. Any changes thereto supersede any prior written, verbal, or implied policies. This handbook is merely a guide and not intended to address every employment situation that may arise.

A. PURPOSE

This handbook outlines the employment policies of the City of Brandon. These policies will inform employees of their benefits and responsibilities of their employment. The City of Brandon has developed these policies for the purpose of promoting fair and consistent practices by supervisors and employees.

The City of Brandon's employment practices policies will apply equally to all employees, unless exempted by law, contract, or the terms of a policy. Where federal or state law or regulations supersede the City of Brandon's policies, employees will be instructed to observe the requirements of these federal and state laws.

If you have a question that is not answered by this handbook, please consult your Department Head. For the purposes of this handbook, the terms "governing authority" and "governing authorities" means the Mayor of Brandon and the Board of Aldermen.

B. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the City of Brandon to provide equal opportunity in employment to all employees and applicants for employment without regard to race, creed, religion, color, sex, pregnancy, age, national origin, covered disability, military status, or any other classification protected under applicable law. Additionally, it is the City of Brandon's policy to forbid retaliation against employees or applicants for the exercise of rights protected under applicable laws. Employees are required to avoid any behavior, action, decision, or conduct that is inconsistent with this Equal Employment Opportunity policy.

Equal Employment Opportunity applies to all terms, conditions and privileges of employment, including hiring, training, placement, promotion, transfer, compensation, benefits and assistance, layoff, discipline, discharge, employee facilities, and retirement.

Should any eligible employee wish to request an accommodation on the basis of disability, religion, or pregnancy (childbirth or related medical condition), the employee should use the "Accommodation Request Form" included in the Appendix of this handbook.

II. EMPLOYMENT

All employees—whether full time, part time, or temporary—shall serve at the will of the City of Brandon. An at-will employment relationship can be terminated at any time, for good reason or no reason at all, and with or without prior notice by either the employer or the employee. Only the City of Brandon is authorized to modify the employment at-will relationship, and the modification must be in writing and comply with all requirements of public contracts.

A. ORIENTATION

Orientation and training programs are conducted to familiarize new employees with the City. As part of orientation, the City's benefits and personnel policies are explained and the employee is given an opportunity to ask any questions that he may have.

B. ELIGIBILITY REQUIREMENTS

An applicant's eligibility for a particular job class is evaluated by established standards to determine if he/she meets the minimum qualifications. If the applicant meets the minimum qualifications, the application is then rated based according to the related education, training, and experience listed on the applicant's application form, unless the job applied for requires either a written or a proficiency test. In that case, the application will be scored based on the test score. Applicants will be notified of the date and site of the proficiency test or written examination, if one is required.

Police and fire candidates (non-certified) may be required to pass a pre-physical fitness test to be considered for employment.

The City reserves the right to make other employment decisions based on any employee who leaves a job position and thereafter seeks to be placed back into that job position.

C. PROBATIONARY PERIOD

For each new employee, the first six months of employment serves as a probationary period. During this important time, the employee is learning the job and the City is evaluating his or her performance. The City aims to counsel the employee at least once during the probationary period by his or her supervisor who will let him know how he or she is doing.

D. OUTSIDE EMPLOYMENT

No employee may engage in employment which could cause a conflict of interest, or use his City employment for personal gain. Outside employment must not interfere with performance of duties for the City. If you wish to engage in outside employment, you must

submit a “Notice of Outside Employment” to your Department Head prior to starting the outside employment. The department head will forward the Notice with his/her recommendation to the Mayor for review. If the Mayor disagrees with the Department Head’s recommendation, the Mayor will submit the Notice to the Board of Aldermen for consideration at its next meeting.

E. ETHICS IN EMPLOYMENT

It shall be against policy for any person elected, appointed, or selected in any manner whatsoever to any municipal office, to appoint or employ, as an officer, clerk, stenographer, deputy, or assistant who is to be paid out of the public funds, any person related by blood or marriage within the third degree, computed by the rule of the civil law. This section shall not apply to any employee who shall have been in said department or institution prior to the time his or her kinsman, within the third degree, became the head of said department or institution; and this section shall not apply to any person seeking appointment as an election worker who has served as an election worker in the election immediately preceding the commencement of a term of office as an election commissioner by his kinsman within the third degree.

No hiring authority may vote for or against his/her father, mother, spouse, domestic partner, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, previous spouse, stepson, or stepdaughter to any position.

No employee may directly or indirectly supervise or be supervised by a member of his or her immediate family. For the purposes of this handbook, “immediate family” includes spouse, children, siblings, and parents. Any candidate for hire must disclose any relationships that fall under the definitions given in this section.

The City reserves the right to make other employment decisions based on familial relationships, which may arise and result in a disturbance of City employment, as permitted by law.

F. SEPARATION FROM EMPLOYMENT

Separation usually results from resignation, retirement, layoff, termination, or death. If the reason is resignation, an employee is requested to give notice in writing at least two (2) weeks before the last day of work. For separation due to retirement, more notice is requested. Layoff may occur if a position is eliminated or when there is a lack of funding or work. Termination can occur for any legally permissible reason.

All city property should be returned to the appropriate City officer prior to an employee receiving their final paycheck upon separation or termination of employment with the City.

G. CONFLICT ON INTEREST

City of Brandon employees may not enter into dealings or financial interests in contracts and services performed by the City of Brandon. This includes deriving any direct or indirect profit resulting from the sale, service, contracting, or purchases made on behalf of the City of Brandon.

Employees may not accept financial benefits that would reasonably tend to influence decisions or encourage that employee to disclose confidential City of Brandon business. Any offers of money, services, benefits, favors, or other possible conflicts should be discussed with supervisors and/or the City of Brandon's legal counsel.

Employees are protected from requirements, whether real or implied, to contribute time or money to any person or party. Soliciting political party campaign contributions, promoting fundraising drives and even encouraging subordinates and colleagues to contribute to community non-profit organizations while on duty are prohibited activities. Violations may be subject to disciplinary action, up to and including termination.

Employees, except for elected officials, are not allowed to participate in political activities during employees' work hours for the City of Brandon, nor compel or assign City employees to support the same.

III. STANDARDS OF CONDUCT

A. PERSONAL CONDUCT

Conduct that interferes with operations of the City of Brandon, discredits the City of Brandon, or is offensive or dangerous to others in the workplace is grounds for discipline, whether such conduct is expressly prohibited by, or in violation of, any applicable rule, policy, or directive. Every employee is required to conduct himself/herself in accordance with that general principle and with all applicable rules, policies, and directives, as well as with all other professional standards of conduct which a reasonable person would know is expected to someone in the workplace, whether such other standards are expressly set forth in any rule, policy, or directive. Any noncompliance of the Personal Conduct policy is grounds for discipline, up to and including termination.

The following general rules of conduct apply to all employees. This list is non-exhaustive and includes examples of unacceptable conduct which will be grounds for discipline, up to and including termination:

- Failure to perform assigned tasks efficiently and safely and in accord with applicable quality standards and safety requirements;
- Dishonesty, including falsifying or altering any document, record, or report, relating to the City of Brandon or relating to employment;
- Failure to observe starting, quitting, and/or break times;
- Horseplay;
- Careless workmanship;
- Violation of any security rule relating to employment or any health, safety, or environmental rule, or violation of any other applicable rule;
- Tobacco use in prohibited areas;
- Excessive and/or unexcused absenteeism and/or tardiness;
- Job abandonment, including failure to report for work after an approved absence or leave of absence;
- Theft or attempted theft of, misappropriation of, or willful damage to the property of the City of Brandon or the property of another person or entity at the workplace;
- Unauthorized distribution, transfer, sale, possession, or consumption of alcohol, intoxicant, or controlled substance at the workplace or otherwise on the property of the City of Brandon, which has not been prescribed for the person in possession, the recipient, or the one consuming;

- Reporting for work under the influence of alcohol, intoxicant, or controlled substance or being impaired at work due to the use of alcohol, intoxicant, or controlled substance;
- Threatening, intimidating, coercing, abusing, or interfering with a supervisor, manager, independent contractor, supplier, visitor, or co-employee, either by words or action;
- Insubordination;
- Fighting or assault;
- Sleeping on the job;
- Unauthorized possession of any firearm, weapon, or explosive at the workplace or on property of the City of Brandon or at any function of the City of Brandon;
- Unauthorized disclosure of any confidential information relating to the business of the City of Brandon;
- Violation of any criminal law or any other offense involving moral turpitude;
- Failure to report any accident, misconduct, or rule violation to the appropriate representative of the City of Brandon or failing to cooperate with and/or failing to provide information requested in connection with any internal investigation; and
- Receiving or soliciting a bribe or other similar improper payment or services.

B. WORKPLACE HARASSMENT

The City of Brandon's Workplace Harassment policy prohibits any employee acts of discrimination. The use of racial or ethnic jokes or derogatory remarks will not be tolerated, will be investigated, and disciplinary action will be taken, including and up to termination.

The City is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex (including pregnancy or sexual orientation), race, color, ethnicity, national origin, religion, age, disability, genetic information, or any other legally protected characteristic will not be tolerated. All employees are expected and required to abide by this policy.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for decision about employment, hiring, firing, placement, promotion, transfer, benefits, or other terms and conditions of employment; or (3) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment or substantially interferes with an employee's work performance.

If an employee feels that he or she has been harassed based on his or her sex (including pregnancy), race, color, ethnicity, national origin, religion, age, disability, genetic information, or any other legally protected characteristic, they are to immediately report the matter to your supervisor or department head. If the supervisor or department head are not available, or if it would be unproductive to report the matter to them, the matter is to be reported to Human Resources. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential manner as is possible under the circumstances.

Furthermore, any type of retaliation for reporting discrimination or filing a harassment claim is prohibited and will be investigated.

The City encourages any employee who desires to make an allegation of harassment to use the attached “Complaint Form For Reporting Harassment” to do so.

C. DRUG AND ALCOHOL-FREE WORKPLACE

1. Commitment to a Drug and Alcohol-Free Workplace

It is the policy of the City of Brandon that the City shall be a drug- and alcohol-free workplace. This includes the prohibition of possession or distribution of any controlled substance, intoxicant, or alcoholic beverage at work. It is also a violation of this policy for an employee to illegally use prescription drugs or to report work under the influence of illegal controlled substances and/or alcohol. Violation of this policy will result in disciplinary action, up to and including termination.

2. Drug and Alcohol Testing in the Workplace Policy

The City of Brandon may require as a condition of employment or as a condition of continued employment that applicants or employees submit to drug and alcohol testing under the Mississippi Drug and Alcohol Testing of Employees Law (Miss. Code Ann. §§ 71-7-1 to 71-7-33), Mississippi Drug-Free Workplace Workers’ Compensation Act (Miss. Code Ann. §§ 71-3-201 to 71-3-225), and applicable law. Employees should reference the City’s Drug and Alcohol Testing Program for additional details. Violation of this policy may result in disciplinary action, up to and including termination.

D. VIOLENCE-FREE WORKPLACE

It is the policy of the City of Brandon to promote a safe environment for our employees and visitors. The City of Brandon is committed to working with employees to maintain a work environment free from violence, intimidation, and other disruptive behavior. Bullying, violence, threats, intimidation, and other disruptive behavior will not be tolerated. Such behavior can include written or oral statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. All reports of such incidents are taken seriously and dealt with appropriately. Individuals who commit such

acts may be removed from the premises and may be subject to disciplinary action, up to and including termination.

E. TOBACCO USE

The City of Brandon is committed to providing a safe and healthy workplace and prohibits tobacco use within fifteen (15) feet of the City of Brandon facilities, in vehicles, or while working on a piece of equipment. This policy includes all types of tobacco, including any vaping products and smokeless tobacco.

F. HOURS OF WORK

Your hours will be fixed according to the needs of the City and may be changed as workload requires. Each part-time employee will be provided a schedule of working hours. Those hours are subject to the needs of the City.

G. WORKPLACE STANDARDS

Every employee must remember that the City of Brandon is a tax-supported entity and the citizens of the City of Brandon paying those taxes should receive the best possible quality and highest standard of service possible. Public employees should act in a professional manner, using good judgment and courtesy at all times, and should avoid any type of behavior that would even appear illegal or unethical. Employees should carry out their work efficiently, honestly, and with the intention of keeping good relationships with the public.

Individual employees must be responsible to their supervisors. Work directions and results and measurement of performance are the responsibility of the supervisor. Communication with the public about city issues is the responsibility of the designated official or department director, in coordination with the Mayor and his/her designee. Any controversial or unusual request or question from the public must be referred to that official.

H. ATTENDANCE

In order to operate the City efficiently, it is necessary to have a reliable work force. It is therefore important to you, and your fellow employees, and the City that you come to work regularly and on time. If you wish to leave the job for any reason, you should first talk to your supervisor.

When it is necessary for an employee to be absent or tardy, this procedure should be followed:

1. Notification

- (a) When it is necessary for an employee to be absent or tardy, the employee, if possible, must personally notify the appropriate Department Head or immediate supervisor a minimum of one (1) hour prior to the start of the work shift from which the absence will occur. Individual Department Heads may define, publish, and distribute approved notification procedures when deviations from policy are required.
- (b) If the employee is unable to reach the Department Head or immediate supervisor, the employee, must leave the following information with someone in the office: (1) employee name, (2) work area; (3) shift; (4) name of supervisor; (5) specific reason for absence; and (6) the telephone number where employee can be reached.
- (c) In every case of an absence or tardiness, the employee must call in each day prior to the time scheduled to work. The requirement to call in each day will be waived if the Department Head is certain that the absence or tardiness will be for two (2) consecutive days and specifically relieves the employee of this requirement.
- (d) Employees who are absent for two (2) consecutive scheduled work days without notifying their Department Head prior to the start of the scheduled work shift as required shall be considered as having voluntarily quit. The employee will be terminated after the next two (2) work days. The employee may be reinstated if failure to contact the Department Head was because of an acceptable excuse.
- (e) Absenteeism and tardiness may be considered excessive even with proper notification and with the approval of the employee's Department Head.

2. Absence for Reason of Illness or Injury

- (a) When an employee has been absent from work because of an illness/injury, the employee may be required to obtain a doctor's statement verifying the nature of the illness/injury and/or conditions under which the employee may return to work.
- (b) The employee may be required to obtain clearance from the Department Head before resuming work schedule upon returning to work.
- (c) The City reserves the right to recommend or request that an eligible employee apply for a medical leave of absence if such, in

the opinion of the Department Head or Mayor, is deemed necessary.

- (d) The City reserves the right to decide when an employee may return to work following an illness/injury.

I. APPEARANCE

Citizens observe employees of the City of Brandon often in the course of their work. As the City of Brandon's representatives, employees are asked to meet high standards both in the quality of their work and in presenting a professional image to the public. While there is not a formal dress code, employees are expected to display a professional disposition to citizens and colleagues. Uniforms may be required for certain jobs. If so, employees will be responsible to keep their uniforms clean and neat.

J. CELL PHONE & PERSONAL DEVICES POLICY

Employees whose work necessitates a cell phone and a cell phone plan purchased by the City should restrict use to City business only. Personal cell phone use for City Business should be limited to only necessary and immediate City related business needs. Use of personal cell phone, while on duty, should be restricted to emergency needs only. The use of other personal devices (e.g., iPads, iPods, Amazon Kindle, tablets, etc.) shall be limited to break periods and lunch.

In the event of an emergency, calls should be directed to City Hall at (601) 825-5021, Ext 221. Messages will be promptly delivered to employees. Other personal calls must be made and received outside of work hours.

Because it is necessary to have all available phone lines for receiving and making business calls, it is the general policy of the City of Brandon to allow short (less than 5 minutes) personal calls only when it is absolutely necessary. It is the responsibility of the employee's department head or supervisor to monitor all cell phone usage.

In addition, no personal long-distance calls may be made at any time. If you are found to be making any personal, long-distance calls or abusing phone privileges, you will be expected to reimburse the City of Brandon for any and all costs associated with the misuse of the phone system as well as be subject to disciplinary action up to and including dismissal.

Should it become necessary to maintain adequate phone services for the City, the Supervisor may revoke an employee's phone privileges totally at any time.

While some employees are provided with City-owned cell phones and are required to use a cell phone while on duty with the City of Brandon, it should be noted that the City of Brandon expects all employees to adhere to applicable state laws regarding cell phone usage. Even if state law permits or does not address cell phone usage while operating a motor vehicle, the City of Brandon expects employees to utilize the assistance of a hands-

free device. If a hands-free device is not available, employees should limit their “received” calls/messaging to less than 5 minutes. Employees should locate a safe place to pull off the road and stop their vehicle if there is need for a longer conversation, note taking, or to place calls/messaging. Texting while operating a City-owned vehicle or a personal vehicle on City time is prohibited.

Abuse or violation of this policy may result in disciplinary action, up to and including termination.

K. EQUIPMENT & PROPERTY

Employees may be provided tools and equipment to perform their job. It is the responsibility of employees to use them safely and to cooperate in the maintenance of equipment owned by the City of Brandon.

Any employee operating a City of Brandon vehicle or motor equipment (e.g., tractors, loaders, or etc.) is required to have an appropriate current state driver’s license and provide it upon request. When using a personal vehicle for conducting the City of Brandon business, the employee must provide proof of personal vehicle liability coverage, as well as a valid driver’s license. The City of Brandon bears no liability for damage to any personal property incurred by employees on official city business. If an accident occurs involving a City of Brandon vehicle or a personal vehicle while conducting City of Brandon business, the accident must be reported immediately to the appropriate law enforcement agency and to the employee’s supervisor.

No employee shall drive or operate a City vehicle when the employee is not working. This applies to all employees unless the Board has made or makes an exception. All City vehicles shall be parked at the end of the business day. No City vehicle or equipment may be used by a City employee for his/her personal use.

L. SEARCHES OF CITY PROPERTY

Employees have no expectation of privacy in any City property, including, but not limited to, City lockers and desks. Any such City property may be monitored to ensure compliance with the policies in this handbook or if the City has reasonable belief that something on City property may adversely affect the health and safety of City employees, customers, or visitors.

M. COMPUTER NETWORK & INTERNET ACCESS POLICY

The City of Brandon provides computer and internet access to assist its employees in obtaining work-related data and information. However, all computer and internet usage by City employees is limited to job-related activities only. Personal use of computers and the internet generally is not authorized.

The equipment, services, and technology provided to access the internet always remain the property of the City of Brandon. As such, the City of Brandon reserves the right to monitor computer and internet traffic and to retrieve and read any data composed, sent, or received through the City's online connections or stored in the City's computer systems. All Internet data that is composed, transmitted, and/or received through the City's computer systems is considered to belong to the City and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

Data that is composed, transmitted, and/or received through the City's computer systems, including emails, should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images. Unacceptable use of the internet by employees includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via the City's email service;
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy;
- Stealing, using, or disclosing someone else's password or personal information without authorization;
- Downloading, copying, or pirating software and electronic files that are copyrighted or without authorization;
- Hacking into unauthorized websites;
- Sending or posting information that is defamatory to the City;
- Introducing malicious software onto the City's network and/or jeopardizing the security of the City's electronic communications systems;
- Sending or posting chain letters, solicitations, or advertisements not related to City business; and
- Passing off personal views as representing those of the City.

If an employee is unsure about what constitutes acceptable Internet usage, then he or she should consult their department head or Human Resources for further guidance and clarification. Abuse or violation of this policy may result in disciplinary action, up to and including termination.

N. SOCIAL MEDIA USE POLICY

This Social Media Use Policy is intended to provide employees with guidelines for appropriate online activity. Although this policy cannot address every instance of inappropriate social media use, it is intended to offer guidelines to employees, thereby helping employees avoid potentially costly missteps online. The nature of the Internet is such that what you "say" online will be captured forever and can be transmitted endlessly

without your consent or knowledge. Employees should remember that any information that is shared online instantly becomes permanent and public.

Employees should be aware that, while certain types of speech may be subject to legal protection, the City may have the right to discipline an employee whose comments may disrupt the efficiency of the public services rendered by the City. Given the position in society public employees occupy, they may express individual or personal views that contravene governmental policies or impair the proper performance of governmental functions. Thus, a balance must be stricken when it comes to employee free speech issues by weighing the interests of the employee, as a citizen, in commenting upon matters of public concern, and the interests of the City, as an employer, in promoting the efficiency of public services it performs through its employees.

1. Guidelines

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates, or otherwise adversely affects legitimate business interests of the City may result in disciplinary action, up to and including termination.

2. Scope

This policy applies to all employees' use of the Internet, including participation in and use of social media, regardless of whether such use occurs in the workplace and regardless of whether such use involves the City's electronic equipment or other property. Refrain from using social media while on work time or on equipment provided by the City unless it is work-related as authorized by your supervisor or consistent with the City's other written policies. Do not use your work email address to register on social networks, blogs, or other online tools utilized for personal use.

3. "Social Media" Defined

The rapid speed at which technology continuously evolves makes it difficult, if not impossible, to identify all types of social media. By way of example, social media includes: (1) social-networking sites (i.e., Facebook, LinkedIn); (2) blogs and micro-blogs (i.e., Twitter, Blogger); (3) content-sharing sites (i.e. Scribd, Slide Share); and (4) image sharing sites (i.e., Flickr, YouTube). This list is for illustrative purposes only, however, and all online activity is governed by this policy.

4. Application of Other Policies

All of the City's employment policies apply to conduct that occurs online in the same way that they apply to conduct that occurs in the workplace. For example, employees' online conduct must comply with, including, but not limited to, the City's Equal Employment Opportunity and Workplace Harassment policies.

5. Association With the Organization

Employees who identify themselves online as being associated with the City must comply with the rules set forth in this section.

When endorsing or promoting his or her employer, an employee must disclose his or her affiliation with (i.e., employment by) the City. Although the City appreciates the loyalty and enthusiasm of its employees, employees must disclose their employment if they endorse the City online. If you, the employee, should choose to disclose your affiliation or relationship with the City, for example in your online profile, you must use an appropriate disclaimer to make clear that you are speaking only on behalf of yourself and not on behalf of or as an agent of the City.

An example of an appropriate disclaimer follows:

The opinions and viewpoints expressed are those of the author and do not necessarily represent the position or opinion of the City of Brandon.

To ensure continuity of the City's message, employees may not represent themselves to be speaking on behalf of the City unless expressly authorized to do so.

6. Standards of Conduct

Employees should refrain from engaging in the following in their online activities and posts:

- Disparaging the City's services, clients, executive leadership, employees, or strategy in a way so as to impede the employee's performance of his job duties or otherwise interfere with the public services rendered by the City;
- Promoting or endorsing violence;
- Promoting illegal activity, including the use of illegal drugs;
- Directing any negative comment towards or about any individual or group based on race, religion, gender, disability, sexual orientation, national origin, citizenship, or other characteristics protected by law;
- Disclosing any confidential or proprietary information belonging to the City or obtained by the employee as a result of his/her employment with the City; and
- Posting, uploading, or sharing any recording or images (including audio, pictures, and videos) taken in the workplace or at any City-sponsored event without express advance authorization.

7. Duty to Report

Employees have an ongoing duty to report any violations of this policy by any other employees. The City considers the duty to report to be a critical component of its efforts to ensure the safety of its employees and to preserve the City's reputation and goodwill in the community. Therefore, any employee who fails to report any conduct that reasonably appears to be in violation of this Policy may be subject to discipline for such failure.

8. Questions About This Policy

Social media changes rapidly and there will likely be events or issues that are not addressed in this policy. If, at any time, you are uncertain about the application of this policy or if a question relating to the appropriate use of social media arises that is not fully addressed by this policy, you should seek the guidance of the appropriate person before posting or otherwise engaging online. When in doubt, employees should always ask for guidance first because, once the information is online, it can never be deleted.

O. GIFTS AND GRATUITIES

City of Brandon employees and officers are not allowed to receive gifts or gratuities in any personal or professional capacity that could create the impression that the giver was seeking favor or trying to influence an opinion or a judgment from the employee or official. This does not prohibit minor, incidental gifts such as cookies and cakes during the holiday season.

P. MEDIA CONTACTS, NEWS RELEASES, & PUBLICATIONS

Media contacts concerning issues regarding criminal activities in the City of Brandon should be referred to the Police Chief or his/her designee. Media contacts concerning all other issues related to the City of Brandon should be referred to the Mayor or his/her designee. All news releases are made through the office of the Mayor.

Q. POLITICAL ACTIVITY

The City believes all employees have a civic duty to cast their votes for candidates and issues they choose. You also should have the right to support candidates and issues with your personal efforts and volunteer contributions. However, no such activity will be conducted during working hours nor at the expense of the City. Employees will not be subjected to coercion, intimidation, or threat of reprisal because of their political activities.

R. AFTER HOURS, WEEKENDS, PAID DAY WORK

City employees shall not solicit any after-hours work while they are on City time.

This practice is a conflict of interest that would put a homeowner or a business owner in an uncomfortable position. Simply put, it is a violation of the public trust. If a problem (i.e., sewer stoppage, water leak, natural gas leak, sink hole, dead tree, or similar) is identified by a City employee in the course of their regular City duties, that employee shall direct the homeowner or business owner to select a contractor of their choice. If the homeowner or business owner makes contact with a City employee after working hours and initiates a conversation about any work, they are free to do so.

Any City employee who engages in the commercial trades of **heating and air, plumbing, or electrical** shall be properly licensed and bonded according to the current regulations for contractors performing work within the City of Brandon.

S. GARNISHMENTS AND ATTACHMENTS

The City expects each employee to keep his personal affairs in a good condition and meet his financial obligations promptly. Garnishments and attachments create an administrative burden on the City. For this reason, they are looked upon with disfavor and recurrences may result in disciplinary action.

T. SOLICITATION

Solicitation, other than activities such as employee insurance enrollment, is not allowed in City buildings.

U. VISITORS IN THE WORKPLACE

Employees are encouraged to be courteous to the public at all times. Visitations (casual conversations) beyond courteous exchanges of conversation should be limited while an employee is on duty. Individuals visiting personnel in the Police Department are limited to designated areas and the posted time limits.

V. SAFETY

1. Safety Policy

Your safety is the constant concern of the City of Brandon. Every precaution has been taken to provide a safe workplace. Common sense and personal interest in safety are still the greatest guarantees of your safety at work, on the road, and at home. We take your safety seriously and any willful or habitual violation of safety rules will be considered cause for dismissal. The City of Brandon is sincerely concerned for the health and well-being of each member of the team.

The cooperation of every employee is necessary to make the City of Brandon a safe workplace. Help yourself and others by reporting unsafe conditions or hazards immediately to your supervisor. Give earnest consideration to the rules of safety presented to you by poster signs, discussions with your supervisor, and posted department rules. Begin right by always thinking of safety as you perform your job, or as you learn a new one.

Accident reporting: Any injury at work—no matter how small—must be reported immediately to your supervisor and receive first aid attention. Serious conditions often arise from small injuries if they are not cared for at once.

2. Safety Program

Each department head has the responsibility to:

- Maintain safe and healthy working conditions in the various departments;
- Enforce all safety rules and regulations within their departments;
- Ensure that each employee under their supervision is fully trained for the job he/she is assigned to do and is familiar with work rules;
- Ensure that all accidents and structural or mechanical damage caused to City-owned vehicles, equipment, and property is reported to their supervisor; and
- Investigate the cause of all such accidents or property damage, and issue appropriate disciplinary action for any such accident or property damage which results from an employee's negligence, carelessness, inattentiveness, or failure to exercise due care in the performance of the employee's duties or with regard to the use or operation of such property.

Every employee is responsible to:

- Exercise caution in the course of their work to prevent injuries to themselves and to their fellow employees and to prevent damage to City property;
- Report all accidents using proper accident reporting procedures;
- Keep all work areas clean and orderly;
- Report all unsafe working conditions immediately to the department head;
- Obey all safety rules and regulations;
- Wear all prescribed protective equipment; and
- Operate only machinery and equipment that the employee is authorized to operate.

W. ON-THE-JOB INJURIES

The City of Brandon strives to provide a safe and secure working environment for all employees. However, when a work-related injury or illness occurs (i.e., injuries and illnesses that arise out of, or are incurred in the course of, job related activities on behalf of the City of Brandon), the employee will be provided medical care and treatment through the Workers' Compensation program.

Employees needing medical attention due to an injury may be subject to an alcohol/drug test. Employees must immediately report all injuries and work-related illnesses, regardless of severity, to their supervisor, who should, in turn, report to the department head and safety officer as soon as practicable to allow filing for workers' compensation claims in the proper manner. The report will be fully investigated.

Injured employees are expected to return to work as soon as possible after an injury. In order to facilitate your return to work, the City of Brandon, at its discretion, may attempt to identify existing assignments that the injured employee may perform within restrictions identified by the healthcare provider and the City of Brandon. Such temporary assignments are at the sole discretion of the City of Brandon and may be suspended at any time. Work restrictions recommended by the healthcare provider must be in writing and delivered to the employee's supervisor as well as the department head. Before returning to regular duties, the employee shall provide a written release from an approved healthcare provider stating the employee is capable of returning to full-duty status. Major injuries to employees are to be reported to the Board of Aldermen within four (4) calendar days.

X. OPEN DOOR POLICY

The City is concerned about the well-being and morale of its employees and encourages all employees to voice any questions or concerns. Employees should use the proper chain of command in addressing all questions or concerns. Employees should first bring an issue or concern to the attention of their immediate supervisor. If you have addressed a matter with your supervisor and it has not been handled to your satisfaction, please bring it to the attention of your department head.

Y. GRIEVANCES

Occasionally, problems may arise that you cannot solve alone. The City of Brandon has a system for handling these problems, complaints, or grievances—although it may exercise its discretion to forgo this system if the circumstances warrant. If you have a problem, complaint, or grievance, you should follow this procedure:

Step One: Discuss the problem through your chain of command. If it is not resolved, arrange a private meeting with your supervisor head to try to resolve the problem.

Step Two: If the problem is not resolved (i.e., no agreement reached), the employee should submit a written grievance with his or her department head. If you have a grievance that involves your department head, you may submit the grievance to Human Resources. Human Resources will investigate the grievance and attempt to resolve the grievance through discussion. A written report will be prepared, with recommendation, and the employee should sign it.

Step Three: If the problem is not resolved at Step Two, you may submit a written request to have the grievance matter reviewed by the Mayor. The department head and Human Resources will provide all written materials and correspondence to the Mayor. While reviewing the grievance, the Mayor may meet with the employee, department head, and any other person as necessary.

Step Four: If the problem is not resolved at Step Three, you may within two (2) weeks of receiving the Mayor's decision (or nonresponse), request a meeting with the Mayor and the Board of Aldermen. This request should be made to the Board of Aldermen's Personnel Manager. The City will aim to place the hearing on the agenda for the next regularly scheduled Board meeting. All meetings will be informal in nature, and this decision is final.

If you do not present your grievance within the time limits stated above, the grievance will be considered concluded. If a response is not provided by the appropriate City official(s), you may elect to treat the grievance as denied at that step and advance the grievance to the next step.

Employees are encouraged to complete and submit a "Grievance Form" in advance of Step Two. The "Grievance Form" is included in the Appendix to this handbook.

Z. DISCIPLINARY ACTION

Disciplinary action applies to all employees. This policy is non-exhaustive and merely includes types of disciplinary action which may be used.

- Generally, the severity of a disciplinary action should be related to the gravity of the offense, the employee's record of disciplinary action, and length of service.
- Department heads and supervisors should discuss the matter with the employee prior to imposing disciplinary action. A department head or his/her authorized designee may impose the following actions:
 - (a) Documented counseling session;
 - (b) Written reprimand; and
 - (c) Suspension with pay.

- Suspension without pay, demotion, and dismissal requires approval, by official action, from governing authorities.
- Disciplinary actions imposed should be reported to Human Resources by completion of an employee disciplinary report.
- Employees may appeal or file a grievance concerning disciplinary actions, in addition to other matters of which they may feel aggrieved.

1. Documented Counseling Session & Written Reprimands

A documented counseling session may be sufficient disciplinary action for minor offenses. The supervisor shall explain the problem or offense to the employee in private and provide positive reinforcement to the employee.

Written reprimands are used for offenses which in the supervisor's opinion deserve more emphasis than a documented counseling session, or for offenses which a documented counseling session has already been given.

The reason for issuing a written reprimand shall be documented by completion of an employee disciplinary report. This form shall be countersigned by the employee, and the department head and supervisor issuing the disciplinary action and any witnesses. The original form shall be given to the employee, and a copy shall be forwarded to the City personnel office for filing in the employee's file.

Unless the incident, action, or behavior of the employee is such as to initially warrant a more severe type of disciplinary action, a document counseling session or written reprimand may generally be issued for first offenses involving matters such as poor performance.

Depending on the circumstances or seriousness of the offense, one additional reprimand may be given for repetition of the same type of offense; however, no more than two (2) reprimands should be given to any employee for the same type of offense, after which a more severe type of disciplinary action will be taken for repetition of the same type of offense.

2. Suspension with Pay

The Mayor may suspend a department head or employee with pay. The suspension shall only be valid until the next regularly scheduled meeting of the Board of Aldermen, who will take action to remove or continue the suspension, with or without pay.

- A department head or employee may be suspended with pay when circumstances exist where presence of the employee in a City position may not

be the best interest of the employee and/or the City, but suspension without pay may be inappropriate.

- Suspension with pay will normally be used during internal City investigations, and no inference of guilt is to be assumed. Suspension with pay is not to be considered a disciplinary action. It is administrative leave.
- A letter notifying the individual of his/her suspension of pay should be given by the Mayor to the department head and the employee. A copy of the letter should be immediately delivered to the City personnel office. The letter should state the reasons for the suspension with pay.
- Suspension with pay should be used only when circumstances exist that prohibits resolving the matter with other means. Suspension with pay status is costly to the City and may cause other employees to perform extra duties.
- A copy of all correspondence shall be placed in the employee's personnel file.

3. Suspension without Pay

The Board of Aldermen may discipline an employee by suspension without pay for a length of time as considered appropriate.

4. Demotion

The Board of Aldermen may reduce the salary of an employee as considered appropriate.

5. Dismissal

An employee may be terminated or dismissed from employment with the City by the Board of Aldermen. All recommendations shall be submitted to the Mayor. The Mayor may make such a recommendation to the Board of Aldermen for approval.

IV. PAY PRACTICES

A. ESTABLISHMENT OF PAY SYSTEM

As budgets are set, the City of Brandon compensates employees in accordance with decisions by the Board of Aldermen. Pay for any given position is subject to the annual budgetary process and, as such, may be subject to increase, reduction, or status quo maintenance for any time period. The supervising elected official, or administrator, may make suggestions about salary compensation and other pay system concerns, but the final decision regarding compensation level rests with the Board of Aldermen.

B. PAY DAY

Non-exempt employees will be paid at an hourly rate. All employees will be paid bi-weekly on Friday.

C. PAYROLL RAISES

The City makes every attempt to give fair pay raises to employees while keeping the limitations of the City's budget in mind.

D. PAYROLL DEDUCTIONS

No payroll deductions will be made from employee pay unless authorized by the employee or required by law. Employees are required to report changes in family status, address, or other information that could affect the amount of deductions withheld. These may include Social Security and income taxes, retirement system contributions, court-ordered child support, and any other deductions required or allowed by law. Additionally, deductions may be authorized for employee contributions to health insurance, supplemental insurance, and deferred compensation plans requested by the employee.

E. TIME RECORDS

Each non-exempt employee in the Police and Fire Departments must keep a record of his time worked and attendance at work. All other non-exempt employees are required to record time according to established procedure, whereby all hours worked are accurately reported.

F. OVERTIME COMPENSATION

Employees who are not exempt from the provision of the Fair Labor Standards Act ("FLSA") and who work overtime will be paid overtime wages. No employee may work any overtime without first obtaining the approval of his/her department head. Overtime

shall be defined as all work performed in excess of the hours permitted under the FLSA workweek.

If you believe that an improper deduction has been made to your salary, you should immediately report this information to Human Resources. Reports of improper deductions will be promptly investigated. If it determined that an improper deduction has occurred, you will be reimbursed for such improper deductions.

G. EXPENSE REIMBURSEMENT

An employee will be reimbursed for pre-approved expenses incurred in completing his/her work-related assignment in accordance with the policies established by the City of Brandon. Each employee is responsible for providing verified receipts for any expense for which reimbursement is requested.

V. EMPLOYEE BENEFITS

A. INSURANCE

The City may elect to offer insurance to eligible full-time employees, elected officials and their dependents. The cost of coverage will be determined by the Board of Aldermen, with employees paying the premiums through payroll deductions. The City may elect to pay some part of the cost of coverage, as determined by the Board of Aldermen.

B. SOCIAL SECURITY

The City of Brandon employees are covered by Social Security. The City contributes to the Social Security Program on behalf of employees.

C. PUBLIC EMPLOYMENT RETIREMENT SYSTEM

All employees who may work more than twenty (20) hours per week or an average of eighty (80) hours per month and who may work for more than four and a half (4½) months for the City must participate in the Public Employees Retirement System ("PERS"). Temporary employees not scheduled to work more than four and a half (4½) months per year are excluded from participation in the PERS system. The Retirement System provides for retirement benefits when a member meets the plan requirements. Both the City and covered employees make contributions to PERS. Contributions to the retirement system are mandatory for eligible positions and are deducted from the member's salary each payroll period.

If a member terminates service without meeting the conditions for benefit payment, accumulated employee contributions may be refunded subject to the PERS conditions or applicable regulations. Annual benefit statements are provided by the PERS to participating members. Employees may request an estimate of benefits from the retirement system at any time to obtain an approximate projected retirement benefit figure.

Enrollment and benefits forms are available through Human Resources. It is the employee's individual responsibility to keep on file up-to-date information related to their retirement account as to name, address and beneficiary(ies).

Employees who plan to retire from the PERS are encouraged to contact their department head and/or the City's personnel office at least ninety (90) days in advance of the anticipated retirement date to secure estimate of benefits information, to finalize the retirement date, and to complete all necessary paperwork.

If you have questions about PERS, you may go to the PERS website at www.pers.ms.gov. Nothing contained in this handbook alters the rules of PERS, including contributions or eligibility for benefits.

D. DEFERRED COMPENSATION PLAN

This plan is established to provide eligible employees with financial security of retirement along with certain other benefits prior to retirement. A “tax deferred annuity” allows an employee to take income out of his/her salary and set it aside to provide additional retirement funds. Further information is available from Human Resources.

E. WORKERS’ COMPENSATION

Eligible employees are covered under the workers’ compensation program. Workers’ compensation pays medical coverage and partial wage replacement for employees injured on the job pursuant to guidelines set forth by the Mississippi Workers’ Compensation Commission.

F. UNEMPLOYMENT COMPENSATION

Employees of the City of Brandon, except for elected officials, are paid unemployment compensation benefits under the state program when the employee meets the requirements for unemployment compensation.

VI. LEAVE TIME

A. WORK LEAVE TIME

Leave time refers to normal working hours not worked by employees. It may be paid time or unpaid time. Part-time employees may not accrue any leave time. The City must approve all leave time prior to use. Department heads should keep copies of leave slips for time requested. When requesting leave under any policy, employees should use the “Leave Request Form” in the Appendix of this handbook.

Unauthorized absence time is time away from work not authorized by the City. Employees will not be paid for this type of absence; unauthorized absences may result in disciplinary action, up to and including termination.

B. PAID DAYS

All full-time employees are eligible for pay on a paid day. A paid day is considered an eight (8) hour day. The City of Brandon observes the following paid days:

New Year’s Day	January 1st
Martin Luther King, Jr.’s Birthday	Third Monday in January
President’s Day	Third Monday in February
Good Friday	Friday Before Easter
National Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veterans’ Day	November 11th
Thanksgiving Day	Last Thursday in November
Christmas Day	December 25th

In the event any paid day falls on a Sunday, then the paid day will be observed on the following Monday. All hourly employees, including public safety employees, who must work on a paid day will receive eight (8) hours of straight time pay. This ensures hourly employees, including public safety employees, who work on a paid day, are paid for the same number of paid days as other City employees. Paid days which occur during annual or sick leave will not be charged against annual or sick leave.

Additionally, in lieu of any one (1) legal holiday provided in Mississippi Code Annotated § 3-3-7, with the exception of Martin Luther King, Jr.’s Birthday and Veterans’ Day, the City may declare, by order spread upon its minutes, one (1) other day during the year to be a legal holiday. The City may also recognize any legal holiday proclaimed as such by the governor of Mississippi.

C. ANNUAL LEAVE

1. Purpose

The purpose of annual leave is to provide full-time employees with annual vacation time and to provide time off for personal business. It must also be used in the place of major medical leave when major medical leave is exhausted.

2. Accrual

a. Full-Time, Non-Firefighter, Employees

Eligible full-time employees, except firefighters, accrue annual leave during each bi-weekly pay period as follows:

Length of Service	Accrual Rate
0 to 3 Years	80 Hours Per Year/3.08 Hours Per Pay Period
3 to 8 Years	120 Hours Per Year/4.62 Hours Per Pay Period
8 to 15 Years	160 Hours Per Year/6.15 Hours Per Pay Period
Over 15 Years	200 Hours Per Year/7.69 Hours Per Pay Period

b. Firefighters

Eligible full-time Firefighters accrue annual leave during each bi-weekly pay period as follows:

Length of Service	Accrual Rate
0 to 3 Years	4.15 Hours Per Pay Period
3 to 8 Years	6.23 Hours Per Pay Period
8 to 15 Years	8.31 Hours Per Pay Period
Over 15 Years	10.38 Hours Per Pay Period

3. Additional Policies

- Employees are encouraged to take their annual leave within the year it is earned.
- Annual leave should be scheduled as early in the calendar year as possible and must receive department head approval in writing.
- If a recognized paid day falls within a formally approved vacation period, one (1) additional day of vacation shall be granted or not charged. Appropriate supervisory personnel are responsible for the preparation of tentative annual leave schedules as early in each calendar year as practical. The employee's wishes as to the inclusive date of the annual leave will be carefully considered;

however, the essential need for continuing City operations will be a primary factor for consideration in either approving or disapproving vacation leave periods.

- Employees are required to use accrued vacation time when taking FMLA leave.
- Employees on approved leave of absence shall not accrue annual leave.
- The rate of pay that you receive for the annual leave is based upon when your leave begins.
- Absence from work without approval will be considered as absent without leave and will not be retro-actively approved as annual leave.
- Leave without pay, unless volunteered and approved by the department head, will not be allowed when the employee has accrued annual leave to cover the period of leave and the employee is eligible to use annual leave, except for disciplinary reasons, probation, or termination.
- Upon termination, an employee who has been employed for at least twelve (12) full months may be paid for not more than 240 hours of accumulated Annual Leave. Unused Annual Leave in excess of 240 hours will be forwarded to the Public Employees' Retirement System and may be counted as creditable service for the purposes of the retirement system as provided under the law.

D. MAJOR MEDICAL LEAVE

1. Purpose

Major medical leave may be used, when it has accrued, if the employee misses work for personal illness/injury and illness/injury of a member of his/her immediate family. For purposes of this section, "immediate family" means spouse; children; step-children; parents; step-parents; foster parents; parents in law; siblings; son-in-law; and daughter-in-law.

2. Accrual

a. Full-Time, Non-Firefighter, Employees

Eligible full-time employees, except firefighters, accrue sick leave as follows:

Length of Service	Accrual Rate
0 to 3 Years	72 Hours Per Year/2.77 Hours Per Pay Period
3 to 8 Years	64 Hours Per Year/2.46 Hours Per Pay Period
8 to 15 Years	56 Hours Per Year/2.15 Hours Per Pay Period

Over 15 Years	48 Hours Per Year/1.85 Hours Per Pay Period
---------------	---

b. Firefighters

Eligible full-time Firefighters accrue sick leave as follows:

Length of Service	Accrual Rate
0 to 3 Years	3.74 Hours Per Pay Period
3 to 8 Years	3.32 Hours Per Pay Period
8 to 15 Years	2.91 Hours Per Pay Period
Over 15 Years	2.50 Hours Per Pay Period

3. Additional Policies

- A medical certificate will be required in connection for all illness/injury absences in excess of sixteen (16) consecutive work hours (combination of annual and major medical leave). If an employee is absent from duty on a recurring basis due to illness/injury, the department head may require a medical certificate for any period of absence, regardless of duration.
- An employee may be granted up to three (3) work days (24 hours) of earned Major Medical Leave per calendar year because of a death in the immediate family requiring the employee's absence from work. For the purpose of this section, the immediate family is defined as: spouse; parent or step-parent; sibling (including "half"); child or stepchild; grandchild; grandparent; son or daughter-in-law; mother or father-in-law; or brother or sister-in-law.
- Employees are required to use accrued major medical leave when taking FMLA leave.
- Employees shall not be paid for unused Major Medical Leave except in the case of a disability retirement. The employee may be paid up to 960 hours of unused accumulated Major Medical Leave at the time of taking disability retirement. Unused Major Medical Leave shall be forwarded to the Public Employees' Retirement System to be counted as creditable service for the purposes of the retirement system as provided in Sections 25-11-103 and 25-13-5 of the Mississippi Code of 1972, Annotated.
- An employee may donate a portion of his/her earned Annual Leave, Major Medical Leave, or in the case of Patrol Officers, Communications Officers and Firefighters, paid day hours, to another employee who is suffering from, or has a member of his/her immediate family who is suffering from, a catastrophic injury or illness in accordance with the following:

- (a) The employee donating the Leave (the “donor employee”) shall designate the employee who is to receive the Leave (the “recipient employee”) and the amount of earned Annual Leave or Major Medical Leave that is to be donated, and shall notify the donor employee’s supervisor of his/her designation. The donor employee’s supervisor then shall notify the recipient employee’s supervisor of the amount of leave that has been donated by the donor employee to the recipient employee.
 - (b) The maximum amount of earned annual leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of annual leave remaining, and the maximum amount of earned major medical leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the earned major medical leave of the donor employee as measured in days or hours.
 - (c) An employee must have exhausted all of his/her earned Annual Leave and Major Medical Leave before he/she will be eligible to receive any Leave donated by another employee.
 - (d) Before an employee may receive donated Leave, he/she must provide his/her supervisor with a physician’s statement which indicates: the beginning date of the catastrophic injury or illness, a description of the injury or illness, a prognosis for recovery, and the anticipated date that the recipient employee will be able to return to work.
 - (e) If the total amount of donated Leave is not used by the recipient employee, the donated Leave shall be returned to the donor employees on a pro rata basis, based on the ratio of number of days of Leave donated by each donor employee to the total number of days of Leave donated by all donor employees.
 - (f) The failure of any supervisor of any employee to properly report an employee’s donation of leave to another employee from the donor employee’s earned annual leave or major medical leave shall constitute just cause for the dismissal of the supervisor.
- If a recognized paid day falls within a formally approved vacation period, one (1) additional day of vacation shall be granted or not charged. Appropriate supervisory personnel are responsible for the preparation of tentative annual leave schedules as early in each calendar year as practical. The employee’s wishes as to the inclusive date of the annual leave will be carefully considered; however, the essential need for continuing City operations will be a primary factor for consideration in either approving or disapproving vacation leave periods.

E. FAMILY AND MEDICAL LEAVE ACT (FMLA)

1. Summary

Pursuant to the requirements of the Family and Medical Leave Act of 1993 (“FMLA”), eligible employees are entitled to unpaid leave in certain circumstances. This policy provides a summary of the leave provided under the FMLA as well as the City’s procedures for requesting and approving leave. This policy does not confer any rights beyond those provided by the FMLA. Indeed, nothing about the inclusion of this policy, nor utilization of this policy, shall prevent the City from relying on the FMLA’s eligibility limitations, including but not limited to the requirement that an employer have at least 50 employees.

When requesting leave under the FMLA, employees are encouraged to use the “Family and Medical Leave Act (FMLA) Request Form” included in the Appendix to this handbook.

a. Eligibility

Eligible employees are those who have been employed by the City for at least twelve (12) months and for at least 1,250 hours during the previous twelve (12) month period.

The Appendix to this handbook provides a “Notice of Eligibility & Rights and Responsibilities under the Family and Medical Leave Act (Form WH-381)” for eligible employee who submit a request for leave under the FMLA. The form is intended to inform the employee of his or her eligibility for FMLA leave or at least one reason why the employee is not eligible.

b. Grounds for Leave

The circumstances in which FMLA leave is available are governed solely by the FMLA and the regulations thereunder. The FMLA Policy does not confer any additional entitlement to leave. Eligible employees are entitled up to 12 weeks of leave during any 12-month period for one or more of the reasons listed in this section. An employee may take FMLA leave:

- Because of the birth of a son or daughter of the employee and in order to care for such son or daughter;
- Because of the placement of a son or daughter with the employee for adoption or foster care;
- In order to care for the spouse, son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition;
- Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee. A “serious health condition” is defined in accordance with FMLA regulations. Generally, this

means a physical or mental condition that involves inpatient care (including any subsequent period of incapacity and any follow-up treatment) or continuing treatment by a health care provider. The City reserves the right to require the employee to provide certification of a serious health condition; or

- For certain qualifying exigencies arising out of the fact that a covered employee's spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty in the National Guard or Reserves. A "qualifying exigency" is defined in accordance with FMLA regulations as (i) a short-notice deployment, (ii) military events and related activities, (iii) childcare and school activities, (iv) financial and legal arrangements, (v) counseling, (vi) rest and recuperation, or (vii) post-deployment activities.

After considering whether an eligible employee's request for leave is covered under the FMLA, the City will aim to provide a "Designation Notice (Form WH-382)," an example of which is included in the Appendix. This form informs the employee whether the FMLA leave request is approved. If approved, this form also informs the employee of the amount of leave that is designated and counted against the employee's FMLA entitlement. The City may also use this form to inform the employee that the certification is incomplete or insufficient and additional information is needed.

c. Military Caregiver Leave

In addition to the grounds set forth in Section (1)(a)(ii) above, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered military service member shall be entitled to a maximum of 26 weeks of leave during any single 12-month period to care for that service member. This type of leave is known as "military caregiver leave." The single 12-month period for military caregiver leave begins on the first day the employee takes leave for this reason and ends 12 months later.

An eligible employee is entitled to up to 26 weeks of leave during any twelve month period to care for a covered military service member. A "covered service member" is defined in accordance with FMLA regulations as a service member who has a serious injury or illness incurred in the line of duty, while on active duty, for which he or she is undergoing medical treatment, recuperation, or therapy, or otherwise in outpatient status. This does not include former service members or service members on the permanent disability retired list.

This 26 week military caregiver leave period represents the maximum total amount of leave available to a covered employee during any rolling twelve month period. It may not be taken in addition to any other leave authorized under the FMLA or any other leave policy. In addition, military caregiver leave is a onetime event. It may not be taken more than once to care for a given injury or illness to a given service member.

For purposes of military caregiver leave under this section, a service member's "next of kin" is defined in accordance with FMLA regulations as his or her nearest blood relative,

other than his or her spouse, parent, son, or daughter. The City reserves the right to confirm next of kin status.

For the purposes of military caregiver leave under this section, a “serious illness or injury” is defined in accordance with FMLA regulations as an illness or injury that renders the service member medically unfit to perform the duties of his or her office, grade, rank or rating. All other terms used in this section are defined in accordance with FMLA regulations and relevant statutes.

2. Use of Paid Leave

To the extent that the employee is eligible for paid leave, any paid leave must be taken concurrently at the start of any family and medical leave of absence. This includes any form of leave time in which any form of compensation is paid, including vacation time, sick leave, and absences covered by workers’ compensation. Therefore, the employee will be compensated at his or her regular rate for any leave taken using paid leave. The remainder, if any, of the family leave will not be compensated.

3. Intermittent or Reduce-Schedule Leave

In general, any employee wishing to utilize this benefit must do so on a continuous basis. On the other hand, if able to do so, the City must consider reduced-schedule leave—that is, leave that reduces the staffer’s regularly scheduled number of days per work week or hour per workday—if it is in the best interest of the City and the employee.

If medically necessary for a serious health condition of the employee or his/her spouse, child, or parent, leave may be taken on an intermittent basis. That is, leave may be taken periodically for short periods to respond to the medical condition or other covered circumstance. If leave is requested on this basis, however, the City may require the employee to transfer to an alternative position that will be more suitable for recurring periods of absence and/or a part-time schedule.

4. Certification

The City may require medical certification to support a leave request for an employee’s own serious health condition. The certification must include a statement that the employee is unable to perform the functions of his/her position. At its discretion, the City may require a second medical opinion and periodic recertification at its expense. If the first and second opinions differ, the City may, at the City’s expense, require the opinion of a third health care provider, which will be final.

The City also may require medical certification to support leave to care for a seriously ill child, spouse, or parent. For this leave request, the certification must include an estimate of the amount of time the employee will be needed to provide care.

Medical certification forms referenced above are included in the Appendix: “Certification of Health Care Provider for Family Member’s Serious Health Condition under the FMLA (Form WH-380F)” and “Certification of Health Care Provider for Employee’s Serious Health Condition under the FMLA (Form WH-380E).”

5. Return to Work

The City will reinstate a returning employee to the job he held when he left or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. If an employee fails, however, to return to work upon exhaustion of the 12 weeks of family/medical leave or 26 weeks of service member family leave, the employee will be considered to have voluntarily resigned. The City reserves the right to require an employee to provide a certification of fitness for duty before returning to work.

6. Notification and Reporting Requirements

Under the FMLA, employees are responsible for giving 30 days’ notice to their employers. If circumstances require that a leave begin in less than 30 days, employees must give the City as much notice as practicable. Examples of when 30 days’ notice may not be required include a premature birth, a serious accident to a family member, or serious medical condition requiring immediate surgery.

7. Benefit Status

Any employee who is granted a leave of absence under the FMLA is entitled to continuity of his or her insurance coverage, provided that the employee either arranges in advance to pay his/her share of the premiums or pays the premiums as they come due. An employee on paid leave will be subject to regular withholdings and should only arrange for payment for a period of unpaid leave. If the employee does not timely pay premiums, coverage will be cancelled but will be reinstated when the employee returns to work. If the employee does not return, COBRA will be offered based on the employee’s termination date.

F. MILITARY LEAVE, VOTING, AND JURY DUTY

Military leave will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state law. Advance notice of military service is required unless military necessity prevents such notice. An employee participating in ordered military functions shall provide a copy of their military orders to their department director as soon as possible. Employees with orders for deployment greater than thirty (30) days may be required to return all issued equipment and property of the City until the employee’s return from military duty.

Employees who are a member of the reserve components of the Armed Forces of the United States, or former members of the service of the United States discharged or released therefrom under conditions other than dishonorable, will receive full time pay for the hourly equivalent of the first 15 days for which they are ordered to duty to participate in training at encampments, field exercises, maneuvers, outdoor target practice, or for other exercises, provided they were previously scheduled to work on such days. Such employees should provide a copy of any military orders, including annual drill schedules, to their department director as soon as possible.

Continuation of health insurance benefits is available as stipulated by USERRA and state law based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is eligible. Vacation, major medical leave, and paid day benefits will continue to accrue during a military leave of absence.

A reasonable amount of time will be given employees to vote in public elections. Permission from the immediate supervisor should be requested before using time to vote. Employees are also eligible for leave with pay if previously approved by their supervisor, subject to certain restrictions, if called for jury duty or to serve as a witness in court proceedings. A copy of the Summons must be presented to your Department Head. If approved by the Department Head, the employee will be entitled to draw regular pay. If you are released from jury duty any time prior to noon, you must report to work within one hour after being released by the Court.

G. LEAVE WITHOUT PAY

Employees may be sent home by the Department Head for disciplinary reasons or for lack of work. The Department Head may recommend to the Board of Aldermen that the time the employee is not at work is considered Leave Without Pay (“LWP”). LWP may be authorized for employees, but employees must take all accumulated vacation and paid day leave before taking LWP. You must submit a written request for LWP to your Department Head who will submit it to the Board of Aldermen for approval. LWP may be granted for up to a total of twelve (12) months during an employee’s term of employment. If an employee accepts a position of employment with pay with another employer, other than temporary employment, during the period of LWP, employment with the City will be terminated automatically.

VII. MISCELLANEOUS

A. PERSONNEL FILES

The proper handling of many matters of personal importance to you requires that your personnel records be accurate at all times. Promptly report to the Personnel Department, any change in name, address, telephone number, marital status, number of dependents, military status, or job-related training courses completed. The accuracy of these records is particularly important in the case of mailing checks, W-2 forms, insurance payments, sick and accident benefits, etc. You will be allowed to inspect your personnel records at any time that is convenient for you and the appropriate City official.

B. BULLETIN BOARDS

City bulletin boards are maintained at convenient locations in the City's various facilities. Each employee is urged to watch the bulletin boards for notices. Any additions or changes to materials posted on the City's bulletin boards must be approved in advance by the department head in charge of the facility at which the bulletin board is located.

C. LOAN OF MONEY

It is a violation of City policy for a department head, supervisor or foreman to loan money to an employee.

D. BAD WEATHER POLICY

The City of Brandon's policy is to remain open during periods of bad weather in order to provide services to citizens of the City during such times. During periods of bad weather, the following procedures shall apply:

- The governing authority is authorized to close the City and its operations during periods of bad weather.
- Absent an order from the governing authority closing the City, all employees will be expected to report for work.
- If the employee feels that he/she cannot safely report to work because of the conditions associated with the bad weather, he/she should notify his/her supervisor. Absent an order from the governing authority closing the City, the employee will be expected to report to work as soon as conditions allow.
- In the event the employee cannot report to work, and the governing authority has not issued an order closing the City, the employee may request use of any available leave time.

APPENDIX

- A. Complaint Form for Reporting Harassment
- B. Grievance Form
- C. Accommodation Request Form
- D. Family and Medical Leave Act (FMLA) Request Form
- E. Notice of Eligibility & Rights and Responsibilities under the FMLA (Form WH-381)
- F. Designation Notice (Form WH-382)
- G. Certification of Health Care Provider for Family Member's Serious Health Condition under the FMLA (Form WH-380F)
- H. Certification of Health Care Provider for Employee's Serious Health Condition Under the FMLA (Form WH-380E)
- I. Acknowledgment of Receipt of Employee Handbook

COMPLAINT FORM FOR REPORTING HARASSMENT

City of Brandon, Mississippi

If you believe that you have been subjected to harassment, you are encouraged to complete this form and submit a copy of it to both your direct supervisor and to the City of Brandon's personnel office. If due to specific circumstances it is not appropriate to submit your form to your direct supervisor or to the personnel office, submit your form to the Mayor. Once you submit this form, your claim of harassment will be investigated. If you are more comfortable reporting your claim of harassment verbally or in another manner, your claim will still be investigated.

Complainant Information

Name:	
Job Title:	
Department:	
Home Address:	
Work Address:	
Home Phone:	
Work Phone:	
Email:	

Supervisor Information

Name of Immediate Supervisor:	
Title of Immediate Supervisor:	
Work Address of Immediate Supervisor:	
Work Phone of Immediate Supervisor:	
Email:	

Claim of Harassment

1. Your complaint of harassment is made against:

Name:	
Title:	
Department:	
Work Address:	
Work Phone:	
Work Relationship (i.e., supervisor, subordinate co- worker):	

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

Appendix A

3. Please state the date the harassment occurred and whether or not it is continuing.

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint.

5. The following question is optional but may help facilitate the investigation of your claim. Have you previously complained or provided information (written or verbal) about harassment while employed by the City? If so, when did you do so and to whom did you complain or provide information?

I request that the City investigate this complaint of harassment in a timely and confidential manner as outlined below, and advise me of the results of the investigation.

Signature: _____

Date: _____

EMPLOYEE GRIEVANCE FORM

City of Brandon, Mississippi

The City of Brandon's Employee Handbook sets forth a grievance procedure for employees to use in the event of workplace problems. Step One instructs employees to utilize the chain of command, including a private meeting with his or her department head. If the grievance is not resolved at Step One, employees should use this grievance form to proceed through the remaining steps of the grievance procedure.

Employees should complete this grievance form in advance of a Step Two. The completed grievance form should be provided to the City's personnel office for investigation. If the grievance is not resolved at Step Two, such that the employee requests for his or her grievance to be reviewed by the Mayor as set forth in Step Three, the employee may seek further review upon written request.

If the problem is not resolved at Step Three, the employee may request a meeting with the Board of Aldermen. This request should be made to the Board's Personnel Manager, who will provide a copy of the employee's completed grievance to the Board of Aldermen in advance of the scheduled meeting between the employee, the Mayor, and the Board.

Employee Information

Name:	
Job Title:	
Department:	
Work Address:	
Work Phone:	
Email:	
Date of Hire:	

1. Date, Time, and Place of Event Leading to Grievance:

Appendix B

2. Detailed Account of Incident (include names of persons involved, if any):

3. Policies, Procedures, or Guidelines You Feel Have Been Violated, if any:

4. Proposed Solution to Grievance:

The grievant should retain a copy of this form for his/her records. The signature below indicates that you are filing a grievance and that the information you put on this form is truthful.

Employee Signature: _____

Received By: _____ Date: _____

ACCOMODATION REQUEST FORM

City of Brandon, Mississippi

Date: _____

Employee Name: _____

Job Title: _____

Department: _____

Work Phone: _____

Email: _____

Supervisor's Name: _____

1. Describe the nature, extent, and duration of your need for an accommodation.

2. Describe the accommodations you believe are needed to enable you to perform the essential functions of this job:

Appendix C

3. If applicable, provide the name, address, telephone number, and fax number of your health care provider. The provider may receive a request from us for information regarding your impairment/disability and recommendations for accommodations.

Attach any supporting documentation that may be helpful in evaluating this request for accommodation.

I authorize the release of information regarding my disability to the City of Brandon's Personnel Office, as deemed necessary by the Office to facilitate this request for accommodation.

Employee Signature: _____

Date: _____

FAMILY AND MEDICAL LEAVE ACT (FMLA) REQUEST FORM

To be completed by employee

Employee's Name		Department		Phone Number	
Job Title/Department				Employee ID	
☐ Initial Application		Home Phone #:			
Reason for Leave of Absence: ☐ Own illness (not work related) ☐ Care for ill parent/spouse/child ☐ Other (specify)		☐ Pregnancy disability ☐ Care for newborn / adopted child (add date of birth or placement)		Answer All: Do you have medical insurance? ☐ Yes ☐ No Do you have dental insurance? ☐ Yes ☐ No Are you currently on another leave? ☐ Yes ☐ No Disability insurance claim? ☐ Yes ☐ No	
Requested start date:		Anticipated end date:		Requested intermittent or reduced work schedules:	
An FMLA leave of absence is a leave without pay. Paid leave (using accrued sick time or vacation hours) shall be substituted for the unpaid leave in accordance with the FMLA Policy.					
I understand that I am required to use accrued paid time off until leave concludes or accrued balance is depleted. Below is an estimate of paid time off available in my account.				Date Begins (mm/dd/yy)	
Hours:		Accrued Sick Leave:		Date Ends (mm/dd/yy)	
		Accrued Vacation Leave:			
Employee's Signature				Date	

I understand that I am required to complete a FMLA Leave Certification of Health Care Provider form and submit the form to Human Resources before my leave commences. I understand that if my leave is approved, my time away from work will be charged against my twelve (12) weeks of leave available under the FMLA. Upon approval of this requested leave, I am required to utilize all paid time available to me prior to going into an unpaid leave status. In the event that I go into an unpaid status while on leave, I understand that I must contact Human Resources to make arrangements to pay my portion of health insurance premiums.

I request the following forms for my FMLA leave of absence:

1. Certification of Health Care Provider: This form is to be completed by either my health care provider (if this leave is for my own serious health condition) or by my family member's health care provider (If this leave is for the serious health condition of a spouse, parent, or child). My physician must complete this entire form. **Failure to complete this form may delay or prevent my leave approval.**
2. Continuation of Benefits While on FMLA Leave: This is an agreement between my employer and myself to continue my benefits while on FMLA leave and a financial arrangement for my portion of health care premiums.
3. Notification of FMLA Status (Approval/Denial): This is to notify me that my employer is designating the leave as FMLA leave and to inform me in writing of the specific expectations and obligations required by my employer under FMLA.
4. Request to Return from FMLA Leave: I should fill out the top portion of the form, notifying Human Resources of the date of my return. For my own serious health condition, the bottom portion of the form (fitness-for-duty certification) should be filled out by my Health Care Provider and returned to Human Resources on the day I return to work from FMLA leave.

I understand that the Certification of Health Care Provider form should be returned to Human Resources within fifteen (15) days. If I am not able to return the form within the allowed timeframe, I will contact Human Resources for assistance.

If this information is not received in the required timeframe, my leave will be considered unauthorized.

Employee Printed Name

Employee Signature

Notice of Eligibility & Rights and Responsibilities
under the Family and Medical Leave Act

U.S. Department of Labor
Wage and Hour Division



DO NOT SEND TO THE DEPARTMENT OF LABOR.
PROVIDE TO EMPLOYEE.

OMB Control Number: 1235-0003
Expires: 6/30/2026

In general, to be eligible to take leave under the Family and Medical Leave Act (FMLA), an employee must have worked for an employer for at least 12 months, meet the hours of service requirement in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles. While use of this form is optional, a fully completed Form WH-381 provides employees with the information required by 29 C.F.R. §§ 825.300(b), (c) which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

Date: _____ (mm/dd/yyyy)

From: _____ (Employer) To: _____ (Employee)

On _____ (mm/dd/yyyy), we learned that you need leave (beginning on) _____ (mm/dd/yyyy)
for one of the following reasons: (Select as appropriate)

- ☐ The birth of a child, or placement of a child with you for adoption or foster care, and to bond with the newborn or newly-placed child
- ☐ Your own serious health condition
- ☐ You are needed to care for your family member due to a serious health condition. Your family member is your:
- ☐ Spouse ☐ Parent ☐ Child under age 18 ☐ Child 18 years or older and incapable of self-care because of a mental or physical disability
- ☐ A qualifying exigency arising out of the fact that your family member is on covered active duty or has been notified of an impending call or order to covered active duty status. Your family member on covered active duty is your:
- ☐ Spouse ☐ Parent ☐ Child of any age
- ☐ You are needed to care for your family member who is a covered servicemember with a serious injury or illness. You are the servicemember's:
- ☐ Spouse ☐ Parent ☐ Child ☐ Next of kin

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including in a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for an individual who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a child for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

SECTION I – NOTICE OF ELIGIBILITY

This Notice is to inform you that you are:

- ☐ **Eligible** for FMLA leave. (See Section II for any Additional Information Needed and Section III for information on your Rights and Responsibilities.)
- ☐ **Not eligible** for FMLA leave because: (Only one reason need be checked)
- ☐ You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately: _____ towards this requirement.
(months)
- ☐ You have not met the FMLA's 1,250 hours of service requirement. As of the first date of requested leave, you will have worked approximately: _____ towards this requirement.
(hours of service)

Employee Name: _____

- ☐ You are an airline flight crew employee and you have not met the special hours of service eligibility requirements for airline flight crew employees as of the first date of requested leave (i.e., worked or been paid for at least 60% of your applicable monthly guarantee, and worked or been paid for at least 504 duty hours.)
- ☐ You do not work at and/or report to a site with 50 or more employees within 75-miles as of the date of your request.

If you have any questions, please contact: _____ (Name of employer representative)
at _____ (Contact information).

SECTION II – ADDITIONAL INFORMATION NEEDED

As explained in Section I, you meet the eligibility requirements for taking FMLA leave. Please review the information below to determine if additional information is needed in order for us to determine whether your absence qualifies as FMLA leave. Once we obtain any additional information specified below we will inform you, **within 5 business days**, whether your leave will be designated as FMLA leave and count towards the FMLA leave you have available. **If complete and sufficient information is not provided in a timely manner, your leave may be denied.**

(Select as appropriate)

- ☐ No additional information requested. If no additional information requested, go to Section III.
- ☐ We request that the leave be supported by a certification, as identified below.
- | | |
|--|--|
| ☐ Health Care Provider for the Employee | ☐ Health Care Provider for the Employee's Family Member |
| ☐ Qualifying Exigency | ☐ Serious Illness or Injury (Military Caregiver Leave) |

Selected certification form is ☐ attached / ☐ not attached.

If requested, medical certification must be returned by _____ (mm/dd/yyyy) (Must allow at least 15 calendar days from the date the employer requested the employee to provide certification, unless it is not feasible despite the employee's diligent, good faith efforts.)

- ☐ We request that you provide reasonable documentation or a statement to establish the relationship between you and your family member, including *in loco parentis* relationships (as explained on page one). The information requested must be returned to us by _____ (mm/dd/yyyy). You may choose to provide a simple statement of the relationship or provide documentation such as a child's birth certificate, a court document, or documents regarding foster care or adoption-related activities. Official documents submitted for this purpose will be returned to you after examination.

- ☐ Other information needed (e.g. documentation for military family leave): _____.
- The information requested must be returned to us by _____ (mm/dd/yyyy).

If you have any questions, please contact: _____ (Name of employer representative)
at _____ (Contact information).

SECTION III – NOTICE OF RIGHTS AND RESPONSIBILITIES

Part A: FMLA Leave Entitlement

You have a right under the FMLA to take unpaid, job-protected FMLA leave in a 12-month period for certain family and medical reasons, including up to **12 weeks** of unpaid leave in a 12-month period for the birth of a child or placement of a child for adoption or foster care, for leave related to your own or a family member's serious health condition, or for certain qualifying exigencies related to the deployment of a military member to covered active duty. You also have a right

Employee Name: _____

under the FMLA to take up to **26 weeks** of unpaid, job-protected FMLA leave in a single 12-month period to care for a covered servicemember with a serious injury or illness (*Military Caregiver Leave*).

The 12-month period for FMLA leave is calculated as: *(Select as appropriate)*

- ☐ The calendar year (January 1st - December 31st)
- ☐ A fixed leave year based on _____
(e.g., a fiscal year beginning on July 1 and ending on June 30)
- ☐ The 12-month period measured forward from the date of your first FMLA leave usage.
- ☐ A “rolling” 12-month period measured backward from the date of any FMLA leave usage. *(Each time an employee takes FMLA leave, the remaining leave is the balance of the 12 weeks not used during the 12 months immediately before the FMLA leave is to start.)*

If applicable, the single 12-month period for *Military Caregiver Leave* started on _____ *(mm/dd/yyyy)*.

You (☐ *are* / ☐ *are not*) **considered a key employee** as defined under the FMLA. Your FMLA leave cannot be denied for this reason; however, we may not restore you to employment following FMLA leave if such restoration will cause substantial and grievous economic injury to us.

We (☐ *have* / ☐ *have not*) determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us. Additional information will be provided separately concerning your status as key employee and restoration.

Part B: Substitution of Paid Leave – When Paid Leave is Used at the Same Time as FMLA Leave

You have a right under the FMLA to request that your accrued paid leave be substituted for your FMLA leave. This means that you can request that your accrued paid leave run concurrently with some or all of your unpaid FMLA leave, provided you meet any applicable requirements of our leave policy. Concurrent leave use means the absence will count against both the designated paid leave and unpaid FMLA leave at the same time. If you do not meet the requirements for taking paid leave, you remain entitled to take available unpaid FMLA leave in the applicable 12-month period. Even if you do not request it, the FMLA allows us to require you to use your available sick, vacation, or other paid leave during your FMLA absence.

(Check all that apply)

- ☐ **Some or all of your FMLA leave will not be paid.** Any unpaid FMLA leave taken will be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- ☐ **You have requested to use some or all of your available paid leave** *(e.g., sick, vacation, PTO)* during your FMLA leave. Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- ☐ **We are requiring you to use some or all of your available paid leave** *(e.g., sick, vacation, PTO)* during your FMLA leave. Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- ☐ **Other:** *(e.g., short- or long-term disability, workers' compensation, state medical leave law, etc.)* _____
Any time taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

The applicable conditions for use of paid leave include: _____.

For more information about conditions applicable to sick/vacation/other paid leave usage please refer to _____
_____ available at: _____.

Employee Name: _____

Part C: Maintain Health Benefits

Your health benefits must be maintained during any period of FMLA leave under the same conditions as if you continued to work. During any paid portion of FMLA leave, your share of any premiums will be paid by the method normally used during any paid leave. During any unpaid portion of FMLA leave, you must continue to make any normal contributions to the cost of the health insurance premiums. To make arrangements to continue to make your share of the premium payments on your health insurance while you are on any unpaid FMLA leave, contact _____ at _____.

You have a minimum grace period of (☐ 30-days or ☐ _____ *indicate longer period, if applicable*) in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.

You may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave if you do not return to work following **unpaid** FMLA leave for a reason other than: the continuation, recurrence, or onset of your or your family member's serious health condition which would entitle you to FMLA leave; or the continuation, recurrence, or onset of a covered servicemember's serious injury or illness which would entitle you to FMLA leave; or other circumstances beyond your control.

Part D: Other Employee Benefits

Upon your return from FMLA leave, your other employee benefits, such as pensions or life insurance, must be resumed in the same manner and at the same levels as provided when your FMLA leave began. To make arrangements to continue your employee benefits while you are on FMLA leave, contact _____ at _____.

Part E: Return-to-Work Requirements

You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. An equivalent position is one that is virtually identical to your former position in terms of pay, benefits, and working conditions. At the end of your FMLA leave, all benefits must also be resumed in the same manner and at the same level provided when the leave began. You do not have return-to-work rights under the FMLA if you need leave beyond the amount of FMLA leave you have available to use.

Part F: Other Requirements While on FMLA Leave

While on leave you (☐ will be / ☐ will not be) required to furnish us with periodic reports of your status and intent to return to work every _____.
(Indicate interval of periodic reports, as appropriate for the FMLA leave situation).

If the circumstances of your leave change and you are able to return to work earlier than expected, you will be required to notify us at least two workdays prior to the date you intend to report for work.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to provide employees with notice of their eligibility for FMLA protection and their rights and responsibilities. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(b), (c). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR. EMPLOYEE INFORMATION.

**Designation Notice
under the Family and Medical Leave Act**

**U.S. Department of Labor
Wage and Hour Division**



**DO NOT SEND TO THE DEPARTMENT OF LABOR.
PROVIDE TO EMPLOYEE.**

OMB Control Number: 1235-0003
Expires: 6/30/2026

Leave covered under the Family and Medical Leave Act (FMLA) must be designated as FMLA-protected and the employer must inform the employee of the amount of leave that will be counted against the employee's FMLA leave entitlement. In order to determine whether leave is covered under the FMLA, the employer may request that the leave be supported by a certification. If the certification is incomplete or insufficient, the employer must state in writing what additional information is necessary to make the certification complete and sufficient. While use of this form is optional, a fully completed Form WH-382 provides employees with the information required by 29 C.F.R. §§ 825.300(d), 825.301, and 825.305(c), which must be provided within five business days of the employer having enough information to determine whether the leave is for an FMLA-qualifying reason. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

SECTION I - EMPLOYER

The employer is responsible in **all** circumstances for designating leave as FMLA-qualifying and giving notice to the employee. Once an eligible employee communicates a need to take leave for an FMLA-qualifying reason, an employer may not delay designating such leave as FMLA leave, and neither the employee nor the employer may decline FMLA protection for that leave.

Date: _____ (mm/dd/yyyy)

From: _____ (Employer) To: _____ (Employee)

On _____ (mm/dd/yyyy) we received your most recent information to support your need for leave due to:
(Select as appropriate)

- ☐ The birth of a child, or placement of a child with you for adoption or foster care, and to bond with the newborn or newly-placed child
- ☐ Your own serious health condition
- ☐ The serious health condition of your spouse, child, or parent
- ☐ A qualifying exigency arising out of the fact that your spouse, child, or parent is on covered active duty or has been notified of an impending call or order to covered active duty with the Armed Forces
- ☐ A serious injury or illness of a covered servicemember where you are the servicemember's spouse, child, parent, or next of kin (*Military Caregiver Leave*)

We have reviewed information related to your need for leave under the FMLA along with any supporting documentation provided and decided that your FMLA leave request is: (Select as appropriate)

- ☐ **Approved.** All leave taken for this reason will be designated as FMLA leave. Go to Section III for more information.
- ☐ **Not Approved:** (Select as appropriate)
 - ☐ The FMLA does not apply to your leave request.
 - ☐ As of the date the leave is to start, you do not have any FMLA leave available to use.
 - ☐ Other _____
- ☐ **Additional information** is needed to determine if your leave request qualifies as FMLA leave. (Go to Section II for the specific information needed. If your FMLA leave request is approved and no additional information is needed, go to Section III.)

SECTION II – ADDITIONAL INFORMATION NEEDED

We need additional information to determine whether your leave request qualifies under the FMLA. Once we obtain the additional information requested, we will inform you **within 5 business days** if your leave will or will not be designated as FMLA leave and count towards the amount of FMLA leave you have available. **Failure to provide the additional information as requested may result in a denial of your FMLA leave request.**

If you have any questions, please contact: _____ at _____
(Name of employer FMLA representative) (Contact information)

Incomplete or Insufficient Certification

The certification you have provided is incomplete and/or insufficient to determine whether the FMLA applies to your leave request.
(Select as applicable)

- ☐ The certification provided is incomplete and we are unable to determine whether the FMLA applies to your leave request. "Incomplete" means one or more of the applicable entries on the certification have not been completed.

Employee Name: _____

- ☐ The certification provided is insufficient to determine whether the FMLA applies to your leave request. “Insufficient” means the information provided is vague, unclear, ambiguous or non-responsive.

Specify the information needed to make the certification complete and/or sufficient: _____

You must provide the requested information no later than (provide at least 7 calendar days) _____ (mm/dd/yyyy), unless it is not practicable under the particular circumstances despite your diligent good faith efforts, or your leave may be denied.

Second and Third Opinions

- ☐ We request that you obtain a (☐ second / ☐ third opinion) medical certification at our expense, and we will provide further details at a later time. *Note: The employee or the employee’s family member may be requested to authorize the health care provider to release information pertaining only to the serious health condition at issue.*

SECTION III – FMLA LEAVE APPROVED

As explained in Section I, your FMLA leave request is approved. All leave taken for this reason will be designated as FMLA leave and will count against the amount of FMLA leave you have available to use in the applicable 12-month period. The FMLA requires that you notify us as soon as practicable if the dates of scheduled leave change, are extended, or were initially unknown. Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against the total **amount of FMLA leave** you have available to use in the applicable 12-month period: *(Select as appropriate)*

- ☐ Provided there is no change from your **anticipated FMLA leave schedule**, the following number of hours, days, or weeks will be counted against your leave entitlement: _____.
- ☐ Because the leave you will need will be **unscheduled**, it is not possible to provide the hours, days, or weeks that will be counted against your FMLA entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

Please be advised: *(check all that apply)*

- ☐ **Some or all of your FMLA leave will not be paid.** Any unpaid FMLA leave taken will be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- ☐ **Based on your request, some or all of your available paid leave** (e.g., sick, vacation, PTO) **will be used during your FMLA leave.** Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- ☐ **We are requiring you to use some or all of your available paid leave** (e.g., sick, vacation, PTO) **during your FMLA leave.** Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- ☐ **Other:** _____
(e.g., Short- or long-term disability, workers’ compensation, state medical leave law, etc.) Any time taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

Return-to-work requirements. To be restored to work after taking FMLA leave, you (☐ will be / ☐ will not be) required to provide a certification from your health care provider (fitness-for-duty certification) that you are able to resume work. This request for a fitness-for-duty certification is *only* with regard to the particular serious health condition that caused your need for FMLA leave. **If such certification is not timely received, your return to work may be delayed until the certification is provided.**

A list of the essential functions of your position (☐ is / ☐ is not) attached. If attached, the fitness-for-duty certification must address your ability to perform the essential job functions.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(d), (e). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR. EMPLOYEE INFORMATION.

Certification of Health Care Provider for
Family Member's Serious Health Condition
under the Family and Medical Leave Act

U.S. Department of Labor
Wage and Hour Division



DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR.
RETURN TO THE PATIENT.

OMB Control Number: 1235-0003
Expires: 6/30/2026

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave to care for a family member with a serious health condition to submit a medical certification issued by the family member's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee **at least 15 calendar days** to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found on the [WHD website](http://www.dol.gov/agencies/whd/fmla) at www.dol.gov/agencies/whd/fmla.

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R. § 825.306. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308.** Additionally, you **may not** request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees or employees' family members created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

(1) Employee name: _____
First Middle Last

(2) Employer name: _____ Date: _____ (mm/dd/yyyy)
(List date certification requested)

(3) The medical certification must be returned by _____ (mm/dd/yyyy)
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

SECTION II - EMPLOYEE

Please complete and sign Section II before providing this form to your family member or your family member's health care provider. The FMLA allows an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of your family member. If requested by your employer, your response is required to obtain or retain the benefit of the FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). **You are responsible for making sure the medical certification is provided to your employer within the time frame requested, which must be at least 15 calendar days.** 29 C.F.R. §§ 825.305-825.306. Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA leave request. 29 C.F.R. § 825.313.

(1) Name of the family member for whom you will provide care: _____

(2) Select the relationship of the family member to you. The family member is your:

- ☐ Spouse ☐ Parent ☐ Child, under age 18
☐ Child, age 18 or older and incapable of self-care because of a mental or physical disability

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including in a common law marriage or same-sex marriage. The terms "child" and "parent" include in loco parentis relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for an individual who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a child for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

Employee Name: _____

(3) Briefly describe the care you will provide to your family member: **(Check all that apply)**

- ☐ Assistance with basic medical, hygienic, nutritional, or safety needs ☐ Transportation
☐ Physical Care ☐ Psychological Comfort ☐ Other: _____

(4) Give your **best estimate** of the amount of leave needed to provide the care described:

(5) If a **reduced work schedule** is necessary to provide the care described, give your **best estimate** of the reduced schedule you are able to work. From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy), I am able to work
_____ (hours per day) _____ (days per week)

Employee Signature _____ Date _____ (mm/dd/yyyy)

SECTION III - HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this Section, and sign the form below. A family member of your patient has requested leave under the FMLA to care for your patient. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave to care for a family member with a serious health condition. For FMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. For more information about the definitions of a serious health condition under the FMLA, see the chart at the end of the form.

You also may, but are **not required** to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient's serious health condition, such as providing the diagnosis and/or course of treatment.

Health Care Provider's name: (Print) _____

Health Care Provider's business address: _____

Type of practice / Medical specialty: _____

Telephone: _____ Fax: _____ E-mail: _____

PART A: Medical Information

Limit your response to the medical condition for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

(1) Patient's Name: _____

(2) State the approximate date the condition started or will start: _____ (mm/dd/yyyy)

(3) Provide your **best estimate** of how long the condition lasted or will last: _____

(4) For FMLA to apply, care of the patient must be medically necessary. Briefly describe the type of care needed by the patient (e.g., assistance with basic medical, hygienic, nutritional, safety, transportation needs, physical care, or psychological comfort).

Employee Name: _____

(5) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

☐ **Inpatient Care:** The patient (☐ has been / ☐ is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): _____

☐ **Incapacity plus Treatment:** (e.g. outpatient surgery, strep throat)

Due to the condition, the patient (☐ has been / ☐ is expected to be) incapacitated for more than three consecutive, full calendar days from: _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy).

The patient (☐ was / ☐ will be) seen on the following date(s): _____

The condition (☐ has / ☐ has not) also resulted in a course of continuing treatment under the supervision of a health care provider (e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment)

☐ **Pregnancy:** The condition is pregnancy. List the expected delivery date: _____ (mm/dd/yyyy).

☐ **Chronic Conditions:** (e.g. asthma, migraine headaches) Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

☐ **Permanent or Long Term Conditions:** (e.g. Alzheimer's, terminal stages of cancer) Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

☐ **Conditions requiring Multiple Treatments:** (e.g. chemotherapy treatments, restorative surgery) Due to the condition, it is medically necessary for the patient to receive multiple treatments.

☐ **None of the above:** If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

(6) If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks FMLA leave. (e.g., use of nebulizer, dialysis)

PART B: Amount of Leave Needed

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine if the benefits and protections of the FMLA apply.

(7) Due to the condition, the patient (☐ had / ☐ will have) **planned medical treatment(s)** (scheduled medical visits) (e.g. psychotherapy, prenatal appointments) on the following date(s): _____

(8) Due to the condition, the patient (☐ was / ☐ will be) **referred to other health care provider(s)** for evaluation or treatment(s).

State the nature of such treatments: (e.g. cardiologist, physical therapy) _____

Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy) for the treatment(s).

Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery (e.g. 3 days/week)

Employee Name: _____

(9) Due to the condition, the patient (☐ was / ☐ will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery.

Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy) for the period of incapacity.

(10) Due to the condition, it (☐ was / ☐ is / ☐ will be) medically necessary for the employee to be absent from work to provide care for the patient on an **intermittent basis** (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

Over the next 6 months, episodes of incapacity are estimated to occur _____ times per (☐ day ☐ week ☐ month) and are likely to last approximately _____ (☐ hours ☐ days) per episode.

Signature of Health Care Provider _____ Date: _____ (mm/dd/yyyy)

Definitions of a Serious Health Condition (See 29 C.F.R. §§ 825.113-.115)

Inpatient Care

- An overnight stay in a hospital, hospice, or residential medical care facility.
- Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.

Continuing Treatment by a Health Care Provider (any one or more of the following)

Incapacity Plus Treatment: A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either:

- o Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or,
- o At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.

Pregnancy: Any period of incapacity due to pregnancy or for prenatal care.

Chronic Conditions: Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.

Permanent or Long-term Conditions: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer's disease or the terminal stages of cancer.

Conditions Requiring Multiple Treatments: Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

Certification of Health Care Provider for
Employee's Serious Health Condition
under the Family and Medical Leave Act

U.S. Department of Labor
Wage and Hour Division



DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR.
RETURN TO THE PATIENT.

OMB Control Number: 1235-0003
Expires: 6/30/2026

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee at least 15 calendar days to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found on the [WHD website](http://www.dol.gov/agencies/whd/fmla) at www.dol.gov/agencies/whd/fmla.

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R. § 825.306. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308.** Additionally, you **may not** request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

(1) Employee name: _____
First Middle Last

(2) Employer name: _____ Date: _____ (mm/dd/yyyy)
(List date certification requested)

(3) The medical certification must be returned by _____ (mm/dd/yyyy)
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

(4) Employee's job title: _____ Job description ☐ is / ☐ is not attached.

Employee's regular work schedule: _____

Statement of the employee's essential job functions:

(The essential functions of the employee's position are determined with reference to the position the employee held at the time the employee notified the employer of the need for leave or the leave started, whichever is earlier.)

SECTION II - HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this Section, and sign the form. Your patient has requested leave under the FMLA. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of the employee. For FMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves **inpatient care** or **continuing treatment by a health care provider**. For more information about the definitions of a serious health condition under the FMLA, see the chart on page 4.

You also may, but are **not required** to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient's serious health condition, such as providing the diagnosis and/or course of treatment.

Employee Name: _____

Health Care Provider's name: (Print) _____

Health Care Provider's business address: _____

Type of practice / Medical specialty: _____

Telephone: _____ Fax: _____ E-mail: _____

PART A: Medical Information

Limit your response to the medical condition(s) for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

(1) State the approximate date the condition started or will start: _____ (mm/dd/yyyy)

(2) Provide your **best estimate** of how long the condition lasted or will last: _____

(3) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

☐ **Inpatient Care:** The patient (☐ has been / ☐ is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): _____

☐ **Incapacity plus Treatment:** (e.g. outpatient surgery, strep throat)

Due to the condition, the patient (☐ has been / ☐ is expected to be) incapacitated for **more than three** consecutive, full calendar days from: _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy).

The patient (☐ was / ☐ will be) seen on the following date(s): _____

The condition (☐ has / ☐ has not) also resulted in a course of continuing treatment under the supervision of a health care provider (e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment).

☐ **Pregnancy:** The condition is pregnancy. List the expected delivery date: _____ (mm/dd/yyyy).

☐ **Chronic Conditions:** (e.g. asthma, migraine headaches) Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

☐ **Permanent or Long Term Conditions:** (e.g. Alzheimer's, terminal stages of cancer) Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

☐ **Conditions requiring Multiple Treatments:** (e.g. chemotherapy treatments, restorative surgery) Due to the condition, it is medically necessary for the patient to receive multiple treatments.

☐ **None of the above:** If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

Employee Name: _____

(4) If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks FMLA leave. (e.g., use of nebulizer, dialysis)

PART B: Amount of Leave Needed

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage.

(5) Due to the condition, the patient (☐ had / ☐ will have) **planned medical treatment(s)** (scheduled medical visits) (e.g. psychotherapy, prenatal appointments) on the following date(s): _____

(6) Due to the condition, the patient (☐ was / ☐ will be) **referred to other health care provider(s)** for evaluation or treatment(s). State the nature of such treatments: (e.g. cardiologist, physical therapy) _____

Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy). for the treatment(s).

Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery (e.g. 3 days/week)

(7) Due to the condition, it is medically necessary for the employee to work a **reduced schedule**.

Provide your **best estimate** of the reduced schedule the employee is able to work. From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy) the employee is able to work: (e.g., 5 hours/day, up to 25 hours a week)

(8) Due to the condition, the patient (☐ was / ☐ will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery.

Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy). for the period of incapacity.

(9) Due to the condition, it (☐ was / ☐ is / ☐ will be) medically necessary for the employee to be absent from work on an intermittent basis (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

Over the next 6 months, episodes of incapacity are estimated to occur _____ times per (☐ day ☐ week ☐ month) and are likely to last approximately _____ (☐ hours ☐ days) per episode.

Employee Name: _____

PART C: Essential Job Functions

If provided, the information in Section I question #4 may be used to answer this question. If the employer fails to provide a statement of the employee's essential functions or a job description, answer these questions based upon the employee's own description of the essential job functions. An employee who must be absent from work to receive medical treatment(s), such as scheduled medical visits, for a serious health condition is considered to be **not able** to perform the essential job functions of the position during the absence for treatment(s).

(10) Due to the condition, the employee (☐ was not able / ☐ is not able / ☐ will not be able) to perform **one or more** of the essential job function(s). Identify at least one essential job function the employee is not able to perform:

Signature of Health Care Provider _____ Date: _____ (mm/dd/yyyy)

Definitions of a Serious Health Condition (See 29 C.F.R. §§ 825.113-.115)
Inpatient Care
• An overnight stay in a hospital, hospice, or residential medical care facility. • Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.
Continuing Treatment by a Health Care Provider (any one or more of the following)
Incapacity Plus Treatment: A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either: - o Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or, - o At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.
Pregnancy: Any period of incapacity due to pregnancy or for prenatal care. _____
Chronic Conditions: Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.
Permanent or Long-term Conditions: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer's disease or the terminal stages of cancer.
Conditions Requiring Multiple Treatments: Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I acknowledge that I received a copy of the City of Brandon, Mississippi's Employee Handbook ("Handbook"), and that I read it, understood it, and agree to comply with it. I understand that I am responsible for familiarizing myself with the policies in this Handbook, the forms in the appendix, and agree to comply with all rules applicable to me.

I specifically understand and agree that the employment relationship between the City and me is at will and can be terminated by the City or me at any time, with or without cause or notice. Nothing in this Handbook is intended to modify the City's policy of at-will employment.

I understand and agree that the policies described in the Handbook are intended as a guide only and do not constitute a contract of employment. I understand that the City reserves the right to make changes to its policies, procedures, or benefits at any time at its sole and complete discretion. I further understand that the City reserves the right to interpret its policies or to vary its procedures as it deems necessary or appropriate. I further understand that any delay or failure by the City to enforce any rule or procedure contained in the Handbook does not constitute a waiver of the City's right to do so in the future.

I have received the City of Brandon's Employee Handbook issued on (mm) _____ (dd)_____, 20____. I have read it, understand it, and agree to abide by the policies and procedures contained in the Handbook.

Print Name of Employee

Signature of Employee

DATE



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: ANGELA BEAN
DATE: 10/16/2023
SUBJECT: COMPENSATORY / HOLIDAY HOURS

Requesting consideration to revise policy regarding the accrual of compensatory and holiday time to institute policy of employees being paid as and when such time is earned and authorize one-time payment of previously accrued time as shown in the attachment.

ATTACHMENTS:

1. Accrual Balance 10.11.23



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: ANGELA BEAN
DATE: 10/16/2023
SUBJECT: CITY PARK POUR IN PLACE SAFETY SURFACE BIDS

Requesting consideration to reject all bids for the City Park Pour in Place Safety Surface project and requesting authorization to re-advertise for same utilizing more detailed and descriptive specifications.

ATTACHMENTS:

None



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 06/29/2023
SUBJECT: CONSIDERATION TO APPROVE:DOCKET OF CLAIMS FOR OCTO

ATTACHMENTS:

1. TRUST ACCOUNT BAL PYMNT RELEASE
2. Claims Docket_10-13-2023_FY-23
3. Claims Docket_10-16-2023

10/16/2023

FOX EVERETT/COB - REGIONS TRUST ACCOUNT HEALTH INSURANCE ACCOUNT

Invoice Date	Date Released	Check Seq. #	Invoice Amount	Disbursed Amount	Expenditure Description
10/3/2023	10/5/2023	23031	\$20,885.81	\$20,885.81	Admin Oct
10/4/2023	10/5/2023	23032	\$5,674.76	\$5,674.76	Rx Benefits
10/5/2023	10/5/2023	23033-23078	\$11,291.83	\$11,291.83	Medical claims
			\$37,852.40	\$37,852.40	

CURRENT BALANCE OF HEALTH INSURANCE ACCOUNT

\$	557,726.56
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Board Approval Procedure - Statement should be submitted to Board for Approval at the next scheduled meeting



City of Brandon
Check Register by Department for Checks Dated 10/13/2023

Check Run #: 12875

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
Dept#		001-000						
94192	2386	BAY BRIDGE ADMINISTRATORS LLC		BBA INS-562552	SEP 2023 CANCER INS	001-000-159	13	\$91.32
94213	13348	DANIELLE ODOM		10/03/2023	DEPOSIT REFUND-PPCA HOMECOMING DANCE	001-000-311	13	\$200.00
94216	799	DPS FUND #3734		10/01/2023-B	INTERLOCK IGNITION-SEP 2023	001-000-330		\$100.00
94217	799	DPS FUND #3734		10/01/2023-A	SPECIAL ASSESSMENTS-SEP 2023	001-000-330		\$2,251.50
94244	12735	MS ATTORNEY GENERAL'S OFFICE		10/01/2023	VICTIMS OF HUMAN TRAFFICKING-SEP 2023	001-000-330		\$700.00
94250	1224	RANKIN CO SUPERVISORS		10/01/2023	SEP 2023-LAW LIBRARY	001-000-330	13	\$310.50
94255	2540	RELIANCE STANDARD		VPL301515 SEP 23	SEP 2023 LTD INS	001-000-154	13	\$870.31
94256	13349	RENT-A-CENTER		09/29/2023	DEPOSIT REFUND-ALL STAFF MEETING	001-000-315	13	\$100.00
94267	838	STATE TREASURER		10/01/2023	COURT ASSESSMENTS-SEP 2023	001-000-330		\$25,597.75
Total For Department				001-000				\$30,221.38
Dept#		001-010						
94225	144	GILMORE BROS BUILDING SUPPLY	16669	124281	Keys To Court Services & Records	001-010-500	13	\$3.96



City of Brandon
Check Register by Department for Checks Dated 10/13/2023

Check Run #: 12875

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
Total For Department				001-010				\$3.96
Dept#	001-040							
94265	3699	STAPLES CONTRACT & COMMERCIAL, INC	16655	3548513718	Fungi Large Planner	001-040-500	13	\$19.99
Total For Department				001-040				\$19.99
Dept#	001-092							
94188	11103	ARAMARK UNIFORM & CAREER APPAREL GROUP, INC		2780173714	MOPS FOR CITY HALL AND SENIOR CENTER	001-092-510	13	\$42.50
94190	76	BAKER LAW FIRM, P.C.		1581	COPIES-CITY OF BRANDON	001-092-608	13	\$515.10
				1604	SEPT LEGAL SERVICES	001-092-608	13	\$371.32
94204	1999	CINTAS CORPORATION NO 210		4168642144	UNIFORMS	001-092-535	13	\$1.70
						001-092-535	13	\$2.03
						001-092-535	13	\$7.77
				4169360437	UNIFORMS	001-092-535	13	\$1.70
						001-092-535	13	\$2.03
						001-092-535	13	\$7.77
94223	860	FLEETCOR TECHNOLOGIES		NP65181021	FUEL FOR WEEK 09/25/2023-10/01/2023	001-092-525	13	\$129.09
94234	623	JACKSON PAPER COMPANY	16674	1355119	Copy Paper	001-092-500	13	\$182.80
94253	12708	RECURO HEALTH, INC		44265	SEP 2023 MD LIVE	001-092-480	13	\$362.50
94257	3948	RJ YOUNG	14487	INV6560633	HUMAN RESOURCES COPIER-SEP 2023	001-092-640	13	\$273.00
						001-092-640	13	\$100.94



City of Brandon
Check Register by Department for Checks Dated 10/13/2023

Check Run #: 12875

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
			14488	INV6560634	ACCOUNTING COPIER-SEP 2023	001-092-640	13	\$273.00
						001-092-640	13	\$184.87
94259	6015	SBD INC	15610	9002359683	MINUTE BOOKS 357-371	001-092-550	13	\$2,087.58
					ACCT #R061D6 (800-438-5507)			
						001-092-550	13	(\$138.75)
				9002747639	BUFF INDEXES W/TABS FOR MINUTE BOOKS	001-092-550	13	\$114.36
94260	5241	SHRED-IT		8004868697	SHRED SERVICES- PW & CITY HALL- 09/19/2023	001-092-600	13	\$69.24
94265	3699	STAPLES CONTRACT & COMMERCIAL, INC	16655	2548513715	Large Planner	001-092-500	13	\$19.99
94268	1169	STEGALL NOTARY SERVICE		09/19/2023	NOTARY RENEWAL-ANGELA BEAN	001-092-695	13	\$178.00
				Total For Department	001-092			\$4,788.54

Dept#	001-112							
94189	67	AUTO ZONE, INC.	16672	2322762180	Battery For Unit 17- 004	001-112-635	13	\$130.99
				2322762181	CORE CREDIT	001-112-635	13	(\$22.00)
94210	4870	CROW BURLINGAME CO.	16661	6006-1751	Low Beam Headlight & Mini Lamps (10)	001-112-635	13	\$20.00
						001-112-635	13	\$12.24
			16419	6006-866	BRAKES/UNIT 20- 002	001-112-635	13	\$47.51
			16419	6006-892	Headlight Bulbs/Unit 16-001	001-112-635	13	\$6.04
			16670	6006-1817	Wipers For Chief	001-112-635	13	\$23.98



City of Brandon
Check Register by Department for Checks Dated 10/13/2023

Check Run #: 12875

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
94223	860	FLEETCOR TECHNOLOGIES		NP65181021	Dearman's Truck FUEL FOR WEEK 09/25/2023- 10/01/2023	001-112-525	13	\$2,282.43
94242	4852	METRO MECHANICAL, INC.		60570	SERVICE CALL- MEN'S RESTROOM AT PD	001-112-636	13	\$145.54
94249	2477	RANKIN CO SHERIFF DEPT		SO-52563	SEPT 2023- INMATES FEEDING/HOUSING /MEDICAL	001-112-523	13	\$1,825.00
						001-112-522	13	\$19.57
94271	3994	THE SOUTHERN CONNECTION POLICE	16121	27455	Pants For Dispatch	001-112-535	13	\$719.82
			16032	27378	Rubber Clutches For Badges	001-112-535	13	\$29.50
94273	7227	TRANSUNION RISK & ALTERNATIVE DATA SOLUTIONS, INC.		44081-202309-1	ACCT ID 44081- DATABASE SEARCH-SEP 2023	001-112-600	13	\$75.00
94274	4669	TRUSTCARE HEALTH, LLC		8354K19538	DRUG SCREENS, TB SKIN TEST, NON-DOT PHYSICAL & EKG- 12 LEAD	001-112-600	13	\$150.00
						001-112-600	13	\$40.00
						001-112-600	13	\$40.00
Total For Department				001-112				\$5,545.62
Dept#	001-161							
94183	1522	A COMPLETE FLAG SOURCE	16540	45467	US FLAGS FOR FIRE STATIONS	001-161-550	13	\$360.96
94198	3976	BOUND TREE MEDICAL LLC	16651	85107206	LARYNGOSCOPE HANDLE & VENOSCOPE II	001-161-555	13	\$111.99
						001-161-555	13	\$431.99



City of Brandon
Check Register by Department for Checks Dated 10/13/2023

Check Run #: 12875

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
94206	12880	COMSOUTH INC		204797	REPAIR PORTABLE RADIO	001-161-636	13	\$75.00
				204798	REPAIR PORTABLE RADIO	001-161-636	13	\$75.00
94219	3820	EMERGENCY EQUIP PROFESSIONALS	16200	487233	511 STRYKE PANTS-B/A 07/03/2023	001-161-535	13	\$612.00
94223	860	FLEETCOR TECHNOLOGIES		NP65181021	FUEL FOR WEEK 09/25/2023- 10/01/2023	001-161-525	13	\$627.71
94238	13347	MARSHALL (MARK) HERRIN		1238-9951	EVT CERTIFICATION FEE FOR TESTS	001-161-685	13	\$120.00
94241	4566	METRO BUILDING SERVICES, INC		51715	ER REPAIR-AC UNIT FS #5	001-161-636	13	\$310.50
94265	3699	STAPLES CONTRACT & COMMERCIAL, INC	16627	3548513713	VERBATIM PINSTRIPE 128GB USB	001-161-500	13	\$35.98
94266	1158	STATE FIRE ACADEMY	16191	31324	ROPE RESCUE TECH-08/21/2023- HERRIN	001-161-685	13	\$365.00
						001-161-685	13	\$0.00
						001-161-685	13	\$0.00
			16439	31335	ROPE RESCUE AWARENESS & OPERATIONS- 09/19/2023	001-161-685	13	\$1,350.00
			15033	31353	OL-FIRE OFFICER 1021 I-II-08/14/2023- 11/03/2023- CLAYTON	001-161-685	13	\$175.00
94274	4669	TRUSTCARE HEALTH, LLC		8354K19538	DRUG SCREENS, TB SKIN TEST, NON-DOT PHYSICAL & EKG- 12 LEAD	001-161-600	13	\$40.00
						001-161-600	13	\$25.00



City of Brandon
Check Register by Department for Checks Dated 10/13/2023

Check Run #: 12875

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
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				001-161				\$4,716.13
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Dept# **001-180**

94220	397	ENGINEERING SERVICE		72081	SERVICES RENDERED THROUGH 9/30/2023	001-180-607	13	\$90.00
94223	860	FLEETCOR TECHNOLOGIES		NP65181021	FUEL FOR WEEK 09/25/2023-10/01/2023	001-180-525	13	\$126.05
94234	623	JACKSON PAPER COMPANY	16674	1355119	Copy Paper	001-180-500	13	\$91.40
94257	3948	RJ YOUNG	14489	INV6560631	COMM DEV COPIER-SEP 2023	001-180-640	13	\$215.00
						001-180-640	13	\$116.39
94261	12742	SOUTHERN RUBBER STAMP, INC.	16638	78078	RUBBER STAMPS AND DATED RUBBER STAMP	001-180-550	13	\$74.88
						001-180-550	13	\$55.95
				001-180				\$769.67

Dept# **001-201**

94185	12701	AJ CONSTRUCTION INC		2542	ASPHALT REPAIRS- B/A 7/03/2023	001-201-637	13	\$1,553.04
94186	11983	ALLEN ENGINEERING AND SCIENCE		00221918	PHASE II STORMWATER PROGRAM-SERVICES 8/28/2023-9/24/2023	001-201-607	13	\$2,472.20
94187	10919	AMBIANCE LANDSCAPES, LLC	15770	15419	COB General Landscaping-B/A 4/03/2023	001-201-600	13	\$2,433.86
94190	76	BAKER LAW FIRM, P.C.		1604	SEPT LEGAL	001-201-608	13	\$103.00



City of Brandon
Check Register by Department for Checks Dated 10/13/2023

Check Run #: 12875

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
					SERVICES			
						001-201-608	13	\$158.00
						001-201-608	13	\$640.00
						001-201-608	13	\$102.00
94191	78	BAKER, DONELSON, BEARMAN,		9162161	GENERAL REP- EAST METRO CORRIDOR COMMISSION	001-201-712	13	\$372.00
94202	12488	CHEMPRO SERVICES INC.	16051	18793	Herbicide Treatment 2023 Season-B/A 4/17/2023	001-201-604	13	\$2,800.00
94204	1999	CINTAS CORPORATION NO 210		4168642144	UNIFORMS	001-201-535	13	\$11.47
						001-201-535	13	\$9.65
						001-201-535	13	\$9.68
						001-201-535	13	\$12.41
						001-201-535	13	\$12.16
				4169360437	UNIFORMS	001-201-535	13	\$11.47
						001-201-535	13	\$9.65
						001-201-535	13	\$9.68
						001-201-535	13	\$12.41
						001-201-535	13	\$12.16
94205	2607	CLARKE POWER SERVICES	16618	S108028273:01	VIN #0139 2002 Sterling Dump Truck- Hub Cap Repairs	001-201-635	13	\$1,743.17
94210	4870	CROW BURLINGAME CO.	16552	6006-1369	VIN #1841 Guardian Mosquito Sprayer- New Battery	001-201-636	13	\$111.96
			16552	6006-1370	VIN #1841 Mosquito Sprayer-Battery Core Credit	001-201-636	13	(\$15.00)
94211	303	CUSTOM PRODUCTS CORP.	16593	399444	Traffic Signs & Decorative Street Signs	001-201-550	13	\$299.85
						001-201-550	13	\$119.24



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						001-201-550	13	\$299.85
						001-201-550	13	\$149.05
						001-201-550	13	\$337.98
						001-201-550	13	\$228.25
						001-201-637	13	\$71.00
						001-201-637	13	\$71.00
						001-201-637	13	\$71.00
						001-201-550	13	\$148.96
94212	2183	D&S SALES	16608	36412	VIN #1170 CAT 130G Motor Grader- Air Filters	001-201-636	13	\$96.40
						001-201-636	13	\$67.42
			16577	36382	Cabin Air Filters For Dump Trucks	001-201-635	13	\$56.70
						001-201-635	13	\$203.64
						001-201-635	13	\$456.00
94215	338	DEVINEY EQUIPMENT	16376	IV64851	REPAIR VIN #0567 Kubota M6040 Tractor	001-201-636	13	\$140.66
			16633	WO58436	VIN #0567 Kubota M6040 Tractor- Replace Starter	001-201-636	13	\$1,464.25
94223	860	FLEETCOR TECHNOLOGIES		NP65181021	FUEL FOR WEEK 09/25/2023- 10/01/2023	001-201-525	13	\$311.69
94230	5975	HEMPHILL CONSTRUCTION COMPANY INC		H23083-01- FINAL	JULY 2023 REPAIRS	001-201-637	13	\$88,322.56
				H23100-01- FINAL	AUGUST 2023 REPAIRS	001-201-637	13	\$40,775.88
94237	12879	MAGCOR INDUSTRIES		129603	P/R REIMBURSEMENT FOR WORK RELEASE- 09/22/2023	001-201-604	13	\$3,750.63
94245	2377	MURPHY'S LAWN & LANDSCAPE	16683	17603	Yard Restoration-132	001-201-637	13	\$236.55



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					West Legacy Dr/WO#49081			
			16679	17602	Yard Restoration-309 Pecan Blvd/WO#48960	001-201-637	13	\$872.84
			16128	17599	Yard Restoration-682 Parker Pl & 637 Briars Bend/WO#48015	001-201-637	13	\$11,264.18
94247	1001	PUCKETT RENTS	16610	992803	Repairs To VIN #3386 CAT 259D Skid Steer	001-201-636	13	\$4,265.68
94251	1015	RANKIN COUNTY COOPERATIVE	13933	1054173	Grass Seeds For Erosion Control	001-201-637	13	\$386.96
94252	1028	RANKIN COUNTY NEWS		243324	BID ADV-ROAD STRIPING	001-201-615	13	\$67.68
				243318	BID ADV- CONCRETE STORM DRAIN PIPE	001-201-615	13	\$56.46
				243321	BID ADV- HYDRATED LIME	001-201-615	13	\$41.28
				243322	BID ADV- POLYPROPYLENE RESIN STORM DRAIN PIPE	001-201-615	13	\$44.80
94263	5896	SPECIALTY TREE SERVICE, LLC		1806	JUNE 2023 STORM DEBRIS PICKUP	001-201-637		\$45,000.00
94269	9519	STEPHEN WALKER	16448	09/29/2023	Repair Parts For VIN #0087 Military Dump Truck	001-201-635	13	\$1,017.00
94279	2500	WASTE MANAGEMENT OF JACKSON		3153390-0078-0	DUMPSTER AT CITY SHOP- 09/01/2023- 09/30/2023	001-201-600	13	\$362.77
				Total For Department	001-201			\$213,643.18



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Dept#	001-340							
94197	6156	BLACKWELL SAND & GRAVEL, LLC	15228	9417	Shiloh Field Improvements Sand & Gravel-Use 2%- B/A 02/06/2023	001-340-720	13	\$16,575.00
94223	860	FLEETCOR TECHNOLOGIES		NP65181021	FUEL FOR WEEK 09/25/2023- 10/01/2023	001-340-525	13	\$574.56
94229	5280	HEADWATERS, INC.		131328	WETLAND FIELD CONSULTATION	001-340-600	13	\$715.00
94237	12879	MAGCOR INDUSTRIES		129603	P/R REIMBURSEMENT FOR WORK RELEASE- 09/22/2023	001-340-604	13	\$4,238.93
94262	5896	SPECIALTY TREE SERVICE, LLC		1808	WO#49283-308 BOMAR ST-TREE FELL FROM BILL VANCE PARK	001-340-604	13	\$4,950.00
Total For Department				001-340				\$27,053.49
Dept#	001-342							
94196	12360	BLACK FORREST LAWN CARE LLC	15442	1619-A	Appleridge Cemetery- 09/28/2023-B/A 3/6/23	001-342-604	13	\$250.00
			15444	1619-B	Old Brandon Cemetery- 09/28/2023-B/A 3/6/23	001-342-604	13	\$1,525.00
			15446	1619-C	School Road Cemetery- 09/28/2023-B/A 3/6/23	001-342-604	13	\$250.00



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			15445	1619-D	Highway 468 Cemetery- 09/28/2023-B/A 3/6/23	001-342-604	13	\$1,050.00
Total For Department				001-342				\$3,075.00
Dept#	001-351							
94188	11103	ARAMARK UNIFORM & CAREER APPAREL GROUP, INC		2780173714	MOPS FOR CITY HALL AND SENIOR CENTER	001-351-510	13	\$42.50
Total For Department				001-351				\$42.50
Fund Total				001				\$289,879.46



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Dept#	004-500							
94184	4592	ACADEMIC TECHNOLOGIES INC	16616	14275	AMP-LDR Show Staff	004-500-600	13	\$425.00
94187	10919	AMBIANCE LANDSCAPES, LLC	15747	15420	AMP-Landscape Services-B/A 04/03/2023	004-500-600	13	\$3,056.18
			15747	15412	AMP-Landscape Services-B/A 04/03/2023	004-500-600	13	\$3,056.18
94193	11419	Bell Media, LLC		900633	AGREEMENT BILLABLE TIME: www.cityhalliverns.com	004-500-600	13	\$37.50
94194	1944	BEN NELSON GOLF	16615	01-165066	AMP GOLF CARTS-LDR CONCERT	004-500-640	13	\$600.00
94199	12501	BRADY COMPANIES, LLC	16673	8335076	AMP-Bathroom Supplies	004-500-510	13	\$272.80
94203	9094	Christina Narvaez		TRANS #9030963	LDR-RUNNER VAN FUEL	004-500-525	13	\$30.23
94218	370	ELCON ELECTRICAL CO. INC.	15604	50167	AMP-THREE DOORS DOWN-CONCERT STAFF	004-500-600	13	\$528.00
			16619	50308	AMP-LDR Show Staff-9/27/2023	004-500-600	13	\$576.00
94221	10035	ENTERPRISE HOLDING, INC		34107757	AMP-VEHICLE RENTALS-LDR CONCERT	004-500-640	13	\$2,703.92
94222	12356	EVENT PROS LLC		2363	PIPE & DRAPE-LDR CONCERT	004-500-640	13	\$180.00
94223	860	FLEETCOR TECHNOLOGIES		NP65181021	FUEL FOR WEEK 09/25/2023-10/01/2023	004-500-525	13	\$108.22
94224	463	FREDERICK'S SALES & SERV.	16666	01-84819	New 87" Vacuum Cleaner Hose	004-500-636	13	\$285.00



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94227	9767	H&E EQUIPMENT SERVICES, INC	16589	97574469	AMP-3 Doors Down- A/C	004-500-640	13	\$2,428.86
			16589	97628743	AMP-Generators-3 Doors Down	004-500-640	13	\$1,482.28
94232	578	HOTEL & RESTAURANT SUPPLY	16649	3207042	Remove Threshold, Seal Doors, Replace Door Sweeps	004-500-636	13	\$673.00
94233	1241	J L ROBERTS MECHANICAL	16613	SD1749	AMP-ONCALL STAFF-LDR CONCERT	004-500-600	13	\$1,050.00
94235	2791	JANI KING OF JACKSON	16479	JAC09230441-A	AMP-Doobie Bros- Janitorial	004-500-600	13	\$4,303.38
			16478	JAC09230441-B	AMP-Train Janitorial	004-500-600	13	\$4,303.38
			16477	JAC09230441-C	AMP-3 Doors Down- Janitorial	004-500-600	13	\$4,303.38
94237	12879	MAGCOR INDUSTRIES		129603	P/R REIMBURSEMENT FOR WORK RELEASE- 09/22/2023	004-500-604	13	\$3,976.00
94239	2687	MARTIN BLOUGH CO	16660	I2249	Annual Inspections- Fire Suppression System & Extinguishers-AMP	004-500-600	13	\$375.00
94240	10039	Melanie Duncan Thortis		1011	CONCERT PHOTOGRAPHY- LANA DEL REY	004-500-600	13	\$300.00
94241	4566	METRO BUILDING SERVICES, INC	16620	51566	Amp-A2 Kitchen Equipment Repairs	004-500-636	13	\$850.00
				51576	AMP-LENNOX UNIT NOT COOLING	004-500-636	13	\$4,422.41
94243	13239	MIGHTY FRESH LLC		I5195	AMP PORT-A- POTTIES-9/19/2023- 10/16/2023	004-500-640	13	\$170.00
94264	7866	SPOTON NEWCO, INC.		42205	AUG 2023-FP TRANSACTION FEES-AMP	004-500-600	13	\$187.02



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94265	3699	STAPLES CONTRACT & COMMERCIAL, INC	16655	3548513719	Colors Of Season Medium Planner	004-500-500	13	\$17.99
94270	10310	STEVE WATSON		317487	LDR-RUNNER VAN FUEL	004-500-525	13	\$30.01
94275	12620	TRUSTMARK VISA/MC - ANGELIA PRYOR		09/26/2023	AMP-GAS FOR RENTAL VANS-LDR	004-500-525	13	\$64.02
			16648	ORDER #2000114-19771346	AMP-LDR Greenroom Requests	004-500-550	13	\$172.79
			16648	ORDER #113-3179201-0087423	AMP-LDR Greenroom Requests	004-500-550	13	\$194.99
			16648	ORDER #2000113-82205305	AMP-LDR Greenroom Requests	004-500-550	13	\$351.13
				TRANS #4865	LDR-RUNNER VAN FUEL	004-500-525	13	\$60.00
94276	12065	TRUSTMARK VISA/MC - BUTCH LEE		TR #025787	FRESH MARKET-LDR-MAGCOR MEALS	004-500-550	13	\$94.30
				08/18/2023	CC REBATE EARNED	004-500-550	13	(\$1.01)
94277	12618	TRUSTMARK VISA/MC - CARLEY KEYES	16640	605315	AMP-LDR Flowers, Popcorn & Season Oil	004-500-550	13	\$79.47
			16640	611938	AMP-LDR Flowers	004-500-550	13	\$78.00
			16641	61	AMP-LDR Welcome Cookies	004-500-550	13	\$41.42
				08/18/2023	CC REBATE EARNED	004-500-550	13	(\$1.17)
				09262023	AMP-GAS FOR RENTAL VANS-LDR	004-500-525	13	\$30.00
94278	4935	UNITED RENTALS (N.A.), INC.	16653	218879468-007	AMP-Light Tower 11630272-9/15/2023-10/13/2023	004-500-640	13	\$616.00
			16609	225137999-001	AMP-LDR-Forklift Rental	004-500-640	13	\$940.30



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94279	2500	WASTE MANAGEMENT OF JACKSON		3153645-0078-7	AMP DUMPSTER- 09/01/2023- 09/30/2023	004-500-600	13	\$1,038.55
				Total For Department	004-500			\$44,490.53
				Fund Total	004			\$44,490.53



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Dept#	100-220							
94204	1999	CINTAS CORPORATION NO 210		4168642144	UNIFORMS	100-220-535	13	\$9.32
				4169360437	UNIFORMS	100-220-535	13	\$9.32
94209	10569	CROSS COUNTRY GROCERY, INC		TRAN #1010033	INMATE MEALS 09/29/2023	100-220-520	13	\$236.35
94223	860	FLEETCOR TECHNOLOGIES		NP65181021	FUEL FOR WEEK 09/25/2023- 10/01/2023	100-220-525	13	\$268.15
94248	2583	RAMEY'S		000810102861	INMATE CUPS AND DRINKS-09/29/2023	100-220-520	13	\$23.30
Total For Department				100-220				\$546.44
Fund Total				100				\$546.44



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Dept#	314-600							
94272	3187	THORNTON CONSTRUCTION CO INC		PAY REQUEST #8	GRANTS FERRY PKWY SEWER LINE EXT/PR #8/ARPA FUNDS/PROJECT 2021-21	314-600-714	13	\$260,728.49
Total For Department				314-600				\$260,728.49
Fund Total				314				\$260,728.49



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Dept#		400-000						
94231	13350	HOLLY PARKER		10/09/2023	8/18/2023-REFUND PLUMBING INVOICE TO CUSTOMER	400-000-360	13	\$235.40
94280	1983	WEST RANKIN UTILITY AUTHORITY		10/10/2023	SEPT 2023-WEST RANKIN TAP FEES	400-000-371		\$4,200.00
Total For Department				400-000				\$4,435.40
Dept#		400-670						
94208	2442	CORE & MAIN, LP	14553	T603293	SEPT 2023-Monthly Service Agreement	400-670-604	13	\$14,687.34
94260	5241	SHRED-IT		8004868697	SHRED SERVICES- PW & CITY HALL- 09/19/2023	400-670-600	13	\$69.24
Total For Department				400-670				\$14,756.58
Dept#		400-673						
94200	10054	C&L DIESEL INC	16644	10303	VIN #1794 2005 Int'l 7400 Dump Truck- A/C Repair	400-673-635	13	\$2,071.73
94201	229	CENTRAL PIPE SUPPLY		S100349784.00 1	WO#48418-SET METER TAP AT 3533 HWY 18	400-673-637	13	\$98.63
94204	1999	CINTAS CORPORATION NO 210		4168642144	UNIFORMS	400-673-535	13	\$9.68
						400-673-535	13	\$9.68
						400-673-535	13	\$9.32
						400-673-535	13	\$8.14
						400-673-535	13	\$9.68
Report run by: ttrebotich								
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						400-673-535	13	\$11.71
						400-673-535	13	\$13.82
						400-673-535	13	\$10.07
						400-673-535	13	\$12.17
						400-673-535	13	\$12.17
						400-673-535	13	\$11.33
				4169360437	UNIFORMS	400-673-535	13	\$9.68
						400-673-535	13	\$9.68
						400-673-535	13	\$9.32
						400-673-535	13	\$8.14
						400-673-535	13	\$9.68
						400-673-535	13	\$11.71
						400-673-535	13	\$13.82
						400-673-535	13	\$10.07
						400-673-535	13	\$12.17
						400-673-535	13	\$12.17
						400-673-535	13	\$11.33
94207	274	CONSOLIDATED PIPE & SUPPLY CO., INC.	16575	0435590-000-000	Stock at Shop-3/4" Tee Comp (20)	400-673-550	13	\$296.00
94208	2442	CORE & MAIN, LP		T073257	MXU'S FOR WATER METERS	400-673-637	13	\$7,546.30
				T662262	WO#49613-REPAIR LEAK NEAR TRUSTCARE	400-673-637	13	\$452.46
				S453355	PART FOR WORKING ON METERS	400-673-637	13	\$25.00
94212	2183	D&S SALES	16635	36413	Shop Supplies & Safety Lights For Vehicles	400-673-550	13	\$129.00
						400-673-550	13	\$209.00
						400-673-550	13	\$177.50
						400-673-550	13	\$102.96



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						400-673-550	13	\$141.18
						400-673-550	13	\$110.40
						400-673-550	13	\$149.85
						400-673-550	13	\$78.80
						400-673-550	13	\$129.40
			16577	36382	Cabin Air Filters For Dump Trucks	400-673-635	13	\$87.12
			16684	36473	Makita Drill Kits & Bolts For Shop	400-673-550	13	\$579.90
						400-673-550	13	\$43.95
94214	311	DARRELL'S AUTO ELECTRIC	16687	102197	VIN #2320 2009 Ford F150-Replace Fan Clutch	400-673-635	13	\$590.35
94223	860	FLEETCOR TECHNOLOGIES		NP65181021	FUEL FOR WEEK 09/25/2023- 10/01/2023	400-673-525	13	\$1,323.35
94225	144	GILMORE BROS BUILDING SUPPLY	16686	124241	Items For Water Well Repairs	400-673-637	13	\$197.76
						400-673-637	13	\$26.95
						400-673-637	13	\$13.95
94226	4297	GRINER DRILLING SERVICE, INC		5182499	WO#49389- REPLACE BOOSTER PUMP- CAINE CIR WELL	400-673-636	13	\$725.00
94230	5975	HEMPHILL CONSTRUCTION COMPANY INC		H23083-01- FINAL	JULY 2023 REPAIRS	400-673-637	13	\$57,961.54
				H23100-01- FINAL	AUGUST 2023 REPAIRS	400-673-637	13	\$44,442.30
94234	623	JACKSON PAPER COMPANY	16674	1355119	Copy Paper	400-673-500	13	\$137.10
			16590	1354598	Shop Stock-Wet Hand Clean Blue Towels	400-673-550	13	\$299.97
94236	3889	LEC INC.	15773	104355-1	Scada Upgrades- 95% Billing-B/A 02/21/2023	400-673-604	13	\$37,361.21



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94237	12879	MAGCOR INDUSTRIES		129603	P/R REIMBURSEMENT FOR WORK RELEASE- 09/22/2023	400-673-604	13	\$8,145.43
94245	2377	MURPHY'S LAWN & LANDSCAPE	16681	17601	Yard Restoration-117 Richmond Dr/WO#49082	400-673-637	13	\$1,431.11
			16682	17600	Yard Restoration-119 Richmond Dr/WO#49085	400-673-637	13	\$1,997.66
94246	1000	PUCKETT MACHINERY COMPANY	16562	WOJK5439852	VIN #0358 CAT 430E Backhoe- Repair Lift Cylinder	400-673-636	13	\$1,814.44
94251	1015	RANKIN COUNTY COOPERATIVE	16646	1054066	Bone Meal To Break Down Leaves	400-673-550	13	\$998.00
94252	1028	RANKIN COUNTY NEWS		243314	BID ADV-C900 WATER PIPE	400-673-615	13	\$45.90
				243316	BID ADV-CHLORINE & SODIUM FLUORIDE	400-673-615	13	\$44.80
				243317	BID ADV- CONCRETE (MATERIALS ONLY)	400-673-615	13	\$55.14
				243319	BID ADV-GENERAL CONSTRUCTION SERVICES	400-673-615	13	\$63.72
				243325	BID ADV-YARD RESTORATION & SOD INSTALLATION	400-673-615	13	\$65.92
94254	1038	REDDY ICE-JACKSON	14532	29-3182723	ICE FOR CREW AT CITY SHOP	400-673-550	13	\$234.00
94258	2176	ROBY'S FRONT END & BRAKE	16614	1-77499	VIN #0992 2015 Ford F150-Repair Control Arms	400-673-635	13	\$669.29
94265	3699	STAPLES CONTRACT & COMMERCIAL, INC	16655	3548513714	Large Planner	400-673-500	13	\$19.99
			16655	3548513716	Stripe 24 RY 22x17	400-673-500	13	\$21.99



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			16655	3548513717	Floral Medium Desk Pad	400-673-500	13	\$15.99
94274	4669	TRUSTCARE HEALTH, LLC		8354K19538	DRUG SCREENS, TB SKIN TEST, NON-DOT PHYSICAL & EKG- 12 LEAD	400-673-600	13	\$40.00
Total For Department				400-673				\$171,407.58
Dept#	400-680							
94195	2948	BISHOP HIGH VELOCITY DRAIN SERVICE, INC.		26110	WO#49727-SEWER LEAK-RAN CAMERA	400-680-604	13	\$750.00
94204	1999	CINTAS CORPORATION NO 210		4168642144	UNIFORMS	400-680-535	13	\$7.83
						400-680-535	13	\$11.55
						400-680-535	13	\$9.54
				4169360437	UNIFORMS	400-680-535	13	\$7.83
						400-680-535	13	\$11.55
						400-680-535	13	\$9.54
94215	338	DEVINEY EQUIPMENT	16592	WO58454	Repair VIN #7089 Kubota RTV-X900WL	400-680-636	13	\$706.48
94223	860	FLEETCOR TECHNOLOGIES		NP65181021	FUEL FOR WEEK 09/25/2023-10/01/2023	400-680-525	13	\$515.80
94228	5991	HARVEY SERVICES INC		6358	ER-755 SHILOH ROAD GRINDER PUMP REPAIR	400-680-636	13	\$5,240.00
				6359	ER-RICHLAND CREEK LIFT STATION-REPLACE SOFT START & CONTROL BOARD	400-680-636	13	\$11,029.06
94230	5975	HEMPHILL CONSTRUCTION COMPANY INC		H23083-01-FINAL	JULY 2023 REPAIRS	400-680-637	13	\$17,642.84



City of Brandon
Check Register by Department for Checks Dated 10/13/2023

Check Run #: 12875

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
				H23100-01- FINAL	AUGUST 2023 REPAIRS	400-680-637	13	\$19,688.49
94252	1028	RANKIN COUNTY NEWS		243315	BID ADV-CCTV & JET/VAC COMBO TRUCK SERVICES	400-680-615	13	\$61.52
				243323	BID ADV-SEWER PIPE	400-680-615	13	\$45.90
				243320	BID ADV-GRINDER PUMP SYSTEMS	400-680-615	13	\$236.86
				Total For Department	400-680			\$55,974.79
				Fund Total	400			\$246,574.35
				Grand Total				\$842,219.27



City of Brandon

Manual Check Batch #: 5444

Fiscal Year 2022 - 2023 1 - Oct

Vendor #	Name	PO #	Invoice #	Inv Date	Due Date	Invoice Amount		Sequence #
GL Account #	Account Description	Tax	1099	Sales Tax Amount	Liq. Amount	Detail Amount	Detail Description	
Check # 2301 8158	Check Date: 9/19/2023 REGIONS-AMPHITHEATER SOCIAL MEDIA CREDIT CARD		103231	9/19/2023	10/3/2023	\$2,938.90	100	
004-500-615	ADVERTISING	N				\$0.00	\$2,938.90	Social Media Advertising
Invoice Total						\$0.00	\$2,938.90	
Total for Check # 2301						\$0.00	\$2,938.90	
Check # 2302 2574	Check Date: 9/22/2023 CITY OF BRANDON		103232	9/22/2023	10/3/2023	\$0.00	100	
004-500-600	PROF SERVICES - OTHER	N				\$0.00	\$0.00	Void Check
Invoice Total						\$0.00	\$0.00	
Total for Check # 2302						\$0.00	\$0.00	
Check # 2303 2574	Check Date: 9/26/2023 CITY OF BRANDON		103233	9/26/2023	10/3/2023	\$7,000.00	100	
004-500-600	PROF SERVICES - OTHER	N				\$0.00	\$7,000.00	Catering Cash Advance - LDR
Invoice Total						\$0.00	\$7,000.00	
Total for Check # 2303						\$0.00	\$7,000.00	
Check # 2304 12430	Check Date: 9/26/2023 REBECCA EVANS		103234	9/26/2023	10/3/2023	\$7,564.91	100	
004-500-609	VIP AREA	N	NEC			\$0.00	\$7,564.91	CBC Catering - LDR
Invoice Total						\$0.00	\$7,564.91	
Total for Check # 2304						\$0.00	\$7,564.91	
Check # 2305 13342	Check Date: 9/26/2023 JARRETT TATE MCCAFFREY		103235	9/26/2023	10/3/2023	\$200.00	100	
004-500-609	VIP AREA	N	NEC			\$0.00	\$200.00	CBC Entertainer - LDR
Invoice Total						\$0.00	\$200.00	
Total for Check # 2305						\$0.00	\$200.00	

Check # 2306	Check Date: 9/27/2023								
8065	COLE ENTERTAINMENT SERVICE		103236	9/27/2023	10/3/2023	\$28,353.60			100
004-500-600	PROF SERVICES - OTHER	N				\$0.00	\$27,653.60	Stagehands for LDR	
004-500-640	RENTALS	N				\$0.00	\$700.00	Equipment Rental for LDR	
				Invoice Total		\$0.00	\$28,353.60		
				Total for Check # 2306		\$0.00	\$28,353.60		
Check # 2307	Check Date: 9/27/2023								
11920	Bellamy, LLC		103237	9/27/2023	10/3/2023	\$12,916.00			100
004-500-600	PROF SERVICES - OTHER	N	NEC			\$0.00	\$12,916.00	Catering for LDR	
				Invoice Total		\$0.00	\$12,916.00		
				Total for Check # 2307		\$0.00	\$12,916.00		
Check # 2308	Check Date: 9/27/2023								
8161	Roderick Randall Kwan		103237	9/27/2023	10/3/2023	\$0.00			100
004-500-600	PROF SERVICES - OTHER	N	NEC			\$0.00	\$0.00	Void Check	
				Invoice Total		\$0.00	\$0.00		
				Total for Check # 2308		\$0.00	\$0.00		
Check # 2309	Check Date: 9/27/2023								
8161	Roderick Randall Kwan		103238/	9/27/2023	10/3/2023	\$400.00			100
004-500-600	PROF SERVICES - OTHER	N	NEC			\$0.00	\$400.00	Jumbotron Services - LDR	
				Invoice Total		\$0.00	\$400.00		
				Total for Check # 2309		\$0.00	\$400.00		
Check # 2310	Check Date: 9/27/2023								
4252	TAMMYE S. MCKENZIE		103239	9/27/2023	10/3/2023	\$400.00			100
004-500-600	PROF SERVICES - OTHER	N				\$0.00	\$400.00	Seamstress for LDR	
				Invoice Total		\$0.00	\$400.00		
				Total for Check # 2310		\$0.00	\$400.00		
Check # 2311	Check Date: 9/28/2023								
13346	Cannily Freeload Touring Inc		1032310	9/28/2023	10/3/2023	\$20,000.00			100
004-500-603	ARTIST AGREEMENT	N				\$0.00	\$20,000.00	Settlement for Niki Lane - support for LDR	
				Invoice Total		\$0.00	\$20,000.00		
				Total for Check # 2311		\$0.00	\$20,000.00		
Check # 2312	Check Date: 10/3/2023								
9846	Live Nation Worldwide Inc		1032311	10/3/2023	10/3/2023	\$613,929.83			100

004-500-603	ARTIST AGREEMENT	N		\$0.00	\$513,929.83	Settlement for LDR
004-500-600	PROF SERVICES - OTHER	N		\$0.00	\$100,000.00	Settlement for LDR - Sound & Lights
Invoice Total				\$0.00	\$613,929.83	
Total for Check # 2312				\$0.00	\$613,929.83	

Total for fund	004	\$0.00	\$693,703.24
Total for batch	5444	\$0.00	\$693,703.24



City of Brandon
Manual Check Batch #: 5446
Fiscal Year 2022 - 2023 13 - Post Closing

Vendor #	Name	PO #	Invoice #	Inv Date	Due Date	Invoice Amount		Sequence #
GL Account #	Account Description	Tax	1099	Sales Tax Amount	Liq. Amount	Detail Amount	Detail Description	
Check # 2314	Check Date: 10/4/2023							
12478	LOGAN HOGUE		1012232	10/4/2023	10/12/2023	\$200.00		100
004-500-609	VIP AREA	N	NEC			\$0.00	\$200.00	CBC Entertainer - LDR
Invoice Total						\$0.00	\$200.00	
Total for Check # 2314						\$0.00	\$200.00	
Total for fund			004			\$0.00	\$200.00	
Total for batch			5446			\$0.00	\$200.00	



City of Brandon
Check Register by Department for Checks Dated 10/16/2023

Check Run #: 12876

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
Dept#		001-000						
94281	2394	AFLAC		506092	OCT 2023 ACC/HOSP/STD INS	001-000-156	1	\$48.48
						001-000-157	1	\$102.12
						001-000-120	1	\$30.24
94283	4011	AMERICAN UNITED LIFE INS. CO.		G00611669- 0000-000 OCT 23	OCT 2023 BASIC LIFE INS	001-000-125	1	\$527.71
				G00611669- 0001-000 OCT 23	OCT 2023 VOL TERM LIFE INS	001-000-155	1	\$1,619.30
94288	2386	BAY BRIDGE ADMINISTRATORS LLC		BBA INS- 567872	OCT 2023 CANCER INS	001-000-159	1	\$91.32
94299	260	COLONIAL LIFE & ACCIDENT		7029838100137 8	OCT 2023 P&P AND LIFE INS	001-000-128	1	\$2,720.90
						001-000-129	1	\$377.84
94313	2002	FOX-EVERETT/COB		10/04/2023	OCT 2023 MEDICAL AND DENTAL INS	001-000-116	1	\$76,640.00
						001-000-117	1	\$4,698.08
94315	575	HOME DEPOT CREDIT SERVICES		4170294	CREDIT-PAINT SPRAYER RETURN- BETWEEN FISCAL YEARS	001-000-351	1	(\$219.00)
94347	12364	UNUM INSURANCE COMPANY		0442883-001 6 OCT 23	OCT 2023 VISION INS	001-000-122	1	\$1,013.07
Total For Department				001-000				\$87,650.06
Dept#		001-010						
94323	6168	MIPCO IMPRESSION PRODUCTS, INC.	16702	241186	COURT SERVICES COPIER-OCT 2023	001-010-640	1	\$78.90
						001-010-640	1	\$175.53



City of Brandon
Check Register by Department for Checks Dated 10/16/2023

Check Run #: 12876

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
94329	4696	MS MUNICIPAL COURT CLERKS ASSO		10/05/2023	MUNICIPAL COURT CLERK 2023-2024 YEARLY DUES	001-010-695	1	\$125.00
94341	3699	STAPLES CONTRACT & COMMERCIAL, INC	16733	3549465725	Office & Janitorial Supplies-Court Services & PD	001-010-500	1	\$299.30
Total For Department				001-010				\$678.73
Dept#	001-040							
94297	2421	CMPDD		4973	FY24 DISTRICT ASSESSMENTS	001-040-695	1	\$9,410.00
94314	4763	GREEN OAK GARDEN CENTER LLC	15988	19748	OCT 2023-City Hall Plant Care	001-040-600	1	\$125.00
Total For Department				001-040				\$9,535.00
Dept#	001-092							
94286	11103	ARAMARK UNIFORM & CAREER APPAREL GROUP, INC		2780175786	MOPS FOR SENIOR CENTER AND CITY HALL	001-092-510	1	\$42.50
94292	4919	BROADBAND VOICE, LLC		97710	CITY HALL AND LIBRARY PHONE-10/01 TO 10/31/2023	001-092-605	1	\$1,103.99
94293	2254	C SPIRE	16729	3000744308-15	FIBER AND INTERNET-10/03/2023-11/02/2023	001-092-605	1	\$4,956.00
94347	12364	UNUM INSURANCE COMPANY		0442883-001 6 OCT 23	OCT 2023 VISION INS	001-092-480	1	\$15.00
Total For Department				001-092				\$6,117.49



City of Brandon
Check Register by Department for Checks Dated 10/16/2023

Check Run #: 12876

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
Dept#	001-112							
94285	6291	APPLICATION DATA SYSTEMS INC	16709	10997	NOV 2023-CAD SYSTEM SOFTWARE-PD	001-112-600	1	\$4,995.00
94287	2275	AT&T		601M31- 35470010590 OCT 23	PD T LINE 1- 09/23/2023- 10/22/2023	001-112-605	1	\$243.96
94290	12501	BRADY COMPANIES, LLC	16734	8350754	Paper Towels & Pumice Scouring Sticks	001-112-510	1	\$295.98
94292	4919	BROADBAND VOICE, LLC		96695	PD PHONE AND FAX LINE-10/01 TO 10/31/2023	001-112-510 001-112-605	1 1	\$30.45 \$924.97
94300	4293	COMCAST CABLE		8396410610065 142 OCT 23	PD TV SERVICES- 10/02 TO 11/01/2023	001-112-605	1	\$192.10
94303	4870	CROW BURLINGAME CO.	16730	6006-1899	Rotors & Brake Pads/Unit 17-004	001-112-635	1	\$159.98
						001-112-635	1	\$45.00
			16798	6006-2026	Battery/Unit 17-005	001-112-635	1	\$170.99
			16798	6006-2071	Headlights & Halogen Bulbs/Dodge Chargers	001-112-635	1	\$12.00
						001-112-635	1	\$6.00
						001-112-635	1	\$37.98
			16798	6006-2088	Air Line Kit & Hose Clamp	001-112-635	1	\$21.99
						001-112-635	1	\$12.20
			16798	6006-2101	Brake Pads/Unit 20- 007	001-112-635	1	\$70.99
			16798	6006-2110	Brake Pads/Unit 20- 001	001-112-635	1	\$84.99
94312	860	FLEETCOR TECHNOLOGIES		NP65232795	ACCT #126876- FUEL FOR WEEK 10/02/2023-	001-112-525	1	\$2,044.21



City of Brandon
Check Register by Department for Checks Dated 10/16/2023

Check Run #: 12876

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
94319	10529	K&S TRUCKING LLC	16800	19649	10/08/2023 Radiator Repairs/Unit 15-003	001-112-635	1	\$325.00
						001-112-635	1	\$300.00
						001-112-635	1	\$35.00
						001-112-635	1	\$68.00
						001-112-635	1	\$18.00
			16800	19651	Door Actuator/Unit 15-004	001-112-635	1	\$45.00
						001-112-635	1	\$100.00
			16800	19650	Driver Side Motor Mount/Unit 15-004	001-112-635	1	\$50.00
						001-112-635	1	\$330.00
94323	6168	MIPCO IMPRESSION PRODUCTS, INC.	16703	241283	CID COPIER-OCT 2023	001-112-640	1	\$273.00
						001-112-640	1	\$39.06
			16705	241185	PD ADMIN COPIER- OCT 2023	001-112-640	1	\$331.00
						001-112-640	1	\$102.36
			16704	241187	PD BOOKING COPIER-OCT 2023	001-112-640	1	\$273.00
						001-112-640	1	\$46.44
94325	4590	MS DEPT OF REVENUE		10/02/2023	RENEW DECAL VIN #8646	001-112-690	1	\$14.75
94341	3699	STAPLES CONTRACT & COMMERCIAL, INC	16733	3549465726	Office & Janitorial Supplies-Court Services & PD	001-112-500	1	\$99.96
						001-112-500	1	\$32.82
						001-112-500	1	\$15.02
						001-112-500	1	\$22.70
						001-112-500	1	\$151.80
						001-112-500	1	\$4.12
						001-112-500	1	\$11.52



City of Brandon
Check Register by Department for Checks Dated 10/16/2023

Check Run #: 12876

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
						001-112-500	1	\$13.92
						001-112-500	1	\$84.27
						001-112-500	1	\$79.96
						001-112-500	1	\$91.96
						001-112-500	1	\$79.98
						001-112-500	1	\$91.18
						001-112-500	1	\$15.57
						001-112-500	1	\$20.64
						001-112-500	1	\$40.40
						001-112-500	1	\$25.56
						001-112-500	1	\$36.56
						001-112-500	1	\$37.96
						001-112-500	1	\$13.56
			16733	3549465725	Office & Janitorial Supplies-Court Services & PD	001-112-500	1	\$32.04
						001-112-500	1	\$43.39
						001-112-510	1	\$24.68
						001-112-500	1	\$84.36
						001-112-500	1	\$65.76
						001-112-500	1	\$123.50
						001-112-500	1	\$92.60
						001-112-510	1	\$387.30
						001-112-500	1	\$13.56
						001-112-500	1	\$37.96
						001-112-500	1	\$36.56
						001-112-500	1	\$25.56
						001-112-500	1	\$40.40
						001-112-500	1	\$20.64
						001-112-500	1	\$15.57
						001-112-500	1	\$91.18



City of Brandon
Check Register by Department for Checks Dated 10/16/2023

Check Run #: 12876

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
						001-112-500	1	\$79.98
						001-112-500	1	\$91.96
						001-112-500	1	\$79.96
						001-112-500	1	\$84.27
						001-112-500	1	\$13.92
						001-112-500	1	\$11.52
						001-112-500	1	\$4.12
						001-112-500	1	\$151.80
						001-112-500	1	\$22.70
						001-112-500	1	\$15.02
						001-112-500	1	\$99.96
						001-112-500	1	\$98.46
				ORDER #7616053501	CREDIT FOR INVOICE 3549465725	001-112-500	1	(\$969.46)
94343	3994	THE SOUTHERN CONNECTION POLICE	15145	27614	Campaign Cover, Cord With Acorn/Garrett Wells	001-112-535	1	\$11.99
						001-112-535	1	\$99.00
			15265	27616	Campaign Cover, Cord With Acorn & Hat Rain Protector- New Hire Jabri Selmon	001-112-535	1	\$99.00
						001-112-535	1	\$11.99
						001-112-535	1	\$9.99
			15411	27620	Campaign Cover, Cord With Acorn- New Hire William McIntyre	001-112-535	1	\$11.99
						001-112-535	1	\$99.00
			15457	27615	Cord With Acorn, Campaign Cover- New Hire Quincy Phillips	001-112-535	1	\$11.99



City of Brandon
Check Register by Department for Checks Dated 10/16/2023

Check Run #: 12876

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
			15536	27622	Duty Belt & Campaign Cover- New Hire DMarques Adams	001-112-535 001-112-535	1 1	\$99.00 \$99.00
			15737	27621	Campaign Cover & Cord With Acorn- New Hire Erik Monroe	001-112-535 001-112-535	1 1	\$59.00 \$99.00
						001-112-535	1	\$11.99
Total For Department				001-112				\$14,311.07

Dept#	001-161							
94292	4919	BROADBAND VOICE, LLC		96689	FD 1 PHONE-10/01 TO 10/31/2023	001-161-605	1	\$80.41
94294	934	CAROLYN PALMER PETTY CASH		10/09/2023	REIMBURSE PETTY CASH EXPENSES	001-161-687	1	\$18.73
						001-161-687	1	\$10.89
						001-161-635	1	\$41.97
94295	389	CENTERPOINT ENERGY ENTEX		6400692628-7 OCT 23	6577 GRANTS FERRY RD- 08/29/2023- 09/28/2023	001-161-630	1	\$46.93
94304	1913	DAVID JEFcoat PEST CONTROL		27276	QUARTERLY PEST SERVICE-FS #6	001-161-600	1	\$60.00
94312	860	FLEETCOR TECHNOLOGIES		NP65232795	ACCT #126876- FUEL FOR WEEK 10/02/2023- 10/08/2023	001-161-525	1	\$768.82
94315	575	HOME DEPOT CREDIT SERVICES	16788	923158	RUST-OLEUM SPRAY GRIP, 18V BATTERY PACK, HANDHELD BLOWER & GRASS	001-161-550	1	\$179.00



City of Brandon
Check Register by Department for Checks Dated 10/16/2023

Check Run #: 12876

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
					TRIMMER			
						001-161-550	1	\$249.00
						001-161-550	1	\$57.40
						001-161-550	1	\$558.00
						001-161-550	1	(\$20.87)
94321	4852	METRO MECHANICAL, INC.		60590	CHECK BACKFLOW AT FIRE STATION #2	001-161-637	1	\$310.50
94324	4528	MISSISSIPPI TROPHY	16735	16944	6x8 ANNIVERSARY PLAQUE	001-161-550	1	\$21.00
94328	805	MS FIRE CHIEFS ASSOCIATION		10/04/2023	ANNUAL MEMBERSHIP DUES	001-161-695	1	\$270.00
94331	931	O'REILLY AUTO PARTS	16762	1129-374697	ANTIFREEZE	001-161-635	1	\$114.95
			16762	1129-374803	SYNTHETIC CHAMOIS (4)	001-161-635	1	\$55.96
			16762	1129-375316	ANTIFREEZE	001-161-635	1	\$69.54
94332	5801	PAFFORD EMS		10/05/2023	ANNUAL DUES BASED ON 2020 CENSUS	001-161-695	1	\$3,682.05
94339	7693	SOUTHERN DUPLICATING OF CLARKSDALE, INC.	16697	AR191543	FIRE DEPT COPIER-OCT 2023	001-161-640	1	\$129.94
						001-161-640	1	\$69.76
94340	1141	SOUTHERN PINE ELECTRIC		12569001 OCT 23	13 WOODGATE DR FS #3-09/01 TO 10/03/2023	001-161-630	1	\$615.21
94342	3494	THE GOODYEAR TIRE & RUBBER COMPANY	16791	257-1000491	TIRE FOR ENGINE 4	001-161-540	1	\$676.20
94345	3845	TRUSTMARK VISA/MC - CAROLYN PALMER	16746	613702/497301	FAMILY DOLLAR- DW LIQUID & LAUNDRY SOAP	001-161-510	1	\$66.00
94348	4073	VARNER SERVICE CO	16745	2693	SERVICE CALL- REPAIR DRYER FS #5	001-161-637	1	\$123.00
94349	1292	WARING OIL CO.	16787	279405	OIL & GREASE FOR HYDRANTS	001-161-525	1	\$230.00



City of Brandon
Check Register by Department for Checks Dated 10/16/2023

Check Run #: 12876

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
						001-161-525	1	\$285.00
						001-161-525	1	\$0.00
Total For Department				001-161				\$8,769.39
Dept#	001-180							
94289	130	BOAM		10/10/2023	BOAM WINTER CONFERENCE/GRE EN & BARNES	001-180-696	1	\$500.00
94305	3489	DAVID STEVENS		10/10/2023	ROLL CALL DATED 10/09/2023	001-180-600	1	\$50.00
94312	860	FLEETCOR TECHNOLOGIES		NP65232795	ACCT #126876- FUEL FOR WEEK 10/02/2023- 10/08/2023	001-180-525	1	\$168.66
94316	5756	IWORQ SYSTEMS INC		201582	IWORQ SYSTEMS INTERNET SOFTWARE MGMENT & SUPPORT-11/2023 TO 10/2024	001-180-600	1	\$9,189.00
94317	12702	J. THOMAS EVANS, JR.		10/10/2023	ROLL CALL DATED 10/09/2023	001-180-600	1	\$50.00
94318	10560	JAMES W. BROOCKS		10/10/2023	ROLL CALL DATED 10/09/2023	001-180-600	1	\$50.00
94319	10529	K&S TRUCKING LLC	16744	19475	AC REPAIR/CD-2	001-180-635	1	\$130.00
94330	6282	NATCHEZ GRAND HOTEL AND SUITES		10/10/2023	HOTEL FEES-BOAM WINTER CONFERENCE/GRE EN & BARNES	001-180-696	1	\$290.93
						001-180-696	1	\$290.93
94335	7522	RONALD BRADLEY ADCOCK		10/10/2023	ROLL CALL DATED 10/09/2023	001-180-600	1	\$50.00
Total For Department				001-180				\$10,769.52



City of Brandon
Check Register by Department for Checks Dated 10/16/2023

Check Run #: 12876

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
Dept#		001-201						
94307	2190	ENTERGY		295006086980	605 W GOVERNMENT ST	001-201-630	1	\$105.71
				40008686945	LOUIS WILSON DR & HWY 80	001-201-630	1	\$101.06
				365005091101	1379 W GOVERNMENT ST TRAFFIC SIGNAL	001-201-630	1	\$101.12
				365005091100	1346 W GOVERNMENT ST TRAFFIC SIGNAL	001-201-630	1	\$104.67
				325005379618	HWY 80 AT TRICKHAMBRIDGE RD SIGNAL	001-201-630	1	\$109.02
94312	860	FLEETCOR TECHNOLOGIES		NP65232795	ACCT #126876- FUEL FOR WEEK 10/02/2023- 10/08/2023	001-201-525	1	\$331.94
94322	6785	MICHAEL SCOTT WELLS	16713	10/06/2023-A	OCT-BEAVER ERADICATION MAINT-LOCATION #1-B/A 11/7/2016	001-201-600	1	\$125.00
			16712	10/06/2023-B	OCT-BEAVER ERADICATION MAINT-LOCATION #2-B/A 11/7/2016	001-201-600	1	\$125.00
			16711	10/06/2023-C	OCT-BEAVER ERADICATION MAINT-LOCATION #3-B/A 11/7/2016	001-201-600	1	\$125.00
94340	1141	SOUTHERN PINE ELECTRIC		7000208003 OCT 23	CLERK LIGHTS- 09/01 TO 10/03/2023	001-201-630	1	\$5,859.16
				7000208004 OCT 23	GREENFIELD/ORLE ANS-09/01 TO 10/03/2023	001-201-630	1	\$1,146.43



City of Brandon
Check Register by Department for Checks Dated 10/16/2023

Check Run #: 12876

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
				7000208001 OCT 23	WINDSOR RIDGE- 09/01 TO 10/03/2023	001-201-630	1	\$593.53
				7351014 OCT 23	STONEGATE DR RED LIGHT-09/01 TO 10/03/2023	001-201-630	1	\$55.50
Total For Department				001-201				\$8,883.14
Dept#	001-340							
94291	12141	BRAN SFM, LLC	16727	FUND1023	OPERATING FUNDING REQUEST-OCT 2023	001-340-600	1	\$141,370.00
94292	4919	BROADBAND VOICE, LLC		96691	AMP AND P&R PHONE-10/01 TO 10/31/2023	001-340-605	1	\$186.64
94312	860	FLEETCOR TECHNOLOGIES		NP65232795	ACCT #126876- FUEL FOR WEEK 10/02/2023- 10/08/2023	001-340-525	1	\$679.13
94351	2429	WEST RANKIN UTILITY AUTHORITY	16726	SW-1023	SANITATION (SOLID WASTE) SERVICE	001-340-600	1	\$293.89
						001-340-600	1	\$307.75
Total For Department				001-340				\$142,837.41
Dept#	001-350							
94292	4919	BROADBAND VOICE, LLC		97710	CITY HALL AND LIBRARY PHONE- 10/01 TO 10/31/2023	001-350-605	1	\$697.10
94298	207	CMRLS	16710	10/06/2023	OCT 2023/T-1 LINE AT LIBRARY	001-350-605	1	\$384.00
94309	13383	EXELL/MS BOTTLE WATER-ACCT #023270	16721	371849	EQUIPMENT	001-350-640	1	\$11.00



City of Brandon
Check Register by Department for Checks Dated 10/16/2023

Check Run #: 12876

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
94311	2444	FERGUSON ENTERPRISES LLC	16724	5188271	RENTAL-LIBRARY ACCT #023270 Library-Toilet Paper Dispensers; Amp- Toilet Paper Locks	001-350-636	1	\$169.60
94315	575	HOME DEPOT CREDIT SERVICES		3523166	HARDWARE TO ATTACH TISSUE DISPENSER	001-350-636	1	\$9.91
						001-350-636	1	(\$0.20)
				4523062	BULBS FOR LIBRARY	001-350-636	1	\$23.96
						001-350-636	1	(\$0.48)
94321	4852	METRO MECHANICAL, INC.		60593	LIBRARY-SERVICE CALL-MEN'S RESTROOM TOILET	001-350-636	1	\$155.25
				Total For Department	001-350			\$1,450.14
Dept#	001-351							
94286	11103	ARAMARK UNIFORM & CAREER APPAREL GROUP, INC		2780175786	MOPS FOR SENIOR CENTER AND CITY HALL	001-351-510	1	\$42.50
				Total For Department	001-351			\$42.50
				Fund Total	001			\$291,044.45



City of Brandon
Check Register by Department for Checks Dated 10/16/2023

Check Run #: 12876

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
Dept#		004-500						
94282	10919	AMBIANCE LANDSCAPES, LLC	15747	15538	AMP-Landscape Services-B/A 04/03/2023	004-500-600	1	\$3,056.18
94284	6842	ANGELIA PRYOR		10/01/2023	MICHAELS-GREENROOM SUPPLIES/HARDY & WILLIE	004-500-550	1	\$82.33
94292	4919	BROADBAND VOICE, LLC		96691	AMP AND P&R PHONE-10/01 TO 10/31/2023	004-500-605	1	\$180.74
94296	1999	CINTAS CORPORATION NO 210		4169935424	MATS/AMPHITHEAT ER	004-500-510	1	\$307.28
				4170639588	MATS/AMPHITHEAT ER	004-500-510	1	\$307.28
94306	370	ELCON ELECTRICAL CO. INC.	16626	50309	Add Quad Outlet To Post At CBC Back Patio	004-500-637	1	\$960.00
			16625	50310	Install New Receptacle In CBC Storage Room	004-500-637	1	\$1,030.00
94310	786	EXELL/MS BOTTLE WATER-ACCT #029737		369169	ACCT #029737-AMP WATER	004-500-640	1	\$22.85
			16694	372715	AMP ACCT #029737-EQUIPMENT RENTAL	004-500-640	1	\$11.00
94311	2444	FERGUSON ENTERPRISES LLC	16724	5188271	Library-Toilet Paper Dispensers; Amp-Toilet Paper Locks	004-500-636	1	\$102.66
94323	6168	MIPCO IMPRESSION PRODUCTS, INC.	16699	241196	AMP COPIER-OCT 2023	004-500-640	1	\$195.00
						004-500-640	1	\$147.75
94334	5874	RED MOUNTAIN ENTERTAINMENT, INC.		136-10/12/2023	SPONSOR AND BOX SEAT	004-500-600	1	\$18,852.80



City of Brandon
Check Register by Department for Checks Dated 10/16/2023

Check Run #: 12876

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
94337	1880	SEFCO ELECTRICAL SUPPLY	16693	3384-1057699	COMMISSION Hubbell Air Compressor Pressure Switch For Fire Sprinkler System	004-500-636	1	\$275.82
94344	12618	TRUSTMARK VISA/MC - CARLEY KEYES	16739	110810061042	HOBBY LOBBY- AMP- CENTERPIECES	004-500-550	1	\$51.22
			16739	TR #05552	AMP-Detergent, Smores Kit & Popcorn Items	004-500-550	1	\$87.20
94346	4935	UNITED RENTALS (N.A.), INC.	16653	218045957-011	AMP-Light Towers- 9/21/2023- 10/19/2023	004-500-640	1	\$3,696.00
Total For Department				004-500				\$29,366.11
Fund Total				004				\$29,366.11



City of Brandon
Check Register by Department for Checks Dated 10/16/2023

Check Run #: 12876

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
Dept#		100-220						
94301	11726	COMMUNITY BANK OF MISSISSIPPI	16716	190994	NOV 2023-LEAF & LITTER COLLECTOR/STRE ET SWEEPER	100-220-850		\$11,826.00
94302	10569	CROSS COUNTRY GROCERY, INC		TRANS #1011230	INMATE MEALS 10/06/2023	100-220-520	1	\$238.96
				TRANS #1011702	INMATE MEALS 10/10/2023	100-220-520	1	\$217.50
94312	860	FLEETCOR TECHNOLOGIES		NP65232795	ACCT #126876- FUEL FOR WEEK 10/02/2023- 10/08/2023	100-220-525	1	\$191.22
94333	2583	RAMEY'S		000810103157	INMATE MEALS 10/02/2023	100-220-520	1	\$277.08
				000810103254	INMATE MEALS 10/03/2023	100-220-520	1	\$300.71
				000810103346	INMATE CUPS AND DRINKS-10/04/2023	100-220-520	1	\$28.27
				000810103485	INMATE CUPS, PLATES AND DRINKS-10/05/2023	100-220-520	1	\$31.56
				000810103486	INMATE RANCH DRESSING- 10/05/2023	100-220-520	1	\$11.94
				000810103578	INMATE CUPS, CONDIMENTS, CUTLERY AND DRINKS-10/06/2023	100-220-520	1	\$37.14
				000810103806	INMATE MEALS 10/09/2023	100-220-520	1	\$247.12
				000810103881	INMATE CUPS, CUTLERY AND DRINKS-10/10/2023	100-220-520	1	\$27.46
				000810103949	INMATE CUPS AND	100-220-520	1	\$26.18
								10/12/2023



City of Brandon
Check Register by Department for Checks Dated 10/16/2023

Check Run #: 12876

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
				000810104068	DRINKS-10/11/2023 INMATE CUPS, PLATES, DRESSING & DRINKS-10/12/2023	100-220-520	1	\$46.48
94338	1851	SONIC		CHK 182- 10/04/2023	INMATE MEALS 10/04/2023	100-220-520	1	\$311.22
				CHK 147- 10/11/2023	INMATE MEALS 10/11/2023	100-220-520	1	\$279.70
94351	2429	WEST RANKIN UTILITY AUTHORITY	16726	SW-1023	SANITATION (SOLID WASTE) SERVICE	100-220-603	1	\$144,088.28
				Total For Department	100-220			\$158,186.82
				Fund Total	100			\$158,186.82



City of Brandon
Check Register by Department for Checks Dated 10/16/2023

Check Run #: 12876

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
Dept#		400-450						
94326	792	MS DEVELOPMENT AUTHORITY	16722	10/2023	NOV 2023-GMS 50794 CAP LOAN #16-CP-01 LUCKNEY	400-450-892		\$1,850.46
						400-450-851		\$922.53
94327	792	MS DEVELOPMENT AUTHORITY	16723	10/01/2023	NOV 2023-GMS 50717	400-450-892		\$3,308.50
						400-450-851		\$738.57
94350	1315	WEST RANKIN UTILITY AUTHORITY	16688	WW-1023	WASTEWATER (SEWER) BILLING	400-450-890		\$345,389.00
Total For Department				400-450				\$352,209.06
Dept#		400-670						
94320	3889	LEC INC.	16691	20160410-34	WELL SITE WIRELESS MAINTENANCE-B/A 10/03/2016	400-670-600	1	\$625.15
94323	6168	MIPCO IMPRESSION PRODUCTS, INC.	16701	241284	PUBLIC WORKS COPIER-OCT 2023	400-670-640	1	\$275.74
						400-670-640	1	\$192.01
Total For Department				400-670				\$1,092.90
Dept#		400-673						
94292	4919	BROADBAND VOICE, LLC		96690	CITY SHOP PHONE- 10/01 TO 10/31/2023	400-673-605	1	\$126.35
94307	2190	ENTERGY		405004597018	311 OLD LAKELAND DR WATER TANK	400-673-630	1	\$36.87
94308	13384	EXELL/MS BOTTLE WATER-ACCT #018566	16720	371730	EQUIPMENT	400-673-640	1	\$11.00



City of Brandon
Check Register by Department for Checks Dated 10/16/2023

Check Run #: 12876

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
94312	860	FLEETCOR TECHNOLOGIES		NP65232795	RENTAL-SHOP ACCT #018566 ACCT #126876- FUEL FOR WEEK 10/02/2023- 10/08/2023	400-673-525	1	\$987.05
94323	6168	MIPCO IMPRESSION PRODUCTS, INC.	16700	241188	SHOP COPIER-OCT 2023	400-673-640	1	\$195.00
94336	13279	SAYLE OIL COMPANY INC	16725	748495	Stock At Shop-Full Strength Antifreeze	400-673-640 400-673-550	1 1	\$6.60 \$312.00
94340	1141	SOUTHERN PINE ELECTRIC		400007199 OCT 23	11 CROSSWOODS RD NEW LAKEBEND WATER WELL-09/01 TO 10/01/2023	400-673-630	1	\$6,280.73
Total For Department				400-673				\$7,955.60

Dept#	400-680							
94307	2190	ENTERGY		105007445049	105 KENNEDY FARM PKWY	400-680-630	1	\$46.20
				250005764942	476 EDGEWOOD XING PLE A LIFT	400-680-630	1	\$50.17
				445004380079	864 LONG LEAF CIRCLE	400-680-630	1	\$54.88
				ACCT #174554253- 10/07/2023	CORNERSTONE DRIVE AND GRANTS FERRY	400-680-630	1	\$94.30
94312	860	FLEETCOR TECHNOLOGIES		NP65232795	ACCT #126876- FUEL FOR WEEK 10/02/2023- 10/08/2023	400-680-525	1	\$401.12
94320	3889	LEC INC.		103804-1A	LOW VOLTAGE DETECTION DEVICE-LIFT	400-680-600	1	\$600.00



City of Brandon
Check Register by Department for Checks Dated 10/16/2023

Check Run #: 12876

Check#	Vendor#	Vendor Name	PO#	Invoice#	Description	GL Acct#	ttrebotich Acct Per.	Detail Amount
94340	1141	SOUTHERN PINE ELECTRIC		7720001 OCT 23	STATION MONITORING DATA 10/01/2023- 10/01/2024 WILLOW CREEK DR-GFLD RNCH- CNTRY MDWS LS- 08/29 TO 9/28/2023	400-680-630	1	\$149.66
				7000208005 OCT 23	HWY 18 BYPASS EAST BRANDON LS-09/01 TO 10/02/2023	400-680-630	1	\$1,574.01
				7000208006 OCT 23	HWY 468 LS-09/01 TO 10/01/2023	400-680-630	1	\$759.19
				Total For Department	400-680			\$3,729.53
				Fund Total	400			\$364,987.09
				Grand Total				\$843,584.47



City of Brandon

Manual Check Batch #: 5445

Fiscal Year 2023 - 2024 1 - Oct

Vendor #	Name	PO #	Invoice #	Inv Date	Due Date	Invoice Amount		Sequence #
GL Account #	Account Description	Tax	1099	Sales Tax Amount	Liq. Amount	Detail Amount	Detail Description	
Check # 2313	Check Date: 10/4/2023							
2574	CITY OF BRANDON		1012231	10/4/2023	10/12/2023	\$674.00		100
004-000-004	TICKETMASTER PETTY CASH	N				\$0.00	\$674.00	Box Office Petty Cash for Hardy refunds
Invoice Total						\$0.00	\$674.00	
Total for Check # 2313						\$0.00	\$674.00	
Total for fund			004			\$0.00	\$674.00	
Total for batch			5445			\$0.00	\$674.00	



City of Brandon

Manual Check Batch #: 5447

Fiscal Year 2023 - 2024 1 - Oct

Vendor #	Name	PO #	Invoice #	Inv Date	Due Date	Invoice Amount	Sequence #
GL Account #	Account Description	Tax	1099	Sales Tax Amount	Liq. Amount	Detail Amount	Detail Description
Check # 2315	Check Date: 10/10/2023						
11222	MAYOR'S YOUTH COUNCIL		1012233	10/10/2023	10/12/2023	\$257.00	100
004-000-302	TICKET SALES	N				\$0.00	Refund of Hardy Tickets
004-000-304	BOX OFFICE FEES	N				\$0.00	Refund of Hardy Tickets
004-000-305	FACILITIES FEES	N				\$0.00	Refund of Hardy Tickets
				Invoice Total		\$0.00	\$257.00
				Total for Check # 2315		\$0.00	\$257.00
Check # 2316	Check Date: 10/10/2023						
2574	CITY OF BRANDON		1012234	10/10/2023	10/12/2023	\$11,500.00	100
004-500-603	ARTIST AGREEMENT	N				\$0.00	Cash Advance - WN
004-500-600	PROF SERVICES - OTHER	N				\$0.00	Cash Advance - WN - Bus Stock
				Invoice Total		\$0.00	\$11,500.00
				Total for Check # 2316		\$0.00	\$11,500.00
Check # 2317	Check Date: 10/13/2023						
9873	James Wilson Jr		1012235	10/13/2023	10/12/2023	\$1,079.63	100
004-500-640	RENTALS	N				\$0.00	Reimbursement for Lens Rental - WN
				Invoice Total		\$0.00	\$1,079.63
				Total for Check # 2317		\$0.00	\$1,079.63
Check # 2318	Check Date: 10/13/2023						
11366	BURGERS & BLUES LLC		1012236	10/13/2023	10/12/2023	\$8,000.00	100
004-500-609	VIP AREA	N	NEC			\$0.00	CBC Catering - WN
				Invoice Total		\$0.00	\$8,000.00
				Total for Check # 2318		\$0.00	\$8,000.00

Total for fund	004	\$0.00	\$20,836.63
Total for batch	5447	\$0.00	\$20,836.63



MEMORANDUM

TO: BUTCH LEE AND BOARD OF ALDERMEN
FROM: CARLEY KEYES
CC:
DATE: OCTOBER 11, 2023
SUBJECT: VETERANS' DAY CATERING QUOTE

Consideration to enter a catering agreement with Catered Occasions for serving the Veterans Day Breakfast on November 9, 2023, in the amount of \$6,306.00. A second quote was received from Burgers and Blues Catering in the amount of \$6,415.50.



Catered Occasions of MS, LLC
111 Northwind Drive
Brandon, MS 39047
Phone: 601-906-0642
Cateredoccasionsofms@yahoo.com

Proposal of Service

Prepared For:	Carley Keyes City of Brandon	Event Date:	11/9/2023 - Thursday
Address:		Phone:	Cell: 601-624-9582 Work: 601-825-5026
Email:	ckeyes@brandonms.org	Event Title:	Vetrans Day Breakfast
Proposal #:	160	Guest Count:	350
Service Style:	Buffet	Occasion:	Breakfast
Event Type:	Social		
Salesperson:	Rebecca Evans cateredoccasionsofms@yahoo.com		
Venue:	Brandon City Hall 1000 Municipal Drive Brandon, MS 39042	Last Change:	10/6/2023

Sausage Links

Crustless Quiche

A light and fluffy Cottage Egg Casserole filled with cheese and pimentos

Cheddar Grits

Fresh Fruit Medley

A variety of fresh seasonal fruits and berries

French Toast Casserole

Food

Food Subtotal	\$3,902.50
Per Person Total	\$11.15

Beverage

Qty	Description		Unit Price		Total
350	Coffee	s	\$1.00	Each	\$350.00
350	Orange Juice	s	\$1.00	Each	\$350.00
350	Water	s	\$0.50	Each	\$175.00
Beverage Subtotal					\$875.00

Miscellaneous

Qty	Description		Unit Price		Total
350	Disposable Plates and Cutlery	s	\$1.15		\$402.50
1	Delivery Fee	s	\$75.00		\$75.00
Miscellaneous Subtotal					\$477.50

Charges:	\$5,255.00
20% Service Charge:	\$1,051.00
Subtotal:	\$6,306.00
Payments:	\$0.00

Balance Due:	\$6,306.00
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Contract for Service

Catered Occasions of MS, LLC

111 Northwind Drive

Brandon, MS 39047

Phone: 601-906-0642

Cateredoccasionsofms@yahoo.com

Terms and Conditions

All services are due upon receipt. Catered Occasions reserves the right to increase the cost if there is a 20% or more increase in food cost.

CANCELLATIONS:

All cancellations by the customer within 7 days of the customers event is still responsible for the cost of the food.

Cash or check only. Make checks payable to Catered Occasions and mail to 111 Northwind Drive, Brandon, MS 39047.

I have read and understand the Terms and Conditions above and agree to said Terms and Conditions.

CUSTOMER SIGNATURE

DATE



CATERING QUOTE

168 W Government St
Brandon, MS 39042
601-720-2060 Office
Option 2: Cater Direct Line
601-926-2411 Cellular

DATE: 10/12/23

TO: Carley Keyes

DATE OF EVENT	CUSTOMER PH #	REQ #	TERMS	MGR	PAYMENT TERMS	DUE DATE
		101223	OPEN	Jae Barnes	QUOTE	

QTY	UNIT	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
350		Sausage Links	\$2.33		\$6,415.50
		Crustless Quiche (Cheese & Pimento Stuffed)	\$5.50		
		Cheddar Grits	\$3.00		
		Fresh Cut Fruit Medley	\$3.00		
		French Toast Casserole	\$4.50		
			SUBTOTAL		\$6,415.50
			SALES TAX		EXEMPT
*The delivery fee covers delivery vehicle maintenance and administrative costs. We leave the Gratuity to the discretion of the customer. 20% is suggested for caterings.			GRATUITY		
IT IS OUR PLEASURE TO SERVE YOU! THANK YOU FOR YOUR BUSINESS. JOHN 13:34			TOTAL		\$6,415.50
SIGNATURE:					



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: PAUL BRANNON, PUBLIC WORKS DIRECTOR
BOARD AGENDA: OCTOBER 16, 2023
SUBJECT: HEMPHILL CONSTRUCTION COMPANY
JULY 2023 INVOICE APPROVAL

Asking for your consideration to approve invoice #H23083-01-(Final) in the amount of \$163,926.94 from Hemphill Construction Company for repairs in the month of July 2023 at the approved commodity bid pricing, authorize payment of the same, and amend the budget accordingly.

All listed repairs were made by Hemphill Construction Company under the FY23 commodity bid for General Construction Services as approved by the Board of Aldermen at the September 19, 2022, meeting. All services rendered by Hemphill Construction Company on the attached invoicing are due to circumstances that the City of Brandon staff on hand were unable to accomplish in an appropriate timeframe or due to the nature of the repairs.

Thank you for your consideration in this matter. Please let me know if you have any questions.

ATTACHMENTS:

- Hemphill Construction Company invoice for July 2023

GL Code & Funding: 400-673-637 - \$57,961.54 - WSOM

400-680-637 - \$17,642.84 - WSOM

001-201-637 - \$88,322.56 – General Fund (Streets)

All expenses on the July 2023 invoice will be applied to FY23.



P.O. Drawer 879
Florence, MS 39073

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

INVOICE

City of Brandon
Department of Public Works
P.O. Box 1539
Brandon, MS 39043

Attn: Carly Dearman

Mail Payment to:

Hemphill Construction Company, Inc
P.O. Drawer 879
Florence, MS 39073-0879

DATE: 9/15/2023

INVOICE # H23083-01-Final - Revised

JOB RE: July 2023 Repairs

TERMS: Net 30



<u>Work Order</u>	<u>DESCRIPTION OF WORK</u>	<u>TOTAL</u>
48629	Old Highway 471	\$6,543.02
46495	72 Glenway Drive	\$5,633.43
46730	203 Lyle Circle	\$5,762.54
48715	City Limits @ Hwy 80	\$4,891.42
49358	215 & 217 Moss Valley	\$12,981.30
48718	300 Remington Drive	\$8,642.04
48673	Highway 18	\$8,726.05
46366	316 Towne Street	\$15,115.21
46506	122 Meadow Point	\$8,327.48
48909	140 Old Hwy 80	\$5,592.31
48980	972 Fillmore Drive	\$4,661.54
46770	209 Pear Orchard	\$53,483.90
49031	178 Pear Orchard	\$4,758.56
49071	511 E Government St	\$2,238.18
48825	119 Richmond Drive	\$16,569.96

TOTAL AMOUNT DUE **\$163,926.94**



Work Order 48629 – Old Highway 471

water

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	5.5	HR	Superintendent	\$104.74	\$576.07
2	11	HR	Foreman	\$93.71	\$1,030.81
3	11	HR	Trackhoe & Operator (308)	\$99.23	\$1,091.53
4	11	HR	Front End Loader & Operator	\$104.74	\$1,152.14
5	11	HR	Pipelayer	\$38.59	\$424.49
6	22	HR	Laborer	\$33.08	\$727.76
7	11	HR	Pickup Truck	\$18.74	\$206.14
8	11	HR	Flatbed Truck	\$22.05	\$242.55
9	11	HR	Small Incidental Tools	\$16.54	\$181.94
10	11	HR	Vacuum Excavator	\$82.69	\$909.59
TOTAL AMOUNT DUE					\$6,543.02

Work Order 46495 – 72 Glenway Place

streets

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	5.5	HR	Superintendent	\$104.74	\$576.07
2	11	HR	Foreman	\$93.71	\$1,030.81
3	11	HR	Trackhoe & Operator (308)	\$99.23	\$1,091.53
4	11	HR	Front End Loader & Operator	\$104.74	\$1,152.14
5	11	HR	Pipelayer	\$38.59	\$424.49
6	22	HR	Laborer	\$33.08	\$727.76
7	11	HR	Pickup Truck	\$18.74	\$206.14
8	11	HR	Flatbed Truck	\$22.05	\$242.55
9	11	HR	Small Incidental Tools	\$16.54	\$181.94
TOTAL AMOUNT DUE					\$5,633.43

Work Order 46730 – 203 Lyle Circle

streets

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	5.5	HR	Superintendent	\$104.74	\$576.07
2	11	HR	Foreman	\$93.70	\$1,030.70
3	0	HR	Trackhoe & Operator (308)	\$99.23	\$0.00
4	11	HR	Front End Loader & Operator	\$104.74	\$1,152.14
5	22	HR	Pipelayer	\$38.59	\$848.98
6	22	HR	Laborer	\$33.08	\$727.76
7	11	HR	Pickup Truck	\$18.74	\$206.14
8	11	HR	Flatbed Truck	\$22.05	\$242.55
9	11	HR	Small Incidental Tools	\$16.54	\$181.94
10	1	LS	Eagle Pipe + 15%	\$796.26	\$796.26
TOTAL AMOUNT DUE					\$5,762.54

Work Order 48715 – City Limits @ Hwy 80

water

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	5	HR	Superintendent	\$104.74	\$523.70
2	9.5	HR	Foreman	\$93.71	\$890.25
3	9.5	HR	Trackhoe & Operator (308)	\$99.23	\$942.69
4	9.5	HR	Front End Loader & Operator	\$104.74	\$995.03
5	9.5	HR	Pipelayer	\$38.59	\$366.61
6	19	HR	Laborer	\$33.08	\$628.52
7	9.5	HR	Pickup Truck	\$18.74	\$178.03
8	9.5	HR	Flatbed Truck	\$22.05	\$209.48
9	9.5	HR	Small Incidental Tools	\$16.54	\$157.13
TOTAL AMOUNT DUE					\$4,891.42

Work Order – 215 & 217 Moss Valley

Sewer

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	10	HR	Superintendent	\$104.74	\$1,047.40
2	22	HR	Foreman	\$93.71	\$2,061.62
3	22	HR	Trackhoe & Operator (308)	\$99.23	\$2,183.06
4	22	HR	Front End Loader & Operator	\$104.74	\$2,304.28
5	22	HR	Pipelayer	\$38.59	\$848.98
6	44	HR	Laborer	\$33.08	\$1,455.52
7	22	HR	Pickup Truck	\$18.74	\$412.28
8	22	HR	Flatbed Truck	\$22.05	\$485.10
9	22	HR	Small Incidental Tools	\$16.54	\$363.88
10	22	HR	Vacuum Excavator	\$82.69	\$1,819.18
TOTAL AMOUNT DUE					\$12,981.30

Work Order 48718 – 300 Remington Drive

water

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	5.5	HR	Superintendent	\$104.74	\$576.07
2	11	HR	Foreman	\$93.71	\$1,030.81
3	11	HR	Trackhoe & Operator (308)	\$99.23	\$1,091.53
4	11	HR	Front End Loader & Operator	\$104.74	\$1,152.14
5	11	HR	Pipelayer	\$38.59	\$424.49
6	11	HR	Laborer	\$33.08	\$363.88
7	11	HR	Pickup Truck	\$18.74	\$206.14
8	11	HR	Flatbed Truck	\$22.05	\$242.55
9	11	HR	Small Incidental Tools	\$16.54	\$181.94
10	11	HR	Vacuum Excavator	\$82.69	\$909.59
11	1	LS	Eagle Pipe + 15%	\$2,462.90	\$2,462.90
TOTAL AMOUNT DUE					\$8,642.04

water

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	5	HR	Superintendent	\$104.74	\$523.70
2	15	HR	Foreman	\$93.71	\$1,405.65
3	15	HR	Trackhoe & Operator (308)	\$99.23	\$1,488.45
4	15	HR	Front End Loader & Operator	\$104.74	\$1,571.10
5	15	HR	Pipelayer	\$38.59	\$578.85
6	24	HR	Laborer	\$33.08	\$793.92
7	15	HR	Pickup Truck	\$18.74	\$281.10
8	15	HR	Flatbed Truck	\$22.05	\$330.75
9	15	HR	Small Incidental Tools	\$16.54	\$248.10
10	1	LS	Eagle Pipe + 15%	\$1,504.43	\$1,504.43
TOTAL AMOUNT DUE					\$8,726.05

streets

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	12	HR	Superintendent	\$104.74	\$1,256.88
2	23	HR	Foreman	\$93.71	\$2,155.33
3	23	HR	Trackhoe & Operator (308)	\$99.23	\$2,282.29
4	23	HR	Front End Loader & Operator	\$104.74	\$2,409.02
5	23	HR	Pipelayer	\$38.59	\$887.57
6	38	HR	Laborer	\$33.08	\$1,257.04
7	23	HR	Pickup Truck	\$18.74	\$431.02
8	23	HR	Flatbed Truck	\$22.05	\$507.15
9	23	HR	Small Incidental Tools	\$16.54	\$380.42
10	33	HR	Vacuum Excavator	\$82.69	\$2,728.77
11	1	LS	Eagle Pipe + 15%	\$819.72	\$819.72
TOTAL AMOUNT DUE					\$15,115.21

streets

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	7	HR	Superintendent	\$104.74	\$733.18
2	14	HR	Foreman	\$93.71	\$1,311.94
3	14	HR	Trackhoe & Operator (308)	\$99.23	\$1,389.22
4	14	HR	Front End Loader & Operator	\$104.74	\$1,466.36
5	14	HR	Pipelayer	\$38.59	\$540.26
6	28	HR	Laborer	\$33.08	\$926.24
7	14	HR	Pickup Truck	\$18.74	\$262.36
8	14	HR	Flatbed Truck	\$22.05	\$308.70
9	14	HR	Small Incidental Tools	\$16.54	\$231.56
10	14	HR	Vacuum Sxcavator	\$82.69	\$1,157.66
TOTAL AMOUNT DUE					\$8,327.48

water

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	3	HR	Superintendent	\$104.74	\$314.22
2	7	HR	Foreman	\$93.71	\$655.97
3	7	HR	Trackhoe & Operator (308)	\$99.23	\$694.61
4	7	HR	Front End Loader & Operator	\$104.74	\$733.18
5	7	HR	Pipelayer	\$38.59	\$270.13
6	14	HR	Laborer	\$33.08	\$463.12
7	7	HR	Pickup Truck	\$18.74	\$131.18
8	7	HR	Flatbed Truck	\$22.05	\$154.35
9	7	HR	Small Incidental Tools	\$16.54	\$115.78
10	1	LS	Eagle Pipe + 15%	\$2,059.77	\$2,059.77
TOTAL AMOUNT DUE					\$5,592.31

sewer

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	5	HR	Superintendent	\$104.74	\$523.70
2	9	HR	Foreman	\$93.71	\$843.39
3	9	HR	Trackhoe & Operator (308)	\$99.23	\$893.07
4	9	HR	Front End Loader & Operator	\$104.74	\$942.66
5	9	HR	Pipelayer	\$38.59	\$347.31
6	18	HR	Laborer	\$33.08	\$595.44
7	9	HR	Pickup Truck	\$18.74	\$168.66
8	9	HR	Flatbed Truck	\$22.05	\$198.45
9	9	HR	Small Incidental Tools	\$16.54	\$148.86
TOTAL AMOUNT DUE					\$4,661.54

streets

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	50	HR	Superintendent	\$104.74	\$5,237.00
2	32	HR	Foreman	\$93.71	\$2,998.72
3	160	HR	Trackhoe & Operator (308)	\$99.23	\$15,876.80
4	91	HR	Front End Loader & Operator	\$104.74	\$9,531.34
5	92	HR	Pipelayer	\$38.59	\$3,550.28
6	202	HR	Laborer	\$33.08	\$6,682.16
7	101	HR	Pickup Truck	\$18.74	\$1,892.74
8	101	HR	Flatbed Truck	\$22.05	\$2,227.05
9	101	HR	Small Incidental Tools	\$16.54	\$1,670.54
10	38	HR	Vacuum Excavator	\$82.69	\$3,142.22
11	1	LS	Delta Industries + 15%	\$675.05	\$675.05
TOTAL AMOUNT DUE					\$53,483.90

Work Order 49301 – 178 Pear Orchard

water

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	4	HR	Superintendent	\$104.74	\$418.96
2	8	HR	Foreman	\$93.71	\$749.68
3	8	HR	Trackhoe & Operator (308)	\$99.23	\$793.84
4	8	HR	Front End Loader & Operator	\$104.74	\$837.92
5	8	HR	Pipelayer	\$38.59	\$308.72
6	16	HR	Laborer	\$33.08	\$529.28
7	8	HR	Pickup Truck	\$18.74	\$149.92
8	8	HR	Flatbed Truck	\$22.05	\$176.40
9	8	HR	Small Incidental Tools	\$16.54	\$132.32
10	8	HR	Vacuum Excavator	\$82.69	\$661.52

TOTAL AMOUNT DUE

\$4,758.56

49071
Work Order 49301 – Government Street

511 E Govt St. - water

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	3	HR	Superintendent	\$104.74	\$314.22
2	1	HR	Foreman	\$93.71	\$93.71
3	5	HR	Trackhoe & Operator (308)	\$99.23	\$496.15
4	5	HR	Front End Loader & Operator	\$104.74	\$523.70
5	5	HR	Pipelayer	\$38.59	\$192.95
6	10	HR	Laborer	\$33.08	\$330.80
7	5	HR	Pickup Truck	\$18.74	\$93.70
8	5	HR	Flatbed Truck	\$22.05	\$110.25
9	5	HR	Small Incidental Tools	\$16.54	\$82.70

TOTAL AMOUNT DUE

\$2,238.18

Work Order 48825 – 119 Richmond Drive

water

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	10	HR	Superintendent	\$104.74	\$1,047.40
2	22	HR	Foreman	\$93.71	\$2,061.62
3	22	HR	Trackhoe & Operator (308)	\$99.23	\$2,183.06
5	44	HR	Pipelayer	\$38.59	\$1,697.96
6	44	HR	Laborer	\$33.08	\$1,455.52
7	22	HR	Pickup Truck	\$18.74	\$412.28
8	22	HR	Flatbed Truck	\$22.05	\$485.10
9	22	HR	Small Incidental Tools	\$16.54	\$363.88
10	22	HR	Vacuum Excavator	\$82.69	\$1,819.18
11	1	LS	Eagle Pipe + 15%	\$5,043.96	\$5,043.96

TOTAL AMOUNT DUE

\$16,569.96

Please Pay from This Invoice

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



Work Order #: 48629

Work Order Date: 07/10/23

Work Type:

Status: Complete

Prepared By: Lori Sarver

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Water - Leak

Date Requested: 07/10/2023

Name: JOHN HUDSON

Service Address or 1014 OLD HIGHWAY 471

Request Location:

Phone Number: (601) 540-0929

Email Address:

Reported By: Request #635162894 8:28am

Department: Water

Ward:

Nature of Request: STATES THAT WATER IS GUSHING UP THROUGH THE CONCRETE ON THREE DIFFERENT SPOT NEEDS SOMEONE OUT TO LOOK AT. STATES PARKING LOT IS FLOODING

Scheduled Completion

Date:

Date Work Order 07/10/2023

Completed:

Work Order Completed Hemphill

By:

Scope of Work Completed: Repaired water service tap

Locate Number If

Necessary:

Additional Information:

Concrete Repair

Required/Details:

Sod/Yard Restoration

Required/Details:

Asphalt Repair

Required/Details:

Invoice & Cost

Information:

Meter Deposit Amount:

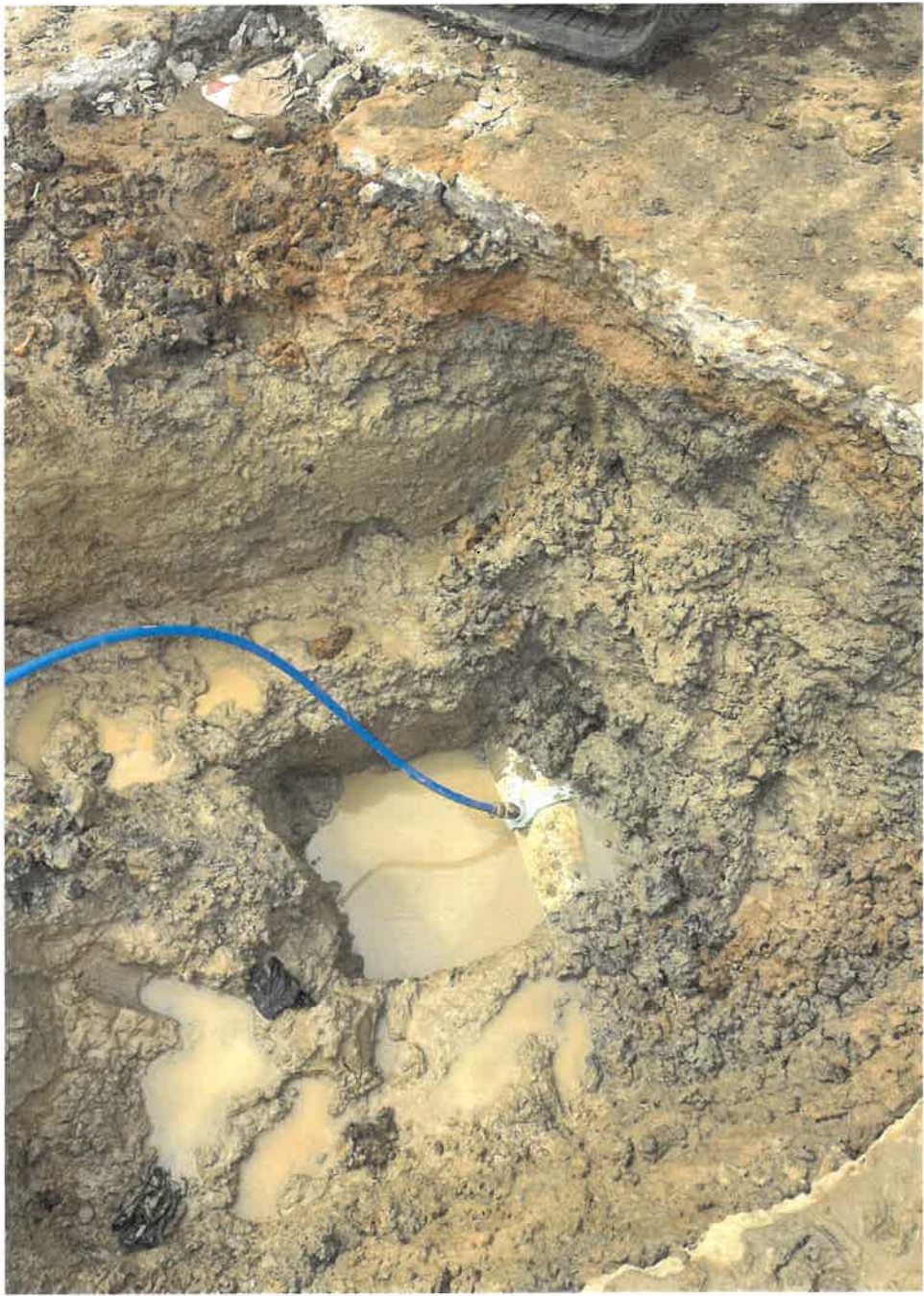
Tap Fee Amount:

Employee Cost: \$0.00

Equipment Cost: \$0.00

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	5.5	HR	Superintendent	\$104.74	\$576.07
2	11	HR	Foreman	\$93.71	\$1,030.81
3	11	HR	Trackhoe & Operator (308)	\$99.23	\$1,091.53
4	11	HR	Front End Loader & Operator	\$104.74	\$1,152.14
5	11	HR	Pipelayer	\$38.59	\$424.49
6	22	HR	Laborer	\$33.08	\$727.76
7	11	HR	Pickup Truck	\$18.74	\$206.14
8	11	HR	Flatbed Truck	\$22.05	\$242.55
9	11	HR	Small Incidental Tools	\$16.54	\$181.94
10	11	HR	Vacuum Excavator	\$82.69	\$909.59
TOTAL AMOUNT DUE					\$6,543.02







Work Order #: 46495

Work Order Date: 02/27/23

Work Type:

Status: Pending

Prepared By: Lori Sarver

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Drainage - Sinkhole

Date Requested: 02/27/2023

Name: RAY OPPERTHAUSER

Service Address or Request Location: 72 GLENWAY PLACE

Request Location:

Phone Number: (601) 825-5315

Email Address:

Reported By: Request #601448382 1:56pm

Department: Drainage

Ward:

Nature of Request: STATES THAT THERE IS A LARGE POTHOLE ON THE EASEMENT ON HIS PROPERTY. PLEASE CALL AND ADVISE AS TO IF SOMEONE CAN COME OUT AND FIX THIS.

Scheduled Completion

Date:

Date Work Order

Completed:

Work Order Completed

By:

Scope of Work Completed:

Locate Number If

Necessary:

Additional Information: Will pass this w/o to Hemphill - as of 4/6/23 getting quote for either PO or board approval - LSarver

Concrete Repair

Required/Details:

Sod/Yard Restoration

Required/Details:

Asphalt Repair

Required/Details:

Invoice & Cost

Information:

Meter Deposit Amount:

Tap Fee Amount:

Notes

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	5.5	HR	Superintendent	\$104.74	\$576.07
2	11	HR	Foreman	\$93.71	\$1,030.81
3	11	HR	Trackhoe & Operator (308)	\$99.23	\$1,091.53
4	11	HR	Front End Loader & Operator	\$104.74	\$1,152.14
5	11	HR	Pipelayer	\$38.59	\$424.49
6	22	HR	Laborer	\$33.08	\$727.76
7	11	HR	Pickup Truck	\$18.74	\$206.14
8	11	HR	Flatbed Truck	\$22.05	\$242.55
9	11	HR	Small Incidental Tools	\$16.54	\$181.94
TOTAL AMOUNT DUE					\$5,633.43



JOB NO:	H23083	PROJECT:	Brandon Maintenance	DATE:	7/12/2023	DAY OF WEEK:	Wednesday
ACCIDENTS: YES ☐ NO ☒		INCIDENTS: YES ☐ NO ☒		SUPERINTENDENT: Chad Phelps			
		REVIEWED:					
ON OTHER PROJECT NO. OR CLAIM NO.				100001			
NAME	EMPLOYEE NO.	CLASSIFICATION	ABSENCE	PENETROMETER			
1 Kenneth McCardle	2611	Foreman		11.00	A.M.		
2 Joseph Welborn	1641	Pipelayer		11.00	READING		
3 Barrett Abrams		Trackhoe		11.00	SOIL TYPE		
4 Ladarious Henderson		Labor		11.00	LOCATION		
5 Zachary Macke		Labor		11.00			
6 Barrett Martin		Loader		11.00	P.M.		
7					READING		
8				-	SOIL TYPE		
9				-	LOCATION		
10							
11							
12							
13							
14							
15							
TEMP LABOR EMPLOYER POTENTIAL HIRE Y/N				010001			
1				Total	BEGIN	END	HRS
DAILY WORK REPORT				11.00			
WORK DAY (Y/N)				11.00			
WEATHER				11.00			
FAIR				11.00			
WET				11.00			
RAIN AMOUNT (IN)				11.00			
TEMPERATURE				11.00			
TIME WORKED				11.00			
MORNING				11.00			
AFTERNOON				11.00			
NIGHT				11.00			
TOTAL HOURS FOR DAY				11.00			
QUANTITY	UNITS	PHASE		11.00			
1				-			
2				-			
3				-			
4				-			
5				-			
6				-			
7				-			
8				-			
9				-			
10				-			
11				-			
12				-			
13				-			
14				-			
15				-			
REMARKS SPECIAL INSTRUCTIONS VISIT R							
Went to 70' and 72 Glenway Place to investigate storm drain sinkholes. Tried to run Camera up 15" Storm pipe but the bottom of pipe rusted out so we couldn't. Got with the city to try and get a as build plan for storm drain. Excavated down on sinkhole and found pipe. The pipe had bottom missing so was taking on water causing sinkhole. Had to get city to come out to look for they could make a decision what to do. Made sure everything was safed up for the night and installed snow fence barricade around areas.							
THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST. ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER							
Kenneth McCardle FOREMAN							



Work Order #: 46730

Work Order Date: 03/09/23

Work Type:

Status: Pending

Prepared By: Lori Sarver

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Drainage - Sinkhole

Date Requested: 03/09/2023

Name: KEVIN/CARSON DOBBS

Service Address or Request Location: 203 LYLE CIRCLE

Phone Number: 601-405-9825 | Savannah Dobbs 256-499-1644

Email Address:

Reported By: Request #604147940 10:48am

Department: Drainage

Ward:

Nature of Request: WOULD LIKE TO KNOW IF THERE MAY BE A LEAK IN A WATER OR SEWER PIPE, THEY ARE WANTING TO FILL IN A SINK HOLE IN THE BACKYARD AND WOULD LIKE SOMEONE TO COME CHECK IT BEFORE THEY FILL IT WITH CONCRETE

Scheduled Completion

Date:

Date Work Order

Completed:

Work Order Completed

By:

Scope of Work

Completed:

Locate Number If

Necessary:

Additional Information: Will hand this over to Hemphill

Concrete Repair

Required/Details:

Sod/Yard Restoration

Required/Details:

Asphalt Repair

Required/Details:

Invoice & Cost

Information:

Meter Deposit Amount:

Tap Fee Amount:

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	5.5	HR	Superintendent	\$104.74	\$576.07
2	11	HR	Foreman	\$93.70	\$1,030.70
3	0	HR	Trackhoe & Operator (308)	\$99.23	\$0.00
4	11	HR	Front End Loader & Operator	\$104.74	\$1,152.14
5	22	HR	Pipelayer	\$38.59	\$848.98
6	22	HR	Laborer	\$33.08	\$727.76
7	11	HR	Pickup Truck	\$18.74	\$206.14
8	11	HR	Flatbed Truck	\$22.05	\$242.55
9	11	HR	Small Incidental Tools	\$16.54	\$181.94
10	1	LS	Eagle Pipe + 15%	\$796.26	\$796.26
TOTAL AMOUNT DUE				\$5,762.54	



EAGLE 450 Industrial Drive
JACKSON MS 39209

PIPE AND SUPPLY

Your single source for water, sewer, gas, drainage and erosion control needs.

JUL 17 2023

7/15/2023

FAX

601-487-7474

PHONE

INVOICE

Date	Account #	Invoice #	Due Date
7/15/2023	HCCI-H23083	66653	8/14/2023
JUL 17 2023	FAX		
601-487-7474			601-487-7473

BILL TO:

Hemphill Construction Company Inc.
PO Drawer 879
Florence, MS 39073

SHIP TO:

Hemphill Construction Company
Kenneth - 601-559-5101
See below for directions
Brandon, MS 39042

PO or JOB #	TERMS	REP	ORDER DATE	VIA	F.O.B.	JOB/PROJECT
H23083 / Ke...	1% 10 Net 30	NRP	7/15/2023	Customer...	Jackson MS	H23083 - July 2023 Brandon Repair

QTY

DESCRIPTION

	UNIT	EXT
(1) 24in x 24in Frame and Grate Weight = 153lbs # 2424FG(I)-SIP	336.00	336.00
6 Quad Plug Hydraulic Cement - 5 Gallon Pail - 45 second # 6580	59.40	356.40

POSTED

25 JUL 2023

H23083-04009204

③

Brandon Knight
TAM
Brady

Please make your check payable to Eagle Pipe and Supply, LLC and remit to the above address.
Terms are Net 30 days. All past due accounts are subject to a finance charge of 1.5% per month (18% per annum).
We will not accept goods returned without permission and then goods are subject to inspection for decision on possible credit.
To avoid late fees, allow 5 or more days for postal delivery.

Payments on account with a credit card will incur a 4% transaction fee.

Subtotal:	\$692.40
Sales Tax: (0.0%)	\$0.00
Total:	\$692.40







Work Order #: 48715

Work Order Date: 07/13/23

Work Type:

Status: Complete

Prepared By: Brent King

Type of Work Order: Unscheduled Emergency Work (During Reg Hours)

Request Type: Water - Leak

Date Requested: 07/13/2023

Name:

Service Address or Request Location: City Limits rd/Hwy 80

Phone Number:

Email Address:

Reported By: Brent

Department: Water

Ward:

Nature of Request: Water coming up at main

Scheduled Completion Date:

Date Work Order Completed: 07/14/2023

Work Order Completed By: Hemphill

Scope of Work Completed: Checked and old main line leaking turned off and sealed up old line

Locate Number If Necessary:

Additional Information:

Concrete Repair Required/Details:

Sod/Yard Restoration Required/Details:

Asphalt Repair Required/Details:

Invoice & Cost Information:

Meter Deposit Amount:

Tap Fee Amount:

Employee Cost: \$0.00
Equipment Cost: \$0.00
Material Cost: \$0.00
Inventory Cost: \$0.00
Purchase Order Cost: \$0.00

Uploaded Files

Date

07/17/2023

07/17/2023

File Name

[16160544-IMG_1400.jpeg](#)

[16160542-IMG_1401.jpeg](#)

Uploaded by

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	5	HR	Superintendent	\$104.74	\$523.70
2	9.5	HR	Foreman	\$93.71	\$890.25
3	9.5	HR	Trackhoe & Operator (308)	\$99.23	\$942.69
4	9.5	HR	Front End Loader & Operator	\$104.74	\$995.03
5	9.5	HR	Pipelayer	\$38.59	\$366.61
6	19	HR	Laborer	\$33.08	\$628.52
7	9.5	HR	Pickup Truck	\$18.74	\$178.03
8	9.5	HR	Flatbed Truck	\$22.05	\$209.48
9	9.5	HR	Small Incidental Tools	\$16.54	\$157.13
TOTAL AMOUNT DUE					\$4,891.42





Work Order #: 49358

Work Order Date: 09/06/23

Work Type:

Status: Complete

Prepared By: Lori Sarver

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Damage by Contractor

Date Requested: 08/17/2023

Name:

Service Address or Request Location: 215 Moss Valley Circle & 217 Moss Valley Circle

Phone Number:

Email Address:

Reported By: Tim Martin / Paul Brannon

Department: Sewer

Ward:

Nature of Request: Bored through sewer service

Scheduled Completion Date:

Date Work Order Completed: 08/18/2023

Work Order Completed By: Hemphill

Scope of Work Completed:

Locate Number If Necessary:

Additional Information:

Concrete Repair Required/Details:

Sod/Yard Restoration Required/Details:

Asphalt Repair Required/Details: driveway repair needed for 215 Moss Valley Circle - see WO #49240

Invoice & Cost Information:

Meter Deposit Amount:

Tap Fee Amount:

Notes

09/06/2023 Hemphill contacted for emergency repairs on 8/17/23 - LSarver

Employee Cost: \$0.00

Equipment Cost: \$0.00

Material Cost: \$0.00

Inventory Cost: \$0.00

Purchase Order Cost: \$0.00

Total Cost: \$0.00

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	10	HR	Superintendent	\$104.74	\$1,047.40
2	22	HR	Foreman	\$93.71	\$2,061.62
3	22	HR	Trackhoe & Operator (308)	\$99.23	\$2,183.06
4	22	HR	Front End Loader & Operator	\$104.74	\$2,304.28
5	22	HR	Pipelayer	\$38.59	\$848.98
6	44	HR	Laborer	\$33.08	\$1,455.52
7	22	HR	Pickup Truck	\$18.74	\$412.28
8	22	HR	Flatbed Truck	\$22.05	\$485.10
9	22	HR	Small Incidental Tools	\$16.54	\$363.88
10	22	HR	Vacuum Excavator	\$82.69	\$1,819.18
TOTAL AMOUNT DUE					\$12,981.30



[illegible]

JOB NO:
PROJECT:
DATE:
DAY OF WEEK:

H23083
Brandon Maintenance
7/18/2023
Tuesday

ACCIDENTS:
INCIDENTS:
SUPERINTENDENT: Chad Phelps

YES
YES
CHAD PHELPS

NO
NO

HEMPHILL
EST. 1981
PLANNING, INC.

REVIEWED:

NAME		EMPLOYEE NO.	CLASSIFICATION	ABSENCE	ON OTHER PROJECT NO. OR CLAIM NO.					PENETROMETER
1	Kenneth McCardle	2611	Foreman		11.00	-	-	-	11.00	A.M.
2	Joseph Welborn	1641	Pipelayer		11.00	-	-	-	11.00	READING
3	Barret Abrams		Trackhoe		11.00	-	-	-	11.00	SOIL TYPE
4	Ladarius Henderson		Labor		11.00	-	-	-	11.00	LOCATION
5	Zachary Macke		Labor		11.00	-	-	-	11.00	
6	Barrett Martin		Loader		11.00	-	-	-	11.00	P.M.
7										READING
8					-				-	SOIL TYPE
9					-				-	LOCATION
10									-	
11									-	
12									-	
13									-	
14									-	
15									-	
TEMP LABOR		EMPLOYER		POTENTIAL HIRE? Y/N						
1					010001					
2										
3										
4										
5										
6										
7										
DAILY WORK REPORT		EQUIP. NO.		EQUIPMENT DESCRIPTION						
WORK DAY (Y/N)		1-582	F250		11.00	-	-	-	11.00	
WEATHER		1-057	2Ton		11.00	-	-	-	11.00	
FAIR		12-777	Level		11.00	-	-	-	11.00	
WET		13-716	Pipesaw		11.00	-	-	-	11.00	
RAIN AMOUNT (IN)		9-494	Laser		11.00	-	-	-	11.00	
TEMPERATURE		5-610	Conex		11.00	-	-	-	11.00	
TIME WORKED	START	5-212	20 Foot Trailer		11.00	-	-	-	11.00	
MORNING	STOP	11-619	Centrifugal pump		11.00	-	-	-	11.00	
AFTERNOON		11-654	Diaphragm pump		11.00	-	-	-	11.00	
NIGHT		2-391	308 Cat		-	-	-	-	-	
TOTAL HOURS FOR DAY		2-244	303.5 Cat		11.00	-	-	-	11.00	
QUANTITY	UNITS	2-408	926 Cat		11.00	-	-	-	11.00	
	PHASE	8-592	Pothole Machine		11.00	-	-	-	11.00	
1		7-101	Air compressor		-	-	-	-	-	
2					-	-	-	-	-	
3					-	-	-	-	-	
4					-	-	-	-	-	
5					-	-	-	-	-	
6					-	-	-	-	-	
7					-	-	-	-	-	
8					-	-	-	-	-	
9					-	-	-	-	-	
10					-	-	-	-	-	
11					-	-	-	-	-	
12					-	-	-	-	-	
13					-	-	-	-	-	
14					-	-	-	-	-	
15					-	-	-	-	-	
REMARKS SPECIAL INSTRUCTIONS VISIT R										
Finished removing broken driveway and hauling off concrete with loader. Had to clean out sinkhole where it caved in with Pothole Machine. Installed 6/10 Limestone in driveway and walked it in with Mini Hoe. Backfilled sinkhole with sand jetted it down to make sure it filled all holes under sidewalk. Topped it topsoil and dressed up area. City came out with jetter and we jetted out sewer service to main ,and main line downstream to make sure all sludge was out of line. Made sure everything was safed up for the night and moved equipment to another jobsite.										

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

Kenneth McCardle
FOREMAN



Work Order #: 48718

Work Order Date: 07/17/23

Work Type:

Status: Complete

Prepared By: Lori Sarver

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Water - Leak

Date Requested: 07/15/2023

Name: WENDI WINFREY

Service Address or Request 300 REMINGTON DRIVE

Location:

Phone Number: 601-926-2269

Email Address: WENDIWINFREY@GMAIL.COM

Reported By: Request #637014824 2:23pm

Department: Water

Ward:

Nature of Request: WATER LEAK OFF THE SIDE OF THE SIDEWALK. IT IS STEADY STREAM OF WATER STARTING TO GET STRONGER

Scheduled Completion Date:

Date Work Order 07/17/2023

Completed:

Work Order Completed By: Hemphill

Scope of Work Completed: Replaced 8" main line 45 that was leakinig

Locate Number If Necessary:

Additional Information:

Concrete Repair

Required/Details:

Sod/Yard Restoration

Required/Details:

Asphalt Repair

Required/Details:

Invoice & Cost Information:

Meter Deposit Amount:

Tap Fee Amount:

Notes

07/17/2023

Request #637543328 7/17/23 6:43pm

WATER LEAK FROM SATURDAY, CALLER WAS TOLD IT IS ON THE CITY SIDE AND SIDEWALK WILL NEED TO BE BUSTED UP . NOW WATER IS RUNNING MORE THAN BEFORE

Call Out - 7/17/23 - Charles Johnson, Howard Harris & Michael Perry

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	5.5	HR	Superintendent	\$104.74	\$576.07
2	11	HR	Foreman	\$93.71	\$1,030.81
3	11	HR	Trackhoe & Operator (308)	\$99.23	\$1,091.53
4	11	HR	Front End Loader & Operator	\$104.74	\$1,152.14
5	11	HR	Pipelayer	\$38.59	\$424.49
6	11	HR	Laborer	\$33.08	\$363.88
7	11	HR	Pickup Truck	\$18.74	\$206.14
8	11	HR	Flatbed Truck	\$22.05	\$242.55
9	11	HR	Small Incidental Tools	\$16.54	\$181.94
10	11	HR	Vacuum Excavator	\$82.69	\$909.59
11	1	LS	Eagle Pipe + 15%	\$2,462.90	\$2,462.90
TOTAL AMOUNT DUE					\$8,642.04



JUL 24-2023

450 Industrial Drive

Jackson MS 39209

INVOICE

Your single source for water, sewer, gas, drainage and erosion control needs.

BILL TO:				SHIP TO:			
Hemphill Construction Company Inc. PO Drawer 879 Florence, MS 39073				Hemphill Construction Company Kenneth - 601-559-5101 See below for directions Brandon, MS 39042			
PO or JOB #	TERMS	REP	ORDER DATE	VIA	F.O.B.	JOB/PROJECT	
H23083 / Ke...	1% 10 Net 30	NRP	7/19/2023	Eagle Truck	Jobsite	H23083 - July 2023 Brandon Repair	
QTY	DESCRIPTION					UNIT	EXT
POSTED 2.5 JUL 2023							
1	** 300 Remington ** ** East Haven ** ** Brandon MS ** —	(1) 8in MJ DI 45 Degree Bend - AC/CL Weight = 46lbs # MJ4LA8(I)	168.30	168.30			
1	(1) 8in MJ DI 22.5 Degree Bend - AC/CL Weight = 46lbs # MJ2LA8(I)	164.35	164.35				
2	(1) 8in MJ DI Long Sleeve - AC/CL Weight = 45lbs # MJLSLA8(I)	207.90	415.80				
2	(1) 8in Transition Gasket Only ** Note: For Iron Pipe Sized Pipe ** # 8TRANSGSKT(I)	14.10	28.20				
8	(1) 8in Wedge Action MJ Restraint for PVC with acc (Ford Meter Box) Weight = 25lbs # UFR1500CA8(I)	103.75	830.00				
20	8in C900 DR18 235psi Blue Water Pipe - Gasket Joint # DR18B8 —	26.75	535.00				
H23083 - 040001-04 Q							
Please make your check payable to Eagle Pipe and Supply, LLC and remit to the above address Terms are Net 30 days. All past due accounts are subject to a finance charge of 1.5% per month (18% per annum). We will not accept goods returned without permission and then goods are subject to inspection for decision on possible credit. To avoid late fees, allow 5 or more days for postal delivery						Payments/Credits	\$0.00
						Subtotal:	\$2,141.65
						Sales Tax: (0.0%)	\$0.00
						Total:	\$2,141.65

Payments on account with a credit card will incur a 4% transaction fee.





JOB NO:	H23083			ACCIDENTS:		YES	X	NO
PROJECT:	Brandon Maintenance			INCIDENTS:		YES	X	NO
DATE:	7/19/2023			SUPERINTENDENT:	Chad Phelps			
DAY OF WEEK:	Wednesday			REVIEWED:				

HEMPHILL FLORISSANCE MS BRICKWORK						1000T0						PENETROMETER
NAME	EMPLOYEE NO.	CLASSIFICATION	ABSENCE	ON OTHER PROJECT NO. OR CLAIM NO.								
1 Kenneth McCardle	2611	Foreman			11.00	-	-	11.00	A.M.			
2 Joseph Welborn	1641	Pipelayer			11.00	-	-	11.00	READING			
3 Barret Abrams		Trackhoe			11.00	-	-	11.00	SOIL TYPE			
4 Ladarius Henderson		Labor			11.00	-	-	11.00	LOCATION			
5 Zachary Macke		Labor	AA		-	-	-	-				
6 Barrett Martin		Loader			11.00	-	-	11.00	P.M.			
7									READING			
8					-			-	SOIL TYPE			
9					-			-	LOCATION			
10												
11												
12												
13												
14												
15												
TEMP LABOR		EMPLOYER		POTENTIAL HIRE Y/N	010001							
DAILY WORK REPORT		EQUIP. NO.	EQUIPMENT DESCRIPTION									
WORK DAY (Y/N)		1-582	F250	11.00	-	-	-	11.00				
WEATHER		1-057	2Ton	11.00	-	-	-	11.00				
FAIR		12-777	Level	11.00	-	-	-	11.00				
WET		13-716	Pipesaw	11.00	-	-	-	11.00				
RAIN AMOUNT (IN)		9-494	Laser	11.00	-	-	-	11.00				
TEMPERATURE		5-610	Conex	11.00	-	-	-	11.00				
TIME WORKED	START STOP	5-212	20 Foot Trailer	11.00	-	-	-	11.00				
MORNING		11-619	Centrifugal pump	11.00	-	-	-	11.00				
AFTERNOON		11-654	Diaphragm pump	11.00	-	-	-	11.00				
NIGHT		2-391	308 Cat	-	-	-	-	-				
TOTAL HOURS FOR DAY		2-244	303.5 Cat	11.00	-	-	-	11.00				
		2-408	926 Cat	11.00	-	-	-	11.00				
QUANTITY	UNITS PHASE	8-592	Pothole Machine	11.00	-	-	-	11.00				
1		7-101	Air compressor	-	-	-	-	-				
2				-	-	-	-	-				
3				-	-	-	-	-				
4												
5								-				
6								-				
7								-				
8								-				
9								-				
10								-				
11								-				
12								-				
13								-				
14								-				
15								-				
REMARKS SPECIAL INSTRUCTIONS VISIT R												
Went to water leak at 300 Remington Dr. Had to pump water down , and started excavating down on water line. Potholing around utilities trying to locate them. 10" main with 45° bend leading. We cut out section of pipe and old 45° bend. Installed new 45° , 45" section of pipe, and sleeved back together. Installed a sheeting behind 45° bend , and concrete thrust block. Backfilled around pipe with sand. Turned water back on and bled off at fire hydrant. No leaks so we started backfilling excavation. Had to get mechanic to come cut off sheeting below grade. Finished backfilling and dressing up area. Made sure everything was safed up and washed off road with Pothole Machine. Moved equipment back to yard.												

x THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

x ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

Kenneth McCardleFOREMAN



Work Order #: 48673

Work Order Date: 07/12/23

Work Type:

Status: Complete

Prepared By: Lori Sarver

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Water - General

Date Requested: 07/12/2023

Name:

Service Address or Request Location: On Highway 18 between Brown Bottling and Railroad Tracks

Phone Number:

Email Address:

Reported By: Brent King

Department: Water

Ward:

Nature of Request: Remove altitude valve and replace with spool pipe

Scheduled Completion Date:

Date Work Order Completed: 07/26/2023

Work Order Completed By: Hemphill

Scope of Work Completed: Removed altitude valve with 8” pipe

Locate Number If Necessary:

Additional Information:

Concrete Repair Required/Details:

Sod/Yard Restoration Required/Details:

Asphalt Repair Required/Details:

Invoice & Cost Information:

Meter Deposit Amount:

Tap Fee Amount:

Notes	
07/20/2023	Received Board Approval on 7/17/23
07/12/2023	*7/20/23 4:15pm - Notified Hemphill - LSarver*
	Received quote from Hemphill - \$5,165.00

Employee Cost: \$0.00

Equipment Cost: \$0.00

Material Cost: \$0.00

Inventory Cost: \$0.00

Purchase Order Cost: \$0.00

Uploaded Files

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	5	HR	Superintendent	\$104.74	\$523.70
2	15	HR	Foreman	\$93.71	\$1,405.65
3	15	HR	Trackhoe & Operator (308)	\$99.23	\$1,488.45
4	15	HR	Front End Loader & Operator	\$104.74	\$1,571.10
5	15	HR	Pipelayer	\$38.59	\$578.85
6	24	HR	Laborer	\$33.08	\$793.92
7	15	HR	Pickup Truck	\$18.74	\$281.10
8	15	HR	Flatbed Truck	\$22.05	\$330.75
9	15	HR	Small Incidental Tools	\$16.54	\$248.10
10	1	LS	Eagle Pipe + 15%	\$1,504.43	\$1,504.43
TOTAL AMOUNT DUE					\$8,726.05



450 Industrial Drive
Jackson MS 39209

Your single source for water, sewer, gas, drainage and erosion control needs.

INVOICE

Date	Account #	Invoice #	Due Date
7/14/2023	HCCI-H23083	66757	8/27/2023
FAX		PHONE	
601-487-7474		601-487-7473	

BILL TO:

Hemphill Construction Company Inc.
PO Drawer 879
Florence, MS 39073

Hemphill Construction Company
Kenneth - 601-559-5101
See below for directions
Brandon, MS 39042

PO or JOB #	TERMS	REP	ORDER DATE	VIA	F.O.B.	JOB/PROJECT	
H23083 / Ke...	1% 10 Net 30	NRP	7/26/2023	Eagle Truck	Jobsite	H23083 - July 2023 Brandon Repair	
QTY	DESCRIPTION					UNIT	EXT
2	(I) 8in 304SS Flange Pack - 150# - 1/8in Full Face, Red Rubber Gasket # 8FFRRFLGPACK1/8-304SS(I)					36.80	73.60
1	(I) 8in x 7ft-0in length FL x PE DI Spool - PC/CL- ** Note: Prime / Cement ** # 8FP70PCCL(I)					1,127.95	1,127.95
1	(I) 8in Uniflange for Ductile Iron Pipe (Ford Meter Box) # UFA200C8(I)					97.45	97.45
1	(I) 8in MJ Standard Gasket Only # 8MJGSKT(I)					9.20	9.20

H23083 - 040001-04

0

H23083 - 040001-04
Ⓢ

Please make your check payable to Eagle Pipe and Supply, LLC and remit to the above address.
Terms are Net 30 days. All past due accounts are subject to a finance charge of 1.5% per month (18% per annum).
We will not accept goods returned without permission and then goods are subject to inspection for decision on possible credit.
To avoid late fees, allow 5 or more days for postal delivery.

Payments on account with a credit card will incur a 4% transaction fee.

Subtotal:	\$1,308.20
Payments/Credits	\$0.00
Sales Tax: (0.0%)	\$0.00
Balance Due	\$1,308.20



JOB NO:

H23083

PROJECT:

Brandon Maintenance

DATE:

7/26/2023

DAY OF WEEK:

Wednesday

ACCIDENTS:

YES

No

INCIDENTS:

YES

N9

SUPERINTENDENT: Chad Phelps

REVIEWED:

HEMPHILL

CONSTRUCTION COMPANY
P.O. BOX 1000
FARMERSVILLE, MD 21048

NAME		EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN											010001	PENETROMETER			
1	KENNETH MCCARDLE	2611	Foreman											11	A.M.					
2	JOSEPH WELBORN	1641	Pipelayer											11	READING					
3	BARRET ABRAMS	2930	Trackhoe											11	SOIL TYPE					
4	LADARIUS HENDERSON	3053	Labor											10.5	LOCATION					
5	ZACHARY MACKE	3102	Labor											10.5						
6	BARRETT MARTIN	3140	Loader											11	P.M.					
7															READING					
8															SOIL TYPE					
															LOCATION					
TEMP LABOR		EMPLOYER			POTENTIAL HIRE?			010001												
1																-				
2																-				
3																-				
																-				
DAILY WORK REPORT																	EQ ODOMETER READINGS			
WORK DAY (Y/N)																	TOTAL	BEGIN	END	HRS
WEATHER																	11			
FAIR																	11			
CLOUDY																	11			
RAIN AMOUNT (IN)																	11			
TEMPERATURE																	11			
TIME WORKED		START			STOP												11			
MORNING																	11			
AFTERNOON																	11			
NIGHT																	11			
TOTAL HRS FOR DAY																	0			
WORK COMPLETED																	11			
QUANTITY		UNITS			PHASE												11			
																	0			
1																				
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15																				

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Went to Hwy 18 Water Valve Vault to remove a Altitude Valve. Had to take lid off of Vault. Had to get measurements for spool piece with flange. Went to Eagle pipe to pick up parts. Started unbolting Valve and some off bolts were rusted off so we had to get torch to cut bolts off. Once all bolts were removed we removed Altitude Valve. Installed 8" spool piece with flange and bolted up Uni Flange on the other end. Made sure everything was tightened properly and we slowly turned water back on, and opened hydrant to bleed off air in line. Made sure everything was safed up for the night and installed snow fence barricade around open vault.

x THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

x ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

Kenneth McCardleFOREMAN



Work Order #: 46366

Work Order Date: 02/15/23

Work Type:

Status: Pending

Prepared By: X Charles Smith

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Drainage - Sinkhole

Date Requested: 02/13/2023

Name: Melisa Malone

Service Address or Request Location: 316 Towne Street

Phone Number: 601-941-1490

Email Address:

Reported By: MS Malone

Department: Drainage

Ward: 2

Nature of Request: Sink hole

Scheduled Completion Date:

Date Work Order Completed:

Work Order Completed By:

Scope of Work Completed:

Locate Number If Necessary:

Additional Information: Ms Malone reports that she has a sink hole in her back yard. She is concerned that one of her dogs may fall into teh hole and that it is deep enough that she may not be able to get it out. Handed this work order over to Hemphill

Concrete Repair Required/Details:

Sod/Yard Restoration Required/Details:

Asphalt Repair Required/Details:

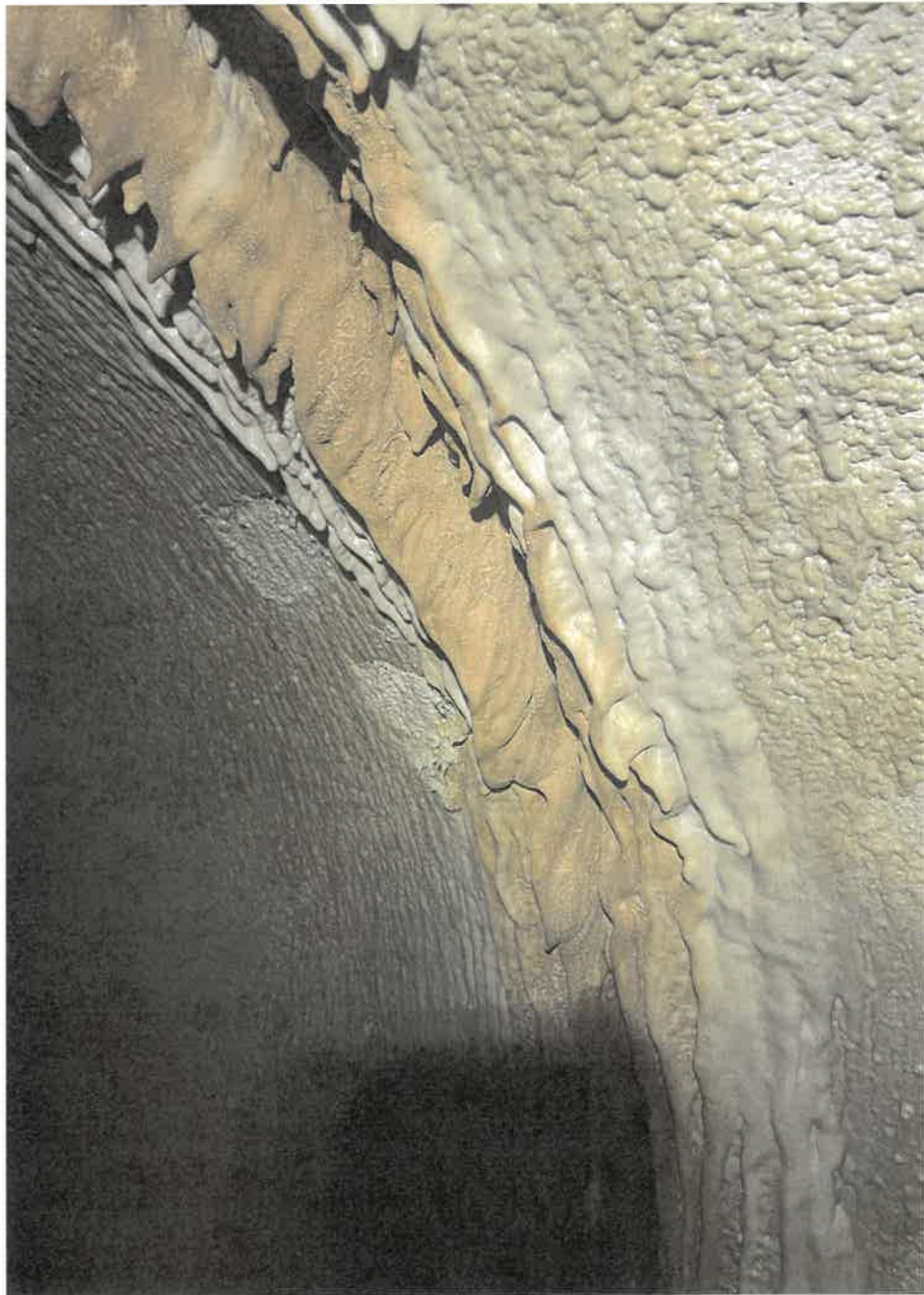
Invoice & Cost Information:

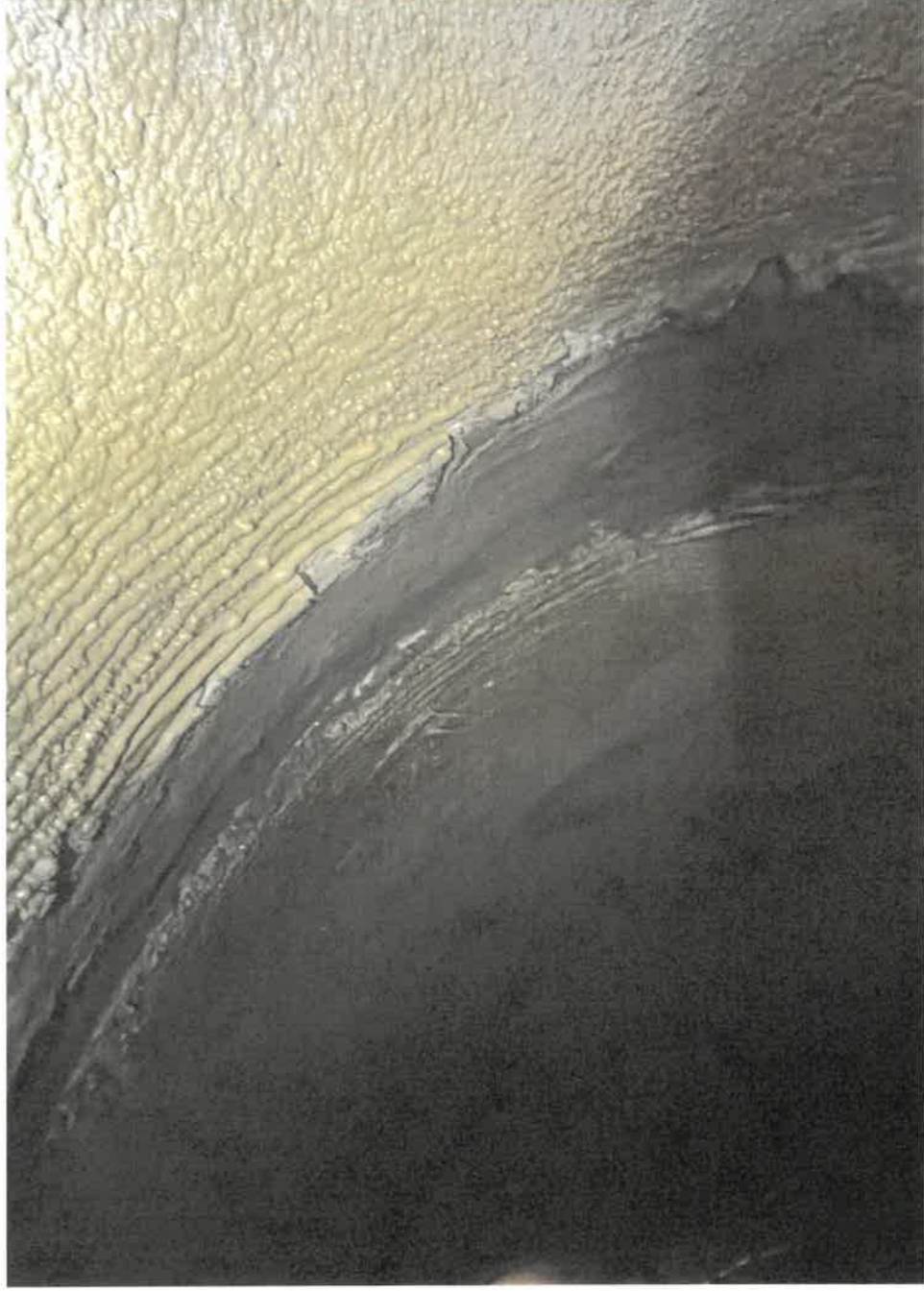
Meter Deposit Amount:

Tap Fee Amount:

Notes

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	12	HR	Superintendent	\$104.74	\$1,256.88
2	23	HR	Foreman	\$93.71	\$2,155.33
3	23	HR	Trackhoe & Operator (308)	\$99.23	\$2,282.29
4	23	HR	Front End Loader & Operator	\$104.74	\$2,409.02
5	23	HR	Pipelayer	\$38.59	\$887.57
6	38	HR	Laborer	\$33.08	\$1,257.04
7	23	HR	Pickup Truck	\$18.74	\$431.02
8	23	HR	Flatbed Truck	\$22.05	\$507.15
9	23	HR	Small Incidental Tools	\$16.54	\$380.42
10	33	HR	Vacuum Excavator	\$82.69	\$2,728.77
11	1	LS	Eagle Pipe + 15%	\$819.72	\$819.72
TOTAL AMOUNT DUE				\$15,115.21	







JOB NO: H23083

PROJECT: Brandon Maintenance

DATE: 7/27/2023

DAY OF WEEK: Thursday

ACCIDENTS: ☐

INCIDENTS: ☐

SUPERINTENDENT: Chad Phelps

YES ☐ NO ☐

YES ☐ NO ☐

REVIEWED: ☒



NAME			EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN		010001	010001	TOTAL					PENETROMETER	
1	KENNETH MCCARDLE	2611	Foreman					3	8						11	A.M.
2	JOSEPH WELBORN	1641	Pipelayer					3	8						11	READING
3	BARRET ABRAMS	2930	Trackhoe					3	8						11	SOIL TYPE
4	LADARIUS HENDERSON	3053	Labor	AA				0	0						0	LOCATION
5	ZACHARY MACKE	3102	Labor					3	8						11	
6	BARRETT MARTIN	3140	Loader					3	8						11	P.M.
7																READING
8																SOIL TYPE
																LOCATION
TEMP LABOR			EMPLOYER				POTENTIAL HIRE?	010001	010001							
1															-	
2															-	
3															-	
	DAILY WORK REPORT															
	WORK DAY (Y/N)															
	WEATHER															
	FAIR															
	CLOUDY															
	RAIN AMOUNT (IN)															
	TEMPERATURE															
	TIME WORKED	START	STOP													
	MORNING															
	AFTERNOON															
	NIGHT															
	TOTAL HRS FOR DAY														0	
															11	
	WORK COMPLETED														11	
															0	
	QUANTITY	UNITS	PHASE													
1																
2																
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REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Had to make sure all valves were open in vault and installed lid back on top of vault. Then we came to 316 Towne St to investigate sinkhole in backyard over storm drain pipe. Had to get clearance with homeowners to be in their backyards. Once we had clearance we use retrieval system to go inside of drain inlet and check 72" pipe for bad spots we also ran water into sinkhole to see where it was coming out in pipe. We located spots and had to remove old spray foam that was leaking and silt was washing in. Started grouting up joints and lift eyes in pipe that were leaking. Made sure everything was safed up for the night.

JOB NO:
PROJECT:
DATE:
DAY OF WEEK:

H23083
Brandon Maintenance
7/28/2023
Friday

ACCIDENTS:
INCIDENTS:
SUPERINTENDENT:

YES

NO

YES

NO

Chad Phelps

HEMPHILL

500-200-1000
POUGHKEEPSIE, NY

REVIEWED:

NAME		EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN		010001								TOTAL	PENETROMETER	
1	KENNETH MCCARDLE	2611	Foreman				10							10	A.M.		
2	JOSEPH WELBORN	1641	Pipelayer				10							10	READING		
3	BARRET ABRAMS	2930	Trackhoe				10							10	SOIL TYPE		
4	LADARIUS HENDERSON	3053	Labor				10							10	LOCATION		
5	ZACHARY MACKE	3102	Labor				10							10			
6	BARRETT MARTIN	3140	Loader				10							10	P.M.		
7															READING		
8															SOIL TYPE		
															LOCATION		
TEMP LABOR		EMPLOYER				POTENTIAL HIRE?	010001										
1															-		
2															-		
3															-		
															-		
DAILY WORK REPORT		EQUIP. #		EQUIP DESCRIPTION		010001								TOTAL	EQ ODOMETER READINGS		
WORK DAY (Y/N)		1-582		F250 Foreman Trk		10								10	BEGIN END HRS		
WEATHER		1-057		2 Ton Truck		10								10			
FAIR		12-777		Level		10								10			
CLOUDY		13-716		Pipe Saw		10								10			
RAIN AMOUNT (IN)		9-494		Laser		10								10			
TEMPERATURE		5-610		Conex Box		10								10			
TIME WORKED		5-212		20' Trailer		10								10			
MORNING		11-619		Centrifugal Pump		10								10			
AFTERNOON		11-654		Diaphragm Pump		10								10			
NIGHT		2-391		308 Cat		0								0			
TOTAL HRS FOR DAY		2-244		303.5 Cat		10								10			
WORK COMPLETED		2-408		926 Cat		10								10			
QUANTITY		8-592		Pothole Machine		0								0			
1																	
2																	
3																	
4																	
5																	
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14																	
15																	
REMARKS SPECIAL INSTRUCTIONS VISITORS TO PROJECT SITE																	
Set up trash pump to pump water down that was holding in pipe so we could finish grouting joints. Had to wipe a total of 14 joints and 10 lift eyes to seal up from leaking. Brought in sand to jet down sinkholes while doing that we also checked for leaks on pipe to make sure everything was sealed up properly. Topped sinkholes off with topsoil and dressed up area. Had to rig everything down and had to put fence panel back up on property line. Made sure everything was safed up for the weekend.																	

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

Kenneth McCardle

FOREMAN

JOB NO: H23083

PROJECT: Brandon Maintenance

DATE: 7/31/2023

DAY OF WEEK: Monday

ACCIDENTS: ☐

INCIDENTS: ☐

SUPERINTENDENT: Chad Phelps

YES ☐

NO ☐

YES ☐

NO ☐

REVIEWED: ☒



NAME		EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN		010001	010001	TOTAL		PENETROMETER	
1	KENNETH MCCARDLE	2611	Foreman				5	6	11		A.M.	
2	JOSEPH WELBORN	1641	Pipelayer				5	6	11		READING	
3	BARRET ABRAMS	2930	Trackhoe				5	6	11		SOIL TYPE	
4	LADARIUS HENDERSON	3053	Labor				5	6	11		LOCATION	
5	ZACHARY MACKE	3102	Labor				5	6	11			
6	BARRETT MARTIN	3140	Loader				5	6	11		P.M.	
7											READING	
8											SOIL TYPE	
											LOCATION	
TEMP LABOR		EMPLOYER		POTENTIAL HIRE?		010001	010001					
1									-			
2									-			
3									-			
									-			
DAILY WORK REPORT		EQUIP. #		EQUIP DESCRIPTION		010001	010001					
WORK DAY (Y/N)		1-582	F250 Foreman Trk	5	6	010001	010001		11			
WEATHER		1-057	2 Ton Truck	5	6				11			
FAIR		12-777	Level	5	6				11			
CLOUDY		13-716	Pipe Saw	5	6				11			
RAIN AMOUNT (IN)		9-494	Laser	5	6				11			
TEMPERATURE		5-610	Conex Box	5	6				11			
TIME WORKED		5-212	20' Trailer	5	6				11			
MORNING		11-619	Centrifugal Pump	5	6				11			
AFTERNOON		11-654	Diaphragm Pump	5	6				11			
NIGHT		2-391	308 Cat	0	0				0			
TOTAL HRS FOR DAY		2-244	303.5 Cat	5	6				11			
WORK COMPLETED		2-408	926 Cat	5	6				11			
QUANTITY		8-592	Pothole Machine	0	6				6			
1												
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15												

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Finished up at 316 Towne St. had to finish washing sand in sinkholes and topped with topsoil. Checked for bad spots in pipe on inside while jetting sand. Cleaned up area and made sure everything was safed up. Went to 122 Meadow Pointe Cove to start potholing down on storm drain pipe beside sinkhole. Cleaning off pipe to see what size pipe and what was causing sinkhole. Made sure everything was safed up for the night. Installed snow fence around open excavation



Work Order #: 46506

Work Order Date: 02/27/23

Work Type:

Status: Open

Prepared By: Randy Morehead

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Drainage - Sinkhole

Date Requested: 02/27/2023

Name: Ana Wanzelak

Service Address or Request Location: 122 Meadow Pointe Cove

Phone Number: 740-607-2824

Email Address: anawanz1@gmail.com

Reported By: Ana Wanzelak

Department: Drainage

Ward:

Nature of Request: Sinkholes in backyard and along the fence

Scheduled Completion Date:

Date Work Order Completed:

Work Order Completed By:

Scope of Work Completed:

Locate Number If Necessary:

Additional Information:

Concrete Repair Required/Details:

Sod/Yard Restoration Required/Details:

Asphalt Repair Required/Details:

Invoice & Cost Information:

Meter Deposit Amount:

Tap Fee Amount:

Notes

07/20/2023

Received Board Approval on 7/17/23

07/10/2023

7/20/23 4:15pm - Notified Hemphill - LSarver

Request #635340867 7/10/23 12:15pm

Ana Wanzelak

Fill 3 large holes in my back yard along my fence with dirt

The city of Brandon has very kindly filled these holes several times in the past several years - thank you

Customer included pictures - those are uploaded

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	7	HR	Superintendent	\$104.74	\$733.18
2	14	HR	Foreman	\$93.71	\$1,311.94
3	14	HR	Trackhoe & Operator (308)	\$99.23	\$1,389.22
4	14	HR	Front End Loader & Operator	\$104.74	\$1,466.36
5	14	HR	Pipelayer	\$38.59	\$540.26
6	28	HR	Laborer	\$33.08	\$926.24
7	14	HR	Pickup Truck	\$18.74	\$262.36
8	14	HR	Flatbed Truck	\$22.05	\$308.70
9	14	HR	Small Incidental Tools	\$16.54	\$231.56
10	14	HR	Vacuum Sxcavator	\$82.69	\$1,157.66
TOTAL AMOUNT DUE					\$8,327.48

JOB NO:

H23083

PROJECT:

Brandon Maintenance

DATE:

7/31/2023

DAY OF WEEK:

Monday

ACCIDENTS:

YES

NO

INCIDENTS:

YES

NO

SUPERINTENDENT:

Chad Phelps

REVIEWED:

HEMPHILL

ESTABLISHED 1912

CONCRETE

PAVEMENT

FLORISSANT, MO

NAME		EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN		010001	010001	PENETROMETER		
1	KENNETH MCCARDLE	2611	Foreman				5	6		TOTAL	
2	JOSEPH WELBORN	1641	Pipelayer				5	6		11	A.M.
3	BARRET ABRAMS	2930	Trackhoe				5	6		11	READING
4	LADARIUS HENDERSON	3053	Labor				5	6		11	SOIL TYPE
5	ZACHARY MACKE	3102	Labor				5	6		11	LOCATION
6	BARRETT MARTIN	3140	Loader				5	6		11	P.M.
7											READING
8											SOIL TYPE
											LOCATION
TEMP LABOR											
		EMPLOYER				POTENTIAL HIRE?	010001	010001			
1											
2											
3											
DAILY WORK REPORT											
WORK DAY (Y/N)				EQUIP. #	EQUIP DESCRIPTION		010001	010001	TOTAL		
WEATHER				1-582	F250 Foreman Trk		5	6	11		
FAIR				1-057	2 Ton Truck		5	6	11		
CLOUDY				12-777	Level		5	6	11		
RAIN AMOUNT (IN)				13-716	Pipe Saw		5	6	11		
TEMPERATURE				9-494	Laser		5	6	11		
TIME WORKED		START STOP		5-610	Conex Box		5	6	11		
MORNING				5-212	20' Trailer		5	6	11		
AFTERNOON				11-619	Centrifugal Pump		5	6	11		
NIGHT				11-654	Diaphragm Pump		5	6	11		
TOTAL HRS FOR DAY				2-391	308 Cat		0	0	0		
WORK COMPLETED				2-244	303.5 Cat		5	6	11		
QUANTITY		UNITS PHASE		2-408	926 Cat		5	6	11		
				8-592	Pothole Machine		0	6	6		
1											
2											
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15											
REMARKS SPECIAL INSTRUCTIONS VISITORS TO PROJECT SITE											
Finished up at 316 Towne St. had to finish washing sand in sinkholes and topped with topsoil. Checked for bad spots in pipe on inside while jetting sand. Cleaned up area and made sure everything was safed up. Went to 122 Meadow Pointe Cove to start potholing down on storm drain pipe beside sinkhole. Cleaning off pipe to see what size pipe and what was causing sinkhole. Made sure everything was safed up for the night. Installed snow fence around open excavation											
X THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.											
X ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER											
Kenneth McCardle FOREMAN											

JOB NO: H23083

PROJECT: Brandon Maintenance

DATE: 8/1/2023

DAY OF WEEK: Tuesday

ACCIDENTS:

INCIDENTS:

SUPERINTENDENT: Chad Phelps

YES

NO

YES

NO

REVIEWED:

NAME		EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN		010001										TOTAL	PENETROMETER		
1	KENNETH MCCARDLE	2611	Foreman				11									11	A.M.			
2	JOSEPH WELBORN	1641	Pipelayer				11									11	READING			
3	BARRET ABRAMS	2930	Trackhoe				11									11	SOIL TYPE			
4	LADARIUS HENDERSON	3053	Labor				11									11	LOCATION			
5	ZACHARY MACKE	3102	Labor				11									11				
6	BARRETT MARTIN	3140	Loader				11									11	P.M.			
7																	READING			
8																	SOIL TYPE			
																	LOCATION			
TEMP LABOR							EMPLOYER							POTENTIAL HIRE?						
1														010001						
2																				
3																				

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Finished potholing down on storm drain pipe and found it was 48" ADS pipe. It had bad connection where pipe is connected to 48" 90 ° bend. Had some concrete poured but not enough for a collar. It was 15" pipe going to small inlet in homeowners backyard. We took down 3 panels of privacy fence. Made sure everything was safed up for the night and installed snow fence barricade around excavation.



Work Order #: 48909

Work Order Date: 08/02/23

Work Type:

Status: Complete

Prepared By: Randy Bickley

Type of Work Order: Unscheduled Emergency Work (During Reg Hours)

Request Type: Damage by Contractor

Date Requested: 08/02/2023

Name: James Roebuck

Service Address or Request Location: 125 Old Highway 80

Phone Number: 601-479-9839

Email Address:

Reported By: MasTec James

Department: Water

Ward:

Nature of Request: Damage to main water line

Scheduled Completion Date:

Date Work Order Completed: 08/02/2023

Work Order Completed By: Hemphill

Scope of Work Completed: Repaired 10” main line where bored

Locate Number If Necessary:

Additional Information:

Concrete Repair Required/Details:

Sod/Yard Restoration Required/Details:

Asphalt Repair Required/Details:

Invoice & Cost Information:

Meter Deposit Amount:

Tap Fee Amount:

Notes

08/02/2023

8/2/23 11am sent email to Protel regarding water repair:

A boring crew has hit 10” water main near 125 Old Hwy 80 (Darrell’s Auto)
City has called in locate and Hemphill has been contacted for emergency repair.
Customers along Old Highway 80 might be experiencing low water pressure.

Once I know when water will be turned off, I will let everyone know.

Thanks, Lori

**8/2/23 11:45am UPDATE sent

Our crew was able to turn water off without disrupting service to customers in area while they make

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	3	HR	Superintendent	\$104.74	\$314.22
2	7	HR	Foreman	\$93.71	\$655.97
3	7	HR	Trackhoe & Operator (308)	\$99.23	\$694.61
4	7	HR	Front End Loader & Operator	\$104.74	\$733.18
5	7	HR	Pipelayer	\$38.59	\$270.13
6	14	HR	Laborer	\$33.08	\$463.12
7	7	HR	Pickup Truck	\$18.74	\$131.18
8	7	HR	Flatbed Truck	\$22.05	\$154.35
9	7	HR	Small Incidental Tools	\$16.54	\$115.78
10	1	LS	Eagle Pipe + 15%	\$2,059.77	\$2,059.77
TOTAL AMOUNT DUE					\$5,592.31



450 Industrial Drive
Jackson MS 39209

Your single source for water, sewer, gas, drainage and erosion control needs.

AUG 03 2023

PAID

RECEIVED

INVOICE				
Date	Account #	Invoice #	Due Date	
8/2/2023	HCCI-H23083	66794	9/1/2023	
FAX		PHONE		
601-487-7474		601-487-7473		

BILL TO:		SHIP TO:					
Hemphill Construction Company Inc. PO Drawer 879 Florence, MS 39073		Hemphill Construction Company Kenneth - 601-559-5101 See below for directions Brandon, MS 39042					
PO or JOB #	TERMS	REP	ORDER DATE	VIA	F.O.B.	JOB/PROJECT	
H23083 / Ke...	1% 10 Net 30	NRP	8/2/2023	Eagle Truck	Jobsite	H23083 - July 2023 Brandon Repair	
QTY	DESCRIPTION					UNIT	EXT
2	10in Long Body Hymax Coupling - 10.96in to 12.26in ** Note: Long Body ** # 86254027816					895.55	1,791.10
H23083 - 040001-04							

Please make your check payable to Eagle Pipe and Supply, LLC and remit to the above address. Terms are Net 30 days. All past due accounts are subject to a finance charge of 1.5% per month (18% per annum). We will not accept goods returned without permission and then goods are subject to inspection for decision on possible credit. To avoid late fees, allow 5 or more days for postal delivery. Payments on account with a credit card will incur a 4% transaction fee	Subtotal:	\$1,791.10
	Payments/Credits	\$0.00
	Sales Tax: (0.0%)	\$0.00
	Balance Due	\$1,791.10



JOB NO: H23083

PROJECT: Brandon Maintenance

DATE: 8/2/2023

DAY OF WEEK: Wednesday

ACCIDENTS: YES NO

INCIDENTS: YES NO

SUPERINTENDENT: Chad Phelps

REVIEWED:

CONSTRUCTION

HEMPHILL

FLORISSANT, MISSOURI

EST. 1974

NAME		EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN		010001	010001	PENETROMETER			
									TOTAL			
1	KENNETH MCCARDLE	2611	Foreman				4	7				11
2	JOSEPH WELBORN	1641	Pipelayer				4	7				11
3	BARRET ABRAMS	2930	Trackhoe				4	7				11
4	LADARIUS HENDERSON	3053	Labor				4	7				11
5	ZACHARY MACKE	3102	Labor				4	7				11
6	BARRETT MARTIN	3140	Loader				4	7				11
7												
8												
TEMP LABOR			EMPLOYER		POTENTIAL HIRE?	010001	010001	010001				
1												
2												
3												
TOTAL HOURS												
DAILY WORK REPORT		EQUIP. #		EQUIP DESCRIPTION		010001	010001	010001	EQ. DOOMETER READINGS			
WORK DAY (Y/N)		1-582		F250 Foreman Trk		4	7		TOTAL	BEGIN	END	HRS
WEATHER		1-057		2 Ton Truck		4	7		11			
FAIR		12-777		Level		4	7		11			
CLOUDY		13-716		Pipe Saw		4	7		11			
RAIN AMOUNT (IN)		9-494		Laser		4	7		11			
TEMPERATURE		5-610		Conex Box		4	7		11			
TIME WORKED		5-212		20' Trailer		4	7		11			
MORNING		11-619		Centrifugal Pump		4	7		11			
AFTERNOON		11-654		Diaphragm Pump		4	7		11			
NIGHT		2-391		308 Cat		0	0		0			
TOTAL HRS FOR DAY		2-244		303.5 Cat		4	7		11			
WORK COMPLETED		2-408		926 Cat		4	7		11			
QUANTITY		8-592		Pothole Machine		0	0		0			
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REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Had to set up spot to stage 30" RCP pipe. Waited on truck to show up so we could unload 13 joints of 30" pipe. Made sure everything was safed up for around pipe. Had to go to emergency water leak at 140 Old Hwy 80 where Mastech bored through a 10" water main. Waited on utilities to be located then started excavating down on water leak. Set trash pump to get water down. Found where they drilled a hole into pipe.Cleaned of pipe and under pipe. Cut out section of pipe and installed a new pipe, tied back together with a long body Hymax sleeves. Backfilled around pipe to secure line. Turned water back on and checked for leaks. Turned excavation over to Mastech so they could finish their bore. Made sure everything was safed up for the night.

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

Kenneth McCardle

FOREMAN



Work Order #: 48980

Work Order Date: 08/08/23

Work Type:

Status: Complete

Prepared By: Lori Sarver

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Sewer - Backup

Date Requested: 08/02/2023

Name: Anthony Thompson

Service Address or Request Location: 972 Filmore Drive

Phone Number: 601-624-9600

Email Address:

Reported By: Protel 8/4/23 9:30am

Department: Sewer

Ward: outside city

Nature of Request: Sewer backup

Scheduled Completion Date:

Date Work Order Completed: 08/04/2023

Work Order Completed By: Hemphill

Scope of Work Completed: Fixed sewer line that was bored through

Locate Number If Necessary:

Additional Information:

Concrete Repair Required/Details:

Sod/Yard Restoration Required/Details:

Asphalt Repair Required/Details:

Invoice & Cost Information:

Meter Deposit Amount:

Tap Fee Amount:

Notes	Employee Cost: \$0.00
08/08/2023	Equipment Cost: \$0.00
	Material Cost: \$0.00
	Inventory Cost: \$0.00
	Purchase Order Cost: \$0.00
08/08/2023	

Greenfield water association bored through the sewer line and too fix issue they had too run water line a different direction in order too fix the sewer problem

Hemphill was called on Friday, 8/4 for emergency repair

Uploaded Files	Uploaded by
Date	File Name
https://www.iworq.net/iworq/0_Pages/popupEditPrint.php?sid=R9XNBF69G7Q7K5ZTS9XBDVM368100&k=9709&id=16373711&detailid=0&print=y	1/2

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	5	HR	Superintendent	\$104.74	\$523.70
2	9	HR	Foreman	\$93.71	\$843.39
3	9	HR	Trackhoe & Operator (308)	\$99.23	\$893.07
4	9	HR	Front End Loader & Operator	\$104.74	\$942.66
5	9	HR	Pipelayer	\$38.59	\$347.31
6	18	HR	Laborer	\$33.08	\$595.44
7	9	HR	Pickup Truck	\$18.74	\$168.66
8	9	HR	Flatbed Truck	\$22.05	\$198.45
9	9	HR	Small Incidental Tools	\$16.54	\$148.86
TOTAL AMOUNT DUE					\$4,661.54





JOB NO:
H23083

PROJECT:
Brandon Maintenance

DATE:
8/4/2023

DAY OF WEEK:
Friday

ACCIDENTS:

INCIDENTS:

SUPERINTENDENT: Chad Phelps

REVIEWED:

HEMPHILL
CONSTRUCTION COMPANY

STATE STREET
ROXBURY, MA 02119

NAME						EMP. #		CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN	010001	010001								PENETROMETER		
TEMP LABOR		EMPLOYER		POTENTIAL HIRE?				EQUIP. #	EQUIP DESCRIPTION	010001	010001											
1	KENNETH MCCARDLE	2611	Foreman								4	9						13	A.M.			
2	JOSEPH WELBORN	1641	Pipelayer								4	9						13	READING			
3	BARRET ABRAMS	2930	Trackhoe								4	9						13	SOIL TYPE			
4	LADARIUS HENDERSON	3053	Labor								4	9						13	LOCATION			
5	ZACHARY MACKE	3102	Labor								4	9						13				
6	BARRETT MARTIN	3140	Loader								4	9						13	P.M.			
7																			READING			
8																			SOIL TYPE			
																			LOCATION			
DAILY WORK REPORT		EMPLOYER		POTENTIAL HIRE?				EQUIP. #	EQUIP DESCRIPTION	010001	010001								EQUIDOMETER READINGS			
WORK DAY (Y/N)								1-582	F250 Foreman Trk	4	9								TOTAL	BEGIN	END	HRS
WEATHER								1-057	2 Ton Truck	4	9								13			
FAIR								12-766	Level	4	9								13			
CLOUDY								13-716	Pipe Saw	4	9								13			
RAIN AMOUNT (IN)								9-494	Laser	4	9								13			
TEMPERATURE								5-610	Conex Box	4	9								13			
TIME WORKED		START		STOP				5-212	20' Trailer	4	9								13			
MORNING								11-619	Centrifugal Pump	4	9								13			
AFTERNOON								11-654	Diaphragm Pump	4	9								13			
NIGHT								2-391	308 Cat	4	9								13			
TOTAL HRS FOR DAY								2-244	303.5 Cat	4	0								4			
WORK COMPLETED								2-408	926 Cat	4	9								13			
QUANTITY		UNITS		PHASE				8-592	Pothole Machine	0	0								0			
1																						
2																						
3																						
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15																						

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Set up laser rods and laser. Started excavating down on flared end and old pipe. Removed old pipe out of flared end, cleaned out from in front of flared end. Set grade for new pipe and installed 8 ft joint of 30" RCP. Started grouting up around pipe inside and out of flared end. Got called to a sewer emergency so we had to safe up area for the weekend and pick up tools. Installed snow fence barricade around area. Went to 972 Filmore Dr , set up traffic control signs and cones, and started cutting section of asphalt out in roadway. They delivered 308 Trackhoe once asphalt was cut we started removing asphalt and excavating down on sewer service. Had to load out all excavation materials into a city dump truck. Sewer service was bored thru by a water pipe with water services inside of it. Had to cut out section



Work Order #: 46770

Work Order Date: 03/13/23

Work Type:

Status: Open

Prepared By: Lori Sarver

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Drainage - Sinkhole

Date Requested: 03/10/2023

Name: LENNIE LITTLE

Service Address or 300 PEAR ORCHARD DRIVE | **Issue is between 209 Pear Orchard Drive and 301 Pear

Request Location: Orchard Drive

Phone Number: (601) 825-7770

Email Address:

Reported By: Request #604415802 9:36am

Department: Drainage

Ward:

Nature of Request: REPAIR LARGE HOLES CAUSE BY DRAINS. LARGE DRAIN ACROSS THE ROAD FROM HER HAS MADE HUGE HOLES BETWEEN 209 & 301 PEAR ORCHARD DRIVE. LARGE ENOUGH HOLES FOR A DOG OR PERSON TO FALL INTO. WATER HOLDS IN THE DRAIN & DOESN'T DRAIN OFF.

Scheduled Completion

Date:

Date Work Order

Completed:

Work Order

Completed By:

Scope of Work

Completed:

Locate Number If

Necessary:

Additional **customer at 301 Pear Orchard also called in (see Notes) - LSarver**

Information:

Concrete Repair

Required/Details:

Sod/Yard Restoration

Required/Details:

Asphalt Repair

Required/Details:

Invoice & Cost

Information:

Meter Deposit

Amount:

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	50	HR	Superintendent	\$104.74	\$5,237.00
2	32	HR	Foreman	\$93.71	\$2,998.72
3	160	HR	Trackhoe & Operator (308)	\$99.23	\$15,876.80
4	91	HR	Front End Loader & Operator	\$104.74	\$9,531.34
5	92	HR	Pipelayer	\$38.59	\$3,550.28
6	202	HR	Laborer	\$33.08	\$6,682.16
7	101	HR	Pickup Truck	\$18.74	\$1,892.74
8	101	HR	Flatbed Truck	\$22.05	\$2,227.05
9	101	HR	Small Incidental Tools	\$16.54	\$1,670.54
10	38	HR	Vacuum Excavator	\$82.69	\$3,142.22
11	1	LS	Delta Industries + 15%	\$675.05	\$675.05
TOTAL AMOUNT DUE				\$53,483.90	



P. O. BOX 1282
JACKSON, MISSISSIPPI 39215-1282
PHONE 601-354-3804

INVOICE

CUSTOMER NO.	DATE	INVOICE NO.	PAGE
000273	08/09/2023	811395	1



HEMPHILL CONSTRUCTION
COMPANY, INC.
P.O. DRAWER 879
FLORENCE, MS 39073

A FINANCE CHARGE WILL BE IMPOSED ON PAST DUE ACCOUNTS. THE
FINANCE CHARGE IS COMPUTED BY A "PERIODIC RATE" OF 1% PER
MONTH, WHICH IS AN ANNUAL PERCENTAGE RATE OF 18%.

DATE	JOB NUMBER - JOB LOCATION - ADDRESS		UNIT PRICE	TAX	TOTAL
	QUANTITY	UNIT DESCRIPTION			
08/09/23	001605 209 PEAR ORCHARD DR				
	PO NUMBER: H23083				
	3.00	CY CLASS B EXT 3/4 IN GVL	134.000	28.14	402.00
	1.00	EA MIN LOAD CHARGE	150.000	10.50	150.00
	1.00	LD FUEL SURCHARGE - LOAD	30.000	2.10	30.00
	1.00	LD ENVIRONMENT FEE	5.000	0.35	5.00
	TICKET DATE TOTALS:		41.09		587.00
	TICKETS:	008-179753			
	JOB TOTALS		587.00	41.09	628.09
IF PAYMENT IS MADE BY 09/10/2023, DISCOUNT FOR INVOICE IS 4.02.					
H23083 -040001-04					
B					
				AMOUNT DUE	628.09







[illegible]

[illegible]

JOB NO: H23083

PROJECT: Brandon Maintenance

DATE: 7/24/2023

DAY OF WEEK: Monday

ACCIDENTS:

YES

NO

INCIDENTS:

YES

NO

SUPERINTENDENT: Chad Phelps

HEMPHILL

CONCRETE PAVING

FLORISSANCE, MS

REVIEWED:

NAME		EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN		010001										PENETROMETER		
1	KENNETH MCCARDLE	2611	Foreman				11									11	A.M.		
2	JOSEPH WELBORN	1641	Pipelayer				8									8	READING		
3	BARRET ABRAMS	2930	Trackhoe				11									11	SOIL TYPE		
4	LADARIUS HENDERSON	3053	Labor				11									11	LOCATION		
5	ZACHARY MACKE	3102	Labor				11									11			
6	BARRETT MARTIN	3140	Loader				11									11	P.M.		
7																	READING		
8																	SOIL TYPE		
TEMP LABOR		EMPLOYER		POTENTIAL HIRE?		010001													
1																-			
2																-			
3																-			
																-			
DAILY WORK REPORT		EQUIP. #		EQUIP DESCRIPTION		010001												EQUOMETER READINGS	
WORK DAY (Y/N)		1-582		F250 Foreman Trk		11												TOTAL BEGIN END HRS	
WEATHER		1-057		2 Ton Truck		11												11	
FAIR		12-777		Level		11												11	
CLOUDY		13-716		Pipe Saw		11												11	
RAIN AMOUNT (IN)		9-494		Laser		11												11	
TEMPERATURE		5-610		Conex Box		11												11	
TIME WORKED		5-212		20' Trailer		11												11	
MORNING		11-619		Centrifugal Pump		11												11	
AFTERNOON		11-654		Diaphragm Pump		11												11	
NIGHT		2-391		308 Cat		0												0	
TOTAL HRS FOR DAY		2-244		303.5 Cat		11												11	
WORK COMPLETED		2-408		926 Cat		11												11	
QUANTITY		8-592		Pothole Machine		11												11	
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REMARKS SPECIAL INSTRUCTIONS VISITORS TO PROJECT SITE																			
Worked on trying to excavate down on 30" storm drain connection where concrete pipe goes to ADS pipe. Excavated with Mini Hoe and used Pothole Machine around utilities where we couldn't excavate. Excavated down on sinkhole between houses down to top of pipe to see what was causing sinkhole. Started cleaning silt out pipe in inlet so we could go down pipe to see joint where concrete pipe and ADS pipe connected. Made sure everything was safed up for the night and installed snow fence barricade around open excavations.																			
Kenneth McCardle FOREMAN																			

X

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

X

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

JOB NO:

H23083

PROJECT:

Brandon Maintenance

DATE:

7/25/2023

DAY OF WEEK:

Tuesday

ACCIDENTS:

INCIDENTS:

SUPERINTENDENT: Chad Phelps

YES

NO

YES

NO

REVIEWED:



NAME		EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN		010001	010001	PENETROMETER	
1	KENNETH MCCARDLE	2611	Foreman				6	5	11	A.M.
2	JOSEPH WELBORN	1641	Pipelayer				0	0	0	READING
3	BARRET ABRAMS	2930	Trackhoe				6	5	11	SOIL TYPE
4	LADARIUS HENDERSON	3053	Labor				6	5	11	LOCATION
5	ZACHARY MACKE	3102	Labor				6	5	11	
6	BARRETT MARTIN	3140	Loader				6	5	11	P.M.
7										READING
8										SOIL TYPE
										LOCATION
TEMP LABOR		EMPLOYER		POTENTIAL HIRE?		01/001	01/001	010001		
1									-	
2									-	
3									-	
									-	
DAILY WORK REPORT		EQUIP. #		EQUIP DESCRIPTION		01/001	01/001	010001	EQUIDOMETER READINGS	
WORK DAY (Y/N)		1-582		F250 Foreman Trk		6	5	5	TOTAL	HRS
WEATHER		1-057		2 Ton Truck		6	5	5	11	
FAIR		12-777		Level		6	5	5	11	
CLOUDY		13-716		Pipe Saw		6	5	5	11	
RAIN AMOUNT (IN)		9-494		Laser		6	5	5	11	
TEMPERATURE		5-610		Conex Box		6	5	5	11	
TIME WORKED		5-212		20' Trailer		6	5	5	11	
MORNING		11-619		Centrifugal Pump		6	5	5	11	
AFTERNOON		11-654		Diaphragm Pump		6	5	5	11	
NIGHT		2-391		308 Cat		0	0	0	0	
TOTAL HRS FOR DAY		2-244		303.5 Cat		6	5	5	11	
WORK COMPLETED		2-408		926 Cat		6	5	5	11	
QUANTITY		8-592		Pothole Machine		6	5	5	11	
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REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Had to use Pothole Machine to clean silt out of 30" pipe at inlet so we could get inside pipe to wipe joint on pipe. Used water plug to grout up joint inside pipe. Had to meet with city official and tell them what found out about 30 pipe. Got called on emergency water leak at 2015 Highpointe Dr. Had to clean some bushes and haul off with loader. Potholed down on leak and found service broke so we turned off corporation. Installed new poly and a compression coupling. Turned water back on and bled air off line. Backfilled with sand around pipe, and dressed up area. Made sure everything was safed up for the night. Moved equipment back to yard .

JOB NO: HZ3083

PROJECT: Brandon Maintenance

DATE: 8/2/2023

DAY OF WEEK: Wednesday



ACCIDENTS: ☐ YES ☒ NO

INCIDENTS: ☐ YES ☒ NO

SUPERINTENDENT: Chad Phelps

REVIEWED: 

NAME		EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN	010001	010001	TOTAL	PENETROMETER	
1	KENNETH MCCARDLE	2611	Foreman			4	7	11	A.M.	
2	JOSEPH WELBORN	1641	Pipelayer			4	7	11	READING	
3	BARRET ABRAMS	2930	Trackhoe			4	7	11	SOIL TYPE	
4	LADARIUS HENDERSON	3053	Labor			4	7	11	LOCATION	
5	ZACHARY MACKE	3102	Labor			4	7	11		
6	BARRETT MARTIN	3140	Loader			4	7	11	P.M.	
7									READING	
8									SOIL TYPE	
									LOCATION	
TEMP LABOR		EMPLOYER		POTENTIAL HIRE?		010001	010001			
1								-		
2								-		
3								-		
TOTAL HOURS								TOTAL	BEGIN	END HRS
DAILY WORK REPORT				EQUIP. #		010001	010001			
WORK DAY (Y/N)				1-582 F250 Foreman Trk		4	7	11		
WEATHER				1-057 2 Ton Truck		4	7	11		
FAIR				12-777 Level		4	7	11		
CLOUDY				13-716 Pipe Saw		4	7	11		
RAIN AMOUNT (IN)				9-494 Laser		4	7	11		
TEMPERATURE				5-610 Conex Box		4	7	11		
TIME WORKED		START STOP		5-212 20' Trailer		4	7	11		
MORNING				11-619 Centrifugal Pump		4	7	11		
AFTERNOON				11-654 Diaphragm Pump		4	7	11		
NIGHT				2-391 308 Cat		0	0	0		
TOTAL HRS FOR DAY				2-244 303.5 Cat		4	7	11		
WORK COMPLETED				2-408 926 Cat		4	7	11		
QUANTITY		UNITS		8-592 Pothole Machine		0	0	0		
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REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Had to set up spot to stage 30" RCP pipe. Waited on truck to show up so we could unload 13 joints of 30" pipe. Made sure everything was safed up for around pipe. Had to go to emergency water leak at 140 Old Hwy 80 where Mastech bored through a 10" water main. Waited on utilities to be located then started excavating down on water leak. Set trash pump to get water down. Found where they drilled a hole into pipe.Cleaned of pipe and under pipe. Cut out section of pipe and installed a new pipe, tied back together with a long body Hymax sleeves. Backfilled around pipe to secure line. Turned water back on and checked for leaks. Turned excavation over to Mastech so they could finish their bore. Made sure everything was safed up for the night.

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

Kenneth McCardle

FOREMAN

JOB NO: H23083

PROJECT: Brandon Maintenance

DATE: 8/3/2023

DAY OF WEEK: Thursday

ACCIDENTS: ☐

INCIDENTS: ☐

SUPERINTENDENT: Chad Phelps

YES ☐ NO ☐

YES ☐ NO ☐

REVIEWED:

NAME		EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN		010001	TOTAL										PENETROMETER	
1	KENNETH MCCARDLE	2611	Foreman				11											11	A.M.
2	JOSEPH WELBORN	1641	Pipelayer				11											11	READING
3	BARRET ABRAMS	2930	Trackhoe				11											11	SOIL TYPE
4	LADARIUS HENDERSON	3053	Labor				11											11	LOCATION
5	ZACHARY MACKE	3102	Labor				11											11	
6	BARRETT MARTIN	3140	Loader				11											11	P.M.
7																			READING
8																			SOIL TYPE
																			LOCATION
TEMP LABOR		EMPLOYER		POTENTIAL HIRE?		010001													
1																			
2																			
3																			
TOTAL HOURS																			
DAILY WORK REPORT																			
WORK DAY (V/N)																			
WEATHER																			
FAIR																			
CLOUDY																			
RAIN AMOUNT (IN)																			
TEMPERATURE																			
TIME WORKED																			
MORNING																			
AFTERNOON																			
NIGHT																			
TOTAL HRS FOR DAY																			
WORK COMPLETED																			
QUANTITY																			
UNITS																			
PHASE																			
8-592																			
Pothole Machine																			
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REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Went to 209 Pear Orchard Dr, and started removing privacy fences in backyards. Installed temporary fence for owners with dogs. Had to excavate out around flared end to set up a batter board for laser rods. Staged pipe behind houses, cut fabric for joints of pipe and lift eyes. Made sure everything was safed up for the night and installed snow fence barricade around area.

THIS WORKING SITE HAS BEEN INSPECTED THE DAY AND NO APPARENT SAFETY HAZARDS EXIST.

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

Kenneth McCardle

FOREMAN

JOB NO: H23083

PROJECT: Brandon Maintenance

DATE: 8/4/2023

DAY OF WEEK: Friday

ACCIDENTS:

YES

NO

INCIDENTS:

YES

NO

SUPERINTENDENT: Chad Phelps

REVIEWED:



NAME				EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN		010001				010001				TOTAL	PENETROMETER	
1	KENNETH MCCARDLE		2611	Foreman					4	9					13	A.M.			
2	JOSEPH WELBORN		1641	Pipelayer					4	9					13	READING			
3	BARRET ABRAMS		2930	Trackhoe					4	9					13	SOIL TYPE			
4	LADARIUS HENDERSON		3053	Labor					4	9					13	LOCATION			
5	ZACHARY MACKE		3102	Labor					4	9					13				
6	BARRETT MARTIN		3140	Loader					4	9					13	P.M.			
7																READING			
8																SOIL TYPE			
																LOCATION			
TEMP LABOR				EMPLOYER		POTENTIAL HIRE?		010001	010001	010001	TOTAL				EQ. ODOMETER READINGS				
1																			
2																			
3																			
DAILY WORK REPORT				EQUIP. #		EQUIP DESCRIPTION		010001	010001	010001	TOTAL				BEGIN		END HRS		
WORK DAY (V/N)				1-582		F250 Foreman Trk		4	9	9	13								
WEATHER				1-057		2 Ton Truck		4	9	9	13								
FAIR				12-766		Level		4	9	9	13								
CLOUDY				13-716		Pipe Saw		4	9	9	13								
RAIN AMOUNT (IN)				9-494		Laser		4	9	9	13								
TEMPERATURE				5-610		Conex Box		4	9	9	13								
TIME WORKED				5-212		20' Trailer		4	9	9	13								
MORNING				11-619		Centrifugal Pump		4	9	9	13								
AFTERNOON				11-654		Diaphragm Pump		4	9	9	13								
NIGHT				2-391		308 Cat		4	9	9	13								
TOTAL HRS FOR DAY				2-244		303.5 Cat		4	0	0	4								
WORK COMPLETED				2-408		926 Cat		4	9	9	13								
QUANTITY				8-592		Pothole Machine		0	0	0	0								
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REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Set up laser rods and laser. Started excavating down on flared end and old pipe. Removed old pipe out of flared end, cleaned out from in front of flared end. Set grade for new pipe and installed 8 ft joint of 30" RCP. Started grouting up around pipe inside and out of flared end. Got called to a sewer emergency so we had to safe up area for the weekend and pick up tools. Installed snow fence barricade around area. Went to 972 Filmore Dr. , set up traffic control signs and cones, and started cutting section of asphalt out in roadway. They delivered 308 Trackhoe once asphalt was cut we started removing asphalt and excavating down on sewer service. Had to load out all excavation materials into a city dump truck. Sewer service was bored thru by a water pipe with water services inside of it. Had to cut out section of conduit and loop water services out of the way of sewer service. Installed a new section of 6" sewer pipe and tied back in with rubber couplings. Made sure to bed with stone. Backfilled excavation with 6/10 Limestone and dressed up in roadway. Finished hauling off spoils and cleaning up roadway. Made sure everything was safed up for the weekend.

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

Kenneth McCardleFOREMAN

JOB NO:

H23083

PROJECT:

Brandon Maintenance

DATE:

8/8/2023

DAY OF WEEK:

Tuesday

ACCIDENTS:

INCIDENTS:

SUPERINTENDENT:

Chad Phelps

YES

NO

YES

NO

REVIEWED:

NAME		EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN		010001											TOTAL	PENETROMETER	
1	KENNETH MCCARDLE	2611	Foreman				11											11	A.M.	
2	JOSEPH WELBORN	1641	Pipelayer				11											11	READING	
3	BARRET ABRAMS	2930	Trackhoe				11											11	SOIL TYPE	
4	LADARIUS HENDERSON	3053	Labor				11											11	LOCATION	
5	ZACHARY MACKE	3102	Labor				11											11		
6	BARRETT MARTIN	3140	Loader				11											11	P.M.	
7																			READING	
8																			SOIL TYPE	
																			LOCATION	
TEMP LABOR		EMPLOYER		POTENTIAL HIRE?		010001														
1																		-		
2																		-		
3																		-		
DAILY WORK REPORT																		EQUIDOMETER READINGS		
WORK DAY (Y/N)																		TOTAL	BEGIN	END
WEATHER																		11		
FAIR																		11		
CLOUDY																		11		
RAIN AMOUNT (IN)																		11		
TEMPERATURE																		11		
TIME WORKED																		11		
MORNING																		11		
AFTERNOON																		11		
NIGHT																		11		
TOTAL HRS FOR DAY																		11		
WORK COMPLETED																		11		
QUANTITY																		0		
																		0		
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2																				
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REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Had rain chance so we prepped flared end section and ditch line for rain event. Made sure everything was safed up for rain event. Hauled off old trash pipe with loader. Rain missed us so we set up laser and started excavating down on old pipe. Had to excavate around gas service coming out to main. Removed old pipe as we went. Installed 4 joints of 30" RCP 32 feet. Started forming up for concrete collar on pipe. Cleaned up area and started dressing up behind houses. Made sure everything was safed up for the night and installed snow fence barricade around open excavation.

JOB NO: H23083

PROJECT: Brandon Maintenance

DATE: 8/9/2023

DAY OF WEEK: Wednesday

ACCIDENTS: ☐

INCIDENTS: ☐

SUPERINTENDENT: Chad Phelps

YES ☐

NO ☐

YES ☐

NO ☐

REVIEWED:

P

NAME		EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN		010001											TOTAL	PENETROMETER		
1	KENNETH MCCARDLE	2611	Foreman				11									11	A.M.				
2	JOSEPH WELBORN	1641	Pipelayer				11									11	READING				
3	BARRET ABRAMS	2930	Trackhoe				11									11	SOIL TYPE				
4	LADARIUS HENDERSON	3053	Labor				11									11	LOCATION				
5	ZACHARY MACKE	3102	Labor				11									11					
6	BARRETT MARTIN	3140	Loader				11									11	P.M.				
7																	READING				
8																	SOIL TYPE				
																	LOCATION				
TEMP LABOR		EMPLOYER		POTENTIAL HIRE?		010001															
1																		-			
2																		-			
3																		-			
																		-			
DAILY WORK REPORT		EQUIP. #		EQUIP DESCRIPTION		010001												TOTAL		EQ ODOMETER READINGS	
WORK DAY (V/N)		1-582		F250 Foreman Trk		11												11	BEGIN END HRS		
WEATHER		1-057		2 Ton Truck		11												11			
FAIR		12-766		Level		11												11			
CLOUDY		13-716		Pipe Saw		11												11			
RAIN AMOUNT (IN)		9-494		Laser		11												11			
TEMPERATURE		5-610		Conex Box		11												11			
TIME WORKED		5-212		20' Trailer		11												11			
MORNING		11-619		Centrifugal Pump		11												11			
AFTERNOON		11-654		Diaphragm Pump		11												11			
NIGHT		2-391		308 Cat		11												11			
TOTAL HRS FOR DAY		2-244		303.5 Cat		11												11			
WORK COMPLETED		2-408		926 Cat		11												11			
QUANTITY		8-592		Pothole Machine		11												11			
1																					
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15																					
REMARKS SPECIAL INSTRUCTIONS VISITORS TO PROJECT SITE																					
Finished forming up for concrete collar around pipe. Hauled off the rest of old trash pipe with loader. Hauled extra RCP to city yard with trailer. Moved all extra equipment back to yard. Dressed up around flared end section, and installed rip rap on slope. Poured concrete collar and wiped inside of joint. Finished concrete and let it set. Worked on getting everything dressed up where fence goes. Made sure everything was safed up for the night and installed snow fence barricade around open excavation.																					

X THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS ENST.

X ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

Kenneth McCardleFOREMAN

JOB NO:
PROJECT:
DATE:
DAY OF WEEK:

H23083
Brandon Maintenance
8/10/2023
Thursday

ACCIDENTS:
INCIDENTS:
SUPERINTENDENT:

YES

YES

Chad Phelps

NO

NO

HEMPHILL

CONSTRUCTION

PLANNING, MS

REVIEWED:

12

NAME		EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN		010001											TOTAL	PENETROMETER	
1	KENNETH MCCARDLE	2611	Foreman				11									11	A.M.			
2	JOSEPH WELBORN	1641	Pipelayer				11									11	READING			
3	BARRET ABRAMS	2930	Trackhoe				11									11	SOIL TYPE			
4	LADARIUS HENDERSON	3053	Labor				11									11	LOCATION			
5	ZACHARY MACKE	3102	Labor				11									11				
6	BARRETT MARTIN	3140	Loader				11									11	P.M.			
7																	READING			
8																	SOIL TYPE			
																	LOCATION			
TEMP LABOR		EMPLOYER		POTENTIAL HIRE?		010001														
1																				
2																				
3																				
TOTAL HOURS																EQUIDOMETER READINGS				
DAILY WORK REPORT		EQUIP. #		EQUIP DESCRIPTION		010001										TOTAL BEGIN END HRS				
WORK DAY (Y/N)		1-582		F250 Foreman Trk		11										11				
WEATHER		1-057		2 Ton Truck		11										11				
FAIR		12-766		Level		11										11				
CLOUDY		13-716		Pipe Saw		11										11				
RAIN AMOUNT (IN)		9-494		Laser		11										11				
TEMPERATURE		5-610		Conex Box		11										11				
TIME WORKED		5-212		20' Trailer		11										11				
MORNING		11-619		Centrifugal Pump		11										11				
AFTERNOON		11-654		Diaphragm Pump		11										11				
NIGHT		2-391		308 Cat		11										11				
TOTAL HRS FOR DAY		2-244		303.5 Cat		11										11				
WORK COMPLETED		2-408		926 Cat		11										11				
QUANTITY		8-592		Pothole Machine		0										0				
1																				
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15																				

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Backfilled around concrete collar and adjusted utility boxes to grade. Dressed up area and graded out for sod. Had to set post for privacy fence and installed fence back the same way we took it down. Made sure everything was safed up and cleaned up area. Moved equipment and tools back to yard. Picked up traffic control signs and cones. Made sure everything was safed up for the night.

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

Kenneth McCardle

FOREMAN



Work Order #: 49031

Work Order Date: 08/11/23

Work Type:

Status: Open

Prepared By: Brent King

Type of Work Order: Unscheduled Emergency Work (During Reg Hours)

Request Type: Water - Leak

Date Requested: 08/11/2023

Name: Byron Robinson

Service Address or Request Location: 178 Pear Orchard Drive

Phone Number: 6014053171

Email Address:

Reported By: Protel / Request #644323269 6:46am

Department: Water

Ward:

Nature of Request: Water coming out of ground

Scheduled Completion Date:

Date Work Order Completed:

Work Order Completed By:

Scope of Work Completed:

Locate Number If Necessary:

Additional Information:

Concrete Repair Required/Details:

Sod/Yard Restoration Required/Details:

Asphalt Repair Required/Details:

Invoice & Cost Information:

Meter Deposit Amount:

Tap Fee Amount:

Notes	Employee Cost: \$0.00
08/11/2023	Equipment Cost: \$0.00
	Material Cost: \$0.00
	Inventory Cost: \$0.00
	Purchase Order Cost: \$0.00

Uploaded Files	Uploaded by
Date	
08/11/2023	16477480-image.jpg

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	4	HR	Superintendent	\$104.74	\$418.96
2	8	HR	Foreman	\$93.71	\$749.68
3	8	HR	Trackhoe & Operator (308)	\$99.23	\$793.84
4	8	HR	Front End Loader & Operator	\$104.74	\$837.92
5	8	HR	Pipelayer	\$38.59	\$308.72
6	16	HR	Laborer	\$33.08	\$529.28
7	8	HR	Pickup Truck	\$18.74	\$149.92
8	8	HR	Flatbed Truck	\$22.05	\$176.40
9	8	HR	Small Incidental Tools	\$16.54	\$132.32
10	8	HR	Vacuum Excavator	\$82.69	\$661.52
TOTAL AMOUNT DUE				\$4,758.56	



JOB NO: H23083

PROJECT: Brandon Maintenance

DATE: 8/11/2023

DAY OF WEEK: Friday

ACCIDENTS:

YES

NO

INCIDENTS:

YES

NO

SUPERINTENDENT: Chad Phelps

REVIEWED:

NAME		EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN		010001	010001						TOTAL	PENETROMETER	
1	KENNETH MCCARDLE	2611	Foreman				8	5						13	A.M.	
2	JOSEPH WELBORN	1641	Pipelayer				8	5						13	READING	
3	BARRET ABRAMS	2930	Trackhoe				8	1						9	SOIL TYPE	
4	LADARIUS HENDERSON	3053	Labor				8	5						13	LOCATION	
5	ZACHARY MACKE	3102	Labor				8	5						13		
6	BARRETT MARTIN	3140	Loader				8	5						13	P.M.	
7														0	READING	
8														0	SOIL TYPE	
															LOCATION	
TEMP LABOR		EMPLOYER		POTENTIAL HIRE?		010001	010001									
1																
2														-		
3														-		
														-		
DAILY WORK REPORT		EQUIP. #		EQUIP DESCRIPTION		010001	010001						TOTAL	BEGIN	END	HRS
WORK DAY (Y/N)		1-582		F250 Foreman Trk		8	5						13			
WEATHER		1-057		2 Ton Truck		8	5						13			
FAIR		12-766		Level		8	5						13			
CLOUDY		13-716		Pipe Saw		8	5						13			
RAIN AMOUNT (IN)		9-494		Laser		8	5						13			
TEMPERATURE		5-610		Conex Box		8	5						13			
TIME WORKED		5-212		20' Trailer		8	5						13			
MORNING		11-619		Centrifugal Pump		8	5						13			
AFTERNOON		11-654		Diaphragm Pump		8	5						13			
NIGHT		2-391		308 Cat		0	0						0			
TOTAL HRS FOR DAY		2-244		303.5 Cat		8	5						13			
WORK COMPLETED		2-408		926 Cat		8	5						13			
QUANTITY		8-592		Pothole Machine		8	0						8			
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REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Moved 308 back to North Street lay down yard. Got called on emergency water leak at 178 Pear Orchard Dr. Called in a emergency locate. Had to saw cut section of driveway. Removed driveway and hauled off with loader. It was a service line coming off of main that was broken. We killed water and replaced bad section of 3/4" poly. Tied back together with 3/4" compressor coupling. Turned water back on and bled off at house. Backfilled around pipe with sand. Cleaned off road and driveway with Pothole Machine. Backfilled driveway with 6/10 Limestone and made sure to walk in with trackhoe. Got called on another emergency at 511 E Government St. Called in emergency locate. Had to wait on city to kill line. Once water was off we set up 3" trash pump to pump down water. Found a old wrap around that was rusted and broken. Replaced with new wrap around and made sure it didn't leak. Cleaned up area and installed snow fence barricade around open excavation.

X THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

X ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

Kenneth McCardle

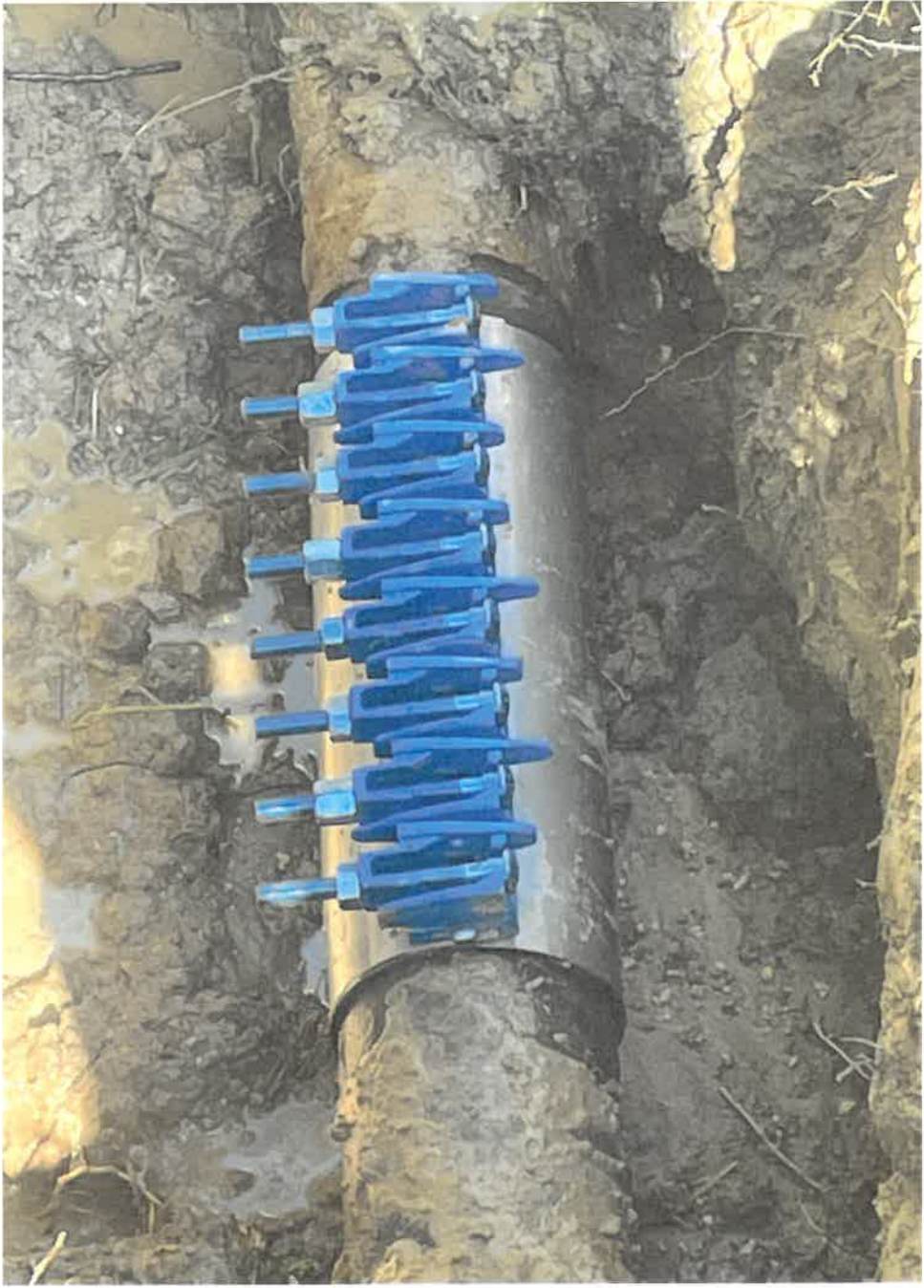
FOREMAN



Work Order #: 49071
Work Order Date: 08/11/23
Work Type:
Status: Open
Prepared By: Brent King
Type of Work Order: Unscheduled Emergency Work (During Reg Hours)
Request Type: Water - Leak
Date Requested: 08/11/2023
Name:
Service Address or Request Location: 511 E Government St
Phone Number:
Email Address:
Reported By: Ollie
Department: Water
Ward:
Nature of Request: Water leak in the ditch
Scheduled Completion Date:
Date Work Order Completed:
Work Order Completed By:
Scope of Work Completed:
Locate Number If Necessary:
Additional Information:
Concrete Repair Required/Details:
Sod/Yard Restoration Required/Details:
Asphalt Repair Required/Details:
Invoice & Cost Information:
Meter Deposit Amount:
Tap Fee Amount:

Notes	08/14/2023	Friday, 8/11/23 - Hemphill contacted for emergency repairs - L Sarver	Employee Cost: \$0.00
			Equipment Cost: \$0.00
			Material Cost: \$0.00
			Inventory Cost: \$0.00
			Purchase Order Cost: \$0.00
			Total Cost: \$0.00

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	3	HR	Superintendent	\$104.74	\$314.22
2	1	HR	Foreman	\$93.71	\$93.71
3	5	HR	Trackhoe & Operator (308)	\$99.23	\$496.15
4	5	HR	Front End Loader & Operator	\$104.74	\$523.70
5	5	HR	Pipelayer	\$38.59	\$192.95
6	10	HR	Laborer	\$33.08	\$330.80
7	5	HR	Pickup Truck	\$18.74	\$93.70
8	5	HR	Flatbed Truck	\$22.05	\$110.25
9	5	HR	Small Incidental Tools	\$16.54	\$82.70
TOTAL AMOUNT DUE					\$2,238.18



[illegible]



Work Order #: 48825
Work Order Date: 07/25/23
Work Type:
Status: Open
Prepared By: Lori Sarver
Type of Work Order: Assigned Work Order (During Reg Hours)
Request Type: Water - Hydrant Replacement
Date Requested: 07/25/2023

Name:
Service Address or Request Location: 119 Richmond Drive
Phone Number:
Email Address:
Reported By: Brent King
Department: Water
Ward:

Nature of Request: Replace Hydrant

Scheduled Completion Date:
Date Work Order Completed:
Work Order Completed By:
Scope of Work Completed:
Locate Number If Necessary:
Additional Information:
Concrete Repair Required/Details:
Sod/Yard Restoration Required/Details:
Asphalt Repair Required/Details:
Invoice & Cost Information:
Meter Deposit Amount:
Tap Fee Amount:

Notes
07/25/2023 Hemphill is scheduled to replace hydrant on Wednesday, 7/26/23

Employee Cost: \$0.00
Equipment Cost: \$0.00
Material Cost: \$0.00
Inventory Cost: \$0.00
Purchase Order Cost: \$0.00

Total Cost: \$0.00

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	10	HR	Superintendent	\$104.74	\$1,047.40
2	22	HR	Foreman	\$93.71	\$2,061.62
3	22	HR	Trackhoe & Operator (308)	\$99.23	\$2,183.06
5	44	HR	Pipelayer	\$38.59	\$1,697.96
6	44	HR	Laborer	\$33.08	\$1,455.52
7	22	HR	Pickup Truck	\$18.74	\$412.28
8	22	HR	Flatbed Truck	\$22.05	\$485.10
9	22	HR	Small Incidental Tools	\$16.54	\$363.88
10	22	HR	Vacuum Excavator	\$82.69	\$1,819.18
11	1	LS	Eagle Pipe + 15%	\$5,043.96	\$5,043.96
TOTAL AMOUNT DUE				\$16,569.96	



450 Industrial Drive
Jackson MS 39209

eagle
PIPE AND SUPPLY

Your single source for water, sewer, gas, drainage and erosion
control needs.

7/28/2023
JUL 28 2023

7/28/2023

PHONE

601-487-7473

INVOICE

Due Date

Invoice #

Account #

Date

8/27/2023

66756

HCCL-H23083

7/28/2023

FAX

601-487-7474

BILL TO:

SHIP TO:

Hemphill Construction Company Inc.
PO Drawer 879
Florence, MS 39073

Hemphill Construction Company
Kenneth - 601-559-5101
See below for directions
Brandon, MS 39042

PO or JOB #	TERMS	REP	ORDER DATE	VIA	F.O.B.	JOB/PROJECT	
H23083 / Ke...	1% 10 Net 30	NRP	7/26/2023	Eagle Truck	Jobsite	H23083 - July 2023 Brandon Repair	
QTY	DESCRIPTION					UNIT	EXT
1	(D) 6in MJ x MJ Gate Valve - Resilient Wedge - Open Left - Non-Rising Stem - Operating nut - Stainless Steel Bolts and Nuts - EPDM Gaskets (AFC) # 6GVMJMJ-AFC					856.55	856.55
1	(I) Cast Iron Valve Box - 18in to 24in - WATER # 461SW(I)					87.90	87.90
1	24in Round Concrete Valve Box Pad - 10in hole # 24RCVP					21.30	21.30
2	(I) 6in x 13in MJ DI Anchor Coupling - AC/CL Weight = 47lbs # 6X13MJFHCOUP(I)					232.35	464.70
4	(I) 6in MJ Bolt and Gasket Pack Weight = 6lbs # 6MJKIT(I)					26.40	105.60
1	5-1/4in Fire Hydrant - MVO 3-Way 3ft-6in Bury with 6in MJ Shoe - Yellow (Open Left) (Mueller) ** Note: Yellow in color ** # MA42336Y					2,850.00	2,850.00

H23083-040001-04

②

H23083-040001-04
②

Please make your check payable to Eagle Pipe and Supply, LLC and remit to the above address.
Terms are Net 30 days. All past due accounts are subject to a finance charge of 1.5% per month (18% per annum).
We will not accept goods returned without permission and then goods are subject to inspection for decision on possible credit.
To avoid late fees, allow 5 or more days for postal delivery.

Payments on account with a credit card will incur a 4% transaction fee.

Subtotal:

\$4,386.05

Payments/Credits

\$0.00

Sales Tax: (0.0%)

\$0.00

Balance Due

\$4,386.05



JOB NO:

H23083

PROJECT:

Brandon Maintenance

DATE:

7/27/2023

DAY OF WEEK:

Thursday

ACCIDENTS:

YES

No

NO

INCIDENTS:

YES

No

NO

SUPERINTENDENT:

Chad Phelps

REVIEWED:

P

TOTAL HOURS / OTHER FOREMAN										TOTAL	PENETROMETER		
NAME	EMP. #	CLASS	ABSENCE								A.M.	READING	SOIL TYPE
1 Wendell Pitts	2615	Foreman								11			
2 Robert Ladner	1019	Trackhoe								11			
3 Jeffery Pitts	2771	Trackhoe								11			
4 Blake Gartman	2665	Labor								11			
5 Andrew Verser	2797	Pipelayer								11			
6 Dillon Walters	2630	Labor								11			
7													
8													
TEMP LABOR				EMPLOYER		POTENTIAL HIRE?		010001					
1													
2													
3													
DAILY WORK REPORT				EQUIP. #		EQUIP DESCRIPTION		010001		TOTAL	BEGIN	END	HRS
WORK DAY (Y/N)				1-570		Ford F-250		11		11			
WEATHER				1-195		2 Ton		11		11			
FAIR				12-762		Level		11		11			
CLOUDY				13-752		Pipe Saw		11		11			
RAIN AMOUNT (IN)				9-486		Laser		11		11			
TEMPERATURE				11-048		3" Trash Pump		11		11			
TIME WORKED				START		STOP		11		11			
MORNING				2-395		Cat 308		11		11			
AFTERNOON				8-952		Pot Holer		11		11			
NIGHT													
TOTAL HRS FOR DAY													
WORK COMPLETED													
QUANTITY				UNITS		PHASE							
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REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Dug down on line & busted concrete off of pipe from main line to FH. Removed concrete collar & found solvent weld tee. Added 6" anchor tee, 6" sleeve, 6" anchor couplings, 6" valve, and fire hydrant.

JOB NO:

H23083

PROJECT:

Brandon Maintenance

DATE:

7/26/2023

DAY OF WEEK:

Wednesday

ACCIDENTS:

INCIDENTS:

SUPERINTENDENT:

Chad Phelps

YES

NO

YES

NO

REVIEWED:

NAME										EMP. #		CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN		010001										TOTAL	PENETROMETER							
1	Wendell Pitts			2615			Foreman									11								11	A.M.									
2	Robert Ladner			1019			Trackhoe									11								11	READING									
3	Jeffery Pitts			2771			Trackhoe									11								11	SOIL TYPE									
4	Blake Gartman			2665			Labor									11								11	LOCATION									
5	Andrew Verser			2797			Pipelayer									11								11										
6	Dillion Walters			2630			Labor									11								11	P.M.									
7																									READING									
8																									SOIL TYPE									
																									LOCATION									
TEMP LABOR										EMPLOYER			POTENTIAL HIRE?			010001																		
1																									-									
2																									-									
3																									-									
																									-									
DAILY WORK REPORT																										TOTAL	BEGIN	END	HRS					
WORK DAY (Y/N)													EQUIP. #			EQUIP DESCRIPTION			010001										11					
WEATHER													1-570			Ford F-250			11										11					
FAIR													1-195			2 Ton			11										11					
CLOUDY													12-762			Level			11										11					
RAIN AMOUNT (IN)													13-752			Pipe Saw			11										11					
TEMPERATURE													9-486			Laser			11										11					
TIME WORKED										START			STOP			11-048			3" Trash Pump			11										11		
MORNING																11-652			3" Diaphram Pump			11										11		
AFTERNOON																2-395			Cat 308			11										11		
NIGHT																8-952			Pot Holer			11										11		
TOTAL HRS FOR DAY																																		
WORK COMPLETED																																		
QUANTITY										UNITS			PHASE																					
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REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Brought equipment to Richmond Drive. Pot Holed utilities. Located main line it had concrete from main to FH on top of the pipe.

x

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

x

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

FOREMAN



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: PAUL BRANNON, PUBLIC WORKS DIRECTOR
BOARD AGENDA: OCTOBER 16, 2023
SUBJECT: EASTWOOD DRIVE WATERLINE RELOCATION & ROAD WIDENING PROJECT
PERMISSION TO DEVELOP PLANS & ADVERTISE FOR BID

Asking for your permission to develop plans & advertise for bid the Eastwood Drive Waterline Relocation and Road Widening Project.

This project will allow for the relocation of the existing water line and fire hydrant on Eastwood Drive, as well as widening of a portion of the existing road.

Thank you for your consideration in this matter. Please let me know if you have any questions.

ATTACHMENTS:



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN

FROM: PAUL BRANNON, PUBLIC WORKS DIRECTOR

BOARD AGENDA: OCTOBER 16, 2023

SUBJECT: PERMISSION TO PUBLISH A NOTICE TO BID FOR THE MARQUETTE ROAD MULTI-USE PATH

Request permission to publish a notice to advertise for bid for the Marquette Road Multi-Use Path.

ATTACHMENTS:



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: PAUL BRANNON, PUBLIC WORKS DIRECTOR
BOARD AGENDA: OCTOBER 16, 2023
SUBJECT: STORM DEBRIS CLEANUP – STORM OF JUNE 16, 2023
DECLARE AN EMERGENCY & INVOICE APPROVAL

Asking for your permission to declare an emergency the storm debris cleanup in June 2023 related to the storm of June 16, 2023, authorize payment of invoice #1806 in the amount of \$45,000.00 from Specialty Tree Service, LLC, and amend the budget accordingly.

On June 16, 2023, a strong storm came through Brandon causing downed trees, limbs, and other storm debris throughout the city. The storm debris affected roadways, properties, and drainage channels. The City of Brandon contracted Specialty Tree Services, LLC, to recover any storm debris related to this specific storm that was in city ROW within a 10 day period.

Thank you for your consideration in this matter. Please let me know if you have any questions.

ATTACHMENTS:

- Specialty Tree Services, LLC – invoice #1806 - \$45,000.00

GL Code: 001-201-637

Funding: General Government (Streets)

All expenses from this invoice will be applied to FY23.

SPECIALTY TREE SERVICE, LLC

PO Box 310

Pelahatchie, MS 39145

6014055857

specialtytree405@gmail.com

INVOICE

BILL TO

City of Brandon

PO Box 1539

Brandon, MS 39043

INVOICE # 1806

DATE 10/02/2023

DESCRIPTION	AMOUNT
Picked up tree debris from multiple storms that came through the area in June at residential addresses provided by the city. Approximately 900 pick ups. Using four 1 ton pick up trucks pulling a dump trailer with 2-3 men per truck and two 50 yard self loading grapple trucks. Pick up service was provided over a 10 day period.	45,000.00

Thank you!

BALANCE DUE **\$45,000.00**



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: PAUL BRANNON, PUBLIC WORKS DIRECTOR
BOARD AGENDA: OCTOBER 16, 2023
SUBJECT: HEMPHILL CONSTRUCTION COMPANY
AUGUST 2023 INVOICE APPROVAL

Asking for your consideration to approve invoice #H23100-01-(Final) in the amount of \$104,906.67 from Hemphill Construction Company for repairs in the month of August 2023 at the approved commodity bid pricing, authorize payment of the same, and amend the budget accordingly.

All listed repairs were made by Hemphill Construction Company under the FY23 commodity bid for General Construction Services as approved by the Board of Aldermen at the September 19, 2022, meeting. All services rendered by Hemphill Construction Company on the attached invoicing are due to circumstances that the City of Brandon staff on hand were unable to accomplish in an appropriate timeframe or due to the nature of the repairs.

Thank you for your consideration in this matter. Please let me know if you have any questions.

ATTACHMENTS:

- Hemphill Construction Company invoice for August 2023

GL Code & Funding: 400-673-637 - \$44,442.30 - WSOM

400-680-637 - \$19,688.49 - WSOM

001-201-637 - \$40,775.88 – General Fund (Streets)

All expenses on the August 2023 invoice will be applied to FY23.



P.O. Drawer 879
Florence, MS 39073

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

INVOICE

City of Brandon
Department of Public Works
P.O. Box 1539
Brandon, MS 39043

Attn: Carly Dearman

Mail Payment to:

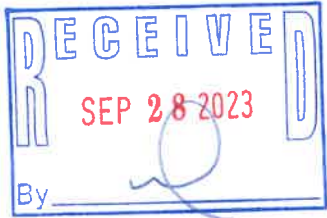
Hemphill Construction Company, Inc
P.O. Drawer 879
Florence, MS 39073-0879

DATE: 9/15/2023
INVOICE # H23100-01-Final
JOB RE: August 2023 Repairs
TERMS: Net 30

FY23

Work Order	DESCRIPTION OF WORK	TOTAL
49071	511 E Government St	\$3,616.27
49259	1001 Stonehendge	\$11,167.81
49092	2151 Hwy 18	\$5,308.76 5308.85
48637	101 Eastwood Drive	\$14,810.38
49110	201 Provonce Park	\$6,490.65
48974	65 Summit Ridge Drive	\$12,167.63
46506	122 Meadow Pointe Cove	\$40,775.88
49292	110 Fairdale	\$8,520.68
49331	351 Hebron Hill	\$2,048.52

TOTAL AMOUNT DUE \$104,906.58
pay → 104,906.67



Work Order 49071 – 511 East Government Street

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	3	HR	Superintendent	\$104.74	\$314.22
2	6	HR	Foreman	\$93.71	\$562.26
3	6	HR	Trackhoe & Operator (308)	\$99.23	\$595.38
4	6	HR	Front End Loader & Operator	\$104.74	\$628.44
5	6	HR	Pipelayer	\$38.59	\$231.54
6	12	HR	Laborer	\$33.08	\$396.96
7	6	HR	Pickup Truck	\$18.74	\$112.44
8	6	HR	Flatbed Truck	\$22.05	\$132.30
9	6	HR	Small Incidental Tools	\$16.54	\$99.24
10	1	LS	Eagle Pipe + 15%	\$543.49	\$543.49
TOTAL AMOUNT DUE					\$3,616.27

Work Order 49259 – 1001 Stonehendge Drive - *sewer*

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	9.5	HR	Superintendent	\$104.74	\$995.03
2	19	HR	Foreman	\$93.71	\$1,780.49
3	19	HR	Trackhoe & Operator (308)	\$99.23	\$1,885.37
4	19	HR	Front End Loader & Operator	\$104.74	\$1,990.06
5	19	HR	Pipelayer	\$38.59	\$733.21
6	27	HR	Laborer	\$33.08	\$893.16
7	19	HR	Pickup Truck	\$18.74	\$356.06
8	19	HR	Flatbed Truck	\$22.05	\$418.95
9	19	HR	Small Incidental Tools	\$16.54	\$314.26
10	19	HR	Vacuum Excavator	\$82.69	\$1,571.11
11	1	LS	Eagle Pipe + 15%	\$230.11	\$230.11
TOTAL AMOUNT DUE					\$11,167.81

Work Order 49092 – 2151 Hwy 18

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	4.5	HR	Superintendent	\$104.74	\$471.33
2	9	HR	Foreman	\$93.70 <i>\$93.71</i>	\$843.30 <i>\$843.39</i>
3	9	HR	Trackhoe & Operator (308)	\$99.23	\$893.07
4	9	HR	Front End Loader & Operator	\$104.74	\$942.66
5	9	HR	Pipelayer	\$38.59	\$347.31
6	6	HR	Laborer	\$33.08	\$198.48
7	9	HR	Pickup Truck	\$18.74	\$168.66
8	9	HR	Flatbed Truck	\$22.05	\$198.45
9	9	HR	Small Incidental Tools	\$16.54	\$148.86
10	1	LS	Eagle Pipe + 15%	\$1,096.64	\$1,096.64
TOTAL AMOUNT DUE					\$5,308.76
					<i>\$5,308.85</i>

Work Order 48637 – 104 Eastwood Drive

water

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	8	HR	Superintendent	\$104.74	\$837.92
2	16.5	HR	Foreman	\$93.71	\$1,546.22
3	13	HR	Trackhoe & Operator (308)	\$99.23	\$1,289.99
4	16.5	HR	Front End Loader & Operator	\$104.74	\$1,728.21
5	16.5	HR	Pipelayer	\$38.59	\$636.74
6	33	HR	Laborer	\$33.08	\$1,091.64
7	16.5	HR	Pickup Truck	\$18.74	\$309.21
8	16.5	HR	Flatbed Truck	\$22.05	\$363.83
9	16.5	HR	Small Incidental Tools	\$16.54	\$272.91
10	11	HR	Vacuum Excavator	\$82.69	\$909.59
11	1	LS	Eagle Pipe + 15%	\$5,824.13	\$5,824.13

TOTAL AMOUNT DUE

\$14,810.38

Work Order 49110 – 201 Provonce Park

water

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	5	HR	Superintendent	\$104.74	\$523.70
2	11	HR	Foreman	\$93.71	\$1,030.81
3	11	HR	Trackhoe & Operator (308)	\$99.23	\$1,091.53
4	11	HR	Front End Loader & Operator	\$104.74	\$1,152.14
5	11	HR	Pipelayer	\$38.59	\$424.49
6	22	HR	Laborer	\$33.08	\$727.76
7	11	HR	Pickup Truck	\$18.74	\$206.14
8	11	HR	Flatbed Truck	\$22.05	\$242.55
9	11	HR	Small Incidental Tools	\$16.54	\$181.94
10	11	HR	Vacuum Excavator	\$82.69	\$909.59

TOTAL AMOUNT DUE

\$6,490.65

Work Order 48974 – 65 Summit Ridge Drive

water

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	10	HR	Superintendent	\$104.74	\$1,047.40
2	20.5	HR	Foreman	\$93.71	\$1,921.06
3	20.5	HR	Trackhoe & Operator (308)	\$99.23	\$2,034.22
4	20.5	HR	Front End Loader & Operator	\$104.74	\$2,147.17
5	20.5	HR	Pipelayer	\$38.59	\$791.10
6	41	HR	Laborer	\$33.08	\$1,356.28
7	20.5	HR	Pickup Truck	\$18.74	\$384.17
8	20.5	HR	Flatbed Truck	\$22.05	\$452.03
9	20.5	HR	Small Incidental Tools	\$16.54	\$339.07
10	20.5	HR	Vacuum Excavator	\$82.69	\$1,695.15

TOTAL AMOUNT DUE

\$12,167.63

Work Order 46506 – 122 Meadow Pointe Cove

Streets

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	25	HR	Superintendent	\$104.74	\$2,618.50
2	57.5	HR	Foreman	\$93.71	\$5,388.33
3	57.5	HR	Trackhoe & Operator (308)	\$99.23	\$5,705.73
4	57.5	HR	Front End Loader & Operator	\$104.74	\$6,022.55
5	57.5	HR	Pipelayer	\$38.59	\$2,218.93
6	115	HR	Laborer	\$33.08	\$3,804.20
7	57.5	HR	Pickup Truck	\$18.74	\$1,077.55
8	57.5	HR	Flatbed Truck	\$22.05	\$1,267.88
9	57.5	HR	Small Incidental Tools	\$16.54	\$951.05
10	17.5	HR	Vacuum Excavator	\$82.69	\$1,447.08
11	1	LS	Eagle Pipe + 15%	\$8,262.98	\$8,262.98
12	1	LS	Oldcastle APG	\$2,011.12	\$2,011.12

TOTAL AMOUNT DUE

\$40,775.88

Work Order 49272 – 110 Fairdale Place

49292

Sewer

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	7	HR	Superintendent	\$104.74	\$733.18
2	14.5	HR	Foreman	\$93.71	\$1,358.80
3	12	HR	Trackhoe & Operator (308)	\$99.23	\$1,190.76
4	14.5	HR	Front End Loader & Operator	\$104.74	\$1,518.73
5	14.5	HR	Pipelayer	\$38.59	\$559.56
6	26.5	HR	Laborer	\$33.08	\$876.62
7	14.5	HR	Pickup Truck	\$18.74	\$271.73
8	14.5	HR	Flatbed Truck	\$22.05	\$319.73
9	14.5	HR	Small Incidental Tools	\$16.54	\$239.83
10	14.5	HR	Vacuum Excavator	\$82.69	\$1,199.01
11	1	LS	Eagle Pipe + 15%	\$252.75	\$252.75

TOTAL AMOUNT DUE

\$8,520.68

Work Order 49331- 351 Hebron Hill

Water

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	2	HR	Superintendent	\$104.74	\$209.48
2	4	HR	Foreman	\$93.71	\$374.84
3	4	HR	Trackhoe & Operator (308)	\$99.23	\$396.92
4	4	HR	Front End Loader & Operator	\$104.74	\$418.96
5	4	HR	Pipelayer	\$38.59	\$154.36
6	8	HR	Laborer	\$33.08	\$264.64
7	4	HR	Pickup Truck	\$18.74	\$74.96
8	4	HR	Flatbed Truck	\$22.05	\$88.20
9	4	HR	Small Incidental Tools	\$16.54	\$66.16

TOTAL AMOUNT DUE

\$2,048.52

Please Pay from This Invoice

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



Work Order #: 49071

Work Order Date: 08/11/23

Work Type:

Status: Open

Prepared By: Brent King

Type of Work Order: Unscheduled Emergency Work (During Reg Hours)

Request Type: Water - Leak

Date Requested: 08/11/2023

Name:

Service Address or Request Location: 511 E Government St

Phone Number:

Email Address:

Reported By: Ollie

Department: Water

Ward:

Nature of Request: Water leak in the ditch

Scheduled Completion Date:

Date Work Order Completed:

Work Order Completed By:

Scope of Work Completed:

Locate Number If Necessary:

Additional Information:

Concrete Repair Required/Details:

Sod/Yard Restoration Required/Details:

Asphalt Repair Required/Details:

Invoice & Cost Information:

Meter Deposit Amount:

Tap Fee Amount:

Notes

08/14/2023 Friday, 8/11/23 - Hemphill contacted for emergency repairs - LSarver

Employee Cost: \$0.00
Equipment Cost: \$0.00
Material Cost: \$0.00
Inventory Cost: \$0.00
Purchase Order Cost: \$0.00

Total Cost: \$0.00

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	3	HR	Superintendent	\$104.74	\$314.22
2	6	HR	Foreman	\$93.71	\$562.26
3	6	HR	Trackhoe & Operator (308)	\$99.23	\$595.38
4	6	HR	Front End Loader & Operator	\$104.74	\$628.44
5	6	HR	Pipelayer	\$38.59	\$231.54
6	12	HR	Laborer	\$33.08	\$396.96
7	6	HR	Pickup Truck	\$18.74	\$112.44
8	6	HR	Flatbed Truck	\$22.05	\$132.30
9	6	HR	Small Incidental Tools	\$16.54	\$99.24
10	1	LS	Eagle Pipe + 15%	\$543.49	\$543.49
TOTAL AMOUNT DUE					\$3,616.27



450 Industrial Drive
Jackson MS 39209

Your single source for water, sewer, gas, drainage and erosion
control needs.

INVOICE

Date	Account #	Invoice #	Due Date
8/16/2023	HCCI-H23083	66889	9/15/2023
FAX		PHONE	
601-487-7474		601-487-7473	

BILL TO:

Hemphill Construction Company Inc.
PO Drawer 879
Florence, MS 39073

SHIP TO:

Hemphill Construction Company
Kenneth - 601-559-5101
See below for directions
Brandon, MS 39042

PO or JOB #	TERMS	REP	ORDER DATE	VIA	F.O.B.	JOB/PROJECT	
H23083 / Ke...	1% 10 Net 30	NRP	8/14/2023	Eagle Truck	Jobsite	H23083 - July 2023 Brandon Repair	
QTY	DESCRIPTION					UNIT	EXT
1	6in x 20in Wrap Around Repair (Same with DI Eugs - 6.84in to 7.24in (Smith Blair) # 22600069020000					472.60	472.60

Please make your check payable to Eagle Pipe and Supply, LLC and remit to the above address.
Terms are Net 30 days. All past due accounts are subject to a finance charge of 1.5% per month (18% per annum).
We will not accept goods returned without permission and then goods are subject to inspection for decision on possible credit.
To avoid late fees, allow 5 or more days for postal delivery.

Payments on account with a credit card will incur a 4% transaction fee.

Subtotal:	\$472.60
Payments/Credits	\$0.00
Sales Tax: (0.0%)	\$0.00
Balance Due	\$472.60

JOB NO:

H23100

PROJECT:

Brandon Maintenance

DATE:

8/14/2023

DAY OF WEEK:

Monday

ACCIDENTS:

INCIDENTS:

YES

No

YES

No

NO

HEMPHILL

ESTABLISHED 1960

CLUMMINVILLE

FLORISSANCE, MS SINCE 1960

SUPERINTENDENT:

Chad Phelps

REVIEWED:

P

						010001											TOTAL	PENETROMETER		
1	KENNETH MCCARDLE	2611	Foreman			6											6	A.M.		
2	JOSEPH WELBORN	1641	Pipelayer			6											6	READING		
3	BARRET ABRAMS	2930	Trackhoe			6											6	SOIL TYPE		
4	LADARIUS HENDERSON	3053	Labor			6											6	LOCATION		
5	ZACHARY MACKE	3102	Labor	AA		0											0			
6	BARRETT MARTIN	3140	Loader			6											6	P.M.		
7																	0	READING		
8																		SOIL TYPE		
																		LOCATION		
TEMP LABOR						EMPLOYER	POTENTIAL HIRE?	010001												
1																	-			
2																	-			
3																	-			
TOTAL HOURS																	-			
DAILY WORK REPORT				EQUIP. #	EQUIP DESCRIPTION	010001											TOTAL	ODOMETER READINGS		
WORK DAY (Y/N)				1-582	F250 Foreman Trk	6											6	BEGIN	END	HRS
WEATHER				1-057	2 Ton Truck	6											6			
FAIR				12-766	Level	6											6			
CLOUDY				13-716	Pipe Saw	6											6			
RAIN AMOUNT (IN)				9-494	Laser	6											6			
TEMPERATURE				5-610	Conex Box	6											6			
TIME WORKED				START	STOP	5-212	20' Trailer	6									6			
MORNING				11-619	Centrifugal Pump	6											6			
AFTERNOON				11-654	Diaphragm Pump	6											6			
NIGHT				2-391	308 Cat	6											6			
TOTAL HRS FOR DAY				2-244	303.5 Cat	0											0			
WORK COMPLETED				2-408	926 Cat	6											6			
QUANTITY				UNITS	PHASE	8-592	Pothole Machine	0									0			
1						7-101	Air Compressor	0									0			
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

At 511 E Government had to set up trash pump to pump water down. Used loader to bring in sand to fill in void under water main. Once city got water shut off we replaced 12" wrap around with a 20" wrap around. Made sure no leaks then backfilled with sand around pipe. Dressed up area and made sure everything was cleaned up.

X

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

X

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

Kenneth McCardle

FOREMAN



Work Order #: 49259

Work Order Date: 08/29/23

Work Type:

Status: Complete

Prepared By: Jerry Taylor

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Sewer - Leak

Date Requested: 08/16/2023

Name:

Service Address or Request 1001 Stonehenge Drive

Location:

Phone Number:

Email Address:

Reported By: Homeowner

Department: Sewer

Ward:

Nature of Request: Sewer was backing up because of fiber object was bowed through sewer pipe by csphire

Scheduled Completion Date:

Date Work Order Completed: 08/16/2023

Work Order Completed By: Hemphill

Scope of Work Completed: Replaced 4 ft of sewer line too fix issue

Locate Number If Necessary:

Additional Information:

Concrete Repair Required/Details:

Sod/Yard Restoration

Required/Details:

Asphalt Repair Required/Details:

Invoice & Cost Information:

Meter Deposit Amount:

Tap Fee Amount:

Employee Cost: \$0.00
Equipment Cost: \$0.00
Material Cost: \$0.00
Inventory Cost: \$0.00
Purchase Order Cost: \$0.00

Total Cost: \$0.00

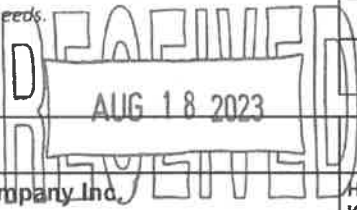
Work Order 49259 – 1001 Stonehedge Drive

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	9.5	HR	Superintendent	\$104.74	\$995.03
2	19	HR	Foreman	\$93.71	\$1,780.49
3	19	HR	Trackhoe & Operator (308)	\$99.23	\$1,885.37
4	19	HR	Front End Loader & Operator	\$104.74	\$1,990.06
5	19	HR	Pipelaye	\$38.59	\$733.21
6	27	HR	Laborer	\$33.08	\$893.16
7	19	HR	Pickup Truck	\$18.74	\$356.06
8	19	HR	Flatbed Truck	\$22.05	\$418.95
9	19	HR	Small Incidental Tools	\$16.54	\$314.26
10	19	HR	Vacuum Excavator	\$82.69	\$1,571.11
11	1	LS	Eagle Pipe + 15%	\$230.11	\$230.11
TOTAL AMOUNT DUE					\$11,167.81



450 Industrial Drive
Jackson MS 39209

Your single source for water, sewer, gas, drainage and erosion control needs.



INVOICE			
Date	Account #	Invoice #	Due Date
8/16/2023	HCCI-H23083	66897	9/15/2023
FAX		PHONE	
601-487-7474		601-487-7473	

BILL TO:				SHIP TO:			
Hemphill Construction Company Inc. PO Drawer 879 Florence, MS 39073				Hemphill Construction Company Kenneth - 601-559-5101 See below for directions Brandon, MS 39042			
PO or JOB #	TERMS	REP	ORDER DATE	VIA	F.O.B.	JOB/PROJECT	
H23083/ Ke...	1% 10 Net 30	NRP	8/16/2023	Customer	Jackson MS	H23083 - July 2023 Brandon Repair	
QTY	DESCRIPTION					UNIT	EXT
14	6in SDR26 HW Sewer PVC Pipe - ps115 - 14ft length - Gasket Joint # 6SDR26HWX14					9.20	128.80
2	6in x 6in Flexible Sewer Coupling - PVC x PVC - with Shear Ring (Pipeconx) ** Note: Shear Ring ** # PCX56-66SR-Pipeconx					35.65	71.30

100

H23083-040001-04

0

100
H23083-040001-04
E

Please make your check payable to Eagle Pipe and Supply, LLC and remit to the above address.
Terms are Net 30 days. All past due accounts are subject to a finance charge of 1.5% per month (18% per annum).
We will not accept goods returned without permission and then goods are subject to inspection for decision on possible credit.
To avoid late fees, allow 5 or more days for postal delivery.

Payments on account with a credit card will incur a 4% transaction fee.

Subtotal:	\$200.10
Payments/Credits	\$0.00
Sales Tax: (0.0%)	\$0.00
Balance Due	\$200.10





JOB NO: H23100

PROJECT: Brandon Maintenance

DATE: 8/15/2023

DAY OF WEEK: Tuesday



ACCIDENTS: ☐ YES ☒ No ☐ NO

INCIDENTS: ☐ YES ☒ No NO

SUPERINTENDENT: Chad Phelps

REVIEWED:

NAMEEMP. #CLASSABSENCETOTAL HOURS / OTHER FOREMAN					010001										TOTAL	PENETROMETER		
1	KENNETH MCCARDLE	2611	Foreman			8									8	A.M.		
2	JOSEPH WELBORN	1641	Pipelayer			8									8	READING		
3	BARRET ABRAMS	2930	Trackhoe			8									8	SOIL TYPE		
4	LADARIUS HENDERSON	3053	Labor			8									8	LOCATION		
5	ZACHARY MACKE	3102	Labor	AA		0									0			
6	BARRETT MARTIN	3140	Loader			8									8	P.M.		
7																READING		
8																SOIL TYPE		
																LOCATION		
TEMP LABOR		EMPLOYER		POTENTIAL HIRE?		010001												
1															-			
2															-			
3															-			
TOTAL HOURS															-			
DAILY WORK REPORT				EQUIP. #	EQUIP DESCRIPTION	010001									TOTAL	EQ ODOMETER READINGS		
WORK DAY (Y/N)				1-582	F250 Foreman Trk	8									8	BEGIN	END	HRS
WEATHER				1-057	2 Ton Truck	8									8			
FAIR				12-766	Level	8									8			
CLOUDY				13-716	Pipe Saw	8									8			
RAIN AMOUNT (IN)				9-494	Laser	8									8			
TEMPERATURE				5-610	Conex Box	8									8			
TIME WORKED				5-212	20' Trailer	8									8			
MORNING				11-619	Centrifugal Pump	8									8			
AFTERNOON				11-654	Diaphragm Pump	8									8			
NIGHT				2-391	308 Cat	0									0			
TOTAL HRS FOR DAY				2-244	303.5 Cat	8									8			
WORK COMPLETED				2-408	926 Cat	8									8			
QUANTITY				8-592	Pothole Machine	8									8			
UNITS				7-101	Air Compressor	0									0			
PHASE																		
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15																		
REMARKS SPECIAL INSTRUCTIONS VISITORS TO PROJECT SITE																		
Moved equipment to 1001 Stonehenge Dr. for sewer emergency. Called in emergency locate for sinkhole. Started potholing down on sewer service at mark where problem was suppose to be. Had to excavate some with Mini Hoe. Found 6" sewer pipe and had to trace back to find problem. Had to pothole down on utilities so we could excavate. Made sure everything was safed up for the night and installed snow fence barricade around open excavation.																		

JOB NO:

H23100

PROJECT:

Brandon Maintenance

DATE:

8/16/2023

DAY OF WEEK:

Wednesday

CONSTRUCTION
COMPANY
FLORENCE, MS SINCE 1983

HEMPHILL

ACCIDENTS:YES

No

NO

INCIDENTS:YES

No

NO

SUPERINTENDENT:

Chad Phelps

REVIEWED:

					010001	010001									TOTAL	PENETROMETER		
NAME	EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN														
1 KENNETH MCCARDLE	2611	Foreman			11	6									17	A.M.		
2 JOSEPH WELBORN	1641	Pipelayer			11	6									17	READING		
3 BARRET ABRAMS	2930	Trackhoe			11	6									17	SOIL TYPE		
4 LADARIUS HENDERSON	3053	Labor			11	0									11	LOCATION		
5 ZACHARY MACKE	3102	Labor			11	0									11			
6 BARRETT MARTIN	3140	Loader			11	6									17	P.M.		
7																READING		
8																SOIL TYPE		
																LOCATION		
TEMP LABOR		EMPLOYER		POTENTIAL HIRE?	010001	010001												
1															-			
2															-			
3															-			
TOTAL HOURS															-			
DAILY WORK REPORT				EQUIP. #	EQUIP DESCRIPTION	010001	010001								TOTAL	EQ ODOMETER READINGS		
WORK DAY (Y/N)				1-582	F250 Foreman Trk	11	6								17	BEGIN	END	HRS
WEATHER				1-057	2 Ton Truck	11	6								17			
FAIR				12-766	Level	11	6								17			
CLOUDY				13-716	Pipe Saw	11	6								17			
RAIN AMOUNT (IN)				9-494	Laser	11	6								17			
TEMPERATURE				5-610	Conex Box	11	6								17			
TIME WORKED				5-212	20' Trailer	11	6								17			
MORNING				11-619	Centrifugal Pump	11	6								17			
AFTERNOON				11-654	Diaphragm Pump	11	6								17			
NIGHT				2-391	308 Cat	0	0								0			
TOTAL HRS FOR DAY				2-244	303.5 Cat	11	6								17			
WORK COMPLETED				2-408	926 Cat	11	6								17			
QUANTITY				8-592	Pothole Machine	11	0								11			
1				7-101	Air Compressor	0	0								0			
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15																		

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Started potholing down on utilities and excavating around utilities to find hole in sewer service. Found sewer service with Cspire fiber bored thru. So excavated around utilities and sewer service. Cleaned off pipe, and called city out to come out to look at damage. Once they were done we cut out section of pipe and pulled fiber line up out of way. Installed new 6" sewer pipe and tied back together with rubber coupling. Backfilled around pipe with sand for bedding. Backfilled excavation and dressed up area in yard. Made sure everything was cleaned up, and hauled equipment back to yard. Made sure everything was safed up for the night. Right at quitting time City had a water emergency. Had to go call a locate in and investigate what the leak was. Found out it was a 2" water service going to meter. Had to wait on parts and city to kill line. Once parts showed up we tied back together with compression couplings and 2" poly. Made sure everything was safed up for the night and installed snow fence barricade around area.

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

Kenneth McCardle

FOREMAN



Work Order #: 49092
Work Order Date: 08/16/23
Work Type:
Status: Complete
Prepared By: Carly Dearman
Type of Work Order: Call Out (After Reg Hours)
Request Type: Water - Leak
Date Requested: 08/16/2023
Name: Brandon PD
Service Address or Request Location: 2151 Highway 18 (Elliot Law Firm) (on the Boyce Thompson side of the property)
Phone Number:
Email Address:
Reported By: Brandon PD (Elliot Law Firm's lawn guy called it in to PD)
Department: Water
Ward: 4
Nature of Request: Water leak on the Boyce Thompson side of the property
Scheduled Completion Date:
Date Work Order Completed: 08/16/2023
Work Order Completed By: Hemphill
Scope of Work Completed: Repaired 2" service line to meters
Locate Number If Necessary:
Additional Information: ***See Notes - Carly Dearman
Concrete Repair Required/Details:
Sod/Yard Restoration Required/Details:
Asphalt Repair Required/Details:
Invoice & Cost Information:
Meter Deposit Amount:
Tap Fee Amount:

Notes

- 08/18/2023

Call Out - 8/16/23 - Brent King & Pete Hughes - assisted Hemphill
- **Note as of 8/18/23 11am - Hemphill repaired leak but a new tap is still to be installed - on schedule for Monday, 8/21/23 - LSarver
- 08/16/2023

I spoke with Laquinta Inn at 7:40pm by phone to notify them of the water outage.
- I spoke with the gas station and Domino's Pizza at 7:45pm in person to notify them of the water outage.

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	4.5	HR	Superintendent	\$104.74	\$471.33
2	9	HR	Foreman	\$93.70	\$843.30
3	9	HR	Trackhoe & Operator (308)	\$99.23	\$893.07
4	9	HR	Front End Loader & Operator	\$104.74	\$942.66
5	9	HR	Pipelayer	\$38.59	\$347.31
6	6	HR	Laborer	\$33.08	\$198.48
7	9	HR	Pickup Truck	\$18.74	\$168.66
8	9	HR	Flatbed Truck	\$22.05	\$198.45
9	9	HR	Small Incidental Tools	\$16.54	\$148.86
10	1	LS	Eagle Pipe + 15%	\$1,096.64	\$1,096.64
TOTAL AMOUNT DUE					\$5,308.76



450 Industrial Drive
Jackson MS 39209

Your single source for water, sewer, gas, drainage and erosion control needs.

INVOICE

Date	Account #	Invoice #	Due Date
8/18/2023	HCCI-H23083	66911	9/17/2023
FAX		PHONE	
601-487-7474		601-487-7473	

BILL TO:				SHIP TO:			
Hemphill Construction Company Inc. PO Drawer 879 Florence, MS 39073				Hemphill Construction Company Kenneth - 601-559-5101 See below for directions Brandon, MS 39042			
POSTED							
PO or JOB #	TERMS	REP	ORDER DATE	VIA	F.O.B.	JOB/PROJECT	
H23083 / Ke...	1% 10 Net 30	NRP	8/17/2023	Eagle Truck	Jobsite	H23083 - July 2023 Brandon Repair	
QTY	DESCRIPTION					UNIT	EXT
2	1-1/2in x 1-1/2in PJ IPS x PJ CTS Coupling - No Lead (Ford Meter Box) # C4766NL					184.05	368.10
2	1-1/2in Stainless Steel Insert for CTS Tubing (Ford Meter Box) # INSERT54					4.30	8.60
100-040001 04 H23083 0							

POSTED

100-040001 04
H23083 3

Please make your check payable to Eagle Pipe and Supply, LLC and remit to the above address.
Terms are Net 30 days. All past due accounts are subject to a finance charge of 1.5% per month (18% per annum).
We will not accept goods returned without permission and then goods are subject to inspection for decision on possible credit.
To avoid late fees, allow 5 or more days for postal delivery.

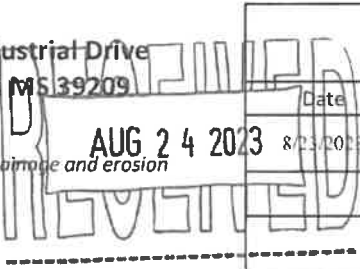
Payments on account with a credit card will incur a 4% transaction fee

Subtotal:	\$376.70
Payments/Credits	\$0.00
Sales Tax: (0.0%)	\$0.00
Balance Due	\$376.70



450 Industrial Drive
Jackson, MS 39209

Your single source for water, sewer, gas, drainage and erosion control needs.



INVOICE

Date	Account #	Invoice #	Due Date
8/23/2023	HCCI-H23083	66961	9/22/2023
FAX		PHONE	
601-487-7474		601-487-7473	

BILL TO:				SHIP TO:		
Hemphill Construction Company Inc. PO Drawer 879 Florence, MS 39073				Hemphill Construction Company Kenneth - 601-559-5101 See below for directions Brandon, MS 39042		
PO or JOB #	TERMS	REP	ORDER DATE	VIA	F.O.B.	JOB/PROJECT
H23083 / Ke...	1% 10 Net 30	NRP	8/17/2023	Eagle Truck	Jobsite	H23083 - July 2023 Brandon Repair
QTY	DESCRIPTION				UNIT	EXT
1	1-1/2in x 1in Quick-Cam Hot Tapping Saddle for CTS (Dresser/CTS) # QCTS016310001DR ** Note: Includes expediting fee to ship ASAP **				418.90	418.90
1	(1) 1in Brass Coupling - FIPT x FIPT (No Lead) # 1BRSCOUP(1)				14.45	14.45
1	1in Corp Stop - MIPT x PJ CTS - No Lead (Ford Meter Box) # F11004NL				94.75	94.75
1	1in x 1in Coupling - PJ CTS x PJ CTS - No Lead (Ford Meter Box) # C4444NL				37.50	37.50
5	1in x 100ft SDR9 HDPE Blue Water Service Tubing # 1SDR9CTS100BLUE				0.85	4.25
3	1in Stainless Steel Insert for CTS Tubing # 1SSINS				2.35	7.05

Please make your check payable to Eagle Pipe and Supply, LLC and remit to the above address.
Terms are Net 30 days. All past due accounts are subject to a finance charge of 1.5% per month (18% per annum).
We will not accept goods returned without permission and then goods are subject to inspection for decision on possible credit.
To avoid late fees, allow 5 or more days for postal delivery.

Payments on account with a credit card will incur a 4% transaction fee.

Subtotal:	\$576.90
Payments/Credits	\$0.00
Sales Tax: (0.0%)	\$0.00
Balance Due	\$576.90



JOB NO:

H23100

PROJECT:

Brandon Maintenance

DATE:

8/16/2023

DAY OF WEEK:

Wednesday

ACCIDENTS:

INCIDENTS:

SUPERINTENDENT:

Chad Phelps

REVIEWED:

HEMPHILL

CONSTRUCTION

INCORPORATED

FLORANCE, MS SINCE 1963

					010001	010001									TOTAL	PENETROMETER		
1	KENNETH MCCARDLE	2611	Foreman			11	6								17	A.M.		
2	JOSEPH WELBORN	1641	Pipelayer			11	6								17	READING		
3	BARRET ABRAMS	2930	Trackhoe			11	6								17	SOIL TYPE		
4	LADARIUS HENDERSON	3053	Labor			11	0								11	LOCATION		
5	ZACHARY MACKE	3102	Labor			11	0								11			
6	BARRETT MARTIN	3140	Loader			11	6								17	P.M.		
7																READING		
8																SOIL TYPE		
																LOCATION		
TEMP LABOR		EMPLOYER		POTENTIAL HIRE?		010001	010001											
1															-			
2															-			
3															-			
TOTAL HOURS															-			
DAILY WORK REPORT				EQUIP. #	EQUIP DESCRIPTION	010001	010001								TOTAL	EQ ODOMETER READINGS		
WORK DAY (Y/N)				1-582	F250 Foreman Trk	11	6								17	BEGIN	END	HRS
WEATHER				1-057	2 Ton Truck	11	6								17			
FAIR				12-766	Level	11	6								17			
CLOUDY				13-716	Pipe Saw	11	6								17			
RAIN AMOUNT (IN)				9-494	Laser	11	6								17			
TEMPERATURE				5-610	Conex Box	11	6								17			
TIME WORKED				5-212	20' Trailer	11	6								17			
MORNING				11-619	Centrifugal Pump	11	6								17			
AFTERNOON				11-654	Diaphragm Pump	11	6								17			
NIGHT				2-391	308 Cat	0	0								0			
TOTAL HRS FOR DAY				2-244	303.5 Cat	11	6								17			
WORK COMPLETED				2-408	926 Cat	11	6								17			
QUANTITY				8-592	Pothole Machine	11	0								11			
1				7-101	Air Compressor	0	0								0			
2																		
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15																		

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Started potholing down on utilities and excavating around utilities to find hole in sewer service. Found sewer service with Cspire fiber bored thru. So excavated around utilities and sewer service. Cleaned off pipe, and called city out to come out to look at damage. Once they were done we cut out section of pipe and pulled fiber line up out of way. Installed new 6" sewer pipe and tied back together with rubber coupling. Backfilled around pipe with sand for bedding. Backfilled excavation and dressed up area in yard. Made sure everything was cleaned up, and hauled equipment back to yard. Made sure everything was safed up for the night. Right at quitting time City had a water emergency. Had to go call a locate in and investigate what the leak was. Found out it was a 2" water service going to meter. Had to wait on parts and city to kill line. Once parts showed up we tied back together with compression couplings and 2" poly. Made sure everything was safed up for the night and installed snow fence barricade around area.

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

Kenneth McCardle

FOREMAN

JOB NO:

H23100

PROJECT:

Brandon Maintenance

DATE:

8/23/2023

DAY OF WEEK:

Wednesday

ACCIDENTS:

INCIDENTS:

YES

No

YES

No

NO

NO

HEMPHILL

CONSTRUCTION

COMMUNITY

FLORENCE, MS SINCE 1967

SUPERINTENDENT:

Chad Phelps

REVIEWED:

1

					010001	010001									TOTAL	PENETROMETER	
NAME	EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN													
1 KENNETH MCCARDLE	2611	Foreman			8	3									11	A.M.	
2 JOSEPH WELBORN	1641	Pipelayer			8	3									11	READING	
3 BARRET ABRAMS	2930	Trackhoe			8	3									11	SOIL TYPE	
4 LADARIUS HENDERSON	3053	Labor			8	3									11	LOCATION	
5 ZACHARY MACKE	3102	Labor			8	3									11		
6 BARRETT MARTIN	3140	Loader			8	3									11	P.M.	
7																READING	
8																SOIL TYPE	
																LOCATION	
TEMP LABOR		EMPLOYER		POTENTIAL HIRE?	010001	010001											
1															-		
2															-		
3															-		
TOTAL HOURS															-		
DAILY WORK REPORT				EQUIP. #	EQUIP DESCRIPTION	010001	010001								TOTAL	EQ ODOMETER READINGS	
WORK DAY (Y/N)				1-582	F250 Foreman Trk	8	3								11	BEGIN	END
WEATHER				1-057	2 Ton Truck	8	3								11		
FAIR				12-766	Level	8	3								11		
CLOUDY				13-716	Pipe Saw	8	3								11		
RAIN AMOUNT (IN)				9-494	Laser	8	3								11		
TEMPERATURE				5-610	Conex Box	8	3								11		
TIME WORKED				5-212	20' Trailer	8	3								11		
MORNING				11-619	Centrifugal Pump	8	3								11		
AFTERNOON				11-654	Diaphragm Pump	8	3								11		
NIGHT				2-391	308 Cat	0	0								0		
TOTAL HRS FOR DAY				2-244	303.5 Cat	8	3								11		
WORK COMPLETED				2-408	926 Cat	8	3								11		
QUANTITY				8-592	Pothole Machine	8	0								8		
1																	
2																	
3																	
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14																	
15																	

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Went to 67 Summit Ridge Dr. had to finish backfilling and dressing up area. Had to clean silt out curb line and washed off roadway with Pothole Machine. Made sure everything was cleaned up in area. Went to 2151 Hwy 18 to install tap on 1 1/2" Poly going to irrigation meter. Tied 1 " poly into meter. Made sure everything was safed up for the night and backfilled around meters.

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

Kenneth McCardle

FOREMAN



Work Order #: 48637

Work Order Date: 07/10/23

Work Type:

Status: Open

Prepared By: Lori Sarver

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Water - Hydrant Replacement

Date Requested: 07/10/2023

Name: Connie Barrentine

Service Address or Request Location: 101 Eastwood Drive

Phone Number: 601-946-0559

Email Address: Conniebtine@bellsouth.net

Reported By: Request #635186720 8:58am

Department: Street

Ward:

Nature of Request: Has a water leak running on to property **replacing hydrant**

Scheduled Completion Date:

Date Work Order Completed:

Work Order Completed By:

Scope of Work Completed:

Locate Number If Necessary:

Additional Information:

Concrete Repair Required/Details:

Sod/Yard Restoration Required/Details:

Asphalt Repair Required/Details:

Invoice & Cost Information:

Meter Deposit Amount:

Tap Fee Amount:

Notes

08/08/2023	Board approval on 8/7/23 to replace fire hydrant
07/28/2023	Received quote from Hemphill to replace fire hydrant - LSarver
07/10/2023	Talked with customer and found an old fire hydrant leaking that need to be replaced. I will talk with Hemphill

Employee Cost: \$0.00
Equipment Cost: \$0.00
Material Cost: \$0.00
Inventory Cost: \$0.00
Purchase Order Cost: \$0.00

Uploaded Files

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	8	HR	Superintendent	\$104.74	\$837.92
2	16.5	HR	Foreman	\$93.71	\$1,546.22
3	13	HR	Trackhoe & Operator (308)	\$99.23	\$1,289.99
4	16.5	HR	Front End Loader & Operator	\$104.74	\$1,728.21
5	16.5	HR	Pipelayer	\$38.59	\$636.74
6	33	HR	Laborer	\$33.08	\$1,091.64
7	16.5	HR	Pickup Truck	\$18.74	\$309.21
8	16.5	HR	Flatbed Truck	\$22.05	\$363.83
9	16.5	HR	Small Incidental Tools	\$16.54	\$272.91
10	11	HR	Vacuum Excavator	\$82.69	\$909.59
11	1	LS	Eagle Pipe + 15%	\$5,824.13	\$5,824.13
TOTAL AMOUNT DUE					\$14,810.38



450 Industrial Drive
Jackson MS 39208

INVOICE

Your single source for water, sewer, gas, drainage and erosion control needs.

RECEIVED
AUG 21 2023
POSTED

Date	Account #	Invoice #	Due Date
8/20/2023	HCCI-H23083	66924	9/19/2023
FAX		PHONE	
601-487-7474		601-487-7473	

BILL TO:				SHIP TO:			
Hemphill Construction Company Inc. PO Drawer 879 Florence, MS 39073 H23083 100-040001-04 @				Hemphill Construction Company Kenneth - 601-559-5101 See below for directions Brandon, MS 39042			
PO or JOB #	TERMS	REP	ORDER DATE	VIA	F.O.B.	JOB/PROJECT	
H23083 / Ke...	1% 10 Net 30	NRP	8/20/2023	Eagle Truck	Jobsite	H23083 - July 2023 Brandon Repair	
QTY	DESCRIPTION					UNIT	EXT
	** 104 Eastwood Drive, Brandon MS **						
1	5-1/4in Fire Hydrant - 3-Way 4ft-0in Bury with 6in MJ Shoe - RED - Open Left (M&H Valve Company) # M1295143W40FH6					2,999.00	2,999.00
1	(I) 6in x 6in MJ DI Anchor Tee - AC/CL Weight = 65lbs # MJFHTLA66(I)					235.65	235.65
1	(D) 6in MJ x MJ Gate Valve - Resilient Wedge - Open Left - Non-Rising Stem - Operating nut - Stainless Steel Bolts and Nuts - EPDM Gaskets (AFC) # 6GVMJMJ-AFC					815.76	815.76
1	(I) 6in MJ DI Long Sleeve - AC/CL Weight = 29lbs # MJLSLA6(I)					129.40	129.40
1	(I) 6in x 13in MJ DI Anchor Coupling - AC/CL Weight = 47lbs # 6X13MJFHC0UP(I)					232.35	232.35
6	(I) 6in Wedge Action MJ Restraint for PVC with acc (Star Pipe Products) Weight = 18lbs # PVC PK4006G2(I)					77.20	463.20
3	(I) 6in MJ Bolt and Gasket Pack Weight = 6lbs # 6MJKIT(I)					26.40	79.20
1	(I) Cast Iron Valve Box - 18in to 24in - WATER Lid # 461SW(I)					73.26	73.26

Subtotal:

Payments/Credits

Sales Tax: (0.0%)

Balance Due



450 Industrial Drive
Jackson MS 39209

Your single source for water, sewer, gas, drainage and erosion
control needs.

INVOICE

Date	Account #	Invoice #	Due Date
8/20/2023	HCCI-H23083	66924	9/19/2023
FAX		PHONE	
601-487-7474		601-487-7473	

BILL TO:				SHIP TO:			
Hemphill Construction Company Inc. PO Drawer 879 Florence, MS 39073				Hemphill Construction Company Kenneth - 601-559-5101 See below for directions Brandon, MS 39042			
PO or JOB #	TERMS	REP	ORDER DATE	VIA	F.O.B.	JOB/PROJECT	
H23083 / Ke...	1% 10 Net 30	NRP	8/20/2023	Eagle Truck	Jobsite	H23083 - July 2023 Brandon Repair	
QTY	DESCRIPTION					UNIT	EXT
1	24in Round Concrete Valve Box Pad - 10in hole # 24RCVP —					17.00	17.00
2	(I) 6in Transition Gasket Only ** Note: For Iron Pipe Sized Pipe ** # 6TRANSGSKT(I) —					9.90	19.80

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We will not accept goods returned without permission and then goods are subject to inspection for decision on possible credit.
To avoid late fees, allow 5 or more days for postal delivery.

Payments on account with a credit card will incur a 4% transaction fee.

Subtotal:	\$5,064.62
Payments/Credits	\$0.00
Sales Tax: (0.0%)	\$0.00
Balance Due	\$5,064.62



JOB NO:	H23100		ACCIDENTS:	☐	YES	☐ No	NO
PROJECT:	Brandon Maintenance		INCIDENTS:	☐	YES	☐ No	NO
DATE:	8/17/2023		SUPERINTENDENT:	Chad Phelps			
DAY OF WEEK:	Thursday		REVIEWED:				

					010001									TOTAL	PENETROMETER		
NAME	EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN													
1 KENNETH MCCARDLE	2611	Foreman			11									11	A.M.		
2 JOSEPH WELBORN	1641	Pipelayer			11									11	READING		
3 BARRET ABRAMS	2930	Trackhoe			11									11	SOIL TYPE		
4 LADARIUS HENDERSON	3053	Labor			11									11	LOCATION		
5 ZACHARY MACKE	3102	Labor			11									11			
6 BARRETT MARTIN	3140	Loader			11									11	P.M.		
7															READING		
8															SOIL TYPE		
															LOCATION		
TEMP LABOR		EMPLOYER		POTENTIAL HIRE?		010001											
1														-			
2														-			
3														-			
TOTAL HOURS														-			
DAILY WORK REPORT				EQUIP. #	EQUIP DESCRIPTION	010001								TOTAL	EQ ODOMETER READINGS		
WORK DAY (Y/N)				1-582	F250 Foreman Trk	11								11	BEGIN	END	HRS
WEATHER				1-057	2 Ton Truck	11								11			
FAIR				12-766	Level	11								11			
CLOUDY				13-716	Pipe Saw	11								11			
RAIN AMOUNT (IN)				9-494	Laser	11								11			
TEMPERATURE				5-610	Conex Box	11								11			
TIME WORKED				5-212	20' Trailer	11								11			
MORNING				11-619	Centrifugal Pump	11								11			
AFTERNOON				11-654	Diaphragm Pump	11								11			
NIGHT				2-391	308 Cat	0								0			
TOTAL HRS FOR DAY				2-244	303.5 Cat	11								11			
WORK COMPLETED				2-408	926 Cat	11								11			
QUANTITY				8-592	Pothole Machine	11								11			
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Went to 104 Eastwood Dr to investigate water leak around fire hydrant. It was the tee on main, it was a glue type fitting. Had to get Eagle pipe to deliver parts. We cut out old tee , and installed new ductile tee, and sleeved back together in main. Put 6" valve for hydrant. Made sure to bed around pipe and installed thrust block behind tee. Got water back on and had to clean up area and haul off old hydrant and trees we had to take down. Made sure everything was safed up for the night and installed snow fence barricade around open excavation

JOB NO:	H23100		ACCIDENTS:	☐	YES	☐ No	NO
PROJECT:	Brandon Maintenance		INCIDENTS:	☐	YES	☐ No	NO
DATE:	8/18/2023		SUPERINTENDENT:	Chad Phelps			
DAY OF WEEK:	Friday		REVIEWED:				

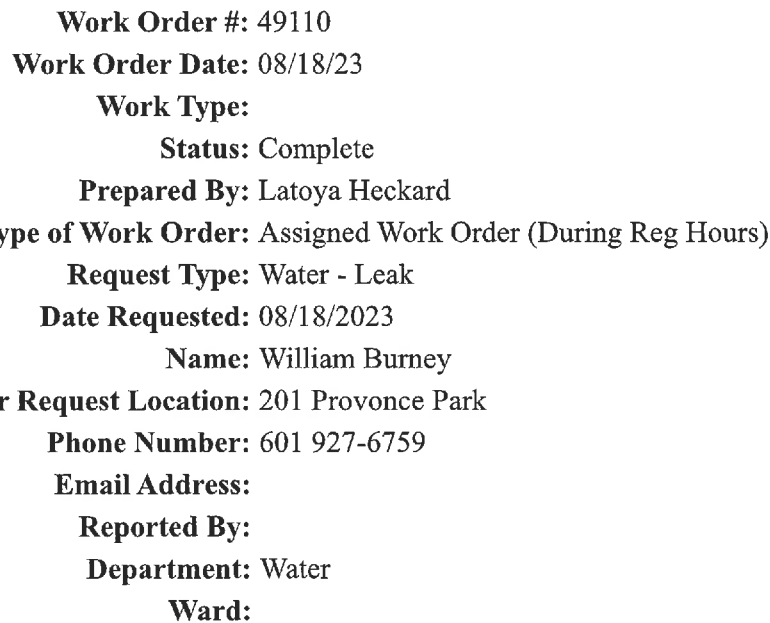
NAME	EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN	010001									TOTAL	PENETROMETER
1 KENNETH MCCARDLE	2611	Foreman			5.5									5.5	A.M.
2 JOSEPH WELBORN	1641	Pipelaye			5.5									5.5	READING
3 BARRET ABRAMS	2930	Trackhoe			2									2	SOIL TYPE
4 LADARIUS HENDERSON	3053	Labor			5.5									5.5	LOCATION
5 ZACHARY MACKE	3102	Labor			5.5									5.5	
6 BARRETT MARTIN	3140	Loader			5.5									5.5	P.M.
7															READING
8															SOIL TYPE
															LOCATION

TEMP LABOR	EMPLOYER	POTENTIAL HIRE?	010001											
1													-	
2													-	
3													-	
TOTAL HOURS													-	

DAILY WORK REPORT	EQUIP. #	EQUIP DESCRIPTION	010001	TOTAL	BEGIN	END	HRS
WORK DAY (Y/N)	1-582	F250 Foreman Trk	5.5	5.5			
WEATHER	1-057	2 Ton Truck	5.5	5.5			
FAIR	12-766	Level	5.5	5.5			
CLOUDY	13-716	Pipe Saw	5.5	5.5			
RAIN AMOUNT (IN)	9-494	Laser	5.5	5.5			
TEMPERATURE	5-610	Conex Box	5.5	5.5			
TIME WORKED	5-212	20' Trailer	5.5	5.5			
MORNING	11-619	Centrifugal Pump	5.5	5.5			
AFTERNOON	11-654	Diaphragm Pump	5.5	5.5			
NIGHT	2-391	308 Cat	0	0			
TOTAL HRS FOR DAY	2-244	303.5 Cat	5.5	5.5			
WORK COMPLETED	2-408	926 Cat	5.5	5.5			
QUANTITY	8-592	Pothole Machine	0	0			

REMARKS SPECIAL INSTRUCTIONS VISITORS TO PROJECT SITE
Had to excavate for new fire hydrant. While excavating for hydrant we found 2" sewer force main. We repaired it and finished excavating for hydrant. Installed new hydrant, and made sure to level hydrant. Installed thrust block behind hydrant and installed gravel around weep holes. Backfilled around hydrant and dressed up area, and installed valve box on 6" valve up to grade. Dressed up area in ditch and installed erosion control and put out hay. Made sure everything was safed up and moved equipment back to yard.

X THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.	Kenneth McCardle
X ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER	FOREMAN



Scheduled Completion Date:
Date Work Order Completed: 08/21/2023
Work Order Completed By: Hemphill
Scope of Work Completed: Leak repaired at 219 provonce park
Locate Number If Necessary:

Additional Information:
Concrete Repair Required/Details:
Sod/Yard Restoration Required/Details:
Asphalt Repair Required/Details:
Invoice & Cost Information:
Meter Deposit Amount:
Tap Fee Amount:

Employee Cost: \$0.00
Equipment Cost: \$0.00
Material Cost: \$0.00
Inventory Cost: \$0.00
Purchase Order Cost: \$0.00

Total Cost: \$0.00

Date:

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	5	HR	Superintendent	\$104.74	\$523.70
2	11	HR	Foreman	\$93.71	\$1,030.81
3	11	HR	Trackhoe & Operator (308)	\$99.23	\$1,091.53
4	11	HR	Front End Loader & Operator	\$104.74	\$1,152.14
5	11	HR	Pipelayer	\$38.59	\$424.49
6	22	HR	Laborer	\$33.08	\$727.76
7	11	HR	Pickup Truck	\$18.74	\$206.14
8	11	HR	Flatbed Truck	\$22.05	\$242.55
9	11	HR	Small Incidental Tools	\$16.54	\$181.94
10	11	HR	Vacuum Excavator	\$82.69	\$909.59
TOTAL AMOUNT DUE					\$6,490.65



JOB NO:

H23100

PROJECT:

Brandon Maintenance

DATE:

8/21/2023

DAY OF WEEK:

Monday

CONSOLIDATED
HEMPHILL
CONCRETE
COMPANY
FLORENCE, MS SINCE 1963

ACCIDENTS:YES

No

NO

INCIDENTS:YES

No

NO

SUPERINTENDENT:

Chad Phelps

REVIEWED:

1

					010001										TOTAL	PENETROMETER
NAME	EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN												
1 KENNETH MCCARDLE	2611	Foreman			11										11	A.M.
2 JOSEPH WELBORN	1641	Pipelayer			11										11	READING
3 BARRET ABRAMS	2930	Trackhoe			11										11	SOIL TYPE
4 LADARIUS HENDERSON	3053	Labor			11										11	LOCATION
5 ZACHARY MACKE	3102	Labor			11										11	
6 BARRETT MARTIN	3140	Loader			11										11	P.M.
7																READING
8																SOIL TYPE
																LOCATION
TEMP LABOR		EMPLOYER		POTENTIAL HIRE?		010001										
1															-	
2															-	
3															-	
TOTAL HOURS															-	
DAILY WORK REPORT				EQUIP. #	EQUIP DESCRIPTION	010001									TOTAL	EQ ODOMETER READINGS
WORK DAY (Y/N)				1-582	F250 Foreman Trk	11									11	BEGIN
WEATHER				1-057	2 Ton Truck	11									11	END
FAIR				12-766	Level	11									11	HRS
CLOUDY				13-716	Pipe Saw	11									11	
RAIN AMOUNT (IN)				9-494	Laser	11									11	
TEMPERATURE				5-610	Conex Box	11									11	
TIME WORKED				5-212	20' Trailer	11									11	
MORNING				11-619	Centrifugal Pump	11									11	
AFTERNOON				11-654	Diaphragm Pump	11									11	
NIGHT				2-391	308 Cat	0									0	
TOTAL HRS FOR DAY				2-244	303.5 Cat	11									11	
WORK COMPLETED				2-408	926 Cat	11									11	
QUANTITY				8-592	Pothole Machine	11									11	
1																
2																
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13																
14																
15																
REMARKS SPECIAL INSTRUCTIONS VISITORS TO PROJECT SITE																
Had emergency water leak at 219 Provonce Park. Had to saw cut sidewalk and wait on utilities to be located. Once everything was located we started removing sidewalk. Set up 3" trash pump to pump water down to see where leak was coming from. Found service poly had a split in it so we had to find to kill corporation for service. Cut out bad section of poly and replaced with new poly and tied back together with compression couplings. Made sure to bleed air off of line. Backfilled around poly with sand. Washed off roadway and sidewalk where leak made a mess. Backfilled where sidewalk was with 6/10 Limestone. Made sure everything was safed up for the night. Moved equipment back to yard.																
x	THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.															
x	ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER															
Kenneth McCardle																
FOREMAN																



Work Order #: 48974

Work Order Date: 08/07/23

Work Type:

Status: Complete

Prepared By: Latoya Heckard

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Water - Leak

Date Requested: 08/07/2023

Name: Mary Davis

Service Address or Request 65 Summit Ridge Drive

Location:

Phone Number: 601 825-0879

Email Address:

Reported By: Protel 8/7/23 8:07am

Department: Water

Ward:

Nature of Request: Customer reported water leak on Saturday. She called back this morning and stated that water leak is at the end of driveway in the gutter.

Scheduled Completion Date:

Date Work Order Completed:

Work Order Completed By: Hemphill

Scope of Work Completed: Main leak repaired by Hemphill between her and 67

Locate Number If Necessary:

Additional Information: I called customer at 9:45 am to get location of leak; printed to shop - LH

Concrete Repair

Required/Details:

Sod/Yard Restoration

Required/Details:

Asphalt Repair

Required/Details:

Invoice & Cost Information:

Meter Deposit Amount:

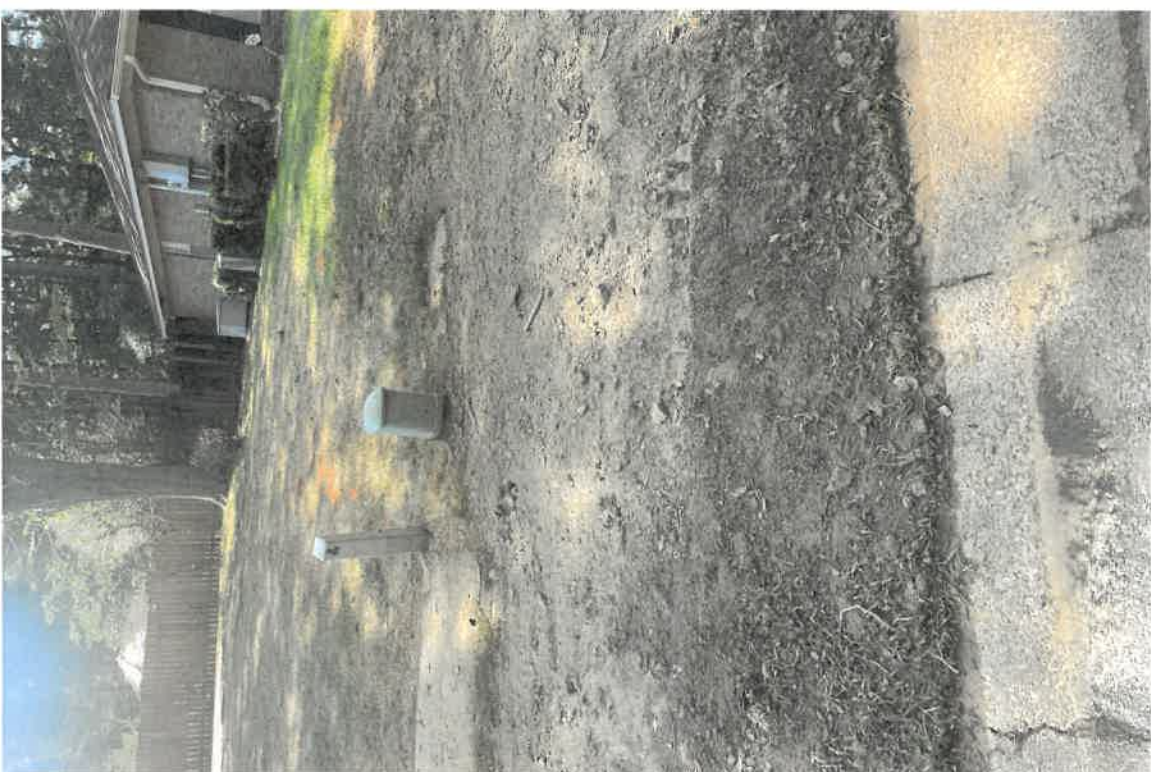
Tap Fee Amount:

Notes

08/22/2023	8/22/23 9am - City & Hemphill are making repairs - sent emial to Protel regarding water being turned off. LSarver
08/08/2023	Checked leak and put in locate to schedule. Talked with customer
08/08/2023	Request #643483222 8/8/23 12:50pm water leak

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	10	HR	Superintendent	\$104.74	\$1,047.40
2	20.5	HR	Foreman	\$93.71	\$1,921.06
3	20.5	HR	Trackhoe & Operator (308)	\$99.23	\$2,034.22
4	20.5	HR	Front End Loader & Operator	\$104.74	\$2,147.17
5	20.5	HR	Pipelayer	\$38.59	\$791.10
6	41	HR	Laborer	\$33.08	\$1,356.28
7	20.5	HR	Pickup Truck	\$18.74	\$384.17
8	20.5	HR	Flatbed Truck	\$22.05	\$452.03
9	20.5	HR	Small Incidental Tools	\$16.54	\$339.07
10	20.5	HR	Vacuum Excavator	\$82.69	\$1,695.15
TOTAL AMOUNT DUE					\$12,167.63





JOB NO:

H23100

PROJECT:

Brandon Maintenance

DATE:

8/22/2023

DAY OF WEEK:

Tuesday

ACCIDENTS:

INCIDENTS:

YES

No

YES

No

NO

NO

HEMPHILL

CONFIDENTIAL

ALBUQUERQUE, NM SINCE 1963

SUPERINTENDENT:

Chad Phelps

REVIEWED:

					010001										TOTAL	PENETROMETER		
	NAME	EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN											A.M.		
1	KENNETH MCCARDLE	2611	Foreman			12.5									12.5	READING		
2	JOSEPH WELBORN	1641	Pipelayer			12.5									12.5	SOIL TYPE		
3	BARRET ABRAMS	2930	Trackhoe			12.5									12.5	LOCATION		
4	LADARIUS HENDERSON	3053	Labor			12.5									12.5			
5	ZACHARY MACKE	3102	Labor			12.5									12.5	P.M.		
6	BARRETT MARTIN	3140	Loader			12.5									12.5	READING		
																SOIL TYPE		
																LOCATION		
TEMP LABOR		EMPLOYER		POTENTIAL HIRE?		010001										EQ ODOMETER READINGS		
1															-	BEGIN	END	
2															-			
3															-			
															-			
DAILY WORK REPORT				EQUIP. #	EQUIP DESCRIPTION	010001									TOTAL	BEGIN	END	
WORK DAY (Y/N)				1-582	F250 Foreman Trk	12.5									12.5			
WEATHER				1-057	2 Ton Truck	12.5									12.5			
FAIR				12-766	Level	12.5									12.5			
CLOUDY				13-716	Pipe Saw	12.5									12.5			
RAIN AMOUNT (IN)				9-494	Laser	12.5									12.5			
TEMPERATURE				5-610	Conex Box	12.5									12.5			
TIME WORKED				5-212	20' Trailer	12.5									12.5			
MORNING				11-619	Centrifugal Pump	12.5									12.5			
AFTERNOON				11-654	Diaphragm Pump	12.5									12.5			
NIGHT				2-391	308 Cat	0									0			
TOTAL HRS FOR DAY				2-244	303.5 Cat	12.5									12.5			
WORK COMPLETED				2-408	926 Cat	12.5									12.5			
QUANTITY				8-592	Pothole Machine	12.5									12.5			
1																		
2																		
3																		
4																		
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13																		
14																		
15																		

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Had to go to 67 Summit Ridge Dr for a emergency water leak. Had to set up 3" trash pump to pump out water out of excavation. Started potholing down on water line and making excavation safe. Found 4" gas main right underneath 8" water line. Had to contact City and Centerpoint Gas company to come look at line and move main away from water main where we could cut section of pipe out safely. Once gas company was done we had to wait for city to get main shut off. Cut out bad section of pipe, installed new pipe, and tied in with 2 8" Hymax sleeves. Put sand around pipe to secure it. City turned water back on and checked for leaks. Made excavation safe for the night. Made sure everything was safed up for the night and installed snow fence barricade around open excavation.

X

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

X

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

Kenneth McCardle

FOREMAN

JOB NO:

H23100

PROJECT:

Brandon Maintenance

DATE:

8/23/2023

DAY OF WEEK:

Wednesday

ACCIDENTS:

INCIDENTS:

YES

No

YES

No

NO

NO

HEMPHILL

CONSTRUCTION

COMPANY

FLORENCE, MB SINCE 1963

SUPERINTENDENT:

Chad Phelps

REVIEWED:

1

	NAME	EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN	010001	010001									TOTAL	PENETROMETER
1	KENNETH MCCARDLE	2611	Foreman			8	3									11	A.M.
2	JOSEPH WELBORN	1641	Pipelayer			8	3									11	READING
3	BARRET ABRAMS	2930	Trackhoe			8	3									11	SOIL TYPE
4	LADARIUS HENDERSON	3053	Labor			8	3									11	LOCATION
5	ZACHARY MACKE	3102	Labor			8	3									11	
6	BARRETT MARTIN	3140	Loader			8	3									11	P.M.
7																	READING
8																	SOIL TYPE
																	LOCATION
	TEMP LABOR		EMPLOYER		POTENTIAL HIRE?	010001	010001										
1																-	
2																-	
3																-	
	TOTAL HOURS															-	
	DAILY WORK REPORT				EQUIP. #	EQUIP DESCRIPTION	010001	010001								TOTAL	EQ ODOMETER READINGS
	WORK DAY (Y/N)				1-582	F250 Foreman Trk	8	3								11	BEGIN
	WEATHER				1-057	2 Ton Truck	8	3								11	END
	FAIR				12-766	Level	8	3								11	HRS
	CLOUDY				13-716	Pipe Saw	8	3								11	
	RAIN AMOUNT (IN)				9-494	Laser	8	3								11	
	TEMPERATURE				5-610	Conex Box	8	3								11	
	TIME WORKED	START	STOP		5-212	20' Trailer	8	3								11	
	MORNING				11-619	Centrifugal Pump	8	3								11	
	AFTERNOON				11-654	Diaphragm Pump	8	3								11	
	NIGHT				2-391	308 Cat	0	0								0	
	TOTAL HRS FOR DAY				2-244	303.5 Cat	8	3								11	
	WORK COMPLETED				2-408	926 Cat	8	3								11	
	QUANTITY	UNITS	PHASE		8-592	Pothole Machine	8	0								8	
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
REMARKS SPECIAL INSTRUCTIONS VISITORS TO PROJECT SITE																	
Went to 67 Summit Ridge Dr. had to finish backfilling and dressing up area. Had to clean silt out curb line and washed off roadway with Pothole Machine. Made sure everything was cleaned up in area. Went to 2151 Hwy 18 to install tap on 1 1/2" Poly going to irrigation meter. Tied 1 " poly into meter. Made sure everything was safed up for the night and backfilled around meters.																	
x THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.																	
x ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER																	
Kenneth McCardle																	
FOREMAN																	



Work Order #: 46506

Work Order Date: 02/27/23

Work Type:

Status: Open

Prepared By: Randy Morehead

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Drainage - Sinkhole

Date Requested: 02/27/2023

Name: Ana Wanzelak

Service Address or Request Location: 122 Meadow Pointe Cove

Phone Number: 740-607-2824

Email Address: anawanz1@gmail.com

Reported By: Ana Wanzelak

Department: Drainage

Ward:

Nature of Request: Sinkholes in backyard and along the fence

Scheduled Completion Date:

Date Work Order Completed:

Work Order Completed By:

Scope of Work Completed:

Locate Number If Necessary:

Additional Information:

Concrete Repair Required/Details:

Sod/Yard Restoration Required/Details:

Asphalt Repair Required/Details:

Invoice & Cost Information:

Meter Deposit Amount:

Tap Fee Amount:

Notes

07/20/2023

Received Board Approval on 7/17/23

07/10/2023

7/20/23 4:15pm - Notified Hemphill - LSarver

Request #635340867 7/10/23 12:15pm

Ana Wanzelak

Fill 3 large holes in my back yard along my fence with dirt

The city of Brandon has very kindly filled these holes several times in the past several years - thank you

Customer included pictures - those are uploaded

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	25	HR	Superintendent	\$104.74	\$2,618.50
2	57.5	HR	Foreman	\$93.71	\$5,388.33
3	57.5	HR	Trackhoe & Operator (308)	\$99.23	\$5,705.73
4	57.5	HR	Front End Loader & Operator	\$104.74	\$6,022.55
5	57.5	HR	Pipelayer	\$38.59	\$2,218.93
6	115	HR	Laborer	\$33.08	\$3,804.20
7	57.5	HR	Pickup Truck	\$18.74	\$1,077.55
8	57.5	HR	Flatbed Truck	\$22.05	\$1,267.88
9	57.5	HR	Small Incidental Tools	\$16.54	\$951.05
10	17.5	HR	Vacuum Excavator	\$82.69	\$1,447.08
11	1	LS	Eagle Pipe + 15%	\$8,262.98	\$8,262.98
12	1	LS	Oldcastle APG	\$2,011.12	\$2,011.12
TOTAL AMOUNT DUE					\$40,775.88



450 Industrial Drive
Jackson MS 39209

Your single source for water, sewer, gas,
drainage and erosion control needs.

AUG 25 2023

INVOICE

Date	Account #	Invoice #	Due Date
8/25/2023	HCCI-H23083	66972	9/24/2023
FAX		PHONE	
601-487-7474		601-487-7473	

BILL TO:				SHIP TO:			
Hemphill Construction Company Inc. PO Drawer 879 Florence, MS 39073				Hemphill Construction Company Kenneth - 601-559-5101 See below for directions Brandon, MS 39042			
PO or JOB #	TERMS	REP	ORDER DATE	VIA	F.O.B.	JOB/PROJECT	
H23083 / Ke...	1% 10 Net 30	NRP	8/5/2023	Eagle Truck	Jobsite	H23083 - July 2023 Brandon Repair	
QTY	DESCRIPTION					UNIT	EXT
1	48in x 48in HP Manifold Drain Tee - PE x PE x PE (ADS) # A4851ANP					3,278.70	3,278.70
3	48in x 48in Marmac Repair Coupling # 4867RC					286.34	859.02
1	48in x 15in HP Drain Reducer - PE x PE (ADS) # A4875ANP					1,685.21	1,685.21
1	15in x 15in Marmac Repair Coupling # 1567RC					72.38	72.38
20	15in HP Drain Pipe Water Tight Solid - 20ft length (ADS) # A15650020IBPL1					16.78	335.60

POSTED

29 AUG 2023

100

H23083-040001-04

POSTED
29 AUG 2023

100
H23083-040001-04

Please make your check payable to Eagle Pipe and Supply, LLC and remit to the above address.
Terms are Net 30 days. All past due accounts are subject to a finance charge of 1.5% per month (18% per annum).
We will not accept goods returned without permission and then goods are subject to inspection for decision on possible credit.
To avoid late fees, allow 5 or more days for postal delivery.

Payments on account with a credit card will incur a 4% transaction fee.

Subtotal:	\$6,230.91
Payments/Credits	\$0.00
Sales Tax: (0.0%)	\$0.00
Balance Due	\$6,230.91



450 Industrial Drive
Jackson, MS 39209

AUG 31 2023

Your single source for water, sewer, gas, drainage and erosion
control needs.

INVOICE

Date	Account #	Invoice #	Due Date
8/31/2023	HCCI-H23083	67022	9/30/2023
FAX		PHONE	
601-487-7474		601-487-7473	

BILL TO:				SHIP TO:		
Hemphill Construction Company Inc. PO Drawer 879 Florence, MS 39073				Hemphill Construction Company Kenneth - 601-559-5101 See below for directions Brandon, MS 39042		
PO or JOB #	TERMS	REP	ORDER DATE	VIA	F.O.B.	JOB/PROJECT
H23083 / Ke...	1% 10 Net 30	NRP	8/25/2023	Eagle Truck	Jobsite	H23083 - July 2023 Brandon Repair
QTY	DESCRIPTION				UNIT	EXT
1	48in x 48in Marmac Repair Coupling #4867RC				286.34	286.34

Please make your check payable to Eagle Pipe and Supply, LLC and remit to the above address.
Terms are Net 30 days. All past due accounts are subject to a finance charge of 1.5% per month (18% per annum).
We will not accept goods returned without permission and then goods are subject to inspection for decision on possible credit.
To avoid late fees, allow 5 or more days for postal delivery.

Payments on account with a credit card will incur a 4% transaction fee.

Subtotal:	\$286.34
Payments/Credits	\$0.00
Sales Tax: (0.0%)	\$0.00
Balance Due	\$286.34



450 Industrial Drive
Jackson MS 39209
AUG 31 2023

Your single source for water, sewer, gas, drainage and erosion control needs

INVOICE

Date	Account #	Invoice #	Due Date
8/31/2023	HCCI-H23083	67032	9/30/2023
FAX		PHONE	
601-487-7474		601-487-7473	

BILL TO:				SHIP TO:			
Hemphill Construction Company Inc. PO Drawer 879 Florence, MS 39073				Hemphill Construction Company Kenneth - 601-559-5101 See below for directions Brandon, MS 39042			
POSTED							
PO or JOB #	TERMS	REP	ORDER DATE	VIA	F.O.B.	JOB/PROJECT	
H23083 / Ke...	1% 10 Net 30	NRP	8/29/2023	Eagle Truck	Jobsite	H23083 - July 2023 Brandon Repair	
QTY	DESCRIPTION					UNIT	EXT
1	15in HP Drain Water Tight Cap (ADS) # A1501AN-HP					667.95	667.95
100 H23083 - 040001-04 C							

POSTED

6 SEP 2023

100
H23083 - 040001-04
C

Please make your check payable to Eagle Pipe and Supply, LLC and remit to the above address.
Terms are Net 30 days. All past due accounts are subject to a finance charge of 1.5% per month (18% per annum).
We will not accept goods returned without permission and then goods are subject to inspection for decision on possible credit.
To avoid late fees, allow 5 or more days for postal delivery.

Payments on account with a credit card will incur a 4% transaction fee.

Subtotal:	\$667.95
Payments/Credits	\$0.00
Sales Tax: (0.0%)	\$0.00
Balance Due	\$667.95



Jewell
an Oldcastle company
2561 Southwest Grapevine Pkwy Suite 200
Grapevine, Texas 76051
Phone: 844-576-1364 Fax: 888-302-0464

INVOICE



INVOICE NO: 171587372
INVOICE DATE: 08/29/23
DUE DATE: 09/28/23
DELIVERY NO: 34820113

Remit To:
Oldcastle APG, Inc.
P.O. Box 281479
Atlanta GA 30384-1479
USA

PICK UP/SHIP TO:
Jewell- an Oldcastle Company
2805 Meter Rd
Jackson MS 39204-5917

MAIL TO: 231492

1739 1 MB 0.561 E0412X 10703 D11707509288 S2 P9865416 0001:0001



HEMPHILL CONSTRUCTION
PO BOX 879
FLORENCE MS 39073-0879

ORDERED BY: 231492

Hemphill Construction
PO Box 879
Florence MS 39073-0879
Contact
Phone 601-932-2060

SOLD TO: 231492 / Hemphill Construction

JOB NAME		ORDER NO	ORDER DATE	CUST PO NO		SALESPERSON		
		1021782808	08/29/23	H23083		Tim Kuhn		
TERMS		DELIVERY DATE	CARRIER			F.O.B.		
Net 30 Days / No Discount		08/29/23				Customer Pickup (CO Only)		
LN NO	ITEM / DESCRIPTION			SHIP WHSE	QTY U/M	NET PRICE PER	AMOUNT	NON TAX
1	65305535 Sakrete FastSet Concrete 50lb			17E	112.0 EA	7.45	834.40	*
2	99050130 Pallet Charge Alias PALLET			17E	2.0 EA	20.00	40.00	*

P.O. YES _____ NO ☒

JOB # H23083 100

PHASE # 040001

COST TYPE 04

INITIALS G



Easily view, search, and pay your bills anytime, anywhere.

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<http://oldcastleapg.billtrust.com>.



Cash Disc. \$0.00 Allowed, if paid by 00/00/00

TO VIEW AND PAY ONLINE GO TO <http://oldcastleapg.billtrust.com/> USE THIS ENROLLMENT TOKEN LBH MGR QLP

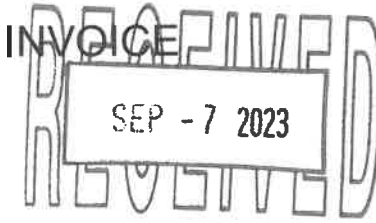
If there is a cash discount printed above, the discount is allowed only if paid in full by the indicated terms. Accounts not paid within terms are subject to being placed on a cash basis, and to pay a finance charge of 1.5% per month (18% per annum) on any past due amount. No credits will be issued for damages or shortages unless noted on delivery receipt.

0001:0001

ITEM TOTAL	874.40
ORDER TOTAL	874.40
TAX TOTAL	0.00
INVOICE TOTAL	874.40
TO PAY USD	\$874.40



Jewell
an Oldcastle company
2561 Southwest Grapevine Pkwy Suite 200
Grapevine, Texas 76051
Phone: 844-576-1364 Fax: 888-302-0464



INVOICE NO: 171586919
INVOICE DATE: 08/28/23
DUE DATE: 09/27/23
DELIVERY NO: 34813809

Remit To:
Oldcastle APG, Inc.
P.O. Box 281479
Atlanta GA 30384-1479
USA

PICK UP/SHIP TO:
Jewell- an Oldcastle Company
2805 Meter Rd
Jackson MS 39204-5917

MAIL TO: 231492
1986 1 AB 0.537 E0032X I0056 D11701882788 S2 P9864366 0001:0001



HEMPHILL CONSTRUCTION
PO BOX 879
FLORENCE MS 39073-0879

ORDERED BY: 231492
Hemphill Construction
PO Box 879
Florence MS 39073-0879
Contact
Phone 601-932-2060

SOLD TO: 231492 / Hemphill Construction

JOB NAME		ORDER NO	ORDER DATE	CUST PO NO		SALESPERSON		
		1021778780	08/28/23	H23083		Tim Kuhn		
TERMS		DELIVERY DATE	CARRIER			F.O.B.		
Net 30 Days / No Discount		08/28/23				Customer Pickup (CO Only)		
LN NO	ITEM / DESCRIPTION			SHIP WHSE	QTY U/M	NET PRICE PER	AMOUNT	NON TAX
1	65305535 Sakrete FastSet Concrete 50lb			17E	112.0 EA	7.45	834.40	*
2	99050130 Pallet Charge Alias PALLET			17E	2.0 EA	20.00	40.00	*

H23083¹⁰⁰ -040001-04

ⓐ



Easily view, search, and pay your bills anytime, anywhere.
Sign up and activate your account today!
<http://oldcastleapg.billtrust.com>.



Cash Disc. \$0.00 Allowed, if paid by 00/00/00

TO VIEW AND PAY ONLINE GO TO <http://oldcastleapg.billtrust.com/> USE THIS ENROLLMENT TOKEN LBH MGR QLP

If there is a cash discount printed above, the discount is allowed only if paid in full by the indicated terms. Accounts not paid within terms are subject to being placed on a cash basis, and to pay a finance charge of 1.5% per month (18% per annum) on any past due amount. No credits will be issued for damages or shortages unless noted on delivery receipt.

ITEM TOTAL	874.40
ORDER TOTAL	874.40
TAX TOTAL	0.00
INVOICE TOTAL	874.40
TO PAY USD	\$874.40

0001:0001





JOB NO:	H23100		ACCIDENTS:		YES	No	NO
PROJECT:	Brandon Maintenance		INCIDENTS:		YES	No	NO
DATE:	8/24/2023		SUPERINTENDENT:	Chad Phelps			
DAY OF WEEK:	Thursday		REVIEWED:				
						TOTAL	PENETROMETER
NAME	EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN	010001		
1 KENNETH MCCARDLE	2611	Foreman			8		A.M.
2 JOSEPH WELBORN	1641	Pipelayer			8		READING
3 BARRET ABRAMS	2930	Trackhoe			8		SOIL TYPE
4 LADARIUS HENDERSON	3053	Labor			8		LOCATION
5 ZACHARY MACKE	3102	Labor			8		
6 BARRETT MARTIN	3140	Loader			8		P.M.
7							READING
8							SOIL TYPE
							LOCATION
TEMP LABOR		EMPLOYER	POTENTIAL HIRE?	010001			
1					-		
2					-		
3					-		
TOTAL HOURS					-		EQ ODOMETER READINGS
DAILY WORK REPORT			EQUIP. #	EQUIP DESCRIPTION	010001	TOTAL	BEGIN END HRS
WORK DAY (Y/N)			1-582	F250 Foreman Trk	8	8	
WEATHER			1-057	2 Ton Truck	8	8	
FAIR			12-766	Level	8	8	
CLOUDY			13-716	Pipe Saw	8	8	
RAIN AMOUNT (IN)			9-494	Laser	8	8	
TEMPERATURE			5-610	Conex Box	8	8	
TIME WORKED START STOP			5-212	20' Trailer	8	8	
MORNING			11-619	Centrifugal Pump	8	8	
AFTERNOON			11-654	Diaphragm Pump	8	8	
NIGHT			2-391	308 Cat	0	0	
TOTAL HRS FOR DAY			2-244	303.5 Cat	8	8	
WORK COMPLETED			2-408	926 Cat	8	8	
QUANTITY UNITS PHASE			8-592	Pothole Machine	8	8	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
REMARKS SPECIAL INSTRUCTIONS VISITORS TO PROJECT SITE							
Started excavating down on 48" storm drain pipe to prepare to replace pipe with 48" tee. Had to wash down with Pothole Machine between the 48" pipes cause there wasn't enough room to excavate. Cleaned out from around pipe and had to remove old concrete. Made sure everything was safed up for the night and installed snow fence barricade around open excavation. Had to go to training at office.							
X	THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.						Kenneth McCardle
X	ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER						FOREMAN

JOB NO:

H23100

PROJECT:

Brandon Maintenance

DATE:

8/25/2023

DAY OF WEEK:

Friday

ACCIDENTS:

YES

No

NO

INCIDENTS:

YES

No

NO

SUPERINTENDENT:

Chad Phelps

REVIEWED:

P

						010001							TOTAL	PENETROMETER
NAME	EMP.#	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN										
KENNETH MCCARDLE	2611	Foreman				9.5							9.5	A.M.
JOSEPH WELBORN	1641	Pipelayer				9.5							9.5	READING
BARRET ABRAMS	2930	Trackhoe				9.5							9.5	SOIL TYPE
LADARIUS HENDERSON	3053	Labor				9.5							9.5	LOCATION
ZACHARY MACKE	3102	Labor				9.5							9.5	
BARRETT MARTIN	3140	Loader				9.5							9.5	P.M.
														READING
														SOIL TYPE
														LOCATION

TEMP LABOR	EMPLOYER	POTENTIAL HIRE?	O10001									-	EQ ODOMETER READINGS
												-	BEGIN
												-	END
												-	HRS
TOTAL HOURS												-	

DAILY WORK REPORT

		EQUIP.#	EQUIP DESCRIPTION	O10001							TOTAL	BEGIN	END	HRS
WORK DAY (Y/N)		1-534	F250 Foreman Trk	9.5							9.5			
WEATHER		1-057	2 Ton Truck	9.5							9.5			
FAIR		12-766	Level	9.5							9.5			
CLOUDY		13-716	Pipe Saw	9.5							9.5			
RAIN AMOUNT (IN)		9-494	Laser	9.5							9.5			
TEMPERATURE		5-610	Conex Box	9.5							9.5			
TIME WORKED	STARTSTOP	5-212	20' Trailer	9.5							9.5			
MORNING		11-619	Centrifugal Pump	9.5							9.5			
AFTERNOON		11-654	Diaphragm Pump	9.5							9.5			
NIGHT		2-391	308 Cat	0							0			
TOTAL HRS FOR DAY		2-244	303.5 Cat	9.5							9.5			
WORK COMPLETED		2-408	926 Cat	9.5							9.5			
QUANTITYUNITS	PHASE	8-593	Pothole Machine	9.5							9.5			

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE
Finished cleaning from around 48" pipe. Started cutting out section of pipe. Had to clean out from under pipe when we removed old pipe. Prepped for new pipe. Installed new 48" tee and set it grade of existing pipe. Made sure everything was secured up and had to install polyseal repair wrap on joints of tee. Went and got form materials. Started driving stakes for concrete forms around pipe. Made sure everything was safed up for the weekend. Installed snow fence barricade around open excavation.

X THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.Kenneth McCardleFOREMANX ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

[illegible]

JOB NO:

H23100

PROJECT:

Brandon Maintenance

DATE:

8/29/2023

DAY OF WEEK:

Tuesday

ACCIDENTS:

INCIDENTS:

YES

No

YES

No

NO

NO

HEMPHILL

CONSTRUCTION COMPANY

FLORISSANCE, MS SINCE 1969

SUPERINTENDENT:

Chad Phelps

REVIEWED:

P

					TOTAL HOURS / OTHER FOREMAN	010001									TOTAL	PENETROMETER		
1	KENNETH MCCARDLE	2611	Foreman			11									11	A.M.		
2	JOSEPH WELBORN	1641	Pipelayer			11									11	READING		
3	BARRET ABRAMS	2930	Trackhoe			11									11	SOIL TYPE		
4	LADARIUS HENDERSON	3053	Labor			11									11	LOCATION		
5	ZACHARY MACKE	3102	Labor			11									11			
6	BARRETT MARTIN	3140	Loader			11									11	P.M.		
7																READING		
8																SOIL TYPE		
																LOCATION		
TEMP LABOR		EMPLOYER		POTENTIAL HIRE?		010001										EQ ODOMETER READINGS		
1															-	BEGIN	END	HRS
2															-			
3															-			
															-			
DAILY WORK REPORT				EQUIP. #	EQUIP DESCRIPTION	010001									TOTAL			
WORK DAY (Y/N)				1-534	F250 Foreman Trk	11									11			
WEATHER				1-057	2 Ton Truck	11									11			
FAIR				12-766	Level	11									11			
CLOUDY				13-716	Pipe Saw	11									11			
RAIN AMOUNT (IN)				9-494	Laser	11									11			
TEMPERATURE				5-610	Conex Box	11									11			
TIME WORKED				5-212	20' Trailer	11									11			
MORNING				11-619	Centrifugal Pump	11									11			
AFTERNOON				11-654	Diaphragm Pump	11									11			
NIGHT				2-391	308 Cat	0									0			
TOTAL HRS FOR DAY				2-244	303.5 Cat	11									11			
WORK COMPLETED				2-408	926 Cat	11									11			
QUANTITY				8-593	Pothole Machine	0									0			
1																		
2																		
3																		
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12																		
13																		
14																		
15																		
REMARKS SPECIAL INSTRUCTIONS VISITORS TO PROJECT SITE																		
Picked up concrete mixer from Hercs rental. Mixed and poured concrete for collars. Had to go get 2 more pallets of concrete. Made sure everything was safed up for the night and installed snow fence barricade around open excavation.																		
x THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.																		
x ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER																		
Kenneth McCardle																		
FOREMAN																		

JOB NO:

H23100

PROJECT:

Brandon Maintenance

DATE:

8/30/2023

DAY OF WEEK:

Wednesday

ACCIDENTS:YES

No

NO

INCIDENTS:YES

No

NO

SUPERINTENDENT:

Chad Phelps

REVIEWED:

P

CONSTRUCTION

HEMPHILL

CONTRACTORS

FLORENCE, MS SINCE 1963

					010001										TOTAL	PENETROMETER		
	NAME	EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN													
1	KENNETH MCCARDLE	2611	Foreman			11									11	A.M.		
2	JOSEPH WELBORN	1641	Pipelayer			11									11	READING		
3	BARRET ABRAMS	2930	Trackhoe			11									11	SOIL TYPE		
4	LADARIUS HENDERSON	3053	Labor			11									11	LOCATION		
5	ZACHARY MACKE	3102	Labor			11									11			
6	BARRETT MARTIN	3140	Loader			11									11	P.M.		
7																READING		
8																SOIL TYPE		
																LOCATION		
TEMP LABOR					EMPLOYER	POTENTIAL HIRE?	010001											
1																		
2																		
3																		
DAILY WORK REPORT					EQUIP. #	EQUIP DESCRIPTION	010001								TOTAL	BEGIN	END	HRS
WORK DAY (Y/N)					1-534	F250 Foreman Trk	11								11			
WEATHER					1-057	2 Ton Truck	11								11			
FAIR					12-766	Level	11								11			
CLOUDY					13-716	Pipe Saw	11								11			
RAIN AMOUNT (IN)					9-494	Laser	11								11			
TEMPERATURE					5-610	Conex Box	11								11			
TIME WORKED					5-212	20' Trailer	11								11			
MORNING					11-619	Centrifugal Pump	11								11			
AFTERNOON					11-654	Diaphragm Pump	11								11			
NIGHT					2-391	308 Cat	0								0			
TOTAL HRS FOR DAY					2-244	303.5 Cat	11								11			
WORK COMPLETED					2-408	926 Cat	11								11			
QUANTITY					8-593	Pothole Machine	0								0			
1																		
2																		
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14																		
15																		
REMARKS SPECIAL INSTRUCTIONS VISITORS TO PROJECT SITE																		
Wrecked forms on collars and hauled off wood to yard with loader. Had to pour concrete collars on 15" ADS pipe coming from inlet in backyard. Once concrete was set up we backfilled around pipe and collars making sure to tamp around pipe properly. Dressed up area and hauled off old broken concrete and excess rip rap we found in excavation. Made sure everything was safed up for the night																		
THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.																		
ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER																		
Kenneth McCardle																		
FOREMAN																		

JOB NO:

H23100

PROJECT:

Brandon Maintenance

DATE:

9/5/2023

DAY OF WEEK:

Tuesday

ACCIDENTS:

INCIDENTS:

YES

No

YES

No

NO

NO

HEMPHILL

FLORENCE, MS SINCE 1963

SUPERINTENDENT:

Chad Phelps

REVIEWED:

P

					010001	010001									TOTAL	PENETROMETER		
NAME	EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN														
1 KENNETH MCCARDLE	2611	Foreman			7	4									11	A.M.		
2 JOSEPH WELBORN	1641	Pipelayer			7	4									11	READING		
3 BARRET ABRAMS	2930	Trackhoe			7	4									11	SOIL TYPE		
4 LADARIUS HENDERSON	3053	Labor			7	4									11	LOCATION		
5 ZACHARY MACKE	3102	Labor			7	4									11			
6 BARRETT MARTIN	3140	Loader			7	4									11	P.M.		
7																READING		
8																SOIL TYPE		
																LOCATION		
TEMP LABOR		EMPLOYER		POTENTIAL HIRE?	010001	010001												
1															-			
2															-			
3															-			
															-			
DAILY WORK REPORT				EQUIP. #	EQUIP DESCRIPTION	010001	010001								TOTAL	EQ. ODOMETER READINGS		
WORK DAY (Y/N)				1-534	F250 Foreman Trk	7	4								11	BEGIN	END	HRS
WEATHER				1-057	2 Ton Truck	7	4								11			
FAIR				12-766	Level	7	4								11			
CLOUDY				13-716	Pipe Saw	7	4								11			
RAIN AMOUNT (IN)				9-494	Laser	7	4								11			
TEMPERATURE				5-610	Conex Box	7	4								11			
TIME WORKED				5-212	20' Trailer	7	4								11			
MORNING				11-619	Centrifugal Pump	7	4								11			
AFTERNOON				11-654	Diaphragm Pump	7	4								11			
NIGHT				2-391	308 Cat	0	0								0			
TOTAL HRS FOR DAY				2-244	303.5 Cat	7	4								11			
WORK COMPLETED				2-408	926 Cat	7	4								11			
QUANTITY				8-593	Pothole Machine	0	0								0			
1																		
2																		
3																		
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14																		
15																		

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Had to put up privacy fence back up and set post in concrete. Made sure everything was cleaned up and safed up in area. Had to bring 15" ADS pipe back to city yard. Had a emergency water leak to go to at 351 Hebron Hill Dr. it was a 2" line leaking. we had to pinch line off and cut section of pipe out. Replaced section and tied back together with 2 2" Hymaxs. Had to put some tee post around pipe to secure it. Backfilled around pipe and dressed up area. Had to move tools and equipment back to yard.

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

Kenneth McCardle

FOREMAN



Work Order #: 49292

Work Order Date: 08/30/23

Work Type:

Status: Open

Prepared By: Lori Sarver

Type of Work Order: Assigned Work Order (During Reg Hours)

Request Type: Sewer - General

Date Requested: 08/30/2023

Name: LANDON PERKINS

Service Address or 110 FAIRDALE PLACE

Request Location:

Phone Number: 601-813-6687

Email Address:

Reported By: Request #649351277 9:20am

Department: Sewer

Ward:

Nature of Request: CALLED STATING THAT SEWER IS STOPPED UP AND BACKING INTO TOILET AND TUB. PLUMBER DUG UP LINE THERE IS A ROOT GROWING THROUGH IT. FOUND A TAP AT THE RD. WANTS TO KNOW IF CITY WILL REPLACE THAT.

Scheduled Completion

Date:

Date Work Order

Completed:

Work Order Completed

By:

Scope of Work

Completed:

Locate Number If

Necessary:

Additional Information:

Concrete Repair

Required/Details:

Sod/Yard Restoration

Required/Details:

Asphalt Repair

Required/Details:

Invoice & Cost

Information:

Meter Deposit Amount:

Tap Fee Amount:

Notes

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	7	HR	Superintendent	\$104.74	\$733.18
2	14.5	HR	Foreman	\$93.71	\$1,358.80
3	12	HR	Trackhoe & Operator (308)	\$99.23	\$1,190.76
4	14.5	HR	Front End Loader & Operator	\$104.74	\$1,518.73
5	14.5	HR	Pipelayer	\$38.59	\$559.56
6	26.5	HR	Laborer	\$33.08	\$876.62
7	14.5	HR	Pickup Truck	\$18.74	\$271.73
8	14.5	HR	Flatbed Truck	\$22.05	\$319.73
9	14.5	HR	Small Incidental Tools	\$16.54	\$239.83
10	14.5	HR	Vacuum Excavator	\$82.69	\$1,199.01
11	1	LS	Eagle Pipe + 15%	\$252.75	\$252.75
TOTAL AMOUNT DUE					\$8,520.68



450 Industrial Drive
Jackson, MS 39209

Your single source for water, sewer, gas, drainage and erosion control needs.

RECEIVED
SEP 06 2023

INVOICE

Date	Account #	Invoice #	Due Date
9/5/2023	HCCI-H23083	67066	10/5/2023
FAX		PHONE	
601-487-7474		601-487-7473	

BILL TO:				SHIP TO:			
Hemphill Construction Company Inc. PO Drawer 879 Florence, MS 39073				Hemphill Construction Company Kenneth - 601-559-5101 See below for directions Brandon, MS 39042			
PO or JOB #	TERMS	REP	ORDER DATE	VIA	F.O.B.	JOB/PROJECT	
H23083 / Ke...	1% 10 Net 30	NRP	8/31/2023	Eagle Truck	Jobsite	H23083 - July 2023 Brandon Repair	
QTY	DESCRIPTION					UNIT	EXT
14	6in SDR26 HW Sewer PVC Pipe - ps115 - 14ft length - Gasket Joint # 6SDR26HWX14					9.20	128.80
14	4in SDR26 HW Sewer PVC Pipe - ps115 - 14ft length - Gasket Joint # 4SDR26HWX14					4.15	58.10
1	4in x 4in Flexible Sewer Coupling - PVC x PVC (Pipeconx) # PCX56-44-Pipeconx					8.10	8.10
1	6in x 4in Flexible Sewer Coupling - PVC x PVC (Pipeconx) # PCX56-64					18.75	18.75
1	Pipe Lube - .95L - Quart # GLP32					6.00	6.00
H23083-040001-04							

H23083-040001-04

Please make your check payable to Eagle Pipe and Supply, LLC and remit to the above address.
Terms are Net 30 days. All past due accounts are subject to a finance charge of 1.5% per month (18% per annum).
We will not accept goods returned without permission and then goods are subject to inspection for decision on possible credit.
To avoid late fees, allow 5 or more days for postal delivery.

Payments on account with a credit card will incur a 4% transaction fee.

Subtotal:	\$219.75
Payments/Credits	\$0.00
Sales Tax: (0.0%)	\$0.00
Balance Due	\$219.75





JOB NO:

H23100

PROJECT:

Brandon Maintenance

DATE:

8/31/2023

DAY OF WEEK:

Thursday

ACCIDENTS:

INCIDENTS:

SUPERINTENDENT:

Chad Phelps

YES

No

YES

No

NO

HEMPHILL

CONSTRUCTION

FLORANCE, MS SINCE 1967

COHASSETT

REVIEWED:

?

					010001										TOTAL	PENETROMETER		
NAME	EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN														
1 KENNETH MCCARDLE	2611	Foreman			5										5	A.M.		
2 JOSEPH WELBORN	1641	Pipelayer			5										5	READING		
3 BARRET ABRAMS	2930	Trackhoe			5										5	SOIL TYPE		
4 LADARIUS HENDERSON	3053	Labor			5										5	LOCATION		
5 ZACHARY MACKE	3102	Labor			5										5			
6 BARRETT MARTIN	3140	Loader			5										5	P.M.		
7																READING		
8																SOIL TYPE		
																LOCATION		
TEMP LABOR		EMPLOYER		POTENTIAL HIRE?	010001													
1															-			
2															-			
3															-			
TOTAL HOURS															-			
DAILY WORK REPORT				EQUIP. #	EQUIP DESCRIPTION	010001									TOTAL	EQ ODOMETER READINGS		
WORK DAY (Y/N)				1-534	F250 Foreman Trk	5									5	BEGIN	END	HRS
WEATHER				1-057	2 Ton Truck	5									5			
FAIR				12-766	Level	5									5			
CLOUDY				13-716	Pipe Saw	5									5			
RAIN AMOUNT (IN)				9-494	Laser	5									5			
TEMPERATURE				5-610	Conex Box	5									5			
TIME WORKED				5-212	20' Trailer	5									5			
MORNING				11-619	Centrifugal Pump	5									5			
AFTERNOON				11-654	Diaphragm Pump	5									5			
NIGHT				2-391	308 Cat	5									5			
TOTAL HRS FOR DAY				2-244	303.5 Cat	0									0			
WORK COMPLETED				2-408	926 Cat	5									5			
QUANTITY				8-593	Pothole Machine	5									5			
1																		
2																		
3																		
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11																		
12																		
13																		
14																		
15																		

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Had to set up traffic control signs and cones at 110 Fairdale Place. Had to investigate old sewer line outside of manhole to see if needed to replaced for sewer service. It needed to be replaced so we started potholing down on utilities around manhole. Made sure everything was safed up for the night and installed snow fence barricade around open excavation.

x

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

x

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

Kenneth McCardle

FOREMAN

JOB NO:

H23100

PROJECT:

Brandon Maintenance

DATE:

9/1/2023

DAY OF WEEK:

Friday

CONSTRUCTION

HEMPHILL

FLORENCE, MS SINCE 1967

ACCIDENTS:YES

No

NO

INCIDENTS:YES

No

NO

SUPERINTENDENT:

Chad Phelps

REVIEWED:

1

					010001											TOTAL	PENETROMETER		
NAME	EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN															
1 KENNETH MCCARDLE	2611	Foreman			9.5											9.5	A.M.		
2 JOSEPH WELBORN	1641	Pipelayer			9.5											9.5	READING		
3 BARRET ABRAMS	2930	Trackhoe			7											7	SOIL TYPE		
4 LADARIUS HENDERSON	3053	Labor			9.5											9.5	LOCATION		
5 ZACHARY MACKE	3102	Labor			7											7			
6 BARRETT MARTIN	3140	Loader			9.5											9.5	P.M.		
7																	READING		
8																	SOIL TYPE		
																	LOCATION		
TEMP LABOR		EMPLOYER		POTENTIAL HIRE?	010001														
1																-			
2																-			
3																-			
																-			
																	EQ ODOMETER READINGS		
DAILY WORK REPORT				EQUIP. #	EQUIP DESCRIPTION	010001										TOTAL	BEGIN	END	HRS
WORK DAY (Y/N)				1-534	F250 Foreman Trk	9.5										9.5			
WEATHER				1-057	2 Ton Truck	9.5										9.5			
FAIR				12-766	Level	9.5										9.5			
CLOUDY				13-716	Pipe Saw	9.5										9.5			
RAIN AMOUNT (IN)				9-494	Laser	9.5										9.5			
TEMPERATURE				5-610	Conex Box	9.5										9.5			
TIME WORKED				5-212	20' Trailer	9.5										9.5			
MORNING				11-619	Centrifugal Pump	9.5										9.5			
AFTERNOON				11-654	Diaphragm Pump	9.5										9.5			
NIGHT				2-391	308 Cat	9.5										9.5			
TOTAL HRS FOR DAY				2-244	303.5 Cat	0										0			
WORK COMPLETED				2-408	926 Cat	9.5										9.5			
QUANTITY				8-593	Pothole Machine	9.5										9.5			
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14																			
15																			

REMARKS | SPECIAL INSTRUCTIONS | VISITORS TO PROJECT SITE

Had to finish potholing around manhole and utilities. Started excavating around manhole and utilities trying to clean off from around old sewer line. Had to bust old sewer pipe out of manhole. Installed a 12 ft piece of 6" sewer pipe , tied into 4" cleanout coming from house , and tied into existing hole in manhole. Had to grout up around pipe going inside manhole, and wiped around pipe inside manhole. Backfilled around pipe and manhole with sand. Made sure everything was bedded properly. Made sure everything was safed up for the night and weekend.

x

THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.

x

ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER

Kenneth McCardle

FOREMAN



Work Order #: 49331
Work Order Date: 09/05/23

Work Type:
Status: Complete
Prepared By: Tina Gandy
Type of Work Order: Unscheduled Emergency Work (During Reg Hours)
Request Type: PROTEL CALLS/PHONE CALLS/EMAILS
Date Requested: 09/05/2023

Name: Wayne Green
Service Address or Request Location: 351 Hebron Hill Drive

Phone Number: 601-238-3735

Email Address:

Reported By:

Department:

Ward:

Nature of Request: 9/5/2023 at 11:02am "There is a big water leak in woods under power line across the street from his house near 350. "

Scheduled Completion Date:
Date Work Order Completed: 09/05/2023
Work Order Completed By: Tina

Scope of Work Completed: Spoke with customer "see note in logics"

Locate Number If Necessary:

Additional Information:

**Concrete Repair
Required/Details:**

**Sod/Yard Restoration
Required/Details:**

**Asphalt Repair
Required/Details:**

Invoice & Cost Information:

Meter Deposit Amount:

Tap Fee Amount:

Employee Cost: \$0.00
Equipment Cost: \$0.00
Material Cost: \$0.00
Inventory Cost: \$0.00
Purchase Order Cost: \$0.00

Total Cost: \$0.00

<u>Line Item #</u>	<u>QTY</u>	<u>Unit</u>	<u>DESCRIPTION OF WORK</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1	2	HR	Superintendent	\$104.74	\$209.48
2	4	HR	Foreman	\$93.71	\$374.84
3	4	HR	Trackhoe & Operator (308)	\$99.23	\$396.92
4	4	HR	Front End Loader & Operator	\$104.74	\$418.96
5	4	HR	Pipelayer	\$38.59	\$154.36
6	8	HR	Laborer	\$33.08	\$264.64
7	4	HR	Pickup Truck	\$18.74	\$74.96
8	4	HR	Flatbed Truck	\$22.05	\$88.20
9	4	HR	Small Incidental Tools	\$16.54	\$66.16
TOTAL AMOUNT DUE					\$2,048.52



JOB NO:

H23100

PROJECT:

Brandon Maintenance

DATE:

9/5/2023

DAY OF WEEK:

Tuesday

ACCIDENTS:

YES

No

NO

INCIDENTS:

YES

No

NO

SUPERINTENDENT:

Chad Phelps

REVIEWED:

P

HEMPHILL

ESTABLISHED 1963

COMPANY

ALBUQUERQUE, NM SINCE 1963

					010001	010001								TOTAL	PENETROMETER		
	NAME	EMP. #	CLASS	ABSENCE	TOTAL HOURS / OTHER FOREMAN												
1	KENNETH MCCARDLE	2611	Foreman			7	4							11	A.M.		
2	JOSEPH WELBORN	1641	Pipelayer			7	4							11	READING		
3	BARRET ABRAMS	2930	Trackhoe			7	4							11	SOIL TYPE		
4	LADARIUS HENDERSON	3053	Labor			7	4							11	LOCATION		
5	ZACHARY MACKE	3102	Labor			7	4							11			
6	BARRETT MARTIN	3140	Loader			7	4							11	P.M.		
7															READING		
8															SOIL TYPE		
															LOCATION		
TEMP LABOR					EMPLOYER	POTENTIAL HIRE?	010001	010001									
1														-			
2														-			
3														-			
														-			
DAILY WORK REPORT					EQUIP. #	EQUIP DESCRIPTION	010001	010001						TOTAL	EQ ODOMETER READINGS		
WORK DAY (Y/N)					1-534	F250 Foreman Trk	7	4						11	BEGIN	END	HRS
WEATHER					1-057	2 Ton Truck	7	4						11			
FAIR					12-766	Level	7	4						11			
CLOUDY					13-716	Pipe Saw	7	4						11			
RAIN AMOUNT (IN)					9-494	Laser	7	4						11			
TEMPERATURE					5-610	Conex Box	7	4						11			
TIME WORKED					5-212	20' Trailer	7	4						11			
MORNING					11-619	Centrifugal Pump	7	4						11			
AFTERNOON					11-654	Diaphragm Pump	7	4						11			
NIGHT					2-391	308 Cat	0	0						0			
TOTAL HRS FOR DAY					2-244	303.5 Cat	7	4						11			
WORK COMPLETED					2-408	926 Cat	7	4						11			
QUANTITY					8-593	Pothole Machine	0	0						0			
1																	
2																	
3																	
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11																	
12																	
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14																	
15																	
REMARKS SPECIAL INSTRUCTIONS VISITORS TO PROJECT SITE																	
Had to put up privacy fence back up and set post in concrete. Made sure everything was cleaned up and safed up in area. Had to bring 15" ADS pipe back to city yard. Had a emergency water leak to go to at 351 Hebron Hill Dr. it was a 2" line leaking. we had to pinch line off and cut section of pipe out. Replaced section and tied back together with 2 2" Hymaxs. Had to put some tee post around pipe to secure it. Backfilled around pipe and dressed up area. Had to move tools and equipment back to yard.																	
THIS WORKING SITE HAS BEEN INSPECTED THIS DAY AND NO APPARENT SAFETY HAZARDS EXIST.																	
ALL HEAVY EQUIPMENT HAS BEEN INSPECTED AND IS IN GOOD OPERATING ORDER																	
Kenneth McCardle																	
FOREMAN																	



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: PAUL BRANNON, PUBLIC WORKS DIRECTOR
BOARD AGENDA: OCTOBER 16, 2023
SUBJECT: SEWER LIFT STATION & GRINDER PUMP REPAIRS
EMERGENCY REPAIRS & INVOICE APPROVALS

Asking for your consideration to approve the following invoices from Harvey Services, Inc. for sewer lift station and sewer grinder pump repairs and authorize payment of the same.

- Invoice #6358 - \$5,240.00
 - 755 Shiloh Road – grinder pump repair – replace both pumps
- Invoice #6359 - \$11,029.06
 - Richland Creek Lift Station – replace soft start & control board

These repairs were emergencies due to sewer backup caused by the lift station and grinder pump not working properly.

Thank you for your consideration in this matter. Please let me know if you have any questions.

ATTACHMENTS:

- Harvey Services, Inc.
 - invoice #6358 - \$5,240.00
 - invoice #6359 - \$11,029.06

GL Code: 400-680-636

Funding: WSOM

All expenses from this invoice will be applied to FY23.

HARVEY SERVICES, INC.

8879 HWY 80

MORTON, MS 39117

Invoice

601-622-7675
Office Manager - Jean

Date	Invoice #
8/18/2023	6358

Bill To
City of Brandon 1000 Municipal Drive Brandon, MS 39042

Ship To
City of Brandon 1000 Municipal Drive Brandon, MS 39042

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 30		8/18/2023			

Quantity	Item Code	Description	Price Each	Amount
2	2HP/1PH/230/Ba...	Shiloh Road Church Lift Station Repair		
2	Start Kit	2HP Barmesa Sewer Pump Grinder 1PH/230 Volt	1,800.00	3,600.00
3	SM-30-NO-FLT	Start Kit for 2 HP/1PH Sewer Pump	175.00	350.00
6	service	30 FT. Mini Sewer Float NO	40.00	120.00
		Service fee to	195.00	1,170.00

Thank You for
Your business.
Stay Safe

601-750-1711

tharvey@harveyservices.net

Total

\$5,240.00

HARVEY SERVICES, INC.

8879 HWY 80

MORTON, MS 39117

Invoice

601-622-7675
Office Manager - Jean

Date	Invoice #
8/19/2023	6359

Bill To
City of Brandon 1000 Municipal Drive Brandon, MS 39042

Ship To
City of Brandon 1000 Municipal Drive Brandon, MS 39042

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 30		8/19/2023			

Quantity	Item Code	Description	Price Each	Amount
1	Soft Start /	Richland Creek Lift Station , Control Panel Problems		
1	DC101D	Soft Start / Motor Starter	4,419.11	4,419.11
1	SM-50-FL	Control Board for Duplex Pump Panel	685.00	685.00
1	service	50 Ft Float Switch	49.95	49.95
1	service	Service fee to Connect Motor Monitor /Scope to check Pump Motors for bad Winding/stop main line fuses from blowing found Pump (1) Bad	1,500.00	1,500.00
1	service	Service fee for 5 trips found blown main line fuses, Change out Soft Start , Control Board , Stop Float and disconnect motor leads on pump no,(1)	4,375.00	4,375.00
		Pump no. (1) Has to be pulled and rebuilt		

Thank You for
Your business.
Stay Safe

601-750-1711

tharvey@harveyservices.net

Total

\$11,029.06



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: PAUL BRANNON, PUBLIC WORKS DIRECTOR
BOARD AGENDA: OCTOBER 16, 2023
SUBJECT: STORM DRAIN PIPE REPLACEMENT – 72 GLENWAY PLACE
DECLARE AN EMERGENCY

Asking for your consideration to declare an emergency the storm drain pipe replacement at 72 Glenway Place due to a hazard to private property and the general public.

The storm drain pipe at this location has deteriorated and caused several sinkholes. The pipe runs directly next to the home at 72 Glenway Place. Due to the condition of the entire pipe, point repairs cannot be made. Approximately 300 feet of storm drain pipe will have to be replaced at this location.

Thank you for your consideration in this matter. Please let me know if you have any questions.

ATTACHMENTS:



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: PAUL BRANNON, PUBLIC WORKS DIRECTOR
BOARD AGENDA: OCTOBER 16, 2023
SUBJECT: GRANTS FERRY PARKWAY SEWER LINE EXTENSION PROJECT
PAY REQUEST 8 AND CHANGE ORDER 1

Asking for your consideration to approve Pay Request 8 (including Change Order 1) in the amount of \$260,728.49 from Thornton Construction Company for the Grants Ferry Parkway Sewer Line Extension Project and authorize payment of the same.

Change Order 1 is an increase of \$5,430.16 in the project cost due to an unmarked fiber optic line being located within the railroad ROW that caused a delay in work time, as well as additional equipment and labor for potholing around the fiber optic line.

On January 3, 2023, the Board awarded the bid for the Grants Ferry Sewer Line Extension Project to Thornton Construction Company. This project will allow for the installation of approximately 18,000 linear feet of new sanitary sewer lines to serve currently unsewered areas in the Northeast portion of the City of Brandon. The Board approved permission to advertise for this project on April 18, 2022.

Thank you for your consideration in this matter. Please let me know if you have any questions.

ATTACHMENTS:

- Benchmark Engineering Recommendation Letter
- Grants Ferry Parkway Sewer Line Extension Pay Request 8 & Change Order 1

GL Code: 400-680-716

Funding: ARPA

All charges on Pay Request 8 will be applied to FY23.



October 10, 2023

Mr. Paul Brannon
Public Works Director
City of Brandon
1000 Municipal Dr.
Brandon, MS 39042

RE: City of Brandon
Grants Ferry Sewer Extension Project
B-9063
Pay Request #8 & Change Order #1

Dear Mr. Brannon:

Please find included in this packet all documentation and paperwork necessary for approval of Pay Request # 8 for construction services for the Grants Ferry Sewer Extension Project for Thornton Construction Co. Inc. in the amount of \$260,728.49. Also, please find Change Order #1 in the amount of \$5,430.16. This change order is due to a previously unmarked fiber optic line being located within the right of way of the Kansas City Southern Railroad. Due to this fiber optic line, the contractor was held up on the job waiting on instructions from the railroad, and then brought additional equipment on site in order to "pothole" the utility line in order to determine the exact location and depth of the line prior to commencing his bore underneath the railroad.

We have reviewed this pay request and change order and recommend these be submitted to the Board for their approval.

Should you have any questions or need additional information, please do not hesitate to contact our office at 601-591-1077.

Sincerely,

Matthew Miller, P.E., P.L.S.
Benchmark Engineering & Surveying, LLC

cc: File: B-9063

Contractor's Application for Payment No. 8

Application Period: 9/1/23 - 9/30/23		Application Date: 10/2/2023
To (Owner): City of Brandon	From (Contractor): Thornton Construction Co. Inc.	Via (Engineer):
Project: Grants Ferry Parkway Sewer Extension	Contract:	
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.:

**Application For Payment
Change Order Summary**

Approved Change Orders				
Number	Additions	Deductions		
Change order #1	\$5,430.16		1. ORIGINAL CONTRACT PRICE.....	\$ 3,365,216.15
			2. Net change by Change Orders.....	\$ 5,430.16
			3. Current Contract Price (Line 1 + 2).....	\$ 3,370,646.31
			4. TOTAL COMPLETED	
			(Column H total on Progress Estimates).....	\$ 2,631,366.56
			5. TOTAL STORED (see stored material summary sheet)	\$128,498.52
			6. COMPLETED AND STORED TO DATE	\$2,759,865.08
			7. RETAINAGE:	
			a. 5% X \$2,631,366.56 Work Completed.....	\$ 131,568.33
			b. 5% X \$128,498.52 Stored Material.....	\$ 6,424.93
			c. Total Retainage (Line 5.a + Line 5.b).....	\$ 137,993.25
			8. AMOUNT ELIGIBLE TO DATE (Line 6 - Line 5.c).....	\$ 2,621,871.83
			9. LESS PREVIOUS PAYMENTS (Line 8 from prior Application).....	\$ 23,611,143.34
			10. AMOUNT DUE THIS APPLICATION.....	\$ 260,728.49
			11. BALANCE TO FINISH, PLUS RETAINAGE	\$ 610,781.23
TOTALS	\$5,430.16			
NET CHANGE BY CHANGE ORDERS	\$5,430.16			

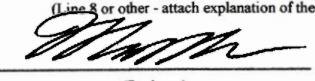
Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: 

Date: 10/10/23

Payment of: \$ 260,728.49
(Line 8 or other - attach explanation of the other amount)
is recommended by:  10-10-23
(Engineer) (Date)
Payment of: \$ _____
(Line 8 or other - attach explanation of the other amount)
is approved by: _____
(Owner) (Date)
Approved by: _____
Funding or Financing Entity (if applicable) (Date)

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract): Grants Ferry Parkway Sewer Extension											8			
Application Period: 9/1/23 - 9/30/23											10/2/2023			
A						B	C	D	E	F	G	H		I
Item		Contract Information				Previous Quantity Installed	Quantity Installed This Period	Quantity Installed Total	Value of work installed previous periods	Value of Work Installed This Period	Value of work completed to date	Percent complete	Balance to Finish (B - G)	
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)									
1	Mobilization	1	LS	\$ 205,000.00	\$ 205,000.00	1.00		1.00	205,000.00		\$205,000.00	100.0%	\$ -	
2	Clearing and Grubbing	17	AC	\$ 5,140.00	\$ 87,380.00	15.00		15.00	77,100.00		\$77,100.00	88.2%	\$ 10,280.00	
3	Temp erosion control and maintenance	1	LS	\$ 93,556.00	\$ 93,556.00	0.70	0.10	0.80	65,489.20	9,355.60	\$74,844.80	80.0%	\$ 18,711.20	
4	200# Rip Rap w/ filter fabric	100	TN	\$ 147.00	\$ 14,700.00								\$ 14,700.00	
5	Railroad Mob / administrative fee	4	EA	\$ 500.00	\$ 2,000.00	2.00	1.00	3.00	1,000.00	500.00	\$1,500.00	75.0%	\$ 500.00	
6	Railroad flagging and observation services	15	Days	\$ 1,350.00	\$ 20,250.00	26.00	12.00	38.00	35,100.00	16,200.00	\$51,300.00	253.3%	\$ (31,050.00)	
7	KCS Signage	4	EA	\$ 665.00	\$ 2,660.00		4.00	4.00		2,660.00	\$2,660.00	100.0%	\$ -	
8	Connect to exis. MH	1	EA	\$ 10,430.00	\$ 10,430.00	1.00		1.00	10,430.00		\$10,430.00	100.0%	\$ -	
9	Connect to exis lift station	1	EA	\$ 21,000.00	\$ 21,000.00								\$ 21,000.00	
10	Drop connection	1	EA	\$ 3,105.00	\$ 3,105.00								\$ 3,105.00	
11	8" SDR 26, 0-6	301	LF	\$ 39.75	\$ 11,964.75	290.00		290.00	11,527.50		\$11,527.50	96.3%	\$ 437.25	
12	8" SDR 26, 6-8	575	LF	\$ 41.00	\$ 23,575.00	410.00		410.00	16,810.00		\$16,810.00	71.3%	\$ 6,765.00	
13	8" SDR 26, 8-10	16	LF	\$ 72.00	\$ 1,152.00	115.00		115.00	8,280.00		\$8,280.00	718.8%	\$ (7,128.00)	
14	8" SDR 26, 10-12	23	LF	\$ 72.85	\$ 1,675.55	78.00		78.00	5,682.30		\$5,682.30	339.1%	\$ (4,006.75)	
15	8" SDR 26, 12-14	33	LF	\$ 75.25	\$ 2,483.25								\$ 2,483.25	
16	8" SDR 26, 14-16	42	LF	\$ 89.70	\$ 3,767.40	42.00		42.00	3,767.40		\$3,767.40	100.0%	\$ -	
17	10" SDR 26, 6-8	1008	LF	\$ 53.50	\$ 53,928.00								\$ 53,928.00	
18	10" SDR 26, 8-10	1699	LF	\$ 55.80	\$ 94,804.20		398.00	398.00		22,208.40	\$22,208.40	23.4%	\$ 72,595.80	
19	10" SDR 26, 10-12	876	LF	\$ 62.65	\$ 54,881.40		195.00	195.00		12,216.75	\$12,216.75	22.3%	\$ 42,664.65	
20	10" SDR 26, 12-14	298	LF	\$ 75.00	\$ 22,350.00								\$ 22,350.00	
21	10" SDR 26, 14-16	217	LF	\$ 74.90	\$ 16,253.30								\$ 16,253.30	
22	10" SDR 26, 16-18	146	LF	\$ 85.00	\$ 12,410.00								\$ 12,410.00	
23	10" SDR 26, 18-20	150	LF	\$ 93.00	\$ 13,950.00								\$ 13,950.00	
24	12" SDR 26, 0-6	115	LF	\$ 65.00	\$ 7,475.00								\$ 7,475.00	
25	12" SDR 26, 6-8	852	LF	\$ 68.50	\$ 58,362.00								\$ 58,362.00	
26	12" SDR 26, 8-10	1195	LF	\$ 73.35	\$ 87,653.25	241.00	585.00	826.00	17,677.35	42,909.75	\$60,587.10	69.1%	\$ 27,066.15	
27	12" SDR 26, 10-12	2727	LF	\$ 74.75	\$ 203,843.25	3,266.00		3,266.00	244,133.50		\$244,133.50	119.8%	\$ (40,290.25)	
28	12" SDR 26, 12-14	263	LF	\$ 77.60	\$ 20,408.80	299.00		299.00	23,202.40		\$23,202.40	113.7%	\$ (2,793.60)	
29	12" SDR 26, 14-16	66	LF	\$ 81.00	\$ 5,346.00	80.00		80.00	6,480.00		\$6,480.00	121.2%	\$ (1,134.00)	
30	12" SDR 26, 16-18	76	LF	\$ 128.00	\$ 9,728.00								\$ 9,728.00	
31	12" SDR 26, 18-20	70	LF	\$ 135.00	\$ 9,450.00								\$ 9,450.00	
32	15" SDR 26, 8-10	716	LF	\$ 93.00	\$ 66,588.00	268.00		268.00	24,924.00		\$24,924.00	37.4%	\$ 41,664.00	
33	15" SDR 26, 10-12	600	LF	\$ 95.00	\$ 57,000.00	765.00		765.00	72,675.00		\$72,675.00	127.5%	\$ (15,675.00)	
34	15" SDR 26, 12-14	1018	LF	\$ 98.00	\$ 99,764.00	1,020.00		1,020.00	99,960.00		\$99,960.00	100.2%	\$ (196.00)	
35	15" SDR 26, 14-16	154	LF	\$ 100.00	\$ 15,400.00	150.00		150.00	15,000.00		\$15,000.00	97.4%	\$ 400.00	
36	15" SDR 26, 16-18	82	LF	\$ 150.00	\$ 12,300.00	100.00		100.00	15,000.00		\$15,000.00	122.0%	\$ (2,700.00)	
37	18" SDR 26, 12-14	1395	LF	\$ 125.50	\$ 175,072.50	437.00		437.00	54,843.50		\$54,843.50	31.3%	\$ 120,229.00	
38	18" SDR 26, 14-16	1133	LF	\$ 135.00	\$ 152,955.00	1,540.00		1,540.00	207,900.00		\$207,900.00	135.9%	\$ (54,945.00)	
39	18" SDR 26, 16-18	897	LF	\$ 140.00	\$ 125,580.00	1,217.00		1,217.00	170,380.00		\$170,380.00	135.7%	\$ (44,800.00)	
40	18" SDR 26, 18-20	298	LF	\$ 170.00	\$ 50,660.00	485.00		485.00	82,450.00		\$82,450.00	162.8%	\$ (31,790.00)	
41	18" SDR 26, 20-22	250	LF	\$ 177.50	\$ 44,375.00	294.00		294.00	52,185.00		\$52,185.00	117.6%	\$ (7,810.00)	

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract): Grants Ferry Parkway Sewer Extension											8		
Application Period: 9/1/23 - 9/30/23											10/2/2023		
A					B	C	D	E	F	G	H		I
Item		Contract Information				Previous Quantity Installed	Quantity Installed This Period	Quantity Installed Total	Value of work installed previous periods	Value of Work Installed This Period	Value of work completed to date	Percent complete	Balance to Finish (B - G)
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)								
42	48" MH, 6-8	5	EA	\$ 5,000.00	\$ 25,000.00	2.00		2.00	10,000.00		\$10,000.00	40.0%	\$ 15,000.00
43	48" MH, 8-10	7	EA	\$ 5,500.00	\$ 38,500.00		2.00	2.00		11,000.00	\$11,000.00	28.6%	\$ 27,500.00
44	48" MH, 10-12	7	EA	\$ 6,300.00	\$ 44,100.00								\$ 44,100.00
45	48" MH, 12-14	3	EA	\$ 7,430.00	\$ 22,290.00	3.00		3.00	22,290.00		\$22,290.00	100.0%	\$ -
46	48" MH, 14-16	14	EA	\$ 8,100.00	\$ 113,400.00	14.00		14.00	113,400.00		\$113,400.00	100.0%	\$ -
47	48" MH, 16-18	6	EA	\$ 9,755.00	\$ 58,530.00	4.00		4.00	39,020.00		\$39,020.00	66.7%	\$ 19,510.00
48	48" MH, 18-20	4	EA	\$ 11,340.00	\$ 45,360.00	4.00		4.00	45,360.00		\$45,360.00	100.0%	\$ -
49	48" MH, 20-22	3	EA	\$ 14,300.00	\$ 42,900.00	2.00	1.00	3.00	28,600.00	14,300.00	\$42,900.00	100.0%	\$ -
50	48" MH, 22-24	2	EA	\$ 15,100.00	\$ 30,200.00		2.00	2.00		30,200.00	\$30,200.00	100.0%	\$ -
51	60" MH, 16-18	1	EA	\$ 16,400.00	\$ 16,400.00	1.00		1.00	16,400.00		\$16,400.00	100.0%	\$ -
52	20" Steel casing, open cut	100	LF	\$ 156.75	\$ 15,675.00								\$ 15,675.00
53	24" Steel casing, bored	453	LF	\$ 732.50	\$ 331,822.50	120.00	163.00	283.00	87,900.00	119,397.50	\$207,297.50	62.5%	\$ 124,525.00
54	30" Steel casing, bored	100	LF	\$ 880.00	\$ 88,000.00	100.00		100.00	88,000.00		\$88,000.00	100.0%	\$ -
55	10" SDR 26 in 20" steel casing	100	LF	\$ 47.00	\$ 4,700.00								\$ 4,700.00
56	12" SDR 26 in 24" steel casing	453	LF	\$ 64.00	\$ 28,992.00	120.00	163.00	283.00	7,680.00	10,432.00	\$18,112.00	62.5%	\$ 10,880.00
57	15" SDR 26 in 30" Steel casing	100	LF	\$ 80.00	\$ 8,000.00	100.00		100.00	8,000.00		\$8,000.00	100.0%	\$ -
58	Select Bedding material, FM, AH (8" & 10")	1600	CY	\$ 74.80	\$ 119,680.00	265.00	130.00	395.00	19,822.00	9,724.00	\$29,546.00	24.7%	\$ 90,134.00
59	Select Bedding material, #57 stone (12" and up)	4100	CY	\$ 80.30	\$ 329,230.00	3,692.50	185.00	3,877.50	296,507.75	14,855.50	\$311,363.25	94.6%	\$ 17,866.75
60	Permanent Seed and mulch	17	AC	\$ 1,600.00	\$ 27,200.00								\$ 27,200.00
					\$ 3,365,216.15					315,959.50	\$2,625,936.40	78.03%	\$ 739,279.75
C/O #1	Standby time for Taylor Const. & hydro excavating	1	LS	\$ 5,430.16	\$ 5,430.16		1	1	\$ -	\$ 5,430.16	\$ 5,430.16	100.00%	\$ -
										\$2,631,366.56			

DESCRIPTION	PREVIOUSLY RECEIVED	RECEIVED CURRENT	TOTAL RECEIVED	PREVIOUS USED	CURRENT USED	TOTAL USED	STORED TOTAL	UNIT COST	UNIT	TOTAL COST
8" SDR 26	980		980	935		935	45	\$ 15.30	LF	\$ 688.50
10" SDR 26	1848		1848	0	593	593	1255	\$ 23.82	LF	\$ 29,894.10
12" SDR 26	5824		5824	3990	585	4575	1249	\$ 33.60	LF	\$ 41,966.40
15" SDR 26	2674		2674	2303		2303	371	\$ 48.72	LF	\$ 18,075.12
18" SDR 26	4046		4046	4046		4046	0	\$ 67.57	LF	\$ -
48" MH, 6-8	0		0	0		0	0		EA	\$ -
48" MH, 8-10	0		0	0		0	0		EA	\$ -
48" MH, 10-12	0		0	0		0	0		EA	\$ -
48" MH, 12-14	2		2	2		2	0	\$ 3,298.00	EA	\$ -
48" MH, 14-16	12		12	12		12	0	\$ 3,662.00	EA	\$ -
48" MH, 16-18	4		4	4		4	0	\$ 4,027.00	EA	\$ -
48" MH, 18-20	4		4	4		4	0	\$ 4,351.00	EA	\$ -
48" MH, 20-22	2		2	2		2	0	\$ 4,634.00	EA	\$ -
48" MH, 22-24	0		0	0		0	0		EA	\$ -
60" MH, 16-18	1		1	1		1	0	\$ 5,455.00	EA	\$ -
Manhole ring and covers	52		52	9		9	43	\$ 395.00	EA	\$ 16,985.00
20" Steel casing	100		100	0		0	100	\$ 71.67	LF	\$ 7,167.00
24" Steel casing	453		453	120	163	283	170	\$ 80.72	LF	\$ 13,722.40
30" Steel casing	0		0	0		0	0		LF	\$ -

TOTAL COST TO DATE \$ 128,498.52

THORNTON CONSTRUCTION CO., INC

115 BRAGG ST.
BRANDON, MS 39047
601-825-8886
601-825-7977

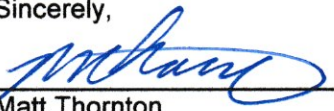
Grants Ferry Parkway Sewer Extention

Change Order #1

REF. NO.	PAY ITEM NO	APPROX QUANT.	UNIT	DESCRIPTION	UNIT COST	ITEM TOTAL
1			LS	Standby time for Taylor Construction due to conflict with fiber optic line at railroad bore	\$ 3,500.16	\$ 3,500.16
1			LS	Hydro excavating to locate fiber optic line	\$ 1,930.00	\$ 1,930.00

Total Change order #1 \$ **5,430.16**

Sincerely,


Matt Thornton



Taylor Construction Co
28 Taylor Circle
Laurel MS 39443
601-426-2987

	PAY ITEM NO	APPROX QUANT.	UNIT	DESCRIPTION	UNIT COST	ITEM TOTAL
--	----------------	------------------	------	-------------	--------------	---------------

		1	Days	Added to total contract time		
		10	HR	Foreman	\$37.50	\$ 375.00
		10	HR	Operator	\$ 36.67	\$ 366.70
		20	HR	Labor	\$ 28.33	\$ 566.60
		10	HR	Pickup	\$ 23.35	\$ 233.50
		10	HR	Welding Truck	\$ 50.00	\$ 500.00
		10	LS	210 Excavator	\$ 87.50	\$ 875.00
						\$ -

Subtotal \$ 2,916.80
O&P 20.00%
\$ 3,500.16

TOTAL COF \$ 3,500.16

Sincerely,



Taylor Construction Co
28 Taylor Circle
Laurel MS 39443
601-426-2987

	PAY ITEM NO	APPROX QUANT.	UNIT	DESCRIPTION	UNIT COST	ITEM TOTAL
--	----------------	------------------	------	-------------	--------------	---------------

		1	Days			
		10	1	HIVAC-Truck	\$137.50	\$1,375.00
		10	1	Pickup	\$23.00	\$230.00
						\$ -

Subtotal \$1,608.33
O&P 20.00%
 \$1,930.00

TOTAL COF \$1,930.00

Sincerely,



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: PAUL BRANNON, PUBLIC WORKS DIRECTOR
BOARD AGENDA: OCTOBER 16, 2023
SUBJECT: HIGHWAY 80 SIGNAL IMPROVEMENTS PROJECT
EASTGATE DRIVE & MUNICIPAL DRIVE
LPA PROJECT: STP-731400(037)/LPA108386-701000
MDOT FINAL PAY ESTIMATE SETTLEMENT APPROVAL

Asking for your consideration to approve the final pay estimate and final payment from MDOT to the LPA in the amount of \$33,010.26 for the Highway 80 Signal Improvements Project Eastgate Drive & Municipal Drive and authorize execution of the same.

Thank you for your consideration in this matter. Please let me know if you have any questions.

ATTACHMENTS:

Jeff Ely, P.E.
Chief of Staff
Charles R. Carr
Director, Office of Intermodal Planning



Brian D. Ratliff, P.E.
Deputy Executive Director/Chief Engineer
Lisa M. Hancock, CPA
Deputy Executive Director/Administration

Brad White
Executive Director

September 28, 2023

CITY OF BRANDON
P.O. BOX 1539
BRANDON, MS 39043

Dear Mayor Lee :

Based on the attached final estimate, we are prepared to issue final payment in the amount of **\$33,010.26**.

STP-7314-00(037)LPA/108386-701000	Ranking	CONST 3 \$17,513.71
		ENG 3 \$15,496.55

If you agree that this is the correct amount for Full and Final Settlement of all amounts due or claims under or arising out of the contract, please have an officer of your local public agency authorized with us to sign contracts to provide their signature and one witness signature below:

_____ Signature of Authorized Officer	_____ Signature of Witness
_____ LPA Name	_____ Date

Please return this completed document for further processing to one of the addresses below:

Lee Frederick, P.E.
P.O. Box 1850
Jackson, MS 39215-1850

Lee Frederick, P.E.
401 North West Street
MDOT Building, 3rd Floor
Jackson, MS 39201

Once received, we will process the final estimate to our Financial Management Division for payment in the amount of **\$33,010.26**.

If you have any questions, please contact me at 601-359-7031.

Sincerely,

Lee Frederick, P.E.
State LPA Engineer

LF:dre

Attachment

FINAL**Final Statement of
Work Completed**

LPA-001 v 1.2

MISSISSIPPI DEPARTMENT OF TRANSPORTATION

STP-7314-00(037)/108386701

Revised Apr. 02, 2009

Contractor's Estimate - Recap Sheet

Printed: 07/19/2023 04:42 pm

Vendor Number	3100024322 0	Completion Date	00/00/0000
Contract ID	LSTP731400037	Time Units / Days to be Allowed	107.00
In Account With	City of Brandon PO Box 1539, Brandon, MS, 39043		
FMS Contract Number	OG00001344		
Estimate Number	0003 FINAL ✓	Period	02/01/2023 Thru
Project County: RANKIN (61)	Current Period	Previous Estimate	Total Allowed to Date
Project Number: 108386701000 [STP-7314-00(037)/108386701]			
Total Cost (Participating)	✓\$18,414.57	\$1,488,847.22	\$1,507,261.79
Total Cost	\$18,414.57	\$1,488,847.22	\$1,507,261.79
Project Total	\$18,414.57	\$1,488,847.22	\$1,507,261.79
% Matching Funds Deduction for LPA 54.00000 %	(\$9,943.87)	(\$803,977.50)	(\$813,921.37)
Total Net Amount Owed to LPA	\$8,470.70	\$684,869.72	\$693,340.42
Total Contract Net Work Due	\$8,470.70	\$684,869.72	\$693,340.42
Time Units / Days Used	0.000000	75.079000	75.079000
Contract % Complete (Dollars)	1.22 %	98.78 %	100.00 %
Contract % Elapsed Time	0.000000%	70.170000%	70.170000 %

Quantities Checked

Original Signed

Burt, Lon (15-10)


 Project Engineer

LPA Official:

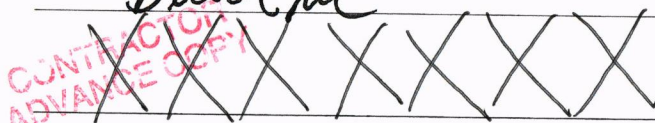


Approved:

Chief Engineer by

Original Signed

Lee Frederick, P.E.


 LPA Engineer

Completion Date: 00/00/0000

Calendar Days to be Allowed: 107.00

Total Contract Bid Amount: \$1,462,750.80

Total Contract Current Amount: \$1,507,261.78

Productive Days to be Allowed: 107.000000

Total Productive Days Assessed: 75.080000

Contract % Elapsed Time (Productive Days): 70.170000 %

Progress of Project: 29.830000%

MDOT Adjustment based on
Federal funds available
$$\begin{array}{r} \$9,896.10 \\ \$18,366.80 \end{array}$$

$$\begin{array}{r} (\$259,237.94) \\ \$425,631.78 \end{array}$$

$$\begin{array}{r} (\$249,341.84) \\ 443,998.58 \end{array}$$

MDOT Testing = \$3,550.09

$$\begin{array}{r} (\$853.09) \\ \$17,513.71 \end{array}$$

Total Net Amt. owed to the LPA

$$\begin{array}{r} (\$2,697.00) \\ \$422,934.78 \end{array}$$

$$\begin{array}{r} (\$3,550.09) \\ \$440,448.49 \end{array}$$

FINAL

**Final Statement of
Work Completed**

LPA-CSU-001 For LPA's

MISSISSIPPI DEPARTMENT OF TRANSPORTATION
MDOT REIMBURSEMENT ESTIMATE - RECAP SHEET

Date Processed March 15, 2023

Vendor Number

3100024322 0

Project No.

108386-701000

In Account With

City of Brandon

Contract Number

CS 00006284

Est. No.

3

Final

Surety

Period

November 19, 2022

THRU

February 1, 2023

P.O. No. 3941

Invoice Number

22981

Sheet No

1

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	108386-701000	1	33,688.16	88,054.07	121,742.23
Total							33,688.16	88,054.07	121,742.23
Total All Work Due							33,688.16	88,054.07	121,742.23
Total Net Work Due							33,688.16	88,054.07	121,742.23
Quantities Checked					Contract Not To Exceed Amount		AMOUNT OF PAYMENT FOR PROGRESS ESTIMATES AND FINAL ESTIMATES SHOULD BE ROUNDED TO THE NEAREST CENTS (\$0.00)		
Original Signed					\$121,747.84				
Benchmark Engineering and Surveying, L.P. Project Engineer					NTP Date				
LPA Official					October 5, 2021				
City of Brandon					Termination Date				
Approved By					TBD				
Consultant Services Unit Director									
Stephen Rone									
% Matching Funds Deduction for LPA	001	080120	153	1612	108386-701000	1	(18,191.61)	(47,549.20)	(65,740.81)
TOTAL Net Amount Owed to the LPA							15,496.55	40,504.87	56,001.42
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									



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: PAUL BRANNON, PUBLIC WORKS DIRECTOR
BOARD AGENDA: OCTOBER 16, 2023
SUBJECT: HIGHWAY 18 AT LOUIS WILSON DRIVE SIGNAL IMPROVEMENTS
LPA PROJECT: STP-0039-00(021)LPA/108387-701000
MDOT FINAL PAY ESTIMATE SETTLEMENT APPROVAL

Asking for your consideration to approve the final pay estimate and final payment from MDOT to the LPA in the amount of \$54,209.18 for the Highway 18 at Louis Wilson Drive Signal Improvements Project and authorize execution of the same.

Thank you for your consideration in this matter. Please let me know if you have any questions.

ATTACHMENTS:

- MDOT Settlement Letter

Jeff Ely, P.E.
Chief of Staff
Charles R. Carr
Director, Office of Intermodal Planning



Brian D. Ratliff, P.E.
Deputy Executive Director/Chief Engineer
Lisa M. Hancock, CPA
Deputy Executive Director/Administration

Brad White
Executive Director

September 28, 2023

CITY OF BRANDON
P.O. BOX 1539
BRANDON, MS 39043

Dear Mayor Lee :

Based on the attached final estimate, we are prepared to issue final payment in the amount of **\$54,209.18**.

STP-0039-00(021)LPA/108387-701000

Rankin

CONST 3 \$34,904.19

ENG 3 \$19,304.99

If you agree that this is the correct amount for Full and Final Settlement of all amounts due or claims under or arising out of the contract, please have an officer of your local public agency authorized with us to sign contracts to provide their signature and one witness signature below:

Signature of Authorized Officer

Signature of Witness

LPA Name

Date

Please return this completed document for further processing to one of the addresses below:

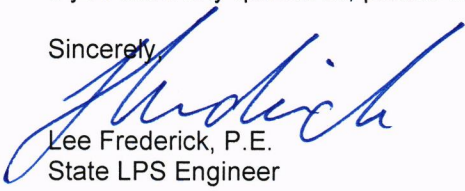
Lee Frederick, P.E.
P.O. Box 1850
Jackson, MS 39215-1850

Lee Frederick, P.E.
401 North West Street
MDOT Building, 3rd Floor
Jackson, MS 39201

Once received, we will process the final estimate to our Financial Management Division for payment in the amount of **\$54,209.18**.

If you have any questions, please contact me at 601-359-7031.

Sincerely,


Lee Frederick, P.E.
State LPS Engineer

LF:dre

Attachment

FINALFinal Statement of
Work Completed

LPA-001 v 1.2

MISSISSIPPI DEPARTMENT OF TRANSPORTATION

STP-0039-00(021)/108387701

Revised Apr. 02, 2009

Contractor's Estimate - Recap Sheet

Printed: 07/19/2023 05:47 pm

Vendor Number	3100024322 0	Completion Date	00/00/0000
Contract ID	LSTP003900021	Time Units / Days to be Allowed	100.00
In Account With	City of Brandon PO Box 1539, Brandon, MS, 39043		
FMS Contract Number	OG00001353		
Estimate Number	0003 FINAL	Period	11/01/2022 Thru
Project County: RANKIN (61)		Current Period	Previous Estimate
Project Number: 108387701000 [STP-0039-00(021)/108387701]			
Total Cost (Participating)		✓\$76,328.22	\$918,973.15
Total Cost		\$76,328.22	\$918,973.15
Project Total		\$76,328.22	\$918,973.15
% Matching Funds Deduction for LPA 54.00000 %		(\$41,217.24)	(\$496,245.50)
Total Net Amount Owed to LPA		\$35,110.98	\$422,727.65
Total Contract Net Work Due		\$35,110.98	\$422,727.65
Time Units / Days Used		0.000000	69.000000
Contract % Complete (Dollars)		7.67 %	92.33 %
Contract % Elapsed Time		0.000000 %	69.000000 %

Quantities Checked

Original Signed

Burt, Leon (15-10)

Project Engineer

Completion Date: 00/00/0000

Calendar Days to be Allowed: 100.00

Total Contract Bid Amount: \$985,252.40

Total Contract Current Amount: \$995,301.36

Productive Days to be Allowed: 100.000000

Total Productive Days Assessed: 69.000000

Contract % Elapsed Time (Productive Days): 69.000000 %

Progress of Project: 31.000000 %

LPA Official:

Approved:

Chief Engineer by

Original Signed

Lee Frederick, P.E.

LPA Engineer

CONTRACTOR'S
ADVANCE COPYCONTRACTOR'S
ADVANCE COPY

MDOT Testing = \$975.37 @ 54% (\$216.79)

(\$319.91)

(\$521.70)

Total Net Amt. Owed to the LPA \$34,904.19

✓ \$422,407.74

\$457,311.93

FINAL

Final Statement of
Work Completed

REV 4/01/2016

LPA-CST-001 For LPA's

MISSISSIPPI DEPARTMENT OF TRANSPORTATION
MDOT REIMBURSEMENT ESTIMATE - RECAP SHEET

Date Processed March 15, 2023

Vendor Number

Project No

In Account With

Contract Number

Est No

3180024322 0

108387-701000

City of Brandon

CS 00006321

Final

County

Rankin

Address

P.O. Box 1539, Brandon, MS 39043-1539

MDOT Project Number STP-0039-00(02) LPA

Rankin

Period

November 19, 2022

THRU

February 22, 2023

P.O. No 3941

Invoice Number

Sheet No

22982

1

Est No

3

Final

Period

November 19, 2022

THRU

February 22, 2023

Document No

3

Final

Period

November 19, 2022

THRU

February 22, 2023

Document No

3

Final

Period

November 19, 2022

THRU

February 22, 2023

Document No

3

Final

Period

November 19, 2022

THRU

February 22, 2023

Document No

3

Final

Period

November 19, 2022

THRU

February 22, 2023

Document No

3

Final

Period

November 19, 2022

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February 22, 2023

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February 22, 2023

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MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: PAUL BRANNON, PUBLIC WORKS DIRECTOR
BOARD AGENDA: OCTOBER 16, 2023
SUBJECT: COMMODITY BIDS FOR APPROVAL

Asking for your consideration to approve the commodity bids listed below as received by the City of Brandon and award the bids to the best and/or lowest bidder for each. These commodity bids will be effective October 17, 2023, through September 30, 2024.

- Polypropylene Resin Storm Drain Pipe – Bid #2023-23
 1. Southern Pipe & Supply
 2. Coburn's Supply – alternate 1
 3. Eagle Pipe Supply – alternate 2
 4. Consolidated Pipe Supply – alternate 3
- Sewer Pipe – Bid #2023-24
 1. Southern Pipe & Supply
 2. Coburn's Supply – alternate 1
 3. Eagle Pipe Supply – alternate 2
 4. Consolidated Pipe Supply – alternate 3
- C900 Water Pipe – Bid #2023-16
 1. Southern Pipe & Supply
 2. Coburn's Supply – alternate 1
 3. Eagle Pipe Supply – alternate 2
 4. Consolidated Pipe Supply – alternate 3
- Concrete Storm Drain Pipe – Bid #2023-19
 1. Design Precast
- Road Striping – Bid #2023-25
 1. Lane Line, LLC
 2. Traffic Control Products – alternate
- Grinder Pump Systems – Bid #2023-21
 1. WW Solutions, Inc.



- Chlorine
 1. Allied Universal Corporation
 2. DPC Enterprises – alternate 1
- Sodium Fluoride
 1. Univar Solutions

Thank you for your consideration in this matter. Please let us know if you have any questions.

ATTACHMENTS:

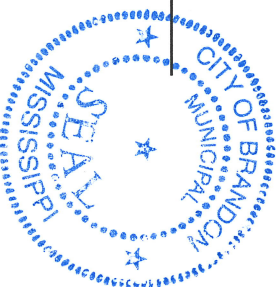
- Commodity Bid Tabs

C900 WATER PIPE
Bid # 2023-16
10/10/2023 at 10:00 a.m.

C900 WATER PIPE (PER LINEAR FOOT)						
COMPANY	4"	6"	8"	10"	12"	
Eagle Pipe & Supply	\$ 6.15	\$ 12.58	\$ 21.56	\$ 32.34	\$ 45.54	
Coburns Supply	\$ 6.15	\$ 12.56	\$ 21.53	\$ 32.30	\$ 45.50	
Consolidated Pipe & Supply	\$ 6.20	\$ 12.67	\$ 21.71	\$ 32.57	\$ 45.87	
Southern Pipe & Supply	\$ 6.04	\$ 12.35	\$ 21.17	\$ 31.77	\$ 44.73	

This is to certify that the above is a true and accurate tabulation of bids received on October 10, 2023.


Angela Bean, City Clerk



AFFIDAVIT

PROOF OF PUBLICATION

RANKIN COUNTY NEWS • P.O. BOX 107 • BRANDON, MS 39043

STATE OF MISSISSIPPI
COUNTY OF RANKIN

THIS 27TH DAY OF SEPTEMBER, 2023, personally came Marcus Bowers, publisher of the Rankin County News,

a weekly newspaper printed and published in the City of Brandon, in the County of Rankin and State aforesaid, before me the undersigned officer in and for said County and State, who being duly sworn, deposes and says that said newspaper has been published for more than 12 months prior to the first publication of the attached notice and is qualified under Chapter 13-3-31, Laws of Mississippi, 1936, and laws supplementary and amendatory thereto, and that a certain

INVITATION TO BID

C900 WATER PIPE

a copy of which is hereto attached, was published in said newspaper Two (2) consecutive weeks, as follows, to-wit:

Vol 176 No. 11 on the 20th day of September, 2023

Vol 176 No. 12 on the 27th day of September, 2023

Marcus Bowers

MARCUS BOWERS, Publisher

Sworn to and subscribed before me by the aforementioned
Marcus Bowers this 27th day of September, 2023

Frances Conger
Notary Public

My Commission Expires: January 25, 2026

PRINTER'S FEE: (12 cents per word for first insertion and 10 cents per word for each subsequent insertion)

195 words at .22 per word.....

Proof of Publication 3.00

TOTAL \$45.90

BID FORM

Sealed bids will be received by the City of Brandon, Mississippi, until 10:00 a.m., local time, on October 10, 2023, in the office of the City Clerk, 1000 Municipal Drive, Brandon, Mississippi, 39042.

Bid for the following:

C900 Water Pipe

4 inch	per LF
6 inch	per LF
8 inch	per LF
10 inch	per LF
12 inch	per LF

Pricing will remain in effect from bid award through September 30, 2024. Material will be delivered to specified job sites in Brandon or the City of Brandon Shop upon request.

The bid must be received in a sealed envelope, which is marked in the lower left-hand corner with "Bid Number 2023-16" and the NAME OF ITEM on which bid is being made and the DATE OF BID OPENING. Electronic bids can be submitted at www.centralbidding.com. For any questions relating to the electronic process, please call Central Bidding at 225-810-4814.

The City of Brandon reserves the right to reject any or all bids, to accept any bid deemed to be in the best interest of the City, and to waive informalities.

By: Butch Lee, Mayor
Angela Bean, City Clerk
September 20, 27, 2023
#1224



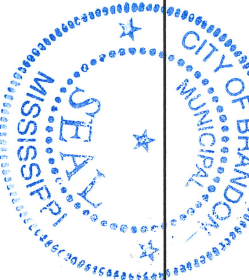
Grinder Pump Systems
 Bid #2023-21
 10-Oct-23

WW Solutions, Inc			
Item	Unit	Unit Price	
Complete System Installed	LS	\$ 5,000.00	
Grinder Pump (materials only)	EA	\$ 2,972.50	
Fiberglass Basin - 24x60 (materials only)	EA	\$ 812.00	
Control Panel (materials only)	EA	\$ 797.50	
Floats (materials only)	EA	\$ 72.50	
Service Call (3-Hour)	LS	\$ 465.00	
Hourly Repair (Crew & tools)	HR	\$ 155.00	
Power supply line	LF	\$ 48.16	
Service line	LF	\$ 24.71	
Check Valve and Box	EA	\$ 100.00	
1-1/4" Force Main	LF	\$ 1.76	
1-1/2" Force Main	LF	\$ 2.18	
2" Force Main	LF	\$ 2.63	
2-1/2" Force Main	LF	\$ 3.86	
3" Force Main	LF	\$ 6.89	
1-1/4" Uncased Bore	LF	\$ 10.80	
1-1/2" Uncased Bore	LF	\$ 10.80	
2" Uncased Bore	LF	\$ 10.80	
2-1/2" Uncased Bore	LF	\$ 16.20	
3" Uncased Bore	LF	\$ 16.20	

Item	Unit	Unit Price	
Complete System Installed	LS		
Grinder Pump (materials only)	EA		
Fiberglass Basin - 24x60 (materials only)	EA		
Control Panel (materials only)	EA		
Floats (materials only)	EA		
Service Call (3-Hour)	LS		
Hourly Repair (Crew & tools)	HR		
Power supply line	LF		
Service line	LF		
Check Valve and Box	EA		
1-1/4" Force Main	LF		
1-1/2" Force Main	LF		
2" Force Main	LF		
2-1/2" Force Main	LF		
3" Force Main	LF		
1-1/4" Uncased Bore	LF		
1-1/2" Uncased Bore	LF		
2" Uncased Bore	LF		
2-1/2" Uncased Bore	LF		
3" Uncased Bore	LF		

This is to certify that the above is a true and accurate tabulation of bids received on October 10, 2023.

Angela Bean
 Angela Bean, City Clerk



AFFIDAVIT

PROOF OF PUBLICATION

RANKIN COUNTY NEWS • P.O. BOX 107 • BRANDON, MS 39043

STATE OF MISSISSIPPI COUNTY OF RANKIN

THIS 27TH DAY OF SEPTEMBER, 2023, personally came Marcus Bowers, publisher of the Rankin County News,

a weekly newspaper printed and published in the City of Brandon, In the County of Rankin and State aforesaid, before me the undersigned officer in and for said County and State, who being duly sworn, deposes and says that said newspaper has been published for more than 12 months prior to the first publication of the attached notice and is qualified under Chapter 13-3-31, Laws of Mississippi, 1936, and laws supplementary and amendatory thereto, and that a certain

INVITATION TO BID

GRINDER PUMP SYSTEMS

a copy of which is hereto attached, was published in said newspaper Two (2) consecutive weeks, as follows, to-wit:

Vol 176 No. 11 on the 20th day of September, 2023

Vol 176 No. 12 on the 27th day of September, 2023

Marcus Bowers
MARCUS BOWERS, Publisher

Sworn to and subscribed before me by the aforementioned Marcus Bowers this 27th day of September, 2023

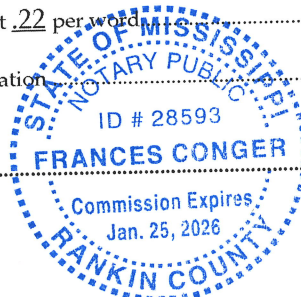
Frances Conger Notary Public
FRANCES CONGER
My Commission Expires: January 25, 2026

PRINTER'S FEE: (12 cents per word for first insertion and 10 cents per word for each subsequent insertion)

1,063 words at .22 per word \$233.86

Proof of Publication 3.00

TOTAL \$236.86



INVITATION TO BID	
Sealed bids will be received by the City of Brandon, Mississippi, until 10:50 a.m. local time, on October 10, 2023, in the office of the City Clerk, 1000 Municipal Drive, Brandon, Mississippi, 39042.	
Bids will be taken for the following:	
GRINDER PUMP SYSTEMS	
MATERIALS, INSTALLATION, AND/OR REPAIRS	
Provide materials, installation, and/or repairs for grinder pump systems. Installations to be completed according to manufacture recommendations, the requirements of the City of Brandon's system specifications, and MDEQ requirements. All force mains will be installed with a tracer wire. Repairs will be on an as needed basis. Repair costs will be on a case-by-case basis. Additional miscellaneous parts not listed on the price list will be paid for according to the cost of the part on an as needed basis. Additional equipment required for extensive repairs not listed in the price list will be approved on a case-by-case basis.	
SPECIFICATIONS	
- Wastewater grinder pumping stations shall be electrically operated and shall be wet pit, totally submersible type capable of achieving long term stable operation against widely fluctuating changes in TDH conditions. - The station shall include a minimum of one sewage grinder pump with lift-out sealing flanges, internal piping with check valve and gate valve, and lifting chain. All electrical connections to be made in the control panel. The station shall include a NEMA 4X electrical panel with an outside alarm light and audible alarm. - Grinder pumping stations and accessories shall be of the following or equal; Pentair Hydromatic HV200 Series; Hyd-O-Grind as manufactured by F. E. Meyers Co.; E/One by Environment One Corporation. All new systems must have an approved submittal before any installation begins. - Electrical service requires a double pole breaker 30 AMP 230 Volt dedicated circuit. - Three liquid level sensors for a simplex unit shall be furnished and installed with the pumping unit to control "pump off," "pump on," and "high water alarm" operations. An additional sensor and control alternator shall be provided and installed for the lead and lag pump operation for a duplex unit. Level sensors shall be as recommended by the manufacturer. - The station shall be equipped with a wall mounted (exterior wall of house) or pedestal mounted electrical control panel in a NEMA 4X, weather tight, non-corrosive fiberglass enclosure with a dead front outer door with a locking hasp or handle.	
Contractual/Other Services	4,200.00
Library Expense	
Total	940,011.14
Capital Outlay	96,000.00
Contractual/Other Services	343,972.14
Consumable Services	140,000.00
Personnel Services	360,039.00
Street Expense	
Current Budget	
Total	1,805,500.00
Capital Outlay	25,000.00
Contractual/Other Services	60,000.00
Consumable Services	18,400.00
Personnel Services	77,150.00
Fire Dept. Expenses	
Total	1,690,300.50
Capital Outlay	60,000.00
Contractual/Other Services	56,500.00
Consumable Supplies	292,960.50
Personnel Services	1,280,840.00
Police Dept. Expense	
Total	262,617.39
Contractual/Other Services	99,227.00

POLYPROPYLENE RESIN STORM DRAIN PIPE

Bid # 2023-23

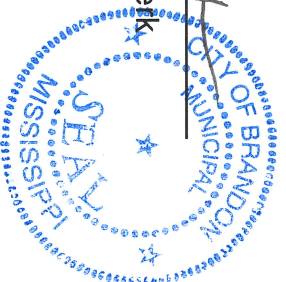
10/10/2023 at 11:10 a.m.

ROUND PIPE (POLYPROPYLENE)

COMPANY	15"	18"	24"	30"	36"	42"	48"
Eagle Pipe & Supply Company	\$ 16.26	\$ 21.98	\$ 31.32	\$ 48.35	\$ 63.74	\$ 78.02	\$ 106.59
Coburn	\$ 16.26	\$ 21.98	\$ 31.32	\$ 48.35	\$ 63.74	\$ 78.02	\$ 106.59
Consolidated Pipe & Supply	\$ 16.26	\$ 21.98	\$ 31.32	\$ 48.35	\$ 63.74	\$ 78.02	\$ 106.59
Southern Pipe & Supply	\$ 16.26	\$ 21.98	\$ 31.32	\$ 48.35	\$ 63.74	\$ 78.02	\$ 106.59

This is to certify that the above is a true and accurate tabulation of bids received on October 10, 2023.

Angela Bean, City Clerk



AFFIDAVIT

PROOF OF PUBLICATION

RANKIN COUNTY NEWS • P.O. BOX 107 • BRANDON, MS 39043

STATE OF MISSISSIPPI
COUNTY OF RANKIN

THIS 27TH DAY OF SEPTEMBER, 2023, personally came Marcus Bowers, publisher of the Rankin County News,

a weekly newspaper printed and published in the City of Brandon, In the County of Rankin and State aforesaid, before me the undersigned officer in and for said County and State, who being duly sworn, deposes and says that said newspaper has been published for more than 12 months prior to the first publication of the attached notice and is qualified under Chapter 13-3-31, Laws of Mississippi, 1936, and laws supplementary and amendatory thereto, and that a certain

INVITATION TO BID

POLYPROPYLENE RESIN STORM DRAIN PIPE

a copy of which is hereto attached, was published in said newspaper Two (2) consecutive weeks, as follows, to-wit:

Vol 176 No. 11 on the 20th day of September, 2023

Vol 176 No. 12 on the 27th day of September, 2023

Marcus Bowers

MARCUS BOWERS, Publisher

Sworn to and subscribed before me by the aforementioned Marcus Bowers this 27th day of September, 2023

Frances Conger Notary Public
FRANCES CONGER
My Commission Expires: January 25, 2026

PRINTER'S FEE: (12 cents per word for first insertion and 10 cents per word for each subsequent insertion)

190 words at .22 per word..... \$41.80

Proof of Publication 3.00

TOTAL..... \$44.80

BID FORM

Sealed bids will be received by the City of Brandon, Mississippi, until 11:10 a.m. local time, on October 10, 2023, in the office of the City Clerk, 1000 Municipal Drive, Brandon, Mississippi, 39042.

Bid for the following:
POLYPROPYLENE RESIN STORMDRAIN PIPE

Bidder shall bid per foot delivered price of the various sizes of pipe shown below:

ROUND PIPE (Polypropylene)

15-INCH	_____
18-INCH	_____
24-INCH	_____
30-INCH	_____
36-INCH	_____
42-INCH	_____
48-INCH	_____

Prices shall be in effect from award date through September 30, 2024.

The bid must be received in a sealed envelope, which is marked in the lower left-hand corner with "Bid Number 2023-23" and the NAME OF ITEM on which bid is being made and the DATE OF BID OPENING. Electronic bids can be submitted at www.centralbidding.com and any questions relating to the electronic process should be directed to Central Bidding at 225-810-4814.

The City reserves the right to reject any or all bids, to accept any bid deemed to be in the best interest of the City, and to waive informalities.

By: Butch Lee, Mayor
Angela Bean, City Clerk
September 20, 27, 2023
#1232



Concrete Storm Drain Pipe

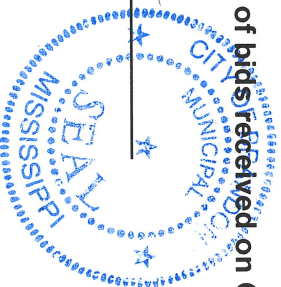
Bid # 2023-19

10/10/2023 at 10:30 a.m.

COMPANY	ROUND PIPE	PER FOOT	EQUIVALENT ARCH PIPE	PER FOOT
Design Precast & Pipe	15"	\$ 23.80	15"	\$ 33.84
	18"	\$ 32.64	18"	\$ 42.12
	24"	\$ 49.98	24"	\$ 58.68
	30"	\$ 72.08	30"	\$ 70.56
	36"	\$ 93.50	36"	\$ 96.84
	42"	\$ 116.62	42"	\$ 125.28
	48"	\$ 147.56	48"	\$ 159.48
	54"	\$ 181.56	54"	\$ 194.40
	15"		15"	
	18"		18"	
	24"		24"	
	30"		30"	
	36"		36"	
	42"		42"	
	48"		48"	
	54"		54"	

This is to certify that the above is a true and accurate tabulation of bids received on October 10, 2023.

Angela Bean, City Clerk



AFFIDAVIT

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RANKIN COUNTY NEWS • P.O. BOX 107 • BRANDON, MS 39043

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COUNTY OF RANKIN

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BID FORM

Sealed bids will be received by the City of Brandon, Mississippi, until 10:30 a.m. local time, on October 10, 2023, in the office of the City Clerk, 1000 Municipal Drive, Brandon, Mississippi, 39042.

Bid for the following:

CONCRETE STORM DRAIN PIPE

Bidder shall bid per foot delivered price of the various sizes of pipe shown below:

ROUND PIPE	EQUIVALENT ARCH PIPE
15-INCH _____	15-INCH _____
18-INCH _____	18-INCH _____
24-INCH _____	24-INCH _____
30-INCH _____	30-INCH _____
36-INCH _____	36-INCH _____
42-INCH _____	42-INCH _____
48-INCH _____	48-INCH _____
54-INCH _____	54-INCH _____

Pipe shall conform to Section S-708 of the Mississippi Standard Specifications for State Aid Road and Bridge Construction, 2004 Edition for Reinforced Concrete Pipe. Pipe shall be delivered to various work sites in the City of Brandon or to the Public Works Department Shop at time of the request. Price shall be in effect from award date through September 30, 2024.

The bid must be received in a sealed envelope, which is marked in the lower left-hand corner with "Bid Number 2023-19" and the NAME OF ITEM on which bid is being made and the DATE OF BID OPENING. Electronic bids can be submitted at www.centralbidding.com and any questions relating to the electronic process should be directed to Central Bidding at 225-810-4814.

The City reserves the right to reject any or all bids, to accept any bid deemed to be in the best interest of the City, and to waive informalities.

By: Butch Lee, Mayor
Angela Bean, City Clerk
September 20, 27, 2023
#1228

INVITATION TO BID

CONCRETE STORM DRAIN PIPE

a copy of which is hereto attached, was published in said newspaper Two (2) consecutive weeks, as follows, to-wit:

Vol 176 No. 11 on the 20th day of September, 2023

Vol 176 No. 12 on the 27th day of September, 2023

Marcus Bowers

MARCUS BOWERS, Publisher

Sworn to and subscribed before me by the aforementioned Marcus Bowers this 27th day of September, 2023

Frances Conger, Notary Public
FRANCES CONGER
My Commission Expires: January 25, 2026

PRINTER'S FEE: (12 cents per word for first insertion and 10 cents per word for each subsequent insertion)

243 words at .22 per word..... \$53.46

Proof of Publication 3.00

TOTAL..... \$56.46



ROAD STRIPING

Bid # 2023-25

10/10/2023 at 11:30 a.m

DESCRIPTION	Traffic Control Products		Lane Line, LLC	
	UNIT	UNIT PRICE	UNIT	UNIT PRICE
HOT SPRAY PAINT (40 MILS)				
PAINT-CONTINUOUS WHITE	LF	\$ 1.10	LF	\$ 0.95
PAINT-CONTINUOUS YELLOW	LF	\$ 1.10	LF	\$ 0.95
PAINT-SKIP WHITE	MILE	\$ 2,650.00	MILE	\$ 2,200.00
PAINT-SKIP YELLOW	MILE	\$ 2,550.00	MILE	\$ 2,000.00
DETAIL STRIPE-4" EQUIVALENT	LF	\$ 5.50	LF	\$ 1.50
LEGENDS	SF	\$ 16.50	SF	\$ 8.00
THERMOPLASTIC				
CONTINUOUS WHITE (60 MIL)	LF	\$ 1.25	LF	\$ 1.55
CONTINUOUS YELLOW(90 MIL)	LF	\$ 1.45	LF	\$ 1.40
SKIP WHITE (90 MIL)	MILE	\$ 3,025.00	MILE	\$ 3,700.00
SKIP YELLOW (90 MIL)	MILE	\$ 2,925.00	MILE	\$ 3,500.00
DETAIL STRIPE-4" EQUIVALENT (120 MIL)	LF	\$ 5.50	LF	\$ 3.25
LEGENDS (120 MIL)	SF	\$ 16.50	SF	\$ 12.00
THERMOPLASTIC RAISED PAVEMENT MARKERS	EACH	\$ 20.00	EACH	\$ 10.00
PARKING LOT STRIPING (15 MIL DETAIL PAINT)				
CONTINUOUS WHITE	LF	\$ 3.30	LF	\$ 1.00
CONTINUOUS YELLOW	LF	\$ 3.30	LF	\$ 1.00
PARKING SPACE WHITE	LF	\$ 3.30	LF	\$ 2.40
PARKING SPACE YELLOW	LF	\$ 3.30	LF	\$ 2.10
DETAIL STRIPE 4" EQUIVALENT	LF	\$ 3.30	LF	\$ 3.00
LEGENDS	SF	\$ 16.50	SF	\$ 7.00

This is to certify that the above is a true and accurate tabulation of bids received on ~~October 10~~, 2023.

Angela Bean
 Angela Bean, City Clerk



AFFIDAVIT

PROOF OF PUBLICATION

RANKIN COUNTY NEWS • P.O. BOX 107 • BRANDON, MS 39043

STATE OF MISSISSIPPI COUNTY OF RANKIN

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INVITATION TO BID

ROAD STRIPING

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Vol 176 No. 12 on the 27th day of September, 2023

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MARCUS BOWERS, Publisher

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Frances Conger, Notary Public
FRANCES CONGER
My Commission Expires: January 25, 2026

PRINTER'S FEE: (12 cents per word for first insertion and 10 cents per word for each subsequent insertion)

294 words at .22 per word..... \$64.68

Proof of Publication 3.00

TOTAL..... \$67.68



BID FORM

Sealed bids will be received by the City of Brandon, Mississippi, until 11:30 a.m. local time, on October 10, 2023, in the office of the City Clerk, 1000 Municipal Drive, Brandon, Mississippi, 39042.
Bids will be taken for:

ROAD STRIPING

Spray Paint (40 Mils)	_____	L.F.
Paint - Continuous White	_____	L.F.
Paint - Continuous Yellow	_____	Mile
Paint - Skip White	_____	Mile
Paint - Skip Yellow	_____	L.F.
Detail Stripe - 4" equivalent	_____	S.F.
Legends		

Thermoplastic

Continuous white (60 mil)	_____	L.F.
Continuous yellow (90 mil)	_____	L.F.
Skip white (90 mil)	_____	Mile
Skip yellow (90 mil)	_____	Mile
Detail Stripe - 4" equivalent (120 mil)	_____	L.F.
Legends (120 mil)	_____	Mile
Raised Pavement Markers	_____	Each

Parking Lot Striping (15 Mil Detail Paint)

Paint - Continuous White	_____	L.F.
Paint - Continuous Yellow	_____	L.F.
Paint - Parking Space White	_____	L.F.
Paint - Parking Space Yellow	_____	L.F.
Detail Stripe - 4" equivalent	_____	L.F.
Legends	_____	S.F.

Striping shall conform to Section 9-619 or S-621 of the Mississippi Standard Specifications for State Aid Road and Bridge Construction, 2004 Edition.

Price shall include all labor and materials. All material used must have required reflective glass beads or reflective product. Prices shall be in effect from award date through September 30, 2024.

The Bid must be received in a sealed envelope, which is marked in the lower left-hand corner with "Bid Number 2023-25" and the NAME OF ITEM on which bid is being made and the DATE OF BID OPENING. Electronic bids can be submitted at www.centralbidding.com and any questions relating to the electronic process should be directed to Central Bidding at 225-810-4814.

The City reserves the right to reject any or all bids, to accept any bid deemed to be in the best interest of the City, and to waive informalities.

By: Butch Lee, Mayor
By: Angela Bean, City Clerk
September 20, 27, 2023
#1234

Chlorine/Fluoride

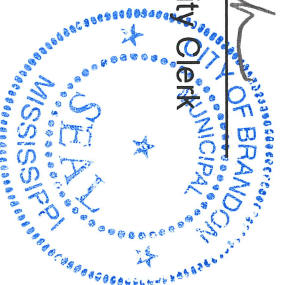
Bid # 2023-17

10/10/2023 at 10:10 a.m.

COMPANY	DESCRIPTION	PRICE
DPC Enterprises	150 pound cylinder of Chlorine	\$ 375.00
	50 pound bag of Sodium Fluoride	no bid
Allied Universal Corporation	150 pound cylinder of Chlorine	\$ 199.00
	50 pound bag of Sodium Fluoride	no bid
Univar Solutions	150 pound cylinder of Chlorine	no bid
	50 pound bag of Sodium Fluoride	\$ 1.85
	150 pound cylinder of Chlorine	
	50 pound bag of Sodium Fluoride	

This is to certify that the above is a true and accurate tabulation of bids received on October 10, 2023.


 Angela Bean, City Clerk



AFFIDAVIT

PROOF OF PUBLICATION

RANKIN COUNTY NEWS • P.O. BOX 107 • BRANDON, MS 39043

STATE OF MISSISSIPPI
COUNTY OF RANKIN

THIS 27TH DAY OF SEPTEMBER, 2023, personally came Marcus Bowers, publisher of the Rankin County News,

a weekly newspaper printed and published in the City of Brandon, In the County of Rankin and State aforesaid, before me the undersigned officer in and for said County and State, who being duly sworn, deposes and says that said newspaper has been published for more than 12 months prior to the first publication of the attached notice and is qualified under Chapter 13-3-31, Laws of Mississippi, 1936, and laws supplementary and amendatory thereto, and that a certain

INVITATION TO BID

CHLORINE & SODIUM FLUORIDE

a copy of which is hereto attached, was published in said newspaper Two (2) consecutive weeks, as follows, to-wit:

Vol 176 No. 11 on the 20th day of September, 2023

Vol 176 No. 12 on the 27th day of September, 2023

Marcus Bowers
MARCUS BOWERS, Publisher

Sworn to and subscribed before me by the aforementioned Marcus Bowers this 27th day of September, 2023

Frances Conger, Notary Public
FRANCES CONGER
My Commission Expires: January 25, 2026

PRINTER'S FEE: (12 cents per word for first insertion and 10 cents per word for each subsequent insertion)

190 words at .22 per word..... \$41.80

Proof of Publication 3.00

TOTAL..... \$44.80

BID FORM
Sealed bids will be received by the City of Brandon, Mississippi, until 10:10 a.m. local time, on October 10, 2023, in the office of the City Clerk, 1000 Municipal Drive, Brandon, Mississippi, 39042.
Bid for the following:
CHLORINE & SODIUM FLUORIDE
150 pound cylinders of Chlorine

50 pound bags of Sodium Fluoride

Price shall include delivery charges.
Price shall be in effect from bid award date through September 30, 2024. Items will be delivered to the City of Brandon Shop unless requested otherwise.
The bid must be received in a sealed envelope, which is marked in the lower left-hand corner with "Bid Number 2023-17" and the NAME OF ITEM on which bid is being made and the DATE OF BID OPENING. Electronic bids can be submitted at www.centralbidding.com and any questions relating to the electronic process should be directed to Central Bidding at 225-810-4814.
The City reserves the right to reject any or all bids, to accept any bid deemed to be in the best interest of the City, and to waive informalities.
By: Butch Lee, Mayor
Angela Bear, City Clerk
September 20, 27, 2023
#1226



Sewer Pipe
 Bid # 2023-24
 10/10/2023 at 11:20 a.m.

COMPANY	SDR 26	Per LF	SDR 35	Per LF
Eagle Pipe & Supply	4"	\$ 3.34	4"	\$ 2.43
	6"	\$ 7.48	6"	\$ 5.62
	8"	\$ 13.53	8"	\$ 10.22
	10"	\$ 21.06		
	12"	\$ 30.29		

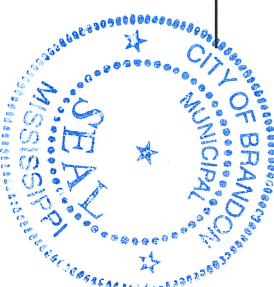
Coburns Supply	4"	\$ 3.33	4"	\$ 2.43
	6"	\$ 7.40	6"	\$ 5.55
	8"	\$ 13.44	8"	\$ 10.15
	10"	\$ 21.03		
	12"	\$ 30.57		

Southern Pipe & Supply	4"	\$ 3.28	4"	\$ 2.47
	6"	\$ 7.34	6"	\$ 5.72
	8"	\$ 13.29	8"	\$ 10.41
	10"	\$ 20.69		
	12"	\$ 29.75		

Consolidated Pipe & Supply	4"	\$ 3.36	4"	\$ 2.44
	6"	\$ 7.53	6"	\$ 5.66
	8"	\$ 13.63	8"	\$ 10.30
	10"	\$ 21.21		
	12"	\$ 30.51		

This is to certify that the above is a true and accurate tabulation of bids received on October 10, 2023.

Angela Bean
 Angela Bean, City Clerk



AFFIDAVIT

PROOF OF PUBLICATION

RANKIN COUNTY NEWS • P.O. BOX 107 • BRANDON, MS 39043

STATE OF MISSISSIPPI
COUNTY OF RANKIN

THIS 27TH DAY OF SEPTEMBER, 2023, personally came Marcus Bowers, publisher of the Rankin County News,

a weekly newspaper printed and published in the City of Brandon, In the County of Rankin and State aforesaid, before me the undersigned officer in and for said County and State, who being duly sworn, deposes and says that said newspaper has been published for more than 12 months prior to the first publication of the attached notice and is qualified under Chapter 13-3-31, Laws of Mississippi, 1936, and laws supplementary and amendatory thereto, and that a certain

INVITATION TO BID

Sealed bids will be received by the City of Brandon, Mississippi, until 11:50 a.m., local time, on October 10, 2023, in the office of the City Clerk, 1000 Municipal Drive, Brandon, Mississippi, 39042. Bids will be received for the following:

CCTV AND JET/VAC COMBO TRUCK SERVICES

Contractor to provide services as listed within the Bid Specifications for CCTV, Jet/Vac Truck or Jetter/Easement machine services for existing City of Brandon infrastructure. Repairs will be on an as needed basis. Repair costs will be case-by-case based on the bid agreement.

Please see Bid Specifications for scope of bid. Contact City of Brandon City Clerk at 601-825-5021 for a copy of Bid Specifications.

Pricing will remain in effect from bid award through September 30, 2024. The City will have the option to renew the bid agreement for three additional years after the initial year of service. Annual increases in the contract amount are limited to the lesser of the CPI or 5%.

The Bid must be received in a sealed envelope, which is marked in the lower left-hand corner with "Bid Number 2023-27" and the Name of Item or matter on which bid is being made and the DATE OF OPENING. Electronic bids can be submitted at www.centralbidding.com. For any questions relating to the electronic process, please call Central Bidding at 225-810-4814.

The City of Brandon reserves the right to reject any and/or all bids, to accept any bid deemed to be in the best interest of the City, and to waive informalities.

By: Butch Lee, Mayor
Angela Bean, City Clerk
September 20, 27, 2023
#1225

INVITATION TO BID

CCTV & JET/VAC COMBO TRUCK SERVICES

a copy of which is hereto attached, was published in said newspaper Two (2) consecutive weeks, as follows, to-wit:

Vol 176 No. 11 on the 20th day of September, 2023

Vol 176 No. 12 on the 27th day of September, 2023

Marcus Bowers

MARCUS BOWERS, Publisher

Sworn to and subscribed before me by the aforementioned Marcus Bowers this 27th day of September, 2023

Frances Conger

FRANCES CONGER, Notary Public

My Commission Expires: January 25, 2026

PRINTER'S FEE: (12 cents per word for first insertion and 10 cents per word for each subsequent insertion)

266 words at .22 per word..... \$58.52

Proof of Publication 3.00

TOTAL..... \$61.52





MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: PAUL BRANNON, PUBLIC WORKS DIRECTOR
BOARD AGENDA: OCTOBER 16, 2023
SUBJECT: COMMODITY BIDS FOR REJECTION

Asking for your consideration to reject the commodity bids listed below as received by the City of Brandon and award the bids to the best and/or lowest bidder for each.

- General Construction Services – Bid #2023-20
 - Reject bids received in order to revise specs for the commodity. There is concern that the original bid did not have enough details to ensure that the bidders were providing bids that were comparable amongst vendors for the services and items requested by the City of Brandon.
- CCTV and Combo Jet/Vac Track – Bid #2023-27
 - Reject bids received in order to revise specs for the commodity. There is concern that the original bid did not have enough details to ensure that the bidders were providing bids that were comparable amongst vendors for the services and items requested by the City of Brandon.
- Yard Restoration – Bid #2023-26
 - Reject bids received in order to revise specs for the commodity. There is concern that the original bid did not have enough details to ensure that the bidders were providing bids that were comparable amongst vendors for the services and items requested by the City of Brandon.

Thank you for your consideration in this matter. Please let us know if you have any questions.

ATTACHMENTS:

- Commodity Bid Tabs

YARD RESTORATION
Bid # 2023-26
10/10/2023 at 11:40 a.m.

Sod (delivered and installed)			
Company	Less than 1 pallet	1 pallet or more	per sq ft.
Black Forest Lawn Care, LLC	\$ 4.00	\$ 0.95	
Murphy's	\$ 3.74	\$ 1.94	

This is to certify that the above is a true and accurate tabulation of bids received on October 10, 2023.



Angela Bean, City Clerk



AFFIDAVIT

PROOF OF PUBLICATION

RANKIN COUNTY NEWS • P.O. BOX 107 • BRANDON, MS 39043

STATE OF MISSISSIPPI
COUNTY OF RANKIN

THIS 27TH DAY OF SEPTEMBER, 2023, personally came Marcus Bowers, publisher of the Rankin County News,

a weekly newspaper printed and published in the City of Brandon, In the County of Rankin and State aforesaid, before me the undersigned officer in and for said County and State, who being duly sworn, deposes and says that said newspaper has been published for more than 12 months prior to the first publication of the attached notice and is qualified under Chapter 13-3-31, Laws of Mississippi, 1936, and laws supplementary and amendatory thereto, and that a certain

BID FORM

Sealed bids will be received by the City of Brandon, Mississippi, until 11:40 a.m. local time, on October 10, 2023, in the office of the City Clerk, 1000 Municipal Drive, Brandon, Mississippi, 39042.

Bid for the following:
YARD RESTORATION AND SOD INSTALLATION

Bidder shall bid PER SQUARE FOOT for sod delivered and installed price as listed below:

Sod Installed -
less than 1 pallet - \$ _____ /SQ FT
Sod Installed -
1 pallet or more - \$ _____ /SQ FT

Price is for all types of sod and includes any grading required to create a smooth transition with existing grades. Sod shall be fresh cut and in good condition. Brown or heavily yellowed sod will not be accepted. Sod shall be delivered and installed at various work sites in the City of Brandon as requested.

Price shall remain in effect from bid award through September 30, 2024. The City will have the option to renew the bid agreement for three additional years after the initial year of service. Annual increases in the contract amount are limited to the lesser of the CPI or 5%.

The bid must be received in a sealed envelope, which is marked in the lower left-hand corner with "Bid Number 2023-26" and the NAME OF ITEM on which bid is being made and the DATE OF BID OPENING. Electronic bids can be submitted at www.centralbidding.com and any questions relating to the electronic process should be directed to Central Bidding at 225-810-4814.

The City reserves the right to reject any or all bids, to accept any bid deemed to be in the best interest of the City, and to waive informalities.

By: Butch Lee, Mayor
Angela Bean, City Clerk
September 20, 27, 2023
#1235

INVITATION TO BID

YARD RESTORATION AND SOD INSTALLATION

a copy of which is hereto attached, was published in said newspaper Two (2) consecutive weeks, as follows, to-wit:

Vol 176 No. 11 on the 20th day of September, 2023

Vol 176 No. 12 on the 27th day of September, 2023

Marcus Bowers

MARCUS BOWERS, Publisher

Sworn to and subscribed before me by the aforementioned Marcus Bowers this 27th day of September, 2023

Frances Conger

FRANCES CONGER, Notary Public

My Commission Expires: January 25, 2026

PRINTER'S FEE: (12 cents per word for first insertion and 10 cents per word for each subsequent insertion)

286 words at .22 per word..... \$62.92

Proof of Publication 3.00

TOTAL..... \$65.92



General Construction Services

Bid #: 2023-20, October 10, 2023 10:40am

Description	Unit per Hour		
	WW Solutions	Hemphill	
Foreman	\$ 70.00	\$ 95.00	
Superintendent	\$ 95.00	\$ 105.00	
Pipe Layer	\$ 30.00	\$ 45.00	
Laborer	\$ 25.00	\$ 38.00	
Rubber Tire Back Hoe& Operator	\$ 60.00	\$ 40.00	
Track hoe and Operator (Cat 308 or Equal)	\$ 85.00	\$ 115.00	
Track hoe and Operator (Cat 320 or Equal)	\$ 95.00	\$ 140.00	
Track hoe and Operator (Cat 336 or Equal)	\$ 145.00	\$ 140.00	
Dozer and Operator (Cat D5 or Equal)	\$ 130.00	\$ 40.00	
Rubber Tire Roller and Operator	no bid	\$ 40.00	
Front End Loader and Operator	\$ 125.00	\$ 130.00	
Skid Steer and Operator	\$ 75.00	\$ 120.00	
Vacuum Excavator	\$ 95.00	\$ 80.00	
Street Sweeper	\$ 47.50	\$ 80.00	
Tractor With Implement (55 HP)	\$ 37.50	\$ 40.00	
Pickup Truck	\$ 20.00	\$ 22.00	
Flatbed Truck	\$ 30.00	\$ 19.00	
Air Compressor with Tools	\$ 22.50	\$ 15.00	
14 CY Dump Truck and Driver	\$ 100.00	\$ 90.00	
22 CY Dump Truck and Driver	\$ 150.00	\$ 95.00	
Small Incidental Tools	\$ 20.00	\$ 15.00	
Trench Box	\$ 70.00	\$ 5.00	
Materials Box	\$ 42.50	\$ 5.00	
Tractor W/Lowboy	\$ 135.00	\$ 75.00	
Waker Plate Tamper	\$ 16.00	\$ 6.00	
Pipe Laser	\$ 17.50	\$ 3.00	
Light Plant	\$ 30.00	\$ 10.00	
3" Pump	\$ 15.00	\$ 5.00	

This is to certify that the above is a true and accurate tabulation of bids received on October 10, 2023.

Angela Bean
Angela Bean, City Clerk



AFFIDAVIT

PROOF OF PUBLICATION

RANKIN COUNTY NEWS • P.O. BOX 107 • BRANDON, MS 39043

STATE OF MISSISSIPPI
COUNTY OF RANKIN

THIS 27TH DAY OF SEPTEMBER, 2023, personally came Marcus Bowers, publisher of the Rankin County News,

a weekly newspaper printed and published in the City of Brandon, In the County of Rankin and State aforesaid, before me the undersigned officer in and for said County and State, who being duly sworn, deposes and says that said newspaper has been published for more than 12 months prior to the first publication of the attached notice and is qualified under Chapter 13-3-31, Laws of Mississippi, 1936, and laws supplementary and amendatory thereto, and that a certain

INVITATION TO BID
Sealed bids will be received by the City of Brandon, Mississippi, until 10:40 a.m. on October 10, 2023 in the office of the City Clerk, 1000 Municipal Drive, Brandon, Mississippi, 39042.
Bids will be taken for the following:
GENERAL CONSTRUCTION SERVICES RELATED TO WATER, SEWER, STREET, & DRAINAGE INFRASTRUCTURE
Contractor to provide services as listed below for repairs to existing City of Brandon infrastructure. Repairs will be on an as needed basis. Repair costs will be case-by-case based on the hourly bid agreement. The contractor will provide all materials for repairs unless otherwise agreed upon by the City of Brandon.
DESCRIPTION:
As per bid item listing. Contact City Clerk at 601-825-5021 for a copy of bid item listing.
Pricing will remain in effect from award date through September 30, 2024. The City will have the option to renew the bid agreement for three additional years after the initial year of service. Annual increases in the contract amount are limited to the lesser of the CPI or 5%.
The Bid must be received in a sealed envelope, which is marked in the lower left-hand corner with "Bid Number 2023-20" and the Name of Item or matter on which bid is being made and the DATE OF OPENING. Electronic bids can be submitted at www.centralbidding.com and any questions relating to the electronic process should be directed to Central Bidding at 225-810-4814.
The City of Brandon reserves the right to reject any and/or all bids, to accept any bid deemed to be in the best interest of the City, and to waive informalities.
By: Butch Lee, Mayor
Angela Bean, City Clerk
September 20, 27, 2023
#1229

INVITATION TO BID

GENERAL CONSTRUCTION SERVICES RELATED TO

WATER, SEWER, STREET & DRAINAGE INFRASTRUCTURE

a copy of which is hereto attached, was published in said newspaper Two (2) consecutive weeks, as follows, to-wit:

Vol 176 No. 11 on the 20th day of September, 2023

Vol 176 No. 12 on the 27th day of September, 2023

Marcus Bowers

MARCUS BOWERS, Publisher

Sworn to and subscribed before me by the aforementioned Marcus Bowers this 27th day of September, 2023

Frances Conger, Notary Public
FRANCES CONGER
My Commission Expires: January 25, 2026

PRINTER'S FEE: (12 cents per word for first insertion and 10 cents per word for each subsequent insertion)

276 words at .22 per word..... \$60.72

Proof of Publication 3.00

TOTAL..... **\$63.72**



CCTV and Combo Jet/Vac Truck

Bid #: 2023-27

October 10, 2023 at 11:50 AM

WW Solutions Inc.	4 Hours or Less		Day		Week	
	Unit	Price	Unit	Price	Unit	Price
Jet Vac Truck and Operator	HR	\$150.00	HR	\$1,200.00	HR	\$6,200.00
T.V. Truck and Operator	HR	\$100.00	HR	\$850.00	HR	\$4,250.00
Off Road Jetter/Easement Machine & Operator	HR	\$250.00	HR	\$2,000.00	HR	\$10,000.00
Mobilization	LSUM	\$500.00	LSUM	\$1,500.00	LSUM	\$1,500.00

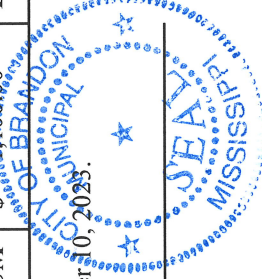
Mid-South Renewals	4 Hours or Less		Day		Week	
	Unit	Price	Unit	Price	Unit	Price
Jet Vac Truck and Operator	HR	\$ 350.00	HR	\$ 2,800.00	HR	\$ 14,000.00
T.V. Truck and Operator	HR	\$ 300.00	HR	\$ 2,400.00	HR	\$ 12,000.00
Off Road Jetter/Easement Machine & Operator	HR	\$ 150.00	HR	\$ 1,200.00	HR	\$ 6,000.00
Mobilization	LSUM	\$ 100.00	LSUM	\$ 200.00	LSUM	\$ 1,000.00

Suncoast Infrastructure, Inc.	4 Hours or Less		Day		Week	
	Unit	Price	Unit	Price	Unit	Price
Jet Vac Truck and Operator	HR	\$ 270.00	HR	\$ 2,700.00	HR	\$ 10,800.00
T.V. Truck and Operator	HR	\$ 195.00	HR	\$ 1,950.00	HR	\$ 7,800.00
Off Road Jetter/Easement Machine & Operator	HR	\$ 150.00	HR	\$ 1,500.00	HR	\$ 6,000.00
Mobilization	LSUM	\$ 500.00	LSUM	\$ 1,100.00	LSUM	\$ 2,300.00

This is to certify that the above is a true and accurate tabulation of bids received on October 10, 2023.

Angela Bean

Angela Bean, City Clerk



AFFIDAVIT

PROOF OF PUBLICATION

RANKIN COUNTY NEWS • P.O. BOX 107 • BRANDON, MS 39043

STATE OF MISSISSIPPI
COUNTY OF RANKIN

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a weekly newspaper printed and published in the City of Brandon, In the County of Rankin and State aforesaid, before me the undersigned officer in and for said County and State, who being duly sworn, deposes and says that said newspaper has been published for more than 12 months prior to the first publication of the attached notice and is qualified under Chapter 13-3-31, Laws of Mississippi, 1936, and laws supplementary and amendatory thereto, and that a certain

BID FORM
Sealed bids will be received by the City of Brandon, Mississippi, until 10:20 a.m. local time, on October 10, 2023, in the office of the City Clerk, 1000 Municipal Drive, Brandon, Mississippi, 39042.
Bid for the following:
CONCRETE
Materials Only
Class C Mix per Yard
A. 2500 PSI _____
B. 2500 PSI with Fibers _____
C. 3000 PSI _____
D. 3500 PSI with Fibers _____
Class C Mix Pea Gravel per Yard
A. 2500 PSI _____
B. 2500 PSI with Fibers _____
C. 3500 PSI _____
D. 3500 PSI with Fibers _____
Flowable fill per Yard _____
The minimum order shall be 2 cubic yards. Price shall include all delivery and environmental charges. Prices shall be in effect from award date through September 30, 2024. All such concrete materials will be delivered to construction sites in the City of Brandon.
The Bid must be received in a sealed envelope, which is marked in the lower left-hand corner with "Bid Number 2023-18" and the NAME OF ITEM on which bid is being made and the DATE OF OPENING. Electronic bids can be submitted at www.centralbidding.com and any questions relating to the electronic process should be directed to Central Bidding at 225-810-4814.
The City reserves the right to reject any or all bids, to accept any bid deemed to be in the best interest of the City, and to waive informalities.
By: Butch Lee, Mayor
By: Angela Bean, City Clerk
September 20, 27, 2023
#1227

INVITATION TO BID

CONCRETE - MATERIALS ONLY

a copy of which is hereto attached, was published in said newspaper Two (2) consecutive weeks, as follows, to-wit:

Vol 176 No. 11 on the 20th day of September, 2023

Vol 176 No. 12 on the 27th day of September, 2023

Marcus Bowers

MARCUS BOWERS, Publisher

Sworn to and subscribed before me by the aforementioned Marcus Bowers this 27th day of September, 2023

Frances Conger, Notary Public
FRANCES CONGER
My Commission Expires: January 25, 2026

PRINTER'S FEE: (12 cents per word for first insertion and 10 cents per word for each subsequent insertion)

237 words at .22 per word..... \$52.14

Proof of Publication 3.00

TOTAL..... \$55.14





MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 10/09/2023
SUBJECT: SET PUBLIC HEARING FOR NOVEMBER 6, 2023 REGARDING

ATTACHMENTS:

1. Memo - Set Public Hearing - Mausoleum CU - Copy



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: SAM HAWKINS
CC: MARK BAKER, ANGELA BEAN
BOARD AGENDA: OCTOBER 16, 2023
SUBJECT: SET PUBLIC HEARING FOR NOVEMBER 6, 2023

Please set the following public hearing for November 6, 2023:

Public hearing regarding a request to approve a Conditional Use application to build/operate a Mausoleum at Crestview Memorial Cemetery at 1106 Star Rd. (Parcel I7-54-10).

ATTACHMENTS:



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: SAM HAWKINS
CC: MARK BAKER, ANGELA BEAN
BOARD AGENDA: OCTOBER 16, 2023
SUBJECT: SET PUBLIC HEARING FOR NOVEMBER 6, 2023

Please set the following public hearing for November 6, 2023:

Public hearing regarding a request to approve a Conditional Use application to install above ground utilities excluding water and sewer at Morris Dr property currently owned by Bank of Yazoo. (Parcel H8-1-40).

ATTACHMENTS:



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: SAM HAWKINS
CC: ANGELA BEAN, MARK BAKER
BOARD AGENDA: OCTOBER 16, 2023
SUBJECT: REQUEST PERMISSION FOR JESSE GREEN AND RANDY BARNES TO TRAVEL TO NATCHEZ, MS TO ATTEND THE BUILDING OFFICIALS ASSOCIATION OF MISSISSIPPI (BOAM) WINTER CONFERENCE ON NOVEMBER 29, 30 AND DECEMBER 1, 2023

Consideration to approve travel to Natchez, MS for the Building Officials Association of Mississippi winter conference on November 29,30 and December 1, 2023 for Jesse Green and Randy Barnes and pay any associated travel expenses.

The conference will be focusing on Building Code Plan Review.

This is a budgeted item.

ATTACHMENTS:

Registration Form
Conference Schedule

Special Thanks to our Sponsors!!!

Platinum



SIMPSON

Strong-Tie

Bronze



SCPDC
South Central Planning &
Development Commission



DATA LINKS
simplicity through automation.



BUILDING OFFICIALS ASSOCIATION OF MISSISSIPPI

Winter Conference & Training Event

November 29th thru December 1st 2023



Natchez Grand Hotel

111 Broadway St

Natchez, MS 39120

601-446-9994 866-488-0898



Wednesday November 29, 2023

8:00-9:15 **Registration & Sign in**
 Vendors Set up
9:15-10:15 **Invocation & Pledge of Allegiance**
 Gil Rossmiller 2018 IRC Essentials

10:15-10:30 **Break**
10:30-12:00 **Gil Rossmiller 2018 IRC Essentials**

12:00-1:00 **Lunch (On your own)**
1:00-1:30 **Vendor Presentation**
1:30-3:00 **Gil Rossmiller 2018 IRC Essentials**

3:00-3:15 **Break**
3:15-5:00 **Gil Rossmiller 2018 IRC Essentials**

5:00 **Adjourn**

Thursday November 30, 2023

7:30-8:15 **Sign in & Late Registration**
8:15-10:15 **Invocation & Pledge of Allegiance**
 Gil Rossmiller 2018 IBC Essentials

10:15-10:30 **Break**
10:30-12:00 **Gil Rossmiller 2018 IBC Essentials**

12:00-1:00 **Lunch (On your own)**
1:00-2:00 **Simpson Strong-Tie Presentation**
2:00-3:00 **Gil Rossmiller 2018 IBC Essentials**

3:00-3:15 **Break**
3:15-5:00 **Gil Rossmiller 2018 IBC Essentials**

5:00 **Adjourn**

Friday December 1, 2023

8:00-9:00 **Invocation & Pledge of Allegiance**
 MS State Board of Contractors Presentation
9:00-9:15 **Break**
 9:15-10:45 TBD
10:45-11:00 **BOAM Business Meeting**
11:00 **Adjourn**



2023 BOAM BOARD OF OFFICERS

President	James Gentry	Jgentry@southhaven.org
Vice President	Terry Williamson	Twilliamson@ci.pontotoc.ms.us
Treasurer	Drew Smith	Drew.smith@ridgelandms.org
Secretary	Amy Heath	Amyheath@cityofpetal.com
Two Year Director	Brian Measells	Bmeasells@rankincounty.org
Two Year Director	Eric Thomas	ethomas@visitnewalbany.com
One Year Director	Kelly Henderson	Kellyhenderson@co.harrison.ms.us
One Year Director	Michael Rikard	mrikard@obms.us

Gil Rossmiller has been a part of the Building and Life-Safety industry since 1975. He began as a construction laborer/carpenter, working into being a self-employed General Contractor. After a decade of success in the construction field, Gil pivoted into a career as a Plans Examiner working for a consulting firm that served jurisdictions in Colorado. Ultimately, he worked into the position of Building Official for the Town of Parker, Colorado. However, Gil's passion in construction and the Codes led him to connect with and become a Code Educator with Colorado Code Consulting. He is adept at teaching all facets of Code and Code Administration but has excelled with energy and sustainability requirements. With SCA, Gil continues to provide plan review and teaching services throughout the Country but is exceptional at leading larger projects through Code requirements and permitting processes.



BUILDING OFFICIALS ASSOCIATION OF MISSISSIPPI

2023 WINTER CONFERENCE APPLICATION

Please complete this application and mail it, along with your check (no credit cards please) to the Treasurer at the address shown below.

Date: 10/10/2023

Name: Jesse Green
Position: Building official
Jurisdiction/ Employer: City of Brandon
Address: 1000 Municipal Dr P.O. Box: 1539 (39043)
City: Brandon ST: MS Zip Code: 39042
Telephone: 601 824 4580 Fax: 601 824 4584 Mobile: 601 850 6165
Email address: jgreen@brandonms.org
Website: www.brandonms.org

PLEASE BRING A DOOR PRIZE (\$10-\$15) TO THE CONFERENCE; YOU MUST BRING A DOOR PRIZE IN ORDER TO RECEIVE ONE.

WINTER CONFERENCE REGISTRATION IS

Member - \$250.00 / Non-Member - \$300.00

Enclosed is a check (no credit cards please) made payable to BOAM in the amount of:

\$ 250.00

2023 Building Officials Association of Mississippi

Winter Conference **November 29, 2023 - December 1, 2023**

Natchez Grand Hotel

111 Broadway St.

Natchez, MS 39120

Reservations: 601-446-9994 866-488-0898

PLEASE ARRANGE FOR YOUR OWN RESERVATIONS AT THE
NATCHEZ GRAND HOTEL!

Return completed application and your payment to:

Drew Smith, BOAM Treasurer

P. O. Box 217

Ridgeland, MS 39157

Email: drew.smith@ridgelandms.org



For more information please contact **James Gentry**, BOAM President (901) 461-3907, **Terry Williamson**, BOAM Vice President (662) 296-9099, **Drew Smith**, BOAM Treasurer (601) 941-2482 **Amy Heath**, BOAM Secretary (601) 606-0546 or visit the **BOAM** website at www.boam.ms.

A PROUD MEMBER OF THE INTERNATIONAL CODE COUNCIL





BUILDING OFFICIALS ASSOCIATION OF MISSISSIPPI

2023 WINTER CONFERENCE APPLICATION

Please complete this application and mail it, along with your check (no credit cards please) to the Treasurer at the address shown below.

Date: 10/10/2023

Name: Randy Barnes
 Position: Project Coordinator / Inspection Mgr.
 Jurisdiction/ Employer: City of Brandon
 Address: 1000 Municipal Dr. P.O. Box: 1539 (39043)
 City: Brandon ST: MS Zip Code: 39042
 Telephone: 601 824 4580 Fax: 601 824 4584 Mobile: 601 540 0401
 Email address: rbarnes@brandonms.org
 Website: www.brandonms.org

PLEASE BRING A DOOR PRIZE (\$10-\$15) TO THE CONFERENCE; YOU MUST BRING A DOOR PRIZE IN ORDER TO RECEIVE ONE.

WINTER CONFERENCE REGISTRATION IS

Member - \$250.00 / Non-Member - \$300.00

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Email: drew.smith@ridgelandms.org



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A PROUD MEMBER OF THE INTERNATIONAL CODE COUNCIL





MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 10/11/2023
SUBJECT: REQUEST PERMISSION FOR SAM HAWKINS TO TRAVEL TO ST

Consideration to approve travel to Starkville, MS for the Deep South Planning Annual Conference on October 18-20, 2023 for Sam Hawkins and pay any associated travel expenses.
The conference will be focusing on rural reform, economic revitalization, planning and implementation of resilient housing along with comprehensive circulation.
This is a budgeted item.

Conference Itinerary:

Wednesday, October 18, 2023

9:00am - 1:00pm Registration Opens

10:00am - 11:00am Planning Commissioner Training - Part 1

11:15am - 12:30pm Planning Commissioner Training - Part 2

1:00pm - 2:00pm Ethics Case of the Year

2:15pm - 3:15pm (It's a) Party in the SEC? - Ashley Crites

2-15pm - 3:15pm Concurrent Session #1

3:30pm - 5:00pm General Session - Affordable Housing: Problems, Progress, Solutions Angela Brooks, FAICP, Stewart Rutledge, Dana Sjostrom, CFM, and Meagan Holland. This session is facilitated by Judy Daniel, AICP

5:30pm Welcome Reception - Shorty's Speakeasy in The Mill

Thursday, October 19th, 2023

7:30am - 8:00am Continental Breakfast

8:00am - 9:30am Welcome & Keynote Address - Angela Brooks, FAICP

9:45am - 10:45am Jackson, MS Museum Trail, Planning from the Private Sector - David Pharr, Clay Hayes & Travis Crabtree

9:45am - 10:45am The Mill (Brownfields) - Mark Castleberry

11:00am - 11:20am ADA Parking - Adrienne Jones

11:00am - 11:20am Be a Goldfish: Leadership Lessons by Ted Lasso - Ben Requet, AICP

11:30am - 1:30pm Chapter Awards Luncheon

1:30pm - 2:30pm Let's Get to the Point... Action Oriented Long-Range Planning - Brandon Bias

1:30pm - 2:30pm Mississippi's Only Urban Planning Graduate Program - Talya D. Thomas

1:30pm - 2:30pm ICMA Tab Program - Chris Harrell

2:45pm - 3:45pm Planning, Partnerships & Popups - Christina Berry

2:45pm - 3:45pm Rural Reform and Economic Revitalization in Mound Bayou, MS - A'ndrea Paxton

4:00pm - 5:00pm General Mobile Session - Cotton District Tour

5:30pm Reception - Commodore Bob's 517 University Drive Suite 2
Starkville, MS 39759

Friday, October 20, 2023

7:30am - 8:30amContinental Breakfast

8:00am - 9:00amMississippi Chapter Annual Business Meeting

8:00am - 9:00amAlabama Chapter Annual Business Meeting

9:15am - 10:45amPlanning and Implementing More Resilient Housing: Foley, Alabama - Jay Estes

9:15am - 10:45amSo You Want to Modify a Subdivision? 2.0 - Ben Requet, AICP & Robert Baxter, AICP

11:00am - 12:00pmCity Walk: Where Birmingham Connects - Kathryn Withers

11:00am - 12:00pmStarkville Hwy 182 Planning - Chris Williams

ATTACHMENTS:

None



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM:
DATE: 10/11/2023
SUBJECT: PLEASE SET THE FOLLOWING PUBLIC HEARING FOR NOVEMB

Please set the following public hearing for November 6th, 2023:
Public hearing regarding making a determination of a public nuisance at 601 West Jasper Street
(Parcel I8E-8-10). Rosewood Estates.

Pursuant to Brandon Code of Ordinance Sec. 34-22 (4) Illustrative enumeration: any building or other structure which is in such a dilapidated condition that it is unfit for human habitation or kept in such an insanitary condition that it is a menace to the health of people residing in the vicinity thereof or presents a more than ordinarily dangerous fire hazard in the vicinity where it is located.
2018 International Property Maintenance Code 301.3 Vacant structures and land. Vacant structures and premises thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

ATTACHMENTS:

None



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: WAYNE DEARMAN
DATE: 10/16/2023
SUBJECT: JOSEPH LATHAM

Requesting consideration to amend item 10.2 from October 2, 2023 to accurately reflect the hiring of Joseph Latham as a Certified Law Enforcement Trainee in accordance with MS Code Section 45-6-3(e)(ii).

ATTACHMENTS:

None

MAYOR
Butch Lee



CHIEF OF POLICE
Wayne Dearman

To: The Mayor Butch Lee and The Board of Aldermen

Date: October 11, 2023

From: Wayne Dearman, Chief of Police

Ref: **Permission to apply for Homeland Security Grant**

The Mayor Lee and The Board of Aldermen,

Requesting permission for Lieutenant Taaffe McGruder to apply for the Homeland Security Grant and authorize The Mayor to execute any related documents.

Thank you for your consideration,

Wayne Dearman
Chief of Police



POLICE DEPARTMENT

**MOHS FY23 Homeland Security Grant Program
Grant Application**

I. Agency Applicant Information

Date	9/1/2023
Name of Agency	Brandon Mississippi Police Department
Mailing Address	1455 West Government Street Brandon, MS 39043
County of Agency	Rankin
Agency Contact Name	Lt Taaffe McGruder
Contact Phone Number	601-941-9555
Contact Email Address	tmcgruder@brandonms.org
UEI Number	LL4xF8LHN747
UEI Activation Date	NA
Congressional District	MS-3

Cost Category		Source of Funds	
Personnel Services-Salary		Federal	
Personnel Services-Fringe		State	\$0.00
Contractual Service		Local	\$0.00
Training/Travel		Other	\$0.00
Equipment	\$54,851.00	Total	
Commodities/Supplies			
Total of Grant	\$54,851.00		

The applicant agrees to operate the program outlined in this application with all provisions as included herein.
Approved Signature of Authorized Official (Mayor/Board of Supervisor President/Commissioner) for Jurisdiction to Apply:

**MOHS FY23 Homeland Security Grant Program
Grant Application**

IV. Jurisdictions Top Three Hazards

FEMA Describes "Hazard" as something that is potential dangerous or harmful, often the root cause of an unwanted outcomes.

Briefly describe the jurisdiction's top hazard:

The Rankin County Courthouse and Government Buildings in downtown Brandon. As stated earlier, the potential for civil unrest in Brandon is at an all time high due to events that took place earlier in 2023. These buildings will be host to several hearings of national importance and there is a potential for civil unrest due to the outcome of these hearings.

Briefly describe the jurisdiction's second hazard:

The Brandon Field Maintenance Shop (FMS #9), located off I-20, Exit 54 behind the General Motors Corporation building, will support more than 1,100 pieces of military equipment from 34 units within the Mississippi National Guard, providing more than 35 full-time positions and meeting LEED Silver standards as an environmentally friendly green building according to the U.S. Green Building Council's rating system.

Briefly describe the jurisdiction's third hazard:

The Brandon Amphitheater is a music venue owned by the City of Brandon. The state-of-the-art attraction holds around 8,000 people and is located between two interchanges (Exit 54 and 56) along I-20 near downtown Brandon. The venue host a wide variety of musical groups from all around the world. The Brandon Police Department is responsible for the security at these events.

**MOHS FY23 Homeland Security Grant Program
Grant Application**

Please describe how the funding will be used to support the Mission Area.

Approving the funding for the Brandon Police Department will provide the necessary training tools to teach scenario-based tactics to our young officers. Currently, we lack the means to teach breaching tactics during training. With the requested rifle-rated shields, we will be able to safely approach scenes involving weapons greater than a 9mm caliber. Having proper training equipment is crucial for the safety of both police officers and the citizens of Brandon, Mississippi.

Please mark which Core Capability that the Agency will support with funding.

☒	Community Resilience	☒	Situational Assessment
☐	Environmental Response/Health and Safety	☒	Threats and Hazard Identification
☒	Interdiction and Disruption	☐	Cybersecurity
☒	Operational Communications	☐	Mass Care Services
☒	Access Control and Identity Verification	☒	Mass Search and Rescue Operations
☐	Fatality Management Services	☒	On-Scene Security and Protection
☒	Intelligence and Information Sharing	☒	Operational Coordination
☒	Long-term Vulnerability Reduction	☐	Planning
☒	Physical Protective Measures	☐	Critical Transportation
☐	Public Health and Medical Services	☒	Forensics and Attribution
☐	Rick and Disaster Resilience Assessment	☐	Health and Social Services
☐	Housing	☐	Public/Private Services and Resources
☐	Infrastructure Systems	☒	Public Information and Warning
☐	Risk Management-Protection Programs/Activities	☐	Economic Recovery
☒	Screening, Search, and Detection	☐	Supply Chain Integrity and Security
☐	Natural and Cultural Resources		

Please describe how the funding will be used to support the Core Capabilities marked above.

With recent events in Rankin County involving other law enforcement agencies, the potential for civil unrest in Brandon, MS has increased drastically. In recent years, Brandon PD has been understaffed and underequipped to carry out the day-to-day services supposed to be provided to communities in the United States. The current administration with the support of Mayor Butch Lee is determined to modernize the Brandon police department providing its officers with the necessary equipment to provide safety and comfort to the citizens of Brandon. Under the current administration Brandon PD has grown in personnel from nine officers to thirty-nine. Currently our officers lack the necessary equipment to adequately do their jobs and it is our mission to obtain that equipment by any means necessary.

**MOHS FY23 Homeland Security Grant Program
Grant Application**

IV. Travel

Include a detailed assessment of travel needs within the program area in which you will be applying. Also, include a cost estimate for all travel needs (airfare, hotel, hotel taxes, per diem, mileage, parking, baggage, and gratuity). All expenses must be in accordance to current state and federal guidelines. (Task Force, Operation Stonegarden, Training and Community Preparedness Grants Only)

Type of Travel	Number of People	Cost	Total
NA			
Total Travel Expense			

If approved for funding, all pay rates requested for reimbursement will be verified with the agency check stub and/or agency payroll documentation.

V. Equipment

Please list the cost for each piece of equipment requested.

All Equipment must be allowable, reasonable and must be essential to the project. All equipment must be on the FEMA Authorized Equipment List. Unallowable equipment: Guns, Ammunition, Body Cameras and Drones. (See Guidance for More Information)

AEL Number:	03OE-01-CTAC	Discipline	Tactical
Cost of Equipment	\$223.00	Quantity	11
Total Equipment Cost	\$2,453.00		
Item Description	Communications Headset		

How will equipment be used to reduce Threats and Hazard?

Day to day communication assistance for the officers.

AEL Number:	01LE-01-ARMR	Discipline	
Cost of Equipment	\$13,600.00	Quantity	5
Total Equipment Cost	\$13,600.00		
Item Description	Ballistic Vest Plate Carriers		

How will equipment be used to reduce Threats and Hazard?

Swat team protection during events.

AEL Number:	01LE-01-HLMT	Discipline	
Cost of Equipment	\$3,300.00	Quantity	11
Total Equipment Cost			
Item Description	Ballistic Helmets		

How will equipment be used to reduce Threats and Hazard?

Swat team protection during events.

**MOHS FY23 Homeland Security Grant Program
Grant Application**

VIII. Prior Experience

Please answer YES or NO to the Following Questions.		YES	NO
Has your agency received federal and/or state grants similar to the MOHS grant?		x	
Does your agency have at least three (3) years of receive federal grant funds?		x	
Has your agency received MOHS Grant funds within the past three (3) years?		x	
Does your agency use a property management system?		x	
Has your agency ever received any corrective actions from a Single Audit Report			x
Has the agency administration remained unchanged during the 2022 grant year?		x	

IX. NIMS Compliance Form

The National Incident Management System (NIMS) guides all levels of government, nongovernmental organizations (NGO), and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. As recipients and subrecipients of federal preparedness (non-disaster) grant awards, jurisdictions and organizations must achieve, or be actively working to achieve, all of the NIMS Implementation Objectives. The objectives can be found on the NIMS webpage at: <https://www.fema.gov/emergencymanagers/nims/implementation-training>

Under Executive Order #932, Mississippi established NIMS as the standard for incident management within the State. The U.S. Department of Homeland Security/Federal Emergency Management Agency guidance provides that accepting grant funding is conditioned upon NIMS compliance. This jurisdiction attests that we continue to strive toward NIMS compliance, as provided under federal and State NIMS guidance. This jurisdiction understands receiving and/or using U.S. Department of Homeland Security grant funds remains conditional upon NIMS compliance. Non-compliance of NIMS can result in funds being withheld or reallocated from our jurisdiction because of ineffective NIMS support and participation.

X. Submission Compliance

I certify that I am an employee of the aforementioned agency and/or jurisdiction or have been hired by the agency/jurisdiction to apply on the behalf of this grant application.

Applicant Contact Information and Authorization

Applicant Name	Butch Lee
Applicant Title	Mayor
Date	10/11/2023
Applicant Signature	



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: BRIAN ROBERTS
DATE: 10/05/2023
SUBJECT: CONSIDERATION TO ACCEPT BOTH FY 2023 HOMELAND SECURITY GRANTS

The department respectfully request permission to accept the FY 2023 Homeland Security Grant in the amount of \$22,500 to purchase trench and rescue equipment and authorize Mayor Butch Lee, Angela Bean, City Clerk and Carolyn Palmer to execute all necessary documents. This grant is 100% reimbursable. However, we purchase the equipment up front and then ask for reimbursement. We budgeted for this grant is the 2024 fiscal year.

In addition to the above grant, we respectfully request permission to accept the FY23 Homeland Security Grant (23HS128B) for our CERT team in the amount of \$4,500 to purchase supplies and training equipment and authorize Mayor Butch Lee, Angela Bean, City Clerk and Carolyn Palmer to execute all necessary documents. This is also 100% reimbursable. However, we purchase the equipment up front and then ask for reimbursement. This is also budgeted for the 2024 fiscal year.

Thank you for your consideration.

ATTACHMENTS:

1. FY23HS128 B CERT Homeland Security Grant 100523
2. 23HS128 Homeland Grant FY 23 paperwork 100523



STATE OF MISSISSIPPI
TATE REEVES, GOVERNOR
DEPARTMENT OF PUBLIC SAFETY
SEAN J. TINDELL, COMMISSIONER

MISSISSIPPI OFFICE OF HOMELAND SECURITY HOMELAND SECURITY GRANT PROGRAM SUB-RECIPIENT GRANT AWARD

Sub-Recipient Name: Brandon Fire Department

Project Title: Homeland Security Grant Program

Grant Period: 9/1/2023 – 8/31/2024

Date of Award: 9/1/2023

Total Amount of Award: \$4,500

Grant Number: 23HS128B

In accordance with the provisions of Federal Fiscal Year 2023 Homeland Security Grant Program, the Mississippi Office of Homeland Security (MOHS), State Administrative Agency (SAA), hereby awards to the foregoing Sub-Recipient a grant in the federal amount shown above. The CFDA number is 97.067 and MOHS federal grant number is **EMW-2023-SS-00007-S01**. Authorizing Authority for Program: Section 2002 of the *Homeland Security Act of 2002*, as amended (Pub. L. No. 107-296), (6 U.S.C.603).

Enclosed is a signed grant agreement obligating federal funds as outlined above. Please review the grant agreement in full, sign in the designated signature areas and return to the MOHS by **November 1, 2023**. Strict adherence to these provisions is essential to ensure compliance with applicable federal and state statutes, rules, regulations, and guidelines.

Grant funds will be disbursed to Sub-Recipients (according to the approved project budget) upon receipt of evidence that funds have been invoiced and products received and/or that funds have been expended (i.e., invoices, contracts, itemized expenses, etc.).

I certify that I understand and agree that funds will only be expended for those projects outlined in the funding amounts as individually listed above. I also certify that I understand and agree to comply with the general and fiscal terms and conditions of the grant including special conditions and the Mississippi Department of Public Safety, Office of Homeland Security, Homeland Security Grant Program, Policies and Procedures Manual; to comply with provisions of the Act governing these funds and all other federal laws and regulations; that all information is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit the applicant to these requirements; that costs incurred prior to grant application approval will result in the expenses being absorbed by the Sub-Recipient; and that all agencies involved with this project understand that all federal funds are limited to a twelve-month period.

Supplantation: The Sub-Recipient provides assurance that funds will not be used to supplant or replace local, state funds or other resources that would otherwise have been available for homeland security activities. In compliance with that mandate, I certify that the receipt of federal funds through the MOHS shall in no way supplant or replace state or local funds or other resources that would have been made available for homeland security activities.

ACCEPTANCE OF THE FEDERAL GRANT AWARD FOR THE SUB-RECIPIENT

Signature of Authorized Signatory Official



9/27/23

Signature of MOHS Executive Director/SAA

MISSISSIPPI OFFICE OF HOMELAND SECURITY



FY23 HOMELAND SECURITY GRANT PROGRAM GRANT AGREEMENT AND AWARD PACKET

FY23 MISSISSIPPI OFFICE OF HOMELAND SECURITY GRANT AGREEMENT

1. Sub-Recipient's Name:
Brandon Fire Department

Mailing Address:
**PO Box 1539
Brandon, MS 39043**

Telephone Number:
601.824.4636

E-Mail: **broberts@brandonms.org**

2. Effective Date of Grant: **September 1, 2023**

3. Sub-Recipient Grant Number: **23HS128B**

4. Grant Identifier (Funding Source & Year):
EMW-2023-SS-00007-S01

5. Period of Performance: Start and End Dates:
September 1, 2023-August 31, 2024

6. Subgrant Payment Method:
Cost Reimbursement Method

7. CFDA # - 97.607- Homeland Security
Grant Program

10. FAIN #: 646000779

8. UEI # - **LL4XF8LHN7U7**

11. Initial Federal Award
Date: **September 1, 2023**

9. Congressional District: **3rd**

12. Federal Awarding Agency:
Homeland Security (800)368-6498

13. Research and Development Grant:
Yes X No

14. Indirect Cost Rate
Charged: **\$0.00**

15. The following grant funds are obligated:

A. COST CATEGORY	B. SOURCE OF FUNDS	C. MATCH	D. RATIO%
(1) Personal Services-Salary	(1) Federal \$4,500	\$0.00	100%
(2) Personal Services-Fringe	(2) State \$0.00	\$0.00	0%
(3) Contractual Services	(3) Local \$0.00	\$0.00	0%
(4) Travel/Training	(4) Other \$0.00	\$0.00	0%
(5) Equipment \$4,500	Total: \$4,500	\$0.00	100%
(6) Commodities/Supplies	E. TOTAL OF ALL FEDERAL GRANTS THROUGH MOHS TO AGENCY:		
(7) Other	Number of Grants:	FY20	FY21
TOTAL \$4,500	TOTAL:	\$7,926	\$14,500
			\$11,000

The Sub-Recipient agrees to operate the program outlined in this Grant Agreement in accordance with all provisions of this Agreement as included herein. The following sections are attached and incorporated into this Agreement: Final Approved Agreement which includes Sub-Recipient Signature Sheet; Project Description; Goals and Objectives; Implementation Schedule; Cost Summary Support Sheet; Agreement of Understanding and Compliances, and all required documentation.

All policies, terms, conditions, and provisions listed in funding guidelines, grant agreement, and agreement of understanding which has been provided to Sub-Recipient, are also incorporated into this agreement, and Sub-Recipient agrees to fully comply therewith.

14. Approval from Grantee:


Signature

9/27/23
Date

15. Approval from Sub-Recipient:


Signature

Name: **Baxter Kruger**
Title: **MOHS Executive Director/SAA**

Name:
Title: **Authorized Signatory Official**

FY23 Mississippi Office of Homeland Security-Cost Summary Support Sheet

1. Sub-Recipient Agency: Brandon Fire Dept		3. Grant ID: FY23 HSGP	4. Beginning: September 1, 2023	5. Ending: August 31, 2024
2. Sub-Recipient Grant Number: 23HS128B				
6. Activity: Homeland Security Grant Program				
7. Category & Line Item	8. Description of item and/or Basis for Valuation	9. Budget Federal	All Other	Total
Personal Services-Salary			\$0.00	
Personal Services-Fringe			\$0.00	
Contractual Services	Instructor Fees	\$500	\$0.00	
Travel/Training			\$0.00	
Equipment			\$0.00	
Commodities/Supplies	(20) CERT Manuals @ \$15 = \$300 (20) Field Operation Guide @ \$15 = \$300 (20) CERT Response Kits @ \$125 = \$ 2500 (20) High Visibility Vests @ \$25 = \$500 (20) Training Supplies @ \$20 = \$400	\$4,000	\$0.00	
Other:			\$0.00	

TOTALS	\$4,500	\$0.00
--------	---------	--------

ASSURANCE OF UNDERSTANDING REQUIREMENT FOR SUB-RECIPIENTS:

As the Authorized Official for, _____ (Sub-Recipient), I certify by my signature below, that I have fully read and am cognizant of our duties and responsibilities under this requirement. I acknowledge by my signature below, that I understand that the Grant Agreement is not effective until both parties (MOHS and Authorized Signatory Official) have signed, dated, and fully executed the Grant Agreement.

Therefore, the Agency I represent promises and will comply with all Federal, State and Mississippi Office of Homeland Security Certifications and Assurances and their conditions.

SUB-RECIPIENT:

ATTESTS:

Authorized Signatory Official's Signature:
(Sub-Recipient)

Date:

Authorized Signatory Official's Printed Name:

Organizational Title:

UEI Number: _____

APPROVED: STATE OF MISSISSIPPI/DEPARTMENT OF PUBLIC SAFETY/MISSISSIPPI OFFICE OF HOMELAND SECURITY

By: 
Executive Director/SAA
Mississippi Office of Homeland Security

Date: 9/27/23

Appendix Documents

Grant Agreement Certifications

Below please assign **three (3) separate persons** to hold the following responsibilities: Sub-Recipient Grant Administrator, Financial Officer, and the Grant Authorized Signatory Official. The Sub-Recipient Administrator will be responsible for the day-to-day activities, correspondence, and management of the grant program. The Financial Officer is responsible for the payment, purchasing and gathering of all financial information and back up documentation. The Grant Authorized Signatory Official is the overall head of the agency that hold the full responsibility of the program to remain in state and federal compliances.

Staff that may be grant funded cannot be an authorized official on the grant without the written approval of the Executive Director.

Agency Name: Brandon Fire Dept. Grant Number: 23HS128
Agency Address: 629 Marquette Rd, Brandon, MS 39042
Agency Phone Number: 601-824-4636 Agency Fax Number: 601-824-4639

Sub-Recipient Grant Administrator Certification

I certify that I understand and agree to comply with the general and fiscal provisions of this grant agreement including all terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with the awarded agency. I am duly authorized by the Sub-Recipient to perform the tasks of the Sub-Recipient Grant Administrator (SGA), as they relate to the requirements of this Grant Agreement; costs incurred prior to Grantee approval may result in the expenditures being absorbed by the Sub-Recipient; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Carolyn Palmer Title: Administrative Assistant
(Designated Sub-Recipient Grant Administrator)

Phone Number: 601-824-4636

Email Address: cpalmer@brandonms.org

Signature of Sub-Recipient Grant Administrator: _____

Financial Officer Certification

I certify that I understand and agree to comply with the general and fiscal provisions of this grant agreement including all terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with the awarded agency. I am duly authorized by the Sub-Recipient to perform the tasks of the Financial Officer, as they relate to the requirements of this Grant Agreement; costs incurred prior to Grantee approval may result in the expenditures being absorbed by the Sub-Recipient; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Angela Bean Title: City Clerk
(Sub-Recipient Financial Officer)

Phone Number: 601-825-5021

Email Address: abean@brandonms.org

Signature of Sub-Recipient Financial Officer: _____

Authorized Signatory Official Certification

I certify that I understand and agree to comply with the general and fiscal provisions of this grant agreement including all terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with the awarded agency. I am duly authorized by the Sub-Recipient to perform the tasks of the Grant Authorized Signatory Official, as they relate to the requirements of this Grant Agreement; costs incurred prior to Grantee approval may result in the expenditures being absorbed by the Sub-Recipient; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Butch Lee Title: Mayor
(Grant Authorized Signatory Official)

Phone Number: 601-825-5021

Email Address: blee@brandonms.org

Signature of Authorized Signatory Official: _____

Designation of Sub-Recipient Grant Administrator (SGA)

Pursuant to the Mississippi Office of Homeland's requirements that the signatory official is the only person authorized to sign official documentation in relation to the sub-grant, such as financial reimbursement, performance reports, etc. The (agency/department name) City of Brandon-Fire Department has authorized and approved (print designated sub-recipient grant administrator official name) Carolyn Palmer to sign any/all forms related to this Grant Agreement.

Upon approval of this request said person will then be **Responsible/Liable**, as the signatory official, for claims and reporting submitted by them to this agency. The approval of this request will allow this person to complete required documentation in the absence and/or on behalf of the signatory official.

The following person is officially appointed to represent your jurisdiction as the Sub-Recipient Grant Administrator (SGA) and is hereby duly authorized to fulfill the terms of this Grant Agreement during the performance period on behalf of the Sub-Recipient.

Sub-Recipient Grant Administrator (SGA)

Name: Carolyn Palmer Title: Administrative Assistant
(Designated Sub-Recipient Grant Administrator)

Agency Name: City of Brandon Fire Department

Mailing Address: 629 Marquette Rd

City: Brandon, MS Zip Code: 39042

Telephone Number: 601-824-4636 Fax Number: 601-824-4639

Email Address: cpalmer@brandonms.org

Signature of Sub-Recipient Grant Administrator: _____

Grant Authorized Signatory Official

Appointed by Authorized Signatory Official: (Mayor, Board President, Commissioner, Director, Superintendent)

Authorized Signatory Official Signature: _____

Title: _____

Date: _____

Grant Agreement-Scope of Work

Please provide a detailed description of work and grant activities that the awarded jurisdiction will take part in with the use of grant funds. Please include how the grant funds, equipment, supplies, etc. will be used to prevent and protect against terrorist activities.

The Brandon Emergency Support Unit (BESU) is a Community Emergency Support Team (CERT) established to provide guidance for the training, administration, and operation of a volunteer support unit sponsored by Brandon Fire Department, Brandon, Mississippi. The program was established to train qualified individuals as volunteers using the FEMA CERT training curriculum. The Brandon CERT team has volunteers who have been trained to teach and instruct the curriculum and promote a safe community for the citizens of Brandon. This resource exists to supplement career firefighting personnel and first responders during emergencies and disasters when the responders and resources are overwhelmed by the event.

The team goal is to have two training sessions each year, one in the spring and the second in the fall. The training requires CERT manuals, the Field Operation Guides, CERT response kits, and safety equipment for the newly trained volunteers. Equipment and supplies for training allow the individuals to have hands-on experience and to get familiar with using the same materials that will be required in an actual incident. Training includes identifying hazards that can occur in the local community from natural, technical, or manmade disasters, how to properly respond during the disaster, promotes awareness and proper reporting of suspected terrorist activities that may be observed, and learning disaster preparedness as an individual, family, and neighborhood. Other areas of training include First Aid, CPR and use of an Automatic Electrical Defibrillator (AED), light search and rescue and working within the Incident Command structure.

Federal Funding Accountability and Transparency Act (FFATA) Compliance Form

To comply with the Federal Funding Accountability and Transparency Act (FFATA), the MOHS must report award information for all sub-recipients of federal awards as directed. Information provided will be made publicly available on USA Spending <http://www.usaspending.gov/> per the Transparency Act requirement.

Section 1: Award Information:

Agency Name	Brandon Fire Department
City	Brandon, MS
Zip Code +4 Digits (Required)	39042
Unique Entity Identification (UEI) #	LL4XF8LHN7U7
Amount of Award:	\$4,500

Section 2: Compensation Information: Answer only is award is \$30,000.00 or more in federal funds)

1. More than 80% of the Agency organization's annual gross revenue are federal funds.
____ Yes (If yes, proceed to Question 2)
____ No (If No, stop, proceed to Section 3)
2. Federal Revenue exceeds twenty-five (25) million dollars.
____ Yes (If Yes, proceed to Question 3)
____ No (If No, stop, proceed to Section 3)
3. Compensation information is not publicly available via federal tax filings, Securities and Exchange Commission (SEC) reporting, or any other source. (If other, please indicate: _____)
____ Yes (If Yes, proceed to Table)
____ No (If No, stop, proceed to Section 3)

Names and Salary of Organizations Top Five (5) Executives (By Salary)

	First and Last Name	Title	Annual Salary
1.			
2.			
3.			
4.			
5.			

Section 3: Certification of Information:

I certify that the above information is true and accurate.

Authorized Signatory Official (Signature)

Date

Authorized Signatory Official (Printed Name)

Title

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
MISSISSIPPI OFFICE OF HOMELAND SECURITY, A DIVISION OF THE
MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY

AND

_____ (AGENCY)

This agreement (hereinafter "Agreement") is made and entered into this the _____ day of _____, 2023, by and between:

MISSISSIPPI OFFICE OF HOMELAND SECURITY (MOHS), represented herein by, Executive Director of MOHS, a division of the MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY (MDPS); and
_____ (AGENCY).

For and in consideration of the agreements herein, the respective signees having full authority of their respective entities to enter into this agreement and do agree as follows:

MOU PURPOSE:

The Mississippi Analysis and Information Center (MSAIC) functions as the hub for integrating intelligence communications between federal, state, tribal and local law enforcement jurisdictions. The mission of the MSAIC is to: "provide Mississippi with a centralized location for the gathering, analysis, and sharing of information from local, state, tribal and federal resources to prevent criminal activity including acts of terrorism or other threats to public safety. The MSAIC serves as the integrated multi-discipline sharing network for situational awareness and is a key component of the jurisdiction's homeland security and crime prevention efforts".

MSAIC analysts are tasked with providing real-time, accurate and complete criminal justice and intelligence information that enables law enforcement and the intelligence communities to identify terrorists, apprehend fugitives, locate missing persons, identify unidentified persons, recover stolen property, protect innocent persons and other law enforcement and judicial functions.

In support of the MOHS/MSAIC mission, and as a jurisdiction receiving MOHS funding for the purchase of an LPR system, _____ AGENCY agrees to share threat data with MOHS/MSAIC personnel for use in Threat Analysis Reporting. This reporting will be completed on a routine monthly basis directly to MSAIC.

DURATION OF AGREEMENT:

This Agreement shall continue in full force and effect for the duration of the MOHS funding grant life.

WHEREFORE, IN WITNESS THEREOF, THE ENTIRE AGREEMENT IS CONTAINED WITHIN THIS ORIGINAL CONTRACT WHICH, ON THIS DAY, IS SIGNED BY THE PARTIES, FURTHER EXECUTED AND DELIVERED AS EVIDENCED BY THEIR RESPECTIVE SIGNATURES THAT APPEAR BELOW.

WITNESS MY SIGNATURE on this, the _____ day of _____ 2023.

BY AGENCY:

Signatory Authorized Official

BY MDPS/MOHS:

Executive Director, Mississippi Office of Homeland Security

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
MISSISSIPPI OFFICE OF HOMELAND SECURITY, A DIVISION OF THE MISSISSIPPI
DEPARTMENT OF PUBLIC SAFETY

AND

_____(AGENCY)

This agreement (hereinafter "Agreement") is made and entered into this the _____ day of _____, 2023, by and between:

MISSISSIPPI OFFICE OF HOMELAND SECURITY (MOHS), represented herein by, Executive Director of MOHS, a division of the MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY (MDPS); and
_____(AGENCY).

For and in consideration of the agreements herein, the respective signees having full authority of their respective entities to enter into this agreement and do agree as follows:

MOU PURPOSE:

The Mississippi Analysis and Information Center (MSAIC) functions as the hub for integrating intelligence communications between federal, state, tribal and local law enforcement jurisdictions. The mission of the MSAIC is to: "provide Mississippi with a centralized location for the gathering, analysis, and sharing of information from local, state, tribal and federal resources to prevent criminal activity including acts of terrorism or other threats to public safety. The MSAIC serves as the integrated multi-discipline sharing network for situational awareness and is a key component of the jurisdiction's homeland security and crime prevention efforts".

MSAIC analysts are tasked with providing real-time, accurate and complete criminal justice and intelligence information that enables law enforcement and the intelligence communities to identify terrorists, apprehend fugitives, locate missing persons, identify unidentified persons, recover stolen property, protect innocent persons and other law enforcement and judicial functions.

In support of the MOHS/MSAIC mission, and as a jurisdiction receiving MOHS funding for the purchase of an LPR system, _____ AGENCY agrees to make the information captured during routine use available to query by MOHS/MSAIC analysts upon demand.

_____ AGENCY shall be responsible for ensuring that the storage and/or exchange of information is encrypted, and encryption meets or exceeds the security requirements required by MDPS and the Mississippi Department of Information Technology Services.

SCOPE:

_____ AGENCY shall make certain that the use of and access to the LPR information is restricted to those who have a legitimate law enforcement or judicial purpose for accessing the LPR information.

_____ AGENCY shall advise its employees of the penalties relating to the illegal or misuse of such information. _____ AGENCY shall take all necessary measures to secure the equipment used to access the LPR system and prevent any unauthorized use. Failure to do so may result in the loss of additional MOHS grant funding opportunities.

DURATION OF AGREEMENT:

This Agreement shall continue in full force and effect for the duration of the purchased LPR equipment grant life.

WHEREFORE, IN WITNESS THEREOF, THE ENTIRE AGREEMENT IS CONTAINED WITHIN THIS ORIGINAL CONTRACT WHICH, ON THIS DAY, IS SIGNED BY THE PARTIES, FURTHER EXECUTED AND DELIVERED AS EVIDENCED BY THEIR RESPECTIVE SIGNATURES THAT APPEAR BELOW.

WITNESS MY SIGNATURE on this, the ____ day of _____ 2023.

BY AGENCY:

Signatory Authorized Official

BY MDPS/MOHS:

Executive Director, Mississippi Office of Homeland Security



STATE OF MISSISSIPPI
TATE REEVES, GOVERNOR
DEPARTMENT OF PUBLIC SAFETY
SEAN J. TINDELL, COMMISSIONER

MISSISSIPPI OFFICE OF HOMELAND SECURITY HOMELAND SECURITY GRANT PROGRAM SUB-RECIPIENT GRANT AWARD

Sub-Recipient Name: Brandon Fire Department

Project Title: Homeland Security Grant Program

Grant Period: 9/1/2023 – 8/31/2024

Date of Award: 9/1/2023

Total Amount of Award: \$22,500

Grant Number: 23HS128

In accordance with the provisions of Federal Fiscal Year 2023 Homeland Security Grant Program, the Mississippi Office of Homeland Security (MOHS), State Administrative Agency (SAA), hereby awards to the foregoing Sub-Recipient a grant in the federal amount shown above. The CFDA number is 97.067 and MOHS federal grant number is **EMW-2023-SS-00007-S01**. Authorizing Authority for Program: Section 2002 of the *Homeland Security Act of 2002*, as amended (Pub. L. No. 107-296), (6 U.S.C.603).

Enclosed is a signed grant agreement obligating federal funds as outlined above. Please review the grant agreement in full, sign in the designated signature areas and return to the MOHS by **November 1, 2023**. Strict adherence to these provisions is essential to ensure compliance with applicable federal and state statutes, rules, regulations, and guidelines.

Grant funds will be disbursed to Sub-Recipients (according to the approved project budget) upon receipt of evidence that funds have been invoiced and products received and/or that funds have been expended (i.e., invoices, contracts, itemized expenses, etc.).

I certify that I understand and agree that funds will only be expended for those projects outlined in the funding amounts as individually listed above. I also certify that I understand and agree to comply with the general and fiscal terms and conditions of the grant including special conditions and the Mississippi Department of Public Safety, Office of Homeland Security, Homeland Security Grant Program, Policies and Procedures Manual; to comply with provisions of the Act governing these funds and all other federal laws and regulations; that all information is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit the applicant to these requirements; that costs incurred prior to grant application approval will result in the expenses being absorbed by the Sub-Recipient; and that all agencies involved with this project understand that all federal funds are limited to a twelve-month period.

Supplantation: The Sub-Recipient provides assurance that funds will not be used to supplant or replace local, state funds or other resources that would otherwise have been available for homeland security activities. In compliance with that mandate, I certify that the receipt of federal funds through the MOHS shall in no way supplant or replace state or local funds or other resources that would have been made available for homeland security activities.

ACCEPTANCE OF THE FEDERAL GRANT AWARD FOR THE SUB-RECIPIENT

Signature of Authorized Signatory Official



9/27/23

Signature of MOHS Executive Director/SAA

MISSISSIPPI OFFICE OF HOMELAND SECURITY



FY23 HOMELAND SECURITY GRANT PROGRAM GRANT AGREEMENT AND AWARD PACKET

FY23 MISSISSIPPI OFFICE OF HOMELAND SECURITY GRANT AGREEMENT

1. Sub-Recipient's Name:
Brandon Fire Department

Mailing Address:
**PO Box 1539
Brandon, MS 39043**

Telephone Number:
601.824.4636

E-Mail: **broberts@brandonms.org**

2. Effective Date of Grant: **September 1, 2023**

3. Sub-Recipient Grant Number: **23HS128**

4. Grant Identifier (Funding Source & Year):
EMW-2023-SS-00007-S01

5. Period of Performance: Start and End Dates:
September 1, 2023-August 31, 2024

6. Subgrant Payment Method:
Cost Reimbursement Method

7. CFDA # - 97.607- Homeland Security
Grant Program

10. FAIN #: 646000779

8. UEI # - **LL4XF8LHN7U7**

11. Initial Federal Award
Date: September 1, 2023

9. Congressional District: **3rd**

12. Federal Awarding Agency:
Homeland Security (800)368-6498

13. Research and Development Grant:
Yes X No

14. Indirect Cost Rate
Charged: \$0.00

15. The following grant funds are obligated:

A. COST CATEGORY	B. SOURCE OF FUNDS	C. MATCH	D. RATIO%
(1) Personal Services-Salary	(1) Federal \$22,500	\$0.00	100%
(2) Personal Services-Fringe	(2) State \$0.00	\$0.00	0%
(3) Contractual Services	(3) Local \$0.00	\$0.00	0%
(4) Travel/Training	(4) Other \$0.00	\$0.00	0%
(5) Equipment \$22,500	Total: \$22,500	\$0.00	100%
(6) Commodities/Supplies	E. TOTAL OF ALL FEDERAL GRANTS THROUGH MOHS TO AGENCY:		
(7) Other	Number of Grants:	FY20	FY21
TOTAL \$22,500	TOTAL: \$7,926	\$14,500	\$11,000

The Sub-Recipient agrees to operate the program outlined in this Grant Agreement in accordance with all provisions of this Agreement as included herein. The following sections are attached and incorporated into this Agreement: Final Approved Agreement which includes Sub-Recipient Signature Sheet; Project Description; Goals and Objectives; Implementation Schedule; Cost Summary Support Sheet; Agreement of Understanding and Compliances, and all required documentation.

All policies, terms, conditions, and provisions listed in funding guidelines, grant agreement, and agreement of understanding which has been provided to Sub-Recipient, are also incorporated into this agreement, and Sub-Recipient agrees to fully comply therewith.

14. Approval from Grantee:


Signature

9/27/23
Date

15. Approval from Sub-Recipient:

Signature

Date

Name: Baxter Kruger
Title: MOHS Executive Director/SAA

Name:
Title: Authorized Signatory Official

FY23 Mississippi Office of Homeland Security-Cost Summary Support Sheet

1. Sub-Recipient Agency: Brandon Fire Dept				
2. Sub-Recipient Grant Number: 23HS128		3. Grant ID: FY23 HSGP	4. Beginning: September 1, 2023	5. Ending: August 31, 2024
6. Activity: Homeland Security Grant Program				
7. Category & Line Item	8. Description of item and/or Basis for Valuation	9. Budget		
		Federal	All Other	Total
Personal Services-Salary			\$0.00	
Personal Services-Fringe			\$0.00	
Contractual Services			\$0.00	
Travel/Training			\$0.00	
Equipment	(1) Shore Trench Kit @ \$22,500	\$22,500	\$0.00	
Commodities/Supplies			\$0.00	
Other:			\$0.00	

TOTALS	\$22,500	\$0.00
---------------	-----------------	---------------

ASSURANCE OF UNDERSTANDING REQUIREMENT FOR SUB-RECIPIENTS:

As the Authorized Official for, _____ (Sub-Recipient), I certify by my signature below, that I have fully read and am cognizant of our duties and responsibilities under this requirement. I acknowledge by my signature below, that I understand that the Grant Agreement is not effective until both parties (MOHS and Authorized Signatory Official) have signed, dated, and fully executed the Grant Agreement.

Therefore, the Agency I represent promises and will comply with all Federal, State and Mississippi Office of Homeland Security Certifications and Assurances and their conditions.

SUB-RECIPIENT:

ATTESTS:

Authorized Signatory Official's Signature:
(Sub-Recipient)

Date:

Authorized Signatory Official's Printed Name:

Organizational Title:

UEI Number: LL4XF8LHN7U7

APPROVED: STATE OF MISSISSIPPI/DEPARTMENT OF PUBLIC SAFETY/MISSISSIPPI OFFICE OF HOMELAND SECURITY

By:



Executive Director/SAA

Mississippi Office of Homeland Security

Date:

9/27/23

Appendix Documents

Grant Agreement Certifications

Below please assign **three (3) separate persons** to hold the following responsibilities: Sub-Recipient Grant Administrator, Financial Officer, and the Grant Authorized Signatory Official. The Sub-Recipient Administrator will be responsible for the day-to-day activities, correspondence, and management of the grant program. The Financial Officer is responsible for the payment, purchasing and gathering of all financial information and back up documentation. The Grant Authorized Signatory Official is the overall head of the agency that hold the full responsibility of the program to remain in state and federal compliances.

Staff that may be grant funded cannot be an authorized official on the grant without the written approval of the Executive Director.

Agency Name: Brandon Fire Dept. Grant Number: 23HS128
Agency Address: 629 Marquette Rd, Brandon, MS 39042
Agency Phone Number: 601-824-4636 Agency Fax Number: 601-824-4639

Sub-Recipient Grant Administrator Certification

I certify that I understand and agree to comply with the general and fiscal provisions of this grant agreement including all terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with the awarded agency. I am duly authorized by the Sub-Recipient to perform the tasks of the Sub-Recipient Grant Administrator (SGA), as they relate to the requirements of this Grant Agreement; costs incurred prior to Grantee approval may result in the expenditures being absorbed by the Sub-Recipient; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Carolyn Palmer Title: Administrative Assistant
(Designated Sub-Recipient Grant Administrator)

Phone Number: 601-824-4636

Email Address: cpalmer@brandonms.org

Signature of Sub-Recipient Grant Administrator: _____

Financial Officer Certification

I certify that I understand and agree to comply with the general and fiscal provisions of this grant agreement including all terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with the awarded agency. I am duly authorized by the Sub-Recipient to perform the tasks of the Financial Officer, as they relate to the requirements of this Grant Agreement; costs incurred prior to Grantee approval may result in the expenditures being absorbed by the Sub-Recipient; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Angela Bean Title: City Clerk
(Sub-Recipient Financial Officer)

Phone Number: 601-825-5021

Email Address: abean@brandonms.org

Signature of Sub-Recipient Financial Officer: _____

Authorized Signatory Official Certification

I certify that I understand and agree to comply with the general and fiscal provisions of this grant agreement including all terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with the awarded agency. I am duly authorized by the Sub-Recipient to perform the tasks of the Grant Authorized Signatory Official, as they relate to the requirements of this Grant Agreement; costs incurred prior to Grantee approval may result in the expenditures being absorbed by the Sub-Recipient; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Butch Lee Title: Mayor
(Grant Authorized Signatory Official)

Phone Number: 601-825-5021

Email Address: blee@brandonms.org

Signature of Authorized Signatory Official: _____

Designation of Sub-Recipient Grant Administrator (SGA)

Pursuant to the Mississippi Office of Homeland's requirements that the signatory official is the only person authorized to sign official documentation in relation to the sub-grant, such as financial reimbursement, performance reports, etc. The (agency/department name) City of Brandon-Fire Department has authorized and approved (print designated sub-recipient grant administrator official name) Carolyn Palmer to sign any/all forms related to this Grant Agreement.

Upon approval of this request said person will then be **Responsible/Liable**, as the signatory official, for claims and reporting submitted by them to this agency. The approval of this request will allow this person to complete required documentation in the absence and/or on behalf of the signatory official.

The following person is officially appointed to represent your jurisdiction as the Sub-Recipient Grant Administrator (SGA) and is hereby duly authorized to fulfill the terms of this Grant Agreement during the performance period on behalf of the Sub-Recipient.

Sub-Recipient Grant Administrator (SGA)

Name: Carolyn Palmer Title: Administrative Assistant
(Designated Sub-Recipient Grant Administrator)

Agency Name: City of Brandon Fire Department

Mailing Address: 629 Marquette Rd

City: Brandon, MS Zip Code: 39042

Telephone Number: 601-824-4636 Fax Number: 601-824-4639

Email Address: cpalmer@brandonms.org

Signature of Sub-Recipient Grant Administrator: _____

Grant Authorized Signatory Official

Appointed by Authorized Signatory Official: (Mayor, Board President, Commissioner, Director, Superintendent)

Authorized Signatory Official Signature: _____

Title: _____

Date: _____

Grant Agreement-Scope of Work

Please provide a detailed description of work and grant activities that the awarded jurisdiction will take part in with the use of grant funds. Please include how the grant funds, equipment, supplies, etc. will be used to prevent and protect against terrorist activities.

The grant funds awarded will be used to purchase the most up-to-date trench rescue equipment on the market today. This equipment will give us the ability to train and respond to emergencies involving a collapse in both dirt environments and also structural collapse environments. Our department is an all-hazards department and need to have the ability to mitigate situations involving technical rescue. Terrorist often target events with a higher population present such as Town Hall meetings and concerts at our amphitheater.

Our department believes that having this equipment will increase our chances of saving lives in the event a terrorist attacks and a collapse has occurred, especially in large events such as the amphitheater.

Federal Funding Accountability and Transparency Act (FFATA) Compliance Form

To comply with the Federal Funding Accountability and Transparency Act (FFATA), the MOHS must report award information for all sub-recipients of federal awards as directed. Information provided will be made publicly available on USA Spending <http://www.usaspending.gov/> per the Transparency Act requirement.

Section 1: Award Information:

Agency Name	Brandon Fire Department
City	Brandon, MS
Zip Code +4 Digits (Required)	39042
Unique Entity Identification (UEI) #	LL4XF8LHN7U7
Amount of Award:	\$22,500

Section 2: Compensation Information: Answer only is award is \$30,000.00 or more in federal funds)

- More than 80% of the Agency organization's annual gross revenue are federal funds.
☐ Yes (If yes, proceed to Question 2)
☐ No (If No, stop, proceed to Section 3)
- Federal Revenue exceeds twenty-five (25) million dollars.
☐ Yes (If Yes, proceed to Question 3)
☐ No (If No, stop, proceed to Section 3)
- Compensation information is not publicly available via federal tax filings, Securities and Exchange Commission (SEC) reporting, or any other source. (If other, please indicate: _____)
☐ Yes (If Yes, proceed to Table)
☐ No (If No, stop, proceed to Section 3)

Names and Salary of Organizations Top Five (5) Executives (By Salary)

	First and Last Name	Title	Annual Salary
1.			
2.			
3.			
4.			
5.			

Section 3: Certification of Information:

I certify that the above information is true and accurate.

Authorized Signatory Official (Signature)

Date

Authorized Signatory Official (Printed Name)

Title

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
MISSISSIPPI OFFICE OF HOMELAND SECURITY, A DIVISION OF THE MISSISSIPPI
DEPARTMENT OF PUBLIC SAFETY

AND

_____(AGENCY)

This agreement (hereinafter "Agreement") is made and entered into this the _____ day of _____, 2023, by and between:

MISSISSIPPI OFFICE OF HOMELAND SECURITY (MOHS), represented herein by, Executive Director of MOHS, a division of the MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY (MDPS); and
_____(AGENCY).

For and in consideration of the agreements herein, the respective signees having full authority of their respective entities to enter into this agreement and do agree as follows:

MOU PURPOSE:

The Mississippi Analysis and Information Center (MSAIC) functions as the hub for integrating intelligence communications between federal, state, tribal and local law enforcement jurisdictions. The mission of the MSAIC is to: "provide Mississippi with a centralized location for the gathering, analysis, and sharing of information from local, state, tribal and federal resources to prevent criminal activity including acts of terrorism or other threats to public safety. The MSAIC serves as the integrated multi-discipline sharing network for situational awareness and is a key component of the jurisdiction's homeland security and crime prevention efforts".

MSAIC analysts are tasked with providing real-time, accurate and complete criminal justice and intelligence information that enables law enforcement and the intelligence communities to identify terrorists, apprehend fugitives, locate missing persons, identify unidentified persons, recover stolen property, protect innocent persons and other law enforcement and judicial functions.

In support of the MOHS/MSAIC mission, and as a jurisdiction receiving MOHS funding for the purchase of an LPR system, _____ AGENCY agrees to make the information captured during routine use available to query by MOHS/MSAIC analysts upon demand.

_____ AGENCY shall be responsible for ensuring that the storage and/or exchange of information is encrypted, and encryption meets or exceeds the security requirements required by MDPS and the Mississippi Department of Information Technology Services.

SCOPE:

_____ AGENCY shall make certain that the use of and access to the LPR information is restricted to those who have a legitimate law enforcement or judicial purpose for accessing the LPR information.

_____ AGENCY shall advise its employees of the penalties relating to the illegal or misuse of such information. _____ AGENCY shall take all necessary measures to secure the equipment used to access the LPR system and prevent any unauthorized use. Failure to do so may result in the loss of additional MOHS grant funding opportunities.

DURATION OF AGREEMENT:

This Agreement shall continue in full force and effect for the duration of the purchased LPR equipment grant life.

WHEREFORE, IN WITNESS THEREOF, THE ENTIRE AGREEMENT IS CONTAINED WITHIN THIS ORIGINAL CONTRACT WHICH, ON THIS DAY, IS SIGNED BY THE PARTIES, FURTHER EXECUTED AND DELIVERED AS EVIDENCED BY THEIR RESPECTIVE SIGNATURES THAT APPEAR BELOW.

WITNESS MY SIGNATURE on this, the ____ day of _____ 2023.

BY AGENCY:

Signatory Authorized Official

BY MDPS/MOHS:

Executive Director, Mississippi Office of Homeland Security



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: BRIAN ROBERTS
DATE: 10/10/2023
SUBJECT: REQUEST PERMISSION TO PURCHASE TEN (10) SETS OF TURNOUT GEAR.

The fire department respectfully requests permission to purchase ten (10) sets of turnout pants and coats from Siddons-Martin Equipment Sales and authorize payment of the same. The Morning Pride coats are \$2,030.00 each and the pants are \$1,245.00 each for a total of \$3,275 for the set. The total for the purchase order will be \$32,750 and is budgeted for in our FY24 budget.

The turn-out gear is listed under State Contract -# 8200067716.

Thank you for your consideration.

ATTACHMENTS:

1. Siddons-Martin Turnout gear quote 101023



Siddons-Martin Emergency Group
3500 Shelby Lane
Denton, TX. 76207
USA
Phone: (940) 315-4948

ESTIMATE

DO NOT PAY

Customer Info:

BRANDON FIRE DEPT
629 MARQUETTE RD
Brandon, MS, 39042
USA

Document Info:

Quote #: 700-0003007
Taken By: Timothy Harris

Item #	Description	Quantity / Unit	Unit Price	Amount
242679	MORNING PRIDE TAILS, PIONEER MS Contract# 8200067716 LTO-75TG	10.00 / EA	2,030.00	20,300.00
242773	MORNING PRIDE PROFIT PANTS MS Contract# 8200067716 MPL-75TG	10.00 / EA	1,245.00	12,450.00

Total of All Services

Labor total	\$0.00	Shop supplies	\$0.00
Parts total	\$32,750.00	Core charges	\$0.00
Freight total	\$0.00	Sales tax	\$0.00

Total: \$32,750.00



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: BRIAN ROBERTS
DATE: 10/10/2023
SUBJECT: **REQUEST PERMISSION TO TRANSFER A 2012 DODGE RAM 1500 TO
COMMUNITY DEVELOPMENT**

The fire department respectfully requests permission to transfer one (1) 2012 Dodge Ram 1500 with VIN # 1C6RD7FPXCS158600 to the Community Development Department and take the truck out of the fire department inventory.

Thank you for your consideration.

ATTACHMENTS:

None



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: BRIAN ROBERTS
DATE: 10/12/2023
SUBJECT: 1999 PIERCE QUANTUM EMERGENCY REPAIRS

ATTACHMENTS:

1. Memo to Bd Repairs to Pierce Quantum 101223



MEMORANDUM

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN
FROM: CHIEF BRIAN ROBERTS
DATE: OCTOBER 12, 2023
SUBJECT: **REQUEST PERMISSION TO REPAIR PIERCE QUANTUM AS EMERGENCY REPAIR AND
AUTHORIZE PAYMENT FOR SAME**

The Fire Department respectfully requests permission to authorize the emergency repair and payment for replacing two front leaf springs on our 99 Pierce Quantum. The quote from EEP (Emergency Equipment Professionals) will be \$8,061.24 to get this engine back in service. As of now the engine is out of service until these repairs can be made.

This will fall under MCA 31-7-13(m)(ii) which reads as follows:

m) Exceptions from bidding requirements. Excepted from bid requirements are:

(ii) Outside equipment repairs. Repairs to equipment, when such repairs are made by repair facilities in the private sector; however, engines, transmissions, rear axles and/or other such components shall not be included in this exemption when replaced as a complete unit instead of being repaired and the need for such total component replacement is known before disassembly of the component; however, invoices identifying the equipment, specific repairs made, parts identified by number and name, supplies used in such repairs, and the number of hours of labor and costs therefor shall be required for the payment for such repairs.

This vehicle repair is vital to maintain a working fleet. The department considers this repair an emergency repair as it is a frontline engine.

Thank you for your consideration.